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Maryville Public Library Policy

Section B: EXECUTIVE BOARD BYLAWS,
ADMINISTRATION

Subject 300: Goals and Objectives, Page 1 of 1

Last reviewed/revised: 2021

2022-23 Goals and Objectives

| <i>Goal</i> | <i>Measurable objectives/Action Steps</i> |
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| <p>1. Champion reading and literacy</p> | <p>Maintain State Standard of 15% of operating budget toward print and digital resources.</p> <ul style="list-style-type: none"> - Complete distribution of 705 library cards to county school students birth—Grade 6. - Continue youth programming aimed at early literacy skills development. - Replace outdated PCs for Cataloging and Youth Services Coordinator |
| <p>2. Support lifelong learning in the Maryville community in alignment with community needs</p> | <ul style="list-style-type: none"> - Host reading and learning opportunities for families on Mondays when some county schools are closed. - Transfer part-time Preschool Story Hour Asst. position to General Children’s Asst. - Explore partnership opportunities with County Genealogy Society. - Develop and promote at least 10 adult sessions based on survey results regarding learning interests, and using area partnerships. - Add 4 new laptops for both staff use and public checkout (Library of Things). |
| <p>3. Empower individuals in their own creative endeavors</p> | <ul style="list-style-type: none"> - Continue youth programming promoting creative work. Incorporate crafting programs into new adult programs. - Host Local Author/Artist Event in Dec. |
| <p>4. Ensure the library operates at the highest possible standards in terms of maintaining adequate and qualified staff, board of directors, and community presence.</p> | <ul style="list-style-type: none"> - Completion of any remaining building maintenance work from FY2022. - Study feasibility of expanding operation hours. - Pursue a Library Board-hosted event with one local agency such as the Chamber of Commerce. - Migrate QuickBooks Desktop software to QuickBooks online and cross train Assistant Director in more bookkeeping duties. - Catch up with library history archives. |

5. Adhere to long-term funding goals and control expenses

- Allocate \$30K--\$80K for top property maintenance priorities as identified by Facilities Condition Assessment.
- Pursue at least one grant opportunity to match funding for improvements on property, services, or technology.

Director's Comments and Rationale:

Goal #1: Champion reading and literacy

- Maintaining 15% of the operating budget toward library resources for cardholders (print, digital, and Library of Things) reflects recent patron survey feedback, Trustee input, and the highest State standard for public libraries.
- By accepting an ARPA grant to extend borrowing privileges outside of the library's service area, MPL has committed to issue library card to kids throughout the county outside of Maryville's taxing district.

Goal #2: Support lifelong learning in Maryville in alignment with community needs

- County school closings on Mondays, along with R-II staff development closings on some Mondays, could provide an opportunity to serve area parents and kids looking for a good place to spend time.
- In addition to our full-time Youth Services Coordinator, MPL can afford to fill a maximum of one part-time special duty position related to children's programming. The scope of this position needs to expand to include a wider variety of programming beyond Preschool Story Hour and include more online promotional responsibilities.
- At least one board member expressed interest in MPL expanding our Genealogy services. A step in that direction could be an interview with County Genealogy Society leaders. Agreements on space use or resource sharing should be made in writing.
- 4 new laptops are needed for library programming, outreach, and community presentations. At least three can be made available for public checkout as well, building on MPL's current "Library of Things" offerings. The number is limited to four to prevent unnecessary software and maintenance costs for underused devices.

Goal #3: Empower individuals in their own creative endeavors

- Hands on children's activities continue to be popular and meet several learning objectives. As a result of our recent Adult Programming Survey, craft-based events will be incorporated into MPL's newest offerings.

Goal #4: Ensure the library operates at the highest possible standards

- Trustees can discuss the cost and benefits of adding up to three additional operating hours per week. Programming times, survey feedback, and other factors can be considered.
- One board member suggested hosting a Chamber coffee meeting. Equipment and flooring to accommodate beverages can also be used for new adult programming. Increased board member visibility may be beneficial.
- The library's QuickBooks 2019 software will be aging out in a year or two. This could be an opportunity to switch to QB Online so more than one staff member can do payroll and help maintain financial records. It's possible a significant amount of time may need to be set aside for this switch. Overall QB license costs will likely increase.
- Outside of retaining all board minutes and audit reports, the library director has not been properly archiving photos to help document library programs and developments of historical significance. Designated time, storage space, and preservation supplies will be required.