



Montgomery City Public Library

Strategic Plan

January 2022 - December 2024

MCPL

Strategic Plan

Table of Contents

Mission

Values

Vision

Goals, Objectives, Activities, Measures and Outcomes

Appendices:

Environmental Forecast

Resource Allocation

Measures Collection Chart

Community Survey

Makerspace Questionnaire

Strategic Planning Committee

Montgomery City Public Library Strategic Plan

January 2022 – December 2024

Review Strategic Plan January 2024-December 2024

MCPL Mission: To create an environment for lifelong learning and personal growth to meet the needs of our diverse community.

MCPL Values

Community (We respond to community needs and support the free exchange of diverse ideas to strengthen our community and to stimulate personal growth.)

Future-Focused (We respond appropriately to emerging practices and technology in library and information sciences and anticipate change in our community and environment.)

Integrity (We are committed to transparency, accountability, and treating our patrons, staff, and diverse community members with respect and courtesy.)

Intellectual Freedom (We uphold the right to privacy, confidentiality, and the right to seek, access, and express diverse points of view.)

Collaboration (We cultivate relationships with local organizations and businesses and with individuals to actively participate in the growth and development of our community.)

MCPL Vision

MCPL's vision is to:

1. Provide valuable patron service by a motivated, knowledgeable, and friendly staff
2. Connect with the needs of a growing and diverse community
3. Develop strong community ties through literacy, programming and activities
4. Offer instruction and access to evolving technology
5. Exhibit fiscal responsibility and community awareness

MCPL Goals, Objectives, Activities, Measures and Outcomes

1. Provide valuable patron service by a motivated, knowledgeable, and friendly staff

1.1 Goal: Staff displays initiative and creativity.

1.1.1 Objective: Staff will plan and execute programs/activities.

1.1.1.1 Activity: Tap into strengths, abilities and interests of staff members.

1.1.1.1.1 Measure: Staff will research, brainstorm, etc. ideas for programs/activities. Programs/activities of all types will be developed and executed for all age levels. Inventory the strengths, abilities and interests of staff members.

Determine number of program/activities offered to patrons during 2021.

Continue Summer Reading Program.

- 1.1.1.1.1 Outcome: The number of programs/activities offered to the public will increase by 25% in the first year.
- 1.1.1.2 Activity: Staff will investigate how other libraries loan out kits/equipment to patrons.
 - 1.1.1.2.1 Measure: Research various libraries to determine various methods for cataloguing, maintaining and loaning out various equipment/kits.
 - 1.1.1.2.1 Outcome: A loan system for all equipment/kits that works for MCPL will be put into use.
- 1.1.1.3 Activity: Staff will inventory equipment/kits.
 - 1.1.1.3.1 Measure: Labels with inventory information will be created for each equipment/kit.
 - 1.1.1.3.1 Outcome: All equipment/kits will be properly labeled.
- 1.1.1.4 Activity: Staff will determine how to store and maintain kits.
 - 1.1.1.4.1 Measure: All equipment/kits will have a check-in checklist created and each equipment/kit will be stored in their assigned location.
 - 1.1.1.4.1 Outcome: All equipment/kits will be in their proper storage location with all parts/pieces included, ready for by patrons.

1.1.2 Objective: Staff's performance and accomplishments are appropriately recognized.

- 1.1.2.1 Activity: Director will decide appropriate recognition.
 - 1.1.2.1.1 Measure: The Director will devise a method for determining for whom and when staff recognition is appropriate.
 - 1.1.2.1.1 Outcome: Staff will always be recognized for job related accomplishments that support the strategic plan.

1.2 Goal: Staff will participate in professional development activities.

1.2.1 Objective: Staff will participate in two training programs per year, whether by in house webinar or away training to enhance job competence or customer service or to lead to new areas of library service.

- 1.2.1.1 Activity: Staff will relate the Missouri Public Library Standards to Montgomery City Public library operations.
 - 1.2.1.1.1 Measure: Staff will read, comprehend and apply the Missouri Public Library Standards that relate to their job performance.
 - 1.2.1.1.1 Outcome: All staff will use the Missouri Public Library Standards as a guide when performing job duties.
- 1.2.1.2 Activity: Determine training necessary to keep abreast of current library Practices.
 - 1.2.1.2.1 Measure: Staff will seek and participate in a minimum of two trainings per year relating to their job duties per Director approval.
 - 1.2.1.2.1 Outcome: All staff will participate in a minimum of two trainings each year to improve job performance.
- 1.2.1.3 Activity: Find appropriate training.
 - 1.2.1.3.1 Measure: Staff will research possible sources of training that enhance their job performance.
 - 1.2.1.3.1 Outcome: All staff will complete a minimum of two trainings or workshops that directly relates to their job performance.
- 1.2.1.4 Activity: New knowledge gained from training needs to be disseminated to library staff team and put into practice when appropriate.

1.2.1.4.1 Measure: When staff completes any training, that information will be shared with other staff and will be put into practice when deemed appropriate.

1.2.1.4.1 Outcome: All staff will share the information they have gained from any training completed. Changes and/or improvements to standard library practices will be made as decided by Library Staff Team.

1.2.2 Objective: Staff will regularly attend and participate in MLA conferences. The director and key staff will participate in national library associations such as ALA, PLA, or ARSL.

1.2.2.1 Activity: Staff will attend annual MLA conference. (September 29-30, 2021 Chesterfield)

1.2.2.1.1 Measure: At least two staff members will attend the MLA Conference yearly and share the information gained from their participation.

1.2.2.1.1 Outcome: A minimum of two staff members will attend the annual MLA Conference each year. Each participant will share information gained with the entire Library Staff Team.

1.2.2.2 Activity: Membership for staff and library be paid from the operating budget.

1.2.2.2.1 Measure: The conference expenses and membership dues to ALA, MLA, PLA, ARSL will be provided for in the annual budget

1.2.2.2.1 Outcome: All membership dues and conference fees will be paid through the annual budget.

2. Connect with the needs of a growing and diverse community

2.1 Goal: Community demographics are kept in mind when recruiting and selecting staff.

2.1.1 Objective: Review the City of Montgomery's demographic data when making recommendations for staffing.

2.1.1.1 Activity: Job openings will be publicly posted.

2.1.1.1.1 Measure: All job openings will be advertised publicly using the library website, social media, newspaper and internet job postings.

2.1.1.1.1 Outcome: All job openings will be posted for a minimum of two weeks using the library website, social media, newspaper and internet job postings.

2.1.1.2 Activity: When hiring new staff, preference will be given to individuals with technology skills/interest.

2.1.1.2.1 Measure: For any new job opening, the applicant must possess a minimum level of technology skill or a strong desire and aptitude for learning new technology.

2.1.1.2.1 Outcome: All new staff will possess technology skills or the ability and desire to learn new technology.

2.2 Goal: Review the City of Montgomery's demographic data and make recommendations for programs.

2.2.1 Objective: Survey community members, including those that don't regularly use the library.

2.2.1.1 Activity: Community survey.

- 2.2.1.1.1 Measure: A variety of surveys will be devised and administered using various platforms, paper, internet, verbal, etc. to determine what programs, activities and services the library should provide.
- 2.2.1.1.1 Outcome: Data will be gathered and tabulated using a variety of survey methods. This information will help determine future programs, activities and services.
- 2.2.1.2 Activity: Investigate reasons for low participation and plan strategies to improve attendance.
 - 2.2.1.2.1 Measure: Devise methods for determining why only a few people may be participating in any program, activity, or use of a particular service. Propose ways to increase participation.
 - 2.2.1.2.1 Outcome: For any program, activity or use of service with low participation/usage use proposed methods to increase participation.
- 2.2.2 Objective: Collect and analyze data concerning resident and nonresident patrons
 - 2.2.2.1 Activity: Consult 2020 census data.
 - 2.2.2.1.1 Measure: Determine percentage of residents and nonresidents who have a library card and use the library services.
 - 2.2.2.1.1 Outcome: Increase both the percentage of resident and nonresident patrons who have library cards and use library services by 10%.
 - 2.2.2.2 Activity: Determine material checkouts by Resident vs. Nonresident patrons.
 - 2.2.2.2.1 Measure: Determine the number of checkouts by resident and nonresident patrons
 - 2.2.2.2.1 Outcome: Increase the number of checkouts by resident patrons by 10%.
 - 2.2.2.3 Activity: Identify how to determine Resident vs. Nonresident.
 - 2.2.2.3.1 Measure: Using the library software system, determine how to pull data on the basis of resident vs. nonresident patrons.
 - 2.2.2.3.1 Outcome: Increase the number of checkouts by nonresident patrons by 10%.
- 2.2.3 Objective: Diversify print collection to appeal to different readers and have adequate copies for interest.
 - 2.2.3.1 Activity: Research number of copies of books recommended for number of patrons on wait list/consult the method for determining number of copies of any one title to purchase.
 - 2.2.3.1.1 Measure: Conduct research online and by contacting other libraries on how to determine the number of copies to purchase of any book in relation to patron need.
 - 2.2.3.1.1 Outcome: Purchase recommended number of copies of books to meet patron demand.
 - 2.2.3.2 Activity: Create an equitable policy for loaning out new materials.
 - 2.2.3.2.1 Measure: Research how other libraries loan out new materials on an equitable basis. Adapt current policy to reflect a more fair process.
 - 2.2.3.2.1 Outcome: Use an equitable policy for loaning out new materials for all patrons.
 - 2.2.3.3 Activity: Increase diversity of authors/genres/topics in print collection.
 - 2.2.3.3.1 Measure: Using check-out data and survey(s) to determine which authors/genres/topics are wanted by patrons.
 - 2.2.3.3.1 Outcome: Increase diversity in print collection.

- 2.2.3.4 Activity: Purchase book club sets for community book clubs.
 - 2.2.3.4.1 Measure: Using suggestions from local book clubs, purchase book club sets. Seek other funding sources to aid in the purchase of book sets.
 - 2.2.3.4.1.Outcome: Purchase at least one new book set to loan out to community book clubs. Possibly trade book sets with other small libraries to increase available titles.

2.2.4 Objective: Reach out with training and educational opportunities to meet the needs of our economic status.

- 2.2.4.1 Activity: Develop partnerships with organizations (i.e. Economic Development) in providing training/test site for Work Keys Certification.
 - 2.2.4.1.1 Measure: Reach out to various organizations to determine how the library can help provide training/test sites for individuals seeking employment.
 - 2.2.4.1.1 Outcome: Provide training/test site for Work Keys Certification and/or other job-related training and/or testing.

2.2.5 Objective: Hold community conversations of current issues of the community.

- 2.2.5.1 Activity: Survey community of issue discussion topics.
 - 2.2.5.1.1 Measure: Using a variety of survey(s) methods, identify the issues most relevant to our community.
 - 2.2.5.1.1 Outcome Identify the issues most relevant to our community.
- 2.2.5.2 Activity: Conduct community read and discussion.
 - 2.2.5.2.1 Measure: Determine a book that deals with relevant issues of our community. Publicize the community read and discussion. Have the books available for book clubs and interested community members to read.
 - 2.2.5.2.1 Outcome: The library sponsored book club will hold at least one community read and discussion of current issues relevant to our community.

3. Develop strong community ties through literacy, programming and activities

3.1 Goal: Programming for all ages is used to help attract new users to the library, to increase awareness of library services and to provide the public with opportunities for lifelong learning.

3.1.1 Objective: Offer new programs/activities.

- 3.1.1.1 Activity: Determine programs/activities for all age levels.
 - 3.1.1.1.1 Measure: Brainstorm new programs/activities that would interest all ages. Develop and implement programs/activities.
 - 3.1.1.1.1 Outcome: Implement new programs for all ages
- 3.1.1.2 Activity: Purchase equipment for outdoor games and activities.
 - 3.1.1.2.1 Measure: Determine which outdoor games and activities would be most used by patrons.
 - 3.1.1.2.1 Outcome: Have a variety of outdoor games and activities available for checkout, including, but not limited to, fishing poles, corn hole game, binoculars, etc.
- 3.1.1.3 Activity: Purchase board games such as Ticket to Ride, Agricola, Carcassonne, Catan and have game nights.
 - 3.1.1.3.1 Measure: Determine appropriate games to be purchased
 - 3.1.1.3.1 Outcome: Games will be purchased and game nights will be

- held.
- 3.1.1.4 Activity: Mail or deliver books to homebound.
 - 3.1.1.4.1 Measure: Set up a procedure for delivering to housebound patrons. Advertise and contact individuals about this service.
 - 3.1.1.4.1 Outcome: Books will be delivered to homebound patrons.
- 3.1.1.5 Activity: Evening travelogues using Virtual Reality.
 - 3.1.1.5.1 Measure: Research virtual reality and travel documentaries
Purchase virtual reality equipment and programs.
Install equipment.
 - 3.1.1.5.1 Outcome: Virtual Reality with travel documentaries will be available for use in the library.
- 3.1.2 Objective: Create a Makerspace.
 - 3.1.2.1 Activity: Tour existing Makerspace sites to get ideas.
 - 3.1.2.1.1 Measure: Research what other Makerspace sites have available
 - 3.1.2.1.1 Outcome: Create a plan for establishing our library's Makerspace.
 - 3.1.2.2 Activity: Assess library space and other requirements needed for Makerspace.
 - 3.1.2.2.1 Measure: Determine needed library space and other requirements (i.e. electric, exhaust, etc.) for Makerspace
 - 3.1.2.2.1 Outcome: The library's Makerspace will have space for use and storage of all equipment and supplies and all requirements will be met.
 - 3.1.2.3 Activity: Conduct Makerspace survey to compile ideas.
 - 3.1.2.3.1 Measure: Compose and implement Makerspace survey for community
 - 3.1.2.3.1 Outcome: New equipment/technology will be added to library's Makerspace when there is patron interest.
- 3.1.3 Objective: Provide Equipment/Kits for Patron checkout.
 - 3.1.3.1 Activity: Video Projector.
 - 3.1.3.1.1 Measure: The replaced projector will be made available for patron checkout.
 - 3.1.3.1.1 Outcome: A video projector will be available for patron checkout.
 - 3.1.3.2 Activity: Photo Scanner.
 - 3.1.3.2.1 Measure: A photo scanner will be purchased
 - 3.1.3.2.1 Outcome: A photo scanner will be available for patron checkout.
 - 3.1.3.3 Activity: Laptops.
 - 3.1.3.3.1 Measure: Laptops that have been replaced will be put into circulation.
 - 3.1.3.3.1 Outcome: Laptops will be available for patron checkout.
 - 3.1.3.4 Activity: Ipads.
 - 3.1.3.4.1 Measure: Ipads that have been replaced will be put into circulation
 - 3.1.3.4.1 Outcome: Ipads will be available for patron checkout.
 - 3.1.3.5 Activity: Pursue donations for equipment/kits for checkout.
 - 3.1.3.5.1 Measure: An appeal will be made for donations with guidelines as to the types of equipment needed.
 - 3.1.3.5.1 Outcome: Library will add donations to the collection of equipment/kits for checkout.
- 3.1.4 Objective: Develop partnerships with organizations and businesses to further the goals of the library.
 - 3.1.4.1 Activity: Have library staff member serve on Literacy Council.

- 3.1.4.1.1 Measure: Determine the library staff member to serve on the Literacy Council.
- 3.1.4.1.1 Outcome: A library staff member will serve on the Literacy Council.
- 3.1.4.2 Activity: Raised bed garden with St. Vincent DePaul Society.
 - 3.1.4.2.1 Measure: Labor, expertise, soil, forms, tools, plants and seeds will be gathered to create a community raised bed garden.
 - 3.1.4.2.1 Outcome: A raised bed garden will be available for community use at the St. Vincent DePaul site.
- 3.1.4.3 Activity: Partner with the Arts Council.
 - 3.1.4.3.1 Measure: Communicate with the Arts Council to determine how the library can enhance the goals of the Art Council.
 - 3.1.4.3.1 Outcome: A partnership will be established.
- 3.1.4.4 Activity: Partner with the Developmental Disabilities Association Board..(DDAB)
 - 3.1.4.4.1 Measure: Develop ongoing activities for the developmentally disabled citizens.
 - 3.1.4.4.1 Outcome: Hold monthly activities for the developmentally disabled citizens.
- 3.1.5 Objective: Develop effective Public Relations Strategies.
 - 3.1.5.1 Activity: Maintain and update website.
 - 3.1.5.1.1 Measure: Compare website to other library websites for accessibility and types of information included.
 - 3.1.5.1.1 Outcome: A user-friendly website will be maintained and updated on a regular basis.
 - 3.1.5.2 Activity: Posts on Facebook.
 - 3.1.5.2.1 Measure: Appropriate information will be posted on Facebook
 - 3.1.5.2.1 Outcome: All programs/activities/services will be posted on the library's website.
 - 3.1.5.3 Activity: Flyer in City utility bill.
 - 3.1.5.3.1 Measure: Information will be disseminated through the City utility bill, when deemed appropriate..
 - 3.1.5.3.1 Outcome: Flyers will be included in the City utility bill
 - 3.1.5.4 Activity: Email push.
 - 3.1.5.4.1 Measure: Email addresses will be collected for advertising the Library's programs/activities/services, etc.
 - 3.1.5.4.1 Outcome: Emails will be sent to all available email addresses.

4. Offer instruction and access to evolving technology

4.1 Goal: Library personnel will study changing technology needs and implement changes for emerging technologies.

- 4.1.1 Objective: Staff will review and evaluate new technologies as applicable to their job and will have opportunities to enhance the skills and knowledge necessary to better perform their jobs.
 - 4.1.1.1 Activity: All staff will become proficient with Evergreen Software application.
 - 4.1.1.1.1 Measure: Each staff member will be trained on using the Evergreen Software application.
 - 4.1.1.1.1 Outcome: All staff will be proficient with using the Evergreen Software application.

- 4.1.1.2 Activity: All staff will be able to assist patrons in using software on computers (i.e. Microsoft Office Suite and available databases, etc.).
 - 4.1.1.2.1 Measure: Each staff will be trained on using any of the available software on library computers.
 - 4.1.1.2.1 Outcome: At all times, patrons will be able to obtain help when using any of the software programs available at library.
- 4.1.1.3 Activity: Staff will be able to print multiple copies from every computer.
 - 4.1.1.3.1 Measure: Each computer used by staff will be set to print multiple copies.
 - 4.1.1.3.1 Outcome: All staff can print multiple copies from any computer.
- 4.1.1.4 Activity: Staff will be committed to Makerspace development and implementation.
 - 4.1.1.4.1 Measure: Staff will be trained on all technology involved in the Library Makerspace (i.e. video games, virtual reality, Promethean Board, Cricut and Heat Press, Sewing Machines, Microsoft Studio computer, etc.)
 - 4.1.1.4.1 Outcome: All staff will be able to assist patrons using Makerspace technology.
- 4.1.1.5 Activity: View tutorials to enhance job performance, ie. Youtube, LinkedIn.
 - 4.1.1.5.1 Measure: Either through Director evaluation or self evaluation, staff will determine which training/education they need to help improve their job performance.
 - 4.1.1.5.1 Outcome: Each staff member will document all training completed and how it's relevant to their job performance.

4.2 Goal: Library will maintain a three-year Technology Plan with a four-year Technology Replacement Schedule.

- 4.2.1 Objective: Adequate budgetary provisions will be made to provide, maintain and refresh library district technology for staff and public use.
 - 4.2.1.1 Activity: Grants will be sought for technology programs.
 - 4.2.1.1.1 Measure: The technology committee will make recommendations for grant applications to acquire technology.
 - 4.2.1.1.1 Outcome: Grant applications will be submitted for technology.
- 4.2.2 Objective: Technology Inventory will be kept up to date, including (but not limited to) Invoice #, serial #, date of purchase, and fund used.
 - 4.2.2.1 Activity: Technology inventory will be updated by staff as items are purchased.
 - 4.2.2.1.1 Measure: As new technology items are received the Technology Inventory will be updated.
 - 4.2.2.1.1 Outcome: The Technology Inventory will always be current with all items being included at the time they are received.
 - 4.2.2.2 Activity: Inventory labels will be placed on devices and technology items.
 - 4.2.2.2.1 Measure: All technology equipment will be labeled with name, fiscal year purchased and funds used.
 - 4.2.2.2.1 Outcome: All technology equipment is readily identified by the label as to type of equipment, date purchased and funds used.
 - 4.2.2.3 Activity: Have outdated equipment available to loan to patrons:

projector, Ipads, laptops.

4.2.2.3.1 Measure: Technology Committee will determine which equipment is ready for replacement. Any equipment being replaced can be used for patron check-out.

4.2.2.3.1 Outcome: The library will have equipment for patron check-out (i.e. projector, Ipads, Laptops, etc.).

4.2.2.4 Activity: Other outdated equipment will be discarded.

4.2.2.4.1 Measure: Technology Committee will make recommendations concerning equipment ready for discard.

4.2.2.4.1 Outcome: All equipment removed from circulation will be discarded appropriately.

4.3 Goal: Offer instruction to patrons on various types of technology.

4.3.1 Objective: Patrons will have opportunities to learn about evolving technologies.

4.3.1.1 Activity: Provide instruction on hooking up to new city fiber optic.

4.3.1.1.1 Measure: The library will reach out to Phynx Fiber to provide an informational meeting to the public.

4.3.1.1.1 Outcome: An informational meeting will be offered to the public concerning Phynx Fiber services.

4.3.1.2 Activity: Provide instruction on digital photo management.

4.3.1.2.1 Measure: Staff will provide instruction on digital photo management techniques (i.e. downloading, storage, using digital photo frames, etc.)

4.3.1.2.1 Outcome: The library will provide instruction to patrons individually or in classes, on how to manage digital photos.

4.3.1.3 Activity: Provide instruction on e-readers and apps.

4.3.1.3.1 Measure: Staff will provide instruction on how to use e-readers and apps for reading books.

4.3.1.3.1 Outcome: The library will provide instruction to patrons on how to use e-readers and apps for reading books.

4.4 Goal: Purchase new emerging technology for staff and patron use (both information and entertainment).

4.4.1 Objective: Have technology devices and equipment available to loan patrons.

4.4.1.1 Activity: Purchase photo scanner.

4.4.1.1.1 Measure: Two photo scanners and one carrying case will be purchased. Classes/training will be offered.

4.4.1.1.1 Outcome: Two photo scanners (one for in library use and one for patron check-out) will be available to patrons, along with training.

4.4.1.2 Activity: Purchase Video Game platforms and games.

4.4.1.2.1 Measure: A PlayStation gaming console and games will be purchased. Video game tournaments will be held. Nintendo Switch consoles and games will be purchased for patron use/check-out.

4.4.1.2.1 Outcome: The library will provide video games for patrons through various formats.

4.4.1.3 Activity: Purchase Smartboard/Promethean Board on wheels (use for video games and tournaments, meeting presentations, etc.)

4.4.1.3.1 Measure: Purchase a Promethean Board on wheels for use by any group needing a presentation board and for video game tournaments.

4.4.1.3.1 Outcome: A Promethean Board will be available for

- presentations, video game tournaments, etc.
- 4.4.1.4 Activity: Purchase and install virtual reality equipment (use for games and travelogues).
 - 4.4.1.4.1 Measure: Purchase and install virtual reality equipment. Research, possibly purchase and download Virtual Reality apps. Provide training to patrons.
 - 4.4.1.4.1 Outcome: A variety of Virtual Reality experiences will be offered for patrons.
- 4.4.1.5 Activity: Purchase designing sewing machines.
 - 4.4.1.5.1 Measure: Research and purchase sewing machines and equipment. Offer classes/training to patrons on a variety of sewing level projects.
 - 4.4.1.5.1 Outcome: A sewing machine and equipment will be available for patron use. Classes/training will be offered.
- 4.4.1.6 Activity: Purchase 5 hotspots.
 - 4.4.1.6.1 Measure: Research devices and providers of hotspots. Determine the best option for MCPL.
 - 4.4.1.6.1 Outcome: MCPL will have 5 hotspots available for patron check-out.

5. Exhibit fiscal responsibility and community awareness

5.1 Goal: Have a transparent budget.

- 5.1.1 Objective: Provide a detailed budget report with purchases identified in the appropriate account.
 - 5.1.1.1 Activity: Determine appropriate account for invoice coding.
 - 5.1.1.1.1 Measure: Determine appropriate account for invoice coding when paying all bills.
 - 5.1.1.1.1 Outcome: All expenses will be coded to appropriate account, as approved by the library board.
 - 5.1.1.2 Activity: Invoices provided at board meetings.
 - 5.1.1.2.1 Measure: The Director will make available at the monthly board meeting, all invoices that have been paid on the previous month's expense report.
 - 5.1.1.2.1 Outcome: All invoices for the current month's expenses will be available for the library board to view and approve.
- 5.1.2 Objective: Approve reports before submission to city or state.
 - 5.1.2.1 Activity: Submit annual Statistics Survey report to board before submitting to state library.
 - 5.1.2.1.1 Measure: After completion of annual statistics survey, the Director will present it to the board before the submission deadline.
 - 5.1.2.1.1 Outcome: The Library Board will approve the annual Statistics Survey prior to state submission.
 - 5.1.2.2 Activity: Submit grants to board for approval before submitting to state.
 - 5.1.2.2.1 Measure: Any written library grant is to be presented to the library board before the submission deadline.
 - 5.1.2.2.1 Outcome: Any grant written will be approved by the library board prior to state submission.
- 5.1.3 Objective: Present an annual report to taxpayers.
 - 5.1.3.1 Activity: Publish annual report in newspaper.

- 5.1.3.1.1 Measure: The Director and Library Bookkeeper will create an annual report to be published in the newspaper. Library Board will approve report before publication.
- 5.1.3.1.1 Outcome: An annual report will be published in newspaper.

5.2 Goal: Conduct annual review of MCPL to the Missouri Public Library Standards.

5.2.1 Objective: The MCPL Board of Trustees will compare the MCPL to the Missouri Public Library Standards annually.

5.2.1.1 Activity: Have Standards available in annual board member binder.

5.2.1.1.1 Measure: Library Board members will have a copy of the Missouri Public Library Standards in their member binder. Updates will be provided annually.

5.2.1.1.1 Outcome: All board members will have an updated copy of the Missouri Public Library Standards.

5.2.1.2 Activity: Review standards that correspond with the committee during the board committee report.

5.2.1.2.1 Measure: The Montgomery City Public Library will be evaluated using the Missouri Public Library Standards. Each section will be assigned a month to be reviewed and presented to the Library Board.

5.2.1.2.1 Outcome: Annually the Montgomery City Public Library will be evaluated using the Missouri Public Library standards with changes implemented as needed.