Library Planning and Assessment

Each library district has a three-to-five year strategic plan for the development and provision of library services based on the needs of the citizens the library district serves. The library district’s strategic plan includes the library’s mission and/or vision, an assessment of the community served by the library district, and a statement of goals and objectives to be met in the time period of the plan.

Each library district includes in its planning process a description of the ways in which it evaluates library services to determine their value to the citizens the library district serves. The evaluation of library services focuses on how well the library district meets citizens’ needs for services, achieves the goals outlined in the library district’s plan, administers resources, and communicates library district services and accomplishments to citizens.

Standards

1. The library district has a written mission statement which clearly defines the purpose of the public library in its community.

2. The library district has a written three-to-five year strategic plan that includes goals and objectives relating to administration and finance, personnel management, collection management, public services, technology, facilities, and public relations, and other areas as needed.

3. The strategic plan states goals and objectives for improvement of library district services.

4. The strategic plan is reviewed annually by board members and library employees, including an evaluation of progress toward the library’s goals.

5. The library district employs a variety of evaluation methods to assess its effectiveness in achieving its strategic plan, including inputs, outputs, and outcomes.

6. The strategic plan and results of service evaluations are regularly reported to the library board and made available to citizens of the service area.
7. Evaluation results are used in planning improvements to library services and in developing and revising the strategic plan.

**Guidelines**

___1. The library district develops library mission, goals, and objectives and a strategic plan for achieving them based on community inputs. *Standard #1*

___2. The library district conducts a formal study of community needs at least every five years. *Standard #3*

___3. The library district conducts a user survey to determine library user needs at least every three years. *Standard #3*

___4. Mission statement, plans, and goals are reviewed regularly to ensure that they are still representative of the community’s needs. *Standard #1*

___5. The library uses its strategic plan and appropriate measures to determine whether additional funding is necessary, and if so, pursues additional funding through grant writing, private fundraising, or increased tax support as necessary.

___6. The library district uses appropriate output measures to compile required statistics for the State Library reporting survey. *Standard #3*

___7. The library district sets objectives for its services and activities, and uses those objectives to evaluate the services and activities it offers. Both ongoing and new library services include appropriate methods of evaluation and reporting of results. *Standards #3,5*

___8. The strategic plan is available for public inspection. *Standard #6*

___9. Examples of documents related to strategic planning may be found at the Missouri State Library’s website. *Standard #5*