

Template for Indiana Public Library Long Range Plan

A long-range plan of service covering between three (3) to five (5) years is required by [Indiana Public Library Standards](#) (590 IAC 6-1-5(j) (6)). The plan, updates, and revisions must be filed with the Indiana State Library.

At a minimum, the plan shall include the following:

- A) A statement of community needs and goals. [590 IAC 6-1-5(j)(6)]
 - a) Select and convene a committee representative of the individual needs of community residents. ([Workform B](#))
 - b) Committee develops a list of primary community needs and goals
- B) An assessment of facilities, services, technology, and operations
- C) Measurable objectives and service responses to the community's needs and goals. [590 IAC 6-1-5(j)(6)]
 - a) The committee, library board, and library staff collectively identify the service responses to address some of the community's needs, avoiding service responses that duplicate other agencies' services.
 - b) The library board and staff develop a mission statement. This statement focuses on the specific benefits that the residents in the library district are expected to receive from the service responses of choice.
 - c) Library staff begins to work on preparing goals that directly relate to the chosen service responses ([Workform G](#))
 - (i) List at least one goal that supports each of the chosen service responses
 - d) The library staff writes objectives that include measures of progress toward reaching each of the service response oriented goals. ([Workform H](#))
 - (i) Select at least two measureable objectives that support each goal
 - (ii) Select at least 3 activities to assist the Library in accomplishing each goal and related measureable objective will be chosen
 - (iii) A communication plan is written to inform community residents of the library's plans to serve them with the resources that it has.
- D) An ongoing annual evaluation process [590 IAC 6-1-5(j)(6)]
- E) Financial resources and sustainability [590 IAC 6-1-5(j)(6)]

- F) An equipment replacement schedule
- G) A professional development strategy
- H) Collaboration with other public libraries and community partners [590 IAC 6-1-5(j)(6)]
 - a) The plan needs to include a statement of how the library plans to collaborate with other public libraries and community partners in activities that will achieve the objectives for each service response.