

Indiana State Library Long Range Plan template for Standard 590 IAC 6-1-4h (3)  
Standards text is underlined

A long-range plan of service for between three (3) to five (5) years. 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.

- a. Select and convene a **community planning committee** of 10 to 20 residents who individually represent various groups of residents with specific needs (Workform B)
- b. Committee develops a list of primary **community needs and goals**

(B). Measurable objectives and service responses to the community's needs and goals.

- c. 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.  
<http://libraries.vermont.gov/sites/libraries/files/strategicplanning/NJLibraryServiceResponses.pdf>
- d. 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.
- e. 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
- f. 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
- g. **A communication plan** is written to inform community residents of the library's plans to serve them with the resources that it has. (Optional but recommended)

(C). An assessment of facilities, services, technology, and operations.  
(serviceslrp template2212011.xls)

(D). An ongoing annual evaluation process (Evaluation form.xls)

(E). Financial resources and sustainability (Financial resources.xls)

(F) Collaboration with other:

- (i) public libraries; and
- (ii) community partners.

The library includes 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.