

### III. ADMINISTRATION

#### Planning

Every public library shall develop and be guided by a long-range plan. While there are a variety of processes which can be used, a comprehensive one is Planning and Role Setting for Public Libraries, ALA, 1987. The process shall emphasize board, staff, and citizen involvement, community analysis, performance measures, and a flexible approach to planning. Whatever process is used, the following elements shall be included.

1. It is essential that the library formulate, and include in its bylaws, a mission statement which clearly describes the purpose(s) of the public library in its community. Consideration should be given to including the concepts set forth in the introduction of this document, that "all public libraries have one common purpose:

"To provide access to the universe of information, and especially that information which is of immediate relevance and interest, to the community it serves."

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2. The library's plan shall be written and publicly available; it shall include specific measurable objectives tailored to meet the needs of the individual community, specifying the library's role(s) for that community.

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3. The plan shall be developed jointly by the board and the staff. Input from the community is highly desirable.

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4. The board and the staff shall periodically, and not less than annually, review and update their long-range plan and evaluate Library performance on the basis of the written objectives and this standards document.

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A community analysis\* shall precede the development of a long-range plan. As part of this analysis the library shall conduct the following:

5. A **USER** survey at least once every five years.

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6. A **CITIZEN** survey at least once every ten years. Local issues such as referenda, building needs assessments, etc., should take precedence in the timing of this survey. (Staff and student surveys should also be considered to assess particular needs.

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