III. ADMINISTRATION

levelop and be guided by a long–range plan. While there are a variety of processes which can be used, a comprehensive one is or Public Libraries, ALA, 1987. The process shall emphasize board, staff, and citizen involvement, community analysis, performance approach to planning. Whatever process is used, the following elements shall be included.

library formulate, and include in its bylaws, a mission statement which clearly describes the purpose(s) of the public library in its eration should be given to including the concepts set forth in the introduction of this document, that "all public libraries have one

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

☐ ____   ☐ ____   ☐ ____   ☐ ____   ☐ ____

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

☐ ____   ☐ ____   ☐ ____   ☐ ____   ☐ ____

ed jointly by the board and the staff. Input from the community is highly desirable.

☐ ____   ☐ ____   ☐ ____   ☐ ____   ☐ ____

periodically, and not less than annually, review and update their long–range plan and evaluate Library performance on the basis d this standards document.

☐ ____   ☐ ____   ☐ ____   ☐ ____   ☐ ____

ecede the development of a long–range plan. As part of this analysis the library shall conduct the following:

ce every five years.

☐ ____   ☐ ____   ☐ ____   ☐ ____   ☐ ____

nce every ten years. Local issues such as referenda, building needs assessments, etc., should take precedence in the timing of dent surveys should also be considered to assess particular needs.

☐ ____   ☐ ____   ☐ ____   ☐ ____   ☐ ____

ngs to all people. It therefore must choose the ro'   it shall assume in the community and continually assess them. The public
, serve as an information catalyst in the communi, ,nd complement rather than duplicate services offered by other com   ty

e boundaries, other libraries in the community, and other public and private agencies in the larger ,community."

ments with other agencies when feasible.

of community analysis.

ct and report statistics using standard definitions which satisfy requirements of state law in order to help evaluate its performance,
nning, show accountability to governing authorities, and help the board and administrative staff make appropriate management

cially those which pertain to the library's roles, shall be reported to the board monthly.

provide statistical and other needed information when requested by the system and/or the State Library.

eporting

eview are essential for effective budgeting. The library shall follow established fiscal procedures for its specific governmental unit.

l be developed jointly by the administrative librarian, the staff at various levels, and the board, prior to the final decision of the board.

be reviewed by the administrative librarian and the board at their regular meetings.

omptly unless there is a reason for withholding payment in which case the vendor must be notified in writing that payment will be
: 4–17 and Chapter 81: 1004– 15.1)

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