

**TEXAS LIBRARY SYSTEM**

**LONG RANGE PLAN  
GUIDELINES  
FOR  
STATE FISCAL YEAR  
2012-2013**

**Due  
February 1, 2010**

**Texas State Library and Archives Commission  
Library Development Division  
Lorenzo De Zavala State Archives and Library Building  
1201 Brazos Street  
Austin, Texas 78701**

Questions about the System Long Range Plan Guidelines should be referred to:  
Administrator, Library Systems Grants, Library Development Division  
(512) 936-2236

# System Long Range Plans Guidelines for State Fiscal Years 2012 & 2013

## Background

The Texas Legislature passed the Library Systems Act (Gov't Code, §§441.121-441.139) in 1969 as a means to support the statewide development of public libraries, to promote regional cooperation, to encourage excellence in library service, and to promote resource sharing on a regional and statewide basis. The Act established a network of ten regionally based library systems that work to improve libraries in the combined service area. The Act was revised in the 1990s to allow for the establishment of non-profit systems and to allow for multi-type library membership.

Rule §1.43 of the *Rules for Administering the Library Systems Act* requires each library system to submit a long-range plan for system services. The planning process encourages reflection on current services as well as contemplation of new and innovative services. The planning process also provides opportunity for the creation of a shared vision and the building of consensus among system members and supporters.

Systems are valued partners in the work to bring quality library services to Texans. TSLAC continues to believe that the greatest value that systems provide is in the expertise of their staff, the knowledge of best practices to apply to local situations, and the leadership to facilitate collaboration in a changing environment.

TSLAC believes that the principal purposes of the systems are to bring libraries, regardless of type, together to share information and expertise, to engage in collaborative projects to strengthen library services for all Texans, and to provide continuing education and consulting services to the libraries.

The system Long Range Plan is the document upon which the system Plans of Service for FY2012 and FY2013 should be based. The document should be a guide for the Plans of Service that the system proposes at those later dates.

## Requirements

Each system shall submit a long-range plan for system services to TSLAC. The plan shall consist of the following components:

1. A narrative overview not exceeding 5 pages that addresses the following topics:
  - a. The overall state of patrons' needs in the region based upon a review of relevant sources of information. Describe what sources of information were used and the type of analysis performed.
  - b. The overall state of library services in the region based upon a review of applicable sources of information. Describe what sources of information were used and the type of analysis performed.
  - c. Description of proposed system projects that address the needs identified in item a. and b. The relationship between any additional proposed system projects, and the required system projects of continuing education and consulting should be explained. In addition, an explanation of how projects were chosen and prioritized should be included.
  - d. Summarize current collaborative activities and cooperative services among libraries in the region and the system's role in promoting these activities. Describe the system's communication and working with other types of libraries in the region. Plans for these

activities should be described, including opportunities and challenges in these types of activities.

- e. Plans for any of the following activities: program income generating activities, competitive grant applications, system negotiated grant applications or participation, and inter-system collaboration on projects. Provide as much detail as possible, including the possible number of grants that will be sought or income-generating projects undertaken, estimated time spent by staff on such activities, resources that will be utilized for such activities, and how the types of grants or other activities fit into the long range plan. This section of the narrative is intended to assist TSLAC staff in understanding the impact of these activities on required system projects and the relationship of such activities to the long-range plan goals for the system.
  - f. A summary of completed or planned actions for transitioning to a multi-type system membership.
  - g. Explanation of member librarians, advisory council, board members, and other interested parties' participation in the preparation of the plan.
2. A project plan not exceeding 2 pages per project that addresses the following topics:
- a. Rationale for the project including a detailed description of why this project is being implemented, how it will be implemented, and the needs it addresses. For proposed projects that are not required, there should be an explanation for why this project is a priority over other possible project options. Additional information should explain how the intended program helps libraries achieve LSTA goals as described in the LSTA Plan 2008-2012 (<http://www.tsl.state.tx.us/ld/pubs/lstaplan/2008/index.html>).
  - b. Objectives of the required or proposed project. Measurable objectives for each project that track the success, impact, or effectiveness of the project are required. Projected Legislative Budget Board (LBB) targets are required. Provide outcome statements, proposed indicators, and targets for any project that is suited for outcomes based evaluation. For proposed projects without a history of quantitative measures, please provide an explanation of how the projected quantitative measures were calculated.
  - c. Resources needed for the project to accomplish the stated objectives. This should include personnel and associated costs. A budget summary is included on the form for your use.
  - d. Evaluation of the project. Define what success for each project looks like; description of the outputs, outcomes, or other means of measurement and evaluation that will be collected for each project and how the measures will inform the future planning for the project and of system efforts. If outcomes based evaluation is appropriate for a project, please include the logic model developed for the project as part of the submitted documentation.
3. A budget summary worksheet.

Required project plans include the administration, continuing education, and consulting projects. Additional projects can be proposed and must have their own project plans.

### **System budgets:**

At the current time, a budget for the program has not been established. For the purposes of preparing a project plan, systems should use the budget estimate in the table below. The "Estimated Amount" column provides a figure to be used for preparing the long-range plan.

The State Library does not have a budget for SFY2012-2013. The federal and state legislative and appropriations processes could affect agency and program budgets. The program budget figure of \$4.175 million was selected only as a general guide and should be used with that understanding. The actual program budget is expected to vary from this figure. Estimated systems awards could change if systems adopt multi-type membership. Final figures will be announced with the release of the plan of service guidelines.

<b>System Operation Grant Budget Estimate for FY 2012 and FY 2013</b>	
<i>System</i>	<i>Estimated Amount</i>
AALS	\$365,000
BCLS	\$300,000
CTLS	\$472,000
HALS	\$646,000
NETLS	\$644,000
NTRLS	\$469,000
STLS	\$379,000
TPLS	\$300,000
TTPLS	\$300,000
WTLS	\$300,000

**Due Date: February 1, 2010 (subject to negotiation)**

TSLAC staff will review and evaluate each plan according to the guidelines above. Staff will especially note the scope/methodology of the evaluations, and the methods for evaluating system services. Plans without a description of project success, measurable objectives, and outcome or other robust evaluation, will not be accepted.