

Indiana State Library
140 North Senate Avenue
Indianapolis, IN 46204
Jacob Speer, Director

LSTA FIVE YEAR PLAN

2018-2022



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MISSION STATEMENT

Serving Indiana residents, leading and supporting the library community, preserving Indiana history.

The Indiana State Library is responsible for:

1. Developing and providing library services to state government, its branches, its departments and its officials and employees;
2. Providing for the individual citizens of the state those specialized library services not generally appropriate, economical or available in other libraries of the state;
3. Encouraging and supporting the development of the library profession; and
4. Strengthening services of all types of publicly and privately supported special, school, academic, and public libraries.

The Indiana State Library serves these two primary populations (public users and libraries) through two divisions (Public Services and Statewide Services).

NEEDS ASSESSMENT

The Indiana State Library was successful in achieving many of the goals and objectives in the LSTA Five-Year Plan for 2013-2017, but there is always room for improvement for statewide library service to Hoosiers. In 2016, the Indiana State Library commissioned QualityMetrics LLC to evaluate the state's plan. The eight-month evaluation process consisted of statewide focus groups, a comprehensive internet survey, and individual interviews with Indiana State Library and statewide library staff. In each method, respondents were asked for feedback on Indiana's LSTA-sponsored services. Usage statistics and feedback regarding existing services were also considered in evaluating a program's continuation.

The results of the evaluation suggest the top challenges facing Indiana libraries are:

1. **Expanded access to information** – Leveraging print and digital library collections, in a variety of formats, to deliver information to library users in the format they prefer.
2. **Improved institutional capacity** – the need to strengthen the library workforce, technological infrastructure, physical buildings and operations.
3. **Enhanced library services** to reach different populations, including lifelong learners, job seekers, entrepreneurs and individuals with print disabilities.

The State of Indiana celebrated its bicentennial in 2016, which was a period of reflection as well as looking toward the future in our state. The Indiana State Library will be working with the administration of Indiana's new governor, Eric J. Holcomb, in his goals to elevate Indiana to the next level in its third century. These goals include:

1. Cultivating a strong and diverse economy to ensure that Indiana remains a magnet for jobs.
2. Fund a long-term roads and bridges plan that takes the greatest advantage of our location.
3. Develop a 21st century skilled and ready workforce
4. Attack the drug epidemic, and
5. Provide great government service at a great value to taxpayers.

The support of LSTA funding, will allow the State Library to develop programs that help meet the Governor's goals #1, #3, and #5.

GOALS

Using feedback from the 2013-2017 Five Year Plan evaluation, three goals were identified for the Indiana State Library's 2018-2022 LSTA program. The most impactful, yet basic, need is the ISL's role in the facilitation of information to the statewide public. The next most apparent need is the improvement of library services or institutional capacity through staff training and support. Finally, enhancing existing services for lifelong learning, as well as exploring new services and partnerships to benefit library users, was identified as a goal by both our Five Year Plan evaluator and state library administration.

GOAL 1: INFORMATION ACCESS

The Indiana State Library will provide up-to-date, reliable access to information to meet the needs of all Indiana residents by utilizing effective technology, telecommunications, and resources.

IMLS Intent - Improve User's Ability to Obtain and/or Use Information Resources

Supporting Projects:

1. **Resource Sharing** – The Indiana State Library will continue to support a robust statewide resource sharing system that includes a variety of discovery and interlibrary loan options.

Programs include **Indiana Share** (mediated interlibrary loan), **Evergreen Indiana** (statewide integrated library system), **Statewide Remote Circulation System (SRCS)**, and **INfoExpress** statewide library courier service. Through these services, the Indiana State Library is able to facilitate mediated and unmediated interlibrary loans from the collections of hundreds of libraries statewide at no cost to the borrower. This supports Governor Holcomb's Goal #5 to provide great government service at a great value to taxpayers.

For each service, LSTA funds will be used to fund the salaries of program coordinators and subsidies for the cost of services and subscriptions. Service usage, including loans requested and parcels shipped, is regularly monitored.

Timeline- October 2018-September 2022:

Project is ongoing. Services and usage will be evaluated bi-monthly by ISL's Resource Sharing Committee. Re-evaluate vendors for each service as necessitated by state RFP.

2. **INSPIRE Databases** – Now in its 20th year, ISL will continue to support access to INSPIRE, a statewide database service that provides free access to every individual within Indiana via GeoIP authentication. INSPIRE includes databases covering news, business, health, government, as well as numerous resources for students from kindergarten to college. With thousands of individuals and libraries provided access to information, INSPIRE supports Governor Holcomb’s Goal #5 to provide great government service at a great value to taxpayers.

A combination of LSTA funds, dedicated state funds from the Indiana General Assembly, and funding from the Academic Libraries of Indiana (ALI) will be used to fund database subscription costs. Usage is regularly evaluated in the form of sessions, searches, and full text articles retrieved.

Timeline- October 2018-September 2022:

Project is ongoing. Re-evaluate vendors for each service as necessitated by state RFP. Semi-annual meetings of the INSPIRE Advisory Committee to evaluate usage and database offerings.

3. **Indiana Memory Digitization** – The Indiana State Library will continue to expand its statewide digital collection through in-house scanning and sub-grants to partnering institutions, including libraries, universities, and partnering historical organizations. Indiana Memory contains newspapers, photographs, manuscripts and other items reflecting Indiana’s unique history. Recent emphasis has been on digitizing the state’s newspapers, a result of receiving additional grant funding from the National Endowment for the Humanities through their National Digital Newspaper Project. Additionally, Indiana serves as a hub for the Digital Public Library of America. LSTA funds will be used to provide administrative report for the digital collection, salaries for ISL digitization and metadata staff, scanning supplies and equipment, and sub-grants to libraries statewide. Library staff track the collection size, usage, and number of contributing institutions.

Timeline- October 2018-September 2022:

This project is ongoing. Sub-grants will be offered annually, typically spanning 10-12 months with required quarterly and final reports. Re-evaluate vendors for each service as necessitated by state RFP.

4. **Indiana State Data Center** – Located within the Indiana State Library, the Indiana State Data Center will continue to offer reference assistance and instruction regarding statistics, state and federal information to a variety of audiences. LSTA funds are used to fund the center’s staff salaries, programming expenses, and professional development

costs. Specific projects upcoming in 2018-2022 will be promotion and training opportunities for the 2020 United States decennial census.

Timeline- October 2018-September 2022:

Project is ongoing. Project director will provide annual report on reference services and programs delivered.

IMLS Intent - Improve User's Ability to Discover Information Resources

Supporting Projects:

1. **Indiana Virtual Catalog** – The Indiana State Library will continue to provide statewide access to OCLC's World Cat, improving user's ability to discover and share information resources. OCLC subscription fees are paid with grant funds.

Timeline- October 2018-September 2022:

Project is ongoing. Indiana State Library administration will re-evaluate the service and its usage annually.

2. **Public Awareness** – In order to promote awareness of LSTA-funded services, a small portion of LSTA funding will be dedicated to focused, educational marketing, as laid forth in the Indiana State Library's approved marketing plan. LSTA funds will be used to pay for promotional services and supplies.

Timeline- October 2018-September 2022:

Project is ongoing. The Indiana State Library's Communication Director will provide regular feedback regarding promotional materials and activities to ISL Administration and the LSTA Consultant.

GOAL 2: INSTITUTIONAL CAPACITY

The Indiana State Library will improve the capacity of libraries through professional development and leadership training opportunities and grants for technology.

IMLS Intent – Improve the Library Workforce

Supporting Projects:

1. **Professional Development and Leadership Training** – The Indiana State Library's Professional Development Office will continue to offer a robust continuing education for

library staff in a variety of formats and methods. Past trainings have included webinars, staff days, workshops, and national speakers and consultants. In addition to programming costs for ISL hosted trainings, in 2018-2022, the Professional Development Office will explore offering LSTA funding for scholarships, grants, or tuition reimbursement for continuing education. This is in alignment with Governor Holcomb's Goal #3: to develop a 21st century skilled and ready workforce.

Timeline- October 2018-September 2022:

Project is ongoing. The Indiana State Library's Professional Development Office Director will provide regular feedback regarding trainings and will work closely with the LSTA Consultant regarding any funding requested for trainings or education awards.

IMLS Intent – Improve the library's physical and technological infrastructure

Supporting Projects:

2. **Technology Sub-grants** – Recognizing the unique and varied technology needs of libraries (and their users) statewide, the Indiana State Library will continue to award LSTA funds in the form of sub-grants for local, regional, or statewide technology projects. These popular grants are typically awarded to over 20 libraries of all types (public, school, academic, and special) annually.

Timeline- October 2018-September 2022:

Project is ongoing. Sub-grants will be offered annually, typically spanning 10-12 months with required quarterly and final reports. ISL Administration will evaluate project guidelines annually.

GOAL 3: ENHANCED SERVICES

The Indiana State Library will aid libraries in improving services to Indiana residents, including services that support lifelong learning and human services.

IMLS Intent – Lifelong Learning - Improve users' general knowledge and skills.

Supporting Projects:

1. **Children's Literacy** - The Indiana State Library will support childhood and young adult literacy initiatives. A Youth Services Consultant will provide training to librarians working with children and teens and administer Collaborative Summer Library Program materials to libraries statewide. The consultant will continue collaborations with the

Indiana Library Federation's Association of Indiana School Library Educators (AISLE) and the Indiana Department of Education (IDOE) to better serve public school media specialists and explore cost-saving purchasing options. LSTA funds will be used for the consultant's salary and program materials and supplies. Additionally, the Indiana State Library recently opened a Young Reader's Center in 2016. LSTA funding will support collection materials, staffing, and programming expenses for the new center.

Timeline- October 2018-September 2022:

Project is ongoing. Youth Services Consultant will provide annual report on reference services and programs delivered from the Professional Development Office and Young Reader's Center.

2. **Library Services for the Blind and Physically Handicapped-** The Indiana State Library will continue to serve as a regional library for the Library of Congress' National Library Service for the Blind and Physically Handicapped. The Talking Book and Braille Library (TBBL) provides large print, Braille, audio books and readers' advisory services to qualifying Indiana residents. LSTA funds are used for ISL TBBL staff salaries. Additionally, through sub-grants to the state's various sub-regional hubs, the Indiana State Library will help facilitate local access and expedited services to users. Grants may also be awarded for libraries to provide accessibility equipment.

Timeline- October 2018-September 2022:

Project is ongoing. Talking Book and Braille Library director will provide annual report on reference services and programs delivered at the state and sub-regional libraries.

IMLS Intent – Civic Engagement - Improve Users' Ability to Participate in their Community

Supporting Projects:

1. **State Agency Partnerships** – As mandated by our mission, the Indiana State Library partners with various other state agencies to deliver services and information to the statewide public via the state's public libraries, academic libraries, special libraries, institutional libraries, and school media centers.
In 2018-2022, ISL will continue to expand this extension of services to reach Hoosiers through various projects that will meet intents under the headings of Economic & Employment Development, Human Services, and Civic Engagement. Indiana State Library staff and administration will continue to network with various Indiana State agencies, including the Department of Education, Department of Workforce Development, Department of Correction, State Health Department, and others to identify opportunities for ISL to promote programs which increase and improve upon

the library's role in the users' lives. Additionally, partnering with other agencies will enable us to help meet Governor Holcomb's Goal #1: Cultivate a strong and diverse economy to ensure that Indiana remains a magnet for jobs.

Timeline- October 2018-September 2022:

Project is ongoing. State Library staff are actively involved in external and internal committees that include various other state agency and non-profit organization representatives.

CROSSWALK

State Goal	IMLS Focal Area	State Project	IMLS Intent
1. Information Access	Information Access	Resource Sharing	Improve user's ability to obtain and/or use information resources
		INSPIRE Databases	
		Indiana Memory Digitization	
		Indiana State Data Center	Improve user's ability to discover information resources
		Indiana Virtual Catalog	
		Public Awareness	
2. Institutional Capacity	Institutional Capacity	Professional Development and Leadership training	Improve the library workforce
		Technology Sub-grants	Improve the library's physical and technological infrastructure
3. Enhanced Services	Lifelong Learning	Children's Literacy	Improve users' general knowledge and skills.
		Talking Books	
	Civic Engagement	State Agency Partnerships	Improve users' ability to participate in their community

EVALUATION PLAN

The Indiana State Library is committed to evaluating the impact of the LSTA program, including both statewide and local activities and outcomes. Appropriate methodologies will be identified and implemented to measure the targeted outputs and outcomes identified in the plan and each grant.

Statewide projects - The LSTA consultant will meet with each statewide project director at least annually for feedback about the usage and impact of statewide services. During this meeting, the consultant and project directors will discuss the previous year's project outcomes, upcoming budgetary needs, and future programming plans. Results of these consultations are reported to Indiana State Library administration and used for budget and program planning.

Sub-grant projects - Outcome-based evaluations are integrated into all sub-grants awarded by the Indiana State Library. Sub-grantees will provide a series of quarterly and final reports that include information on how project objectives were met. This information will be conveyed to IMLS via annual State Program Reports.

Project monitoring – In addition to consultations and reports, Indiana State Library staff will conduct site visits to recipient libraries when appropriate. Both exemplary projects and those requiring assistance will be visited. A status report of the projects will be discussed during the visit and corrective measures will be taken by the sub-grantees if needed.

Five Year Plan Evaluation - Finally, as required by legislation, an independent consultant will be retained through a competitive Request for Proposal (RFP) process to prepare a comprehensive evaluation of the implementation of this plan and LSTA expenditures by the Indiana State Library. The evaluation process will ensure that a broadly representative sample of the Indiana library community will have an opportunity to participate.

STAKEHOLDER INVOLVEMENT

The Indiana Library and Historical Board is appointed by the Governor with input from key stakeholder groups around the state to oversee the activities and initiatives of the Indiana State Library. Additionally, the Indiana State Library will continue to work closely with the publicly and privately supported special, school, academic, and public libraries and the following agencies to leverage funding and programs that maximize service to Hoosier libraries and their users:

- Indiana Library Federation (ILF)
- Midwest Collaborative for Library Services (MCLS)
- Academic Libraries of Indiana (ALI)
- Private Academic Library Network of Indiana (PALNI)
- Various state agencies, including the Indiana Historical Bureau (IHB), Indiana Department of Natural Resources (DNR), and Indiana Archives and Records Administration (IARA)
- Indiana State Library Foundation

COMMUNICATION & PUBLIC AVAILABILITY

Once approved by IMLS, the Plan will be uploaded to the Indiana State Library's LSTA web site for public viewing. The Plan will also be shared via the Indiana State Library's regular communication channels, including the Wednesday Word weekly e-newsletter. Finally, a copy of the plan will be shared with the governor's office.

Any substantive revisions to the Plan, especially to the needs and goals, will be submitted to IMLS according to the provisions of the LSTA, and to appropriate stakeholders. An e-mail will be sent, followed up with hard copy.

The Indiana State Library will publicize achievements of important milestones and results of the Five-Year Plan as required for reporting purposes, as well as to meet stakeholder needs. The channel for communicating these achievements will depend largely on a particular stakeholder group's needs and will include an appropriate combination of presentations and meetings, print and electronic media and required reports, e.g. the Annual Report.

MONITORING

As described in each project, the Indiana State Library will assign appropriate staff to continuously track implementation of the Five-Year Plan and prepare appropriate narrative and financial reports as required. An important component of this tracking process will be monitoring of external sub-grantee projects. In addition to providing quarterly status reports and final reports on the progress of each project in relation to the Plan, the ISL staff will conduct on-site monitoring visits for many of the sub-grants. Any necessary corrective action will be decided on in collaboration with the sub-grantees.




**INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES,
PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and
CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES**

As the duly authorized representative of the applicant library, I hereby certify that the library is (*check only one of the following boxes*)

A. CIPA Compliant (*The applicant library has complied with the requirements of 20 U.S.C. § 9134(f) et seq.*)

OR

B. The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.



Signature of Authorized Representative

Jacob Speer

Printed Name of Authorized Representative

Library Director

Title of Authorized Representative

6/30/2017

Date

Indiana State Library

Name of Applicant Library/Program



State: Indiana

**STATE LEGAL OFFICER'S CERTIFICATION OF
AUTHORIZED CERTIFYING OFFICIAL**

I hereby certify that in

Indiana

Name of State

Indiana State Library

Name of State Agency

is the official State Agency with authority under State law to develop, submit, and administer or supervise the administration of the State Plan under the Library Services and Technology Act; that

Jacob Speer

Name of Authorized Certifying Official

Library Director

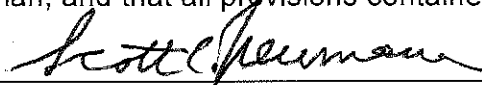
Title of Authorized Certifying Official

is the officer authorized to submit the State Plan, sign all assurances, certifications, and reports and to whom the grant award is made for the named State Agency; that the State Treasurer or

Library Director

Title of Officer other than State Treasurer

has authority under State law to receive, hold, and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law.



Signature of Attorney General or Other State Legal Officer

Scott C. Newman, Chief Counsel, Advisory

Print Name and Title

MAY 20, 2017
Date

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

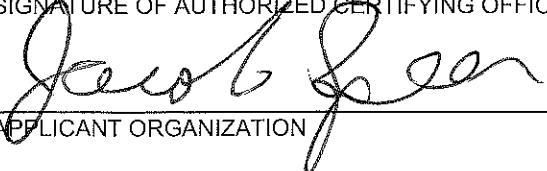
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 		TITLE Library Director
APPLICANT ORGANIZATION Indiana State Library		DATE SUBMITTED June 30, 2017