

## Montgomery County District Library Center (DLC)

### Five Year Planning Document

The Montgomery County District Library Center (DLC) supports and aids the district libraries in countywide library development. Despite limited resources, this is accomplished through coordination of services and resource sharing in order to best serve the residents of Montgomery County. For example, the DLC provides access to electronic databases, as well as electronic materials collections through such vendors as Overdrive and RBDigital. The DLC provides regularly scheduled delivery of materials among the public libraries in the county which encourages continued resource sharing among the libraries. Over 1.6 million items were transported in 2018.

The Montgomery County District Library Center provides coordination of professional development opportunities for the district libraries through the efforts of the District Consultant and the Youth Services Consultant. These opportunities have included technology experts; electronic resource demonstrations; trustee workshops; and One Book, One County Author Events. The Montgomery County District Library Center is an advocate for libraries and the informational needs of the Montgomery County community with both funders and elected officials. The DLC acts as a clearinghouse of information on everything from continuing education (CE) opportunities to legislation impacting libraries. This plan lays out a framework for the DLC priorities over the next five years.

Three Subcommittees met over the summer of 2019 to create the 2020-2025 Goals for the three main focal points of the plan: Programming, Collections, and Staff Development. The goals were then submitted to the Five Year Plan Committee Members for review and subsequent recommendation to the District Directors for approval at the December 4, 2019 District Meeting.

Five Year Plan Committee Members: Carrie Turner, Cheltenham Township Library System; Sharon Moreland-Sender; Huntingdon Valley Library; Michael Celec, Union Library Company of Hatborough; Laura Arnhold, Upper Merion Township Library; Kathleen Arnold-Yerger, Montgomery County–Norristown Public Library (DLC); and Karen DeAngelo, District Consultant.

Staff Development Subcommittee Members: Cathy Gilmore, Lisa Clancy, Loretta Righter, Margie Stern, Mimi Satterthwaite, Sharon Moreland-Sender, Karen DeAngelo

Programming Subcommittee Members: Anne Hall, Anne Frank, Laura Arnhold, Loretta Righter, Regina Vesely, Karen DeAngelo

Collections Subcommittee Members: Carrie Turner, Lauren Smyth, Loretta Righter, Marycatherine McGarvey, Karen DeAngelo

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Staff Development

**Goal One: To promote exemplary Library Services, the District Library Center provides opportunities for professional growth and leadership development.**

<b>Objective 1: The DLC will facilitate continuing educational opportunities for staff.</b>			
<b>Strategies/Tactics</b>	<b>Responsible</b>	<b>Timeframe</b>	<b>Resources/notes</b>
<ul style="list-style-type: none"> <li>The DLC will act as a conduit for information for continuing education opportunities.</li> </ul>	District Staff	Ongoing	SEPLA, Multi-District, District Meetings, etc.
<ul style="list-style-type: none"> <li>The DLC will facilitate the exchange of programming and technical skills and expertise.</li> </ul>	District Staff	Ongoing	
<ul style="list-style-type: none"> <li>The DLC will provide access to a repository for training, skills, and expertise resources.</li> </ul>	District Consultant	Ongoing	District Hub on Montgomery County Libraries Website
<ul style="list-style-type: none"> <li>The DLC will offer district-wide staff training opportunities with District and Regional Experts.</li> </ul>	District Consultant	ongoing	Ex. Watch Parties, Panels
<ul style="list-style-type: none"> <li>Prior to creating the next five year plan, the DLC will solicit input on continuing education needs.</li> </ul>	District Staff	2024	

<b>Objective 2: The DLC will provide training to maintain the effectiveness of the Boards of Trustees of district libraries.</b>			
<b>Strategies/Tactics</b>	<b>Responsible</b>	<b>Timeframe</b>	<b>Resources/notes</b>
<ul style="list-style-type: none"> <li>The District Center will act as a conduit for information on continuing education opportunities for trustees</li> </ul>	District Staff	Ongoing	
<ul style="list-style-type: none"> <li>The DLC will provide access to a repository for training, skills, and expertise resources</li> </ul>	District Consultant	Ongoing	
<ul style="list-style-type: none"> <li>The District Consultant will attend a trustee meeting at each library at least biannually.</li> </ul>	District Consultant	Ongoing	

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### Programming

**Goal Two:** The Montgomery County District Library Center (DLC) initiates and coordinates county-wide programming that appeals to the county's diverse, multi-generational population.

<b>Objective 1:</b> Develop a new program or enhance an existing countywide programming initiative each year.			
Strategies/Tactics	Responsible	Timeframe	Resources/notes
<ul style="list-style-type: none"> <li>Convene a committee to investigate and fully develop new programming. Programs shall support PA Forward.</li> </ul>	District Consultant	First Quarter	
<ul style="list-style-type: none"> <li>Seek funding and identify community partners.</li> </ul>	Programming Committee	Ongoing	
<ul style="list-style-type: none"> <li>Provide promotional marketing materials for use in libraries.</li> </ul>	District Consultant	As needed	
<ul style="list-style-type: none"> <li>Evaluate the effectiveness of programming.</li> </ul>	Programming Committee	Fourth Quarter	

<b>Objective 2:</b> Coordinate and administer regional, county- and statewide programming initiatives.			
Strategies/Tactics	Responsible	Timeframe	Resources/notes
<ul style="list-style-type: none"> <li>Convene a committee of district library staff to evaluate the effectiveness of existing programs (such as Teen Author, Science in the Summer, PA's One Book, Every Young Child, One Book, One Montgomery County).</li> </ul>	District Consultant Youth Services District Consultant	First Quarter	
<ul style="list-style-type: none"> <li>Seek funding opportunities to support programming efforts.</li> </ul>	Programming Committee	Ongoing	Alert District Libraries

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### Collection Development

**Goal Three:** In addition to sharing traditional physical collections, the District cooperatively purchases eBooks and eAudiobooks and subscribes to multiple electronic databases to meet the needs of a diverse population of over 800,000 residents. The purpose of the digital collection is to expand accessibility for all residents of the county.

<b>Objective 1: Collections will be shared equitably among libraries throughout Montgomery County.</b>			
<b>Strategies/Tactics</b>	<b>Responsible</b>	<b>Timeframe</b>	<b>Resources/notes</b>
<ul style="list-style-type: none"> <li>Develop a statement of basic principles for sharing collections that will be adopted by a majority of members and will be included in the District Negotiated Agreement.</li> </ul>	Collection Development Committee	By March 2020	District Wide
<b>Objective 2: Digital collections will meet or exceed the needs and expectations of county residents.</b>			
<b>Strategies/Tactics</b>	<b>Responsible</b>	<b>Timeframe</b>	<b>Resources/notes</b>
<ul style="list-style-type: none"> <li>Dedicate a District meeting to digital collections and databases including a review of statistics and budget commitments. Report on potential new services, vendors, and marketplace developments.</li> </ul>	MC-NPL Reference Department and District Consultant	Spring	
<ul style="list-style-type: none"> <li>Offer regular staff workshops on digital resources.</li> </ul>	MC-NPL Reference and District Staff	Ongoing	
<ul style="list-style-type: none"> <li>Improve discoverability of digital materials through the OPAC and other strategies.</li> </ul>	District Staff	Ongoing	
<ul style="list-style-type: none"> <li>Create information materials to personalize the reader experience.</li> </ul>	Collection Development Committee and District Staff	Ongoing	
<b>Objective 3: Digital resources management will be efficient and data-driven.</b>			
<ul style="list-style-type: none"> <li>Create an annual survey of collection development recommendations from member libraries and create an acquisitions plan for the following year.</li> </ul>	District Consultant	Annually	