



New Castle Library District
2021-2025 Strategic Plan

The mission of the New Castle Library District is to strengthen and enhance public libraries and library services throughout Armstrong, Butler, Lawrence, and Mercer Counties.

The District will achieve this mission by focusing on the following priorities:

- Education and Life-Long Learning
- Organizational Capacity
- Collaboration and Community Engagement

Education and Life-Long Learning - It is the goal of the New Castle Library District that all public libraries within the district will provide materials, services, and programs to improve literacy, educational achievement, and life-long learning of community members.

Objective A: The Library District will provide supplemental educational and recreational resources to all library card holders of libraries within the district.

Action: The Library District will provide a free library card to any resident of Armstrong, Butler, Lawrence, and Mercer County, given all local library card application requirements are met.

Action: The Library District will purchase subscriptions to a variety of databases as determined by the requests and needs of the library members.

Action: The Library District will ensure access to a platform to offer e-materials to all library card holders of libraries within the district.

Sub-Action: The Library District will create a Collection Development Committee to purchase electronic materials for the platform. The committee will be comprised of three individuals; members will rotate off the committee on a three-year cycle for diversity of collection.

Sub-Action: Member libraries may contribute to the purchase of electronic materials as their funds and collection budget allows.

Objective B: The Library District will provide equitable access to physical materials.

Action: The Library District will provide delivery service between libraries on a schedule that suits the needs of the individual library and Library District's budget.

Action: The Library District will serve as the distribution center for Interlibrary Loan packages for libraries within the District Service Area.

Action: The Library District will provide a Library-by-Mail program to homebound residents in the Library District's Service Area.

Sub-Action: The Library District will provide PR/Marketing materials to all libraries within the District Service Area.

Organizational Capacity – It is the goal of the New Castle Library District that all library directors, staff, and trustees within the district have the knowledge, tools, and skills to ensure their library is functioning at its best and providing the best services needed by their community. In order to achieve this goal, The New Castle Library District will employ a full-time District Consultant and a full-time IT Consultant and will provide access to a Youth Services Coordinator and other support staff for other consulting services.

Objective A: Library trustees will have the tools and skills they need to confidently and successfully oversee the library.

Action: The District Consultant will work with library directors to ensure that all new trustees receive an orientation to their position within the library.

Action: The District Consultant will provide access to a variety of library board resources.

Action: The District Consultant will host at least one trustee workshop throughout the district for new and/or seasoned library trustees.

Action: The District Consultant and District Administrator will encourage trustees to participate in workshops, webinars, and the state-wide trustee/leadership programs.

Objective B: Library directors and support staff will have the tools and skills they need to confidently and successfully provide library services to the community.

Action: The Library District will provide resources, as available, necessary to attend relevant out-of-district workshops.

Action: The Library District will maintain a professional collection of materials for use by library trustees and staff.

Action: The District Consultant will share information about workshops, webinars, and state-wide initiatives.

Action: The District Consultant will coordinate at least one district workshop per year for library directors and/or library support staff.

Action: The District Consultant will share articles, materials, and other resources concerning library administration and services with library directors, staff, and board members.

Action: The Youth Services Coordinator will share information about state-wide initiatives and may coordinate district-wide Youth Services meetings and workshops.

Action: Support staff of the Library District will provide ongoing advice and support to libraries on an as needed basis.

Objective C: The Library District will provide technical support to libraries within the District.

Action: IT Consultant will advise libraries on technology issues and trends that affect library operations.

Action: IT Consultant will assist libraries on purchasing, installing, and troubleshooting network and computer equipment/software.

Action: The Library District will provide equipment and/or software, as available, to libraries as is necessary to provide quality library services.

Objective D: The Library District will be a clearinghouse for information from/for the Office of Commonwealth Libraries.

Action: The District Consultant and Youth Services Coordinator will disseminate state initiatives, requirements, and requests to all libraries within the Library District.

Action: The District Consultant and Youth Services Coordinator will gather data, reports, and other information as requested and/or required for submission to the state.

Action: The District Consultant will be in constant contact with all libraries in the Library District through a variety of means, including but not limited to visits, phone calls, emails, and virtual telecommunications.

Action: The District Consultant will work with library trustees and library directors to understand and meet standards/requirements set forth in the Pa Library Code, Regulations, and Guidelines.

Objective E: The Library District will encourage the advocacy efforts of libraries within the district.

Action: The District Consultant will provide assistance, tools, and resources necessary for the creation of advocacy plans, materials, and events.

Action: The District Consultant will assist in coordinating regional and state-wide advocacy efforts through the SNOE Library Districts (Seneca, New Castle, Oil Creek, and Erie/Crawford Districts) and the Pennsylvania Library Association.

Collaboration and Community Engagement – It is the goal of the New Castle Library District that all public libraries within our district build strong partnerships and be leaders in community engagement.

Objective A: Libraries will create strong partnerships and collaborative efforts among other libraries within their county and district.

Action: The District Consultant will encourage and coordinate regular meetings and conversations among the libraries within the Library District and within individual counties, as needed and/or requested.

Action: The District Consultant will ensure that County Coordination Plans are created and submitted to the Office of Commonwealth Libraries in a timely manner.

Objective B: Library directors and Library Trustees will expand community engagement activities and partnerships in their communities.

Action: The Library District will provide assistance, tools, and resources necessary to understand and implement a community engagement plan.

Action: The District Consultant will facilitate community conversations, as requested by library directors/library trustees.

Action: The District Consultant will coordinate district wide partnerships, when applicable, with other organizations across the district, region, and/or state.