**Pennsylvania Department of Education**

**Office of Commonwealth Libraries**

**2019-2020**

**County Coordination Plans**

Pursuant to Section 9337 of the Public Library Code (24 C.S. § 9337(e)), a county library or county library system must expend County Coordination Aid funds to implement a countywide cooperative plan to improve and extend library service. The County Coordination Plan establishes annual priorities for the use of County Coordination Aid.

**Participation**:

Participation in the development of the County Coordination Plan is required for all libraries to be eligible for Quality Libraries Aid. This requirement also applies to libraries where there is no county library or library system and therefore, no County Coordination Aid is paid. (24 C.S. § 9334(c)(6))

The County Coordination Plan should include the signatures of the library director, or board member if required by the library, attesting to their participation in the development of the plan.

**Development of the Plan:**

The development of the County Coordination Plan is a cooperative process involving the county library or system and all state-aided libraries within the county. Non-state-aided libraries may also be included. Where there is no county library or system, the district library center is required to initiate the planning process. If County Coordination Aid is used to support a long-range goal that extends beyond one year, the plan should identify a one-year component of the multi-year plan by providing the details on the use of funds for the first year.

The County Coordination Plan is distinct from a library system plan and the district negotiated agreement. The County Coordination Plan becomes the expenditure criteria for the County Coordination Aid category of state aid but should be coordinated with the system plan and may even be part of the overall system plan.

**County Coordination Aid Eligible Categories:**

According to 24 C.S. § 9337(e), “A county library or county library system shall expend funds received under this subsection to implement a countywide cooperative plan to improve and extend service. The plan shall coordinate areas of library service and administration, including library resources and collections, technology, personnel, services to children, adults and special populations.”

All priorities identified in the plan must fall into one or more of these categories:

* Library service
* Administration
* Library resources and collections
* Technology
* Personnel
* Services to children, adults and special populations

**Suggestions for Priorities in each Category:**

This is not an exhaustive list but is meant to give examples and stimulate ideas.

Library service

* Expansion of countywide services
* Coordinated effort to serve the business community
* Bookmobile
* Delivery services

Administration

* Countywide public relations
* Community engagement
* Market research
* Networking with community organizations
* Joint library service grant applications

Library resources and collections

* Countywide subscriptions to online resources, i.e. e-Materials
* Cooperative purchasing of library materials
* Maintain acceptable level of central resources and collections
* Resource sharing
* Centralized technical services (acquisitions, cataloging and processing)

Technology

* Technical consultant
* Centralized circulation and online catalog
* Countywide internet and computer services

Personnel

* Professional development for staff
* Services to children, adults and special populations
* Children or youth services coordinator
* Bookmobile or specialized vans to serve specific populations
* Cooperation on the Summer Learning program

**Pennsylvania Department of Education**

**Office of Commonwealth Libraries**

**Bureau of Library Development**

**County Coordination Aid 2019-20**

1. **BASIC INFORMATION: Library System or County (*Complete all applicable information.)***

Name of County: Lehigh Name of System: N/A

Street address: 1210 Hamilton St.

City: Allentown State: PA Zip Code: 18102

Telephone number (with area code): 610-820-2400 x132

System Administrator: N/A

District Consultant (if no county system): Mark Sullivan

**List of participating (state-aided and non-state-aided) libraries:**

Allentown Public Library, Public Library of Catasauqua, Coplay Public Library, Emmaus Public Library, Lower Macungie Library, Parkland Community Library, Slatington Public Library, Southern Lehigh Public Library, Whitehall Township Public Library

**2 a. CATEGORY FOR COUNTY COORDINATION AID: Complete the information for each category chosen *(minimum 1, maximum 6)***

1. **Eligible Category:** Library Service
2. **Countywide Goal:** Operation of a formal lending cooperative

**C. Objective/Purpose of the Goal to Improve and Extend Services in the County:**  To increase patron access to, and ease of use of, library resources and increase the visibility of library services throughout the county

**D. Description of Countywide Activities, Services, and Programs:** Beginning in February, 2019, libraries adopted coordinated policies and procedures and moved to a single card system, allowing patrons ready access to all participating libraries.

**E. How will the success of the goal be evaluated?** Usage statistics (e.g. 14,387 items transited between participating libraries in first 6 months of coordination), regular meetings with library Directors and staff, and patron feedback..

**F. Description of Expenditures:** N/A

**G. Budgeted Amount:** N/A

**2 b. CATEGORY FOR COUNTY COORDINATION AID: Complete the information for each category chosen *(minimum 1, maximum 6)***

1. **Eligible Category:** Library Resources and Collections
2. **Countywide Goal:** Collaborative purchasing of e-materials

**C. Objective/Purpose of the Goal to Improve and Extend Services in the County:**  To leverage combined materials budgets to provide expanded access to e-books, e-audiobooks, and e-magazines, and to facilitate a shared mission among libraries

**D. Description of Countywide Activities, Services, and Programs:** All libraries will share responsibility for purchase of e-book, e-audiobook, and e-magazine titles for use by all county patrons.

**E. How will the success of the goal be evaluated?** Usage statistics, input from library Directors, staff, and patrons.

**F. Description of Expenditures:** N/A

**G. Budgeted Amount:** N/A

**2 c. CATEGORY FOR COUNTY COORDINATION AID: Complete the information for each category chosen *(minimum 1, maximum 6)***

1. **Eligible Category:** Personnel
2. **Countywide Goal:** Shared Continuing Education (CE) events.

**C. Objective/Purpose of the Goal to Improve and Extend Services in the County:**  To increase the number of opportunities for all library staff to attend CE events and training that will enhance library service both at each library and county wide, as well as allow library staff to meet state CE requirements

**D. Description of Countywide Activities, Services, and Programs:** Libraries will work with each other, with the District, and with regional libraries to suggest and implement CE events of general interest and utility to further staff development. Libraries will make local CE events open to other county libraries whenever practicable.

**E. How will the success of the goal be evaluated?** Through regular discussion with library Directors and staff.

**F. Description of Expenditures:** N/A

**G. Budgeted Amount:** N/A

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**3. Signature of participation in County Coordination Aid Plan, 2019-20**

The Click here to enter library name. has reviewed and adopted the 2019-20 Lehigh County Coordination Plan. The librarians worked together to draft and review the proposed County Coordination Plan and Budget. My signature indicates my participation in the process but does not indicate my approval or disapproval of the final plan.

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Print Name: Click here to enter text. Title/Role: Click here to enter text. Library: Click here to enter text.