

**Ontario-Seneca-Yates-Cayuga-Wayne BOCES SLS
FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems)
2016-2021**

SECTION 1 - GENERAL INFORMATION

July 1, 2016 - June 30, 2021

1.1	Name of System	Ontario-Seneca-Yates-Cayuga-Wayne BOCES School Library System
1.2	Street Address	Maple Building, 111 Drumlin Court
1.3	City	Newark
1.4	Zip Code	14513
1.5	Four Digit Zip Code Extension (enter N/A if unknown)	1863
1.6	Telephone Number (enter 10 digits only)	(315) 332-2100
1.7	Fax Number (enter 10 digits only)	(315) 331-7317
1.8	Name of System Director	Katherine Hammill
1.9	E-Mail Address of the System Director	khammill@wflboces.org
1.10	System Home Page URL	Http://www.wflboces.org/lms
1.11	URL of Current List of Members	http://www.wflboces.org/departments.cfm?subpage=144
1.12	Date of Establishment	7/1/1985
1.15	Square Mileage of System Service Area	1,739
1.16	Population of System Service Area	N/A
1.17	Type of System	SLS

SECTION 2 - SYSTEM GOVERNANCE

BYLAWS

2.1	URL of Current Governing Bylaws	http://www.wflboces.org/departments.cfm?subpage=84
-----	------------------------------------	---

APPOINTMENT/ELECTION OF SYSTEM BOARD/SYSTEM COUNCIL

2.2	System Board / System Council Appointment/Election - Indicate whether the System Board / System Council Members are appointed or elected (select one).	A - System Board / System Council Members are appointed
2.3	Indicate by whom the System Board / System Council Members are appointed/elected.	SLS Director

ADVISORY GROUPS

2.4 Advisory Groups - Indicate the groups that advise the System Board / System Council. (check all that apply):

- a. Members Directors' Organization / Council Yes
- g. Communications Coordinators Group Yes
- h. Co-ser Advisory Committee No
- i. Other (specify using the State note) No

SECTION 3 - PLANNING

NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN

- 3.1 Provide a summary describing the processes used to assess needs in the development of the Plan of Service. SLS Council, Communication Coordinators and W-FL BOCES librarians work together to develop goals and offer suggestions/feedback in developing the Plan of Service
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. SLS Council offers suggestions and recommendations in developing the plan of service. SLS Communications Coordinators solicit information from librarians in their district and share that with Council members. Librarians offer suggestions and feedback to their Communciation Coordinators.

EVALUATION

- 3.9 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. Annual survey
- 3.10 Provide the URL for the evaluation form(s) used by members. <http://www.wflboces.org/departments.cfm?subpage=145>
- 3.11 Provide the URL for the results of the member evaluation. <http://www.wflboces.org/departments.cfm?subpage=145>
- 3.12 Describe how the information on customer satisfaction will be used to shape the system's plan in the next year or in the following planning cycle. Survey results are shared with librarians at Council and Communciation Coordinators meeting

REVISION PROCESS

- 3.13 Describe the process for revising the system's Plan of Service for submission to the New York State Education Department/New York State Library. Plan of Service is submitted electronically to the NYS library

SECTION 4 - GOALS/RESULTS

- 4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.) The W-FL School Library System is a catalyst for information access and use for all people, at all times, in all places, through resource sharing and support

Minimum Requirement for questions 4.3 though 4.12 and 4.14 - complete one repeating group for each topic of

every element.

Element 1 - RESOURCE SHARING

Cooperative Collection Development

- 4.2 Provide the URL of the 2016-2021 Cooperative Collection Development (CCD) Plan. <http://www.wflboces.org/files/filesystem/CCD%20Plan%202008.pdf>

4.3 Element 1 - RESOURCE SHARING

Union/Online Catalog

- | | | |
|-----|----------------------|--|
| 1. | Goal Statement | Provide access to area and regional union catalogs |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | All members will have equitable access to library collections through Five Systems |
| 4. | Evaluation Method(s) | All members enrolled in Five Systems |

4.4 Element 1 - RESOURCE SHARING

Delivery

- | | | |
|-----|----------------------|--|
| 1. | Goal Statement | Prompt delivery of ILL materials to all members' libraries |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | No |
| 3. | Intended Result(s) | Patrons will receive materials in a timely manner |
| 4. | Evaluation Method(s) | E.O.Y. Evaluation |

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

- | | | |
|-----|----------------------|---|
| 1. | Goal Statement | All library staff are trained to complete ILL requests via Five Systems |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | All library staff can complete ILL requests |
| 4. | Evaluation Method(s) | ILL statistics E.O.Y. Evaluation |

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

- | | | |
|-----|--------------------|---|
| 1. | Goal Statement | Identify and promote digital resources available to all participant libraries |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | No |
| 3. | Intended Result(s) | School library staff will have access to an annotated list of digital resources |

4. Evaluation Method(s) List distributed E.O.Y. Evaluation

4.7 Element 1 - RESOURCE SHARING

Other (Optional)

- 1. Topic
- 2. Goal Statement
- 3a. Year 1 No
- 3b. Year 2 No
- 3c. Year 3 No
- 3d. Year 4 No
- 3e. Year 5 No
- 4. Intended Result(s)
- 5. Evaluation Method(s)

4.8 Element 2 - SPECIAL CLIENT GROUPS

- 1. Topic ELL students, Special Education students, LBGTQ students
- 2. Goal Statement School librarians will handle requests and serve the needs of special clients
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) School library staff will have information on resources to support programs and services inclusive of and accessible to students with special needs
- 5. Evaluation Method(s) E.O.Y. Evaluation

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

- 1. Goal Statement Provide professional development opportunities to strengthen expertise in the delivery of high-quality library programs, services and instruction
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Offer training sessions on issues regarding school libraries, including, but not limited to, technology, collection development and best teaching practices Promote membership and participation in professional organizations
- 4. Evaluation Method(s) Number of participants at workshops. E.O.Y. Evaluation Number of members in professional organizations

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

- 1. Goal Statement Provide support and expertise to member libraries in such areas as technology, program planning, curriculum development, legal issues, budgeting, facilities management and grant writing
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Member library staff will feel confident turning to W-FL BOCES SLS for resources and professional expertise
- 4. Evaluation Method(s) E.O.Y. Evaluation Number of participants in consultation

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

- | | | |
|-----|----------------------|---|
| 1. | Goal Statement | Cooperative ventures will provide services which members could not provide for themselves |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | Members will have access to cooperative purchase agreements, library automation, online resources and media services Members will receive grant funded online resources |
| 4. | Evaluation Method(s) | Number of participants Database usage statistics E.O.Y. Evaluation |

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

- | | | |
|-----|----------------------|-----|
| 1. | Goal Statement | N/A |
| 2a. | Year 1 | No |
| 2b. | Year 2 | No |
| 2c. | Year 3 | No |
| 2d. | Year 4 | No |
| 2e. | Year 5 | No |
| 3. | Intended Result(s) | n/a |
| 4. | Evaluation Method(s) | n/a |

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS

Other (Optional)

- | | | |
|-----|----------------------|----|
| 1. | Topic | |
| 2. | Goal Statement | |
| 3a. | Year 1 | No |
| 3b. | Year 2 | No |
| 3c. | Year 3 | No |
| 3d. | Year 4 | No |
| 3e. | Year 5 | No |
| 4. | Intended Result(s) | |
| 5. | Evaluation Method(s) | |

4.14 Element 6 - AWARENESS AND ADVOCACY

- | | | |
|-----|----------------------|--|
| 1. | Goal Statement | Promote awareness of the contributions made by SLMS and SLS and advocate for the profession. Support advocacy efforts and state and national levels through memberships to ALA and NYLA. |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | Members will have resources and tools to effectively advocate for their position as instructional leaders |
| 4. | Evaluation Method(s) | E.O.Y. Evaluation SLMPE rubric responses BEDS forms |

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>

- | | | |
|----|----------------|--|
| 1. | Goal Statement | Develop and maintain effective communication channels among member libraries |
| | | Yes |

- 2a. Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Staff members will be connected with other members via email, listserv, SLS website and professional development opportunities
- 4. Evaluation Method(s) Information shared at Communications Coordinators' meetings. Number of participants at professional development events E.O.Y. Evaluation

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

- 4.16 Provide the URL for the Member Plan <http://www.wflboces.org/slsdocs>

4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

- 1. Goal Statement Strengthen SLS services through intersystem cooperation; collaborate with Pioneer library systems and the Hobart William Smith library to offer librarian professional development.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Library System directors in the region will meet regularly to share information and best practices
- 4. Evaluation Method(s) E.O.Y. Evaluation

4.18 **Element 9 - OTHER (Optional)** - If there are other elements in the System's Plan of Service not listed above, complete one repeating group for each element.

- 1. Element
- 2. Topic
- 3. Goal Statement
- 4a. Year 1 No
- 4b. Year 2 No
- 4c. Year 3 No
- 4d. Year 4 No
- 4e. Year 5 No
- 5. Intended Result(s)
- 6. Evaluation Method(s)

ASSURANCE

- 4.19 The Library System's Plan of Service was developed in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and was reviewed and approved by the Library System Council on (date - mm/dd/yyyy). 3/15/2016

APPROVAL

4.20 The Library System's Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy) 07/15/2016

REVISION ASSURANCE

4.21 The Library System's Plan of Service was revised in accordance with provisions of Education Law and the Regulations of the Commissioner and the requirements of the New York State Library, and was reviewed and approved by the Library System Council on (date - mm/dd/yyyy).

REVISION APPROVAL

4.22 The Library System's revised Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)