

**SCHOOL LIBRARY SYSTEM**  
**Wayne-Finger Lakes BOCES**  
 Plan of Service July 1, 2021-June 30, 2026

*The W-FL SLS is a catalyst for information access and use for all people, at all times, in all places, through resource sharing and support.*

*Plan of Service Elements*

**ELEMENT 1 – RESOURCE SHARING**

ELEMENTS	GOAL STATEMENTS	INTENDED RESULTS	EVALUATION METHODS	2022/	2021/	2022/	2023/	2024/	2025/	2026/
				2022	2021	2022	2023	2024	2025	2026
<b>4.2 Cooperative Collection Development</b>	Strengthen and improve the breadth and depth of school library digital collections	SLS will use CCD funds to enhance and improve digital collections for member libraries	Reports & usage statistics E.O.Y. Evaluation	X	X	X	X	X	X	X
<b>4.3 Union Catalog</b>	Provide access to area and regional union catalogs	All members will have access to W-FL member library collections through Follett and/or Five Systems	ILL statistics E.O.Y. Evaluation	X	X	X	X	X	X	X
<b>4.4 Delivery</b>	Provide a means for delivery of ILL materials	Libraries will be able to send and receive items from their collections to other member libraries in the region/area	Courier schedule E.O.Y. Evaluation	X	X	X	X	X	X	X
<b>4.5 Interlibrary Loan</b>	Each member library has the opportunity to participate in ILL from W-FL member and/or regional libraries	Each member library shares and receives items from other libraries	ILL statistics E.O.Y. Evaluation	X	X	X	X	X	X	X
<b>4.6 Digital Collections Access</b>	Identify and promote digital resources available to all participant libraries	School library staff will have access to an annotated list of digital resources	List distributed E.O.Y. Evaluation	X	X	X	X	X	X	X

**ELEMENT 2 – SPECIAL CLIENT GROUPS**

ELEMENTS	GOAL STATEMENTS	INTENDED RESULTS	EVALUATION METHODS	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021
<b>4.8 Special Client Groups</b>	School librarians will handle requests and serve the needs of special clients	School library staff will have information on resources to support programs and services inclusive of and accessible to all student populations	E.O.Y. Evaluation	X	X	X	X	X

**ELEMENT 3 – PROFESSIONAL DEVELOPMENT & CONTINUING EDUCATION**

ELEMENTS	GOAL STATEMENTS	INTENDED RESULTS	EVALUATION METHODS	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021
<b>4.9 Professional Development &amp; Continuing Education</b>	Provide professional development opportunities to strengthen expertise in the delivery of high-quality library programs, services and instruction	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	Number of participants in SLS workshops  E.O.Y. Evaluation  Number of members in professional organizations	X	X	X	X	X

**ELEMENT 4 – CONSULTING & DEVELOPMENT SERVICES**

ELEMENTS	GOAL STATEMENTS	INTENDED RESULTS	EVALUATION METHODS	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021
				<b>4.10 Consulting &amp; Development Services</b>	Provide support and expertise to member libraries in such areas as technology, program planning, curriculum development, legal issues, budgeting, facilities management and grant writing	Members turn to W-FL BOCES SLS for resources and professional expertise	E.O.Y. Evaluation  Number of participants in consultation	X

**ELEMENT 5 – COORDINATED SERVICES**

ELEMENTS	GOAL STATEMENTS	INTENDED RESULTS	EVALUATION METHODS	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021
				<b>4.11 Coordinated Services</b>	Cooperative ventures will provide services which members could not provide for themselves	Members will have access to cooperative purchase agreements, library automation, online resources and media services	E.O.Y. Evaluation	X

**ELEMENT 6 – AWARENESS AND ADVOCACY**

ELEMENTS	GOAL STATEMENTS	INTENDED RESULTS	EVALUATION METHODS	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021
				<b>4.14 Awareness &amp; Advocacy</b>	Promote awareness of the contributions made by SLMS and SLS and advocate for the profession	Members will have resources and tools to effectively advocate for their position as instructional leaders	E.O.Y. Evaluation  SLP rubric responses	X

**ELEMENT 7 – COMMUNICATIONS AMONG MEMBER LIBRARIES**

ELEMENTS	GOAL STATEMENTS	INTENDED RESULTS	EVALUATION METHODS	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021
<p><b>4.15 Communications Among Member Libraries</b></p>	<p>Develop and maintain effective communication channels among member libraries</p>	<p>School librarians will be connected with other members via email, digital newsletter, listserv, SLS website and professional development opportunities</p>	<p>Information shared at Communications Coordinators' meetings</p> <p>Digital newsletter analytics</p> <p>Visits to website</p> <p>E.O.Y. Evaluation</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>	<p>X</p>

**ELEMENT 8 – COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS**

ELEMENTS	GOAL STATEMENTS	INTENDED RESULTS	EVALUATION METHODS	2016/ 2017	2017/ 2018	2018/ 2019	2019/ 2020	2020/ 2021
				<b>4.14 Cooperative Efforts With Other Library Systems</b>	Strengthen SLS services through intersystem cooperation	Library System directors in the region will meet regularly to share information and best practices	E.O.Y. Evaluation	X

**4.16 ASSURANCE:** 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 System Council on 03/15/2016

**4.17 APPROVAL:** The Library System’s Plan of Service was reviewed and approved by the New York State Library on 7/15/2016