

Suffolk Eastern BOCES SLS FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems) 2021-2026

SECTION 1 - GENERAL INFORMATION

July 1, 2021 - June 30, 2026

- | | | |
|------|--|---|
| 1.1 | Name of System | Suffolk Eastern BOCES School Library System |
| 1.2 | Street Address | 627A North Sunrise Service Road |
| 1.3 | City | Bellport |
| 1.4 | Zip Code | 11713 |
| 1.5 | Four Digit Zip Code Extension (enter N/A if unknown) | 1540 |
| 1.6 | Telephone Number (enter 10 digits only) | (631) 286-0891 |
| 1.7 | Fax Number (enter 10 digits only) | (631) 240-8985 |
| 1.8 | Name of System Director | Carl Vitevitich |
| 1.9 | E-Mail Address of the System Director | cvitevit@esboces.org |
| 1.10 | System Home Page URL | http://www.esboces.org/sls |
| 1.11 | URL of Current Membership List | https://www.esboces.org/Page/687 |
| 1.12 | Date of Establishment | 7/1/1985 |
| 1.15 | Square Mileage of System Service Area | 933 |
| 1.16 | Population of System Service Area | N/A |
| 1.17 | Type of System | SLS |

SECTION 2 - SYSTEM GOVERNANCE AND MEMBERSHIP

BYLAWS

- | | | |
|-----|---------------------------------|---|
| 2.1 | URL of Current Governing Bylaws | https://www.esboces.org/cms/lib/NY01914091/Centricity/Domain/69/Bylaws%20with%20changes%20approved |
|-----|---------------------------------|---|

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 Council member nominations are recruited through Council and Liaison member. Once a potential member the person is approved by SLS Council. |

ADVISORY GROUPS

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

- | | | |
|----|--|-----|
| a. | Members Directors' Organization / SLS Advisory Council | No |
| g. | Communications Coordinators Group | Yes |
| h. | CO-SERS Advisory Committee | Yes |
| i. | Cooperative | |

- i. Cooperative Collection Development Committee No
- j. Other (specify using the note) No

SECTION 3 - PLANNING

NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN OF SERVICE

- 3.1 Provide a summary describing the processes used to assess member needs in the development of the Plan of Service. Member needs assessment: Information is continually collected at the School Library System. Members are asked programs, workshops and meetings. Each year the school library media specialists are requested to complete a Evaluation. Included is information about their individual library and suggestions for the future. The specific questions have for your library media center for the next year: indicate how the SLS could help you achieve that goal." Pa would like to see the SLS plan for the future." Each year the SLS participants complete an evaluation of the Sch covered include union catalog, interlibrary loan services, professional development, School Library System staff needs/services, intersystem cooperation, and an overall evaluation. In addition to the evaluation form, statistics interlibrary loans, number of bibliographic records added and deleted from the union catalog and union list of se
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. development meetings held with number of attendees, and number of technical visits to schools. Council meeting determined process for Plan of Service 2021-2026, suggested modifications, and approved the library media specialists brainstormed the goals and suggested modifications. School Library System staff prep process progressed.
- 3.9 Provide the URL of the 2021-2026 Member Plan template <http://www.nysed.gov/curriculum-instruction/nysed-school-library-program-rubric>
- 3.10 Provide the URL of the 2021-2026 Cooperative Collection Development Plan <https://www.esboces.org/cms/lib/NY01914091/Centricity/Domain/69/2015%20Cooperative%20Collection%20De>

EVALUATION

- 3.12 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. On the annual School Library System evaluation form, participants can indicate how well the School Library Sys services on a 1-5 scale. The School Library System also receives recommendations and concerns from its memr mails.
- 3.13 Provide the URL of the evaluation form(s) used by members. https://www.esboces.org/cms/lib/NY01914091/Centricity/Domain/69/SurveyMonkey_183685084.pdf
- 3.14 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. The School Library System tabulates the ratings of its services and works to improve the services with below av rated as being extremely valuable to members are also reviewed so that they continue to provide quality service comments and suggestions are summarized and provided to the Council for its review. Services needing improv appropriate committee or an ad hoc committee might be formed.

REVISION PROCESS

- 3.15 Describe the process for revising the system's Plan of Service for submission to the New York State Education Department/New York State Library. The Council receives copies of the summarized evaluations at its early autumn meeting. At the late autumn mee reviewed, and amendments and revisions proposed. Final approval of amendments and revisions take place at amendments and revisions are sent to the State Education Department, Division of Library Development, in the

SECTION 4 - GOALS/RESULTS

- 4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement) Eastern Suffolk BOCES School Library System supports school librarians in helping students become informati and thinkers by: - Advocating for funding and administrative support - Providing a forum for the exchange of ide development - Providing current and up-to-date resources

statement.)

Minimum Requirement for questions 4.2 through 4.6, 4.8 through 4.12, 4.14 through 4.16 - complete one repeating group for each topic of ex

4.2 Element 1 - RESOURCE SHARING

Cooperative Collection Development

1. Goal Statement To continue to provide access to the cooperative collection development plan.

2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)

Year 1

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Member libraries will have increased access to CCD materials.

4. Evaluation Method(s) Statistics will be provided annually to all subscribers.

4.3 Element 1 - RESOURCE SHARING

Union Catalog

1. Goal Statement The School Library System will maintain and update the union catalog in OPALS.

2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)

Year 1

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Member libraries will have access to a union catalog reflective of the 51 districts' school library holdings.

4. Evaluation Method(s) An updated union catalog will be accessible to our member libraries each year.

4.4 Element 1 - RESOURCE SHARING

Delivery

1. Goal Statement The School Library System will provide delivery through US mail and intradistrict mail.

2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)

Year 1

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Interlibrary loan via US mail and intradistrict mail is maintained for our member libraries.

4. Evaluation Method(s) Interlibrary loan for our member libraries is part of our School Library System Annual Evaluation each year and i stats.

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

1. Goal Statement The School Library System will facilitate opportunities for multiple ILL transactions among many districts.

2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)

Year 1

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

- 2e. Year 5 Yes
3. Intended Result(s) Access to additional materials beyond the school library's holdings will be provided on request.
4. Evaluation Method(s) Interlibrary loan is evaluated each year by usage statistics.

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

1. Goal Statement The School Library System will provide more resources in digital format such as eBooks and video streaming to
- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes
- 2b. Year 1 Yes
- Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Member libraries will have access to more materials in digital format.
4. Evaluation Method(s) School librarians will rate our digital services each year in the annual School Library System survey as well as in purchase.

4.7 Element 1 - RESOURCE SHARING

Other (Optional)

1. Topic Maker Movement Resource Sharing
2. Goal Statement The School Library System will support the Maker movement through the MakerBot 3D printer loaner program as well as provide professional development in support of high tech and low tech making in school libraries.
- 3a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes
- Year 1
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) School librarians will have access to technology and professional development to start Makerspaces and conduct
5. Evaluation Method(s) The MakerBot loaner program and related Maker services will be evaluated on the Annual School Library System

4.8 Element 2 - SPECIAL CLIENT GROUPS

1. Topic English language learners, special needs populations, those in remote learning options, or those with Physical/v print and online tools in the Virtual Reference Collection, the Digital Media Library, and in print collections house support English Language Learners.
2. Goal Statement The Virtual Reference Collection, Digital Media Library, and Spanish Language Collection will expand to create learners, special needs populations, those in remote learning options, or those with Physical/visual disabilities.
- 3a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes
- 3b. Year 1 Yes
- Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) More materials to support English language learners, special needs populations, those in remote learning options disabilities in print and online will be made available through the School Library System to our member libraries.
5. Evaluation Method(s) School librarians will evaluate the World Language Collection and other materials purchased for the Virtual Reference Media Library in support of English language learners, special needs populations, those in remote learning options disabilities on the Annual School Library System survey. A committee to review these materials and make suggestions been formed.

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

1. Goal Statement The School Library System will provide targeted professional development to school librarians through a variety of face.
- 2a. Indicate year(s) during which the

system will be
addressing this goal Yes
(check all that apply)

Year 1

- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes

- 3. Intended Result(s) School librarians will have the opportunity to keep their skills current and become leaders in their school commu
- 4. Evaluation Method(s) Every professional development offering is evaluated in My Learning Plan for our events, workshops, user group Academy. This feedback is invaluable to the director in planning upcoming professional development. Professio evaluated in the year end School Library System survey.

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

- 1. Goal Statement The School Library System will support member library needs through site visits, phone support, and email.

- 2a. Indicate year(s) during which the system will be addressing this goal Yes
(check all that apply)

Year 1

- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes

- 3. Intended Result(s) Increase knowledge base and provide support to member libraries for: library automation; virtual reference colle digital media library; and program evaluation and design.
- 4. Evaluation Method(s) Annual School Library System survey.

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

- 1. Goal Statement The School Library System offers coordinated purchasing for the Virtual Reference Collection, supplemental dat Media through our cooperative service agreements with the school districts. The School Library System also pai to receive discounted pricing on digital media and databases for our member libraries.

- 2a. Indicate year(s) during which the system will be addressing this goal Yes
(check all that apply)

Year 1

- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes

- 3. Intended Result(s) Cost savings on resources to support our school libraries are offered through the School Library System.
- 4. Evaluation Method(s) The School Library System services for the Virtual Reference Collection and Digital Media Library are evaluated

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

- 1. Goal Statement SLS does not offer this service

- 2a. Indicate year(s) during which the system will be addressing this goal No
(check all that apply)

Year 1

- 2b. Year 2 No
- 2c. Year 3 No
- 2d. Year 4 No
- 2e. Year 5 No

- 3. Intended Result(s) SLS does not offer this service
- 4. Evaluation Method(s) SLS does not offer this service

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS

Other (Optional)

- 1. Topic
- 2. Goal Statement
- 3a. Indicate year(s) during which the system will be addressing this goal No (check all that apply)
- Year 1
- 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 SLS will coordinate advocacy efforts that empower School Librarians to be leaders in their educational commun
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Opportunities to participate in local, regional, state or at national library conferences for leadership and advocac
- 4. Evaluation Method(s) Annual School Library System Survey will show membership participating in more events to showcase excellen

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS

- 1. Goal Statement School Library System will maintain an online directory of member librarians, a listserv for member librarians, a System, a web page for School Library System, a SpringShare LibGuides, as well as conduct four Communicati year.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) School librarians will be informed of upcoming events, legislation, new services and products, and current resea communication from the School Library System.
- 4. Evaluation Method(s) Communications are part of the annual School Library System survey.

4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

- 1. Goal Statement Eastern Suffolk BOCES School Library System, Nassau BOCES SLS, and Western Suffolk BOCES SLS, collab Library Systems Regional Institute for school librarians on Long Island. The School Library System will collabor: Public Library Systems, and academic librarians to bring opportunities for professional development.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) School librarians on Long Island will have an opportunity to network and gain professional learning with their col

Collaborations on a variety of professional development workshops.

4. Evaluation Method(s) The Long Island School Library Systems Regional Institute is evaluated at the end of each Institute by a form se be distributed to member librarians and available online via new communication technologies.

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

1. Element
2. Topic
3. Goal Statement
- 4a. Indicate year(s) during which the system will be addressing this goal No
(check all that apply)

Year 1
- 4b. Year 2 No
- 4c. Year 3 No
- 4d. Year 4 No
5. Intended Result(s)
6. Evaluation Method(s)

ASSURANCE

- 4.18 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) 03/16/2021

APPROVAL - For NYSL Use Only

- 4.19 The Library System's Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy) 06/09/2021

REVISION ASSURANCE

- 4.20 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

- 4.21 The Library System's revised Plan of Service was reviewed and approved by the New York State Library on

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(date - mm/dd/yyyy)