

**Nassau 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   | Nassau BOCES School Library System  |
| 1.2  | Street Address   | One Merrick Ave.  |
| 1.3  | City   | Westbury  |
| 1.4  | Zip Code   | 11590   |
| 1.5  | Four Digit Zip Code<br>Extension (enter N/A<br>if unknown) | 6601  |
| 1.6  | Telephone Number<br>(enter 10 digits only)                 | (516) 608-6630  |
| 1.7  | Fax Number (enter<br>10 digits only)                       | (516) 608-6621  |
| 1.8  | Name of System<br>Director                                 | Judy Ashby  |
| 1.9  | E-Mail Address of the<br>System Director                   | jashby@nasboces.org   |
| 1.10 | System Home Page<br>URL                                    | <a href="http://www.nassauboces.org/nsls">http://www.nassauboces.org/nsls</a>           |
| 1.11 | URL of Current<br>Membership List                          | <a href="https://www.nassauboces.org/Page/268">https://www.nassauboces.org/Page/268</a> |
| 1.12 | Date of<br>Establishment                                   | 7/1/1985  |
| 1.15 | Square Mileage of<br>System Service Area                   | 292   |
| 1.16 | Population of System<br>Service Area                       | N/A   |
| 1.17 | Type of System   | SLS   |

**SECTION 2 - SYSTEM GOVERNANCE AND MEMBERSHIP**

**BYLAWS**

- |     |                                    |   |
|-----|------------------------------------|---|
| 2.1 | URL of Current<br>Governing Bylaws | <a href="https://www.nassauboces.org/Page/273">https://www.nassauboces.org/Page/273</a> |
|-----|------------------------------------|---|

**APPOINTMENT/ELECTION OF SYSTEM BOARD/SYSTEM COUNCIL**

- |     |  |  |
|-----|--|--|
| 2.2 | System Board /<br>System Council<br>Appointment/Election<br>- Indicate whether the<br>System Board /<br>System Council<br>Members are<br>appointed or elected<br>(select one). | A - System Board / System Council Members are appointed  |
| 2.3 | Indicate by whom the<br>System Board /<br>System Council<br>Members are<br>appointed/elected.  | Members of the Advisory Council are appointed by current members according to the process described in the t |

**ADVISORY GROUPS**

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

- |    |  |     |
|----|--|-----|
| a. | Members Directors'<br>Organization / SLS<br>Advisory Council | No  |
| g. | Communications<br>Coordinators Group                         | Yes |
| h. | CO-SERS Advisory<br>Committee                                | No  |
| 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. The existing full plan of service was made available for Advisory Council members to review prior to the March meeting. Section Four was put into a Google doc and time set aside at the March 16th liaison meeting for memt comment. The final version of the plan was reviewed by the Advisory Council and approved on March 26, 2021.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. The SLS Advisory Council, the members of SLS at a Liaison Meeting, the SLS staff and the Supervisor of Curric Instruction, Matthew Dimenna.
- 3.9 Provide the URL of the 2021-2026 Member Plan template <https://www.nassauboces.org/Page/8140>
- 3.10 Provide the URL of the 2021-2026 Cooperative Collection Development Plan [https://www.nassauboces.org/cms/lib/NY01928409/Centricity/Domain/31/sl\\_system\\_related/NBSLS\\_CCCD\\_Ple](https://www.nassauboces.org/cms/lib/NY01928409/Centricity/Domain/31/sl_system_related/NBSLS_CCCD_Ple)

**EVALUATION**

- 3.12 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. Evaluations are collected several different times during the normal school year- at the end of most workshops, in Liaison Meetings. A review of the online resources CoSer is also requested annually as well as the end of year : Librarians and administrators are also encouraged to reach out to SLS staff to discuss our services.
- 3.13 Provide the URL for the evaluation form(s) used by members. <http://www.nassauboces.org/Page/273>
- 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. All surveys are reviewed immediately for useful changes that can be quickly implemented. Additional workshops when possible to respond to customer needs. Changes that require further input are discussed with appropriate stakeholders: SLS staff, Nassau BOCES administration, SLSA colleagues, DLD and the SLS Advisory Council.

**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. Advisory council will review the plan of service annually to determine if revisions are needed.

**SECTION 4 - GOALS/RESULTS**

- 4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.) The Nassau BOCES School Library System (NBSLS) serves as the hub for school library services throughout N County. NBSLS provides a community for the sharing of ideas, information, and best practices to create and imp vision for school library programs that meets the needs of all students. NBSLS supports school library automatic provides access to the holdings of member school libraries, the interlibrary loan of books, periodicals, and prof: library collection and online library resources through cooperative purchasing and state funding. NBSLS brings t members current learning strategies, the use of new technologies and quality instructional methodologies integ the New York State Learning Standards.

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 ev

element.

#### 4.2 Element 1 - RESOURCE SHARING

##### Cooperative Collection Development

1. Goal Statement Using existing NBSLS platforms, explore ways to encourage further development of CCD in Nassau County sch programs.
- 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) Expand the use of Cooperative Collection Development in NBSLS.
4. Evaluation Method(s) Usage and expansion of the shared ebook collection as well recommendation from school librarians on the end survey.

#### 4.3 Element 1 - RESOURCE SHARING

##### Union Catalog

1. Goal Statement Continue to administer, support, and improve the Union Catalog that is shared by school library members.
- 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) Improved usability of catalog for school library members and increase the number using it.
4. Evaluation Method(s) The number and types of cataloged materials collected, enhances the data available about the school libraries i County.

#### 4.4 Element 1 - RESOURCE SHARING

##### Delivery

1. Goal Statement SLS will utilize contracted commercial delivery service to move items betwwen NBSLS and schools.
- 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) ILL requests will be filled in a timely and cost effective fashion.
4. Evaluation Method(s) Utilizing the contracted delivery company, we will ensure that requests are being sent and returned to the correc a timely manner.

#### 4.5 Element 1 - RESOURCE SHARING

##### Interlibrary Loan

1. Goal Statement SLS will encourage resource sharing among school library members.
- 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) Ease of access for the school librarians and other educators to receive requested material.
- 4. Evaluation Method(s) The statistics of number of loans, types, lenders, and borrowers will be gathered and shared with the school librarians.

**4.6 Element 1 - RESOURCE SHARING**

**Digital Collections Access**

- 1. Goal Statement Continue to build a digital resource collection for Nassau County school library programs.
- 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) To increase access to high quality online library resources for Nassau County students, in an equitable way.
- 4. Evaluation Method(s) Increase number and types of resources available to all Nassau County School Library programs.

**4.7 Element 1 - RESOURCE SHARING**

**Other (Optional)**

- 1. Topic Professional Collection
- 2. Goal Statement NBSLS Professional Collection is kept current and available for interlibrary loan to the school librarians and other educators.
- 3a. Indicate year(s) during which the system will be addressing this goal Yes  
(check all that apply)
- Year 1
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Encourage additional participation with school librarians and other educators in the schools and Nassau BOCES items will be added to the collection each academic year.
- 5. Evaluation Method(s) The end of year evaluation will include a question about use of the Professional Collection; who uses and how often. Recommendations for additions will be included.

**4.8 Element 2 - SPECIAL CLIENT GROUPS**

- 1. Topic Students with: 1- IEPs & 504 plans 2- non-English speaking students 3- Students in the NYS Dignity Act protect
- 2. Goal Statement Determine the resources and support school library programs need to best serve these special clients.
- 3a. Indicate year(s) during which the system will be addressing this goal Yes  
(check all that apply)
- Year 1
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) NBSLS shall make materials and professional development opportunities available to support school library programs equitably serve these special client groups.
- 5. Evaluation Method(s) Circulation statistics and professional development attendance will be show participation. End of year evaluation ask a question about additional needs for special client groups.

**4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING**

- 1. Goal Statement NBSLS will provide professional development support to the school librarians through User Groups, school library sessions, vendor workshops and other opportunities.
- 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) Participation by members and sharing of ideas will build capacity and skills in school librarians and staff.
- 4. Evaluation Method(s) End of Year survey and attendee statistics will indicate participation of members as well as future needs

**4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES**

- 1. Goal Statement The NBSLS Director will meet with school librarians (and administrators) to support and develop relationships for purpose of building and sustaining quality school library programs.

- 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) Informal and formal conversations about projects, programs and special needs will assist districts in providing lit services to their students.
- 4. Evaluation Method(s) The results from member plans and end of year services will be tabulated and shared with the Advisory Council school librarians to determine needs.

**4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS**

**Virtual Reference**

- 1. Goal Statement Continue to build online resources within "findit" a single site database login service to support classroom instruction

- 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) Greater online availability to NOVELny and SLS provided resources.
- 4. Evaluation Method(s) The statistics of the number of databases used will be gathered and shared with school librarians.

**4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS**

**Digitization Services**

- 1. Goal Statement N/A

- 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) N/A
- 4. Evaluation Method(s) N/A

**4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS**

**Other (Optional)**

- 1. Topic N/A
- 2. Goal Statement N/A

3a. Indicate year(s) during which the system will be addressing this goal (check all that apply) No

Year 1

3b. Year 2 No

3c. Year 3 No

3d. Year 4 No

3e. Year 5 No

4. Intended Result(s) N/A

5. Evaluation Method(s)

**4.14 Element 6 - AWARENESS AND ADVOCACY**

1. Goal Statement NBSLS will coordinate advocacy efforts that empower School Librarians to be leaders in their educational commr the local, state, and national levels. We will also highlight the value that NYS School Library Systems provide to regions.

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

Year 1

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Educational leaders, teachers and families in our local, regional and state will have a clear understanding of the certified School Librarians and School Library Systems provide.

4. Evaluation Method(s) Annual School Library System Survey will show participation in advocacy opportunities and responses will indic: understanding from their community.

**4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS**

1. Goal Statement NBSLS will maintain School Library System website, listserv, and hold four annual Liaison Meetings. Staff will e: "model" new communication technologies.

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

2b. Year 1 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Members will have access to current information and be able to implement new technologies.

4. Evaluation Method(s) Annual School Library System Survey will show utilization of various new technologies.

**4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS**

1. Goal Statement SLS will collaborate with other BOCES SLSs, Public Library Systems, and academic librarians to bring oportur professional development.

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

Year 1

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Collaborations on a variety of professional development workshops.

4. Evaluation Method(s) Collaborative work will be distributed to member librarians and available online via new communication technolo

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

- 1. Element N/A
- 2. Topic N/A
- 3. Goal Statement N/A
- 4a. Indicate year(s) during which the system will be addressing this goal (check all that apply) No
- Year 1
- 4b. Year 2 No
- 4c. Year 3 No
- 4d. Year 4 No
- 4e. Year 5 No
- 5. Intended Result(s) N/A
- 6. Evaluation Method(s) N/A

**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) 03/26/2021

**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) 07/01/2021

**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 (date - mm/dd/yyyy)