

## Cayuga-Onondaga 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 Cayuga-Onondaga BOCES School Library System
- 1.2 Street Address 1879 West Genesee Street Road
- 1.3 City Auburn
- 1.4 Zip Code 13021
- 1.5 Four Digit Zip Code Extension (enter N/A if unknown) N/A
- 1.6 Telephone Number (enter 10 digits only) (315) 253-0361
- 1.7 Fax Number (enter 10 digits only) (315) 252-8757
- 1.8 Name of System Director Mary Kay Welgoss
- 1.9 E-Mail Address of the System Director mkwelgoss@cayboces.org
- 1.10 System Home Page URL [http://www.cayboces.org/pages/Boces\\_Cayuga-Onondaga/Professional\\_Services/4832650192265213058](http://www.cayboces.org/pages/Boces_Cayuga-Onondaga/Professional_Services/4832650192265213058)
- 1.11 URL of Current List of Members <http://www.cayboces.org/pages/iss/sls/directory.html>
- 1.12 Date of Establishment 7/1/1985
- 1.15 Square Mileage of System Service Area 744
- 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.cayboces.org/pages/Boces\\_Cayuga-Onondaga/Professional\\_Services/4832650192265213058/Communication\\_Coordinators](http://www.cayboces.org/pages/Boces_Cayuga-Onondaga/Professional_Services/4832650192265213058/Communication_Coordinators)

##### 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.  
The System Board/System Council Members are appointed by their individual school districts.

##### 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 No
- g. Communications Coordinators Group Yes
- h. Co-ser Advisory Committee Yes
- 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. The School Library System Director used several methods to assess needs in the development of the Plan of Service: The Member Plan and SLMPE rubric were completed by each library and shared with district administrators; time was spent at each SLS Council Meeting held during the 2016 calendar year discussing needs and future goals for the Plan of Service; data was gathered and analyzed from the annual School Library System evaluation form, collection usage statistics, and workshop evaluations over the past three years; information was gathered at site visits to each library in our SLS and from individual members anecdotal and personal requests for services.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. The SLS Council, Communication Coordinators, and general SLS membership were all involved in the development of the Plan of Service. Groups discussed specific elements of the Plan of Service at regular meetings, and two committees were formed of volunteers that met twice during the spring and fall of 2016 to discuss resource sharing and professional development goals.

#### EVALUATION

- 3.9 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. The annual SLS Survey will be administered in June 2016 to determine members' satisfaction with the system's services. In addition, evaluation data from SLS workshops and professional development opportunities will be compiled and shared at the first Council meeting in September, 2016. Results from both sources of data will be posted to the SLS website and used for planning purposes by the SLS Council.
- 3.10 Provide the URL for the evaluation form(s) used by members. <https://www.surveymonkey.com/r/Q77QZ7F>
- 3.11 Provide the URL for the results of the member evaluation. <https://www.surveymonkey.com/results/SM-YVBPXHGC/>
- 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. Data from the Annual Survey and workshop evaluations will be reviewed by Council Members and discussed at the first SLS Council Meeting in September, 2016. The data will serve as the basis for planning for the coming year. This pattern will be repeated annually to ensure continued effectiveness of services.

#### 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. Revisions will be brought to the general membership via email for input. Then, the SLS Council will discuss revisions and vote on them as needed.

#### SECTION 4 - GOALS/RESULTS

- 4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.) The mission of the Cayuga-Onondaga BOCES School Library System is to provide coordination of library services, professional development and training to member libraries and librarians that enables them to better serve their patrons. The SLS assists member libraries to develop lifelong learning practices in students and educators through coordinated resource sharing and technology support, and through its membership in the statewide library network that ensures free and open access of information to all citizens of New York State.

Minimum Requirement for questions 4.3 through 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.caybores.org/files/\\_PGAE1\\_/79d2ebda08bb5b113745a49013852ec4/CooperativeCollectionDevelopmentPlan2016.pdf](http://www.caybores.org/files/_PGAE1_/79d2ebda08bb5b113745a49013852ec4/CooperativeCollectionDevelopmentPlan2016.pdf)

#### 4.3 Element 1 - RESOURCE SHARING

##### Union/Online Catalog

1. Goal Statement To provide member libraries and their clients access to quality resources by maintaining current local and regional Union Catalogs. The SLS will also continue to explore options to promote and develop a statewide SLS Union Catalog.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Equal access to collections in The SCOOLES group (six regional SLSs in Central New York) through the automated system provided by Media Flex, the union catalog shared among all BOCES in this region (BT, CAY, DCMO, GST, ONC, and TST.)

Titles are uploaded two times each school year and verified by the vendor.

4. Evaluation Method(s) ILL statistics will reflect the effectiveness and participation in the Union Catalog and ILL services. The annual SLS evaluation survey will also include a section on determining member satisfaction with ILL services and the Union Catalog.

#### 4.4 Element 1 - RESOURCE SHARING

##### Delivery

1. Goal Statement To provide delivery of information resources through electronic means, couriers, UPS, and U.S. mail as quickly and efficiently as possible.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) To provide all member libraries, students and teachers with fast, efficient and accurate transfer of titles and resources in various formats from library to library.
4. Evaluation Method(s) The annual SLS evaluation will include a section that asks members to rate their level of satisfaction with the ILL delivery service.

#### 4.5 Element 1 - RESOURCE SHARING

##### Interlibrary Loan

1. Goal Statement To implement new technologies that promote electronic ILL of resources in a fast and cost effective way, and to support member libraries in maintaining current collections that support the State learning standards and school curricula.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) To increase access to titles as needed, and to allow students and teachers access to materials not otherwise available in each school library.
4. Evaluation Method(s) The SLS will evaluate the usage statistics in all ILL categories each year to facilitate planning and to evaluate services. Also, the annual SLS evaluation will include a section on member satisfaction with ILL services and a place for member librarians to offer comments and suggestions for improvement.

#### 4.6 Element 1 - RESOURCE SHARING

##### Digital Collections Access

1. Goal Statement To ensure that all member libraries and their patrons know how to access NOVEL databases and all other digital resources available to them through SLS cosers and through regional sources like SCRLC.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) To offer training and technical support that ensures access to NOVEL and other databases that may be acquired or purchased by our component schools.
4. Evaluation Method(s) Usage statistics will be evaluated annually for each member library to guide purchasing decisions and professional development planning. The annual SLS survey will also include a section on digital collections to determine member needs and levels of satisfaction with SLS service in this area.

#### 4.7 Element 1 - RESOURCE SHARING

##### Other (Optional)

1. Topic Cooperative Collection Development
2. Goal Statement To aid librarians in gaining awareness and skill at building and sharing collections successfully through the CCD coser; to explore ways that the CCD coser may be expanded to include digital resources (i.e. ebooks.)
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) To provide shared access to collections purchased by member schools and ensure the continued quality/quantity of resources to support curricular needs.
5. Evaluation Method(s) The annual SLS survey will include a section on the CCD coser to gather input on member satisfaction with this service. Also, purchasing statistics will be evaluated each year to determine how well the CCD coser is being utilized; the SLS Director will use this information to determine future marketing plans.

#### 4.8 Element 2 - SPECIAL CLIENT GROUPS

1. Topic Resource Sharing for Special Client Groups
2. Goal Statement The SLS will assist member libraries to ensure that special needs populations (SWDs, ELLs, gifted students, etc.) are effectively supported with titles, varied formats, awareness, and training to successfully meet student needs.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes

- 3e. Year 5 Yes
4. Intended Result(s) ILL sharing of titles in varied formats and collection development in areas that meet the needs of special populations; continue sharing of digital resources (ebooks and audiobooks) from ELL and professional collections via the SLS website and training and technical support for using these collections.
5. Evaluation Method(s) The SLS annual survey will include a section on special client groups. Usage statistics for ELL and special client collections will be gathered annually and assessed. Anecdotal information will also be shared at Council meetings, and input from program coordinators who serve a variety of special client groups will be used to determine the effectiveness of SLS services in this area.

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

1. Goal Statement To assess the professional development and continuing education needs of SLS members to provide them with timely, high quality and targeted learning opportunities.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) To provide curriculum-based workshops that partner teachers and librarians to meet information literacy and content area standards, and that encourage teacher/librarian collaboration. Also, to provide awareness, support and training for online databases, eBooks, automation systems, and emerging technologies to increase the effective use of available resources and support high quality teaching and learning in our schools. The SLS will offer a variety of professional development opportunities in a variety of formats, including in person, online, webinars, etc. Collaborative relationships will be sought with other SLSs, the SCRLC, Teacher Centers, and colleges to provide learning opportunities that are free or of low cost to members and that meet local and regional needs.
4. Evaluation Method(s) Workshop attendance and evaluation statistics will be kept for all SLS sponsored professional development opportunities. This data will be used by the SLS Director and the Council members to guide future planning. The annual survey will also ask members to evaluate professional development services offered by SLS and to suggest future topics of interest.

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

1. Goal Statement The School Library System will provide cost-effective, customized technical assistance, training, and consulting services to all system members as requested in a timely fashion.
- 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 SLS member libraries will receive customized assistance as needed. Libraries will be provided with consulting services through in person visits, phone, email, and online support.
4. Evaluation Method(s) The annual SLS evaluation will include survey questions and a comment area concerning the effectiveness of SLS consultations. The number of consulting and technical support calls will be tracked through our online help desk program, and will be reported in the SLS annual report.

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

##### Virtual Reference

1. Goal Statement The School Library System will continue to aid member libraries in acquiring virtual reference, information and technology resources that support the school curriculum and enhance library collections, thereby promoting student achievement through the teaching and learning process.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) The SLS will continue to explore group purchasing opportunities and discounts for members for databases, eBooks, CCD materials, and other emerging information and technology resources. The SLS will also provide automation systems and database training and updates as needed and centralized ordering and billing for members. The SLS will also continue to improve our regional SCOOLS catalog with input from members and develop new virtual reference services as requested by members.
4. Evaluation Method(s) Usage statistics for our SCOOLS catalog and other shared database and technology resources will be evaluated each year by the SLS Director and the SLS Council for future planning; annual budget meetings will be held to introduce members to new products and to gather input on shared resources. The annual SLS survey will include questions to evaluate virtual reference services and coordinated services by all SLS members.

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

##### Digitization Services

1. Goal Statement To assist member libraries with digitization projects as requested.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) To offer digitization services as needed by member libraries.
4. Evaluation Method(s) Digitization services will be added to the annual SLS survey as needed.

#### 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 To increase awareness of the role of school libraries and school library systems in providing resources and instruction for students and in promoting student academic achievement; to inform librarians of local, regional, state, and national library advocacy programs and to encourage participation in these initiatives; to collaborate with other library systems and statewide organizations on library advocacy programs.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) SLS will support and facilitate active participation by member librarians in local, State, and national library advocacy programs. SLS will also provide and support leadership and advocacy training for member librarians, and will continue to provide materials such as the AASL public relations brochures to member librarians to help them promote and advocate for their programs with various constituent groups. In addition, SLS will support librarians' efforts to use technology tools (social media sites, blogs, etc.) to gather advocacy information and to develop local advocacy materials; SLS will also support the building of membership in professional organizations and community/special interest groups that support libraries.
4. Evaluation Method(s) The annual SLS evaluation will include survey questions and a comment area concerning library advocacy efforts; data will be collected on the number of librarians that participate in library advocacy efforts. The SLS website will also contain advocacy materials, and data will be kept on traffic and downloads for these items. All of the evaluation information will be shared with the SLS Council for planning purposes.

#### 4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>

1. Goal Statement TO maintain and further develop a timely, efficient and robust communication system among member libraries for promoting SLS programs and services, and for addressing member needs.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) The SLS will maintain and improve methods of communication with member librarians, teachers and administrators. Communication Coordinators/Council members will work closely with the SLS Director to promote awareness and use of SLS resources, programs and activities to their various constituent groups via regular meetings, presentations, phone calls, email, websites, blogs, and social media.
4. Evaluation Method(s) The SLS annual evaluation will contain survey questions and a comment area concerning communication among SLS member libraries. Per NYS regulations, Communication Coordinators meetings will be held and the coordinators will report on member concerns and priorities and disseminate information from these meetings to their district colleagues. Data will be collected on meeting attendance, presentations, and the use of the SLS website, social media sites, blog sites, etc. to determine participation in various communication forums. Evaluation data will be shared with the SLS Council for planning purposes.

#### Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

- 4.16 Provide the URL for the Member Plan [http://www.cayboces.org/files/\\_PGKBn\\_/71670c0acf667b4b3745a49013852ec4/MemberPlanFinal2016.docx](http://www.cayboces.org/files/_PGKBn_/71670c0acf667b4b3745a49013852ec4/MemberPlanFinal2016.docx)

#### 4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement To form partnerships with other library systems and educational agencies to effectively promote and offer programs and services that advance common goals and objectives; to provide quality services for teachers, librarians, and students that promote educational achievement and lifelong learning.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Utilize shared resources among library systems, member libraries and other organizations to provide relevant, cost-effective opportunities for continuing education, training, advocacy, services and program improvements.
4. Evaluation Method(s) The SLS annual evaluation will contain survey questions and a comment area concerning SLS cooperative efforts; data will be kept on the number of shared events and services undertaken each year, attendance/participation in such events and services, and evaluation of such shared events and services. In addition, an annual cost analysis of shared events and services will be undertaken by the Director and Council members for planning purposes.

#### 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 Element 9
2. Topic Non-member schools participation

3. Goal Statement The SLS Director will continue to communicate with non-member schools regarding system services, continuing education opportunities, and open meetings.
- 4a. Year 1 Yes
- 4b. Year 2 Yes
- 4c. Year 3 Yes
- 4d. Year 4 Yes
- 4e. Year 5 Yes
5. Intended Result(s) To increase opportunities for enhanced library services to students and staff in non-public schools as appropriate.
6. Evaluation Method(s) Data will be kept on attendance of non-members at SLS sponsored activities; ILL statistics will be collected and evaluated annually for non-member schools.

**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). 03/17/2016

**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)

**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)