Cayuga Onondaga BOCES
Five Year Plan of Service
2016-2021

Mission: 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.

Element 1: Resource Sharing

Goal Statement	Intended results	Evaluation Methods
4.2 CCD URL: https://libguides.cayboces.org/c.php?g=603518		
4.3 Union Catalog 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.	Equal access to collections in the SCOOLS 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.	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 will ILL services and the Union Catalog.
4.4 Delivery To provide delivery of information resources through electronic means, couriers, UPS, and US mail as quickly and efficiently as possible.	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.	The annual SLS evaluation will include a section that asks members to rate their level of satisfaction with the ILL delivery service.
4.5 ILL 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.	To increase access to tiles as needs, and to allow students and teachers access to materials not otherwise available in each school.	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 Digital Collections Access To ensure that all member libraries and their patterns know how to access NOVEL databases and all other digital resources available to them through SLS coders and through regional sources like SCRLC	To offer training and technical support that ensures access to NOVEL and other databases that may be acquired or purchased by our component schools.	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 Other- Cooperative Collection Development 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)	To provide shared access to collections purchased by member schools and ensure the continued quality/quantity of resources to support curricular needs.	The annual SLS survey will include a section on the CCD coser to gather impute on member satisfaction with this service. Also, the purchasing statistics will be evaluated each year to determine how well the CCD coser to being utilized; the SLS Director will use this information to determine future marketing plans.

4.8 Element 2: Special Client Groups

Goal Statement	Intended results	Evaluation Methods
The SLS will assist member libraries to ensure that special needs populations (SWDs, ELLs, gifted students, etc.) are effectively supported with titles, carried formats, awareness, and training to successfully meet student needs.	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.	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 the area.

4.9 Element 3: Professional Development and Continuing Education

Goal Statement	Intended results	Evaluation Methods
To assess the professional development and continuing education needs of SLS members to provide them with timely, high quality and targeted learning opportunities.	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 technology to increase the effective use of available resources and support high quality 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 low cost to members and that meet local and regional needs.	Workshop attendance and evaluation statistics will be kept for all SLS sponsored professional development opportunities. This data will be used by 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

Goal Statement	Intended results	Evaluation Methods
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.	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.	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.

Element 5: Coordinated Services

Goal Statement	Intended results	Evaluation Methods
4.11 Virtual Reference The School Library 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.	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.	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 Digitization Services To assist member libraries with digitization projects as requested.	To offer digitization services as needed by member libraries.	Digitization services will be added to the annual SLS survey as needed.

4.14 Element 6: Awareness and Advocacy

Goal Statement	Intended results	Evaluation Methods
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 of library advocacy programs.	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 librarian;s 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 a membership in professional organizations and community/special interest groups that support libraries.	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: Communication Among Member Libraries

Goal Statement	Intended results	Evaluation Methods
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.	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 Direcotr to promote awareness and use of SLS resources, programs and activities to their various constituent groups via regular meetings, presentations, phone call,s email, websites, blogs, and social media.,	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.

4.16 Member Plan URL: https://www.cayboces.org/cms/lib/NY50000529/Centricity/Domain/28/Plan%20Of%20Service.pdf

4.17 Element 8: Cooperative Efforts With Other Library Systems

Goal Statement	Intended results	Evaluation Methods
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.	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.	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- Non-Member Schools Participation

Goal Statement	Intended results	Evaluation Methods
The SLD Director will continue to communicate with non-member schools regarding system services, continuing education opportunities, and open meetings.	To increase opportunities for enhanced library services to students and staff in nn-public schools as appropriate.	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.