

# **Westchester 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  | Westchester 2 BOCES School Library System   |
| 1.2  | Street Address  | 450 Mamaroneck Ave.   |
| 1.3  | City  | Harrison  |
| 1.4  | Zip Code  | 10528   |
| 1.5  | Four Digit Zip Code<br>Extension (enter N/A if unknown) | N/A   |
| 1.6  | Telephone Number<br>(enter 10 digits only)              | (914) 345-8500  |
| 1.7  | Fax Number (enter<br>10 digits only)                    | (914) 347-7304  |
| 1.8  | Name of System<br>Director                              | Pam Berger  |
| 1.9  | E-Mail Address of the<br>System Director                | pberger@swboces.org   |
| 1.10 | System Home Page<br>URL                                 | <a href="http://www2.lhric.org/libsys">http://www2.lhric.org/libsys</a>                           |
| 1.11 | URL of Current List<br>of Members                       | <a href="http://www2.lhric.org/libsys/Members.html">http://www2.lhric.org/libsys/Members.html</a> |
| 1.12 | Date of<br>Establishment                                | 7/1/1985  |
| 1.15 | Square Mileage of<br>System Service Area                | 184   |
| 1.16 | Population of System<br>Service Area                    | N/A   |
| 1.17 | Type of System  | SLS   |

## **SECTION 2 - SYSTEM GOVERNANCE**

### **BYLAWS**

- |     |                                    |   |
|-----|------------------------------------|---|
| 2.1 | URL of Current<br>Governing Bylaws | <a href="http://www2.lhric.org/libsys/bylaws_rev.PDF">http://www2.lhric.org/libsys/bylaws_rev.PDF</a> |
|-----|------------------------------------|---|

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

2.2 System Board /

- 2.2 System Board /  
System Council  
Appointment/Election  
- Indicate whether the  
System Board / System Council  
Members are  
appointed or elected  
(select one). E - System Board / System Council Members are elected
- 2.3 Indicate by whom the System Board / System Council Members are appointed/elected. The Southern Westchester BOCES School Library System by-laws indicate the manner in which vacancies are filled on the Council (approximately one-third of the board members' terms expire each year.) A nominating committee, composed of the Council chair and two other members appointed by the Council, will be responsible for nominating Council members for all categories except those from agencies (Westchester Library System and METRO); the latter will be nominated by their respective agencies. the council will vote on nominations based on the principles of expressed interest in serving on the Council and the Council balance.

## 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 Yes
- 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 is constantly seeking input from its participants regarding their various needs and service offerings. This needs assessment is continuous throughout each school year and analysis of the data and responses are reflected in the workshops, Communication Coordinators meetings, webinars and services offered through the School Library System. Council Committee

were formed and reported back to the full council on their recommendations for the Five Year Plan. In addition, efforts were intensified to gather relevant data from our participants for the formulation of the Plan of Service 2016-2021. Communications on this subject took various forms including the listserv, the monthly online and print copy newsletter, memos, and announcements and hand-outs at various System sponsored meetings (annual "Back To School and Ice Cream Social" in September, Communication Coordinators meetings, Curriculum Committee, etc). Requests were made for input into specific areas: Resource Sharing, Interlibrary Loan, Delivery, Union Catalog, Special Client Needs, Technology Services, Meetings, Professional Development, Awareness and Advocacy, Consulting, Communications and Cooperative Efforts. Responders were also encouraged to add additional comments as appropriate.

- 3.2 Identify the groups involved in development of the Plan of Service and each group's role.

All participants in the School Library System were given an opportunity to provide input into the Plan of Service 2016-2021 either directly or indirectly. At the Communication Coordinators meetings comments on various aspects of the School Library System and its assistance in providing support to the school librarians in their varied roles were solicited. At the monthly meetings of the Curriculum Council, council members provided in-depth insights into the needs of school librarians as they become collaborative partners within their educational community. The School Library System Council had the responsibility of compiling and analyzing the current data as a basis for the formulation of the Plan of Service 2016-2021. An online survey was sent to all participants and previous annual system evaluations and their accompanying documents were reviewed and provided useful background information. During the Council work sessions the Plan of Service 2016-2016 was reviewed for relevant content. The School Library System Council emphasized that the Plan of Service 2016-2021 had to be meaningful and reflect the needs and aspirations of its members. This document had to be based in the reality of the times in which we live, but provide a vision for future endeavors

## EVALUATION

- 3.9 Describe the information to be collected in order to evaluate and determine members' satisfaction with the

The School Library System Council at its first meeting of each school year will review the Plan of Service goals and intended results for the current school year. Based upon discussion an evaluative instrument(s) will be developed to measure the achievement of outcomes for that particular year. Since data may include both qualitative and

- system's services. quantitative results, it will be the responsibility of the Council to determine the kinds of information needed. This document will become part of the System's annual evaluation.
- 3.10 Provide the URL for the evaluation form(s) <https://www.surveymonkey.com/r/9FKS2LT> used by members.
- 3.11 Provide the URL for the results of the member evaluation. <http://www.youblisher.com/p/1394665-Member-Plan-Responses/>
- 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. The value of a Plan of Service lies in its ability to be a "living document." Rather than being "static" it evolves and changes reflect the needs and services of School Library System participants. The annual evaluations become the basis for this determination. The Council will annually review the evaluations and adjust the Plan of Service, as necessary.

## 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. It is the responsibility of the School Library System Council to develop, implement and monitor the Plan of Service. Part of this responsibility includes revising the Plan as needed. Recommendations for changes and or additions to the Plan of Service can originate from the field or Council itself, based upon evaluations and/or feedback from School Library System participants. It is the role of the Council to discuss these recommendations and prepare a revision if appropriate. A majority of the Council must approve any revision prior to submission to the New York Education Department/New York State Library.

## 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 Southern Westchester BOCES School Library System (SLS), in cooperation with its members, is to build capacity in school libraries. SLS will promote opportunities for school library personnel to improve their skills. SLS will increase the dissemination and use of information technology and other media, and improve the ability of member districts to meet and exceed academic standards. SLS will empower member libraries to guide students to become life-long learners and information seekers

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.youblisher.com/p/1377838-CCPolicy2016-2021/>

## **4.3 Element 1 - RESOURCE SHARING**

### **Union/Online Catalog**

- |     |                      |   |
|-----|----------------------|---|
| 1.  | Goal Statement       | Increase the number of schools participating in the 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)   | Increase the number of schools participating in the Union Catalog Provide cost effective and better access to school library holdings |
| 4.  | Evaluation Method(s) | The number of schools participating in the Union catalog will increase  |

## **4.4 Element 1 - RESOURCE SHARING**

### **Delivery**

- |     |                      |   |
|-----|----------------------|---|
| 1.  | Goal Statement       | SLS will investigate improved methods of access to resources for member libraries |
| 2a. | Year 1               | No  |
| 2b. | Year 2               | No  |
| 2c. | Year 3               | Yes   |
| 2d. | Year 4               | Yes   |
| 2e. | Year 5               | Yes   |
| 3.  | Intended Result(s)   | Provide additional cost effective delivery services                               |
| 4.  | Evaluation Method(s) | Number and feedback from librarians on annual survey                              |

## **4.5 Element 1 - RESOURCE SHARING**

### **Interlibrary Loan**

- |     |                |  |
|-----|----------------|--|
| 1.  | Goal Statement | SLS will encourage resource sharing among institutions |
| 2a. | Year 1         | Yes  |
| 2b. | Year 2         | Yes  |
| 2c. | Year 3         | Yes  |
| 2d. | Year 4         | Yes  |
| 2e. | Year 5         | Yes  |

3. Intended Result(s) Interlibrary loan requests will be filled in a timely fashion through email, fax and mail.
4. Evaluation Method(s) Circulation statistics will show an increase in sharing of resources.

#### **4.6 Element 1 - RESOURCE SHARING**

##### **Digital Collections Access**

1. Goal Statement Continue to maintain and promote a digital access solution, Search for Success, to member libraries that offers one password access to multiple databases and ongoing usage statistics.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Students and faculty will have an easier and more effective way to access multiple authoritative resources and school librarians will receive more accurate usage statics.
4. Evaluation Method(s) The usage statistics of Search for Success across the system.

#### **4.7 Element 1 - RESOURCE SHARING**

##### **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)

#### **4.8 Element 2 - SPECIAL CLIENT GROUPS**

1. Topic ENL and Dual Language Learners
2. Goal Statement Create and grow an e-Book Core Novel collection for English Language Learners (i.e. novels in other languages)
- 3a. Year 1 No
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) Greater circulation and increase importance of online

4. Intended Result(s) Greater circulation and increase importance of online collection for Dual Language Learners and English Language Learners (ELL).
5. Evaluation Method(s) Circulation statistics and member survey will indicate increase in ENL students utilizing resources
1. Topic Non-Public Schools
2. Goal Statement SLS will offer support, guidance and advocacy to non-public schools.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) Non-public schools will continue to be included in professional development training and other services offered.
5. Evaluation Method(s) Statistics for numbers of workshop participants from non-public schools will be maintained.

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

1. Goal Statement SLS will offer professional development opportunities focused on the New Social Studies Framework and Toolkit as well as continue to offer ELA Common Core Standards.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Provide workshops and webinars for all librarians during the day, after school, online.
4. Evaluation Method(s) Attendance at workshops and webinars; participant workshop evaluation.
1. Goal Statement Provide professional development focused on the adoption and integration of the Empire Information Fluency Continuum in SWBOCES.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Provide workshops and webinars for all librarians during the day, after school, online.
4. Evaluation Method(s) Attendance at workshops and webinars; participant

7. Evaluation Method(s) Attendance at workshops and webinars, participant workshop evaluation.
1. Goal Statement Communication Coordinators' Network meetings will be learning opportunities for all librarians.
  - 2a. Year 1 Yes
  - 2b. Year 2 Yes
  - 2c. Year 3 Yes
  - 2d. Year 4 Yes
  - 2e. Year 5 Yes
  3. Intended Result(s) Make efficient use of librarians' time by combining professional development with SLS meetings.
  4. Evaluation Method(s) Make efficient use of librarians' time by combining professional development with SLS meetings Questions on annual survey.
  1. Goal Statement Plan and host an Annual Spring Conference at the SLS offices.
  - 2a. Year 1 Yes
  - 2b. Year 2 Yes
  - 2c. Year 3 Yes
  - 2d. Year 4 Yes
  - 2e. Year 5 Yes
  3. Intended Result(s) Current issues, topics and resources are explored by librarians within a collaborative, stimulating environment.
  4. Evaluation Method(s) Event evaluation and questions on annual survey.

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

1. Goal Statement SLS will provide advice and support to member libraries through online support, personal outreach, consultation, and referrals.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Demonstrated competencies in providing services to member libraries.
4. Evaluation Method(s) Survey will indicate that member libraries are satisfied with the services provided.

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

##### **Virtual Reference**

1. Goal Statement To investigate the feasibility and value of virtual reference for school libraries.
- 2a. Year 1 Yes



- 2a. Year 1 No
- 2b. Year 2 Yes
- 2c. Year 3 No
- 2d. Year 4 No
- 2e. Year 5 No
3. Intended Result(s) To have a understanding of the need, the process, the impact and the feasibility of the SLS developing a virtual reference service
4. Evaluation Method(s) Documents produced, council participation in discussion, question results on annual survey.

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

##### **Digitization Services**

1. Goal Statement not needed at this time
- 2a. Year 1 No
- 2b. Year 2 No
- 2c. Year 3 No
- 2d. Year 4 No
- 2e. Year 5 No
3. Intended Result(s) not needed a this time
4. Evaluation Method(s) not needed a this time

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

##### **Other (Optional)**

1. Topic Relevant, cost effective databases packages
2. Goal Statement As part of CoSer 512 Online Databases, bids and coordination of purchasing will be continued and new database packages will be developed
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) Each year a committee of librarians will establish a list of the most valued online databases to develop a cost-effective package for all schools
5. Evaluation Method(s) The number of schools participating
1. Topic Increased Participation of Online Database Purchases and Library Automation
2. Goal Statement SLS will communicate benefits of database usage and member of group School Library automation to librarians and administrators.
- 3a. Year 1 Yes

- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Statistics will indicate increase in number of databases purchased and number of districts opting into group Library automation.
- 5. Evaluation Method(s) Statistics will indicate increase in number of databases purchased and number of districts opting into group Library automation.

#### 4.14 **Element 6 - AWARENESS AND ADVOCACY**

- 1. Goal Statement SLS will develop and implement a leadership team of SLMS to explore emerging topics, provide peer support and feedback, and build awareness for current education policies, legislation and trends.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Increase awareness and communication among regional SLMS to increase flow of information to school districts and administrations.
- 4. Evaluation Method(s) Survey will indicate that member libraries are satisfied with services provided.
- 1. Goal Statement Continue to offer an Administrator of the Year Award.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Increased advocacy to administrators.
- 4. Evaluation Method(s) The Award will be presented at the Annual Conference each year.
- 1. Goal Statement Provide a monthly print and electronic newsletter for SLMS.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) SLMS will be more informed about best practices and

3. Intended Result(s) SLS will be more informed about best practices and programs, services, etc. in our region.

4. Evaluation Method(s) Feedback from newsletter readers.

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

1. Goal Statement The SLS website will be evaluated, redesigned and receive a major overhaul to provide increased communications for the System.

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 website will offer member librarians an opportunity to share news, ask questions, and explore new ideas to more effectively build capacity in school libraries.

4. Evaluation Method(s) Questions on annual survey about website and SLS Forum; the website statistics.

1. Goal Statement SLS will develop or forward communications on important issues to member libraries in a timely manner.

2a. Year 1 Yes

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Members will be informed, empowered, and proactive within their building, district, and region.

4. Evaluation Method(s) Increased participation and response to issues as reflected in annual survey.

#### **Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES**

4.16 Provide the URL for the Member Plan [http://www2.lhric.org/libsys/publications/MemberPlan\\_2011-2016.pdf](http://www2.lhric.org/libsys/publications/MemberPlan_2011-2016.pdf)

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

1. Goal Statement The SLS will work with Putnam/Northern Westchester SLS, Nassau SLS, NYC SLS to develop online resources, grant programs, and shared professional development.

2a. Year 1 Yes

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

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- |     |                      |  |
|-----|----------------------|--|
| 2e. | Year 5               | Yes  |
| 3.  | Intended Result(s)   | All of the school libraries and systems in the region work together to create efficient and effective programming and resources.   |
| 4.  | Evaluation Method(s) | Questions on annual survey about shared programs and attendance at programs.   |
| 1.  | Goal Statement       | The SWBOCES SLS will be represented at SLSA (School Library System Association) meetings by the director to collaborate with other System Directors from New York State. |
| 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 director will attend the SLSA meetings and leadership Institute with approval of the SWBOCES administration.   |
| 4.  | Evaluation Method(s) | Director's attendance.   |

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
2. Topic
3. Goal Statement

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

### **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
- 03/23/2016

State Library, and  
was reviewed and  
approved by the  
Library System  
Council on (date -  
mm/dd/yyyy).

#### **APPROVAL**

- 4.20 The Library System's  
Plan of Service was  
reviewed and 07/08/2016  
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)