

# Westchester 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  | 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 10 digits only)                       | (914) 347-3236                               |
| 1.8  | Name of System Director                                 | Eleanor Friedman                             |
| 1.9  | E-Mail Address of the System Director                   | efriedman@swboces.org                        |
| 1.10 | System Home Page URL                                    | http://sls.swboces.org                       |
| 1.11 | URL of Current Membership List                          | https://libguides.swboces.org/c.php?g=934615 |
| 1.12 | Date of Establishment                                   | 7/1/1985                                     |
| 1.15 | Square Mileage of System Service Area                   | 184  |
| 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://sls.swboces.org/council_bylaws_and_procedures |
|-----|---------------------------------|---|

### 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). | E - System Board / System Council Members are elected  |
| 2.3 | Indicate by whom the System Board / System Council   | 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 |

Members are appointed/elected. 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); 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 / SLS Advisory Council | Yes |
| g. | Communications Coordinators Group                      | Yes |
| h. | CO-SERS Advisory Committee                             | Yes |
| 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 SLS Director sent out a survey along with a document with the previous Plan of Service. Librarians added comments and suggestions to the shared document. The SLS Director also hosted multiple drop in work sessions for Council members and librarians to participate in developing the Plan of Service.  |
| 3.2  | Identify the groups involved in development of the Plan of Service and each group's role.                        | The Council and regional librarians participated in planning all aspects of the Plan of Service. There were no volunteers to participate in any of the special area groups so the work was done as a whole. Participants reflected on the past Plan of Service and shared suggestions for areas of growth.  |
| 3.9  | Provide the URL of the 2021-2026 Member Plan template  | <a href="https://forms.gle/QjSrcDA5LJUj8guS9">https://forms.gle/QjSrcDA5LJUj8guS9</a>   |
| 3.10 | Provide the URL of the 2021-2026 Cooperative Collection Development Plan   | <a href="https://echalk-slate-prod.s3.amazonaws.com/private/schools/9243/site/fileLinks/42c2aaab-4b6e-4f55-9d30-72f3aa26fd3e?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&amp;Expires=1942936147&amp;response-cache-control=private%2C%20max-age%3D31536000&amp;response-content-disposition=">https://echalk-slate-prod.s3.amazonaws.com/private/schools/9243/site/fileLinks/42c2aaab-4b6e-4f55-9d30-72f3aa26fd3e?AWSAccessKeyId=AKIAJSZKIBPXGFLSZTYQ&amp;Expires=1942936147&amp;response-cache-control=private%2C%20max-age%3D31536000&amp;response-content-disposition=</a> |

## EVALUATION

- |      |  |   |
|------|--|---|
| 3.12 | Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services | What suggestions do you have for professional development and continuing education? What suggestions if any do you have for resource sharing as regards: the union catalog; delivery; and interlibrary loan? What suggestions do you for serving special client groups? What suggestions do you have for consulting and development services on the part of SLS? What suggestions do you have for coordinated services either existing or new services (COSERS)? What suggestions do you have for virtual reference services? What suggestions do you |
|------|--|---|

system's services. suggestions do you have for virtual reference services? What suggestions do you have for communication among member libraries? What suggestions do you have for promoting awareness and advocacy efforts in our region? What suggestions do you have for cooperative efforts with other library systems? What other goals would you like to see as part of the Plan of Service?

3.13 Provide the URL for the evaluation form(s) <https://forms.gle/MNmUMSxuD3MkpGpUA> used by members.

3.14 Describe how the information on customer satisfaction system's plan in the planning cycle. The objective is to provide high quality service will be used to shape and access to materials. The information gathered on customer satisfaction will the system's plan in inform how the SLS Director plans and delivers professional development, creates the next year or in networking opportunities, and builds capacity in school library programs with the the following planning most cost-effective subscription services. cycle.

## 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 revision process was interactive. Regional librarians and Council members had the opportunity to engage in feedback, discussion, and group or individual meetings with the SLS Director and colleagues to develop the Plan of Service. Revisions for future plan includes connections to culturally responsive sustaining education and School Library Program Rubric.

## 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 4.2 through 4.6, 4.8 through 4.12, 4.14 through 4.16 - complete one repeating group for each topic of every element.

### 4.2 Element 1 - RESOURCE SHARING

Cooperative Collection Development

1 Goal Statement The SLS will work with other regions to develop online resources, grant programs, and shared 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) All of the 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.

#### 4.3 Element 1 - RESOURCE SHARING

##### Union Catalog

1. Goal Statement Increase participation in the Union Catalog to ensure equitable access to materials for participating districts in the region.
- 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) Expanded access and increased participation in the Union Catalog.
4. Evaluation Method(s) Usage statistics will be reviewed to identify participation level on an annual basis.

#### 4.4 Element 1 - RESOURCE SHARING

##### Delivery

1. Goal Statement SLS will investigate improved methods of access to resources for 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) 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. 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 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. 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) 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) Evaluation of usage statistics across the system.

#### 4.7 Element 1 - RESOURCE SHARING

##### 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)

#### 4.8 Element 2 - SPECIAL CLIENT GROUPS

1. Topic ELL Students
2. Goal Statement Support school libraries to implement Culturally Responsive Sustaining Education to build capacity in the school library program.
- 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) Create a more inclusive school library program.
5. Evaluation Method(s) School libraries will have a more culturally responsive, inclusive collection that provides equitable access to patrons.

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

1. Goal Statement SLS will offer professional development opportunities focused on Culturally Responsive Sustaining Education Framework Advocacy Digital & Media Literacies Collaborating with Teaching Partners Empire Information Fluency Continuum in SWBOCES
- 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) Provide workshops and webinars for all librarians during the day, after school, online. Post links to focused PD resources (blogs, podcasts, articles, framework docs, current events connected with profession, etc.) on the SLS webpage..
4. Evaluation Method(s) Attendance at workshops and webinars; participant workshop evaluation.

#### 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. 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) 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 Provide service and support virtual reference for school 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) To have an 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 N/A
- 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) N/A
4. Evaluation Method(s) N/A

#### 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 Notify SLS about DLD awareness and advocacy through SLSA meetings.
- 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) SLMS 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 Provide a monthly electronic newsletter for SLMS through Constant Contact. SLS will develop or forward communications on important issues to member librarians in a timely manner.
- 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) Members will be informed, empowered, and proactive within their building, district, and region.
4. Evaluation Method(s) Questions on annual survey about website and SLS Forum; the website statistics.
- 4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS**
1. Goal Statement The SWBOCES SLS will be represented at SLSA (School Library Systems Association) meetings by the director to collaborate with other System Directors from New York State, local public and academic 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) The SLS Director will attend the SLSA meetings and leadership Institute with approval of the SWBOCES administration.
4. Evaluation Method(s) Director's attendance.
- 4.17 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. 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



- 4e. Year 5 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) 03/23/2016

#### **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) 08/02/2021

#### **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)