

Suffolk Eastern BOCES SLS
*****FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE**
(School Library Systems) 2011-2016

SECTION 1 - GENERAL INFORMATION

July 1, 2011 - June 30, 2016

- 1.1 Name of System Suffolk Eastern BOCES School Library System
- 1.2 Street Address 627A North Sunrise Service Road
- 1.3 City Bellport
- 1.4 Zip Code 11713
- 1.5 Four Digit Zip Code
Extension (enter N/A if unknown) 1540
- 1.6 Telephone Number (enter 10 digits only) (631) 286-0891
- 1.7 Fax Number (enter 10 digits only) (631) 286-0985
- 1.8 Name of System Director Gail Barraco
- 1.9 E-Mail Address of the System Director gbarraco@esboces.org
- 1.10 System Home Page URL <http://www.esboces.org/SLS/>
- 1.11 URL of Current List of Members <http://www.esboces.org/SLS/directory.aspx>
- 1.12 Date of Establishment 7/1/1985
- 1.15 Square Mileage of System Service Area 933
- 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.esboces.org/SLS/docs/bylaws.pdf>

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 director contacts prospective council members from the school districts, member, public, and special libraries, library systems, and industry to serve on SLS Council. Council members then vote to approve new members.

ADVISORY GROUPS

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

- g. School Library System Council Yes
- h. Communications Coordinators Yes
- i. Co-ser Advisory Committee Yes
- j. 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 SLS Director polls the membership of participating libraries each year as part of the annual SLS evaluation. The SLS Director takes the evaluation to Council and make suggestions for inclusion in the Plan of Service based on librarians' feedback. SLS Council and the Director work together to address the sections of the Plan of Service in need of update or revision.

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

The general membership of librarians will have input on system needs via the SLS Annual Evaluation that is sent out as a Survey Monkey online survey each year. Discussion among the SLS Communications Coordinators at a Communications Coordinators Meeting will accompany the SLS Annual Evaluation. SLS Council will assist the Director in working through the data/feedback in forming the five year plan. The Director will cull the aforementioned groups' feedback and data to create the new Plan of Service.

APPROVAL OF THE PLAN

3.6 Describe the process

for approval of the Plan of Service. School library systems must include the Council's role in the approval.

After the Director and Council have received the different groups' input and created the preliminary document; Council will review each section and move to approve the plan.

EVALUATION

- 3.7 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. The SLS Director will send out a survey on the SLS listserv to obtain feedback from the general membership related to the sections of the Plan of Service. This information will be shared with Communications Coordinators and SLS Council to assist in creating the 5 year plan.
- 3.8 OPTIONAL - Provide the URL of the related evaluation form(s). <http://www.surveymonkey.com/s/KFH83XQ>
- 3.9 OPTIONAL - Provide the URL of the results of the evaluation by members. http://www.surveymonkey.com/sr.aspx?sm=0RkXIWbJ6Qf5wOi6jU2qv9UVzPgsgHGOsr4hC9ysIDII_3d
- 3.10 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. We use our feedback from all of our events to create programs and services for our members that are relevant to their professional responsibilities as school librarians. This information is shared during SLS Council meetings and informs our Plan of Service. We try to update our offerings to provide current, practical information in: technology developments; curriculum initiatives; and best practices that are germane to their day to day work as school librarians.

REVISION PROCESS

- 3.11 Describe the process for revising the system's Plan of Service for submission to the New York State Education Department/New York State Library. Over the course of the four council meetings we have each school year we will work together to review sections of the Plan of Service. This may involve reviewing items ahead of the meeting to advise the Director when we meet. The Director will take any revisions and amend the sections as needed for submission to NYSED/NYS Library.

SECTION 4 - GOALS/RESULTS

- 4.1 The Library System's Mission Statement The School Library System supports the school library media specialists to help students become information literate

(Refer to the Introduction, page 1, of the Instructions for the definition of the mission statement.)

specialists to help students become information literate researchers, learners and thinkers by: • Advocating for funding and administrative support • Providing a forum for the exchange of ideas • Providing current and up-to-date resources

Minimum Requirement for questions 4.3 though 4.12 and 4.14 - complete one repeating group for each topic of every element.

Element 1 - RESOURCE SHARING

Cooperative Collection Development Plan

4.2 Provide the URL of the 2011-2016 Cooperative Collection Development (CCD). <http://www.esboces.org/SLS/docs/CCDPlan.pdf>

4.3 Element 1 - RESOURCE SHARING

Union Catalog

- 1. Goal Statement Maintain and update 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) Access to a current union catalog.
- 4. Evaluation Method(s) Union catalog will be accessible each year.

4.4 Element 1 - RESOURCE SHARING

Delivery

- 1. Goal Statement Delivery will be made by US mail and intradistrict mail.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) ILL via US mail and intradistrict mail continues.
- 4. Evaluation Method(s) Annual School Library System Survey

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

- 1. Goal Statement School Library System will provide Interlibrary Loan.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes

- 2e. Year 5 Yes
- 3. Intended Result(s) Access to additional materials.
- 4. Evaluation Method(s) Annual School Library System Survey

4.6 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)

4.7 Element 2 - SPECIAL CLIENT GROUPS

- 1. Topic English Language Learners and Special Needs Populations
- 2. Goal Statement Add eBooks, Virtual Reference Collection databases (e.g. English Language Learner database), and Digital Media Library materials to support English Language Learners and special needs populations.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Member libraries have access to ELL materials for english language learners and special needs students.
- 5. Evaluation Method(s) Annual School Library System Survey

4.8 Element 3 - PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION

- 1. Goal Statement Provide staff development face-to-face and online for member libraries.
- 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 knowledge and expertise of member libraries.
- 4. Evaluation Method(s) Feedback from Communications Coordinators at the four Communications Coordinators meetings held four times per year and the Annual School Library System survey.

4.9 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1. Goal Statement Support member libraries' use of our services through phone contact, email, and site visits.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Member libraries will have ongoing support for library automation, virtual reference collection, eBooks, digital media library, and library media program evaluation.
4. Evaluation Method(s) Annual School Library System Survey

4.10 **Element 5 - COORDINATED SERVICES**

1. Goal Statement School Library System membership to School Library Systems Association (SLSA), SCORE, and the Educational Media Technology Association for discounts on databases/media.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Member libraries will benefit from reduced pricing for VRC and DML.
4. Evaluation Method(s) Number of districts subscribing to COSER 516 and Annual School Library System Survey.

4.11 **Element 6 - AWARENESS AND ADVOCACY**

1. Goal Statement Maintain School Library System website and listserv to update member libraries on legislation and issues affecting libraries and library systems as well as legislative visits by the School Library System Director.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Member libraries have access to advocacy tools and current information as well as having their needs represented to legislators by the School Library System Director.
4. Evaluation Method(s) Number of contacts with legislators and Annual School Library System Survey.

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

1. Goal Statement Maintain School Library System website, listserv, and four annual Communications Coordinators Meetings.

- 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 have access to current information.
- 4. Evaluation Method(s) Annual School Library System Survey

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

- 4.13 Provide the URL for the Member Plan http://www.esboces.org/SLS/docs/MemberPlan_2011.pdf

4.14 Element 8 - COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

- 1. Goal Statement Share professional development service offerings from other library systems in the region and promote VRC and DML as a model for other systems to realize cost savings.
- 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 have the opportunity to grow professionally and realize cost savings for their libraries.
- 4. Evaluation Method(s) Annual School Library System Survey and cost analysis of VRC and DML purchases.

4.15 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

- 5.19 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). 02/09/2012

APPROVAL

5.20 The Library System's
Plan of Service was
reviewed and
approved by the New
York State Library on
(date - mm/dd/yyyy) 7/3/2012