

Putnam-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 | Putnam-Northern Westchester BOCES School Library System |
| 1.2 | Street Address | 200 BOCES Drive |
| 1.3 | City | Yorktown Heights |
| 1.4 | Zip Code | 10598 |
| 1.5 | Four Digit Zip Code Extension (enter N/A if unknown) | 4321 |
| 1.6 | Telephone Number (enter 10 digits only) | (914) 248-2391 |
| 1.7 | Fax Number (enter 10 digits only) | (914) 248-2419 |
| 1.8 | Name of System Director | Joseph Mannozi |
| 1.9 | E-Mail Address of the System Director | jmannozzi@pnwboces.org |
| 1.10 | System Home Page URL | http://www.pnwboces.org/library |
| 1.11 | URL of Current List of Members | http://www.pnwboces.org/library/SLS.htm |
| 1.12 | Date of Establishment | 7/1/1985 |
| 1.15 | Square Mileage of System Service Area | 523 |
| 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.pnwboces.org/library/SLS_Bylaws.htm |
|-----|---------------------------------|---|

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 Members are appointed/elected. | The Council chair will appoint a three-person Nominating Committee at the early spring Council meeting. The Committee will solicit suggestions of Council members from all School Library System members and present its slate to the Council at the next regularly scheduled Council meeting. The endorsed slate of candidates will be presented to the School Library System Council for appointment. |

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 No
- 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. Annual evaluation survey; listserv messages; site visits; discussions with communication coordinators and Council members to assess member needs.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. School Library System Council, including the SLS Director, review the previous Plan of Service, suggest updates, review revised plan, and approve revised plan. General Membership has the opportunity to submit comments during review period.

EVALUATION

- 3.9 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. How would you assess the quality of service the SLS provided for resource sharing and ILL?; How would you evaluate the usefulness of the SLS listserv?; Communication between the SLS staff and members was...; Please comment on why networking meetings are useful or not useful; Did you participate in any of the following professional development opportunities in 20**-**?; What do you believe is the most important function of the SLS?; Was the SLS successful in implementing the Plan of Service?; In your opinion, what themes/topics would be most relevant for network meetings and professional development?; If the SLS Director did not visit your school library [last year], would you like to plan a visit for [next year]?; The one thing I would like to see the SLS improve or expand is:...; Is there anything else you feel the SLS should know in regard to [last year]?
- 3.10 Provide the URL for the evaluation form(s) used by members. <http://goo.gl/forms/qs8tBo1K4a>
- 3.11 Provide the URL for the results of the member evaluation. <http://www.pnwbores.org/library/SLS.htm>
- 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. Survey results shape next year goals, professional offerings, customer service, site visits, etc. and goals for the following planning cycle.

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. School Library System Council, including the SLS Director, review the previous Plan of Service, suggest updates, review revised plan, and approve revised plan. General Membership has the opportunity to submit comments during review period.

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 Putnam/Northern Westchester BOCES School Library System is to provide leadership and support to all school library media centers in the region with attention to curriculum, resources, shared learning experiences, and services.

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.pnwboces.org/library/SLS-CCD-Plan-2016-2021.pdf>

4.3 Element 1 - RESOURCE SHARING

Union/Online Catalog

1. Goal Statement The Union Catalog will be updated annually for component districts.
- 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 for members.
4. Evaluation Method(s) The annual System Evaluation Survey will ask members to evaluate usage and effectiveness of the Union Catalog.

4.4 Element 1 - RESOURCE SHARING

Delivery

1. Goal Statement The School Library System will facilitate the delivery of materials in a consistent and timely manner to support a quality resource-sharing 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) Members will be encouraged to use ILL and will be satisfied with the System's resource sharing process.
4. Evaluation Method(s) The annual System Evaluation survey will ask members to evaluate the distribution of SLS materials. Results of the survey will be reviewed and analyzed by members of the SLS Council and actions will be taken in the following year, as appropriate.

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

Provide easier access to interlibrary loan in the region through the System's

1. Goal Statement online union catalog. Members will also be encouraged to use the System's listserv and directory for point-to-point ILL.
- 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 sharing of materials through the System.
4. Evaluation Method(s) The annual System Evaluation survey will ask members to evaluate the Interlibrary Loan services provided by the SLS. The survey will also ask for statistics related to SLS-facilitated ILL and point-to-point ILL conducted independently. This information will be shared with SLS Council members for review and analysis.

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

1. Goal Statement The School Library System promotes the use of digital resources to expand access to school library resources beyond the library facility and hours.
- 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 accessibility and usage of digital resources in all member libraries.
4. Evaluation Method(s) The System Director will provide and review usage statistics for the databases members purchase through the Professional Library CoSer as well as the NOVELNY databases. The annual system evaluation survey will ask members to evaluate their Digital Library Resources. results of the System evaluation will be reviewed and analyzed by members of the SLS Council.

4.7 Element 1 - RESOURCE SHARING

Other (Optional)

1. Topic Partnership Library Systems
2. Goal Statement Form and continue partnerships with other library systems to effectively promote and offer programs and services.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) Libraries collaborate to offer relevant, cost-effective programs, services, and training resulting in improved library services for students and educators.
5. Evaluation Method(s) The annual SLS evaluation will include survey questions and a comment area concerning the SLS cooperative efforts. The survey will be reviewed and analyzed by the SLS Council.

4.8 Element 2 - SPECIAL CLIENT GROUPS

1. Topic The SLS will work with members to identify and meet the needs of special client groups, like ELL and SPED.
2. Goal Statement The needs of special clients will continue to be identified and addressed.
- 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 will be better-informed educators, capable of instructing all students, and have access to a variety of materials for ELL and SPED students.
- 5. Evaluation Method(s) The survey will be reviewed and analyzed by the SLS Council.

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

- 1. Goal Statement Provide high-quality professional development opportunities to members of the School Library 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) SLS will provide varied mediums to address innovation, technology, member needs, and current trending professional issues.
- 4. Evaluation Method(s) Online survey will ask participants to evaluate shared learning opportunities. Additionally, the annual survey will ask members to evaluate the overall learning opportunities provided by the SLS. Results of the survey will be reviewed and analyzed by the SLS Council and appropriate actions will be taken in following year, as needed and appropriate.

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

- 1. Goal Statement Provide high-quality consulting and development assistance in an efficient and timely and cost-effective 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) Member libraries will be satisfied with the Consulting and Development services they receive
- 4. Evaluation Method(s) The annual System Evaluation survey will ask members to evaluate the Consulting and Development services of the SLS. Results of the System Evaluation will be reviewed and analyzed by members of the SLS Council.

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

- 1. Goal Statement The School Library System promotes the use of digital resources to expand access to school library resources beyond the library facility and hours.
- 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 accessibility and usage of digital resources in all member libraries.
- 4. Evaluation Method(s) The annual System evaluation survey will ask members to evaluate the effectiveness of the Digital Resource Library. Results of the annual evaluation will be reviewed and analyzed by members of the SLS Council.

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

- 1. Goal Statement Member schools will have access to digital collections provided by the School Library 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) Access to online subscription databases and ebook collections provided by the SLS.
- 4. Evaluation Method(s) The annual SLS evaluation will include a survey question and a comment area concerning SLS digital collections access. The survey will be reviewed and analyzed by the SLS Council.

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 The SLS will continue its efforts to promote school library media specialists, school libraries, and library systems. The SLS director will continue to inform and educate decision makers in the region through participation on the PNW BOCES Curriculum Council.
- 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 awareness of: 1) the library media specialist's central role in student learning, growth, and achievement; 2) the essential elements of a dynamic, innovative school library program.
- 4. Evaluation Method(s) The annual System evaluation survey will ask members to evaluate awareness of teachers and administrators in their districts. They will also be asked to provide information to support their impact on curriculum and instruction in their schools. Results of the annual evaluation will be reviewed and analyzed by members of the SLS Council.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>

- 1. Goal Statement Member school library media specialists will make individual contributions to the network by sharing best practices with the network and by reaching out to the network for assistance.
- 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 LMS will attend network meetings, professional development, and be active participants on the listserv.
The annual System evaluation survey will ask members to evaluate the

4. Evaluation Method(s) effectiveness of network meetings, professional development, and the listserv as means of communication. Results of the annual evaluation will be reviewed and analyzed by members of the SLS Council.

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

- 4.16 Provide the URL for the Member Plan <http://www.pnwbores.org/library/SLS-Member-Plan-2016-2021.pdf>

4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement The School Library System will collaborate with other library systems for the benefit of its 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) Increased opportunities and resources for members.
4. Evaluation Method(s) Cooperative efforts will be recorded.

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 State Library, and was reviewed and approved by the Library System Council on (date - mm/dd/yyyy). 03/09/2016

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) 05/24/2016

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)