

**Suffolk Western 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                                       | Suffolk Western BOCES School Library System   |
| 1.2  | Street Address                                       | 31 Lee Avenue   |
| 1.3  | City   | Wheatley Heights  |
| 1.4  | Zip Code   | 11798   |
| 1.5  | Four Digit Zip Code Extension (enter N/A if unknown) | 1837  |
| 1.6  | Telephone Number (enter 10 digits only)              | (631) 595-6834  |
| 1.7  | Fax Number (enter 10 digits only)                    | (631) 623-4916  |
| 1.8  | Name of System Director                              | Sara M. Kardasz   |
| 1.9  | E-Mail Address of the System Director                | skardasz@wsboces.org  |
| 1.10 | System Home Page URL                                 | <a href="http://www.wsboces.org/instructional-support-2/school-library-system/">http://www.wsboces.org/instructional-support-2/school-library-system/</a>                               |
| 1.11 | URL of Current List of Members                       | <a href="http://www.wsboces.org/instructional-support-2/school-library-system/sls-membership/">http://www.wsboces.org/instructional-support-2/school-library-system/sls-membership/</a> |
| 1.12 | Date of Establishment                                | 7/1/1985  |
| 1.15 | Square Mileage of System Service Area                | 209   |
| 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 | <a href="http://www.wsboces.org/wp-content/uploads/2015/09/ByLawsMissionStatmentrevised.pdf">http://www.wsboces.org/wp-content/uploads/2015/09/ByLawsMissionStatmentrevised.pdf</a> |
|-----|---------------------------------|---|

**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.  | New System Council members are nominated and voted on by the current Council members. |

## ADVISORY GROUPS

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

- |    |   |     |
|----|---|-----|
| a. | Members Directors'<br>Organization /<br>Council | Yes |
| g. | Communications<br>Coordinators Group            | Yes |
| h. | Co-ser Advisory<br>Committee                    | No  |
| i. | Other (specify using<br>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 System Director conducts an annual sytem wide needs assessment, which involves sytem wide evaluations using the SLMPE rubric, site visits, email, phone and in person communication.  |
| 3.2 | Identify the groups involved in development of the Plan of Service and each group's role.                  | The System Director works with the Member Librarians, Communication Coordinators (Liaisons) and the System Council to develop the Plan of Service. The Member Librarians and Liaisons provide valuable input about the status and needs of the individual schools and districts. The Council provides policy advice and guidance. Both the Communication Coordinators and the Council meet four times throughout the school year. |

### EVALUATION

- |      |  |   |
|------|--|---|
| 3.9  | Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services.                      | Every year all of the member librarians are asked to complete an end-of-the-year survey that asks questions related to the services received through the System. Topics covered include interlibrary loans, communication, professional development, and resources provided. Also, after every workshop, conference or professional development opportunity evaluations are collected from the attendees. |
| 3.10 | Provide the URL for the evaluation form(s) used by members.  | <a href="https://www.surveymonkey.com/r/ZLCWVHD">https://www.surveymonkey.com/r/ZLCWVHD</a>   |
| 3.11 | Provide the URL for the results of the member evaluation.  | <a href="https://www.surveymonkey.com/results/SM-WHH9KDWD/">https://www.surveymonkey.com/results/SM-WHH9KDWD/</a>   |
| 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 System Director and System Council examine the evaluations from the member libraries to determine how to best meet the needs of our members. Areas deemed lacking will receive additional attention in an attempt to raise the level of satisfaction. Evaluations received related to workshops, conferences and other professional development will be used when planning future similar events.     |

### 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.

The System Director and Council will review the Plan of Service yearly. The effectiveness in delivering various services and reaching intended goals will be assessed. Revisions will be discussed and approved as necessary. The Professional Learning Committee will consider comments received from individual librarians, Liaisons and Council members when making recommendations to the Director related to professional learning opportunities.

## SECTION 4 - GOALS/RESULTS

4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.) The Western Suffolk BOCES School Library System is a consortium of member school library media centers whose mission is to promote access to information and ideas, coordinate resource sharing, and facilitate library growth and development of collections, programs and participants. The goal of enhancing instruction and promoting lifelong learning will be achieved through cooperation and collaboration among system members by supporting the efforts of the educational community at large.

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

4.2 Provide the URL of the 2016-2021 Cooperative Collection Development (CCD) Plan.

<http://www.wsboces.org/wp-content/uploads/SLS-Cooperative-Collection-Development-Plan.pdf>

### 4.3 Element 1 - RESOURCE SHARING Union/Online Catalog

1. Goal Statement The Western Suffolk BOCES School Library System will maintain a cost effective and accessible Union Catalog to assist our members in sharing resources and developing collections. This catalog will also include the resources purchased by the System to be shared by all.

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 System members will have access to the Union Catalog and will be able to request a greatly increased number of resources to fulfill student and staff requests. System members will have access to ebooks and other print professional resources purchased by the System.

4. Evaluation Method(s) The success of the Union Catalog will be based on the end-of-the-year System evaluations, and communications received via email, phone or in person. This feedback will allow the System to make changes or revision to the Union Catalog as needed.

### 4.4 Element 1 - RESOURCE SHARING Delivery

1. Goal Statement Recognizing the importance of shared resources, the Western Suffolk BOCES School Library System will make every effort to assist our member libraries in their efforts to share resources. In Western Suffolk BOCES, the Director personally oversees all shared resource deliveries.

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 staff in our 18 component districts will have greater access to a variety of resources.
4. Evaluation Method(s) The Director will keep statistics regarding delivery and use of shared resources. The System's annual end-of-the-year evaluation and feedback from member libraries via formal and informal sources will be used to determine customer satisfaction with the delivery method.

#### 4.5 Element 1 - RESOURCE SHARING

##### Interlibrary Loan

1. Goal Statement The Western Suffolk BOCES School Library System is committed to providing staff and students in our 18 member districts and non-public schools with as much access to resources as possible. Our Interlibrary Loan program will make every effort to provide resources that would otherwise be inaccessible.
- 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 staff throughout the System will have increased access to resources that would otherwise be unattainable due to the limitations of their school's collection and/or budget.
4. Evaluation Method(s) The System will gather data with the annual end-of-the-year survey that addresses the use of the interlibrary loan program. In addition, feedback will be received from the members via email, phone or in person communications.

#### 4.6 Element 1 - RESOURCE SHARING

##### Digital Collections Access

1. Goal Statement The Western Suffolk BOCES School Library System will continue to build a collection of professional ebooks that are accessible to all the members through the Union catalog, and also through the System's own online catalog of resources. Attention will be given to selecting ebooks that will address the needs of members working at various grade levels and with a variety of interests.
- 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 System members will have access to professional ebooks offered with unlimited access through the Union catalog. These professional ebooks on a variety of topics will encourage the professional learning of all the member librarians. The goal is to encourage the school librarians to become educational leaders in their buildings.
4. Evaluation Method(s) Data related to accessing the professional ebooks will be collected through the annual end-of-the-year System evaluation. Feedback will also be received through email, phone and in person communications.

#### 4.7 Element 1 - RESOURCE SHARING

##### Other (Optional)

1. Topic Non-Digital Professional Collection
  2. Goal Statement The System will continue to maintain and update the nondigital professional resources that are available for borrowing at the System office. These resources will be entered on the Union catalog and the System's own online catalog to encourage ease of searching.
  - 3a. Year 1 Yes
  - 3b. Year 2 Yes
  - 3c. Year 3 Yes
  - 3d. Year 4 Yes
  - 3e. Year 5 Yes
- The System members will be able to increase their professional learning and growth through use

4. Intended Result(s) of these professional resources. Improved professional growth leads to improved student achievement, teaching, and job satisfaction.
5. Evaluation Method(s) Use of the professional collection will be monitored through circulation records. Data will also be collected through the end-of-the-year System evaluation, and through email, phone and in person communications.

#### 4.8 Element 2 - SPECIAL CLIENT GROUPS

1. Topic The member schools within the Western Suffolk BOCES School Library System include various special client groups including developmentally disabled, ELL, visually or hearing impaired, and others.
2. Goal Statement The Western Suffolk BOCES School Library System will assist our member libraries by providing resources, professional development, and collegial sharing on best practices in working with various special client groups.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) The member librarians of the School Library System will become more knowledgeable about the needs, best practices, and resources available for various special client groups.
5. Evaluation Method(s) Evaluation will take place in the annual end-of-the-year System evaluation survey, and through email, phone and in person communications.

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

1. Goal Statement The School Library System will provide opportunities for professional growth throughout the school year. These will include 5 to 6 Professional Circles that involve collegial sharing on topics of interest selected by the Professional Learning Committee. The four Liaison meetings will include professional learning that is open for any library media specialist to attend. These meetings may also include presentations by vendor representatives about the use of their resources. There will be one major conference that will include a nationally recognized author or speaker, and a number of sessions on various relevant topics. Other workshops offered may include a new librarians orientation, or an automation user group. Topics of interest for these sessions may include the CCSS, the IFC, technology, literacy, advocacy, and all aspects of the school library profession.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) System members will be encouraged to increase their knowledge and instructional expertise. They will be stimulated to try new ideas, and will support each other through networking and collegial sharing.
4. Evaluation Method(s) Every professional growth experience will be followed by an evaluation of the program and the learning. These evaluations will be carefully considered when planning future offerings. Email, phone and in person evaluations will also be encouraged.

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

1. Goal Statement The School Library System will provide consultations and assistance to our members regarding professional development, technology, curriculum, standards, automation, budgeting, staffing, NYSED regulations, collection development, online resources, purchasing, interlibrary loan, special populations, advocacy, professional associations, and any other topics related to school libraries. These consultations may be provided through email, phone or in person communications.
- 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 System members will be well informed about trends in the field. Their professional knowledge and experience will continue to grow. They will become more confident in their abilities as professionals and leaders in their buildings.
- 4. Evaluation Method(s) Satisfaction with System consultations and assistance will be determined through the annual end-of-the-year System evaluation. Email, phone and in person communications will also occur about this topic.

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

**Virtual Reference**

- 1. Goal Statement Members may contact the Western Suffolk BOCES School Library System Director via email during regular business hours with questions or concerns. All inquiries will be responded to promptly via email or telephone.
- 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 System members will have access to the System Director easily and promptly via email.
- 4. Evaluation Method(s) Satisfaction with System communications will be determined through the annual end-of-the-year System evaluation. Email, phone and in-person communications will also occur on this topic.

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

**Digitization Services**

- 1. Goal Statement The System Director will consult with the Communication Coordinators and Council about possible digitization services that might be of interest to the member libraries. Possible sources of funding will be considered. A possible project under discussion is the digitization of all of the member districts' high school year books.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Ideas for possible digitization projects of interest to the member districts will be considered. If appropriate funding can be found, the selected project will advance.
- 4. Evaluation Method(s) Minutes of Communication Coordinator meetings and Council meetings will reflect discussions related to a digitization project and funding. If a project advances, the status will be reported by the Director each year to the Council and the Communication Coordinators.

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

**Other (Optional)**

- 1. Topic Automation and Online Resources
  - 2. Goal Statement The School Library System will provide access to automation services and online resources at discounted prices to member libraries. An annual online resources pricelist will include a menu of hundreds of resources that the component districts may choose from. The School Library System will also offer training and support related to these resources.
  - 3a. Year 1 Yes
  - 3b. Year 2 Yes
  - 3c. Year 3 Yes
  - 3d. Year 4 Yes
  - 3e. Year 5 Yes
- Member libraries and students will have increased access to online resources and automation

4. Intended Result(s) services at reduced cost. Districts will be able to provide greater resource access to staff and students.
5. Evaluation Method(s) The School Library System will evaluate the success of our coordinated services by measuring use of our database and automation coser in terms of both number of schools and districts participating, and by revenue committed by districts. Feedback from the districts is acquired through the annual end-of-the-year evaluation, email, phone and in-person communication.

**4.14 Element 6 - AWARENESS AND ADVOCACY**

1. Goal Statement Locally, a goal of the SLS is to assure that the members are aware of the services provided by the School Library System. Locally and statewide, a goal is to promote awareness of the impact of library programs on student achievement and to lobby for increased funding for libraries and library systems, and for a mandate that would include elementary libraries. The SLS Director will share information related to advocacy with all the members through email, phone and in person communications. the SLS Director will be available to speak to individuals or groups on these topics.
- 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 intended results of these goals will be increased understanding and action by legislators, building level and district administrators, school boards, and the general public in support of school libraries. Member librarians will become increasingly active and aware of advocacy efforts.
4. Evaluation Method(s) Communication between the SLS Director and stakeholders in the school community i.e. school library media specialists, administrators, teachers, parents, etc. will allow for assessment of the effectiveness of advocacy efforts. This communication will include email, phone, in person meetings.

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

1. Goal Statement Communication among member libraries encourages resource sharing, idea sharing, and generally improves the quality of library services throughout the System. The SLS Director will serve as a hub for communication through sharing of group emails. Sharing at System meetings, workshops, and at a Regional conference will be encouraged.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Improved communications resulting in collegial sharing of ideas, experiences, knowledge and resources.
4. Evaluation Method(s) Levels of communication among member libraries will be assessed through the annual end-of-the-year System evaluation, emails, phone calls and in person communications.

1. Goal Statement
- 2a. Year 1 No
- 2b. Year 2 No
- 2c. Year 3 No
- 2d. Year 4 No
- 2e. Year 5 No

3. Intended Result(s)
4. Evaluation Method(s)

**Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES**

4.16 Provide the URL for the Member Plan <http://www.wsbooces.org/wp-content/uploads/SLS-Member-Plan.pdf>

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

1. Goal Statement Western Suffolk BOCES SLS will work with Eastern Suffolk BOCES SLS in presenting the Virtual Reference Collection as an option to our members. WSBOCES SLS, ESBOCES SLS and Nassau BOCES SLS will work collaboratively to bring a Regional Fall Institute to all of our members. This Institute will provide a nationally known author or speaker, a selection of sessions on various topics, and access to vendors to inquire about online resources. The three regional Systems will also work together on issues of importance to the local libraries. The WSBOCES SLS Director will participate in SLSA activities and will continue to grow professionally as a System leader.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Cooperative efforts with other SLS's, both regionally and statewide, will provide members with the ability to purchase resources economically, provide improved opportunities for professional learning, increased resource sharing, and improved advocacy efforts.
4. Evaluation Method(s) Assessment of the effectiveness of cooperative efforts with other SLS's will be accomplished by reviewing the pricing structure we provide our members, the level of resource sharing, and the quality and scope of professional learning activities being offered. The annual end-of-the-year System evaluation, emails, phone and in person communications will provide information about these efforts.

**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 Developing Leadership Capacity
2. Topic Developing Teacher/Librarian Leaders
3. Goal Statement The School Library System Director will work with the Director of the Suffolk's Edge Teacher Center and other stakeholders to develop a Teacher Leader program. This program would encourage member school library media specialists and others to become leaders in their buildings, districts, and professional associations.
- 4a. Year 1 Yes
- 4b. Year 2 Yes
- 4c. Year 3 Yes
- 4d. Year 4 Yes
- 4e. Year 5 Yes
5. Intended Result(s) The number of member school library media specialists who are Teacher/Librarian Leaders will increase. This will improve the individual satisfaction and performance of each participant, and also the quality of the library program in the school. The participants will have a more important role in policy and decision making within buildings and districts. The participants will become more active in the School Library System and their professional associations. All of these improvements will lead to improved student outcomes.
6. Evaluation Method(s) Success of the program will be assessed through evaluations and informal communications including email, phone and in-person.

**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). 02/24/2016

**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)

**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)