

Suffolk Western 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 | 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 | https://www.wsboces.org/instructionsupport/school-library-system/ |
| 1.11 | URL of Current
Membership List | https://www.wsboces.org/instructionsupport/school-library-system/sls-membership/ |

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 AND MEMBERSHIP BYLAWS

2.1 URL of Current Governing Bylaws <https://www.wsbooces.org/wp-content/uploads/ByLawsMissionStatment-revised-9-23-16.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).
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 System 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~~
Organization / SLS Advisory Council No
- g. Communications Coordinators Group Yes
- h. CO-SERS Advisory Committee No
- i. Cooperative Collection Development Committee Yes
- 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 System Director conducts an annual end-of-year survey. The year prior to completing the Five Year Plan, the System Director uses the SLMPE rubric to create a Member Plan which indicates the areas of greatest need. Both of these documents are considered when developing the Plan of Service.
- 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 Communications Coordinators and the Council meet four times throughout each school year.

- 3.9 Provide the URL of the 2021-2026 Member Plan template <https://www.wsboces.org/wp-content/uploads/SLS-Member-Plan-2019-20.pdf>
- 3.10 Provide the URL of the 2021-2026 Cooperative Collection Development Plan <https://www.wsboces.org/wp-content/uploads/WSBOCES-CCD-Plan-2019.pdf>

EVALUATION

- 3.12 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-year survey that asks questions related to the services provided through the System. Topics covered include interlibrary loans, communication, professional learning, and resources provided. Also, after every workshop, conference or professional learning opportunity evaluations are collected from the attendees.
- 3.13 Provide the URL for the evaluation form(s) used by members. <https://www.wsboces.org/wp-content/uploads/2019-20-end-of-year-survey.pdf>
- 3.14 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 learning will be used when planning future similar events.

REVISION PROCESS

- 3.15 Describe the process for revising the system's Plan of The System Director and Council will review the Plan of Service. The effectiveness in delivering various services and reaching intended goals will

Service for submission to the New York State Education Department/New York State Library.

be assessed. Revisions will be discussed and activated as necessary. The System Director will consider comments solicited and received from individual library members, Liaisons and Council members when making plans 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 4.2 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 This plan mutually benefits all member districts by creating a special collection of free online resources and lesson ideas that participating libraries can draw upon through a locally maintained online portal. The focus of Cooperative Collection Development is to develop and manage special collections of free online resources in a cost-effective and user-beneficial way. Librarians often spend a significant amount of time searching online for appropriate educational resources to support particular specialized units, lessons or themes.
- 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) This online portal of free digital resources and lesson ideas submitted by members will save time for the school librarians, and improve the content of resources available to support student learning and achievement.

4. Evaluation Method(s) The success of the online portal will be based on the number of resources submitted each year, and the end-of-year evaluation results related to usage.

4.3 Element 1 - RESOURCE SHARING

Union 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 their collections. This catalog will include the resources purchased by the System to be shared by all.

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 System members will have access to the Union Catalog and will be able to request resources to fulfill student and staff needs. System members will have access to ebooks and other print resources purchased by the System.
- 4. Evaluation Method(s) The success of the Union Catalog will be based on the number of school locations that have uploaded their MARC records to OPALS for updating the holdings each year. In addition the end-of-year evaluations and other communications received related to the Union Catalog will be considered. 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 sharing of resources. In Western Suffolk BOCES, the Director assists with shared resource deliveries virtually and in person.

- 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 staff in our component districts and non-public schools will have greater access to a variety of resources.
- 4. Evaluation Method(s) The System's annual end-of-year evaluation and feedback from member libraries via formal and informal processes will be used to determine satisfaction with the delivery methods.

4.5 Element 1 - RESOURCE SHARING
Interlibrary Loan

- 1. Goal Statement The Western Suffolk BOCES School Library System is committed to providing students and staff in our 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. 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) | 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-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. If possible, the System will continue to purchase digital resources that are intended for student use in all member schools and districts. |
| 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) | 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 schools and districts. In addition, digital resources made accessible for student use will add to collections and enhance student learning. |
| 4. | Evaluation Method(s) | Data related to accessing the professional ebooks, and other digital resources for students, will be collected through the annual end-of-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
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 The member schools within the Western Suffolk BOCES School Library System include various special client groups including developmentally disabled, ELL, visually or hearing impaired, LGBTQ+, and others.

2. Goal Statement The Western Suffolk BOCES School Library System will assist our member libraries by providing resources, professional learning, and collegial sharing on best practices in working with various special client groups.

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) 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-year System evaluation survey, and through email, phone and in person communications. Evaluation of professional learning sessions offered will be requested via survey immediately following the presentation.

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 Professional Circles that involve collegial sharing on topics of interest as expressed by the Liaisons and other librarians. 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 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 covering all aspects of the school library profession will be considered, especially those that were revealed in the Member Plan as needing support.

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) 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, the presenter, 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 learning, 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. 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) 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 school and district.

4. Evaluation Method(s) Satisfaction with system consultations and assistance will be determined through the annual end-of-year System evaluation. Email, phone and in person communications will also occur related to this topic.

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

1. Goal Statement The Western Suffolk BOCES School Library System will provide virtual reference resources through a LibGuide. The LibGuide will provide access to information that may be of interest to the member librarians. In addition members may contact the System Director via email or phone during regular business hours with questions or concerns. All inquiries will be responded to promptly.

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 System members will have ready access to many frequently asked questions through the LibGuide. Other questions or concerns will be responded to directly by the System Director through email or phone. This will help the member librarians be more easily informed on relevant questions.

4. Evaluation Method(s) Satisfaction with the System LibGuide and other communications will be determined through the annual end-of-year System evaluation. Email, phone and in person communications will also occur.

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

1. Goal Statement The Western Suffolk BOCES School Library System does not directly provide digitization services. However, if a member library is interested in digitization services the Director will explore possible sources and funding for this service.

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) Ideas for possible digitization projects of interest to member districts will be accepted for consideration. The System Director and Council will explore sources of funding and access.
- 4. Evaluation Method(s) Minutes of Communication Coordinators meetings and Council meetings will reflect discussions related to a possible digitization project and sources of funding.

**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 librarians through the Western Suffolk BOCES coser. 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. 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) | Member libraries and students will have increased access to online resources and automation 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 the database and automation cosers in terms of both number of schools and districts participating, and by revenue committed by districts. Feedback from the members is acquired through the annual end-of-the-year survey, email, phone and in person communications. |

4.14 **Element 6 - AWARENESS AND ADVOCACY**

- | | | |
|-----|-----------------------------------|---|
| 1. | Goal Statement | A local goal of the School Library System is to assure that the members are aware of the services provided by the School Library System for their benefit. Broader goals are to promote awareness of the impact of library programs on student achievement; to advocate for increased funding for libraries and library systems; and to continue to encourage a State mandate that would include certified librarians in every elementary library. The School Library System Director will share information related to these topics and other advocacy concerns with all the members through email, phone, in person communications, and on the System LibGuide. |
| 2a. | Indicate year(s) during which the | |

- system will be addressing this goal (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) Increased understanding and action by legislators, building and district level 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 School Library System 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 and in person meetings.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS

1. Goal Statement Communication among member librarians encourages resource sharing, idea sharing, and generally improves the quality of library services throughout the System. The School Library System Director will serve as a hub for communication through sharing of group emails and encouraging participation in Collegial Circles. Member sharing at meetings, workshops, and at the regional conference will be encouraged. A member directory will be shared with contact information for all of the members.

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) Improved communications among members resulting in collegial sharing of ideas, experiences, knowledge and resources.

4. Evaluation Method(s) Quality of communication among members will be assessed through the annual end-of-year System evaluation, emails, phone calls, and in person communications.

4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement Western Suffolk BOCES School Library System will work with Eastern Suffolk BOCES School Library System to offer participation in the ESBOCES 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 well known author or speaker, a selection of sessions on various relevant topics, and access to vendors to inquire about resources of interest. The three regional SLS's will work together on other issues of importance to the

local school librarians. The WSBOCES SLS Director will participate in SLSA activities. The WSBOCES SLS Director will participate in LILRC activities.

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) Cooperative efforts with other school library systems, both regionally and statewide; public library systems; and LILRC (our regional library council), will provide members with 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 library systems will be accomplished by reviewing the level of resource sharing, and the quality and scope of professional learning activities being offered . The annual end-of-year System evaluation, emails, phone and in person communications will provide information about these efforts.

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 (check all that apply) No
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 11/17/2020 of the New York State Library, and

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

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) 06/09/2021

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)