

Albany-Schenectady-Schoharie-Saratoga 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	Albany-Schoharie-Schenectady-Saratoga BOCES School Library System
1.2	Street Address	900 Watervliet-Shaker Road, Suite 102
1.3	City	Albany
1.4	Zip Code	12205
1.5	Four Digit Zip Code Extension (enter N/A if unknown)	1016
1.6	Telephone Number (enter 10 digits only)	(518) 464-5102
1.7	Fax Number (enter 10 digits only)	(518) 464-5101
1.8	Name of System Director	Annesley Gersztoff
1.9	E-Mail Address of the System Director	annesley.gersztoff@neric.org
1.10	System Home Page URL	http://capregboces.libguides.com/home
1.11	URL of Current Membership List	https://capregboces.libguides.com/c.php? g=89717&p=5631960
1.12	Date of Establishment	7/1/1985
1.15	Square Mileage of System Service Area	1,216
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://capregbores.libguides.com/ld.php?content_id=48717206

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. Candidates for council shall be recommended by members of the council in conjunctions with the SLS Director or be self-nominated based on the criteria in Article III, Section 1. Council appointments shall be voted on by Council at the final meeting of the year.

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 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. For the last 3 years, we have asked questions on our annual survey in reference to the Plan of Service. The Council evaluated the annual surveys, as well as data from on-going surveys to understand member needs.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. SLS Council Subcommittee - reviewed evaluation data, drafted elements SLS Council - reviewed draft elements, offered suggested

revisions, final review, and vote of approval
Member school librarians - read and reviewed
draft, offered suggestions

3.9 Provide the URL of the 2021-2026 Member Plan template https://capregbooces.libguides.com/ld.php?content_id=61908687

3.10 Provide the URL of the 2021-2026 Cooperative Collection Development Plan n/a

EVALUATION

3.12 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. In order to determine member satisfaction with system services, I will align our annual survey with the new plan of service. Members will indicate level of satisfaction on each element, and will be invited to offer suggestions.

3.13 Provide the URL for the evaluation form(s) used by members. n/a

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. We will examine the areas with 2-3 areas of lowest satisfaction and collaborate with the Council to address these areas. This will be done on an ongoing basis.

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. Should our plan require substantial revisions, we will reconvene our Council subcommittee to review areas where change is needed. These changes will then be shared with the SLS members for feedback.

SECTION 4 - GOALS/RESULTS

4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.) The School Library System leads, educates, and advocates for the advancement of its school library community.

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 Develop a CCD plan

2a. Indicate year(s) during which the system will be

	addressing this goal (check all that apply)	No
	Year 1	
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Increased access to a broad range of high quality materials
4.	Evaluation Method(s)	Annual Survey of participating school libraries.

4.3 Element 1 - RESOURCE SHARING

Union Catalog

1.	Goal Statement	To maintain and update a union catalog of member holdings in order to improve access to regional resources
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Increased access to regional resources and easier searching
4.	Evaluation Method(s)	Annual Survey

4.4 Element 1 - RESOURCE SHARING

Delivery

1.	Goal Statement	To improve information access by facilitating the prompt delivery of materials, both physically and virtually
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Efficient sharing of resources between member libraries
4.	Evaluation Method(s)	Annual Survey

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

1.	Goal Statement	Clearly communicate ILL procedures to all member libraries
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Efficient sharing of resources between member libraries

4.	Evaluation Method(s)	Annual Survey
1.	Goal Statement	Build awareness of organizations that are part of our ILL network outside of SLS member libraries (ex. CDLC)
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Efficient sharing of resources between member libraries
4.	Evaluation Method(s)	ILL Statistics Annual Survey
1.	Goal Statement	Evaluate ILL procedures for efficiency and ease of use.
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Efficient sharing of resources between member libraries

4. Evaluation Method(s) Annual Survey ILL Statistics

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

1. Goal Statement System-purchased and created collections will be shared with member libraries through our website

2a. Indicate year(s) during which the system will be addressing this goal (check all that apply)

Year 1 Yes

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Equitable access for all school libraries to high-quality resources

4. Evaluation Method(s) Annual Survey

4.7 Element 1 - RESOURCE SHARING

Other (Optional)

1. Topic n/a

2. Goal Statement n/a

3a. Indicate year(s) during which the system will be addressing this goal (check all that apply)

Year 1 No

3b. Year 2 No

3c. Year 3 No

3d. Year 4 No

- | | | |
|-----|----------------------|-----|
| 3e. | Year 5 | No |
| 4. | Intended Result(s) | n/a |
| 5. | Evaluation Method(s) | n/a |

4.8 Element 2 - SPECIAL CLIENT GROUPS

- | | | |
|-----|--|---|
| 1. | Topic | ENL Students |
| 2. | Goal Statement | School libraries will have access to resources specific to ENL students |
| 3a. | Indicate year(s) during which the system will be addressing this goal (check all that apply) | |

Year 1	Yes
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3b.	Year 2	Yes
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3c.	Year 3	Yes
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3d.	Year 4	Yes
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3e.	Year 5	Yes
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4.	Intended Result(s)	School Librarians will know how to access resources for ENL students
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5.	Evaluation Method(s)	Annual Survey
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1.	Topic	Students with IEPs (Individualized Education Plans)
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2.	Goal Statement	School libraries will have access to resources to support students with IEPs
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3a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes

3b.	Year 2	Yes
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3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
4.	Intended Result(s)	Access to materials in a variety of formats to meet the diverse learning needs of students.
5.	Evaluation Method(s)	Annual Survey
1.	Topic	Educators of different learners (ENL, Special Education, etc.)
2.	Goal Statement	School librarians will be able to inform educators of different learners (ELL, Special Education, etc.) about the resources of the School Library System, and how they can meet their students' needs
3a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
4.	Intended Result(s)	Educators of different learners will have knowledge of SLS resources
5.	Evaluation Method(s)	Annual Survey

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

1.	Goal Statement	Identify areas of focus for 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)	School librarians will remain informed, effective professionals.
4.	Evaluation Method(s)	Track professional development opportunities and attendance.
1.	Goal Statement	Provide effective professional development and trainings
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Increase awareness and access to our collective expertise.
4.	Evaluation Method(s)	Annual Survey

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1.	Goal Statement	Provide support to member libraries through online communication, personal outreach, consultation, and referrals
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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) Member libraries will be able to provide better services to their constituents due to support from SLS

4. Evaluation Method(s) Annual Survey

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

1. Goal Statement n/a

2a.

Indicate year(s) during which the system will be addressing this goal (check all that apply)

Year 1 No

2b. Year 2 No

2c. Year 3 No

2d. Year 4 No

2e. Year 5 No

3. Intended Result(s) n/a

4. Evaluation Method(s) n/a

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 (check all that apply)

Year 1 No

2b. Year 2 No

2c. Year 3 No

2d. Year 4 No

2e. Year 5 No

3. Intended Result(s) n/a

4. Evaluation Method(s) n/a

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS

Other (Optional)

1. Topic Coordinated database purchasing

2. Goal Statement Negotiate pricing and coordinate databases purchases for member school libraries

3a. Indicate year(s) during which the system will be addressing this goal (check all that apply)

Year 1 Yes

3b. Year 2 Yes

3c. Year 3 Yes

3d. Year 4 Yes

3e. Year 5 Yes

4. Intended Result(s) Increased ability to provide resources

5. Evaluation Method(s) Annual Survey

1.	Topic	Coordinated Automation Services
2.	Goal Statement	Maintain automation services for member districts
3a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
4.	Intended Result(s)	Efficient and effective integrated library system
5.	Evaluation Method(s)	Annual Survey

4.14 Element 6 - AWARENESS AND ADVOCACY

1.	Goal Statement	Promote the impact of school librarians on student achievement
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	School librarians feel empowered and supported by advocacy efforts

4.	Evaluation Method(s)	Annual Survey
1.	Goal Statement	Advocate and share advocacy information at the district, regional, state, and national level for school librarians
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	School librarians feel empowered and supported by advocacy efforts
4.	Evaluation Method(s)	Annual Survey

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS

1.	Goal Statement	Maintain effective, accurate communication using a variety of strategies and tools
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Members are aware of SLS services and supports

4. Evaluation Method(s) Annual Survey

4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement Collaborate with other school and public library systems, as well as the Capital District Library Council to realize common goals and broaden the scope of services available

2a. Indicate year(s) during which the system will be addressing this goal (check all that apply)

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 skill development opportunities for school librarians, and strengthened partnerships

4. Evaluation Method(s) Annual Survey Participation on appropriate committees by SLS staff

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 n/a

2. Topic n/a

3. Goal Statement n/a

4a. Indicate year(s) during which the system will be addressing this goal (check all that apply)

Year 1 No

4b. Year 2 No

- | | |
|-------------------------|-----|
| 4c. Year 3 | No |
| 4d. Year 4 | No |
| 4e. Year 5 | No |
| 5. Intended Result(s) | n/a |
| 6. Evaluation Method(s) | n/a |

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) 03/16/2021

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) 06/25/2021

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)