

# Erie 1 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 Erie 1 BOCES School Library System
- 1.2 Street Address 355 Harlem Road
- 1.3 City West Seneca
- 1.4 Zip Code 14224
- 1.5 Four Digit Zip Code Extension (enter N/A if unknown) 1892
- 1.6 Telephone Number (enter 10 digits only) (716) 821-7116
- 1.7 Fax Number (enter 10 digits only) (716) 821-7556
- 1.8 Name of System Director Alicia Thompson
- 1.9 E-Mail Address of the System Director athompson@e1b.org
- 1.10 System Home Page URL wnysls.org
- 1.11 URL of Current Membership List <https://www.wnysls.org/modules/cloud/files/1607361880-0.pdf>
- 1.12 Date of Establishment 7/1/1985

- 1.15 Square Mileage of System Service Area 473
- 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.wnysls.org/modules/cloud/files/1605198963-0.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. Council is appointed by district superintendents, building administrators and/or peers.

**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 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. Information is gathered from the annual survey by the membership. This information is used in assessing the current and forthcoming needs. In addition, the members of the School Library System Council and Communication Coordinators are asked to review components of the plan annually and to share out any needs that align or arise to the plan of service group for consideration.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. The groups who are instrumental in the development of the plan of service process the Erie 1 BOCES Council and Communication Coordinators and the collective membership. A subcommittee of the Council and Communication Coordinators was formed to review, develop and revise the plan of service to align with state, federal and local curricular needs and initiatives.
- 3.9 Provide the URL of the 2021-2026 Member Plan template <https://www.wnysls.org/modules/cloud/files/1621253654-0.pdf>
- 3.10 Provide the URL of the 2021-2026 Cooperative Collection Development Plan <https://www.wnysls.org/modules/cloud/files/1610646200-0.pdf>

**EVALUATION**

- 3.12 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. The information and data collected from the annual Erie 1 BOCES SLS membership evaluation Survey and will be reflectively evaluated by the SLS Council for the subsequent planning phase in accordance with the needs of the membership and goals of the plan of service.

3.13 Provide the URL for the evaluation form(s) used by members. <https://forms.office.com/Pages/ResponsePage.aspx?id=QonrNfQN6UG-QJGTyhfyXZ5P4bcbg5hCnds8Qco5u9URVZKQ1ROVExCVlpVQjZNMElaM0U3TINSTC4u>

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 information and data gathered from the Erie 1 BOCES SLS annual evaluation and survey will be reflectively evaluated by the SLS Council for the subsequent year or future planning in accordance with the needs of the membership and the goals of the plan of service.

## 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. The Erie 1 BOCES SLS plan of service will be displayed on the Erie 1 BOCES SLS website. In the event that there are any necessary revisions or amendments required to the plan of service document, the council and membership will be notified of the need for the revision, additional clarification or amendment. A respectable timeframe will be given for membership preview and comment. This will allow for any necessary clarification or additional consideration to be made before sent to DLD for approval.

## SECTION 4 - GOALS/RESULTS

4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.) The Erie 1 BOCES School Library System is a member of a statewide consortia of NYSED Certified School Librarians who enable students to become lifelong learners through engagement, instruction, and leadership provided to their regional school community. The membership facilitates services to access quality educational resources, information literacy, the sharing of ideas, advocacy and provide professional development to empower and support the physical and remote learning environments to achieve lifelong learning skills of our student community. The SLS membership supports the rigorous goals of the NYS Common Core Learning Standards for the K-12 population using various technologies and highlighting the school's library program and its collaborative partnerships.

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 Coordinate the Cooperative Collection Development plan in support of the NYS Standards

- 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) a. Align current CCD resources with Common Core learning standards to maximize value and reduce costs to SLS membership b. Identify member needs in relation to support of Common Core and expand the collection based upon these needs c. Combine professional development opportunities with other SLS systems and BOCES departments who are vested stakeholders
4. Evaluation Method(s) a. Membership annual evaluation survey b. Participation in CCD CoSer Council review of the CCD plan

#### 4.3 Element 1 - RESOURCE SHARING

##### Union Catalog

1. Goal Statement To update and maintain a regional union catalog of membership holdings.
- 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) a. Update and maintain the union catalog annually so that it accurately reflects the regional memberships library holdings b. Increased access to library resources in all mediums with an awareness of copyright considerations c. Search for affordable alternative union catalog software in order to provide additional access points in support of the Common Core and Next Generation Learning Standards
4. Evaluation Method(s) a. Annual records of union catalog updates processed b. Review of statistical data of interlibrary loan requests placed through the union catalog c. Member annual evaluation survey

#### 4.4 Element 1 - RESOURCE SHARING

##### Delivery

1. Goal Statement To improve information access by facilitating the delivery of materials in both physical and virtual mediums.
  
- 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) a. To reduce the turnaround time between the request for and the receipt of information and materials b. Expand student/instructional colleagues access to information through timely delivery c. Increase accessibility of shared electronic resources from the Union Catalog
  
4. Evaluation Method(s) a. Membership annual evaluation survey b. Interlibrary loan statistics within and outside of SLS c. Membership feedback through Communication Coordinators

#### 4.5 Element 1 - RESOURCE SHARING

##### Interlibrary Loan

1. Goal Statement To increase access to information by facilitating access to materials and resources outside the local library collection
  
- 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) a. Members will be able to meet both the curricular and individual interest information needs of students and staff b. Interlibrary loan will supplement local resources needed to support the Common Core Learning, Next Generation Learning Standards and promote literacy c. Awareness that access to information is not limited by physical boundaries

4. Evaluation Method(s) a. Monthly interlibrary loan statistics b. Membership annual evaluation survey c. PR and training documents produced to promote and explain interlibrary loan d. Member feedback and suggestions shared at Communication Coordinator meetings

#### 4.6 Element 1 - RESOURCE SHARING

##### Digital Collections Access

1. Goal Statement Provide access to information through online 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) All students and staff will have access to online databases through the New York Online Virtual Electronic Library (NOVEL).
4. Evaluation Method(s) End of year member evaluation.

#### 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 (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)
5. Evaluation Method(s)

#### 4.8 Element 2 - SPECIAL CLIENT GROUPS

1. Topic Special Client Groups
2. Goal Statement To support SLS membership in identifying and meeting the needs of special client groups. Such groups may include ELL learners, learners with disabilities, gifted and talented learners and homeless learners.

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 No

4. Intended Result(s) a. Membership will be able to locate materials for students with special needs b. SLS will share out resources from other BOCES programs who have an specialization in instructional information and resources supporting students with special needs in order to create an awareness or access of available resources c. Share membership solutions for addressing special needs concerns

5. Evaluation Method(s) a. Membership annual evaluation survey b. Anecdotal reports from Communication Coordinators at meetings c. Document information shared between members

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

1. Goal Statement I.To provide membership with professional development and continuing education opportunities that support the role of both the certified school library media specialist and the library program in current curriculum initiatives, expand knowledge of effective and ethical use of technology and raise the level of library service throughout our SLS. II.To create opportunities for professional development and interaction that allow for greater participation by membership.

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) I.a. School librarians will knowledgeably participate in implementation of NYS Learning standards and or next generation Learning Standards and serve on building/district curriculum committees b. School librarians will have the knowledge and expertise to facilitate meetings allowing them to become school leaders, instructional partners and program administrators c. Library programs will continually be responsive to evolve and reflect current needs II. a. Explore online mechanisms for professional development b. Integrate staff development into each Communication Coordinator's meeting c. Expand awareness of other discipline areas



4. Evaluation Method(s) a. Workshop/ session evaluations b. Share out number of attendees at PD/workshops c. Membership annual evaluation survey d. Informal feedback through Communication Coordinators e. Member Plan

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

1. Goal Statement I. To serve as a resource for the improvement of innovating school library programs and facilities. II. To meet with membership library needs through individual consultation and referrals. III. To provide leadership in the skillful and ethical use of information
- 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) I. a. Members and administrative district staff will incorporate current information on library programs and facilities into district planning b. SLS Professional collection will continue to reflect current program and facility resources c. Membership will be aware of current State regulations, State and National library standards, and grant opportunities for library improvement II. a. Promote quality library programs in the districts and schools III. a. School librarians will be knowledgeable about copyright compliance and plagiarism prevention b. School library programs will use a current information skills curriculum to integrate the library program with the Common Core and next generation Learning Standards c. The SLS will be a source of information on this topic
4. Evaluation Method(s) I.a. SLS Director's log of consultation requests b. Annual additions to SLS Professional Collection c. Membership Annual Evaluation Survey II. a. Membership Annual Evaluation Survey b. Informal feedback through Communication Coordinators III. a. Insight from Communication Coordinators b. SLS Director's log of consultation requests c. Program information shared at SLS Professional Development Day

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

**Virtual Reference**

1. Goal Statement The School Library System does not provide Virtual Reference services.
- 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 The School Library System does not provide Digitization services.
- 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 The School Library System does not provide coordinated services.
- 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

#### 4.14 Element 6 - AWARENESS AND ADVOCACY

1. Goal Statement To promote an awareness of the role school librarians, library programs and School Library Systems play in meeting the informational needs of their school communities.

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) a. Develop partnerships with educational and community groups to create an understanding of the role of the school librarian and school library system in raising student achievement b. Encourage and promote participation in state and local advocacy efforts that promote building level and system level library services [work with WNYLRC to share and attend advocacy opportunities] c. Create regional advocacy tools at the National and Local level by working with ALA, NYLA, SLAWNY, WNYLRC and other vested partners who are dedicated and committed to librarianship.

4. Evaluation Method(s) a. Number of groups SLS actively participates with b. Number of presentations made to non-library groups c. Number of school librarians participating in regional advocacy initiatives d. Share resources produced

#### 4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS

1. Goal Statement I. Maximize the impact of SLS services by encouraging effective communication and cooperation between and among member libraries and the SLS Office using a variety of communication strategies. II. Promote inter-system cooperation in order to realize common goals, broaden the scope of system activities and contribute to both regional and statewide library service.

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) I. a. Provide a base for cooperative efforts by the maintenance of an up to-date member directory that includes both certified and support staff, member web links, hours, and other points of common interest. b. Utilize technology to provide different modes of communication among members. c. Create a greater member understanding of both SLS services and library services/issues impacting the delivery of quality services. d. Promote the role of communication coordinator in facilitating information exchange to district administration. II. a. Provide members with quality professional development opportunities that include workshops by national presenters and participants from all types of libraries. b. Maximize student and teacher access to resources and services through resource sharing, cooperative purchasing, cooperative programming and other collaborative efforts
- 4. Evaluation Method(s) I. a. Annual membership evaluation survey b. Discussion and feedback from Communication Coordinators c. Creation & distribution of SLS Directory II. a. Program evaluations b. Minutes from system meetings c. Participation in regional initiatives d. Member annual evaluation survey

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

- 1. Goal Statement Strengthen SLS services through cooperation with other library systems such as BECPL, NIOGA, Chautauqua-Cattaraugus Library System, WNYLRC and LILRC.
- 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) a. Cost effective purchase of resources through regional purchases and statewide agreements like SOLID Consortium. b. Foster and promote collegial relationships amongst regions.
- 4. Evaluation Method(s) a. Annual membership evaluation survey

**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 a/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) 3/10/2021

#### **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) 06/09/2021

#### **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)