Hamilton-Fulton-Montgomery 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	Hamilton-Fulton-Montgomery BOCES School Library System
1.2	Street Address	2755 State Hwy 67
1.3	City	Johnstown
1.4	Zip Code	12095
1.5	Four Digit Zip Code Extension (enter N/A if unknown)	N/A
1.6	Telephone Number (enter 10 digits only)	(518) 736-4370
1.7	Fax Number (enter 10 digits only)	(518) 736-4371
1.8	Name of System Director	Kristi Beedon
1.9	E-Mail Address of the System Director	kbeedon@hfmboces.org
1.10	System Home Page URL	https://www.hfmboces.org/programs-services/schoollibrarysystem/
1.11	URL of Current Membership List	https://www.hfmboces.org/programs-services/schoollibrarysystem/memberlibraries/
1.12	Date of Establishment	7/1/1985
1.15	Square Mileage of System Service Area	1,640
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.hfmboces.org/programs-services/schoollibrarysystem/documents/sls-bylaws/

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.	By the member libraries.

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	Yes
g.	Communications Coordinators Group	Yes
h.	CO-SERS Advisory Committee	No
i.	Cooperative Collection Development Committee	Yes
j.	Other (specify using the note)	Yes

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.	Members were surveyed and their input gathered while they reviewed the current 5-year plan as well as plans from similar BOCES. Suggestions for changes and updates were made based on needs. These were taken into consideration by the Long Range Planning Committee before they created a draft for the next 5-years. This draft was put out to the membership for input before being discussed at a Council and Communication Coordinator meeting. The final draft was updated and approved by Council.
3.2	Identify the groups involved in development of the Plan of Service and each group's role.	Council: gathered input from members, updated final draft, final approval Membership: input on needs, input on drafts Long Range Planning Committee: review input, recommend changes, created drafts Communication Coordinators: input on needs of members, input on drafts
3.9	Provide the URL of the 2021-2026 Member Plan template	https://www.hfmboces.org/programs-services/schoollibrarysystem/documents/

| 3.10 | Provide the URL of the 2021-2026 Cooperative Collection Development Plan | https://www.hfmboces.org/programs-services/schoollibrarysystem/documents/hfm-boces-sls-coordinated-cooperative-collection-development-plan/ |

EVALUATION

| 3.12 | Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. | A survey will be sent to members to access satisfaction in meeting needs through questions on union catalog, ILL, professional development, communication, advocacy, and other services provided by the SLS. |

| 3.13 | Provide the URL for the evaluation form(s) used by members. | https://www.hfmboces.org/programs-services/schoollibrarysystem/sls-evaluation-form-2020/ |

| 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. | Professional development will be adjusted to meet the needs of members as assessed in the annual survey. Services the SLS provides to members will be adjusted to help meet the needs of our member libraries. |

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 Long Range Committee will meet at least once a year to review the Plan of Service and suggest any revisions necessary to the Council for discussion and possible vote. Input from the membership will be requested before any revisions are put into action. |

SECTION 4 - GOALS/RESULTS

| 4.1 | The Library System's Mission Statement (The Instructions include the definition of the mission statement.) | The Hamilton-Fulton-Montgomery BOCES School Library System facilitates equitable access to information for all students, engages in collaborative partnerships to create quality solutions to educational challenges, and is an instructional leader in preparing life-long learners. |

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 | SLS will continue to provide competitive consortium pricing for global and diverse resources. Review the CCD Plan and update if needed. |

| 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) | Member libraries will improve collections in their concentration area leading to an increased resource sharing. |

| 4. | Evaluation Method(s) | Analysis of collection development and purchase data. Annual ILL statistics. |

4.3 Element 1 - RESOURCE SHARING
Union Catalog

| 1. | Goal Statement | SLS will continue to improve the current database of the central union catalog of global and diverse 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) | Access to a greater number of resources. Increased accuracy and ease of use of the union catalog. |

| 4. | Evaluation Method(s) | Annual SLS survey. |

4.4 Element 1 - RESOURCE SHARING
Delivery

| 1. | Goal Statement | Prompt delivery of ILL materials to all member libraries through the system courier. |

| 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) | Resources will be shared efficiently between member libraries through ILL. |

| 4. | Evaluation Method(s) | ILL statistics. Anecdotal evidence. |

4.5 Element 1 - RESOURCE SHARING
Interlibrary Loan

| 1. | Goal Statement | Monitor, evaluate and revise ILL procedures if necessary as laid out in the ILL handbook. |

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 of available resources.
4.	Evaluation Method(s)	Surveys and annual ILL statistics.
1.	Goal Statement	SLS will encourage resource sharing among institutions.
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)	Patrons will have the resources they need at a reduced cost to individual member libraries.
4.	Evaluation Method(s)	Surveys of member libraries and annual ILL statistics.

4.6 Element 1 - RESOURCE SHARING
Digital Collections Access

1.	Goal Statement	SLS will provide digital resources that benefit all member library users including access, training and support.
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 digital resources for all member libraries.
4.	Evaluation Method(s)	Anecdotal evidence. Professional development workshop participation. Statistical data and usage statistics.

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	
	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	Members of special client groups include, but are not limited to LGBTQIA+, students with disabilities, culturally and ethnically diverse learners, homeschooled and/or homebound students.
2.	Goal Statement	Provide professional development with a particular focus on meeting the needs of special client groups in programs provided through HFM BOCES and all component districts. SLS will provide access to resources that suppport, guide and advocate for equitable and barrier-free access and inclusiveness that extends beyond the school community using existing networks and collaboration to support member libraries.
3a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	

	Year	
	Year 1	Yes
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes

4.	Intended Result(s)	Increased opportunities for resource sharing and professional development. Continue to provide access to quality resources.
5.	Evaluation Method(s)	Annual SLS survey. Anecdotal evidence. Workshop participation statistics.

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

1.	Goal Statement	Provide professional development opportunities, regionally, state-wide and nationally, to members to improve the skill set and knowledge of the most recent developments in professional practices, information technologies and educational research.
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	

	Year	
	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 will have the confidence, skills and knowledge to keep them informed and effective professionals.

4.	Evaluation Method(s)	Workshop survey forms.

1.	Goal Statement	Provide shadowing opportunities for members, Fulton Montgomery Community College library staff and local public library staff.

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)	Networking and best practices will be fostered among library staff.

4.	Evaluation Method(s)	Anecdotal evidence. Participation in shadowing statistics and surveys.

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1.	Goal Statement	SLS will investigate and disseminate information on new technologies, resources, current educational research and laws and policies regarding 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)	Members will have up-to-date information concerning emerging technologies enabling them to make informed decisions and increase usage of instructional technologies.

4.	Evaluation Method(s)	Digital resource statistics. Anecdotal evidence.

1.	Goal Statement	SLS will continue to provide timely and accurate advice and support to member libraries through digital communication, personal outreach, consultation and referrals.

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) | The member libraries will be able to provide better services to their constituents due to support from the SLS. |

| 4. | Evaluation Method(s) | Annual SLS Survey. Anecdotal evidence. |

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS
Virtual Reference

| 1. | Goal Statement | To provide virtual reference to member librarians through digital communication (weekly updates, collaborative interactive form, email). |

| 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) | Support librarians in their information needs. |

| 4. | Evaluation Method(s) | Number of hits on interactive digital form and anecdotal evidence. |

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS
Digitization Services

| 1. | Goal Statement | Districts will continue to receive library automation support services. |

| 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 will continue to be supported to ensure an efficient and effective integrated Library system. |

| 4. | Evaluation Method(s) | Annual SLS survey. Anecdotal evidence. |

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS
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)

4.14 Element 6 - AWARENESS AND ADVOCACY

1.   Goal Statement   Continue to encourage library media specialists to advocate for library programs at local, state and national levels and to participate in advocacy efforts arranged through the New York Library Association and other library associations.

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)   Showcase school library media center seevices and activities to local Boards of Education, state legislative and federal agencies.

4.   Evaluation Method(s)   Anecdotal evidence. SLS annual survey.

1.   Goal Statement   Recognize administrators and teachers who support and collaborate with school library media specialists.

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)   Hold a recognition celebration for administrators, teachers and school library media specialists.

4.   Evaluation Method(s)   On-going features of member libraries in SLS newsletter.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS

1.	Goal Statement	Encourage and facilitate communications via multiple formats among school library staff with the HFM BOCES school library system and an extended team of community partners.
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/easy communication among members. All memberswill be informed about current issues helping to facilitate sound decision making. Members will develop a PLC through their membership with SLS.
4.	Evaluation Method(s)	Anecdotal evidence. SLS activities participation data.
1.	Goal Statement	Communication Coordinators will share information with district 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)	All school libraries will have information about SLS initiatives.
4.	Evaluation Method(s)	Annual SLS survey.
1.	Goal Statement	
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)	
4.	Evaluation Method(s)	

4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1.	Goal Statement	SLS will continue to collaborate with other libraries and library systems to enrich activities and make a contribution to regional and statewide library services.

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)	SLS will organize cooperative ventures with other libraries and library systems to provide effective, efficient programs and professional development for members.

4.	Evaluation Method(s)	Annual SLS survey. Anecdotal evidence.

1.	Goal Statement	Collaborate with CDLC to broaden the base and scope of ILL and other resources and professional development for our system.

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)	To be a vehicle for communication with regard to continuing education and training within the region.

4.	Evaluation Method(s)	Annual SLS survey. Anecdotal evidence.

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)

	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

4.18   The Library System's Plan of
       Service was developed in
       accordance with provisions of   3/3/2021
       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)

APPROVAL - For NYSL Use Only

4.19   The Library System's Plan of
       Service was reviewed and
       approved by the New York State   06/09/2021
       Library on (date - mm/dd/yyyy)

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)