

Jefferson-Lewis 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 | Jefferson-Lewis BOCES School Library System |
| 1.2 | Street Address | 20104 State Route 3 |
| 1.3 | City | Watertown |
| 1.4 | Zip Code | 13601 |
| 1.5 | Four Digit Zip Code Extension (enter N/A if unknown) | 5555 |
| 1.6 | Telephone Number (enter 10 digits only) | (315) 779-7288 |
| 1.7 | Fax Number (enter 10 digits only) | (315) 377-7354 |
| 1.8 | Name of System Director | Meghan Gartland |
| 1.9 | E-Mail Address of the System Director | mgartland@boces.com |
| 1.10 | System Home Page URL | https://www.boces.com/o/p-p-dev/page/school-library-system |
| 1.11 | URL of Current Membership List | https://slsweb.ocmboces.org/jldirectory/index.php |
| 1.12 | Date of Establishment | 7/1/1985 |
| 1.15 | Square Mileage of System Service Area | 3,192 |
| 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.boces.com/o/p-p-dev/page/communication-coordinator-council-page |
|-----|---------------------------------|---|

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. School librarians elect the Council members during the spring for the following school year after nominations are submitted to the School Library System.

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) 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 School Library System uses the Annual Survey to assess the needs of the member libraries and determine the direction of School Library System services based on those needs. Their concerns and needs are also discussed at Communication Coordinator and Council meetings.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. The Council provided feedback on each element of the Plan of Service and approved the final plan.
- 3.9 Provide the URL of the 2021-2026 Member Plan template <https://www.boces.com/o/p-p-dev/page/communication-coordinator-council-page>

- 3.10 Provide the URL of the 2021-2026 Cooperative Collection Development Plan <https://www.boces.com/o/p-p-dev/page/cosers>

EVALUATION

- 3.12 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. The School Library System sends out an Annual Survey and uses the feedback to make decisions and determine priorities for the following school year. The feedback is used to determine the needs of members. Decisions on professional development, interlibrary loan, and budget priorities are made from the results of this survey.
- 3.13 Provide the URL for the evaluation form(s) used by members. https://docs.google.com/forms/d/e/1FAIpQLSe_-kBHamu9vNh1XW9c53bcL62lMThTcoTsu3j9nqFDofv9Qg/viewform
- 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 data is used to determine the services that are meeting the needs of members and services that could be added to meet the needs of members. It is also used to determine which services are the most valuable to members and what the priorities should be.

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. After a review by the Council, the School Library System will submit any plan revisions.

SECTION 4 - GOALS/RESULTS

- 4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.) It is our mission to provide our member librarians with the support, resources and professional development to continue to be both educational leaders and collaborative partners with the teachers and administrators in each of our component districts. We facilitate equitable access to information resources for all students and instructional members in each district and we are committed to helping our libraries in their efforts to help each and every student meet and exceed the challenges of becoming college and career ready by graduation.

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 Libraries will have the option to participate in the Cooperative Collection Development CoSer which will be used to order both print and digital books for students. All districts shall have access to the Sora eBooks and print books through interlibrary loan purchased through CCD regardless of CoSer participation.
- 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) Students will have access to both print and digital books. Districts will have more access to resources through regional School Library System sharing than they would have on their own.
4. Evaluation Method(s) Union Catalog Statistics, Interlibrary Loan Statistics, eBook Usage

4.3 Element 1 - RESOURCE SHARING

Union Catalog

1. Goal Statement The School Library System will maintain the union catalog.
- 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) Materials will be available for interlibrary loan.
4. Evaluation Method(s) Annual Survey, Interlibrary Loan Statistics, Title and Holding Numbers

4.4 Element 1 - RESOURCE SHARING

Delivery

1. Goal Statement The School Library System will coordinate the delivery of interlibrary loan materials.
- 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) Libraries will receive materials through the delivery network. Delivery methods include BOCES delivery, NCLS delivery, and mailing.
 4. Evaluation Method(s) Interlibrary Loan Statistics, Annual Survey, Delivery Schedule, Interlibrary Loan Procedures Documents

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

1. Goal Statement The School Library System will provide instructions and training in the use of interlibrary loan.
- 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) Libraries will have at least one faculty or staff member capable of coordinating interlibrary loan for their building.
4. Evaluation Method(s) Directories, Training Statistics, Interlibrary Loan Website, Interlibrary Loan Statistics

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

1. Goal Statement The School Library System will provide members with access to regional resources including those provided by the School Library System, other systems, and by the New York State Library.
- 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) Districts will be able to access a wide range of electronic resources.
4. Evaluation Method(s) Database Pages, Database Usage Statistics, Management System

4.7 Element 1 - RESOURCE SHARING

Other (Optional)

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|-----|--|--|
| 1. | Topic | Grants |
| 2. | Goal Statement | The School Library System will distribute information on available grant funding. |
| 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) | School librarians will have the opportunity to apply for and potentially receive grants. |
| 5. | Evaluation Method(s) | Newsletters, School Library System Website, Meeting Minutes |

4.8 Element 2 - SPECIAL CLIENT GROUPS

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| 1. | Topic | Special Client Groups |
| 2. | Goal Statement | The School Library System will provide access to digital resources that meet the needs of English Language Learners and students with disabilities. Diverse resources will also be provided in order for libraries to be culturally responsive for all students. |
| 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) | Special client groups will have access to digital resources through their school library with text to speech and translation features. Culturally responsive resources will also be provided. |
| 5. | Evaluation Method(s) | Annual Survey, Usage Statistics |

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

- | | | |
|-----|-------------------------|--|
| 1. | Goal Statement | The School Library System will provide professional development opportunities to member librarians. These opportunities shall include but not be limited to workshops through the Jefferson-Lewis BOCES professional development catalog. Topics will be determined based upon needs determined in the Annual Survey and new and upcoming initiatives from NYSED and SLSA. Conference grants for member librarians shall be provided contingent upon sufficient funding.
which the system will be addressing this goal (check all that apply) |
| 2a. | Indicate year(s) during | |

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

- 3. Intended Result(s) The professional development needs of librarians will be met.
- 4. Evaluation Method(s) Annual Survey, Attendance Reports, Workshop Catalog

- 1. Goal Statement The School Library System will provide a mentoring program 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) Librarians in need of a mentor will have the opportunity to collaborate with a partner librarian to guide them in their unique roles.

- 4. Evaluation Method(s) Attendance, Mentor Program Schedule, Annual Survey

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

- 1. Goal Statement The School Library System will provide consulting services as needed by school libraries. Examples include facilities planning, facility use, budgeting, copyright compliance, databases, interlibrary loan, curriculum, the use of the Empire State Information Fluency Continuum, and instruction.

- 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) Librarians will have the opportunity to seek out the answers to their questions. If the School Library System does not have the answer, the School Library System will provide assistance with seeking out the answer. Resources will be posted on the School Library System website for school librarians.

- 4. Evaluation Method(s) Annual Survey, Number of Contacts

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

1. Goal Statement The School Library System will answer questions from librarians and library staff on resources including but not limited to databases and eBooks. An online resource tutorial library is also provided through the School Library System 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) Librarians will receive reference services from the School Library System.

4. Evaluation Method(s) Meeting Minutes, Number of Contacts, Website Statistics

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

1. Goal Statement Digitization services are not offered at this time.

- 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) Digitization services are not offered at this time.

4. Evaluation Method(s) Digitization services are not offered at this time.

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS

Other (Optional)

1. Topic eBooks

2. Goal Statement The School Library System will provide eBooks for the region contingent upon sufficient funding.

- 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) Districts will have access to eBooks.
- 5. Evaluation Method(s) Acquisitions, Usage Statistics

4.14 Element 6 - AWARENESS AND ADVOCACY

- 1. Goal Statement The School Library System will provide advocacy training and resources to school librarians. The School Library System will participate in advocacy efforts through NYLA and ALA.
- 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) Librarians will have the ability to advocate for the library programs that their students need.
- 4. Evaluation Method(s) Presentations, Newsletters

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS

- 1. Goal Statement The School Library System will facilitate written communication and discussion among members. The School Library System shall maintain a directory for phone and email communication among members between SLS meetings. Librarians will have the opportunity to collaborate and receive updates from the SLS at the communication coordinator meetings. Communication coordinators are expected to share that information with others in their district. School librarians may also submit articles for the School Library System newsletter. The SLS will maintain a Twitter account.
- 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) Librarians will have the opportunity to receive current information, collaborate, and share information with each other through the School Library System.
- 4. Evaluation Method(s) Meeting Minutes, Attendance, Newsletter

4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement The School Library System will work with other library systems and organizations to provide services and programs. The School Library System will collaboratively plan professional development with other School Library Systems based on NYS and national efforts.
Collaboration with the public libraries shall be facilitated through School Library System collaboration with North Country Library System, with a special focus on summer reading. Resource sharing shall be facilitated through the Northern NY Library Network.
- 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) Libraries will receive coordinated services and shared professional development opportunities.
4. Evaluation Method(s) Documentation of meetings with other systems, Council Minutes (Northern New York Library Network and North Country Library System are represented on the Council), Interlibrary Loan Statistics

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 | NA |
| 2. Topic | NA |
| 3. Goal Statement | NA |
| 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) | NA |
| 6. Evaluation Method(s) | NA |

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) 02/10/2021

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)