

**Sullivan BOCES SLS**  
**FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems)**  
**2016-2021**

**SECTION 1 - GENERAL INFORMATION**

July 1, 2016 - June 30, 2021

- |      |  |  |
|------|--|--|
| 1.1  | Name of System   | Sullivan BOCES School Library System             |
| 1.2  | Street Address   | 6 Wierk Avenue                                   |
| 1.3  | City   | Liberty  |
| 1.4  | Zip Code   | 12754  |
| 1.5  | Four Digit Zip Code<br>Extension (enter N/A<br>if unknown) | 2116   |
| 1.6  | Telephone Number<br>(enter 10 digits only)                 | (845) 292-0246                                   |
| 1.7  | Fax Number (enter 10<br>digits only)                       | (845) 295-0056                                   |
| 1.8  | Name of System<br>Director                                 | Lynn Miller                                      |
| 1.9  | E-Mail Address of<br>the System Director                   | lynn.miller@scboces.org                          |
| 1.10 | System Home Page<br>URL                                    | www1.youseemore.com/Sullivan/about.asp           |
| 1.11 | URL of Current List<br>of Members                          | http://www.youseemore.com/Sullivan/directory.asp |
| 1.12 | Date of Establishment                                      | 7/1/1985   |
| 1.15 | Square Mileage of<br>System Service Area                   | 1,073  |
| 1.16 | Population of System<br>Service Area                       | N/A  |
| 1.17 | Type of System   | SLS  |

**SECTION 2 - SYSTEM GOVERNANCE**

**BYLAWS**

- |     |                                    |   |
|-----|------------------------------------|---|
| 2.1 | URL of Current<br>Governing Bylaws | http://www1.youseemore.com/Sullivan/about.asp?p=9 |
|-----|------------------------------------|---|

**APPOINTMENT/ELECTION OF SYSTEM BOARD/SYSTEM COUNCIL**

- |     |  |  |
|-----|--|--|
| 2.2 | System Board /<br>System Council<br>Appointment/Election<br>- Indicate whether the<br>System Board /<br>System Council<br>Members are<br>appointed or elected<br>(select one). | E - System Board / System Council Members are elected      |
| 2.3 | Indicate by whom the<br>System Board /<br>System Council<br>Members are<br>appointed/elected.  | The SLS Council members are elected by the system 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 / Council Yes
- g. Communications Coordinators Group Yes
- h. Co-ser Advisory Committee No
- i. Other (specify using the State note) No

## SECTION 3 - PLANNING

### NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN

- 3.1 Provide a summary describing the processes used to assess needs in the development of the Plan of Service. The council reviewed the data from the year end evaluation from the previous years to access need sessions with 4 AASL Best Library Media Program winners to discuss aspects of their programs t implementing in our county. The conversations were eye-opening for some of our schools. All scl a county-wide conference day and broke into separate groups. We brought the needs assessment c and then discussed and drafted ideas for the goals, intended results and evaluation. We did not bri develop all new aspects of the plan. We shared it with everyone there and then everyone had acce Sheets. This helped tweak the content. I brought our draft to my boss at BOCES for her review, re
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. We had all council members, liaisons, and school library staff contribute to each element of the P SUNY-Sullivan, RCLS and SENYLRC also were involved in contributing ideas. I had my boss, M document and tweak some word choices for clarity.

### EVALUATION

- 3.9 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. In addition to our members evaluation of services, we are putting together a patron survey about ti be collecting data from participation, PD attendance, circulation stats, etc.
- 3.10 Provide the URL for the evaluation form(s) used by members. <https://docs.google.com/forms/d/10tUmSnQLfXrI-3T0qo2DjkAUQDRhgySgX6Lkmv0zAgk/view>
- 3.11 Provide the URL for the results of the member evaluation. [https://docs.google.com/spreadsheets/d/1mrImKCe4RqcwDhB2pnU8Z25IjQE3-I1C-WjapyG\\_MI](https://docs.google.com/spreadsheets/d/1mrImKCe4RqcwDhB2pnU8Z25IjQE3-I1C-WjapyG_MI)
- 3.12 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 are a customer driven organization. We have to listen to our customers or they won't be turnin council will review the comments and suggestions for changes in our service each school year and how we can best provide quality programs and services for them.

### REVISION PROCESS

3.13 Describe the process for revising the system's Plan of Service for submission to the New York State Education Department/New York State Library.

In a nutshell, we started from scratch. I really wanted our members to delve into the process by br proved to generate great discussion and ideas of what the members want from the SLS. We will b determine changes that need to be made.

## SECTION 4 - GOALS/RESULTS

4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.)

Your instructional partner in preparing life-long learners for the 21st century.

Minimum Requirement for questions 4.3 though 4.12 and 4.14 - complete one repeating group for each topic of every element

### Element 1 - RESOURCE SHARING

Cooperative Collection Development

4.2 Provide the URL of the 2016-2021 Cooperative Collection Development (CCD) Plan.

<http://www1.youseemore.com/Sullivan/about.asp?p=8>

### 4.3 Element 1 - RESOURCE SHARING Union/Online Catalog

- |     |                |  |
|-----|----------------|--|
| 1.  | Goal Statement | 1) Member libraries & their patrons will be able to discover resources within SC school libraries. |
| 2a. | Year 1         | Yes  |
| 2b. | Year 2         | Yes  |
| 2c. | Year 3         | Yes  |
| 2d. | Year 4         | Yes  |
| 2e. | Year 5         | Yes  |

3. Intended Result(s) Our member libraries, holdings information will be accessible to users.

4. Evaluation Method(s) The number of school library catalog and holdings accessible in SLS catalog

- |     |                |   |
|-----|----------------|---|
| 1.  | Goal Statement | 2) The SLS will continue to maintain the integrity of each libraries' catalog within the system |
| 2a. | Year 1         | Yes   |
| 2b. | Year 2         | Yes   |
| 2c. | Year 3         | Yes   |
| 2d. | Year 4         | Yes   |
| 2e. | Year 5         | Yes   |

3. Intended Result(s) The catalog will be an accurate representation of what is available to patrons

4. Evaluation Method(s) Recommendations made for enhancements to the SLS catalog.

### 4.4 Element 1 - RESOURCE SHARING

**Delivery**

- |     |                |   |
|-----|----------------|---|
| 1.  | Goal Statement | 3) The member libraries will be able to extend their collections through the use of reliable deliver libraries. |
| 2a. | 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 receive materials in a timely manner.
- 4. Evaluation Method(s) Libraries reporting receipt of requested materials
- 1. Goal Statement 3) The member libraries will be able to extend their collections through the use of reliable delivery libraries.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Electronic delivery will be one of the methods when copyright and license agreements permit.
- 4. Evaluation Method(s) Usage stats will be reviewed.

**4.5 Element 1 - RESOURCE SHARING**

**Interlibrary Loan**

- 1. Goal Statement 4) The SLS will supply library resources for patrons in a quick & efficient manner.
- 2a. 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 use the SLS catalog.
- 4. Evaluation Method(s) Libraries reporting receipt of requested materials.
- 1. Goal Statement 4) The SLS will supply library resources for patrons in a quick & efficient manner.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) School members will be knowledgeable of and consistently utilize all ILL procedures.
- 4. Evaluation Method(s) Documentation of provision of training on ILL procedures to member library staff. Libraries report status.

**4.6 Element 1 - RESOURCE SHARING**

**Digital Collections Access**

- 1. Goal Statement 5) The SLS will continue to effectively build & maintain digital materials for use through OverDrive additional support.
- 2a. 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 easier access to digital materials.
- 4. Evaluation Method(s) Increase in access and usage of digital materials.
- 1. Goal Statement 6) The SLS will continue to keep abreast of any digital issues or trends impacting school libraries inquiry frames in science and social studies.
- 2a. 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 be aware of digital trends/issues being addressed by BOCES and SENYLRC
- 4. Evaluation Method(s) Updates at our council meetings and other venues.

**4.7 Element 1 - RESOURCE SHARING**

**Other (Optional)**

- 1. Topic
- 2. Goal Statement
- 3a. 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 Library Services
- 2. Goal Statement 1) The SLS will provide materials, resources, and service agency contacts to component librarians can be met. Client group include but are not limited to ESL students, CTE students, special educa visually impaired, learning disabled, behavioral needs), migrant students, college credit/honors stu
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Collaborative relations will be formed between school librarians and community leaders, SCCC li student-based programs, SC BOCES SE-TASC, Parents-for-Parents program, and other public an identified special populations.
- 5. Evaluation Method(s) Concrete service ideas generated as a result of conversations between identified service providers meetings. Annual SLS evaluation data

- 1. Topic Library Services
- 2. Goal Statement 1) The SLS will provide materials, resources, and service agency contacts to component librarians can be met. Client group include but are not limited to ESL students, CTE students, special educa visually impaired, learning disabled, behavioral needs), migrant students, college credit/honors stu
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Increase audiobook collection (Playaway, e-book, Overdrive).
- 5. Evaluation Method(s) Number of additions/deletions in Union Catalog, usage stats of special collection items.

- 1. Topic Library Services
- 2. Goal Statement 1) The SLS will provide materials, resources, and service agency contacts to component librarians can be met. Client group include but are not limited to ESL students, CTE students, special educa visually impaired, learning disabled, behavioral needs), migrant students, college credit/honors stu
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Special collections will be developed and circulated upon request.

5. Evaluation Method(s) ILL and Circulation Statistics
1. Topic Library Services
  2. Goal Statement 2) The SLS will create community awareness of SLS resources for special clients.
  - 3a. Year 1 Yes
  - 3b. Year 2 Yes
  - 3c. Year 3 Yes
  - 3d. Year 4 Yes
  - 3e. Year 5 Yes
  4. Intended Result(s) Greater public awareness of materials and resources for school-aged children in the special-client:
  5. Evaluation Method(s) Press publications increase requests for materials.
  1. Topic Library Services
  2. Goal Statement 2) The SLS will create community awareness of SLS resources for special clients.
  - 3a. Year 1 Yes
  - 3b. Year 2 Yes
  - 3c. Year 3 Yes
  - 3d. Year 4 Yes
  - 3e. Year 5 Yes
  4. Intended Result(s) Increased promotion through traditional media avenues as well as social media, school websites, e
  5. Evaluation Method(s) Increase usage of materials.

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

1. Goal Statement 1) Create a School Library Mentoring Program for the new hires. The program would nurture new foster interest in the profession over the next five years.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) This will assist new hires to acclimate to their new positions and succeed in an efficient manner. I promote the field in a way that will generate more interest. The intention is that the passion of the those who have already chosen the field, but will further encourage new entrants to the profession
4. Evaluation Method(s) Mentoring program feedback. Essentially the numbers of new hires and the retention of staff will mentoring program.
1. Goal Statement 2) Bring in various speakers, including authors, who are authorities and experts in their fields of s
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Ensure that school librarians are fully aware of what is happening in the different curriculum area support our teachers such as ELA and Math Standards revisions, Social Studies Inquiry Frames, n Arts standards. Increase awareness to new trends and ideas on implementation of new ideas. Intro materials in a meaningful way.
4. Evaluation Method(s) Number of guest speakers at our Council Meetings/Programs throughout the next five years. Impl the SLS website to reflect these visits. Incorporation of new trends and ideas into our daily practic statistics to reflect author visits. Shared documents, such as in Google Docs, that allow us to activ of trends and ideas.
1. Goal Statement 3) Provide instruction and professional development to all library staff, including clerks, to give a stations can be established in member libraries.
- 2a. Year 1 Yes
- 2b. Year 2 Yes

- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) This will help member librarians explore and establish STEAM stations and creative and interactive stations that will properly maintain and develop the stations based on student need and interests.
- 4. Evaluation Method(s) Over the next five years the member libraries will work to establish at least one successful and useable station. Documentation of site visit to Hurleyville Makers Lab.

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

- 1. Goal Statement 1) The SLS will continue to communicate with successful library programs around the country.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Member librarians will gain ideas to enhance our programs
- 4. Evaluation Method(s) Implementing new ideas gained from these model library programs.
- 1. Goal Statement 2) The SLS members will use current & reliable resources for program planning, curriculum development issues, facilities planning, budget planning, and technology
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) SLS member library staff will use the SLS as a resource for information. A practical, user-friendly website that can be used to organize and communicate information and resources.
- 4. Evaluation Method(s) Usage statistics. Question on SLS evaluation to gauge member usage.
- 1. Goal Statement 2) The SLS members will use current & reliable resources for program planning, curriculum development issues, facilities planning, budget planning, and technology
- 2a. 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 use the library space as a common learning environment
- 4. Evaluation Method(s) Observing new space configuration More and diverse student output that shows authentic learning

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

**Virtual Reference**

- 1. Goal Statement Observing new space configuration More and diverse student output that shows authentic learning
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) We will determine the necessity/value of this service.
- 4. Evaluation Method(s) This service will be reviewed each year by the council and a determination will be made.

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

**Digitization Services**

- 1. Goal Statement The SLS will investigate the feasibility and value of implementing digitization of primary sources
- 2a. Year 1 Yes

- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) We will determine the necessity/value of this service.
- 4. Evaluation Method(s) This service will be reviewed each year by the council and a determination will be made.

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

**Other (Optional)**

- 1. Topic New Technology
- 2. Goal Statement The SLS will add to the schools' technology when funds allow.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) To increase student/teacher access to information sources.
- 5. Evaluation Method(s) Participation statistics, Usage statistics.
- 1. Topic Coordination of Library Purchases
- 2. Goal Statement 1) The SLS will provide coordinated services for its members.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) The SLS will coordinate the purchase of items (databases, hardware/software and CCD materials) cost and increase learning.
- 5. Evaluation Method(s) Usage statistics, Participation statistics.

**4.14 Element 6 - AWARENESS AND ADVOCACY**

- 1. Goal Statement 1) The member libraries will promote the participation in local, regional, statewide, and national p
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) 1) The member libraries will promote the participation in local, regional, statewide, and national p
- 4. Evaluation Method(s) Documented participation.
- 1. Goal Statement 2) The SLS will inform the community at large about the services and resources available at their
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Increase the awareness of SLS service and resources.
- 4. Evaluation Method(s) Track visits to the system website via the counter. Circulation stats will be gathered to show mate members.

**4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>**

- 1. Goal Statement 1) Member libraries will continue to meet quarterly to share teaching strategies and resources.
- 2a. Year 1 Yes

- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Share ideas to enhance and improve services to our schools.
- 4. Evaluation Method(s) Annual SLS evaluation data computer statistics direct observations professional development fees
- 1. Goal Statement 2) The SLS will continue good working relationships between buildings/districts.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Try to recover books from other schools/districts.
- 4. Evaluation Method(s) feedback from schools.

**Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES**

- 4.16 Provide the URL for the Member Plan <http://www1.youseemore.com/Sullivan/about.asp?p=6>

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

- 1. Goal Statement 1) The SLS will collaborate with public libraries and meet to discuss common goals.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Increased student participation in public library programs & services.
- 4. Evaluation Method(s) Interviews Notes from scheduled meetings.
- 1. Goal Statement 1) The SLS will collaborate with public libraries and meet to discuss common goals.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Increased formal & informal contact between school & public librarians.
- 4. Evaluation Method(s) Public library user stats & attendance rosters.
- 1. Goal Statement 2) The SLS will encourage greater use of SCCC library materials & resources.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Upper classmen will be better prepared to navigate & utilize an academic library.
- 4. Evaluation Method(s) Interviews ILL statistics from usage of college materials.
- 1. Goal Statement 3) The SLS will continue to offer collaborative workshops with other counties.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes

3. Intended Result(s) Continue to offer workshops with other systems: Fall Into Books, Battle of the Books
4. Evaluation Method(s) Participation feedback
1. Goal Statement 4) The SLS will increase ILL services with other types of libraries, public and academic.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes

3. Intended Result(s) Increase or develop more ILL w/ other types of libraries.
4. Evaluation Method(s) Participation feedback.

4.18 **Element 9 - OTHER (Optional)** - If there are other elements in the System's Plan of Service not listed above, complete c element.

1. Element Teaching and Learning
2. Topic Reading
3. Goal Statement The SLS will support the member libraries in promoting the importance and value of reading as a
- 4a. Year 1 Yes
- 4b. Year 2 Yes
- 4c. Year 3 Yes
- 4d. Year 4 Yes
- 4e. Year 5 Yes
5. Intended Result(s) Students will engage in reading for pleasure.
6. Evaluation Method(s) Increased participation in challenges and activities that engage students in reading.

1. Element Teaching and Learning
2. Topic Inquiry Process
3. Goal Statement The SLS will support the member libraries on the importance of teaching the inquiry process so st skills.
- 4a. Year 1 Yes
- 4b. Year 2 Yes
- 4c. Year 3 Yes
- 4d. Year 4 Yes
- 4e. Year 5 Yes
5. Intended Result(s) School librarians will work with colleagues to enhance & enrich curriculum to include the inquiry
6. Evaluation Method(s) Schools and teachers using the curriculum & assignments that incorporate the inquiry process for

**ASSURANCE**

4.19 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). 03/08/2016

**APPROVAL**

4.20 The Library System's Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy) 07/08/2016

**REVISION ASSURANCE**

4.21 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**

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