

**Monroe 1 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   | Monroe 1 BOCES School Library System  |
| 1.2  | Street Address   | 11 Linden Park  |
| 1.3  | City   | Rochester   |
| 1.4  | Zip Code   | 14625   |
| 1.5  | Four Digit Zip Code<br>Extension (enter N/A<br>if unknown) | 1327  |
| 1.6  | Telephone Number<br>(enter 10 digits only)                 | (585) 249-7219  |
| 1.7  | Fax Number (enter 10<br>digits only)                       | (585) 586-8158  |
| 1.8  | Name of System<br>Director                                 | Katie Bertrand  |
| 1.9  | E-Mail Address of<br>the System Director                   | Katie_Bertrand@boces.monroe.edu   |
| 1.10 | System Home Page<br>URL                                    | <a href="http://www.monroe.edu/webpages/sls/index.cfm">http://www.monroe.edu/webpages/sls/index.cfm</a>         |
| 1.11 | URL of Current List<br>of Members                          | <a href="http://www.monroe.edu/webpages/sls/libraries.cfm">http://www.monroe.edu/webpages/sls/libraries.cfm</a> |
| 1.12 | Date of Establishment                                      | 7/1/1985  |
| 1.15 | Square Mileage of<br>System Service Area                   | 336   |
| 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 | <a href="http://www.monroe.edu/webpages/sls/files/sls%20bylaws%20-%20approved%203.17.2016.pdf">http://www.monroe.edu/webpages/sls/files/sls%20bylaws%20-%20approved%203.17.2016.pdf</a> |
|-----|------------------------------------|---|

**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). | A - System Board / System Council Members are appointed  |
| 2.3 | Indicate by whom the<br>System Board /<br>System Council<br>Members are<br>appointed/elected.  | A nominating committee shall be appointed by the SLS Council. Nominations for membership on the SLS Council shall be presented by the nominating committee at the next to last meeting of the year. Interim appointments for any vacancy during the year shall be made by the chair, upon recommendation of the SLS Council. |

## ADVISORY GROUPS

2.4 Advisory Groups - Indicate the groups that advise the System Board / System Council. (check all that apply):

- |    |   |     |
|----|---|-----|
| a. | Members Directors'<br>Organization /<br>Council | Yes |
| g. | Communications<br>Coordinators Group            | Yes |
| h. | Co-ser Advisory<br>Committee                    | Yes |
| i. | Other (specify using<br>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. | Members of the School Library System Council and Communication coordinators were asked to meet with the librarians in their districts and ask for input regarding member needs with the Plan of Service Committee. Additionally the SLS Director held focus group discussions at regular meetings of the Assistant Superintendents for Instruction and Directors of Technology for our component and non-public school districts at their regularly scheduled meetings in the Fall of 2015. Summaries of these discussions as well as anecdotal information was also used in assessing needs. |
| 3.2 | Identify the groups involved in development of the Plan of Service and each group's role.                  | Monroe #1 BOCES School Library System Council, Communication Coordinators, and membership were involved. A sub-committee comprised of Council members and Communication Coordinators was formed to develop and refine the plan. Assistant Superintendents for Instruction and Directors of Technology participated in focus group discussions which were shared with the Plan of Service Committee.   |

### EVALUATION

- |      |  |  |
|------|--|--|
| 3.9  | Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services.                      | An annual School Library System online evaluation will be conducted at the end of the 2016 school year to determine if the SLS has achieved the intended results for the applicable year of the Plan of Service.   |
| 3.10 | Provide the URL for the evaluation form(s) used by members.  | <a href="http://www.monroe.edu/webpages/sls/files/2016%20blank%20annual%20survey.pdf">http://www.monroe.edu/webpages/sls/files/2016%20blank%20annual%20survey.pdf</a>  |
| 3.11 | Provide the URL for the results of the member evaluation.  | <a href="http://www.monroe.edu/webpages/sls/files/2016%20annual%20survey%20results.pdf">http://www.monroe.edu/webpages/sls/files/2016%20annual%20survey%20results.pdf</a>  |
| 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. | In addition to the formal survey described in Section 3.9 above, the SLS will collect a variety of data (workshop evaluation, website comments, user group notes, and other statistical and anecdotal evidence). This will be shared yearly with the SLS Council and Communication Coordinators to monitor and assess the accomplishments of the plan. |

### 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.

The Plan of Service revision has been an agenda item at all SLS Council and Communication Coordinators meetings during the 2015-16 school year. Subcommittees were formed to carefully examine the Plan of Service, the SLS Bylaws, the Member Plan, and the CCCD Plan. Through this process each of these documents were revised and updated, and presented for approval at the SLS Council meeting which took place on March 17, 2016. They were then made available on the SLS Website for final review and comment by all SLS members and stakeholders.

## SECTION 4 - GOALS/RESULTS

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

It is the mission of the Monroe #1 BOCES School Library System to provide equal access resource sharing to all students, teachers, and staff and to provide professional development and resources for school librarians.

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://www.monroe.edu/webpages/sls/files/cccdopment%20plan%20-%20approved%202.4.16.pd>

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

- |     |                      |  |
|-----|----------------------|--|
| 1.  | Goal Statement       | Provide access to area and regional union catalogs.  |
| 2a. | Year 1               | Yes  |
| 2b. | Year 2               | Yes  |
| 2c. | Year 3               | Yes  |
| 2d. | Year 4               | Yes  |
| 2e. | Year 5               | Yes  |
| 3.  | Intended Result(s)   | All members will have equitable access to area library collections through our regional union catalog (5 Systems). |
| 4.  | Evaluation Method(s) | All members are enrolled in 5 Systems.   |
| 1.  | Goal Statement       | Holdings will be uploaded to 5 Systems semi-annually.  |
| 2a. | Year 1               | Yes  |
| 2b. | Year 2               | Yes  |
| 2c. | Year 3               | Yes  |
| 2d. | Year 4               | Yes  |
| 2e. | Year 5               | Yes  |
| 3.  | Intended Result(s)   | Provide access to current collections and holdings within the regional union catalog.                              |
| 4.  | Evaluation Method(s) | Upload was completed successfully twice during the year.   |

### 4.4 Element 1 - RESOURCE SHARING Delivery

- |     |                |   |
|-----|----------------|---|
| 1.  | Goal Statement | Prompt delivery of ILL materials to all 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) Prompt delivery of ILL materials to all member libraries.
- 4. Evaluation Method(s) End of year member evaluation will determine satisfaction.

**4.5 Element 1 - RESOURCE SHARING**

**Interlibrary Loan**

- 1. Goal Statement Training will be provided so all school library staff will be able to complete ILL requests.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) All library staff can effectively use 5 Systems.
- 4. Evaluation Method(s) Number of helpdesk requests for assistance with ILL.

**4.6 Element 1 - RESOURCE SHARING**

**Digital Collections Access**

- 1. Goal Statement Provide access to information through online 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) 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.
- 1. Goal Statement School libraries will have an opportunity to participate in Cooperative Collection Development (CCD).
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Ongoing collection development shared regionally will provide members access to additional collections.
- 4. Evaluation Method(s) Updated list of CCD collections shared with school librarians.

**4.7 Element 1 - RESOURCE SHARING**

**Other (Optional)**

- 1. Topic Integrated Library System
- 2. Goal Statement Provide ongoing support to members for integrated library systems (Follett Destiny, etc.)
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Members will be able to effectively use an integrated library system within their libraries.
- 5. Evaluation Method(s) End of year member evaluation.
- 1. Topic Integrated Library System
- 2. Goal Statement Integrate digital resources into the ILS.
- 3a. Year 1 Yes

- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Provide access to databases, eBooks, websites, etc. through the ILS.
- 5. Evaluation Method(s) Resources outside the physical library are made available. Statistics on the number of records for non-print items available in the School Library Systems Catalog (ILS) and available to all member libraries will be collected, analyzed, and reported annually to our membership.

**4.8 Element 2 - SPECIAL CLIENT GROUPS**

- 1. Topic Resource Sharing
- 2. Goal Statement Strengthen services provided by members to special clients (children with developmental disabilities, ENL, etc.).
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Sharing of regionally developed collections (audiobooks, large print materials, etc.) will provide members with a broader range of resources for special client groups.
- 5. Evaluation Method(s) End of year member evaluation.

- 1. Topic Awareness
- 2. Goal Statement Create a web page listing resources and contact information for services available (ex. DBBL, Bookshare) to/for special client groups.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Identify and improve awareness of resources available.
- 5. Evaluation Method(s) Document created and shared with members. A question regarding use and helpfulness of this resource will be added to the Annual Survey. A web counter will track the number of times this resource is accessed.

- 1. Topic Collection Development
- 2. Goal Statement Identify special client groups.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Identify additional collections needed to meet the needs of special client groups.
- 5. Evaluation Method(s) End of year member evaluation.

- 1. Topic Professional Development
- 2. Goal Statement Offer professional development opportunities around topics of assistive and adaptive technologies.
- 3a. Year 1 No
- 3b. Year 2 No
- 3c. Year 3 No
- 3d. Year 4 No
- 3e. Year 5 No

4. Intended Result(s) Ensure all librarians are aware of available resources and opportunities.

5. Evaluation Method(s) Attendance at professional development classes.

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

1. Goal Statement Provide staff development opportunities to members to expand expertise in delivering high quality services.

2a. Year 1 Yes

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Regular hands-on Follett training will provide library staff with the skills needed to effectively use the library automation system.

4. Evaluation Method(s) Attendance at trainings and workshop evaluations.

1. Goal Statement Provide awareness and training in emerging technologies.

2a. Year 1 Yes

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Keep members current with emerging technologies and their curricular applications.

4. Evaluation Method(s) Attendance at trainings and workshop evaluations.

1. Goal Statement Provide communication and/or training with innovative ideas for integrating NOVELny into curriculum and lesson plans.

2a. Year 1 Yes

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Provide opportunities for all members to use NovelNY with their students.

4. Evaluation Method(s) End of year member evaluation.

1. Goal Statement Collaborate with other library systems to provide professional development opportunities.

2a. Year 1 Yes

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Collaborative training efforts with Rochester Regional Library Council, Monroe County Library System, and other School Library Systems will provide members with broader professional development opportunities.

4. Evaluation Method(s) Attendance at trainings and workshop evaluations.

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

1. Goal Statement Provide expertise to member libraries in areas of technology and training in person, via telephone, email, online tutorials.

2a. Year 1 Yes

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

Library staff will be able to make decisions about implementing new technology and educational

3. Intended Result(s) techniques in their libraries.
4. Evaluation Method(s) SLS website, end of year member evaluation.
1. Goal Statement SLS staff will participate in research and development of emerging technologies 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) To provide members with information to help them determine relevance of emerging technologies and resources to their students.
4. Evaluation Method(s) SLS website, end of year member evaluation.

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

##### Virtual Reference

1. Goal Statement The School Library System does not provide Virtual Reference services.
- 2a. 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. 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 Technical Support
2. Goal Statement Cooperative ventures will provide services which members could not provide individually.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) Members will have access to technical support via the Technology Services Help Desk.
5. Evaluation Method(s) End of year member evaluation.
1. Topic Grant Opportunities for Member Libraries
2. Goal Statement The SLS will sponsor mini-grants for conference attendance, innovative projects, and cooperative collection development.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes

- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) All certified school librarians in SLS member libraries will be made aware of mini-grant opportunities and will have the chance to apply for them.
- 5. Evaluation Method(s) End of year member evaluation.
- 1. Topic Coordinated Purchases
- 2. Goal Statement Cooperative purchases will provide services which members could not provide individually.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Members will participate in shared-purchase agreements through SLS negotiations.
- 5. Evaluation Method(s) End of year member evaluation.

**4.14 Element 6 - AWARENESS AND ADVOCACY**

- 1. Goal Statement Promote awareness of the role of school librarians and school library systems in providing resources, opportunities, and expertise for students.
- 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 have the tools they need to effectively advocate for their role as instructional leaders.
- 4. Evaluation Method(s) End of year member evaluation, content on/in SLS Web Page and SLS publications
- 1. Goal Statement Collaborate with regional library systems to support one another in communicating the need and value of libraries of all types to our legislators and elected officials.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Establish partnerships with Rochester Regional Library Council, Monroe County Library System, and Rochester Area School Library Systems to strengthen our programs and support one another in advocacy efforts.
- 4. Evaluation Method(s) Identify and document collaborative advocacy efforts through SLS Director's Reports at Council Meetings

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

- 1. Goal Statement Develop, encourage and maintain communication and cooperation among all 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) All member libraries will have access to the SLS website, SLS Connect, and social networking tools.
- 4. Evaluation Method(s) End of year member evaluation.
- 1. Goal Statement Provide resources to share with new librarians, library support staff, and new teachers.
- 2a. Year 1 Yes



- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) To ensure maximum use of SLS services.
- 4. Evaluation Method(s) Resources provided, meeting agendas and notes.
- 1. Goal Statement Communication Coordinators will share information with district librarians.
- 2a. 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 librarians will have information about the National, State, Regional, and Monroe #1SLS initiatives.
- 4. Evaluation Method(s) End of year member evaluation.

**Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES**

- 4.16 Provide the URL for the Member Plan <http://www.monroe.edu/webpages/sls/files/member%20plan%20-%20approved%203.17.16.pdf>

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

- 1. Goal Statement Strengthen SLS services through cooperation with other school library systems.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Cost effective purchase of resources through regional purchases and statewide agreements like SLISA's SCORE.
- 4. Evaluation Method(s) End of year member evaluation.

- 1. Goal Statement Strengthen SLS services through cooperation with other library systems and organizations.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 No
- 2e. Year 5 Yes
- 3. Intended Result(s) Collaborate with the Rochester Regional Library Council, the Monroe County Library System, and the New York Alliance of Library Systems to leverage knowledge and expertise to provide a wider variety of information, services, and resources.
- 4. Evaluation Method(s) End of year member evaluation, logs of memberships and meetings.

**4.18 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. 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**

4.19 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). 03/17/2016

**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) 02/06/2017

**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)