

# **Monroe 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   | 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 the<br>System Director                   | Katie_Bertrand@boces.monroe.edu  |
| 1.10 | System Home Page<br>URL                                    | <a href="https://www.monroe.edu/Page/1886">https://www.monroe.edu/Page/1886</a>  |
| 1.11 | URL of Current<br>Membership List                          | <a href="https://libguides.monroe.edu/c.php?g=873771&amp;p=6273838&amp;preview=b292ed73e1fbe641e569f8b6a964a841">https://libguides.monroe.edu/c.php?<br/>g=873771&amp;p=6273838&amp;preview=b292ed73e1fbe641e569f8b6a964a841</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 AND MEMBERSHIP**

### **BYLAWS**

- |     |                                    |   |
|-----|------------------------------------|---|
| 2.1 | URL of Current<br>Governing Bylaws | <a href="https://www.monroe.edu/Page/1898">https://www.monroe.edu/Page/1898</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 | A - System Board / System Council Members are appointed |
|-----|---|---|

appointed or elected  
(select one).

- 2.3 Indicate by whom the System Board / System Council Members are appointed/elected. The SLS Council shall appoint a nominating committee. Nominations for membership on the SLS Council shall be presented by the nominating committee at the next to the last meeting of the year. The chair, upon recommendation of the SLS Council, shall make interim appointments for any vacancy during the year.

### 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 Yes
- 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. Members of the School Library System Council and Communication Coordinators were asked to meet with the librarians in their district and ask for input regarding member needs with the Plan of Service Committee. Additionally the SLS 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 2020. Summaries of these discussions as well as anecdotal information was also used in assessing needs. Annual Surveys from the previous five years were also used to develop the 2021-26 Plan of Service.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. Monroe One 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.
- 3.9 Provide the URL of the 2021-2026 Member Plan template <https://libguides.monroe.edu/POS/MemberPlan>
- 3.10 Provide the URL of the 2021-2026 Cooperative <https://libguides.monroe.edu/POS/CCCDewel>

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. An annual School Library System online evaluation will be conducted at the end of each year (2021-26) to determine if the SLS has achieved the intended results of the applicable year of the Plan of Service.
- 3.13 Provide the URL for the evaluation form(s) used by members. [https://libguides.monroe.edu/ld.php?content\\_id=62023815](https://libguides.monroe.edu/ld.php?content_id=62023815)
- 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. In addition to the formal survey described in Section 3.12/3.13 above, the SLS will collect a variety of data (workshop evaluation comments, user group notes, and other statistical and anecdotal evidence. This will be share yearly with the SLS Council and Communication Coordinators to monitor and assess the accomplishments of the plan.

**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 Plan of Service revision has been an agenda item at all SLS Council and Communication Coordinators meetings during the 2020--21 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 January 21, 2021. 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 One 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 4.2 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 School libraries will have an opportunity to participate in Cooperative Collection Development (CCD).
- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Ongoing collection development within our regional OverDrive digital library and individual collection development mini grants.
4. Evaluation Method(s) Regional OverDrive Collection statistics and published lists of mini grant collection development resources.

#### 4.3 Element 1 - RESOURCE SHARING

##### Union Catalog

1. Goal Statement Holdings uploaded to Five Systems semi-annually.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)

- Year 1
- 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. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)

- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Resources shared efficiently between member libraries through ILL.
4. Evaluation Method(s) Formal and informal surveys that measure timeliness and efficiency of delivery.

#### 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. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes
- Year 1
- 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 Five Systems.
4. Evaluation Method(s) Number of workshops presented, consultations, and 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 including, but not limited to, Monroe 1 BOCES research databases, simultaneous access ebook collections, OverDrive, and NOVELNY databases.
- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes
- Year 1
- 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 Monroe 1 BOCES research databases, simultaneous access ebook collections, OverDrive, and online databases through the New York Online Virtual Electronic Library (NOVELNY).
4. Evaluation Method(s) Usage Statistics.

#### 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. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes
- Year 1
- 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 use an integrated library system effectively within their libraries.
- 5. Evaluation Method(s) Number of trainings, help desk calls and consultations. End of year member evaluation.

**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, diverse populations, etc.).

- 3a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

- 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 of Available Resources
- 2. Goal Statement Create a document listing resources and contact information for services available (ex. TBBL, Bookshare) to special client groups.

- 3a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

- 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. Publish on SLS LibGuide.
- 5. Evaluation Method(s) Document created and shared with members. Counter to track accessed to this resource.

- 1. Topic Collection Development
- 2. Goal Statement Identify special client groups.

- 3a. Indicate year(s) during which the system will be Yes

addressing this goal  
(check all that apply)

Year 1

- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Identify additional shared resources needed to meet the needs of special client groups.
- 5. Evaluation Method(s) Collection development reports from regional shared OverDrive collection.
- 1. Topic Professional Development
- 2. Goal Statement Offer professional development opportunities around topics of assistive, adaptive technologies, and diverse, representative collections
- 3a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Ensure all librarians are aware of available resources and opportunities.
- 5. Evaluation Method(s) Attendance at professional learning events offered.

**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. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

- 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 for effective use of 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. Indicate year(s) during which the Yes

system will be  
addressing this goal  
(check all that apply)

Year 1

- 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 Monroe One databases, simultaneous access ebooks, OverDrive, and NOVELNY into curriculum and lesson plans.
- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

- 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 Monroe One databases, simultaneous access ebooks, OverDrive, and NOVELNY with their students.
4. Evaluation Method(s) Usage statistics. Training records.
1. Goal Statement Collaborate with other library systems and organizations to provide professional development opportunities.
- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

- 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. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Library staff will be able to make decisions about implementing new technology and educational 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. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes
- Year 1
- 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 members determine relevance of emerging technologies and resources to their staff and 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 We do not provide Virtual Reference Services.
- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply) No
- Year 1
- 2b. Year 2 No
- 2c. Year 3 No
- 2d. Year 4 No
- 2e. Year 5 No
3. Intended Result(s) We do not provide Virtual Reference Services.
4. Evaluation Method(s) We do not provide Virtual Reference Services.

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

##### Digitization Services

1. Goal Statement We do not provide Digitization Services.
- 2a. Indicate year(s) during which the system will be addressing this goal No  
(check all that apply)
- Year 1
- 2b. Year 2 No
- 2c. Year 3 No
- 2d. Year 4 No
- 2e. Year 5 No
3. Intended Result(s) We do not provide Digitization Services.
4. Evaluation Method(s) We do not provide Digitization Services.

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

##### Other (Optional)

1. Topic Technical Support
2. Goal Statement Cooperative ventures will provide services that members could not provide individually.
- 3a. Indicate year(s) during which the system will be addressing this goal Yes  
(check all that apply)
- Year 1
- 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) Consultation statistics.
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. Indicate year(s) during which the system will be addressing this goal Yes  
(check all that apply)
- Year 1
- 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 aware of mini-grant opportunities and will have the chance to apply for them.
- 5. Evaluation Method(s) Final grant reports. End of year member evaluation.
- 1. Topic Coordinated purchases
- 2. Goal Statement Cooperative purchases will provide services that members could not provide individually.

- 3a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

- 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) Electronic database purchasing statistics.

#### 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. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

- 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 advocate effectively for their role as instructional leaders.
- 4. Evaluation Method(s) 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. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

- 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, NYLA, 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. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes
- Year 1
- 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 LibGuide, 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. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

- Year 1
- 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. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

- Year 1
- 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) Resources provided, meeting agendas and notes. End of year member evaluation.

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

- 1. Goal Statement Strengthen SLS services through cooperation with other school library systems.
- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

- Year 1
- 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 the DREAM and SOLID Consortia.
- 4. Evaluation Method(s) End of year member evaluation.

- 1. Goal Statement Strengthen SLS services through cooperation with other library systems and organizations.
- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 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. Participate actively in professional organizations such as ALA, NYLA, SAANYS, ASCD, NYSCATE, and ISTE.
- 4. Evaluation Method(s) End of year member evaluation, logs of memberships and meetings.

**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 No  
(check all that apply)
- Year 1
- 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 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) 03/25/2021

**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) 07/09/2021

**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)