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 Extension (enter N/A if unknown)  1327
1.6 Telephone Number (enter 10 digits only)  (585) 249-7219
1.7 Fax Number (enter 10 digits only)  (585) 586-8158
1.8 Name of System Director  Katie Bertrand
1.9 E-Mail Address of the System Director  Katie_Bertrand@boces.monroe.edu
1.10 System Home Page URL  http://www.monroe.edu/webpages/sls/index.cfm
1.11 URL of Current List of Members  http://www.monroe.edu/webpages/sls/libraries.cfm
1.12 Date of Establishment  7/1/1985
1.15 Square Mileage of System Service Area  336
1.16 Population of System Service Area  N/A
1.17 Type of System  SLS

SECTION 2 - SYSTEM GOVERNANCE

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
  A - System Board / System Council Members are appointed

2.3 Indicate by whom the System Board / System Council Members are 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' Library Organization / Council

   Yes

g. Communications Coordinators Group

   Yes

h. Co-ser Advisory Committee

   Yes

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.

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.


3.11 Provide the URL for the results of the member evaluation.


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
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

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.


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
3d. Year 4 Yes
3e. 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.

### 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

#### 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

#### 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 members 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 

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 SLSA'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. 

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).

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)

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)