

Broome-Delaware-Tioga 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 | Broome-Delaware-Tioga BOCES School Library System |
| 1.2 | Street Address | 435 Glenwood Road |
| 1.3 | City | Binghamton |
| 1.4 | Zip Code | 13905 |
| 1.5 | Four Digit Zip Code
Extension (enter N/A
if unknown) | 1699 |
| 1.6 | Telephone Number
(enter 10 digits only) | (607) 766-3730 |
| 1.7 | Fax Number (enter 10
digits only) | (607) 763-3474 |
| 1.8 | Name of System
Director | Nicole Waskie-Laura |
| 1.9 | E-Mail Address of
the System Director | nwaskiel@btboces.org |
| 1.10 | System Home Page
URL | http://www.btboces.org/SchoolLibrarySystem.aspx |
| 1.11 | URL of Current List
of Members | http://www.btboces.org/SchoolLibraryContactDirectory.aspx |
| 1.12 | Date of Establishment | 7/1/1985 |
| 1.15 | Square Mileage of
System Service Area | 1,116 |
| 1.16 | Population of System
Service Area | N/A |
| 1.17 | Type of System | SLS |

SECTION 2 - SYSTEM GOVERNANCE

BYLAWS

- | | | |
|-----|------------------------------------|---|
| 2.1 | URL of Current
Governing Bylaws | http://www.btboces.org/Downloads/2016%20January%2020%20BYLAWS%20REVISION3.pdf |
|-----|------------------------------------|---|

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). | A - System Board / System Council Members are appointed |
| 2.3 | Indicate by whom the
System Board /
System Council
Members are
appointed/elected. | Board/Council members are appointed by their district administrators. |

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 No
- 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. To determine needs in the development of the Plan of Service, the School Library System (SLS) compiled results were brought to the SLS Council to discuss and to identify areas of commonality resources, and areas where there was a lack of awareness about existing programs. These common identify areas that needed to be revised/continued in the new plan. SLS Council members were as assessment of needs of all users of SLS services. Next, a Plan of Service task force was created to representation from large, small, rural/suburban, and urban member school libraries. Last, the Sch administrators, teachers, and librarians to identify similarities/common themes. This data was sha
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. The initial needs assessment for the development of the Plan of Service was initiated by the group who formed a Plan of Service task force. The SLS team, consisting of the director, program assist annual survey, workshop feedback, member communications, and Council discussions. The Plan year Plan of Service, reviewing other BOCES' Plan of Service documents, and recommending go Council as a whole, which includes representatives from all member libraries, community membe administrators, was responsible for information-gathering from their respective institutions and th recommended, reviewed, and approved revisions of the bylaws and CCCD plan in conjunction wi

EVALUATION

- 3.9 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. The primary tool used to evaluate SLS services and to determine member satisfaction is the annua of questions that ask member librarians to rate their satisfaction with services that are aligned to e Likert scale, respondents are also invited to provide open-ended feedback and suggestions. Each y Council. As well, compiled data from workshop feedback forms and SLS communications with n identify areas of strength and in need of growth.
- 3.10 Provide the URL for the evaluation form(s) used by members. <http://fs6.formsite.com/BTbocesSLS/form58/index.html>
- 3.11 Provide the URL for the results of the member evaluation. <http://filecabinet4.eschoolview.com/60FBCF18-3648-475D-BF3C-474432EA0600/Annual%20Sc>
- 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. The information on customer satisfaction will be used to shape the system's plan by providing cle of re-assessment or revision to our current practices. If customers are satisfied with a component t hone/streamline/augment these services. In areas where members are unaware of or dissatisfied w ways to provide these services in new and improved ways.

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.

Over the next five years, the Plan of Service will be revised as needed to address any changing ne annual survey, which is aligned to the Plan of Service, in conjunction with the Plan of service goa discussions, the Council may choose to recommend revisions. If revisions are recommended, the approved, the amended Plan of Service will be re-submitted to DLD for approval.

SECTION 4 - GOALS/RESULTS

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

The Broome-Tioga BOCES School Library System actively promotes excellence in library service technology resources, professional growth and development opportunities, and educational leader

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.btboces.org/Downloads/2016%20March%20Revised%20CCCD%20Plan.pdf>

4.3 Element 1 - RESOURCE SHARING Union/Online Catalog

- | | | |
|-----|----------------------|---|
| 1. | Goal Statement | Continue to provide an ever-improving current database of the system's union catalog of print and |
| 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 accuracy and ease of use of the union catalog |
| 4. | Evaluation Method(s) | Analysis of catalog currency based on usage; analysis of user responses to member survey questio |

4.4 Element 1 - RESOURCE SHARING

Delivery

- | | | |
|-----|----------------------|---|
| 1. | Goal Statement | Improve timeliness of inter-library loan of resources; establish access to resources from local high |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | Streamlined access to resources among member libraries; efficient access to resources from comm |
| 4. | Evaluation Method(s) | Responses to member survey questions related to ILL efficiency and customer satisfaction; creati public libraries |

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

- | | | |
|-----|----------------|---|
| 1. | Goal Statement | Encourage increased resource sharing among institutions |
| 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 circulation of materials among institutions
- 4. Evaluation Method(s) Analysis of ILL circulation statistics

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

- 1. Goal Statement Increase access to current digital and non-print 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) Multiple points of access to new and existing digital and non-print resources; access to a relevant
- 4. Evaluation Method(s) Analysis of collection relevancy/currency; analysis of data related to digital collections, including and member satisfaction via annual survey

4.7 Element 1 - RESOURCE SHARING

Other (Optional)

- 1. Topic Cooperative Collection Development
- 2. Goal Statement Continue to provide competitive consortium pricing for print and non-print resources
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Access to cost-effective resources
- 5. Evaluation Method(s) Analysis of collection development and purchase data

4.8 Element 2 - SPECIAL CLIENT GROUPS

- 1. Topic Special Client Groups
- 2. Goal Statement Provide access to resources that support, guide, and advocate for members of special client group: home-bound students, and English Language Learners
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Enhanced communication between SLS and special client groups about available resources and pi special client groups (e.g. foreign language collections/resources with accessibility features)
- 5. Evaluation Method(s) Inclusion of staff representing special client groups in SLS communications; survey of staff repre: resources that support special client groups

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

- 1. Goal Statement Support library media specialists who face rapidly changing technologies and educational practice
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Improved knowledge of current trends and issues; enhanced opportunities to develop leadership a

4. Evaluation Method(s) Workshop evaluation forms and attendance records; anecdotal reports of growth during meetings;

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

1. Goal Statement Continue to provide timely and accurate advice and support to member libraries through digital co

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-provided expertise outside of members' own institutions

4. Evaluation Method(s) Analysis of member satisfaction using annual survey questions about this topic; data tracking of S

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

Virtual Reference

1. Goal Statement Not applicable at this time

2a. Year 1 No

2b. Year 2 No

2c. Year 3 No

2d. Year 4 No

2e. Year 5 No

3. Intended Result(s) We do not currently offer virtual reference services through the school library system.

4. Evaluation Method(s) We do not currently offer virtual reference services through the school library system.

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

Digitization Services

1. Goal Statement Provide access to digitized materials collections through the School Library System webpage, Lea

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 access to information in digital formats via compiled topical collections

4. Evaluation Method(s) Site visit statistics; member feedback on Annual Survey

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

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)

4.14 **Element 6 - AWARENESS AND ADVOCACY**

1. Goal Statement Improve member awareness of legislation and provide increased access to advocacy resources; in

2a. Year 1 Yes

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

- 3. Intended Result(s) Amplified recognition of library programming and librarians' expertise both within and outside of the advocacy efforts
- 4. Evaluation Method(s) On-going monitoring of SLS Advocacy Web page for currency and accuracy; council minutes the libraries in SLS newsletter

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>

- 1. Goal Statement Disseminate information efficiently using multiple methods and technologies (social media, news staff within the Broome-Tioga BOCES School Library System and beyond
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Improved communication between and empowerment of librarians; greater awareness of resource
- 4. Evaluation Method(s) Tracking of web site visits and social media interactions; data from annual survey related to membership distribution of annually-updated directory documents

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

- 4.16 Provide the URL for the Member Plan http://www.btboces.org/Downloads/SLMPE_rubric%2015-162.pdf

4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

- 1. Goal Statement Collaborate with other BOCES SLS, SCRLC, public librarians and academic librarians to bring o
- 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 access to high-quality professional development workshops and webinars
- 4. Evaluation Method(s) Attendance data and feedback from collaborative workshops/webinars offered in conjunction with

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

- 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 03/07/2016

approved by the
Library System
Council on (date -
mm/dd/yyyy).

APPROVAL

- 4.20 The Library System's
Plan of Service was
reviewed and 04/21/2016
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 03/07/2016
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)