SECTION 1 - GENERAL INFORMATION
July 1, 2011 - June 30, 2016
1.1 Name of System: Tompkins-Seneca-Tioga BOCES School Library System
1.2 Street Address: 555 Warren Rd.
1.3 City: Ithaca
1.4 Zip Code: 14850
1.5 Four Digit Zip Code Extension (enter N/A if unknown): 1898
1.6 Telephone Number (enter 10 digits only): (607) 257-1551
1.7 Fax Number (enter 10 digits only): (607) 257-2825
1.8 Name of System Director: Jane O'Brien
1.9 E-Mail Address of the System Director: jobrien@tstboces.org
1.10 System Home Page URL: http://www.tstboces.org/sls-main
1.11 URL of Current List of Members: www.tstboces.org/node/162
1.12 Date of Establishment: 7/1/1985
1.15 Square Mileage of System Service Area: 744
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: www.tstboces.org/node/148

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).
O - Other (specify using the State note)

2.3 Indicate by whom the System Board / System Council Members are appointed/elected.
Council Members are volunteers from each of 9 districts in the region. They serve for 2 years.

ADVISORY GROUPS
2.4 Advisory Groups - Indicate the groups that advise the System Board / System Council. (check all that apply):
g. School Library System Council: Yes
h. Communications Coordinators: Yes
i. Co-瑟 Advisory Committee: Yes
j. Other (specify using the State note): No

SECTION 3 - PLANNING
NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN
SLS Council Meetings were a continuing venue for input,
3.1 Provide a summary describing the processes used to assess needs in the development of the Plan of Service. 

feedback, reflections, and planning for needs noted among and between members and their respective libraries. Emailed input was solicited, received, and recorded. Content was shared for feedback, comment, reflection as appropriate. Personal and meeting-based discussions reflected input collected from members in individual districts. Additionally, annual report data was a factor in updating the POS.

TST BOCES SLS Council (nine members), general SLS membership, and communication coordinators.

3.2 Identify the groups involved in development of the Plan of Service and each group's role.

APPROVAL OF THE PLAN

3.6 Describe the process for approval of the Plan of Service. School library systems must include the Council's role in the approval.

The process began on February, 14, 2011 and continued through school year 2011 when the group then decided to use the opportunity to submit POS in April, 2012. Preliminary Draft discussed at September 26, 2011 meeting. Input was collected and discussed at November 28, 2011 meeting. Final Draft plan was reviewed at Council Meeting February 6, 2012 and approved. Any last minute, final input/revisions were due to SLS Director March 5, 2012.

EVALUATION

3.7 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services.

The annual survey, to evaluate and determine members' satisfaction with the system's services, will be conducted in June, 2012. That data will be collected/reviewed and posted online at the SLS homepage. Data will further serve to modify the program or develop it as appropriate.

http://www.tstboces.org/node/148

http://www.tstboces.org/node/148

3.8 OPTIONAL - Provide the URL of the related evaluation form(s).

3.9 OPTIONAL - Provide the URL of the results of the evaluation by members.

3.10 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.

Evaluation data will be reviewed by Council Members and discussed at the first SLS Council meeting in Fall, 2012. It will serve as a foundation for growth and development.

REVISION PROCESS

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

POS will be available online at the SLS homepage. Modifications, additions, changes, etc. to the existing will be posted and further input/review solicited online along with individual emails to membership. Meeting day/time will be developed to ensure face-to-face public review and construction of next steps/updates.

SECTION 4 - GOALS/RESULTS

4.1 The Library System's Mission Statement (Refer to the Introduction, page 1, of the Instructions for the definition of the mission statement.)

The mission of the Tompkins-Seneca-Tioga BOCES School Library System (SLS), a consortium of member school libraries, is to promote access to information and ideas, coordinate resource sharing, and facilitate library growth and development, thereby strengthening the school library media programs of its members and improving services to their users. Cooperation and collaboration among system members supports the efforts of the educational community to enhance instruction and promote lifelong learning.

Minimum Requirement for questions 4.3 through 4.12 and 4.14 - complete one repeating group for each topic of
Element 1 - RESOURCE SHARING
Cooperative Collection Development Plan
4.2 Provide the URL of the 2011-2016 Cooperative Collection Development (CCD).

4.3 Element 1 - RESOURCE SHARING
Union Catalog
1. Goal Statement
To provide access to shared resources using local union catalog, Follett Destiny.

2a. Year 1
Yes

2b. Year 2
Yes

2c. Year 3
Yes

2d. Year 4
Yes

2e. Year 5
Yes

3. Intended Result(s)
Equal access to collections in 9 districts (entire region of TST BOCES) through the automated system provided by vendor, Follett Destiny, the union catalog.

4. Evaluation Method(s)
Statistics relative to number of: titles circulated, titles deleted, titles added, and holdings available via the use of the union catalog in and among individual libraries, will be maintained.

1. Goal Statement
To provide access to shared resources using the regional union catalog, SCOOLS.

2a. Year 1
Yes

2b. Year 2
Yes

2c. Year 3
Yes

2d. Year 4
Yes

2e. Year 5
Yes

3. Intended Result(s)
Equal access to collections in 6 BOCES (entire region of South Central NYS) through the automated system provided by Media Flex, the union catalog shared among all the regions BOCES: BT, CAY, DCMO, GST, ONC, and TST. Titles are uploaded 2x per school year.

4. Evaluation Method(s)
Successful uploading is confirmed by vendor, Media Flex, and InterLibrary Loan statistics maintained.

4.4 Element 1 - RESOURCE SHARING
Delivery
1. Goal Statement
Promptly and accurately ensure delivery of ILL materials to 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)
Provide all districts with fast, efficient, and accurate transfer of titles from library to library.

4. Evaluation Method(s)
Member's evaluation as noted, then reviewed, in the annual survey.

4.5 Element 1 - RESOURCE SHARING
Interlibrary Loan
1. Goal Statement
   Support school librarians within the component school districts, (members of the SLS) in maintaining adequate, current collections to support teaching and learning.

2a. Year 1
2b. Year 2
2c. Year 3
2d. Year 4
2e. Year 5

3. Intended Result(s)
   Increase access to titles as needed and/or not otherwise available in each school library.

4. Evaluation Method(s)
   Maintain statistics of titles borrowed, loaned, and requests unfilled as well as query satisfaction with the process in the annual survey.

1. Goal Statement
   Provide continuous training for and up-to-date access to ILL contact persons in each school library.

2a. Year 1
2b. Year 2
2c. Year 3
2d. Year 4
2e. Year 5

3. Intended Result(s)
   *All library staff can quickly and easily reach ILL contact persons in each district. *Issues of concern are noted and resolved as soon as possible.
   Keep a log of any issues impacting the efficiency of the ILL program and address as needed.

4. Evaluation Method(s)
   4.6 Element 1 - RESOURCE SHARING

Other (Optional)

1. Topic
2. Goal Statement
   Online databases
   Provide/support access to online databases for each school.

3a. Year 1
3b. Year 2
3c. Year 3
3d. Year 4
3e. Year 5

4. Intended Result(s)
   Ensure the school library's access to NOVEL and other databases that may be acquired or purchased by/for the school.

5. Evaluation Method(s)
   Satisfaction will be gauged by the annual survey as well as feedback regarding any specific aspect of the title.

1. Topic
2. Goal Statement
   Cooperative Collection Development (CCD)
   Libraries have the awareness and skill to successfully/frequently engage in CCD access and practices.

3a. Year 1
3b. Year 2
3c. Year 3
3d. Year 4
3e. Year 5

4. Intended Result(s)
   Provide access to titles purchased by each school and ensure the continued quality/quantity of resources to support teaching and learning.
   *Statistics maintained relative to titles/holdings: added and
5. Evaluation Method(s) deleted to the union catalog. *Alignment with CCD Approved Plan and marketing of it by SLS Director

1. Topic Union Catalog Maintenance and Updating
2. Goal Statement Ensure the following supports and others: technical, hands-on, cataloging, ease of use, purchase of selected enhancements, and inclusion of varied formats of titles, etc. as identified relative to the union catalog, Follett Destiny.

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 catalog users will be able to effectively use, access titles, digital and otherwise, while maximizing the use of Follett Destiny features through support/training provided by the SLS.
5. Evaluation Method(s) *Annual survey data *log kept of issues relative to the catalog *number of attendees at training sessions

4.7 Element 2 - SPECIAL CLIENT GROUPS
1. Topic Resource Sharing
2. Goal Statement Assist member libraries to ensure special needs populations (children with physical challenges, development disabilities, ELLs, gifted, etc.) are effectively supported with titles, varied formats, and awareness of same to support teaching and learning.

3a. Year 1 Yes
3b. Year 2 Yes
3c. Year 3 Yes
3d. Year 4 Yes
3e. Year 5 Yes

4. Intended Result(s) *Inter Library as well as BOCES-to-BOCES sharing of titles in varied formats (large print, audio, picturebooks at the secondary level, digital, etc.) to enable teaching and learning of content in each library. *Develop collections to meet learners' needs
5. Evaluation Method(s) *Annual survey *Anecdotal feedback *Collaborate with literacy, math, and other program coordinators in the districts and at BOCES to ensure alignment between users and content and titles available

4.8 Element 3 - PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION
1. Goal Statement Assess professional development and continuing education needs to develop timely, high quality, and targeted programmatic support for members.

2a. Year 1 Yes
2b. Year 2 Yes
2c. Year 3 Yes
2d. Year 4 Yes
2e. Year 5 Yes

*Provide curriculum-based workshops to partner teachers and
3. Intended Result(s)
school librarians in collaboratively meeting information literacy and content-area standards *Provide library automation training as needed to develop expertise *Provide awareness, support, and training for online database titles, eBooks, security, and other information technologies

4. Evaluation Method(s)
*Number of participants at PD opportunities *Feedback from workshop attendees *Annual survey

4.9 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1. Goal Statement
Provide support to member libraries relative to technology in the current environment, new and emerging technology, cost-effective initiatives, and timely Professional Development topics.

2a. Year 1
Yes
2b. Year 2
Yes
2c. Year 3
Yes
2d. Year 4
Yes
2e. Year 5
Yes

3. Intended Result(s)
Library staffs will be supported in decision-making, teaching and learning efforts, and purchasing practices relative to technology and resources.

4. Evaluation Method(s)
Annual survey

4.10 Element 5 - COORDINATED SERVICES

1. Goal Statement
Cooperative initiatives will support services to benefit the entire region.

2a. Year 1
Yes
2b. Year 2
Yes
2c. Year 3
Yes
2d. Year 4
Yes
2e. Year 5
Yes

3. Intended Result(s)
*Follett Destiny server and tech support will be maintained for all by the SLS in the BOCES facility. *Library automation training will be provided *Barcode tracking services and barcodes will be provided by the SLS *As opportunities become available from vendors, volume discounts will be negotiated and available from the SLS Director *Access to grant-supported electronic resources

4. Evaluation Method(s)
Annual survey

4.11 Element 6 - AWARENESS AND ADVOCACY

1. Goal Statement
Promote awareness of local and state educational priorities and initiatives which impact programs and services offered by the system, its members, and participants.

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 will provide or support information and training/training opportunities on library leadership and advocacy opportunities *Support the building of membership in school/school library professional organizations and community/special interest organizations
4. Evaluation Method(s)  

*Feedback on the annual survey  
*Number of participants who engage

4.12 Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

1. Goal Statement  
Maintain and further develop an accurate, timely, efficient, and value-added communication system for promoting SLS programs, services, and addressing needs.

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 will maintain and improve methods of communication  
*Council members and communication coordinators will promote awareness of library & system resources  
*Hold Council meetings  
*Support regular member meetings within each district with information, resources, and presentations as appropriate

4. Evaluation Method(s)  

1. Goal Statement  
Promote participation in regional, state, and national professional organizations as well as relevant community and special interest groups.

2a. Year 1  
Yes

2b. Year 2  
Yes

2c. Year 3  
Yes

2d. Year 4  
Yes

2e. Year 5  
Yes

3. Intended Result(s)  
*Market benefits, websites, publications, etc. to support awareness of and participation in relevant organizations.  
*Mentor new library staff as appropriate

4. Evaluation Method(s)  

*Annual survey  
*Number of orientation programs, school visits, etc.

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

4.13 Provide the URL for the Member Plan  
http://www.stboces.org/node/148

4.14 Element 8 - COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement  
Facilitate programmatic service connections to meet needs of members by forming partnerships with other library systems, agencies, communities, etc.

2a. Year 1  
Yes

2b. Year 2  
Yes

2c. Year 3  
Yes

2d. Year 4  
Yes

2e. Year 5  
Yes

3. Intended Result(s)  
*Utilize shared resources among library systems and other organizations to provide increased opportunities for continuing education and training

4. Evaluation Method(s)  

Annual survey and quality/quantity of co-sponsorship opportunities

1. Goal Statement  
Develop increased awareness of SLS services through cooperation with other library systems.

2a. Year 1  
Yes

2b. Year 2  
Yes

2c. Year 3  
Yes
2d. Year 4
2c. Year 5
3. Intended Result(s)
   Yes
   Yes
   *Awareness of free online database trials and webinars
   *Awareness of titles provided by the SLS
   *Maintained awareness of initiatives around the state
4. Evaluation Method(s)
4.15 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
   Annual survey
   Element 9
   Non-member schools participation
   SLS Office will continue to notify non-member schools of system services, continuing education opportunities, and open meetings.
   Yes
   Yes
   Yes
   Yes
5. Intended Result(s)
5.19 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).
5.20 The Library System's Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)
   *Increase opportunities for enhanced services to students and staff in non-public schools as appropriate.
   *Documented number of workshop participants *ILL statistics