2016-2021 Plan of Service for Tompkins-Seneca-Tioga BOCES SLS

Adriana Mastroianni <Adriana.Mastroianni@nysed.gov>
To: Jane O'Brien <jobrien@tstboces.org>
Cc: Marybeth Farr <Marybeth.Farr@nysed.gov>

Wed, Jun 29, 2016 at 10:40 AM

Jane,

We are pleased to inform you that the 2016-2021 Plan of Service (POS) has been approved. Please extend our congratulations to all who contributed to the development of the Plan.

If you have any questions, please contact Mary Beth Farr at Marybeth.farr@nysed.gov or by telephone at (518) 486-4927.
Tompkins-Seneca-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 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://tstboces.org/instructional-services/school-library-systems
1.11 URL of Current List of Members http://tstboces.org/instructional-services/school-library-systems
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 http://tstboces.org/instructional-services/school-library-systems

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.
   Teacher Librarians, from each district, volunteer to serve as the communication coordinator on the Council.

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  Yes
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. Director's compilation of feedback (written & verbal) provided by communication coordinators and stakeholders, administrators, teacher librarians' and classroom teachers' input, members of the region's instructional planning council input, Council meetings & use of Survey Monkey. Communication coordinators and others reviewed the POS and suggested specific input over the past 5 years. Annual Report data also provided insights to be considered. Information was collected then sorted into the appropriate and applicable element. Ongoing feedback was solicited over the years and at the point of the development of 2016-2021 POS. Points of input were discussed at communication council meetings. Data served to modify the program and/or develop it as appropriate.

3.2 Identify the groups involved in development of the Plan of Service and each group's role. Communication coordinators, teacher librarians, stakeholders, administrators, teacher librarians' and classroom teachers' input, members of the region's instructional planning council each provided input. Current POS is on the website and available for review, edits, comments, etc.

EVALUATION

3.9 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 SLS is conducted. Members input their responses anonymously online and are given multiple opportunities to assess the services of the SLS. In addition, our small BOCES provides for a great deal of personal interaction at PD opportunities, school visits, etc.

3.10 Provide the URL for the evaluation form(s) used by members. http://tstboces.org/instructional-services/school-library-systems

3.11 Provide the URL for the results of the member evaluation. http://tstboces.org/instructional-services/school-library-systems

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. Evaluation data will be reviewed by Council members and stakeholders at the first SLS Council meeting Fall, 2016 and each subsequent fall. This discussion and others will focus on programmatic growth and development.

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. POS will be available online at the SLS homepage. Modifications, additions, changes, etc. to the existing will be posted and further input/evaluation solicited online along with individual emails/listservs to the membership. Meetings, group and individual, will be planned to ensure face-to-face public review and development of next steps/updates in addition to alternative plans of action.
SECTION 4 - GOALS/RESULTS

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

The mission of the Tompkins-Seneca-Tioga School Library System, 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 information literacy.

Minimum Requirement for questions 4.3 through 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://tstboces.org/instructional-services/school-library-systems

4.3 Element 1 - RESOURCE SHARING

Union/Online Catalog

1. Goal Statement

Continue to provide in-school and remote access to students, teachers through shared resources using the 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 throughout the region through the automated catalog. Ensure teacher librarians' cataloging is uniform in order to provide complete MARC records to support this access.

4. Evaluation Method(s)

Acquire, review, maintain statistics relative to the number of and classification of titles circulated, titles deleted, titles added, and holding available via the use of the union catalog in and among individual libraries.

4.4 Element 1 - RESOURCE SHARING

Delivery

1. Goal Statement

Ensure the efficient transportation program that is currently in place, daily pickup and delivery of resources to each school in the region. Promptly and accurately ensure delivery of ILL materials to member libraries and/or teacher, administrator requestors as appropriate. Provide additional supports to ILLs between HS students cross registered in local community college or post-secondary programs.

2a. Year 1
   Yes

2b. Year 2
   Yes

2c. Year 3
   Yes

2d. Year 4
   Yes

2e. Year 5
   Yes

3. Intended Result(s)

Capitalize on the need to support teachable moments and curricula with fast, efficient, and accurate transfer of titles from library to library.

4. Evaluation Method(s)

Feedback from the annual report and statistics kept (monthly) on the (increasing) volume of circulation that exists. Consistent and ongoing conversations with delivery persons and/or those supervising same.

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

Support teacher librarians and classroom teachers within the component school districts. Provide fast, efficient, and accurate transfer of materials between schools and districts.

2a. Year 1
   Yes

2b. Year 2
   Yes

2c. Year 3
   Yes

2d. Year 4
   Yes

2e. Year 5
   Yes

3. Intended Result(s)

Capitalize on the need to support teachable moments and curricula with fast, efficient, and accurate transfer of titles from library to library.

4. Evaluation Method(s)

Feedback from the annual report and statistics kept (monthly) on the (increasing) volume of circulation that exists. Consistent and ongoing conversations with delivery persons and/or those supervising same.
1. Goal Statement

Districts with the maintenance of adequate, current, and standards-aligned collections to support teaching and learning. Meeting this goal involves the continued focus on the CCD program to develop local collections, ILL program to support transfer of titles (as well as provide access to documents, publications, articles, etc.), and the SCOOLS Catalog to ensure access to titles in the south central area of NYS. Training to effectively use the SCOOLS Catalog ensures this goal is met.

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

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. Provide annual training or training as needed to maximize use of the ILL program. Maintain a log of any issues impacting the efficiency of the ILL program and address as needed.

4.6 Element 1 - RESOURCE SHARING
Digital Collections Access

1. Goal Statement

Provide materials, training, demonstrations, webinar opportunity, and vendor and pricing information to ensure efficient/equal access to databases and digital resources available at each school. Provide leadership and support to ensure NOVEL NY resources are marketed.

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

3. Intended Result(s)
Ensure each school's NOVEL NY access and review user statistics on a monthly basis to inform the development of use. Ensure continued access to all other vendor products and resources.

4. Evaluation Method(s)
Satisfaction will be gauged by the annual survey as well as anecdotal notes maintained by the Director. Resolve all access issues as needed or requested.

4.7 Element 1 - RESOURCE SHARING
Other (Optional)

1. Topic
Cooperative Collection Development

2. Goal Statement
Maintain each libraries' awareness of the program and its impact on teaching and learning. Ensure teachers and administrators are aware as well through the use of educational marketing strategies.

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

4. Intended Result(s)
Equity among the titles available in each district that focus on the nonfiction genre in all content areas.

5. Evaluation Method(s)
Statistics collected through the Follett Destiny Union Catalog and SCOOLS Catalog.

4.8 Element 2 - SPECIAL CLIENT GROUPS
1. **Topic**  
   Resource Sharing

2. **Goal Statement**  
   Assist member libraries to ensure special needs populations (children with physical challenges, developmental disabilities, ELLs, gifted, alternative school programs including incarcerated youth, struggling readers, etc.) are effectively supported with resources in a variety of formats.

3a. Year 1  
   Yes

3b. Year 2  
   Yes

3c. Year 3  
   Yes

3d. Year 4  
   Yes

3e. Year 5  
   Yes

4. **Intended Result(s)**  
   InterLibrary, including BOCES to BOCES sharing of resources in each library, in varied formats and lexiles (large print, audio, picturebooks at the secondary level, digital, etc.) to enable teaching and learning of content. In addition, focus on the development and funding of special collections to meet those needs.

5. **Evaluation Method(s)**  
   Annual survey, anecdotal feedback, collaboration opportunities with literacy, math, and other program coordinators in the districts/BOCES to ensure alignment between users, content, and titles available.

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

1. **Goal Statement**  
   In alignment with Common Core standards, plan PD and continuing education opportunities to develop timely, high quality, and targeted programmatic support for teacher librarians and their instructional partners.

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 curriculum-based workshops to partner classroom teachers and teacher librarians to collaboratively meet information literacy standards aligned to the curricular. Provide training, group and individual, as appropriate on topics additional to content, i.e. automation. Provide awareness, support, and training to compliment the maximization of use/access/curricular application of: digital resources, Ebooks, audiobooks, and other technologies as they evolve.

4. **Evaluation Method(s)**  
   Numbers of registrants at PD training, feedback, formal survey of effectiveness after each event. Requests for follow-up are also reliable indicators of quality training. Additionally, school visits to note teacher librarians and teachers using new skills in the library/classroom are indicators of programmatic impact.

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

1. **Goal Statement**  
   Provide support, training, resources to teacher librarians, member libraries, other library systems as appropriate, relative to technology, cost-effective initiatives, timely PD, library operations, classroom management, automation, and other topics as needed.

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 decisionmaking, teaching and learning efforts, collection development, purchasing practices relative to technology and resources, and other topics as they develop.

4. **Evaluation Method(s)**  
   Annual Survey, anecdotal feedback, observations.
### 4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

#### Virtual Reference

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### 4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

#### Digitization Services

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<td>N/A; TST BOCES does not provide digitization services</td>
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### 4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS

#### Other (Optional)

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<tr>
<td>1</td>
<td>EBook Catalog for regional (and remote) access.</td>
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<td>2</td>
<td>Provide students, teachers, and remote users access to EBooks, in a variety of genres.</td>
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<th>Intended Result(s)</th>
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<tr>
<td>4</td>
<td>Access to titles not necessarily available in the school or public library and increase both reading literacy skills while providing a foundation for initial or greater comprehension of topics relative to standards. The regional catalog provides an opportunity to extend each school library's collection.</td>
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<th>Evaluation Method(s)</th>
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<td>5</td>
<td>Circulation stats provided by the union catalog and feedback from teachers and teacher librarians.</td>
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### 4.14 Element 6 - AWARENESS AND ADVOCACY

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<tr>
<td>1</td>
<td>Promote awareness of local, state and national educational priorities and initiatives which impact programs and services offered by the system, its members and partners, and participants.</td>
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Awareness has the power to inform teacher librarians' connection to the field,
3. Intended Result(s) 

information, training opportunities, funding options, and more. Advocacy is needed to ensure the library's voice is heard both in the district and in Albany. A focus on this element is crucial to the growth and development of the school library and our partners outside this domain. SLS will provide or support as appropriate. Council meetings will include agenda items to address specific advocacy efforts individuals can perform in the context of their programs, schools, and districts, in addition to a specific focus on how & why advocacy must be explicitly addressed in one's professional practice. A local congressional representative will be invited to attend one meeting each year. Continued support to attend Advocacy Day in Albany will be provided/encouraged among the members. The SLS Director will attend these yearly meetings and work to speak with key representatives as the political climate dictates. In 2016, the SLS purchased NYLA memberships for all school librarians; the value of this membership will regularly be noted and discussed in an effort to find additional ways of either advocating or creating an awareness to advocate.

4. Evaluation Method(s) 

Membership in NYLA, attendance at SSL and related conferences/professional groups, number of presentations and other efforts to inform our colleagues are tabulated and funded, as appropriate, by the SLS. The annual survey is an additional tool to document effectiveness of this element.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>

1. Goal Statement 

Maintain and further develop an accurate, timely, efficient, and value-added communications system for promoting SLS programs, services, providing information, 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) 

Ensure access to a listserv that permits dissemination of information and postings among and between the members of the SLS, schedule 4 Council meetings that includes all stakeholders and communication coordinators, attend district library meetings as appropriate. Maximize the use of the new website, available to SLS through a graphic design group on July 1, 2016, to develop a site reflecting current information and related public information.

4. Evaluation Method(s) 

Use of the listserv, increased hits to the website as it develops, suggestions from the member libraries via the annual survey.

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

4.16 Provide the URL for the Member Plan 

http://tstboces.org/instructional-services/school-library-systems

4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement 

Facilitate programmatic connections to meet the needs of our members (both breadth/depth of the library service delivery) through partnerships/communication with other systems: public library, special library, regional libraries, academic libraries, 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) 

Align with/share resources and expertise of other library systems to further develop the school library system to meeting the needs of K-12 learners seeking to find their place in the world of college and/or careers.
4. Evaluation Method(s)  Annual survey and quality/quantity of co-sponsored PD.

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  
   Element 9

2. Topic  
   Participation of non-member schools

3. Goal Statement  
   SLS office will continue to notify non-member schools of system services/activities to support the teaching and learning of the K-12 population.

4a. Year 1  
   Yes

4b. Year 2  
   Yes

4c. Year 3  
   Yes

4d. Year 4  
   Yes

4e. Year 5  
   Yes

5. Intended Result(s)  
   Increase opportunities for collaboration and a greater view of the world involving teaching and learning.

6. Evaluation Method(s)  
   Statistics regarding orientation of workshop attendees, ILL statistics

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).

   11/16/2015

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)

   06/28/2016

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)