

**Wayne-Finger Lakes BOCES  
School Library System  
Plan of Service July 1, 2006- June 30, 2011**

<b>I. Resource Sharing</b>									
<b>Elements</b>	<b>Goal Statement(s)</b>	<b>Responsibility</b>	<b>Intended Results</b>	<b>Evaluation Methods</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
a. Cooperative Collection Development	Provide a competitive grant program to fund collection development	<ul style="list-style-type: none"> <li>• Council</li> <li>• SLS Director</li> <li>• Resource Sharing Committee</li> </ul>	Selected school libraries will receive funds for collection development	<ul style="list-style-type: none"> <li>• Materials purchased and added to union catalog.</li> <li>• Lists of purchases posted on web site.</li> <li>• Improvements to grant process made based on committee and applicants' input.</li> </ul>	X	X	X	X	X
b. Delivery	Provide delivery service to all schools in component districts to support the prompt delivery of ILL resources	BOCES Delivery	Resources will be delivered in a timely manner	<ul style="list-style-type: none"> <li>• Number of point to point Interlibrary Loans</li> <li>• End of year evaluation</li> </ul>	X	X	X	X	X
	Provide delivery service between WFL, Rochester area school libraries, Pioneer Library System and RRLC	SLS contracts for service	Interlibrary loan will continue between school, public, academic and special libraries	Number of Interlibrary Loans	X	X	X	X	X
c. Interlibrary Loan	Promote timely access to library material and information through resource sharing among all types of libraries	<ul style="list-style-type: none"> <li>• Council</li> <li>• SLS Director</li> <li>• Resource Sharing Committee</li> <li>• SLS staff</li> <li>• SLMS</li> </ul>	<ul style="list-style-type: none"> <li>• Interlibrary loan will continue between school, public, academic and special libraries.</li> <li>• School Library Staff will be knowledgeable about ILL procedures.</li> <li>• School Library staff will report ILL statistics to SLS office on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>• New school library staff will be able to complete interlibrary loan requests.</li> </ul>	X	X	X	X	X
				<ul style="list-style-type: none"> <li>• Improvements in ILL procedures made based on committee recommendations and annual evaluation.</li> </ul>	X	X	X	X	X
				<ul style="list-style-type: none"> <li>• ILL statistics.</li> </ul>	X	X	X	X	X

			<ul style="list-style-type: none"> <li>• Enable ILL ordering directly from Union (See Element II Union Catalog)</li> </ul>	<ul style="list-style-type: none"> <li>• Enabled</li> </ul>		X			
	Inform SLMS of copyright laws.	SLS Director	Increased awareness of copyright issues through staff development	<ul style="list-style-type: none"> <li>• Copyright workshops held every other year</li> <li>• # of mailings</li> </ul>	X	X	X	X	X

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<b>II. Technology Services for member libraries</b>									
<b>Elements</b>	<b>Goal Statement(s)</b>	<b>Responsibility</b>	<b>Intended Results</b>	<b>Evaluation Methods</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
a. Union Catalog	Maintain the Union Catalog and Union List of Serials from member library collections	<ul style="list-style-type: none"> <li>• SLS Staff</li> <li>• SLMS</li> </ul>	Listing of current holdings of school libraries will be available to users via a web-based union catalog	# of libraries sending updates	X	X	X	X	X
	Regional Union Catalog - Continue to provide member library records for regional database	SLS Staff	Member records will be available to anyone, anytime, anywhere through regional product	Records submitted	X	X	X	X	X
	Explore options for creating a live union catalog	<ul style="list-style-type: none"> <li>• Council</li> <li>• SLS Director</li> <li>• SLS Technology Trainer</li> <li>• Technology Committee</li> </ul>	Decision made to implement or not to implement.	<ul style="list-style-type: none"> <li>• Committee will research list of vendors.</li> <li>• Vendors invited to present.</li> <li>• Decision made to implement or not to implement</li> </ul>	X  X	X			
b. Union List of Serials	Provide access to area and regional serial collections.	<ul style="list-style-type: none"> <li>• School library staff</li> <li>• SLS staff</li> </ul>	Members will have access to up to date journal collections.	<ul style="list-style-type: none"> <li>• Annual updates submitted by member libraries to SLS office.</li> <li>• Annual updates submitted to regional ULS</li> </ul>	X	X	X	X	X
					X	X	X	X	X
c. Existing & new technologies	Explore, support & deliver library and content management software, databases & other technologies	<ul style="list-style-type: none"> <li>• SLS Staff</li> <li>• SLMS</li> </ul>	New and existing technology implemented and supported by SLS and member libraries	Annual evaluation results	X	X	X	X	X

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<b>III. Special Client Groups</b>									
<b>Elements</b>	<b>Goal Statement(s)</b>	<b>Responsibility</b>	<b>Intended Results</b>	<b>Evaluation Methods</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
	Strengthen services provided by members to special clients who are learning disabled as well as ESL students.	SLS Director SLS Webmaster	Web site includes links to lists of resources & services available to clients with special needs	Question on annual evaluation survey	X	X	X	X	X
			An increase in the use of the Instructional Media Center collection	IMC use statistics	X	X	X	X	X
		SETRC Staff	SETRC collection use by Special Education staff will increase	Circulation statistics for SETRC resources	X	X	X	X	X
	Strengthen services provided by members to special clients who are visually impaired.	SLS Director SLS Webmaster	Web site includes links to lists of resources & services available to clients with special needs	Question on annual evaluation survey	X	X	X	X	X
		SETRC Staff	An increase in the use of the Instructional Media Center collection	IMC use statistics	X	X	X	X	X
			SETRC collection use by Special Education staff will increase	Circulation statistics for SETRC resources	X	X	X	X	X

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<b>IV. Continuing Education &amp; Training</b>									
<b>Elements</b>	<b>Goal Statement(s)</b>	<b>Responsibility</b>	<b>Intended Results</b>	<b>Evaluation Methods</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
<b>Continuing Education</b>	Provide school library personnel with staff development and training opportunities and resources to ensure strong school library media programs and services	<ul style="list-style-type: none"> <li>• Council</li> <li>• SLS Director</li> <li>• Professional Development Committee</li> </ul>	SLMS will participate in continuing education/training activities Annual Library Leadership Academy	<ul style="list-style-type: none"> <li>• Number of participants in workshops.</li> <li>• Workshop evaluations</li> <li>• Specific training requested on annual evaluation</li> </ul>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
		SLS Director	Membership in professional organizations will be promoted	Question on annual evaluation	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
		Professional Development Committee	Mentoring opportunities for new members will be provided	Question on annual evaluation	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
		<ul style="list-style-type: none"> <li>• SLS Director</li> <li>• SLMS recommendations</li> </ul>	Additions will be made to the professional collection at School Library System office	<ul style="list-style-type: none"> <li>• Circulation statistics</li> <li>• Number of resources purchased</li> </ul>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
		Professional Development Committee	Opportunities for idea sharing will be provided	<ul style="list-style-type: none"> <li>• Number of after-school sharing sessions</li> <li>• Electronic discussion on timely topics</li> </ul>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
<b>Curriculum</b>	Provide member school districts with curriculum resources	Curriculum Committee	A curriculum document will be created that connects library instruction with information literacy in a form that can be adapted to the needs of member libraries.	Document distributed to SLMS as a pilot	<b>X</b>				
				Training conducted with pilot sites on use of document	<b>X</b>				
				Survey conducted to determine usefulness		<b>X</b>			

				Document refined		X			
				Document posted on web			X		
				# SLMS using document			X		
				# lesson plans & additional resources contributed				X	
				Survey & refine				X	X

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<b>V. Consulting &amp; Technical Assistance</b>									
<b>Elements</b>	<b>Goal Statement(s)</b>	<b>Responsibility</b>	<b>Intended Results</b>	<b>Evaluation Methods</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
	Provide expertise to member libraries and district administration in areas of program content, grant writing, budgeting, staffing, technology training and advocacy.	SLS Director	SLMS & District administrators will contact SLS for information and expertise	# of contacts	X	X	X	X	X

<b>VI. Coordinated Services</b>									
<b>Elements</b>	<b>Goal Statement(s)</b>	<b>Responsibility</b>	<b>Intended Results</b>	<b>Evaluation Methods</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
	Cooperative ventures will provide services to districts that they could not provide or afford on their own	SLS Technology Trainer & Applications Support Specialist	Members will receive technical support for library automation	End of year evaluation	X	X	X	X	X
		SLS Director	Members will receive grant supported online resources (through NOVEL, RRLC, SLS)	<ul style="list-style-type: none"> <li>• Number of libraries receiving resources.</li> <li>• Usage statistics</li> <li>• Resource evaluation form</li> </ul>	X	X	X	X	X
		<ul style="list-style-type: none"> <li>• SLS Director</li> <li>• SLS Staff</li> <li>• SLMS</li> </ul>	Members will participate in shared purchase agreements through SLS negotiations	Number of schools participating.	X	X	X	X	X
		SLS Director	Receive national grants that benefit school libraries	<ul style="list-style-type: none"> <li>• Number of grants applied for</li> <li>• Number of grants</li> </ul>		X		X	

				awarded					
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<b>VII. Awareness and Advocacy</b>									
<b>Elements</b>	<b>Goal Statement(s)</b>	<b>Responsibility</b>	<b>Intended Results</b>	<b>Evaluation Methods</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
	Promote awareness of the role of school libraries & school library systems in meeting the information needs of students, educators and parents	<ul style="list-style-type: none"> <li>• SLS Director</li> <li>• SLMS</li> <li>• Communication Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Increased awareness of the importance of the role of school librarians, school libraries &amp; school library systems in meeting the information needs of students, educators and parents</li> <li>• SLMS will gain knowledge &amp; expertise to enhance/enrich school library media programs</li> <li>• School personnel, students and parents will complete testimonial forms and write letters to legislators in support of school libraries and school library systems.</li> <li>• SLSA Advocacy Tool Kit will provide members with data to support a strong correlation between student achievement and school libraries.</li> <li>• Administrators will be kept</li> </ul>	District support for library media programs – number of positions added, remaining the same, cut Member Plan analysis Administrator attendance at library sponsored workshops/conferences Number of teachers attending library sponsored workshops/conferences Number of testimonial forms completed by school personnel, students, parents Level of funding from NYS for library materials Level of funding from NYS for School Library Systems	X	X	X	X	X

			informed of issues facing SLMS through an Administrative Newsletter	Newsletters distributed					
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<b>VIII. Communication among members</b>									
<b>Elements</b>	<b>Goal Statement(s)</b>	<b>Responsibility</b>	<b>Intended Results</b>	<b>Evaluation Method</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
	Develop, encourage and maintain communication and cooperation amongst member libraries and between member libraries and SLS.	<ul style="list-style-type: none"> <li>• SLS Director</li> <li>• SLS Webmaster</li> </ul>	System web site will be maintained and updated on a regular basis	Annual evaluation comments	X	X	X	X	X
		<ul style="list-style-type: none"> <li>• SLS Director</li> <li>• SLS Staff</li> <li>• SLMS</li> </ul>	Electronic discussion will occur	Number of postings to electronic discussions (listservs, blogs, etc.)	X	X	X	X	X
		<ul style="list-style-type: none"> <li>• SLS Staff</li> <li>• SLMS</li> </ul>	Membership directory maintained.	Directory distributed	X	X	X	X	X
		Communication Committee	Administrators will be kept informed of issues facing SLMS through an Administrative Newsletter	Newsletters distributed	X	X	X	X	X
		School Liaisons	Liaisons will attend 4 meetings a year and communicate regularly with other SLMS in their districts about SLS activities	Annual evaluation comments Liaison attendance statistics	X	X	X	X	X

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<b>IX. Cooperative efforts with other library systems</b>									
<b>Elements</b>	<b>Goal Statement(s)</b>	<b>Responsibility</b>	<b>Intended Results</b>	<b>Evaluation Methods</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
	Strengthen existing SLS resources and services and identify and develop new ones by facilitating and coordinating efforts between library systems	SLS	Maintain membership in the Rochester Regional Library Council	Stronger partnership between systems  Increase in point-to-point resources sharing	X	X	X	X	X
		SLS Directors in the Rochester Region	Facilitate resource sharing among school libraries in the Rochester region	ILL Statistics	X	X	X	X	X
		SLS Directors in the Rochester Region	Provide regional school library staff development and training opportunities	# of regional training opportunities offered		X		X	
		School Library System Directors in the Rochester Region	Provide the opportunity to purchase online resources at discounted pricing as a result of combined negotiation efforts of the region's SLSS	Online resources purchased Annual evaluation	X	X	X	X	X
<b>X. Other goals</b>									
<b>Elements</b>	<b>Goal Statement(s)</b>	<b>Responsibility</b>	<b>Intended Results</b>	<b>Evaluation Methods</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Storytelling Festival	Promote a regional Storytelling Festival	<ul style="list-style-type: none"> <li>School Library System Director</li> </ul>	SLMS will promote the annual festival in their schools & encourage participation	# of schools participating	X	X	X	X	X

		<ul style="list-style-type: none"><li>• Storytelling Committee</li></ul>								
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