

**Cattaraugus-Allegany-Erie-Wyoming 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 | Cattaraugus-Allegany-Erie-Wyoming BOCES School Library System |
| 1.2 | Street Address | 1825 Windfall Road |
| 1.3 | City | Olean |
| 1.4 | Zip Code | 14760 |
| 1.5 | Four Digit Zip Code
Extension (enter N/A
if unknown) | 9299 |
| 1.6 | Telephone Number
(enter 10 digits only) | (716) 376-8206 |
| 1.7 | Fax Number (enter 10
digits only) | (716) 376-8459 |
| 1.8 | Name of System
Director | Cecelia Fuoco |
| 1.9 | E-Mail Address of
the System Director | cecelia_fuoco@caboces.org |
| 1.10 | System Home Page
URL | www.casls2.org |
| 1.11 | URL of Current List
of Members | www.casls2.org |
| 1.12 | Date of Establishment | 7/1/1985 |
| 1.15 | Square Mileage of
System Service Area | 2,159 |
| 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://content.caboces.org/web/_AMMS_AVAILABLE/331/14/CASLS_By_Laws.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. | When an opening is available, the system director contacts prospective council members from a variety of libraries to ensure the continued benefit of a wide representation. Council members approve the appointment of a new member. |

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.
- The plan is evaluated by the council and system director. Input is solicited from CASLS members via Survey Monkey and suggestions are presented to the council by the director. The director and council determine what part(s) of the plan need to be revised.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role.
- The general membership of librarians are asked to provide input via Survey Monkey. Feedback is also solicited from the Communication Coordinators at meetings throughout the year. The council and director discuss suggestions and needs and adjust, update, or amend information to generate a new plan of service.

EVALUATION

- 3.9 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services.
- Information collected includes individual feedback and suggestions, responses from group survey and evaluation forms provided for each workshop hosted by the system.
- 3.10 Provide the URL for the evaluation form(s) used by members.
- <http://www.caboces.org/iss/resources/school-library-system/casls-forms>
- 3.11 Provide the URL for the results of the member evaluation.
- <http://www.caboces.org/iss/resources/school-library-system/casls-forms>
- 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.
- Current trends in pedagogy, technology, curriculum, and the school library field help to inform and steer professional development opportunities. Information derived from customer feedback helps shape the system's plan. Workshops offer robust and vibrant learning opportunities so that members leave feeling satisfied. The five year plan is a living document that guides the system in offering exemplary service in order to achieve its mission.

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.

The Plan of Service is intentionally visited four times throughout the year by the CASLS' director and council to check for relevancy of topics and if the needs of members of best being met. Any amendments to the Plan of Service will be submitted to NYSED/NYS library by the CASLS' director.

SECTION 4 - GOALS/RESULTS

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

The Cattaraugus Allegany School Library System is dedicated to supporting, and advocating for, 1 school libraries by partnering with librarians and the broader education community to prepare students to be critical thinkers, explorers of knowledge and ethical citizens. This is accomplished through professional development opportunities, access to resources, and frequent communication

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.caboces.org/sites/default/files/Cooperative%20Collection%20Plan%20of%20Service>.

4.3 Element 1 - RESOURCE SHARING Union/Online Catalog

1. Goal Statement

The School Library System will support school library media specialists by providing access to a union catalog that is connected to three other systems in order to share and borrow resources and provide up-to-date resources. The system will advocate for administrative support and funding.

2a. Year 1

Yes

2b. Year 2

Yes

2c. Year 3

Yes

2d. Year 4

Yes

2e. Year 5

Yes

3. Intended Result(s)

Resources will be updated annually through Erie 1 BOCES. New CASLS professional library material will be added to the union catalog regularly based on survey feedback in order to ensure that resources are meeting user's needs.

4. Evaluation Method(s)

Erie 1 BOCES provides an annual report that lists each member library and the total number of books borrowed, the total number loaned, and the number unfilled. Particular attention will be given to the number unfilled to evaluate if this is due to lack of training, lack of resources, or another reason. Any action deemed necessary will be addressed and added into the Plan of Service.

4.4 Element 1 - RESOURCE SHARING

Delivery

1. Goal Statement

CASLS will provide a timely delivery service through U.S. mail and intercampus via BOCES.

2a. Year 1

Yes

2b. Year 2

Yes

2c. Year 3

Yes

2d. Year 4

Yes

2e. Year 5

Yes

There will be an increased use in service and a timely delivery and timely return of requested

3. Intended Result(s) materials with few or no complaints.
4. Evaluation Method(s) The annual school library system's survey to school librarians will provide feedback on the delivery of resources. Any concerns will be addressed with the council.

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

1. Goal Statement Recognizing the value of interlibrary loans, the System will provide up-to-date additions and deletions of materials in the member libraries for OCLC participation. The system will coordinate additions and deletions from the system catalog that will allow for shared resources and reduced costs to members.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Each school librarian will have access to additional resources beyond his/her building and materials will be delivered quickly and efficiently.
4. Evaluation Method(s) Monthly statistics are kept by the system to track usage of resources. Special attention will be given to districts who do not participate to determine if training in ILL is necessary. The annual school library system's survey will allow the director to evaluate this service and level of satisfaction. Any concerns will be addressed with the council.
1. Goal Statement The system will continue updating and promoting the use of Cooperative Collection Development materials.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) There will be an increased awareness of CCD materials and an increased usage of CCD materials each year through regular notification of the wiki site on which CCD materials are listed.
4. Evaluation Method(s) Inter-library loan of CCD material will be tracked through bi-annual reports provided by Erie 1 Boces.

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

1. Goal Statement All forms necessary for school librarians to complete will be offered electronically through the system's web page, eliminating the delay associated with intercampus delivery. This includes the Member Plan, Evaluation forms for workshops, and feedback forms for future professional development.
- 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 forms will have the capacity to be edited easily by the system's director and downloaded by users. Librarians will be able to print out forms as needed.
4. Evaluation Method(s) Requests for mailing paper copies will be reduced and reports will be submitted by school librarians on time.

4.7 Element 1 - RESOURCE SHARING

Other (Optional)

1. Topic
2. Goal Statement No

- 3a. Year 1
- 3b. Year 2 No
- 3c. Year 3 No
- 3d. Year 4 No
- 3e. Year 5 No

- 4. Intended Result(s)
- 5. Evaluation Method(s)

4.8 Element 2 - SPECIAL CLIENT GROUPS

- 1. Topic Meeting the needs of special needs students.
- 2. Goal Statement The system will provide resources in alternative formats to meet the needs of special needs student. Recently, many quality graphic novels in eBook format were purchased with autistic students in mind. Special client groups will be serviced based on feedback from special education teachers, E teachers, and Guidance Counselors to ensure the needs of all students are considered.

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

- 4. Intended Result(s) Students requiring access to library resources, that may be in limited supply or unavailable, will be assisted through the System's efforts to obtain what is needed.
- 5. Evaluation Method(s) Usage statistics for materials and anecdotal information from teachers, students, and librarians.

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

- 1. Goal Statement To improve the education and continuing professional development of librarians to continue making an impact in their schools.

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

- 3. Intended Result(s) Dissemination of information and professional development to librarians and paraprofessionals will be available in print and electronic format; Professional development and active inclusion of librarians in the teaching profession, and encouraging librarians to assume leadership roles in their schools and professional organizations.
- 4. Evaluation Method(s) Attendance by librarians and paraprofessionals in system's workshops, feedback provided on evaluations from relevant BOCES professional development, and increased memberships in NYLA/SSL.

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

- 1. Goal Statement To improve the capacity of school librarians to write and obtain grants to improve and enhance school library 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) Through increased awareness, grant submissions will be increased
- 4. Evaluation Method(s) Member library notification of grant acceptance. Increased participation in grant writing workshops as stated on the annual Membership Plan.

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

The system will maintain an up-to-date group email so members may efficiently communicate with

1. Goal Statement each other.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Librarians will develop an online community for effectively communicating library related concerns and questions. A stronger sense of unity among members will be developed.
4. Evaluation Method(s) The director, who is included among the contacts, will track the number of group emails to determine its effectiveness as a communication tool.

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

1. Goal Statement Assess the need for a digital curriculum.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) With new technology evolving, it is important to be mindful of more effective ways of storing information for easy retrieval, (permitted within copyright law).
4. Evaluation Method(s) Based on feedback from librarians, BOCES' staff specialists and the program manager, the system director will determine if there is a need for a digital curriculum to be managed by CASLS.

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS

Other (Optional)

1. Topic Coordinate with others for shared services.
2. Goal Statement The Library System Director will work with other BOCES to publicize and coordinate purchases of databases, professional development opportunities, and author visits. Professional development opportunities offered through the Western New York Library Resource Council will be promoted to members.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) Create a greater awareness of available databases through site visits with teachers and administrators, as well as school librarians. Coordinate the purchase of databases and facilitate or organize necessary training with vendors. Host authors who contribute to student inquiry.
5. Evaluation Method(s) Increased purchases in databases that best meet a school district's needs, increased participation in shared professional development opportunities and shared author visits.

4.14 Element 6 - AWARENESS AND ADVOCACY

1. Goal Statement There will be an increased presence in advocacy by meeting with local legislators and attending Library Advocacy Day in Albany. A monthly electronic newsletter will provide up to date and relevant information, regarding the profession, to librarians within the system.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) There will be a sustained and / or increase in funding for the School Library System and school libraries. System's members will increase involvement in advocacy efforts.

- 4. Evaluation Method(s) Attendance at local and state advocacy events.
- 1. Goal Statement The School Library System will increase its visibility of its relationship between school libraries and the school library system.
- 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 participation in mentor program, enrollment in Moodle courses, and participation in professional development opportunities.
- 4. Evaluation Method(s) More members will become active in the mentor program for new librarians, enrollment in Moodle courses will increase, and personal visits to member libraries by the Library System's Director will be tracked.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>

- 1. Goal Statement Librarians will use the group listserv to communicate needs and concerns.
- 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 communication among librarians in order to develop unity and a shared group identity.
- 4. Evaluation Method(s) Usage of Listserv will increase and members will participate and support each other. This support may be visiting an event that the librarian is hosting, or participation in the local charter of SSL for school librarians.

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

- 4.16 Provide the URL for the Member Plan <http://www.caboces.org/iss/resources/school-library-system/casls-forms>

4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

- 1. Goal Statement The system will coordinate purchases of databases and other resources for schools within the system. Improve and facilitate continued communication with SLSA.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) The System will participate in SCORE on behalf of member libraries and advocate for cost saving for members.
- 4. Evaluation Method(s) Systems director will provide timely feedback to SCORE regarding vendors and vendor pricing. Systems director will frequently attend meetings with Western New York Library Resource Council, 3Rs, SLSA, and SSL.

4.18 Element 9 - OTHER (Optional) - If there are other elements in the System's Plan of Service not listed above, complete a 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). 01/20/2016

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). 01/20/2016

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) 01/20/2016