

PLAN OF SERVICE 2006 – 2011

Section 1. BASIC INFORMATION

a. Name of System

Yonkers City

b. Address

1 Larkin Center
Yonkers, New York 10701

c. Phone Number

914-376-8181

d. Fax Number

914-963-9872

e. Email-Address

libserv@westnet.com

f. URL

http://www.yonkerspublicschools.org/Inside_pages/about_programs_library.htm

g. Date of Establishment

N/A

h. N/A

i. System Service Area

Square mileage 18
Population (p) 25,022
Population (np) 5,918

j. Type of System

School

k. Minimum staffing requirements:

System Director - Dr. Nancy Keating: FTE .83

I. List of Members:

Attachment 1 - LIST OF SYSTEM MEMBERS
(SEE ATTACHED)

Section 2. GOVERNANCE

a. Attachment 2 - SYSTEM BY-LAWS
(SEE ATTACHED)

b. Attachment 5 - ORGANIZATIONAL CHART
(SEE ATTACHED)

Section 3. DESCRIPTION OF MEMBER INPUT ON POLICIES

School Library System Council

NAME	POSITION
Gina Bell	Secondary library media specialist
Barbara Bertenthal	Secondary library media specialist
Marcy Duncanson	Library Services staff - Ex Officio
Miriam Foley	Parent
Lois Herzberg	Branch Adm. Yonkers Public Library
Barbara Hough	Secondary library media specialist
Dr. Nancy Keating	School Library System Director - Ex Officio
Marsha Levy	Secondary library media specialist
Opal Brown Lindsey	Branch Adm. Yonkers Public Library
Diane McCrink	Yonkers Public Library
Florence McCue	Retired Elementary Teacher
Nancy Wells	Library media specialist
Carol Westphal	Secondary library media specialist

A. Member input is facilitated primarily through the communication coordinators.

Communication coordinators report input to the council as an agenda item during council meetings. Members are periodically surveyed with regards to collection management, database evaluation and advocacy issues. In some instances members call or email the system director and the council chair directly. A minimum of four meetings per year is planned where discussions on policy and strategic planning take place. Technology Committee members meet separately and report to the Council. Communication coordinators disseminate information for the council to library media specialists and from library media specialists to the Council. They serve as liaisons.

Communication coordinators:

Emma Azarcon - elementary library media specialist
Ann Mastropolo - middle school library media specialist
Charlene Sikorski – elementary library media specialist

- B. Committees:
1. Curriculum Committee
 2. Information Literacy Assessment Committee
 3. Research Protocol Committee - to formulate policy on materials selection, information literacy, New York State Learning Standards
 4. Technology Committee - input on policy for School Library System technology plan
 5. LSTA Grant Committee - to develop grant application to benefit system library media centers

Section 4. DESCRIPTION OF PLANNING, EVALUATION, REVISION AND APPROVAL
PROCESS FOR ALL ELEMENTS OF THE PLAN OF SERVICE

a. Plan Development

- 1) Member Needs Assessment: Annual system evaluation (see attachment 4)

Information gathered

- Workshop evaluation forms
- Information is gathered semi-annually and annually (Jan/June)
- Statistics gathered by phone, email, survey forms
- Identify successful programs and areas needing re-evaluation
- Identify usage of services of the School Library System

- 2) Planning Process

Who was involved?

- Director of the School Library System
- Council liaisons

Role of members in developing the plan

- Council members discussed the plan at meetings
- Council members suggested revisions of evaluation instrument
- Draft of Plan of Service was presented to the council for discussion and recommendations

b. Evaluation

- 1) What information will be collected

Clients will respond with a rating scale for effectiveness of interlibrary loan, professional development needs, system communication, reference and resource services. Clients will indicate their participation in activities of the School Library System including interlibrary loan, database usage, committee membership, communication with liaisons, program and workshop attendance (workshop evaluation forms). Information is gathered semi-annually and annually (Jan/June). Statistics are gathered by phone, email and survey forms

Identified successful programs and areas needing re-evaluation. Identified usage of services of the School Library System

- 2) Satisfaction with system services

Results of the user survey will be tabulated

- 3) Customer satisfaction related to future planning

Director will present results of the user survey to Council for discussion and recommendation for future School Library System activities.

Information from user survey will assist in developing workshops, programs and services. Suggestions from clients will assist in future planning.

c. Amendment Process

Ongoing process for amending and revising Plan of Service

- Plan of Service will be presented to the Council for review
- Council will examine results of user survey
- Council will discuss revisions of questions, additions and deletions of areas of system activities
- Amendments will be approved by the Council

d. Approval Process

Council will discuss any changes made to Plan of Service and vote to approve the Plan of Service prior to final approval by the Superintendent of schools, Trustees of the Yonkers Board of Education, and the Division of Library Development: NYS ED.

Notes: Attachment #3: Cooperative Collection Development Plan
(See attached)

