

Yonkers City School Library System

FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems) 2021-2026

SECTION 1 - GENERAL INFORMATION

July 1, 2021 - June 30, 2026

- | | | |
|------|--|---|
| 1.1 | Name of System | Yonkers City School Library System |
| 1.2 | Street Address | 1 Larkin Center |
| 1.3 | City | Yonkers |
| 1.4 | Zip Code | 10701 |
| 1.5 | Four Digit Zip Code Extension (enter N/A if unknown) | 2748 |
| 1.6 | Telephone Number (enter 10 digits only) | (914) 376-8181 |
| 1.7 | Fax Number (enter 10 digits only) | (914) 376-8018 |
| 1.8 | Name of System Director | Tracey Wong |
| 1.9 | E-Mail Address of the System Director | twong@yonkerspublicschools.org |
| 1.10 | System Home Page URL | http://www.yonkerspublicschools.org/Page/1222 |
| 1.11 | URL of Current Membership List | https://www.yonkerspublicschools.org/cms/lib/NY01814060/Centricity/Domain/107/School%20Library%20System |
| 1.12 | Date of Establishment | 7/1/1985 |
| 1.15 | Square Mileage of System Service Area | 18 |
| 1.16 | Population of System Service Area | N/A |
| 1.17 | Type of System | SLS |

SECTION 2 - SYSTEM GOVERNANCE AND MEMBERSHIP

BYLAWS

- | | | |
|-----|---------------------------------|---|
| 2.1 | URL of Current Governing Bylaws | https://www.yonkerspublicschools.org/cms/lib/NY01814060/Centricity/Domain/107/library/docs/library_bylaws.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). | E - System Board / System Council Members are elected |
| 2.3 | Indicate by whom the System Board / System Council Members are appointed/elected. | Nomination for membership on the Council is made by Council members at the first meeting of the school year. appointment for any vacancy. The governing board shall recommend an individual to fill the vacancy for the remainder of the term. |

ADVISORY GROUPS

2.4 Advisory Groups - Indicate the groups that advise the System Board / System Council. (check all that apply):

- | | | |
|----|--|-----|
| a. | Members Directors' Organization / SLS Advisory Council | Yes |
| g. | Communications Coordinators Group | No |
| h. | CO-SERS Advisory Committee | No |
| i. | Cooperative | |

- ii. Cooperative Collection Development Committee No
- j. Other (specify using the note) No

**SECTION 3 - PLANNING
NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN OF SERVICE**

- 3.1 Provide a summary describing the processes used to assess member needs in the development of the Plan of Service. Library needs have been assessed during regular site visits to schools. Member plans submitted during the current Member Survey and Patron Survey results were also analyzed as were Annual End of Year Library Reports that
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. The Five Year Planning Committee develops a strategic plan for the Yonkers City School Library System. The reviews, revises, and approves of the 5 Year Plan.
- 3.9 Provide the URL of the 2021-2026 Member Plan template <https://www.yonkerspublicschools.org/cms/lib/NY01814060/Centricity/Domain/107/Member%20Plan.pdf>
- 3.10 Provide the URL of the 2021-2026 Cooperative Collection Development Plan <https://www.yonkerspublicschools.org/cms/lib/NY01814060/Centricity/Domain/107/Cooperative%20Collection%20Development%20Plan.pdf>

EVALUATION

- 3.12 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. The Member Survey collects information on Members satisfaction with the Union catalog, Inter-Library Loan; Private Library System; Cooperative Collection Development; eBooks; and other services provided by Library Services
- 3.13 Provide the URL for the evaluation form(s) <https://www.yonkerspublicschools.org/cms/lib/NY01814060/Centricity/Domain/107/Yonkers%20School%20Library%20Evaluation%20Form.pdf>
- 3.14 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. Data from Member surveys and Patron surveys are reviewed by the Five Year Planning Committee of the School Library System. The data is shared with the Data Team and Council members. Implementation is ongoing.

REVISION PROCESS

- 3.15 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 reviewed by the Five Year Plan of Service Committee. The Committee assesses needs and makes recommendations. The Library Council reviews the final draft, makes revisions and votes on approval of the final document.

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 Yonkers City School Library System is to foster and support our member school library media opportunities leading to high academic achievement, independent reading and learning so students are future consumers of information.

Minimum Requirement for questions 4.2 through 4.6, 4.8 through 4.12, 4.14 through 4.16 - complete one repeating group for each topic of ex

4.2 Element 1 - RESOURCE SHARING

Cooperative Collection Development

1. Goal Statement The goal for Cooperative Collection Development is to maximize the resources available to member libraries and
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) For member schools to develop library collections that support each school's magnet program and curriculum and to increase resource sharing among member libraries; increase student achievement; students who are creators
4. Evaluation Method(s) This Collection Development Plan will be evaluated by the Director of Library Services and the Yonkers City School received from responses on School Library System Member Survey and Annual Library Report from each member

4.3 Element 1 - RESOURCE SHARING

Union Catalog

1. Goal Statement Promote the use of the Union eCatalog by all patrons within the school library system. Provide an up-to-date Union collections with Next Generation Learning Standards.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Provide instruction and professional development to educate patrons in independent location and retrieval of books and other resources through Follett Destiny. Increase library resources to meet curriculum changes. Increase student and consumer of information.
4. Evaluation Method(s) Collection data and circulation data will be analyzed annually.

4.4 Element 1 - RESOURCE SHARING

Delivery

1. Goal Statement Provide library materials and information for clients through inter-office mail, email, telephone, and the Internet. Keep up-to-date email addresses for LMS and clients.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Provide the most efficient delivery method. Meet client needs for research. Enhance the instructional program. Increase student and consumer of information.
4. Evaluation Method(s) Library Patron Survey; anecdotal evidence at Library Council meetings; analysis of ILL statistics from Annual School

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

1. Goal Statement Train all LMS in ILL procedures. Continue to improve the ILL electronic messaging through Follett Destiny to enhance. Continue to keep accurate ILL statistics.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
Year 1

- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Meet client needs for research and information. Enhance the instructional program to increase student achievement; evaluate ILL annually. Increase student achievement; students who are creators and consumers of information.
- 4. Evaluation Method(s) Annual End of Year Library Reports; results of Member Survey; anecdotal evidence at Library Council and other

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

- 1. Goal Statement Continue to build online electronic collections to support instruction and ease delivery needs. Provide instruction clients to locate, retrieve, and access eBooks and electronic resources.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Increase student achievement; students who are future ready as creators and consumers of information. Increase materials. Meet research needs of clients. Promote independent reading and learning.
- 4. Evaluation Method(s) Data analysis of availability and use of electronic resources and eBook collections annually; Patron Survey; Member development evaluations.

4.7 Element 1 - RESOURCE SHARING

Other (Optional)

- 1. Topic
- 2. Goal Statement
- 3a. Indicate year(s) during which the system will be addressing this goal No (check all that apply)
- 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 Special client groups: SWD, ASD, LGBTQ, ENL, World Language, Gifted and Talented
- 2. Goal Statement Provide resources and special collections for the special client groups listed above. Continue to build Professor books, eBooks, electronic resources for teachers and administrators. Provide instruction and professional development
- 3a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Provide resources for students, teachers, and administrators. Meet client needs for research and information. Increase student achievement; students who are future ready as creators and consumers of information. Promote independent
- 5. Evaluation Method(s) Statistics kept on requests for resources, workshops, and professional development presented. Anecdotal observations; workshop and professional development evaluations; Patron Survey; Member Survey; Annual End of Year Library

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

- 1. Goal Statement Provide Library Media Specialists with professional development in instructional technology. Library automation.

development, information literacy, digital citizenship, makerspaces/fablabs, 3D printers, cutting machines such as weeding, children's and YA literature, and best practices. Provide teachers and administrators professional development workshops to parents, community members, and students in library resources. Support LMS in staff development LMS to local, state, and national conferences and sponsor attendance when possible. Provide individual mentor

- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

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

3. Intended Result(s) Enhance the instructional program. Develop skills and expertise to drive increased student achievement. Maintain necessary to support the school's curriculum. Students who are future ready as creators and consumers of information learning.

4. Evaluation Method(s) Workshop and professional development evaluations, attendance statistics, Member Survey, informal sharing at

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1. Goal Statement Provide library media specialists with consulting and technical assistance service as needed. Continue to seek assistance. Continue to schedule Follett User's Group workshops annually. Continue to notify LMS of conference attendance.

- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

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

3. Intended Result(s) Enhance the instructional program. Develop skills and expertise to drive increased student achievement. Increase database usage in school and at home. Foster collaboration between LMS and teachers, public librarians are future ready as creators and consumers of information. Promote independent reading and learning.

4. Evaluation Method(s) Statistics kept on requests for resources, workshops and professional development presented. Anecdotal observations Workshop and professional development evaluations, Member Survey, Patron Survey, Annual End of Year Libr

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

1. Goal Statement All LMS have an online presence on their school web page by developing and maintaining a library page with them by answering reference questions. (During remote instruction due to Covid, LMS post specific hours where they virtual reference and answer questions quickly.)

- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

Year 1

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

3. Intended Result(s) LMS have an online presence through library pages at their schools. Patrons have access to virtual reference and can submit reference questions through email or MS Teams. Better faster library reference service. Increased student future ready as creators and consumers of information. Promote independent reading and learning.

4. Evaluation Method(s) Logs maintained for online inquiries and requests. Patron Survey results. Informal discussions at Council meetings

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

1. Goal Statement We do not offer this service.

- 2a. Indicate year(s) during which the system will be addressing this goal No

addressing this goal (No) (check all that apply)

Year 1

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

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

**4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS
Other (Optional)**

- 1. Topic
- 2. Goal Statement
- 3a. Indicate year(s) during which the system will be addressing this goal (No) (check all that apply)

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)

4.14 Element 6 - AWARENESS AND ADVOCACY

- 1. Goal Statement Publicize the services of the Yonkers City School Library System. Encourage the use of the resources of the Yonkers City School Library System administrators. Maintain an online presence on the District website, Twitter, Instagram, and other social media sites. Encourage community leaders to advocate and legislate for additional services. Create publications that promote resources and library resources on Clever.com. SLS will encourage members to participate in professional organizations.
- 2a. Indicate year(s) during which the system will be addressing this goal (Yes) (check all that apply)

Year 1

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

- 3. Intended Result(s) Enhance the instructional program. Raise awareness of SLS resources and services. Increase the use of system resources and awareness of the importance of well-funded and staffed libraries to student achievement; independent reading and information consumers and creators of information.
- 4. Evaluation Method(s) Increased library attendance and usage. Increased library advocacy. Review statistics on organizational membership and number of likes on social media posts about library activities.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS

- 1. Goal Statement Council members meet four times each year. Liaisons from each level (Elementary School and High School) get information as received from Library Services. Nonpublic schools hold a seat on the Library Council and are invited to work on information through workshops, professional development, department meetings, telephone communication, email and Follett ILL messaging system.
- 2a. Indicate year(s) during which the system will be addressing this goal (Yes) (check all that apply)

Year 1

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

- 3. Intended Result(s) Continue to improve communication among LMS. Improve student achievement, promote independent reading and information consumers as well as creators of information

ready and are creators as well as consumers of information.

4. Evaluation Method(s) Member Survey, workshop evaluations, formal and informal discussions with Library Council members.

4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement To continue cooperative planning with WLS, Putnam/Northern Westchester BOCES SLS, Southern Westchester systems. Continue to promote and support workshops and conferences sponsored by other library systems and workshops and activities. Provide substitute teachers as funding permits for LMS to attend activities of library or

2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)

Year 1

2b. Year 2 Yes

2c. Year 3 Yes

2d. Year 4 Yes

2e. Year 5 Yes

3. Intended Result(s) Provide opportunities for LMS to participate in workshops and conferences in order to grow professionally and k innovations. Obtain information from outside workshops and share knowledge in-house. Achieve cost effectiveness

4. Evaluation Method(s) Conference evaluations; Member Survey of professional development needs; Annual End of Year Library Report

4.17 Element 9 - OTHER (Optional) - If there are other elements in the System's Plan of Service not listed above, complete one repeating

1. Element

2. Topic

3. Goal Statement

4a. Indicate year(s) during which the system will be addressing this goal No (check all that apply)

Year 1

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

4.18 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)

APPROVAL - For NYSL Use Only

4.19 The Library System's Plan of Service was reviewed and

approved by the New York State Library on (date - mm/dd/yyyy)

REVISION ASSURANCE

4.20 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

4.21 The Library System's
revised Plan of
Service was
reviewed and
approved by the New
York State Library on
(date - mm/dd/yyyy)