

Yonkers City School Library System
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 | 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 | Gina Bell |
| 1.9 | E-Mail Address of the System Director | gbell@yonkerspublicschools.org |
| 1.10 | System Home Page URL | http://www.yonkerspublicschools.org/candi-library.php |
| 1.11 | URL of Current List of Members | http://www.yonkerspublicschools.org/docs/candi/library/library_members.pdf |
| 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

BYLAWS

- | | | |
|-----|---------------------------------|---|
| 2.1 | URL of Current Governing Bylaws | http://yonkerspublicschools.org/docs/candi/library/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 the Council members at the 1st meeting. The governing board shall make an interim appointment for any vacancy. The governing board shall recommend an individual to fill the vacancy for the remainder of the unexpired 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 / Council Yes
- g. Communications Coordinators Group No
- 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. Library needs have been assessed during regular site visits to schools. Member Plans submitted during the current Plan of Service were analyzed.

3.2 Identify the groups involved in development of the Plan of Service and each group's role. Five Year Planning Committee and the Data Committee develop a strategic plan for the YCSLS Yonkers City School Library Council reviews, revises and approves the 5 Year Plan.

EVALUATION

3.9 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. The YCSLS Survey is in need of review. The YCSLS Council has redesigned the survey to align with our new five year plan this year. Data from the survey will be used to improve the school library system.

3.10 Provide the URL for the evaluation form(s) used by members. <http://yonkerspublicschools.org/docs/candi/library/library-participant-evaluation.pdf>

3.11 Provide the URL for the results of the member evaluation. <http://www.yonkerspublicschools.org/candi-library-survey.php>

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. Data from evaluations are reviewed by the Five Year Planning Committee of the council. Information is shared with the Data Team and the Council. Implementation is ongoing.

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 reviewed by the Five year Plan of Service Committee. The committee assesses needs and revises as appropriate. The Council reviews the draft, makes revisions and votes on approval of 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 provide to Yonkers City Schools by promoting innovative school library media programs in all schools. This includes equitable access to both print and electronic resources. Yonkers City School Library System elevates the impact of school libraries on student achievement by identifying the qualities of excellent programs and fostering best practices among school librarians- the teaching of information and critical thinking skills, integrated use of technology for learning, enhanced instructional design, and collection development aligned with school priorities.

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.yonkerspublicschools.org/candi-library.php>

4.3 Element 1 - RESOURCE SHARING Union/Online Catalog

1. Goal Statement Promote the use of the Union eCatalog by all patrons within the library system. Provide an up-to-date Union eCatalog. Continue to align all collections to the common core.
- 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 instruction and professional development to educate patrons in independent location and retrieval of books, eBooks, websites, databases, video and materials through Follett Destiny. Increase library resources to meet curriculum changes.
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 U.S. mail, email, interoffice mail, fax, telephone, and the Internet using the most efficient and timely method. Keep up-to-date email addresses for LMS and clients
- 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 most efficient delivery method. Meet client needs for research. Enhance the instructional program. Improve student achievement.
- 4. Evaluation Method(s) Anecdotal evidence at Council and meetings. Analyze ILL statistics from Inventory reports annually..

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

- 1. Goal Statement Improve the ILL electronic messaging through Follett Destiny to ensure the rapid fulfillment of ILL requests. Continue to keep accurate ILL statistics in all libraries.
- 2a. Year 1 Yes
- 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 improve student achievement. Compile and review statistics and evaluate ILL annually
- 4. Evaluation Method(s) Anecdotal evidence at Council and Meetings. Analyze ILL statistics from Inventory reports annually.

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

- 1. Goal Statement Build online electronic collections to support instruction and ease delivery needs. Provide instruction and professional development to educate clients to locate, retrieve and access all eBooks and resources.
- 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 student achievement. Increase access and availability of library materials. Meet research needs of clients.
- 4. Evaluation Method(s) Data analysis of availability and use of electronic resources and eBook collections in each library annually. Workshop and professional development evaluations.

4.7 Element 1 - RESOURCE SHARING

Other (Optional)

- 1. Topic
- 2. Goal Statement
- 3a. Year 1 No
- 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 N/A
- 2. Goal Statement Provide resources for SWD, ELL, World Language, Gifted and Talented and other special client groups. Build Professional Development Library Collection of books, eBooks, electronic resources and periodicals for teachers and administrators. Provide professional development to all special client groups.
- 3a. Year 1 Yes

- 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. Enhance the instructional program. Improve student achievement.
- 5. Evaluation Method(s) Statistics kept on request for resources, workshops and professional development presented. Anecdotal observation by Library Media Specialists. Workshop and professional development evaluations.

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

- 1. Goal Statement Provide library media specialists with professional development in ESIFC implementation, instructional technology, library automation, collaboration, information literacy, research, resources, children's and Young Adult literature, LMC management, and best practices. Provide teachers and administrations professional development on library resources. Provide workshops to parents, community members and students in library resources. Support LMS in staff development given to the teachers within their buildings. Alert LMS to local, state and national library conferences and sponsor attendance when possible. Provide an individual mentor when 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) Enhance the instructional program. Improve student achievement. Develop professional skills and expertise to drive student achievement. Maintain up to date skills and knowledge necessary to support school's curriculum.
- 4. Evaluation Method(s) Workshop evaluations, annual professional development, attendance statistics. Informal sharing at Council Meetings.

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 out possible consultants and technical assistance. Continue to schedule Follett User's Group workshops annually. Continue to notify LMS of conferences and activities and encourage attendance.
- 2a. Year 1 Yes
- 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 professional skills and expertise to drive student achievement. Increase information literacy for students. Increase database usage in schools and home. Foster collaboration between LMS and teachers: public librarian: academic librarians.
- 4. Evaluation Method(s) Statistics kept on request for resources, workshops and professional development presented. Anecdotal observation by Library Media Specialists. Workshop and professional development evaluations.

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

- 1. Goal Statement Discuss and explore the possibility of virtual reference throughout 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) Needs Assessment Cost Analysis Action Plan
- 4. Evaluation Method(s) Statistical analysis of use of system and survey patrons.

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

- 1. Goal Statement We do not offer this service.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) We do not offer this service.
- 4. Evaluation Method(s) We do not offer this service.

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS

Other (Optional)

- 1. Topic
- 2. Goal Statement
- 3a. Year 1 No
- 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 SLS. Encourage the use of resources of the YSLS by students, teachers and administrators. Collaborate with local agencies and community leaders to advocate and legislate for additional services. Create publications that promote the Follett Destiny electronic resource programs and services. SLS will encourage members to participate in professional organizations.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Enhance the instructional program. Improve student achievement. Raise awareness of SLS resources and services. Increase use of system resources and services. Increase awareness of the importance of well-funded and staffed libraries to student achievement.
- 4. Evaluation Method(s) Increased library attendance. Increased library advocacy. Review statistics on organizational memberships and conference attendance. Increased library usage.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>

Council members meet four times each year. Liaisons from each level (Elementary

1. Goal Statement School and High School) generate pertinent information for that level as received from Library Services. Nonpublic schools hold a seat on Library Council and are invited to workshops and meetings. Libraries share information through workshops, professional development, department meetings, telephone communication, emails, and Follett ILL messaging 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) Improve student achievement. Continually improve communication among LMS.
4. Evaluation Method(s) Workshop evaluations, discussions, informal and formal discussions with Council Library and Meetings.

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

- 4.16 Provide the URL for the Member Plan <http://www.yonkerspublicschools.org/candi-library.php>

4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement To continue cooperative planning WLS, Putnam/Northern Westchester BOCES SLS, Southern Westchester BOCES SLS, NYC SLS and other systems. Continue to promote and support workshops and conferences sponsored by other Library Systems and organizations. Attend SLSA meetings, workshops and activities. Provide substitute teachers as funding permits for LMS to attend activities of library organizations and other Library Systems.
- 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 opportunities for LMS to participate in workshops and conferences. Achieve cost effectiveness in securing service. Obtain information from outside workshops and share knowledge in-house.
4. Evaluation Method(s) Conference evaluations. Survey of professional development needs.

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
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). 2/25/16

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) 05/24/2016

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)