Cattaraugus-Allegany-Erie-Wyoming BOCES SLS
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	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)	9333
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	http://www.caboces.org/iss/resources/school-library-system
1.11	URL of Current Membership List	https://caboces.org/services/learning-resources/school-library-system-and-database/
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 AND MEMBERSHIP

BYLAWS

2.1	URL of Current Governing Bylaws	https://caboces.org/services/learning-resources/school-library-system-and-database/

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.	A System Council Member may recommend an individual be appointed to serve on the council. When there is a quorum, a vote is taken to determine appointment.

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	Yes
h.	CO-SERS Advisory Committee	No
i.	Cooperative Collection Development	Yes

Committee
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.

Throughout the year, members are invited to submit ideas for professional development and training to the Prof. Dev. Committee who then discuss findings at quarterly Communication Coordinators meetings. Members are also encouraged to complete an evaluation following each training where they can provide feedback directly to the library director and indicate what additional needs they have. When developing the Plan of Service, a Member Plan survey is sent to each district librarian for completion.

3.2 Identify the groups involved in development of the Plan of Service and each group's role.

Academic Library Representation: Sharing perspective and how the system can help prepare high school students for college Public Library Representation: Sharing perspective and how the system can support and partner with the public library's programs. Collection Development Committee: Representing the system and how best to share resources to support the Plan of Service. Teacher Representation: Sharing perspective on the needs of special education students, diverse learners, and resources that support diverse cultures. Professional Development Committee: Representing the system in regards to professional development and training. School librarians: Sharing what their needs are and understanding they have a voice in steering the library program.

3.9 Provide the URL of the 2021-2026 Member Plan template

https://docs.google.com/forms/d/e/1FAIpQLSe2FZ1D8LxJx4c0PatK0KanBQyO8cQhEgHtBMrwlW2AlzFINA/viewform?usp=sf_link

3.10 Provide the URL of the 2021-2026 Cooperative Collection Development Plan

https://caboces.org/services/learning-resources/school-library-system-and-database/

EVALUATION

3.12 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services.

After each training and professional development workshop provided by CASLS, an evaluation form is requested from each participant. This form is reviewed by the library system director and CABOCES' supervisor. The library director follows up with any member that indicates dissatisfaction with a training or expresses a need.

3.13 Provide the URL for the evaluation form(s) used by members.

https://caboces.org/services/learning-resources/school-library-system-and-database/

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.

The Plan of Service is a guiding document for the school library system. Its purpose is to provide direction and offer enough flexibility for responsiveness. The Council reviews the Plan of Service at least once annually to measure the system's effectiveness in meeting stated goals, and to evaluate projected goals against new needs.

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 intentionally visited four times throughout the year by System Director and CASLS Council to gauge goal attainment and review for modifications. Proposed modifications to the Plan of Service will be discussed among Council members and action will be determined by a vote. The System Director will then notify NYSED/NYSL of the amended Plan of Service.

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 partnering with students, faculty and members of the Cattaraugus Allegany communities by strengthening school library programs, increasing information literacy, and digital citizenship skills.

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 every element.

4.2 Element 1 - RESOURCE SHARING
Cooperative Collection Development

1	Goal Statement	The School Library System's CCD Plan will focus on supporting students with documented disabilities that need accommodations through IEPs and 504s. Content will be determined based on individual accommodation needs and classroom content that vary from year to year, and the library's collection.
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)	School library resources will support Individual Educational and 504 plans. Students will use and become familiar with the the accommodations available through the library, creating an awareness that the school library and also the public library have these resources to foster life-long learning.
4.	Evaluation Method(s)	The number of purchases requested to accommodate individual needs.

4.3 Element 1 - RESOURCE SHARING
Union Catalog

1.	Goal Statement	The system will support the use of the Union Catalog by offering training, advocating its use, and facilitating the sharing of resources between several library systems.
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)	School librarians and library aides using the Union Catalog will be confident in navigating its pages, find it easy to request and lend materials, and recognize it as a valuable cost-saving resource .
4.	Evaluation Method(s)	Feedback from librarian workshop evaluations and trainings will give insight to the system director and Erie 1 automation support staff for guiding future planning.

4.4 Element 1 - RESOURCE SHARING
Delivery

1.	Goal Statement	The system will continue with bi-weekly deliveries and ensure accurate pick up and drop off to all districts, including delivery to non-public schools which will be coordinated by the system director.
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)	Those receiving or returning resources will find the delivery process convenient, timely, and reliable.
4.	Evaluation Method(s)	Any errors in delivery or lack of required paperwork will be reported to the system director who will respectfully follow-up and provide a timely and appropriate remedy.

4.5 Element 1 - RESOURCE SHARING
Interlibrary Loan

1.	Goal Statement	Librarians will use the listserv, the Union Catalog, and OCLC to request, borrow, and lend resources.
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)	Districts, via their school library and library system, will recognize the cost saving benefits of sharing resources within a large network of library systems.
4.	Evaluation Method(s)	ILL and OCLC reports will be reviewed and Communication Coordinators will share with administrators the number of titles loaned and approximate money saved.

4.6 **Element 1 - RESOURCE SHARING**
Digital Collections Access

1.	Goal Statement	The library system will provide members with access to, and training in using, digital resources including those from other library systems such as New York Heritage, New York State Historic Newspapers, Empire State Immersive Experiences, and NewsBank.
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply) 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 learn about digitization services and that the System Director may assist with the process, and where to access resources that support library programming, curricular instruction, and life-long learning.
4.	Evaluation Method(s)	View usage statistics on a monthly basis and share with Communication Coordinators, seek feedback on whether a resource needs to be replaced or if additional training or marketing is warranted.
1.	Goal Statement	CASLS members will receive ongoing training in using NovelNY effectively for promoting its use with students, teachers, and collaborative endeavors.
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply) Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	All CASLS members will increase proficiency in using NovelNY and its tools and then share with their community of teachers.
4.	Evaluation Method(s)	Workshop evaluations and feedback.

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 (check all that apply) 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	Meeting the needs of English Language Learners and Multi-Language Learners, and students with disabilities documented through IEPs and 504s through library resources.
2.	Goal Statement	As districts see increased enrollment in English Language Learners and Multi-Language Learners, and have to support various accommodations for students with disabilities documented through IEPs and 504s, the library system will curate and promote instructional resources and casual reading material for ELLs/MLLs, homeschoolers, and various accommodation needs as requested by administrators, teachers, and students.

3a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	Yes
	Year 1	
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
4.	Intended Result(s)	Through the library system's online portal, educators and parents will access instructional resources and casual reading material for ELLs/MLLs, homeschoolers, and those with accommodation needs addressed in IEPs and 504s. Furthermore, educators will meet Spanish CTLE hours as required by NYSED through workshops, trainings, and book studies.
5.	Evaluation Method(s)	Feedback from Communication Coordinators and evaluations will reveal how resources are being utilized within the district and what, if any, additional resources are needed. District librarians will discuss options for meeting additional needs.

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

1.	Goal Statement	School librarians will increase proficiency by attending trainings and sharing experiences and best practices related to instruction; using and promoting databases, products, and new technologies; and learning impactful library strategies that compliment pedagogy, curriculum, standards, and technology.
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)	School librarians will increase proficiency in pedagogy, library management, and advancing the library program.
4.	Evaluation Method(s)	Verified attendance at trainings and workshops; sharing best practices with colleagues locally, regionally, and state-wide.

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1.	Goal Statement	CASLS training will include sharing new trends in content, instruction, and technology for increased proficiency, and System Director will support with training for effective implementation.
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)	School librarians will receive training and increase job proficiency by gaining knowledge and practice in new library-related trends, new technologies, and products that promote literacy. The impact of this new learning will be shared with the school community through the school library's web page, school newsletter, social media and collaborations.
4.	Evaluation Method(s)	Workshop and training evaluations, and ongoing feedback from librarians.

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS
Virtual Reference

1.	Goal Statement	The system will participate in S.O.L.I.D., a consortium of various School Library Systems across NYS, to secure best pricing on virtual reference products for school libraries.
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)	The system will provide trials and products on a variety of instructional purposes for members, and provide training when requested or warranted. Statistical data will be distributed to school librarians for assessing district use when determining to repurchase.
4.	Evaluation Method(s)	Vendors will respond to trial requests and provide training when necessary, and will supply monthly statistics to the library system director and/or the school librarian on products used in the library program.

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS
Digitization Services

1.	Goal Statement	Library system members will learn about digitizing archived school documents and/or unique collections within the school building for public access, and services being offered by System Director and Western New York Library Resources for assisting with digitizing documents.
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)	Librarians will increase their awareness of what digitization services are and use this knowledge to help their school building/district preserve documents, publications, or unique collections for posterity and public access.
4.	Evaluation Method(s)	Members will apply for grant opportunities and attend trainings provided by the System Director and Western New York Library Resources Council.

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 (check all that apply)	No
	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	CASLS will utilize various opportunities. including those available from ALA, AASL, NYLA, SLAWNY, and WNYLRC, for ongoing training and collaborative opportunities with members in marketing their library program for increasing an understanding of the library and demonstrating its effectiveness to legislators, school administrators, fellow teachers, parents, Board of Education, and community members.
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	No
	Year 1	
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	School librarians will utilize local, state, and national organizations, collaborate with all types of librarians bringing greater awareness of the importance of libraries to the forefront, and effectively sharing successes of the local school library program.
4.	Evaluation Method(s)	Evaluations from workshops and feedback; school librarians who have utilized opportunities will share with other CASLS members during Communication Coordinator meetings about the results from their efforts.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS

1.	Goal Statement	Collaborative Learning Communities (CLCs) will be scheduled as a monthly meeting throughout the academic year

where library members are invited to share best practices, collaborate, and receive professional development; a listserv will be shared, and updated as needed, for efficient communication between librarians.

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)	Collaborative Learning Community meetings and the listserv provide librarians with opportunities for asking questions, sharing successful ideas and collaborative experiences, and seeking advice from colleagues.
4.	Evaluation Method(s)	Workshop evaluations and feedback from librarians; listserv emails.

4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1.	Goal Statement	The system director will communicate with other library systems throughout the year for determining collaborative opportunities and supporting various outreach activities. Systems include the Western NY Library Resources Council; Chautauqua-Cattaraugus Library System; Olean Public Library; St. Bonaventure; Erie 1, Erie 2, and Orleans-Niagara BOCES.
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)	Systems will join together as a united front for supporting initiatives and advocacy efforts, and develop professional opportunities that would be difficult to accomplish within one's own library system.
4.	Evaluation Method(s)	Workshop and training evaluations, and feedback from librarians

4.17 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	Element 8
2.	Topic	COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS
3.	Goal Statement	The CASLS Director will attend meetings, conferences, and trainings related to the field of librarianship, serve on various committees, and represent the profession as requested.
4a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	Yes
	Year 1	
4b.	Year 2	Yes
4c.	Year 3	Yes
4d.	Year 4	Yes
4e.	Year 5	Yes
5.	Intended Result(s)	The system director will model leadership and life-long learning by creating and supporting joint initiatives, advocacy efforts, and a greater perspective on what is occurring across the state and region.
6.	Evaluation Method(s)	An annual report will provide data on conferences attended, collaborative workshops provided, and attendance at meetings.

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	03/01/2021

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)   06/22/2021

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)