

# Syracuse 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                                       | Syracuse City School Library System   |
| 1.2  | Street Address                                       | 725 Harrison Street   |
| 1.3  | City   | Syracuse  |
| 1.4  | Zip Code   | 13210   |
| 1.5  | Four Digit Zip Code Extension (enter N/A if unknown) | 2325  |
| 1.6  | Telephone Number (enter 10 digits only)              | (315) 435-4216  |
| 1.7  | Fax Number (enter 10 digits only)                    | (315) 435-4978  |
| 1.8  | Name of System Director                              | Manami Tezuka   |
| 1.9  | E-Mail Address of the System Director                | mtezuka@scsd.us   |
| 1.10 | System Home Page URL                                 | <a href="http://www1.youseemore.com/scsd/contentpages.asp?loc=53">http://www1.youseemore.com/scsd/contentpages.asp?loc=53</a> |
| 1.11 | URL of Current Membership List                       | <a href="http://www.youseemore.com/scsd/directory.asp">http://www.youseemore.com/scsd/directory.asp</a>                       |
| 1.12 | Date of Establishment                                | 7/1/1985  |
| 1.15 | Square Mileage of System Service Area                | 34  |
| 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 | <a href="http://www1.youseemore.com/scsd/contentpages.asp?loc=53">http://www1.youseemore.com/scsd/contentpages.asp?loc=53</a> |
|-----|---------------------------------|---|

#### 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.  | Library Director and Council Members                    |

#### 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 | No  |
| g. | Communications Coordinators Group                      | Yes |
| 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. Data from surveys is analyzed. In addition, focus groups are held and the feedback from school librarians is reviewed to ensure our school library system is aligned to and supporting these priorities
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. System library members non public school representatives Teachers Administrators
- 3.9 Provide the URL of the 2021-2026 Member Plan template <http://www1.youseemore.com/scsd/contentpages.asp?loc=53>
- 3.10 Provide the URL of the 2021-2026 Cooperative Collection Development Plan <http://www1.youseemore.com/scsd/contentpages.asp?loc=53>

**EVALUATION**

- 3.12 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. The evaluation included a needs assessment to determine what PD and resource needs there are as well as get information will be used to form PD plans, inform purchasing decisions and programming support.
- 3.13 Provide the URL for the evaluation form(s) used by members. <https://forms.office.com/Pages/DesignPage.aspx?fragment=FormId%3D-vq9RuB1NEaaa0O5V05vCvhcL8wLAj9Jm32pasKD0z5UME1KQjEyMEdCQTY4NTVHTUIHOTFLUkxATS4u%2>
- 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. It is important to analyze the results to be able to strategize and implement a thoughtful and meaningful plan, w

**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 monitored annually to ensure member libraries are receiving the support they need and to improvement. After reviewing the feedback collected revisions will be proposed to the SLS committee and made

**SECTION 4 - GOALS/RESULTS**

- 4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.) The Syracuse City School Library System cultivates the development of learning communities of innovative think emerging technologies and literature by teaching students to inquire, learn and contribute.

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 Provide access and support to a current, accurate and complete regional online union catalog including material information through the Centralized Library Automation System and online database subscriptions.
- 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) MARC records for 100% of the annual acquisitions made by the school libraries will be added into the Centralize Library.Solution. Students and staff will have electronic access to bibliographic records for current periodical res access to digital resources, print resources and periodical resources in one integrated catalog
4. Evaluation Method(s) Annual SLS Evaluation Library.Solution Statistics Annual SLS Evaluation ILL Statistics Annual SLS Evaluation I

#### 4.3 Element 1 - RESOURCE SHARING

##### Union Catalog

1. Goal Statement Provide access and support to a current, accurate and complete regional online union catalog including material information through the Centralized Library Automation System and online database subscriptions. Investigate p Centralized Union Catalog. Clean existing records to improve access.
- 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) MARC records for 100% of the annual acquisitions made by the school libraries will be added into the Centralize Library.Solution. Students and staff will have electronic access to bibliographic records for current periodical res access to digital resources, print resources and periodical resources in one integrated catalog. Clearing existi access to resources.
4. Evaluation Method(s) Annual SLS Evaluation Library.Solution Statistics Annual SLS Evaluation ILL Statistics Annual SLS Evaluation I

#### 4.4 Element 1 - RESOURCE SHARING

##### Delivery

1. Goal Statement Provide efficient and effective delivery to all system members within and outside the library 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) Daily delivery will be provided to district school and biweekly delivery will be provided to private school system n District mail delivery system for effective inter library loan.
4. Evaluation Method(s) Annual SLS Evaluation

#### 4.5 Element 1 - RESOURCE SHARING

##### Interlibrary Loan

1. Goal Statement Provide efficient and effective interlibrary loan to all system members.
- 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) Library system members benefit from an effective interlibrary loan system which insures that resources are available by utilizing Library.Solution hold's procedure.
4. Evaluation Method(s) ILL Statistics Annual SLS Evaluation

**4.6 Element 1 - RESOURCE SHARING**

**Digital Collections Access**

1. Goal Statement Provide direct technical assistance for the operation and use of the Centralized Library Automation System to support library portal that provides access to the Union Catalog, online database subscriptions, tested weblinks, along with
- 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) System members will be provided with technical assistance for the operation and use of the Centralized Library 100 % of member school libraries. Staff from the School Library System and the SCSD Technical support staff will support. Students will have access to relevant materials from across the district to conduct research and further personal interests and develop creative expression.
4. Evaluation Method(s) Annual SLS Evaluation Email feedback Annual SLS Evaluation

**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 Needs, Resource Needs, & Adaptive Technology
2. Goal Statement Meet the needs of special clients on a daily basis in each school library with support from the school library system, education, mainstreamed special education, gifted and talented, AVID and English Language Learners. Use instructional development to meet special client needs. Collaborate with the Special Education department to incorporate the educational resources more accessible within the region. Collaborate with the ENL Department to develop appropriate resources.
- 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) System members will strive to meet the information needs and access needs of all children's needs in their schools

collaborating with teachers and/or programs. Students will have access to interlibrary loan to meet special inform specialist will request resources for students through the Library.Solution procedure. Library media specialists w to the available technologies to assist patrons with special needs. System libraries will have consistency for app and availability of information/ materials and resources for all users.

5. Evaluation Method(s) Annual Member Plan Annual SLS Evaluation

**4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING**

1. Goal Statement Provide professional development and continuing education opportunities, which support the integration of Infor Learning Standards into all curricular areas and which promote awareness of school library system services. Pr and professional development opportunities to improve library services, collections, and management. Provide I Coordinate a mentor program for new library media specialists pairing them with a highly qualified experienced I professional resources for library media specialists. Encourage attendance and presentation delivery at local, re conferences that will promote professional growth. Explore innovative and effective instructional design and tect student achievement. Create small committees of library media specialists assigned to explore specific topics sc information/updates can be regularly shared out to the group. Regularly survey member library media specialist: professional development needs. Continually update organized online space for library media specialists to easi

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) System library media specialists will be given targeted professional development through regularly scheduled m survey, district technology plan, and quarterly check-in surveys. The school library system will take a leadership instrument to insure that library media specialists are evaluated fairly and completely based on their job respons leadership role in pairing new library media specialists with highly qualified and experienced library media speci fulfilling all of the expectations of the position. New library media specialists will have access to a team of experi Library media specialists will have access to print and electronic professional resources, an updated and organi email access to a team of experienced system members to provide daily support to all system members. Library professional development opportunities and to deliver presentations at local, regional, state and national worksh provided when possible and support will be provided to complete required paperwork. System members will be i system in exploring innovative and effective instructional design and technology based delivery methods. (Curre SCSD digital platforms, Web 2.0 tools, Social Media, webinars, etc.) System members will collaborate with class Integration Specialist to improve instructional design across the system. Small committees of library media spec then inform and train others.

4. Evaluation Method(s) Annual PD Needs Assessment, Quarterly check-in surveys Professional Development Evaluations Annual SLS communication In-person feedback and communication during regularly scheduled meetings

**4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES**

1. Goal Statement Support the initiatives of the Information Technology and Teaching & Learning Departments of the Syracuse Cit technology expertise to members. Explore and implement information services to adapt to changing needs 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) Member library media specialists will function as the communications link between the Information Technology I Library Media Specialists will take the lead or provide support for other initiatives at the building level. The schoo Technology Department by leading and supporting initiatives that requirement the involvement of the member lit provide timely and knowledgeable responses to information service and technology integration inquiries and exp technologies like incorporating blended learning and creating text sets for inquiry lessons.

4. Evaluation Method(s) Annual SLS Evaluation Annual Member Plan

**4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS**

**Virtual Reference**

1. Goal Statement Coordinate services with teacher centers, other library systems and regional and state associations to enhance

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) System members will benefit from access to services offered by other types of libraries, educational groups and instruction and school library programs.

4. Evaluation Method(s) Annual SLS Evaluation

#### 4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

##### Digitization Services

1. Goal Statement Digitize and organize frequently used materials in a user friendly format for teachers to improve usage of primary resources more effectively.

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) Member libraries will be able to provide teacher patrons with digitized materials that support adopted curriculum primary resources more effectively.

4. Evaluation Method(s) Annual SLS survey, usage statistics, number of documents digitized.

#### 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 Explore all avenues of promoting awareness and advocacy to insure that students, staff, administration, board and community are aware of services provided by school libraries and library media specialists. Advocate for school libraries at the local, state and national levels.

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) The school library system will take advantage of every opportunity to promote and advocate for school library materials. Materials will be developed and distributed, presentations will be made and meetings will be scheduled whenever school libraries remain a vital part of the instructional program. System members will receive advocacy material: support of school library programs.

4. Evaluation Method(s) Annual Member Plan Annual Evaluation Annual SLS Evaluation

**4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS**

1. Goal Statement Develop, encourage and maintain communication procedures and cooperation amongst member libraries and b and share all types of information electronically. Utilize Library Links to communicate the School Library 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) System members will have access to multiple email list serves, Teams, and other types of electronic communic members. System members participate in regularly scheduled professional development meetings which insure of issues, as well as the option to meet virtually as needed via the Teams platform. The LMS mentor program ar sets the stage for the development of personal relationships which further promotes communication and support share all types of information electronically to promote timely communication, efficiency of effort and reduction o Library Links Portal, Office365 and Teams for professional information, directions and resources created for the

4. Evaluation Method(s) Annual SLS Evaluation Annual PD Needs Assessment

**4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS**

1. Goal Statement Build relationships with the local 3Rs Consortium. Identify areas where collaboration can occur. Continue to part Summer Reading initiatives including partnering to provide food to all students over the summer and community public library services in conjunction with school library services.
- 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) The Syracuse SLS will build a relationship with the local 3Rs consortium to ensure that our member libraries ha continued learning to improve our system services.

4. Evaluation Method(s) Annual SLS Evaluation

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

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 Reaulations of

the Commissioner  
and the requirements 03/24/2021  
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 06/22/2021  
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)