

Suffolk Cooperative Library System

FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE (Public Library Systems) 2017-2021

SECTION 1 - GENERAL INFORMATION

January 1, 2017 - December 31, 2021

- 1.1 Name of System Suffolk Cooperative
- 1.2 Street Address 627 N Sunrise Service Rd
- 1.3 City Bellport
- 1.4 Zip Code 11713
- 1.5 Four Digit Zip Code Extension 1540
(enter N/A if unknown)
- 1.6 Telephone Number (enter 10 digits only) (631) 286-1600
- 1.7 Fax Number (enter 10 digits only) (631) 286-1647
- 1.8 Name of System Director Kevin Verbesev
- 1.9 E-Mail Address of the System Director kevin@suffolknet.org
- 1.1 System Home Page URL gateway.suffolklibrarysystem.org
- 1.1 URL of Current List of Members <http://gateway.suffolklibrarysystem.org/library-information/library-directory>
- 1.1 Date of Establishment 1961
- 1.1 Date of Absolute Charter 1965
- 1.1 Name(s) of Central Library/Co-Central Libraries Patchogue-Medford Library
- 1.1 Square Mileage of System Service Area 912
- 1.1 Population of System Service Area 1,493,350
- 1.1 Type of System PLS

SECTION 2 - SYSTEM GOVERNANCE

BYLAWS

- 2.1 URL of Current Governing Bylaws <http://gateway.suffolklibrarysystem.org/sites/default/files/content/file-attachments/SCLSbylaws.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. For example, county board, member libraries, etc. Member library Boards of Trustees elect the System trustees.

ADVISORY GROUPS

- 2.4 Advisory Groups - Indicate the groups that advise the System Board / System Council. (check all that apply):
- a. Member Directors' Organization / Council Yes
 - b. Outreach Advisory Committee Yes
 - c. Central Library Advisory Committee Yes
 - 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 Member needs assessment is a continuous process involving the SCLS Advisory Committees, monthly meetings with the Public Library Directors' Association, quarterly SCLS Member Library Directors' Meetings, PALS Executive, Director,

- processes used to assess needs in the development of the Plan of Service. and User Group meetings, and regular contact between and among SCLS Administration and Trustees, member library directors, member library trustees, and system staff. The annual SCLS budget process provides a formal structure for the review of existing services and the consideration of new initiatives.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. Long Range Planning Committee, Technology Advisory Committee, Adult Service Advisory Committee, Youth Services Advisory Committee, Marketing and Public Relations Advisory Committee, Resource Sharing Advisory Committee, Public Library Directors Association of Suffolk County, Central Library, SCLS Staff, and SCLS Board of Trustees
- 3.3 Describe the planning process for the 2017-2021 Central Library Plan. The Plan elements were disseminated to all involved parties for review and comment. The Long Range Planning Committee reviewed the elements and offered ideas and suggestions based on member library needs and interests. Other involved parties were offered opportunities to add elements for consideration. Draft Plan was reviewed with interested party before final revisions were made.
- 3.4 Identify the groups involved in development of the 2017-2021 Central Library Plan and each group's role. Long Range Planning Committee, Public Library Directors Association of Suffolk County, Central Library, SCLS Staff, and SCLS Board of Trustees
- 3.5 Describe the integration of the 2017-2021 Central Library Plan with the system's Plan of Service. The SCLS works with the Central Library (CL) and other interested parties to determine the best regional use of CL funding/support and the areas where shared resources will best further the missions of the SCLS, the Central Library, and the member libraries.
- 3.6 Provide the URL of the 2017-2021 Central Library Plan. <http://gateway.suffolklibrarysystem.org/sites/default/files/content/file-attachments/Central%20Library%20Plan%20of%20Service%202012-2017.pdf>
- 3.7 Describe the planning process for the 2017-2021 Direct Access Plan. The SCLS works with the Public Library Directors' Association of Suffolk County and members of the Resource Sharing Advisory Committee to review the Resource Sharing Code annually. Any changes to the Code require a vote of member library Board of Trustees. The Code was last updated and approved by a vote of the member libraries in December 2014.
- 3.8 Provide the URL of the 2017-2021 proposed Direct Access Plan. http://gateway.suffolklibrarysystem.org/sites/default/files/ResourceSharingCode_Dec2014_CURRENT.pdf

EVALUATION

- 3.9 Describe the information to be collected in order to evaluate and determine Each year the SCLS member libraries directly vote on the SCLS budget/plan of service. In the process of budget development/planning the member libraries have numerous opportunities to share their thoughts and ideas related to the budget/plan of service.

members' satisfaction with the system's services.

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

3.1 Provide the URL for the results of the member evaluation.

3.1 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 SCLS continually reviews and evaluates member input in the development of our annual budgets/plan of service. Changes are made to both each year in response to member feedback, needs, and interests.

REVISION PROCESS

3.1 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 is approved by the SCLS Board of Trustees after review and comment by the Public Library Directors' Association of Suffolk County and the SCLS Long Range Planning Advisory Committee.

SECTION 4 - GOALS/RESULTS

4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.)

The Suffolk Cooperative Library System exists to help local public libraries provide the best in traditional and innovative public library service to all the people of Suffolk County.

Minimum Requirement for questions 4.2 through 4.18 - complete one repeating group for each topic of every element.

4.2 Element I - RESOURCE SHARING

Cooperative Collection Development

1. Goal Statement Continue to develop plan for countywide purchase of downloadable materials.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Downloadable resources available to all patrons.
4. Evaluation Method(s) Track the number of downloads.

4.3 Element 1 - RESOURCE SHARING

Integrated Library System

1. Goal Statement Continue to administer, support, and improve the ILS that is shared by 51 member 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) Improved usability of ILS for patrons and staff. Increase number of libraries using the ILS or able to link to its data.
4. Evaluation Method(s) Number of new features running and functional for staff and patrons. Number of libraries able to utilize elements of the resources in the shared ILS.

4.4 Element I - RESOURCE SHARING

Delivery

1. Goal Statement Improve the turnaround time and increase the efficiency of materials sorted and delivered within Suffolk County. Investigate RFID AMH for sorting at the system level.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Quicker turnaround of materials leading to better customer service and greater patron satisfaction.
4. Evaluation Method(s) Number of items transported daily and the "turnaround" time of delivered materials.

4.5 Element I - RESOURCE SHARING

Interlibrary Loan

1. Goal Statement Improve inter-library loan features and expand the number of collections that our member library patrons can directly search and place holds on.
- 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 efficiency and access to materials not immediately available at a member library.
- 4. Evaluation Method(s) The number of ILLs processed and the number of items available to Suffolk County residents.

4.6 Element I - RESOURCE SHARING

Digital Collections Access

- 1. Goal Statement Continue to grow and develop the Live-brary.com Digital Branch. This will include improved and broader access to library catalogs and programming, digital collections (downloads), databases, online homework and student help services, as well as a forum to share and distribute information about the SCLS member 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) To provide deeper and broader access to member library collections and services and to increase the number of Suffolk County residents interacting with public libraries.
- 4. Evaluation Method(s) Use of the individual services, circulation statistics, and member library satisfaction.

4.7 Element I - 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

Adult Literacy

- 1. Goal Statement Provide support to Literacy Suffolk in the form of free office space and other support services.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Cost savings for Literacy Suffolk.
- 4. Evaluation Method(s) Dollar value of support provided.
- 1. Goal Statement Development of ESL support through use of instructors to improve employment

opportunities for Suffolk County residents for whom English is a second language.

- 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 employment opportunities for Suffolk County residents.
- 4. Evaluation Method(s) Number of patrons served and patrons who are able to find work after being served.

4.9 Element 2 - SPECIAL CLIENT GROUPS

Coordinated Outreach (See Instructions for outreach target groups)

- 1. Goal Statement Provide support services to county residents with disabilities.
- 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 in disability awareness and improve compliance issues at member libraries. Integration of new accessibility technologies into library service programs and facilities as well as within Countywide electronic resources.
- 4. Evaluation Method(s) Number of library visits and training session held at SCLS as well as usage of electronic resources.

4.10 Element 2 - SPECIAL CLIENT GROUPS

Correctional Facilities (State and County)

- 1. Goal Statement Provide support services to the Suffolk County Jail.
- 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 books, literacy support, and "community re-entry" materials to inmates. Provide educational materials (like TASC resources), job training and parenting resources for jail collections.
- 4. Evaluation Method(s) Number of items purchased and delivered and inmates served.

4.11 Element 2 - SPECIAL CLIENT GROUPS

Youth Services (Youth to age 18 exclusive of Early Literacy)

- 1. Goal Statement Support member library Youth and Young Adult Services.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Provision of quality traditional and cutting edge services to children and teens in Suffolk County.

4. Evaluation Method(s) Number of library visits by SCLS staff, number of programs at SCLS and its partners, number and usage of electronic resources targeted to children and teens.

4.12 Element 2 - SPECIAL CLIENT GROUPS

Early Literacy (Birth to School Age with Parents/Caregivers)

1. Goal Statement Support early literacy in the library and home by bringing in trained experts, curating early literacy programming components for the SCLS lending Library, and purchasing high quality and up to date professional literature on early literacy for SCLS and member library staff working in this area.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Assist preparing librarians with teaching parents and caregivers best practices for interacting with infants and toddlers to encourage positive cognitive and social development.
4. Evaluation Method(s) Librarians supported, sessions held, and amount of materials available and loaned.

4.13 Element 2 - SPECIAL CLIENT GROUPS

OTHER (Optional)

1. Topic STEAM Support for Young Children, Students and "Tweens"
2. Goal Statement Create and lend shared resources in the form of circulating kits that center on topics in science, technology, engineering, art and math (STEAM.)
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) Support member libraries with facilitating an interest and knowledge in STEAM area subjects for young children, students and "Tweens."
5. Evaluation Method(s) Amount of kits available and usage of the resources.

4.14 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

1. Goal Statement Provide continuing education and training for member library staff and SCLS staff in all areas of librarianship and library operations/services.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Enable staff to keep up to date on current issues, technologies, and services in public libraries thereby improving service to patron base.
4. Evaluation Method(s) 1. Meetings held and member library staff attendance. 2. Meetings held and conference attendance by SCLS staff. 3. Increased use of electronic resources by member library staff and patrons.
1. Goal Statement Provide streaming video (Webcast) and archived video of continuing education programs, workshops, and sessions.
- 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 access to programs that library staff cannot attend.
- 4. Evaluation Method(s) Number of programs streamed and archived and usage of the service.
- 1. Goal Statement Provide continuing education and meetings for member library trustees.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) 1. Conduct annual Trustee Workshop on topical issues or new trends. 2. Continue providing financial accountability, legal overview, board organization and best practices, and other relevant courses for member library trustees. 3. Implement HATS trustee training program as appropriate for Suffolk County.
- 4. Evaluation Method(s) Workshops held and attendance.

4.15 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

- 1. Goal Statement Provide regular meetings for public services staff, library programming staff, technical staff, and administrators in member 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) Provide training and exchange of ideas.
- 4. Evaluation Method(s) Meetings held and attendance.
- 1. Goal Statement Provide technical consulting on computers, software, technologies, and telecommunications to individual 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) Through phone calls, electronic communications, and library visits assist libraries in resolving network and access problems and with the installation and implementation of new equipment, technologies, and services.
- 4. Evaluation Method(s) Statistics on contacts and new technologies implemented at a regional and local level.
- 1. Goal Statement Continue to provide assistance and consulting services electronically and online through the SCLS Gateway.
- 2a. Year 1 Yes

- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Increased contact and support to member libraries using an online portal with a wide variety of information useful for library staff, administrators, and trustees.
- 4. Evaluation Method(s) Usage of the service.

4.16 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

- 1. Goal Statement Continue to maintain and improve Live-brary.com, the digital branch of the Suffolk public 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) To facilitate easier access to all county wide electronic resources and digital content.
- 4. Evaluation Method(s) Usage of site.

- 1. Goal Statement Negotiate contracts for purchase of databases in Suffolk eResources database collection.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Cost savings for member libraries and increased access to content for patrons.
- 4. Evaluation Method(s) Usage of the databases and cost savings to member libraries.

- 1. Goal Statement Provide coordinated orders for databases that are not purchased as a part of the Countywide collection.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Cost savings for member libraries and increased access to content for patrons.
- 4. Evaluation Method(s) Usage of the databases and cost savings to member libraries.

4.17 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

- 1. Goal Statement Coordinate access to the Suffolk Historic Newspaper Collection as a part of the NYS Historic Newspapers Collections and facilitate the digitization of

newspapers to be added to the collection.

- 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 online access to historic newspapers from Suffolk County.
- 4. Evaluation Method(s) 1. Number of newspapers and pages digitized and online, and 2. searches and views of papers in the collection.
- 1. Goal Statement Make available scanners and other digitization technologies for member libraries to use to digitize library records and materials.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Allow all member libraries access to digitization services and to save them money on digitizing records and materials.
- 4. Evaluation Method(s) 1. The amount of records and materials digitized and 2. the amount of savings.

4.18 Element 5 - COORDINATED SERVICES FOR MEMBERS

Other (Optional)

- 1. Topic Coordinated orders
- 2. Goal Statement Provide small press, author published and downloadable material coordinated orders for titles of particular interest to Suffolk libraries.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Increase access to materials and cost savings for member libraries.
- 5. Evaluation Method(s) Materials purchased and amount saved.
- 1. Topic Coordinated orders
- 2. Goal Statement Negotiate county contracts with vendors so that libraries can order directly at a cost savings.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
- 4. Intended Result(s) Increase access to services and save member libraries money.
- 5. Evaluation Method(s) Services purchased and cost savings.

- | | | |
|-----|----------------------|--|
| 1. | Topic | Coordinated orders |
| 2. | Goal Statement | Provide coordinated orders for supplies when discounts are significant and beyond state or county contracts. |
| 3a. | Year 1 | Yes |
| 3b. | Year 2 | Yes |
| 3c. | Year 3 | Yes |
| 3d. | Year 4 | Yes |
| 3e. | Year 5 | Yes |
| 4. | Intended Result(s) | Save member libraries money. |
| 5. | Evaluation Method(s) | Amount saved. |
-
- | | | |
|-----|----------------------|--|
| 1. | Topic | Coordinated orders |
| 2. | Goal Statement | Provide coordinated orders for Summer Reading Club supplies. |
| 3a. | Year 1 | Yes |
| 3b. | Year 2 | Yes |
| 3c. | Year 3 | Yes |
| 3d. | Year 4 | Yes |
| 3e. | Year 5 | Yes |
| 4. | Intended Result(s) | Save money for member libraries. |
| 5. | Evaluation Method(s) | Amount of money saved. |
- 4.19 Element 6 - AWARENESS AND ADVOCACY**
- | | | |
|-----|----------------------|--|
| 1. | Goal Statement | Continue to develop relationships with associations and other business organizations as well as local government agencies such as the Department of Labor and the Department of Social Services. |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | Build support for Suffolk County libraries and state aid to libraries and partner with agencies on projects and initiatives. |
| 4. | Evaluation Method(s) | Number of interactions with organizations and amount of local support for member libraries. |
- | | | |
|-----|--------------------|---|
| 1. | Goal Statement | Make available a collection of resources to assist library with creating programming and enhanced services including things like 3D printers, stages, A/V equipment, new technologies, and a wide variety of 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) | To assist libraries with introducing communities to new technologies and with putting on creating and popular programs and saving library funds by sharing resources. |

- | | | |
|-----|----------------------|---|
| 4. | Evaluation Method(s) | Size of the Lending Library collection and its use. |
| 1. | Goal Statement | Increase public awareness of traditional and new library services and electronic 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 use of libraries in Suffolk County. |
| 4. | Evaluation Method(s) | Usage statistics. |
| 1. | Goal Statement | |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | |
| 4. | Evaluation Method(s) | |

4.20 Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES AND/OR BRANCHES

- | | | |
|-----|----------------------|--|
| 1. | Goal Statement | Continue the collaborative environment among member libraries and SCLS. |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | 1. Maintain listservs for member library staff use. 2. Maintain electronic call center for questions from member libraries. 3. Continue regular department heads and director meetings. 4. Maintain the SCLS Gateway as a clearinghouse of information for member library staffs, administrators and trustees. |
| 4. | Evaluation Method(s) | 1. Number of lists and staff participating. 2. Number of questions answered. 3. Meetings held and attendance. 4. Use of the SCLS Gateway. |

4.21 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

- | | | |
|-----|----------------------|---|
| 1. | Goal Statement | Communicate and cooperate with LILRC, PULISDO and NYLA. |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | Better understanding of statewide issues and concerns. |
| 4. | Evaluation Method(s) | Increased cooperation. |

1. Goal Statement Continue to maintain the LILINK service with the Nassau Library System and investigate expanding it beyond Long Island.
- 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 access to materials and save member libraries money.
4. Evaluation Method(s) Amount of materials available and borrowed as well as cost savings.

4.22 **Element 9 - OTHER (Optional)** - If there are other elements not listed above to be included in the System's Plan of Service, complete one repeating group for each element.

1. Element Library Discovery
2. Topic Increasing Knowledge of and Use of Library Resources
3. Goal Statement Maximize the ways that patrons can become aware of and use library resources by linking data, catalogs, program listings, and library information to the World Wide Web and make them available in a linked data format used by WWW search engines.
- 4a. Year 1 Yes
- 4b. Year 2 Yes
- 4c. Year 3 Yes
- 4d. Year 4 Yes
- 4e. Year 5 Yes
5. Intended Result(s) Increase the awareness and use of library resources.
6. Evaluation Method(s) Amount of data/records available on the WWW and use of library resources.

4.23 **Element 10 - CONSTRUCTION**

1. Goal Statement Utilize the Construction Advisory Committee to distribute State Construction grant funds according to State and Suffolk County construction guidelines.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Improved accessibility for the disabled, increased public access through new construction or redeployment of existing space, improved public access to technology, increase in "green and sustainable" facilities.
4. Evaluation Method(s) New construction and changes made to existing building and facilities and amount of grants recommended.
1. Goal Statement Continue to implement the comprehensive facilities plan to address facility issues at SCLS.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes

- 2e. Year 5 Yes
- 3. Intended Renovations and repairs of SCLS facilities in order to improve staff and visitor
Result(s) productivity and enjoyment of the facility.
- 4. Evaluation Improvements made to the SCLS facility.
Method(s)

ASSURANCE

- 4.2 The Library
- 4 System's Plan of
Service was
developed in
accordance with
provisions of
Education Law
and the
Regulations of
the
Commissioner 10/05/2016
and the
requirements of
the New York
State Library,
and was
reviewed and
approved by the
Library System
Board on (date -
mm/dd/yyyy).

APPROVAL - For NYSL Use Only

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

REVISION ASSURANCE

- 4.2 The Library
- 6 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 - For NYSL Use Only

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