

Orleans Niagara BOCES School Library System  
Library Council and Communication Coordinator

Meeting Agenda and Minutes

February 24, 2021

In attendance: Christopher Conrad, Lori Moskaluk, Della Morales, Maureen Mahar, Diane Balcom, Sheryl Knab, Jean Linn, Terri Faut, Laura Rizzo, Lindsay Delaney, Janet Morrow, Jennifer O'Toole, Kelly Cousins

**Council Meeting: 9AM-10:20AM**

Call to Order and opening remarks

Review and approval of meeting agenda and minutes

-Sheryl Knab of WNYRIC moved to fix link to ESIE <https://esie.space/> in previous minutes.

-Change Approved.

-Meeting Minutes Approved with change above.

Updates from member partners

WNYLRC

Advocacy Day – February 26 – still time to register to attend meetings -wnylrc.org

These are in addition to past meeting with elected representatives.

ESIE Training – March 23 - 10 am to 11:00 am

Grants are on a rolling basis so apply early.

PILLARS – July 7-9 The PILLARS Symposium: *Preparation, Information Literacy, Libraries, Academic Resources, and 21st Century Skills for Transitioning from Secondary School to College* is [Calling for Proposals!](https://www.esln.org/pillars/) <https://www.esln.org/pillars/>

NCCC

NCCC Libraries are in a transition period due to the pandemic and staffing issues. NCCC hired a new librarian. And librarians are embedded in classes providing research and information literacy instruction. Library space is still used by students for asynchronous classes. They are participating in [Ask 24/7](#).

Chris asked about Ask 24/7 because it was mentioned on the previous O/N SLS 5 year Plan of Service. Sheryl from WNYRIC explained that it is a WNYRIC service that provides virtual reference services to participating member libraries. There is a fee to participate. But it is staffed by librarians' state wide to provide reference services for your patrons when needed. It is staffed 24/7. Jean Linn added she has a shift of time that is dedicated to working that service. And she helps member libraries all over the state. Sheryl said if O/N BOCES SLS is interested to contact Caitlin Finney at WNYRIC.

Chris asked if there are any resources that are being utilized within asynchronous classes at NCCC that might be helpful at the K-12 level. Jean Linn said [ScreenCast O Matic](#) (free version) and LibGuides (subscription).

NIOGA – Lisa Erickson could not attend due to a conflict.

Niagara University - (vacant)

## 5 Year Plan of Service

Bylaws were introduced. Sheryl Knab moved to approve. Diane Balcom Seconded. Council approved unanimously. Chris added that the bylaws were created with input from school library system directors/coordinators around the state, and additional input from NYSED Library Development Specialist Mary Beth Farr.

Chris explained the following items are now complete for the Plan of Service: Mission Statement, Council Bylaws, Need Assessment and Development of the Plan of Service, and Revision.

Chris explained that he will start working on the 8 elements and corresponding goals. This portion includes intended results and evaluation. It will be based on the needs of the system addressed in member plans and the previous plan of service.

13 out of 13 districts responded with Member Plans. There were 35 total responses including 23 Google Forms and 12 handwritten copies. General needs included: better communication; eBooks and digital resources; opportunities to advance collaboration and role of librarian as a leader in building/district; more and different types of professional development.

## Budget Update

### 2019-2020 Annual Report

This was approved by the State as of 2/22/21. The problems raised by the state included the following: 1. Number of council members conflicted with bylaws. 2. Inaccurate reporting of council member terms. 3. Inaccurate reporting that services to special groups was discontinued. 4. Inaccurate reporting of roll over balances from the previous year. 5. Clerical staff levels being staffed at .66 instead of .83. State representative and other SLS directors added that SLS funds should be used primarily for staffing, benefits, professional development and other one-time purchases that help fulfill the library system's goal of strengthening libraries and advancing collaboration.

### Staff Position

O/N BOCES decided to post for a 1.0 FTE SLS clerical position and increase staffing to .83 FTE using SLS funds.

### Databases

A draft budget has been adopted for '21-22 school year. SLS can support the purchase of additional databases (beyond NOVEL) for the next school year by using current allotments and dipping into reserve funds. The amount cannot continue indefinitely. Statistics revealed a decline in the use of selected databases. The council agreed to postpone providing advice on whether or not to continue "Gale In Context: Biography" until March 3<sup>rd</sup>.

This will give librarians a chance to look at the statistics and speak with their colleagues. Fact Cite is also in need of renewal July 1<sup>st</sup>.

#### Upcoming Changes to SLS and CoSers

Upgrades to 501 Material Distribution and 565 Library Resource CoSers for the '21-22 school year were described. It was identified as a goal that we would like to increase participation in these CoSers. The state provides reimbursement for participation in CoSers according to your districts reimbursement rate.

O/N has decided to upgrade the media Tek Data catalog to the Insignia platform. This upgrade is provided at no cost to CoSer participants. This will provide an up to date platform to provide access to CoSer resources with easy to use navigation and single sign on authentication (Google and Microsoft 360). 501 Material Distribution members will also receive SWANK streaming service at no additional cost.

The SLS coordinator spoke with the governing board, state representative, several school library system directors and reviewed member plan feedback regarding a plan for roll over funds. EBooks were identified as a critical need. It was proposed that the rollover funds be used to build a regional eBook collection sustained by district member participation. This can be addressed in several possible aspects of the five year plan including: a revised cooperative collection development plan, resource sharing delivery, digital collection access, coordinated service for members, and communication among members.

The SLS coordinator also met with OverDrive, Mackin, Follett, and Rosen. The SLS offered district members the opportunity to attend these meetings but they could not due to their school schedules. The SLS director arranged for today's professional development to include Follett and Rosen. The SLS coordinator spoke with members from the governing board and they liked the idea of committing SLS funds to build a regional collection. But they want to know that it will be used and sustained by districts. OverDrive recommended 90k investment to support the region's population of students. It was suggested that we use the withheld state aid from this year if it is released to start that collection. We could then use more roll over funds to grow the collection. However, the pilot if it will succeed, would need district participation. This pilot could be run out of 565 Library Resources and would need at least \$1.00 per student. As the five year plan is a pressing matter, this idea was tabled until the library coordinator and council have developed, approved, and submitted the SLS five year plan of service to the governing board and state for final approval.

#### Professional Development

Follett Users Conference – March 4<sup>th</sup> 8am

SLPR – March 24<sup>th</sup> 9am-10:30am and March 31<sup>st</sup> 9:30am-10AM

2 school librarians and 1 administrator have signed up so far in our region.

American Library Association Digital Series – Tentative dates in May and April (not yet finalized).

Equity, Diversity and Inclusion (EDIcon)

Cultural Competence

12 seats available for O/N region.

Coding and Interactive Fiction - Tentative Date in May (not yet finalized).

Hosted by Erie 2's Brian Mayer

**New and Upcoming Trends: Erin Murray Follett 10:30AM -11AM**

Digital Content Development and How to Find Diverse Texts

**Spotlight on eBooks: Jane Lehmann Rosen Publishing 11:15 AM – 12PM**

Review of holdings currently available to Orleans Niagara BOCES members: CyberSmarts, Teen CyberSmarts, and Spotlight on NY

Resources that support key in trends throughout NYS: social and emotional learning, science (both elementary and secondary)

Newest resource: Spotlight on Global Issues (interactive eBooks).

**Communication Coordinator Takeaways:**

Changes to CoSer services for 2021-2022 school year.

Insignia Transition – please be aware that we will be completing an upgrade of the media catalog system. This will affect most districts whether or not they belong to the media CoSer. There is no charge for the upgrade. We will begin the transition in April and it will be ready for the 2021-2022 school year if all goes well. Users will be able to authenticate using single sign on authentication method (Google or Microsoft 360). We may be asking for your help in reaching your technology directors to set up access.

SWANK – Please be aware that we are adding SWANK streaming service to the 501 Material Distribution CoSer at no charge to its members. SWANK is still available for purchase at an additional cost to 565 Library Resource CoSer participants.

Yearly renewals – Dawn is in the process of sending these out to your districts. Please remember your district superintendent or business official must sign off on any orders. We are gently requesting these back by April 1<sup>st</sup>.

It was requested by communication coordinators to be copied on the database renewals being forward to district administrators. This was an oversight due to timing of renewals and training of new staff. Some were copied and some were not. It is not a problem.

EBook pilot - Based on member plan feedback there is a strong desire for eBooks. We would like to start an eBook pilot using OverDrive. However, we need to come up with a plan for sustaining this beyond SLS state aide.