

# Member Plan

[View](#)[Edit](#)[Webform](#)[Results](#)[Visitors](#)

- [Clone content](#)

Posted by [cgharris](#) on Thursday, 31 March 2016

As required by Commissioner's Regulations 90.18 (f)(4) each member district of a School Library System is required to complete a Member Plan at least once during a five-year Plan of Service cycle. The plan is intended as both a point for data collection as well as an opportunity for reflection and planning. It should describe how member libraries meet the needs of their students and teachers through resources and programming as well as describe how the libraries make use of the system and its resources. There are four data elements to the member plan:

- 1) a description of existing library resources and services in a format established by the school library system;*
- 2) procedures for prompt and efficient communication among school library media specialists and reporting to other members of the school community regarding system policies, procedures and services;*
- 3) provisions for periodic reporting, at least annually, to the governing body of the school district or nonpublic school and to administration, regarding participation of the member in system services;*
- 4) assurance by the member and its participants that adequate qualified staff is available to organize and administer the library media program and fulfill system responsibilities.*

Completion of the form below meets the reporting requirements of §90.18 and serves as the official Member Plan for the School Library System of the Genesee-Livingston-Steuben-Wyoming Board of Cooperative Educational Services. If you have any questions about completing the member plan, please contact Christopher Harris at [cgharris@gvboces.org](mailto:cgharris@gvboces.org) or by phone at 585-344-7942 or 585-658-7942.

**The Member Plan must be submitted electronically by May 17th, 2019. The attached assurances page must be printed, signed by the Superintendent and sent to the SLS offices by May 24th, 2019.**

## Survey PDFs:

[MemberPlanAssurance.pdf](#)

▼ [Library 1](#)

### Library/School Name

▼ [Library Resources and Services](#)

### Library Staffing

	Full Time	> 50%	50%	< 50%	None
Certified School Librarian	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library Manager/Certified Teacher	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Library Support Staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Full Time	> 50%	50%	< 50%	None
--	-----------	-------	-----	-------	------

Student Volunteers/Library Club	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Parent Volunteers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Number of Print Holdings**

Use the number from BEDS or SLS can fill this in

**Library Materials Budget**

**How does this library meet the 24/7 online information needs of students and staff?**

**What are the collection development priorities for this library over the next five years?**

▼ School Communication/Reporting

**How are School Library System resources and services shared with this school?**

**How are library services and accomplishments reported to the school administration?**

▶ [Library 2](#)

▶ [Library 3](#)

▶ [Library 4](#)

**Communication Coordinator Procedures** Describe the Communication Coordinator meetings with other library staff in the district:

If it isn't shared, please detail a plan on how it will be shared.

**How do you share information from the Communication Coordinator meetings with district administration and/or the Board of Education?**

If it isn't shared, please detail a plan on how it will be shared.

District/Board of Education Reporting

**Describe how library participation in system services and use of system resources is reported to the district administration and/or Board of Education**

**How often do you submit a library report to your administration/Board of Education**

- Not currently submitting
- Annually
- Quarterly
- Monthly

**Upload a copy of your most recent library annual report**

No file chosen

Files must be less than **2 MB**.

Allowed file types: **gif jpeg png ppt pptx xls xlsx**

Optional System Information Gathering

**Does your district have 1:1 devices?**

- No
- For some
- For all

**What office suite is used for word processing, etc.?**

**Do you have a makerspace in the district?**

- No
- Yes