SECTION 1 - GENERAL INFORMATION
July 1, 2016 - June 30, 2021

1.1 Name of System: Otsego-Delaware-Schoharie-Greene BOCES School Library System
1.2 Street Address: 2020 Jump Brook Road
1.3 City: Grand Gorge
1.4 Zip Code: 12434
1.5 Four Digit Zip Code Extension (enter N/A if unknown): N/A
1.6 Telephone Number (enter 10 digits only): (607) 286-7715
1.7 Fax Number (enter 10 digits only): (607) 286-3339
1.8 Name of System Director: Eileen Coryat
1.9 E-Mail Address of the System Director: ecoryat@mail.oncboces.org
1.10 System Home Page URL: http://www.oncboces.org/instruct__support/onc_boces_school_library_system_/council_members_/council_minutes_and_by-laws
1.11 URL of Current List of Members: http://www.oncboces.org/about_o_n_c_b_o_c_e_s/component_school_districts
1.12 Date of Establishment: 7/1/1985
1.15 Square Mileage of System Service Area: 1,661
1.16 Population of System Service Area: N/A
1.17 Type of System: SLS

SECTION 2 - SYSTEM GOVERNANCE
BYLAWS

2.1 URL of Current Governing Bylaws: http://www.oncboces.org/instruct__support/onc_boces_school_library_system_/council_members

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.
   Council members are recommended by the School Library System Council and are appointed each
2.4 Advisory Groups - Indicate the groups that advise the System Board / System Council. (check all that apply):

a. Members Directors' Organization / Council  Yes

g. Communications Coordinators Group  Yes

h. Co-ser Advisory Committee  No

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 processes used to assess needs in the development of the Plan of Service.

The development of the Plan of Service 2016 -2021 began in October of 2015. The School Library Council members used last year's evaluation and the 2011 - 2016 Plan of Service for the commencement of developing new goals. Council members volunteered to work on describing the elements, reviewing the elements and making suggestions for revisions. Informal feedback from the component school librarians and workshop evaluation forms were given consideration. Due to our size, all school librarians express their needs via the listserv and individual emails to the Coordinator of SLS and the Library Automation Systems Coordinator. The group also used Google Docs to work on the plan.

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

Council members volunteered to form 8 teams to review each key element to determine whether the goal had been achieved, and if not how it could be extended. The Council Chair and the SLS Coordinator formed the core planning team. Council members consulted with other school librarians to insure their involvement.

EVALUATION

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

The Director will use the Plan of Service to guide professional development workshops throughout the year. Workshop evaluation forms and an annual evaluation form are the primary tools used to collect feedback from customers. However, informal customer satisfaction data is collected during onsite visits, telephone and email communication with each library media specialist. Council members readily share suggestions for improvement as does a BOCES Advisory Council of Superintendents who meet bi-monthly for program review. The BOCES Advisory Council makes suggestions, but serves solely in an advisory capacity.

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

https://www.surveymonkey.com/r/LXHJBP2

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

https://www.surveymonkey.com/results/SM-BNS99YZW/

3.12 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.

Workshop evaluation forms and an annual evaluation form are the primary tools used to collect feedback from customers. However, informal customer satisfaction data is collected during onsite visits, telephone and email communication with each library media specialist. Council members readily share suggestions for improvement as does a BOCES Advisory Council of Superintendents who meet bi-monthly for program review. The BOCES Advisory Council makes suggestions, but serves solely in an advisory capacity.

REVISION PROCESS
3.13 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 SLS Annual Evaluation will address key elements of the Plan of Service. Collated results of the distributed to Council Members for their review at the first meeting in October. Pending the result Director will submit necessary revisions to the plan prior to the revision deadline. At least twice d aggregated Member Plan of Service.

SECTION 4 - GOALS/RESULTS

4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.) School Library System(SLS)is a dynamic Professional Learning Community that advocates for 21 resource sharing, provides professional development that aligns with state and national standards,

Minimum Requirement for questions 4.3 though 4.12 and 4.14 - complete one repeating group for each topic of every element

Element 1 - RESOURCE SHARING


4.3 Element 1 - RESOURCE SHARING

Union/Online Catalog

1. Goal Statement Provide access to area and regional union catalogs.
2a. Year 1 Yes
2b. Year 2 Yes
2c. Year 3 Yes
2d. Year 4 Yes
2e. Year 5 Yes
3. Intended Result(s) All members will have equitable access to area library collections through our regional union catalog. Annual Statistics from SCOOLS Union Catalog.
4. Evaluation Method(s) Participants evaluate delivery services annually.

4.4 Element 1 - RESOURCE SHARING

Delivery

1. Goal Statement The SLS will coordinate delivery of ILL 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) Delivery methods are cost effective & facilitate resource sharing.
4. Evaluation Method(s) Participants evaluate delivery services annually.

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

1. Goal Statement ONC BOCES SLS will promote and encourage users to seek resources beyond their collections th
2a. Year 1 Yes
2b. Year 2 Yes
Participants have online access to current & specialized collections outside their own library 24X7.

3. Intended Result(s)
Participants have online access to current & specialized collections outside their own library 24X7.

4. Evaluation Method(s)

4.6 Element 1 - RESOURCE SHARING
Digital Collections Access

1. Goal Statement
SLS will promote equitable access to 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)
SLS members will have access to online resources.

4. Evaluation Method(s)
All component districts have DPS single sign on for the digital collections. Statistics are available reviewed and shared with the districts. Annual statistics for NOVEL Databases and Gale VRL in these statistics.

4.7 Element 1 - RESOURCE SHARING
Other (Optional)

1. Topic
Cooperative Collection Development

2. Goal Statement
The SLS will provide guidance in the development, maintenance and use of CCD collections.

3a. Year 1 Yes
3b. Year 2 Yes
3c. Year 3 Yes
3d. Year 4 Yes
3e. Year 5 Yes

4. Intended Result(s)
CCD program will be current, relevant and utilized. CCD improves regional collections for student research.

5. Evaluation Method(s)
Annual SLS evaluation tool; CCD CoSer commitments and participation.

4.8 Element 2 - SPECIAL CLIENT GROUPS

1. Topic
Special Client Groups - Awareness and Access

2. Goal Statement
SLS will work with members to identify and meet the needs of special client groups.

3a. Year 1 Yes
3b. Year 2 Yes
3c. Year 3 Yes
3d. Year 4 Yes
3e. Year 5 Yes

4. Intended Result(s)
All students will have equitable access to information in a variety of formats. Continue to develop non-print materials to support teachers and students in these special client groups.

5. Evaluation Method(s)
Qualitative data from school librarians, Special Education Student Information System (SESIS) Support; special needs survey; Circulation Statistics of Professional Library Collection. Acquisitions report for SLS professional library collection.

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

1. Goal Statement
The SLS will continue to provide professional development opportunities and materials can be investigated as needed.

2a. Year 1 Yes
2b. Year 2 Yes
2c. Year 3 Yes
2d. Year 4 Yes
2e. Year 5 Yes
3. Intended Result(s)  Professional development needs of school librarians will be met. Develop school librarians to be leaders in their schools for curriculum, content, collaboration and technology.

4. Evaluation Method(s)  Workshop survey results. Council reviews professional development needs, noted in minutes. Survey librarians to determine areas of training desired. Acquisition list for professional library material. Circulation and usage for SLS Professional Library. Final list of professional development programs offered. Review attendance and evaluation forms. The SLS Coordinator will attend conferences to be aware of PD trends and opportunities, and networking. Annual SLS Survey. Qualitative data from school librarians.

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1. Goal Statement  School librarians will be provided resources to pursue.

2a. Year 1  Yes
2b. Year 2  Yes
2c. Year 3  Yes
2d. Year 4  Yes
2e. Year 5  Yes

3. Intended Result(s)  Resources will be available for school districts.


1. Goal Statement  SLS will provide resources to assist in school library facility planning.

2a. Year 1  Yes
2b. Year 2  Yes
2c. Year 3  Yes
2d. Year 4  Yes
2e. Year 5  Yes

3. Intended Result(s)  Resources will be available for school districts planning library renovations.


1. Goal Statement  The SLS will distribute information on available grants.

2a. Year 1  Yes
2b. Year 2  Yes
2c. Year 3  Yes
2d. Year 4  Yes
2e. Year 5  Yes

3. Intended Result(s)  School librarians will resources to pursue grant opportunities.

4. Evaluation Method(s)  Qualitative data from school librarians. Minutes from Council meetings.

1. Goal Statement  The SLS will provide leadership in copyright compliance.

2a. Year 1  Yes
2b. Year 2  Yes
2c. Year 3  Yes
2d. Year 4  Yes
2e. Year 5  Yes

3. Intended Result(s)  School libraries will practice copyright compliance and will have a variety of copyright compliance tools available.

4. Evaluation Method(s)  Acquisition list for SLS professional library material. Annual review of professional materials and usage for SLS Professional Library. Professional Development.

1. Goal Statement  School librarians new to ONC SLS will be paired with mentors to guide them in their new roles.

2a. Year 1  Yes
2b. Year 2  Yes
2c. Year 3  Yes
2d. Year 4  Yes
2e. Year 5  Yes

3. Intended Result(s)  New librarians will have experienced mentor to assist them in their new role.
4. Evaluation Method(s)  1. Qualitative Data from school librarians.  2. Council meeting minutes.  3. Webpage for new librarians usage.  4. Acquisition report for SLS

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

1. Goal Statement  Not applicable
2a. Year 1  No
2b. Year 2  No
2c. Year 3  No
2d. Year 4  No
2e. Year 5  No
3. Intended Result(s)  N/A
4. Evaluation Method(s)  N/A

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

1. Goal Statement  The SLS will determine if there is a need for digitization services.
2a. Year 1  No
2b. Year 2  No
2c. Year 3  Yes
2d. Year 4  Yes
2e. Year 5  Yes
3. Intended Result(s)  Develop a digitization service, if needed.
4. Evaluation Method(s)  Survey of digitization need; compile collections to digitize, if need is determined;

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS

Other (Optional)

1. Topic  Library Automation
2. Goal Statement  The ONC BOCES SLS will assist schools in automation.
3a. Year 1  Yes
3b. Year 2  Yes
3c. Year 3  Yes
3d. Year 4  Yes
3e. Year 5  Yes
4. Intended Result(s)  Libraries will continue to maintain automation, updating as needed.

1. Topic  Professional Collection
2. Goal Statement  The SLS will expand and promote the SLS professional collection.
3a. Year 1  Yes
3b. Year 2  Yes
3c. Year 3  Yes
3d. Year 4  Yes
3e. Year 5  Yes
4. Intended Result(s)  School librarians will have access to up-to-date professional resources in print and online format.
5. Evaluation Method(s)  Annual circulation statistics.

1. Topic  Online Resources
2. Goal Statement  The SLS will oversee the CoSer for online information resources to offer schools quality online resources.
3a. Year 1  Yes
3b. Year 2  Yes
3c. Year 3  Yes
3d. Year 4  Yes
3e. Year 5  Yes
4. Intended Result(s) Libraries will have access to a wide range of quality online resources at consortium prices through CoSer 505.
5. Evaluation Method(s) 1. CoSer Commitments for online resources.

4.14 Element 6 - AWARENESS AND ADVOCACY
1. Goal Statement The ONC BOCES SLS will participate in national and statewide efforts.
2a. Year 1 Yes
2b. Year 2 Yes
2c. Year 3 Yes
2d. Year 4 Yes
2e. Year 5 Yes
3. Intended Result(s) School libraries will experience increased visibility and funding by assisting librarians with advocacy efforts.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>
1. Goal Statement The School Library System will facilitate and strengthen communication among system members needs of 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) All school librarians are communication coordinators and will have access to the exchange of ideas and information in a variety of formats.
4. Evaluation Method(s) Statistical evidence gathered from Listserv use, SLS website usage, and School librarian attendance and participation at SLS meetings and programs. Direct observation in libraries and meetings. Qualitative data from participants. Access to Google Docs for review and revisions.

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES
4.16 Provide the URL for the Member Plan http://www.oncboces.org/cms/One.aspx?portalId=524611&pageId=7933211

4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS
1. Goal Statement The SLS will work with other libraries (public and academic), SCOOLS SLS Directors, and library organizations such as NYALS, NYLA, SCRLC to support initiatives, provide services and programs and funding opportunities.
2a. Year 1 Yes
2b. Year 2 Yes
2c. Year 3 Yes
2d. Year 4 Yes
2e. Year 5 Yes
3. Intended Result(s) The SLS will organize and participate in joint ventures with other library systems to provide opportunities resulting in improved services, cost savings and quality of services.
4. Evaluation Method(s) Partnerships are assessed in Annual Report. 2. SCOOLS ILL stats Minutes from SCOOLS SLS Director meetings. Participant Evaluations.

4.18 Element 9 - OTHER (Optional) - If there are other elements in the System's Plan of Service not listed above, complete the following groups for each.
Element 9 - OTHER (Optional)
1. Element
2. Topic
3. Goal Statement
4a. Year 1 No
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

4.19 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 Library, and was reviewed and approved by the Library System Council on (date - mm/dd/yyyy).

05/10/2016

APPROVAL

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

06/11/2016

REVISION ASSURANCE

4.21 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

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