Dutchess BOCES SLS
FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems)
2016-2021

SECTION 1 - GENERAL INFORMATION

July 1, 2016 - June 30, 2021

1.1	Name of System	Dutchess BOCES School Library System
1.2	Street Address	5 BOCES Road
1.3	City	Poughkeepsie
1.4	Zip Code	12601
1.5	Four Digit Zip Code Extension (enter N/A if unknown)	4561
1.6	Telephone Number (enter 10 digits only)	(845) 486-4840
1.7	Fax Number (enter 10 digits only)	(845) 486-4833
1.8	Name of System Director	Rebecca Gerald
1.9	E-Mail Address of the System Director	rebecca.gerald@dcboces.org
1.10	System Home Page URL	http://www.dcboces.org/dcsls/home
1.11	URL of Current List of Members	http://www.dcboces.org/node/452
1.12	Date of Establishment	7/1/1985
1.15	Square Mileage of System Service Area	848
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.dcboces.org/node/454

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.	A council member whose term will expire at the end of the school year will be named by the Cou[...] to serve as a nominating committee. The nominating committee will prepare a list of recommenda[...] presented to the Council for approval at the fourth Board/Council.

ADVISORY GROUPS

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.	A survey developed by the Advisory Council and SLS Director was used to gather information an SLS members. Data gathered from workshop evaluations and the annual survey was also consider
3.2	Identify the groups involved in development of the Plan of Service and each group's role.	SLS Advisory Council, SLS Members

EVALUATION

3.9	Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services.	workshop evaluations, annual survey, anecdotal reports
3.10	Provide the URL for the evaluation form(s) used by members.	http://tinyurl.com/2016-2021-POS
3.11	Provide the URL for the results of the member evaluation.	https://docs.google.com/spreadsheets/d/1EoU23gHzyi_SUV8EnptZ-qn0nGNUV0kv8oOSZFbdfv
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.	Information collected from the annual survey will be reviewed by the SLS Director and Advisory in developing new programs and improve upon existing services. Periodic meetings and correspon Communication Coordinators will also provide feedback on system services.

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 Plan will be revised, as needed per Article IX of the by-laws.

SECTION 4 - GOALS/RESULTS

4.1	The Library System's Mission Statement (The Instructions include the definition of the mission statement.)	Through the coordination of resources and services, the Dutchess BOCES School Library System all partners to ensure students and staff of member libraries become effective users of ideas and in

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

Element 1 - RESOURCE SHARING
Cooperative Collection Development

4.2	Provide the URL of the 2016-2021 Cooperative Collection Development (CCD) Plan.	http://www.dcboces.org/node/476#overlay-context=node/454

4.3 **Element 1 - RESOURCE SHARING**
Union/Online Catalog

1.	Goal Statement	The SLS will maintain and support a union catalog of member collections.
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 increase their awareness of the union catalog and additional resources to meet teacher needs.
4.	Evaluation Method(s)	union catalog ILL Stats, annual survey, union catalog updates
1.	Goal Statement	The SLS will promote the cooperative collection development (CCD) 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 increase their awareness of the CCD collections, and benefit from access to the specialized collections of materials.
4.	Evaluation Method(s)	annual survey, ILL stats of CCD materials

4.4 **Element 1 - RESOURCE SHARING**
Delivery

1.	Goal Statement	The SLS will coordinate delivery services to all members.
2a.	Year 1	Yes
2b.	Year 2	Yes

2c.	Year 3	Yes
2d.	Year 4	No
2e.	Year 5	Yes
3.	Intended Result(s)	SLS member libraries will effectively share library materials. SLS member libraries will have sub and lending of materials outside of their holdings.
4.	Evaluation Method(s)	annual Survey, # of USPS/UPS transactions

4.5 Element 1 - RESOURCE SHARING
Interlibrary Loan

1.	Goal Statement	The SLS will facilitate access to collections and resources outside of the Dutchess County region.
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 member libraries will have access to electronic ILL through the union catalog and access to a materials outside of the region (ex. SEAL, OCLC, MISP).
4.	Evaluation Method(s)	union catalog ILL stats, SEAL/OCLC stats, MISP requests,

4.6 Element 1 - RESOURCE SHARING
Digital Collections Access

1.	Goal Statement	The SLS will provide access to system purchased eBook collections via the SLS website.
2a.	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	No
3.	Intended Result(s)	SLS members will have access to a shared eBook collection, and benefit from subsidized centraliz development.
4.	Evaluation Method(s)	# of eBooks added each year, annual survey

4.7 Element 1 - 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

1.	Topic	N/A
2.	Goal Statement	The SLS will provide opportunities for members to discuss and learn about resources for students needs, interests, and or backgrounds.
3a.	Year 1	Yes
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
		SLS members will have access to collection development tools and resources via book lists, web s

4.	Intended Result(s)	
		development, and union catalog. SLS members will be more aware of diverse resources and meth them to students and teachers.
5.	Evaluation Method(s)	# of workshops, workshop evaluations, annual survey, resource lists and URLs posted to SLS wel

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

1.	Goal Statement	The SLS will coordinate professional development and training focused on select subjects for sch
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 increase their knowledge of current library trends and issues.
4.	Evaluation Method(s)	# and topic of workshops, attendance, evaluations
1.	Goal Statement	The SLS will support and encourage attendance at regional, state and national conferences.
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 member libraries will have subsidized professional development opportunities.
4.	Evaluation Method(s)	annual survey, budget

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1.	Goal Statement	The SLS will provide expertise to school librarians in the areas of selecting databases, cooperative development, grant resources, and library program requirements.
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 optimize effective purchasing and management practices, and best practices fo SLS members will have access to on-site consulting and development services.
4.	Evaluation Method(s)	# of contacts, annual survey

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS
Virtual Reference

1.	Goal Statement	N/A
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 partner with our regional library resources council (SENYLRC) to offer digitization
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 increase their knowledge of digitization and available regional local history an document resources.
4.	Evaluation Method(s)	workshop evaluations, annual survey

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS

Other (Optional)

1.	Topic	Other
2.	Goal Statement	The SLS will assist member libraries in becoming centers for learning & exploration by coordinat regional experts (ex. model schools, teacher centers, colleges/universities, state associations, libra public 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)	SLS member libraries will have access to experts in select areas such as STEM, grant writing, libr technology, virtual author visits, virtual field trips, and library programming.
5.	Evaluation Method(s)	workshops, evaluations, annual survey

4.14 Element 6 - AWARENESS AND ADVOCACY

1.	Goal Statement	The SLS will provide assistance to member libraries with promoting the viability of the school lib certified school librarians.
2a.	Year 1	No
2b.	Year 2	No
2c.	Year 3	No
2d.	Year 4	No
2e.	Year 5	No
3.	Intended Result(s)	SLS members will benefit from a coordinated campaign so administrators and community membe that school libraries are essential.
4.	Evaluation Method(s)	anecdotal reports, annual survey, resources produced

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>

1.	Goal Statement	The SLS will coordinate an online platform for the purposes of sharing current information on up new technologies, workshops, lesson plans, book lists and ideas.
2a.	Year 1	No
2b.	Year 2	No
2c.	Year 3	No
2d.	Year 4	No
2e.	Year 5	No
3.	Intended Result(s)	SLS members will increase their knowledge of best practices, issues and opportunities impacting services.
4.	Evaluation Method(s)	annual survey

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

4.16	Provide the URL for the Member Plan	http://www.p12.nysed.gov/technology/library/SLMPE_rubric/

4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1.	Goal Statement	The SLS will collaboratively work with other public library systems, school library systems, and r research library resources councils.
2a.	Year 1	No
2b.	Year 2	No
2c.	Year 3	No
2d.	Year 4	No

2e.	Year 5	No
3.	Intended Result(s)	SLS members will benefit from the availability of additional programs and the exchange of infor... regional library and cultural organizations.
4.	Evaluation Method(s)	annual survey

4.18 **Element 9 - OTHER (Optional)** - If there are other elements in the System's Plan of Service not listed above, complete c... for each element.

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).	05/12/2016

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)	07/28/16

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)