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: 4561
1.6 Telephone Number: (845) 486-4840
1.7 Fax Number: (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
  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 Council to serve as a nominating committee. The nominating committee will prepare a list of recommendations 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 and feedback from SLS members. Data gathered from workshop evaluations and the annual survey was also considered.

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 correspond 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

Through the coordination of resources and services, the Dutchess BOCES School Library System collaborates with all partners to ensure students and staff of member libraries become effective users of ideas and information.

Minimum Requirement for questions 4.3 through 4.12 and 4.14 - complete one repeating group for each topic of every 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
2b. Year 2
2c. Year 3
2d. Year 4
2e. Year 5

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
2b. Year 2
2c. Year 3
2d. Year 4
2e. Year 5

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
2b. Year 2

2c. Year 3
2d. Year 4
2e. Year 5
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 subsidized borrowing 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 additional 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 central collection 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 with diverse 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 ...
4. Intended Result(s) development, and union catalog. SLS members will be more aware of diverse resources and methods to promote them to students and teachers.

5. Evaluation Method(s) # of workshops, workshop evaluations, annual survey, resource lists and URLs posted to SLS website

4.9 **Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING**

1. **Goal Statement** The SLS will coordinate professional development and training focused on select subjects for school library staff.

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

3. **Intended Result(s)** SLS members will increase their knowledge of current library trends and issues.

4. **Evaluation Method(s)** 

   1. **Goal Statement** The SLS will support and encourage attendance at regional, state, and national conferences.

   1a. Year 1 Yes
   1b. Year 2 Yes
   1c. Year 3 Yes
   1d. Year 4 Yes
   1e. 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 for 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
3. Intended Result(s)  SLS members will increase their knowledge of digitization and available regional local history and primary 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 coordinating services with regional experts (ex. model schools, teacher centers, colleges/universities, state associations, library systems, and 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, library 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 library program and 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 members recognize 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 upcoming events, 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 school library 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 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 information with 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 column 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).

**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).

**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.
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).