

Orleans-Niagara 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 | Orleans-Niagara BOCES School Library System |
| 1.2 | Street Address | 4124 Saunders Settlement Road |
| 1.3 | City | Sanborn |
| 1.4 | Zip Code | 14132 |
| 1.5 | Four Digit Zip Code Extension (enter N/A if unknown) | 9419 |
| 1.6 | Telephone Number (enter 10 digits only) | (716) 731-6800 |
| 1.7 | Fax Number (enter 10 digits only) | (716) 731-4134 |
| 1.8 | Name of System Director | Lindsay Delaney |
| 1.9 | E-Mail Address of the System Director | ldelaney@onboces.org |
| 1.10 | System Home Page URL | http://www.onboces.org/sls.cfm |
| 1.11 | URL of Current List of Members | http://www.onboces.org/SLS.cfm?subpage=780 |
| 1.12 | Date of Establishment | 7/1/1985 |
| 1.15 | Square Mileage of System Service Area | 770 |
| 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.onboces.org/files/638/cmpolicy.pdf |
|-----|---------------------------------|---|

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). E - System Board / System Council Members are elected
- 2.3 Indicate by whom the System Board / System Council Members are appointed/elected. The members are added on a rotating three year term. The component districts spend three years on the board then it rotates to the next district.

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. The Communications Coordinator's keep the librarians abreast of the various SLS activities and obtain input from their district as to the direction that the SLS should take in regards to its activities. Their feedback is invaluable to the quality of service provided by the SLS.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. The SLS Council and Liaisons group both contributed to the development of the Plan of Service. Lis Ericson and Thomas Bindemann from the NIOGA public library System along with Sheryl Knab from the Western NEw York Library Resource Council (3R's) also

participated in the planning of the 5 year plan. The Council discussed the overall purpose of the Plan and helped to develop goal statements as well as intended results and evaluation methods. The Liaisons also helped on the goals, results and evaluation methods. AI

EVALUATION

- 3.9 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. The School Library System will used its annual evaluation to collect information on the Plan of Service. The annual evaluaton is sent out at the end of each schoo year. The Evlauation will be revised and to coordinate with this current Plan of Service.
- 3.10 Provide the URL for the evaluation form(s) used by members. <http://www.onboces.org/SLS.cfm?subpage=644>
- 3.11 Provide the URL for the results of the member evaluation. <http://www.onboces.org/SLS.cfm?subpage=644>
- 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. The results from the evaluation will be used to tailor the following school year workshops, speakers and other activities. The responses collected will be evaluated by myself and the Library council to determine what type of specific professional development can be done to address the needs pointed out in planning.

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 of Service will be available to component districts on the SLS website. On the same page I will post a link to e-mail me directly with any questions/concerns with the plan of service. I will them take any and all submissions to the Library Council and the Communication Coordinators for their consideration.

SECTION 4 - GOALS/RESULTS

- 4.1 The Library System's Mission Statement The mission of the Orleans/Niagara BOCES School Library System is to help implement

(The Instructions include the definition of the mission statement.)

the Common Core learning Standards by improving information access for its member libraries' staff and students. The SLS will continue to support member libraries while providing guidance and professional development. The focus of the Orleans/Niagara SLS is to guide component districts in to becoming technology driven and literacy based school library media centers.

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

Cooperative Collection Development

4.2 Provide the URL of the 2016-2021

Cooperative Collection Development (CCD) Plan.

<http://www.onboces.org/SLS.cfm?subpage=638>

4.3 Element 1 - RESOURCE SHARING Union/Online Catalog

- | | | |
|-----|----------------------|--|
| 1. | Goal Statement | The Union Catalog will be current and available online. |
| 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 union Catalog will be updated annually to ensure that it is up to date for component districts. This will provide member libraries to view available materials from other libraries to enrich instruction. Th SLS office will insure all members have proper training and tech support at all times. |
| 4. | Evaluation Method(s) | All records will be updated, and the catalog will be available on-line for SLMS to view and use. At the end of the year all transactions using the catalog will be evaluated to make sure everyone is using it. |

4.4 Element 1 - RESOURCE SHARING

Delivery

- | | | |
|-----|----------------------|--|
| 1. | Goal Statement | The SLS will provide the transportation of library materials; nonpublic schools will use the closest public school as their delivery point. The SLS will use the Orleans/Niagara BOCES Instructional Services daily courier for deliveries to area schools, participating in BOCES Media Services; and the post office or commercial courier service for other needs. The SLS (or its designee) will make sure all deliveries are accounted for. |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | Having this service available will increase the sharing of materials between libraries. The materials will have a fast turn around, and students will benefit from having a wide range of materials. |
| 4. | Evaluation Method(s) | Annual evaluations and volunteered information will be used to determine any problems with delivery, such as speed. Member librarians will be asked to give feedback as to how the successful the transportation of library materials were. |

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

- | | | |
|-----|--------------------|---|
| 1. | Goal Statement | The Orleans/ Niagara SLS will facilitate Interlibrary Loan. |
| 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 SLMS in the BOCES will be able to request books from within the BOCES and also from the University At Buffalo. This will provide the LMS with many more available titles to use with students and teachers. The SLS will also track individual SLS usage of ILL |

and give it to them at the end of the year for their records.

4. Evaluation Method(s) 86% of the SLS participants will be aware of the Interlibrary Loan Policy and Interlibrary Loan Procedures as evidenced on the annual evaluation

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

1. Goal Statement The SLS website will contain access to the digital collection. The digital collection will be up to date, and available for SLMS.
- 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 website will house all digital collections, and also make sure that these collections can be uploaded to individual libraries catalogs. The digital collections will be updated, and materials that the SLS requests will be added.
4. Evaluation Method(s) The SLS will ask SLS members if they are using the resources and speaking with the vendors to ensure usage. It will also be asked about on the SLS annual report.

4.7 Element 1 - RESOURCE SHARING

Other (Optional)

1. Topic List Servs
2. Goal Statement The SLS will provide access to listservs for members.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) Participants can place all their subject requests on the listServ. Since our new union catalog now does our multiple copy requests, the LisServ can be used to do specific subject

and topic requests. The SLS will also share questions, important communication from DLD and NYSED and other documents/ periodicals that may be important for SLS members.

5. Evaluation Method(s) The participants will be asked about it at the end of the school year during the annual report. It will also be discussed at our SLS Council/Communication Coordinator Meetings.

4.8 Element 2 - SPECIAL CLIENT GROUPS

1. Topic Information, resources and communication
2. Goal Statement The SLS will assist libraries in providing services to special client groups by providing internet links to web sites which offer services and information about various disabilities and impairments. The information being provided, will be available on an as requested basis, for school staff, parents, students or anyone else that seeks further information on: physical or learning disabilities, cognitive, visual or hearing impairments, and children that speak a language other than English as their primary language.
- 3a. Year 1 Yes
- 3b. Year 2 Yes
- 3c. Year 3 Yes
- 3d. Year 4 Yes
- 3e. Year 5 Yes
4. Intended Result(s) The SLS will provide links on the SLS website to sites providing services and information on physical or learning disabilities, cognitive, visual or hearing impairments, and ELL students. The SLS will be able to communicate with librarians and teachers about available resources. The SLS will also purchase materials that have text to speech capabilities so that students that are ELL can listen to the story in their primary language.
5. Evaluation Method(s) The SLS director will communicate with component district SLMS and make sure the needs they have are met. This will also be reflected in the annual survey.

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

- | | | |
|-----|----------------------|---|
| 1. | Goal Statement | The SLS will provide professional development and continuing education opportunities for all librarians, at least several times a year. These will meet member school district needs and promote awareness of system services. |
| 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 survey member school libraries to determine professional development and training needs. The SLS will offer diverse and unique PD to the SLS members so that all members will have something to take away. The PD days will be well attended and met the goals they set. |
| 4. | Evaluation Method(s) | After each PD day, the participants will be asked to complete a brief survey. This survey (online or paper based) will ask a series of questions about whether or not the survey will help you in the future, will you attend future surveys, and whether or not the survey met the workshops intended goals. |

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

- | | | |
|-----|--------------------|---|
| 1. | Goal Statement | The Orleans/Niagara SLS will assist and answer member libraries' questions and concerns. |
| 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 member libraries' will use the listserv to make inquiries about programs, facilities, staffing issues, and solicitation of title recommendations, etc. from other member libraries. The SLS staff will contact other School Library Systems to obtain information as requested. The SLS will also work to bring |

in speakers that will discuss collection development when possible. This will provide almost instant feedback to the SLMS, and allow SLS director and clerical to track concerns and requests.

4. Evaluation Method(s) The annual survey given by the SLS will report that SLMS are pleased with the service. The SLS director will also communication with council and communication coordinators to ensure that consulting services are met.

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

1. Goal Statement Through our work with WNYLRC our SLMS has access to Ask Us 24/7
- 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 participants can use the service Ask Us 24/7 anywhere to ask a question to a librarian. This service is available through the SLS partnership with the Western New York Library Resource Council (3 Rs)
4. Evaluation Method(s) The SLS director will respond directly to any concerns from the SLS membership. This will also be asked on the SLS annual survey.

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

1. Goal Statement The SLS members can work with the SLS and the Western New York Library Council to apply for grants to digitize 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) If a SLS member library wishes to take on a digitization project the SLS will assist in coordinating the service with WNYLRC. Through WNYLRC they can apply for grants

- for their projects and obtain any need guidance.
4. Evaluation Method(s) The SLS director will respond directly to any concerns from the SLS membership. This will also be asked on the SLS annual survey.

**4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS
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)

4.14 Element 6 - AWARENESS AND ADVOCACY

1. Goal Statement The SLS will promote its programs and services and share information from other library sources with participating libraries. The SLS will also promote local, state level, and national programming.
- 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 distribute flyers about the services it provides, post to WNYLRC and SLSA list Servs and cross-promote with public libraries. Relevant advocacy items received from SED, SLAWNY, NYLA, NYLINE, NYLINE-S and SLSA will be forwarded to the school librarians. The SLS will provide member libraries' materials to join national national Organizations (ALA - AASL)
4. Evaluation Method(s) The SLS director will respond directly to any concerns from the SLS membership. This will also be asked on the SLS annual survey.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>

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|-----|----------------------|--|
| 1. | Goal Statement | The SLS office will encourage communication between members of the library system. Members will be invited to workshops and activities that are specifically set aside for members. The SLS director will also disseminate information to libraries through listservs and post on the SLS website. The School library system will also make other members contact information available through the service. |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | Librarians will be able to collaborate and idea share with other member librarians. If SLMS need ideas and support the SLS will facilitate this sharing and assist in any way. The ListServ will also provide a platform for discussion and debate about current topics in Education and School Librarianship. |
| 4. | Evaluation Method(s) | The SLS director will respond directly to any concerns from the SLS membership. This will also be asked on the SLS annual survey. |

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

- | | | |
|------|-------------------------------------|---|
| 4.16 | Provide the URL for the Member Plan | http://www.onboces.org/SLS.cfm?subpage=638 |
|------|-------------------------------------|---|

4.17 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

- | | | |
|-----|--------------------|--|
| 1. | Goal Statement | The SLS will work cooperatively with the other School Library Systems, Nioga and the Western New York Library Resources Council. |
| 2a. | Year 1 | Yes |
| 2b. | Year 2 | Yes |
| 2c. | Year 3 | Yes |
| 2d. | Year 4 | Yes |
| 2e. | Year 5 | Yes |
| 3. | Intended Result(s) | As a member of WNYLRC, the component districts have workshops and the WNYLRC listserv available to them. The SLS will also |

contact eh WNYLRC about shared funding for PD opportunities. This will provide many opportunities to learn new skills and communicate with others. The SLS has two members on NIOGA that participate in council/ Communication coordinator meetings, and these open up communication between the local public librarians and the SLS member libraries. The SLS offers many PD days that are partnered with the other local SLS offices also.

4. Evaluation Method(s) The SLS director will respond directly to any concerns from the SLS membership. This will also be asked on the SLS annual survey.

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

- | | |
|-------------------------|--|
| 1. Element | Technology |
| 2. Topic | Website |
| 3. Goal Statement | The SLS will maintain a website that will have information important to the SLMS in the service available to them. |
| 4a. Year 1 | Yes |
| 4b. Year 2 | Yes |
| 4c. Year 3 | Yes |
| 4d. Year 4 | Yes |
| 4e. Year 5 | Yes |
| 5. Intended Result(s) | The SLS website will be used by SLMS to find important documents, information about upcoming professional development days, NYSED/DLD communication, access to the Union Catalog amongst many other things. This will hopefully add to the ease of finding information for SLMS. |
| 6. Evaluation Method(s) | The SLS director will respond directly to any concerns from the SLS membership. This will also be asked on the SLS annual survey. |

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 3/17/2016
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 06/28/2016
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
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)