

Orleans-Niagara BOCES SLS
*****FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems)**
2011-2016

SECTION 1 - GENERAL INFORMATION

July 1, 2011 - June 30, 2016

- | | | |
|------|--|---|
| 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) | 9409 |
| 1.6 | Telephone Number (enter 10 digits only) | (800) 836-7510 |
| 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/files/792/MemberList2.pdf |
| 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/PlanofService2006.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). | A - System Board / System Council Members are appointed |
| 2.3 | Indicate by whom the System Board / System Council Members are appointed/elected. | The members are added on a rotating three year tterm. 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):

- g. School Library System Council Yes
- h. Communications Coordinators Yes
- i. Co-ser Advisory Committee No
- j. 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 plan of service was actively worked on in communication Coordinator and Library Council meetings from 2009- 2011. The members would give input and ideas in to the development of the plan. The member districts were also asked for input on the plan of service in the end of the year evaluation/ survey.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. The SLS council and the Communication Coordinators played a major role in the development of the Plan of Service. The Council and Communicators gave input and discussed the intended details, goals and evaluative procedures.

APPROVAL OF THE PLAN

- 3.6 Describe the process for approval of the Plan of Service. School library systems must include the Council's role in the approval. The Plan of Service was discussed at both the January 19th 2012 meetings and accepted on the March 19th 2012 meetings. The Plan of Service rough draft that was prepared by the council and Molly Thomson was approved at the March 19th meeting. This final copy will be approved on May 30th 2012.

EVALUATION

- 3.7 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 Evluation will be revised and to coordinate with this current Plan of Service.
- 3.8 OPTIONAL - Provide the URL of the related evaluation form(s). <http://www.onboces.org//forms.cfm?myForm=49>
- 3.9 OPTIONAL - Provide the URL of the results of the evaluation by members.
- 3.10 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 myslef and the Library council to determine what type of specific professional development can be done to address the needs pointed out in the evaluation.

REVISION PROCESS

- 3.11 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 then 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 (Refer to the Introduction, page 1, of the Instructions for the definition of the mission statement.)
- The mission of the Orleans/Niagara BOCES School Library System is to help implement 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 Plan

- 4.2 Provide the URL of the 2011-2016 Cooperative Collection Development (CCD).
- <http://www.onboces.org//files/638/onbccd21.pdf>

4.3 Element 1 - RESOURCE SHARING

Union 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
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 transaction 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.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- Having this service available will increase the sharing of materials between

3. Intended Result(s) 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 was.

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) 80% 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

Other (Optional)

1. Topic Listservs
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 may place title, subject or multiple copy requests on one of the SLS listservs, after checking the SLS Union catalog. They will also use the listservs to communicate about professional issues.
5. Evaluation Method(s) 80% of the participants will know how to use listservs for ILL requests and professional communications as indicated in the annual survey.

4.7 Element 2 - SPECIAL CLIENT GROUPS

1. Topic Information
 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 SLS will also ensure that students with Individualized Education Program can participate in the Regional Storytelling Festival. 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
- The SLS will provide links on the SLS website to sites providing services and

4. Intended Result(s) information on physical or learning disabilities, cognitive, visual or hearing impairments, and children that speak a language other than English as their primary language. The storytelling festival will continue to ensure that students with IEP's are included.
5. Evaluation Method(s) The annual evaluation will show that at least 80% of the respondents say the SLS informs them about services for special clients. The storytelling festival teacher packet will mention openings for students with IEP's.

4.8 Element 3 - PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION

1. Goal Statement The SLS will provide professional development and continuing education opportunities for all librarians, at least once a year, which 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 provide at least one professional development opportunity each year.
4. Evaluation Method(s) 90% of the attendees at professional development opportunity will indicate they learned something.

4.9 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. This will provide almost instant feedback to the SLMS, and allow SLS director and clerical to track concerns and requests.
4. Evaluation Method(s) 80% of the respondents to the SLS annual evaluation will indicate that they are satisfied with the consulting and technical support received via the SLS. Look at it again with the Annual Evaluation because that question was removed this past year.

4.10 Element 5 - COORDINATED SERVICES

1. Goal Statement The SLS will work with other library systems and consortiums to offer member libraries improved services, at a reduced cost, and will also coordinate the sharing of information on participating school library web sites.
- 2a. Year 1 Yes
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) SLSA negotiated database pricing will continue to be offered to SLS participants. The SLS will provide a link to each participant's school or library web site.

4. Evaluation Method(s) The annual evaluation will show that 80% of the respondents are satisfied with the coordinated buys offered through the SLS. It will also indicate that the links to existing participating school library web sites or district/school web sites are helpful.

4.11 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.
- 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. Relevant advocacy items received from SED, SLAWNY, NYLA, NYLINE, NYLINE-S and SLSA will be forwarded to the school librarians. The WNYSLs Advocacy Website link will be distributed to all the participants. The SLS will provide member libraries' materials to join national Organizations (ALA - AASL)
4. Evaluation Method(s) The annual evaluations will reflect that at least 80% of the respondents are satisfied with the information provided by the SLS about its services and advocacy issues.

4.12 Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

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 SLS director will investigate using 'social media' networks to have open communication. 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) Member libraries will learn and share new and valuable techniques. Librarians can learn a great deal from other SLMS by working together in professional development, and keeping open dialogue on the listserv.
4. Evaluation Method(s) The annual evaluation will show that at least 80% of the respondents can communicate effectively with other SLS participants. The annual evaluation will show that at least 80% of the respondents will indicate they know what is going on within the SLS.

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

- 4.13 Provide the URL for the Member Plan <http://www.onboces.org//files/638/sls%20member%20plan%202012.pdf>

4.14 Element 8 - COOPERATIVE 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
- As a member of WNYLRC, the component districts have workshops and the

3. Intended Result(s) listserv available to them. This will provide many opportunities to learn new skills and communicate with others. By working with resources such as NIOGA the SLMS have even more materials and professional development available to them.
4. Evaluation Method(s) The SLS director will advocate for member libraries' to use these services and to be knowledgeable about the resources. The SLS director will keep statistics about attendance at outside of BOCES professional development and workshops.

4.15 **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 Services
2. Topic Integrated Library System
3. Goal Statement Mandarin M3 is the software used for the Union Catalog. It is housed on a server at Erie #1 BOCES. The bibliographic records are annually deleted and re uploaded to insure that it is somewhat current because it is not a live catalog. The goal is to have a union catalog that is current and has all of the automated schools' holdings in it.

- 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 Orleans/Niagara BOCES School Library System Union Catalog will be current within a fifteen month time frame at any given time. The online ILL form in Mandarin M3 will always be operational as well as the online ILL form on the SLS website.

6. Evaluation Method(s) The Union Catalog holdings will be updated annually and the online Interlibrary Loan form will work properly at all times.

1. Element Technology Services
2. Topic Web Site
3. Goal Statement Web Site - The SLS will maintain a website with a link to the Union Catalog, links to other catalogs, and links to the school library websites, provide listserv information, SED links and other relevant information for school libraries.

- 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 website will be used by participants to access the union catalogs, databases and links to useful web sites to obtain information they need about school library media centers, State regulations, the school library system and other topics.

6. Evaluation Method(s) The annual evaluation will show that at least 80% of the respondents find the website useful.

1. Element Technology Services
2. Topic Integrated Technology
3. Goal Statement The SLS will enable school librarians to learn about using technology to enhance curriculum.

- 4a. Year 1 Yes
- 4b. Year 2 Yes
- 4c. Year 3 Yes

- | | | |
|-----|----------------------|--|
| 4d. | Year 4 | Yes |
| 4e. | Year 5 | No |
| 5. | Intended Result(s) | Time will be set aside at each Communication Coordinator's meeting for members to share their knowledge about technology. The SLS will identify one piece of technology each year and demonstrate it to the school librarians. |
| 6. | Evaluation Method(s) | The annual evaluation will show that at least 75% of the SLS Communication Coordinator's will say the SLS helps to keep them current on new technology. |
| 1. | Element | Resource Sharing |
| 2. | Topic | Cooperative Collection Development |
| 3. | Goal Statement | CCD - The Plan will be redistributed and marketed to make sure everyone is aware of it and recruit new schools. It will also be improved as needed to enhance resource sharing in the Orleans/Niagara BOCES SLS. |
| 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 CCD Plan will be more relevant to the libraries and participation will increase because of the heightened awareness. |
| 6. | Evaluation Method(s) | The Council will approve any revisions made to the Plan. All SLS participants will be aware of the CCD Plan as evidenced in the SLS annual evaluation. At least 20% of SLS participants will participate in the CCD Plan. The majority of LMS participating in CCD will report satisfaction with the plan as evidenced in the annual evaluation. |

ASSURANCE

- 5.19 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). 3/19/2012

APPROVAL

- 5.20 The Library System's Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy) 07/25/12