SECTION 1 - GENERAL INFORMATION

July 1, 2016 - June 30, 2021

1.1 Name of System: Orange-Ulster BOCES School Library System
1.2 Street Address: 4 Harriman Drive
1.3 City: Goshen
1.4 Zip Code: 10924
1.5 Four Digit Zip Code Extension (enter N/A if unknown): 2410
1.6 Telephone Number (enter 10 digits only): (845) 781-4360
1.7 Fax Number (enter 10 digits only): (845) 774-7323
1.8 Name of System Director: Diana Wendell
1.9 E-Mail Address of the System Director: diana.wendell@ouboces.org
1.10 System Home Page URL: http://ouboces.libguides.com/SLS
1.11 URL of Current List of Members: https://ouboces.libguides.com/SLS/members
1.12 Date of Establishment: 7/1/1985
1.15 Square Mileage of System Service Area: 883
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: https://ouboces.libguides.com/SLS/Council

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 Library Council Nominating Committee solicits candidates, and Council members elect and majority vote, subject to approval by the Orange-Ulster BOCES Board of Education.
2.4 Advisory Groups - Indicate the groups that advise the System Board / System Council. (check all that apply):

a. Members Directors' Organization / Council
   No

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.

Opportunities for feedback about the Member Plan of Service Goal Statements are included in the evaluation survey which is distributed electronically to all members of the OUBOCES SLS. In addition, large and small group discussions about the POS have taken place during quarterly Council meetings.

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

The elected members of the Library Council, guided by the current Plan of Service committee, along with council communication coordinators, discussed the current Plan of Service and made suggestions and decisions about revisions to the 2016-2021 POS.

EVALUATION

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

Information that is used to evaluate and determine member's satisfaction with SLS services is collected formally through the Annual Survey, as well as informally through discussion at Council meetings, and one-on-one conversations in person and through email.

3.10 Provide the URL for the evaluation form(s)


used by members.

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


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.

Survey responses about service provided by SLS staff, professional development opportunities, collection development, and other topics in the survey will be evaluated and discussed with SLS staff to uncover areas in need of improvement, and to facilitate planning for subsequent years.

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 Committee met quarterly at scheduled Council meetings to create the new Plan of Service. The committee members and the SLS director and staff also had email and telephone consultations about areas needing review and revision. Revisions resulting from assessing the POS were voted on at the December 2015 Council meeting. The completed 2016-2021 POS including revisions was submitted electronically prior to the April 1, 2016 due date. On an ongoing basis the POS will be looked at, during at least two SLS Council meetings every year and revised as necessary per the approval of the Council.

SECTION 4 - GOALS/RESULTS

4.1 The Library System's Mission Statement

The mission of the Orange-Ulster BOCES School Library System is improving student learning through excellence in school library programs.

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://ouboces.libguides.com/SLS/CCD?preview=57697cc97c9570287e71fd008d4732e

4.3 Element 1 - RESOURCE SHARING

Union/Online Catalog

1. Goal Statement The SLS will maintain and update the Union Catalog in conjunction with school OPACs, so all members may use it to search and request and fulfill ILLs.

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 intended result is to have an accurate, up-to-date catalog, which reflects the holdings of the member libraries, and enables better searching and resource sharing among members.

4. Evaluation Method(s) Annual School Library System Evaluation Survey

4.4 Element 1 - RESOURCE SHARING

Delivery

1. Goal Statement The SLS will provide delivery of ILL and other requested materials and resources in a variety of ways. The SLS will deliver through the BOCES Courier, the US Mail Service, facsimile services and through digital and electronic methods. The delivery will be determined using the most efficient and cost effective methods with the information needs of the end user as a top priority.

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 provide delivery and return of ILL and other member requested materials and resources via the most efficient, cost effective method.

4. Evaluation Method(s) Annual School Library System Evaluation Survey

1. Goal Statement The SLS will investigate the possibility of collaborating with the Ramapo Catskill Public Library System towards the goal of becoming incorporated into their courier system.

   2a. Year 1 No
   2b. Year 2 Yes
   2c. Year 3 Yes
   2d. Year 4 Yes
   2e. Year 5 Yes

3. Intended Result(s) Increase the amount of interlibrary loaning among member school libraries by at least ten percent annually and also increase the interlibrary loaning between school and public libraries by at least five percent annually.


4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

1. Goal Statement The SLS will facilitate ILL among members. The SLS will encourage members to share resources using the most effective means, including electronic and other means of request.

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

3. Intended Result(s) Resource sharing among member libraries will be facilitated. Members will have access to additional resources. The number of ILL transactions will increase annually.


1. Goal Statement The SLS has created and will continue to manage a Supplemental Library Collections CoSer (CCD).

   2a. Year 1 No
   2b. Year 2 No
   2c. Year 3 Yes
   2d. Year 4 Yes
   2e. Year 5 Yes

3. Intended Result(s) Resource sharing among member libraries will be increased. Members will create specialized collections.

4. Evaluation Method(s) Annual School Library System Evaluation Survey and data from BOCES annual commitment forms.

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

1. Goal Statement The SLS will maintain and continue to develop a collection of e-books, databases, and other e-media.

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

An extensive digital collection will be available, which is to the benefit of all member
### 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

3. **Intended Result(s)**
4. **Evaluation Method(s)**

#### 4.8 Element 2 - SPECIAL CLIENT GROUPS

1. **Topic** Services to any students with disabilities in our region
2. **Goal Statement** The SLS will maintain a current and accurate list of services for special client groups on the SLS website "Services to Special Client Populations."

   3a. Year 1  No
   3b. Year 2  Yes
   3c. Year 3  Yes
   3d. Year 4  Yes
   3e. Year 5  Yes

4. **Intended Result(s)** School librarians will be able to assist patrons with accessing resources for persons with special needs.

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

1. **Goal Statement** The SLS will provide professional development and conference opportunities which meet the needs of member library staff as indicated in the Annual Survey. The SLS will also provide information and awareness about regional, state-wide, and national professional development 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)** Staff will demonstrate increased professional growth, knowledge and skills on workshop topics. Staff will have increased awareness of and attendance at regional, state-wide, and national professional development and conference opportunities. Respondents will indicate awareness of and satisfaction with professional development
4. Evaluation Method(s) opportunities on the Annual School Library System Survey. The SLS will maintain attendance records for professional development workshops. Satisfaction with professional development opportunities will be measured through online surveys after workshop attendance.

1. Goal Statement Provide professional learning opportunities for school librarian/classroom teacher collaborations.

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

3. Intended Result(s) Increased use of school librarian expertise and increased teaching as well as increased use of library collections and resources.

4. Evaluation Method(s) Articles in SLS Newsletter and SLS Annual Survey.

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1. Goal Statement SLS staff will provide expertise in the areas of programming, budgeting, curricula, advocacy, grants administration, facilities planning, and technology. The SLS will inform members about appropriate, relevant grant opportunities as well as opportunities for advocacy.

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 demonstrate increased proficiency in programming, budgeting, curricula, grant administration, facilities planning, and use of technology. Member libraries will be well-informed about grant opportunities, and increase their applications for grants. Student learning will in turn be enhanced through increased funding.

4. Evaluation Method(s) Members will indicate on the Annual Evaluation Survey their degree of satisfaction with SLS staff assistance and expertise. Members will apply for and receive an increased number of grants.

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference

1. Goal Statement Professional Reference Library CoSer member libraries will benefit from consortial pricing of electronic resources through SLS membership in SCORE. All member libraries may benefit from consortial pricing for supplies as available.

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

3. Intended Result(s) Members will realize savings through consortial pricing for electronic resources through SLS membership in SCORE.

4. Evaluation Method(s) Annual Evaluation Survey, and increased participation in PRL CoSer to facilitate consortial purchasing of electronic resources.

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

1. Goal Statement

2a. Year 1 No
2b. Year 2 No
2c. Year 3 No
2d. Year 4 No
2e. Year 5 No
2c. Year 3
2d. Year 4 No
2e. Year 5 No

3. Intended Result(s)
4. Evaluation Method(s)

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 school libraries, school library media specialists, and school library systems through dissemination of information about events. The SLS will encourage and facilitate contact with local, state, and federal legislators, and use the list-serv to publicize members' opportunities for advocacy.

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

3. Intended Result(s)
Decision makers will be more aware of the role of school libraries in supporting student learning. Legislators will support increases in library funding.

4. Evaluation Method(s)
Efforts will be evaluated through funding stability, number of contacts with legislators, and number of positive outcomes in funding issues. The Annual Evaluation Survey will measure members' satisfaction with SLS advocacy efforts.

1. Goal Statement
SLS will maintain a professional collection to be used by members and the SLS to help promote the importance of both school libraries and school librarians in creating information literate students, and also creating programs for the same.

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 gain knowledge and expertise to enhance and enrich school library programs.

4. Evaluation Method(s)
SLS Professional collection circulation statistics, and number of new books and journals added to the SLS Professional collection.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>

1. Goal Statement
The SLS will explore various means to facilitate effective communication among member libraries and other stakeholders. The SLS and its members will continue to use the list-serv as the main means of disseminating timely, relevant information among members. Communication Coordinators will report back to their districts after the quarterly Council meetings.

2a. Year 1 Yes
Yes
Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

4.16 Provide the URL for the Member Plan

Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement
The SLS will continue to work closely with the BOCES SLS in Sullivan, Dutchess, Rockland, and Ulster counties to provide professional development, secure grant funding for collaborative projects, and maximize available resources for the benefit of all systems' members. The Orange-Ulster BOCES SLS will also continue our cooperative relationship with the Ramapo-Catskill Library System, Southeastern Regional Library Council, and neighboring academic libraries to enhance SLS sponsored professional programs such as "Fall Into Books." Maintaining close relationships with other library systems will enhance resource sharing and professional learning opportunities beyond what just a single SLS could provide in order to benefit all members.

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

3. Intended Result(s)
Collaboration among systems will expand the number and variety of professional development opportunities. Members will have increased opportunities for professional growth. Student learning will be positively impacted across the region.

4. Evaluation Method(s)
The Annual Evaluation Survey, attendance at workshops, and workshop surveys will be used for evaluation.

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
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

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 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)