Delaware-Chenango-Madison-Otsego BOCES SLS
FIVE YEAR LIBRARY SYSTEM PLAN OF SERVICE (School Library Systems) 2021-2026

SECTION 1 - GENERAL INFORMATION

July 1, 2021 - June 30, 2026

1.1	Name of System	Delaware-Chenango-Madison-Otsego BOCES School Library System
1.2	Street Address	6678 County Road 32
1.3	City	Norwich
1.4	Zip Code	13815
1.5	Four Digit Zip Code Extension (enter N/A if unknown)	3554
1.6	Telephone Number (enter 10 digits only)	(607) 335-1371
1.7	Fax Number (enter 10 digits only)	(607) 334-9848
1.8	Name of System Director	David Hamilton
1.9	E-Mail Address of the System Director	david.hamilton@dcmoboces.com
1.10	System Home Page URL	https://sites.google.com/view/dcmobocessls/home
1.11	URL of Current Membership List	https://sites.google.com/view/dcmobocessls/about-sls/liaisons
1.12	Date of Establishment	7/1/1985

1.15	Square Mileage of System Service Area	1,825
1.16	Population of System Service Area	N/A
1.17	Type of System	SLS

SECTION 2 - SYSTEM GOVERNANCE AND MEMBERSHIP

BYLAWS

2.1	URL of Current Governing Bylaws	https://drive.google.com/file/d/1Pvd7oS8AQs30F2j1AdEpLUiX2prZXmYL/view

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.	Members are appointed by consensus.

ADVISORY GROUPS

2.4 Advisory Groups - Indicate the groups that advise the System Board / System Council. (check all that apply):

a.	Members Directors' Organization / SLS Advisory Council	Yes
g.	Communications Coordinators Group	Yes

h.	CO-SERS Advisory Committee	No
i.	Cooperative Collection	
	Development Committee	No
j.	Other (specify using the note)	No

SECTION 3 - PLANNING

NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN OF SERVICE

3.1	Provide a summary describing the processes used to assess member needs in the development of the Plan of Service.	SLS Coordinators meet in person and virtually on a quarterly basis to discuss and assess member needs. Members had the opportunity to read drafts of the Plan of Service and provide feedback.
3.2	Identify the groups involved in development of the Plan of Service and each group's role.	All school librarians had an opportunity to provide feedback.
3.9	Provide the URL of the 2021-2026 Member Plan template	https://drive.google.com/file/d/1AsYP676v5Rwt7U1DVJ54Na2arF-7J2wl/view?usp=sharing
3.10	Provide the URL of the 2021-2026 Cooperative Collection Development Plan	https://docs.google.com/document/d/18LxDfCFWCepgyrFzp5DTYoNm8EYhYdsW/edit?usp=sharing&ouid=100578964810432211930&rtpof=true&sd=true

EVALUATION

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

The SLS coordinator and staff continually communicate with members regarding needs and system services. Additionally, annual surveys and evaluations are conducted.

3.13 Provide the URL for the evaluation form(s) used by members.

https://drive.google.com/file/d/1dGpKdp0-g4hqncfpM8s7mKZiPyK8na_a/view

3.14 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.

Communication with our school librarians and teachers is on-going and crucial in determining the best way to support our components.

REVISION PROCESS

3.15 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 SLS coordinator, in consultation with the SLS council and liaison committees will annually review the POS for compliance and identify areas of strengths and weaknesses. Additionally, each of the component librarians fill out an annual evaluation. Those evaluations, reviews, and recommendations will be the basis for ongoing improvement. The SLS coordinator will also communicate with regional SLS colleagues to ensure that best practices are being implemented. Final approval of the POS will require a positive vote by the Council prior to submission to NYSED/NYSL.

SECTION 4 - GOALS/RESULTS

4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.)

The Delaware-Chenango-Madison-Otsego School Library System is committed to providing equal and equitable access to information and resources throughout the educational community in order to support and encourage responsible, lifelong learners.

Minimum Requirement for questions 4.2 through 4.6, 4.8 through 4.12, 4.14 through 4.16 - complete one repeating group for each topic of every element.

4.2 Element 1 - RESOURCE SHARING

Cooperative Collection Development

1	Goal Statement	The School library system has a CCD plan on file that facilitates the building of specialized and focused collections within districts who choose to participate in the associated Cooperative Collection CoSer. The School Library System will continue to develop and support the building of collections throughout the system by providing oversight and guidance for the collections and the systems to distribute the materials to districts.

2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	

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

3.	Intended Result(s)	A collection of specialized resources to support the instructional and literary needs of school libraries in the region. Annual review and update of collections focus.

4.	Evaluation Method(s)	Members' annual collaborative assessment and adjustment.

4.3 Element 1 - RESOURCE SHARING

Union Catalog

1.	Goal Statement	The regional union catalog is annually updated. Members are aware of available resources and can access them.

2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	

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

3.	Intended Result(s)	All library media centers participate in the cooperative catalog. Ensure that all library media centers are cataloging their CCD materials so that they are discoverable.

4.	Evaluation Method(s)	Results are measured by ILL reports and district reports.

4.4 Element 1 - RESOURCE SHARING
Delivery

1.	Goal Statement	Through the DCMO courier and electronic means (for ebooks), resources are provided to districts on a daily basis.

2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)		
	Year 1	Yes	
2b.	Year 2	Yes	
2c.	Year 3	Yes	
2d.	Year 4	Yes	
2e.	Year 5	Yes	

3.	Intended Result(s)	Users are connected to the resources they need in a timely manner.
4.	Evaluation Method(s)	Review and discuss delivery effectiveness at SLS Council meetings.

4.5 Element 1 - RESOURCE SHARING
Interlibrary Loan

1.	Goal Statement	The School Library System will maintain a customer oriented, quality ILL Program.

2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)		
	Year 1	Yes	
2b.	Year 2	Yes	
2c.	Year 3	Yes	
2d.	Year 4	Yes	
2e.	Year 5	Yes	

3.	Intended Result(s)	The ILL SCOOLS system will be timely and user friendly. All users of the SCOOLS ILL system will attain basic proficiency. The union catalog will be accurate and up-to-date.
4.	Evaluation Method(s)	ILL statistics will increase. Active borrowing and lending status of member school libraries will be measured on a monthly basis. System preferences for automatic syncs on local OPALS catalogs will be set.

4.6 Element 1 - RESOURCE SHARING
Digital Collections Access

1.   Goal Statement   The School Library System will enhance awareness of and support access to a variety of digital collections.

2a.   Indicate year(s) during which the system will be addressing this goal (check all that apply)

	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 have access to paid resources provided locally, regionally, and state-wide. SLS members will have access to libraries outside the SCOOLS region, including local publics, systems, and New York Public. SLS members will have access to digital guides and collections valuable in the K-12 setting.

4.   Evaluation Method(s) Annual statistics for NOVEL databases, SCRLC- provided databases, and DCMO SLS provided databases. Annual statistics for ebooks and audiobooks collections. Links to local public library systems and state libraries will be provided on DCMO SLS webpage. Links to relevant digital guides and collections will be provided on the DCMO SLS web page.

4.7 Element 1 - RESOURCE SHARING
Other (Optional)

1.   Topic

2.   Goal Statement

3a.   Indicate year(s) during which the system will be addressing this goal (check all that apply)

	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	Identification and Resources
2.	Goal Statement	The School Library System will continue to identify and meet Special Client groups' resources needs in the DCMO region. Current identified groups include students with disabilities, struggling readers, gifted and talented students, and English Language Learners.
3a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
3b.	Year 2	Yes
3c.	Year 3	Yes
3d.	Year 4	Yes
3e.	Year 5	Yes
4.	Intended Result(s)	Special client groups will be identified and resources needs will be met. All students will have equitable access to information in a variety of formats and levels.
5.	Evaluation Method(s)	Analysis of special needs survey (annual evaluation tool). Minutes from SLS Council meetings. Informal feedback from field visits and Communication Coordinators meetings. Anecdotal information from school librarians.

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

1.	Goal Statement	Professional Development Provide guidance and professional learning opportunities to member librarians, both in-person and virtual. Expand professional learning opportunities by partnering with a variety of stakeholders.
2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	Support and enhance the professional capacity of member librarians by offering learning opportunities that align with on-going regional work. Seek opportunities to partner and learn with stakeholders to support regional literacy work.

4.   Evaluation Method(s) Conduct an annual needs-based survey. Review workshop evaluations and provide prompt and relevant feedback. Bring stakeholders together to work on regional literacy initiatives.

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1.   Goal Statement   Library, Maker and STEAM Spaces Assist and support school librarians to redesign their physical library spaces to serve a wider range of student needs. Include Maker Space and STEAM resources.

2a. Indicate year(s) during which the system will be addressing this goal (check all that apply)

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

3.   Intended Result(s)   Update and design the environment of the library to increase student engagement and incorporate programming that encourages student centered instruction-- specifically-- collaboration, inquiry and design. SLS members are up to date on important information pertaining to SLS and school library functions and issues. Members' SLS-related technology needs are met and their digital systems and resources work smoothly. Member librarians will receive information about new features of current tools, and new digital tools and resources.

4.   Evaluation Method(s) Track student use of the space. Annual SLS evaluation tool. Direct feedback from SLS throughout the year. Field visits. Annual SLS evaluation tool. Workshop/training/meeting feedback.

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS
Virtual Reference

1.   Goal Statement   Coordinated Purchases Cooperative purchases provide resources that members could not all provide as individual libraries.

2a. Indicate year(s) during which the system will be addressing this goal (check all that apply)

	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 have access to coordination and sharing via the SLS.

4.	Evaluation Method(s) On-going usage data. Annual SLS evaluation tool.

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS
Digitization Services

1.	Goal Statement none
2a.	Indicate year(s)
	during which the
	system will be
	addressing this goal
	  (check all that apply)

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

3.	Intended Result(s) none

4.	Evaluation Method(s) none

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS Other (Optional)

1.	Topic
2.	Goal Statement
3a.	 Indicate year(s) during which the system will be addressing this goal (check all that apply)

	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 Trends Communicate trends and issues in school library programming. Best Practices Share best practices and effective strategies. Advocate and Promote Increase awareness of and advocacy for school library programs through outreach to administrators, teachers, school librarians, college/university programs, parents and community members, as well as through involvement in state and national advocacy groups and efforts.

2a.	Indicate year(s)
	during which the
	system will be
	addressing this goal
	(check all that apply)

	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes

2e.	Year 5	Yes

3.	Intended Result(s)	Build capacity of the member librarians to lead this work. Regional identification of best practices for school libraries and creating benchmarks toward building engaging, dynamic programs. Member libraries experience increased visibility within their communities. Member libraries and DCMO SLS experience increased use of programs and services. Members understand advocacy and its roll in strengthening their library programs.

4.	Evaluation Method(s)	Survey member librarians about issues and trends to determine regional needs. Gather benchmark data. Share and promote best practices in regional PLCs. Annual SLS evaluation tool. SLS website. Database, ILL, and local circulation statistics. Anecdotal evidence from school librarians.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS

1.	Goal Statement	Digital Communication The SLS will facilitate and strengthen communication among system members and participants via the SLS Listserv and other avenues of communication. SLS Website Maintain and expand the SLS web presence, incorporating resources and support for member librarians. Member Plan Update post member plan on an annual basis.

2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	

	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 exchange ideas and information in a variety of modalities. School librarians have multiple opportunities to offer input and influence SLS services. The SLS website is the portal for library and media services. Collect regional data and share with region.

4.	Evaluation Method(s)	Listserv user statistics. Annual SLS evaluation tool. Website statistics. School librarian attendance at Communication Coordinators meetings. SLS Council minutes. Workshop and training feedback. Annual SLS evaluation tool. Review number of member libraries participating.

4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1.	Goal Statement	Existing Partnerships The SLS will continue to work with other libraries, library systems, teacher centers, organizations and consortia to support initiatives and provide services, programs and funding opportunities. Professional Learning Participate in a variety of non-regional workshops and conferences. Build Additional Partnerships Expand opportunities beyond traditional partnerships including higher education, non-profits, non-academic youth organizations.

2a.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	Year 1	Yes
2b.	Year 2	Yes
2c.	Year 3	Yes
2d.	Year 4	Yes
2e.	Year 5	Yes
3.	Intended Result(s)	The school library system will provide additional opportunities and improved services. Member librarians will build a larger circle of collective efficacy. School librarians are seen as experts. Community members who work with youth rely on school librarians as partners in creating engaging programming for youth.
4.	Evaluation Method(s)	Minutes from the SCRLC Board of Trustees meeting. Meeting notes from SCOOLS SLS Director Meetings. Evaluations from co-hosted PD events. DCMO SLS website. Statistics regarding member participation in non-regional events. Evaluations from co-hosted PD events. DCMO SLS website. Statistics regarding member participation in non-regional events. Annual SLS evaluation tool. Statistics regarding member participation in non-school related events.

4.17 **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.	Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	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

4.18 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)   09/29/2021

APPROVAL - For NYSL Use Only

4.19 The Library System's Plan of Service was reviewed and approved by the New York State Library on (date - mm/dd/yyyy)   10/04/2021

REVISION ASSURANCE

4.20 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

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