

# **Dutchess 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	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 Extension (enter N/A if unknown)	6546
1.6	Telephone Number (enter 10 digits only)	(845) 486-4840
1.7	Fax Number (enter 10 digits only)	(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	<a href="http://www.dcboces.org/dcsls">http://www.dcboces.org/dcsls</a>
1.11	URL of Current Membership List	<a href="https://dcboces.libguides.com/sls/about">https://dcboces.libguides.com/sls/about</a>
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 AND MEMBERSHIP

### BYLAWS

2.1 URL of Current Governing Bylaws [https://dcbooces.libguides.com/ld.php?content\\_id=51591855](https://dcbooces.libguides.com/ld.php?content_id=51591855)

### 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. A council member whose term will expire at the end of the school year will be named by the Council Chairperson to serve as a nominating committee. The nominating committee will prepare a list of recommendations to be presented to the Council for approval at the fourth Board/Council meeting.

### 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 Yes

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. We organized a series of small focus group meetings via zoom, to gather member input. A consultant facilitated the meetings during the month of February 2021.

- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. SLS Advisory Council, SLS Members
- 3.9 Provide the URL of the 2021-2026 Member Plan template <http://www.nysed.gov/curriculum-instruction/nysed-school-library-program-rubric>
- 3.10 Provide the URL of the 2021-2026 Cooperative Collection Development Plan [https://dcbores.libguides.com/ld.php?content\\_id=51620503](https://dcbores.libguides.com/ld.php?content_id=51620503)

## EVALUATION

- 3.12 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services. The annual survey includes evaluation of the SLS. The survey includes questions regarding all of the POS elements.
- 3.13 Provide the URL for the evaluation form(s) used by members. <https://fs8.formsite.com/DutchessSLS/tu3hhjbzhf/index.html>
- 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. Information collected from the annual survey will be reviewed by the SLS Director, Advisory Council, and Communication Coordinators to develop new programs and improve upon existing services.

## 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 POS will be revised , as needed per Article IX of the by-laws.

## SECTION 4 - GOALS/RESULTS

- 4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.) Through the coordination of resources and services, The Dutchess BOCES School Library System collaborates with all partners to ensure member libraries can help users engage effectively with ideas and information.



#### 4.4 Element 1 - RESOURCE SHARING

##### Delivery

1. Goal Statement  
The SLS will facilitate and coordinate delivery services to all members. Courier delivery routes and schedules are known to all SLS members.
  
- 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 effectively share library materials and have access to materials beyond their holdings. SLS members improve their curriculum planning ability with the timely sharing of materials.
  
4. Evaluation Method(s)  
Annual Survey # Weekly deliveries # USPS/UPS transactions

#### 4.5 Element 1 - RESOURCE SHARING

##### Interlibrary Loan

1. Goal Statement  
The SLS will periodically train new member librarians in the use of the Union Catalog ILL component. The SLS will increase the updating frequency of Union Catalog static non-COSER collections. The SLS will facilitate access to resources outside the Dutchess County region. The SLS will work with public library systems to streamline ILL procedures between public and school 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)  
All SLS member library staff have access to and the ability to use electronic ILL through the Union Catalog. SLS member libraries know the true status of all ILL requested materials. SLS member libraries have access to materials outside the region through SEAL, OCLC & MISP. SLS member library staff and their students benefit from increased opportunities for borrowing public library materials.

4. Evaluation Method(s) Annual Survey Union Catalog ILL stats increase 10% each year # SEAL, OCLC, MISP stats # of Union Catalog updates

#### 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. The SLS will work toward a shared eBook platform. The SLS will provide digital resources that can be used with students with special needs.
- 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 member libraries have access to a shared eBook collection. SLS member libraries benefit financially from a subsidized centralized collection. eBook collections are more widely shared across all SLS school districts. SLS member library staff and teachers have access to digital resources for their special needs students.
4. Evaluation Method(s) Annual Survey # eBooks added each year

#### 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 none
2. Goal Statement The SLS will provide opportunities for member library staff to become familiar with resources for students with diverse needs, interests and backgrounds. The SLS will make member library staff aware of special needs materials locations across districts. The SLS will hold Round Tables specifically focused on technology materials available for students with special needs.

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) SLS member library staff have access to resources via book lists, web sites, training sessions and the Union Catalog. SLS member library staff know the location across districts of materials for special needs students and have increased resources for this student population. SLS member library staff become knowledgeable concerning technology resources for special needs students.

5. Evaluation Method(s) # Workshops Workshop evaluations Annual Survey # Resource lists developed Website for special needs materials

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

1. Goal Statement The SLS will facilitate training opportunities for SLS member library staff according to requested prioritized training topics and budget constraints. The SLS will support and encourage attendance at regional, state and national conferences.

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 member library staff increase their knowledge of current library practices such as cutting edge technology, Social Justice issues and advocacy skills. The SLS makes available subsidized professional development opportunities according to budget constraints.

4. Evaluation Method(s) # Workshops Workshop evaluations Annual Survey Budget

#### 4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1. Goal Statement The SLS will provide expertise to member library staff and administrators regarding database selection, collection development, legal issues, grant resources, budgeting, facilities planning and technology.

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 member library staff and administrators benefit from SLS online and onsite consulting and development expertise.

4. Evaluation Method(s) Annual Survey Anecdotal Information # Contacts and consulting sessions

#### 4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

##### Virtual Reference

1. Goal Statement The SLS will make available to member library staff programs and services coordinated through the system such as but not limited to Model Schools and Teacher Centers. The SLS will coordinate the procurement of databases and other electronic resources as well as print materials. The SLS will promote video-streaming services, demo videos and the expansion of COSER offerings to include a Cooperative Author COSER.

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 member staff have access to experts in areas such as but not limited to technology training, virtual field trips, STEM and STEAM, demo videos, video-streaming and Author visits.

4. Evaluation Method(s) Annual Survey # Workshops Workshop evaluations # Author visits # Demo videos



#### 4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

##### Digitization Services

1. Goal Statement  
The SLS will partner with Southeastern New York Library Resources Council (SENYLRC) to offer SLS member library staff digitization workshops and training sessions that include New York history and primary document 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)  
SLS member library staff increase their knowledge of digitization requirements and available digitized resources in New York State.
  
4. Evaluation Method(s)  
# Workshops Workshop evaluations Annual Survey

#### 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  
The SLS will provide member library staff with information pertaining to advocacy awareness and training events such as the NYLA Conference and NYLA-SSL conferences.
  
- 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 member library staff benefit from attending training sessions and conferences that increase their ability to make administrators and their local communities recognize the value of school library programs. |
| 4. | Evaluation Method(s) | Annual Survey Anecdotal reports # Resources produced by SLS and member library staff                                                                                                                             |

**4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS**

- |    |                |                                                                                                                                                                                                                                                                                                                                                                                                           |
|----|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Goal Statement | The SLS will facilitate, maintain and advertise an online platform for the purposes of sharing information on a variety of topics for SLS member library staff. The SLS will hold a variety of discussion forums such as Round Tables both in person and online. The SLS will make known to SLS member library staff the duties of the SLS staff, the SLS Council and the SLS Communication Coordinators. |
|----|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- 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 member library staff increase their knowledge of best practices as well as issues and opportunities impacting school library services. SLS member library staff have opportunities to share and discuss issues with each other. SLS member library staff understand the job duties and responsibilities of the SLS staff and the SLS governing structure. |
|----|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- |    |                      |                                                               |
|----|----------------------|---------------------------------------------------------------|
| 4. | Evaluation Method(s) | Annual Survey # Round Table discussions Anecdotal information |
|----|----------------------|---------------------------------------------------------------|

**4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS**

- |    |                |                                                                                                                                                                                                                                                                                                                                                |
|----|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Goal Statement | The SLS will cooperatively work with other SLS systems, public library systems and SENYLRC. The SLS will partner with local public library systems to promote the annual Summer Reading Program. The SLS will work with local community partners such as Community Centers, the FDR Library/Museum and the Culinary Institute, as appropriate. |
|----|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- 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 member library staff benefit from additional programs and the exchange of information with library and cultural organizations. SLS member library staff and their students benefit from Summer Reading Program activities.

4. Evaluation Method(s) Annual Survey

**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 COVID Response and Rebound Initiative

3. Goal Statement The SLS will meet with teachers, administrators and member library staff to discuss how school libraries can help students with education gaps. The SLS will provide training opportunities to SLS member library staff dealing with students who have education gaps due to remote learning, digital divide issues and/or border issues.

4a. Indicate year(s) during which the system will be addressing this goal (check all that apply)

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

5. Intended Result(s) SLS member library staff and their students benefit from both print and electronic materials and Best Practices that help them address such COVID-related issues as the education gap and the digital divide.

6. Evaluation Method(s) Annual Survey # Meetings/discussions Anecdotal information

## **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) 5/14/2021

## **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) 07/01/2021

## **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)