SECTION 1 - GENERAL INFORMATION
July 1, 2016 - June 30, 2021
1.1 Name of System Madison-Oneida BOCES School Library System
1.2 Street Address 1136 Freedom Drive
1.3 City Oneida
1.4 Zip Code 13421
1.5 Four Digit Zip Code Extension (enter N/A if unknown) 7112
1.6 Telephone Number (enter 10 digits only) (315) 361-5663
1.7 Fax Number (enter 10 digits only) (315) 361-5667
1.8 Name of System Director Diana Wendell
1.9 E-Mail Address of the System Director dwendell@moboces.org
1.10 System Home Page URL http://moboces.schoolwires.net/Page/112
1.12 Date of Establishment 7/1/1985
1.15 Square Mileage of System Service Area 815
1.16 Population of System Service Area N/A
1.17 Type of System SLS

SECTION 2 - SYSTEM GOVERNANCE
BYLAWS

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.
- Madison-Oneida BOCES Board.
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  
   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.

The School Library System Council was asked for input at our May and October 2015 meetings. On Aug. 7 the SLS held a curriculum day where 9 school librarians participated in a review of the POS. In December a survey was created and sent to all school librarians asking for input; there were 8 responses.

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

School librarians did most of the reviewing and suggesting improvements. The SLS Council which librarians, technology coordinators, one Assistant Superintendent, two principals and a representa and the local public library system reviewed the suggestions.

EVALUATION

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

At the end of every school year, we do an extensive online survey that is organized by the elements we solicit input from the goals in the different elements.

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

https://www.surveymonkey.com/r/SLSEOY2015

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

https://www.surveymonkey.com/results/SM-BS5Y8LK2/

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.

Suggestions are incorporated into the next year's program.
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 School Library System Council was asked for input at our May and October 2015 meetings. On Aug. 7 the SLS held a curriculum day where 9 school librarians participated in a review of the POS. In December a survey was created and sent to all school librarians asking for input; there were 8 responses. Here is the survey instrument: https://www.surveymonkey.com/create/survey/preview?sm=hJO17WjCpr8XVaZZkL3X6xH6fdjI. Here are the results: https://www.surveymonkey.com/results/SM-C52RCL3J/

SECTION 4 - GOALS/RESULTS

4.1 The Library System's Mission Statement

The Madison-Oneida School Library System supports improved student learning through excellence in school library programs.

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://moboces.schoolwires.net/Page/164

4.3 Element 1 - RESOURCE SHARING

Union/Online Catalog

1. Goal Statement Provide a current, accurate and complete regional online union catalog including materials in multiple Madison-Oneida, Oneida-Herkimer and Jefferson-Lewis SLS regions.

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, students, and classroom teachers will conduct research with relevant materials from in-depth collections. Students will borrow print and audio-book materials for both school projects and for personal and aesthetic growth.

4. Evaluation Method(s) Annual survey of librarians - Informal sharing at Communication Coordinators and SLS Council meetings on sharing and participation in services - Workshop attendance statistics and surveys - Resource sharing statistics - Review of district final commitment BOCES form or WINCAP report

1. Goal Statement Improve awareness of changes in technology that have an effect on resource sharing and options for delivery.

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 teach staff and students how to use online reference resources.

4. Evaluation Method(s) SLS staff will attend 3 R's Council's annual interlibrary loan workshop to learn about new methods and technologies related to resource sharing.

4.4 Element 1 - RESOURCE SHARING

Delivery

1. Goal Statement Seek efficient delivery of resources among schools and libraries within and outside the C.I.D.E.R.
2a. Year 1  Yes
2b. Year 2  Yes
2c. Year 3  Yes
2d. Year 4  Yes
2e. Year 5  Yes

3. Intended Result(s)  Timely delivery of resources and communications. Librarians will provide current information services to their patrons.

4. Evaluation Method(s)  - Annual survey of librarians.

4.5 Element 1 - RESOURCE SHARING
Interlibrary Loan

1. Goal Statement  Investigate expanding regional union catalog/ILL to include neighboring school library 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)  Members will have greatly expanded library collections from which to borrow; resulting in costs savings from having to purchase some resources. School libraries will have greatly expanded library collections from which to borrow.

4. Evaluation Method(s)  - Annual survey of librarians - Review of electronic resource use statistics - Review of data on Co-Ser participation

1. Goal Statement  Maintain and enhance resource sharing through system services and supplemental cooperative services to increase the number and quality of resources available in member schools.
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, students, and classroom teachers will conduct research with relevant materials from in-depth collections. Students will borrow print and audio-book materials for both school projects and for personal and aesthetic growth.

4. Evaluation Method(s)  - Annual survey of librarians - Informal sharing at Communication Coordinators and SLS Council meetings on sharing and participation in services - Workshop attendance statistics and surveys - Resource sharing statistics

4.6 Element 1 - RESOURCE SHARING
Digital Collections Access

1. Goal Statement  The SLS will continue to investigate and acquire regionally; high quality E-resources and databases with Aid and Co-Ser funds.
2a. Year 1  Yes
2b. Year 2  Yes
2c. Year 3  Yes
2d. Year 4  Yes
2e. Year 5  Yes

3. Intended Result(s)  Students will have expanded access to Ebooks and databases to improve reading, access to high-quality resources for use in projects and digital literacy.

4. Evaluation Method(s)  - Creation of websites, flyers and brochures listing resources - Increased usage statistics via media SLS-created websites, and building-level OPACs - Annual survey of librarians - Informal sharing at Communication Coordinators and SLS Council meetings

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
Element 2 - SPECIAL CLIENT GROUPS

1. Topic
   Services to any students with disabilities in our region.

2. Goal Statement
   Maintain a current and accurate list of regional services for special client groups within our district Resources for Individuals with Disabilities”) and an interface to the collection of the New York State School for the Deaf (NYSSD), a member of our system.

3a. Year 1
   No

3b. Year 2
   Yes

3c. Year 3
   Yes

3d. Year 4
   Yes

3e. Year 5
   Yes

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

5. Evaluation Method(s)
   - Evaluating services on shared website for currency of services and organizations listed
   - http://moboces.schoolwires.net/Page/167 - Website statistics - Annual checking of links - ILL statistics from NYSSD library in CIDER.

Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

Provide professional development and continuing education opportunities, which support the inte…
1. **Goal Statement**

Information Fluency Continuum, the inquiry process, 21st century skills into the CCLS and NYS and other curricular areas which promote awareness of school library media programs and school

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 and other district staff will be current in services, technologies and curriculum. Use of and CCLS documents

4. **Evaluation Method(s)**

- Workshop attendance statistics
- Survey results from workshops and related events
- Collection statistics
- Annual Survey

---

1. **Goal Statement**

Provide member school librarians with information to improve school library programs, using student assessment data to improve learning and integration of new, New York State Learning Standards and the Common C

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 adapt their teaching based on local student assessment data.

4. **Evaluation Method(s)**

- Articles in SLS News & Notes
- Annual Survey
- Survey results from workshop attendance

---

1. **Goal Statement**

Create, utilize and maintain technology mechanisms for sharing ideas and new literature.

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 share and participate remotely on School Library System Facebook page and Twitter Sessions; also, Schoology for Book Study Group and Edmodo for Teen Book Festival participants.

4. **Evaluation Method(s)**

Number of discussions/posts on social media. - Annual Survey

---

1. **Goal Statement**

Create mechanisms for school librarians to participate in continuing education through online learning.

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

3. **Intended Result(s)**

Increase number and percentage of participants in online learning.

4. **Evaluation Method(s)**

- Mini grant final reports and SLS New & Notes articles
- Annual Survey

---

1. **Goal Statement**

Increase use of school librarian expertise and increased teaching as well as increased use of library

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

3. **Intended Result(s)**

Increase use of school librarian expertise and increased teaching as well as increased use of library

4. **Evaluation Method(s)**

- Articles in SLS News & Notes and M-O BOCES website and other publications such as FYI to component B boards.
- Annual Survey

---

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

1. **Goal Statement**

Provide information and technology expertise to members.

2a. Year 1  Yes
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 receive timely and knowledgeable response to their inquiries for assistance.
4. Evaluation Method(s) - Sharing through weekly e-mail news and SLS Newsletters - Informal sharing at Communication Council meetings - Annual survey of librarians

1. Goal Statement  Assist school librarians in use of the SLMPE for program evaluation and improvement.
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 continually work towards improving their program.
4. Evaluation Method(s) - Workshop attendance statistics and surveys - Annual survey of librarians - Informal sharing at Communication Coordinators and SLS Council meetings.

1. Goal Statement  Promote access to electronic and digital resources
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 provide current and forward looking services to their patrons.
4. Evaluation Method(s) - Sharing through weekly e-mail news and SLS Newsletters - Annual survey of librarians - Review resource user statistics - Workshop attendance

1. Goal Statement  The SLS will seek out and obtain appropriate grants outside of those provided by Library Development.
2a. Year 1  Yes
2b. Year 2  Yes
2c. Year 3  Yes
2d. Year 4  Yes
2e. Year 5  Yes
3. Intended Result(s)  These grants will enhance the performance of our region's school librarians. Provide opportunities for school librarians to collaborate with classroom teachers. Provide opportunities for school librarians to learn more about the Common Core Learning Standards and how to incorporate them into their teaching.
4. Evaluation Method(s) - Number of grants received - Reporting at Communication Coordinators and SLS Council meetings - Reporting within grant reporting - Articles in SLS Newsletter News & Notes

1. Goal Statement  Create opportunities for region's school librarians to engage their students in literacy enrichment activities.
2a. Year 1  Yes
2b. Year 2  Yes
2c. Year 3  Yes
2d. Year 4  Yes
2e. Year 5  Yes
3. Intended Result(s)  These grants will enhance the impact of our region's school librarians on student learning.
4. Evaluation Method(s) - Number of grants received - Number of participating librarians - Reporting at Communication Council meetings - Evaluation within grant reporting - Articles in SLS Newsletter News & Notes

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS

Virtual Reference  Coordinate services with Model Schools, BOCES Staff Development, other library systems, the service and regional state associations to enhance services to members.
1. Goal Statement
   Explore new ways to collaborate with libraries and library systems of the region.

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, area students, and educators will benefit from coordinated services for more effective school library media programs.

4. Evaluation Method(s)
   - Informal sharing at Communication Coordinators and SLS Council meetings.
   - Annual survey of attendance statistics and surveys.

Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services
1. Goal Statement
   We do not offer digitization services.

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

3. Intended Result(s)
   We do not offer digitization services.

4. Evaluation Method(s)
   We do not offer digitization services.

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)

Element 6 - AWARENESS AND ADVOCACY

1. Goal Statement
   Promote awareness of the role of school librarians, school libraries and school library systems in meeting the information needs of students, educators and parents.

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

   School librarians will gain knowledge & expertise to enhance and enrich school library programs.
3. Intended Result(s)  
will provide members with data to support a strong correlation between student achievement and school libraries.

Administrators will be kept informed of issues facing school librarians through SLS News & Notes.

4. Evaluation Method(s)  
- Annual survey of librarians
- Informal sharing at Communication Coordinators and SLS Council meetings
- Regional, state and national conferences.

1. Goal Statement  
SLS will maintain a professional collection to be used by members and the SLS to help promote school libraries and school librarians create information literate students and also create programs.

2a. Year 1  
Yes

2b. Year 2  
Yes

2c. Year 3  
Yes

2d. Year 4  
Yes

2e. Year 5  
Yes

3. Intended Result(s)  
Students will be better equipped to be "College and Career-Ready"

4. Evaluation Method(s)  
- SLS Professional collection circulation statistics
- Number of new books added to SLS Professional collection
- Bridging the Gap initiative with CNYLRC and Oneida/Herkimer SLS
- Record of shared presentation materials and the success of the presentations
- Annual survey
- Articles in SLS Newsletter News & Notes

1. Goal Statement  
Promote the use of the ESIFC to improve student learning across the region.

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 infuse their teaching with the inquiry process by utilizing the ESIFC and other initiatives such as the Odell inquiry model and the NYS Social Studies Framework, and the CCLS. SLS will encourage presentations by member school librarians at conferences.

4. Evaluation Method(s)  
- Annual survey of librarians
- Informal sharing at Communication Coordinators and SLS Council meetings
- Newsletter articles
- Articles in SLS Newsletter News & Notes, SSL Newsletter and CLRC news and other state and national publications.
- Number of workshops sponsored on ESIFC
- Number of members presenting on the ESIFC at conferences

1. Goal Statement  
Promote participation in advocacy activities in support of school librarians, school libraries and school library systems.

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 act to promote school library and School Library System services, and the need for full-time certified school librarian positions will be grown and maintained, and raising the awareness for the need for more educators to join the school librarianship field.

4. Evaluation Method(s)  
- Continue CNYSLSA LMS Recruitment initiative
- # of activities completed from Google form shared with CNYSLSA
- Annual survey of librarians for their recruitment activities
- Informal sharing at Communication Coordinators and SLS Council meetings
- Newsletter articles

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS>  
1. Goal Statement  
Develop, encourage and maintain communication and cooperation amongst member libraries and

2a. Year 1  
Yes

2b. Year 2  
Yes

2c. Year 3  
Yes

2d. Year 4  
Yes

2e. Year 5  
Yes

SLS will encourage use of e-mail for communication and sharing. SLS website will be maintained.
3. **Intended Result(s)**

   Membership directory will be maintained. Members and administrators will be kept informed of issues facing school librarians through the News & Notes Newsletter. Communication Coordinators will attend four meetings per year and communicate regularly with other school librarians in their districts about SLS activities and report comments to the SLS.

4. **Evaluation Method(s)**

   - Annual member survey
   - Newsletters distributed
   - Communication Coordinator meetings minutes distributed.

1. **Goal Statement**

   The SLS will coordinate a mentor program to encourage the professional growth of both new and experienced school librarians.

   - Year 1: Yes
   - Year 2: Yes
   - Year 3: Yes
   - Year 4: Yes
   - Year 5: Yes

3. **Intended Result(s)**

   School Library System will encourage sharing of experience and professional development of new members.

4. **Evaluation Method(s)**

   - Logs kept by mentors and mentees will be synthesized and shared with SLS members in SLS News & Notes.
   - Use electronic document formats and the School Library System website, Blog and Facebook page to minimize print duplication of documents and enhance availability of information.

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

3. **Intended Result(s)**

   Reduce need for paper documents and increase sharing of information.

4. **Evaluation Method(s)**

   - A collection of back issues will be posted on the SLS website.
   - Review of the website for currency and content.
   - Expand the use of videoconferencing, webinars, Google hangouts, etc. and other remote technologies for professional development.

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

3. **Intended Result(s)**

   Encourage increased participation in professional learning events by providing opportunity for remote participation.

4. **Evaluation Method(s)**

   - SLS News and Notes articles - Number of attendees participating remotely.

   - SlS News and Notes articles - Number of attendees participating remotely.

   - SlS News and Notes articles - Number of attendees participating remotely.

   - SlS News and Notes articles - Number of attendees participating remotely.

4.16 **Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES**

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

1. **Goal Statement**

   Strengthen existing SLS resources and services and identify and develop new ones by facilitating between library systems.

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 resource sharing, improved student learning and school librarian learning.

4. **Evaluation Method(s)**

   - SLS News and Notes articles and other publications - Resource sharing statistics.
   - SLS News and Notes articles and other publications - Resource sharing statistics.
   - SLS News and Notes articles and other publications - Resource sharing statistics.

2a. Year 1: Yes
2b. Year 2: Yes

Element 7 - COMMUNICATIONS AMONG MEMBER LIBRARIES

Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS
2c. Year 3 Yes
2d. Year 4 Yes
2e. Year 5 Yes
3. Intended Result(s) Librarians and patrons will have access to up-to-date resources for special client needs.
4. Evaluation Method(s) - Reporting in SLS Annual Reports.

4.18 **Element 9 - OTHER (Optional)** - If there are other elements in the System's Plan of Service not listed above, complete a 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

5. Intended Result(s)
6. Evaluation Method(s)

**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).
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)