

CAYUGA-ONONDAGA BOCES

SCHOOL LIBRARY SYSTEM

PLAN OF SERVICE

2011-2016

**ELEMENTS OF THE SCHOOL LIBRARY SYSTEM – FIVE YEAR
PLAN OF SERVICE 2011-2016**

Section 1. BASIC INFORMATION (Systems may correct items below, as needed)

A. **Name of System:** Cayuga-Onondaga BOCES

B. **Address:** 1879 West Genesee Street Road. Auburn, NY 13021

C. **Phone Number:** 315 253-0361

D. **FAX Number:** 315 252-8757

E. **E-mail Address:** avoorhees@cayboces.org

F. **URL:** <http://www.cayboces.org/pages/iss/sls.htm>

G. **Date of Establishment:** N/A
Absolute Charter date: N/A

H. **Name(s) of Central Library/Co-Central Libraries:** Public library systems only:

I. **System Service Area:**
-Square mileage 744
-Population – Public 15.021
Non-Public 605

J. **Type of System:** School

K. **Staff** Ann Voorhees, Director

L. List of Members:

Auburn Enlarged City School District Casey Park Elementary School Genesee Elementary School Herman Avenue Elementary School East Middle School Owasco Elementary School Seward Elementary School Junior High School Auburn High School

Cato-Meridian School District Cato-Meridian Elementary School Cato-Meridian Middle School Cato-Meridian High School

Jordan-Elbridge School District Elbridge Elementary School Ramsdell Middle School Jordan-Elbridge High School

Moravia School District Moravia Elementary School Moravia High School

Port Byron Central School District Port Byron High School Port Byron Middle School A.A. Gates Elementary

Southern Cayuga School District Emily Howland Elementary School Southern Cayuga High School

Skaneateles School District State Street Elementary School Waterman Elementary School

Skaneateles Middle School Skaneateles High

Union Springs School District Union Springs Jr.-Sr. High A.J. Smith Elementary Cayuga Elementary

Weedsport School District Weedsport Elementary School Weedsport Jr. Sr. High School

Non-Public St. Joseph's

**CAYUGA-ONONDAGA BOCES
SCHOOL LIBRARY SYSTEM
COUNCIL BY-LAWS**

Article I NAME AND AFFILIATION

Section 1 - The name of this body shall be the Cayuga-Onondaga School Library System Council.

Section 2 - The System council shall act in cooperation with the other library systems of New York State and in cooperation with the Division of Library Development (New York State Library) and other state education department divisions and programs.

Article II DEFINITIONS AND OBJECTIVE

Section 1 - Definitions The system is a consortium comprised of the public and non-public schools of the nine component school districts, including the Auburn Enlarged City School District, Cato-Meridian, Jordan-Elbridge, Moravia, Port Byron Central, Skaneateles, Southern Cayuga, Union Springs, and Weedsport Central School Districts and the Cayuga Onondaga BOCES.

Each school district, and non-public school, shall henceforth be referred to as member. Communication Coordinators shall refer to representatives as outlined in Article IV of these by-laws. Participants shall refer to single building libraries or collections. The governing board shall refer to the BOCES Board of Education.

Section 2 - Objectives The objective of this system shall be to provide library coordination and/or services to participating libraries under the library system plan of service.

The System will provide a setting in which school library media specialists (and other interested parties) may voluntarily meet to discuss and act on their self-identified needs as described in the school library system plan.

The Systems' activities will be conducted as specified in the enabling legislation, Sections 207, 282, 283, and 284 of the Education law as detailed in Sections 90.18 of the Regulations of the Commissioner of Education. Such activities shall include the development of required plans of service and other programs and services specified by the council and director.

Section 3 - Plan of Service is to include or maintain such activities as:

- a. Statements of policies and procedures for the council and library system.
- b. Locating library materials through a machine-readable catalog. [OPAC online catalog]
- c. Interlibrary loan.
- d. Staffing to support the system.
- e. Cooperating with other types of library systems.
- f. Identifying special client groups and their specific needs as well as methods or activities to serve those needs.
- g. Establishing or revising procedures for continual needs assessment and program development.
- h. Developing or revising plans for cooperative collection development.
- i. Promoting awareness of the systems resources and services.
- j. Encouraging communication among the participants regarding effective practices and cooperative projects.
- k. Providing for annual evaluation and for reporting the results of the evaluation.
- l. Evaluating the appropriateness of cooperation with other community information agencies.
- m. Providing for the training of system and member staff in new technologies and other library or educational developments.

Article III SCHOOL LIBRARY SYSTEM MEMBERSHIP

Section 1 - Eligibility membership shall include any public or nonpublic school library within the Cayuga-Onondaga BOCES region that meets the following criteria:

- a. Each participating library must have a minimum collection of books.
- b. Each member must appoint a certified library media specialist to conduct responsibilities of district communication coordinator to the system, non-publics may have a representative for several schools.
- c. Each participant shall permit interlibrary loan of materials.
- d. Each participant shall permit access to library shelf lists or inventory listings.
- e. Each member and participant shall file a local plan with the System within 1 year of becoming a member and as frequently as may be required.
- f. Non-public schools must meet basic library criteria.

Section 2 - Participation in the System will be voluntary based on interest with no fee for membership.

Section 3 - Rights and Responsibilities.

Members of the System are entitled to participate in system sponsored activities and to receive all the system services, based on interest and availability.

Article IV SYSTEM COUNCIL INDIVIDUAL MEMBERSHIP

Section I – Council communication coordinators shall include:

a. School library media specialists representing elementary, middle and secondary levels up to nine members

and should also include:

- b. A representative of a public library.
- c. A representative of the South Central Resource Library Council.
- d. A representative selected by the non-public schools.
- e. An administrator from a member school district.
- f. A community member drawn from business, public services post-secondary education, media, board of education and other interested community groups

The membership of the council shall not be in conflict with legislative requirements and shall be no less than nine members.

Communication Coordinators shall serve without compensation.

Section 2 - Length of Service Individuals on the council shall serve three-year terms on a staggered schedule whereby one third of the members of the council shall be appointed each year.

At no time should there be more than two representatives on the council from the same school district.

Section 3 - Meetings

- a. The Council shall meet at least four times a year.
- b. A quorum of the Council shall consist of a majority of the members.
- c. All representatives on the council shall receive notification of meetings, along with agenda, in a timely manner.

Section 4 - Vacancies

a. Communication coordinators will be appointed by the governing board upon recommendation of the director. Vacancies will be recruited by invitation of the council as recommended to the director. The nominees will be forwarded to the governing board for approval at their April meeting in compliance with Plan of Service revision deadlines, which begin at the start of the next school year.

b. Should a vacancy occur during a member's term of office, it should be filled by appointment of the council and reported as part of Plan of Service revisions.

c. Non attendance of a communication coordinator at two consecutive meetings shall constitute a resignation and the position declared vacant.

Section 5 - Council Responsibilities

- a. To review each year's plan of service, budget, and evaluations as presented by the director and/or committees.
- b. To serve on committees as requested by the Chair.

Article V POWERS OF THE COUNCIL

Section 1 - The Council shall formulate policy for the School Library System.

Section 2 - The Council may recommend consultants and staff to the governing board.

Section 3 - The Council shall decide on recommendations from any committees.

Section 4 - The Council shall make recommendations to the governing board regarding the evaluation, employment, reemployment, and/or termination of the system director.

Section 5 - The Council shall forward positions on policies, which will affect directions and future actions of members to the governing board.

Article VI OFFICERS

Section 1 - The officers of the council shall consist of Chair, Vice-Chair and a Secretary (ex officio).

Section 2 - Length of Service Chair and Vice-Chair shall be selected from among the individual members of the council and elected by a majority vote of the council to serve for a period of one year.

Officers may be re-elected to serve for a second consecutive term. No officer shall serve in the same office for more than two consecutive terms. Exception by a unanimous vote of the quorum present at a regularly scheduled Council meeting may be granted.

The Secretary shall be the system secretary or designee. (Ex-officio)

Section 3 - Duties of Officers

a. The Chair

It shall be the duty of the Chair to conduct the monthly meetings of the council in an organized and efficient manner.

The Chair shall invite persons of interest to speak to the council concerning questions of concern at such times, as he/she deems proper.

The Chair shall oversee and delegate such correspondence and administrative duties as are necessary to properly conduct the activities of the council.

b. Vice-Chair

The Vice-Chair shall act in the absence of the Chair.

The Vice-Chair shall oversee and delegate, in concert with the Chair, such correspondence and administrative duties as are necessary to conduct the activities of the council.

c. The Secretary

The Secretary shall be responsible for writing official minutes of the council meetings and for seeing that these are furnished to the council members and others deemed appropriate prior to the next council meeting.

Section 4 - Terms of Office Terms of office for the Chair and Vice Chair shall commence on the day following the regular May meeting and shall serve until the end of the regular May meeting held one year, thereafter or until a successor has been duly elected.

Section 5 - Resignation

a. An officer or communication coordinator may resign any time during his/her term of office by giving written notice. Such resignation shall take effect upon receipt.

b. If the Chair resigns, then the Vice Chair shall assume the duties of the Chair at the meeting during which the resignation of the Chair is announced for the term of the Chair, subject to Council approval.

c. In the event of the office of Vice Chair is vacant; the Chair shall appoint an individual member of the council to fill the vacancy for the remainder of the current term of the Vice Chair, subject to council approval.

Article VII SYSTEM STAFF

Section 1 - Role

A library system staff will be appointed to direct and carry out the day to day activities of the library system.

Section 2 - Personnel

The minimum staff will consist of a Director and Secretary/Assistant.

a. Selection of a Director shall include the council as part of the BOCES interview/selection process.

- b. Additional staff shall be recommended to the governing board by the director as per standard hiring practices as required by BOCES hiring procedures.
- c. Additional staff positions will be filled as program requires and funding allows.

Section 3 - Duties

a. Director

- 1 Creation, updating and maintenance of a Union catalog in appropriate format.
- 2 Establishment and use of interlibrary loan procedures, including delivery and policy.
- 3 Development and implementation of a cooperative collection development plan.
- 4 Planning of professional staff development and other continuing education activities.
- 5 Ongoing communications with district liaisons, with the school library system council and with other school or community personnel or agencies.
- 6 Development of a specialized collection of (library related) selection and verification tools for use by system members.
- 7 Planning periodic meetings between the school library system council and district liaisons.
- 8 Serving as advisor to member school library media centers on program development and improvement and assisting with development and updating of members' plans.
- 9 Serving as liaison to appropriate State Education Department offices concerning system and member needs and other matters.
- 10 Development of cooperative activities with other school library systems, public library systems, and the reference and research library systems.
- 11 Conducting periodic technical assistance visits to members and participants.
- 12 Planning and conducting procedures for data gathering and reporting.
- 13 Preparing annually a budget, on forms prescribed by the commissioner, to be approved by the school library system council and governing board, and such budget shall be filed with the department no later than April 30 of each year for approval and release of State aid in the next school year.
- 14 Administering daily operations of the library system.
- 15 Performing other duties as required.

Section 3 - Duties (continued)

- b. Education and Technology Librarian [Duties representative not necessarily inclusive]
 - Identify training needs of library patrons and staff, determine most appropriate tools and means of instruction, present and/or implement programs, and evaluate effectiveness of training.
 - Provide guidance and training for librarians and their support staff in online public access catalogs, electronic resources, and information literacy collaboration with teachers.
 - Develop training materials for librarians, teachers and students for electronic resources such as online subscription databases provided locally or statewide.
 - Train library personnel in the use of the library automation software packages and equipment, and communications applications specific to this service.
 - Work with other school district and BOCES programs. Designing and co-presenting workshops for students and teachers in the use of emerging technologies as they relate to our services.
 - Manage the Library Automation Service under the supervision of the School Library System Director.
 - Develop standard formats and procedures for the Library Automation Service and/or create or revise procedures for data input conversion and output.
 - Be responsible for consulting with Library Media Specialists regarding using the Library

Automation Service in management and instructional applications.

Chair and coordinate meetings of Automation Service Users Groups.

Be proficient in MARC cataloging rules.

Select and organize information resources for the system web pages and for databases mooted on the system resources web page.

Plan and/or prepare bibliographies, pathfinders, or other informational materials and develop web page materials that support the school curriculum by carefully selecting and thoroughly evaluating internet web sites.

Search databases for reference services, as needed by staff and member library patrons.

Plan and supervise publications such as the Membership Directory, Union List of Serials, Web based library aides, etc. and assist with or coordinate timely publication of system newsletters.

Serve on committees and councils as appropriate and maintain liaison with other school library systems and other types of libraries.

Direct the work of system staff in absence of director and serve as primary back up support for system.

Assist with designated activities in support of regional automation, professional development, Council planning, and others as assigned.

Conduct special studies, surveys and projects as assigned and prepares appropriate reports as needed.

Assist in developing and coordinating the implementation of grant-funded resource sharing projects and assists with coordination and supervision of other specially funded programs.

c. Secretary/Assistant

Prepare, monitor and distribute correspondence as directed, including electronic mail.

Maintain records of services (statistics) and prepare reports as directed.

Assist in preparing public relations materials such as displays, posters, and other promotional items including desktop publishing.

Maintain proper files of reports, publications, minutes and other records.

Learn and use proficiently standard and specialized microcomputer programs as required.

Understand database input, maintenance and utility features and perform with minimal supervision

Provide minimal reference services through on-line/Intermit or print research sources locating information for patrons using various electronic resources, CD-ROM, online databases and assist others with basic computer devices/programs as needed.

Enter data for creation (and maintenance) of data base union lists.

Process interlibrary loan requests via paper and electronic sources and be responsible for interlibrary loan control and statistics.

Act as liaison to regional library systems in interlibrary loan and bibliographic services.

Maintain copier and office fax machines and perform required start up/shut down of computer network with appropriate backups.

Create efficient procedures for fulfilling above duties with minimum supervision.

Fulfill/perform other duties as required.

It is expected that in a reasonable time, the following would be learned or realized:

- . Attentiveness to bibliographic detail and description
- . Functional knowledge of standard cataloging rules
- . Comfort level contacting area library professionals and support staff with requests for information or instructions
- . Appreciation for the level of precision and accuracy necessary for library work
- . MARC record cataloging

- . Library automation programs
- . OCLC interlibrary loan subsystem
- . Basic HTML editing for Internet web pages
- 1. d. Typist/Data Imputer
 - Types in specific data from library shelf list cards or lists into data terminal.
 - Matches retrieved data with provided information based on standard set of criteria.
 - Types in specific additional data as required.
 - Consults with other system staff, as needed, to verify information to be inputted.
 - May conduct basic online searching if needed.
 - Keeps accurate records of amount and type of data inputted.
- 2. 1.0 Assists with other clerical functions if needed.
- . [Additional descriptions as program and funding allows including staff for COSER Services]

Article VIII FINANCES

Section 1- Administration The administration of the fiscal resources of the library system shall be conducted according to the guidelines established by the New York State Education Department, New York State Law and the executive LEA.

Section 2 - Authorization of Expenditures The Director will prepare all expenditures for the chief fiscal officer of the executive LEA.

Section 3 - Financial Reports

- a. Financial reports shall be presented annually to the council or when needed.
- b. The Director will work cooperatively with the fiscal officer of the LEA to prepare required financial reports.

Article IX COMMITTEES

Section 1 - Standing Committees Standing committees shall be created if and when necessary. Most committee functions should be fulfilled by ad hoc committees.

Section 2 - Ad Hoc Committees There shall be as many Ad Hoc Committees as the majority of the council members deem necessary. Such committees shall exist for such a period of time as designated by the Chair and meet only as often as the committee determines necessary.

An Ad Hoc Committee shall act with the authority given to it by the Chair as expressed in the official minutes of the council.

Each committee Chair (or designee) shall report to the Council concerning the activities of the committee. Reports will be part of

the regular council meeting agenda

Section 3 - Powers of Committees - Committees shall have the power to make recommendations to the council. Such recommendations may result in policy decisions or simply suggest directions for system services.

Each committee chair should try to coordinate like activities with other system and area committees or groups.

Section 4 - Committee Membership

Committee membership will only include enough members deemed necessary to accomplish the charge of the committee (minimum of three).

Only one council member shall normally be on the committee at one time and may act as the committee chair. Additional members should be obtained from participating library and should involve other appropriate personnel from member districts and the community when appropriate.

The system director shall be an Ex-Officio member of each committee.

Article X PARLIAMENTARY AUTHORITY

The latest edition of Robert's Rules of Order shall be the parliamentary authority on all matters not covered by the By-Laws.

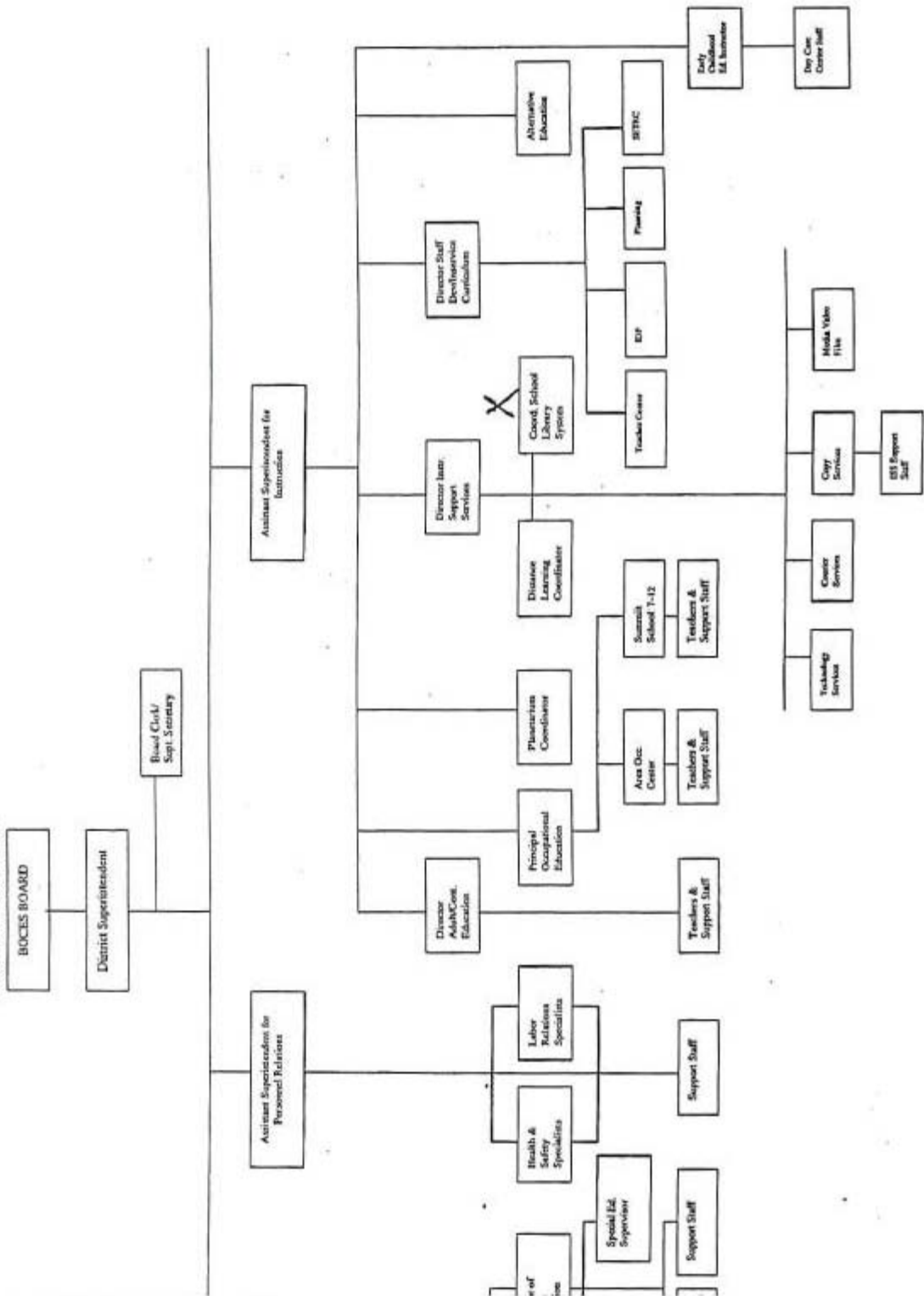
Article XI AMENDMENTS

The By-Laws may be amended at the discretion of the council by a vote that constitutes a three-quarters majority of the full membership of the council.

Article XII PROCEDURE FOR AMENDMENT

A majority of the Council may vote to amend the By-Laws providing that notice of such amendment has been sent to each individual council member 10 days prior to the meeting.

Cayuga-Onondaga BOCES
Organizational Chart
1999-2000 School Year



Section 3. DESCRIPTION OF MEMBER INPUT ON POLICIES

A. Briefly describe the role of members in advising the board or council.

Member districts designate one certified school library media specialist as a liaison to the school library system. Liaisons meet at least two times each year. One such meeting is held at the fall annual system meeting.

Each liaison reports regularly to his/her agency the activities and interests of the system and council, and reports to the council the concerns and activities of their member district.

Member administrators and other district staff frequently communicate with the system for assistance and to provide input as needed.

B. Describe the role of member advisory groups, special purpose groups or meetings, such as those for developing federal and state grant proposals, directors' advisory groups as appropriate to your type of library system or other types of advisory groups required in Education Law or Regulations of the Commissioner.

- **School Library Systems** -council and liaison groups and committee, etc.

Standing and ad hoc committees are created if and when necessary. Ad hoc committees fulfill most committee functions. Responsibilities and activities are outlined in current by-laws.

Each committee Chair (or designee) reports to the Council concerning the activities of the committee. Reports are part of the regular council meeting agenda

In addition, each member may have participants on other BOCES committees - ex. The Learning Technologies Advisory Committee - who regularly communicate with the system on needs and concerns for which the system may assist.

Section 4. DESCRIPTION OF PLANNING, EVALUATION, REVISION AND APPROVAL PROCESS FOR ALL ELEMENTS OF THE PLAN OF SERVICE

A. Plan Development -Include the following elements:

- 1) **Member Needs Assessment:** What information was gathered and through what process (e.g., annual system evaluation, workshop evaluations, etc.)
- 2) **Planning Process:** Who was involved in the planning process? What was the role of members in developing the plan?

Public Library Systems should also include:

- a) Central Library
 1. (1) the planning process for central library services and a list of the participants in the development of the plan
 2. (2) the integration of the central library plan with:
 1. -the system plan
 2. -the central library's own long-range plan

b) Direct Access plan

- (1) Indicate the date approved by State Education Department. N/A

B. Evaluation

- 1) **What information will be collected to evaluate whether or not the system has achieved the intended results of the plan?**
- 2) What methods will be used to determine whether the system's customers were satisfied with the system's services?
- 3) How will the information on customer satisfaction be used to shape the system's plan in the next year or in the following cycle?

C. Amendment Process

Describe the ongoing process for amending and revising the system's Plan of Service.

D. Approval Process

Describe the process for approval of the system's Plan of Service and/or approval of Plan amendments.

Section 4. DESCRIPTION OF PLANNING, EVALUATION, REVISION AND APPROVAL PROCESS FOR ALL ELEMENTS OF THE PLAN OF SERVICE

C. Amendment Process

Describe the ongoing process for amending and revising the system's Plan of Service.

The Plan of Service is subject to amendment and revision as indicated in the System By-Laws in this document.

D. Approval Process

Describe the process for approval of the system's Plan of Service and/or approval of Plan amendments.

After steps were taken as outlined in the attached development process document and additional drafts are shared with the Council, the participating libraries, and the Instructional Support Services Director

Introduction:

The School Library System Five-Year Plan of Service is a planning document required by the State Education Department, which “identifies, organizes, and provides an overview of the service program including intended changes in services or priorities.” The process of developing this plan will take place over a period of one year (March 2005 through March 2006) and will include the participation of several stakeholder groups. Attached is a “Table of Contents” draft for the System Plan, which incorporates the components required by the State Education Department. Listed below are recommendations, which apply specifically to “Table of Contents” Section 2 (Governance), Section 4 (Plan of Service Process) and Section 5 (Plan Elements).

Section 2 – Governance

- Recommendation* – Examine Council Bylaws for revisions

[A committee consisting of two council members reviewed By-laws. Slight modifications were made in several sections - most just re-wording in today's terminology]

Section 4 - Plan of Service Process – Plan Development

[Plan of Service discussions were incorporated into each of the council meetings through March of 2006.

Librarians are encouraged to review their plans with these administrators.

The council and building library media specialists were encouraged to share at least the Goals and Activities section of this plan with their building and district administrators.]

- 1 System Staff – Library System Director
- 2 System Members – Non-council members should contribute to plan development through Council representatives and through survey tools distributed by System and Council.

[Non-council members participating including building level library media specialists through input at Fall annual meeting, reports on POS progress in council minutes and reports to liaisons.

Section 4 - Plan of Service Process – Evaluation

Section 5 - Plan Elements – Mission Statement

Section 5 - Plan Elements – Goals, Activities and Intended Results

[The Plan of Service committee compiled and reviewed all the data and developed the Goals and Activities section through several meetings between January and March 2006.]

[All members, participating libraries and other interested parties were e-mailed the drafts of Plan of Service and System Goals]