

# ELEMENTS OF FIVE-YEAR LIBRARY SYSTEM PLAN OF SERVICE

## SCHOOL LIBRARY SYSTEMS

JULY 1,2001 -JUNE 30, 2006

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

- A. Name of System** Oswego BOCES
- B Address** 179 County Route 64  
Mexico, NY 13114
- C. Phone Number'** 315 963-4363
- D. FAX Number** 315 963-3885
- E E-mail Address** cranieri@oswegoboces.org
- F. URL.** [www.oswegoboces.org](http://www.oswegoboces.org)
- 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     | 1,021  |
| - Population .Public | 25,651 |
| - Non public         | 245    |
- J Type of System** School
- K Minimum staffing requirements:** (list all staff required by regulations)
- L. List of Members:**

Attach a current list of members (**Attachment 1 –LIST OF SYSTEM MEMBERS**) in BOTH print and electronic format (Microsoft Word)

- 1) **For Reference and Research Library Resources Systems:** Include a list of Hospital Library Services Program participants and a list of hospital libraries with which the System has contractual agreements. An updated list should be submitted annually to Library Development on or before **April 30th** in BOTH print and electronic format
- 2) **For School Library Systems:** List member public school districts with participant buildings AND member non-public schools.
- 3) **For Public Library Systems:** List only chartered and registered public and association libraries

**Note:** Changes in members should be reported on system's annual report

OSWEGO BOCES SCHOOL LIBRARY SYSTEM  
FIVE-YEAR PLAN OF SERVICE  
JULY 1,2001 - JUNE 30, 2006

Section 1 BASIC INFORMATION

a-1. **same as enclosed preprinted sheet from the State Education Department**

k. SLS Staff

Christine Ranieri -Director  
Carla Rowland -Secretary

1. List of Members: **Attachment 1**

Section 2. GOVERNANCE

A. 1. System Bylaws. **Attachment 2**

B. 2. BOCES/Big City Organizational Chart: **Attachment 3**

Section 3. DESCRIPTION OF MEMBER INPUT ON POLICIES - Attachment 4

Section 4. DESCRIPTION OF PLANNING, EVALUATION, REVISION AND APPROVAL  
PROCESS FOR ALL ELEMENTS OF THE PLAN OF SERVICE -  
Attachment 5

Oswego School Library System  
Revisions to the July 1, 2001 – June 30, 2006  
Plan of Service

Section 1. Basic Information

- K. Minimum staffing requirements
  - 1.0 FTE System Director
  - 1.0 FTE System Assistant

Section 2. Governance

- A. Bylaws
  - Total number of Council Members is 10.

Council Terms: Council Terms are three years and members may serve a second consecutive term. Term limits are staggered by one year so that the entire council does not go off at the same time.

Minutes: Minutes are taken by the Assistant to the Director and distributed by email and print to Council members.

Vice – Chairperson: The possibility of having a Vice-Chairperson was discussed and voted upon by the Council and an individual was selected for the upcoming school year.

Nominations for council seats come from the council and liaison groups. Vacancies will attempt to be filled within a six-month time frame.

All council members will vote upon amendments to the bylaws. The amendment will pass if a quorum is reached.

- B. Organizational chart is attached.

Section 3. Policies

- A. Members complete an annual survey of the School Library System's services. At each school visit feedback and needs are shared with the System Director. Members also advise the Council through Conference and workshop evaluations and participation in training events. Other advisement is conducted both formally and informally through various communication tools both print and electronic. Feedback is published in the System newsletter and will be included in the System website.

The School Library System Council is the governing body of the School Library System while the Liaison group is the Information link to our member school districts.

### Section 3. A.Policies (Continued)

Both the council and Liaison members:

- Represent their school or school district and its participating libraries in School Library Systems matters
- Communicate information and opinions from the districts to the School Library System.
- Serve as the gatekeepers and distribute information from the School Library System back to the School District.
- Work to enforce the goals identified in the Plan of Service.

Additional committees added for the 2001-2002 are:

- CCD Committee: this committee is seeking to revise the existing CCD plan and will meet four times this year.
- Database Committee: This committee's primary responsibility is to help identify quality databases and evaluate their effectiveness.
- Professional Development Committee: Several librarians will assist the System personnel in the planning and preparation of the Spring Professional Development Day.

### Section 4. Description of Planning

#### A. Plan Development –

- i. Member Needs Assessment – needs assessment instrument attached.

#### C. Amendment Process

In the event of changes and updates to the existing plan of service a motion will be entered in the minutes to amend a portion or statement. A vote will be conducted and if there is a quorum, the amendment will pass.

#### D. Approval Process

The plan of service was approved based on a majority vote of the council. The liaison group and all other members of the School Library System reviewed the plan.

Section 5. A. Mission Statement – See Attachment

B. Goal Statements, Activities and Intended Results

ii. Cooperative Collection Development

The goals set forth regarding the CCD plan were expanded to include all five years of the Plan of Service.

iii. See attached Delivery Schedule. Interlibrary loan materials are delivered two times per week to each library.