

**New York State Education Department
New York State Library
Division of Library Development**

FIVE-YEAR LIBRARY SYSTEM PLAN OF SERVICE

Public Library Systems	January 1, 2012 - December 31, 2016
Reference and Research Library Resources Systems	July 1, 2011 - June 30, 2016
School Library Systems	July 1, 2011 - June 30, 2016

SECTION 1 – GENERAL INFORMATION

Question	Description	System
1.1	Name of System	A
1.2	Street Address	A
1.3	City	A
1.4	Zip Code	A
1.5	Four Digit Zip Code Extension (enter N/A if unknown)	A
1.6	Telephone Number (enter 10 digits only)	A
1.7	Fax Number (enter 10 digits only)	A
1.8	Name of System Director	A
1.9	E-Mail Address of the System Director	A
1.10	System Home Page URL	A
1.11	URL of Current List of Members	A
1.12	Date of Establishment	A
1.13	Date of Absolute Charter	P R
1.14	Name(s) of Central Library/Co-Central Libraries	P
1.15	Square Mileage of System Service Area	A
1.16	Population of System Service Area	A
1.17	Type of System	A

SECTION 2 – SYSTEM GOVERNANCE

Question	Description	System
	BYLAWS	
2.1	URL of Current Governing Bylaws	A
	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
	A – System Board / System Council Members are appointed	
	E – System Board / System Council Members are elected	
	O – Other (specify using the State note)	
2.3	Indicate by whom the System Board / System Council Members are appointed/elected.	
	ADVISORY GROUPS	
2.4	Advisory Groups – Indicate the groups that advise the System Board / System Council. (check all that apply):	
	a. Member Directors’ Organization / Council	P
	b. Outreach Advisory Committee	P
	c. Central Library Advisory Committee	P
	d. Regional Automation Committee	R
	e. Hospital Library Services Program Committee	R
	f. Coordinated Collection Development Committee	R
	g. School Library System Council	S
	h. Communications Coordinators	S
	i. Co-ser Advisory Committee	S
	j. Other (specify using the State note)	A

**SECTION 3 - DESCRIPTION OF PLANNING, APPROVAL, EVALUATION AND REVISION
PROCESS FOR ALL SECTIONS OF THE PLAN OF SERVICE**

Question	Description	System
	NEEDS ASSESSMENT AND DEVELOPMENT OF THE PLAN OF SERVICE	
3.1	Provide a summary describing the processes used to assess needs in the development of the Plan of Service.	A
3.2	Identify the groups involved in development of the Plan of Service and each group's role.	A
3.3	Describe the planning process for the 2012-2016 Central Library Plan.	P
3.4	Identify the groups involved in development of the 2012-2016 Central Library Plan and each group's role.	P
3.5	Describe the integration of the 2012-2016 Central Library Plan with the system's Plan of Service.	P
	APPROVAL OF THE PLAN	
3.6	Describe the process for approval of the Plan of Service. School library systems must include the Council's role in the approval.	A
	EVALUATION	
3.7	Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services.	A
3.8	OPTIONAL - Provide the URL of the related evaluation form(s).	A
3.9	OPTIONAL - Provide the URL of the results of the evaluation by members.	A
3.10	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.	A
	REVISION PROCESS	
3.11	Describe the process for revising the system's Plan of Service for submission to the New York State Education Department/New York State Library.	A

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
4.1	The Library System’s Mission Statement (Refer to the Introduction, page 1, of the Instructions for the definition of the mission statement.)	P
	Minimum Requirement for questions 4.2 though 4.18 – complete one repeating group for <u>each</u> topic of <u>every</u> element.	
4.2	Element 1 – RESOURCE SHARING	
	Cooperative Collection Development	
	Repeating Group #1	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.3	Element 1 – RESOURCE SHARING	
	Integrated Library System	
	Repeating Group #2	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.4	Element 1 – RESOURCE SHARING	
	Delivery	
	Repeating Group #3	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
	4. Evaluation Method(s)	P
4.5	Element 1 – RESOURCE SHARING	
	Interlibrary Loan	
	Repeating Group #4	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.6	Element 1 – RESOURCE SHARING	
	Other (Optional)	
	Repeating Group #5	
	1. Topic	P
	2. Goal Statement	P
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	P
	5. Evaluation Method(s)	P
4.7	Element 2 – SPECIAL CLIENT GROUPS	
	Adult Literacy	
	Repeating Group #6	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.8	Element 2 – SPECIAL CLIENT GROUPS	
	Coordinated Outreach	

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
	Repeating Group #7	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.9	Element 2 – SPECIAL CLIENT GROUPS	
	Correctional Facilities (State and Local)	
	Repeating Group #8	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.10	Element 2 – SPECIAL CLIENT GROUPS	
	Youth Services	
	Repeating Group #9	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.11	Element 2 – SPECIAL CLIENT GROUPS	
	Other (Optional)	
	Repeating Group #10	
	1. Topic	P
	2. Goal Statement	P
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	P
	5. Evaluation Method(s)	P
4.12	Element 3 – PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION	
	Repeating Group #11	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.13	Element 5 – CONSULTING AND DEVELOPMENT SERVICES	
	Repeating Group #12	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.14	Element 6 – COORDINATED SERVICES	
	Repeating Group #13	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
4.15	Element 7 – AWARENESS AND ADVOCACY	
	Repeating Group #14	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.16	Element 8 – COMMUNICATIONS AMONG MEMBER LIBRARIES AND/OR BRANCH LIBRARIES	
	Repeating Group #15	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.17	Element 9 – COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS	
	Repeating Group #16	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.18	Element 10 – CONSTRUCTION	
	Repeating Group #17	
	1. Goal Statement	P
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	P
	4. Evaluation Method(s)	P
4.19	Element 11 – CENTRAL LIBRARY SERVICES	
	Provide the URL of the 2012-2016 Central Library Plan.	P
4.20	Element 12 – DIRECT ACCESS	
	Provide the URL of the 2012-2016 Direct Access Plan approved by the New York State Library.	P
4.21	Element 13 – OTHER (Optional) – If there are other elements in the System’s Plan of Service not listed above, complete one repeating group for each element.	P
	Repeating Group #18	
	1. Element	P
	2. Topic	P
	3. Goal Statement	P
	4. Indicate year(s) during which the system will be addressing this goal (check all that apply)	P
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	5. Intended Result(s)	P
	6. Evaluation Method(s)	P
4.22	ASSURANCE	
	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 Board on (date – mm/dd/yyyy).	P
4.23	APPROVAL	
	The Library System’s Plan of Service was reviewed and approved by the New York State Library on (date – mm/dd/yyyy)	P

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
4.1	The Library System’s Mission Statement (Refer to the Introduction, page 1, of the Instructions for the definition of the mission statement.)	R
	Minimum Requirement for questions 4.2 though 4.17 – complete one repeating group for each topic of every element.	
4.2	Element 1 – RESOURCE SHARING	
	Cooperative Collection Development	
4.3	Provide the URL of the most recent Cooperative Collection Development Plan.	R
4.4	Date of Adoption by the System Board	R
	Repeating Group #19	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.5	Element 1 – RESOURCE SHARING	
	Catalog Services	
	Repeating Group #20	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.6	Element 1 – RESOURCE SHARING	
	Delivery	
	Repeating Group #21	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.7	Element 1 – RESOURCE SHARING	
	Interlibrary Loan	
	Repeating Group #22	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.8	Element 1 – RESOURCE SHARING	
	Other (Optional)	
	Repeating Group #23	
	1. Topic	R
	2. Goal Statement	R
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	R
	5. Evaluation Method(s)	R
4.9	Element 2 – SPECIAL CLIENT GROUPS	
	Hospital Library Services	
	Repeating Group #24	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.10	Element 2 – SPECIAL CLIENT GROUPS	

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
	Other (Optional)	
	Repeating Group #25	
	1. Topic	R
	2. Goal Statement	R
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	R
	4. Intended Result(s)	R
	5. Evaluation Method(s)	R
4.11	Element 3 – PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION	
	Repeating Group #26	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.12	Element 4 – CONSULTING AND DEVELOPMENT SERVICES	
	Repeating Group #27	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.13	Element 5 – COORDINATED SERVICES	
	Virtual Reference	
	Repeating Group #28	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.14	Element 5 – COORDINATED SERVICES	
	Digitization	
	Repeating Group #29	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.15	Element 5 – COORDINATED SERVICES	
	Other (Optional)	
	Repeating Group #30	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.16	Element 6 – AWARENESS AND ADVOCACY	
	Repeating Group #31	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.17	Element 7 – COMMUNICATIONS AMONG MEMBER LIBRARIES AND LIBRARY SYSTEMS	
	Repeating Group #32	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.18	Element 8 – COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS	R
	Repeating Group #33	
	1. Goal Statement	R
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	R
	4. Evaluation Method(s)	R
4.19	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.	
	Repeating Group #34	
	1. Element	R
	2. Topic	R
	3. Goal Statement	R
	4. Indicate year(s) during which the system will be addressing this goal (check all that apply)	R
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	5. Intended Result(s)	R
	6. Evaluation Method(s)	R

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
4.20	ASSURANCE	
	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 Board on (date – mm/dd/yyyy).	
4.21	APPROVAL	
	The Library System’s Plan of Service was reviewed and approved by the New York State Library on (date – mm/dd/yyyy)	R

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
4.1	The Library System’s Mission Statement (Refer to the Introduction, page 1, of the Instructions for the definition of the mission statement.)	S
	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 2011-2016 Cooperative Collection Development (CCD) Plan.	S
4.3	Element 1 – RESOURCE SHARING	
	Union Catalog	
	Repeating Group #35	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.4	Element 1 – RESOURCE SHARING	
	Delivery	
	Repeating Group #36	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.5	Element 1 – RESOURCE SHARING	
	Interlibrary Loan	
	Repeating Group #37	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.6	Element 1 – RESOURCE SHARING	
	Other (Optional)	
	Repeating Group #38	
	1. Topic	S
	2. Goal Statement	S
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	S
	5. Evaluation Method(s)	S
4.7	Element 2 – SPECIAL CLIENT GROUPS	
	Repeating Group #39	
	1. Topic	S
	2. Goal Statement	S
	3. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	4. Intended Result(s)	S
	5. Evaluation Method(s)	S
4.8	Element 3 – PROFESSIONAL DEVELOPMENT AND CONTINUING EDUCATION	
	Repeating Group #40	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
4.9	Element 4 – CONSULTING AND DEVELOPMENT SERVICES	
	Repeating Group #41	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.10	Element 5 – COORDINATED SERVICES	
	Repeating Group #42	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.11	Element 6 – AWARENESS AND ADVOCACY	
	Repeating Group #43	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.12	Element 7 – COMMUNICATIONS AMONG MEMBER LIBRARIES	
	Repeating Group #44	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.13	Element 7 – COMMUNICATIONS AMONG MEMBER LIBRARIES	
	Provide the URL for the Member Plan	S
4.14	Element 8 – COOPERATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS	
	Repeating Group #45	
	1. Goal Statement	S
	2. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	3. Intended Result(s)	S
	4. Evaluation Method(s)	S
4.15	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.	
	Repeating Group #46	
	1. Element	S
	2. Topic	S
	3. Goal Statement	S
	4. Indicate year(s) during which the system will be addressing this goal (check all that apply)	S
	a. Year 1	
	b. Year 2	
	c. Year 3	
	d. Year 4	
	e. Year 5	
	5. Intended Result(s)	S
	6. Evaluation Method(s)	S

SECTION 4 – MISSION STATEMENT, GOAL STATEMENTS, INTENDED RESULTS AND EVALUATION METHODS

Question	Description	System
4.16	ASSURANCE	
	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).	S
4.17	APPROVAL	
	The Library System’s Plan of Service was reviewed and approved by the New York State Library on (date – mm/dd/yyyy)	S