

Erie 2-Chautauqua-Cattaraugus 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 Erie 2-Chautauqua-Cattaraugus BOCES School Library System
- 1.2 Street Address 9520 Fredonia-Stockton Road
- 1.3 City Fredonia
- 1.4 Zip Code 14063
- 1.5 Four Digit Zip Code Extension (enter N/A if unknown) 9518
- 1.6 Telephone Number (enter 10 digits only) (716) 672-3162
- 1.7 Fax Number (enter 10 digits only) (716) 673-1970
- 1.8 Name of System Director Brian Mayer
- 1.9 E-Mail Address of the System Director bmayer@e2ccb.org
- 1.10 System Home Page URL <https://e2ccb.libguides.com/sls/home>
- 1.11 URL of Current Membership List https://e2ccb.libguides.com/ld.php?content_id=55728820

- 1.12 Date of Establishment 7/1/1985
- 1.15 Square Mileage of System Service Area 1,791
- 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://e2ccb.libguides.com/ld.php?content_id=55754314

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. Each year at the third council meeting, the SLS Council nominates new members for consideration to take over for those that are cycling out. The nominations are shared with the nominated members who are given the opportunity to accept the nomination. If any spots still remain open, the council will initiate an additional round of nomination until all spots have been filled. Once accepted, the new council members are provided information to help transition into their role on the Council and will begin their session the upcoming school year.

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. | Member needs were surveyed throughout the school year during the Communication Coordinators meetings, hosted workshops and feedback forms. Unfortunately, no annual survey was conducted last year due to the sudden departure of previous Coordinator. This year's Annual Survey was able to be used in addition to the other measures to gain an understanding of member's needs and update the plan to meet those needs. |
| 3.2 | Identify the groups involved in development of the Plan of Service and each group's role. | The Plan of Service was worked on by representatives from the member schools, public, academic and regional library council. Members first reviewed the current plan, providing feedback and requesting clarification from their given perspectives. There was a period of open comment, where input was welcomed for each section of the plan. Those were compiled and used to make an initial draft of the plan by the system. The draft was then shared with the SLS Council, who reviewed and made final adjustments to the plan. |
| 3.9 | Provide the URL of the 2021-2026 Member Plan template | https://e2ccb.libguides.com/sls/council |
| 3.10 | Provide the URL of the 2021-2026 Cooperative Collection Development Plan | https://e2ccb.libguides.com/sls/council |

EVALUATION

- 3.12 Describe the information to be collected in order to evaluate and determine members' satisfaction with the system's services.
- The SLS Annual Survey is collects feedback from member librarians across several key areas: Program Satisfaction, Communication, Professional Development, and Advocacy/Support. Questions in these areas reflect, when possible the areas highlighted in the Plan of Services, though questions may go beyond that when appropriate.
- 3.13 Provide the URL for the evaluation form(s) used by members.
- https://docs.google.com/forms/d/e/1FAIpQLSdZj2SFePVyIY6F0O4szWXf-VLt7QuDwCvROK5J6R-NLGqkZQ/viewform?usp=sf_link
- 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.
- Feedback on the survey was used to help develop areas of focus in the plan, including special client groups to work with, areas for professional development, program and services that can be developed for further support. It also provided feedback on the new initiatives that have been undertaken since I came on board a year ago.

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 member plan was worked on by representatives from the member schools, public, academic and regional library council. Members first reviewed the current plan, providing feedback and requesting clarification from their given perspectives. There was a period of open comment, where input was welcomed for each section of the plan. Those were compiled and used to make an initial draft of the plan by the system. The draft was then shared with the SLS Council, who reviewed and made final adjustments to the plan.

SECTION 4 - GOALS/RESULTS

- 4.1 The Library System's Mission Statement (The Instructions include the definition of the mission statement.)
- The School Library System provides professional development, support, and resources for school libraries and the students they service to further equity of access and improve information and digital literacy.

Minimum Requirement for questions 4.2 through 4.6, 4.8 through 4.12, 4.14 through 4.16 - complete one repeating group for each topic of every element.

4.2 Element 1 - RESOURCE SHARING

Cooperative Collection Development

- 1 Goal Statement The School Library System has a CCD Plan on file that facilitates the cost effective building of specialized and focused collections within districts who choose to participate in the associated Cooperative Service CoSer. The School Library System will continue to develop and support the building of collections throughout the system by providing oversight and guidance for the collections, drawing from the most current state and national standards, alongside the input of member librarians, district administrators, students, and teachers. The system will also work to make available the systems to distribute the materials to districts.
- 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) A collection of specialized resources to support the instructional and literary needs of participating libraries in the region.
4. Evaluation Method(s) Member annual evaluation survey results

4.3 Element 1 - RESOURCE SHARING

Union Catalog

1. Goal Statement To support and help maintain a multi-regional SLS union catalog with delivery of materials. Erie 1 BOCES SLS is the provider of the automation CoSer to oversee the regional union catalog.
- 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) Provide resources and materials needed to all library media centers. Non-CoSer library media centers will be included in the regional catalog with the help of Erie 2 BOCES SLS providing coordination of exports from the catalogs.
4. Evaluation Method(s) Measured by ILL reports provided by the Union Catalog and member districts

4.4 Element 1 - RESOURCE SHARING

Delivery

1. Goal Statement Maintain delivery and access to resources for all member 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) Provide resources and materials needed to all school libraries in a timely manner.
4. Evaluation Method(s) Provide delivery schedule to member districts. Gather input and feedback through periodic surveys and daily support. Results will be reviewed and shared through the SLS Listserv and at Communication Coordinator meetings.

4.5 Element 1 - RESOURCE SHARING

Interlibrary Loan

1. Goal Statement Support and maintain a fully electronic interlibrary loan request list via our regional school library system union catalog. Provide opportunities via ILL Listserv for additional interlibrary loan support.

- 2a. Indicate year(s) during which the system will be addressing this goal (check all that apply)

Year 1	Yes
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- 2b. Year 2 Yes
- 2c. Year 3 Yes

- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) Access to a regional collection of resources with Timely delivery of materials. ILL strengthens the use of material throughout all member libraries.
- 4. Evaluation Method(s) Review ILL reports with Council and Communication Coordinators to improve methods of participation. Provide training and support via workshops and information sharing through the ILL Listserv.

4.6 Element 1 - RESOURCE SHARING

Digital Collections Access

- 1. Goal Statement Provide digital collections of resources electronically to expedite implementation of programming.
- 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) Digital access allows connection to resources wherever students have connectivity.
- 4. Evaluation Method(s) Member annual evaluation survey results.

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 | Need-based Service |
| 2. | Goal Statement | In addition to ongoing professional development and support services, each year the School Library System will provide targeted training, resources and support for the identified client group. Below are the groups identified each year of the plan. Year 1: Social and Emotional Needs Year 2: Special Education and Autism Spectrum Year 3: Diversity Year 4: Rural/Trades Year 5: Enrichment |
| 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) | The SLS will provide support for member libraries and their work with targeted groups that are identified for each year of the Plan of Service. The SLS will work with member libraries, community members, and school district partners to identify professional development opportunities and shared resources to support targeted client groups each year. |
| 5. | Evaluation Method(s) | Feedback from professional development, partners, and member libraries on their ability to support the targeted client groups. |

- | | | |
|-----|--|--|
| 1. | Topic | Resources |
| 2. | Goal Statement | Use ILL, in person and web based programming to assist in providing equitable access to resources for all libraries. |
| 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) | Deliver the correct need-based services and resources for libraries. |
| 5. | Evaluation Method(s) | Measure the usage of library media centers by special clients in annual member survey. |
| 1. | Topic | Professional Development |
| 2. | Goal Statement | Develop and arrange professional development for the member libraries surrounding the targeted special client group for the current year. |
| 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) | Inform and educate school librarians of the services available and enable them to better provide support, services and resources for the identified group. Expand services in our school libraries to assist all types of clients. |
| 5. | Evaluation Method(s) | Evaluate results of workshops and report the number of participants on the annual report. |
| 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)

4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING

1. Goal Statement Professional Development Provide guidance and professional development to member librarians on improving and enhancing their library programs and services.

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) Enhance the abilities of the school librarians by providing relevant and timely professional development.

4. Evaluation Method(s) Conduct an annual electronic needs based survey. Review workshop evaluations and provide feedback as needed.

1. Goal Statement Best Practices Identify SLMS leaders who exemplify the use of best practices in their library programs.

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) Encourage school librarians to share best practices with their peers at Communication Coordinators meetings and online. Encourage and support librarians to present at local, state and national conferences.

4. Evaluation Method(s) Collect data on the number of sharing libraries.

1. Goal Statement Promote additional opportunities for professional development sources Investigate and apply for other professional development opportunities for member librarians, including: shared workshops, grants, partnerships, and more.

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) Provide quality training to expand the school librarian's abilities to strengthen the global impact of school libraries.

4. Evaluation Method(s) Measure number of trainings and level of participation by member libraries.

4.10 Element 4 - CONSULTING AND DEVELOPMENT SERVICES

1. Goal Statement Library, maker and STEM spaces Assist and support school librarians to redesign their physical library spaces to better serve student needs, including incorporating Maker and STEM 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) Enhance the environment of the library to maximize student engagement and incorporate additional programming to further collaboration, inquiry, and design.

4. Evaluation Method(s) Annual SLS membership survey

1. Goal Statement Curricular and Instructional Support Identify areas within the curriculum and standards for possible collaboration opportunities for member school librarians

- 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) Promote awareness of studies and literature that support the role of the school librarian as an instructional partner. Provide support to help member librarians grow into that role.
4. Evaluation Method(s) Report to member libraries on a regular basis and work with member librarians at point of need.
1. Goal Statement Planning Services Provide system level support, input, and guidance as requested, in an effort to address the unique needs and challenges of growing strong library programs in a school's culture.
- 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) Help support the continued growth of member library programs so they can effectively meet the needs of the students and staff they service.
4. Evaluation Method(s) Feedback from member librarians and in the Annual SLS Survey

4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS
Virtual Reference

1. Goal Statement Cooperative purchases will provide resources and services which members could not provide individually.

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) Member libraries will have access to coordination, support, and training via the School Library System.

4. Evaluation Method(s) Usage and statistics, as well as end of year member evaluation

4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS

Digitization Services

1. Goal Statement The SLS does not offer digitization services. It is offer as needed through the Western New York Library Resources Council.

2a. Indicate year(s) during which the system will be addressing this goal (check all that apply)

Year 1 No

2b. Year 2 No

2c. Year 3 No

2d. Year 4 No

2e. Year 5 No

3. Intended Result(s) N/A

4. Evaluation Method(s) N/A

4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS

Other (Optional)

1. Topic Grant Opportunities for Member Libraries

2. Goal Statement The SLS will sponsor mini-grants for conference attendance, innovative projects, and literacy initiatives.

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) All certified school librarians in SLS member libraries will be made aware of mini-grant opportunities and will have the chance to apply for them.

5. Evaluation Method(s) End of year member evaluation

4.14 Element 6 - AWARENESS AND ADVOCACY

1. Goal Statement Trends The SLS will stay up to date on trends, changes, and shifts at a local, state, and national level on topics impacting school library programs and services. This includes curriculum, policies, procedures, guidelines, mandates and other measures that are relevant to member 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) By staying abreast of relevant issues, the School Library System is able to strengthen the abilities of the school librarian to collaborate, instruct and support students and staff.

4. Evaluation Method(s) Survey member libraries about issues and trends to determine needs, gather feedback from professional development and annual surveys.

1. Goal Statement Best Practices The School Library System will identify global best practices in school libraries to use as benchmarks for services that school librarians provide. The SLS will share and communicate best practices out to the member libraries through communications, the SLS website, meetings, and professional development opportunities.

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) By supporting and sharing best practices in the field of librarianship, the SLS will help strengthen the programs throughout the region, impacting the success of students and the member districts.

4. Evaluation Method(s) Survey member libraries and gather feedback from professional development and annual surveys.

1. Goal Statement Advocate The School Library System will work to help support and advocate for the role of the school librarian in the education community by partnering with stakeholders in member districts and other library systems to raise awareness, understanding and appreciation at the local, state, and national level.

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) Through advocacy efforts, stakeholders will recognize school librarians as key participants in the education community. Their value and the role they play in district will reflect the professional expertise they bring to their position, improving their ability to impact the success and growth of students.

4. Evaluation Method(s) Track number of presentations and communication and qualitative success stories shared at Council/Communication Coordinator meetings.

1. Goal Statement Empowerment The School Library System will help support the participation of school librarians in local, state, and regional library initiatives.

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) The SLS will help member librarians engage with opportunities for professional engagement, sharing and growth. The SLS will help identify and support professional communication opportunities, organizational participation, presentational opportunities, as well as other avenues of professional engagement.

4. Evaluation Method(s) Track number of communications, participations, and presentations. Also gather feedback from the annual survey.

4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS

1. Goal Statement Digital Communication Promote use of SLS Listserv and explore other avenues of communication and collaboration for member librarians.

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) Timely delivery of information and facilitating peer communication and collaboration.

4. Evaluation Method(s) SLS Annual Member Survey

1. Goal Statement SLS Website Expand and maintain the SLS web presence, incorporating resources and support for member librarians.

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 website is the portal for library and media services.

4. Evaluation Method(s) SLS Annual Member Survey

1. Goal Statement Member Plan Update, prepare and distribute member plan to member libraries annually.

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) Collate data collected and share with member libraries.

4. Evaluation Method(s) Review number of member libraries participating

4.16 Element 8 - COLLABORATIVE EFFORTS WITH OTHER LIBRARY SYSTEMS

1. Goal Statement Partnerships Continue partnerships with WNY SLS's, Public Libraries, Teacher Centers, other BOCES departments, regional educational centers, WNYLRC, State and National organizations (NYLA, ALA) to expand professional development opportunities.

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) Maintain working partnerships for the benefit of student achievement.

4. Evaluation Method(s) Report number of partnerships in annual report.

1. Goal Statement Conferences Attend local, state and national workshops and 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) Stay abreast of library programing and services, communicate with other library administrators, create opportunities for the region.

4. Evaluation Method(s) Track attendance at events and communications, sharing with member librarians.

1. Goal Statement Expand Beyond Expand opportunities beyond traditional partnerships, including other SLS systems and non-traditional local businesses.

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) Develop new opportunities to expand support of library media programs to achieve success for our students.
4. Evaluation Method(s) Review number of partnerships each year via 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
 3. Goal Statement
- 4a. Indicate year(s) during which the system will be addressing this goal (check all that apply)
- | | |
|------------|----|
| 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

4.18 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)

07/06/2020

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) 06/09/2021

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)