

# Tompkins-Seneca-Tioga 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                                       | Tompkins-Seneca-Tioga BOCES School Library System   |
| 1.2  | Street Address                                       | 555 Warren Rd.  |
| 1.3  | City   | Ithaca  |
| 1.4  | Zip Code   | 14850   |
| 1.5  | Four Digit Zip Code Extension (enter N/A if unknown) | 1898  |
| 1.6  | Telephone Number (enter 10 digits only)              | (607) 257-1551  |
| 1.7  | Fax Number (enter 10 digits only)                    | (607) 257-2825  |
| 1.8  | Name of System Director                              | Mary Kay Welgoss  |
| 1.9  | E-Mail Address of the System Director                | mwelgoss@tstboces.org   |
| 1.10 | System Home Page URL                                 | <a href="https://www.tstboces.org/domain/21">https://www.tstboces.org/domain/21</a>   |
| 1.11 | URL of Current Membership List                       | <a href="https://docs.google.com/document/d/1qZ83DRN04-MUpv413gcz98yPgi3Ny8Spamehj5z_tc/edit?usp=sharing">https://docs.google.com/document/d/1qZ83DRN04-MUpv413gcz98yPgi3Ny8Spamehj5z_tc/edit?usp=sharing</a> |
| 1.12 | Date of Establishment                                | 7/1/1985  |
| 1.15 | Square Mileage of System Service Area                | 744   |
| 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 | <a href="https://docs.google.com/document/d/1LsnqqscTqiKhdSwUjKbEmYvp-SniNukuBHmfUE34xUw/edit?usp=sharing">https://docs.google.com/document/d/1LsnqqscTqiKhdSwUjKbEmYvp-SniNukuBHmfUE34xUw/edit?usp=sharing</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). | O - Other (specify using the note)   |
| 2.3 | Indicate by whom the System Board / System Council Members are appointed/elected.  | As indicated in question 2.2, members of the TST BOCES SLS Council volunteer for a three year term of service. |

### 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  |     |

- i. Cooperative Collection Development Committee Yes
- j. Other (specify using the note) Yes

**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. The SLS Coordinator used several methods to assess needs in the development of the Plan of Service: The Member Plan Survey and the School Library Program Rubric were completed by each library and shared with building and district administrators; time was spent at each SLS Council meeting held during the 2020-21 school year discussing needs and future goals for the Plan of Service; data was gathered and analyzed from the annual SLS evaluation collection usage statistics, and workshop evaluations over the past three years; information was gathered at site prior to the COVID-19 shutdown and from requests for services and anecdotal conversations with member libraries. 2020-21 is also the year that TST BOCES required a Program Evaluation of the SLS based on its internal evaluation cycle. Because this coincided with the Plan of Service this year, recommendations and information gathered from focus group meetings and through surveys administered to key stakeholder groups informed our goal setting conversations for the 2021-26 Plan of Service.
- 3.2 Identify the groups involved in development of the Plan of Service and each group's role. The SLS Council, Communications Coordinators, and general SLS membership were all involved in the development of the Plan of Service. Groups discussed specific elements of the Plan of Service at regularly scheduled online meetings. Member building administrators and district leaders were also involved in developing long range goals for their library programs in conjunction with their teacher librarians. These building and district level goals informed larger conversations about prioritizing regional goals for 2021-26.
- 3.9 Provide the URL of the 2021-2026 Member Plan template [https://docs.google.com/forms/d/e/1FAIpQLSfIBSalvumQ9eQh\\_0lznWijY22TDUbMUjx3LFVhAuczoNubJA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfIBSalvumQ9eQh_0lznWijY22TDUbMUjx3LFVhAuczoNubJA/viewform?usp=sf_link)
- 3.10 Provide the URL of the 2021-2026 Cooperative Collection Development Plan <https://docs.google.com/document/d/1gTnxb9bfp3bHymrvP6ptp2nGoam31kKWZpF2RJA7PNnQ/edit>

**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 will be administered every year in June to determine members' satisfaction with the system's services. Questions on the survey directly correspond to questions in the Plan of Service. Some additional questions about specific professional learning offerings, resources, and or events that take place in a given year also will be included. In addition, evaluation data from SLS workshops and professional development opportunities will be compiled and shared at the first Council meeting of the year. Results from all data sources will be used for planning purposes by the SLS Council.
- 3.13 Provide the URL for the evaluation form(s) used by members. [https://docs.google.com/forms/d/e/1FAIpQLSePyNSQkmhdjdfQBgxJKH46m7w2t0GgLi2o7cdtPPsOzJqqAA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSePyNSQkmhdjdfQBgxJKH46m7w2t0GgLi2o7cdtPPsOzJqqAA/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. Data from the Annual Survey and workshop evaluations will be reviewed by Council Members and discussed at the first SLS Council meeting of the year. The data will serve as the basis for planning for the coming year. This pattern will be repeated annually to ensure continued effectiveness of services and continued progress toward the achievement of long range goals.

**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. Revisions will be brought to the general membership via email for input. Then, the SLS Council will discuss revisions through a virtual meeting and vote on them as needed.

**SECTION 4 - GOALS/RESULTS**

- 4.1 The Library System's Mission Statement (The Instructions include the definition The mission of the Tompkins-Seneca-Tioga School Library System, a consortium of member school libraries, is to coordinate resource sharing and library services, to offer integrated technology systems and technology support to member librarians and library staff that enables them to better serve their patrons, and to promote access to information and ideas through its membership in the statewide library network.

of the mission statement.) Cooperation and collaboration among system members supports the efforts of the educational community to en instruction and promote the development of information literacy skills.

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 ev element.

#### 4.2 Element 1 - RESOURCE SHARING

##### Cooperative Collection Development

1. Goal Statement The goal of the Cooperative Collection Development (CCD) plan is to allow member librarians to collaborate in t shared collections of resources that benefit all patrons in the TST BOCES region in a cost effective manner. Cui the TST BOCES SLS employs CCD strategies to grow regional print collections that are shared through our ILL service and regional digital ebook and audiobook collections that are shared through our Overdrive Sora platform
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)  
Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Robust shared collections of print and digital resources that offer depth and breadth of content in areas deemed important for meeting the instructional needs and the reading interests of all patrons in the region. The collabor: among member libraries in this joint effort will make this enterprise as cost effective as possible.
4. Evaluation Method(s) The CCD Committee will analyze print and digital collections on an annual basis to address gaps in our regional resources using TitleWise and similar evaluation tools for the Sora collection found in Overdrive Marketplace. Tl Committee will share findings with the full SLS membership at the final Council meeting each year and make recommendations to determine topics for our CCD focus the following year. The Committee will make decisions on input from all participants and communicate annual topics to the entire membership by June 30th each year.

#### 4.3 Element 1 - RESOURCE SHARING

##### Union Catalog

1. Goal Statement To continue to provide member libraries and their patrons access to quality resources by maintaining a regional catalog. The SLS will also continue to explore options to promote and develop a statewide SLS union catalog.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)  
Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) Equal access to collections throughout the TST BOCES region through the SCOOOLS union catalog (comprised catalogs from six regional school library systems in Central New York--BT, CAY, DCMO, GST, ONC, and TST). from the Destiny catalogs of member libraries are uploaded into the SCOOOLS Union Catalog twice a year and v by the vendor. We will continue to work with both vendors to automate this process so that records can be cons updated in real time.
4. Evaluation Method(s) ILL statistics will reflect the effectiveness and participation in the SCOOOLS Union Catalog and ILL services. The SLS evaluation survey will also include a section designed to determine member satisfaction with ILL services a with the Union Catalog; space will be allotted for recommended improvements.

#### 4.4 Element 1 - RESOURCE SHARING

##### Delivery

1. Goal Statement To provide delivery of information and instructional resources as quickly and efficiently as possible through elect means (i.e. shared interfaces like ClassLink and our Sora platform), local and regional couriers, UPS, and the U mail.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)  
Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes

- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) To provide all member libraries, students, and teachers with fast, efficient and accurate transfer of titles and res in various formats from the SLS and from library to library.
- 4. Evaluation Method(s) The annual SLS evaluation will include a section that asks members to rate their level of satisfaction with our de services and to make recommendations for improvements.

**4.5 Element 1 - RESOURCE SHARING**

**Interlibrary Loan**

- 1. Goal Statement To work with the SCOOOLS group of SLS Coordinators and our ILL union catalog vendor, Media Flex, to continu improve the features of the union catalog software including real time, continuous data uploads, improved statis reporting features, and the ongoing improvement of our shared marc records. This will ensure that the delivery c ILL service is fast and cost effective. We also will continue to guide member libraries in maintaining current colle that support State learning standards and school curricula through our CCD program, training and professional learning opportunities.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) To increase access to titles as needed, to allow students and teachers access to materials not otherwise availat each school library, and to maximize school library budgets.
- 4. Evaluation Method(s) The SLS will evaluate the usage statistics in all ILL categories each year to facilitate planning and to evaluate ser Also, the annual SLS evaluation will include a section on member satisfaction with ILL services and a place for librarians to offer comments and suggestions for improvement.

**4.6 Element 1 - RESOURCE SHARING**

**Digital Collections Access**

- 1. Goal Statement The TST BOCES SLS invested in a regional ClassLink platform four years ago that allows all students, teachers staff members in our component districts to access our shared SLS collections and NOVELny databases via sin sign on (SSO). Our goal is to maintain and grow the capabilities of this platform to continue to support virtual instruction and online learning as needed and to make all of our resources easily accessible regardless of time, location or device. We will also continue to offer training on the use of our resources, including the NOVELny databases, through webinars, other online learning opportunities, and in person training to ensure that our patro maximize the features of our digital resources.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) To offer integrated, seamless, easy access to all resources and to provide training and technical support that all maximum usage for all of our digital collections.
- 4. Evaluation Method(s) Usage statistics will be evaluated annually for each member library to guide purchasing decisions and professio development planning. The annual SLS survey will also include a section on digital collections to determine mer changing needs and levels of satisfaction with this service area.

**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 No (check all that apply)
- Year 1
- 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 SLS services for special client groups
- 2. Goal Statement To create a committee of librarians who will work closely with the SLS Coordinator to identify special clients and needs in the TST BOCES region. Special client groups include but are not limited to students with disabilities, ELL students in alternative programs including incarcerated youth and home instruction, and struggling readers. This committee will work with all member libraries to assess current collections and to develop special collections that address the needs of the identified groups. The committee will work to remove barriers so that information can be shared more easily about special client services; it also will identify professional learning needs for librarians and library staff to support the implementation of special client services. Some examples of current efforts in this area include the following: the SLS subsidizes the regional purchase of Learning Ally, an audiobook collection and a social platform that supports students with dyslexia and other reading difficulties. The SLS also provides annual professional learning opportunities in how to use and implement Learning Ally most effectively in the classroom; the SLS purchased shared ebook and audiobook collections in multiple languages for our Sora platform that support ELL students; resources purchased by the SLS and those we receive through NOVELny are made accessible to all students in the region via our ClassLink single sign on portal including incarcerated youth and home instruction students.

- 3a. Indicate year(s) during which the system will be addressing this goal (check all that apply) Yes

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

- 4. Intended Result(s) The creation of collections that meet the unique needs of identified special clients; the offering of professional learning opportunities for librarians and library staff that will support best instructional practices and will maximize the use and impact of special client resources; the creation of communication systems (webpages, Slack channels, etc.) to facilitate awareness of these resources for librarians, K-12 educators, students and parents in the TST BOCES region.
- 5. Evaluation Method(s) The committee will review the status of collections, regional communications and professional learning opportunities for special client services on an annual basis and share findings with all member libraries. The annual SLS survey will include questions to evaluate special client collections, communications and professional learning opportunities and ask for suggestions for improvement.

**4.9 Element 3 - PROFESSIONAL DEVELOPMENT AND TRAINING**

- 1. Goal Statement To assess the professional learning needs of SLS members and to provide them with timely, high quality and tailored learning opportunities that align with New York State learning standards and best practices of professional librarians as outlined in the AASL National School Library Standards and the NYSED School Library Program Rubric. The professional learning opportunities will be provided locally and in conjunction with other School Library Systems in New York State. In addition, the SLS will continue to support the attendance of member librarians at regional, state and national conferences (i.e. NYLA/SSL, ALA, AASL, ISTE, Carol A. Kearney Leadership Institute, etc.) and the participation of member librarians in professional learning opportunities offered by regional library councils. The SLS will also create a peer coaching program for member librarians, facilitated by the SLS Coordinator and overseen by a committee composed of member librarians, that provides ongoing instructional support, mentoring where needed and feedback on professional practice.

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

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

- 3. Intended Result(s) 1. To provide curriculum-based workshops that partner teachers and librarians to meet information literacy, media literacy, and content area learning standards, and that encourage teacher/librarian collaboration. 2. To provide awareness, support and training for online databases, ebooks, automation systems and emerging technologies to increase the effective use of available resources and support high quality teaching and learning in our schools. 3. SLS will offer a variety of professional development opportunities in a variety of formats, both in person and online. 4. To continue to develop collaborative relationships with other School Library Systems, the SCRLC, Teacher Center

and colleges and universities to provide learning opportunities that are free or of low cost to members and that r local and regional needs. 4. To create a peer coaching program that is offered each year and that supports the s professional learning goals of participants.

4. Evaluation Method(s) Workshop attendance and evaluation statistics will be kept for all SLS sponsored professional learning opportun This data will be used by the SLS Coordinator and the Council members to guide future planning. The annual su also will ask members to evaluate professional learning services offered by the SLS and to suggest future topics interest. The peer coaching committee will help participants develop evaluation tools specific to their profession; needs (i.e. journal entries, lesson observations, meeting notes, etc.) These will be evaluated by participants and annually by the committee as a whole.

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

1. Goal Statement The School Library System will provide cost-effective, customized technical assistance, training and consulting services to all system members as requested in a timely fashion.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) All SLS member libraries will receive customized assistance as needed. Libraries will be provided with consultir services through in person visits, online meetings, phone and email contacts.
4. Evaluation Method(s) The annual SLS evaluation will include survey questions and a comment area concerning the effectiveness of S consultations. The number of consulting and technical support calls will be tracked through our online help desk system, and through our online department data collection system. These statistics will also be reported in the S annual report.

**4.11 Element 5 - COORDINATED SERVICES FOR MEMBERS**

**Virtual Reference**

1. Goal Statement The School Library System will continue to provide virtual reference to member libraries that supports centralize purchasing, technology systems, curriculum and instruction, facilities management, library advocacy and all othe aspects of school librarianship.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
3. Intended Result(s) The SLS will provide virtual reference in the areas of centralized purchasing, tehcnology support and integration, curriculum development, instructional practice, collection development, facilities management and all other aspe school librarianship. The SLS will continue to improve our virtual reference services based on member requests
4. Evaluation Method(s) Usage statistics from our SCOOOLS Union Catalog an our ClassLink interface for our shared databases and tech resources will be evaluated each year by the SLS Coordinator and the SLS Council for future planning; annual t meetings will be held to introduce members to new products and to gather input on shared resources. The annu survey will include questions to evaluate virtual reference services and coordinated services by all SLS member

**4.12 Element 5 - COORDINATED SERVICES FOR MEMBERS**

**Digitization Services**

1. Goal Statement To assist member libraries with digitization projects as requested.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes

- 3. Intended Result(s) To offer digitization services as needed by member libraries.
- 4. Evaluation Method(s) Digitization services will be added to the annual SLS survey as needed.

**4.13 Element 5 - COORDINATED SERVICES FOR MEMBERS  
Other (Optional)**

- 1. Topic
- 2. Goal Statement
- 3a. Indicate year(s) during which the system will be addressing this goal No (check all that apply)
- Year 1
- 3b. Year 2 No
- 3c. Year 3 No
- 3d. Year 4 No
- 3e. Year 5 Intended Result(s) No
- 4. Evaluation Method(s)

**4.14 Element 6 - AWARENESS AND ADVOCACY**

- 1. Goal Statement To increase awareness of the role of school libraries and the School Library Systems in providing resources and instruction that promotes student academic achievement; to inform librarians of local, regional, state, and national library advocacy efforts and to encourage participation in these initiatives; to collaborate with other library system statewide organizations on library advocacy activities.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) The SLS will support and facilitate active participation by member librarians in local, State, and national library advocacy programs. The SLS also will provide and support leadership and advocacy training for member librarians and will continue to provide materials and information to help them promote and advocate for their programs with various constituent groups. In addition, the SLS will support librarians' efforts to use technology tools (social media sites, blogs, etc.) to gather advocacy information and to develop local advocacy materials; the SLS will also support the building of membership in professional organizations and community/special interest groups that support library advocacy.
- 4. Evaluation Method(s) The annual SLS evaluation will include survey questions and a comment area concerning library advocacy efforts. Data will be collected on the number of librarians that participate in library advocacy efforts. The SLS will maintain an advocacy requests made through TST BOCES data collection tools (i.e. our "How can we help?" system). A summary of the evaluation information will be shared with the SLS Council for planning purposes.

**4.15 Element 7 - COMMUNICATIONS AMONG MEMBERS**

- 1. Goal Statement To maintain and further develop a timely, efficient and robust communication system among member libraries for promoting SLS programs and services and for addressing member needs.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
- Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) 1. Clear, efficient communication on a multitude of topics of interest to members using multi-format digital tools that allow for both synchronous and asynchronous sharing of information, projects, lessons, artifacts, and ideas. 2. Exploration and implementation of new methods of communication such as: a Slack Channel for regional communication among librarians and for idea sharing; Facebook groups for shared interests and topics; podcast videos for special topics and projects; and multimedia curation tools that allow members to access information and content in easy and reliable ways over time.
- 4. Evaluation Method(s) Usage statistics and questions on the annual SLS survey that focus on member communications, along with surveys

1. Evaluation Method(s) Page statements and questions on the annual SLS survey that focus on member communications, along with set for comments and suggestions for improvement, will be evaluated annually to assess the effectiveness of all for communication among members.

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

- 1. Goal Statement To form partnerships with other library systems and educational agencies to effectively promote and offer programs and services that advance common goals and objectives; to provide quality services for librarians, teachers, and students that promote educational achievement, a love of reading, and lifelong learning.
- 2a. Indicate year(s) during which the system will be addressing this goal Yes (check all that apply)
  - Year 1
- 2b. Year 2 Yes
- 2c. Year 3 Yes
- 2d. Year 4 Yes
- 2e. Year 5 Yes
- 3. Intended Result(s) To utilize shared resources among library systems, member libraries and other organizations to provide relevant effective opportunities for professional learning, training, advocacy, service and program improvements.
- 4. Evaluation Method(s) The SLS annual evaluation survey will contain questions and a comment area concerning SLS cooperative effort data will be kept on the number of shared events and services undertaken each year, attendance/participation in events and services, and evaluation of such shared events and services. In addition, an annual cost analysis of events and services will be undertaken by the SLS Coordinator and Council members for planning purposes.

**4.17 Element 9 - OTHER (Optional)** - If there are other elements in the System's Plan of Service not listed above, complete one repeating for each element.

- 1. Element
- 2. Topic
- 3. Goal Statement
- 4a. Indicate year(s) during which the system will be addressing this goal No (check all that apply)
  - 4b. Year 1 No
  - 4c. Year 2 No
  - 4d. Year 3 No
  - 4e. 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) 03/31/2021

**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



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)