



Southern Adirondack Library System
22 Whitney Place • Saratoga Springs NY 12866-4596
(518) 584-7300 • Fax (518) 587-5589

Self-Assurance of Trustee Education Activity Completion

Beginning January 1, 2023, each library trustee, elected or appointed, of a board of trustees is required to complete a minimum of two hours of trustee education annually. ([§Education Law 260-d](#) as added by *Chapter 468 of the Laws of 2021*).

Please use this self-assurance form if a certificate of completion is not available from the approved education activity provider. Please submit this form to the library board president for review and signature. Trustees should retain a copy of the signed form.

I give the following assurance:

I attended the following trustee education activity:

Trustee Name: _____

Approved Provider: _____

Title of Activity: _____

Topic/Content: _____

Format (e.g. workshop, webinar, online course): _____

Date of Activity: _____

Contact Hours: _____

Trustee Signature

Date