

What exactly does MHLS do?

Mid-Hudson Library System Board of Trustees
Orientation Program
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History | Mid-Hudson Library System

Mission Statement | Mid-Hudson Library System acts to insure the public's rights to free access, facilitate economical resource sharing, and promote professional library services while working in partnerships with the independent public and free association libraries in the designated service region.

1959

The Mid-Hudson Library System was created in 1959 by the State of New York to:

- Provide resource sharing
- Improve level of library service

Legal Operational Requirements

- Board needs to meet at least six times/year
- Must submit a plan of service to the State
- Must submit an annual budget to the State
- Must have a Director with eight years of professional experience
- Must have at least three certified librarians

Education Law Section 255

Legal Service Requirements

- **Educ L sec 255** - In short, the system must work and operate through the participating libraries in effecting expanded and improved library service in the area
- **Educ L sec 272 g** - No plan shall be approved unless it provides for a method by which participating libraries are obligated to permit the loan of books and material among members of the system for use on the same basis permitted by the library which owns or controls them.
- **NYCRR 90.1** - Each system shall provide a means of location of materials added in the libraries of the system.
- Provide for the coordination of the reference and interlibrary loan programs and functions of the public library system.

During the 1960's

- Worked to convince libraries to join the system
- Began collecting holdings of members
- Developed programs to assist libraries in improving their collections

During the 1970's

- Began Interlibrary Loan
- Offer material support to libraries in terms of McNaughton Plans for lease of popular books, special projects grants to help libraries strengthen their collections, and cataloging and processing support
- Consultation on collection development, weeding, and programming
- Built 16mm film collection, art prints and filmstrip

During the 1980's

- Began OCLC verification for national ILL
- Began Outreach services such as Literacy, Job information
- Built video collections and expanded film collections.
- Introduced micro computers to libraries
- Increased CE offerings

During the 1990's

- Began implementing automated circulation system
- Introduced Internet to libraries

Currently

- All libraries part of the automated circulation system
- Encouraging libraries to bring their budgets to a public vote
- Assisting libraries in construction planning and fundraising

Plan of Service | Mid-Hudson Library System

5-year Public Library System Plan of Service is required by NYS

- Identifies, organizes, and provides an overview of the library system's service program including intended changes in services or priorities.
- Emphasizes what the library system proposes to accomplish and whom the library system serves.
- Demonstrates how the library system anticipates it will fulfill the major roles expected of library systems.

Purpose of the Plan

- Articulate the basic agreement between the State and the governing board of the system, which makes possible the payment of state aid to the system.
- Enumerate the mutual commitments, responsibilities and obligations of the system and its members.
- Share the system's mission, goals, intended results and evaluation methods with its members.
- Determine how the system meets the service needs of its community, region, and the State.

Current MHLS Plan (1/1/2012 – 12/31/2016)

http://midhudson.org/plan_of_service/POS-MHLS-Section4-ADOPTED.pdf

- **Resource Sharing:** Cooperative Collection Development; Integrated Library System (Sierra); Delivery; Interlibrary Loan
- **Special Client Groups:** Adult Literacy; Coordinated Outreach; Correctional Facilities (State & Local); Youth Services
- **Professional Development and Continuing Education**
- **Consulting and Development Services**
- **Coordinated Services**
- **Awareness and Advocacy**
- **Communication Among Member Libraries**
- **Cooperative Efforts with Other Library Systems**
- **Construction**
- **Central Library Plan**
http://midhudson.org/plan_of_service/POS-Central-Library-ADOPTED.pdf
- **Direct Access Plan**
http://midhudson.org/meetings/board/manual/free_direct_access.pdf

How the Current Plan Was Developed: MHLS engaged its member libraries and Board of Trustees in a process that ended in a system-wide consensus for the MHLS Plan of Service for 2012-2016.

http://midhudson.org/plan_of_service/POS-MHLS-Section-3-SUBMITTED.pdf

History

- MHLS conducted regular member needs assessments and evaluations, including annually reviewing the progress and achievements of the previous 2007-2011 Plan of Service.

2010

- System staff led advisory committees in preliminary needs assessments.

2011

- System staff conducted 20 focus group sessions in which 244 member library trustees, directors, staff and friends from 63 libraries and 5 correctional facilities participated. An executive summary was developed.
http://midhudson.org/plan_of_service/groups/Combined-Notes-from-Focus-Groups.pdf
- The Personnel and Planning Committee reviewed the executive summary; the Directors Association (DA) used the executive summary to conduct initial goal-setting and identification of intended results, and to confirm that its priorities were inclusive of their libraries' needs. Initial goals and intended results were reviewed by the Personnel and Planning Committee.
- Each of the advisory committees completed the goals and intended results in their areas of oversight. The Systems Services Ad Hoc Committee reviewed plan development to confirm that it was comprehensive and its priorities were inclusive of libraries' needs.
- Personnel and Planning Committee reviewed the entire plan for clarity and consistency.
- The final plan was approved by the DA and by the MHLS Board of Trustees.

Annual Progress Reports: Using the goals stated in the Plan of Service, annually MHLS reports the final results to the New York State Library Division of Library Development.

MHLS Staff Roles & Duties | Mid-Hudson Library System

MHLS Leadership Team (Tom Sloan, Linda Vittone, Merribeth Advocate, Rebekkah Smith Aldrich, Eric McCarthy, Robert Drake, Tom Finnigan, Chris Herron) research, plan, develop and manage projects and initiatives; provide consultation to member libraries; problem solve; trouble shoot; provide information; supervise and work with MHLS staff to provide support to member libraries in the following areas:

- **Automation and Technology**
 - Audio/Visual Request
 - Cataloging
 - Computer Hardware, Software and Networks
 - Databases
 - Delivery
 - Interlibrary Loan
 - Integrated Library System (Sierra)
 - OverDrive
 - Smart Access Management (SAM)
 - Usage Statistics
- **Funding and Governance**
 - Funding
 - Policy
 - Trustees
 - Vote Support
- **Youth Services**
 - Collection Development
 - Programming
- **Adult Services**
 - Collection Development
 - Programming
- **Personnel and Management Issues**
 - Budgeting
 - Finance
 - Management
 - Organizational Growth
 - Personnel
 - Planning
- **Physical Plant**
 - Construction
 - Facility
 - Space Planning
- **Member Library Website Development and Maintenance**
- **County, State and Federal Funding and Grants**
- **Library Charter and Registration**
- **State & County Correctional Facilities**
- **Friends Groups**
- **Administrative Work**

A Sampling of Staff Support Topics from the MHLS Problem Solving Service Directory

- 414 Votes
- Adult Programming Support
- Advocacy (NYS & County level)
- Annual Report
- Annual Report to the Community
- Automation Billing
- Audio-Visual (AV) Equipment
- Barcode Scanners
- Bibliographic Record Inaccuracies
- Billing
- Book Club in a Bag Programming Kits
- Building Your Base (LSTA Project)
- Budgeting
- Bulletin (newsletter)
- Business Services
- Capital Campaign Planning
- Cataloging/Processing data entry
- Charters/Registration
- Children's Program Support
- Children's Program Support Materials
- Circulation (Sierra)
- Construction Consulting
- Construction Grant Support
- Consultations, Boards
- Consultations, Friends
- Continuing Education
- Correctional Facility Libraries
- Data Entry
- Database Bookmarks
- Databases, Centrally Purchased
- Database Training
- Delivery
- Direct Access Plan
- Directory Changes
- Disabled, Services to
- Districts
- E-Rate
- Education Laws
- Equipment Loan
- Facility Consultation
- Friends & Fundraising Email List
- Friends Groups Support
- Funding Options for Libraries
- Fundraising Information
- Gates Library Initiative/ Gates Foundation
- Getting to Yes (LSTA Project)
- Grants & other Funding Sources
- Greening Your Library
- Hardware Security
- HOMEACCESS
- In the News list postings
- Interlibrary Loan (ILL)
- Internet Security
- IP Addresses
- IT Contracts
- IT Purchasing
- Laws & Regulations
- Legislative/Legislator Information
- Library Law
- Listservs (MHLS)
- Local Area Networks (LANs)
- Long-Range Planning
- Marketing
- Member Information
- MHLS Board of Trustees
- Network, computers
- New Director
- New Trustees
- Newsletter
- Online Public Access Catalog (OPAC)
- OPAC Display problems of bookjackets (Syndetics)
- OPAC vendor loads (Like B&T, Midwest Tapes & Brodart)
- Outreach Services
- Patron Entry
- Policy Samples / Review
- Professional Collection
- Programming
- Public Library Vote Toolbox (web site)
- Public Relations
- Receipt Printers
- SAM Support
- SEAL Catalog
- Sierra
- Space Planning
- State Aid
- Strategic Planning
- System Services
- System Tours
- Tax Cap
- Tax Exemption (501(c)3)
- Technical Support Hotline
- Telecommunications
- Trustee Education/Information
- Trustee Updates
- Underserved Populations
- Votes
- Vote Toolbox (Public Library Vote Toolbox web site)
- Web Site (MHLS)
- Member Web Sites hosted by MHLS
- Young Adult (YA) Program Support
- Youth Services