



Mid-Hudson Library System (MHLS)

New York Library Association (NYLA) Annual Conference Attendance Grants

A. Why

1. The MHLS Plan of Service charges MHLS with developing and strengthening local, regional, and state library services through engagement with the New York Library Association (NYLA).
2. MHLS encourages individual libraries to develop and strengthen local library services by engaging with the New York Library Association.

B. What

1. MHLS will provide NYLA Annual Conference Attendance Grants to member libraries as MHLS funding permits. The grant to a member library would be used to support attendance at the NYLA annual conference by: (1) a new library director¹ or (2) a new library staff member².
2. The total number of grants awarded depends on the availability of MHLS Conference Attendance Grant funds.
3. All grants will be issued in the name of the member library not to an individual.

C. How

1. A member library is eligible to apply for one matching grant, minimum amount of \$250 and no more than \$500, if funds are available³, for either a new library director or a new library staff member to attend a NYLA Annual Conference.
2. Reimbursement is to a member library and must be used by the member library to cover conference registration fee, travel to and from the conference, and/or accommodations and per diem costs.

¹ A new library director is a person of any age with fewer than 3 years of experience working as the director of a MHLS member public library.

² A new library staff member may be a person of any age with fewer than 3 years of experience working as a professional or paraprofessional/support staff level in a MHLS member library.

³ Conference Attendance Grants do not fully cover all costs of attending the Annual Conference. Member libraries applying for the grant must agree to at least match the awarded amount but are encouraged to grant funding through their library to cover a significant portion of the costs to attend the conference.



3. Based on the availability of funds, MHLS will announce to member libraries a timeline and process for applying for grants.

D. Procedures for Grant Application

1. The Board of Trustees of a member library designates an eligible staff member ~~or a trustee~~ to attend the NYLA Annual Conference and authorizes the library to seek a NYLA Annual Conference Attendance Grant from MHLS. The member library Board's action are recorded in member library Board minutes.
2. Grants will be awarded based on a selective process and all applicants must submit the following:
 - a. A statement from the library director regarding the eligibility of the applicant.
 - b. A personal statement from the applicant of no more than 1 page that addresses the following:
 - 1) Why are you interested in attending the NYLA annual conference?
 - 2) How do you think attending the NYLA annual conference will assist you with your library responsibilities?
 - 3) How do you plan to share what you have learned with others? Some examples include: reporting on the conference to colleagues and/or writing an article for your library's newsletter.
 - c. Sign off from the Board President

E. Procedures for Grant Application Review and Award

1. In April, the grant availability will be advertised once the outcome of the NYS Budget is known.
2. In June, applications for grants will be due to MHLS.
3. In June, all applications will be reviewed by the MHLS Board of Trustees' Incentives Committee, which is charged with responsibility for the review of the MHLS grants program.
4. In July, the MHLS Board of Trustees will consider a recommendation from the MHLS Incentives Committee for awarding grants.



5. In July, grants will be announced and awarded to member libraries for the NYLA annual conference held in November.

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