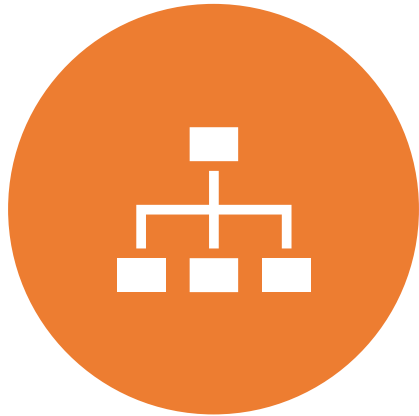




Orientation 2022

MHLS Board of Trustees

Outline



MHLS & BOARD
OPERATIONS



FINANCIAL DOCUMENTS



KEY OPERATIONAL
RELATIONSHIPS

MHLS Operations



Charter Granted For Mid-Hudson Libraries

State Aid Will Provide Special Service for 34 Public Libraries in 5-County Area and to Cross-Roads Communities.

A charter has been granted for Mid-Hudson Libraries, a library system to serve Columbia, Dutchess, Putnam, Ulster and Greene Counties, according to an announcement from the New York State Department of Education.

Mid-Hudson Libraries trustees met last week at the Rhinebeck Library to initiate plans for operating the new library system. Matthew Netter, Pine Plains, Temporary Chairman, appointed subcommittees for specific tasks. Bernard Reifler, Poughkeepsie and Alf Evers, Woodstock will make arrangements for a central reference library which will eventually provide 100,000 informational and educational books. Hugh Elwyn Kingston, E. L. Dalby, Marlboro and Mrs. Adelaide H. Wilkie, Milton will draft by-laws for the new organization. Mrs. George Potter, North Chatham, Bernard Reifler, Poughkeepsie, Matthew Netter, Pine Plains, and Mrs. Gerald Carson Millerton will prepare a plan for specific services which the system will offer.

Application has been made for the loan of a state-owned bookmobile which will carry 2,000 books to cross-roads communities not now served by a library. A collection of 10,000 books will be circulated by the bookmobile.

Thirty-four of the fifty-four public libraries in the 6-county area are

charter members of Mid-Hudson Libraries. It is expected that more libraries will join when the advantages of the library system are fully understood. Local libraries will continue to be managed by their local boards of trustees and to select their own books.

Rotating book collections, documentary films, recordings and many centralized services such as storage, binding, cataloging are among the services to be provided by Mid-Hudson Libraries. These will be financed by state funds. There will be a one-time establishment grant of \$20,000 for each county plus an annual grant amounting to nearly \$200,000 for this 5-county area. The annual grant based on population and area covered, will be increased according to population growth after the 1960 census.

A look back...

- **1960s:** membership growing; collecting holdings; programs to assist members to improve their collections
- **1970s:** Regional interlibrary loan begins; cataloging and processing support; centralized filmstrip, art prints, and 16mm film collections.
- **1980s:** National interlibrary loan introduced; Outreach Services for literacy and job information; centralized VHS collection; introduction of microcomputers to libraries; increased professional development offerings for library staff

- **1990s:** Introduction of an automated circulation system; introduction of the internet to libraires
- **2000s:** 100% of members automated; encouraged libraries to bring their budgets to a public vote; introduction of Trustee Education program; assistance for libraries with construction planning
- **2010s:** Focus on sustainable funding for libraries; introduction and development of digital collections; discovery platform enhancements; facilitation of community-based planning for libraries; Lab Projects approach to increasing community engagement

Plan of Service

- 5-year Public Library System Plan of Service is required by the State
- Operating agreement between MHLS Board and New York State
- Elements are pre-determined by the State
- Annual [Action Plans](#) developed by the staff to bring the goals to life
- [Current Plan](#) is available at midhudson.org

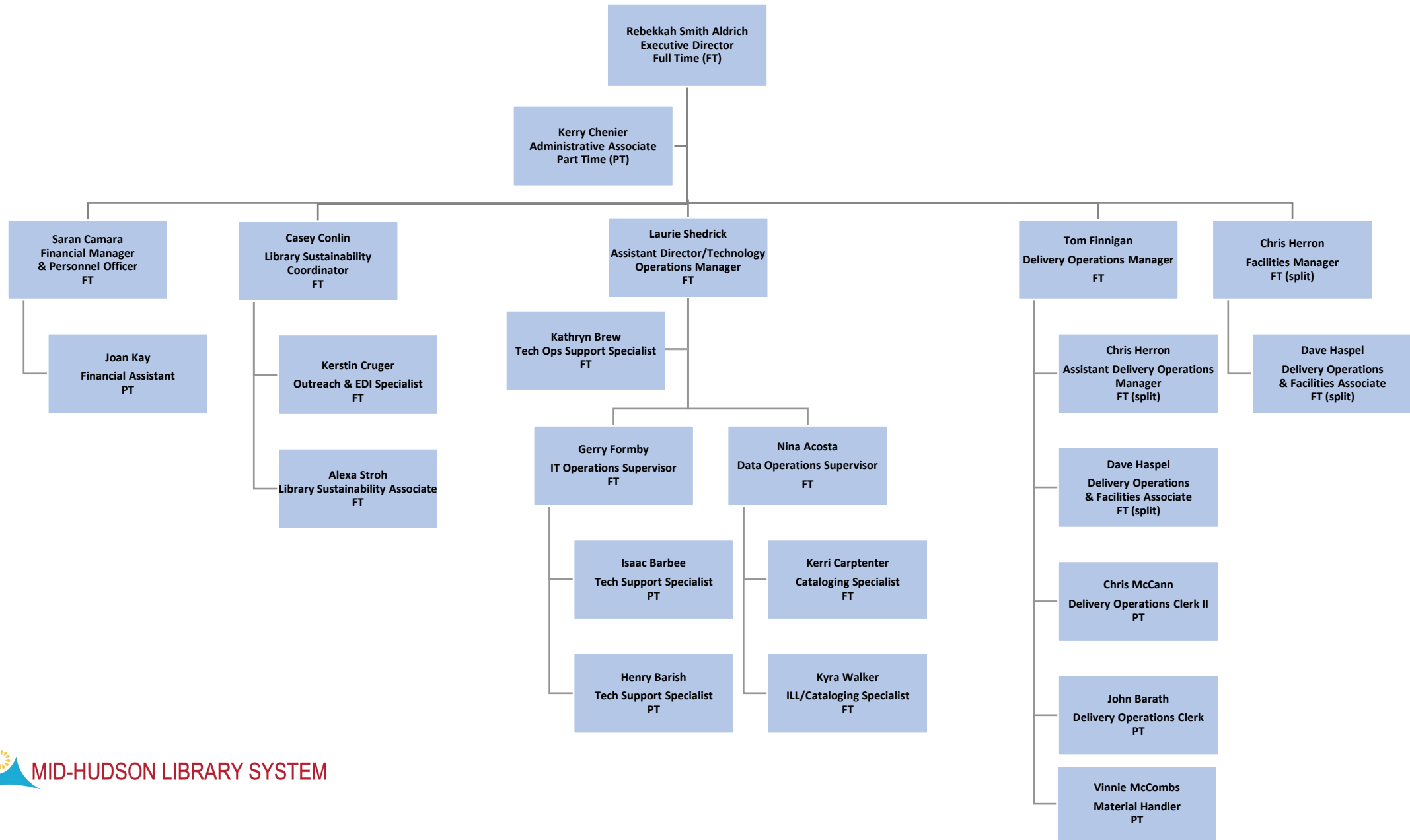
Service Areas

Resource Sharing

- Delivery Service
- Integrated Library Software (Sierra)
- Online Catalog (Encore)
- Interlibrary Loan
- Digital Collection Development
- Central Library Plan

Library Sustainability

- Consulting & Development
- Continuing Education & Professional Development
- Awareness & Advocacy
- Communication Among Members
- State Aid for Library Construction Program
- Special Client Groups: Adult, Family & Early Literacy;
Coordinated Outreach Program; Correctional Facilities

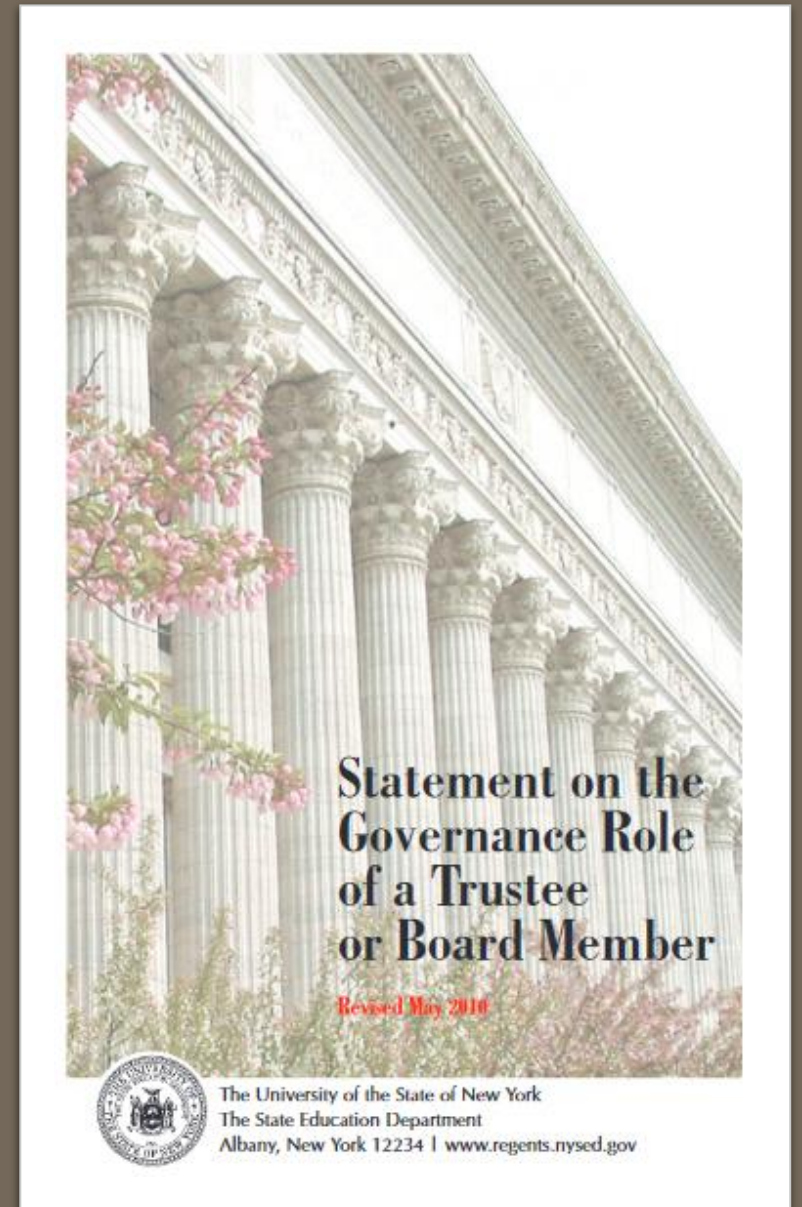


Board Operations



Key Documents

- **MHLS Board Web Page:** <https://board.midhudson.org/>
 - MHLS Bylaws
 - Policies & Procedures
- **[Statement on the Governance Role of a Trustee or Board Member](#), NYS Board of Regents**



Authority

- NYS Education Law §255
- Chartered by the [New York State Board of Regents](#)
- Overseen by the State Education Department through the [Division of Library Development](#)
- [15-member Board](#) elected by the membership
 - 3 members from each of the 5 counties in the MHLS service area
 - Executive Committee
 - Board President
 - Vice President
 - Treasurer
 - Secretary
 - Member-at-Large
 - [Eight \(8\) Board Committees](#)

Purpose

From the MHLS Bylaws:

“The objectives of the System shall be to foster and improve library service to the residents of the System area, through the member libraries, as specified in the System’s Plan of Service.”

Mission Statement

The Mid-Hudson Library System acts to uphold the public’s right to free and equitable access to information and library resources; facilitate economical resource sharing; and promote professional and inclusive library services in partnership with our independent member libraries.

Vision Statement

We envision a world in which individuals, families and communities thrive when they have access to information, resources, learning environments and library services that respect the triple bottom line of social equity, economic feasibility, and environmental stewardship.

Board Responsibilities

1. Adopt a Plan of Service based on member needs;
2. Select, hire and regularly evaluate a qualified executive director;
3. Secure adequate funding for the system's service program;
4. Exercise fiduciary responsibility for the use of public and private funds;
5. Adopt policies and rules regarding system governance;
6. Maintain facilities that meet the System's and member's needs;
7. Promote the System in the region; and
8. Conduct the business of the System in an open and ethical manner in compliance with all applicable laws and regulations with respect for the institution, staff, members and public.

Board Outreach

1

Annual letter issued to
directors and board
presidents

2

Board-to-Board Visits
are encouraged

3

An annual visit with your
county's director delegation
is recommended

Meetings

- **Quorum** = a majority of 15 Board members, regardless of the number of seats filled
- **[Open Meetings Law \(OML\)](#) is followed**

 - This provides for the public to come and watch the business of the board
 - Executive sessions may be used for confidential conversations for specified reasons
 - OML governs remote participation at board meetings [see [MHLS Trustees Videoconference Participation in MHLS Board Meetings Policy](#)]

- **Robert's Rules of Order are used** [see [Robert's Rules Cheat Sheet](#)]

Annually

- ✓ [Oath of Office](#) filed at start of new term
- ✓ [Conflict of Interest Disclosure Form](#)
- ✓ [Ethics Policy](#)
- ✓ [Sexual Harassment Prevention Training](#)
- ✓ Authentication of System Annual Report to the State
- ✓ Central Library Aid Program
- ✓ State Aid for Library Construction Program
- ✓ Membership Meeting Held / Election of Trustees
- ✓ Evaluation of the Executive Director
- ✓ Board Self-Evaluation

Board Leadership

Election of Officers (Executive Committee)

Spring: Nomination & Elections (N&E) Committee

- Establish timeline, procedure and potential candidates
- Issue open call for candidates, including self-nominations

Summer: N&E Committee reviews identified candidates and recommends proposed slate for board officers

September Board Meeting:

- Slate presented
- Nominations from the floor accepted

December Board Meeting: Slate voted on

Appointed Committees

Standing Committee Chairs

- Audit
- Board Development
- Bylaws, Policy & Procedure
- Facilities
- Finance
- Incentives
- Nominations & Elections
- Personnel & Planning

How we do our work:

Sustainability

Sustainable libraries use a “Triple Bottom Line” mentality, balancing social equity, economic feasibility, environmental stewardship in all that we do.

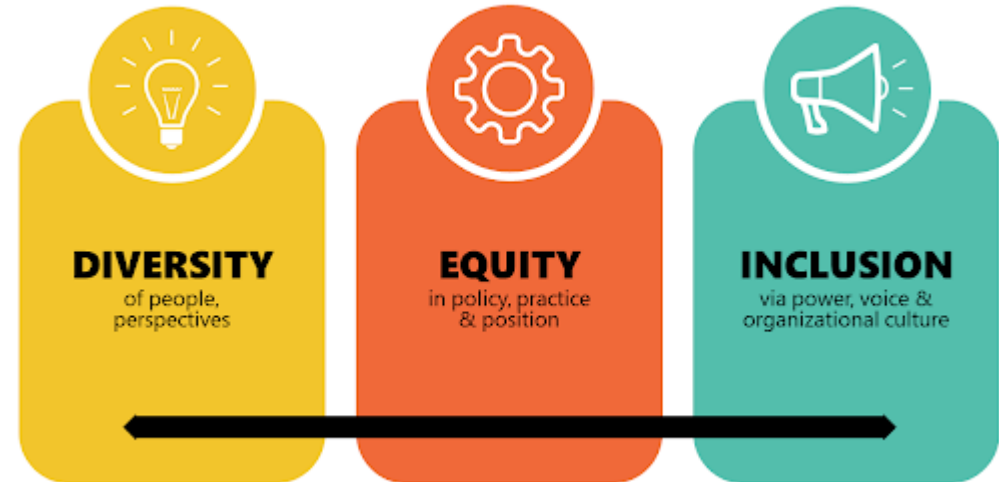


Image: Sustainable Libraries Initiative

How we do our work:

Equity, Diversity, and Inclusion (EDI)

Respected libraries use a lens of equity, diversity, and inclusion to ensure we are building respect, empathy, and understanding on our boards, among library workers and in our communities.



Key Financial Documents



- ✓ Budget (approved in December; mid-year adjustments)
- ✓ Financial Reports (monthly)
- ✓ Warrants (monthly)
- ✓ Audit (annually)

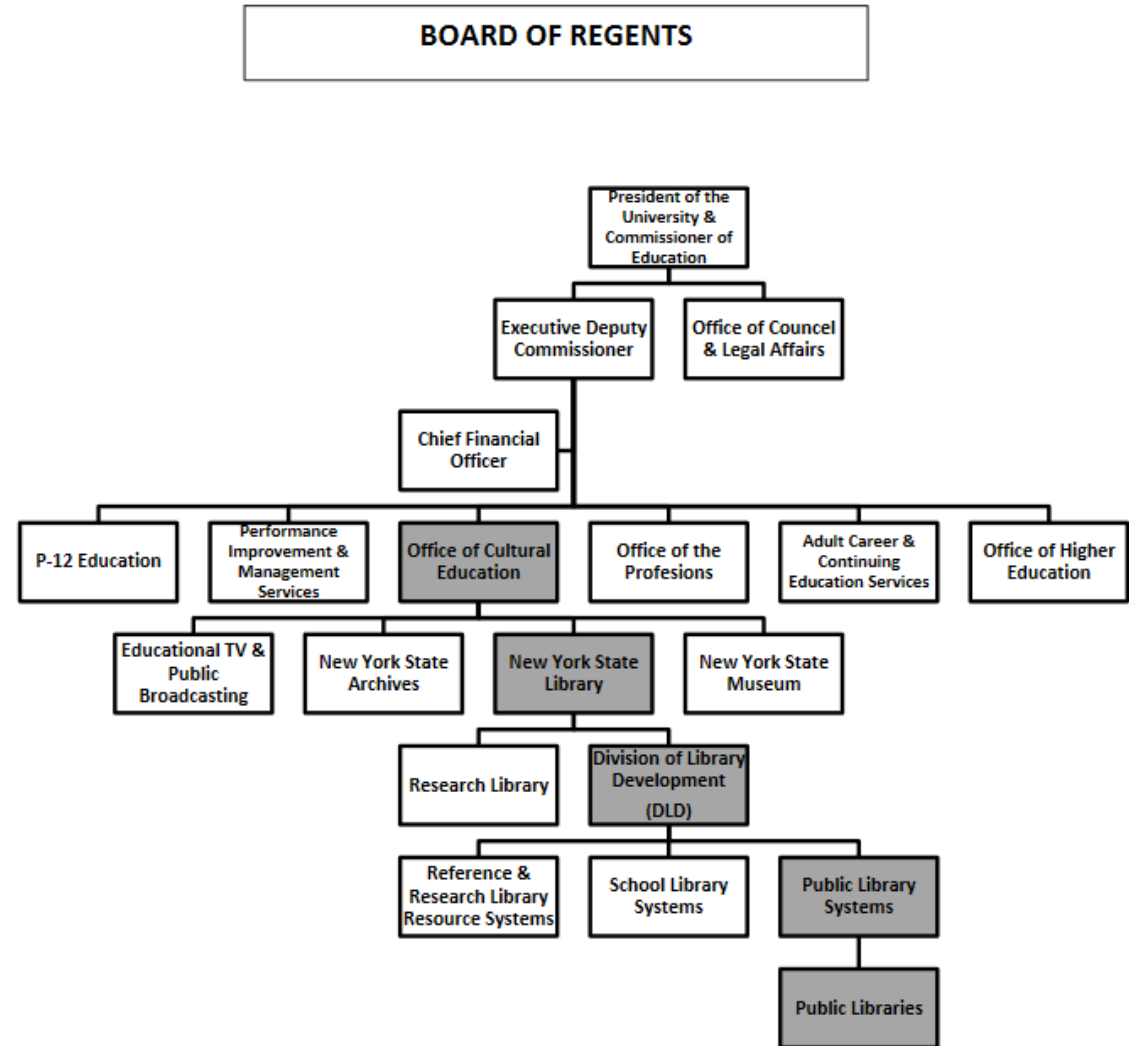
Operational Relationships



New York State

MHLS is a **quasi-state entity** directly overseen by the **Division of Library Development (DLD)** and ultimately governed by the Board of Regents.

75% of system operating revenue comes from state aid.

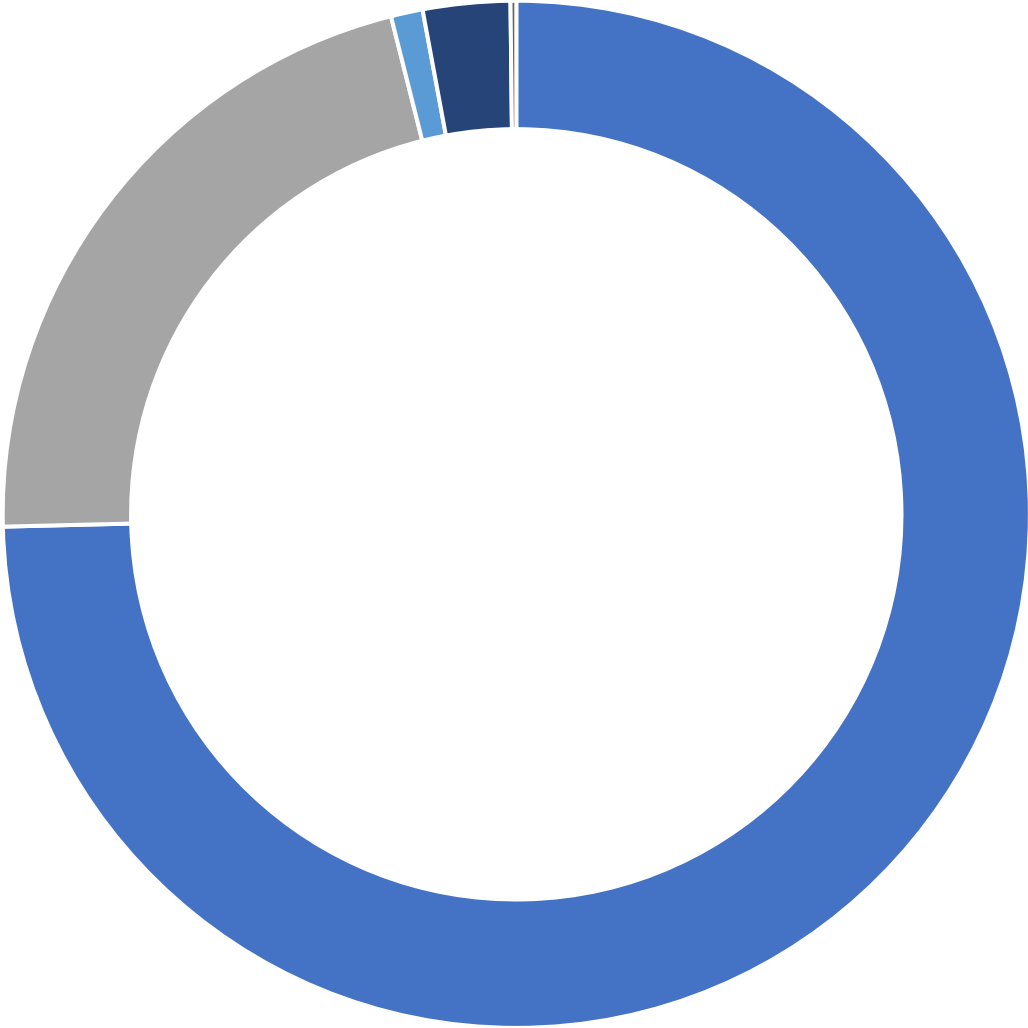


Free Direct Access Plan (FDAP)

Mandatory, state- approved agreement between MHLS and the State Education Department

- Required by Education Commissioner's Regulations 90.3
- Defines commitment that no resident in the area will be excluded from direct or on-site access on the basis of age, cultural, economic or civic status.
- Provides the process for member libraires to identify and place restrictions on excessive and unfair use of resources
- [FDAP](http://midhudson.org) available on midhudson.org

Revenue Sources



■ State Aid ■ Member Assesment ■ Grants ■ Misc. ■ Interest & Charges

Central Library Program

- State aid program to supplement reference and non-fiction collection development
- Overseen by the [Central Library / Collection Development Advisory Committee](#) of the Directors Association
- MHLS Board approves Central Library Aid Program budget and expenditure report
- [Central Library Plan](#) available at midhudson.org

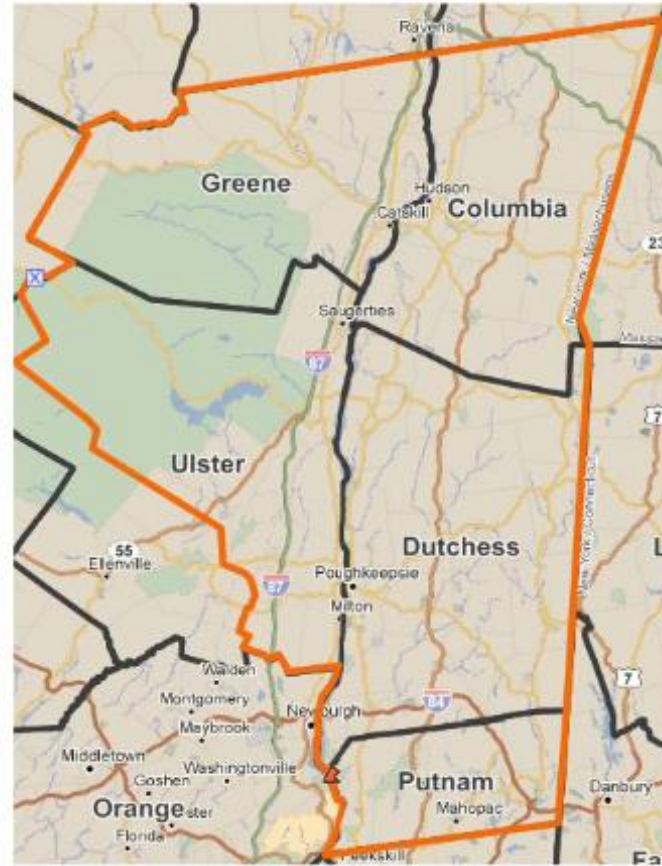
Mid-Hudson Library System Service Area

Greene County

- D.R. Everts Library (Athens)
- Cairo Public Library
- Catskill Public Library & Palenville Branch Library
- Heermance Memorial Library (Coxsackie)
- Greenville Public Library
- Mountain Top Library (Tannersville)
- Hunter Public Library
- Windham Public Library

Ulster County

- Town of Esopus Library
- Highland Public Library & Clintondale Branch Library
- Hurley Library
- Kingston Library
- Kingston Library
- Marlboro Free Library
- Sarah Hull Hallock Free Library (Milton)
- Elting Memorial Library (New Paltz)
- Olive Free Library Association
- Phoenicia Library
- Morton Memorial (Pine Hill)
- Plattekill Library
- Rosendale Library
- Saugerties Public Library
- Stone Ridge Library
- Town of Ulster Public Library
- West Hurley Public Library
- Woodstock Public Library District



Putnam County

- Reed Memorial Library (Carmel)
- Julia L. Butterfield Memorial Library (Cold Spring)
- Brewster Public Library
- Desmond/Fish Library (Garrison)
- Kent Public Library
- Mahopac Public Library
- Patterson Library
- Putnam Valley Free Library

Columbia County

- Chatham Public Library & Canaan Branch
- Claverack Free Library
- Germantown Library
- Roeliff Jansen Community Library
- Hudson Area Association Library
- Kinderhook Memorial Library
- Livingston Free Library
- New Lebanon Library
- North Chatham Free Library
- Philmont Public Library
- Valatie Free Library

Dutchess County

- Amenia Free Library
- Howland Public Library (Beacon)
- Beekman Library
- Clinton Community Library
- Dover Plains Library
- East Fishkill Community Library
- Blodgett Memorial Library (Fishkill)
- Hyde Park Public Library District
- LaGrange Association Library
- Millbrook Library
- Northeast-Millerton Library
- Pawling Free Library
- Pine Plains Free Library
- Pleasant Valley Library
- Poughkeepsie Public Library District: Adriaance & Boardman Rd.
- Red Hook Public Library
- Starr Library (Rhinebeck)
- Morton Memorial Library and Community House (Rhinecliff)
- Staatsburg Library
- Stanford Free Library
- Tivoli Free Library
- Grinnell Public Library District (Wappingers Falls)

Member Assessment

- Determined by the [MHLS Directors Association](#)
- Voted on annually in June for the following fiscal year
- Assessment formula has several elements to create equity
- Funds are used for general MHLS operations

Billed Separately:

- *E-Resource Cost Shares:*
 - *Determined annually via the Central Library/Collection Development Advisory Committee; approved by the Directors Association*
- *Fee-for-Service:*
 - *Additional Sierra Licenses*
 - *Tech Support Contracts*
 - *Web Site design and hosting*
 - *Self-Checkout Stations*
 - *Telephone Notification System*

Advocacy

- With members
- With legislators
- With the general public

Key Talking Points:

- **MHLS services save taxpayer dollars.**
 - We make local library services affordable
 - The State Library estimates a 7:1 return on investment for every dollar invested at the system level
- **Member-driven organization.**
 - Members elect our board
 - Members tax themselves for system services

Did you know?

- **52% of area residents are library cardholders.**
- **MHLS Delivery Services save member libraires more than \$4 million annually.**

Home

General News

[Seeking LAMS Board](#)

[Members](#)

Posted: March 1, 2022



The Leadership and Management Section (LAMS) of the New York Library Association (NYLA) is **seeking members to fill several seats on the**

Director Resources

[Congratulations Millbrook](#)

[Library!](#)

Posted: March 1, 2022



The Millbrook Library has been **selected** as one of 200 libraries nationwide for the [American Library Association's American Rescue Plan: Humanities Grants for Libraries](#) opportunity, an emergency relief program to assist libraries that have

Trustee Resources

[Trustee Handbook Book Club](#)

Posted: March 1, 2022



Trustee Handbook Book Club

Catch up on the Trustee Handbook Book Club! Co-authors of the *Handbook for Library Trustees of New York State* Jerry Nichols and Rebekkah Smith Aldrich, MHLS Executive Director discuss a different chapter of the Trustee Handbook and answer your questions every month.

Search

Upcoming Events

[LIU Class](#)

9:00 am - 1:00 pm

March 09, 2022

[Resource Sharing Meeting](#)

10:00 am - 12:00 pm

March 10, 2022

[Turning Outward Cohort](#)

10:00 am - 11:30 am

March 10, 2022