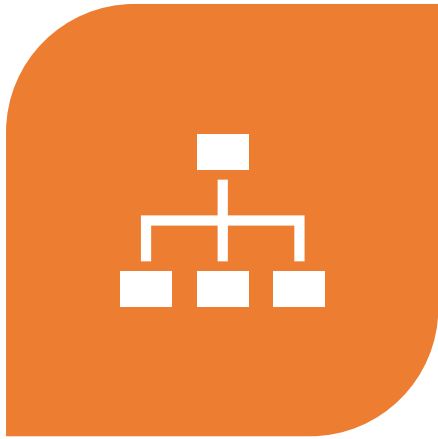




# Orientation 2021

MHLS Board of Trustees

# Outline



MHLS & BOARD  
OPERATIONS



KEY OPERATIONAL  
RELATIONSHIPS



FINANCIAL DOCUMENTS

# MHLS Operations



# 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 seen in the Plan to life
- [Current Plan](http://midhudson.org) is available at midhudson.org

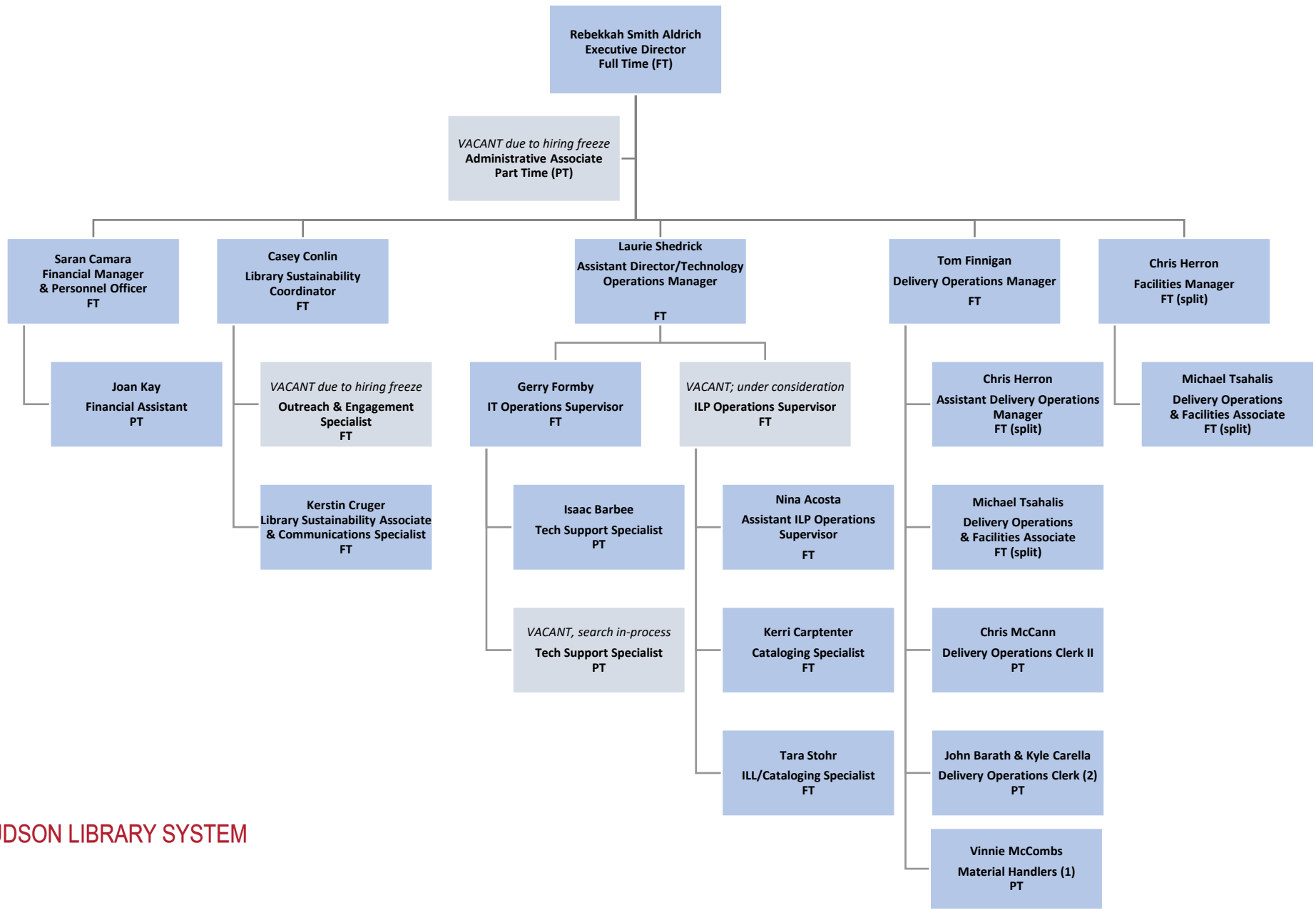
# Service Areas

## 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
- Construction
- Special Client Groups: Adult, Family & Early Literacy;  
Coordinated Outreach Program; Correctional Facilities



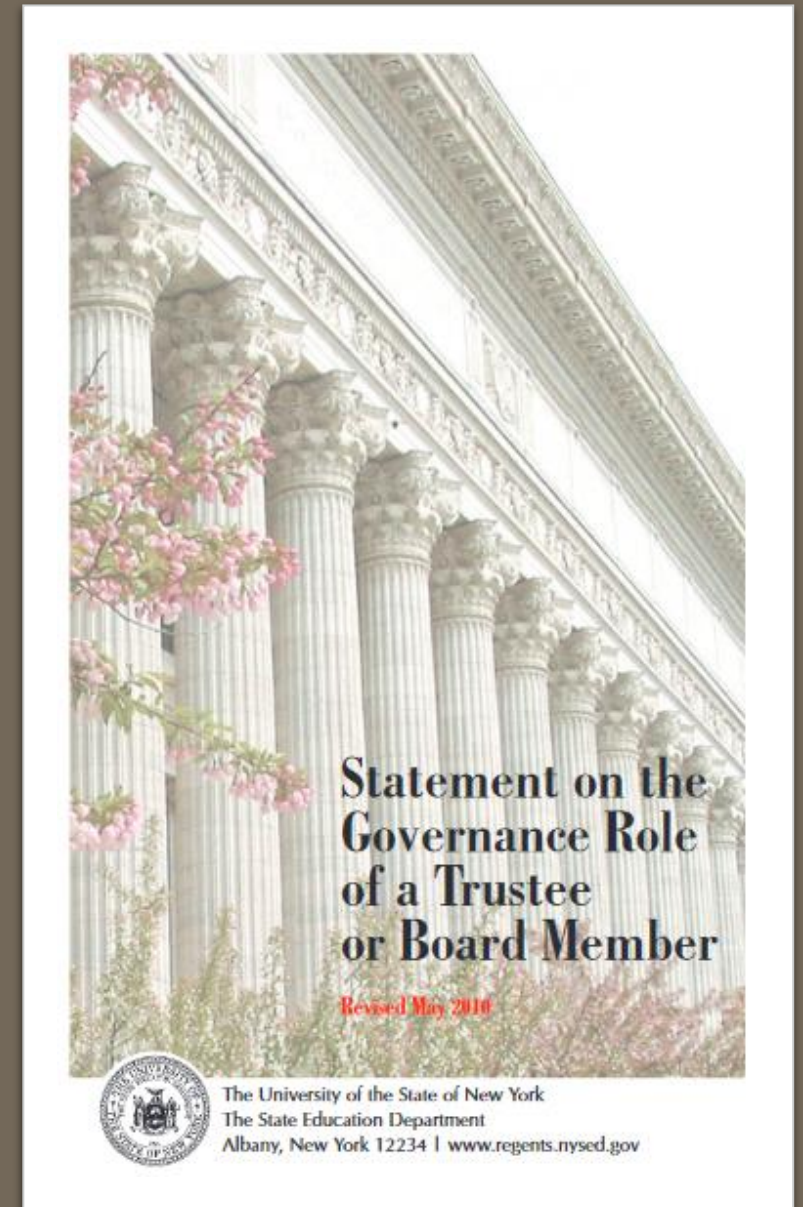


# Board Operations



# 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 libraires, as specified in the System’s Plan of Service.”

## **Mission Statement:**

Since 1959 the Mid-Hudson Library System as acted to insure the public’s right to free access, facilitate economical resource sharing, and promote professional library services while working in partnership with the independent public and free association libraries in the designated service region.

# 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 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.

# We do our work with an eye towards:

## Sustainability

MHLS is a member of the **Sustainable Library Certification Program** having completed both the environmental and economic portions of the program.

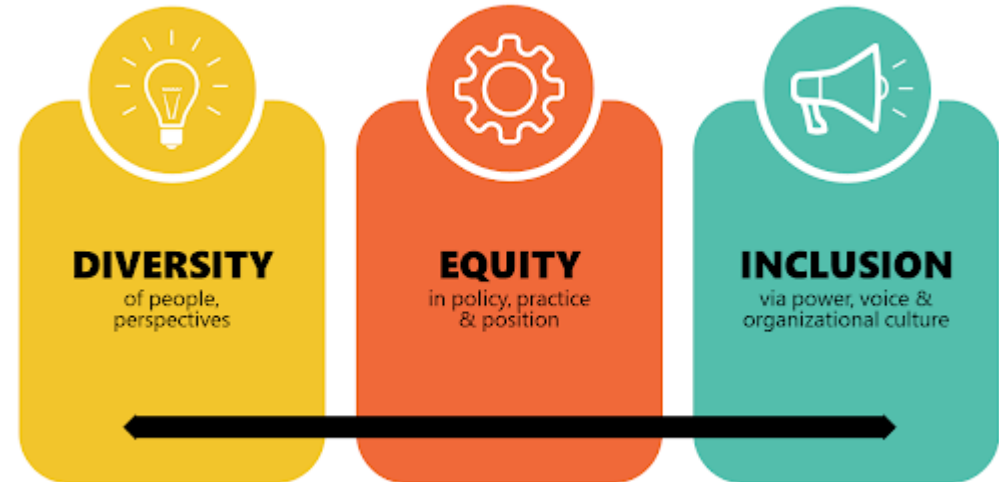


# We do our work with an eye towards:

## Equity, Diversity, and Inclusion (EDI)

The EDI Working Group of the Board is working on:

- Board Education
- Communication Assessment
- Policy Audit Process
- Board Recruitment



# Defined: **Equity**

“Equity is not the same as formal equality. Formal equality implies sameness. Equity, on the other hand, assumes difference and **takes difference into account to ensure a fair process and, ultimately, a fair (or equitable) outcome.**

Equity recognizes that some groups were (and are) disadvantaged in accessing educational and employment opportunities and are, therefore, underrepresented or marginalized in many organizations and institutions. The effects of that exclusion often linger systemically within organizational policies, practices, and procedures. Equity, therefore, means **increasing diversity by ameliorating conditions of disadvantaged groups.**” (Adapted from [National Association of Social Workers](#))

- Adopted by ALA Council in 2017 per the [recommendation](#) of the ALA Task Force on Equity, Diversity, and Inclusion



# Defined: Diversity

“Diversity can be defined as **the sum of the ways that people are both alike and different.**

Visible diversity is generally those attributes or characteristics that are external. However, **diversity goes beyond the external to internal characteristics** that we choose to define as ‘invisible’ diversity. Invisible diversity includes those characteristics and attributes that are not readily seen. When we recognize, value, and embrace diversity, we are recognizing, valuing, and **embracing the uniqueness of each individual.**”

(Adapted from [National Education Association](#))

- Adopted by ALA Council in 2017 per the [recommendation](#) of the ALA Task Force on Equity, Diversity, and Inclusion

# Define: **Inclusion**

**“Inclusion means an environment in which all individuals are treated fairly and respectfully; are valued for their distinctive skills, experiences, and perspectives; have equal access to resources and opportunities; and can contribute fully to the organization’s success.”**

(Adapted from [Society for Human Resources Management](#), [Hewlett Packard](#), and [Ferris State University](#))

- Adopted by ALA Council in 2017 per the [recommendation](#) of the ALA Task Force on Equity, Diversity, and Inclusion.

# Communication Best Practices

from the MHLS EDI Working Group

- Civility should be the minimum standard, at all times
- Be sensitive in your choice of words. Be mindful:
  - of the way you talk to and among each other
  - of the way you refer to various groups of people and in the decisions that you make.
- Support each other by listening with respect.
- Honestly identify biases as/when they become apparent
- Respond thoughtfully and non-defensively

# We do our work with an eye towards:

## Engagement

1

Annual letter issued to  
directors and board  
presidents

2

Board-to-Board Visits  
are encouraged

3

Annual visits with your  
county's director delegation  
are 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](#)
- ✓ Authentication of System Annual Report to the State
- ✓ [Sexual Harassment Prevention Training](#)
- ✓ Membership Meeting Held

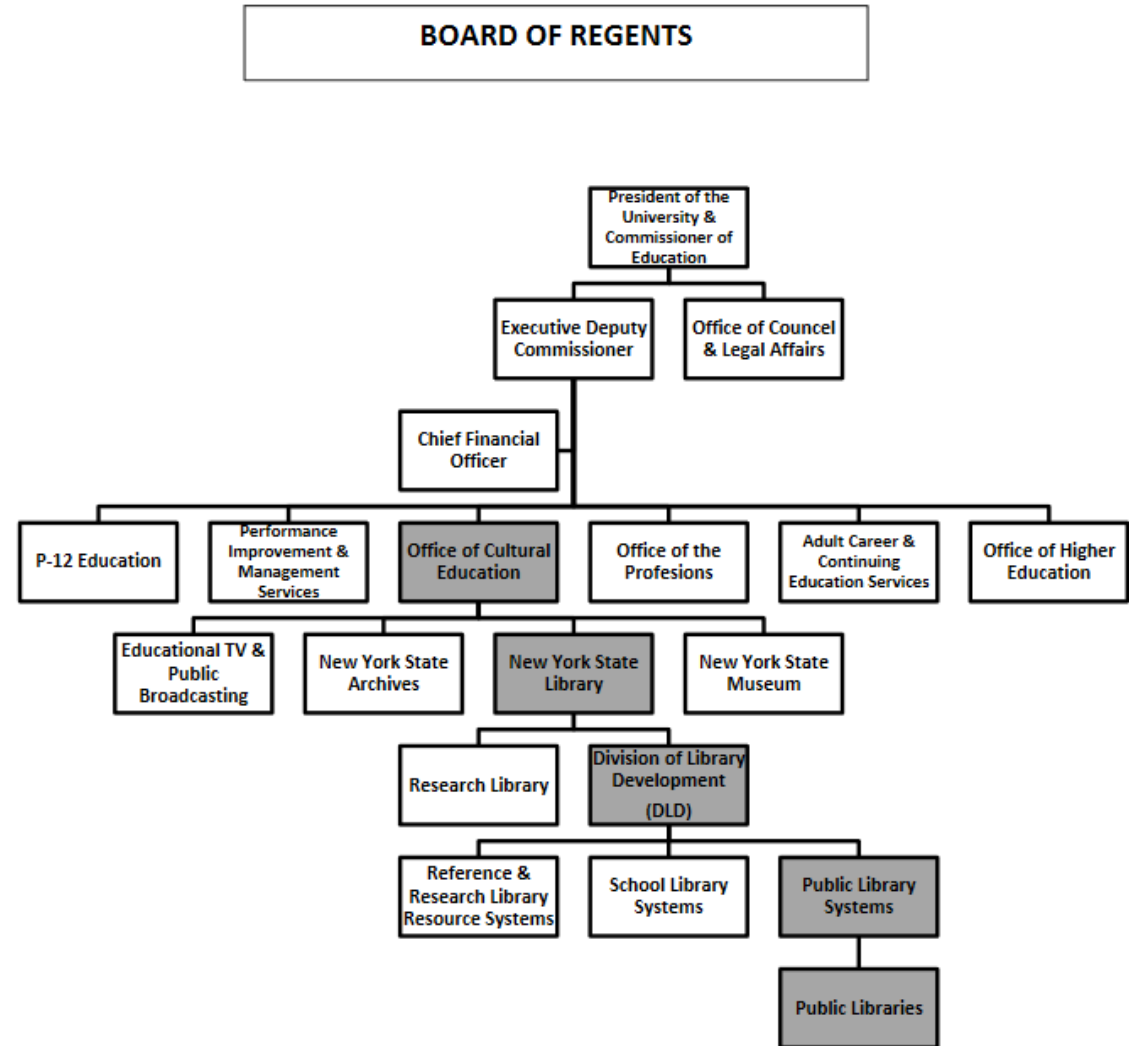
# Operational Relationships



# 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.**



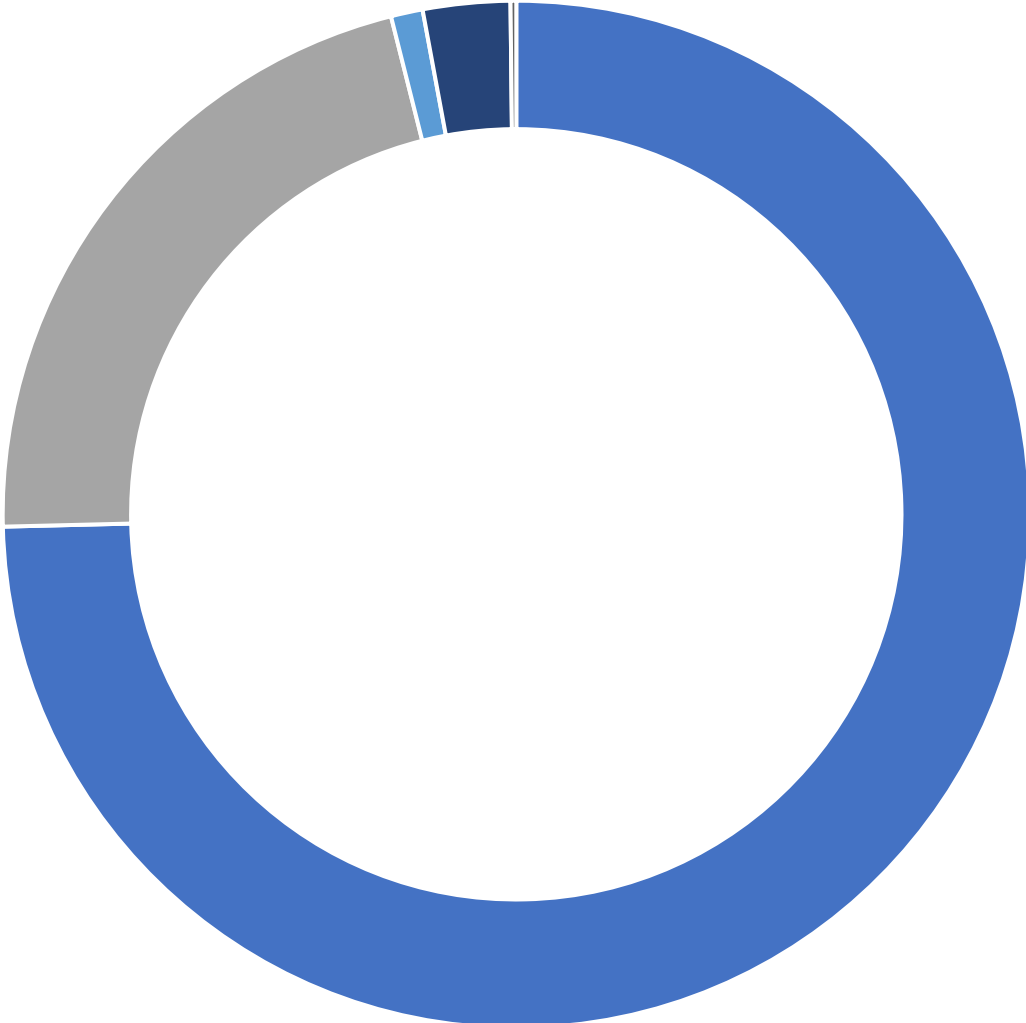


# Free Direct Access Plan (FDAP)

**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

# MHLS 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 [budget](#) and expenditure report
- [Central Library Plan](#) available at midhudson.org

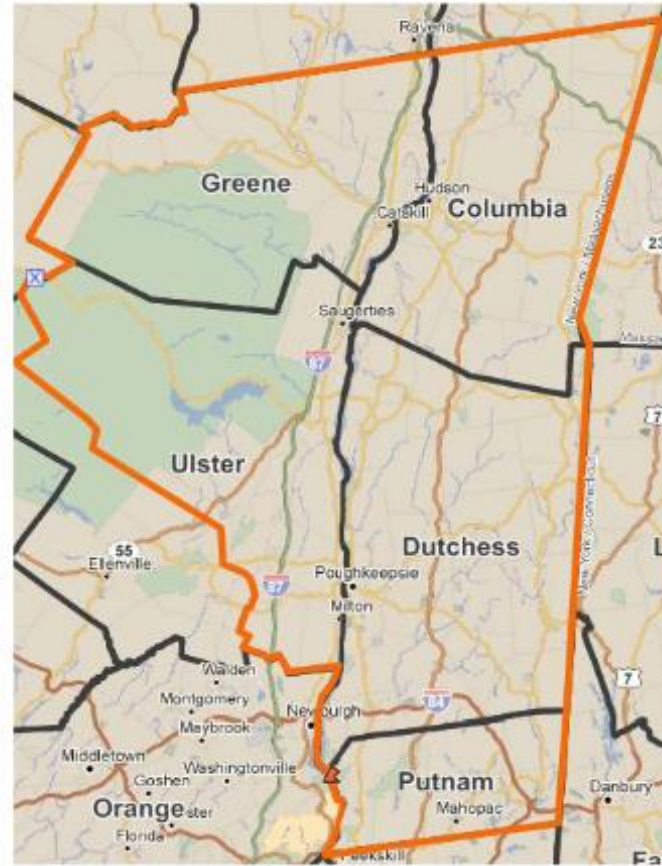
# Mid-Hudson Library System Service Area

## 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 by the Central Library/Collection Development Advisory Committee
- Fee-for-Service:
  - Additional Sierra Licenses
  - Self-Checkout Stations
  - Tech Support Contracts
  - Web Site design and hosting

# Key Financial Documents



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

# 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 (ROI) for every dollar invested at the system level.
    - In MHLS we have an ROI of 10:1
- **Member-driven organization.**
  - Members elect our board.
  - Members set resource sharing policies.
  - 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

About MHLS

Topics

Calendar

Member Libraries

For the Public



## Home

### General News

[OverDrive Big Library April 5th](#)

Posted: March 2, 2021



The next OverDrive [Big Library](#)

### Director Resources

[MHLS Reimagining Library Services Series: Collaborations and Partnerships](#)

Posted: March 2, 2021



### Trustee Resources

[Open Meetings Law Adjustments Extended](#)

Posted: March 2, 2021



The adjustments to NYS Open Meetings Law to allow for online meetings have been extended to

Search

Upcoming Events

[MHLS Plan of Service: Community Conversations - Dutchess County Directors](#)  
10:00 AM - 11:30 AM  
3/3/2021

[MHLS Plan of Service: Community Conversations - Dutchess County Directors](#)