

D R A F T
MID-HUDSON LIBRARY SYSTEM
2005 INCENTIVE PROGRAM

Purpose

The incentive program is designed to use Mid-Hudson Library System funds to build better libraries. It is not to be considered ongoing budget support and is reviewed annually for changes as needed.

Program Goals

- Encourage all Library staff and trustees to participate in and have access to system activities
- Support Continuing Education and Professional Development for all library staff and trustees
- Assist Libraries in increasing their visibility in and support (or usage by) the community.

All Libraries

1. Telephone Reimbursement
 - Poughkeepsie Local calling area \$0
 - 845 Different calling area \$25/year
 - 518 Different Area Code \$50/year
2. Mileage reimbursement at the IRS rate for all MHLS meetings and workshops
3. Continuing Education/Professional Development \$500 per library
4. Updating Long/Strategic Plan in 2004 \$100/library-may not be continued after 2005

Library Chooses one:

Package A

All libraries are now Eligible (libraries with less than 3 FTEs can substitute option 6 for option 5)

5. \$500 Financial and/or Computer Consultant Review OR
6. Director Meeting Reimbursement for Director Association and Advisory Committee meetings at \$10/hour for up to 4 hours/meeting. Maximum \$750 per library.
7. Programming Support 50% of speaker Fee or PR up to \$250 per library

Package B

7. Programming Support 50% of Speaker Fee or PR up to \$500 per library
8. National/Regional Conference \$500

Package C

8. National/Regional Conference \$500
9. Additional State/Regional Conference \$500

Other Incentives:

10. MLS Course Scholarship \$864
11. Trustee Workshop Reimbursement \$100 per library
12. County Group Annual Meeting \$500 per county group

	Grant	Description	2005 Changes
1.	Telephone Reimbursement:	Flat annual payment: \$0 for libraries in Poughkeepsie local calling areas as defined by Verizon, \$50 for libraries in 845 area code outside the Poughkeepsie local calling area, \$100 libraries in 518 area code.	Change to \$25 for within 845 outside Local Poughkeepsie area, \$50 for 518 area code. Phase out in 2006
2.	Mileage:	For travel to and from MHLS workshops and Directors Association and Advisory Committee meetings at IRS-approved rate for the year 2004.	Encourage teleconferencing for committees
3.	Continuing Education/Professional Development:	For staff or trustee(s) to attend conferences or workshops with maximum reimbursement of \$500 per library for the year (additional requests may be considered, pending funding).	Same
4.	Long Range/Strategic Plan	Support the review and updating of the Library's long range or strategic plan. \$100 upon submission of plan to MHLS	May not be renewed after 2005
5.	Financial or Computer Consultant	\$750 to pay for a financial consultant to review purchasing, ordering, record keeping procedures and/or technology consultant to review network and Internet set-ups (not for ongoing maintenance or equipment).	Reduce to \$500
6.	Director Meeting Reimbursement	Reimbursement for libraries with less than three full time staff for four hours per meeting at \$10.00 per hour for attendance at Directors Association meetings and joint Committee meetings.	Libraries with less than 3 FTE can choose this option in lieu of option 5.
7.	Programming Support:	50% of speakers fees, newsletters and Program Brochures are covered: for package A up to \$250 for package B up to \$500	Focus on attracting new users
8.	National/Regional Conference:	\$500 for attendance at a national or Regional library conference (Package B and C are eligible)	Same

9.	Additional State/Regional Conference:	\$500 for attendance at a state or regional conference (package C)	
10.	MLS Course Scholarship Grant:	Ten cash awards of \$864 to be granted to member libraries (limit one per person). The library applies to defray the cost of one three credit hour course leading to an MLS from an ALA-accredited library school for a staff member.	Set deadline for applications; allow one grant per library with a maximum of 10 grants per year.
11.	Trustee Workshop Reimbursement Workshop:	\$100.00 reimbursement to libraries if they send at least one trustee to a Mid-Hudson Library System trustee orientation and another \$100 if they send a trustee to the advanced trustee workshop.	Same
12.	County Group Annual Meeting:	\$500 to support an annual meeting of a county group	Same