

2009 INCENTIVE PROGRAM | MID-HUDSON LIBRARY SYSTEM

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.

Program Summary

All Libraries

1. Mileage reimbursement for library staff at the IRS rate for all MHLS meetings and workshops
2. NYLA Conference Grant: \$4,000 divided between the libraries sending people.
- 2a. Youth Services Section Conference Grant: \$1,000 divided between libraries sending people, maximum grant \$250.

Library Chooses one:

Package A

(Package A is designed for libraries with less than 3 FTEs only)

3. Director Meeting Reimbursement for Director Association and Advisory Committee meetings at \$10/hour for up to 4 hours/meeting. Maximum of \$240 per library.

Package B

4. Programming Support: 25% of speaker fee or PR. Maximum of \$125 per library

Package C

5. PLA, Computers in Libraries or ALA Conference Grant: \$4,000 divided between the libraries sending people.

Other Incentives:

6. MLS Course Scholarship: \$864 (10 are available)
7. Trustee Workshop Reimbursement: \$100 per library sending three trustees to training
8. County Group Annual Meeting Support: \$500 per county group

Incentive Details:

	Grant	Description & Procedure	2009 Changes
1.	Mileage Reimbursement	<p><i>Description:</i> For travel to and from MHLS workshops and Directors Association and Advisory Committee meetings at IRS-approved rate.</p> <p><i>Procedure:</i> To be eligible for reimbursement attendees must sign attendance sheet and submit MHLS Claim Form to the Business Office. Receipts for tolls should be attached.</p>	Staff coming from the same library should come in one car unless more than four.
2.	NYLA Conference Grant	<p><i>Description:</i> \$4,000 to be divided between libraries sending people to the NYLA conference.</p> <p><i>Procedure:</i> The library director should submit a letter to MHLS stating the library's intent to send staff to the NYLA conference. The letter must be received by MHLS by October 1st, 2009. Documentation of attendance must be submitted following the conference.</p>	Division of money based on number of libraries sending staff. Maximum award per library is \$500.

2a.		<p><i>Description:</i> \$1,000 to be divided between libraries sending people to the Youth Services Section Conference. Maximum grant: \$250.</p> <p><i>Procedure:</i> The library director should submit a letter to MHLS stating the library's intent to send staff to the NYLA conference. The letter must be received by MHLS by March 1st, 2009. Documentation of attendance must be submitted following the conference.</p>	Division of money based on number of libraries sending staff. Maximum award per library is \$250
3.	Director Meeting Reimbursement (Package A only)	<p><i>Description:</i> Reimbursement for Director Association and Advisory Committee meetings at \$10/hour for up to 4 hours/meeting. Maximum of \$240 per library.</p> <p><i>Procedure:</i> To be eligible for reimbursement attendees must sign attendance sheet and submit MHLS Claim Form to the Business Office.</p>	
4.	Programming Support (Package B only)	<p><i>Description:</i> 25% of speakers fees, newsletters and program flyers are covered. Maximum of \$125 per library. Libraries are to focus on attracting new users.</p> <p><i>Procedure:</i> Fill out an MHLS Claim Form and attach 1. A copy of the flyer/ announcement for the event and 2. A copy of the speaker's invoice or a copy of your invoice for printing or web costs related to the program. Reimbursement will be calculated at 25% of the cost. More than one event can be submitted but the total reimbursement will not exceed \$125/ year.</p>	From 50% of fees to 25%, from \$250 maximum per library to \$125 maximum per library
5.	Public Library Association (PLA) or Computers in Libraries (CIL) or American Library Association (ALA) Conference Grant (Package C only)	<p><i>Description:</i> \$4,000 divided among libraries sending staff to the conference.</p> <p><i>Procedure:</i> The library director should submit a letter to MHLS stating the library's intent to send staff to the PLA or ALA conference. The letter must be received by MHLS by March 1, 2009. Documentation of attendance must be submitted following the conference.</p>	Computers in Libraries was added Division of money based on number of libraries sending staff. Maximum award in \$500.
6.	MLS Course Scholarship:	<p><i>Description:</i> 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.</p> <p><i>Procedure:</i> The library Board President should submit a letter to MHLS by January 31st, 2009 in support of a staff person receiving the scholarship.</p>	
7.	Trustee Workshop Reimbursement:	<p><i>Description:</i> \$100.00 reimbursement to libraries if they send at least three trustees to a Mid-Hudson Library System trustee essentials and/or advanced workshop</p> <p><i>Procedure:</i> To be eligible for reimbursement attendees must sign attendance sheet. Checks will be sent to libraries based on attendance.</p>	\$100 for sending three trustees to essential and/or advanced workshops
8.	County Group Annual Meeting Support:	<p><i>Description:</i> \$500 to support an annual meeting of a county group.</p> <p><i>Procedure:</i> The chair of the county association should submit a letter to MHLS requesting the funds with a copy of the bill for expenses.</p>	

Claim Forms are available online at <http://midhudson.org/mhls/incentive/main.htm>

Claim Form Due Dates: before March 15; before July 15; before November 15