

Library System:

Establishment, Requirements,
Funding & Roles

Directors Retreat
September 3, 2009



Public Library Systems were created by Legislation in 1959 to:

- Provide resource sharing
- Improve and expand the level of library service



Three Types of Systems

- Twenty-Three Public Systems
 - *Work with public libraries in service area*
- Nine Research, Reference, Resources (3Rs)
 - *Work with academic, special, institution, private*
- Forty-Six School Library Systems
 - *Work with school libraries along BOCES lines*



Four Types of Public Systems

- **Consolidated:** One library with branches, no members. (*New York Public, Queens, Brooklyn*)
- **Federated:** Counties established System; member libraries joined. (*Upper Hudson*)
- **Cooperative:** Member libraries established System, and joined. (*Mid-Hudson*)
- **Combined:** System and Central Library are combined and there are separate members. (*Buffalo-Erie, Monroe, Onondaga*)



Legal Operational Requirements

Education Law Section 255:

- Must submit a 5-year Plan of Service to the State
- Board needs to meet at least six times / year
- Must submit an annual budget to the State

Commissioner's Regulation 90.3

- Must have a Director with eight years of professional experience
- Must have at least three full time certified librarians



Legal Service Requirements

- **Educ L sec 255:** The system must work and operate through the participating libraries in effecting expanded and improved library service in the area.
- **Educ L sec 272 g:** No plan shall be approved unless it provides for a method by which participating libraries are obligated to permit the loan of books and material among members of the system for use on the same basis permitted by the library which owns or controls them. (*Universal Borrowing Card*)
- **NYCRR 90.1:**
 - Each system shall provide a means of location of materials added in the libraries of the system. (*Union Catalog*)
 - Provide for the coordination of the reference and interlibrary loan programs and functions of the public library system.



Funding Cycle

- **June:** Finance Committee creates preliminary budget for next year
- **December:** MHLS Board passes budget
- **January:** MHLS Budget year begins Governor proposes state aid funding level
- **April 1** (*theoretically*): State passes budget, Legislature amends legislation such as 917, to fit agreed upon budget level for that year. MHLS finds out how much we will receive
- **July 31** (*hopefully*): MHLS receives funds



How MHLS is Funded

- MHLS funds come from:
 - Basic Aid: general operating funds
 - Categorical Aid: funds restricted for specified uses
 - Other Funds: grants & initiatives

Note: The funds listed in the following slides are the amounts dictated in Education Law, but currently MHLS receives less, due to the budget cuts passed through by the state.



New York State Public Library System Funding

Chapter 917 Laws of New York 1990

Basic Aid: General operating funds

- **County Support:** \$25,000 for each County served, \$10,000 plus pro rated formula for part of a county = \$118,050.
- **Population:** \$0.94 per capita = \$589,419.
- **Book Reimbursement:** Total disbursement for materials system wide minus 0.40 per capita to a maximum of 0.68 per capita = \$426,389.
- **Square Mileage:** \$52 per square mile for one county, \$5 per square mile for each additional county, if county is divided it is prorated maximum of \$72 per square mile = \$208,600.
- **Automation:** \$76,500 per system.
- **Local Services Support Aid (LSSA):** 66% of Local Library Service Aid (LLSA) plus an additional \$0.31 per capita for unchartered areas = \$154,948.



New York State Public Library System Funding

Chapter 917 Laws of New York 1990

Categorical Aid: Funds restricted as follows

- **Coordinated Outreach:** Must be used to support one or more of eight target groups: blind, physically disabled, unemployed, minority, geographically isolated, institutionalized, elderly, educationally disadvantaged. \$43,000 plus \$0.13 per capita = \$124,515.
- **Central Library Development Aid:** Must be used to enhance the ability of member libraries to provide reference services. \$0.32 per capita = \$200,653; Central Library (PPLD) and Central Library Advisory committee.
- **Central Book Aid:** Must be used for adult non fiction library materials = \$71,500; to Central Library (PPLD)
- **Correctional Facility Program:** Must be used to assist Correctional Facility libraries in providing public library services. \$9.25 per inmate in state Correctional Facilities = \$86,765.
- **County Jails:** Must be used to support library programs in county jails. \$185,000 statewide; MHLS region = \$4,990.



Other Funds

- Grants and initiatives that differ from year to year. Currently:
 - Library Service Technology (LSTA):
 - Federal funds used to support NOVEL and Summer reading at the state; some grants to systems.
 - Office of Alcohol and Substance Abuse (OASAS):
 - Funds Health Information Project



State funds for Libraries

- **Local Library Services Aid (LLSA):**
 - Each Library receives \$.31 per capita or \$1,500, whichever is greater = \$213,339; passed through to member libraries.
- **Construction Funds:**
 - Libraries and Systems receive \$14,000,000 statewide for Construction projects. MHLS region = \$521,041; passed through to member libraries.



Restricted Fund Balance

Board required 58% of budget

How it works hypothetically

if MHLS has \$2,000,000 budget.

- **Jan 1:** State funding \$0; Fund Balance \$1,000,000
- **June 30:** State funding \$0; MHLS disbursement \$1,000,000; Fund Balance \$0
- **July 1:** State funding \$2,000,000
- **July 2:** State funding \$1,000,000; Fund Balance \$1,000,000



Current Model

- Strengthen Member Libraries
 - **Value:** help provide more value to their communities through resource sharing, economies of scale, shared services
 - **Visibility:** support marketing and programming
 - **Viability:** organizational development through budget votes, board education, staff training



Mid-Hudson Mission

- Enhance Resource Sharing
- Support Library Organizational and Fund Development
- Assist Libraries in providing quality service



Service Identification


- Issues: *arising in DA/Advisory Committees*
- Usage data: *information requests from calls, emails & consultations*
- Focus groups: *nineteen held in 2006 to develop 5-year Plan of Service*
- Surveys: *training needs, satisfaction surveys*
- Needs assessments: *Quality Library Services, Library Growth Cycle needs*
- Directors evaluation
- Ideas: *from other libraries, professional journals & blogs, conferences, relevant industries, etc...*



Mid-Hudson Library System

Current Roles

MHLS Board	MHLS Staff	Directors
<ul style="list-style-type: none"> • Approve Plan of Service • Pass Budget • Hire & Evaluate Director • Pass System-wide Policies • Approve Fee levels • Approve contracts over \$13,000 • Review Warrants & Financials • Oversee audit 	<ul style="list-style-type: none"> • Hire staff • Implement programs • Coordinate DA & committees • Identify new trends in library field 	<ul style="list-style-type: none"> • Create ILS standards • Set automation fees based on automation agreement • Identify Services needed from System • Make recommendations to the MHLS Board • Agree on issues of collective concerns and cost sharing



Mid-Hudson Library System

Future

- Dependant on:
 - Funding level from the state
 - Members needs & priorities

