

Assessing the Situation:

Public Library System Requirements, Funding & Roles

Strategic Planning Focus Group
October 21, 2011



Public Library System

Legal Operational Requirements

Education Law §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 8 years of professional experience
- Must have a least 3 full-time certified librarians
(in addition to Director)



Public Library System

Legal Service Requirements

- Education Law §255 (2): The system must work and operate through the participating libraries in effecting “expanded and improved library service to the area.”
- Education Law §272 (g): No plan of service 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.
- Commissioner’s Regulation 90.3
 - Each system shall provide a means of location of materials added in the libraries of the system (Union Catalog).



PLS Funding Cycle

- **Fall:** Finance Committee creates preliminary budget for next year
- **November/December:** PLS Board passes budget
- **January:** PLS budget year begins; Governor proposes state aid funding level
- **April 1 (theoretically):** State passes budget, Legislature amends legislation to fit agreed upon budget level for that year; PLS finds out how much we will receive
- **July (hopefully):** PLS receives funds



How PLS is Funded

- PLS funds come from:
 - Basic Aid: general operating funds
 - Categorical Aid: funds restricted for specified uses
 - Other Funds: grants
 - OWWL Cost Shares

Note: The funds listed in the following slides are the amounts dictated in Education Law, but currently PLS receives less, due to the budget cuts passed through by the state (2011 level - 22% less)



New York State Public Library System Funding

Chapter 917 Laws of New York 1990

Basic Aid: General Operating Funds

- Per County Support: \$25,000 for each County served = \$100,000
- Population: \$.94 per capita (301,741) = \$283,637
- Book Reimbursement: Total disbursement for materials system wide minus 0.40 per capita (301,741) to a maximum of 0.68 per capita = \$205,184
- Square Mileage: \$52 per square mile for one county, \$5 per square mile for each additional county = \$67 x 2,474 sq. mi. = \$165,758
- Automation: \$76,500 per system
- Supplemental: \$39,000 per system plus 10.94% of above basic aid = \$129,920
- Local Services Support Aid (LSSA): 66% of LLSA plus an additional \$0.31 per capita for unchartered areas = \$80,428

Based on 2000 census figures



Categorical Aid: Funds directed as follows

- **Coordinated Outreach:** Used to support one or more of 8 target groups: blind, physically disabled, unemployed, minority, geographically isolated, institutionalized, elderly, educationally disadvantaged. \$43,000 plus \$0.13 per capita (301,741) = \$82,226
- **Central Library Development Aid:** Used to enhance the ability of member libraries to provide reference, information, interlibrary loan and electronic resources . \$0.32 per capita or minimum (\$105,000)= \$105,000
- **Central Book Aid:** Used for adult non-fiction library materials = \$71,500
- **Correctional Facility Program:** Used to assist Correctional Facility libraries in providing public library services. \$9.25 per inmate in state Correctional Facilities = \$63,751
- **County Jails:** Used to support library programs in county jails. \$185,000 statewide; PLS region = <\$3,000



Other Funds

- Grants that differ from year to year. Currently:
 - Library Service Technology (LSTA): Federal funds used to support support NOVEL and Summer Reading. Some grants to systems (PLS currently, Evergreen enhancements)

Pioneer Library System

Current Situation

- 5 consecutive years of state funding cuts totaling \$653,182
- Uncertain future of state funding
- Since 2008, relied upon operating reserves to balance budget
- Operating reserves needed to cover the cost of system operations while awaiting state funds could be depleted by 2016
- \$150,000 deficit for 2012
- Currently operate with one of the lowest staff-to-libraries-served ratios in New York State



Current Service Model

- Strengthen Member Libraries
 - ❖ Value: help provide more value to their communities through resource sharing, economies of scale, shared services, innovative technologies
 - ❖ Visibility: support marketing and programming (although at a lower level than in the past)
 - ❖ Viability: organizational development through budget votes, board education, staff training



Pioneer Library System Mission

To improve and expand library service in Livingston, Ontario, Wayne and Wyoming counties through:

- Leadership
- Education
- Advocacy
- Enhanced resource sharing



Service Identification

- Issues: arising in PLSDAC / Advisory Committees (OWWLAC, CLAC, etc.) / User Groups (OWWLUG)
- Usage data: information requests from phone calls, e-mails & consultations
- Focus groups: like today's session
- Surveys: training needs, satisfaction surveys
- Ideas: from other libraries (MCLS museum pass program), professional journals & blogs, conferences, RRLC, etc.



Current Roles

PLS Board	PLS Staff	Member Library Directors
<ul style="list-style-type: none"> • Approve Plan of Service • Pass System Budget • Hire & Evaluate Director • Pass System-wide Policies • Approve Cost Share Levels • Review Vouchers & Financials • Oversee Annual Audit 	<ul style="list-style-type: none"> • Hire Staff • Implement Programs • Coordinate Advisory Committees • Identify New Trends in Library Field • Provide Training to Member Libraries 	<ul style="list-style-type: none"> • Provide Feedback on System Services • Implement Agreed Upon System-wide Policies and Practices • Communicate System-wide Issues, Concerns, Policies and Practices to Their Boards and Staffs



Assessing the Situation:

Part Two

Member Libraries

Requirements & Funding

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Legal Operational Requirements

New York State Minimum Public Library Standards

- Written bylaws
- Board- approved long range plan of service
- Annual report to the community
- Board-approved written policies
- Annual written budget presented to funding agencies
- Periodic evaluation of effectiveness of library's collection/service in community
- Minimum hours of operation based on service population
- Maintain adequate facility to meet community needs
- Provide equipment and connections to meet community needs
- Distribute printed information with open hours, borrowing rules, services, etc.
- Employ a paid director with education level in accordance with Reg. 90.8



State Funds for Member Libraries

- Local Library Services Aid (LLSA):
Each library receives \$0.31 per capita or \$1,500, whichever is greater = \$99,375; passed through to member libraries
- Public Library Construction Grant Program:
Libraries and systems receive \$14,000,000 statewide for construction projects. PLS region = \$377,045



County Funds for Member Libraries

Libraries within each county request funding annually.

2011 Levels

Livingston County = \$72,000

Ontario County = \$60,990

Wayne County = \$94,365

Wyoming County = \$24,018

2012 Levels

Wyoming County = \$0

Others ?



Local Funds for Member Libraries

- 13 Public Library District Libraries go direct to voters for budget (12 school district public; 1 special legislative district public)
- 19 Association and Municipal Libraries go direct to voters for a portion of their budget, and rely on municipal appropriations for the balance
- 10 Association and Municipal Libraries are funded primarily through municipal appropriations



Tax Cap Impact

- Public Library Districts – 2% unless override by 60% of library board & simple majority (50%) public vote
- Some municipal appropriations to libraries shrinking as cities, towns and villages work within the tax cap

