

## NYS Budget and Library Funding

Advocacy Day was held in person in Albany on Wednesday, February 7, where over 400 library advocates from around the state gathered to make sure legislators know that funding libraries is vital. Governor Hochul is proposing the following:

- Library Operating Aid: \$102.1M (+2.5M over FY2023-2024 Enacted)
- Library Construction Aid: \$34M (Level to FY2023-2024 Enacted)
- NOVELNY: \$3M

The next step in the budget process is one-house budgets from the Senate and Assembly in early March. There are easy ways to show your support of funding libraries to your legislators. You can send emails, make phone calls, set up local visits, or invite your legislators to your libraries for story times, board meetings, or other community events happening at your libraries.

BECAUSE  
INVESTING IN  
LIBRARIES IS AN  
INVESTMENT  
IN OUR  
COMMUNITIES.

LIBRARIES  
TRANSFORM

Learn more at <https://www.nyla.org/advocacy>

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## Executive Session Refresher

When boards approach us about entering executive session (ES) to discuss library business, we direct them to page 45 in the [\*Handbook for Library Trustees of NYS\*](#) (2023) and ask if their reason for doing so is listed. Often, trustees assume that ES is a place to discuss uncomfortable matters away from public scrutiny. However, “uncomfortable conversation” isn’t an appropriate cause to exclude the public. In fact, it can sow seeds of distrust and even lead to legal issues.

There are a limited number of very specific reasons when a board can convene ES. Those reasons, along with the proper process for entering ES, are clearly spelled out in your Handbook. Following these rules provides transparency to your community and can prevent any appearance (real or imagined) of misconduct or questionable actions.

Here’s a quick executive session refresher:

- **All libraries must follow [Open Meetings Law](#).**
- **There are a limited number of specific purposes your library board can enter ES.**
- **ES is part of a public board meeting; not a separate meeting.**
- **The Board must vote to enter ES and state the topic of conversation for the session for its minutes.**

*For more details, see pages 44-46 in the Handbook for Library Trustees of NYS (2023.)*

## Civil Service and Your Library

Staffing is key to any successful library--they are the folks your community connects with and trusts. Taking the time to hire and develop a strong staff is time well spent. The majority of our 33 members are association libraries and do not fall under NYS Civil Service Law. However, our municipal public libraries, school district public libraries and special legislative district library members are required to follow NYS Civil Service Law regarding job description & duties, hiring, and promotion.



As a municipal public library, TCPL falls under Civil Service Law and follows [Tompkins County Civil Service](#) rules for hiring employees.

While we can't delve into all the inner workings of Civil Service here, we did want to point you to some resources on the subject.

Civil Service Commissions are typically county based and we recommend contacting your local Civil Service Commission for specific information and guidance.

For more information on Civil Service as it relates to your responsibility as a board, review pages 166-170 in the Handbook for Library Trustees of New York State (2023).

Regardless of charter type, we strongly encourage transparency in this area for all libraries.

### Upcoming Workshops

**Monday, March 4, 2024 2:00 -3:00 pm**  
**Public and Association Library**

**Construction-** A step-by-step guide to the application process for library construction projects. [REGISTER](#) for the webinar.

**Tuesday, March 19, 2024 5:00-6:30pm**  
**•What's New in the 2023 Edition of the Trustee Handbook REGISTER for the webinar**

Watch previous sessions of the Trustee Handbook Book Club at can view materials via the [MidHudson Library System webpage](#).

Contact Sarah or Heidi for Trustee Education Certificates upon completion of recorded sessions.

### 2023 Annual Report

Boards approved their library's NYS Annual Report last month, making it the perfect time to reflect on the state of your library. Annual reports contain a wealth of data that can help you understand the impact of your library.

Your library should use its Annual Report statistics to produce a Community Report that promotes and publicizes accomplishments and demonstrate accountability to your funding base.

*As of January 1, 2021, all public and association libraries must provide "a board-approved written annual report to the community on the library's progress in meeting its mission, goals and objectives, as outlined in the library's long-range plan of service."*  
[NYS Minimum Standard 3](#)