



MHLS BULLETIN

Mid-Hudson Library System | Serving the Staff and Trustees of Public Libraries in the Columbia, Dutchess, Greene, Putnam & Ulster County Area
103 Market Street - Poughkeepsie, New York 12601 - 845.471.6060 - Fax: 845.454.5940 - <http://midhudson.org>

Training for New Library Staff

If you have not yet attended an **Orientation for New Library Staff**, you will want to register for the upcoming 10:00am-noon session on Wednesday, August 30th. Designed for new library staff and volunteers, but open to all who would like to attend, this workshop provides introductory, baseline information about working effectively in a public library and in the Mid-Hudson Library System. The workshop will cover:

- The role of the public library in our communities
- How your library fits into the NYS library structure
- Your role as a library representative
- Helping patrons find what they want
- Overview of the online catalog, HomeACCESS databases and interlibrary loan
- System wide resource sharing concepts and issues

Following the Orientation, **Circulation Essentials** will be offered from 1:00 – 3:00pm so you can get the basics in Millennium Circulation. Circ Essentials is designed for new library staff, but open to all who would like to attend. This workshop provides introductory, baseline information about Millennium including common circulation and patron data entry tasks. The workshop will cover:

- Patron Records: how, when and why we create patron records
- Checkin & Checkin for the book drop
- Checkout: Dealing with it all - from pop-up messages to missing parts
- Holds: How they work and what you need to know to keep on top of the process
- Fines and fees: How fines work, how to create and add manual fines, waiving fines and fine history
- Printing notices: Pages, bills, overdue, hold pickup
- Entering items at the circ desk
- Neat tricks-things to save you time and work!

Register for each topic individually through the MHLS web calendar at
<http://www.midhudson.org/evanced/lib/eventcalendar.asp>

MHLS Announcements

MHLS Libraries Reach Out: We are pleased to announce the following libraries as winners of the 2006 Summer Reading Program Reach Out Challenge (ROC):

- Kinderhook
- Pawling
- East Fishkill
- Coxsackie
- Mahopac
- Plattekill
- Kingston

These libraries will receive a large banner which reads, " Library Celebrates Reading". ROC was designed to encourage libraries to expand their marketing efforts for summer reading programs, by doing school visits, reaching out to other community agencies, putting posters/flyers in a wider range of places, doing PSAs for local cable channels, etc.

Merribeth Advocate and Rebekkah Smith Aldrich attended the 2006 statewide outreach conference, **From Individuals to Community Conference:** a meeting for public library system outreach coordinators and public library outreach staff in Rome, NY June 20-21. The program explored practical ways systems can help member libraries provide services to underserved populations in their community. Assemblywoman RoAnn Destito from the 116th Assembly District presented a program on best practices for connecting with legislators.



Merribeth and Rebekkah are pictured here with representatives from fourteen other library systems, Anne Simon and Cassie Artale from the New York State Library Division of Library Development, and Assemblywoman RoAnn Destito (front row, 5th from right).

What can I say? Librarians rule.

-Regis Philbin, *Who Wants to Be a Millionaire?*, February 17, 2000

MHLS ILL Department: When you have checked Millennium and SEAL, and still cannot find the item your patron is looking for, the MHLS Interlibrary Loan Department can help. Kathy Montross & Kit Kassel are your MHLS ILL contacts. Kathy has been with the ILL Department for four years and is energized by the great variety of requests that come across her desk. Kit has worked in circulation and reference, and has been with MHLS for a year and a half working with Karen O'Brien in the Bibliographic Maintenance area of the Millennium database. She brings this experience with OCLC records to her ILL work. Kathy and Kit enjoy working together and your patrons benefit from the expertise they bring to their nationwide searches for the perfect item. Requests may be sent in by paper ALA form, e-mail to ill@midhudson.org, by phone to 845.471.6060 x24, or through the e-mail form on the department web page. More information about MHLS ILL procedures is also available on the department web page: <http://midhudson.org/department/interlibrary/main.htm>



(l-r) MHLS ILL Department Duo: Kit & Kathy

Programming



Reminder: The MHLS Youth Services Department **Performer Mini-grant reimbursement paperwork** is due August 21st. Each MHLS library offering a summer reading program using the

2006 Books: A Treasure theme was eligible to apply for one mini-grant of \$200 to hire a performer. The grant must be used during the spring/summer 2006 for a performer doing a children's/teen/family program in conjunction with summer reading. This funding is offered to supplement library funding already budgeted for programs at the library. Money must be spent on a performer by August 16, 2006 and invoices submitted to MHLS by August 21. Twenty-seven mini-grants were awarded, based on how creatively libraries planned to use the extra performer to further market their library's summer programs.

Job Openings

The Hurley Library in Ulster County, NY seeks an enthusiastic individual to be our **part-time Library Director**. 28 - 30 hours per week, some evenings. Hurley is a small, community-oriented library serving a population of 3,060. Their circulation and library are growing rapidly. The staff consists of a Library Director, a library clerk, 2 weekend clerks, a story hour coordinator, and 2 substitute clerks. Mon/Sat 10:00am -3:00pm, Tues/Thurs 1:00pm - 7:30pm, Wed 10:00am-5:00pm. For more information about the library visit our web site at <http://hurley.lib.ny.us> Responsibilities: The Director is responsible for overseeing all library functions, including: supervision of staff and volunteers, collection development, youth and adult programming, grant writing, providing reference services, readers' advisory, publicizing library services and programs, implementing patron and staff instruction programs, and maintaining library web site. Qualifications: completed MLS or MLS degree candidate, knowledge of computers and automated systems, knowledge of web design, interest in children's programming, ability to work with all ages, library experience, friendly and outgoing manner. Position is available mid-September. Submit resume and 3 references by mail, fax, or email to: Director Search, Hurley Library, PO Box 99, Hurley, NY 12443; Fax 845.338.2092; hurleydirector@hvc.rr.com.

Pawling Free Library seeks **Part-Time Library Assistant** - A Library Assistant provides circulation, informational and basic reference services to library patrons. Shelving of materials is required. Ability to communicate and understand English required. Good working knowledge of computers and the Internet required. Applicants should enjoy working with the public and be reliable. High school diploma required. Paid training available. Salary \$8 per hour. Hours: Tuesday 9:30am - 1:30pm, Wednesday 9:30am - 1:30pm, Thursday 10:00am - 2:00pm, Friday 9:30am - 1:30pm. Submit resume and 3 references to: Jennifer Simmons, Library Director, Pawling Free Library, 11 Broad St., Pawling, NY 12564; Email: jsimmons@pawlinglibrary.org; Fax: 845.855.8138.

MHLS recommends that the minimum starting salary of a full or part-time librarian with an MLS degree be at least equal to that of a teacher with a master's degree in the same community.

Member Libraries are welcome to submit items of interest and job openings to the MHLS Bulletin: bulletin@midhudson.org. The MHLS Bulletin is available on line at <http://midhudson.org/bulletins/main.htm>.

"Libraries are fun, educational and the biggest bargain on the face of the earth."
-Madeleine Albright, ALA Keynote Speech, New Orleans, June 2006