



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>

Fall Trustee Education Series

Twice a year, in the Spring and Fall, MHLS offers member library trustees a chance to learn more about what it means to serve on a public library board of trustees. Feedback has indicated that after participating in the MHLS Trustee Education Series trustees have felt more confident in their role as a trustee, better able to understand the issues brought before them at meetings and more knowledgeable about where to go for help in the future. *(Don't forget the added incentive of \$50.00 to libraries if at least one of your trustees attends a MHLS Essential or Advanced Trustee Education Session in 2006! The System will mail checks based on attendance.)*

1 Trustee Essential Education Sessions

- Saturday, Sept. 16, 10:00am-12:00pm, Hudson Area Association Library, 400 State Street
- Tuesday, Sept. 19, 6:00pm-8:00pm, Mid-Hudson Library System Auditorium, 105 Market Street in Poughkeepsie
- Thursday, Sept. 21, 6:00pm-8:00pm, Saugerties Public Library, 91 Washington Ave.

Essential sessions are designed to educate public library trustees in:

- background and structure of libraries in NY
- roles and functions of a board
- running effective meetings

2 Advanced Trustee Education Sessions: *Building Community Support for Your Library*

- Tuesday, October 17, 6:00pm-8:00pm, East Fishkill Community Library, 348 Route 376 in Hopewell Junction
- Saturday, October 21, 10:00am-12:00pm, Catskill Public Library, 1 Franklin Street

Advanced sessions are designed to focus on issues benefiting and affecting libraries in our system.

3 2006 Executive Committee / Directors Forum: *"Legal Issues for Boards"*

Saturday, November 18, from 10:00am – 1:00pm, MHLS Auditorium, 105 Market Street, Poughkeepsie, NY 12601. Presented by Gerald Nichols, Director of the Palmer Institute for Public

Library Organization & Management. Member Library Board Executive Committee members are encouraged to attend with their Library Director, but all Board members, Library Directors and others involved are welcome.

Registration is required. Register one of 3 ways for Trustee Education sessions:

1. <http://midhudson.org>, then click on Calendar
2. <http://www.midhudson.org/evanced/lib/eventcalendar.asp>
3. call 845.471.6060 x46

Professional Development

Outcome-Based Evaluation (OBE) is Coming to SENYLRC: On September 25-26, the New York State Library Division of Library Development (DLD) will offer a two day training session on Outcome-Based Evaluation (OBE) at the Southeastern New York Library Resources Council in Highland. Registration will be handled through DLD. OBE is defined by the Institute of Museum and Library Services (IMLS) as a systemic way of assessing the extent to which a program has achieved its intended result. It answers questions such as "What difference did the program make?" and "How did the participant benefit from the program?" OBE is useful both as a planning tool and as an evaluation tool. Outcomes are beneficial changes for program participants that include changes in skills, knowledge, behavior, attitude, status, or life condition. Although OBE cannot be use for every project, the benefits of using OBE evaluation techniques are many. It can be used as a planning tool, as well as an advocacy tool, and can help communicate the value and success of a program. It can also help libraries focus their limited resources on their most effective programs that address the highest priorities. More information about the program is available at <http://www.nysl.nysed.gov/libdev/obe/index.html>.

Resource Sharing & Millennium

The following Millennium training sessions will be given in the MHLS Auditorium. Registration and information online at <http://midhudson.org>, then click on Calendar OR get there directly at <http://www.midhudson.org/evanced/lib/eventcalendar.asp>

- ❖ **Circulation Essentials:** Thursday, August 30, 1pm-3pm. Get the basics in Millennium Circulation. 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 & Patron data entry tasks.
- ❖ **Cataloging & Entry Essentials:** Friday, September 15, 10:00 am-noon. Get the basics in Millennium data entry / designed for the data entry staff. Specifically good for those who are new, or have not attended a Data Entry Refresher session in the past two years. The workshop will cover:
 - Data entry and the role it plays
 - Searching – the best methods
 - Creating bib records-What should you add and how?
 - Item records-format and fields
 - What to do about those exceptions
 - Correcting the problems

Marketing, Advocacy & Funding

New York State Library Program for the Conservation and Preservation of Library Research Materials Announces Grant Writing Workshops: Grant Application Workshops will be conducted to assist prospective applicants in planning their 2006/2007 applications. The purpose of the New York State Discretionary Grant Program is to encourage the proper care and accessibility of research materials in the State, to promote the use and development of guidelines and standards for conservation/preservation practices, and to support the growth of local and cooperative preservation programs. The Discretionary Grant Program provides modest financial support for projects that contribute to the preservation of significant research materials in libraries, archives, historical societies and other agencies within the State of New York, whether by conducting surveys, improving collection storage environments, reformatting or treating collections or other preservation activities described in the guidelines. The workshop will include a review of the general guidelines and a step-by-step review of the instructions for preparing the application. Schedule of workshops:

- September 13, 2006, 1:00 p.m.-4:00 p.m.
American Bible Society (New York)

1865 Broadway (near W. 61st St.)
New York, NY 10023

- September 21, 2006, 1:00 p.m.-4:00 p.m.
Capital District Library Council (Albany)
28 Essex Street, Albany, NY 12206
http://www.cdcl.org/About_CDLC/directions.shtml

Register online at
<http://www.nysl.nysed.gov/libdev/cp/regform.htm>.

Job Openings

Pawling Free Library seeks applicants for 4 job openings

- 1- **Part-Time Library Assistant / Program Assistant** (25 hour workweek)- Tuesday 1-5:30pm, Wednesday 10-5:30pm, Friday 10-4pm, Saturday 9-4pm. Starting Salary \$9 per hour. This position provides circulation and basic reference services to library patrons. Also assists with/develops library programs, primarily for youth.
- 2- **Part-Time Library Assistant** (16 hour workweek)- Tuesday, Wednesday and Friday 9:30-1:30pm, Thursday 10-2pm Starting Salary \$8 per hour
- 3- **Part-Time Library Assistant** (9 hour workweek)- Thursday, Friday and Saturday 1pm-4pm. Starting Salary \$8 per hour
- 4- **Substitute Library Assistants** (varied schedule)- Substitute library assistants will fill in for regular library staff and may assist with library programs as needed. Starting Salary \$8 per hour

All Library Assistants provide circulation, informational and basic reference services to library patrons. Shelving of materials, the ability to communicate and understand English, and a good working knowledge of computers and the Internet is required. Applicants should enjoy working with the public and be reliable. High school diploma required. Paid training is available. All Positions are Available Immediately. 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

The Roeliff Jansen Community Library in Hillsdale, NY (Columbia County) is seeking a **part-time circulation clerk** to work Monday (2-8 p.m.) and fill in at times for more hours. Hourly wage \$9.00. Candidates must be available to work evenings and/or Saturdays if necessary. The primary job responsibility will include all circulation desk activities. The ideal candidate will be dependable, detail oriented, able to multitask, enjoy working with the public and have strong computer skills. Please send cover letter, resume and three references to: Library Director, Roeliff Jansen Community Library, P. O. Box 669, Hillsdale, NY 12529.

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>.