



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>

Millennium Users Group

Millennium Users Group:

- Tuesday, November 14th from 10:00am – 12:00pm in the MHLS Auditorium OR
- Thursday, November 16th from 10:00am – 12:00pm at the Palenville Branch Library

Topic: **Upgrade to Millennium 6.0!**

Millennium users will meet to learn what our next upgrade, Millennium 6.0, has in store for us. New features will be demonstrated and discussed. As always, the second half of the meeting will be opened up to you, the users, to ask questions, discuss procedures and share each others experience using Millennium.

Register online through the MHLS Online Calendar by going to <http://midhudson.org> and clicking on *Calendar* OR get there directly at <http://www.midhudson.org/evanced/lib/eventcalendar.asp>

MHLS Announcements

Construction Grant applications are due to Rebekkah at MHLS by **Friday, October 20th**.

MHLS Libraries

Hudson River Art: 200 Hundred Years of Inspiration - The Alice Curtis Desmond and Hamilton Fish Library in Garrison will sponsor an exhibit of Contemporary and 19th Century Hudson River Art October 21 to November 12, 2006. The exhibit will also include artwork created on the shores of the Hudson River during three workshops being held at the library. The exhibits and workshops are made possible, in part, with public funds from the NYS Council on the Arts Decentralization Program in Putnam County.

The **West Hurley Public Library** will be closed from October 16-20. Barring any unforeseen difficulties, they will reopen at 42 Clover St. on Saturday, October 21st.

The **Sarah Hull Hallock Free Library in Milton** are using National Friends of Libraries Week (October 22-28) to promote their Friends Group in their community. "Sarah's Friends" will offer free coffee, tea and treats to patrons who come in to the library that week. They will advertise their fundraising events, what they've purchased with the money raised and the family events that the Friends sponsor with refreshments and entertainment. They will also be using this opportunity as a membership drive and a donation drive.

Professional Development

Library Journal is launching its first **Design Institute**, an annual one-day, invitation-only think tank that will enable librarians to re-imagine their spaces. Limited to 100 invitees, the seminar is aimed at those who are considering a new building project or renovation, in the fundraising or pre-bond stage, or in the early building process. Librarians will have the opportunity to re-envision elements of their library to address the multi-service needs on the 21st century institution. The seminar will draw on expertise of architects, librarians, designers, and vendors. Free for 75-100 librarians. Date: December 5, 2006. Location: Queens Library at Flushing, 41-17 Main Street, Flushing, NY 11355 (corner of Kissena Boulevard) Visit <http://www.libraryjournal.com/di> to see the tentative agenda and to sign-up to receive an invitation for this free event.

Marketing, Advocacy & Funding

Notes and links to the handouts from the first instance of the **MHLS Friends Support Group** are now available on the MHLS web site. The topic at this meeting was *Recruitment & Retention*. A large part of the discussion centered around the need to lay the groundwork for success through planning, volunteer management strategies, and good communication skills. The group specifically talked about best practices for a membership brochure

"Some people have asked why Saland's \$20,000 grant could not be used to defray Howland's operating costs. The answer: The grant came from state funds set aside for construction and technology, not for day-to-day operations. Library grants seldom cover operations. Every community is responsible for the fiscal health of its library."

-Marcia Frahman, President, Howland Public Library Board of Trustees, letter to the editor, Poughkeepsie Journal, 10.14.06

and Friends' web site. Samples of both are available through the link to the notes at: <http://midhudson.org/funding/fundraising/friends/FSGnotes906.htm>

Programming



Grants available for new rounds of **Let's Talk About It: Jewish Literature reading and discussion series**. Each library selected for the

grant project will receive:

- A \$2,500 grant to support program costs and scholar honoraria.
- Training for the library project director at a national training workshop where they will hear from project scholars, experts, and organizers, and receive a program planning guide, materials and ideas.
- Program materials, including introductory literature and essays on each of the books, promotional materials and selections for additional reading.

Deadline: December 1, 2006.

<http://www.ala.org/ala/pressreleases2006/june2006/LetsTalkAboutItgrants.htm>

Youth Services

MHLS Youth Services Department Open House:

Tuesday, November 7th from 1:00 – 3:00pm at MHLS (103 Market St., Poughkeepsie, NY 12601). The MHLS Youth Services Department offers periodic open houses to acquaint member library youth services staff with the many resources and materials available in support of local programming for young people. This workshop will cover:

- Virtual tour of the Youth Services website
- Discussion of youth services consultations available to libraries
- Opportunity to browse through the collection (book kits, puppets, flannelboard materials, story aprons, die cuts, musical instruments, adaptive equipment, Big Books, Kamishibai stories, professional collection materials, and more)
- Meeting youth services staff and asking questions about services, resources and other relevant issues

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Administration & Management

E-rate Form 470: E-rate form 470 is now available and will be open until December. To find out more go to: <http://www.universalservice.org> Check out "Ten Rules for E-Rate Success" at <http://www.e-ratecentral.com/applicationTips/tenRulesForErateSuccess.asp>

Trustee Resources

NEW What's New on the **Sample Public Library Policies & Development Tips Page?**:

- External Policies
 - ALA Code of Ethics
 - Wireless Internet Network Policies
- Internal Policies
 - Confidentiality of Library Records and Compliance with the USA PATRIOT Act
 - Template for creating a Disaster Plan (*MS Word format*)
 - Investment
 - Purchasing
 - Friends

Access these resources through the *Trustee Resources* section of the MHLS web site:

<http://midhudson.org> --> *Trustee Resources* or get there directly at <http://midhudson.org/trustee/main.htm>.

Job Openings

Branch Manager: The Catskill Public Library has an immediate opening for a Branch Manager in Palenville. Responsibilities (include but are not limited to): Circulation desk duties including evenings and weekends, processing library materials, scheduling library programs for adults and children, administering the Summer Reading Program for branch patrons, providing superior customer service including help with use of online catalog, online databases and basic library reference questions, reporting regularly to Library Director, selecting library materials for acquisition, following all library procedures for purchasing and financial reporting. Minimum educational requirements: Bachelor's Degree from a regionally accredited college or university, or one recognized by the NYS Education Department as following acceptable educational practices. MLS preferred. Necessary skills: MS Office, excellent communication, public service and management skills, initiative, multi-tasking ability, and the desire to work to create a family-centered library environment. Ability to learn additional software. Salary dependent on experience. Submit applications by mail, fax or e-mail to: Jessica Maisano, Acting Director, Catskill Public Library, 1 Franklin Street, Catskill, New York 12414; Fax: 518.943.1439; E-mail: catskill@mhicable.com. Review of applications begins immediately.

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 essential to the functioning of a democratic society and the great symbols of the freedom of the mind."

- Franklin D. Roosevelt