



# 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>

## Adult Literacy & Family Literacy Grants

Two great grant opportunities to help support literacy:  
**Adult Literacy Library Services Grant Program**  
**AND Family Library Services Grant Program** –  
which one is right for your library and your community?  
**Adult Literacy Library Services Projects:**

- Must serve adults age 16 or older who are not attending school full time
- Must emphasize literacy skills (i.e. minimum skills needed to read and comprehend English through the 6<sup>th</sup> grade level)
- Must be jointly planned and coordinated with an organization operating an adult literacy program (such as public school, college, volunteer group or other not-for-profit recognized literacy provider)
- Information & application at:  
<http://www.nysl.nysed.gov/libdev/literacy/index.html>
- Application Deadline: March 15, 2007
- Term of program: July 1, 2007 – June 30, 2009

### Family Literacy Services Projects:

- Must include components for families, including parents and/or caregivers and young people, ages birth to 18.
- Information & application at:  
<http://www.nysl.nysed.gov/libdev/parchld/index.html>
- Application Deadline: March 15, 2007
- Term of program: July 1, 2007 – June 30, 2009

### MHLS Staff can assist you with:

- Information about literacy needs and issues
- Project partnership ideas
- Outcome based evaluation plans
- Overall application review (**note: applications for review must be received at MHLS by February 21, 2007**)

### MHLS Libraries



**“The Olive Library’s Ruth Anne Muller headed up a “cavalcade of stars” at the Olivebridge United Methodist Church, Olivebridge, NY, Saturday, November 11<sup>th</sup> for a “Veteran’s Salute”, and an evening of**

homespun cabaret as a special tribute, free to local veterans who came in uniform.” [The Olive Press, 11.9.06]  
*Ruth Anne is the director of the Olive Free Library Association in West Shokan, and, yes, that is a rubber chicken she’s holding!*



**The Kingston Library** now has a scrolling news ticker on a computer designated solely for this purpose in its Newspaper and Periodicals Room and a scrolling news ticker on its Web site

(<http://www.kingstonlibrary.org>). The news ticker in the Newspaper and Periodicals Room offers national and international news from a variety of sources such as the BBC, New York Times, and Zdnet Technology for the public to view. The news ticker on the Library’s Web site offers users local news from the Poughkeepsie Journal and <http://www.topixs.net>. Both news tickers have the added capability of allowing the Library to enter its own announcements as library news for the public to view and this is being utilized. Dawn Alexander, Independent Web Designer and Programmer, designed the news tickers. Libraries interested in having their own news ticker to provide international, national, local, and library news can contact Ms. Alexander by e-mail at [dawn@ussstarcross.com](mailto:dawn@ussstarcross.com).

**The NorthEast-Millerton Library** is launching a new look – designed by MHLS Print Services Manager, Deb Begley:



The new logo will be used on letterhead, business cards, notecards and the library’s forthcoming annual appeal package, also designed by Deb Begley.

### Marketing, Advocacy & Funding

The Pension Protection Act of 2006 that President Bush signed in August contains a **new regulation of interest to libraries and Friends Groups with 501(C)3 status:** Effective January 1, 2007, nonprofits that are not currently required to file a Form 990

“The library is about building community.”

-Town of New Paltz Councilwoman Kathleen Healey, “New Paltz spending to rise 6.55%,” *Poughkeepsie Journal*, 11.21.06

because their annual revenues are less than \$25,000 will be required to submit an electronic report to the IRS. The IRS is in the process of designing the new form, which will include the organization's name, mailing address, and other specified information and must notify charities of the new filing requirement procedures "in a timely manner." There are no monetary penalties for failure to file the notice, but the IRS may revoke the tax-exempt status of any organization that does not file the form for three consecutive years. [Source: *Independent Sector*: <http://www.independentsector.org/members/pensionbill.html>]

## Trustee Resources

Over 45 MHLS member library trustees and directors attended the 2007 Executive Committee / Director's Forum: **Legal Issues for Boards**. The PowerPoint presentation from the workshop is now posted on the *Trustee Resources* section of the MHLS web site <http://midhudson.org/trustee/main.htm>, where you can also download the new version of "Public Library Law in New York State" by Robert Allan Carter. Tips from the workshop:

- Locate all of your critical documents: provisional charter, absolute charter, registration, special district legislation, bylaws and policies, minutes, audits, contracts and other legal documents.
- Make sure your library meets the NYS Public Library Minimum Standards: <http://www.nysl.nysed.gov/libdev/helpful.htm>;
- Adopt the ALTA *Ethics Statement for Public Library Trustees*: <http://www.ala.org/ala/alta/links/ethicsstatement.pdf>;
- Familiarize yourself with Section 226 of Education Law (*Powers & Duties of Trustees*): <http://www.nysl.nysed.gov/libdev/excerpts/edn226.htm>;
- Post the NYS Civil Practice Laws and Rules Sec.4509, *Confidentiality of Library Records\** at your circulation desk;
- Conduct business publicly (NYS Open Meetings Law) <http://www.dos.state.ny.us/coog/openmeetlaw.htm>;
- Evaluate your director [http://midhudson.org/trustee/dir\\_eval.htm](http://midhudson.org/trustee/dir_eval.htm)
- Evaluate yourself as a board <http://midhudson.org/trustee/ATB/SPRING06.pdf>.

**\*NYS Civil Practice Law & Rules, Sec. 4509, Library Records:**  
"Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or

records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute."

## Job Openings

The East Fishkill Community Library has **two immediate openings**: a temporary three-quarter time position and a part time permanent position. The jobs include nights and Saturdays. The ideal candidates are friendly, professional, and hard working. Computer skills and effective communication skills are a must. Knowledge of Millennium, although not required, is a plus. EFCL is also seeking applicants for **Substitute Circulation clerks**: may include evenings and Saturdays. Substitute assistants will fill in for regular library staff. Duties will include circulation functions. The East Fishkill Community Library has a strong customer-oriented philosophy and is a busy and wonderful place to work. Submit resume either by mail, fax or email to: East Fishkill Community Library, 348 Route 376, Hopewell Junction, New York 12533; 845.226.1404 (fax); [Staff1@frontiernet.net](mailto:Staff1@frontiernet.net).

Pawling Free Library seeks applicants for 2 job openings: **1) Part-Time Library Clerk** (6 hour workweek)- Wednesday and Thursday 10:00am-1:00pm. Starting Salary \$8-\$9 per hour. **2) Part-Time Library Clerk** (8 hour workweek) - Tuesday and Thursday 4:00 – 8:00pm. Starting Salary \$8-\$9 per hour. All applicants for this position must be 16 or older as mandated by New York State to work until 8:00pm year-round. All Library Clerks provide circulation, informational services to library patrons and shelving of materials. The ability to communicate and understand English. Needs a good working knowledge of computers and the Internet is required. Applicants should enjoy working with the public and be reliable. Paid training is available. Both positions are available immediately. Both positions are year-round. Submit resume and 2 references to: Jennifer Simmons, Library Director, Pawling Free Library, 11 Broad St., Pawling, NY 12564; [jsimmons@pawlinglibrary.org](mailto: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](mailto:bulletin@midhudson.org). The MHLS Bulletin is available on line at <http://midhudson.org/bulletins/main.htm>.

*The following quote was used by the presenters during the 2007 MHLS Executive Committee / Director's Forum: Legal Issues for Boards:*

"When we are debating an issue, loyalty means giving me your honest opinion, whether you think I'll like it or not. Disagreement, at this stage, stimulates me. But once a decision has been made, the debate ends. From that point on, loyalty means executing the decision as if it were your own."

-Colin Powell