



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>

Summer Reading Program Workshops

The 2007 MHLS Summer Reading Program Workshop is coming up in March. It will be offered in two locations again:

- Friday, March 16th from 9:30am - 1:30pm in the MHLS Auditorium (105 Market St., Poughkeepsie)

OR

- Wednesday, March 28th from 10:00am - 1:30pm at the Catskill Public Library (1 Franklin St., Catskill)

These workshops will help member library staff plan outstanding summer reading programs in their libraries. All library staff who will be planning and carrying out 2007 summer reading programs for children or teens should attend. Please register for the workshop most convenient for you, both geographically and time-wise. The workshop will cover:

- Crafts for all ages, provided by *Crafty Carolyn Travers*, experienced public and school librarian, and MHLS librarians;
- Program and marketing ideas to promote summer programs for all ages;
- Ideas to encourage libraries to offer adult summer reading programs;
- Discussion of past summer program successes
- Ways to market summer programs

Lunch: Bring a brown bag lunch; beverages will be provided. Register online through the MHLS calendar by going to <http://midhudson.org> → *Calendar* OR get there directly at

<http://www.midhudson.org/evanced/lib/eventcalendar.asp>

2007 Themes:

For Kids:
Get a Clue @ Your Library



For Teens: You Never Know @ Your Library



MHLS Announcements

NEW Patron Notification Options: Patrons will now be able to choose their preferred method for Millennium notification. To select a preference patrons must log into their record and select "*Modify Personal Information*". In the new window that opens there will be an opportunity to select between telephone or email contact. Patrons can also verify that the telephone and email contact information in their library record is correct when making their selection. They can make corrections and save them to their Millennium record.

Annual Report Update: As of Monday February 12th 90% of MHLS member libraries were in the process of working on their annual report online, with 18 libraries totally finished and submitted. Please remember that all annual reports need to be fully submitted by the end of the day on Wednesday, February 15. Log-on from the homepage of midhudson.org. All member libraries are required to submit an annual report online. Contact us if we can be helpful with your report:

- Usernames & passwords, software functionality issues & general questions: Lena Smolon (Ismolon@midhudson.org or x36)
- Millennium information: Laurie Shedrick (Ishedrick@midhudson.org or x21)
- Info provided by MHLS Business Office: Doris Formby (dformby@midhudson.org or x10)
- General questions: Merribeth Advocate (madvocate@midhudson.org or x54)

Professional Development

Professional Collection Holds: Please place all Professional Collection holds at the item level. There is a 48-hour paging cycle so avoid placing holds on these items on Fridays. Holds must be placed through the staff interface of Millennium. Full instructions are on the Resource Sharing page under *Holds*. Get there directly: "*Placing Holds on the MHLS Professional Collection*,"

<http://midhudson.org/resource/Millennium/Holds/Instructions/holdprocoll.pdf>.

"When I look back on my childhood, I remember two absolutely revolutionary days:
the day I got my driver's license, and the day I got my library card."

- Helen Desfosses, WAMC, "The Importance of Public Libraries," 1.26.07 [<http://www.wamc.org/comhelend.html#top>]

Resource Sharing & Millennium

News from the MHLS Resource Sharing Advisory Committee:

1) Record Deletion Schedule: The Directors Association has given their stamp of approval to the Resource Sharing Advisory Committee's recommendation that MHLS move forward with record deletion. The deletion will be done in the overnight hours over February 17-19th (President's weekend.) The deletion will include items with *billed* status that were due prior to January 1st, 2005 and items with *lost*, *missing*, *claims returned*, and *discard* status with a checkin date that is earlier than January 1st, 2005. Once that deletion has taken place the Resource Sharing Committee will review and make a new recommendation for ongoing database maintenance.

2) Missing/Damaged Components Procedure:

A new set of procedures has been created to deal with items that are missing or have damaged components upon checkin. The procedures can be found on the MHLS web site: <http://midhudson.org> → *Resource Sharing & Millennium* → *Circulation, Instruction Sheets*. In addition to the step-by-step procedures a **form** has been created for reporting the issue to the owning agency as well as documenting your attempts to contact the last patron (see attached). Please review this form with your staff.

Questions or concerns should be reported to the Committee: <http://midhudson.org/MHLS/committee/advisory.htm> or to Laurie Shedrick at x21 or lshedrick@midhudson.org.

Marketing, Advocacy & Funding



Calling all Friends Groups! Library Lobby Day (Tuesday, March 13th) is a perfect opportunity to stand up for your library. Friends are the "ultimate advocates," you are volunteers who believe in the library - the exact type of constituent a legislator will listen to. Register today at: <http://midhudson.org>

****NYLA has proposed a 66% increase for local libraries** - see how much your library would receive on the attached page or through <http://midhudson.org>.

Reference & Collection Development

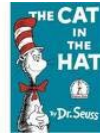


The Internal Revenue Service (IRS) sent 6,000 public libraries **incorrect 1040X forms and instructions**. You can tell if you have the incorrect forms by the revision date, which would read, "Rev.

December 2006." The correct forms have a revision date of February 2007. 25 copies of the correct 1040X forms and 10 copies of instructions are going out soon to those affected libraries and should arrive in March 2007. If libraries need more, they can order them.

Please destroy all currently held copies of Form 1040X and its instructions. The February 2007 revision will be posted to <http://www.irs.gov>. If necessary download and print copies.

Youth Services



The Cat in the Hat turns 50 this year! What can you do to celebrate? Join in the **10th Annual NEA Read Across America Day on March 2nd**. The site:

http://www.seussville.com/CITH_50th/ has lots

of ideas for how your library can participate in this annual event. Here are some resources from MHLS Youth Services Department to help you celebrate:

1. One available Cat in the Hat costume you can book through our website at http://midhudson.org/program/support/mhls_costumes.htm.
2. Check out the Cat in the Hat program ideas in the EZ Library Program database at http://midhudson.org/ezprogram/keyword_results.php?keyword=cat+in+hat
3. Cat in the Hat stuffed toy with book kit at <http://midhudson.org/program/support/Puppets.htm>

Job Openings

Part-Time Shipping & Receiving / Loading Dock Worker @MHLS: Responsible for the receiving and distribution of all incoming and outgoing library materials. The work is primarily of routine nature and involves unloading, organizing, and sorting materials that enter the MHLS Shipping Department. Examples of Typical Work: Post mail and books using Pitney Bowes machine and UPS, distribute incoming mail and all items, check in packages against purchase orders, help unload vans and sort incoming materials between 15 and 20 boxes per hour, organize returning shipping containers, distribute memos, newsletters, etc., lock-up and shut down of building every night. Other duties appropriate to the position, as assigned. Required Knowledge, Skills, and Abilities: Ability to understand and follow simple oral and written directions and be organized and detail oriented; ability to get along well with others; mental alertness; neat appearance; physically able to do the work by being able to lift at least fifty pounds. Employee must be able to work independently and exercise judgment in dealing with aspects of the job. Please send letter of interest and resume to: MHLS, 103 Market Street, Poughkeepsie, NY 12601, Attn: Personnel Department or by fax to 845.454.5940.

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>.

"When the going gets tough, the tough get a librarian."
-Jenna, in *Best Foot Forward* by Joan Bauer

MISSING or DAMAGED COMPONENT FORM

To: Owning Agency _____

From: Library where Item was returned _____

Missing/Broken _____
(Describe what is missing/broken)

Patron is _____(name) _____(barcode) _____(Phone)

LPatron is _____(name) _____(barcode) _____(Phone)

1st Contact _____ Left Message Spoke to Patron Left Message w/ _____
(date/time)

2nd Contact _____ Left Message Spoke to Patron Left Message w/ _____
(date/time)

Comments _____

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(date/time)

Comments _____

A 66% increase for every public library in our region

PUBLIC LIBRARIES IN MID-HUDSON	Current funding without one-time supplemental	Under NYLA pro- posal	Increase under NYLA proposal	Percent in- crease
Chatham	\$ 2,889	\$ 4,796	\$ 1,907	66%
Claverack	\$ 1,526	\$ 2,533	\$ 1,007	66%
Clinton	\$ 1,500	\$ 2,490	\$ 990	66%
Germantown	\$ 1,500	\$ 2,490	\$ 990	66%
Hillsdale	\$ 2,026	\$ 3,363	\$ 1,337	66%
Hudson	\$ 3,762	\$ 6,245	\$ 2,483	66%
Kinderhook	\$ 2,000	\$ 3,320	\$ 1,320	66%
Livingston	\$ 1,500	\$ 2,490	\$ 990	66%
New Lebanon	\$ 1,500	\$ 2,490	\$ 990	66%
North Chatham	\$ 1,500	\$ 2,490	\$ 990	66%
Philmont	\$ 1,500	\$ 2,490	\$ 990	66%
Valatie	\$ 1,500	\$ 2,490	\$ 990	66%
Amenia	\$ 1,610	\$ 2,673	\$ 1,063	66%
Beacon	\$ 8,041	\$ 13,348	\$ 5,307	66%
Dover Plains	\$ 2,655	\$ 4,407	\$ 1,752	66%
East Fish Kill	\$ 7,933	\$ 13,169	\$ 5,236	66%
Fishkill	\$ 4,650	\$ 7,719	\$ 3,069	66%
Hyde Park	\$ 6,581	\$ 10,924	\$ 4,343	66%
Millbrook	\$ 1,500	\$ 2,490	\$ 990	66%
Millerton	\$ 1,500	\$ 2,490	\$ 990	66%
Pawling	\$ 2,332	\$ 3,871	\$ 1,539	66%
Pine Plains	\$ 1,500	\$ 2,490	\$ 990	66%
Pleasant Valley	\$ 2,810	\$ 4,665	\$ 1,855	66%
Poughkeepsie	\$ 22,521	\$ 37,385	\$ 14,864	66%
Poughkeepsie-La Grangeville	\$ 4,628	\$ 7,682	\$ 3,054	66%
Poughquag	\$ 3,550	\$ 5,893	\$ 2,343	66%
Red Hook	\$ 1,500	\$ 2,490	\$ 990	66%
Rhinebeck	\$ 2,406	\$ 3,994	\$ 1,588	66%
Rhinecliff	\$ 1,500	\$ 2,490	\$ 990	66%
Staatsburg	\$ 1,500	\$ 2,490	\$ 990	66%
Stanfordville	\$ 1,500	\$ 2,490	\$ 990	66%
Tivoli	\$ 1,500	\$ 2,490	\$ 990	66%
Wappingers Falls	\$ 8,145	\$ 13,521	\$ 5,376	66%
Athens	\$ 1,500	\$ 2,490	\$ 990	66%
Cairo	\$ 1,970	\$ 3,270	\$ 1,300	66%
Catskill	\$ 3,908	\$ 6,487	\$ 2,579	66%
Coxsackie	\$ 2,754	\$ 4,572	\$ 1,818	66%
Greenville	\$ 1,500	\$ 2,490	\$ 990	66%
Haines Falls	\$ 1,500	\$ 2,490	\$ 990	66%
Hunter	\$ 1,500	\$ 2,490	\$ 990	66%
Windham	\$ 1,500	\$ 2,490	\$ 990	66%
Brewster	\$ 5,368	\$ 8,911	\$ 3,543	66%

PUBLIC LIBRARIES IN MID-HUDSON (Cont'd)	Current funding without one-time supplemental	Under NYLA pro- posal	Increase under NYLA proposal	Percent in- crease
Carmel	\$ 1,812	\$ 3,008	\$ 1,196	66%
Cold Spring	\$ 1,500	\$ 2,490	\$ 990	66%
Garrison	\$ 2,131	\$ 3,537	\$ 1,406	66%
Kent	\$ 4,343	\$ 7,209	\$ 2,866	66%
Mahopac	\$ 8,210	\$ 13,629	\$ 5,419	66%
Patterson	\$ 3,505	\$ 5,818	\$ 2,313	66%
Putnam Valley	\$ 3,418	\$ 5,674	\$ 2,256	66%
Highland	\$ 3,627	\$ 6,021	\$ 2,394	66%
Hurley	\$ 1,500	\$ 2,490	\$ 990	66%
Kingston	\$ 7,271	\$ 12,070	\$ 4,799	66%
Kingston Town Ulster	\$ 3,889	\$ 6,456	\$ 2,567	66%
Marlboro	\$ 5,835	\$ 9,686	\$ 3,851	66%
Milton	\$ 1,500	\$ 2,490	\$ 990	66%
Modena	\$ 2,756	\$ 4,575	\$ 1,819	66%
New Paltz	\$ 3,977	\$ 6,602	\$ 2,625	66%
Phoenicia	\$ 1,500	\$ 2,490	\$ 990	66%
Pine Hill	\$ 1,500	\$ 2,490	\$ 990	66%
Port Ewen	\$ 2,893	\$ 4,802	\$ 1,909	66%
Rosendale	\$ 1,969	\$ 3,269	\$ 1,300	66%
Saugerties	\$ 6,159	\$ 10,224	\$ 4,065	66%
Stone Ridge	\$ 1,815	\$ 3,013	\$ 1,198	66%
West Hurley	\$ 1,500	\$ 2,490	\$ 990	66%
West Shokan	\$ 1,500	\$ 2,490	\$ 990	66%
Woodstock	\$ 4,983	\$ 8,272	\$ 3,289	66%
Total public libraries in Mid Hudson	\$ 213,158	\$ 353,842	\$ 140,684	66%