



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>

Tips & Tricks for Front Desk Staff

Tips & Tricks for Front Desk Staff - Presented by Sue Hermans, Poughkeepsie Public Library District, Head, Reference and Adult Services & Coordinator, Central Library Services

Working at the front desk, you get asked a lot of questions by patrons. This session will provide tips and tricks that will make doing your job easier and faster, and save you time and effort. Learn easy ways to answer hard questions! All staff that work with patrons would benefit from attending this session. Don't miss the chance to attend locally!

The workshop will cover tips & tricks with:

- Finding exactly what you need in the online catalog
- The best ways to make Home**ACCESS** databases find magazines & articles for you
- Helping patrons find books they will love through easy reader's advisory

Register for one of the following sessions:

- Wednesday, April 4th: 1:00 – 3:00pm at MHLS Auditorium (105 Market St., Poughkeepsie)
- Monday, April 9th: 10:00am-12:00pm at Hudson Area Library (400 State Street, Hudson)
- Tuesday, April 10th: 10:00am-12:00pm at Elting Memorial Library (93 Main St., New Paltz)
- Thursday, April 19th: 10:00am-12:00pm at Cairo Public Library (512 Main Street, Cairo)
- Tuesday, April 24th: 1:00-3:00pm at Kent Public Library (17 Sybil's Crossing, Kent Lakes)

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

**Upcoming in May & June:
Advanced Training for Front Line Staff**

MHLS Announcements

Reminder: The first **System Tour** of 2007 will be held on Tuesday, February 27th from 9:30am –

12:30pm beginning in the MHLS Auditorium. The System Tour is a great opportunity to learn about the services MHLS offers and meet the people who provide them. Register online through the MHLS 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 Libraries



The **Hudson Area Association Library** was awarded the

ALA/Nextbook Let's Talk About It Grant for Jewish Literature 2007. The

Library will be hosting Professor Heinegg of Union College in reprising his work under this grant at the Schenectady Public Library on the theme of *Estrangement and Homecoming*. According to library director Greta Boeringer, "*The Theme of Estrangement and Homecoming is ideal for the Hudson Area. Hudson is home to many immigrants, to refugees from New York City after the 9-11 tragedy. Many people raised in Hudson moved away and are now coming back to Hudson, and Hudson enjoys a large weekender population. For all of these groups the themes of estrangement and homecoming will resonate deeply.*"

[To learn more about the *Let's Talk About It* Grant visit <http://www.ala.org/ala/ppo/currentprograms/letstalkaboutit/letstalkaboutit.htm>]

The *Land Use Center* at **Mahopac Public Library** (<http://www.mahopaclibrary.org/landuse/land1.htm>)



provides land use resources for town, village, and county land use decision makers, for

planning departments, conservation advisory commissions, and zoning boards, students, and the public concerned about such issues. Builders and developers have found the materials helpful as well. The Center is the first of its kind in a public library in the Hudson Valley —and possibly in the United States. Open during library hours, including

Learning is a life-long journey. The Rutland Free Library is committed to providing a diversity of resources and services to assist people of all ages on that journey.

-Rutland Free Library, VT [<http://rutlandfree.org/>]

evenings and weekends, it gives access to materials at times when government offices are not open. People with library cards from the Mid-Hudson Library System can borrow circulating materials. Reference materials include the *United States Code Annotated* and *McKinney's Consolidated Laws of New York, Annotated*. The collection, currently about 200 titles, is developing on an ongoing basis. [Source: *Mahopac Public Library Newsletter - Winter, 2006*]



The **Elting Memorial Library (New Paltz)** has announced new hours:

Monday/Wednesday/Friday: 10am - 9pm
 Tuesday/Thursday: 1pm - 5:30pm
 Saturday: 10am - 4pm
For the Haviland Heidgerd Historical Collection:
 Monday/Wednesday/Friday: 10am - 5:30pm
 Tuesday/Thursday: 1pm - 5:30pm
Evenings by Appointment

Professional Development

The Do's & Don'ts of Hiring, Disciplining & Terminating Employees, an online webinar from the Council of Community Services of New York State (CCSNYS), presenter: Michael West, Esq., Legal Advisor, CCSNYS, Inc. "It is in the best interest of the mission of a non-profit, and those whom it seeks to benefit, to facilitate a workplace environment that is positive, legally compliant, and reflective of the professional and humanitarian values of the organization. This workshop addresses topics essential to these goals. It is primarily intended as a primer for developing strategies relative to hiring and terminating staff. However, participants will also learn about the legal obligations of non-profit employers and gain awareness of relevant employment laws and regulations."

Date: February 20, 2007

Time: 10:00am-12:00pm

Location: Online Webinar

Workshop Cost: \$30 Member/\$40 Nonmember

Register at: <http://www.ccsnys.org>



Would you like to be automatically notified by e-mail about upcoming MHLS Continuing Education

programs that interest you? Choose any combination of categories, or choose them all!

- Adult Services CE
- Awareness & Advocacy CE
- Children's Services CE
- Construction & Renovation CE
- Leadership CE
- Management & Supervision CE
- Millennium CE
- Planning & Evaluation CE

- Reference CE
- Resource Sharing CE
- Special Client Populations CE
- Technology CE
- Tours / Orientations
- Trustee Training CE
- Website Development CE
- Young Adult Services CE
- Youth Services meetings

To activate this feature for your e-mail, go to

<http://midhudson.org/evanced/lib/notify.asp>. Questions? Contact Merribeth Advocate, Outreach & Education Coordinator, madvocate@midhudson.org; x54

Marketing, Advocacy & Funding

Lobby Day Action Items: Don't forget! The due date to reserve a seat on the bus to Lobby Day in Albany is February 23rd.

- 1) Please [register online](http://www.midhudson.org/evanced/lib/eventcalendar.asp) at <http://www.midhudson.org/evanced/lib/eventcalendar.asp> if you are planning to attend (regardless of how you plan to get to Albany (by bus or car).
- 2) [Bus Registration](http://midhudson.org/funding/advocacy/main.htm) (due 2.23.07): <http://midhudson.org/funding/advocacy/main.htm>
- 3) [Contact Your Elected Officials Online:](http://www.nyla.org/index.php?page_id=925) http://www.nyla.org/index.php?page_id=925

Donations for the bus to Albany are appreciated. The bus is organized by the Ramapo Catskill Library System and stops in the MHLS area are graciously included. The Foundation for Hudson Valley Libraries has stepped up with a \$500 donation to the cause. Checks should be made payable to "Ramapo Catskill Library System" and sent to RCLS, attn: Robert Hubsher, 619, Rte. 17M, Middletown, NY 10940.

Youth Services

Ideas for Reaching Out to Legislators, from the public library system Youth Services Consultants (NYLA Conference 2006):

- Save flyers from all library programs and use the back to write notes to legislators about importance of libraries. Have staff and/or patrons do this.
- Take digital pictures of programs (especially youth ones like lapsit--fostering early literacy), mount them on postcards and have families of participating children write to legislators re importance of these programs to their kids. [Don't forget to have a parent sign a Photo Release Form before using their kids' image, a sample is available at: <http://midhudson.org/news/picturereleaseform.htm>]

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>.

"A library is a feast to which we are all invited."
 -Katherine Paterson, author