



MHLS BULLETIN

Mid-Hudson Library System | Serving the Staff and Trustees of Public Libraries in the Columbia, Dutchess, Greene, Putnam & Ulster County Area
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Public Library Vote Toolbox Launched

So, you're seriously thinking about doing a vote or your board has already decided to hold one this year. It's a big step. Where do you start? How long will it take? How much money should you ask for? What have other libraries done that worked well?

You can find all this information and more inside the **MHLS Public Library Vote Toolbox**, now available online at <http://midhudson.org/GTY/toolkit/main.htm>.



This toolkit contains a plethora of knowledge and best practice advice for planning a successful library vote. It was developed based on the insight and experience of *over fifty library administrators and advocates* in the Mid-Hudson Library System, across New York State, and around the U.S. The resources available can help simplify the vote process for you.

Some highlights of the toolbox include:

- A sample *Campaign Material Gallery*: search by vote type to view a variety of materials used successfully by other public libraries.
- An explanation of roles of director, trustee, staff, and friend within a public library vote campaign. [Found under *About Votes*, then *What Do I Do?*]
- *Five Phases of the Campaign*: a breakdown of campaign activities into structured, manageable segments.
- *Tools* for developing effective messages, gathering statistics, creating a timeline and developing a public relations approach.
- *Quotes, Messages & Words* to provide ideas for your campaign materials.

Let the proven resources in the *Public Library Vote Toolbox* help position your library for victory at the polls. *This new resource is a result of the MHLS Getting to Yes LSTA Grant Project. To find out more information about Getting to Yes visit <http://midhudson.org/GTY/main.htm>*

MHLS Announcements

Laurie Shedrick, MHLS Automated Systems Manager, will be out of the office on vacation from Wednesday April 18th through Thursday April 26th. Please contact Karen O'Brien (845.471.6060 x53) with any record related issues in Millennium or contact the Tech Hotline (845.471.3440). Any problems with SAM should be referred to Comprise directly at 800.531.0132 x1.

MHLS Libraries



The **Town of Ulster Public Library** Board of Trustees held a "ceremonial" mortgage burning party on Saturday March 31. The party was in celebration of the payoff, in full, of the mortgage of June 2003. The mortgage was used to finance the purchase and renovation of its current facility at 860 Ulster Avenue. The Board initially borrowed \$500,000 as a construction loan that was combined with its building fund, various grants and the proceeds of the sale of its previous facility to purchase and renovate the former Ponderosa Restaurant at a total cost of about \$845,000.

Professional Development

Public Library Administrator's Certificate Program to be offered in Albany: MHLS has partnered with the Palmer Institute of Public Library Organization and Management of Long Island University (LIU) to make this certificate program available at the Albany Public Library, and to customize the offering to address regional library realities and the needs of busy library administrators. The Palmer School's post-Master's Advanced Certificate program in Public Library Administration is designed to develop and enhance the management skills and credentials of professional librarians working within the public library sector and to train the leaders of tomorrow. This certificate program is a five-course, fifteen-credit graduate-level public library management training program. This program is recognized by the NYS Education Department. You will receive an Advanced Certificate in Public Library Administration from LIU upon completion of the full

"Libraries need to understand the value of strategic planning before they do a vote. Preparation is required."
- Judi Smith, Board President, East Fishkill Community Library, (Hopewell Junction) NY [Source: MHLS Public Library Vote Toolbox]

program. Each course will be offered in 7 to 8 half-day sessions. The courses will be offered in this order:

1. Principles of Public Library Organization and Management (LIS 700)
2. Legal Issues and the Regulatory/Governance Environment of the Public Library (LIS 701)
3. Human Resources Administration in the Public Library (LIS 702)
4. Financial Management of Public Libraries (LIS 703)
5. Public Library Facilities, Automated Systems and Telecommunications (LIS 704)

The first course will begin in September 2007. Class will meet at the Albany Public Library (161 Washington Avenue, Albany, NY 12210) from 9:15am-1:00pm on Thursdays: 9/6, 9/13, 9/20, 9/27, 10/4, 10/11, 10/25, 11/1. Lead instructor of the program: James Farrell, Adjunct Professor at LIU and former Regional Consultant for the NYS Division of Library Development. Numerous guest lecturers and subject experts will assist in the provision of the program. *Cost:* The MHLS / Palmer Institute for Public Library Administration and Management partnership makes this program available to library administrators at a group institutional discount rate of \$900 per participant per course, if the minimum number of participants (25) enroll. **Action:** We are in the process of gauging interest in this program in the Albany area. If interested, please e-mail Merribeth Advocate, MHLS Outreach & Education Coordinator at madvocate@midhudson.org by April 30th. Preference will be given to applicants that will be taking the whole certificate program. For more information: <http://midhudson.org/PLAC/information.htm>.


Ann Gibson Scholarship - This scholarship is a \$1,000 award given annually by the Youth Services Section of the New York Library Association. If you are currently enrolled in an MLS program, have completed at least 18 credit hours, and are directing your studies toward youth services in a public or school library this is the scholarship for you. Deadline: May 31, 2007: http://www.nyla.org/index.php?page_id=412

Resource Sharing & Millennium

Updated instructions for creating patron APATIDS (A patron ID) have been posted to the *Resource Sharing & Millennium* page in the *Patron Records* section. Please have your circulation and data entry staff review them. It is no longer necessary or advisable to use a "9" when there is a legitimate need for a duplicate APATID. Staff should verify the uniqueness of the record and proceed using the duplicate code. http://midhudson.org/resource/Millennium/Patron_record/Instructions/APATID.pdf

Missing Parts Reminder: Please remind circulation staff that all parts should be verified before checking in an item to fill a hold.

Reference & Collection Development

 A representative from **Tutor.com** (an online homework support program) will present a demo of the product and answer questions after the May 9th Directors' Association meeting in the MHLS Auditorium. All staff who provide homework support to young people are welcomed to attend. (Start time of demo depends on when DA meeting ends ~12:00-12:30pm).

Administration & Management



At the April 2007 Director's Association Meeting, MHLS Executive Director Josh Cohen presented a brief presentation on "**Your Staff and the Patriot Act.**" Both handouts from the presentation are available in the "*Spotlight*" area of MHLS' home page: <http://midhudson.org>:

- Responding to Law Enforcement Inquiries
- *Frequently Asked Questions: USA PATRIOT Act.*

These resources are permanently located in two areas of the web site:

- Under *Administration & Management* → *Standards, Values & Principles* [http://midhudson.org/admin/standards_values_principles/main.php] or
- Under *Trustee Resources* → *Intellectual Freedom, Censorship and Privacy* [<http://midhudson.org/trustee/intellectual/main.php>]

Job Openings

The Plattekill Public Library has an immediate opening for a **part-time Library Clerk**. This position requires working Tuesday, Wednesday, and Thursday evenings (15 hours a week). The applicant must be friendly, reliable, flexible, and mature with some computer and Internet experience. Duties include circulation, shelving, and assisting the public. Accepting applications until position is filled. Please send your resume and a letter of interest ASAP to Plattekill Public Library, Attention Mary E. Antzak, Library Assistant, 2047 State Route 32, Modena, NY 12548. If you prefer, you may email the information to plattekill_lib@hotmail.com or fax it to 845.883.7295.

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>.

"There is not necessarily such a thing as a bad year to do a vote.
There are always advantages and disadvantages whenever you decide to do it."
- Steven Cook, Director, Starr Library, (Rhinebeck) NY [Source: MHLS Public Library Vote Toolbox]