



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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Resource Sharing Standards Updated

As we begin a new year it's a great time to review the **Resource Sharing Standards** document with all staff who work with Millennium. You will now find all approved changes made by the Director's Association in the current document.



Updates to this document occur quarterly. The newest updates are marked within the document with the "New" (shown above).

Updates (January 2008):

- Circulation, #5 Delivery / Routing Slip:
 - A. The delivery location must be printed in a large format at the top of the delivery slip and secured in the item. Do not use the location's 3-letter code.
- Circulation, #8 Override / Change of Due Date:
 - B. Only directors or their designated representative(s) can override messages, to prevent abuse. The director is responsible for all overriding done at their library.
- Management & Reports, #1 Updating Passwords:
 - B. Beginning in February of 2008, each library will maintain at least 3 sets of initials and passwords for Millennium. The passwords will have staggered levels of authority. The highest level will include the ability to override renewals and claim items returned. Only directors or those designated by the director may have access to this level. The medium level will be used by most staff and the lowest level can be used with pages, volunteers, or new employees to limit access.

It is important for all staff that work with Millennium to be familiar with this document. It contains the rules we all follow to streamline staff processes and patron's experiences at our libraries.

A copy of the document is in the delivery today with the *Bulletin*, and, as always, is accessible online through the *Resource Sharing & Millennium* page at <http://midhudson.org/resource/main.htm>.

Professional Development



The New York State Library has announced that online training sessions ("webinars") for the Cengage-Gale content included in the NOVELny pilot project will be offered at no charge. All NOVELny content is included in HOMEACCESS. The webinars will be scheduled on a monthly basis starting in 2008. These one-hour sessions will offer librarians and library staff members the opportunity to learn about databases (and database interfaces) available for children, young adults and adults as part of the NOVELny pilot project. The webinar will cover features and functionalities common to all Cengage-Gale databases. The first webinar is scheduled for Monday, January 28, 2008 at 2:00pm. No registration is required. To request information on how to participate in this webinar, contact David Fiske at the State Library, Division of Library Development by calling 518.486.4857 or by email at dfiske@mail.nysed.gov

Marketing, Advocacy & Funding

\$10 Billion: The national construction needs survey that many MHLS libraries completed reveals \$10 billion is needed for public library construction in the U.S. The Chief Officers of State Library Agencies (COSLA), the agency that ran the survey, plans to work with the American Library Association (ALA) to seek federal support. Other findings:

- 40% of existing library buildings are in fair or poor condition.
- 16 million square feet of new space is planned
- 9 million square feet of library space is expected to be renovated

"The number one reason people quit supporting a nonprofit is how they were treated by that nonprofit - as in too many appeals, not enough thanks, and insufficient information on impact of their efforts. People give because it feels good but if nothing seems to happen, it starts feeling bad."

[Source: *Katya's Non-Profit Marketing Blog*]

"A vital part of the library's mission is to serve as a focal point for neighborhood interaction."
-Harold N. Boyer, "Not-So-Splendid Isolation," *Library Journal*, 9.15.07

Reference & Collection Development

Check out the blog **Senior Friendly Libraries** [<http://seniorfriendlylibraries.blogspot.com/>]. Recent posts include:

1. Ideas about how e-books help seniors.
2. Using Wii in libraries
3. Engaging Boomer volunteers
4. Links to recent research reports on seniors and late Boomers.
5. Teaching seniors how to search well for health information.
6. Social search for seniors
(cRANKY: <http://cranky.eons.com>)

Youth Services

Dying to go the YSS Spring Conference, but lacking the funds? Here's Your Chance!! **YSS Scholarship deadline has been extended to February 1, 2008.** The scholarship covers the basic conference registration fee and lodging and travel expenses up to \$250. The conference is being held on Long Island, April 11th 2008. Visit YSS on the web for more information and the scholarship application: http://www.nyla.org/index.php?page_id=54

Trustee Resources

Trustees Work With Friends

[From the Massachusetts Public Library Trustee Handbook]

- **Trustees** represent citizen control and governance of the library as specified by state law.
- The **library director** represents the administration and management of the library.
- **Friends of the Library** represent citizen participation and assistance in the activities and programs of the library.

Trustees should assist the Friends organization and support activities by providing leadership in the following ways:

- Developing a policy on Friends and volunteers
- Working with the library director to draft procedures and regulations relevant to Friends activities
- Meeting semi-annually with the Friends board to plan and define goals for the group
- Inviting and welcoming Friends to trustee meetings
- Attending Friends board meetings and special events
- Appointing a specific trustee representative as liaison to Friends
- Providing information and asking for input.

Administration & Management

According to **Walker's 2007 Loyalty Study**, the top experiential drivers of employee loyalty include:

- Fairness at work
- Employer care and concern
- Trust in employees
- Feelings of accomplishment
- Satisfaction day-to-day.

[<http://www.walkerinfo.com>]

Job Openings

Small, Ulster County Library is seeking **part-time Library Clerk**. This position requires some computer experience, good communication skills and a desire to provide excellent patron assistance. Alternate Saturday hours required. Please forward letter/email to Sarah Hull Hallock Library, Attention Cheryl S. Bennin, Library Director, Box 802, Milton. N.Y.12547, email: miltonlibrary@hvc.rr.com.

Librarian I, Youth Services - Full Time, Bethlehem Public Library, Delmar, NY. Typical duties: Staffs public service desk as scheduled. Answers reference questions, provides reader's advisory service, provides instruction in use of electronic resources, interprets library policies and procedures, and resolves patron complaints using independent judgment; Develops and presents programs, tours, book talks, multi-media programs, story times, and TV-18 programming. Participates in outreach services; Has primary responsibility for selection of the Parent-Teacher collection, readers, board books, readalongs, activity cassettes, j CD-ROMs, and learning game software. Weeds assigned areas on a regular schedule; Develops bibliographies, library instructional materials, content for the web page, and web reviews; Promotes library services to schools and community agencies serving children and youth; Identifies grant opportunities; Provides policy and procedural recommendations to the department head; Serves on library committees; Attends conferences, workshops, and meetings; reads professional literature; is aware of new library resources, trends, practices, and technological developments; and performs other duties as assigned. Education/Experience: MLS from an ALA-accredited program; NYS Public Librarian Professional Certificate; Experience with computer technology and electronic resources; and knowledge of children's literature. Salary: \$44,982. Applicants are eligible for permanent appointment if they have a current or previous permanent civil service appointment from a certified list within NYS as a Librarian 1. Send cover letter and resume to: Personnel Administrator, Bethlehem Public Library, 451 Delaware Avenue, Delmar, NY 12054; or via e-mail to mcshanel@uhls.lib.ny.us Applications are available online <http://www.bethlehempubliclibrary.org/>. Completed applications may be brought to the Library or faxed to 518.478.0901. Applications that are faxed need to be submitted in original format as well.

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 online at <http://midhudson.org/bulletins/main.htm>.

"A librarian is not solely a person who retrieves information – the public library is really the heart and soul of a community."

-Nancy Pearl, *librarian extraordinaire*