



# 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>

## Trustee Institute @Saratoga

**The 2008 Trustee Institute** sponsored by the New York State Association of Library Boards (NYSALB) will be held at the Holiday Inn in Saratoga Springs, NY May 2<sup>nd</sup> & 3<sup>rd</sup>. This is a conference for trustees and directors. There are sessions for all levels of trustees with opportunities to gain valuable information on trustee roles and responsibilities.

### Friday, May 2<sup>nd</sup>

**4:00-4:45pm:** Tour of the Clifton-Park Halfmoon Library, "a model of environmentally-advanced architecture." *There will be bus transportation from the hotel.*

**5:15-6:00pm:** Tour of the Saratoga Springs Library

**6:00pm:** Check-in and Cocktail Reception

**7:00-9:00pm** – Welcome & Dinner

### Saturday, May 3<sup>rd</sup>

**8:00-9:00am** – Buffet Breakfast & Trustee Networking

**9:00-10:15** – *Concurrent Session One:*

- Goals = Dreams with Deadlines
- Green... "To Be, Or Not To Be: That is the Question"

**10:30-11:45** – *Concurrent Session Two:*

- Trustees and Friends: Working Together to Build Better Libraries
- Board Leadership Begins with You: Tips for Managing Trustee/Director Relationships  
*[presented by MHLS' Josh, Merribeth & Rebekkah]*

**12:15-3:00pm** – Lunch and Program

For more information and to register online visit <http://www.nysalb.org/institute/index.html>

### MHLS Announcements

**Construction Grant Workshop @MHLS:** The New York State Library is offering a workshop at MHLS for libraries interested in applying for a 2008 Public Library Construction Grant. The workshop will be held Thursday, April 24<sup>th</sup> from 10:30am - 1:00pm. State Library and library system staff will provide detailed information about grant requirements and the application process. Library staff and trustees will have an opportunity to ask questions about the grant program and proposed projects during an open question and answer period. Register online at <http://calendar.midhudson.org/>. [Directions to MHLS can be found at <http://midhudson.org/help/directions.htm>.]

We've got a record number of library supporters signed up to go to Albany for **Library Lobby Day** on Tuesday, March 11<sup>th</sup>! There is still room for anyone who would like to join the fun. Check out the *Lobby Day Survival Kit* at [midhudson.org](http://midhudson.org) for:

- Registration
- Bus information
- Appointment Schedule
- Tips for Making it Through the Day ☺



On the homepage you can also take advantage of the NYLA automated faxing program where you can easily send a message to your legislators – just click on the **"Become a Library Advocate"** button and a few minutes later you will have communicated with both your NYS Senator and Assemblyperson. It really couldn't be easier.

### MHLS Libraries

**The Greene County Library Association** has partnered with All Arts Matter to present the 9<sup>th</sup> annual Rip Van Winkle Poetry Competition. Taking place during National Poetry Month (April) this is a no-fee competition with cash prizes in both adult and youth categories. On April 26<sup>th</sup> there will be an awards presentation with a reading of the winning poems by the authors. The program is underwritten by the Bank of Greene County, Brookside Books and Catskill Bookee.

### Oldest chartered libraries in MHLS:

- 1862: Starr Library (Rhinebeck)
- 1882: Reed Memorial Library (Carmel)
- 1887: Sarah Hull Hallock Library (Milton)
- 1888: Grinnell Library (Wappingers Falls)
- 1894: Claverack Free Library

### Professional Development

Reminder: The **Orientation for New Staff & Circulation Essentials** workshops will be held this Friday, March 7<sup>th</sup> in the MHLS Auditorium. Register online at <http://calendar.midhudson.org/>

"The New York State Association of Library Boards, NYSALB, is a statewide organization that represents, assists, educates and honors public library boards and their trustees as providers of free and universal library service."

<http://www.nysalb.org>

## Resource Sharing & Millennium

As of January 2008 there were:

- 403,693 patron records
- 2,223,164 item records

in the MHLS Millennium database.

## Marketing, Advocacy & Funding



### Bring Art Into the Library:

Applications are now being accepted for *Picturing America*, a project of the National Endowment for the Humanities (NEH),

conducted in cooperation with the American Library Association. In order to enhance the teaching, study, and understanding of American history and culture, *Picturing America* brings some of the nation's greatest works of art into public libraries. Successful applicants will receive a set of forty high-quality reproductions of American masterpieces, a teachers resource book and additional educational resources available at <http://PicturingAmerica.neh.gov>. Awards will be announced in May 2008 and distributed in September 2008 for display during the 2008-2009 school year and beyond. For more information about *Picturing America*, including a list of the artwork featured, grant guidelines, and the online application, visit <http://picturingamerica.ala.org>. Deadline: April 15, 2008.



### Find Out What Users Want: The

American Statistical Association (ASA) describes methods for finding what users want through the Survey Research Methods section of their web site, there you will find the "What is a Survey Series" <http://www.whatisasurvey.info/>. Chapters include:

- What is a Survey?
- What are Focus Groups?
- More About Mail Surveys
- What is a Margin of Error?
- How to Plan a Survey
- How to Collect Survey Data
- Judging the Quality of a Survey
- How to Conduct Pretesting
- Designing a Questionnaire
- More about Telephone Surveys

This link is now included on the MHLS Marketing & PR web page: <http://midhudson.org> → *Marketing, Advocacy & Funding* → *Marketing & PR*

## Reference & Collection Development

**"Government Information Online: Ask a Librarian":** The U.S. Government Printing Office (GPO) has issued a reminder to librarians that, given

the current election climate, questions about primaries, caucuses and the Electoral College process, and more can be answered by the free web-based "Ask a Librarian" service offered at <http://govtinfo.org/>. Called "*Government Information Online: Ask a Librarian*," the service is managed by nearly 20 public, academic, and state libraries nationwide. [Source: *Library Hotline*]

### The Commons: The Library of Congress Pilot



**Project** [<http://flickr.com/commons>]

Browse photos in this collection that is a collaboration between the Library of Congress and the online photo management and sharing application Flickr. Users are invited

to view photos and help describe the photos by adding tags and comments. Free account required to comment or tag photos. Initial photo sets include "1930s-40s in Color" (with photos from the Farm Security Administration and the Office of War Information) and "News in the 1910s." [From the *Librarians' Index to the Internet*, <http://lii.org>]

### How long does copyright protection last today?

The author's lifetime + 70 years. Exceptions: (1) works made for hire (120 years from creation of the work, or 95 years from publication) (2) U.S. government works are in the public domain (3) Older works may be in the public domain. Public domain works: [http://www.copyright.cornell.edu/public\\_domain/](http://www.copyright.cornell.edu/public_domain/)

## Administration & Management

**E-Product Statistics:** In January we changed the way patrons are authenticated to use the e-products available through HOMEACCESS. The primary benefit of this switch is the library-specific user statistics that are now gathered. To see the statistics for your library go to <http://midhudson.org> → *Resource Sharing* → *Management & Reports* → *Web Access Management Statistics*.

You can access your user **statistics for TumbleBooks** through the TumbleAdmin link at the bottom of the TumbleBooks page. You need your TumbleBook username and the password (*teach*). Contact Merribeth Advocate, MHLS Outreach & Education Coordinator for your user name if you don't already know it [[madvocate@midhudson.org](mailto:madvocate@midhudson.org)].

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>.

"To fully comply with New York State Minimum Standards the board must periodically seek community input in the development and evaluation of its service program."

-*Handbook for Library Trustees in New York State, 2005 Edition*

# Around the System | February 2008

The **Small Libraries Roundtable** met at the Palenville Branch Library in February. This is a group of small library directors that meets quarterly to discuss issues in the context of smaller organizations who deal with less staff, space and resources than other libraries in the System. This time around the group talked about best practices in fundraising.

Annual Appeal tips shared:

- Make sure the annual appeal letter isn't the only time residents hear from you.
- If both the Friends and the Board do fundraising consider consolidating to one appeal sent jointly.
- Investigate using a non-profit indicia through the post office for reduced postage costs. Another postage saving idea was to bundle the letter with another mailing (i.e. the library's newsletter).
- Don't use the same letter year after year!
- Send the appeal to non-library-users too.
- Have Trustees or Friends add a handwritten note to the letter to personalize the letter. [Bonny Corrado, director of the Tivoli Library, shared this tip and noted that donations went up last year after doing this!]
- Send thank-you notes
  - To everyone that donates
  - Promptly
- Be specific about what you are fundraising for – people like to identify where their money went and see the results.
- Track donations annually to help identify future large donors



[To see the complete notes from the meeting, including tips about capital campaigns and online fundraising visit the Small Libraries Roundtable page on the MHLS Web site: <http://midhudson.org> → Administration & Management → Small Libraries Roundtable or get there directly at <http://midhudson.org/admin/slr/main.php>. The next meeting of the Small Libraries Roundtable will be Monday, May 19<sup>th</sup> at the NorthEast-Millerton Library. The topic will be Making the Most of Millennium in a Small Library.]

The **Columbia, Greene, Ulster Youth Services Group** also met at the Palenville Branch Library in

February after getting snowed out in January. This group provides a chance for library staff who work with kids in the library to get together and learn from each other. MHLS Youth Services Coordinator, Margaret Keefe (shown in the center of the picture), facilitated the group and made sure everyone was apprised of upcoming Summer Reading Program opportunities and resources. This meeting also serves as a collaboration forum, libraries discuss ways to piggyback performers to share costs and coordinate other regional efforts.

