



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>

Training for New Staff

Register now for the June 24th workshops:
Orientation for New Library Staff and
Millennium Circulation Essentials at the MHLS Auditorium (105 Market Street, Poughkeepsie). Both programs are designed for new library staff and volunteers, but open to all who would like to attend. Register through the MHLS web calendar at <http://calendar.midhudson.org>

10:00am - noon: **Orientation for New Library Staff**
This workshop provides introductory, baseline information about working effectively in a public library and in the Mid-Hudson Library System. The workshop will cover:

- The role of the public library in our communities
 - How your library fits into the library structure of New York State
 - Your role as a library representative
 - Helping patrons find what they want
 - Overview of the online catalog, HOMEACCESS databases and interlibrary loan
 - System wide resource sharing concepts and issues
- Presented by Josh Cohen - MHLS Executive Director, Rebekkah Smith Aldrich - MHLS Coordinator of Member Information and Merribeth Advocate - MHLS Outreach & Education Coordinator.

1:00 – 3:00pm: **Millennium Circulation Essentials**
This workshop provides introductory, baseline information about Millennium including common circulation & Patron data entry tasks. The workshop will cover:

- Patron Records-How, when and why we create patron records
- Checkin / Checkin for the Book drop
- Checkout: Dealing with it all from pop-up messages to missing parts
- Holds: How they work and what you need to know to keep on top of the process
- Fines and fees: How fines work, how to create and add manual fines, waiving, fine history
- Printing notices: Pages, bills, overdues, hold pickup
- Entering items at the circ desk
- Neat tricks-things to save you time and work!

Presented by Laurie Shedrick, MHLS Automated Systems Manager

MHLS Libraries



Saugerties Public Library Building Referendum Passes! The \$6.995 million bond vote passed 1272-812. The new building will expand the current library from 4,650 square feet to 13,162 square feet. The new plan will create a fully accessible library on two floors, include a public meeting space that seats 90, teen space, expanded children's library, local history room, a quiet study/tutoring room and lots more! For more information about the project visit <http://www.thenewsaugertieslibrary.org>.

Resource Sharing & Millennium

Q. How do I find items in my collection with outstanding holds where the page may have been missed?

A. A new instruction document that helps you use Create Lists to find these items has been added to the Millennium Administrator's toolbox:

<http://midhudson.org> → *Resource Sharing* → *Millennium Administrator's Toolbox*; direct link: <http://midhudson.org/resource/millennium/tools/findingfill.pdf>

Stock up! Action Memo #08-08: **Bulk Order of Deliver Slips** is included with this week's Bulletin. Libraries may order 1,000 – 20,000 delivery slips at a time using the order form included with this week's *Bulletin*. Return your completed order form to Kerstin Cruger, MHLS Public Service Team Assistant by June 30th. Lost a memo? Print out a new one from the *Pending Action Memos* web page at http://midhudson.org/action_memos/main.htm.

"Rosemary Cooper, Albert Wisner Public Library, NY director, explains that the success of her ballot measure was based on 'a strategy that reflected an excellent understanding of the community's priorities and concerns.'"

"A Mixed Ballot Bag," by Christopher Freeman, Library Journal, 3.15.08

Reference & Collection Development

Reminder: **Help Your Patrons Find Books They Will Love with Readers Advisory** Presented by Sue Hermans (Head, Reference and Adult Services & Coordinator, Central Library Services at the Poughkeepsie Public Library District). This workshop is designed for all staff that interact with patrons. It will develop your ability to provide suggestions and guidance in finding interesting materials for readers even if you are not familiar with the topic, genre or author. Learn new ways to get great results for your patrons through resources every library has (including the online catalog, Fiction Connection, NonFiction Connection and other online resources). Develop your expertise in finding:

- great reads for your patrons who love to read fiction or non-fiction
- the next book in a favorite series
- books by topic, genre, setting
- read-alikes, best-sellers, award-winners
- biographies and memoirs
- books about politics, science, religion, adventure

Register online for one of the following sessions:

- Monday, June 16 from 10:00am - 12:00pm @ MHLS Auditorium (105 Market St., Poughkeepsie)
- Thursday, June 26 from 10:00am - 12:00pm @ Kingston Library (55 Franklin St., Kingston)

Register online through the MHLS calendar:

<http://calendar.midhudson.org>

Programming



As part of the Abraham Lincoln Bicentennial Celebration in 2009, the **Abraham Lincoln Presidential Library and Museum**, in collaboration with the American Library Association and the Tribeca Film Institute and with funding from the National Endowment for the Humanities, *We the People* program, has produced *Abraham Lincoln: Self-Made in America*. This exhibit is composed of seven learning stations and has been designed for public spaces, libraries, historical societies, and other cultural or educational institutions that can demonstrate a willingness and design to showcase the exhibit as an integral part of their community outreach. For more information visit <http://www.lincoln200.net/alpmf/> Application deadline: June 15th.

Youth Services

The Statewide Summer Reading Program quizzes are now available for you to preview. Children and teens receive a certificate after successful completion of the quiz. Libraries can encourage young patrons to bring the certificate to the library as part of their library's summer reading programming.

◆ Teen Quiz: <http://summerreadingnys.org/quizteens/>

◆ Kids Quiz: <http://summerreadingnys.org/quizkids/>

Trustee Resources

New Session Added: **Essential Trustee Duties & Responsibilities Workshop**, Tuesday, June 17th from 6:30 – 8:30pm at the Stanford Free Library (14 Creamery Road, Stanfordville, NY 12581). Presented by Presented by Josh Cohen - MHLS Executive Director, Rebekkah Smith Aldrich – MHLS Coordinator of Member Information and Merribeth Advocate – MHLS Outreach & Education Coordinator. Register online at <http://calendar.midhudson.org/>

Job Openings

Full-time Librarian: The Astor Home for Children seeks a creative, innovative, flexible, and highly customer service-oriented librarian for a full-time position to start immediately. The Astor Library is a member of SENYLRC and has OPACs for the professional and children's libraries.

Responsibilities include managing all aspects of a special library and a children's library, which includes providing high quality information services to the teachers, clinicians and staff plus library services to a special education student population. Requirements: ALA-accredited MLS or MSIS required; Public Library or School Media Specialist Certification; two years of previous library experience; demonstrated ability to assume responsibility and work independently; knowledge of and experience in various aspects of library management. Apply to: The Astor Home For Children, Human Resources, 6339 Mill Street, Rhinebeck, New York 12572; 845.871.1000.

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>.

"My library shall be for all, rich and poor, without distinction of race or color, who, when properly accredited, can take out the books if they will handle them carefully and return them.

-Enoch Pratt, 1882, quoted in Enoch Pratt Free Library 2007 Calendar