



# 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>

## Advocacy Efforts See Results

**The New York Library Association is crediting the efforts of library supporters** statewide for the recent release of the remaining library funds for 2008. The state had been holding onto the undistributed funds pending an agreement with the state Legislature on further mid-year budget cuts. Since those cuts were not agreed to by the state Legislature (NYLA Director Michael Borges reported that the NYLA Library Rally on November 18<sup>th</sup> impacted that decision), the remaining funds have been authorized to be released. Stay tuned for further NYLA Legislative Alerts. The Governor will be releasing his 2009-10 today, and there will be more work for NYLA and library advocates to do.

### MHLS Announcements

**MHLS Board of Trustees** met on Saturday, December 6<sup>th</sup>, in the MHLS Auditorium and:

- Approved the transfer of reserve funds to cover the System's cost-share of building improvement projects;
- Designated HSBC as the System's 2009 bank of business;
- Approved the System's 2009 Budget;
- Approved the 2009 Incentives Program\*;
- Elected its 2009 Board Officers:
  - President: Marie Smith
  - Vice President: William Conine
  - Secretary: Patricia Miller
  - Treasurer: Frank Tuttle
- Approved a 3.5% salary increase for non-union staff;
- Approved submission of a Variance Request for the Patterson Library.

*\*The 2009 Incentive Program will be sent out with the 2009 Member Information Packet in January.*

### 2009 MHLS Board of Trustee Meeting Dates:

*(all meetings begin at 10:00am in the MHLS Auditorium unless otherwise noted.)*

Saturday, January 24

Saturday, March 14

Wednesday, May 20 (@member library TBA)

Wednesday, July 8

Wednesday, September 16

Friday, October 2 (Annual Meeting, location TBA)

Saturday, December 5

**MHLS Staff sends a big thank you to the Director's Association** for the holiday party they sponsored for staff after the December DA meeting. Your thanks and appreciation mean a lot to us (*and the desserts weren't bad either!*). ☺

### Resource Sharing & Millennium



**ILL Procedure Change:** As per the MHLS Directors Association, as of January 1, 2009 the MHLS ILL Department will no longer accept requests for popular, readily available DVDs and music CDs.

### Marketing, Advocacy & Funding

**The American Library Association has asked Congress for \$100 million in stimulus funding to help libraries aid the nation's working families during the current economic crisis.** Funds are being requested to allow libraries to expand employment activities and services such as resume development, job bank web searches, and career planning workshops; reinstate or supplement evening and weekend hours of operation at libraries; promote financial literacy, housing counseling, and small-business development assistance; and acquire additional resources and materials to help keep up with increased demand for economic services nationwide.

### Programming

**Notes from the Adult Programmer User's Group** are now available online at

<http://midhudson.org/program/APUG/main.php> In the notes you will find good tips on getting your event announcements to the local paper and how to best help frontline staff connect patrons with program info. Be sure to check out the new "Promotion" area on the lower half of the **Planning Programs** page [\[http://midhudson.org/program/planning/main.php\]](http://midhudson.org/program/planning/main.php) for sample flyers and PR 2.0 tips. Our next meeting will be on Tuesday, March 31, 2009 in the MHLS Auditorium - hope to see you there.

"America's free public libraries provide a lifeline for citizens in need across the country. This is no time to cut much-needed support, reduce hours, or close library doors."

*-Jim Rettig, ALA President*

At the next Adult Program User's Group we're hoping to hear from those of you who have taken on the **Adult Program Challenge** to hear what worked and what didn't! The five steps of the Adult Program Challenge:

1. **Identify a target audience** that isn't currently using your library or could use your library more – newly retired, active senior citizens, firefighters, etc. (get some ideas at <http://midhudson.org/byb/toolkit/targeting-ideas.htm>) Hint: check your library's long-range plan to see what groups were identified as needing outreach or talk to your director, or if you are a director, talk to your board to decide on a group.

2. Find out **what topic for a program would interest your group**.

3. Find out **how this group gets their local information** – newspaper? Local email list? Word-of-mouth from friends? Grocery store bulletin board?

4. **Plan your program**; possibly have a presenter from your target group run the program.

5. **Advertise your program in new ways**, targeted specifically to the group you are trying to reach.

The current economic climate gives libraries lots of opportunities to reach out to people who may not use the library. Programs on saving money, financial planning, retirement planning, travel on a budget, saving for college, cooking, etc. will all be very timely.

[For more info on the Adult Program Challenge:

<http://midhudson.org/program/APUG/APUG1208.htm#challenge/>]

## Trustee Resources

The latest issue of the MHLS quarterly trustee newsletter, ***Across the Board*** has been sent to every member library trustee. This quarter's issue is entitled, "**The Worth of Your Library**" and is meant to help trustees talk about the value and importance of our public libraries in these tough economic times. This issue and all past issues are also available online: <http://midhudson.org> → *Trustee Resources* → *Across the Board Archives* or get there directly at <http://midhudson.org/trustee/system/atb.php>

## Administration & Management

**The Roundtable for New Directors** will meet after the January 7<sup>th</sup> Directors Association meeting from 12:30-2:30pm. Lunch will be provided. This roundtable is designed for MHLS library directors who have been in their position for 3 years or less to give you the opportunity to meet with others dealing with similar situations and to find answers and contacts to help you in your day-to-day life at the library. This session will deal with "**Legacy**" Issues – good or bad – of the former director and making your mark in a positive way with your staff, board and the public. Register online through the MHLS calendar at <http://calendar.midhudson.org>

The handout packet from the Small Libraries Roundtable meeting on **Board Development: Recruitment, Orientation & Evaluation** is now available online <http://midhudson.org> → *Administration & Management* → *MHLS Support* → *Small Libraries Roundtable* or get there directly at <http://midhudson.org/admin/slrt/main.php> The packet includes:

- The "why where and how" of trustee recruitment,
- *Board Development Assets Inventory*,
- A sample position description of a board member,
- Tips for the orientation of new trustees from the *Handbook for Library Trustees of New York State*, and
- Board evaluation and self-evaluation forms.

The next meeting of the Small Libraries Roundtable will be on Friday, March 20<sup>th</sup> at the Clinton Community Library, register online at <http://calendar.midhudson.org/>

## Job Openings

The Kinderhook Memorial Library is seeking an energetic, flexible and punctual person to fill an **hourly library assistant position** two weekends a month with the opportunity for more hours filling in for regular staff. Weekend shifts include Saturdays from 10:00am - 4:00pm and Sundays from 12:00 - 4:00pm. Salary is between \$8.75 and \$9.50 per hour, dependent on experience. Position starts in January 2009. Work involves basic support services and services to patrons and a responsibility for routine circulation, shelf maintenance and clerical functions using an automated circulation system. Duties include charging books in and out, shelving library materials, data entry, and answering the telephone. The work requires computer proficiency and that the employee has some knowledge, skill and ability in library clerical functions. A complete job description can be obtained by emailing the director. Please send resumes and three references to: Julie H. Johnson, Director, Kinderhook Memorial Library, PO Box 293, Kinderhook, NY 12106; or [oklibrary@berk.com](mailto:oklibrary@berk.com). Deadline for applications is December 31, 2008.

The Dover Plains Library is looking for a **part time circulation clerk** for Saturdays 10:00am – 4:00pm with the possibility of some weeknight hours from 3:00 – 8:00pm. They are seeking someone responsible, dependable, computer literate and with a friendly personality who works well with the public. Please send resume and cover letter to: Susan Totter, Dover Plains Library, PO Box 534, Wingdale, NY 12594 or via e-mail to [director@doverlib.org](mailto:director@doverlib.org).

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](mailto:bulletin@midhudson.org). The MHLS Bulletin is available online at <http://midhudson.org/bulletins/main.htm>

During The Great Depression libraries were not closed down, in fact, they expanded. Between 1929 and 1933 registered cardholders skyrocketed and circulation at public libraries grew by 40%  
-*Innovation and the Library, Verna Leah Pungitore, Greenwood Publishing Group, 1995*