



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 October 17th 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.
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1:00 – 3:00pm: **Millennium Circulation Essentials**
This workshop provides introductory, baseline information about Millennium including common circulation and patron data entry tasks. The workshop will cover:

- Patron Records: How, when and why we create patron records
- Checkin and 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 Announcements

Funding Cut Update: Governor Paterson has called legislators back to Albany for a Special Session Tuesday, November 10th to discuss his proposed cuts. The Governor has proposed a 10% cut to library aid not yet distributed which would result in another 3% cut to Local Library Services Aid (LLSA) on top of the 8% already cut from aid that goes directly to member libraries. The cut would result in another loss to the MHLS budget, this time the cut would be for over \$40,000. The New York Library Association has activated their **Online Advocacy Center** with a letter that can be customized and emailed or faxed to local legislators: <http://www.nyla.org>

Professional Development

The presentation used for last week's Friends Support Group on **Effective & Productive Meetings** is now available online at <http://midhudson.org> in the "Spotlight On..." section.

Marketing, Advocacy & Funding



NYCharities.org is a free, online contributions portal, which is dedicated to increasing charitable dollars from donors to New York causes, and providing information on New York State's 98,000 charities. It gives donors a centralized site to learn about New York charities, and easy, safe means to give time, money and talent. For nonprofits, it provides a unique way to promote missions, to educate new donors, and to extend fundraising reach in a way that supplements existing efforts. One of their main objectives is to enhance the technology capabilities of all New York State charities by providing free donations screens, search engines tools, and e-ticketing services. After signing up with NYCharities.org you can provide a donations button on your web site which links directly to your donations screen in NYCharities.org, providing donors a fast, easy secure way to make donations to your organization. Learn more at <http://www.nycharities.org>



New ALA Division Will Unite Voices for America's Libraries: Friends of Libraries USA (FOLUSA) and the

Association for Library Trustees and Advocates (ALTA) have joined forces to become an expanded division of the American Library Association called the

Association of Library Trustees, Advocates, Friends and Foundations, or ALTAFF for short. This new division will help Trustees and Friends work together at the local, state, and national levels to effectively promote and advocate for libraries.

Additionally both boards agree that libraries benefit when Trustees and Friends have strong working relationships at the local level and this will be modeled through ALTAFF. "While their roles are different, the fact that both groups are comprised of citizens who care about and support their libraries makes them natural allies," said ALTA president Peggy Danhof. In an effort to bring in as many Trustees and Friends as possible, ALA has made special membership pricing available for individuals and associates. The ultimate goal will be to harness the power of hundreds of thousands of library advocates so that libraries will thrive even in times of economic distress. Learn more at <http://www.ala.org/altaff>

Reference & Collection Development



NewYorkHeritage.org adds collections: Sixteen more online collections have been added to the

digital heritage web site, <http://www.NewYorkHeritage.org>.

The site now connects more than 200 digital collections from around the state, contributed by libraries, archives, museums and other cultural institutions, and builds on existing digital repository services administered by each of the nine Reference and Research Library Resources Councils in NYS.

New materials include:

- Elmira College's Mark Twain Archive,
- New York Historical Association's Murder Pamphlet Collection Exhibit ,
- Early Robert Montgomery materials housed at the Trinity-Pawling School Collection,
- NYU's Abraham Lincoln Brigade Collection, and
- Folk art collections at the Crandall Public Library Folklife Center

A variety of materials can be found among the New York Heritage Digital Collections, including photographs, postcards, correspondence, manuscripts, oral histories, yearbooks and newspapers.

Youth Services

At the 2009 NYLA Conference MHLS Youth Services & Community Connections Coordinator Christina Ryan-Linder attended a program called "**Play With Animation @ Your Library!**" where she learned about programming for teens and tweens using stop-motion software. To pull off a similar program in your library Christina has compiled a list of what you'll need:

- Mini Digital Video Camera with a video out port (like the Flip Mino)
- Download free production software:
 - Boinx.com (for PCs)
 - istop motion (for Macs)
- USB cable for PC
- Kids!

For more information visit

<http://joesummerhays.wordpress.com/>

Administration & Management



Using **green cleaning products** at your library impacts the health and well-being of staff and patrons. It reduces exposure to toxic chemicals, may reduce incidence of asthma attacks caused by dust and chemical allergens and improves indoor air quality by reducing airborne dust and chemical gases. To investigate green cleaning for your library check out the great web site from the NYS Office of General Services, New York's Green Cleaning Program: <https://greencleaning.ny.gov>. The Green Depot has just received the Green Seal of approval* (shown above) on their concentrated cleaning products (1 gallon of concentrate costs \$12-\$15). They also offer a dilution hose so you are sure to get the correct measurement of water to concentrate. To purchase Green Depot products visit <http://greendepot.com>.

**Look for the Green Seal on cleaning products to avoid products that have been "greenwashed." Greenwashing is when a company promotes a product or service as being environmentally friendly without any basis in fact. Learn more at <http://www.greenseal.org/>*

Job Openings

The Grinnell Library (Wappinger's Falls) is seeking a **part-time (temporary) circulation desk clerk** to work approximately 10-15 hours per week through the remainder of 2009 and possibly through 2010. Job Description: Assist patrons at our busy circulation desk with materials check in, check out, and catalog use. Provide ready reference and assistance at the Library's computer workstations. Applicants must possess strong customer service skills and have the ability to work a flexible schedule including evening and weekend shifts. Requirements: A High School diploma and strong computer skills (Microsoft Office Suite). Previous office and or library experience a plus. Salary based on experience. Please send a resume with a cover letter to Grinnell Library, Attention: Library Director, 2642 East Main Street, Wappingers Falls, NY 12590, or e-mail glsearch@gmail.com

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>.

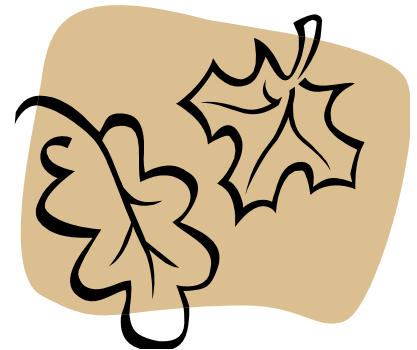
Around the System | October 2009



October 2009 got off to a great start with a workshop by annual meeting speaker Karen Hyman: **Reinventing the Customer Centered Library**. 50 member library directors, staff and trustees attended. Karen pointed out that everyone in attendance was an expert on customer service because everyone is a customer. The same things that make you a happy customer work in the library setting for your patrons. Karen encouraged everyone to "just care" and to think like a customer. Her "12-Steps" were right on target and funny as well!



The **Columbia-Green-Ulster Youth Services Group** met at the Palenville Branch of the Catskill Public Library for MHLS Youth Services & Community Connection Coordinator Christina Ryan-Linder's first meeting with them.



The **Putnam County Library Association** held a reception October 22nd at the Kent Public Library. Featured guests included State Senator Vincent Leibell (shown left), Assemblywoman Sandy Galef (shown center) and Putnam County representatives from the MHLS Board of Trustees (shown right): Martin Miller, Patricia Miller and Jean Ehnebuske.