

Central Reference Library Services Coordinator Report

April 1, 2004 through June 30, 2004

Reference Collection Assessments: The assessment is a detailed analysis of a library's reference collection in terms of currency, scope, and effectiveness in meeting community needs. The assessment visit requires approximately two hours to complete, plus travel time. The written report requires approximately five hours to complete, and includes lists of titles to be weeded, circulated, and added or updated; recommendations for reconfiguring the area, if needed; core title and recommended reference lists; weeding guidelines; subject request forms and instructions for their use; lists of useful websites; and a description of central reference library services, FAQs, and contact information.

Reference Collection Assessments	Done	6	Goal	9
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Staff Training: Training is provided for staff in their own libraries. Training focuses on the use of databases, web research, and customer service enhancement. Sessions last 90 minutes, plus travel time; preparation of handouts and development of content require additional time.

Staff Training	Done	8	Goal	6
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Other Professional Activities: These may include Reference Users Group meetings, training done for Poughkeepsie area schools, businesses, and non-profit groups, and services requested by MHLS staff for member libraries.

Other Professional Activities	
Reference Users Group, <i>Legal Resources II</i>	Poughkeepsie
Reference Users Group, <i>Legal Resources II</i>	Coxsackie
Database Training, Saint Martin De Porres School (2)	Poughkeepsie
<i>Career Day</i> , Poughkeepsie High School	Poughkeepsie
<i>E-Resources</i> classes (3)	PPLD
<i>Recommended Reference for Correctional Facilities Libraries</i> , bibliography	MHLS
<i>Central Reference Library Services Chart</i> , Updated	MHLS
Meeting with Green Haven Correctional Facility Librarian	MHLS

Committee Activities: This indicates the central reference library services coordinator's participation in MHLS and SENYLRC committees.

Continuing Education/Professional Development Advisory Committee	MHLS
Central Library/Collection Development Advisory Committee	MHLS
Continuing Education Advisory Committee	SENYLRC

Subject Searches: The central reference library services coordinator provides research and ready reference support for staff at member libraries and correctional facilities, and

for individual patrons inside and outside the library system. See below for the number of searches completed and the approximate amount of time required to complete them.

Subject searches for public libraries	18	15 hrs.
Subject searches for correctional facilities libraries	31	20 hrs.
Totals	49	35 hrs.

Hours Staffing Reference Desk: This indicates the number of hours the coordinator staffs the reference desk at Adriance Memorial Library, and the maximum permitted for the quarter.

Hours staffing reference desk	Done	108	Goal	104
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Telephone Reference: This is a report of telephone reference questions originating outside the Poughkeepsie Public Library District, and includes calls from both inside and outside the Mid-Hudson Library System. Numbers are collected quarterly during “Statistics Week,” and provide a snapshot of Central Library services used by member libraries.

Reference Service/Non-PPLD patrons*	MHLS	10	Other	6
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Reference (MHLS)*	Zip Code	Reference (Other)*	Zip code
LaGrange	12540	Clifton Park, NJ (2)	12065
Hyde Park (2)	12538	Orlando, FL	32803
Millbrook	12545	Middleton, WI	53562
East Fishkill	12533	Melbourne, FL	32935
Plattekill	12548	New York, NY	10023
Pleasant Valley (2)	12569		
Beekman	12570		
Saugerties	12477		

**(Sample--Statistics gathered April 19th through April 25th, 2004.)*

PPLD System Holds Filled YTD: Items sent by the Library District to member libraries in response to patron requests.	26,000
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Other Services Provided by Central Library Staff: Work done by Central Library staff for the benefit of system libraries’ staff and patrons includes maintaining a list of recommended websites for system libraries to link to; creating research pathfinders for popular topics; working with local history referrals; and offering training classes in the use of the Foundation Center.

