

**CORRESPONDENCE RECOGNIZING STAFF
FOR MHLS BOARD MEETING OF SEPTEMBER 13, 2017**

CORRESPONDENCE

- Email to Merribeth Advocate, Assistant Director, from Carol Donick, Director Kent Library, thanking her for providing clear instructions regarding the purchase of a deleted item on hold by her library.
- Letter to Merribeth Advocate, Assistant Director, from Janice Miller, Highland Residential Center, for a mini-grant to purchase books from Saddleback Educational Publishing, and for the opportunity to add books donated from member libraries to their collection.
- Email to Merribeth Advocate, Assistant Director, from Maureen Garcia, Director Mountain Top Library, thanking her for providing her library with funds from the MHLS Literacy Cohort Project.
- Email to Merribeth Advocate, Assistant Director, from Vicki Kurashige, Director North Chatham Free Library, for her help in preparing her Annual Report.
- Email from Marjorie Federici, Director Putnam Valley Library, to Thomas O'Connell, ILP Operations Supervisor, praising the outstanding workflow consultation visit provided by Nina Acosta, Assistant ILP Operations Supervisor, at her library.
- Thank you email to Merribeth Advocate, Assistant Director, from Regina Torian, Senior Librarian Department of Corrections and Community Supervision Greene Correctional Facility, for the large packet of bookmarks for distribution at the Facility.
- Thank you email to Merribeth Advocate, Assistant Director, from Thomas Vitale, Outreach Coordinator Librarian, Chautauqua-Cattaraugus Library System, for providing guidance regarding libraries responding to requests for information from inmates.
- Thank you emails to Merribeth Advocate, Assistant Director, from Jen McCreery, Director Desmond-Fish Library, Fran Harrison, Director Grinnell Public Library District, Julie Delisle, Director Chatham Public Library, Katie Scott-Childress, Director Saugerties Public Library, Elizabeth Potter, Director Phoenicia Library for announcing the approval of their applications for 2017 MHLS Outreach Mini Grants.
- Acknowledgement of the support and consultation provided by Rebekkah Smith Aldrich, MHLS Coordinator for Library Sustainability to the North Chatham Free Library in the development of their new strategic plan.
- Thank you note from Chrissy Lawlor, Director of the Olive Free Library, to Rebekkah Smith Aldrich, MHLS Coordinator for Library Sustainability for her assistance with their State Aid for Public Library Construction application.
- Thank you note from Jule DeLisle, Director of the Chatham Public Library & Chair of the Columbia County Library Association to Rebekkah Smith Aldrich, MHLS Coordinator for Library Sustainability for her assistance with their county advocacy efforts.
- Thank you note from Barbara Burns, Board President of the Clinton Community Library to Rebekkah Smith Aldrich, MHLS Coordinator for Library Sustainability for her assistance to the board over the past two years to help them rebuild the library's governance structure.

From: Carol Donick [mailto:cdonick@kentlibrary.org]
Sent: Wednesday, July 26, 2017 1:46 PM
To: Merribeth Advocate, MHLS <madvocate@midhudson.org>
Subject: Re: [MHLS-Notice] Announcement: OverDrive Metered E-Book Titles Deletion - August 1

Hi Merribeth,

Thank you for the clear instructions on finding reserves my patrons have placed on titles about to be deleted. It only took a few minutes to follow your instructions and purchase the one title scheduled for deletion with a current Kent hold.

Carol

Carol Donick, Director, Kent Library

On Wed, Jul 26, 2017 at 11:20 AM, Merribeth Advocate, MHLS <madvocate@midhudson.org> wrote:

As per the DA, on or after the first of each month, for any metered access OverDrive E-Book title with zero checkouts left or zero days left, MHLS will weed the title from the OverDrive collection and suppress the bibliographic record from the MHLS catalog and cancel the existing holds. Any patron notification of holds being cancelled is the responsibility of the local library – patrons directing questions on this to MHLS Tech Support are told to contact their library.

At this point 107 titles meet this criteria and will be deleted on August 1.

Attached are instructions on how to determine what are the metered titles that the patrons from your library are currently on the waiting list for that have timed out and have no copies available, along with how to get the patron email address.

Note that OverDrive titles that have been weeded cannot be repurchased unless they are unweeded. If you encounter this (*you will see in OverDrive Marketplace that the 'Add to Cart' button will be missing, and it will say 'Weeded'*) contact me to unweed the title.

--

Merribeth Advocate, Assistant Director
Mid-Hudson Library System | 103 Market Street, Poughkeepsie, NY 12601 | 845-471-6060 x254
| <http://midhudson.org>

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**Office of Children
and Family Services**

ANDREW M. CUOMO
Governor

SHEILA J. POOLE
Acting Commissioner

Merribeth Advocate
Assistant Director
Mid-Hudson Library System
103 Market Street
Poughkeepsie, NY 12601

Dear Ms. Advocate,

I would like to thank you for allowing Highland Residential Center to receive the mini-grant to purchase books from Saddleback Educational Publishing. The books were recently added to our library and our students started reading them right away. The readability levels are good for our low level readers and the subject material interests them.

I would also like to thank you for inviting us to look at and take some of the books from other libraries. Those books have also been a positive improvement to our library.

Sincerely,

A handwritten signature in cursive script that reads "Janice Miller".

Janice Miller

From: Mountain Top Library [mailto:directormttoplib@gmail.com]
Sent: Thursday, April 06, 2017 1:01 PM
To: Merribeth Advocate, MHLS <madvocate@midhudson.org>
Subject: MHLS Literacy Cohort Project

Hi Merribeth,

Thank you again for this amazing opportunity for libraries!

We truly appreciate all the knowledge shared and the grant money offered.

Attached is our budget form.

Take care and be well,

Maureen Garcia

Library Director

Mountain Top Library -*More Than Books!*

6093 Main Street, PO Box 427

Tannersville, NY 12485

(518) 589-5707

Merribeth Advocate, MHLS

From: North Chatham Free Library <nclibrary@fairpoint.net>
Sent: Thursday, February 16, 2017 3:22 PM
To: 'Merribeth Advocate, MHLS'
Subject: RE: AR

Thanks so much for all of your kind help.

Vicki

From: Merribeth Advocate, MHLS [mailto:madvocate@midhudson.org]
Sent: Thursday, February 16, 2017 3:07 PM
To: North Chatham Free Library <nclibrary@fairpoint.net>
Subject: RE: AR

Hi Vicki,

Yes you have successfully submitted the report!

We will review it and let you know if there are any questions.

Congratulations!

Merribeth

From: North Chatham Free Library [mailto:nclibrary@fairpoint.net]
Sent: Thursday, February 16, 2017 2:13 PM
To: Merribeth Advocate <madvocate@midhudson.org>
Subject: AR

Is the Annual report ok?

Vicki Kurashige
NCFL, Director
518-766-3211

Workflow Consulting & New User Evaluation Form:

Mid-Hudson library System asks that you take a few minutes to complete this form following your recent onsite visit. The information is used to help us better understand the needs of your library and to ensure that we are meeting those needs. Your feedback is important to us. Thank you for your cooperation.

Library: Putnam Valley library

Visit topic: Create List & other

Visit Date: _____

MHLS Consultant: Nina Acosta

Did the visit met the needs of the library as you had expected?

yes

No

List the 3 things the visit covered that you found most useful:

1. create lists
2. high demand holds
3. outstanding holds

Indicate your rating for the following items by inserting a number in the box provided.

Rating scale: 5 = Excellent; 4 = Good; 3 = Satisfactory; 2 = Fair; 1 = Poor; NA = Not Applicable

Amount of information covered during visit

(5)

Overall preparation of the consultant

(5)

Professionalism of the consultant

(5)

Helpfulness of the visiting consultant

(5)

Overall impression of the visit

(5)

Comments:

If I could grade Nina on a scale of 1-10 I would give her 10⁰⁰. Everything she does is amazing. I can't do this without her.
Marjorie

Merribeth Advocate, MHLS

From: Torian, Regina (DOCCS) <Regina.Torian@doccs.ny.gov>
Sent: Thursday, August 17, 2017 2:35 PM
To: 'Merribeth Advocate, MHLS'
Subject: RE: bookmarks coming in the next delivery

Perfect timing, the inmates were asking for bookmarks and they came today. Thank you.

Regina Torian

Senior Librarian
Department of Corrections and Community Supervision
Greene Correctional Facility
General Library
P.O. Box 8
Coxsackie, NY 12051-0008
518-731-2741 ext. 4600 | Regina.Torian@DOCCS.NY.Gov
www.doccs.ny.gov

From: Merribeth Advocate, MHLS [mailto:madvocate@midhudson.org]
Sent: Wednesday, August 16, 2017 3:51 PM
To: Almasi, Stephen (DOCCS) <Stephen.Almasi@doccs.ny.gov>; Bennin, Cheryl (DOCCS) <Cheryl.Bennin@doccs.ny.gov>; Carmichael, Juanita R (DOCCS) <Juanita.Carmichael@doccs.ny.gov>; Hermans, Susanne E (DOCCS) <Susanne.Hermans@doccs.ny.gov>; Pucci, Eileen M (DOCCS) <Eileen.Pucci@doccs.ny.gov>; Torian, Regina (DOCCS) <Regina.Torian@doccs.ny.gov>
Cc: Tara Stohr <tstohr@midhudson.org>
Subject: bookmarks coming in the next delivery

ATTENTION: This email came from an external source. Do not open attachments or click on links from unknown senders or unexpected emails.

Good afternoon colleagues,

In your next delivery you will receive a large packet of bookmarks to distribute to your patrons. If there are any you prefer not to use, please return them to us.

Best wishes,
Merribeth

--

Merribeth Advocate, Assistant Director
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Merribeth Advocate, MHLS

From: Thomas Vitale <tvitale@cclslib.org>
Sent: Thursday, August 17, 2017 1:50 PM
To: Merribeth Advocate, MHLS
Subject: RE: regarding letter from inmate

This is amazing! Thank you so much for taking the time to give me guidance on this matter, your expertise is always extremely appreciated!



Thomas S. Vitale, MSLS

Outreach Coordinator

Librarian

Chautauqua-Cattaraugus Library System

106 West Fifth St

Jamestown, NY 14701

716-664-6675, ext 243

<http://www.cclslib.org>

From: Merribeth Advocate, MHLS [mailto:madvocate@midhudson.org]
Sent: Thursday, August 17, 2017 1:21 PM
To: Thomas Vitale <tvitale@cclslib.org>
Subject: regarding letter from inmate

Hi Tom,

It was great to hear from you today! I hope the attached is helpful.

Let me know if you have any questions,
Merribeth

--

Merribeth Advocate, Assistant Director

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From: Jen McCreery [mailto:desmondfishdirector@gmail.com]
Sent: Wednesday, August 16, 2017 12:52 PM
To: Merribeth Advocate, MHLS <madvocate@midhudson.org>
Subject: Re: Congratulations! Your application for a 2017 MHLS Outreach Mini Grant has been approved!

Thank you Merribeth! We'll work on putting in our collection orders this week and get the receipts back to you before the 1st.

Jen McCreery
Desmond-Fish Library
www.desmondfishlibrary.org
845-424-3020

From: Director [mailto:director@grinnell-library.org]
Sent: Tuesday, August 15, 2017 11:04 AM
To: Merribeth Advocate, MHLS <madvocate@midhudson.org>
Subject: Re: Congratulations! Your application for a 2017 MHLS Outreach Mini Grant has been approved!

Thank you SOOOO much.

Fran Harrison
Executive Director
Grinnell Public Library District
2642 East Main Street
Wappingers Falls, NY 12590

From: Julie DeLisle [mailto:delislej@chatham.k12.ny.us]
Sent: Tuesday, August 15, 2017 10:54 AM
To: Merribeth Advocate, MHLS <madvocate@midhudson.org>
Subject: Re: Congratulations! Your application for a 2017 MHLS Outreach Mini Grant has been approved!



SO HAPPY

Julie DeLisle, Library Director
Chatham Public Library
11 Woodbridge Avenue
Chatham, NY 12037
518-392-3666
<http://chatham.lib.ny.us/>

From: Katie Scott-Childress [mailto:director@saugertiespubliclibrary.org]
Sent: Tuesday, August 15, 2017 9:47 AM
To: Merribeth Advocate, MHLS <madvocate@midhudson.org>
Subject: Re: Congratulations! Your application for a 2017 MHLS Outreach Mini Grant has been approved!

Yay!! Thank you!

Katie Scott-Childress, Director
Saugerties Public Library
91 Washington Avenue, Saugerties NY 12477
Ph: 845-246-4317 x 300
Fax: 845-246-0858

From: mwickham@laglib.org [mailto:mwickham@laglib.org]
Sent: Tuesday, August 15, 2017 9:23 AM
To: Merribeth Advocate, MHLS <madvocate@midhudson.org>
Subject: RE: Congratulations! Your application for a 2017 MHLS Outreach Mini Grant has been approved!

Thank you! So excited to get started on these classes.
Mary

Sincerely,

Mary Wickham
Youth Programmer
LaGrange Association Library
mwickham@laglib.org
845-452-3141

From: Elizabeth Potter [mailto:director@phoenicalibrary.org]
Sent: Tuesday, August 15, 2017 8:58 AM
To: Merribeth Advocate, MHLS <madvocate@midhudson.org>
Subject: Re: Congratulations! Your application for a 2017 MHLS Outreach Mini Grant has been approved!

Hi Merribeth
Thank you so much !!! Can you tell me what the amount Phoenicia was awarded ? We won't get the package until tomorrow and because of our lead time for a program we were hoping to do I would love to get rolling today.

Thank you so much again !!

Liz
Sent from my iPhone

From: Merribeth Advocate, MHLS [mailto:madvocate@midhudson.org]
Sent: Tuesday, August 15, 2017 8:54 AM
To: Merribeth Advocate <madvocate@midhudson.org>
Subject: Congratulations! Your application for a 2017 MHLS Outreach Mini Grant has been approved!

Congratulations! Your application for a 2017 MHLS Outreach Mini Grant has been approved!

Today in the delivery library directors will receive a packet containing your official approval letter, a copy of your approved application, and a Receipt Form for submission of receipts for reimbursement.

To receive the funds, send me the Receipt Form with all receipts (dated January 1, 2017 – November 1, 2017) attached by November 15, 2017.

MHLS will reimburse your library up to the amount listed on your approval letter (based on receipts) within 3 weeks of receiving your completed paperwork.

We wish you the best with your efforts to develop programs and services to attract and connect to outreach target populations and form relevant community partnerships at the local level.

--

Merribeth Advocate, Assistant Director
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LONG-RANGE PLAN DEVELOPMENT PROCESS

The library undertook development of a long-range plan in 2014, appointing a committee including Library Director Vicki Kurashige, Assistant to the Director Victoria Wills, and the following members of the Board of Trustees:

Rick Werwaiss, President
Dorothy Cummings, Vice President
Kim Grethen
Julie Kabat
Lucinda Buckley
The late Christine Stephenson

The Mid-Hudson Library System, of which the NCFL is a member, provided guidelines and consultation as needed. Rebekkah Aldrich was consistently accessible and supportive.

The initial phase involved gathering information related to the community's experience of NCFL – asking what people liked about our library, didn't like, wanted to see in the future etc. We reached out in two ways:

1. A SURVEY (attached) was dispensed through bulk mailing, the library email and website, availability at the library front desk, 4 local post offices and a local non-library community event. Overall 207 surveys were returned.
2. FOCUS GROUPS- Nine small group meetings were held, which included members of the community involved in a variety of organizations; parents; teens; long-time residents; members of the North Chatham Fire Company; NCFL staff and volunteers; local school personnel at Ichabod Crane and New Lebanon. In all, 57 people attended these focus groups.

Using information gleaned from the surveys and focus groups, the next steps in creating the long-range plan were:

1. DEVELOPING GOALS AND OBJECTIVES – The committee decided upon seven Goals and Objectives
2. SEEKING BOARD INPUT- A meeting was held with the entire Board with the purpose of sharing the Goals and Objectives and asking for ideas and suggestions to identify the Tasks necessary to carry them out.
3. FINAL REVIEW -- The committee finalized the list of Goals, Objectives, and Tasks, and presented to the Board for approval.
4. WITH BOARD APPROVAL -- the long-range plan was adopted at the Annual Meeting of the Board on February 9, 2017.

Zimbra

rsmith@midhudson.org

Construction grant

From : Chrissy Lawlor <director@olivefreelibrary.org>

Tue, Jun 20, 2017 04:56 PM

Subject : Construction grant

To : Rebekkah Smith Aldrich <rsmith@midhudson.org>

Hi Rebekkah,

Today was incredibly useful and definitely helped me feel like I can conquer the application, so thank you! And please extend a thank you to Joan as well.

Chrissy

Chrissy Lawlor
Director

Olive Free Library
4033 Route 28A
West Shokan, NY 12494
845-657-2482
www.olivefreelibrary.org

Zimbra

rsmith@midhudson.org

Thanks

From : Julie DeLisle <delislej@chatham.k12.ny.us>

Thu, Jul 27, 2017 03:45 PM

Subject : Thanks**To :** Rebekkah Smith Aldrich
<rsmith@midhudson.org>

Dear Rebekkah,

Thank you so much for accompanying us to the Columbia County Budget Cmte mtg, and helping us make a strong case for library support. You are the BEST. You have a standing invitation to come to all our meetings.

Julie DeLisle, Library Director
Chatham Public Library
11 Woodbridge Avenue
Chatham, NY 12037
518-392-3666

<http://chatham.lib.ny.us/>

Reading *River of Doubt: Theodore Roosevelt's Darkest Journey*, by Candace Millard

Zimbra**rsmith@midhudson.org**

Clinton Community Library

From : Barbara Burns <burns1585@optonline.net> Tue, Aug 15, 2017 12:27 PM**Subject :** Clinton Community Library**To :** Rebekkah Smith Aldrich
<rsmith@midhudson.org>

Rebekkah, Thanks for coming to our meetings last night and Thursday coming. I know these are stretched days for you. I really appreciate the help you have long been giving to our library. We were down for the 9-count but we are now back up on our feet.

Sincerely,
Barbara
