

# HRLC Highlights

Newsletter of the Highlands Regional Library Cooperative / Serving the Counties of Bergen, Hunterdon, Morris, Passaic, Somerset, Sussex and Warren

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## From the Executive Director

By Joanne Roukens

**Strategic Planning Demonstration Project:** At HRLC's Planning Day, you told us you'd like some help with organizational development and strategic planning. Of course, that became part of our strategic plan (Initiative Six).

We're pleased to announce that we've partnered with the National Executive Service Corps (NESC) on a project to demonstrate how easy and effective strategic planning can be. We'll select three public libraries that do not already have a Strategic Plan in place to participate in this project. HRLC will share the cost for each library to work with consultants from the NESC to develop a Strategic Plan. The cost to each library will be \$750.00.

NESC's consultants come to us highly recommended by Glen Rock Public Library, whose Strategic Plan was completed earlier this year. Their process is simple, straightforward and efficiently planned. The libraries selected for the project will share their process and results with all of us at next May's HRLC Annual Meeting.

You can get more details on the project, and information on how to apply, on our website at: <http://www.hrlc.org/nesc/index.htm>.

We're sure you'll be as excited about this project as we are.

**Ellen Osborne Leaving HRLC:** It is with regret that I have accepted the resignation of HRLC Program Coordinator, Ellen Osborne. Ellen is returning to one of her previous careers – doing technical writing for the software industry. It has been a terrific experience working with Ellen. Her intelligence, patience, and skills have been instrumental in making HRLC programs and services a success. The office staff and I (including our Security and Morale Officer, Mr. Darcy Poodle) will miss her. I know all of you join with us and the HRLC Executive Board in wishing her every success in her new job.

Ellen, best of luck taking on new challenges and we all hope you will keep in touch!

## Continuing Education Highlights

By Ellen Osborne, Program Coordinator



It's funny how some of us, even if we're not working in a school or college, never stop feeling it's time for "back to school" every fall. We're starting off this "school year" with another round of great classes, so you can get some of that feeling. You won't need a new pencil case or lunchbox, though.

You've probably heard about Open Source, and so have your customers. Lots of people are downloading the OpenOffice.org suite of programs rather than paying for Microsoft Office, and you can, too. The most popular is Open Office Writer, which many people prefer to Microsoft Word. You can try out this powerful, free tool at our workshop on October 21st.

OK, let's admit it, we all use Google. As long as we're already there, we might as well make the most of all its features, like sharable calendars, to-do lists, news, weather, and even games! Join us to learn how to *Make Google Your Own*, and simplify your life.

As good as Google is, there are other ways to search, and some of them are better suited to finding particular kinds of results. You can get acquainted with *Websearching – Beyond Google*, and add many new search methods to your information-finding arsenal.

Excel is a valuable and powerful tool for spread sheets, budgets, and generally keeping track of things, but it's not that easy to figure out on your own. In *Excel I – Beginner*, you'll get an introduction to using the basics. Once you've gotten started, you'll want to learn about other ways you can manipulate, analyze and share your data, in *Excel II – Intermediate*.

These are just some of the great workshops you can attend to hone your technical skills. For more information, check out the Technical Training Class Schedule at [http://www.hrlc.org/ce/ttc\\_fy09\\_q2.pdf](http://www.hrlc.org/ce/ttc_fy09_q2.pdf).

We're not going to give you fashion tips, we promise, but we're sure you'll have fun. Join us to experience *True Colors*®, an enlightening and entertaining way to better understand yourself and others, presented by our own Joanne Roukens.

You can help your employees gain self-confidence, increase respect for their co-workers and work well as a connected team. This hands-on, interactive and energizing workshop is a highly effective personality and communications tool that can apply to both professional and personal lives.

You can find out *your True Colors* at the Parsippany-Troy Hills Public Library on October 23rd, from 10 a.m. to 1 p.m. You can get more information on the flyer at <http://www.hrlc.org/ce/truicolors-c081023a.pdf>.

It's a busy season for Joanne, as she'll also be offering her highly-successful *Valuing Libraries* program especially for Library Trustees and Directors. This special evening edition will take place at the Free Public Library of Hasbrouck Heights on December 3rd. For all the details, check out the flyer at <http://www.hrlc.org/ce/vl-trustees-c081203c.pdf>.

Do they even *make* pencil cases any more?

## Program Coordinator Position

### Available – Full Time

This is a unique position for a self-directed individual with excellent interpersonal skills who thrives in an atmosphere of varied and time-sensitive challenges. The Program Coordinator performs professional work developing and implementing Cooperative projects and services, with emphasis on continuing education programming and regional technical training. In addition, this individual works with colleagues from across the seven-county region, including some required travel in support of regional services, develops promotional materials in a print and web environment, and works with the Executive Director to define short and long term program responsibilities.

**EDUCATION AND EXPERIENCE:** Master's degree in library science from an ALA accredited library school or Educational Media Certification, plus three years' successful library and/or related work experience.

Complete job description is available at: <http://www.hrlc.org/office/location.htm>.

Salary: \$55,000. Negotiable depending upon qualifications. Excellent benefits and flexible work environment.

Start date: November 2008

Application: The search will continue until the position is filled. Please email application letter, resume and list of three references to [jroukens@hrlc.org](mailto:jroukens@hrlc.org)

## Velocity Delivery



Did you know that your delivery statistics determine your level of delivery paid by HRLC? If you fail to submit your stats, you could fall below the minimum requirements for the level of service you currently receive. Statistics are required to be sent in just four times per year and all forms can be submitted electronically. All information can be found on our website at <http://www.hrlc.org/delivery/deliveryinfo.htm>.

## Two Trustee Training Opportunities

On Wednesday, October 29th, 7:00 - 9:00 p.m., the New Jersey Library Trustee Association, in conjunction with MAIN and HRLC, is offering **LIBRARY TRUSTEE ROLES AND RESPONSIBILITIES**. Margaret Shapiro, President of the Board of Trustees of the Demarest Public Library Association and President of the New Jersey Library Trustee Association, will present a program on what a trustee does. This session qualifies as one hour of training for the NJ requirement for trustee continuing education.

At this evening's session you will:

- Hear about your job as a library trustee
- Identify at least two roles and responsibilities
- Learn resources to make your job easier
- Have fun

The workshop will be presented at Bernards Township Library, 32 South Maple Avenue, Basking Ridge, NJ 07920, 908-204-3031, ext. 7. Driving directions are on the Library's website, ([www.BernardsLibrary.org](http://www.BernardsLibrary.org)). For additional information, please contact Karen Avenick at NJLTA, [kaveni@comcast.net](mailto:kaveni@comcast.net), 609-394-8032.

On Wednesday December 3rd, 7:00 – 9:00 p.m., the HRLC Government Relations and Advocacy Task Force, Bergen County Cooperative Library System, and the New Jersey Library Trustee Association will present **VALUING LIBRARIES: Demonstrating the Contributions Libraries Make to their Communities**. Our own Joanne Roukens will provide a simple, straightforward method for creating powerful strategies to communicate what a library offers its community in terms of quality of life and return on investment.

This special "evening edition" is specifically tailored to help Library Board Trustees and Library Directors demonstrate the value of library services to their stakeholders and funding sources. This workshop can be used to fill two hours of trustee or staff training requirements for each attendee.

The workshop will be presented at the Free Public Library of Hasbrouck Heights. Driving directions are available on the library's website: <http://hasbrouckheights.bccls.org/directions.htm>.

For more information, see the flyer at [www.hrlc.org/ce/vl-trustees-c081203c.pdf](http://www.hrlc.org/ce/vl-trustees-c081203c.pdf). Both workshops are free, and include light refreshments, but you must register.

## Get Your Discounts!



Please make sure you're taking advantage of all the free and discounted offers available through the Regions and the New Jersey State Library. The *Vendor Discounts* page on our website (<http://www.hrlc.org/vendors/vendors.htm>) will give you the information on what's available, and about putting links on your web page to JerseyClicks and the New Jersey Knowledge Initiative.

Kathleen Moeller-Peiffer from the State Library asked us to let you know that, for those libraries that are currently planning their budgets for 2009-2010, the question has arisen regarding the current statewide database contracts that the New Jersey State Library underwrites in conjunction with the Regional Library Cooperatives.

The databases currently available via Jersey Clicks-EBSCO, including the NoveList products; Gale and Proquest (HeritageQuest) - are currently in year two of a three year contract. Therefore, it is anticipated that these subscriptions will continue through June 30, 2010.

Please note that these subscriptions are subject to appropriation of funds by the state legislature as well as the availability of those funds to the State Library.

## Literacy in the World of Technology

Literacy is no longer just readin', writin' and 'rithmetic. To succeed in today's world, it's necessary to know how to navigate many different media, in print and on-line.



The New Jersey Center for the Book, in conjunction with The Newark Public Library, will address issues of literacy in the world of technology through a day-long program being offered in October.

Showcasing Information Literacies: New Dimensions 2008 explores the meaning of literacy in the new century and starts at 8 a.m., Thursday, October 22nd at the Main Library, 5 Washington Street. This program is a must for teachers, librarians, school administrators and media specialists, as well as parents and the general public interested in language arts.

"We are planning to explore the new dimensions in literacy," said Library Director Wilma J. Grey. "People need to know how to read and write, true, but they also need to know how to access all the information available to them in the world today. We will be exploring media literacy, oral literacy, computer literacy, and how to find information and understand where it is located."

Highlighting the program are John Y. Cole, Director of the Center for the Book at the Library of Congress, and children's author Jon Scieszka, who will serve as the keynote speaker, during the afternoon portion of the program at 2:45 p.m. in Centennial Hall. The address will be followed by a reception for the author.

Scieszka was named First National Ambassador for Young People's Literature by the Center for the Book at the Library of Congress in January. Scieszka is author of *Smash! Crash!*, a story that unfolds in his world of Truck Town, and launched a website [www.guysread.com](http://www.guysread.com) as a way to encourage young males to read.

According to Renee B. Swartz, chairman and state coordinator for the New Jersey Center for the Book, the ambassador's position was created to raise awareness of the importance of young people's literature as it relates to lifelong literacy. Scieszka keeps a busy schedule, traveling around the country to address children, parents, teachers and community groups as to the importance of reading.

"It is part of our mission to unearth literary treasures, to give recognition to those that may not be in the forefront of public awareness," said Swartz. "We celebrate books, reading, libraries and the diverse literary heritage of the state of New Jersey," she said of the Center, which is housed at the School of Communication Information and Library Studies at Rutgers University in New Brunswick.

A special workshop offered during the conference will inform teachers how to participate in the Letters About Literature campaign, sponsored by the national Center for the Book. Youngsters are invited to write the authors of books that have moved and inspired them to explain how the literary work affected their lives. Certain letters are selected for recognition and praise.

"We recognize both the mainstream and the esoteric literary treasures of New Jersey," Swartz said of the Center.

"In the midst of the new technology and new ways of accessing information, the book is still the cornerstone of the American library," Grey said. "The book and literature are still at the heart and soul of the American library."

To register for *Showcasing Information Literacies: New Dimensions 2008*, go to: <http://njcenterforthebook.org>

For more information, please contact the Center for the Book or call Paul Pattwell, Supervising Librarian, at the Newark Public Library: 973-733-7735.

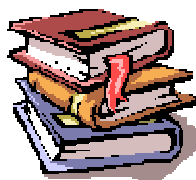
## Around the Region, Around the State...

- Margaret Freathy, Director, Pompton Lakes Public Library, retired
- Rita Hilbert, Director, Mt. Olive Twp. Public Library, retired
- Jean Rubin, Director, Bloomingdale Free Public Library, retired
- Mary Romance, Director, from Roxbury Public Library to West Orange Public Library (INFOLINK)
- Roland Bennett, Interim Director, Mt. Olive Twp. Public Library
- Barbara Klinck, Media Specialist, Chester M. Stephens Elementary School, Mt. Olive School District
- Douglas Walden, Media Specialist, Clifton High School
- Mary Kane, Adult Services Librarian, Ringwood Public Library
- Deborah Maynard, Director, West Milford Township Library
- Jorge Reina Schement, Ph.D., Dean of the School of Communication, Information and Library Studies (SCILS), Rutgers



## Please Share Your News With Us!

Do you have new staff at your library? Are you running an interesting program you think your colleagues would like to know about? Did your library receive an award for services at your library? Than let us know and we'll add it to our next newsletter! Email your information to Karen Boyer at [kboyer@hrlc.org](mailto:kboyer@hrlc.org).



"If minds are truly alive they will seek out books, for books are the human race recounting its memorable experiences, confronting its problems, searching for solutions, drawing the blueprints of it futures." ~ Harry A. Overstreet



## HRLC Treasurer's Report

Balances as of August 31, 2008

Total Opening Account Balances	\$413,017.06
Reimbursement Income	113,072.32
Interest Income	1,871.77
Valuing Libraries	-
Fiscal Year Funds Received	<u>783,533.00</u>
Total Fiscal Yr Income to Date	1,311,494.15
Total Fiscal Yr Expenses to Date	<u>(249,118.22)</u>
Actual Total	1,062,375.93
Remainder of Funds Due	\$195,883.00
<b>TOTAL INCLUDING FUNDS DUE</b>	<b>\$1,258,258.93</b>



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