



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>

HIP Turns 10!

For the past ten years the MHLS Health Information Project (HIP) has been providing consumer health and substance abuse prevention information addressing issues of concern to teens, their families, educators and agencies.



Health Information Project
Mid-Hudson Library System

substance abuse prevention & related health information @ the library

Since its inception, HIP has added more than 650 DVDs/videos and 1300 books dealing with a variety of teen issues to member libraries, as well as developing a Web site (<http://hip.midhudson.org>) that not only has a full listing of all available material (as well as the ability to order it directly online), but also has links to other teen approved Web sites.

As part of its mission, for ten weeks each summer the Project trains teenagers in media literacy at five Health Information Project Centers* (one in each of Columbia, Dutchess, Greene, Putnam and Ulster counties) in order to build teen-approved health collections in area libraries. At the completion of the summer program, material that has garnered the *Teen Seal of Approval* is purchased and made available to patrons through Request-a-Title.

HIP is funded by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) and in part by Dutchess County government. For more information, contact Project Coordinator Barbara Clapp: 845.471.6060 x23 or bclapp@midhudson.org.

*Three New Health Information Project Center Libraries Named:

- Greene County: **Greenville Public Library**
- Putnam County: **Desmond-Fish Library (Garrison)**
- Ulster County: **Town of Esopus Library**

These libraries join **Kinderhook Memorial Library** in Columbia County and **Howland Public Library (Beacon)** in Dutchess County as the recipients of an award valued at \$5,250 each.

Learn more about the Project, the Project Centers and the Teen-approved materials and web sites at <http://hip.midhudson.org/>.

MHLS Announcements



Today is Library Lobby Day! Be a part of the effort from your library or at home by using the "Become a Library Advocate" button on <http://midhudson.org>.

This is a simple and efficient way to communicate with legislators in Albany about the needs of libraries and systems. If you have a little more time to devote to the effort make a call – the more activity surrounding the issues we are shining a light on this week the better! Contact information for all area NYS legislators is available on the MHLS web site: <http://midhudson.org> → *Marketing, Advocacy & Funding* → *Advocacy* or get there directly at http://midhudson.org/funding/advocacy/legislators_adv.htm

Reminder: **March 15th** is the deadline to send in claims under the **MHLS Incentive Program** for payment in the next incentive checks. This is the last call to submit claims under the 2007 Incentive Program. Please use separate Claim sheets for 2007 and 2008 Claims. Claim Sheets for both years are available on our website at <http://midhudson.org/admin/budgeting/main.php>. Follow the link "2008 Incentive Program" for information and Claim Sheets for both years. Please call Doris Formby at extension 10 or e-mail to dformby@midhudson.org if you have any questions or need help filing your claim.

Resource Sharing & Millennium

Millennium Create Lists for Beginners Workshop:

This training is geared towards staff who work with Millennium records for the purpose of collection development, programming, planning and evaluation of services and general library management. You can create your own shelf lists, mailing labels, spine labels, bibliographies and more using create lists. You can also pull a group of records together to update and create statistics on. Create lists allows you access to the patron, bibliographic, item, and order records stored in our shared database and provides a powerful tool for managing your library.

"For ten years HIP has been providing a vital link between community information needs and the library. Teens need to know where they can find safe and reliable resources that will guide them toward making healthy decisions."

-Barbara (Bobbi) Clapp, Coordinator of the MHLS Health Information Project

The workshop will cover:

- Record fields
- Creating Boolean searches
- Printing your list
- Exporting

Register online at <http://calendar.midhudson.org/> for the session being held on Tuesday, April 1st in the MHLS Auditorium (105 Market Street, Poughkeepsie) from 10:00am – 12:00pm.

OPAC Search Tip: Finding Unabridged audio titles. The Online Catalog's (OPAC's) advanced search feature can help you find unabridged audio titles in a particular format.

1. Choose *Advanced Search* from the main OPAC page (<http://gigcat.midhudson.org>).
2. Select your *material type* (book on CD or book on cassette) from the pull down menu.
3. Enter the word *unabridged* in the keyword search. You can add more words in the keyword entry box to narrow your search. For example, if your patron was looking for unabridged audio written by John Grisham, your keyword entry could be *unabridged Grisham*.

Administration & Management

Directors: To help connect your staff with **MHLS Technical Support** you will receive a memo enclosed with this week's *Bulletin* with the emergency cell phone number.

The MHLS Tech Support Hotline [845.471.3440] is available:

Monday – Friday: 7:00am – 6:00pm
Saturday: 9:00am – 4:00pm

For Emergency, Off-Hour Technical Support:

→Call 845.471.3440 for non-critical problems.
→Call the cell phone number provided in the memo enclosed with this week's *Bulletin* if Millennium or the OPAC are down.
Monday – Friday: 6:00pm – 9:00pm
Saturday: 4:00 – 6:00pm
Sunday: all day

Volunteer Recognition Week is next month April 27-May 3. For ideas and resources visit the MHLS Volunteer Management Resources page at <http://midhudson.org/funding/fundraising/volunteers.htm>

Job Openings

Library Director: Chatham School District seeks to hire a professional to serve as Library Director to lead a staff of ten (10) in the management of the **Chatham Public Library's** day-to-day operations. Duties include personnel administration and budget oversight. Masters of Library Science and Public Librarian Certification required. Additional School

Library Media Specialist certification a plus. Library management experience of 3 yrs or more a must. Submit letter, resume and letters of reference no later than 3-28-08 to Scott Hunter, Supt., Chatham Central SD, 50 Woodbridge Ave., Chatham, NY 12037.

Library Director: The Board of Trustees of the Beekman (NY) Public Library seeks to hire a qualified professional to serve as our new Library Director. The Director will be responsible for leading and inspiring a staff of ten (10) employees in the management of the Library's day-to-day operations, in addition to personnel administration and budget oversight supporting our new \$1.4M Library building. The Town of Beekman, NY, is a dynamically growing and expanding community located approximately 70 miles north of NYC, in the beautiful Mid-Hudson Valley region of NYS, with a population of over 13,000 residents. Qualifications: The competitive candidate will possess, at minimum, a MLS, in addition to practical Library management experience of at least three (3) years. This is a competitive position with a provisional appointment. Salary: \$45,000 - \$55,000, depending on qualifications, including a comprehensive benefits package. Qualified candidates will submit a cover letter, resume and letters of reference to: Kate Monroe, Acting President of the Beekman Library Board of Trustees, c/o Beekman Library Board of Trustees, PO Box 697, 11 Town Center Road, Poughquag, NY, 12570. Please mark the envelope PERSONAL and CONFIDENTIAL. Information may also be sent electronically to: GGCDESIGN@aol.com Application deadline: April 15, 2007, or until the position is filled.

Recording Secretary, Kingston Library. Secretary needs to attend, take, and transcribe minutes of monthly Board of Trustees meeting every 3rd Thursday at 7:00pm at the Library. Concise minutes with special attention to motions. Ability to summarize proceedings and to complete minutes by one week after the Board meeting. Internet connection and good spelling and grammar skills required. Pay is \$75 per meeting. Send cover letter and resume to Library Director, 55 Franklin Street, Kingston, NY 12401, or by fax to 845.331.7981, or by e-mail to director@kingstonlibrary.org. Applications must be received by March 15, 2008.

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>.

"If you ask people to look closely at their property tax bill and find an item they're actually happy to pay, chances are that their library bill would be high on the list."
-Newsday Editorial, 3.4.08, "Vote for Smithtown library bond issue"