



# 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>

## Kirstin Litwin to Move On

For more than a decade MHLS has been lucky to have **Kirstin Litwin** on staff. This week will be Kirstin's last at MHLS as she moves on to a new career she has worked long and hard for as a guidance



counselor. Kirstin moved up through the ranks at MHLS and for the past six years has coordinated LSTA grant projects – all of which have contributed to the sustainability of member libraries.

Highlights of the projects Kirstin has helped coordinate are listed below, but what really stands out about her cannot adequately be "bulleted." Kirstin's hard work and tremendous attention to detail, her ability to take an idea staff put on the table and translate it into concrete resources for members, her charm and tenacity when representing the system to non-library organizations and nonusers – this is what sets her apart. We wish her the best and hope you will appreciate her as we do as you explore the resources she has helped to develop over the years:

★ **Workforce:** Providing workforce services to library patrons  
<http://midhudson.org/workforce/>

★ **2022 – The Shape of Library Services**  
<http://www.midhudson.org/mhls/2022/>:

- *Across the Valley: Changes & Trends:* a long-range community analysis outlining changes across the region and their possible implications.
- *Tools for Transition: Suggestions and Strategies for Libraries:* a listing of potential actions libraries can take in response to changes identified in the *Across the Valley* report. Libraries can tailor toolkit resources to their own locale.

★ **Your Library: Gateway to the Community**

- Helpful Links for Living in the Hudson Valley:  
<http://www.midhudson.org/gateway/hvresources.htm>
- Marketing to New Residents:  
<http://midhudson.org/gateway/marketing-new-residents.htm>

★ **Getting to Yes\*** Public Library Vote Toolbox: Know-how for your Library's Vote [<http://midhudson.org/vote/default.htm>]

★ **Building Your Base\*** Tools for Connecting with Your Community <http://midhudson.org/byb/>

For assistance related to *Getting to Yes* and *Building Your Base* contact  
Rebekkah Smith Aldrich, MHLS Coordinator of Member Information  
(x39 or [rsmith@midhudson.org](mailto:rsmith@midhudson.org))

### MHLS Announcements

3<sup>rd</sup> Annual **National Friends of Libraries Week** to be Celebrated October 19-25<sup>th</sup>.


- Save the date of Wednesday October 23<sup>rd</sup>! MHLS will once again celebrate the contributions of area Friends Groups with our annual **Friends Matter** dinner coupled with a quarterly **Friends Support Group** meeting.

**Stay tuned!** Next week's issue of the Bulletin will be a special issue, completely devoted to **reaching out to Spanish speaking communities.**

### MHLS Libraries

**"Patrons can choose librarian's hair color"** was the headline of an article recently seen in the Poughkeepsie Journal. To raise money for the **Grinnell Library's** (Wappingers Falls) Anime/Manga Club, librarian Lacey Snowden has agreed to dye her hair one of five colors: lime green, neon red, highlighter pink, violet or sky blue. To vote, patrons visit the library's circulation desk and cast their ballot, each vote costs 50 cents. The winning color will be announced later this week at the library's Summer Reading Program finale.

### Professional Development

 **WebJunction** [<http://webjunction.org>] has re-built on a new platform that includes new courses, easier contribution, and new ways to connect with library colleagues. When you check it out be sure to explore their newly expanded course catalog, there are hundreds of new courses from WebJunction, LE@D, and SkillSoft.

### Marketing, Advocacy & Funding

More from the OCLC report **"From Awareness to Funding: A Study of Library Support in America"**: The analysis divides the population into several segments. Super Supporters represent 7.1 percent of the population. Probable Supporters are 32.2 percent, divided under the following rubrics: Just for fun: 7.1%; Kid Driven: 6.6%; Library as Office: 3.4%; Look to

"Feeling good doesn't equate to voting 'yes' for a library referendum."

- *Mobilizing Probable and Super Supporters—what makes the difference, From Awareness to Funding: A study of library support in America, 2008* [<http://www.oclc.org/reports/funding/chapter6.pdf>]

Librarians: 6.5%; and Greater Good: 8.7%. Non-supporters, under the category Barriers to Support, represent 34 percent, divided under the following groups: Financially Strapped: 10.6%; Detached: 16%; and The Web Wins: 7.4%. Chronic Non-Voters comprise 26.6%.

**The Telling the Library Story Tool Kit** was developed to assist libraries in explaining and demonstrating the value of their services in order to increase use of and support for libraries. Whether you need a bookmark, a template for creating an annual report, or suggestions for talking with policy makers, this site is a good resource.

- How do libraries impact economic development in their communities
- Useful quotes about libraries and librarianship
- Stories about the value of libraries
- Tips on becoming a better speaker
- Speeches on the value of libraries that can be customized for local newspapers and radio
- Clip art sources, annual report and budget templates

Visit the toolkit online at

<http://www.statelibraryofiowa.org/ld/tell-library-story>

*This toolkit was developed jointly by the Iowa Library Service Areas and the State Library of Iowa.*

## Trustee Resources

Does your library's **Collection Development policy** include?

- Mission and goals with community description
- Statement of responsibility for selection
- Scope of collection and priorities
- Selection criteria for each format
- Selection procedures and vendor relations
- Evaluation, weeding and maintenance information
- Censorship, access, and challenged materials procedure
- Intellectual Freedom Statement and the Library Bill of Rights
- Gifts and donations policy

*[From the Rhode Island Public Library Trustees Handbook  
<http://www.lori.ri.gov/trustees/trustees.pdf>]*

For sample Collection Development policies and Challenged Materials forms visit the MHLS *Sample Public Library Policy & Development Tips* page at [http://midhudson.org/department/member\\_information/library\\_policies.htm](http://midhudson.org/department/member_information/library_policies.htm)

## Administration & Management

**Policies and Procedures for a Safe Library:** Alliance Library System recently relaunched its Safe Harbor site, an LSTA project that compiled practices for a safe library. It includes forms, sample policies, and procedures. It's a good source to check when considering policies to govern patron behavior and staff actions: <http://www.alliancelibrarysystem.com/safeharbor/>  
[Linked on the MHLS Sample Public Library Policies & Development Tips page: [http://midhudson.org/department/member\\_information/library\\_policies.htm](http://midhudson.org/department/member_information/library_policies.htm)]

**“Onboarding” New Employees:** “Plan the employee’s first few weeks. Mix in learning about the job, meeting peers and learning about various departments. Help him get a general feel for the company’s culture and complete all of the necessary start-up paperwork.”

*[Andi Gray, Strategy Leaders, Inc.]*

Here are some tips for getting new employees off to a great start at the library:

- Have an employee manual that describes the library’s policies and expectations (*samples available on the MHLS web site on the Sample Public Library Policy & Development Tips page:* [http://midhudson.org/department/member\\_information/library\\_policies.htm#personnel](http://midhudson.org/department/member_information/library_policies.htm#personnel))
- General introduction to what your library does, who you serve, how you are funded and governed;
- Solid explanation of the job and how it relates to other employee’s duties – be sure to have a written job description ready the employee’s first day;
- Tour of the building and the library’s web site;
- Personal introduction to the employees new co-workers – much less awkward than leaving the employee to introduce themselves;
- Review of library policies;
- Review day-to-day basics, for example: time sheets, break/lunch policy, chain of command, supply closet procedure...
- \*Explanation of the Mid-Hudson Library System, Millennium, resource sharing and how it all relates to your library. \**Save the date:* Wednesday, September 24<sup>th</sup>
  - **Orientation for New Staff** workshop @Catskill, 10:00am – 12:00pm
  - **Circulation Essentials** @Catskill, 1:00 – 3:00pm

## Job Openings

**Part-Time Loading Dock Materials Handler:** MHLS is seeking a reliable, organized, responsible, hard working person to work approximately 15 to 20 hours per week Monday through Saturday sorting a variety of library materials. Position requires strong attention to detail and ability to work in a fast paced and team environment. Must be able to lift 50 pounds. Hourly wage is \$9.00 per hour Monday through Friday hours are approximately 1:45pm to 4:45pm and 9:30am to 2pm Saturdays. Send resume with prior or present employment references to Mid-Hudson Library System, 103 Market St., Poughkeepsie, NY 12601 Attn: Shipping/Receiving Supervisor.

Member Libraries are welcome to submit items of interest and job openings to the MHLS Bulletin: [bulletin@midhudson.org](mailto:bulletin@midhudson.org). The MHLS Bulletin is available on line at <http://midhudson.org/bulletins/main.htm>.

“Although the public generally considers public libraries as “safe” places in their community as with all public facilities, this is not necessarily the case. People of all ages, races, religions, and walks of life may enter the public library and this, its greatest strength, can also be its greatest challenge.”

*-Alliance Library System, Safe Harbor introduction, <http://www.alliancelibrarysystem.com/safeharbor/>*