



FINGER LAKES
LIBRARY SYSTEM



MEMBER LIBRARY WEEKLY BULLETIN

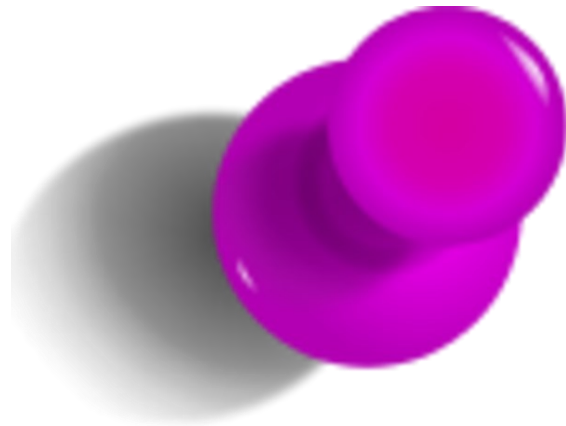
No. 17.27

Friday, July 21, 2017

Table of Contents

Don't forget, you can click on each link below to quickly navigate to your favorite bulletin sections!

- [From the Director](#)
- [Webinars, Workshops and Events](#)
- [Awards and Grants](#)
- [Around the Interwebs](#)
- [Member Library News](#)
- [Scam of the Week](#)
- [Youth Corner](#)
- [PolarisTip of the Week](#)
- [Question of the Week](#)



Reminders:

Promotional Materials to Download and Edit

Amanda has been sending samples of our new marketing in the delivery. Need more? Let her know! Want to print or make your own? Check out our templates at: <http://www.flls.org/brochures/>

Bulk Buy Computer Update

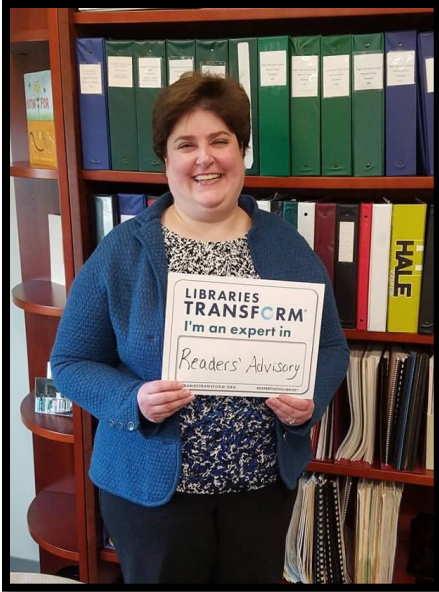
The Bulk Buy Computers are here! If you haven't sent in your Microsoft Office License Keys and version information, please contact Eric ASAP

New Paid Family Leave Law Takes Effect January 2018

New York Paid Family Leave Benefits Law (NYPFLBL) is an amendment to the New York Workers' Comp Law (NYWCL) that will provide eligible employees with paid, job protected family leave benefits when they are unable to work due to a qualifying event. Qualifying events include caring for ill family members, child bonding, and qualifying military exigency. For more information visit

<http://www.hrworks-inc.com/industry-update/nys-paid-family-leave-law-takes-effect-january-2018>

From the Director



This week I would like to remind libraries about the importance of library director performance evaluations. I frequently get asked by not only library directors, but also trustees on how a performance evaluation should be conducted. The Handbook for Library Trustees states: "In order to maintain clear communication and effective management it is critical for the trustees to regularly evaluate the performance of the library director."

Before an evaluation occurs, it is vital to have a written, reasonable and up-to-date job description for the director. This job description should be used as a benchmark for the evaluation. If you or your library does not have a written job description for the library director, please contact me. I, along with the librarians of FLLS, frequently help write

or give feedback on library job descriptions. This is something we would be happy to help you and your boards with.

A director performance evaluation is an opportunity to provide the director with formal feedback on their job performance. It is also a key opportunity to evaluate the board's performance as well, which is often-times overlooked. A director evaluation provides the board with critical information about how the library is operating and performing. During an evaluation conversation, goals of not only the library director, but also for the library should be discussed. Typically goals for a year are given, but some libraries use six month goal projections. Think of the process as a work plan for the director, where the director is informing the board on upcoming projects, continuing education opportunities, policies that need to be written, staffing projections, and technology or new media goals.

Performance evaluations should be an open conversation between the director and the board. The process can help improve communication and provide motivation, direction and encouragement. For boards, having a formal evaluation process yearly is necessary to properly document unsatisfactory performance issues.

If you or your board would like samples of director evaluation methods, please feel free to either email me or call me. I am also working on a workshop for director evaluations for early next year that is based on a recent Library Trustee Association workshop.



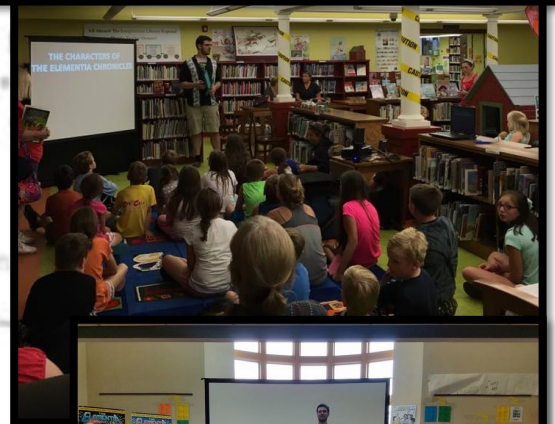
Sarah

MINECRAFT

#LibraryTour



Sean Fay Wolfe
visited 15 of our
33 member
libraries last
week! This is just
one example of
how important it
is to collaborate
with each other!
Great job everyone!



Welcome to
FAIR HAVEN



Webinars Workshops and Events

FLLS Events

Sign up here for all FLLS Workshops unless otherwise noted: www.flls.org/calendar-2/

FALCONS Meeting

Thursday, August 17, 2017

9:30am-11:30am

Item Maintenance Refresher

Tuesday, August 22, 2017

9:00am - 12:00pm

eContent How To

Wednesday, August 30, 2017

9:00am - 12:00pm

Youth Services Advisory Committee Meeting

Thursday, September 14, 2017

Conferences, Outside Trainings and Fun Stuff

SLUSH Summer Gaming

Mark your calendars- The summer SLUSH (Savvy Librarians Uniting for Social Hour) will be combined with some games!

Tuesday, July 25, 7pm

Trivia Night at The Haunt ([Geeks Who Drink](#))

702 Willow Ave., Ithaca

Friday, August 25, 5-6pm

[Escape Ithaca](#)

109 W State St, Ithaca

\$20 per person

RSVP to jphilippe@scrlc.org

2017 ARSL

September 7-9th

This year we are heading to gorgeous St. George, Utah.

Northeast Regional Digital Collections Conference

September 27 & 28, 2017

NYLA Annual Conference

November 8-11, 2017

Early Bird Registration now OPEN

Webinars

Click on the titles for the links to the training pages.

Getting to Know Informe Académico and Educator's Reference Complete

Monday, July 24, 2017 @ 11am

Informe Académico meets the research needs of Spanish-speaking users with a wide range of full-text Spanish- and Portuguese-language scholarly journals and magazines both from and about Latin America with more than 1,100 periodicals and 200 reports.

Measures that Matter Part Three: Moving Toward More Meaningful Measures

Wednesday, July 26, 2017 @ 3pm

Circulation, visits, program attendance, patron satisfaction...these are some of the many measures commonly collected by public librarians. But how well do we understand what measures tell the most meaningful stories of today's libraries?

Using Power Mapping to Advocate More Effectively for Your Library

Thursday, August 3, 2017 @ 1:00pm (CT)

Power Mapping is a political technique that allows you to identify specific influencers and secure their support for your cause. In this free webinar, Patrick Sweeney will walk you through the details of the Power Mapping technique and take questions about how it can be applied in your own local context. Patrick is a veteran of many library campaigns and is the Political Director at EveryLibrary.

Usage Reports and Your Gale Resources

Monday, August 7, 2017 @ 1:00pm

Would you like to know more about your Gale database usage? In this online workshop we will cover Gale's Usage Tool; find out how often the resources are used and which are most popular. Instruction will include creating reports on-demand as well as setting up monthly reports.

More than #MotivationMonday: Motivating Your Team Any Day of the Week

Thursday, August 17, 2017 @ 3pm

No matter the size of your library or your role, you will be inspired to find your own motivation and be able to catalyze others!

IFLA's Global Vision Interactive Discussion

Thursday, August 24, 2017 @ 3pm

Together we build literate, informed and participative societies. Together we create the future. Join us!

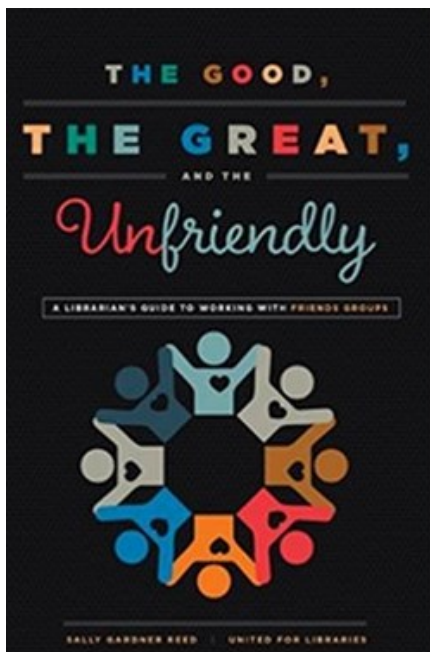


Around the Interwebs

- [Are You a Power Library User?](#)
- [3D Printing Prosthetic Hand Library Challenge](#)
- [Full Sized Parthenon of Books in Germany](#)
- [The Rare-Book Thief Who Looted College Libraries in the '80s](#)
- [Libraries to distribute free solar eclipse viewing glasses](#)
- [Residents join together to build library in Africa](#)
- [Libraries Clear First Budget Hurdle in Congress](#)
- [The Staggering Amount of Plastic We Have Produced and What We Have Done With It.](#)
- [New Detailed Video of Pluto](#)
- [LIBTalks: Librarians and the Opioid Epidemic \(Video\)](#)
- [Former Volunteer Admits Theft from History Museum Collection](#)
- [One Library's Creative Advocacy Day Effort](#)
- [ALA on Sexual Harassment and the Internet](#)
- [Summer Reading for Managers](#)

Professional Collection Highlight

The good, the great, and the unfriendly : a librarian's guide to working with friends groups by Sally Gardner Reed



Executive Director of United for Libraries and former Executive Director of Friends of Libraries U.S.A., Reed has decades of experience liaising between Friends groups and the libraries that they support, serve, and (sometimes) exasperate. Her new book cuts to chase of building and maintaining these important relationships, showing not only how to effectively harness Friends' goodwill and enthusiasm but also sharing tactful techniques for steering an ineffective or unfriendly group down the right path. Her pragmatic approach will resonate with public and academic library directors, volunteer coordinators, and other library staff who work with Friends.

Place a Hold TODAY: A20519406698

[Back to Top](#)

Youth Corner

Storytime Rhyme of the Week

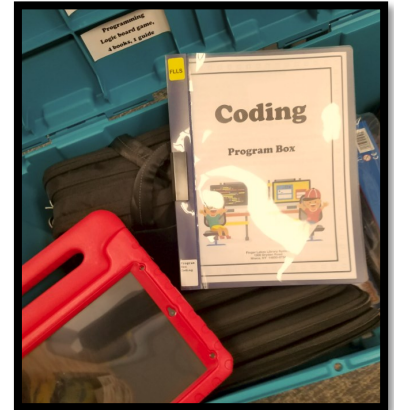
An Owl Sat Alone

An owl sat alone
(Hold up pointer finger)
On the branch of a tree
He was as quiet as he could be.
(Finger to lips)
It was night
And his eyes were round like
this.
(Circle eyes with thumbs and
fingers)
And when he looked around
Not a thing did he miss.
(Peer around)

Collections, Kits and Fun Stuff

New Kit: Coding Program Box

Interested in trying out coding but unsure where to start? Our Coding Program Box gives you the tools and resources you need to seamlessly run your own program!

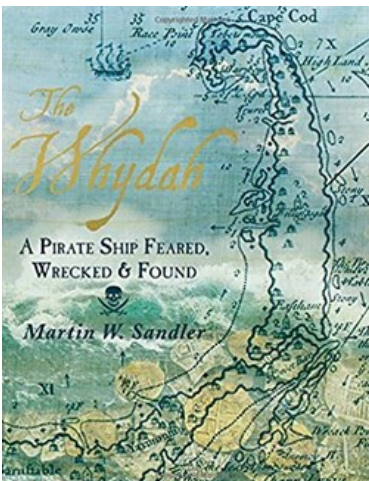


Try it TODAY:
A20519406486

Youth Related Links:

- [New and Noteworthy Nonfiction for Kids](#)
- [Teen Ink Poetry Article from Waterloo](#)
- [25 Ways to Paint Without a Paintbrush](#)

YA Book of the Week:



The Whydah: A Pirate Ship Feared, Wrecked, and Found by Martin W. Sandler

The 1650s to the 1730s marked the golden age of piracy, when fearsome pirates like Blackbeard ruled the waves, seeking not only treasure but also large and fast ships to carry it. The Whydah was just such a ship, built to ply the Triangular Trade route, which it did until one of the greediest pirates of all, Black Sam Bellamy, commandeered it. Filling the ship to capacity with treasure, Bellamy hoped to retire with his bounty — but in 1717 the ship sank in a storm off Cape Cod. For more than two hundred years, the wreck of the Whydah (and the riches that went down with it) eluded treasure seekers, until the ship was finally found in 1984 by marine archaeologists. The artifacts brought up from the ocean floor are priceless, both in value and in the picture they reveal of life in that much-mythologized era, changing much of what we know about pirates.
—School Library Journal (starred review)

Scam of the Week



Stop Mobile Spam

(from the office of NY Attorney General, Eric T. Schneiderman)

Spam sent via text message, or SMS, to mobile phones is on the rise. Spammers who sent online scams to your e-mail inbox are now exploiting the SMS feature on mobile phones, which are more direct and have weaker spam filters.

The Problem: Most text spam comes in the form of a bogus offer for payday loans, free ringtones, or an opportunity to test a coveted product such as the iPhone. Other text messages may appear as an alert that your credit score has changed, or that you won a free gift card. They will often ask you to “claim your prize” or “sign up to redeem the offer” by clicking on an enclosed link or replying via text. From here, the text spam operates much like a traditional phishing scam—falsely claiming to be from an established legitimate enterprise in an attempt to trick you into surrendering personal and financial information that will be used for identity theft. The link may lead to a website where you're asked to confirm your name and e-mail address, but eventually, to enter more valuable information, such as your date of birth, mailing address, and/or credit card number. Responding to the text will likely trap you into a paid subscription service. Text spammers may use 5- to 6-digit numeric short codes (e.g., 22331) or an e-mail address to deliver their messages.

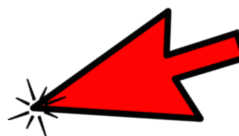
Best Practices for All Mobile Phone Users:

1. Do not post your phone number publicly. Be mindful when using online forums, chat features, and social networking sites and tools. If you list your mobile number on your Facebook account, check if you have selected "Share my phone number with my friends" which can lead to third party access.
2. **Do not respond to the spam message.** Spammers are unlikely to react to your request to "stop" the messages. In fact, replying to the spam number will authenticate your number as an active phone and will likely lead to more spam. Just delete.
3. Be selective when subscribing to legitimate text alerts. Many legitimate businesses offer text alerts for coupons, news updates, and more. Because these are often optional, and companies may sometimes share information for marketing or other purposes, you may want to limit your text subscriptions to only businesses you trust.
4. Research all suspicious texts. When you receive a text from an unknown or short code number, you may want to search it on the Internet. If the number is a well known spammer, the search results will often include consumer reports on the nature of the scam.
5. Report all text spam to your carrier's support webpage.



Let's stay safe out there.

Think Before You Click!



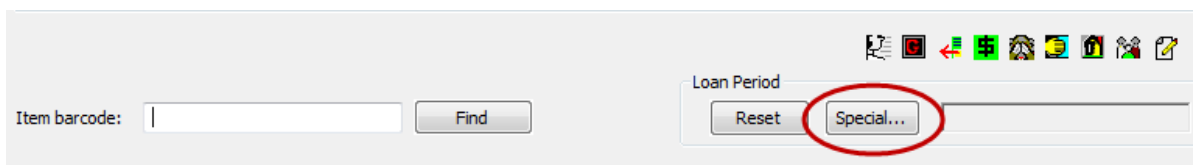
[Back to Top](#)

Polaris Tip of the Week

Special Loan Due Dates:

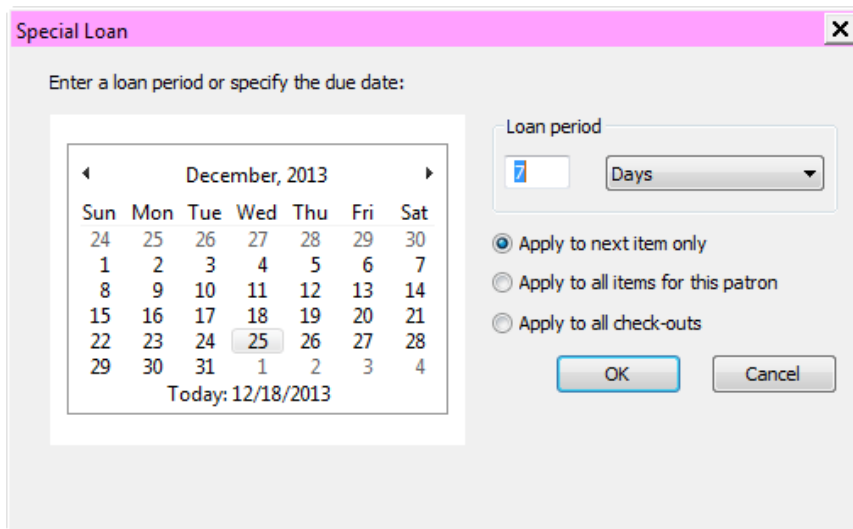
Sometimes you may have to assign a loan period that is different from the standard loan period for an item. It may be an Out-of-System ILL item, or the patron may want to extend the standard loan period. This should be done BEFORE you check out the item.

1. Scan the patron's card at Check Out.
2. Click on the **Special...** button in the Check Out window.



The screenshot shows the 'Check Out' window. On the left, there is a text field for 'Item barcode:' and a 'Find' button. On the right, there is a 'Loan Period' section with a 'Reset' button and a 'Special...' button. The 'Special...' button is circled in red. Above the 'Loan Period' section, there is a row of icons for various functions.

3. Select the due date either using the calendar on the left or typing in the number of days on the right. Then select the option to either, apply to next item only (ILL), apply to all items for this patron or apply to all checkouts. Then click **OK**.



The screenshot shows the 'Special Loan' dialog box. It has a title bar with a close button. The main area is titled 'Enter a loan period or specify the due date:'. On the left, there is a calendar for December 2013. The date 25 is selected. Below the calendar, it says 'Today: 12/18/2013'. On the right, there is a 'Loan period' section with a text field containing '7' and a dropdown menu set to 'Days'. Below this, there are three radio button options: 'Apply to next item only' (selected), 'Apply to all items for this patron', and 'Apply to all check-outs'. At the bottom, there are 'OK' and 'Cancel' buttons.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
24	25	26	27	28	29	30
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

4. Scan your item. For an ILL it will be located on the goldenrod-colored book band.

Don't forget about the Polaris Documentation online.
Visit www.flls.org and click on Staff Login.
Contact Jenny or Eric for the login information.

Awards, Contests and Grants

Click on the titles for the links to the grant pages.



American Honda Foundation

Deadline: August 1, 2017

The American Honda Foundation supports nonprofit organizations and educational institutions nationwide that address the areas of youth and scientific education. Grants range from \$20,000 to \$75,000.

2017 Joseph F. Shubert Library Excellence Award

Deadline: August 1, 2017

The Award will recognize a New York State library or library consortium that has taken significant steps to improve the quality of library service to its users. As in past years, an award of \$1,000, graciously donated by the Friends of the New York State Library, will be given to the winner along with a plaque at the annual New York Library Association conference in the Fall.

Lowe's Charitable and Educational Foundation: Community Partners

Deadline: August 25, 2017

The Foundation's Community Partners grant program supports nonprofit organizations and local municipalities undertaking high-need projects such as building renovations and upgrades, grounds improvements, technology upgrades, and safety improvements. Grants range from \$2,001 to \$100,000.

Library Marketer of the Year Award

Deadline: August 8, 2017

The award, sponsored by Library Ideas, comes with a \$2,000 cash prize. The award recognizes the importance of innovative approaches to marketing of library services, the role of marketing in building library engagement, and the value of quality marketing collateral to help build a vibrant sense of the library and define its relevance in the community.

Gannett Foundation: Community Action Grant Program

Deadline: August 29, 2017

Foundation's Community Action Grant Program's priorities include education and neighborhood improvement, economic development, youth development, community problem-solving, assistance to disadvantaged people, environmental conservation, and cultural enrichment.

Question of the Week



LAST WEEK'S QUESTION OF THE WEEK:

What is the last word in the Oxford English Dictionary? Use it in a sentence.

Thank you to Sara Knobel of the Groton Public Library who answered: Horrors - I can't make bread - the zyzzyvas got in my flour!

<https://www.washingtonpost.com/news/morning-mix/wp/2017/06/27/the-oxford-english-dictionary-has-a-new-last-word-bet-you-cant-pronounce-it/>

Definition from Dictionary.com: any of various South American weevils of the genus Zyzzyva, often destructive to plants.

THIS WEEK'S QUESTION OF THE WEEK:

What is happening on August 21, 2017? Why is this so important?

To answer a Question of the Week, please email Amanda (aschiavulli@fls.org) with "Question of the Week" in the **Subject**. Please include your source. **Prizes are available for correct answers using one of our databases or a credible source**