

## MEMBER LIBRARY BI-WEEKLY BULLETIN

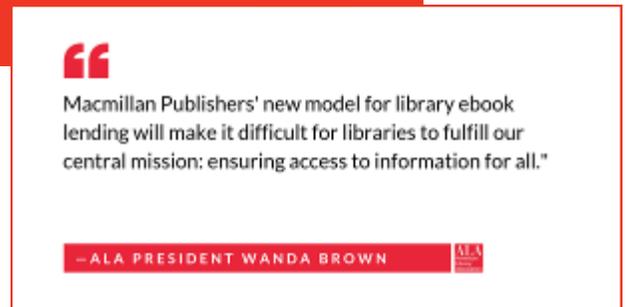
No. 19.19

Friday, September 27, 2019

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### Announcements & Reminders

Please remember to take the **FLLS System Training 2019-2020 Survey!** We would like to have a response from every library. This year there is one survey for the entire system: <https://www.surveymonkey.com/r/FLLStraining2020>.

### Links to Make You Think

[Alex Gino Shares What it's Like to Author the #1 Most Banned Book](#)

[Celebrating the City's First Puerto Rican Librarian, Pura Belpré](#)



[You can borrow a canoe at this Maine library](#)

[Bringing Book Clubs Online](#)

[ALA Announces #eBooksForAll Campaign](#)

[Banned Books Week: Handling Challenges](#)

[Helping Children and Caregivers Handle Mental Health Conditions](#)

## From The Director



On Monday, September 23, the five rural libraries in Tompkins County and Finger Lakes Library System presented our 2020 Tompkins County budget request to the Tompkins County legislature. Also on the legislature agenda for that evening was the budget request for Tompkins County Public Library. On October 8, FLLS will be supporting the five Seneca County libraries with their budget presentation, as well as seeking Seneca County funding for our organization. FLLS compiled county budget requests for Tioga County libraries this summer and will be attending Cayuga County legislature meetings this fall to support county funding for our Cayuga County libraries.

Fall is also the time that many of our libraries start crafting their budgets for 2020. The majority of our libraries follow a January – December fiscal year. If your library follows this schedule, please be aware that you should have a tentative budget prepared and ready to be voted on by December/January at the latest.

Public library boards are legally responsible for the library's finances and financial management. As custodians of public funds, trustees must be accountable in their management of the library's money. If you have the paper version of the 2018 edition of the *Handbook for Library Trustees of New York State*, pages 50-58 discuss budgets and finance.

As the *Handbook* points out, every public and association library, regardless of size, is required to prepare and adopt a written annual budget. In addition, your library's annual operating budget is required to be easily accessible to the public and posted on the library's website.

Directors **must** be full partners in the budget development process in libraries of all sizes. In larger libraries, budget preparation is primarily the responsibility of library management. Regardless of size, directors need to be involved in the budget development as they are the ones who manage the day-to-day running of the library. The Board of Trustees defines the library's mission and approves a plan of service and the director translates that mission and plan into programs with specific costs that form the basis for your library budget. **A director should never be put in a situation by a library board where they do not have full input and knowledge of their library budget.**

During the development of the upcoming budget, the director should work closely with the Board President, Treasurer and/or the Finance Committee. The entire board is then responsible for reviewing and discussing the library's budget before it is approved. Boards should be reviewing monthly financial statements at each board meeting and should be mindful how the expenses fit into the overall budget they approved.

***Continued on next page...***

## From The Director Continued...

For example, at FLLS, the budget is prepared by the Executive Director and the Business Manager. We have frequent meetings about the budget throughout the year and we meet with our Finance Committee of the FLLS Board of Trustees throughout the year. Management also receives input from our department heads and staff about their upcoming needs for their departments. We start crafting our budget in October for the following year and first meet with our Board's Finance Committee for tentative approval. Once they approve the tentative budget, we bring it to our full Board as a draft budget in December, with the final budget approved in January. We also do a mid-year budget review in July each year. While budgets should be reviewed frequently, remember that a budget is a flexible and fluid document. Circumstances change throughout your fiscal year, and your board has the authority and the responsibility to revise a library budget to accommodate unplanned or new situations.

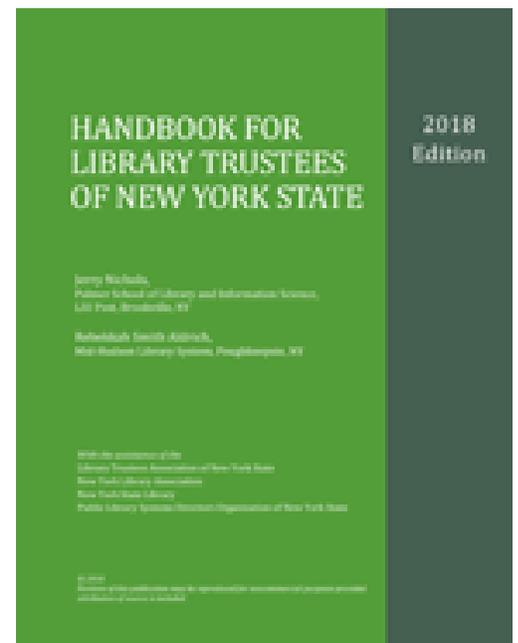
One last item to consider when crafting a budget is detailed on page 55 of the 2018 edition of the *Handbook*. Libraries of all types that have their own board of trustees and have a public vote on their tax levy are subject to the Local Government section of the NYS Property Tax Cap law. During the course of the board's budget deliberations, you may determine that your library may be justified in asking for more than the tax cap amount. The vast majority of our libraries in the FLLS area ask above the tax cap amount. To accomplish this, the board must pass a tax cap override resolution prior to the public vote on the library's tax levy. This resolution must receive an affirmative vote by 60% of the library trustees.

If you have any questions on library budgets, who should be involved in the creation of a library budget, or would simply like our staff to look over your budget at any time, we are more than happy to help you.

Have a wonderful weekend!

Sarah

Every library received copies of the *Handbook for Library Trustees of New York State* →



You can also download a PDF of the handbook here:  
<http://www.nysl.nysed.gov/libdev/trustees/handbook/>



## Member Library News



**Lang Library in Cato:** "We have drop in sewing twice a month and provide sewing machines, fabric and project ideas for all ages of participants. Some bring their own projects from home, but we all sit and sew together. These two kids come very often and have made many projects! They started with no sewing knowledge and are now making their own clothing! I love this program! I love seeing the pride on their faces when they have completed a project!" - *Gayle James, Director*

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"Summer Reading Fun at **Cortland Free Library**. We had a Space filled Summer with aliens, science experiments, guest authors & storytellers, a portable planetarium, the Physics Bus and so much more! Children that read 1,000 minutes or more were celebrated at the SUNY Cortland opening football game!" - *Tammy Sickmon, Youth Services Librarian*

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## Scam Alert!

### Amazon Phishing Attack in Progress

HackRead has come across a phishing scam that's trying to trick Amazon customers into handing over their account credentials, personal information, and financial details. The phishing emails purport to be notifications from Amazon informing the recipient that they need to update their information within twenty-four hours or their account will be permanently disabled.

When a victim clicks the "Update Now" button in the email, they'll be taken to a convincing imitation of an Amazon login page. After the victim enters their credentials, the phishing page will present a form for them to input their name, address, city, state, ZIP code, phone number, and date of birth. Next, they'll be asked to provide their credit card and bank account information.

Finally, the phishing site informs the victim that their account has been recovered and says they'll be automatically logged out. The victim is then redirected to the real Amazon website.

**I suggest you send employees, friends and family an email about this Scam of the Week, feel free to copy/paste/edit:**

*"Bad guys are targeting Amazon customers, urgently claiming you need to update your information within twenty-four hours or your account will be permanently disabled. They count on you getting worried and quickly act without thinking it through."*

*The email has several red flags like typos and bad grammar, but even if the emails are perfect—which they often are these days—it is a bad idea to click on the link in the email. Always, you should go directly to Amazon using your web browser and see if your account has any notifications. Think Before You Click."*

More data, background and links at the KnowBe4 blog:  
<https://blog.knowbe4.com/amazon-phishing-scam-in-progress>





# Webinars, Workshops, & Events

## FLLS Events

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

### Item Maintenance Part 2: Data Integrity

Thursday, October 3  
10:00am – 12:00 pm  
To be held at FLLS

### Item Maintenance Part 2: Data Integrity

Thursday, October 10  
10:00am – 12:00pm  
To be held at AUB

### Grant Writing Webinar

Monday, October 28  
12:00pm – 1:30pm  
To be held online! Will be recorded!

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## Conferences & Outside Trainings

### **YSS Empowerment, Advocacy and Leadership Academy (EALA)**

**October 2019-May 2020**

#### **In-Person & Online**

This 7 month program is specifically designed for YS Providers who are interested in developing their leadership skills for personal and professional advancement.

- 3 Full Day in-person Workshops
  - 4 Live 90 minute Webinars
  - 24 Hours of Continuing Education
- Tuition: \$349 (travel & lodging not included) for members or \$439 for non-members.

*Deadline to apply is September 30, 2019.*



### **NYLA Conference 2019**

**November 13-16**

**Saratoga Springs, NY**

*All Libraries are Powerful: What's Your Story?*  
Registration is now open!

## Webinars

### **Scams, Fraud and Identity Theft: How Libraries Can Help**

**Thursday, October 17, 3:00pm**

Consumers are faced with increasingly complex scams and schemes used to defraud millions of people each year. As libraries strive to increase the digital and information literacy skills of their patrons, and provide timely and effective strategies for fraud protection, keeping up with options for consumer protection can be overwhelming. This webinar will explore the free resources available in multiple languages and formats provided by the Federal Trade Commission (FTC) that can be used by your patrons to protect their identity and to recognize and avoid scams.

### **Advocacy 101: When Advocacy Becomes Second Nature**

**Thursday, November 7, 3:00pm**

If advocacy is a scary word to you, this webinar may change your feelings about it. Advocating for increased support for your library is an action that promotes the library's success and contributes to your own enhanced ability to do your job well, with improved resources. Join us for this webinar to help your library begin to build advocacy into your everyday routines. Learn about inexpensive ideas and activities, how to tap into the Friends of the Library and other groups, and how to figure out what matters to "them" (i.e. funding partners, community, grantors). Before you know it, you will be advocating like a natural.

### **Taking a Walk with the Library: StoryWalk®, Walking Book Clubs and More**

**Wednesday, November 13, 2:00pm**

Join us for a webinar with Charlotte Mecklenburg (N.C.) Library, Gail Borden Public Library District (Elgin, Ill.), and Let's Move in Libraries! to learn how libraries of all sizes can incorporate walking into programs for all ages. This session will focus on how these libraries developed their StoryWalk® and Walking Book Club programs, including lessons learned, with a brief overview of other walking programs ideas, like local history walks.

Nora & Jenny visited lush, beautiful Vermont from September 5-7 for the 2019 Association of Rural and Small Libraries Conference. They both found the sessions to be extremely helpful and are passing along the information to you! Jenny also presented her Adult Programming presentation to a group of 135, you can access her presentation here: <https://www.fils.org/arsl/> .

### **Advocacy Do's & Don'ts**

*Lisa Shaw, Rural & Small Libraries Specialist for Maine State Library*

*Sarah Vantrease, Division Manager of Public Services for Sonoma County Library (CA)*

*Pat Tompkins, Iron County Bookmobile (UT)*

*Ben Blackmon, Library Director of Rockport Public Library (ME)*

- Do understand that ALA prompts for calls/emails are sensitive
- Do what's best for the community
- Do find advocates who can advocate for you, but train them!
- Don't burn bridges, don't ever tell anyone they are wrong
- Do find your message, focus the message
- Do join committees and perform outreach, it makes the library seem bigger than it is
- Don't forget why you're doing it and be positive
- Do know the difference between marketing and advocacy
- Do know the power of your voice in the community
- Don't make it all about the money
- Do look at the language legislators are using
- Do make a personal connection and find out what they care about to build a strong relationship
- Don't react when people say, "we don't need a library"
- Do provide an interpretation of data, stats can be difficult to read
- Do realize it's a long game and remember to take breaks
- Don't take a dramatic approach, it doesn't work
- Do remember that advocacy happens everywhere
- Don't take rejection personally
- Do remember that you disagree with an idea, not a person
- Do show how you stretch your budget, but also show what you could do with more funds
- Do team up and advocate for other groups that align, do have a share vision

### **Did Slamming Your Head Against the Wall Help?**

*Sharon Morris, Director of Library Development at Colorado State Library*

*Kiernan Hixon, Technology & Digital Initiatives Consultant at Colorado State Library*

- Contact [jshonk@fils.org](mailto:jshonk@fils.org) for handout.

### **Getting Down to Business: Libraries Supporting Small Businesses in Rural Communities**

*Stephen Boss, University of Wyoming*

*Cynthia Hughes, University of Wyoming*

- "Libraries as small business incubators, not a new concept!" Ex. Ben Franklin
- Contact [jshonk@fils.org](mailto:jshonk@fils.org) for handout and check out this [Small Business Roadmap!](#)

**More to come in the next bulletin!**  
**We will also share the link to all presentations, when available!**



## Programming Ideas



**TEEN**tober

What will you discover at the library?

[www.ala.org/yalsa/teentober](http://www.ala.org/yalsa/teentober)

TeenTober is now an annual, nationwide celebration of teens, youth services, and coordinated efforts to educate teens about everything libraries have to offer. Starting in 2019, TeenTober is replacing YALSA's previous Teen Read Week and Teen Tech Week. TeenTober allows libraries to choose what to focus on while celebrating teen services, whether it's digital literacy, reading, writing, technology, or much more. Libraries should use TeenTober as an opportunity to advocate for the importance of year-round teen services in libraries. Learn more about TeenTober's soft launch here: <http://www.ala.org/yalsa/teentober>

YALSA has released an official logo for TeenTober, including social media graphics. You can find them through this link: <http://www.ala.org/yalsa/teentober-web-graphics>.

Also, YALSA encourages libraries to share their celebrations, photos, and programs on Twitter by tweeting @yalsa and using #TeenTober.

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## Help NASA Name the next Mars Rover!

NASA invites U.S. students to submit essays to name NASA's Mars rover that will launch next summer. Kindergarten through 12th grade students have until Nov. 1, 2019 to enter. <https://mars.nasa.gov/mars2020/participate/name-the-rover/>





# Polaris FAQ

## Searching by Creation Date

1. Open an item record search. On the taskbar, click on **Cataloging** → **Item Records**.
2. Click on **(None)** in the **Limit by** box and select **Assigned Branch**. Click to select your library in the **Value** box.
3. In **Search by**, select **Creation Date**. Enter your desired dates. Click on Search. Press **Ctrl Shift A** on your keyboard to retrieve all results.

Item Records - Creation date Find Tool

File Edit Tools Options Help

General Settings Scoping Branches Collections Databases

Object: Item Records Limit by: Assigned branch

Search by: Creation date Values: Cincinnatus-Kellogg Free Library (C... Cortland-Cortland Free Library (CC... Dryden-Southworth Library (DRY) Fair Haven-Fair Haven Public Librai... FLLS-Finger Lakes Library Sys (FLL... Groton-Groton Public Library (GRO... Homer-Phillips Free Library (HOM) Interlaken-Interlaken Public Librai...

From: 1/ 1/2019 To: 6/ 1/2019

Sort by: (None)

Search Mode:  Normal  Power  SQL  Count Only

Search Stop New Search Clear Help

4. From there you can sort the items by clicking on the various headings (Ex. Title) or add them to a Record Set. Click on one item, use **Ctrl** to select multiple items, or use **Ctrl A** to select all. Then, right click on a highlighted item and move your mouse to **Add to Record Set** and then left click on **New**. You can also perform an Ad hoc Bulk Change!

| Title                    | Assig... | Colle... | Mate...  | Shelf... | Call ...     | V... | Status | Barcode | Last Activi... | R... | Co...  |
|--------------------------|----------|----------|----------|----------|--------------|------|--------|---------|----------------|------|--------|
| A vs X, Avengers vs...   | FLLS-... | Z-H...   | Book     | YA C     | 120510115500 |      |        |         | 12/26/2019     | F... | 219... |
| The atomic weight ...    | FLLS-... | Z-H...   | Multi... | BOC      |              |      |        |         | 28/2019        | F... | 218... |
| Becoming a power...      | FLLS-... | Z-H...   | Book     | Pro      |              |      |        |         | 17/2019        | F... | 219... |
| Captain Marvel : Ea...   | FLLS-... | Z-H...   | Book     | YA C     |              |      |        |         | 28/2019        | F... | 218... |
| Captain Marvel : Ea...   | FLLS-... | Z-H...   | Book     | YA C     |              |      |        |         | 30/2019        | F... | 219... |
| Captain Marvel : Ea...   | FLLS-... | Z-H...   | Book     | YA C     |              |      |        |         |                | F... | 218... |
| Effective difficult c... | FLLS-... | Z-H...   | Book     | Pro      |              |      |        |         |                | F... | 219... |
| Escape rooms and ...     | FLLS-... | Z-H...   | Book     | Pro      |              |      |        |         |                | F... | 219... |
| Fables. Vol. 4, Marc...  | FLLS-... | Z-H...   | Book     | Gr       |              |      |        |         | 3/2019         | F... | 216... |
| Infinity Gauntlet        | FLLS-... | Z-H...   | Book     | YA C     |              |      |        |         | 9/2019         | F... | 219... |
| The infinity war : af... | FLLS-... | Z-H...   | Book     | YA C     |              |      |        |         | 28/2019        | F... | 219... |



# Awards, Contests, & Grants

## **DHPSNY Planning & Assessment Services Projects**

### **Deadline: November 15**

Documentary Heritage & Preservations Services for New York (DHPSNY) is currently accepting applications for four Planning & Assessment Services, designed to support New York organizations in improving and advancing program efforts while forming strategies for future growth and development:

- **Archival Needs Assessments** are an excellent way to examine your archival program holistically through an external lens.
- **Preservation Surveys** consist of a general evaluation of your institution's preservation needs, pinpointing areas of concern and recommendations for improvement.
- **Strategic Planning Assistance** helps organizations think proactively about their future and shape a three-year plan to serve as a road map for future decision making under a trained facilitator.
- **Condition Surveys** are a valuable tool for institutions that have received a Preservation Survey (through DHPSNY or another program) and are looking to evaluate the conditions of collection materials on a more granular level. Learn more: <http://bit.ly/PIJK6GF>

Applications must be received by Friday, Nov. 15, 2019, to be considered for the current application round.

For assistance, questions about eligibility, or additional information, contact DHPSNY Program Manager Anastasia Matijkiw at (215) 545-0613 extension 338 or [amatijkiw@dhpsny.org](mailto:amatijkiw@dhpsny.org).

Our [Planning & Assessment page](#) also features helpful tools for navigating the application process, including [frequently asked questions](#) and [sample applications](#). Learn More and Apply: <http://bit.ly/planning-and-assessment>

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## **Distribution to Underserved Communities Library Program**

### **Deadline: N/A**

D.U.C. distributes books on contemporary art and culture to public schools, libraries, prisons, and alternative education centers nationwide, free of charge. D.U.C. books create access to the arts and literacy these institutions could not otherwise afford to acquire. To date, the D.U.C. has placed over 476,887 free books in 8,396 public institutions across the country. [Visit our distribution map](#). In 2019, A.R.T. celebrates [Kara Walker](#) by distributing free art books in her name.

Visit <https://www.artresourcestransfer.org/duc> to participate.

***Have something to share?***

Please send submissions to Jenny by 9am on October 11  
to be featured in the Bulletin!