



## MEMBER LIBRARY BI-WEEKLY BULLETIN

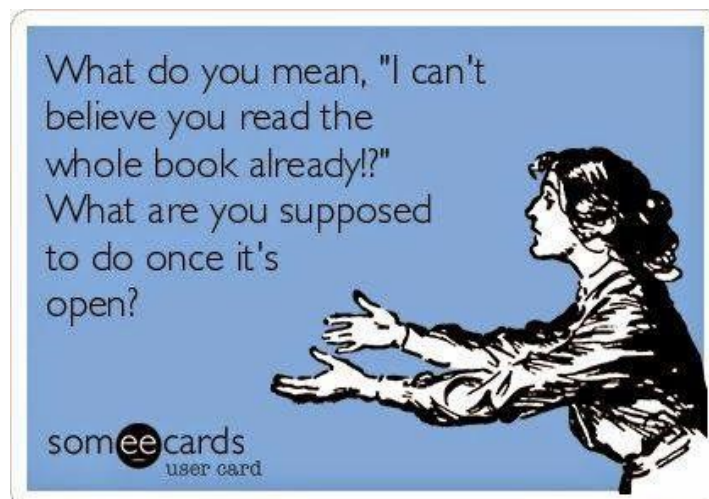
No. 18.14

Friday, May 25, 2018

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### Reminders

Are you planning on applying for a **construction grant**? Please note that there has been an update to the SAM registration process. BOTH new and existing entities must send in a notarized letter assigning an administrator of the account. For more information, please go to [www.SAM.gov](http://www.SAM.gov) or contact Kristi at [kdownham@flls.org](mailto:kdownham@flls.org).

**Have something to share?** Send it to Jenny at [jshonk@flls.org](mailto:jshonk@flls.org) by 9am on June 1 to be featured in the Bulletin!

### Links to Make You Think

[Net neutrality is coming back, no matter what happens next with the Senate resolution](#)



[We've All Been Playing Uno Wrong](#)

[Talking with Young Children \(0-5\) about Race](#)

[Fun Holiday – Sing Out Day](#)

[Bacon, cheese slices and sawblades: the strangest bookmarks left at libraries](#)

# From The Director



We have had a busy few weeks and Finger Lakes and I would like to share some updates with you.

**Member Services Librarian Position** – Kristi and I conducted four phone interviews this week with prospective candidates. We received over a dozen applications for the position. We will be inviting three candidates to come to Finger Lakes the first full week of June for a half-day in-person interview. The day will consist of a tour of our

building, a more in depth in-person interview with system staff, a presentation by the candidate for the department heads, and then lunch with the candidate. It is still our hope to have someone in place by mid-July if possible. We have strong candidates that we are very pleased with and are excited about you meeting our next staff member.

**myON** – Directors and youth services staff will have received an email from me on Monday afternoon with lots of information about the myON pilot initiative. Your login information went out in the delivery on Thursday, so please check your bags for four separate handouts from me. Access to the digital materials through myON will be from May through September 2018. Please let me know if you need more information about the project.

**Summer Reading Online Register Information** – Unfortunately, the State Library is still undergoing the legal contract process for the new vendor they have chosen. While we have been asked not to disclose who the vendor is, please be aware that every effort is being made by the State Library to have an online registration product available to public libraries for this summer. The product is currently being tested by three public libraries. The State Library is hoping to have four training sessions in early to mid-June for public libraries. As soon as I am allowed to share more information, I will send out an email.

**South Central Regional Library Council News** – As many of you are aware, I serve on the Board of the South Central Regional Library Council and am their current Treasurer. Last Friday, the SCRLC Board met at Houghton College for our May Board meeting. During that meeting, the Board voted to eliminate the OmniFile database, effective July 1st. Why OmniFile and not another resource? OmniFile overlaps extensively with Academic OneFile and General OneFile, which are freely available via NOVELny. There isn't a comparable resource for Literary Reference Center that is freely available. The funds saved will be used to balance the budget against increasing costs. SCRLC will also offer more grant opportunities and move a part-time position to a full-time outreach services librarian position. Part of the outreach service librarian's responsibilities will be to provide training and assistance for the electronic resources provided to the membership including those available through NOVELny. That job announcement went out this week.

The Board also voted to use \$4,500 to pilot an Ask the Lawyer service (currently be used by other regional library councils). This service will be available to all members and their libraries. Since Finger Lakes is a member of SCRLC, our member libraries will be able to use this service. Stay tuned for more information about this.

I hope you have a fantastic holiday weekend!

Sarah

# Conference Recap: Tips & Resources



## Outreach Coordinator's Conference May 8<sup>th</sup> & 9<sup>th</sup>

### *Talking Book & Braille Library (TBBL) with Shawn Lemieux*

- Only dyslexia or reading disability require doctor's signature on an application
- Check out BARD, BARD Express. Free eAudiobooks for individuals with disabilities.
- TBBL also has magazines
- Every library can become a TBBL institution – ask Jenny for more information!

### *Enhancing Library Services for LGBTQ Communities with Lyndon Cudlitz*

- If unfamiliar with a term, ask what it means to an individual
- Avoid language like choice, preference, lifestyle, homosexual
- Mirror the language that people are using for themselves
- Language matters: transgender is an adjective, not a noun
- A transition is not a check list or a linear pattern
- Until known, reduce use of gendered greetings or pronouns
- Confidentiality is extremely important
- Don't offer advice to youth or adults
- Add to your collection: *Trans Bodies, Trans Selves* by Laura Erickson-Schroth

### What libraries can do:

- Collection Development: seek out independent publishers, LGBTQ review sources, increase visibility, stay current, have faux covers available, carry materials for all ages, weigh pros and cons of a LGBTQ specific section. Just because books are being checked out, doesn't mean that they aren't being used!
- Programming/Outreach: replace "boys & girls" with all genders, reflect diversity of genders and families in marketing and outreach, collaborate with LGBTQ organizations, LGBTQ themed programs and representation in programs,
- Miscellaneous: Look at your hiring practices, considered all-gender bathrooms.

## SCRLC Reflecting on Reference One-Day Conference May 11<sup>th</sup>

- "Intellectual Freedom is not freedom from learning how to be intellectually responsible." – Margo Gustina
- See patrons as partners in inquiry!
- Reference transactions follow the Stripling model of inquiry.
- Use Gimlet (<https://gimlet.us/>) to track reference transactions
- White Pages ([www.whitepages.com](http://www.whitepages.com)) is still a reliable resource for public information
- Fake News Guide: [http://guides.library.cornell.edu/evaluate\\_news](http://guides.library.cornell.edu/evaluate_news)
- Ohio Reference Excellence (ORE) Training: <http://oreonline.olc.org/>





## Member Library News

Counties: 3  
Total Population: 312,188  
Area Chartered to Serve: 2,513 sq. mi.  
Member Libraries: 33



Leigh Romano of [Seymour Library](#) presented at SCRLC's Reflecting on Reference one-day conference on Friday, May 11th. She discussed the framework her library used to genre-fy the adult fiction collection. Great job, Leigh!

*Dear Library Directors/Librarians:*

The Friends of the Tompkins County Public Library are pleased to announce that we are again able to offer small grants to eligible Finger Lakes Library System members. Eligible public libraries include those serving the residents of Tompkins County within a 30-mile radius of Ithaca. Otherwise eligible public libraries beyond that distance may submit a request but, if grant requests exceed available funds, preference will be given to Finger Lakes Library System libraries within 30 miles of Ithaca.



Guidelines, instructions and the application form may be found on the Friends of the Library website: [friendsoftcpl.org](http://friendsoftcpl.org), under Grants, Library Grants. The submission deadline this year will be **July 31, 2018**. However, it is our intention to move the annual submission deadline forward to July 1 starting next year, with the call for grant requests being mailed on March 1. Those earlier dates should allow submission prior to summer vacation periods and before hectic fall activities commence. They also will facilitate the award and payment of all available grant funds prior to our annual meeting in November.

The attached application form remains one page and, once you have identified a grant objective, **should not take long to complete**. As indicated, specificity about the project or items requested is encouraged, and supporting documentation welcome. We also welcome early submissions this year; if feasible submission by July 1 would be helpful.

I am the new chairperson of the Library Grants Committee, following the capable term of Sarah Johnson. I invite any questions you may have regarding the application process or comments on the revised submission schedule for 2019 grant applications (e-mail [nf11@cornell.edu](mailto:nf11@cornell.edu), or phone 607-227-1486).

Also, please let me know by e-mail that you have received this call for submissions (we are sending hardcopy versions to be sure these materials come to your attention).

*Nathan Fawcett, Chair, FOL Library Grants Committee*

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# **Scam Alert!**

## **GDPR Phishing Attack With Apple Flavor / Royal Wedding**

Social engineering follows seasonal patterns. It's also connected to major events. We see this every year with holiday-themed phishing attacks between Thanksgiving and New Year's Day.

We're seeing it now with this week's implementation of GDPR, the European Union's General Data Protection Regulation, and the Royal Wedding. GDPR takes effect on May 25th. In this case the phishbait is the claim that Apple is proactively preparing to better protect your data.

This sophisticated phishing scam targets Apple users, threatening them with account suspension. If your user falls for this social engineering tactic and is manipulated into preventing a negative consequence, they're redirected to an "account rescue site" which of course is established to extract credentials and other personal financial information.

The phishing website is a legitimate-looking but bogus Apple site. It presents itself as a place where the users can rescue their account from being "restricted."

In addition to looking legitimate, this website is more sophisticated than most phishing sites because the bad guys correctly set the web directory permissions, and encrypted the spoofed site using Advanced Encryption Standard (AES), allowing it to bypass some anti-phishing tools embedded in antivirus solutions.

One of the things the victims are asked to do is "update payment details." Once they've entered the requested information, the scammers say, the victims will see their accounts "returned to normal." Upon completion the victims are asked to click a button labeled "unlock." Doing so sends the information they've just entered directly to the scammers.

The site looks legitimate, but as usual there are red flags: First, the phishing emails were not all that highly targeted. Some of the recipients haven't even been Apple users. Second, the URL is off. For all of its convincing appearance, it's not an Apple site at all.

Companies worldwide are indeed working on becoming GDPR compliant (part of that, train your users) and try to make sure that the people whose data they've collected have in fact consented to give them their information.

Criminals are aware of this, and are following suit. You should remind your users that GDPR is indeed taking effect this week, but that they should be wary of this flavor of social engineering.

### **The Royal Wedding Is a Social Engineer's Dream**

And obviously, this weekend's royal wedding is a social engineer's dream. Wedding fever has taken over the net and a variety of scams and attempts to steal personal information are out there.

For example, there are quizzes out there asking for your Royal Wedding Guest Name and then want your mother or father's middle name, pet names, street they live on and the like.

*I suggest you send this email to your employees, friends and family. You're welcome to copy/paste/edit:*

- Be on the lookout for a new Apple-flavored email phishing Scam of the Week. New European data privacy regulation is going into effect this week. It's called General Data Protection Regulation (GDPR) and bad guys are using it as bait in a variety of ways. This scam looks like it is from Apple and claims that if you do not take action, your account will be "restricted". But in reality they steal your identity and credit card information.
- And then there is the royal wedding. It's a scammer's dream so be very careful. Only go to trusted websites to get information and news about it.
- Do not click on links in emails, or social media links related to the royal wedding or open suspicious attachments that claim any kind of problem with "GDPR". Delete the email or click on the Phish Alert Button to forward it to IT and delete it from your inbox.



# Webinars, Workshops, & Events

## FLLS Events

Sign up here for all FLLS Workshops unless otherwise noted: [www.flls.org/calendar-2/](http://www.flls.org/calendar-2/)

### **Item Maintenance**

Thursday, June 14

9:00am - 12:00pm

"Item Maintenance" training is designed for library staff members who enter new items into Polaris. Those in need of a refresher and newbies are both welcome!

### **FALCONs Meeting**

Thursday, August 16

9:30am - 11:30am

### **Youth Services Advisory Group Meeting**

Thursday, September 27

1:00pm - 3:00pm

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## **Conferences, Outside Trainings & Fun Stuff**

### **NYLA Public Libraries Section 2018 Spring Conference**

Friday, June 1

**Canandaigua Inn on the Lake**

Get Ready to Break Down Some Barriers!  
Join us at Canandaigua's Inn on the Lake for this one day conference where we will discuss breaking down barriers of all kinds to make libraries more accessible to patrons, whether they are fines, biases, or physical.

### **2018 NYLA Annual Conference and Trade Show**

**November 7-10**

**Rochester, NY**

Join us for over 12 hours of Continuing Education credit, various networking events, and access to the latest and greatest library products!



We have a board for that! Check out our [Pinterest Page](#) with more ideas! Let Jenny know if you want to contribute to any of our boards or have an idea for a new board!

## Webinars

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

### **Taking Community Partnerships to the Next Level**

**Tuesday, May 29, 3:00pm**

Community partnerships have the power to meet your library's strategic goals, expand your reach and amplify what's great in your community. You already pursue partnerships, but you can take them to the next level, or beyond! Help your community achieve its aspirations by creating partnerships built on solid relationships, mutual respect and SMART goals. Learn from the successes, failures and lessons of real-world examples. You will forge stronger community-led libraries where goals and values are aligned, and collaboration leads to innovation.

### **Inspiring Sensory Play: Babies & Toddlers**

**Thursday, June 7, 2:00pm**

Engage your littlest patrons with a program that incorporates the Early Literacy Skill of play. This program will provide participants with instructions on how to implement a sensory program on any budget, explore hands-on sensory stations, and learn how to turn a dollar store pool noodle into several early literacy activities.

### **Avoid the Summer Slide**

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

Summer is here, and teachers and students alike are ready for a much deserved break. During this time off, students sometimes experience the "summer slide," or the lack of classroom time might result in an "achievement gap." Research shows that reading is the best way to avoid student learning loss. Join us to learn about engaging strategies and activities that encourage students to read, while reinforcing and strengthening key concepts and skills in vocabulary, comprehension, and writing.

### **Librarians' Insights on How to Integrate STEM and Coding into Makerspaces**

**Monday, June 11, 1:00pm**

In this free webinar, Dr. Azadeh Jamalian, head of education strategy at littleBits, will talk about how school libraries are bringing STEM into their curriculum and the leading role that librarians and media specialists are taking to make this a reality.

# More Upcoming Events...

The Friends of Libraries Section of the New York Library Association (FLS/NYLA) is pleased to announce two events next month in Central New York. Please register separately for each event you want to attend. We hope to see you there!

**FLS's fourth annual "meet-up" with the members of the FLS/NYLA Executive Board will be held on Monday, June 11, in DeWitt.**

The Friends of Libraries Section invites representatives of Friends of Libraries groups, library staff, and trustees to talk shop with the FLS Board members from 2:30 to 4 p.m. in the Community Room of the Community Library of DeWitt and Jamesville, 5110 Jamesville Road, DeWitt, NY 13078. The meet-up will offer a chance for representatives of local Friends of Libraries that support public, academic, school, and special libraries to get together and discuss topics of interest, such as fund-raising ideas, book sales, advocacy, membership, energizing volunteers, and programs and services that the Friends offer to their community.

FLS Board members will serve as mentors and moderators for this informal discussion, sharing advice from their experience with Friends organizations from all across New York State. Any pearls of wisdom gathered will be shared in the FLS quarterly newsletter, *Friends News and Notes*. This will be a great opportunity for Friends from your library to meet with other Friends, exchange ideas, and make new contacts, all within a short distance from your home! Groups may wish to bring copies of membership brochures, program fliers, promotional pieces for their bookstore or book sales, and newsletters to share.

There is no charge to attend. Advanced registration is required; no walk-ins, please. Please respond to Terry Mulee ([FLS.NYLA@yahoo.com](mailto:FLS.NYLA@yahoo.com)) by Wednesday, June 6 with the following information: names of those attending, Friends group/library affiliation, position (e.g., Friends officer, trustee, committee chair), and e-mail addresses for all who plan to participate. Let us know what discussion topics are of interest to you.

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**FLS is co-sponsoring a free workshop with the Central NY Library Resources Council on Wednesday, June 20 in Cazenovia.**

**"Getting It Started: Creating and Sustaining a Friends Group for Your Library"** is a two-hour presentation focusing on the benefits of gathering community volunteers to support a library's programs and services. The workshop will utilize a checklist to develop a Friends of the Library group: recruiting helpers for a steering committee, determining the Friends' mission, expanding their membership, and growing the leadership to sustain an active organization.

Target Audience: Library trustees and administrators interested to establish a Friends group for their library; community volunteers; other staff members who work with Friends groups. *Libraries are encouraged to send a team of three people.* Members of existing Friends of Libraries groups, especially those working to revitalize a group, will also find this workshop helpful.

Location: Cazenovia Public Library, 100 Albany Street, Cazenovia, NY 13035. Parking is available, but limited. Carpooling is recommended. The library is handicapped accessible.

Registration: Registration is required through the Central NY Library Resources Council's online calendar: <https://clrc.org/events/workshop-getting-started-creating-and-sustaining-a-friends-group-for-your-library/>. Registration is limited, but is open to all interested parties. It is not restricted to members of CLRC.

Contact: Mark Wildman, Executive Director of Central NY Library Resources Council, [mwildman@clrc.org](mailto:mwildman@clrc.org) or (315) 446-5446.

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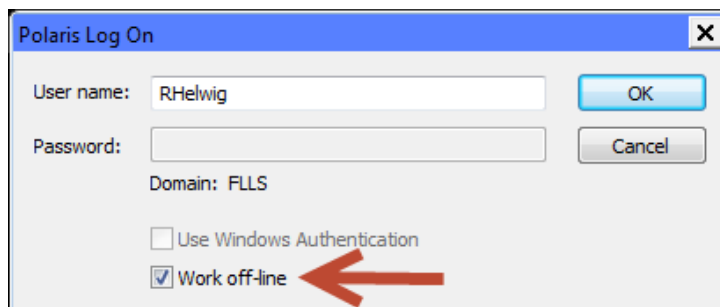


# Polaris FAQ

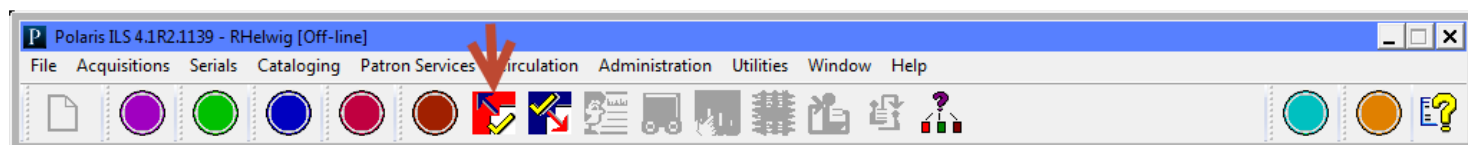
**Reminder:** Polaris will be upgraded to version 6.0 on Wednesday, May 30. During this time you can use Polaris Off-line. See the attached handout for complete instructions.

## Using Polaris Off-line

Working Off-line means you have no access to the Polaris database which will usually be because of an upgrade. To use Polaris Offline you will need to check the “Work off-line” box. Once that box is checked the password will be grayed out.



Notice the Shortcut Bar below and which icons are available:



- We recommend that you only **Checkout** while in Offline mode.
- Save any new patron entry for after you come back up online.
- **Checkout REQUIRES a patron barcode**; you CANNOT search by Patron Name. You can run the new **AA-Patron List for Off-Line Circ by Barcode** found in reports at Polaris>Custom>Public Services>Patron Services. If you run this from the toolbar and save it to the desktop, you can open it and search by the patrons last name find their barcode.

**It is our recommendation that you do NOT use the Check In function of the Offline Circulation.**

- The system **WILL NOT trap Holds**.
- You will **NOT** be able to collect any money or **pay fines**.
- All **fines will automatically be charged** to the Patron's account.

This is the way the Checkout screen displays in Offline Mode

- You can scan the patron's barcode but NOT search for them by name
- You can scan the item barcode but Not search for the item by title or any other means
- You can select a “Special” loan period by select the “Special” button

**See attached handout for complete instructions...**

Don't forget about the Polaris Documentation online!  
ALL HANDOUTS HAVE BEEN UPDATED FOR 2018.  
Visit [www.flls.org](http://www.flls.org) and click on Staff Login.  
Contact Jenny or Eric for the login information.



# Awards, Contests, & Grants

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



## Joseph F. Shubert Library Excellence Award

**Deadline: Wednesday, August 1**

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.

Projects nominated for the Award should document measurable progress in identifying user needs, taking steps to meet those needs, and evaluating the results. All types of libraries are eligible to apply (academic, public, school and special). Previous applicants are encouraged to apply, and previous winners of the Award may apply after 3 years.

Visit: [www.flls.org/grants](http://www.flls.org/grants) for more grant resources.



## 5 Minute Staff Training

The goal of *5 Minute Staff Training* to help you become proficient in database usage. In turn, you will be better prepared to assist your patrons. In each bulletin there will be a new challenge for you to complete. Please pass along to all library staff!

## Featured Database:



**Challenge:** Visit the [TumbleBooks](http://TumbleBooks) database. Are there any works by Robert Frost in the TumbleBooks Library? If so, please include a title with your answer.

*Please note this is a repeat from the last bulletin as there were no responses.*

*Member library staff can send their answer to [jshonk@flls.org](mailto:jshonk@flls.org) for a chance to win a prize!*

[lynda.com](http://lynda.com) is available to **all member library staff in the FLLS area** for free.

View [all the courses](#) and to reserve your 'seat' – contact Jessica Phillippe at ([jphilippe@scrhc.org](mailto:jphilippe@scrhc.org)). Please include your phone number and library's name. You can take as many courses as you like during your two-week access.

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