



## MEMBER LIBRARY BI-WEEKLY BULLETIN

No. 18.19

Friday, August 3, 2018

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

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### Reminders

When you receive any materials (kits, puppets, games, etc.) from FLLS, please check each item in and out properly so that we can track usage and location of the item. Thank you!

Does your library need more **promotional materials** for the FLLS databases? We have tons of OverDrive, JobNow, and HeritageQuest bookmarks and will send them to you as needed! Email Jenny: [jshonk@flls.org](mailto:jshonk@flls.org).

### Links to Make You Think

[Why It's So Hard to Stop Reading Books You Don't Even Like](#)

[4 Ideas for September's Library Card Sign-Up Month](#)

[Comics in a time of fear](#)

[Field Code Searching with Novelist](#)

[ALA Graphics: Celebrate in September](#)

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## Member Library News

### **Tompkins County Public Library Currently Has Several Job Openings!**

Tompkins County Public Library currently has a position open for Coordinator of Voluntary Services, Youth Services Librarian/Kids Discover the Trail Coordinator (part – time), and Community Engagement and Outreach Services Librarian I (full – time). For more information on each of these positions, please visit the FLLS [Job Opportunities](#) page.



Lamont Memorial Free Library patrons had a dance party last week!  
Visit their [Facebook page](#) to see fun videos from the event!

Have something to share? Send it to Jenny by 9am on  
August 17 to be featured in the Bulletin!

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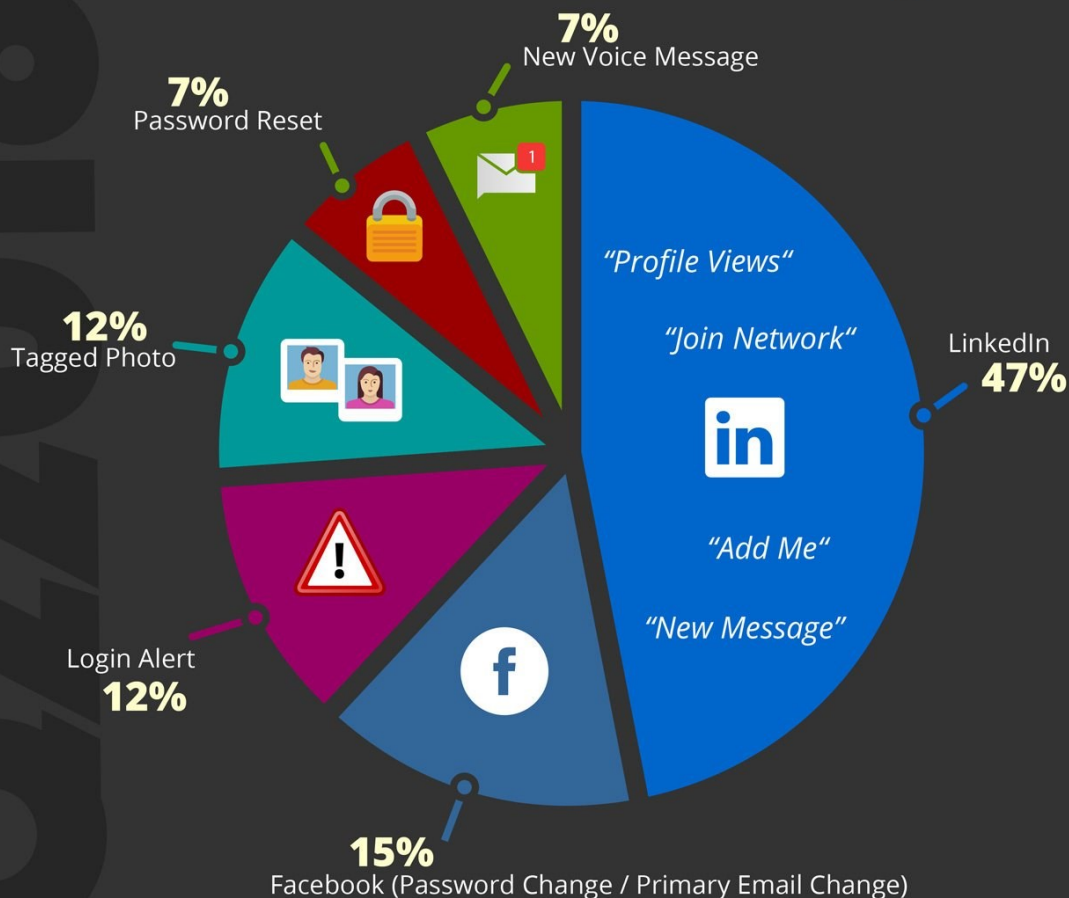
## Scam Alert! Part 1

KnowBe4  
Human error. Conquered.

### TOP-CLICKED

# PHISHING TESTS

## TOP SOCIAL MEDIA EMAIL SUBJECTS



### KEY TAKEAWAY













Certain types of messages sail through personal security defenses because they play into the human psyche. Whether it is wanting to be popular or recognized, these types of emails make a person feel important or alarmed.





## Scam Alert! Part 2

### TOP 10 GENERAL EMAIL SUBJECTS

	Password Check Required Immediately	15%
	Security Alert	12%
	Change of Password Required Immediately	11%
	A Delivery Attempt was made	10%
	Urgent press release to all employees	10%
	De-activation of [[email]] in Process	10%
	Revised Vacation & Sick Time Policy	9%
	UPS Label Delivery, 1ZBE312TNY00015011	9%
	Staff Review 2017	7%
	Company Policies-Updates to our Fraternization Policy	7%

#### KEY TAKEAWAY



Email is an effective way to phish users when disguised as a legitimate email. These methods allow attackers to craft and distribute enticing material for both ransom (general phish) and targeted (spear phish) means, leveraging multiple psychological triggers and engaging in what amounts to a continuous maturity cycle.



### COMMON "IN THE WILD" ATTACKS

- Microsoft: Re: Important Email Backup Failed
- Microsoft/Office 365: Re: Clutter Highlight
- Wells Fargo: Your Wells Fargo contact information has been updated
- Chase: Fraudulent Activity On Your Checking Account - Act Now
- Office 365: Change Your Password Immediately
- Amazon: We tried to deliver your package today
- Amazon: Refund - Valid Billing Information Needed
- IT: Ransomware Scan
- Docusign: Your Docusign account is suspended
- You have a secure message

#### KEY TAKEAWAY



These attacks are effective in that they try to get the target to either avoid a negative consequence or gain something of value. Also, a single-stage phish is easier to accomplish than multi-stage because it exploits an immediate psychological 'knee jerk' impulse.



# 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/)

### **Polaris New User Training**

Thursday, August 9  
9:00am - 12:00pm

### **FALCONS Meeting**

Thursday, August 16  
9:30am-11:30am

### **Polaris Item Maintenance Refresher**

Thursday, August 23  
9:00am - 12:00pm

### **Video Marketing is for Libraries!**

Thursday, August 30  
9:30am—11:30am



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

Thursday, September 27  
1:00pm-3:00pm  
To be held at Seneca Falls Library. Contact  
Tammy Sickmon for more information:  
[youth@cortlandfreelibrary.org](mailto:youth@cortlandfreelibrary.org)

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

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

**October 10, 2018 through April 19, 2019  
Assorted Venues & Online**

This seven month program is specifically designed for Youth Service 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.

### **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!

## Webinars

### **ALA's Excellence in Library Programming Award Presents - Star Wars Day**

**Wednesday, August 15, 2:00pm**

Today, Joliet's Star Wars Day is a quintessential event for Star Wars fans and the largest public library event of its kind in the world — but it didn't start out that way. The program was created in 2009 to celebrate the Star Wars franchise with around 300 fans attending. Since then, Star Wars Day has grown to include 200 cosplayers from across the nation, themed music and games, meet-and-greets with the authors and artists of the books and graphic novels, and the opportunity to immerse yourself in the world of Star Wars. The event now draws upwards of 10,000 individuals, all coming together to celebrate this multi-generational phenomenon.

### **Collaborating with Strangers: Facilitating Workshops in Libraries, Classes, and Nonprofits**

**Friday, August 17, 1:00pm**

Interaction with strangers cultivates creativity and provides opportunities for joining forces to achieve great ends. However, most people tend to avoid talking or working with people they do not know, whether in the library, a classroom, or in academic and nonprofit settings. And to do so is to short-circuit much of the creative potential that is so necessary for innovation, and that organizational stakeholders crave. Enter CoLAB. Developed and presented by de Farber at workshops across the country, and used by the authors to successfully spur collaboration at the University of Florida (including faculty-librarian, librarian-librarian, librarian-student, faculty-faculty, student-student, and student-librarian-community member), it showcases the power of face-to-face conversations.

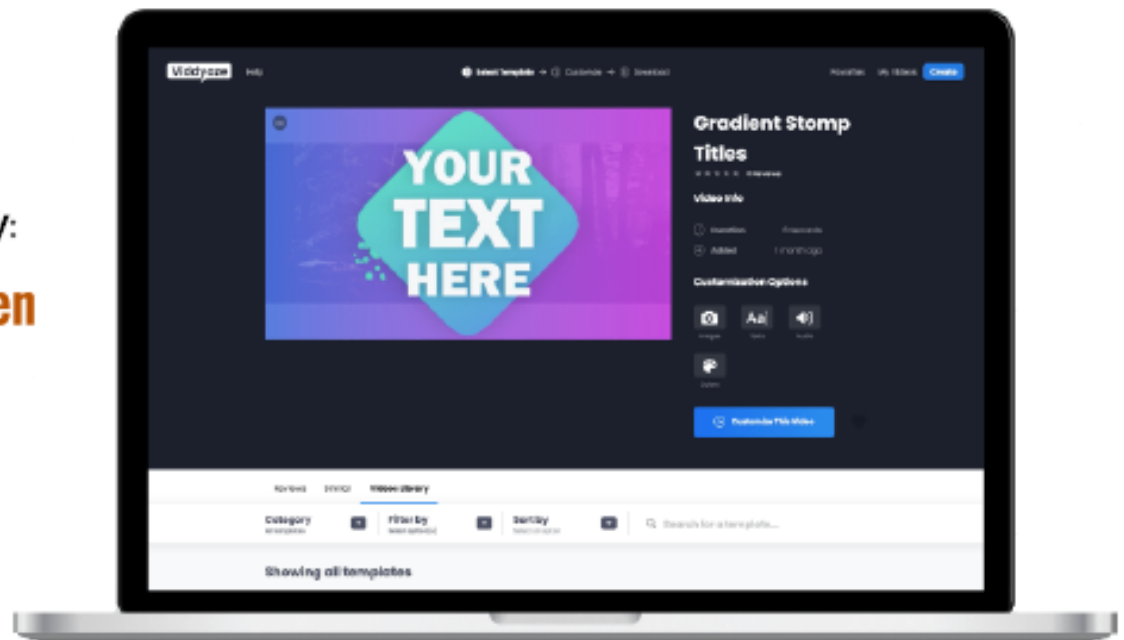
### **Getting Unstuck: Help Your Board, Staff, and Town Talk about Library Funding**

**Wednesday, August 22, 3:00pm**

Library leaders have been trained to "do more with less" for so long that it's become a virtue. Though talking about budgets is a challenge, library staff need better funding to provide the public with needed services and expertise. If your budget is stuck, and your board, staff and stakeholders are having a hard time talking about new taxes or levies, this webinar can help. Please join us for real-world, practical, actionable advice on how to overcome local political problems, negative feelings, and unmotivated stakeholders, to move your library toward a more financially secure future.

# Upcoming Workshop @ FLLS!

## VIDEO MARKETING IS FOR LIBRARIES!



## THURSDAY, AUGUST 30 @ 9:30AM

Making Video CHEAP, EASY, & FAST!

Video marketing is the wave of the future online and in social media. Libraries can't afford to be left behind, but implementing video has always meant investing hefty amounts time, staff, and money. Until now!

This training will focus on a new service from Fox Glen Media, Viddyoze, that makes creating awesome videos as easy as clicking a button or two. With this system, every library in FLLS can get started with using the power of video!

Presented by Drew Montreuil, former Tech Wizard of the Groton Public Library & Phillips Free Library. Registration is required.

**To register, visit: [www.flls.org/calendar-2/](http://www.flls.org/calendar-2/)**



# Highlights from the Collection



## NEW BOOKS!

We recently purchased new graphic novels and professional development books! To request an item in Polaris, search for the barcodes or titles below.


Title	Call Number	Barcode
<i>Infographics : a practical guide for librarians</i>	ProGEN 020.22 Crane	A20519409426
<i>Meeting community needs : a practical guide for librarians</i>	ProGEN 021.2 MacKellar	A20519409866
<i>Transform and thrive</i>	ProGEN 023 Stoltz	A20519409507
<i>Collaborative grant-seeking : a practical guide for librarians</i>	ProGEN 025.1 de Farber	A20519409581
<i>Crash course in library budgeting and finance</i>	ProGEN 025.1 Holt	A20519409785
<i>Crash course in time management for library staff</i>	ProGEN 025.1 Hough	A20519409743
<i>Tactical urbanism for librarians</i>	ProGEN 025.1 Munro	A20519409468
<i>Financial management for libraries</i>	ProGEN 025.11 Sannwald	A20519409620
<i>A year of programs for millennials and more</i>	ProGEN 025.5 Alessio	A20519404353
<i>Disaster response and planning for libraries</i>	ProGEN 025.8 Kahn	A20519409824
<i>Book repair : a how-to-do-it manual</i>	ProGEN 025.8 Lavender	A20519409662
<i>Designing adult services</i>	ProGEN 027.62 Roberts	A20519409701
<i>Fake news and alternative facts</i>	ProGEN 306.4 Cooke	A20519409549
<i>The 500 years of resistance comic book</i>	Graphic Novel 970 Hill	A20519409531
<i>Indeh : a story of the Apache wars</i>	Graphic Novel Hawke	A20519409816
<i>Cloak &amp; Dagger. Runaways &amp; reversals</i>	YA Graphic Novel Baron	A20519410003
<i>Wonder Woman by John Byrne. Book one</i>	YA Graphic Novel Byrne v. 1	A20519409777
<i>Wonder Woman by John Byrne. Book 2</i>	YA Graphic Novel Byrne v. 2	A20519409735
<i>Black Panther. world of Wakanda</i>	YA Graphic Novel Coates	A20519409418
<i>Black Panther. Book 4, Avengers of the New World, Part 1</i>	YA Graphic Novel Coates v. 4	A20519409492
<i>Black Panther. Book 5, Avengers of the new world, Part 2</i>	YA Graphic Novel Coates v. 5	A20519409450
<i>Captain Marvel : Earth's mightiest hero. Vol. 1</i>	YA Graphic Novel DeConnick	A20519410045
<i>Captain Marvel : Earth's mightiest hero. Vol. 2</i>	YA Graphic Novel DeConnick	A20519410087
<i>Napi : [the Trixster]. Vol. 1</i>	YA Graphic Novel EagleSpeaker v. 1	A20519409832
<i>Cloak and Dagger. Lost and found</i>	YA Graphic Novel Mantlo	A20519409921
<i>Cloak and Dagger. Shadows and light</i>	YA Graphic Novel Mantlo	A20519409963
<i>Moon Girl and Devil Dinosaur. Vol. 1, BFF</i>	YA Graphic Novel Montclare v. 1	A20519409719
<i>Moon Girl and Devil Dinosaur. Vol. 2, Cosmic cooties</i>	YA Graphic Novel Montclare v. 2	A20519409612
<i>Moon Girl and Devil Dinosaur. Vol. 3, The smartest there is!</i>	YA Graphic Novel Montclare v. 3	A20519409751
<i>Moon Girl and Devil Dinosaur. Vol. 4, Girl-moon</i>	YA Graphic Novel Montclare v. 4	A20519409793
<i>Moon Girl and Devil Dinosaur. 5, Fantastic Three</i>	YA Graphic Novel Montclare v. 5	A20519409573
<i>Captain Marvel. Carol Danvers. The Ms. Marvel years. Vol. 1</i>	YA Graphic Novel Reed v. 1	A20519409874
<i>Wonder Woman. Book 1 : Rebirth deluxe edition</i>	YA Graphic Novel Rucka v. 1	A20519409696
<i>Wonder Woman. Book 2 : Rebirth deluxe edition</i>	YA Graphic Novel Rucka v. 2	A20519409654

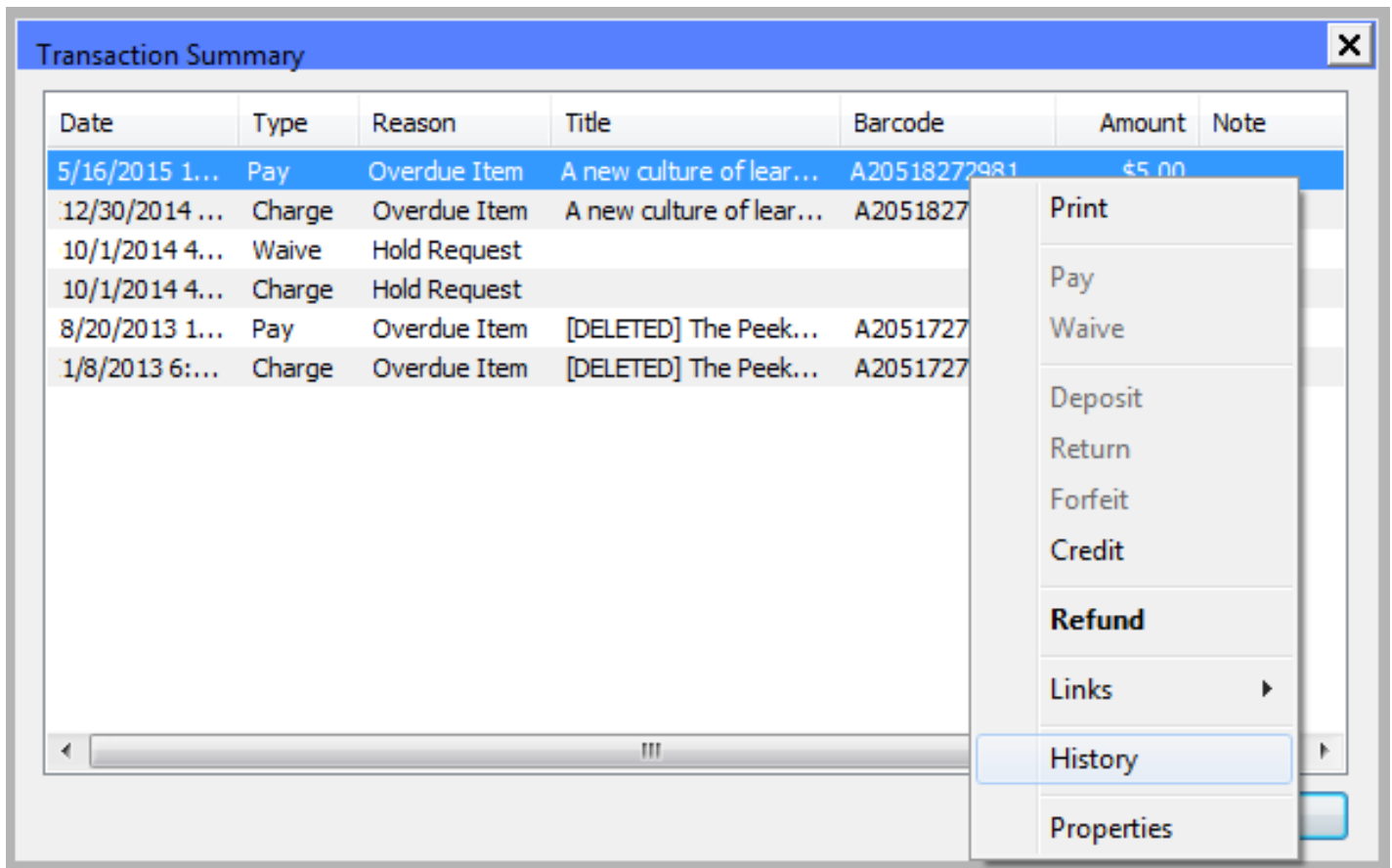


# Polaris FAQ

## Viewing the Fines Transaction Summary

You can view the account activity for any patron by opening the Transaction Summary dialog box.

1. Open the patron's record in **Circulation → Patron Status (F6)** and then go to **Account** view. If the transaction has been reconciled, click this icon  to display the **Transaction Summary** dialog box.
2. Right-click on a transaction line item and select **History** from the context menu. The Transaction History dialog box appears and will provide you with more information including the staff member who handled the transaction.



3. You can also view additional information about each transaction, including an item's check out date and due date, if applicable. Right click a line item in the Account list or the Transaction Summary dialog box, and select **Properties** from the menu.

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.



## Humanities NY Grants

### **Deadline: Applications Accepted on a Rolling Basis**

Humanities NY offers three grant opportunities: Vision, Action, and Quick. The grants program is designed to ensure that all New Yorkers may access the tools and experiences of the humanities. Projects that address pressing issues and draw strength from community partnerships are encouraged, as are projects related to the U.S. Women's Suffrage Centennial. Quick Grants of \$500 are now available for in-person public humanities programs. These matching grants are intended for small and volunteer-run organizations. Proposals will be accepted on a rolling basis while funds last. Applications are open.

### **QUICK TIP!**

Community Foundations often offer grant funds to libraries for programs and materials.

To see a list of community foundations in your area, visit:

[www.tgci.com/funding-sources/NY/community](http://www.tgci.com/funding-sources/NY/community).

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

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## **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:** In the [Novelist](#) database, what is the "AW" field code description?

*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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