



MEMBER LIBRARY BI-WEEKLY BULLETIN

No. 18.25

Friday, November 2, 2018

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Sarah, Kristi, Nora, and Jenny will be out of the office November 7-9 for NYLA 2018!

Reminders

FLLS will soon be producing an e-newsletter for trustees. Please make sure FLLS has your trustee email information so they can receive this helpful email!

LAST CHANCE! Help Jenny plan upcoming FLLS training sessions! 5 separate surveys have been created, one for each county. Each survey has 8 questions and should not take more than 5 minutes to complete. Please share with all interested staff!

Cayuga County: <https://www.surveymonkey.com/r/ZHFZQ3V>

Cortland County: <https://www.surveymonkey.com/r/ZPJSD9F>

Seneca County: <https://www.surveymonkey.com/r/ZPHLTD3>

Tioga County: <https://www.surveymonkey.com/r/Z6LYBRQ>

Tompkins County: <https://www.surveymonkey.com/r/Z6CZSSY>

Links to Make You Think



[Libraries and the 2020 Census](#)

[Surviving Tween Readers' Advisory](#)

[Todd Bol, Creator of Little Free Library Movement, Dies at 62](#)

[Book-Lover Turns Her Library Into Art, And Her Creations Are Absolutely Amazing](#)

From The Director



The last few weeks have been very busy for everyone at FLLS. From trustee trainings with various boards, to referendum funding strategizing and e-content workshops, our librarians have been working hard to help our libraries in many ways. Here are some highlights:

On Friday, November 2nd, I will be sending out an email to our member library directors asking for our yearly OverDrive contributions. As a reminder, the System covers the platform cost of OverDrive and contributes money to purchase shared content. Our goal is to have member libraries set aside money in your collection budgets for OverDrive content that all our patrons use. Purchasing of OverDrive materials takes place using money placed in an OverDrive pool by a selection committee, or libraries can purchase content themselves through the OverDrive marketplace. We provide a chart to our member libraries that shows the recommended contribution libraries should be making, but please realize that we are very happy to work with all of our libraries if you feel this is restrictive.

FLLS staff is heading to NYLA next week. Staff out of the office will be Sarah, Nora, Jenny and Kristi. We will be out of the office Wednesday – Friday. I will be attending PULISDO meetings regarding the trustee education regulation survey that went out this fall, planning for the Census 2020, and attending various management workshops. Nora will be attending youth services related workshops and youth consultant meetings, and Kristi will be attending HR related workshops. Jenny will be attending correctional facility librarian meetings and adult programming workshops. Don't forget to see Jenny Shonk and Waterloo Library Director Brandi Rozelle at 4 pm on Thursday at NYLA for their "Adult Programming... Beg, Borrow, Steal" workshop. We are so proud of Jenny for her first NYLA presentation!

Representatives from all five counties gathered at FLLS on Wednesday, October 31 for a DAC, or Director's Advisory Council, meeting. We had a two hour meeting on a variety of topics including: thoughts and guidance on the trustee education regulation survey, sexual harassment prevention training needs from our member libraries and trustees, e-content services and member library contributions, a review of a forthcoming FLLS billing policy, and a review of how the One Card process is going. Our next meeting will be Wednesday, January 30 at 10 a.m. I will be sending out our meeting minutes to our directors this week.

We have two upcoming FLLS meetings and workshops in November. FALCONS will be taking place on Thursday, November 15 at 9:30 and Jenny, Kristi and Nora will be hosting a grant writing workshop on Thursday, November 29. Sarah, Jenny, and Nora will also be hosting a readers' advisory workshop on Thursday, December 13 that will help you with the dreaded question of what do I read next from patrons.

Have a great fall weekend everyone!

Sarah



Member Library News



Have something to share? Please send submissions to Jenny by 9am on November 16 to be featured in the Bulletin!

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Scam Alert!

KnowBe4 Top-Clicked Phishing Email Subjects This Third Quarter

The latest results of KnowBe4's quarterly top-clicked phishing email subjects are now available. We report on three different categories: general emails, social media related subjects, and 'in the wild' attacks - those subjects come from the millions of users that click on our Phish Alert Button on real phishing emails and allow our team to analyze the results.

Make Your Users Think Before They Click!

Sharing these specific subject lines with users lets them know what is currently working for the bad guys and what they should be watching out for. In many cases the top subjects are repeated quarter over quarter, so looking not just at the subjects but also reasons why so many people clicked can help them to stay vigilant and Think Before They Click.

Security-themed Messages Continue to Bypass Security Defenses

"Hackers are leveraging an individual's desire to remain safe or well informed by playing into his/her mind," said Perry Carpenter, chief evangelist and strategy officer, KnowBe4. "They do this by making someone believe they are at risk or that something needs immediate attention."

These types of attacks are effective because they cause a person to simply react before thinking logically about the legitimacy of the email. Managing the ongoing problem of social engineering is becoming more and more difficult as hackers play into human emotions by causing feelings of alarm or curiosity."

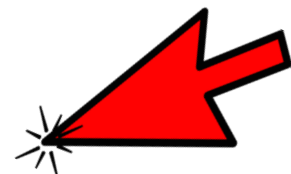
Download the InfoGraphic with Top Phishing Messages This Quarter here and send it to your users as a good summary of National Cyber Security Awareness Month:
<https://blog.knowbe4.com/q3-2018-top-clicked-phishing-email-subjects>

The Top 10 Most-Clicked General Email Subject Lines Globally for Q3 2018 Include:

1. Password Check Required Immediately 34%
2. You Have A New Voicemail 13%
3. Your order is on the way 11%
4. Change of Password Required Immediately 9%
5. De-activation of [[email]] in Process 8%
6. UPS Label Delivery 1ZBE312TNY00015011 6%
7. Revised Vacation & Sick Time Policy 6%
8. You've received a Document for Signature 5%
9. Spam Notification: 1 New Messages 4%
10. [ACTION REQUIRED] - Potential Acceptable Use Violation 4%



Let's stay safe out there.
Think Before You Click!





Webinars, Workshops, & Events

FLLS Events

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

Directors Coffee Break

Tuesday, November 13
9:30am - 11:00am

Falcons Meeting

Thursday, November 15
9:30am - 11:30am

Grant Writing Workshop

Thursday, November 29
1:00pm - 3:00 pm

Youth Services Advisory Group Meeting

Friday, December 7
10:00am - 12:00pm

Readers Advisory Workshop

Thursday, December 13
9:00am - 12:00pm

Conferences, Outside Trainings & Fun Stuff

2018 NYLA Annual Conference and Trade Show

November 7-10
Rochester, NY

ALA Midwinter

January 2019
Seattle, WA

ALA Annual

June 2019
Washington, DC

Association for Rural and Small Libraries: ARSL

September 4-7, 2019
Burlington, VT

Webinars

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

Library Marketing 1.0: How to successfully market your library without getting another degree

Thursday, November 8, 2:00pm

Join us for an overview of marketing basics for libraries. Learn about your library brand, basic marketing components, and merchandising tips to create a thrifty, simple, and effective marketing system for your library. This webinar is perfect for accidental marketers; no previous experience is necessary!

Big Programs, Little Budget: Forging Community Partnerships in a Small Town

Wednesday, November 14, 2:00pm

Meservey, Iowa, is tiny — fewer than 250 residents — and the library's budget is tight. Despite this, the Meservey Public Library has managed to triple its program attendance in the past few years and create many memorable, budget-friendly events. Drawing on her experience as director of the Meservey Public Library, Chelsea Price will share ideas for hosting "big" programs on a small budget and discuss how partnerships can be an invaluable resource for programming.

Librarian Evolution: Libraries Thrive When We Change

Thursday, November 29, 3:00pm

In this Transformative Leaders webinar, learn about an award-winning library's approach to change management, as an organization that not only responds to change, but one that embraces it. Charles Darwin said, "It is not the strongest of the species that survive, nor the most intelligent, but the one most responsive to change." It has never been a better time to be a librarian—especially when we recognize and act on our power to help people in our communities build better lives through learning and literacy. To do that, our identity, our education, our organizations, and our work is changing.

SCRLC Online Book Discussion: My Own Words by Ruth Bader Ginsburg

Friday, December 7, 12:00pm

Read the book by December 7th and come ready to share your thoughts. Register so we can send you the link to join.





Highlights from the Collection

Looking for some new recipes for the holidays?
Check out these cooking magazines on RBDigital, free with your library card!

To get started, visit:

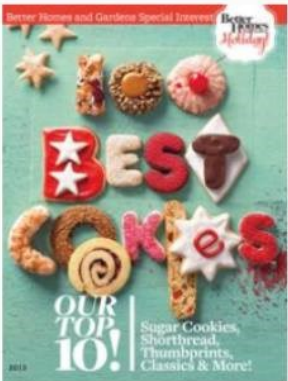
www.rbdigital.com/fingerlakesny

Login Create New Account


RBDigital Magazines > Search Results

Food & Cooking


All Languages




100 Best Cookies




Bon Appetit




Cook's Illustrated




EatingWell




Food Network Magazine



Gluten-Free Living



Rachael Ray Every Day



Taste of Home

Marketing materials can be found here:

www.recordedbooks.com/Company/Resources/Marketing-Materials/Digital-Resources/Magazines

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Polaris FAQ

Placing BIB Level Hold Requests

It is recommended that staff place BIB Level hold requests whenever possible. Unless a patron wants a specific volume or part, there is no need to place a copy (item) specific hold. Copy specific holds hinder the system's ability to fill the request with the first available copy. The only way a copy specific hold can be satisfied is if that specific barcode is scanned at check-in.

- Search for the patron using **Patron Status** or **(F6)**. Open the patron's status. Click once on the **Place Hold** icon. The Hold Request work form will display.
- Click once on the **Find** button in the Bibliographic section to search for a title. Double click on the desired Bibliographic record.

Hold Request - New Request 2 - General

File Edit View Links Tools Help

Request

Status: Request date: Activation: 12/20/2013

Pickup: FLLS - Finger Lakes Library System (FLLS) Origin: Expiration: 4/19/2014

☐ This item only

Patron

Barcode: D0001723300 Find Registered at: FLLS - Finger Lakes Library System (br)

Name: Dr. John Smith XIII Patron code: Adult

Notification option: Phone 1

Details

Title: Find

Author: ISBN/ISSN:

Publisher: Date: Edition:

Series: LCCN: Format:

Item barcode: Call no.: Pages:

Volume: Issue: Serial copy:

For Help, press F1 CAP NUM

- The Pickup location will default to the logged in library but you can change the pickup location, activation date, and expiration date at this time.
- Don't forget to save!

Don't forget about the Polaris Documentation online!
ALL HANDOUTS HAVE BEEN UPDATED FOR 2018.
Visit 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.



The American Dream Literacy Initiative

Deadline: December 14, 2018

The American Library Association (ALA) and Dollar General Literacy Foundation invite public libraries to apply for grants to expand services for English language learners or adults in need of basic education and workforce development. Up to 16 grants of \$10,000 each will be awarded. Read the project guidelines and apply online by Dec. 14, 2018. Public libraries are eligible if they serve adult English language learners and are located within 20 miles of a Dollar General Store, distribution center or corporate office. Visit the [Dollar General Store Locator](#) to check eligibility.

Documentary Heritage Program Grants

Deadline: January 15, 2019

The Documentary Heritage Program (DHP) is a statewide program established by law to provide financial support and guidance to not-for-profit organizations that hold, collect and make available New York's historical records. Funding is available to support projects that relate to groups and topics traditionally under-represented in New York's historical record. The New York State Education Department's (NYSED) 2019-2020 appropriation for DHP up to \$92,000 for DHP Grants. DHP Grant Project Types are Documentation and Arrangement & Description. DHP is administered by the New York State Archives, a unit of the New York State Education Department.

Visit www.flls.org/grants for more grant resources.



Thursday, November 29 @ 1pm [REGISTER!](#)

Whether you are new to grant writing or you are a seasoned grant writer, this workshop is for you. Jenny will share tips, tricks, and resources for winning grants. Guest speakers will also be available to answer questions about specific grants for member libraries, including:

- Janet Cotraccia, Community Foundation: Rosen Grants
- Kristi Downham, FLLS: NYS Construction Grants
- Jenny Shonk, FLLS: Outreach Mini-Grants

Please bring your grant application and materials to the session. Registration is required. Contact Jenny Shonk with questions: 607-319-5613 or jshonk@flls.org

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