



## MEMBER LIBRARY BI-WEEKLY BULLETIN

No. 18.27

Friday, November 30, 2018

### 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](#)
- [NYLA Update](#)
- [Scam Alert](#)
- [Highlights from the Collection](#)
- [Polaris FAQ](#)



### Reminders

Member libraries in our service area can apply for an Outreach Mini-Grant. All applications are due March 22, 2019. Visit [www.flls.org/outreach/#minigrants](http://www.flls.org/outreach/#minigrants) to download an application or to view the FAQs. Have a question? Stuck on an idea? Read our FAQs or email Jenny Shonk at [jshonk@flls.org](mailto:jshonk@flls.org).

Deadline coming up! Family Literacy Mini-Grants are due on Friday, December 14, 2018. Visit [www.flls.org/earlyliteracy/](http://www.flls.org/earlyliteracy/) to learn more or to access the application.

### Links to Make You Think

[Cayuga County Legislature approves 2019 budget with \\$40.61M tax levy](#)

[35 Books Librarians Have Recently Loved](#)

[Are Dogs the New Library Cat?](#)

[Hoopla launches a Book Club for Libraries](#)

[What are the Major Differences between Memoir and Autobiography?](#)

[James H. Billington, 89, Dies; Led Library of Congress Into Digital Age](#)



## From The Director



Here are some updates for you for this week.

**County Funding:** County budget seasons are coming to a close and library funding has been an issue for our nine Cayuga County libraries. A few years ago, the Cayuga County legislature abruptly cut all funding to the libraries in that county. FLLS helped organize a successful advocacy campaign to restore funding with the

help of library trustees, directors, staff and patrons. While funding has been consistent for two years, we sadly learned in early November that once again, without an explanation, the Cayuga County legislature pulled all funding to the nine Cayuga County libraries.

Over the past few weeks, a new advocacy campaign was launched and the nine libraries worked hard to reach out to their local elected officials to explain what library funding meant for their libraries. With a cut of county funding and the projected loss of Republican Bullet Aid in 2019, some libraries would be facing a \$10,000+ loss in their budgets.

I'm pleased to report that during the county budget meeting on November 27th, county funding to libraries was restored to the previous level. Funding for the nine libraries will come out of the Cayuga County fund balance instead of the tax levy, and it has been made clear to us and the libraries that library funding will continue to be a battle over the next few years. We are committed to helping the libraries with future advocacy efforts and fully support their funding efforts.

**Fine Free:** As of January 2019, all five libraries in Seneca County will be fine free! Thank you to the Waterloo Library and Seneca Falls for joining their fellow Seneca County libraries on this important service to your library patrons and communities.

**Library Journal Directors' Summit:** I'm off next week (December 3-7) to attend the Library Journal Directors' Summit in San Diego. The Summit is an intimate two-day think tank that brings 100+ library leaders and strategic minds from beyond libraries to engage in timely conversations on strategies libraries will be implementing to successfully navigate change now and into the future. Topics that will be discussed include reinventing inclusion, breaking the fine barrier, outside the box programming, and intentional equity. I've signed up for a private tour of the San Diego Central Library and a walking tour of the East Village Innovation District to learn about businesses and incubators around the library that are working in a collaborative effort. Look for my write-up on the conference in the next bulletin!

Have a great weekend,  
Sarah



# **NYLA Update: Jenny**

## **Accessibility in Your Library: Here's How**

- 6 free modules to help you make your library accessible and inclusive available: <https://projectenable.syr.edu/>
- Contact your Outreach Coordinator for help (Jenny).
- Goal: Equal Access to Information
  - ◊ Objective 1 – Comply with ADA. ADA isn't always sufficient. Decrease complexity, simplify design. Make it sustainable!
  - ◊ Objective 2 – Comply with WCAG (Web Content Accessibility Guidelines). Test your website here: <http://wave.webaim.org/>. See also [www.amazon.com/access](http://www.amazon.com/access) for an example of a simplified version of Amazon.
  - ◊ Objective 3 – Identify accessibility need. Observe patron behavior and ask if they need help. Keep records of interactions and observations.
  - ◊ Objective 4 – Design modifications. Universal Design is the key. Simplicity, consistency, sustainability. Visit [www.loc.gov/nls/resources/blindness-and-vision-impairment/devices-aids/](http://www.loc.gov/nls/resources/blindness-and-vision-impairment/devices-aids/) for resources. Assistive tech can have a learning curve. Check out free products available first before purchasing pricy software.
- Other resources:
  - ◊ ADA Resources, etc.: [www.ada.org](http://www.ada.org)
  - ◊ Northeast ADA Center at Cornell: [www.northeastada.org](http://www.northeastada.org)
  - ◊ Web Content Accessibility Guidelines: [www.w3.org/TR/WCAG20](http://www.w3.org/TR/WCAG20)
  - ◊ Universal Design: <http://universaldesign.ie/What-is-Universal-Design/>
  - ◊ NYS Disability Services Council Resources: [www.nysdsc.org/screen-magnifiers/readers](http://www.nysdsc.org/screen-magnifiers/readers)
  - ◊ American Foundation for the Blind: [www.afb.org/](http://www.afb.org/)
  - ◊ Dragon Speech Recognition Software: <https://shop.nuance.com>

**Adult Programming... Beg, Borrow, Steal:** Brandi Rozelle of Waterloo Library and Historical Society and I presented this program. 121 people attended! Thank you to our member libraries that showed up to support us, we hope you walked away with some new ideas! Visit [www.flls.org/adultprogrammingnyla/](http://www.flls.org/adultprogrammingnyla/) to access materials from the program.

## **Building Bridges Behind Bars**

Connecting incarcerated parents and their children with quality youth literature. View resources and more here: <https://guides.rcls.org/BuildingBridgesBehindBars>

## **Prisoner Express at Durland Alternatives Library**

This unique program is managed by Gary Fine at FLLS associate library, Durland Alternatives Library, located on the Cornell campus. According to <https://prisonerexpress.org/>: "Prisoner Express creates an opportunity for incarcerated men and women to get information, education and a public forum for creative self-expression. Through our newsletters and programs we step through the isolation and alienation of prison life – our goal is to bring hope and foster a sense of community among the prisoners who participate." Visit <https://www.alternativeslibrary.org/> to learn more about this awesome library!

## **A Guide to Free Legal Resources**

- Legal questions can be tricky. Just like public libraries, law libraries can locate resources but must be very careful not to give legal advice or interpret the law for patrons.
- Access the presentation here: [https://www.nyla.org/max/userfiles/2018%20Conf.%20Materials/GIRT\\_Guide\\_Legal.pdf](https://www.nyla.org/max/userfiles/2018%20Conf.%20Materials/GIRT_Guide_Legal.pdf). Great explanations of legal terms.
- Notable links from the presentation:
  - ◊ [www.nycourts.gov/reporter/Decisions.shtml](http://www.nycourts.gov/reporter/Decisions.shtml)
  - ◊ <http://public.leginfo.state.ny.us/>
  - ◊ <http://law.onecle.com/new-york/>
  - ◊ <http://codes.lp.findlaw.com/nycode>
  - ◊ [www.lawhelpny.org/](http://www.lawhelpny.org/)
  - ◊ [www.law.cornell.edu/](http://www.law.cornell.edu/)



# **NYLA Update: Nora**

## **Public Library System YS Consultants Meeting**

- The CSLP Teen Video Challenge is changing for 2019. The Challenge submission period will be during the summer (June 1 – August 2) instead of before it. Submissions go straight to CSLP and there will be 5 national winners who will each receive a \$200 cash prize and the local libraries of the winners will receive a \$50 gift certificate from Upstart. Additional information is included in the Teen Manual on pages 33-35.
- The census is coming in 2020 and it's going to be primarily electronic submission.
- The Suffolk Cooperative Library System organized The Great Give Back, a day of opportunities for library patrons to participate in meaningful, service-oriented experiences. The System is inviting any libraries in New York State to participate in 2019 by doing a service-oriented program on one specific Saturday in October (probably 10/12/19) and listing the library and its event on the website. <https://thegreatgiveback.org/>

## **Book Repair on a Shoestring**

- Some useful tips and tricks for repairing books [www.phelpslibrary.org/repair](http://www.phelpslibrary.org/repair)
- Remember to use PVA glue not Elmer's!

## **YSS Membership Meeting with Bob Shea**

- 2019 YSS conference is on Friday, April 26 in Tarrytown, NY. Keynote: Dr. Kim Parker, literacy activist. Luncheon speaker: Susan Kuklin, author of *We Are Here to Stay* and *Beyond Magenta*.

## **Tactical Skills in Political Environments**

- "Don't confuse your principles with your tactics"
- Map out the political environment: where your money comes from, who influences what you do, who you influence, library stakeholders
- Handout: [www.nyla.org/max/userfiles/2018%20Conf.%20Materials/LAMS\\_Tactical\\_Handout.pdf](http://www.nyla.org/max/userfiles/2018%20Conf.%20Materials/LAMS_Tactical_Handout.pdf)

## **Fundraising Without Book Sales**

- Trunk and craft sale – vendors pay for space & they keep proceeds of their sales
- Fashion show and brunch
- Chair auction
- Fabric and yarn sale
- After hours – food & beer & wine (agreement with local liquor store to serve alcohol, or get a one-time license), raffles, local vendors – money comes from sponsorships and tickets
- Event sponsors

## **Building Collaborations: Public Libraries and Historical Societies**

- Start by becoming a paying member of the historical society
- Look for similarities and differences between library's and society's missions

## **Intellectual Freedom for Breakfast**

- Intellectual freedom: freedom of expression, freedom of access, freedom from surveillance
- Self-censorship test from NYLA: [www.nyla.org/images/nyla/files/Self-Censorship.pdf](http://www.nyla.org/images/nyla/files/Self-Censorship.pdf)

## **YSS Table Talks**

- 2019 SRP crafts: [www.pinterest.com/librarina/2019-srp/](http://www.pinterest.com/librarina/2019-srp/)
- Raising a Reader at Rochester Public Library: <https://roccitylibrary.org/services/kids/raising-a-reader/>
- Make your own I Spy book

**View more presentations from the conference in the NYLA Program Archive:**

**<https://bit.ly/2DzRR0w>**



## **Scam Alert!**

### **Bad Guys Are Now Taking Over Email Inboxes Without Phishing Attacks**

I found a great article in SecurityWeek by Alastair Paterson, the CEO of Digital Shadows. Could not have said it better myself, and he alerted everyone about an attack vector that was even a new one to me: *email archives*. At the end, he suggests 7 security measures to mitigate these risks. You should really check out how your own organization is doing with those. "We've all heard the proverb: Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime. Well now, threat actors don't even have to exert the effort to phish to land business email accounts. According to an alert published earlier this year by the FBI, Business Email Compromise (BEC) and Email Account Compromise (EAC) have caused \$12 billion in losses since October 2013. Traditionally, social engineering and intrusion techniques have been the most common ways to gain access to business email accounts and dupe individuals to wire funds to an attacker-controlled account. These methods play out as follows:

**Social engineering and email spoofing:** Attackers will use social engineering to pose as a colleague or business partner and send fake requests for information or the transfer of funds. These emails can be quite convincing as the attacker makes a significant effort to identify an appropriate victim and register a fake domain, so that at first glance the email appears to belong to a colleague or supplier.

**Account takeover:** Here, attackers use information-stealing malware and keyloggers to gain access to and hijack a corporate email account, which they then use to make fraudulent requests to colleagues, accounting departments and suppliers. They can also alter mailbox rules so that the victim's email messages are forwarded to the attacker, or emails sent by the attacker are deleted from the list of sent emails. These techniques have served threat actors well for quite some time. But now we are seeing new, more expeditious methods emerge to gain access to business email accounts. Compromised credentials being offered on criminal forums, exposed through third-party compromises, or vulnerable through misconfigured backups and file sharing services, make the opportunity to profit from BEC easier than ever.

Email inboxes are also being used not just to request wire transfers, but to steal financially-sensitive information stored within these accounts or to request information from other employees. With declining barriers to entry for BEC, and more ways to monetize this type of fraud, we can expect the losses to continue to rise and perhaps even accelerate in the near term.

#### **Here's how these alternative methods work:**

1. **Paying for access.** It's common for accounts to be shared and sold across criminal forums, and the emails of finance departments and CEO/CFOs are no exception. It's even possible to outsource this work to online actors who will acquire company credentials for a percentage of earnings or a set fee beginning as low as \$150.
2. **Getting lucky with previously compromised credentials.** As I've discussed before, individuals will often reuse passwords across multiple accounts. In our research we've detected more than 33,000 finance department email addresses exposed within our own third-party data breach repository, 83 percent of which had passwords associated. With many email and password combinations of finance department email accounts already compromised, cybercriminals can get lucky.
3. **Searching across misconfigured archives and file stores.** Inboxes, particularly those of finance departments and CEO/CFOs, are replete with financially-sensitive information such as contract scans, purchase orders, and payroll and tax documents. This information can be used for fraud or re-sold on forums and marketplaces.

The sad reality is that there's no need to go to a dark web market when sensitive data is available for free on the open web. Employees and contractors sometimes turn to easy, rather than secure, ways of archiving their emails. We identified that more than 12.5 million email archive files and 50,000 emails that contained "invoice", "payment" or "purchase order" have been exposed due to unauthenticated or misconfigured file stores. Regardless of the method attackers use to perform a BEC scam, the following seven security measures can help to mitigate the risks. Continued at the KnowBe4 blog:

<https://blog.knowbe4.com/heads-up-bad-guys-are-now-taking-over-email-inboxes-without-phishing-attacks>

[Back to Top](#)



# 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/)

### Youth Services Advisory Group Meeting

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

### Readers Advisory 101

Thursday, December 13  
9:30am - 11:30am

### FALCONS Meeting

Thursday, February 21  
9:30am - 11:30am  
Rob Scott, Senior Sales Representative at Ingram, will be on hand after the meeting (~11:45 AM) to discuss their services. Lunch will be provided.

---

## Conferences, Outside Trainings & Fun Stuff

### ALA Midwinter

January 2019  
Seattle, WA

- In-depth learning and educational sessions!
- Awards, announcements, and 100s of authors!
- New technologies, publications, and services from expert organizations on the Exhibits Floor!
- Unlimited connections with colleagues from all types of libraries!

### 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.

### Thinking Sideways: Computational Thinking and Early Literacy

**Tuesday, December 4, 2:00pm**

How do we prepare young children to be able to communicate and express themselves in any medium? What are the key critical thinking skills that young children need in order to understand, navigate, and create material in all formats? Computational thinking is a problem-solving process often associated with computer science, programming, and coding. However, the universal ideas behind computational thinking—decomposition, pattern recognition, and abstraction and algorithmic design—are concepts most children's librarians and early childhood educators know. By exploring the relationship between early literacy and computational thinking skills, library staff can challenge themselves to think differently about the ways their work supports the whole child. This webinar will explore components of computational thinking, what it looks like in early childhood, and how library staff use developmentally appropriate activities to support whole-child development. Young children can become successful problem-solvers, creative thinkers, and lifelong learners at the library.

### 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.

### Library Programming for Adults, From Start to Finish

**Tuesday, December 18, 3:00pm**

Adult programming at your library can bring the community together in meaningful ways but finding the ideal program and attracting the right audience can be overwhelming. This webinar will teach you to plan events and programs from start to finish, including identifying potential partners, getting community input, and successful marketing. Learn how to deliver quality, budget-friendly programs that will bring in the crowds without reinventing the wheel. From choosing dates and times to selecting events that get results, you'll hear practical tips on everything it takes to launch adult programs your community will love.

[Back to Top](#)

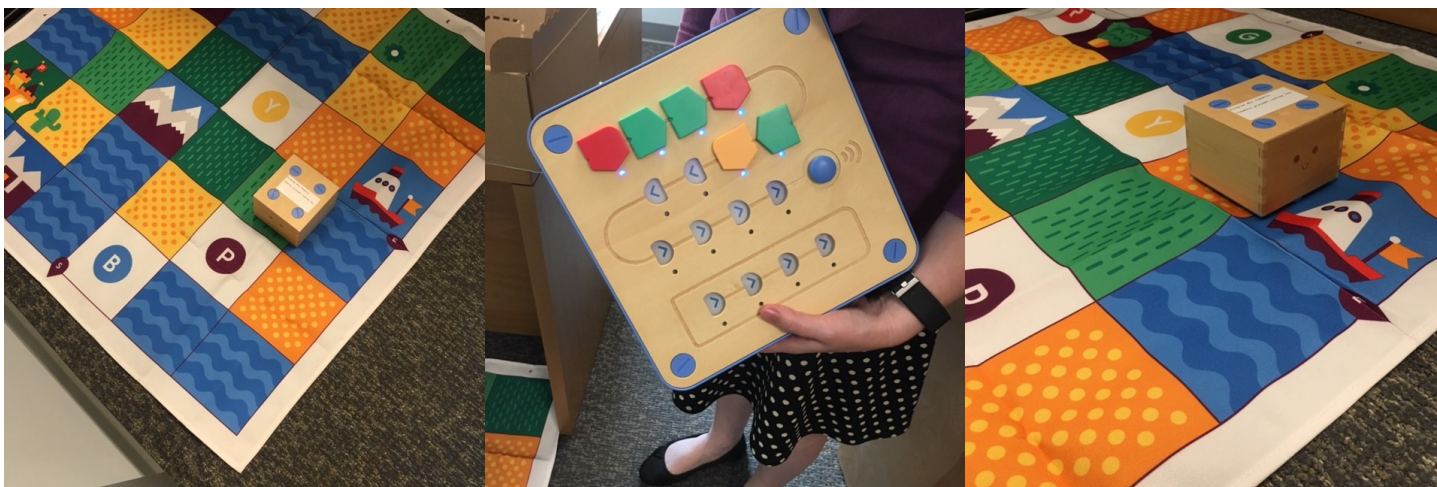




## Highlights from the Collection

### STEM Kits

Looking for a way to amp up your youth programming this winter?  
Try one of our STEM kits!



\*Use **Cubetto** (above) at your library to introduce coding to kids age 3-6\*

\*Hold a coding class for older children with the **Coding Program Box**\*

\*Borrow one of the **Makey Makey** kits to entice kids to invent something\*

\*Get teens into the library with the **Breakout EDU** kit\*

To order a kit, search Polaris using one of the bold terms above  
or search using the item barcodes from the list below.

Title	Barcode	Contents
<i>Breakout EDU</i>	A20519408535	Several locks, reflection cards, invisible ink pen, red lens viewer
<i>Cubetto Playset Coding Toy</i>	A20519410223	Interface Board, Coding Blocks, Robot, Map, Guides
<i>Coding Program Box</i>	A20519406486	7 iPads loaded with Scratch, iPad accessories, scratch coding cards
<i>Makey Makey</i>	A20518103263 or A20518103221	Makey Makey HID board, alligator cables, USB cable, connector wires, instructions
<i>STEM Robot Mouse Coding Activity Set</i>	A20519406957	Maze grid pieces, tunnels, robotic mouse, coding cards, activity cards

# Polaris FAQ

**Reading History:** Polaris can save a patron's reading history to keep track of what the patron has read. The reading history lists information about each item the patron has checked out since the history was turned on, it is not retroactive. Reading history is kept for 3 years or 1000 records. Renewals are not included in the list, but multiple check-outs of the same item are included. Unfortunately, this is not retroactive.

*Note: Patrons may view their reading history by accessing their patron account in the PAC. Please be aware that this history can be subpoenaed by law enforcement agencies so it is recommended that the Patron enable this service directly from their PAC account, where a warning will display informing them of this possibility.*

1. Select **Patron Services → Patron Records** or (F7) to find and open the patron's record. Select **View → General** to display the General view. Then select the **Maintain reading list** check box.

The screenshot shows the 'General' tab of a patron record in Polaris. On the left, there are icons for various functions. The main area contains fields for Gender (Male, Female, N/A), Statistical class (CORTLAND CITY), Password (masked), Language (English), Former barcode (D8388), Birth date (9/4/1986), Date of original registration (5/19/2006), and Last activity date (9/6/2015 7:30:59 AM). Below these are checkboxes for 'Exclude from notices and reminders' (Overdue, Almost overdue/auto-renew, Hold, Patron record expiration, Billing, Inactive patron) and 'Exclude from collection agency' (Maintain reading history, E-mail notices in plain text, Do not delete patron record). The 'Maintain reading history' checkbox is circled in red. On the right, there are fields for 'User defined fields' (Local Use, Parent/Guardian, PSTAT2, PSTAT3) and 'Staff Initials' (jk/CAT).

2. Select **File → Save**, click the save button, or (Ctrl)+(S) to save the record. The next item checked out is displayed in **Patron Status (F6) → Reader Services** view, after overnight processing has been run.

The screenshot shows the 'Reader Services' view of a patron's status. At the top, there are fields for Status (Active), Reactivate (9/8/2015), Last Service, and Next Service (9/8/2015). Below these is a 'Note' field. Further down are 'Number of Items to Send' (0), 'Patron Selections Only' checkbox, 'Allow previous items to be resent' checkbox, and 'Months to wait' (120). The 'Reading History' tab is circled in red. Below the tab is a table with the following data:

Title	Author	Format	Checkout Date	Loaning Library
This book is overdue! : how librar...	Johnson, Marilyn, 1954-	Book	8/24/2015 10:15:08 AM	FLLS - Finger Lakes Library System
Plum spooky	Evanovich, Janet.	Book	8/22/2015 1:01:44 PM	Cortland - Cortland Free Library
Bare bones	Reichs, Kathy	Book	8/22/2015 9:19:17 AM	Cortland - Cortland Free Library

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, Eric, or Rex 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

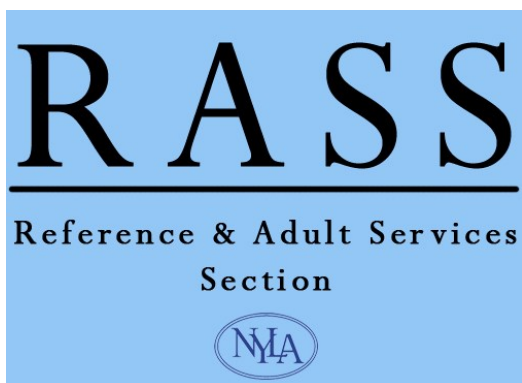
**Deadline: January 15, 2019**

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

---

## Announcing the new NYLA RASS Mini-Grant program!



Apply Online:  
[tinyurl.com/RASSMiniGrant](http://tinyurl.com/RASSMiniGrant)

### **Guidelines:**

- Each application may request between \$50-\$200
- Money is to be used for an innovative program engaging adults
- The deadline for this round is **January 19, 2019**
- The application takes about 7 minutes to complete
- Successful applicants will be notified late February 2019
- You must mail us a photo & flyer from the event by August 31, 2019
- We plan to offer these grants 1 or 2 times per year

Questions? Email [RASSMiniGrants@gmail.com](mailto:RASSMiniGrants@gmail.com)

[Back to Top](#)