

Trustee Newsletter

December 2018

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**FLLS is closed
December 24-26
and January
1 & 15.
Happy holidays!**

Welcome to the FLLS Trustee Newsletter!

By Deb Lewis, President of FLLS Board of Trustees

What a great idea this is – to have our public library system provide information directly to trustees of libraries in the Finger Lakes Library System. As a fairly new library board member myself, I welcome any information that helps me do my job as a trustee.

I'm especially looking forward to reminders of actions required, as Sarah provided in the first newsletter about budgets, and in this newsletter where she and others talk about new trustee orientation, advocacy and NYLA's talking points, and a review of the FLLS grant writing workshop, as well as HR information you need. And I'm looking forward to hearing about resources available to us trustees that will enable us to do the job, for it is, in fact, a job.

As you know, public, municipal, and association libraries are regulated by New York State via the University

Welcome, continued on page 2

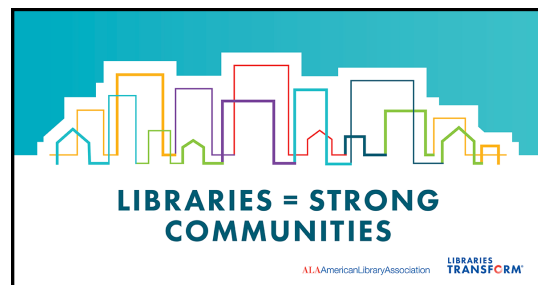
Advocacy Day is 2-27-2019

By Nora Burrows

Mark Wednesday, February 27, 2019 on your calendars as NYLA Advocacy Day 2019! The Finger Lakes Library System will be sending a bus to Albany and we

need your help advocating for funding for the Finger Lakes Library System. More information about the FLLS bus and opportunities for remote participation will be coming soon.

Advocacy, continued on page 2



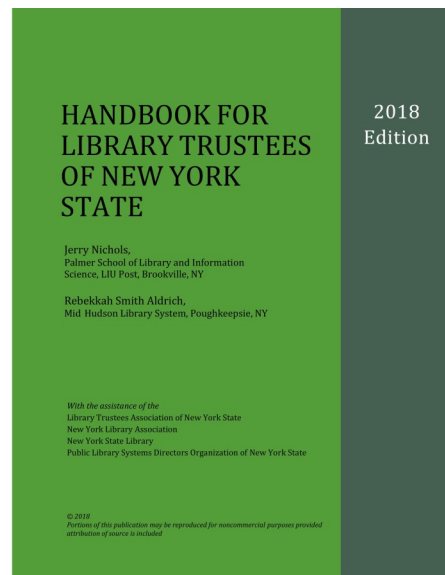
Welcome (cont'd from page 1)

of the State of New York Education Department and our responsibilities as trustees are spelled out by them and interpreted by helpful materials which help bring the laws and regulations down to workable instructions. One of the very best sources of information is the *Handbook for Library Trustees of New York State*, available from FLLS and online at <http://www.nysl.nysed.gov/libdev/trustees/handbook/>.

In the section on Trustee Duties and Responsibilities, the Handbook reminds us of the statement by the New York State Board of Regents: "Trustee/board members owe allegiance to the institution and must act in good faith with the best interest of the institution in mind. The conduct of a trustee/board member must, at all times, further the institution's goals..." and further discusses the three main overarching duties we have: Care, Loyalty and Obedience.

As a library trustee you have a duty to continue to learn about your role, and the role of libraries in New York State. I encourage you to take some time to at least skim through this new 2018 edition of the Handbook and take advantage of other learning opportunities available to you as a trustee, whether you're new to the job or an old hand at it.

And always, if you have any questions, Sarah and the others at FLLS are there to help out (it's part of their jobs as defined by NYS Education Law)!



Advocacy (cont'd from page 1)

Advocacy is a vital and ongoing part of your work as a library trustee. It is your chance to tell the library's story, to make sure that your community knows the resources and services your library has to offer, and to help secure adequate funding for all libraries. "As leaders in the community, trustees must be prepared to discuss the importance of the library at every opportunity." (2018 Trustee Handbook, page 71)

FLLS will be sending more information about how you can participate in Advocacy Day, both in person and remotely. In the meantime, here are NYLA's legislative and budgetary priorities: <http://bit.ly/NYLAadvocate>.

Upcoming Events

Strong Advocacy, Stronger Fund Raising

- ♦ **Thursday, January 10, 2019**
- ♦ Webinar from the NYSL with Libby Post
- ♦ <http://bit.ly/2GzR7vK>



Preventing Workplace Burnout: Self-care strategies

- ♦ **Thursday, January 24, 2019 at 10am**
- ♦ Webinar from the South Central Regional Library Council
- ♦ <https://scrlc.org/events/view/6053>

Advocacy Day

- ♦ **Wednesday, February 27, 2019**
- ♦ Albany, NY

Hiring Your Library CEO

- ♦ **At your convenience**
- ♦ Archived webinar from the NYS Library
- ♦ <https://vimeo.com/234686188>

Farewell to Faithful FLLS Trustees



Left to right: Sally Eller, Barbara Melvin, and Georgianna Horvath at the 2018 FLLS Annual Meeting.

By Sarah Glogowski

During the FLLS Board of Trustees December 12, 2018 meeting, we said farewell to three long-term trustees. These trustees worked on vital projects for FLLS, including the move to our new headquarters, the interviewing of the last three FLLS directors, opting for more enhanced e-content services, and greater advocacy efforts for both the system and public libraries.

Sally Eller has served as past President of the FLLS Board and has been on committees such as finance, personnel, and policy. During Sally's tenure as Board President, she instituted regular discussions of sections of the Trustee Handbook, encouraged trustee involvement on not only Advocacy

Day, but also during regular meetings with elected officials, and urged our trustees to attend member library board meetings, so that our member libraries could meet FLLS trustees on a more regular basis. Sally is the outgoing President at the Edith B. Ford Memorial Library in Ovid, where she worked on the recent renovation and expansion project. She is also a member of Seneca Shares, a monthly meeting of the five Seneca County libraries.

Barbara Melvin has a long history in academic, school, and public libraries. In addition to working as a children's librarian in Ithaca, she was the Director of the Ulysses Philomathic Library in Trumansburg from 1986 – 1993. Barb was active on a variety of committees at FLLS, including finance and nominating. She believes today's citizens and learners will always need library services even though the tools and delivery methods continue to change. Her years as a library volunteer, paid professional, and frequent library user have given her a broad view of the need for accessible public libraries in every community.

Before she joined the FLLS Board, Georgianna Horvath was on the COSAC Outreach Committee at FLLS and had collaborations with Berkshire Free Library and Literacy Volunteers of Broome-Tioga Counties. She provided the instructional portion of the NY State Library Adult Literacy Grant, and designed, facilitated, and instructed computer literacy skills to adult patrons at two Tioga County libraries. While on the Board at FLLS, Gigi was active on the policy committee and nominating committee. She believes learning is a lifelong process, and that many citizens utilize their local library as not only the source of their educational connection, but as a link to places they may never be physically able to visit.

Thank you Sally, Barb, and Gigi for your time and dedication to Finger Lakes Library System and all our member libraries.

Orientation of New Trustees

By Sarah Glogowski

While a trustee can join a library board at any time, some of our libraries will be having new trustees joining in January. I thought this would be the perfect opportunity to review some great tips for new trustee orientation. In the 2018 Handbook for Library Trustees, this topic is covered thoroughly in pages 19 – 21.

In order to learn fully about your library and the laws that govern them, a formal orientation is necessary for new trustees. Most often, this orientation takes place with the library director and Board President, but could also include the Treasurer, to learn about financial information, or other board members who serve on various committees. Responsibility for planning and conducting the new trustee orientation is shared among the Board President, other board members and the library director. The orientation should occur as soon as possible for new trustees; we suggest a guideline of having the orientation within one month of joining the board. According to the 2018 Handbook for Library Trustees, “a good orientation will provide trustees with the information they need to carry out their responsibilities effectively, and will generate a spirit of ongoing curiosity about the library and its role in the community.” (page 19)



Giving a tour of your library is the perfect way to start your orientation. While touring the library, directors should introduce staff and explain what they do in the library. A library is much more than just a physical space these days, so make sure to highlight your library's website, our e-content services and databases, and your social media accounts. If your new trustee doesn't already have a library card, make sure they get an application that day. The Trustee Handbook also suggests it is best practice to provide every library trustee with a specific library e-mail account in order to clearly distinguish library related e-mail from personal e-mails.

While the Handbook offers a comprehensive list of information that the library director and Board President should cover during the orientation, highlights include: the library's mission, long-range plans and projects in progress, the organization of the library, responsibilities of the trustees, funding sources, and a brief overview of the day-to-day operations of the library.

Every new trustee should also receive a binder containing essential printed materials and providing a place for keeping future board minutes and reports. Some boards have a trustee area on the library's website, and that is acceptable also if your library opts out of printing materials. Essential information for trustees include: information about the library's charter, a map of the service area, bylaws, board member contact information, board committee information, a schedule of board meeting dates, minutes of recent board meetings, Open Meetings Law information, library policies, the library's long range plan, the current library budget, financial reports and statistics, a staff list and organizational chart, library newsletters and annual reports to the community, continuing education information, and a list of local, county, and state legislators that represent the library's service area. Every trustee should be familiar with the 2018 Handbook for Library Trustees. FLLS provides paper copies to trustees, and the online version can be found at <http://www.nysl.nysed.gov/libdev/trustees/handbook/>. If you need a paper copy of the Handbook, please email Sarah Glogowski at sglogowski@flls.org.

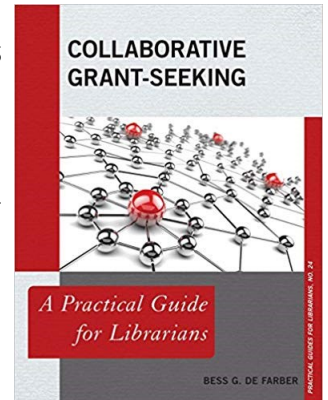
Grant Writing Tips & Tricks

By Jenny Shonk

On November 29, Finger Lakes Library System held a Grant Writing workshop. The session included tips for success, a persuasive writing refresher, top reasons proposals are denied, and a comprehensive list of print and online resources. Guest speakers discussed grants available specifically for member libraries including Janet Cotraccia from the Community Foundation (Rosen Grants), Kristi Downham (Construction Grants), Nora Burrows (Family Literacy Mini-Grants), and Jenny Shonk (Outreach Mini-Grants).

According to The Spring 2018 State of Grantseeking Report (<https://bit.ly/2M4gZxt>), 63% of organizations who submitted just 1 grant application won an award and applying for at least 3 grants increased the frequency of winning an award to 89%.

The greatest challenge reported by grantseekers over the last few years continues to be the lack of time and staff. This is often a challenge in our system where small libraries with few staff members is common. A possible solution to this challenge would be to develop partnerships and collaborate with other organizations on grant opportunities, this not only strengthens an application in the eyes of a funder but can ease some of the stress put on the grantseeker. For more information, check out *Collaborative Grant-Seeking: a practical guide for librarians* by Bess G. de Farber or *Grant Money through Collaborative Partnerships* by Nancy Kalikow Maxwell.



The keys to successful grant writing can be condensed into three main points: ask for help, be persuasive, and write for specificity and clarity. First, asking for help should not be seen as a sign of weakness. If you need clarification, ask the funders. If you know someone who applied for your grant previously, ask them for feedback. If you are done writing, have a colleague not involved with the grant to proofread. Second, it is important to brush up on your persuasive writing skills. This information should sound familiar: know your audience, follow directions explicitly, establish credibility by citing credible sources, avoid jargon, and appeal to hearts and minds. Cite your facts, but don't be afraid to use anecdotes where appropriate and show why you are passionate about your project. Lastly, you must write for specificity and clarity. Your grant proposal should exclude extraneous information and



Image taken from: www.invoay.com/Blog/growing-profits-smart-marketing/

avoid vagueness. Your audience should know what you are asking of them and understand exactly what you are trying to say. Clarity is especially important when developing goals and objectives. Clear goals and objectives should be S.M.A.R.T.: Specific, Measurable, Attainable, Relevant, and Timely.

Many library grants are competitive with limited funds. If you are denied, it is important to not get discouraged. It happens to everyone! After being denied, a grantseeker should always thank the funder, ask for feedback, and keep applying. Finger Lakes Library System staff members are here to help and we are more than willing to consult on grants, answer questions, or proofread applications. To access the presentation materials and learn more about grant writing, please visit: www.flls.org/grant-writing-workshop-follow-up-2/.

Minimum Wage Increase

By Kristi Downham

Don't forget that as of December 31, 2018, minimum wage in this area increases to \$11.10 an hour. Below is a chart showing the increases since 2016 and going forward to 2021. In addition, there is a link to the page for New York State's DOL page. Please ensure that all labor law posters are updated accordingly as well. Also, be aware that The New York Paid Family Leave contribution rate is changing effective January 1, 2019. Any payroll processed with a 2019 check date will need to be calculated at 0.153%. For more information, please go to <https://paidfamilyleave.ny.gov/2019>. If there are any questions, please contact Kristi Downham at kdownham@flls.org or 607-273-4074 ext. 228.

Location	12/31/16	12/31/17	12/31/18	12/31/19	12/31/20	2021*
NYC - Large Employers (of 11 or more)	\$11.00	\$13.00	\$15.00			
NYC - Small Employers (10 or less)	\$10.50	\$12.00	\$13.50	\$15.00		
Long Island & Westchester	\$10.00	\$11.00	\$12.00	\$13.00	\$14.00	\$15.00
Remainder of New York State	\$9.70	\$10.40	\$11.10	\$11.80	\$12.50	*

General Minimum Wage Rate Schedule

* Annual increases for the rest of the state will continue until the rate reaches \$15 minimum wage (and \$10 tipped wage). Starting 2021, the annual increases will be published by the Commissioner of Labor on or before October 1. They will be based on percentage increases determined by the Director of the Division of Budget, based on economic indices, including the Consumer Price Index.

<https://www.labor.ny.gov/workerprotection/laborstandards/workprot/minwage.shtm>



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Fun!

SCRLC has an online book discussion. March's title is *So You Want to Talk about Race*. Learn more: <https://scrlc.org/events/view/6048>.

Need something to watch over the holidays? Check out the New Yorker's list of best movies of 2018.
<http://bit.ly/2PVcN4E>

For a look at some of the year's best books, check out NPR's Book Concierge. <https://apps.npr.org/best-books-2018/>

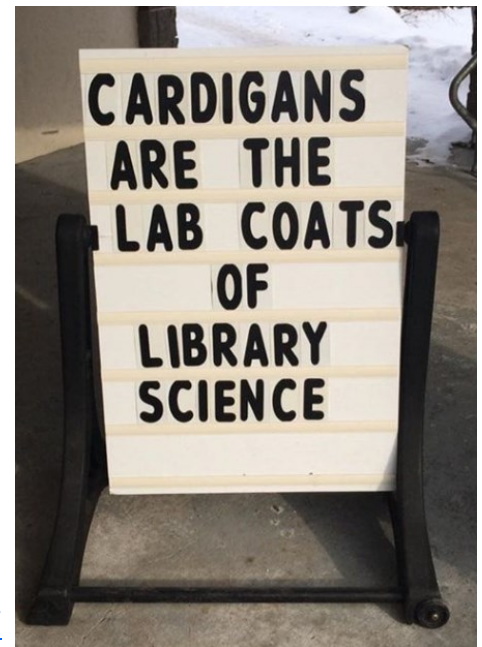


Photo from the Southern Adirondack Library System's Facebook page.