



MEMBER LIBRARY BI-WEEKLY BULLETIN

No. 20.3

Friday, February 7, 2020

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Announcements & Reminders

Advocacy Day is right around the corner, make your voice heard! If you can't travel to Albany with FLLS, consider writing a letter to the editor or participate in the [Real People. Real Dollars](#) campaign. See page 3 for examples from libraries in our system!

Links to Make You Think

[‘Weed in the dead of night’: A librarian shares the secrets of book-culling](#)

[American libraries are having a renaissance, thanks to millennials](#)



[In U.S., Library Visits Outpaced Trips to Movies in 2019](#)

[The Best Cities for Booklovers](#)

[Publisher cancels ‘American Dirt’ book tour](#)

[2020 Over the Rainbow Book List features 70 titles for adult readers](#)

From The Director



I would like to highlight two things for this newsletter:

Annual Reports – All member libraries should be actively working on their Annual Reports. A reminder that they are due to the System by Friday, February 14. Jenny sent out charts (Polaris report numbers) to the libraries, in addition to statistics from our other staff. All FLLS professional staff have been fielding questions lately and please remember, we are here to help! Please feel free to call or email us with any of your questions or if you can't figure out an answer. The System requires your reports on February 14 so that we can review them before submitting them to the State by March 1st. Failure for us to submit in a timely manner impacts our funding, so we need your cooperation for all reports submitted to us by next Friday.

Conflict of Interest Forms – I fielded a question from a trustee this week about why conflict of interest forms are needed for libraries. As we start our 2020 Board of Trustees meetings, I would like to highlight the importance of conflict of interest forms. Conflict of interest for library trustees is covered on pages 41 and 42 of the print 2018 Handbook for Library Trustees. It is very important that both library boards and library staff be transparent about conflict of interest. A conflict of interest policy and disclosure form are now required for all libraries in New York State given the Department of Education's Office of Counsel ruling on how the Non-Profit Revitalization Act applies to libraries. The Act specifies particular issues to be addressed in a library's conflict of interest policy. You can view more information on the New York Library's website: <http://www.nysl.nysed.gov/libdev/trustees/coi-wb.htm>. The State Library and the State Education Department Fraud, Waste and Abuse website have received an increasing number of complaints challenging the actions of library boards that have approved the hiring of relatives of board members as either staff or as vendors. Library boards are strongly advised against this type of hiring in the interest of stewardship, accountability, and transparency.

If a conflict of interest comes up, being open and transparent about it to the Board of Trustees should immediately occur. In every decision, trustees should be sensitive to even the appearance of impropriety. When a conflict occurs, trustees need to recuse themselves from that particular vote during the Board meeting.

Conflict of interest forms can vary in length. If your library needs sample copies, the Finger Lakes Library System form can be viewed at <http://www.flls.org/wp-content/uploads/2015/04/Conflict-of-Interest.pdf>. We would also be happy to provide you with other samples. If you are not sure whether a particular issue is a conflict, please reach out to Sarah, Nora or Jenny at FLLS by phone or email.

Please enjoy this snowy winter weekend!

Sarah



Member Library News

Lamont Memorial Library in McGraw

"A chilly day in January is the perfect day for a penguin parade! We each made a penguin puppet, learned some interesting facts about penguins and measured up to the smallest Fairy penguin and the largest, the Emperor penguin."



Real People. Real Dollars.

"Real People. Real Dollars is an effort to drive more library advocates to the NYLA Online Advocacy Center and increase awareness of Library Advocacy Day. This effort was originally started by the Mid-Hudson Library System in 2016 and is now going statewide!" Peck Memorial Library in Marathon (Left, Middle) and Groton Public Library (Right) are participating and sharing their pics on social media!



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Scam Alert!

Coronavirus Phishing Attacks in the Wild

Yup, you can count on it, when there is a worldwide health scare, the bad guys are on it like flies on \$#!+. We are seeing a new malicious phishing campaign that is based on the fear of the Coronavirus, and it's the first of many.

The message is obviously not from the CDC and at the time of this writing, there are very very few local cases in America. Let's hope it stays that way.

Here is a sample of the message that is being used. Your users can report this as phishing through the free Phishing Alert Button, delete the message if they receive it, or use your existing reporting mechanisms. There will be many other social engineering attacks using this same scare.

Here are a screen shot of the real attack, a screenshot of the simulated phishing attack we urge you to send your users, and a ready-to-send email blurb for employees:

<https://blog.knowbe4.com/heads-up-scam-of-the-week-coronavirus-phishing-attacks-in-the-wild>

"Distributed via the CDC Health Alert Network
January 31, 2020
CDCHAN-00426

Dear [REDACTED]

The Centers for Disease Control and Prevention (CDC) continues to closely monitor an outbreak of a 2019 novel coronavirus (2019-nCoV) in Wuhan City, Hubei Province, China that began in December 2019. CDC has established an Incident Management System to coordinate a domestic and international public health response.

Updated list of new cases around your city are available at (<https://www.cdc.gov/coronavirus/2019-nCoV/newcases-cities.html>)

You are immediately advised to go through the cases above for safety hazard

Sincerely,
CDC-INFO National Contact Center
National Center for Health Marketing
Division of eHealth Marketing
Centers for Disease control and Prevention"





Webinars, Workshops, & Events

FLLS Events

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

FALCONS Meeting

Thursday, February 20

9:30am-11:30am

Held at Finger Lakes Library System

Summer Planning Meeting

Thursday, March 19

9:00am-12:00pm

Held at Finger Lakes Library System

Get ideas and work on planning for Summer 2020: Imagine Your Story.

Getting Started: Creating and Supporting a Friends Group for Your Library

Wednesday, March 25

10:00am-12:00pm

Held at Finger Lakes Library System

Conferences & Outside Trainings

Big Talk From Small Libraries 2020

Small Libraries Doing Big Things!

February 28, 2020

ONLINE!

This free one-day online conference is aimed at librarians from small libraries; the smaller the better! Each of our speakers is from a library serving fewer than 10,000 people, or directly works with small libraries. Topics range from technology to programming to new roles for the library. This event is a great opportunity to learn about the innovative things your colleagues are doing in their small libraries. Everyone is welcome to register and attend, regardless of how big or small your library. But, if your library serves a few hundred to a few thousand people, this is the day for you!

YSS Spring Conference

Stone Soup: Stronger Libraries Through Inclusion and Collaboration

May 15, 2020

Clayton, NY

Register today! Early Bird Pricing available through March 10, 2020.

Webinars

Little Library, Big Impact: Financial Literacy at Small and Rural Libraries

Tuesday, February 18, 2:00pm (FREE)

Libraries can help their patrons improve financial literacy, creating a more financially stable climate in their communities, but you might not be sure where your library can start with programming and resources. Library professionals from all kinds of libraries are invited to join two librarians from rural libraries as they discuss their work creating effective financial literacy programming during this free webinar.

Cultivating Protective Factors for Safe Libraries and Resilient Communities

Thursday, March 5, 3:00pm (FREE)

Every day, public libraries open their doors to people facing ongoing life challenges, such as poverty, mental health symptoms, substance abuse, or domestic violence. The library may be the only protective place they can turn to, the only place that can counter the debilitating negative factors that govern their lives. Join this webinar to explore the ways the library functions as a "protective factor" and to understand how the library, staff, and patrons exist within a community-wide context of safety.

Beg, Borrow, and Steal... Multi-generational STEAM Programming Ideas for Our Planet: EARTH

Thursday, March 12, 4:00pm (FREE)

This April, Citizen Science Month and the 50th anniversary of Earth day will coincide, leading to a world of opportunities for STEAM engagement at your library. By hosting Earth science programs that are age inclusive, you can help patrons see your library as a place for engaging family learning. Join the STAR Library Network and guest presenter Jenny Shonk (Finger Lakes Library System, NY) for this sixty minute webinar that will showcase hands-on, multi-generational programming ideas with an Earth science twist. In addition to going over tips, ideas, and resources, we'll also turn to you – the audience – for a facilitated discussion so that we can all "beg, borrow, and steal" multi-generational programming ideas, resources, and expertise from each other!

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Programming Ideas

There is so much to celebrate this spring...

March is National Craft Month!

April 22 is the 50th Anniversary of Earth Day!

Why not combine the two and create some earth-friendly crafts made with recycled materials in March & April:



Book Folding
Planning
Cork Crafts
T-Shirt Tote Bag
Upcycling



Further Reading:

Preparing for Earth Day 2020: The 50th Anniversary

Beyond the Mason Jar: Adding Value to Library Craft Programs

Patron-friendly handouts and how-to brochures for HeritageQuest, rbDigital, Novelist, OverDrive (& more!) can be found here:

<https://www.flls.org/brochures>



We have a board for that!
Check out our [Pinterest! Page!](#)



Census 2020 Update

Topic: Non-English Language Support

The Census Bureau will provide non-English instruments and materials in the following non-English languages for the 2020 Census:

Instrument/Material	Non-English Language
Internet Self-Response Instrument	12 Non-English Languages: Spanish, Chinese (Simplified), Vietnamese, Korean, Russian, Arabic, Tagalog, Polish, French, Haitian Creole, Portuguese, Japanese
Census Questionnaire Assistance	12 Non-English Languages: Spanish, Chinese (Mandarin, Cantonese), Vietnamese, Korean, Russian, Arabic, Tagalog, Polish, French, Haitian Creole, Portuguese, Japanese Includes Telecommunication Device for the Deaf
Language Glossaries, Language Identification Card	59 Non-English Languages
Language Guides (Video and Print)	59 Non-English Languages Includes American Sign Language, braille, and large print

Resources

- [Census 2020 Language Guides](#)
- [Census 2020 Language Glossaries](#)

In the News

- [ALA New tip sheet on Census programs and partnerships](#)
- [Completing the Count](#)
- [Census Bureau aims to improve response rates](#)
- [Libraries Are Preparing for the 2020 Census. With Plenty at Stake, There's Still Work To Be Done.](#)

Questions? Comments? Concerns?

Consulting, Resources, Training:

Jenny Shonk

jshonk@flls.org or 607-273-4074 x236

Technology:

Rex Helwig or Eric Franks

rhelwig@flls.org/efranks@flls.org or 607-273-4074 x237

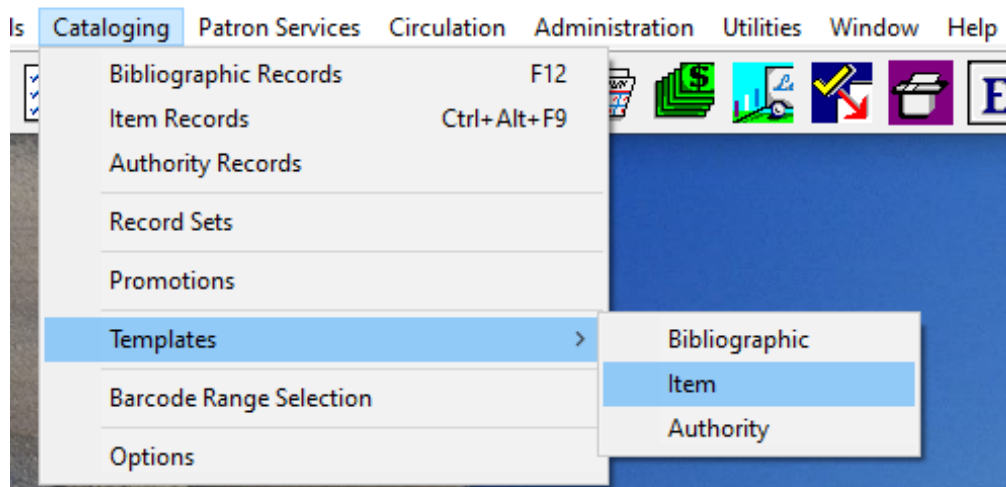


Polaris FAQ

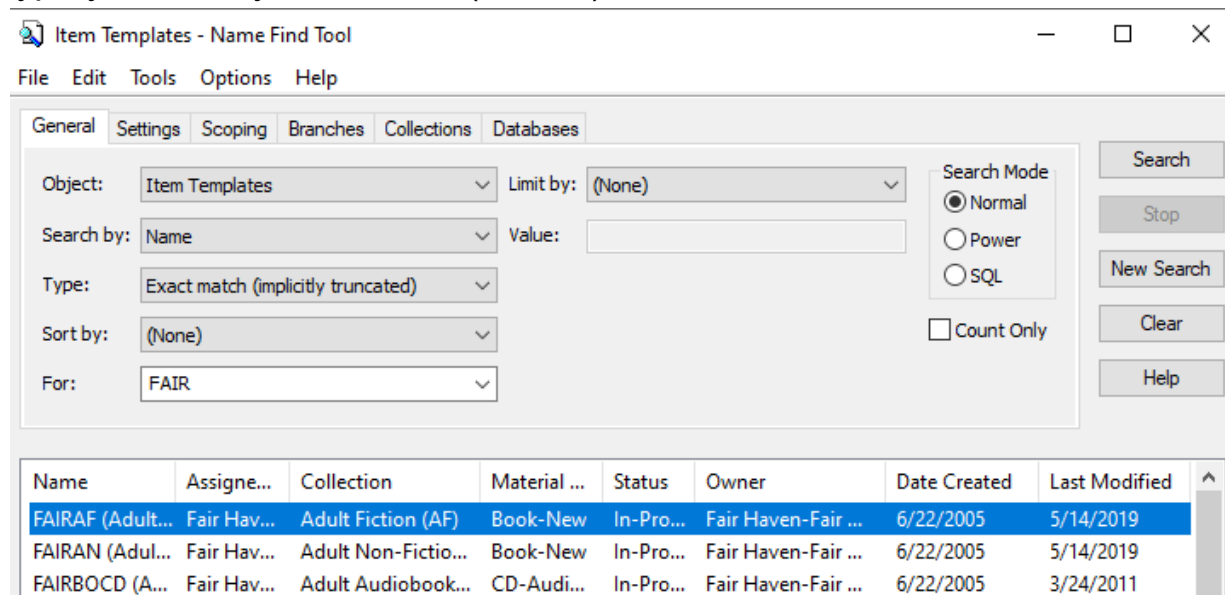
Edit Your Item Templates

Are you finding yourself selecting an item template and make changes to it every time? If so, you can edit your templates to fit your needs.

1. Go to **Cataloging > Templates > Item**.



2. Type your library short code (ex. fair) and click **Search**.



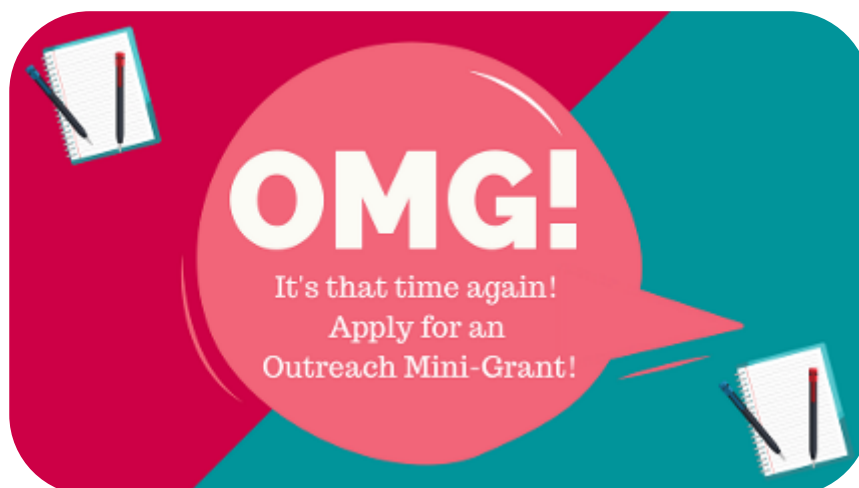
3. Double click on the template you would like to change.

4. Make the necessary changes to the template. Click the save icon when you are finished.

Don't forget about the **Polaris Documentation online!**
Visit www.flls.org and click on **Staff Login**.
Contact Jenny, Eric, or Rex for the login information.



Awards & Grants



It's that time again! Do you have an idea for an outreach project but lack funding? Member libraries in our service area can apply for an Outreach Mini-Grant! Applications are **NOW OPEN** for the 2020-2021 grant cycle. **All applications are due March 20, 2020.** Visit the [Outreach Services](#) page to download an application or to view the FAQs and Tips. *Have a question? Stuck on an idea?* Read our FAQs/Tips or email Jenny Shonk at jshonk@flls.org.



Libraries Ready to Code Opens Call for Applications: Mini-Grants for Digital Skills Programs

Deadline: February 14

In advance of Digital Learning Day, ALA is opening a call for applications for \$700 mini-grants to school, tribal, public, and academic libraries to design and implement programs using Google's Applied Digital Skills resources. Applications are due February 14, and up to 290 eligible libraries will be selected to deliver at least 4 sessions throughout the programming they develop (e.g., drop in, multiple sessions, a spring break camp, or weekend workshop) that prepares learners of all ages to use technology tools.

Digital Learning Day, to be held February 27, 2020, is an annual event that promotes the effective use of technology tools to enhance learning experiences for youth. Since 2012, Digital Learning Day has served as a platform for showcasing innovative and impactful approaches to incorporating technology to enhance learning and opportunity for all.