



FINGER LAKES
LIBRARY SYSTEM



MEMBER LIBRARY BI-WEEKLY BULLETIN

No. 20.16

Friday, September 4, 2020

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Check out this amazing dress made of old books at Riverow Books in Owego, NY!

Announcements & Reminders

Please do not hesitate to contact FLLS staff with your questions, comments, and concerns. Many of us are still working at home, so email is often the best way to reach us. Staff Directory: <https://www.flls.org/staff-directory/>.

National Voter Registration Day is September 22. See page 9 for resources, including a link to request free materials. Please submit your request by Monday, September 7.

Links to Make You Think

[Interactive FREE Jeopardy PowerPoint Template from Slides Carnival](#)



[The Human Library](#)

[American Libraries September/October Issue](#)

[NYSM Portal to Online Educational Resources & Activities](#)

[Creating a More Perfect Union: Constitution Day Exhibit from NYSL](#)

From The Director



Here are some items for you to be aware of:

Open Meetings Law Suspension Expires September 4 – A reminder that the current suspension of Open Meetings Law is due to expire on Friday, September 4. We expect this to be renewed and I will be notifying directors and trustees if it is extended.

REALM Project Test 4 – On Thursday, September 3, Test 4 results were released to the public by OCLC. Four of the five items—hardcover book cover, softcover book cover, plastic protective cover, and DVD case—were part of Test 1, but in this round, the materials were stacked to simulate storage in a book drop, bin, or on shelves. The fifth item, expanded polyethylene foam, is commonly used in museum exhibits, storage, and shipping and was tested unstacked in open air. Scientists have found that the virus SARS-CoV-2 that causes COVID-19 is still detectable after six days on four common library materials when they are stacked, which is a significantly longer period than had been detected on similar materials when they were not stacked. The results can be found [here](#).

We are asking directors and trustees to review their quarantine periods and adjust accordingly after reading the test 4 results. A reminder that FLLS currently quarantines all deliveries from our members for an additional 3 days at our building. Please reach out to me with any questions on this.

FLLS Board of Trustees Nominations Sought - There are six open seats on the FLLS Board of Trustees to be voted on at the FLLS Annual Meeting on October 16th:

- Cayuga County – nominations are sought for **one** Cayuga County representative
- Cortland County – nominations are sought for **two** Cortland County representatives
- Seneca County – FLLS Board Member Marty Toombs is up for a second term, but nominations can also be accepted for Seneca County
- Tompkins County – FLLS Board Member Liz Hudson is up for a second term, but nominations can also be accepted for Tompkins County
- At-Large Board Member – FLLS Board Member Cynthia Mannino filled a partial term and is up for another term, but nominations can also be accepted for an at-large board member

Prospective board members must reside in the county they will be representing. For the at-large seat, the position is open to any adult residing in Cayuga, Cortland, Seneca, Tioga or Tompkins County. Nominees do not need to be a trustee on a library board. Nominations of individuals with diverse personal and professional backgrounds are welcome and encouraged. Self-nominations are also welcome. Please email me with any nominations or questions.

A reminder that FLLS will closed on Monday, September 7 to observe Labor Day. No deliveries will take place that day. I wish everyone a safe and relaxing holiday weekend!

Sarah



Member Library News

Cortland Free Library Key System is a Success!

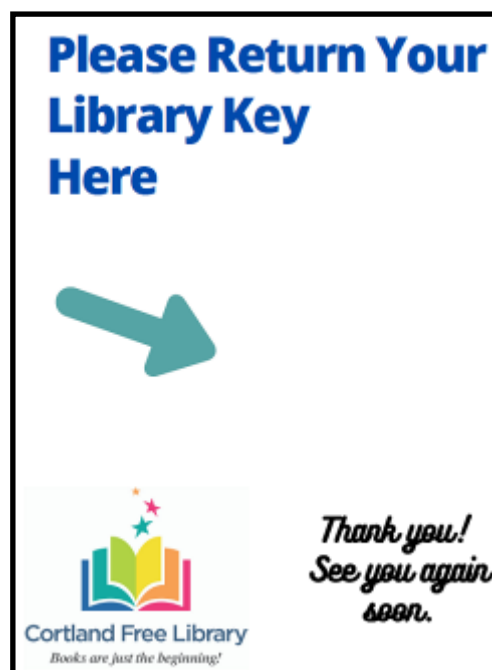
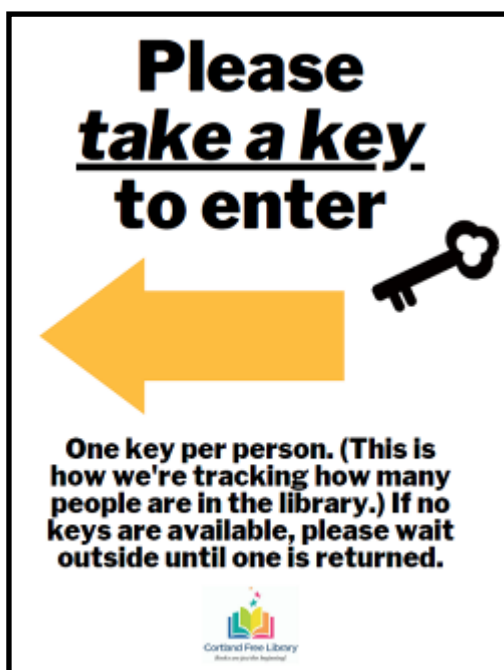
"We've been using it since July 20; it works great and makes it very easy to track the number of people in the library at a time. In youth services they sometimes call them magic keys which makes it fun for the kids.

What we did:

- We determined the number of people (less than 50% capacity as we need to add staff on top of this) for each of our two main public areas: (1) Adult Services: **20** and (2) Youth Services: **15**
- We then created numbered, color-coded library "keys" and printed and laminated them (see attached; black & white are for AS and colored ones are for YS)
- Patrons take one (one per person) when they enter the library and keep it with them for the duration of their visit.
- We then have a spot at the front desk where they return their key when they leave.
- Staff disinfects keys before placing them back out on the table for the next patron.
- It's great because we can glance out at the table at any given time and see how many are missing and gauge how many people are in the library that way rather than going in and out of the stacks and every section to try to count them (and rather than stationing someone at the door).

Just FYI in case this helps anyone thinking of opening and not wanting to do appointments but not sure how to track number of people."

Thank you to Director Jen Graney for sharing!



Please email jshonk@flls.org if you would like to have CFL's key templates (created in Microsoft Publisher) emailed to you!



Scam Alert!

PLEASE SHARE WITH ALL STAFF & TRUSTEES

From Rex Helwig, CNS Manager

8/31/2020

We are seeing a massive email attack with virus infected emails that look like they are originating from people we know using your or our names as the sender but the email address that they are originating from aren't our or yours. Our Barracuda Spam Firewall has blocked over 1500 emails in the last 2 days with destinations of FLLS staff and the various FLLS distribution lists. I cannot predict how long this will go on since we aren't the source of it but **PLEASE DON'T OPEN ANY ATTACHMENTS** included in an email without first verifying from the person that supposedly sent it that they actually did send it. We have already had to work on one member library computer that was compromised and infected with multiple Trojans and had been sending out infected emails.

Look at the sender email address and verify that it actually that person email address. From I've been seeing they aren't so it is quite obvious. See below for a screen shot of one I received that was very obviously not sent by Susie.



9/1/2020

We have seen a dramatic decrease in the number of spam emails (5400 yesterday to 240 today) thanks to the extensive work Eric did for the member library whose computer and email accounts were compromised by a virus. I have been contacted by several libraries today about them still receiving emails disguised as if they are from FLLS Staff. These emails are not coming from FLLS or any of our servers or computers so there really isn't anything we can do about them. It is entirely possible that someone else made the mistake of clicking on the virus loaded attachment and infected their computer too. The subject lines seem to indicate that whoever that person(s) is/are, probably had multiple old library related emails on their computer so it could be a current or past board member or coincidental.

Things to do if you suspect your computer and email have been compromised:

- Download, install and run the free version of Malwarebytes software at <https://www.malwarebytes.com/mwb-download/thankyou/>. Follow the directions for cleaning any malware and reboot your computer if prompted.
- Change you email password(s).
- Change your Amazon and any other vendor passwords.
- Change the passwords and disable any old and unused email accounts from any previous hosted providers.
- Pass this email on to your staff and Board members.



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Online Learning

Upcoming Webinars & Meetings

Talking Book & Braille Library Overview Thursday, September 10, 10:00-11:00am

Jane Bentley, TBBL Librarian at NYS Library, will provide an overview of the resources that TBBL has to offer your patrons. Bring your questions! Registration is not required. Zoom access will be sent out via email or contact jshonk@flls.org.

Basic Book Repair for Libraries!

Wednesday, September 16, 9:30-11:00am

Binding quality on books is inconsistent and with day to day handling and repeated circulation books can sustain significant damage. Don't replace these volumes, fix them. This webinar will introduce participants to basic book repair for circulating or general collections. Attendees will learn how to repair common types of damage, such as hinge repair, tipping in loose pages, page mending and spine repair. During the webinar, participants will be able to watch narrated action videos of the repairs with live step by step instructions.

FLLS Directors' Meeting

Wednesday, September 16, 2:00-3:00pm

Registration not required. Zoom access will be sent out via email.

FLLS Member Library Support Group Meeting

Wednesday, September 23, 10:00-11:00am

Registration not required. Zoom access will be sent out via email.

FLLS Annual Meeting

Friday, October 16, TBD

We at FLLS are planning our Annual Meeting, which will be virtual this year – a first! So you can attend from the comfort of your own home, and there is no cost! Stay tuned for all the details and please save the date. We hope to see you there!



Archived Trainings

New York Black Librarians Caucus Webinars

The Conversations from the Heart Series is now available on YouTube. The sessions focus on the experiences of black librarians in NYS.

Topics covered include Code-Switching, Imposter Syndrome, Cultural Competency, and Microaggressions.

De-Escalation Resources:

These resources may be helpful as you begin to reopen your libraries to patrons.

[CPI Methods of De-Escalation](#)

[I-ESCAPE Method of De-Escalation](#)

Also, check out these Crucial Conversations videos on YouTube:

https://youtu.be/N_dC02GQb9w

<https://youtu.be/DXfw1KBLnbE>

<https://youtu.be/S3U743wmn88>

Conferences

Combating Racism in Libraries: Creating Spaces to Educate and Inform Our Communities

Wednesdays, September 16 - October 21, 2:00-3:00pm

The Public Libraries Section (PLS) of NYLA is dedicated to supporting public libraries and public library staff of New York State. Ethnic Services Round Table (ESRT) has provided a forum for libraries and library staff to share information on ethnic services. United we value diversity, equity, inclusion, and stand against racism, hatred, and violence. To take action, we have collaborated to curate the webinar series, "Combating Racism in Libraries: Creating Spaces to Educate and Inform Our Communities." The goal of the series is for libraries and library staff to learn, share, and discuss the historical and present-day barriers that communities are facing regarding racism against the Black community. We hope you'll join us to learn how we can combat racism together and create spaces for our communities to listen, learn, and grow.

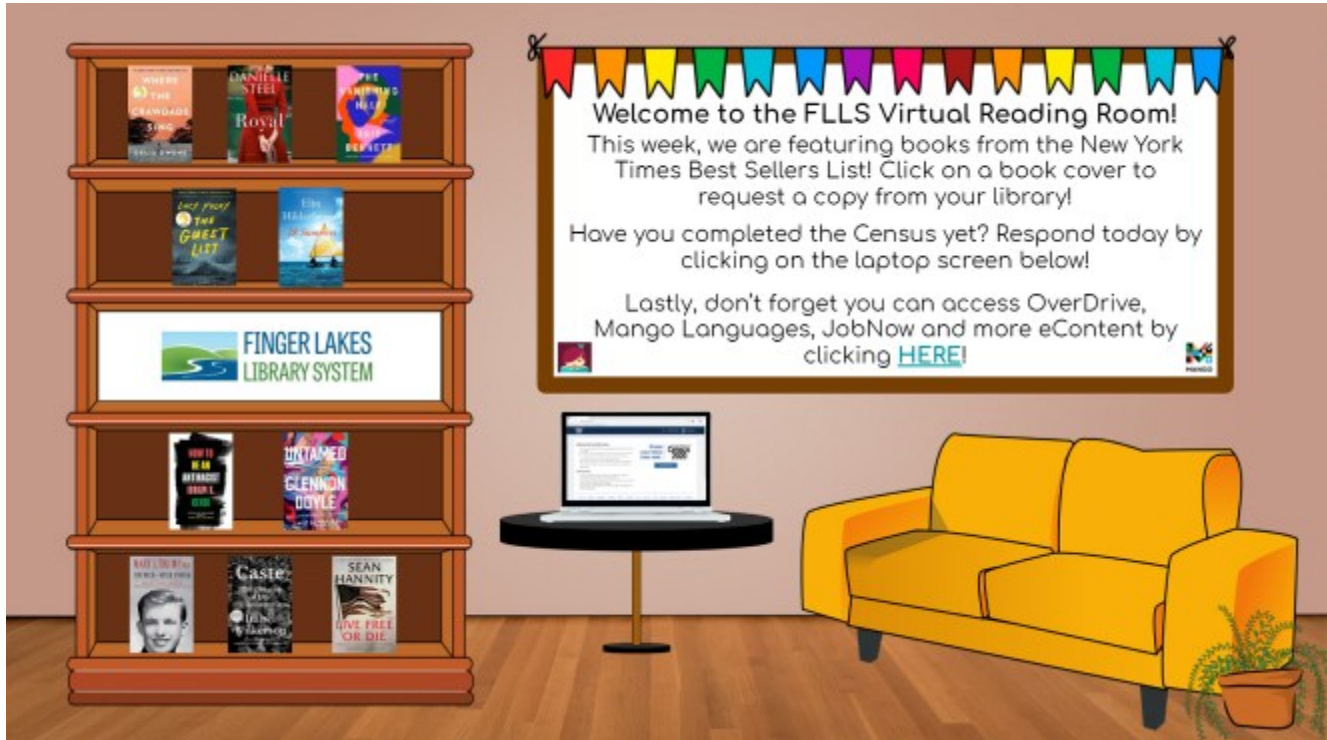


Programming Ideas

Virtual Reading Rooms

Librarians and teachers across the country are creating Virtual Reading Rooms to connect with their patrons and students. Thanks to Sandy Groth for sharing!

Below you will see a room that Jenny created for FLLS, click on the image to interact with the room.



Other Examples:

Banned Books Reading Room

BLM Reading Room

PTPL Teen Room

VHLIF Reading Room

Helpful Tutorials:

Virtual Reading Room post on Facebook

Tutorial 1

Tutorial 2

Would you be interested in an FLLS webinar that would show you how to create your own Virtual Reading Room?

If yes, please participate in this poll:

<https://doodle.com/poll/f9ubxrs4acfpbh9c>



Census 2020 Update

Topic: There is still time to respond!

Over 80% of households have been counted in the 2020 Census!
Visit <https://2020census.gov/en/response-rates/self-response.html> to view self-response rates in your community!



The **NEW** deadline for 2020 Census self-response is now **September 30, 2020**. See U.S. Census Bureau Director Steven Dillingham's statement by clicking [HERE!](#)

Please continue to encourage your patrons to complete their questionnaire online at <https://my2020census.gov/>. Individuals can also call 1-844-330-2020 or fill out and mail back a paper questionnaire, if they've received one. Graphics are available on the Census website and on Creatives for the Count, see links below!

Creatives for the Count

Census Bureau Outreach Materials: Social Media

Contact Your Representative:

Katherine "Kate" Dillon, Cortland & Tioga Counties:
(518) 951-9873 or katherine.d.dillon@2020census.gov

Kristine "Tina" Hanford, Cayuga & Seneca Counties:
(716) 906-6743 or kristine.hanford@2020census.gov

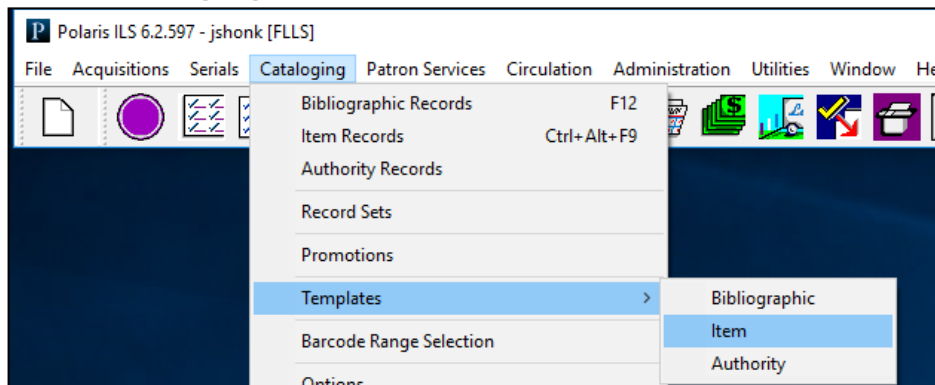
Jennifer L. Karius, Tompkins County:
(401) 834-2289 or jennifer.l.karius@2020census.gov



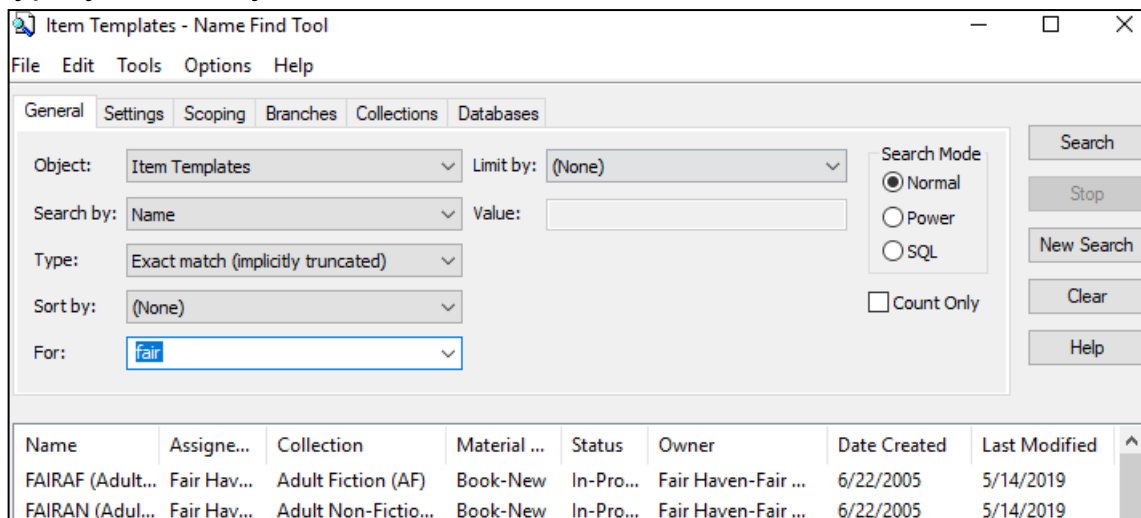
Polaris FAQ

Editing Templates

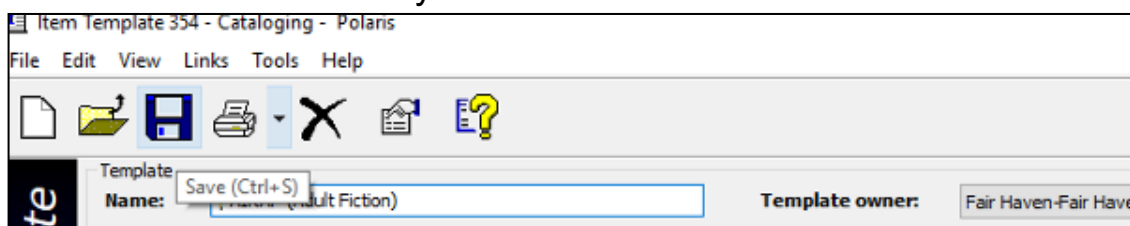
1. Go to **Cataloging > Templates > Item**.



2. Type your library short code and click **Search**.



3. Double click on the template you would like to change.
4. Make the necessary changes to the template.
5. 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



Community Foundation of Tompkins County Final Reports

Deadline: September 10

The final report form is now available on the grant platform. As always, we look forward to learning about the impact of your work and appreciate the thoughtful information you share in this report. Thank you for your continued ability to assess and adjust your services during this time of COVID-19. Please note that the due date for the final report has been extended to September 10th at 9pm. Please contact us if you need to request an extension. As always, let us know what questions you have and thank you for your good work during this challenging time.

NYLA 2020 Virtual Annual Conference Hardship Scholarship

Deadline: October 26

Are you interested in participating in the NYLA 2020 Virtual Conference, but have been furloughed, laid-off, or otherwise experiencing financial hardship? NYLA is funding conference scholarships to help individuals in need. Learn more and apply here: <https://www.surveymonkey.com/r/NYLA2020-Scholarship>.

National Voter Registration Day

Next Monday, Sept. 7 (Labor Day), is the deadline to receive **free** materials to promote National Voter Registration Day. Your library can sign up to participate here: <https://nationalvoterregistrationday.org/2020-nvrd-partner-sign-on/?source=ALA>

National Voter Registration Day will be held on Sept. 22. Your library can participate in-person or virtually to help your users learn about registering to vote. National Voter Registration Day is a key time to register to vote, check your voter registration, or update your registration if your address or name has changed. In some states, the [voter registration deadline](#) is in early October – libraries can inform their communities by participating in National Voter Registration Day.



NVRD will ship you **free** materials if you [sign up](#) by Sept. 7. (You can still sign up after Sept. 7 – you just won't receive materials in the mail.) Sign up to participate using ALA's referral code: <https://nationalvoterregistrationday.org/2020-nvrd-partner-sign-on/?source=ALA>

For additional resources, including a recorded webinar from ALA about participating in NVRD, visit www.ala.org/advocacy/voter-engagement

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