



FINGER LAKES
LIBRARY SYSTEM



MEMBER LIBRARY BI-WEEKLY BULLETIN

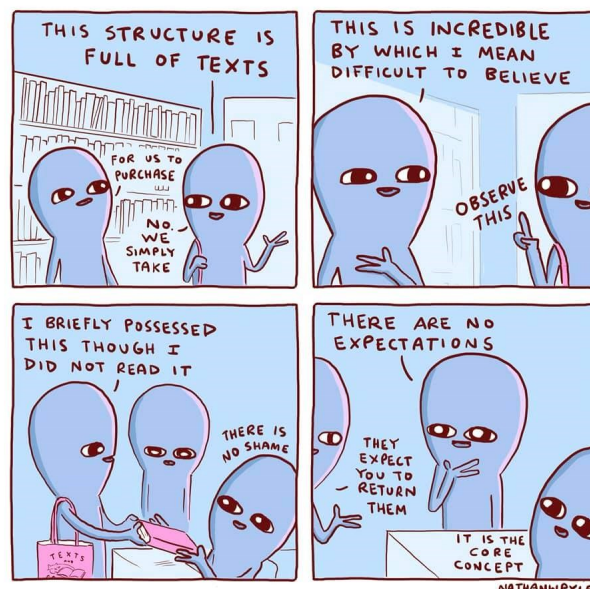
No. 20.22

Friday, December 4, 2020

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Announcements & Reminders

FLLS Staff Out-of-Office: Tom 12/11, 12/14, 12/28-12/30 (Ken will drive). Kristi, Rex, Nora, & Jenny 12/21-12/23, 12/28-12/30. FLLS will be closed 12/24-12/25 & 12/31-1/1. Email is still the best way to contact us!

Whenever your service model changes, please fill out the streamlined online reopening form: <http://www.flls.org/2020reopenpoll/>. If you are closing your library due to a COVID-19 exposure, please also email sglogowski@flls.org.

Links to Make You Think

[Indoor Gardening Projects to Get You Through Winter](#)

[2020 Holiday Gift Guide for Librarians and Book Lovers](#)



[A Rare Sighting of an Octopus Nursery](#)

[How to Combat Zoom Fatigue](#)

[The New York Public Library: Best Books of 2020](#)

[Apply Now: The Inaugural Peggy Barber Tribute Grant](#)

From The Director



I hope everyone had a safe and enjoyable Thanksgiving holiday. Here are some items we are working on:

Minimum Standard Workshops – This week we hosted three trustee training workshops that discussed the upcoming changes in the minimum standards for public libraries. We had 19 of our libraries represented by trustees. Directors received training in late October on the upcoming changes. The slides of the workshop were sent out to all trustees, along with our notes from the sessions and a helpful informational document with guidance from the State.

All of our libraries are currently meeting all minimum standards and we are confident that all our libraries have the tools and knowledge to meet the upcoming changes. A reminder that the standards relating to minimum hours and opening your public restroom are currently on pause due to the pandemic.

FLLS Board of Trustees – The FLLS Board of Trustees has their December meeting next Wednesday, December 9. The Board will be reviewing and approving our financial audit and 990 with our auditor in attendance. A draft 2021 budget will be reviewed and approved, with our projected cuts carrying over into 2021. The 2021 slate of officers for the FLLS Board will be presented, also.

At our December meeting, the FLLS Board will thank and sadly say goodbye to three of our trustees. In Cayuga County, Susan Marteney will be leaving the Board and in Cortland County, Gary Seymour and Kay Zaharis will be leaving. It was a pleasure to work with all three of these departing trustees.

During the November Board of Trustees meeting, the addition of Juneteenth as a holiday for FLLS was approved by the Board. Our public library system follows NY State holidays, and with the recent addition of the holiday at a State level, it was a natural fit for FLLS to follow. The Board also was committed to showing the importance of acknowledging this holiday. The 2021 holiday schedule for FLLS was shared with our membership this week and a reminder for our members to input and update their holiday schedules via Polaris for next year was also sent out.

Member Libraries – Over the past few weeks, we have had libraries that have either rolled back to curbside/contactless services or that have had to suspend library services for a few weeks. We know this is a concern for our libraries as we see rising infection and hospital rates. A reminder that boards can choose to scale back services or close as needed. If you decide to change your services or close, please notify me by email immediately and the director should fill out the form that Rex created: <http://www.flls.org/2020reopenpoll/>.

I hope everyone has an enjoyable weekend!

Sarah

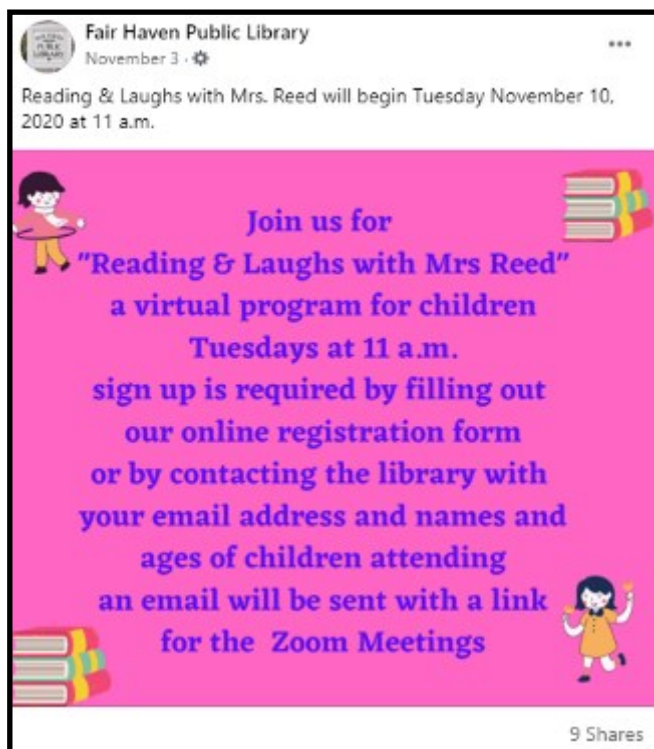


Member Library News



Kellogg Free Library in Cincinnati

Congratulations to Mrs. Patty on her retirement and congratulations to Tina for her new position!



Fair Haven Public Library

Fair Haven now has virtual storytime!

Lodi Whittier Library

Nora Snyder is pictured handing off the supplies collected for the Lodi Community Food Pantry!





Scam Alert!

[Eye Opener] How Many Phishing Sites? A Whopping 2 Million in 2020 So Far

Google has flagged 2.02 million phishing sites since the beginning of the year, averaging forty-six thousand sites per week, according to researchers at Atlas VPN. The researchers note that the number of phishing sites peaked at the start of the year, which correlates with the start of the pandemic.



“Data also reveals that in the first half of 2020, there were two huge spikes in malicious websites, reaching over 58 thousand detections per week at the peaks,” the researchers write. “The second half of the year seems more stable, which is not a positive thing, as there are around 45 thousand new copy-cat websites registered every seven days.”

Atlas VPN says the number of new phishing sites has been steadily increasing each year since 2015, but it’s now higher than it’s ever been. Google and other companies do a good job of tracking down malicious sites, but attackers can easily scale their operations and set up new sites to stay ahead of efforts to shut them down. New-school security awareness training enables your employees to spot these sites on their own.

Full Post with links:

<https://blog.knowbe4.com/how-many-phishing-sites-over-2-million-in-2020-so-far>





Online Learning

Upcoming Webinars & Meetings

SMART Goals – A How-To, Hands-On Working Session (CRLC)

Thursday, December 10, 10:00am

When creating project, team, or organizational goals, we are often told to make them SMART. What does it mean to have goals that are specific, measurable, achievable, relevant and time-based? How do you create SMART goals? How does their creation help you think about your definition of success? This 90-minute working session will teach you about SMART goals. In other words, how do you make them SMART without making them unreasonable? You will learn what they are and then put what you are learning into practice by creating SMART goals for a project you have in mind.

I Didn't Sign Up For This – Creating an Effective Pandemic Operation Plan (CRLC)

Monday, December 14, 2:00pm

Pandemic librarianship is a challenge. Many of us in leadership are thinking, "This is not what I signed up for." However, it is our job to rise to challenges and guide our organization forward. We do that through planning. A plan for library service during a pandemic is paramount, and for some of us, it is now mandated. All libraries should be drafting a Pandemic Operations Plan (POP) now. In this workshop, we will cover what is mandated by the state. We will suggest additional information to add and implications for library policy. This includes questions you need to ask yourself, staff, and stakeholders, as well as suggestions on how such a plan should be formatted and successfully communicated.

Engaging Take and Makes on a Shoestring Budget (CRLC)

Thursday, January 14, 10:00am

Libraries are no strangers to providing various forms of entertainment to our patrons. However, now that our patrons are spending more time at home, they're looking for more to do. In this webinar, we'll provide Take and Make project ideas for adults, teens, and children.

Select Southern Tier (South Central Regional Library Council, SCRLC) when registering for CRLC webinars!

Conferences & Special Programs



Improving Access to Civil Legal Justice Through Public Libraries Project



Through the **Improving Access to Civil Legal Justice through Public Libraries** project, WebJunction has worked with subject matter experts to create courses and resources to strengthen the knowledge and ability of library staff to identify and support civil legal aid issues. Explore these new additions to WebJunction to learn more:

- **Creating Pathways to Civil Legal Justice, a New Self-paced Course Series:** This new series of free, self-paced courses, will augment your ability and confidence to meet civil legal justice information needs in your community. Created in partnership with Legal Services Corporation, this online continuing education opportunity aims to empower all library staff to feel more confident about conducting civil legal reference interviews and connecting patrons to important resources and information that can help improve the lives of your community members.
- **Civil Legal Assistance in Natural Disasters: A Role for the Library:** In the aftermath of a natural disaster, civil legal issues abound. In these stressful situations, when many people have lost so much, they are also faced with untangling legal questions that can be confusing and ever-changing. This article focuses on key ways libraries can help with civil legal issues and questions stemming from a natural disaster.



Programming Ideas

Dumpster Fire New Year's Pop Up Card

Send off 2020 the right way with this pop up card Take & Make. In popular culture, a dumpster fire is used to describe something that is so terrible that it is equivalent to burning garbage. This craft requires very few supplies and is guaranteed to make your patrons laugh. Click the link above to see the original post on Facebook and download the PDF with material list and templates.



The Importance of Self-Care During the Pandemic

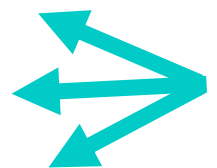
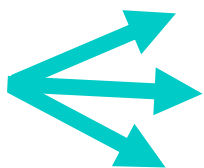
On a more serious note, please give yourself some grace during this time. If you are burned out, you're no good to anyone! Get enough sleep, hydrate, and be kind to yourself. **If you are feeling out-of-control or very anxious please don't be afraid to reach out to friends, family, or a professional.**

Directors, Supervisors, & Trustees – check in with your staff. Virtual programming and curbside are both incredibly time-intensive (as compared to previous in-person services). Zoom fatigue and burnout are real and can have serious health consequences.

Self-Care for Stressful Times

Mayo Clinic Self-Care Tips

CDC Resources for You & Your Community





Polaris FAQ

Item Maintenance Reminders

When entering a new item into Polaris, please make sure to attach your items to the correct bibliographic record. A large print book should be attached to a **Large Print** bib record and a regular print book should be attached to a **Book** bib record.

If you are unsure, look at the **Format** when searching.

Title	Author	Format	Lin...	Ho...	Publ...	Call Number
The jester	Patterson, Jam...	Audio Book on CD	1	0	2003	813/.54
Violets are blue	Patterson, Jam...	Book	1	0	2002	[Fic]
2nd chance	Patterson, Jam...	Book	1	0	2003	813.54
The jester	Patterson, Jam...	Book	1	0	2004	813/.54
Brown v. Board of Education : a civil rights ...	Patterson, Jam...	Book	1	0	2001	344.73/0798
Black market	Patterson, Jam...	Book	1	0	1986	813/.54
Cat & mouse	Patterson, Jam...	Large Print	1	0	1998	813/.54
Cradle and all : a novel	Patterson, Jam...	Large Print	1	0	2000	813/.54
Violets are blue	Patterson, Jam...	Audio Book on CD	2	0	2001	813/.54
The lake house	Patterson, Jam...	Book	2	0	2004	813
1st to die	Patterson, Jam...	Large Print	2	0	2001	Patterso
The jester	Patterson, Jam...	Large Print	3	0	2003	813/.54
The beach house	Patterson, Jam...	Audio Book on CD	4	0	2002	813/.54

Here are some of the most common errors that we see:

- Not checking Polaris to see if a bibliographic record with a matching ISBN or UPC is already in the system.
- Entering the UPC instead of the ISBN when they are different. Sometimes the scanner reads the UPC rather than the ISBN so definitely check to be sure that the number entered is the actual ISBN.
- Adding the UPC in a 020 field instead of the 024 field.
- Adding the ISBN in a 024 field instead of the 020 field.
- Scanning the item barcode instead of the item ISBN.
- Not entering all the details in the item record, such as the number of discs with a sound or video recording. Often this is necessary to be sure you are choosing the correct bib for their item. Simply writing "Check for disc" in the block is not specific enough.
- Not distinguishing between a DVD and a Blu-ray.
- Creating quick bibs (often for old materials) without including an ISBN, or other distinguishing information. For example, a quick bib for "Little Red Riding Hood" with no author or ISBN could be impossible to resolve.
- Making mistakes in the volume field. Ex. Putting the number of discs in the volume field of a BOCD.

Having issues or need a refresher?

Contact jshonk@flls.org to schedule a Zoom session!



Awards & Grants

Apply Now: Libraries Transform Communities Engagement Grant

ALA invites library workers to apply for the **Libraries Transform Communities Engagement Grant**, an annual grant supporting innovative and meaningful community engagement efforts in libraries.

Applications will be accepted between Dec. 1, 2020, and Feb. 5, 2021. View the full award guidelines and apply online at www.ala.org/LTCEG.

The Libraries Transform Communities Engagement Grant recognizes, promotes and supports innovative and meaningful community engagement efforts in libraries. It provides \$2,000 for a school, public, academic, tribal or special library to expand its community engagement efforts.

Each year, the grant focuses on supporting a community engagement project with a specific theme. For the 2020–2021 cycle, libraries are invited to submit applications for a community engagement project that focuses on anti-racism.

Visit the [grant guidelines](#) for resources on anti-racist theory and practices.

Libraries are invited to apply by designing and outlining activities for a library-led community engagement project. Community engagement is the process of working collaboratively with community members – be they library patrons, residents, faculty, students, or local organizations – to address issues for the betterment of the community.

Project activities to be covered by the grant may include developing community engagement programs and services; partnering with a community agency that builds the capacity of the community to address an important concern/issue; or creating a program or event that connects the library to a community-identified aspiration or concern.

>>> [Read about Milwaukee Public Library's Wisconsin Deaf Storyslam, winner of the 2020 Libraries Transform Communities Engagement Grant.](#) <<<

The Libraries Transform Communities Engagement Grant is part of **Libraries Transforming Communities** (LTC), ALA's community engagement initiative. Since 2014, LTC has reimagined the role libraries play in supporting communities. Libraries of all types, from across the country, have utilized the free dialogue and deliberation training and resources to lead community and campus forums; take part in anti-violence activities; provide a safe space for residents to come together to discuss challenging topics; and have productive conversations with civic leaders, library trustees and staff.