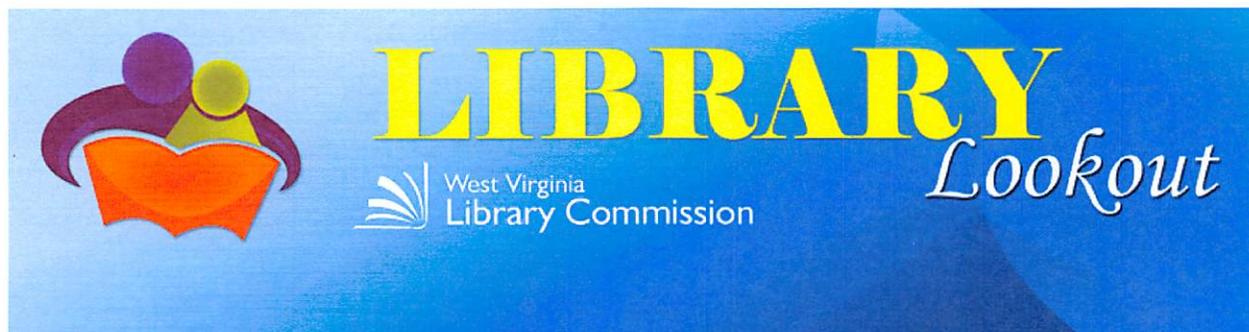


[Subscribe](#)[Share](#) ▼[Past Issues](#)[Translate](#) ▼[RSS](#)

West Virginia Library Commission (WVLC) Monthly Newsletter

[View this email in your browser](#)

Issue 63

September 2016

In This Issue

- [Message from the Executive Secretary](#)
- [Trustee Tips](#)
- [WVLC Notices](#)
- [Continuing Education](#)
- [Libraries Today](#)
- [September is Library Card Sign-Up Month](#)
- [What's Your Story?](#)
- [Letters About Literature](#)
- [Funky Weed Ideas](#)
- [New Director's Academy](#)
- [Book of the Month](#)
- [Mark Your Calendars](#)

a message from...
 the West Virginia Library Commission

This quote from author Brian Herbert holds a place of honor in my office. I hope you all choose to learn at the WVLA Annual Conference in Glade Springs next month.

"The capacity to learn is a gift; the ability to learn is a skill; the willingness to learn is a choice."

WVLA President Emilee Seese and the Conference Committee have put together a great program of speakers and activities. I am particularly interested in learning from Patrick Sweeney of EveryLibrary. EveryLibrary is a national organization dedicated exclusively to supporting the establishment, renewal, and protection of local public funding for libraries of all types. Libraries across the state – academic, public, and school - are struggling to accommodate funding cuts. Public libraries with excess levies are worried about renewal. Those without excess levies are considering them. We all can learn from EveryLibrary.

The Library Commission is committed to learning. Its 2013-2017 plan for using Federal Library Services and Technology Act (LSTA) funds is ambitiously titled "Creating a State of Learners". Among those learners are library directors, staff and trustees.

The WVLA Conference is one of many learning opportunities. Each month, *Lookout* points to more. The Library Commission *Administrative Rule* specifies that half of the continuing education hours required of public library directors annually must be earned at a conference. Why?



Conferences have memorable speakers but conferences are more than speakers. It is very possible that you will learn something important from an informal conversation with a colleague, a question by someone you don't know, or a product description by an



exhibitor.

I hope to see you there!

Karen Goff
WVLC Executive Secretary



TRUSTEE TIPS

Signature Stamps and Fraud

The WVLC *Administrative Rule* (3.8.c) requires all public libraries receiving state aid to make provision for at least two signatures on checks used in payment of library financial obligations. One of those two signatures must be that of a library trustee.

The purpose of this requirement is to protect the library from fraud. Practices such as signing blank checks or using signature stamps remove that protection. No one wants to think that a library could be a target for embezzlement - especially a library in West Virginia – but it has happened.

While it might be convenient to sign blank checks or have a signature stamp made for one or more Board members, it is not prudent. Almost every WV public library audit report includes a statement concerning inadequate segregation of duties. An article in *Fraud Magazine*, published by the Association of Certified Fraud Examiners, states that where segregation of duties is a challenge, a signature stamp is, in fact, one of the most dangerous items in the office.

Why? Multiple layers of approval limit the opportunity for fraud.

The "Fraud Triangle", developed by Donald Cressey and Edwin Sutherland in the 1950's, states that individuals are motivated to commit fraud when three elements come together: 1) some kind of perceived pressure 2) some perceived opportunity and 3) some way to rationalize the fraud as not being inconsistent with one's values. In any organization, the risk of fraud can be reduced. Internal control procedures particularly diminish the "opportunity" point of the Fraud Triangle.

The financial oversight role of the Library Board cannot be overemphasized. The library board has ultimate responsibility for all aspects of library financial management and a fiduciary responsibility to the public. Library trustees acquire their position through state law and, as such, are public officials. They hold assets (the library) in trust for the citizens and taxpayers of the community served. They manage property and finances for the constituency served.

The Library Commission will certify that libraries using electronic banking comply with section 3.8.c of the *Administrative Rule*, if the library's required financial reports:

- include an itemized list of expenditures paid with online procedures,
- are reviewed and signed by two individuals, at least one of whom is a Board member, and,
- are officially approved at the regular meetings of the library Board.



- Martinsburg-Berkeley County PL: David Porterfield is the Interim Director, effective August 1.
- [WVLA Annual Conference 2016](#)
 - October 5-7
 - The Resort at Glade Springs

CONTINUING EDUCATION

[Click Here to Read More About the West Virginia Yearly Requirements for Directors & Staff](#)



SEARCH. CLICK. LEARN.

Great libraries require great staff. Make sure your skills are up to the challenge with these short, self-paced courses from Skillsoft.

The West Virginia Library Commission Library has expanded its WebJunction subscription to include free access to over 500 online courses on a wide range of technology and business topics developed by Skillsoft. We're excited about this new source for continuing education and are looking forward to staff in libraries across the state exploring the catalog and using these courses to meet individual learning needs.

Here are just a few of the courses that you will be able to take:

- Professional Networking Essentials: Developing Confidence
- Leadership Essentials
- Customer Service Fundamentals
- Managing Change
- The Essentials of Budgeting for Non-financial professionals
- Becoming a Manager: Leading and Communicating

There is also a variety of courses and short, tutorial videos to strengthen your technology skills on topics including

- Microsoft Office 2010, 2013 and 2016
- Windows 7, 8 and Windows 10
- Mac OSX
- Adobe software including Acrobat, Photoshop and Illustrator.

Skillsoft is all self-paced, online learning so you can take a course when it fits your schedule. To **Get Started – Request an Account**

1. Go to <http://webjunction.skillport.com/>
2. Click on the Register link near the bottom of the page.
3. Complete all fields of the registration form, making sure to select West Virginia Library Commission as your sponsor.

WebJunction and Skillsoft are paid for in-part through Federal IMLS LSTA funds.



| | |
|---|--|
|  | View Upcoming & Archived Webinars CLICK HERE  |
|---|--|

| | |
|---|--|
|  | View Upcoming Webinars & Training CLICK HERE  |
|---|--|

Events WebJunction Events Calendar

WebJunction Events Calendar

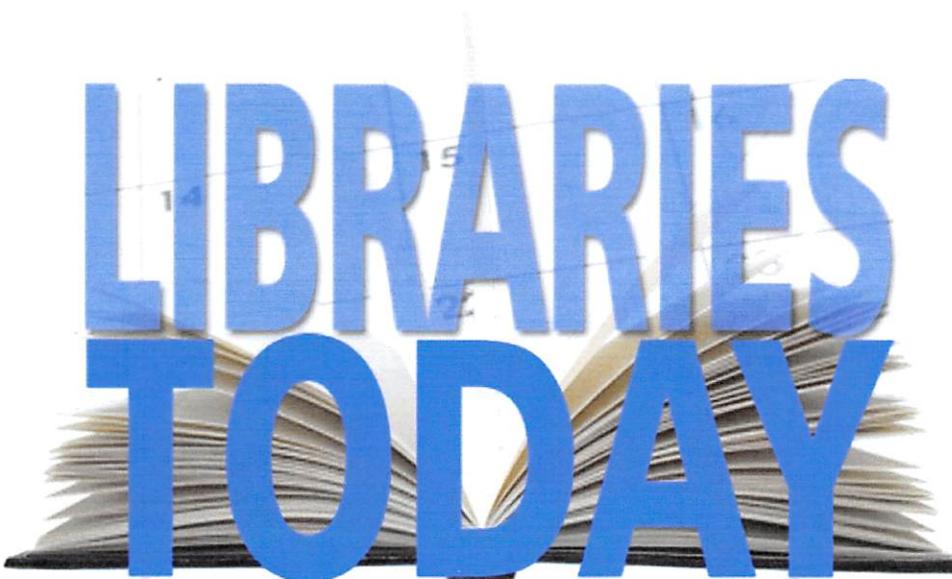
To view a complete list of past WebJunction webinars, go to [WebJunction Event Archives](#)



WebJunction webinars are live audiovisual programs that are conducted online via WebEx web conferencing. Anyone who has an Internet connection can participate, listening to the audio broadcast through speakers or headset, or via phone. These **free** events allow you to meet and learn from library leaders and fellow library practitioners.

WebJunction's catalog of courses and webinar archives on library topics is now open to all library workers and volunteers across the nation. A certificate of completion is provided after you have completed any course or webinar that you enroll in. [Catalog »](#)

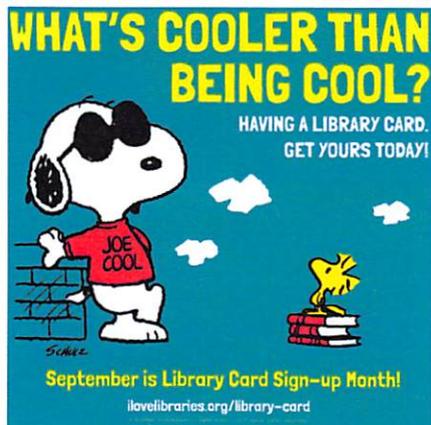
[Click to View »](#)



Libraries Today to Feature The History of Libraries in West Virginia

The WV Library Commission will highlight the history of West Virginia Libraries in the August episode of *Libraries Today*. The show visits two of the state's landmark libraries - the old Carnegie Library buildings in Huntington and Parkersburg. These structures laid the groundwork for the modern library system in West Virginia. Guests include Cabell County Public Library Director Judy Rule, Historian James Casto, Parkersburg-Wood County Public Library Director Brian Raitz and State Library Commissioner and Historian Dr. Charles Julian.

[Watch the August Episode of Libraries Today: The History of Libraries in West Virginia.](#)



September is Library Card Sign-up Month

Today's libraries are about more than books. They are creative educational spaces for learners from birth to high school and beyond. September is Library Card Sign-up Month, a time when West Virginia libraries join with the American Library Association and public libraries nationwide to make sure that every student has the most important school supply of all – a free library card.

For more information on how to promote Library Card Sign-up Month, visit the [American Library Association website](#).

The WV Library Commission Wants to Hear From You!

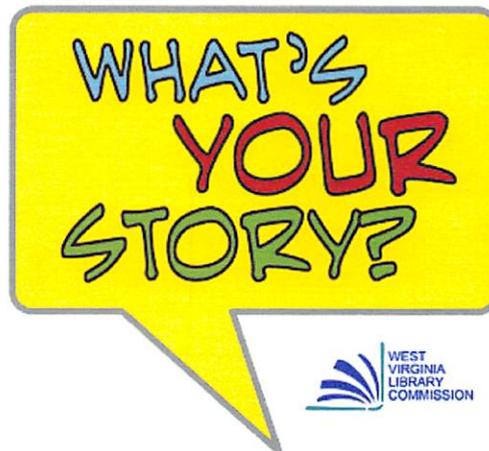
The WV Library Commission will be collecting stories and ideas during the WVLA Conference in October.

What did you do to help a patron? Any programs that were a huge success? The Commission wants to promote libraries as being "MORE THAN a BOOK". Libraries are so many things! Here are just a few...

- Civic Engagement Leaders
- Community Helpers
- Inspiring Educators
- Knowledge Builders
- Champions of Youth
- Idea Creators
- Technology Advocates
- **YOU FILL IN THE BLANK!**

The WV Library Commission would like to use these collected stories in promotional materials such as: news articles, press releases, PSAs, etc.

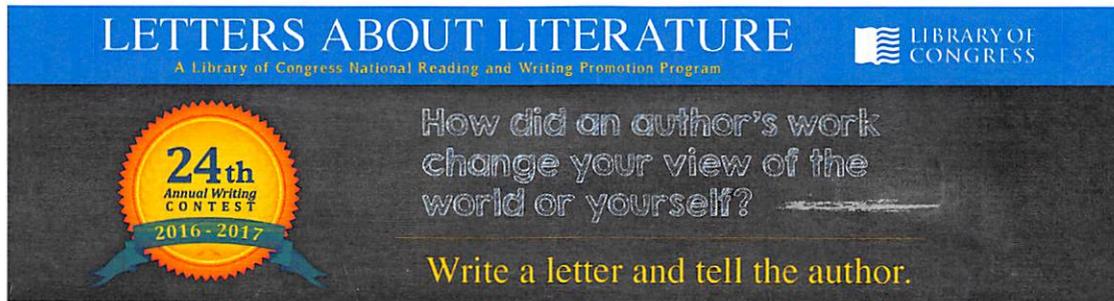
So stop by our table to share YOUR STORY and brag about how libraries are MORE than BOOKS!



A Patron of the Brooke County Public Library Shares Her Story

"While I was in the RN to BSN program at West Liberty, I needed to be online. So, I used library computers. If I needed a book, I came to the library.

If a book I wanted wasn't there, they got it for me through inter-library loan."



The 24th Annual *Letters About Literature* Writing Contest is Underway!

Read. Be Inspired. Write Back.

Letters About Literature is a letter writing competition for students in grades four through twelve sponsored by the Library of Congress. Participants choose a book they feel has had an impact on their view of the world, their view of their own personal lives, or both. Then they write a letter to the author of that book, telling him or her why the book is important to them, and how it has affected their point of view.

The letters are first sent to the Library of Congress in Washington D.C. to be read by the national judges. They send the best of the letters to local West Virginia judges, who will decide which letters deserve the Top Honors, Honors, and Honorable Mention places.

Entries for the 24th annual contest will be accepted beginning November 2, 2016, and must be postmarked by the following dates:

- December 2, 2016: LEVEL 3 - Grades 9-12
- January 9, 2017: LEVEL 2 - Grades 7-8
- January 9, 2017: LEVEL 1 - Grades 4-6

For more information, visit the [Library of Congress website](#).



I Went to Denver and Came Back with Some Funky Weed Ideas!

Weeding a library collection can be a time-consuming task. To make it easier, Team Weed will highlight a new section of the library collection to focus on each month. But, before we get to that, let's cover some basics.

Why weed?

- To keep shelf space available for new titles. Most libraries, regardless of size, should only have materials on 75-percent of any shelf.
- To know what areas of the collection need building or updating. Looking at an integrated library system report to gauge usage is important, but physically looking at the collection is invaluable. Periodically looking at the collection makes it easier to assist patrons in locating information or providing readers advisory, too.
- To purge outdated items. This is especially something that one needs to do regularly with the reference collection.

How often should the library be weeded?

You never stop. It is an ongoing process; just like ordering materials or shifting through donations. Doing it throughout the year means that less material is going out of the library at once, which will keep your community from panicking about "good books" being thrown away. It also allows you to focus the message more on promoting new or newly rediscovered items.

How-To

When looking at items to weed, MUSTIE is a must. It is part of the CREW Method (<https://www.tsl.state.tx.us/ld/pubs/crew/index.html>) created by Texas State Library librarians Belinda Boon and Joseph P. Segal. The work can be weeded if it falls into one or more categories.

- M=Work is misleading or factually inaccurate
- U=Work is ugly; beyond mending or rebinding
- S=Work is superseded by a new edition or by a much better book on the subject
- T=Work is trivial: of no discernible literary or scientific merit
- I=Work is irrelevant to the needs and interests of the Library's community
- E=Work is readily obtainable from elsewhere

September's section of the library is the reference collection. Out of all the collections, this one should contain the most up-to-date resources.

Consider discarding:

- Items that are more than three-years-old or a new edition is available.
- Encyclopedia sets that are more than five-years-old or have a new edition available. Patrons still have access to encyclopedia, dictionary, etc., information through WVInfoDepot.org if you choose not to replace them. Contained within Scholastic Go is *Grolier Multimedia Encyclopedia*. *American Heritage Children's Dictionary* and *Funk & Wagnall's New World Encyclopedia* are part of Explora Primary and Explora Middle & High School. Medical dictionaries, encyclopedias, and medicine guides are available through Consumer Health Complete. These resources are continuously updated, so your community will always have the most current information.
- Items not used by the community. As your community changes, the reference materials they consult will change also. "Reference" items can be expensive to replace; don't replace an item that your community has outgrown just because the library has "always had it."

What do you do with the discarded books, besides a book sale?

- Ask the local school art teacher or local artist if he or she would like them for school projects.
- Book art/craft. The internet and Pinterest has hundreds, if not thousands, of things to do with old books. Put a book and the instructions for the craft in a gallon storage bag and keep the take home projects at the circulation desk.

Heather Campbell Shock

State Library Services Director



New Director's Academy Scheduled for September 20th

The Fall session of the Library Commission's New Director's Academy is slated for Tuesday, September 20th. The Academy, now in its second year, introduces new state library directors to laws and regulations, the role of the Library Commission, required reports and other important information. The Academy is also a good way for librarians to get to know their counterparts from other parts of the state and to exchange ideas and experiences.

The Academy has two sessions, one in the Spring before Spring Fling at a nearby location, and one in the Fall at Commission headquarters in Charleston. New Directors without a Master of Library and Information Science are required to attend. Those with an MLIS and interim directors are encouraged to attend also.

This year's returning attendees include Alesha Tocco, Director of Taylor County, Jeff Chadwell of Peterstown, Brigid Ryan of Gilmer

County, Todd Duncan of South Charleston, and Kathy Ream, Interim Director of the Boone-Madison Public Library.

First time attendees include Andrea Moorehead of McDowell County, Austin Persinger of Summers County, Nicole Matthew of Valley Head, and Interim Directors Angela Howard of the Jackson County Public Library, Amy Stover of Raleigh County Amy Stover, and Ryan Clouston of Upshur County.



JOIN
and
ADD
to the DISCUSSION!

WVLC Book Discussion GROUP

and profoundly moving book in many a season. An epic about love and friendship in the twenty-first century that goes into some of the darkest places fiction has ever traveled and yet somehow improbably breaks through into the light. Truly an amazement—and a great gift for its readers."

— Amazon Book Review

Contact Library Development Services to request this book for your book group! 304-558-3978 or Robert.L.Gibson@wv.gov

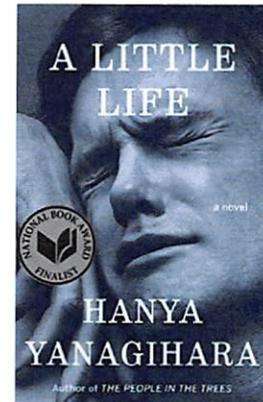
Featured Book of the Month!

A Little Life: A Novel
by Hanya Yanagihara

NATIONAL BOOK AWARD FINALIST

SHORT-LISTED FOR THE MAN BOOKER PRIZE

"Brace yourself for the most astonishing, challenging, upsetting,



Mark Your Calendar!



September: Library Card Sign-up Month
September 5: Labor Day (first Monday in September)
September 8: International Literacy Day
September 11: Grandparents' Day & Patriot Day

September 22: First Day of Fall!
September 25 - 30: Banned Books Week



International
Literacy Day
September 8th

BANNED BOOKS WEEK 2016 CELEBRATES DIVERSITY



You're the Super Star!

Have a story to tell or a photo to share?
Click Here to Email Us!

Any mention of services or products in this newsletter does not constitute an endorsement or recommendation. The use of any services or products should be evaluated on an individual basis. The West Virginia Library Commission provides no guarantee as to the security, reliability, or accuracy of information provided herein. Funding for West Virginia Library Commission programs and services, including this newsletter, is provided by the State of West Virginia. Funding for this newsletter is also provided by the U.S. Institute for Museum and Library Services under the provisions of the Grant to States Program as administered by the West Virginia Library Commission.



Library Lookout is published monthly by WVLC Library Administration Services

Karen E. Goff
Executive Secretary
West Virginia Library Commission

Kay Goodwin
Cabinet Secretary
West Virginia Department of
Education and the Arts

West Virginia Library Commission

Culture Center, Bldg. 9 | 1900 Kanawha Blvd. E. | Charleston, WV 25305 | (304) 558-2041

This email was sent to <<Email Address>>

[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)
West Virginia Library Commission · 1900 Kanawha Boulevard East · Charleston, WV 25302 · USA

