



Libraries: We're All In
NYLA 2021 Conference & Trade Show
Virtual - Thursday and Friday, October 28 and 29
In-Person at the OnCenter in Syracuse, NY
Wednesday through Saturday, November 3 - 6



[FLS at the Trade Show](#)

FLS Sponsored Programs:

FLS Continuing Education Program | NYLA In-Person Pre-Conference, Wednesday, November 3 | 1:30 - 4:30 p.m.

[Financial FAQs for Nonprofits](#)

NYLA In-Person Conference & Trade Show

[FLS Booth at the Trade Show](#)

[Friendly Relationships, Working Together for the Library](#)

NYLA Virtual Conference & Trade Show

[ABCs of Best Practices for Friends Groups](#) - Live Virtual Presentation

[Fundraising Without Book Sales](#) - OnDemand

FLS Cosponsored Programs:

NYLA In-Person Conference & Trade Show

[Library Trustees \[Not In\] Legal Jeopardy!](#)

NYLA Virtual Conference & Trade Show - Live Virtual Presentations

[How to Hire and Inspire \(and Occasionally Fire\) Library Employees, Legally!](#)

[How to Run an Effective Meeting](#)

[Supporting Local Businesses During/After COVID](#)

[Understanding the Basics of Accessible Virtual Programs](#)

FLS at the Trade Show

FLS will again have a booth at both the Virtual Conference in October and the In-Person Conference in November. Please visit for the latest information on FLS and the conference. We anticipate having a raffle at the In-Person booth. We'd also just like to meet and greet you!

The In-Person Trade Show Hours

Thursday, November 4th | 10:30 AM – 5:00 PM

Friday, November 5th | 8:00 AM – 12:00 PM

[top of page](#)

FLS Sponsored Programs:

FLS Continuing Education Workshop at the NYLA In-Person Pre-Conference

Financial FAQs for Nonprofits

Wednesday, November 3 | 1:30 - 4:30 p.m.

FLS will host a half-day continuing education workshop as part of the pre-conference offerings in advance of NYLA's Annual Conference in Syracuse. Participants may enroll in this workshop independently from the NYLA Annual Conference (November 3-6). Conference registration is not required to attend; fees are reduced for NYLA personal and organizational members.

Financial FAQs for Nonprofits

- ★ What forms must be filed with the IRS?
- ★ What are the restrictions for fundraisers?
- ★ How should the organization handle sales tax?
- ★ What are the rules concerning audits?

Looking for those elusive answers to nonprofit financial questions? Accountants from the John C. Parcell IV Accounting Firm will explain these and other accounting concerns relevant to Friends organizations and public libraries, including the fiduciary duties of board members.

Some Friends have nearly jeopardized their nonprofit status by failing to meet regulations that govern charity operations. If you are unsure of how to be compliant and properly manage the assets of your group or library, our speakers will

provide advice on how to implement policies needed by the NYS Nonprofit Revitalization Act of 2013, develop procedures for acknowledging donations, and handle reporting practices for 501(c)(3) organizations.

Registration is required online. For those members registering between August 1 and September 30, the charge is \$65 at the early bird rate for the 3-hour session. Those not yet members of NYLA pay \$90 during this early bird period. After October 1, the fees increase to \$80 and \$105 for members and non-members, respectively.

Target audience: Officers/Treasurers of Friends of Libraries groups or other nonprofit organizations, library administrators, library trustees of public and association libraries, and treasurers of library boards of trustees.



John C. Parcell IV is a Certified Public Accountant and owner of John C. Parcell IV Accounting in Canton, which provides a wide range of accounting services, assisting nonprofits as well as commercial businesses and healthcare organizations. John serves as an internal auditor for the Potsdam Public Library. He received his Associate's degree in Accounting from SUNY College of Technology at Canton in 1992 and his BS in Accounting from Clarkson University in 1994. John has been licensed as a Certified Fraud Examiner since December 2004.



Nathan B. Wray, EA, received his Associate's degree in Accounting from SUNY Canton College in 2010 and his BS in Finance from SUNY Canton in 2013. He became an enrolled agent with the IRS in January 2021. Nathan is a federally licensed tax practitioner with the right to represent taxpayers, trusts, estates, and corporations when dealing with issues with the IRS, such as tax appeals, collections, and audits. He has been practicing accounting with John C. Parcell IV, CPA, CFE since 2013. Currently, Nathan is a not-for-profit audit manager who manages all the firm's attestation engagements.

[top of page](#)

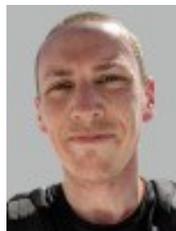
NYLA In-Person Conference & Trade Show

Friendly Relationships, Working Together for the Library

Friday, November 5 | 2:15 - 3:30 p.m.

Sponsor: FLS; Co-Sponsors: RLRT, LTAS, SCLA, LAMS

Friends of the Library can be valuable members of the library team. Trustees provide governance, library directors manage the operations of the library, and a Friends group provides an opportunity for citizen volunteers to give support and financial assistance. All parties in this alliance need to understand their well-defined responsibilities and the limits of their roles. Frequent, clear, and open communication is the key to a successful partnership, along with joint planning sessions and establishing an operating agreement to address the needs and expectations of all. Robust, positive relationships between these key players will impact customer satisfaction and achieve long-term goals, helping libraries to be strong and resilient. Our panelists from the Hamilton Public Library will share ways their Friends, director, and trustees work together successfully.



Left to right: Travis Olivera, Hamilton Public Library, Diane Finch, Friends of the Hamilton Public Library, David Hopper, Hamilton Public Library

[top of page](#)

NYLA Virtual Conference & Trade Show



ABCs of Best Practices for Friends Groups

Live Virtual Presentation

Friday, October 29 | 11:30 a.m. - 12:30 p.m.

Sponsor: FLS; Co-Sponsor: LTAS

Every Friends of the Library group can learn from their peers. Ideas ripe for the picking abound in successful, thriving Friends organizations! Learn some outstanding ways to market your group, keep

membership numbers growing, engage your community with your activities, and raise some money, all by borrowing tips and creative tricks from Friends groups large and small. Come prepared to add your own "letters" into this alphabet stew. Together we'll highlight noteworthy advice, best habits to adopt, and practical ways to keep Friends successful in their important work.

Lisa C. Wemett, FLS Professional Development Coordinator

Fundraising Without Book Sales

OnDemand

Sponsor: FLS; Co-Sponsor: LTAS

2020 challenged Friends groups to take a fresh look at raising funds to support their libraries' needs. This involved reimagining current programs as well as developing new ideas, but the mission of the Friends always remained the same. From Hampton Bays near the tip of Long Island to Monticello in Sullivan County to Olean in Western NY these groups have all created successful projects that challenge the typical fundraiser. Learn how three unique Friends groups have redefined fundraising through partnerships and creative collaborations that support the library, benefit their community, and create lasting, beneficial relationships. Please join us to consider one of these projects that may provide better returns on your group's time and efforts.



Mary Giardini, Friends of the Olean Public Library (left)
Helen Rados, Friends of the Ethelbert B. Crawford Public Library (right)
Emily Cullings, Friends of the Hampton Bays Library

[top of page](#)

FLS Co-Sponsored Programs

FLS has co-sponsored several programs offered by other NYLA Units that are of particular interest to Friends and Friends groups.

NYLA In-Person Conference & Trade Show:

Library Trustees [Not In] Legal Jeopardy!

Friday, November 5 | 11:00 a.m. - 12:15 p.m.

Sponsors: LTAS, FLS

Program Description: Being a trustee takes dedication, awareness, and a willingness to learn the ropes of library and not-for-profit legal considerations. Since that is a lot of work, this session will make it fun, promoting awareness of the most critical aspects of library trustee ethics and responsibilities through a game-show format: "What is...a fiduciary?" "What is...a conflict of interest?" "What is...Director's & Officer's Insurance?" You will wager all of your late fees as you test and build your trustee skills in this fun and highly informative session! (Non-trustees also welcome.)

Presenter: Stephanie Cole Adams, The Law Office of Stephanie Adams, PLLC

NYLA Virtual Conference & Trade Show

Live Virtual Presentations:

How to Hire and Inspire (and Occasionally Fire) Library Employees, Legally!

Thursday, October 28 | 1:00 - 2:00 p.m.

Sponsors: LTAS, FLS, LAMS

Program Description: In this session, we will discuss a variety of employment law topics and the laws that govern them. Topics will include hiring and firing of employees, paid leave laws and policies, employee misconduct, discrimination and harassment, interpersonal conflict and bullying, wage and hour concerns, performance issues, safety concerns, and more. Using real world scenarios that arise in libraries, we will identify legal issues and plan practical approaches to resolving personnel problems. We will examine how federal and state employment laws and library policy work together, with a special focus on the requirements imposed by new legislation and recent court decisions.

Presenters: Ellen M. Bach and Robert T. Schofield, Whiteman Osterman & Hanna LLP

How to Run an Effective Meeting

Thursday, October 28 | 2:30 - 3:30 p.m.

Sponsors: LAMS, FLS, LTA, NMN, ESLN

Program Description: Attendees will learn how to construct an effective meeting by deciding what structure will meet the meeting's needs. We will discuss when and if, using Robert's Rules of Order is necessary, and give a quick introduction

into best practices when using that structure. Key meeting management tips will be introduced, including how to empower all meeting attendees to participate; communicate effectively with a large group; value the attendees' time; stay on task; tactfully end off-topic discussions; and finish meetings in a timely matter.

Presenters: Jen Park and Joanna Goldfarb, Ramapo Catskill Library System; Carolyn Bennett Glauda, Southeastern NY Library Resources Council

Supporting Local Businesses During/After COVID

Thursday, October 28 | 2:30 - 3:30 p.m.

Sponsors: NYBLC, FLS, LAMS, NMN

Program Description: Learn how during the pandemic, the Miller Business Center worked with local business organizations to promote economic development in the community. Discover how to connect with local businesses to market your business and reference services. Explore innovative techniques in collaborating with local business organizations. Reveal the myriad of ways your library can highlight local businesses, assist them in a time of crisis, and provide them with the resources they need to meet the challenges ahead.

Presenters: Elizabeth Malafi and Alex Blend, Middle Country Public Library

Understanding the Basics of Accessible Virtual Programs

Friday, October 29 | 11:30 a.m. - 12:30 p.m.

Sponsors: LAR, FLS, NMN, SMART, SRRT

Program Description: Ensuring people of all abilities can access online and virtual programming and events is important as these become part of regular library service. This session will review tools and strategies for creating inclusive experiences in online environments.

Presenter: Valerie Lewis, Suffolk Cooperative Library System

[top of page](#)