



CTLS Newsletter

December 2011 No. 107

Why Change the Bylaws Now?

by *Larry Ringer, Vice Chair CTLS, Inc.*
and *Judy Duer, Director of the Temple Public Library*

CTLS members are being asked, yet again, to consider extensive changes to the CTLS Bylaws. The current Bylaws were adopted by the Membership a bare 16 months ago after many regional meetings and Bylaws Committee deliberations. The changes to the Bylaws in 2010 reflected the need to allow other types of libraries to become full System members. At the time, this was a top priority of the Texas State Library, the agency that funded 100% of our activities.

The circumstances we find ourselves in December of 2011 are radically different from those just one year ago. Agency programs that have funded the 10 Texas Systems for 42 years have been dismantled, public libraries have lost all Loan Star Libraries grants, and in 9 months, CTLS will lose all funding for member services from the State Library.

Since the CTLS Bylaws form the basis of our organization, we need to reflect this new reality in our core document. Our current Bylaws refer to and defer to the *Texas Library Systems Act and Rules* and to the Texas State Library as our guiding authorities. This is appropriate as long as the law is funded and the state agency provides the money necessary to carry out its mandates. With the disappearance of funding, those mandates and restrictions on membership, services, and operations place a burden on the Board of Directors and membership that we can no longer afford.

The draft that we have produced is in many ways, a radical departure from our current Bylaws. References to the Texas State Library, *Library Systems Act*, and *Texas Administrative Code* have been removed. The requirements placed on us by the State Library have also been eliminated. These proposed Bylaws that you will receive in the mail resemble those of a typical nonprofit rather than an organization dependent on only one source of government funding.

Below are just some of the questions that we anticipate that members will have about these changes. More questions will be published on the web page and in the January newsletter. If you have more questions or desire more explanation, go to the CTLS web page and post your comments on these topics. If an issue has not been addressed, post the question and get answers from other member librarians, staff, and supporters. This is an open dialog about the future of CTLS so a healthy exchange of ideas and opinions is strongly encouraged.

Questions about the proposed bylaws

1. It looks like any type of library can join CTLS, not just those accredited by the Texas State Library. Why would we want to lower the bar for membership in CTLS?

*The Texas State Library has been funding the Corporation since we started in 2005. Because of this, we have had to use the **Library Systems Act** as the arbiter for which libraries qualify for System membership and thus get services. Since there will be no funding from the State Library in 9 months, there is no reason to exclude from membership any library that wishes to join CTLS.*

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CTLS Board of Directors:

Peggy Gibson	<i>Chair</i>
Larry Ringer	<i>Vice Chair</i>
Lyle Thormann	<i>Secretary</i>
Eileen Altmiller	<i>Treasurer</i>
Barbara Crossno	<i>At Large</i>
Curt Busk	<i>At Large</i>
Ruth Jennings	<i>At Large</i>
Dick Lavine	<i>At Large</i>
Lynne Holle	<i>At Large</i>

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For CTLS to stay in business, we will need to raise money from a variety of sources. One of those sources will be an annual membership fee that libraries will pay to get services from the Corporation. It makes no financial sense to exclude any library, allied organization, vendor, or even individuals from being able to join CTLS. Besides membership fees and an annual giving campaign, the Board and staff will apply for grants from foundations, corporations, and other governmental sources. We will also investigate ways to provide services for a fee for group purchasing discounts or other services that libraries have to pay for anyway.

3. How do the new Bylaws affect the number and way that individuals become CTLS Board members?

Our proposal is to have a variable number of Directors. The Board can be as small as 7 or as large as 11 Directors. This will allow us to adapt to changing circumstances as our membership and finances dictate. It also allows us to expand our fundraising capacity with more Directors when conditions are right.

These Proposed Bylaws create a hybrid Board of Directors for CTLS. At least 5 Directors will be elected by the membership, just as now. The balance of the Board can be recruited from the academic, business, and philanthropic communities.

4. How can we be sure that my size library will get representation on the Board?

Places on the Board of Directors that are elected positions will be designated by library size and type in the Operations Manual. This manual is a supplement to the Bylaws that describes the procedures Board and staff will use to implement to Bylaws. These 5 elected seats are reserved as positions for libraries in population categories and by type of library. The goal of the Executive Director and the nominations committee will be to recruit candidates from these categories. Successful recruitment of elected directors is vital if the Board is to remain closely connected to the membership.

5. Several times the Bylaws refer to the Operations Manual. Who writes this and who approves it? Will the members get to see it?

The Operations Manual is a way to remove a lot of specific language in the Bylaws about how to run elections, appoint committees, send out meeting announcements, detail seat assignments for Board Directors, and many other procedural minutiae. When this language is moved to an Operations Manual, the Bylaws become more flexible and adaptable to our changing circumstances. Instead of amending the Bylaws to make minor changes to procedures, the Operations Manual allows changes to take place without a vote of the entire membership. The Bylaws also become shorter and easier to read.

The Operations Manual is an expansion of the Policies and Procedures Manual that CTLS has had in place since March 2005. Following directions from the Board and this Bylaws Committee, CTLS staff has written what amounts to a companion to these proposed Bylaws. This companion becomes the first section of our newly created Operations Manual. The Board of Directors must approve all changes to this document. This can be done as part of a regular Board meeting.

The first part of the Operations Manual will be sent out in the mail along with the Current Bylaws and the Proposed Bylaws. You will be able to read the proposed language of the Operations Manual as it relates to the Proposed Bylaws. We have prepared a Table of Contents so you can see all the other policies and procedures that have been included in this consolidated version. Since the current Policies and Procedures manual runs over 150 pages, we decided not to send that to all members. We felt that the Table of Contents would suffice. To view the Table of Contents, please visit our website: <http://www.ctls.net/proposed-bylaws-changes/>

6. Why should we have appointed Directors? Why can't they all be elected?

Much is expected of the Directors who are elected or appointed to a nonprofit Board. The librarians and library supporters in CTLS are very busy running or fund raising for their libraries and have only so much energy to spare. To become a self sustaining and successful nonprofit, CTLS will need the help of committed individuals who will go out and raise money for our operations. There are people all over Texas who love libraries and the work that you do. Not all of them are known to their local public libraries. The job of the Board and Executive Director is to identify and recruit individuals who are willing to give money and to ask their friends to give money to support the work that CTLS does. Having the flexibility to appoint motivated individuals to the CTLS Board could open up an entirely new source of library supporters.

Ereaders, Ebooks, and OverDrive for the Holidays

by Kam McEvoy



The ereader count among your patrons is about to jump as the holidays approach. Once they find out the cost of those ebooks through Amazon and Barnes and Noble, they'll be coming to the library to see what you have to offer! As 12 more libraries launch OverDrive for their patrons through the Central Texas Digital Consortium this month, I thought it would be good to talk about resources for your patrons.

Looking for good website verbiage on how patrons can download OverDrive ebooks to their various devices? Kansas City Library has just the thing: <http://www.kclibrary.org/tutorials-guides/download-ebooks> If your patrons are more visual than verbal, here's a YouTube tutorial about downloading OverDrive books through Kindle: <http://youtu.be/mgKbyhuqxuU> (yes, youtu.be is correct)

Want to see what kinds of titles and formats other libraries in the area are offering through OverDrive?

- Central Texas Digital Consortium (for libraries under 100,000): <http://www.ctdl.lib.overdrive.com>
- Waco-McLennan County Library: <http://wmcl.lib.overdrive.com>
- Austin Public Library: <http://austinlibrary.lib.overdrive.com> *Any residents in the state of Texas can get an Austin library card (<http://www.ci.austin.tx.us/library/lblcengl.htm>), so if you don't have OverDrive, you can direct your patrons to get APL cards.
- Killeen Public Library: <http://killeen.lib.overdrive.com>

A couple of things that might frustrate your patrons:

- Having to get the Adobe ID in order to view most ebooks. This is for digital rights managements reasons. Getting bestsellers for free through your library will not be as "one-click" as buying the book for \$10 a pop on Amazon. But they'll get the hang of it.
- Having to place a reserve for the book you want NOW (not that you knew you wanted it until 5 minutes ago...). We are very used to instant gratification these days! You can let them know you understand their frustration, gently remind them that this free service (to them) is provided in a time of radically shrinking materials budgets, and we do appreciate their patience. Then, let them know there is a way to filter out unavailable titles in the search bar.

The MyHelp! (beta version) on OverDrive webpages has a simple interface and should answer most of your patrons' questions, too.

Check out CTLS Laptops!

CTLS has laptops available for check-out. The laptops are configured with Windows 7 and Office 2010 for training or other special needs. We have a total of 21 laptops and most are currently available. You may reserve one or more laptops for 3 weeks. Contact Zak Roussel (tech@ctls.net) for more information!



Johnson City Library Half Price Book Sale

December 2nd from 9am-7pm
December 3rd from 9am—noon

There are vintage books, new hardbacks, music, audio books, paperbacks and lots of children's books!

For more information visit jclibrarysite.org or call 830-868-4469!



TANG Tech Tip : Windows Keyboard Shortcuts

By Zak Roussel

My name is Zak Roussel and I took over for Holly Gordon in November as your TANG specialist. I have already had the opportunity to work with many of you and I look forward to working with everyone else in the near future. If you need any assistance you can reach me by email tech@ctls.net or phone 512-583-0704 X15.

My tech tip this month is a list of keyboard shortcuts for Windows. There are many keyboard shortcuts in Windows that make navigation fast and easy but most people never use them or do not even know they exist. Here are a few of my favorite keyboard shortcuts that I use regularly.

Ctrl+C (or Ctrl+Insert) : Copy the selected item

Ctrl+X : Cut the selected item

Ctrl+V (or Shift+Insert) : Paste the selected item

Ctrl+Z : Undo an action

Ctrl+Y : Redo an action


Delete (or Ctrl+D) : Delete the selected item and move it to the Recycle Bin


Ctrl+A : Select all items in a document or window


Alt+Tab : Switch between open items

Alt+Print Screen : Takes a screenshot of the active window. Use Ctrl+V to paste screenshot

F11 Key (In Firefox or IE web browser): Toggles Full Screen Mode


Windows key  : Open or close the Start menu

Windows key  +D : Display the desktop

Windows key  +M : Minimize Window

Windows key  +E : Windows Explorer or Open Computer

Windows key  +F : Opens Windows Search for a file or folder

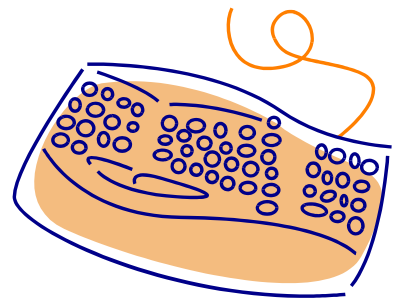
Windows key  +L : Locks the Desktop

Windows key  +R : Displays the Run box

Windows key  + Pause/Break : Displays the System Properties dialog box

See more keyboard shortcuts at <http://windows.microsoft.com/en-US/Windows7/Keyboard-shortcuts>

Questions or Comments: Email Zak Roussel tech@ctls.net or call 512-583-0704 X15



Youth Services News

By Kim Lehman

Holiday Book Drive

Rhonda Bass at the Groesbeck Public Library shared this information about a program they do every holiday season. The main goal is to collect new books for very young children in their community.

First they decorate a large box with wrapping paper. A sign is attached to the box explaining the program. They use the same logo every year to help.

Next the boxes are delivered to community sponsors to collect the books. Their sponsors include the courthouse, churches, restaurants and the Brookshire's grocery store. Rhonda puts an announcement in the paper letting people know about the program and that they are collecting new books, not gently used ones.

Once the books are collected they are distributed to the children at the Head Start, and a child care center. Each child gets a book. Extra books are given to the teachers to use in their classrooms and the library to be added to their collection.

Rhonda then writes an article for the paper thanking the sponsors and everyone who contributed books. This program is easy to implement and creates a wonderful community project.

Getting Boys to Read

Last month I had the opportunity to hear Dan Verdick speak at the Library Jubilee in Waco. He is the marketing director of ADBO books and speaks widely about boys and books.
<http://www.abdopub.com>

Here are some interesting points he made about boys and reading.

- In elementary school, boys are about one and a half years behind girls in their reading level. By high school that gap increases to three years behind girls.
- We spend more time picking pajamas that are of interest to boys than books.
- Parents rarely pick the wrong pajamas for boys but often miss the mark with books. In other words we give boys pajamas with robots and monsters and we give them books with bunnies.
- One library put a bar code on a Cabela's magazine. The boys gather around it like flies on honey.
- 99% of boys play video games. 65% play every day. 95% of girls play video games (an increase since 2008)
- Have you seen an increased interest in boys coming into the library asking about WWII books? A number of the school librarians have definitely seen this. Why? The top selling video game of 2010 was the "Call of Duty" about, you guessed it, WWII. It sold 400 million copies the first week.
- Boys don't browse. They want to come in and easily find what they want. Make use of your display areas to highlight horror or science fiction books.
- Have comic books in your library. Teague Public Library has recently added comic books to their collection. You can find a wonderful resource about comic books and literacy at <http://tinyurl.com/7vzxfm3>

Other resources:

Getting Boys to read <http://tinyurl.com/6udpwe8>

How to Create a Super Hero <http://tinyurl.com/79prndo>

Historical Fiction for Boys

The series entitled "My Name Is America" published by Scholastic is the same type of series as Dear America, but it the books are written from the viewpoint of famous men in history. See the publisher's page on this series: <http://tinyurl.com/7ybwfff>

Thanks to Shirley Lukenbill for this information!

Texas Book Festival Grant Application Coming Up!

By Laurie Mahaffey

The Texas Book Festival, founded in 1996, provides grants to Texas public libraries for collections (books and other library materials), literacy, and technology.

Go to their website for more information and to download an application: www.texasbookfestival.org/Library_grants.php

Many of our libraries have applied for these grants over the years. A complete list of winners is on the site. If a library has won a grant, it is possible to win another one. **The deadline for applications is January 20, 2012.**

Please let me know if you would like for us to look over your grant application before sending it in.



News You Can Use

By Laurie Mahaffey

Encyclopedia Reviews

For many years, Booklist has done reviews of new editions of encyclopedias in their September 15 issue. World Book is the best print encyclopedia and the only one coming out with a new edition annually. The article this year includes many online encyclopedia reviews as well. If you'd like a copy, please let me know.

Do It Yourself Reviews from Karen Ellis

The talented Karen Ellis, Director of the Taylor Public Library, continues to review do-it-yourself books for Library Journal. LJ's August issue groups these with the Craft book reviews, so look for them in that section. Thanks, Karen, for your candid opinions!

World War II Books

How current are your World War II books? Does that area of your library need something new? The October 1, 2011 issue of Library Journal has an excellent bibliography of over a dozen titles, some of which are on topics rarely covered: the Belfast Blitz, the Navajo Code Talkers, and the war from the viewpoint of a reluctant young German. Let me know if you'd like to see the bibliography.

That Time of Year Again

At last, the 100-degree days seem to be at an end until next year, and we can enjoy the cooler temperatures. Make sure your library is ready for severe winter weather. Look at your policy on closing for inclement weather and be certain staff & volunteers understand what to expect. When in doubt, consider tying what you do at the library to your local community or school. If it's not safe for school buses to be on the road, it's not safe for you and your staff to be out driving, either.



Does everyone know where the shut-off is for the water? Is your HVAC system ready for moving from air conditioning to heating? Does the filter need changing? Are the vents dust-free? A little preventive maintenance can only help.

Check the flashlights you should have at every desk. Turn them on & make sure they work. Open them up & look at the batteries, and change them if necessary. Also look at your smoke detector & be sure it is working properly. Check the outside lighting as well. Walk around the building to look for stopped-up drains, leaf-filled gutters, and anything else that might be a hazard. Better to fix it now than to have it cause a problem later.

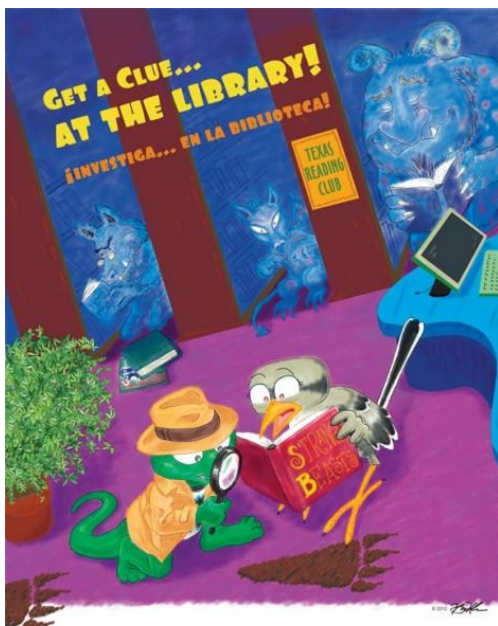
CTLS Calendar of Events

December	2	Performers Showcase ~ Georgetown, TX
	23-26	CTLS Office Closed ~ Happy Holidays!
January	2	CTLS Office Closed ~ New Years
	16	CTLS Office Closed ~ Martin Luther King, Jr. Day
	24	Plinkit Share ~ Bastrop, TX
	27	CTLS Winter Membership Meeting ~ Temple, TX

Register for CTLS workshops and events online at www.ctls.net!

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Summer Programming

February 3, 2012

Harker Heights Public Library—Harker Heights

February 9, 2012

Get ready for a terrific **Summer Reading Program!** This year's theme is *Get a Clue!* You'll unlock the mystery of great programming ideas and useful tips in planning your summer programs.

In the afternoon we will be immersed in TSI: Teen Scene Investigation. Learn how to put on a Vampire Ball and a Scream In – and that's just for starters. Contributors to the manual include our own Jeanine Madden, Rose Ramon, and Lisa Youngblood from Harker Heights and Kendra Perkins from College Station.

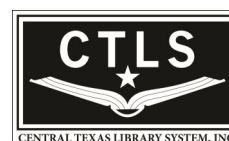
Both sessions will be led by Kim Lehman, past contributor of the Texas Reading Club manual and presenter of many SRC workshops across Texas. She will be joined by youth librarians throughout Central Texas.

You will have an opportunity to share your best programming ideas, tips and challenges of summer programs.

5 hours CPE credit

Daily Schedule

8:30—9:00 Registration
 9:00—12:00 Children's Programs
 12:00—1:00 Lunch on your own
 1:00—3:30 Teen Programs

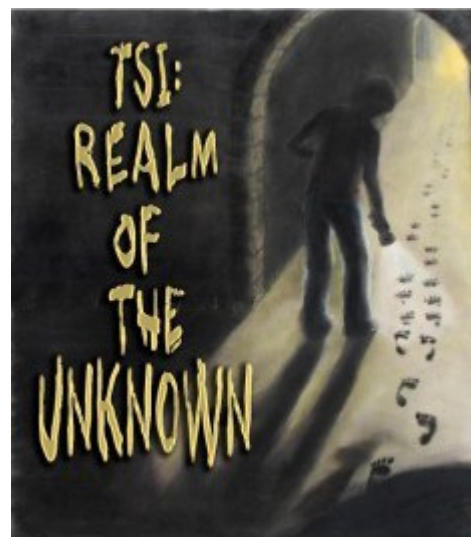


Cost: \$25/person for member libraries and volunteers
 \$35/person for non-member libraries

Sponsor: Friends of Central Texas Library System, Inc.
 1005 West 41st, Suite 100
 Austin, Texas 78756

Questions: Kim Lehman, 512-583-0704 or
 kim.lehman@CTLS.net

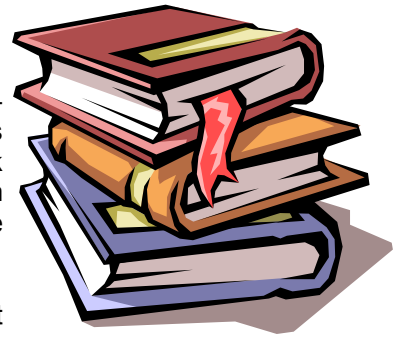
REGISTER NOW @ WW.CTLS.NET



New CTLS Large Print Books!

We are sending out new Circuit books to those libraries on the CTLS circuit! Each library on the circuit will be getting at least 10 new books this year. When you get a box of 10 new books from CTLS, please just pick out the 10 most worn, out-of-date (2008 or earlier) titles and send them back to me. Postage is, of course, all free using the Free Matter for the Blind verbiage on the package.

Please contact me if you have any questions about the CTLS Large Print books at katelyn.patterson@ctls.net.

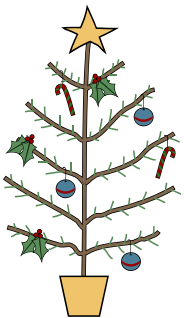


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Central Texas Library System

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Happy Holidays!