



# CTLS Newsletter

## January 2012

## No. 108

### *Larry Ringer Answers Questions from Members about the Proposed Bylaws*

Along with your Christmas mail, all CTLS Representatives received a large packet from our office during the 2<sup>nd</sup> week of December. This heavy envelope contained 3 Bylaws connected documents that relate to the vote that will be held on January 27<sup>th</sup> in Temple. The first document was the current *CTLS Bylaws* adopted in 2010. This was heavily highlighted in yellow so that you could see all the deletions and changes we made. The second document was the *Proposed Bylaws* that the Bylaws Committee developed in response to CTLS's rapidly changing financial situation. The third document was a draft of the *CTLS Operations Manual* which is a companion document to the Proposed Bylaws. I am sure that this made enjoyable reading for everyone over the holidays.

I am pleased to report that we received some feedback from Representatives about the *Proposed Bylaws*. The comments helped us clarify some definitions and we are grateful to the members who took the time to review our work. The copy included in your membership meeting packets reflects these suggestions.

We also received some general questions about the direction we are heading that I would like to answer here.

#### **1. It looks like CTLS will be charging a membership fee for my library to get services in 2013. Why do you have to charge to be a member and how much will it cost?**

Let's start with the membership fee first. At this point we don't know how much it will cost to be a member of CTLS on Sept 1, 2012. The Long Range Planning Committee has started work on this and you can be sure that it will be discussed at the Regional meetings in February and March.

We anticipated getting \$0 from the State Library in 2013 so we need a source of money from somewhere. Membership fees will be used to pay our basic expenses like rent, telecommunications, supplies etc. Fees will likely *not* pay any salaries or travel related to providing you services in 2013. Money for salaries will have to come from private foundation grants that we hope to get in FY 2013.

#### **2. When will we know about membership fees?**

The Board will adopt a fee schedule by April 1, 2012. We hope that this will give most libraries enough advanced notice to include it in your 2012-2013 budgets.

#### **3. What will basic CTLS membership include?**

We are working on a list of services that will come with your annual fee. The Long Range Planning Committee has identified some things but there is more work to do. Expect to hear from us as we send out surveys to find out what you consider to be the most needed services. Plan to attend 1 of the 5 Regional meetings scheduled for February 29, March 1, 2, 8, and 9.

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#### **CTLS Board of Directors:**

Peggy Gibson *Chair*

Larry Ringer *Vice Chair*

Lyle Thormann *Secretary*

Eileen Altmiller *Treasurer*

Barbara Crossno *At Large*

Curt Busk *At Large*

Linda Coker *At Large*

Lynne Holle *At Large*

# Youth Services News

By Kim Lehman

## Summer Reading Program Training



### Workshops

Summer Programming for Tots to Teens

1:00 – 4:00 pm

February 3, 2012 Harker Heights Public Library—Harker Heights

February 9, 2012 Bastrop Public Library—Bastrop

To register go to <http://www.ctls.net/>

### Webinars

The Texas State Library and Archives Commission is offering three webinars.

Jan 12 10-11am CST

Get a Clue – Introducing the 2012 Texas Reading Club (Pre-K Programs and Crafts)

Jan 19 10-11am CST

Get a Clue – Introducing the 2012 Texas Reading Club (School Age Programs and Crafts)

Jan 26 10-11am CST

TSI: Realm of the Unknown – Introducing the 2012 Texas Teens Read!

For more information go to [www.tsl.state.tx.us](http://www.tsl.state.tx.us).

## Summer Reading Resource List

On our website we have a one stop resource list for summer programs including ideas for free and volunteer presenters, tips for hiring performers, tips for saving money, and a planning calendar. Thank you to Suzan Nyfeler for most of this information. <http://www.ctls.net/resources/summer-programming-resources/>

## Summer Programming Coordination

This is a way that CTLS libraries can coordinate programs and presenters. Anyone can enter information to be shared by everyone.

- share travel expenses
- receive multiple booking discounts
- coordinate shared programs or program exchanges presented by staff (for example, one library can plan a program and trade it with another library so each library creates one program but gets two.) Call me to talk more about ideas and ways this may be able to work. Kim Cell – 512-627-0113
- If you have trouble getting to this document, let me know and I can input your information and send you the gathered information.

To view and add to the document go to: <http://tinyurl.com/6pk34xe>

## Online Summer Reading Program

### Engaged Readers

Interested in an online Summer Reading Program? Encourage and motivate teens and adults to read using this online reading program for public libraries with integrated social networking features. Patrons can interact with other readers and library staff — creating and sharing book lists, reviews, comments, following fellow readers and more.

### Some features:

- users can track their reading, write reviews and comment on each other's lists;
- staff can easily create book lists, designated as "Staff Picks", with automated links to your library catalog;
- easy to set up and administer;
- user-friendly interface for patrons and staff;
- no limit to the number of reading programs you can create;
- easily share booklists on Facebook, Twitter and more;
- optional integration with Amazon for purchase of titles -- purchases support your library;

The service is free to many of our member libraries. To find if your library is eligible go to [engagedpatrons.org](http://engagedpatrons.org). For larger systems there is a yearly fee of \$229.

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### Buy Books, Get a Discount on Texas Authors and Illustrators

Overlooked Books specializes in hard to find, small press, regional titles - and they bind them. They have, among other titles, virtually every Texas related title and feature the Texas Authors and Illustrators. They give 5% back on these titles to spend in the gift store. Overlooked Books is now going after the easier and more profitable books - Capstone, Heinemann, Abdo, Gareth Stevens, Rosen, Rourke...etc. Instead of paying a rep 20% to sell the books, Overlooked Books is giving 20% back to the librarian, if she doesn't mind putting her order together. This 20% can be spent in the gift store, on more books or library visits from one of the Texas Authors or Illustrators. For more information contact Pat Anderson, 888-463-1169, [www.overlookedbooks.com](http://www.overlookedbooks.com).

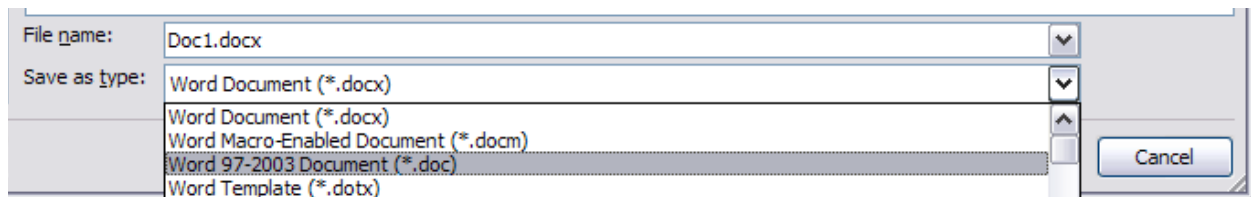
## TANG Tech Tip: Office File Compatibility Issues and Upgrade Options

By Zak Roussel

This month we will review Microsoft Office file compatibility issues between old and new versions. As many of you already know, files saved in file formats from newer versions of Microsoft office (Office 2007 & 2010) will not open in Office XP or 2003 versions. There are several things that can be done if you are still using Office XP or 2003. The best solution is always the one that works best for you so I listed various options for your reference.

### Workarounds

1. Save files from Office 2010 in Office 1997-2003 format. From Office 2010 click File -> Save As -> then from the Save as type dropdown you can select an Office 97-2003 file format. Please see the image below for reference. If you have some computers with office 2010 and others with older office versions then you should do this when saving files on your Office 2010 computers. Unfortunately if a patron does not select this option at home they can't open their new files unless you have the office compatibility pack



2. Download the free Office compatibility pack from Microsoft. The office compatibility pack will allow you to view and save newer file versions with older versions of office. Please search online for Microsoft Office Compatibility Pack or use the following download link <http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=3> Users have reported mixed results with this compatibility pack.

3. Direct patrons to free online office utilities. Documents can be uploaded from disk or usb drive then saved online. Changes can be saved online and the document can be accessed from any other computer with internet access. This is also great for people who want to start a document at the library then finish it later or on another computer because they don't need a disk. The two most popular online utilities are  
-Google Docs <http://docs.google.com/> A Google or Gmail account is required.  
-Microsoft Office Web Apps <http://office.microsoft.com/en-us/web-apps/> A Hotmail or Microsoft account is required.

### Upgrade Options

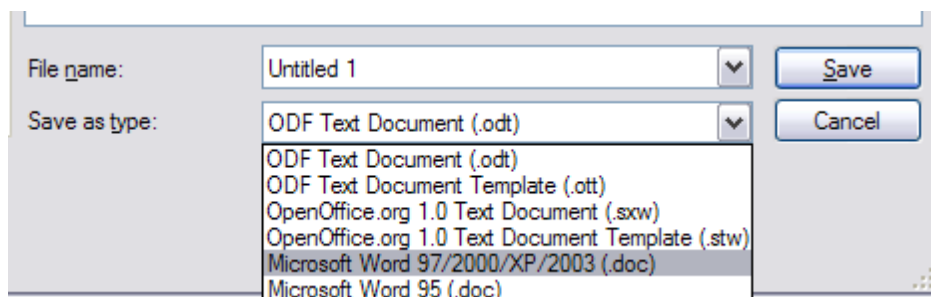
1. If you have the budget available then upgrading to Office 2010 is the preferred option. Office 2010 is the standard for business and the upgrade process is really easy. You simply insert the office 2010 disc, click yes to a few menu options, and it automatically installs office 2010. The install process takes 15-30 minutes per computer but it only requires interaction for the first few minutes. This means that you can start the upgrade then walk away.

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2. Upgrade to a free office suite. There are several free office suites that offer full versions at no cost to everyone. These can be downloaded from the internet at no cost and saved to a CD or USB drive for installation. They can be installed alongside Microsoft office, but it may be confusing to patrons if you have both. For this reason you may consider uninstalling your old office software before installing a free office suite. The free suites are as follows:

- Libre Office <http://www.libreoffice.org/> was developed by the Document Foundation as a fork of Open Office. This is now the standard office suite in many Linux distributions and it seems to work well. For testing purposes I started this document in Office 2010 format then switched between Libre Office and Office 2010 with no issues.
- Open Office <http://www.openoffice.org/> was the free office suite of choice for many years. Open Office was a product of Oracle, who also makes Java but is now in incubation phase with the Apache Software Foundation. It seems that development will continue but please check their blog for updates <https://blogs.apache.org/OOo/>
- **Important Note:** When you start a new document in these programs it will default to save in open document format which may not open in Microsoft Office on another computer. To fix this problem click File -> Save As -> then from the Save as type dropdown and select a Microsoft office file type. Please see the image below for reference. If you see an error message pop up after you click Save then click Keep Current Format to continue.



## Check out CTLS Laptops!

CTLS has laptops available for checkout. 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!



### Continued from page 1: Larry Ringer Answers Member Questions

#### 4. I've heard that CTLS plans to recruit other libraries outside of CTLS to join us in FY 2013. Why are you doing this?

As you know, 8 of the 10 regional systems are going out of business before August 31, 2012. The South Texas Library System closed on December 31, 2011 and the Houston Area System is scheduled to shut its doors in June. This will leave the majority of public libraries in Texas without any expectation of support or assistance from anyone other than the remaining staff at the State Library. We feel that there is strength in numbers and libraries from all around the state can benefit from our services. While we do not expect a ground swell of libraries from other regions to join immediately, there has been some interest. The Crockett Public Library has already joined CTLS as an Associate Member in 2012. We have received inquiries from a few Alamo Area and South Texas libraries.

CTLS faces many challenges in our effort to stay afloat as a nonprofit corporation dedicated to serving libraries. We are attempting to do something that the membership, Board of Directors, and staff have never done before. We will need to pull together to make this transition successful.

## 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](http://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*

### Association for Rural and Small Libraries Conference Highlights

One of the sessions at the ARSL conference in Frisco this past September honored the Best Small Library in America, in Naturita, CA (population 546). It's a straw bale, 4,400 square foot library that uses geothermal energy. They are open 48 hours per week. The streets are not paved in their town. The staff call their patrons "guests". It is interesting to think about how that term may change our attitudes about the people that visit our libraries.

How did they get this honor? They got a BTOP grant that provided 7 laptops and a 46" flat screen television to bring technology to kids that otherwise would not have it. The Telluride Foundation gave them a capacity-building grant. The library offers homework help 3 afternoons a week. A Friday symposium offers crafts, caroling, hayrides, and other fun activities.

Their Summer Reading Program started small, with only 6 kids. After 6 years, they draw 114! Teen nights offer karaoke, crafts such as scrapbooking and jewelry-making, and a "free" box that acts as a used clothing store. The Moms' Book Club is now multi-generational. A Picnic for Boys had a Super Heroes theme, while the Girls' Picnic had hats to stitch.

Murder Mystery Dinner Theater runs for 2 nights now. The Early Childhood Council meets at the library. Once they moved into their new building, children's circulation increased 150% and the number of library cards went up 110%. Are you getting some ideas? Remember, their population is only 546!

### Nostalgia is Not Going to Save your Library

The energetic Linda Braun, a professor at Simmons College in Boston, spoke on that topic and said that **connecting** will save libraries. She advocates face-to-face, virtual, or a combination to connect with patrons (guests). Think "content" over "container". Be busy, flexible, active, and nimble (sounds like exercise class!).

Linda said that stories are part of advocacy. Do people know where the library is in their town? We've all heard of the consultant driving into town to visit the library and asking at a business where the library is. It's discouraging to get the response, "We don't have a library here!"

If you make changes in your library, what will you leave behind? Remember that well-known statement: "Too often, 'library economy' consists of doing well that which need not be done at all." What outdated practices can you give up to spend more time talking to and connecting with your patrons (guests, customers, members)? Accession numbers and accession books can be given up. Don't bother "writing in the ditch" where you bought a book. Most likely, your library uses the same 3 or 4 vendors they have always used, and you will indicate a gift book in the catalog record or with a book plate. Look at your policies closely to see if they are still current and make sense.

Be wary of staff or board members who refuse to move forward. The tech revolution is here to stay, and no library can stand still. Teach staff and board members what their role is, or get outside help to do so. Give up being the victim of bad times. Accept the new reality & move forward. If we are fighting the same battle every year, we are not fighting it correctly. Have your strong supporters do a better job of telling what you do. Onward!



# CTLS Calendar of Events

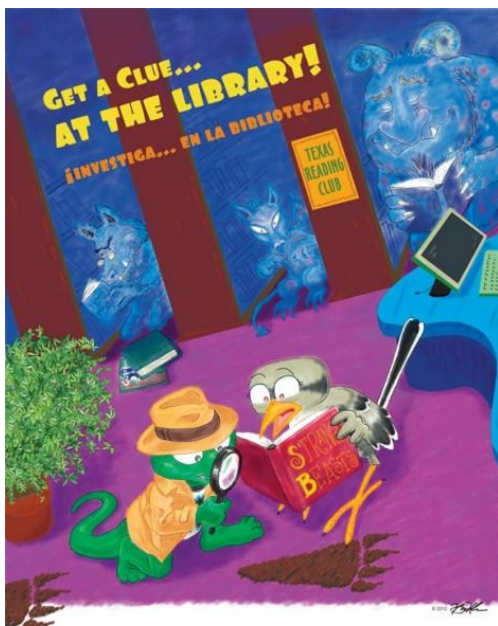
January	2	CTLS Office Closed ~ New Years
	16	CTLS Office Closed ~ Martin Luther King, Jr. Day
	24	Plinkit Share ~ Bastrop, TX
	27	CTLS Winter Membership Meeting ~ Temple, TX
February	3	Summer Reading Program Workshop ~ Harker Heights, TX
	9	Summer Reading Program Workshop ~ Bastrop, TX
	21	CTLS Board Meeting ~ Giddings, TX
	29	CTLS Regional Meeting ~ Marble Falls, TX

*Register for CTLS workshops and events online at [www.ctls.net](http://www.ctls.net)!*

Office 512-583-0704 📞 Fax 512-583-0709 📞 Toll Free 800-262-4431

<b>Patricia Tuohy, Executive Director</b>	pat.tuohy@ctls.net	x 12
<b>Laurie Mahaffey, Deputy Director</b>	laurie.mahaffey@ctls.net	x 18
<b>Kim Lehman, Youth Services Specialist</b>	Kim.lehman@ctls.net	X 17
<b>Kam McEvoy, Electronic Resources Specialist</b>	kam.mcevoy@ctls.net	x 19
<b>Zak Roussel, TANG</b>	tech@ctls.net	x 15
<b>Katelyn Patterson, Office Coordinator</b>	katelyn.patterson@ctls.net	x 13





## Summer Programming

**February 3, 2012**

**Harker Heights Public Library—Harker Heights**

**February 9, 2012**

**Bastrop Public Library—Bastrop**

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.

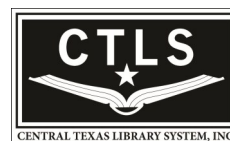
Both sessions will be led by Kim Lehman, past contributor of the Texas Reading Club manual and presenter of many SRC workshops across Texas. She will be joined by youth librarians throughout Central Texas.

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

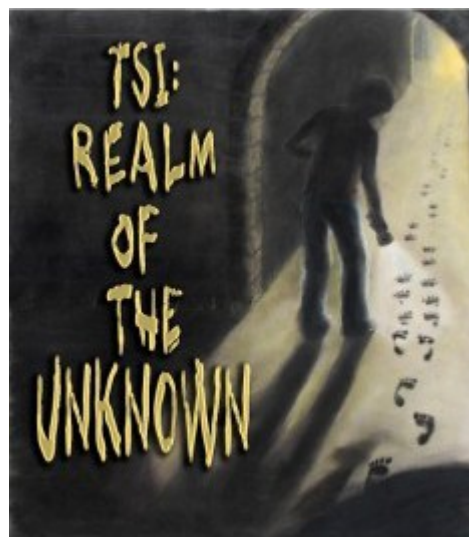


**Cost:** \$25/person for member libraries and volunteers  
 \$35/person for non-member libraries

**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 @ [WWW.CTLS.NET](http://WWW.CTLS.NET)**



## Date & Location

January 27, 2012

Temple Public Library

100 West Adams

Temple, TX 76501

## Time:

Registration: 9:30-10am

Morning Meeting: 10am-  
11:45am

Afternoon Workshop: 1pm-  
3:30pm

## Who should attend:

Library staff, library directors, lay representatives, volunteers, library lovers.

## How much it will cost:

Morning meeting is free.

Workshop is \$15 per person.

## 2.5 hours CE credit



Register at  
[www.ctls.net](http://www.ctls.net) today!

## 2012 Winter Membership Meeting: *Funding, Awards, & Bylaws*

Discuss corporation business and exciting plans for the new CTLS. Open to all, and everyone is welcome! The CTLS Board of Directors also invites you to help them honor the contributions of five outstanding public library supporters whose work has contributed to the success of their local public library. The annual CTLS Awards will be presented for:

*Library Board Member of the Year*  
*Library Friends Project of the Year*  
*Adult Volunteer of the Year*  
*Youth Volunteer of the Year*  
*Librarian of the Year*

## Afternoon Workshop: *Keeping Your Friends Group Legal*

Last June, over 28,000 Texas nonprofits lost their tax exempt status. Was your organization on this list? Ignorance of the law does not excuse from culpability and aggressive prosecution of even small 501c3 groups. This program will illuminate potential legal pitfalls and strategies for staying out of jail. Presented by Mary Beth Harrington, director of community outreach, Texas Association of Nonprofit Organizations.

1-3:30pm. 2.5 hours CE or CPE credit. \$15 members; \$25 nonmembers. Sponsored by the Friends of CTLS. This workshop follows the morning membership meeting.

Mary Beth served as the Executive Director of the Austin Public Library Foundation and Director of Agency Relations at the Volunteer Center of North Texas prior to joining TANO, the Texas Association of Nonprofit Organizations. Mary Beth started her career in public relations and advertising, then moved to volunteer management. She has been the volunteer coordinator for the Dallas Public Library, responsible for 3,500 volunteers at 23 locations.

Mary Beth is an advocate for the nonprofit sector, having spoken at many conferences and expos. Additionally, she has been a visiting professor at SMU and UNT, and a contributor to Volunteer Management Review & the Journal of Volunteer Administration.

The CTLS Newsletter is distributed every month and is also available online at [www.ctls.net](http://www.ctls.net).

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Happy New Year!