

# **Collaborative Summer Library Program Organizational Handbook**



**CSLP**

Collaborative Summer  
Library Program

**August, 2011**



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## **Introduction**

This Handbook is designed to clarify, enumerate and expand upon the workings of CSLP, its Board, its officers and its committees. The Bylaws do an excellent job of spelling out the “rules” for the organization, but we also need policy statements and answers to questions like, “What does the CSLP President really have to do?” or “What am I getting into by accepting the chairmanship of a particular committee?”

The main items in the Handbook are in the same order as the corresponding articles in the Bylaws. Thus, for instance, Membership is Article 3 in the Bylaws, and is numbered as such in the Handbook.

This is a work in progress, and will always be a work in progress as new policies are made and practices change. The purpose of this Handbook is to help and to clarify, so if you find parts which do neither, please let the Membership and Organizational Structure Committee know. Changing this Handbook is a lot easier than changing the Bylaws (it can be done by the Board and does not need a vote of the membership), so your concerns can be addressed quite quickly.

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## Article 3

### MEMBERSHIP

#### CSLP Membership Statement

Only public libraries as defined by the Federal State Cooperative System are eligible for full and unrestricted membership in CSLP.

The AS will send out the membership bills at the beginning of June of the year prior to the program year. Dues are payable at that time and delinquent if not paid by November 30<sup>th</sup>. Voting at the spring Annual Meeting will be for members paid through the current program year. Non-member guests intending to join the Collaborative the following program year will be given voice, but not vote.

New members are required to send a letter of intent to the Administrative Services committing to join for two program years.

Any member wishing to leave the collaborative must give one full program year's written notice before leaving. The notice must be presented to the general assembly at the spring annual meeting. Example: April, 2011 notice would be for the program year 2013.

States must maintain their membership in and pay their dues to CSLP, but may skip a year of CSLP programming to use their own special theme such as a state bicentennial. **If a state chooses to use the general topic, but not use the artwork or other materials for one year, the state representative must let the CSLP Board and the AS office know by June 1 of the prior year. Example: if a state chooses not to use the night theme in 2012, the state representative must let the Board and the AS know by June, 2011. Likewise, if a state chooses to use the night theme, but not the night artwork in 2012, the state representative must let the Board and the AS know by June, 2011.**

Partial state memberships through a regional library system or library system must have one main state representative. If other systems or libraries within that state wish to join CSLP, there is still just one state representative.

United States military bases, both within and outside U.S. borders, as well as US territories, have the right to use CSLP programs and products, but have no voting rights. No dues will be charged to or for U.S. military bases, but they will have permission to purchase and use CSLP materials, following the same Rules of Use that apply to member libraries.

(3/1/2010)



## OFFICERS

### Article 5

Sec. 1. **Elected Officers.** The officers of CSLP shall be President, President-Elect, Past-President, Secretary, and Treasurer (the “officers”). The President-Elect and Secretary shall be elected at each annual business meeting to hold office for a one-year term beginning June 1 of the election year through May 31 the following year. Unless otherwise determined by the State Members, the President-Elect shall succeed to the office of President at the conclusion of his/her term. Unless otherwise determined by the State Members, the President shall succeed to the office of Past-President at the conclusion of his/her term. Unless otherwise determined by the State Members, the Treasurer shall be elected every odd calendar year and shall serve for a term of two years. The officers shall be elected at the Annual Meeting of the State Members and shall be elected by written ballot.

All officers must be employed by a public library, library organization or state library.

5. 6. **President.** The President shall preside at all meetings of the members and the Board of Directors. The President shall have the necessary authority and responsibility for the administration of the affairs of CSLP subject only to such Bylaws as may be adopted and such orders as may be issued by the Board of Directors. The President shall advise and make recommendations to the Board of Directors relating to the operation and long-range planning of CSLP. The President shall sign any deeds, bonds, contracts or other instruments which the Board of Directors has authorized to be executed and will perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors.

## **DUTIES**

1. Presides at all meetings of the members and the Board of Directors.
2. Advises and makes recommendations to the Board of Directors relating to the operation and long-range planning of CSLP.
3. Signs any deeds, bonds, contracts or other instruments which the Board of Directors has authorized to be executed.
4. Is knowledgeable about the history of the CSLP and confers with the past president for historical input.
5. Keeps the state representatives informed of all relevant news.
6. Confers regularly with the Administrative Services office to keep the organization moving smoothly.
7. Calls regular Board meetings, usually in January, March, April (at the Annual Meeting), June, August, and November.
8. Puts out a call to Committee Chairs for Board meeting agenda items.
9. Sets agenda for Board meetings.
10. Tallies votes at Board Meetings as needed.
11. Annually determines the need for an in-person August meeting.
12. Sets agenda for Annual Meeting, with assistance from others.
13. Works with the Annual Meeting local arrangements committee.

14. Presides over Annual Meeting, keeping people within their time frame and on topic.
15. Gives the President's Report to the membership at Annual Meeting.
16. Participates in committee conference calls as time permits.
17. Works with Committee Chairs and Board members to help keep them on track and help resolve issues within their committee.
18. Appoints the nominating committee no later than February 1 of each year; sends the slate out to the state representatives.

## **Timeline**

### **April**

Set the agenda for the April Board meeting.  
Preside over the Annual Meeting.  
Give the President's Report to the membership.

### **May**

Lend assistance to the President-Elect as she/he prepares to take over as President in June.

### **June**

June 1 the term of office begins.  
Call the June Board meeting.  
Put out a call to the Committee Chairs for agenda items.  
Facilitate the June Board meeting.

### **July**

Call the August Board meeting.  
Put out a call to the Committee Chairs for agenda items.

### **August**

Facilitate the August Board meeting.

### **October**

Call the November Board meeting.  
Put out a call to the Committee Chairs for agenda items.

### **November**

Facilitate the November Board meeting.

**December**

Call the January Board meeting.

Put out a call to the Committee Chairs for agenda items.

**January**

Work with others, including the Administrative Services, to set the agenda for the Annual Meeting in April.

Facilitate the January Board meeting.

**February**

Call the March Board meeting.

Put out a call to the Committee Chairs for agenda items.

**March**

Facilitate the March Board meeting.

Put out a call to the Committee Chairs for agenda items for the April Board meeting.

Work with the local arrangements ad hoc committee chair to help facilitate the schedule for the Annual Meeting.

**5. 7. President-Elect.** In the absence or inability of the President, the President-Elect shall perform the duties of the President and shall assume the office of the Presidency if the President is unable to serve. Unless otherwise determined by the Board, the President-Elect will succeed to the President following his or her term as President-Elect. The President-Elect shall have such duties as from time to time may be prescribed by the Board or these Bylaws. The President-Elect shall assist the President in the performance of his or her duties as the President directs, assist the Administrative Services and the appropriate State Representatives with arrangements for the Annual Business Meeting and review the CSLP Organizational Handbook, presenting any issues for consideration to the Directors at a regular meeting of the Board of Directors.

## **DUTIES**

1. Assists the President in the performance of his or her duties as the President directs.
2. Investigates and establishes connections or collaborations with national organizations that have similar missions.
3. Searches out organizations that would support a particular summer theme and establishes a collaboration or partnership, if appropriate.
4. Assists the Administrative Services and appropriate State Representatives with arrangements for the annual meeting.
5. Regularly reviews the CSLP Organizational Handbook, presenting any issues for consideration at a regular meeting of the Board of Directors.
6. Attends and participates in all Board of Directors meetings.
7. Is a member of all committees.
8. Contributes to individual committees and participates in as many committee conference calls as possible.
9. Performs the duties of the President and assumes the office of the Presidency if the President is unable to serve.
10. Succeeds to the President following his or her term of President-Elect.

**5. 8. Past-President.** The President succeeds to the Past-President. The Past-President shall have such duties as from time to time may be prescribed by the Board or the Bylaws. The Past-President provides continuity between administrations.

## **DUTIES**

1. Participates as a voting member of the Board of Directors.
2. Serves as parliamentarian at the Annual Meeting and Board meetings.
3. Assists the President-Elect in the transition to the new role as President.
4. May serve as a member of various committees.
5. Performs other duties as requested by the President or Board.

**5. 9. Secretary.** The Secretary shall be responsible for the records of CSLP; keep a record of all meetings of the Board of Directors and of the general membership; and have such other powers and perform such other duties as may be prescribed by the Board or these Bylaws.

## **DUTIES**

1. Records, transcribes and disseminates minutes of all Board of Directors meetings.
  - Presents the minutes to the Board for approval within 30 days of each meeting.
  - Transmits the minutes to the website chair to post within 14 days of approval.
2. Records, transcribes and disseminates the annual conference minutes.
  - Transmits the minutes to the website chair for posting before the following annual conference.
  - Presents the minutes for approval by the membership at the next CSLP conference.
  - Sends any changes to the minutes to the website committee chair for posting within two weeks of the annual conference.
3. Maintains records of all meetings of the Board of Directors meetings and of the General Membership meetings.
4. Assists the chair of the Membership and Organizational Structure Committee with keeping the bylaws and Organizational Handbook in line with Board action.
5. Conducts online voting among the state representatives when necessary.

Note: The Collaborative Summer Library Program's Board of Directors provides the secretary with a laptop computer, laptop carrying case and software for transcribing the minutes of the Board of Directors' meetings and annual meeting. The laptop computer and accessories remain in the possession of the secretary until the end of the secretary's term at which time it is returned, in good condition, to the AS office.

5. 10. **Treasurer.** The Treasurer shall be responsible for the custody of the funds and securities of CSLP which will come into the Treasurer's hands. The Treasurer prepares the annual budget, makes a financial report at all Board Meetings and the Annual Business Meeting, advises the Board regarding other financial matters affecting CSLP, has general powers and duties of the office of Treasurer and performs such other duties as may be prescribed by the Board of Directors or these Bylaws.

## **DUTIES**

1. Serves as a member of the Board of Directors (Board) and is Chair of the Budget and Finance Committee.
2. Creates an annual budget, in collaboration with the Administrative Services (AS) and the Budget and Finance Committee, for submission to the Board and Membership for discussion and approval.
3. Reviews CSLP expenditures, and all related financial documents and statements on a monthly basis.
4. Advises the Board on all financial matters and conducts an advisory review with the Budget and Finance Committee of expenditures not included in the current budget.
5. Develops policies, in collaboration with the Budget and Finance Committee, that pertain to budget and finance decisions.
6. Responds to requests about the budget from Board or CSLP members.
7. Consults as needed with AS on financial issues.
8. Consults as needed with CSLP accountant, auditor, and attorney about financial issues.
9. Assures that all CSLP tax exempt forms and legal financial documents are filed appropriately and on time.
10. Monitors CD dates and terms in collaboration with AS.

## **RELATED POLICIES: (see policy section of this handbook)**

**Budget and Finance Committee: Annual Budget Requests**  
**CSLP Room and Travel Policy, Annual Meeting**  
**CSLP Room and Travel Policy, Special Meetings**  
**Financial Controls Resolution**

## **Timeline**

### **April**

Annual Meeting. B&F committee meeting.

Presents summary of past year's expenditures at the membership meeting.

Presents next year's budget for membership input.

### **May-July**

Prepares quarterly financial reports for Board meeting.

Quarterly B&F meeting.

### **August-October**

Prepares quarterly financial reports for Board meeting.

Quarterly B&F meeting.

### **October**

In conjunction with AS and auditor, files 990 with IRS by October 15 (unless an extension has been granted.)

### **November-January**

Prepares quarterly financial reports for Board meeting.

B&F quarterly meeting

### **November-December**

Prepares dues spreadsheet according to latest PLSC (FSCS) publication.

### **December**

Sends out notice to Board and AS about budget expenditure requests, due February 1.

### **January**

Sends reminder to Board and AS about budget expenditure requests.

### **February-March**

Together with AS, Board and B&F, develops budget for upcoming program year

### **February-April**

Prepares financial reports and presents budget at Board meetings.

B&F meetings to finalize budget as needed.



## Article 7

### COMMITTEES

There are currently ten standing committees in CSLP. They are: Adult Manual, Budget and Finance, Children's Manual, Copyright/Rules of Use, Diversity, Marketing and Public Relations, Membership and Organizational Structure, Teen Manual, Vendor Relations, and Website. In addition to the standing committees, there is one more: a Nominating Committee, which is appointed for a short time only. The duties and responsibilities of each one are listed in this section. Duties that apply to all chairs and all committees are listed below. All committee chairs, officers and committee members must be employed by a public library, library organization or state library. No one may serve on a committee for more than nine years.

#### COMMITTEE CHAIRS

Committee Chairs' terms are June 1-May 31. Committee Chairs hold office for one year terms, up to a total of four years.

#### Duties

1. Maintain a list of committee members, and notify members when their three year term has ended. Members may choose to serve a second three year term, for a maximum of six years.
2. Determine the size of the committee, if necessary, in consultation with the Board of Directors.
3. Serve on the Board of Directors.
4. Attend all Board meetings, both those that are face to face and those that are conference calls.
5. Write up a short report and submit it to the Board before each meeting.
6. Submit budget requests in accordance with established dates.
7. Manage the bidding process and contracts for all committee projects following Board protocol.
8. Schedule and hold regular committee meetings throughout the year through telephone conferences or email using the established discussion lists.
9. Keep the Board informed of the committee's work, and keep the committee informed of the Board's work that pertains to this particular committee.
10. Prepare an annual report for the membership before the Annual Meeting in April and send to the AS by their specified deadline.
11. At Annual Meeting hold a committee meeting and conduct a session for the entire membership.

## **COMMITTEE MEMBERS**

Committee members serve three year terms, with a maximum of six years on the same committee. Their term is normally June 1-May 31.

### **Duties**

1. Communicate to the chair and other members regarding questions and issues posted to the committee electronic discussion list.
2. Participate in virtual meetings when feasible.
3. Meet deadlines set by the chair.

Failure to adhere to one or more of these duties will be reason for the committee chair to remove the member from the committee and the committee electronic discussion list.

## **7.2.1 ADULT MANUAL COMMITTEE**

### **CHARGE**

It is the charge of the committee to oversee and coordinate the development of the annual adult program planning manual.

### **DUTIES**

#### **Chair**

1. Is responsible for the timely distribution of information concerning the current and future adult manual.
2. Works closely with the Author/Editor of the adult manual.
3. Works with the Chair of the Vendor Committee on selection of incentives.
4. Works with the vendor on the design and proof of poster art and other artwork materials.
5. Works with the AS office on all aspects of the manual production and distribution.
6. Works with the Chair of the Diversity Committee to coordinate the translation of various elements of the manual into other languages, primarily Spanish.
7. Solicits suggestions of slogans and themes from CSLP members through electronic discussion lists.
8. During the Annual Meeting, shares the committee's feedback on the current manual and leads discussion and voting on the selection of upcoming themes and slogans.
9. Ensures that the state representatives see the manual before any of the member libraries.

#### **Members**

1. Offer and solicit suggestions for upcoming slogans and themes that will be compiled into a list that is voted on at the Annual Meeting.
2. Offer and solicit suggestions for manual content, including online resources, on the upcoming Adult Manual.
3. Review a draft of the upcoming Adult Manual and give edits and suggestions to the Chair. The Chair passes all feedback on to the Manual editor.
4. Offer feedback and suggestions on possible incentives provided for upcoming adult programs.
5. Participate in all committee conference phone calls when possible.
6. Ably apply themselves to all the duties of the committee. Non-compliance can lead to a dismissal from the committee.

## **Timeline**

### **April –CSLP Annual Meeting –**

Convenes face-to-face committee meeting to discuss the past year and make plans for the upcoming year.

Presents annual report to the membership.

Leads discussion on choosing specific slogan for next year and on the general theme for two years out.

### **May –**

Sends the list of those who worked on the next manual to Author/Editor for inclusion in the next manual.

### **May – June**

The Chair receives the final draft of the adult manual from the vendor for final critique on layout and proofing. The Chair sends the final draft to members of the committee for review. The Chair sends all feedback to the vendor.

### **August**

Chair receives the rough outline of upcoming adult manual from the editor.

### **September**

Committee collects feedback on the current adult manual. Chair passes all feedback on to Manual Editor.

Editor sends information to the manual chair for the submission of ideas for the upcoming adult manual. The request is then sent out on both the Adult Manual Committee list and the state representative list for ideas from librarians in CSLP states.

### **March**

Chair receives the rough draft of the adult manual and forwards it to the committee for proofing and suggestions.

Chair compiles all feedback and sends it to the Editor.

### **April**

Before the annual meeting, the Chair compiles suggestions for the upcoming year's specific slogans for adult program/manual and the general theme of the adult program in two years.

The Chair sends these two lists to the AS office for inclusion in the Annual Meeting notebook.

## **7.2.2 BUDGET AND FINANCE COMMITTEE**

### **CHARGE**

It is the charge of the committee to manage and serve as custodian of the funds of the Collaborative and to provide primary oversight of CSLP expenditures.

### **MEMBERSHIP**

1. The Treasurer shall serve as the Chair of the Budget and Finance Committee.
2. Members of Budget and Finance will be members at large, and not chairs of standing committees.

### **DUTIES**

1. Creates an annual budget for submission to the Board of Directors (Board) for discussion and approval.
2. Reviews CSLP expenditures and related financial documents and statements on a quarterly basis.
3. Assists in developing policies that pertain to budget and finance decisions.
4. Reviews requests from chairs for unplanned expenses to determine the financial feasibility.
5. Aably applies themselves to all the duties of the committee. Non-compliance can lead to a dismissal from the committee.

### **RELATED POLICIES: (see policy section of this handbook)**

**Budget and Finance Committee: Annual Budget Requests**  
**CSLP Room and Travel Policy, Annual Meeting**  
**CSLP Room and Travel Policy, Special Meetings**  
**Financial Controls Resolution**

### **Timeline**

#### **April –**

Annual Meeting. Hold a Budget and Finance Committee meeting.

#### **May-July –**

Holds quarterly Budget and Finance Committee meeting. Committee assists with reviews of CSLP expenditures and related financial documents and statements and any pertinent policy development.

**August-October –**

Holds quarterly Budget and Finance Committee meeting. Committee assists with reviews of CSLP expenditures and related financial documents and statements and any pertinent policy development.

**November-January –**

Holds quarterly Budget and Finance Committee meeting. Committee assists with reviews of CSLP expenditures and related financial documents and statements and any pertinent policy development.

**February –**

Assures that all committee chairs and officers have submitted their budget. Prepares tentative budget (in consultation with the AS and treasurer) for the upcoming year.

### **7.2.3 CHILDREN'S MANUAL COMMITTEE**

#### **CHARGE**

It is the charge of the committee to oversee and coordinate the development of the annual children's program planning manual.

#### **DUTIES**

##### **Chair**

1. Is responsible for the timely distribution of information concerning the current and future children's manual.
2. Works closely with the Author/Editor of the children's manual.
3. Works with the Chair of the Vendor Committee and the vendor to choose the illustrator of the children's materials each year and to proof the artwork design samples.
4. Works with the AS on all aspects of the manual production and distribution.
5. Works with the Chair of the Diversity Committee to coordinate the translation of various elements of the manual into other languages, primarily Spanish.
6. Solicits suggestions of slogans and themes from CSLP members through electronic discussion lists.
7. During the Annual Meeting, shares the committee's feedback on the current manual and leads discussion and voting on the selection of upcoming themes and slogans.
8. Ensures that the state representatives see the manual before any of the member libraries.

##### **Members**

1. Review the chapters as they are sent by the committee chair to assist with editing, layout and corrections. While the manual is in draft format, refrain from using ideas contained therein for library programs or services, and refrain from disseminating the manual or parts of the manual through any means, including print and electronic.
2. Send slogans and theme suggestions for future summer reading programs to the committee chairperson.
3. At the Annual CSLP Children's Manual Meeting members who can attend, vote to determine a short list of slogans and themes which will be voted upon in the general meeting by state representatives.
4. Participate in all committee conference phone calls when possible.
5. Meet all deadlines set by the committee chairperson.
6. Ably apply themselves to all the duties of the committee. Non-compliance can lead to a dismissal from the committee.

## **Timeline**

### **April –CSLP Annual Meeting –**

- Meets with attendees about the children’s manual for suggestions on upcoming manuals.
- Gives update on next year’s manual progress and share chapter titles and contents.
- Leads discussion on choosing specific slogan and general theme for next year.

### **May –**

- Sends list, with all contact information, of those who signed up to be on the children’s manual committee to AS Office for new discussion list.
- Sends same list to Author/Editor and the website committee chair.

### **May – June –**

- Receives mock-up children’s manual from vendor for final critique on layout and correct information. Individual chapters are mailed to committee members for their input.
- Members return all final comments to children’s manual committee chair, who then collates comments and forwards to vendor.

### **July –**

- Author/Editor sends rough outline of upcoming children’s manual to the chair.

### **September –**

- Collects feedback from state representatives on current children’s manual.
- Author/Editor sends information to the manual chair for the submission of ideas for the children’s manual. The request is then sent out to the state representative list for ideas from librarians in CSLP states.

### **November – March –**

- Rough drafts of children’s manual chapters are received from the author/editor and then forwarded to children’s manual committee members for input.

### **November/December- (mid) February –**

- Sends survey questions, using survey software application, pertaining to specific children’s manual/program slogan and general future theme requests to state representatives, via the state representative discussion list. (General theme will have been chosen the previous April at the CSLP Annual Meeting.)
- Sends survey questions, using survey software application, pertaining to specific children’s manual/program general future theme, two years out, requests to state representatives, via the state representative discussion list. (There may/will be favorite themes from previous year’s CSLP Annual Meeting.)
- Sends reminder by the first of February to State Reps list to send in slogans and theme suggestions.

**March –**

Before Annual Meeting, compiles suggestions for the upcoming year's specific slogan for children's program/manual. Sends compiled list of slogans to State Reps list so they are familiar with them before the Annual Meeting.

Before Annual Meeting compiles suggestions for the general theme of children's program/manual in two years. Sends compiled list of themes to State Reps list so they are familiar with them before the Annual Meeting. Sends compilations of slogans and themes to the AS office for inclusion in the handouts notebook at the Annual Meeting.

## **7.2.4 COPYRIGHT/RULES OF USE COMMITTEE**

### **CHARGE**

It is the charge of the committee, in consultation with the CSLP attorney and Board of Directors, to develop and maintain the CSLP Rules of Use and respond to copyright/acceptable use inquiries regarding CSLP artwork, manuals and summer reading themes in consultation with the CSLP attorney and the Board of Directors.

### **DUTIES**

1. Develops and maintains the CSLP Rules of Use (ROU).
2. Communicates any changes of the ROU to the membership.
3. Conducts a Copyright/Rules of Use committee meeting at the Annual Meeting.
4. Fields and responds to inquiries regarding copyright/acceptable use of CSLP artwork, manuals, and summer reading themes.
5. Posts all changes to the Rules of Use to the web.
6. Members ably apply themselves to all the duties of the committee. Non-compliance can lead to a dismissal from the committee.

## **7.2.5 DIVERSITY COMMITTEE**

### **CHARGE**

It is the charge of the Committee to create a more inclusive community of summer readers and reading programs grounded in respect and appreciation for individual differences. The Committee endorses a broad definition of diversity, and seeks to provide programs and resources that enhance knowledge and encourage understanding of diversity. The Committee strives to provide leadership for libraries in meeting the needs of all its constituencies and special populations.

### **DUTIES**

#### **Chair**

1. Keeps committee members aware of diversity and inclusion issues addressed at Board meetings.
2. As a member of the Vendor Committee, works closely with the Vendor Committee chair to review draft artwork to assure that cultural diversity and inclusion issues are addressed.
3. Works with the Website Committee to develop a list of links and resources related to diversity and special needs.
4. Arranges for the services of a translator to be on-call during the CSLP Annual Meeting to offer possible translations of upcoming themes.
5. Coordinates special Diversity Committee projects.

#### **Members**

1. Assist the chair in identifying individuals and agencies with expertise in diversity issues.
2. Assist the chair in identifying contacts for people who can do professional translations of English into other languages.
3. Assist all the chairs in identifying languages for which translations of CSLP materials are appropriate and needed.
4. Assist chair in reviewing CSLP artwork samples as requested.
5. Assist chair with the review and updating of the diversity web page.
6. Assist chair with special projects.
7. Work with library agencies to expand diversity and special needs resources.
8. Ably apply themselves to all the duties of the committee. Non-compliance can lead to a dismissal from the committee.

## **Timeline**

### **April –**

Arranges to have a translator who can translate the concept of upcoming themes into Spanish during the Annual Meeting.

Convenes a meeting of the committee members to discuss this year's projects and plan for the upcoming year and presents a draft activity plan for the following year.

Makes committee presentation to the membership. Introduces new services, if any.

### **May –**

Chair distributes the final version of the Activity Plan and assigns responsibilities.

### **June –**

Works with Vendor to send the manual pages translated into Spanish to an outside reviewer for an independent proof reading.

Reviews draft children's artwork in terms of diversity and inclusion and make recommendations to Vendor Committee.

Reviews draft teen artwork in terms of diversity and inclusion, and shares observations with committee members. Makes recommendations to Vendor Committee.

### **October –**

Committee members identify which pages of the manual will work in tactile graphic format.

Has a version of the certificate prepared to be done in Braille.

### **November –**

Orders samples of tactile graphics and certificates in Braille for state representatives.

### **December –**

Chair, with assistance from committee members, identifies special projects such as a sign language training video and selects people to carry out the projects.

Chair manages the inquiry, bidding, and contract processes following set Board procedure.

### **January –**

Distributes current samples of tactile graphics and certificates done in Braille, along with order form and instructions to all state representatives.

### **March –**

Chair sends copy of the final training video to the Website Committee chair to be posted on the web page.

## **DEFINITIONS**

**“Diversity” is defined here as:** a commitment to recognizing and appreciating the variety of characteristics that make individuals unique in an atmosphere that promotes and celebrates individual and collective achievement.

Examples of these characteristics are: languages (s) spoken, culture, disability (learning, physical, and mental).

**“Translation” is defined here as:** the interpretation of the meaning of a text in one language and the production, in another language, of an equivalent text that communicates the same message.

Because we are virtually a nationwide organization, the committee works to have translated materials be as neutral as possible and still culturally authentic.

## **7.2.6 MARKETING AND PUBLIC RELATIONS COMMITTEE**

### **CHARGE**

It is the charge of the committee to define, develop and disseminate resources to assist CSLP member libraries in marketing and promoting the CSLP summer reading program to their local communities. Activities to support this mission may include development, distribution, and evaluation and training of the use of public service announcements, printed matter, and other materials as defined and requested by the CSLP membership and/or the Board of Directors.

### **Subcommittees**

Children's Summer Reading Program Promotions – This subcommittee reports to the Marketing and Public Relations Committee Chair and is responsible for overseeing the children's non-print promotional materials. This may include radio spots, television spots, promotion via the internet or other promotions.

Teen Summer Reading Program Promotions – This subcommittee reports to the Marketing and Public Relations Committee Chair and is responsible for overseeing the teen non-print promotional materials. This may include radio spots, television spots, promoting via the internet and other promotions.

Adult Summer Reading Program Promotions – this subcommittee reports to the Marketing and Public Relations Committee Chair and is responsible for overseeing the adult non-print promotional materials.

### **DUTIES**

1. Submits a budget to Finance Committee by February 1 for any resources, products or materials the Committee will produce.
2. Coordinates and oversees the development, release and review of requests for proposals for any products for which professional services will be required.
3. Provides input, feedback and guidance to contracted vendors creating marketing products.
4. Works in collaboration with the Teen Manual, Children's Manual and Vendor Committees in the development of products, requesting feedback, suggestions and assistance.
5. Works in collaboration with the Diversity Committee to offer promotions in languages other than English.
6. Members ably apply themselves to all the duties of the committee. Non-compliance can lead to a dismissal from the committee.

## **Timeline**

### **April - Annual Meeting –**

Conducts a meeting of the Marketing and Public Relations Committee.  
Makes presentation to all members.

### **May –**

Requests for Proposal for the production and development of PSAs (and other items as needed) issued.

- Collects from committee names of vendors to send bids.
- Obtains from AS electronic version of RFQ/RFP and make needed changes
- Sends RFP to lawyer to review
- Sends out RFP to vendors
- Follows up to vendors with a phone call.

### **June –**

Deadline for return of all Quotations from Vendors.  
Appropriate sub-committee reviews proposals.  
Recommendations brought to the CSLP Board for review and approval.

### **August –**

Notifies winning vendors of awards. Sends regrets to other vendors.  
Contracts are perused by CSLP lawyer and mailed to vendor to sign.  
Sends art in high-resolution format to Vendors  
First payment mailed to vendors within five days of receipt of signed contracts.

### **September –**

Vendor develops script in collaboration with designated sub-committee.

### **October –**

Designated sub-committee approves final script.  
Begins work on radio spots.

### **November – December –**

Script is sent to the Diversity Committee for translations to other language(s).  
Closed Captions are added to video.  
Record radio spots script approved by Marketing and Public Relations Committee

### **January –**

Completed, final version of PSA is forwarded to designated project manager and Administrative Services office.  
Completed, final versions of radio spots are forwarded to designated project manager and Administrative Services office

### **January, last week –**

The final payment is sent to vendor within two weeks of receipt of PSA master files.

Submits new budget to Finance Committee

**February –**

Sends out video and radio spots.

Posts purchase order form on CSLP website

Posts videos on YouTube and TeacherTube.

**February – April –**

Creates training presentation for CSLP Annual Meeting

**DOCUMENTS**

AS will provide these documents to the Marketing and Public Relations Chair

- Copies of all RFPs for the previous year
- Copies of contracts
- Copies of surveys
- Copies of purchase orders
- Any Copyright permission forms

## **7.2.7 MEMBERSHIP AND ORGANIZATIONAL STRUCTURE COMMITTEE**

### **CHARGE**

It is the charge of the committee to oversee and maintain the Organizational Handbook, and to ensure that the Bylaws are consistent with practice as well as with policy and procedure changes made by the Board. The committee also serves as liaison between individual members and the Board of Directors, presenting members' concerns, questions and suggestions to the Board.

### **DUTIES**

#### **Chair**

1. Oversees the maintenance and updating of the Organizational Handbook.
2. Works with CSLP secretary on ballot language for all proposed revisions of the CSLP Bylaws that require membership vote.
3. Reviews structural concerns brought to the Committee by the Board of Directors, and makes recommendations for change.
4. Monitors Board actions for policy and/or procedure changes and ensures revisions are incorporated into the CSLP Organizational Handbook.
5. Serves as a liaison between individual members and the Board of Directors, presenting members' concerns, questions and suggestions to the Board.
6. Sends updates to the Website Committee Chair as needed.
7. Receives suggestions from members for proposed changes to the Bylaws or Handbook, and reviews them with committee members.
8. Reports back to committee the month following Board meetings on any formal actions that may involve updates to the Handbook.

#### **Members**

1. Help Chair with wording for any needed changes to the Organizational Handbook or other documents.
2. Recommend, when necessary, wording changes in the Bylaws to the Chair.
3. Assist Chair with the review of any structural concerns brought to the Committee by the Board and make recommendations for change.
4. Assist Chair with a membership advocacy role to serve as a liaison between individual members, or groups of members, and the Board, presenting members' concerns, questions and suggestions to the Board.
5. Help the chair to develop and maintain the CSLP Organizational Handbook.
6. Ably apply themselves to all the duties of the committee. Non-compliance can lead to a dismissal from the committee.

## **Timeline**

### **April –**

Chair convenes a face-to-face meeting of the committee members to decide on plans for upcoming year.

Chair updates the membership on changes to the Handbook and, if required, introduces Bylaws changes.

### **May –**

Chair sends any changes, approved at the Annual Meeting, to the Website Committee Chair to be updated.

Chair contacts new Chairs and requests that they review the Bylaws, and the Organizational Handbook to assure they have an overview of how CSLP operates.

### **June/July –**

As needed, Chair convenes phone/electronic meetings of the committee to review all formal actions taken by the Board at the Annual Meeting and the subsequent Board meeting, to identify any that should be written into Organizational Handbook.

### **August – February –**

Chair convenes a phone/electronic meeting of the committee to review any formal actions taken by the Board that need to be written into the Organizational Handbook. Members make suggestions on recommended wording. Chair finalizes the wording and takes the recommendations to the Board for the next Board meeting.

### **February –**

Chair sends a request to Committee Chairs and Officers to review their Committee or Office write-ups in the Organizational Handbook and to indicate any changes that are needed.

### **March –**

Prior to the spring Board meeting, the Chair convenes a phone/electronic meeting of the committee to review updates recommended by Committee Chairs and Officers for the procedural handbooks. Members make recommendations. Chair makes final wording decisions and prepares report for Board at the Annual Meeting in April. Chair contacts the Chair of the Nominations Committee to assure Nominations has the Organizational Handbook sections for all potential new chairs prior to making contacts.

## **7.2.8 NOMINATING COMMITTEE**

### **CHARGE**

The Nominating Committee shall create a slate of officers and committee chairs to present for election at the Annual Business Meeting. The Nominating Committee shall consider recommendations made by the State Representatives and Individual Delegates and shall take into account the criteria for the offices and committee chairs set forth in Sections 5.3 and 7.3. The Nominating Committee shall present its slate of candidates, together with a list of Additional Nominations, pursuant to Sec. 4.4, to the State Representatives one week prior to the Annual Meeting of members.

### **MEMBERSHIP**

The Nominating Committee is appointed by the President no later than February 1 of each year, and consists of a chair and four members.

### **DUTIES**

1. Solicits nominations from the Board, from committees and from the general membership for officers and committee chairs.
2. Contacts potential officers and committee chairs; shares duties specific to the position; outlines the term of office; requests confirmation in a written statement agreeing to be a candidate.
3. Asks that the state representatives submit any additional names for candidates at least three weeks prior to the Annual Meeting.
4. Presents the slate of candidates and nominees to state representatives one week prior to the Annual Meeting.
5. Presents the slate at the Annual Meeting, conducts the voting and validates the vote.
6. Members ably apply themselves to all the duties of the committee. Non-compliance can lead to a dismissal from the committee.

### **TIMELINE**

#### **February 1 –**

CSLP President appoints a Nominating Committee.  
Begins soliciting suggestions from the Board and committees for possible candidates.

#### **March –**

Solicits names from the membership for candidates.

Contacts potential officers and committee chairs. Sends information on the responsibilities of the jobs to each person asked.

**April –**

Presents the slate of candidates, together with a list of additional nominations to State Representatives one week prior to the Annual Meeting of members.

At the Annual Meeting the chair presents the slate of nominations and then there is a vote taken. Votes are validated.

## **7.2.9 TEEN MANUAL COMMITTEE**

### **CHARGE**

It is the charge of the committee to oversee and coordinate the development of the annual teen (young adult) program planning manual.

### **DUTIES**

#### **Chair**

1. Works with the Chair of the Vendor Committee and the vendor to identify the illustrator of the teen materials each year and to proof the artwork design samples.
2. Works with the AS on all aspects of the manual production and distribution.
3. Works with the Chair of the Diversity Committee to coordinate the translation of various elements of the manual into other languages, primarily Spanish.
4. Arranges for most committee business to be conducted via CSLP discussion lists, conference calls or online meetings.
5. During Annual Meeting, shares the committee's feedback on the current manual and coordinates the selection of upcoming themes and slogans.
6. Works closely with the Author/Editor of the teen manual.
7. Solicits suggestions of slogans and themes from CSLP members through electronic discussion lists.

#### **Members**

1. Offer and solicit suggestions for upcoming slogans and themes that will be compiled into a list that is voted on at the Annual Meeting.
2. Offer and solicit suggestions for manual content on the upcoming Teen Manual.
3. Review a draft of the upcoming Teen Manual and give edits and suggestions to the Chair. The Chair passes all feedback on to the Manual editor.
4. Offer and solicit suggestions for online resources to appear in the teen program section of the CSLP website.
5. Offer feedback and suggestions on possible incentives provided for upcoming teen programs.
6. Ably apply themselves to all the duties of the committee. Non-compliance can lead to a dismissal from the committee.

#### **Timeline**

##### **April –CSLP Annual Meeting.**

Convenes face-to-face committee meeting to discuss the past year and make plans for the upcoming year.

Presents annual report to the membership.  
Leads discussion on choosing specific slogan for next year and on the general theme for two years out.

**June –**

The Chair receives the final draft of the teen manual from the vendor for final critique on layout and proofing. The Chair sends the final draft to members of the committee for review. The Chair sends all feedback to the vendor.

**August –**

Chair receives the rough outline of upcoming teen manual from the editor.

**September –**

Committee collects feedback on the current teen manual. Chair passes all feedback on to Manual Editor.

Editor sends information to the manual chair for the submission of ideas for the upcoming teen manual. The request is then sent out on both the Teen Manual Committee list and the state representative list for ideas from librarians in CSLP states.

**December- January –**

Committee offers and solicits suggestions for specific slogans for the next teen program, and general themes for the teen program in two years, to be voted on at the upcoming Annual Meeting.

**February –**

Chair receives the rough draft of the teen manual and forwards it to the committee for proofing and suggestions.

Chair compiles all feedback and sends it to the Editor.

**March –**

Before the Annual Meeting, the Chair compiles suggestions for the upcoming year's specific slogans for teen program/manual and the general theme of the teen program in two years. The Chair sends these two lists to the AS office for inclusion in the Annual Meeting notebook.

## 7.2.10 VENDOR RELATIONS COMMITTEE

### CHARGE

It is the charge of the committee to oversee and coordinate the development of the artwork, promotional items, and incentives to complement the CSLP summer reading programs.

### MEMBERSHIP

The Chairs of the Manual committees and Public Relations and Marketing Committee serve as ex-officio members of the committee. The rest of the committee is composed of members at large.

### DUTIES

1. Coordinates and oversees the development, release and review of a biennial request for proposal for artwork, promotional items and incentives.
2. Provides input, feedback and guidance to contracted vendors regarding potential illustrators and the array, scope and suitability of promotional items and incentives.
3. Works in collaboration with the Teen Manual and Children's Manual Committees in the development of products, requesting feedback, suggestions and assistance.
4. Members ably apply themselves to all the duties of the committee. Non-compliance can lead to a dismissal from the committee.

### Timeline

#### April –

Makes the Vendor Committee Annual Report available to CSLP members.

**In odd years, submits the Vendor Contract to the CSLP Executive Board for their approval.**

Conducts the Vendor Committee meeting and facilitates artwork/incentive/copyright discussions at the CSLP Annual Meeting

#### May –

**In odd years, checks last minute vendor contract details with the CSLP attorney before submitting the contract to be signed by the CSLP president and the chosen exclusive vendor.**

Follows up with the vendor after the Annual Meeting on incentive and artwork issues for the next two years of summer reading programs.

Provides the CSLP secretary and the Administrative Services office with a list of current Vendor Committee members.

Has Administrative Services office set up the current/revised Vendor Committee email group.

**June –**

**In odd years, submits vendor contract to CSLP president for him/her to sign and sends to the exclusive vendor for his/her signature.**

Begins review and selection of artwork, promotional items and incentives submitted by vendor for the next year's summer library programs.

Makes sure that the Diversity Committee chair sees all the samples.

**July –**

Continues review and selection of artwork, promotional items and incentives submitted by vendor for the next year's summer reading programs.

**August –**

Finishes review and selection of artwork, promotional items and incentives submitted by vendor for the next year's summer reading programs.

Approves the final draft of the CSLP order form.

**In even years, requests updated manual bid specs from the Children and Teen Manual Chairs.**

**September –**

Checks with vendor on progress of negotiations with artists for the summer reading programs scheduled for two years down the road.

Makes sure vendor communicates to contracted artists the CSLP membership's suggestions and guidelines for the artwork for the summer reading programs two years in advance.

**In even years, begins revision and update of the Vendor RFP.**

**October –**

October 1, gathers the Vendor Committee Survey data.

Contacts vendor to make sure all is going smoothly with the order forms for the next year's summer reading programs.

**In even years, continues revision and update of the Vendor RFP and sends the updated RFP to the Children and Teen Manual Chairs to insure their specs are up-to-date.**

**November –**

**In even years, completes update and revision of Vendor RFP; sends RFP to CSLP attorney for review; and, after review by CSLP attorney, sends RFP to CSLP Executive Board for approval—once RFP is approved by the CSLP Executive Board, sends RFP to at least six (preferably more) prospective vendors.**

Checks with vendor to inquire about progress on artwork for the summer reading programs scheduled for the year after next.

**December –**

Checks with vendor on progress of sales for the next summer's reading programs. Contacts vendor to see if preliminary artwork for the year after next is ready to be reviewed.

**In even years, fields questions from vendors submitting bid proposals.**

Begins preparing budget to be submitted to the Budget and Finance Committee by February 1.

**January –**

**In odd years, reviews, compares, and evaluates vendor bids and prepares vendor recommendation for the CSLP Executive Board.**

Sends out the results of the Vendor Committee Survey.

**February –**

**In odd years, presents vendor recommendation to CSLP Executive Board for their review and approval; contacts vendor whose bid was accepted; and writes thank you letters to vendors who submitted proposals.**

Gathers input for the Annual Meeting, such as suggestions for artists.

**March –**

**In odd years, reviews and updates the Vendor Contract and sends it to the CSLP attorney for review.**

Compiles input for April's Annual Meeting.

## **7.2.11 WEBSITE COMMITTEE**

### **CHARGE**

The Website Committee provides and maintains resources and information relevant to CSLP members (state representatives and their constituency) as well as to potential CSLP members through the CSLP website.

### **DUTIES**

#### **Chair**

1. Monitors the CSLP website and sees that it is updated regularly.
2. Acts as CSLP liaison with the webmaster, making all requests for changes and updates.
3. Manages the bidding and contract process for the webmaster.
4. Supervises the work of the webmaster.
5. Sends notices to CSLP members when substantial additions to the website have been made.
6. Responds to website issues in a timely manner
7. Continues to make the accessibility of the website a priority.
8. Explores innovative methods of information sharing on the CSLP website
9. Monitors website usage statistics.

#### **Members**

1. Assist chair with monitoring the CSLP website and recommending updates and changes.
2. Act as testers for new elements added to the website before they are announced to the general membership.
3. Help assure the website is accessible and explore alternative, accessible versions of the website.
4. Help the chair keep abreast of innovative methods of information sharing on websites.
5. Ably apply themselves to all the duties of the committee. Non-compliance can lead to a dismissal from the committee.

#### **Timeline**

##### **April –**

At CSLP Annual Meeting convenes a face to face meeting with the Website Committee and delegates portions of the website for monitoring and updating for the upcoming year.

**May – September –**

Next year's manuals are received. Sets up conference call with CSLP Website Committee members to review work done thus far.  
Sends request to Committee Chairs for updates on their committee members and assure changes are made.

**June –**

Sends reminder to committee members that changes to the website are due August 1.

**August –**

Reviews committee comments and recommendations for website changes.

**September –**

Next year's manuals are received.  
Sets up conference (phone/electronic meeting) call with CSLP Website Committee members to review work done thus far.  
Sends new artwork and theme information to Webmaster to change out for the previous year's art and theme.

**October – November –**

Begins work on upcoming year's CSLP website.  
Finalizes all edits for the upcoming year's website. This will require working closely with all committees and the webmaster to ensure that the items are edited and changed on the website.

**November – December –**

Finalizes upcoming year's website with approval from Website Committee and CSLP Board.

**January – February –**

Updates CSLP website.  
Prepares for CSLP Annual Meeting.  
Works with the webmaster to finalize agreement to continue the contract. Draft a Memorandum of Agreement to be reviewed by the webmaster, the Board, and the CSLP Attorney.

**March –**

Finalizes website for upcoming year's Annual Meeting. Prepare annual report for CSLP April meeting.



## **STATE REPRESENTATIVES' RESPONSIBILITIES**

### **April**

#### **At the annual meeting:**

- Attend your choice of committee meetings and signup for committees.
- Vote on theme, slogans, CSLP officers and bylaw changes.
- Gather information to take home for librarians in your state. Examples of this are: future themes/slogans, vendor information, Rules of Use, children's and teen's public service announcements (PSAs), and website changes.

#### **After the annual meeting**

Inform librarians in your state about themes, slogans, artists, website updates and any other CSLP new/correspondence from the annual meeting.

### **May**

Inform the librarians in your state of the artists chosen for the upcoming Summer Reading Program.

### **June**

Fill out the order forms that comes from the Administrative Services (AS) office indicating how many manuals, t-shirts, PSAs catalogs, etc. you need for the librarians in your state.

### **June/July**

Make sure the state's dues are paid.

### **September**

Request ideas for the upcoming summer manual from librarians in your state to be sent to the manual editors.

### **October**

Distribute manuals and incentive catalogs to the librarians in your state.

### **January/February**

- State representatives should plan to attend the annual meeting if at all possible.
- Register with the hotel and with the AS.
- Receive CSLP Annual Meeting information and send to any other librarians in your state who will be attending the meeting.
- Request slogans/themes from the librarians in your state for the children's, teen and adult programs, and vote within the state on the top five slogans/themes . Submit the top five slogans/themes to the children's, teen and adult manual committee chairs.

### **February**

Send Summer Library Program PSA order form to librarians in your state if they wish to order PSA's for their own use.

**Throughout the year:**

- Disseminate to librarians in your state any pertinent information that is sent via the State Representatives discussion list.
- Send any CSLP Evaluation forms to local libraries. Complete and submit any SurveyMonkey forms as requested.
- Help interpret Rules of Use for librarians in your state.
- Make sure the AS has the current correct contact information

## **ADMINISTRATIVE SERVICES**

The Administrative Services (AS) supports CSLP by providing administrative, financial and clerical duties.

### **Ongoing duties**

- Arrange committee meetings/conference calls as requested.
- Arrange Board of Directors (BOD) meetings as requested.
- Communicate and work with all committee chairs.
- Attend all committee meetings.
- Attend ALL Budget and Finance committee meetings.
- Prepare monthly financial reports for Treasurer.
- Format and edit contracts.
- Administer all contracts and ensure timely payments.
- Communicate with all vendors.
- Communicate with all officers and committee chairs.
- Inform Treasurer and Board of any changes with the Certificates of Deposit.
- Update committee mail lists.
- Make necessary edits to CSLP website.
- Respond to all e-mails, phone messages, and correspondence.
- Keep apprised of all Rules of Use, Bylaws, and corporate changes.
- Monitor officer and committee chair phone card totals.
- Send invoices.
- House inventory of current and previous years' manuals.
- House all original contracts and legal documents for organization.

### **June**

- Open new budget year for CSLP.
- Update all committee lists.
- Update the committee mail lists – delete old members, add new members.
- Begin working with the new committee chairs and officers.
- Send invoice to each member state for dues for the next program year.
- Determine the need for a face-to-face Board meeting with the new president. If necessary:
  - Contract with meeting site.
  - Create meeting registration/information for BOD members.
  - Manage meeting site details with President and site manager.
- Compile orders from each state for the manuals, t-shirts, catalogs, PSAs, etc.
- Prepare and send out specs for manual printing bids
- Submit the copy-ready manual to the selected printer.
- Prepare year-end financial information for audit.

### **July**

- Choose printer vendor and prepare the final order and quantities of manuals.

- If a face-to-face meeting is planned make travel arrangements for all BOD members.

### **August**

- Work with printer on shipping of manual orders to each state.
- If a face-to-face meeting is planned, confirm all arrangements.
- Work with product vendor on promotional package and supply appropriate numbers.

### **September**

- Continue working with printer on shipping of manual orders.
- Notify each state representative when their shipment is en route.

### **October**

- Contact host state representative for future annual meeting (2 years out) to arrange for meeting sites.
  - Contract with meeting site.
  - Manage meeting site details with President/Vice President, local hosts/host and site manager.
- Bill states for manuals.

### **November**

- Contact hotel site manager on preliminary annual meeting details for next spring.

### **December**

- Confirm tentative annual meeting details with President.

### **January.**

- Post annual meeting details to State Representative listserv.

### **February**

- Continue to work with conference site manager on annual meeting details.
- Work with State Representatives regarding annual meeting questions.

### **March**

- Arrange for BOD meeting.
- Call for items to be printed for the annual meeting from officers and committee chairs.
- Plan conference menus and refreshment breaks.
- Confirm lodging for state representatives with conference site manager.

### **April**

- Stay connected with the conference site manager regarding conference details.
- Ship conference materials in a timely manner to the conference site.
- Arrive at conference site one day ahead of the annual meeting to finalize details.

## May

- Finalize the current fiscal/program year.
- Gather committee lists from new committee chairs.
- Send out order form to State Representatives requesting number of manuals, promotional product catalogs, t-shirts, and PSA's needed for each state.
- Make preliminary contact with the financial auditors.

| Timeline for Annual Meeting |  |
|-----------------------------|--|
| 2 years out                 | Contract with hotel/meeting facility   |
| 1 year out                  | Work through preliminary needs with conference planner at hotel facility and with current CSLP President |
| 8 – 9 months out            | Work with current CSLP President to set preliminary agenda   |
| 4 – 5 months out            | Send preliminary agenda to State Representatives and Executive Board                                     |
| 4 months out                | Have annual meeting registration information out to members by January 1                                 |
| 1-4 months out              | Continue to gather registration information from member states   |
| 1 month out                 | Have all handout masters at the AS to copy for packets   |
| 1 week prior to meeting     | Ship packets and other materials to meeting location   |

## Financial Controls Resolution for Collaborative Summer Library Program

The Board of Directors of the Collaborative Summer Library Program, Inc. (“CSLP”) gives authority regarding financial transactions as follows:

### Check-Signing Authority

1. The CSLP President, CSLP Treasurer, and Director of Administrative Services are authorized to sign checks.
2. Checks require only one signature with the written approval (including fax or e-mail) of the CSLP Treasurer or CSLP President.
3. Checks for non-budgeted items or budget items over the approved budget amount require the signature of one person named in #1, above, together with the written authorization (including fax or email) of the CSLP President and CSLP Treasurer.
4. Any checks payable to any person named in #1 must have written approval (including fax or e-mail) of the CSLP Treasurer or CSLP President prior to issue.

### Accounts

CSLP shall maintain its accounts in financial institutions that are federally insured. Any deposit or share account in the name of CSLP may be opened only upon the signature or direction of an officer. Funds available for investment purposes shall be invested in

accordance with the investment policy adopted by the Board. Anyone listed in #1, above, may endorse checks, deposit funds, or transfer funds between CSLP accounts.

**Quarterly Review**

The finance committee shall, on a quarterly basis, review all disbursements in the amount of \$5,000 or more.

(3/1/10)

## **POLICIES**

### **Guidelines for CSLP Annual Meeting Protocols**

Most of the CSLP Annual Meeting proceeds rather informally. Many routine business issues are resolved with simple motions and voice or hand vote. Because of the size of the group, there will be a central microphone which members approach when they want to speak. Typically speakers will go in order, but the President may ask all the people who want to address the topic on the floor to speak before someone introducing a new topic. For less involved discussions, local arrangement people may help the President keep track of the order in which people indicated they wanted to speak, and pass hand microphones around the room.

Various parts of the meeting are conducted by committee chairs and CSLP officers. During these presentations and processes, the CSLP President returns to his/her normal membership role and may choose to vote on the issues presented.

When significant issues are being discussed, a more formal process is used, including fairly basic parliamentary procedures. These procedures are described briefly below.

#### **President's Responsibilities**

The President of CSLP conducts the meeting and has the responsibility to manage a fair, orderly process. The President acts in good faith on behalf of the full membership and guides the meeting in difficult situations. This requires that the President be impartial and flexible. The President sets the Agenda with input from the Board and membership, and then manages the business of the meeting.

The President decides when discussions are to begin and when motions are to be accepted. During most of the meeting, members may indicate they would like to have the floor by raising their hand, and the President will generally give the person the floor. In certain situations the President may indicate that discussion and motions will be held until a specific presentation or activity is completed.

#### **Motions and Seconds**

The person who has the floor may make a motion, ask a question or, make any comments they wish. During formal discussions a member should not suddenly call out a motion or comment.

When a motion is made, the President will restate it to verify the exact wording for the group, and to assist the Secretary in recording it properly. Members should begin statements by giving their name and state to assist the Secretary. Motions should be worded so that they are clear and concise.

Anyone can second a motion without being acknowledged by the President, but if no one does, the President will ask for a second. Members seconding motions should give their

name and state. If no one seconds a motion, the President will indicate the motion fails for lack of a second.

### **Discussion of Motions or Business Issues**

The President will call for discussion following the second of a motion. Only one motion will be allowed on the floor at a time. When a motion is on the floor, all discussion and questions should relate directly to that motion.

Individuals may request permission to make friendly amendments or re-word the original motion from the person who made the original motion. If a member has a question regarding a motion for which the President is going to call for a vote, just loudly say, "Question." The President will stop and answer that question right away.

Comments should be made respectfully and professionally in keeping with normal large group interactions. There should not be personal attacks, questions as to the motives of any member, expressions of disrespect, or attempts to interrupt the person who is speaking. The President may remind members to speak and act in an orderly and courteous manner and that she/he would appreciate the membership's cooperation. Members are asked to keep their comments as brief as possible. Once someone has had an opportunity to speak on a motion or topic, he/she is asked to hold any additional comments until everyone else has had a chance to speak, unless another speaker asks him/her to answer a question. In general members are asked not to repeat what they have already said on a given issue, once they have had a chance to state it. Occasionally the President may request that a speaker summarize and complete their thoughts, or limit the time allowed for discussion to insure the group stays on schedule. Everyone shares the responsibility to keep the meeting moving along.

Members are asked to avoid side conversations as much as possible because they are distracting, and it is difficult to hear in a group this size. However, the President usually grants requests for a few minutes of small group discussion when needed.

### **Voting Process**

When the discussion is complete, or time demands that the discussion end, the President will call for a vote on that motion. Typically voice or hand votes are used. When a formal vote is needed, only the official state representative or designee votes, with one vote per state. Local arrangements staff will divide the room and count votes. The President will indicate if motion carries or fails. Depending on the situation the President may call for a roll call vote by state, but this is not done very often. The President usually does not vote unless there is a tie. The President will continue to call for motions and votes until all issues are covered and the membership is satisfied that they have had the opportunity to speak. The President may at times ask for a show of hands to gauge interest in a particular issue without calling for a formal vote.

Decisions relating to substantive and programmatic issues including summer reading themes, incentives and manuals will be made using a modified Senate model system giving each State Representative 3 votes. These votes may be split between different areas.

Revised 2009

These guidelines are based in part on the procedures outlined in the *The Standard Code of Parliamentary Procedure* by Alice Sturgis, copyright 2001.

## **Budget and Finance Committee: Annual Budget Requests**

The Administrative Services, Committee Chairs and Officers who are requesting expenditures from the CSLP budget will annually submit to the Budget and Finance Committee a written request itemizing costs and expenditures by February 1.

This request will be the basis of the relevant line item. Any expenditure during the program year that will exceed the itemized requests by over 10% must have prior advisory review by the Budget and Finance Committee and prior approval of the Board of Directors. (3/16/2009)

## **CSLP Room and Travel Policy, Annual Meeting**

CSLP will pay for one hotel room per state. The room use will be determined by the State Representative and may be used by anyone from the state.

CSLP will pay for one hotel room per attending member of the Board of Directors and for one Administrative Services Representative. This room is not transferable, but may be shared.

Round trip travel expenses for the Board of Directors and the Administrative Services Representative will be paid from the usual duty station to the location of the meeting. If a different departure or return location is considered necessary, the lower expense will be paid. Mileage will be paid at the current federal reimbursement rate but cannot exceed the cost of the round trip airfare.

The Budget and Finance Committee will determine annually whether airfare or other travel expenses will be paid for the Board of Directors and for one Administrative Services Representative. This airfare is not transferable. The Budget and Finance Committee will determine annually the number of room nights that will be provided at no charge to the Board of Directors and State Representatives based on CSLP finances and a review of the annual meeting schedule provided by the President.

At the Board of Directors' discretion, Ad Hoc Chairs may have their room and travel expenses paid.

CSLP will not reimburse or pay for any alcohol.  
(3/1/2010)

## **CSLP Room and Travel Policy, Special Meetings**

The Board of Directors may hold other meetings as called by the President.

CSLP will pay for one hotel room per attending member of the Board of Directors and for Administrative Services Representative(s). Travel expenses will be paid or reimbursed by CSLP with applicable receipts. Mileage will be paid at the current federal reimbursement rate but cannot exceed the cost of round trip airfare from the usual duty station to the meeting location.

At the Board of Directors' discretion, Ad Hoc Chairs may have their room and travel expenses paid.

CSLP will not reimburse or pay for any alcohol.  
(3/1/2010)

## **Process for Requests for Quotes (RFQ)/Requests for Proposals (RFP) and Contracts**

For any products or services that require professional services outside of the scope of the CSLP Officers, Committees or AS, the Board or appointed committee in charge will prepare and release a request for quotation or request for proposal, if one or more of the following criteria apply:

- the estimated cost of the product or services will be equal or greater than \$10,000
- the requested service or product requires professional artistic or creative abilities, the provider of which is qualified by education, experience and/or technical ability.

Procedure:

1. The committee chair requests any previous RFQ/RFPs and their attachments from the appropriate committees involved and the Board of Directors.
2. The committee chair, in conjunction with the Administrative Services (AS) and a subcommittee, appointed by the chair, will revise and update the RFQ/RFP.
3. The committee chair will send the updated/revised RFQ/RFP to their committee, the Board of Directors and the AS for comment.
4. The committee chair will finalize the draft RFQ/RFP per input from their committee, the Board of Directors and the AS.

5. The committee chair in conjunction with the AS sends the RFQ/RFP to the official CSLP attorney for review. (See the CSLP Rules of Use: <http://www.csllpreads.org/about/rules-of-use.html>)
6. After review by the official CSLP attorney, the committee chair in conjunction with the AS will send the RFQ/RFP to the Board of Directors for approval.
7. Upon approval by the Board of Directors, the committee chair in conjunction with the AS will send the RFQ/RFP to prospective vendors.
8. The committee chair in conjunction with the AS and the subcommittee, appointed by the chair, will draft a Contract and send it to the official CSLP attorney for review.
9. The committee chair will field questions from vendors submitting proposals.
10. The committee chair in conjunction with the AS and the subcommittee, appointed by the chair, will review, compare, and evaluate vendor proposals.
11. The committee chair will present vendor recommendation to the CSLP Board President for Board review and approval.
12. The committee chair in conjunction with the AS will notify vendor whose proposal was accepted and will write letters of thanks to vendors who submitted proposals that were not accepted.
13. Once the vendor has been chosen for a particular contract, other vendors who submitted proposals may request further information from the chair of the committee, but should not contact other committee members or CSLP Board members or staff.
14. The committee chair in conjunction with the AS will consult with the official CSLP attorney regarding any final contract details.
15. The committee chair in conjunction with the AS will send the associated contract to the CSLP President who will submit the contract to the Board of Directors for approval.
16. Any changes suggested by the Board of Directors must be reviewed by the CSLP attorney as well as any changes suggested by the CSLP attorney must be approved by the Board of Directors before the final contract is submitted for signatures of the CSLP President and the chosen vendor.
17. The original signed contract must be sent to the AS. The AS will forward copies of the original signed contract to the committee chair, the President, and the vendor. The AS will retain the original contract on file.

18. The committee chair in conjunction with the AS is responsible for meeting all contract deadlines for specific timelines for each RFQ/RFP/Contract.

6/6/11

## **Press Release Policy**

Information about new programs or the CSLP organization itself that is to be sent to the general membership or the media should go to the Board as a draft for approval at least 72 hours before the proposed release date. The author should indicate the proposed release date on the draft.

If the communication concerns safety information about a product, the release should come from the vendor as quickly as possible. If a statement or follow-up by CSLP is needed, the AS and the CSLP president, past president, or president-elect, should coordinate the release or response.

These policies apply to general information and program information for distribution beyond CSLP membership. Normal Board or committee communication does not need to be labeled unless a press release is being discussed

The AS will provide an official standard press release form for information requiring broad distribution.

**(4/6/11)**

## **Legal Services**

Melissa Auchard Scholz is CSLP's attorney. Board members will not seek legal guidance from any other source.

Committee chairs and officers conducting CSLP business may consult with the attorney for assistance via email or telephone provided they have first consulted with the CSLP president and the AS. Email communication with CSLP's attorney must be copied to the CSLP President, Treasurer and AS director.

**(11/17/2009)**

## **Memorials**

Any state representative or member of the Board of Directors may make a request to the Board of Directors for a memorial for a member or former member of CSLP in recognition of the member's contribution to CSLP and its mission. The request may include a suggestion for the memorial and a brief description of the member's contribution to CSLP. The Board of Directors will make a decision regarding the memorial request within one month of the request. Approval of memorial requests will be subject to the Board's discretion and the availability of funds in the budget line item for Gifts and Memorials.

**(8/28/2007)**

## **Recognitions**

CSLP will award Certificates of Appreciation to outgoing officers and committee chairs at the Annual Meeting preceding their end of terms. Certificates will be prepared by the CSLP AS and signed by the President. CSLP will present the outgoing president with a plaque acknowledging the president's term and service to the organization. The plaque will be prepared by the CSLP AS and presented at the Annual Meeting held before the president's term expires.

CSLP may award Certificates of Appreciation to individuals or agencies who have contributed to the work of the Collaborative through their time, effort or resources. Recommendations for nominees for Certificates will be forwarded to the CSLP Board for approval. Certificates will be prepared by the CSLP AS, signed by the President and presented at the Annual Meeting or by mail.

(8/28/2007)

## **Gifts**

Any state representative or member of the Board of Directors may make a request to the Board of Directors for a gift for an individual, agency or member of CSLP in recognition of a contribution to CSLP and its mission. The request may include a suggestion for the gift and a brief description of the contribution to CSLP. The Board of Directors will make a decision regarding the gift request within one month of the request. Approval of gift requests will be subject to the Board's discretion and the availability of funds in the budget line item for Gifts and Memorials. (8/28/2007)

## **Financial Controls Resolution**

The Board of Directors of the Collaborative Summer Library Program, Inc. ("CSLP") gives authority regarding financial transactions as follows:

### **Check-Signing Authority**

1. The CSLP President, CSLP Treasurer, and Director of Administrative Services are authorized to sign checks.
2. Checks require only one signature with the written approval (including fax or e-mail) of the CSLP Treasurer or CSLP President.
3. Checks for non-budgeted items or budget items over the approved budget amount require the signature of one person named in #1, above, together with the written authorization (including fax or email) of the CSLP President and CSLP Treasurer.
4. Any checks payable to any person named in #1 must have written approval (including fax or e-mail) of the CSLP Treasurer or CSLP President prior to issue.

## **Accounts**

CSLP shall maintain its accounts in financial institutions that are federally insured. Any deposit or share account in the name of CSLP may be opened only upon the signature or direction of an officer. Funds available for investment purposes shall be invested in accordance with the investment policy adopted by the Board. Anyone listed in #1, above, may endorse checks, deposit funds, or transfer funds between CSLP accounts.

## **Quarterly Review**

The finance committee shall, on a quarterly basis, review all disbursements in the amount of \$5,000 or more.

(3/1/10)

## **Record Retention Policy**

### **Purpose**

This policy provides a system for retaining or destroying documents received or created by CSLP in its day to day operations. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate CSLP operations by promoting efficiency and freeing up valuable storage space.

### **Document Retention**

CSLP follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

### ***Corporate Records***

|  |           |
|--|-----------|
| Articles of Incorporation and Bylaws                                   | Permanent |
| Annual Reports to State Authority                                      | Permanent |
| Board Meeting and Board Committee Minutes,<br>Policies and Resolutions | Permanent |
| IRS Application for Tax-Exempt Status (Form 1023)                      | Permanent |
| IRS Determination Letter   | Permanent |
| State Sales Tax Exemption Certificate                                  | Permanent |
| Documents related to Construction or Purchase of Real<br>Estate        | Permanent |
| Fixed Asset Records  | Permanent |
| Copyright and Trademark Registration                                   | Permanent |
| Insurance Policies   | Permanent |
| Contracts (after expiration)   | 7 years   |
| Correspondence (general)   | 3 years   |

***Accounting and Corporate Tax Records***

|  |           |
|--|-----------|
| Annual Audits and Financial Statements | Permanent |
| Depreciation Schedules                 | Permanent |
| IRS Form 990 Tax Returns               | Permanent |
| General Ledgers & Journal Entries      | 7 years   |
| Business Expense Records & Invoices    | 7 years   |
| IRS Forms 1099 and 1096                | 7 years   |
| Journal Entries                        | 7 years   |
| Invoices                               | 7 years   |
| Petty Cash Vouchers                    | 3 years   |
| Cash Receipts                          | 3 years   |
| Credit Card Receipts                   | 3 years   |

***Bank Records***

|                                    |           |
|------------------------------------|-----------|
| Check Registers                    | Permanent |
| Bank Deposit Slips                 | 7 years   |
| Bank Statement and Reconciliation  | 7 years   |
| Electronic Fund Transfer Documents | 7 years   |

***Payroll and Employment Records***

|  |                           |
|--|---------------------------|
| Payroll Registers                                    | Permanent                 |
| State Unemployment Tax Records                       | Permanent                 |
| W-3 Statements                                       | Permanently               |
| Payroll Tax Returns                                  | 7 years                   |
| Employment and Termination Agreements                | Permanent                 |
| Retirement and Pension Plan Documents                | Permanent                 |
| Records Relating to Promotion, Demotion or Discharge | 7 years after termination |
| Accident Reports and Worker's Compensation Records   | 5 years                   |
| Salary Schedules                                     | 5 years                   |
| Employment Applications                              | 3 years                   |
| I-9 Forms  | 3 years after termination |
| Time Cards   | 2 years                   |

***Donor and Grant Records***

|  |                          |
|--|--------------------------|
| Donor Records and Acknowledgment Letters | 7 years                  |
| Grant Applications                       | 7 years after completion |

**Electronic Documents and Records**

Electronic documents should be retained as if they were paper documents. Therefore, any

electronic files that qualify as one of the document types on the above schedule should be maintained for the appropriate amount of time.

### **Emergency Planning**

CSLP records will be stored in a safe, secure, and accessible manner. Consideration should be given to the safekeeping of documents and financial files that are essential to keeping CSLP operating in an emergency.

### **Document Destruction**

The administrator under the direction of the Treasurer is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Document destruction must be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

### **Compliance**

Failure on the part of administrative unit employees to follow this policy can result in possible civil and criminal sanctions against CSLP and its employees and possible disciplinary action against responsible individuals. CSLP should periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

## **Conflicts of Interest Policy of CSLP**

### **Article I – Purpose**

The purpose of the conflicts of interest policy is to protect the interests of **The Collaborative Summer Library Program** (the Corporation) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation. This policy is intended to supplement but not replace any applicable Iowa laws governing conflicts of interest for this nonstock corporation.

### **Article II - Definitions**

#### 1. Interested Person

Any board member, or member of a committee with board delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

#### 2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

- a. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
- b. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or

- c. a potential ownership or investment in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

### **Article III - Procedures**

#### 1. Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence of his or her financial interest and must be given the opportunity to disclose all material facts to the directors or members of committee with board delegated powers considering the proposed transaction or arrangement.

#### 2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

#### 3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the board or committee meeting, but after such presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest.
- b. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board or committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether the transaction is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

#### 4. Violations of the Conflicts of Interest Policy

- a. If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **Article IV - Records of Proceedings**

The minutes of the board and all committee with board-delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

#### **Article VI - Annual Statement**

Each board member, officer and member of a committee with board delegated powers shall annually sign a statement, substantially in the form attached as Attachment 1, which affirms that such person:

1. has received a copy of the conflicts of interest policy,
2. has read and understands the policy,
3. has agreed to comply with the policy, and
4. understands that the corporation is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

#### **Article VII - Periodic Reviews**

To ensure that the Corporation operates in a manner consistent with its charitable purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax, periodic reviews shall be conducted.

## **Whistleblower Policy for CSLP**

### **General**

The **Collaborative Summer Library Program (CSLP)** requires board members and employees of the administration unit to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and

representatives of CSLP, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

### **Reporting Responsibility**

It is the responsibility of all board members and employees of the administration unit to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

### **No Retaliation**

No board members and employees of the administration unit who in good faith reports an ethics violation will suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within CSLP prior to seeking resolution outside CSLP.

### **Reporting Violations**

CSLP has an open door policy and suggests that administrative unit employees share their questions, concerns, suggestions or complaints on an ongoing basis. In addition, all are required to report suspected ethics violations. In most cases, the President of CSLP is in the best position to address an area of concern. However, if you are not comfortable speaking with the President or you are not satisfied with the President's response, you are encouraged to speak with another member of the Board. For suspected fraud involving the President, administrative unit employees should directly contact another Board member.

### **Addressing Reported Violations**

The CSLP President, or if applicable, another Board member, will acknowledge receipt of any reported or suspected violation or concern within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Any investigation that yields a reasonable basis for suspected ethics violations or complaints regarding corporate accounting practices, internal controls or auditing will be reported to the Budget and Finance Committee. The Budget and Finance Committee will address all reported concerns and work with the President of CSLP until the matter is resolved.

### **Acting in Good Faith**

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

### **Confidentiality**

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected

violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

*Adapted from a sample policy for small organizations by Melissa Auchard Scholz, Scholz Nonprofit Law*

Collaborative Summer Library Program  
**Proxy Voting Form**

Current CSLP State Representatives may vote by giving written proxy to any member from their state or another CSLP State Representative to vote during the Annual Meeting to be held on \_\_\_\_\_ at \_\_\_\_\_.

I appoint

\_\_\_\_\_,  
(Please print name of Proxy Holder)

from \_\_\_\_\_ to vote in my place as my proxy  
(State)

on all questions which are subject to voting by proxy that may come before the membership at the Annual Meeting held

\_\_\_\_\_  
(Date)

Your Name

\_\_\_\_\_

State Representative of

\_\_\_\_\_

Date / Signature

\_\_\_\_\_

Please return this form to the CSLP Administrative Services by one week before the annual meeting begins.

**CSLP**  
**953 Sixth Place SE**  
**Mason City, IA 50401-5261**  
**(641) 423-0005**  
[karen.day@cslpreads.org](mailto:karen.day@cslpreads.org)