Collaborative Summer Library Program
Board of Directors

Regularly Scheduled Meeting
Monday, November 5, 2007
Noon CST—-Conference Call

<u>Present</u>

Carol Baughman (KY), Nancee Dahms-Stinson (MO), Karen Drevo (NE),
Randi Eskridge (AR), Cathy Howser (AR), Ruth Metcalf (OH), Rhonda Puntney (WI),
Sally Snyder (NE), Julie Tomlianovich (KS), Jan Wall (ID), Laura Lee Wilson (OH)

Karen Day and Barb Shultz—Administrative Services Agency

<u>Absent</u>
Patty Langley (DE)

Attributed speech is not necessarily quotation.
<u>Underscores</u> indicate agenda items.

Snyder called meeting to order at 12:06 p.m. CST.

<u>Approval of Minutes</u>

Discussion of corrections to minutes of 8-28-07 and 8-29-07. Wall will submit policy
revisions for future consideration.

Metcalf: Asked the Board to develop procedures for approving everything that is posted
to the web site, not just minutes.

Drevo: **Motion** for approval of minutes of 8-28-07 as revised   Metcalf: Second
Passed by voice vote

Howser: **Motion** for approval of minutes of 8-29-07 as clarified   Drevo: Second
Passed by voice vote

Discussion of minutes of special meeting of 10-16-07

Baughman: Questioned putting these minutes on web site

Drevo: **Motion** that minutes of the special meeting of 10-16-07 not be posted on the
CSLP web site   Metcalf: Second   Passed by voice vote

Wall: Do we need a policy stating discussions of contracts do not take place in open
Board meetings?

Howser: **Motion** to approve minutes of the special meeting of 10-16-07 but not to post
them on the web site   Metcalf: Second   Passed by voice vote

Reports of Committees

Budget and Finance

Wall: Introduced the revised New/Enhanced Project Request Policy with highlighted suggestions and format changes submitted by both the Board and the Budget and Finance Committee.

Attachment #1

Metcalf: Questions about submission deadlines and about intent of proposed policy

Howser and Wall: Explained Long-Range Planning Committee's request for new procedures for proposing, justifying, approving, and budgeting for new expenditures. LRP Committee recommended a process whereby new project proposals and budget requests would come to the Board after approval of standing committees. The new policy is in response to this recommendation.

Discussion of and suggestions about content and formatting of policy and application form and about making it available on the web site.

Dahms-Stinson: Suggested separating the policy from the form. Suggested that the Board should approve the policy but not each revision of the application form. Make a policy statement that is not tied down by procedure.

Wall: Some policy wording would be incorporated in the instructions for the form.

Wall: Will e-mail discussed revisions of the New/Enhanced Project Request Policy

Wall: Back to agenda

Wall: Called attention to Balance Sheet and Profit and Loss Report as well as the recent audit which are linked on the financial page:

http://www.nclsa.lib.ia.us/CSLP/Budget%20&%20Finance/index.html

Attachment 1A

Wall: $263,318 rebate from Highsmith is the equivalent of 10% of last year's sales.

Wall: Discussed the committee's scheduling strategy for purchasing certificates of deposit.

Wall: Though the Highsmith shipping bill has been estimated at $25—$30,000, we have not received it yet.

Wall: Budget and Finance Committee always seeks a balanced budget.

Children's Manual Committee

Tomlianovich: Referred to her e-mailed report:

Attachment #2

Tomlianovich: Listed manual resources that have been posted on the web site.

Tomlianovich: There have been many changes in the membership of the committee since the Portland meeting. Are others experiencing this?

Drevo: Does anyone know of a good way to check to see if all our committee members are current? And if their libraries are currently CSLP members?

Eskridge: Has surveyed her committee members by e-mail.

Discussion of keeping committee membership rosters up-to-date

Day: As chairs figure out who committee members are, from time-to-time please send lists of members to ASA so she can check to see if mail lists and web site lists are current.

Metcalf: The 20th of each month is the deadline to send items for the web site to Metcalf who will combine and send them to web master so he won't have to receive so many piecemeal communications.

Tomlianovich: Wants to make sure she has correct theme for 2010—water?

Drevo: Yes

Tomlianovich: Will be sending request for themes and slogans for upcoming programs to state reps within the next couple of weeks.

Discussion of revising this questionnaire and of timeline for sending it to state reps.

Vendor Committee

Vendor Committee report is Attachment #3

Drevo: Wants to see results for the SurveyMonkey survey evaluating the 2007 program.

Drevo: Presented suggested revisions for the Rules of Use and requested content and format changes.

Discussion of revisions to proposal

Metcalf: **Motion** to approve revision to the Rules of Use as revised.

Dahms-Stinson: Second   Passed by voice vote

Drevo: Proposed updating and reformatting Rules of Use statement on web site
Discussion of incorporating art coding statement from web site home page into new
Rules of Use. Long discussion of language of Rules of Use and of formatting on web
site.

Drevo: E-mailed revisions to all Board members.

Attachment #4

Drevo: Have discovered only one error on the Highsmith product order form so far—
pictures on reading record covers were reversed—cover of timed record switched with
cover of book list reading record. Highsmith will be pointing this out when librarians
make their orders.

Drevo: Has received many favorable comments about the bug artwork.

Drevo: Is working on finding and training a new Vendor Committee Chair to take over
when her term expires in 2009.

Website Committee

Metcalf: Laura Lee Wilson will be taking over the Website Committee.

Metcalf: Submitted e-mail report:

Attachment #5

Metcalf: Dan Riefstahl has put many updates for summer reading 2008 on the web site.

Metcalf: Proposed changing name of "members only" pages to "state representatives
section". Password page will include a couple of sentences explaining who these pages
are for, for example, committee members and Board members.

Metcalf: We discussed changing the password. What did we decide?

Howser: "Bug off"

Metcalf: We'll change the password each year to coincide with the theme.

Metcalf: Will call Baughman to discuss posting minutes

Metcalf: Children's PSA will be posted in November and teen PSA in January.
Newspaper in Education pages will be posted early next year. Is discussing teen
resources section with Eskridge and Janice Heilman.

Metcalf: Asked Dahms-Stinson to help verify that correct versions of Bylaws have been
posted.

Metcalf: Puntney is working on a mock-up of a new diversity section.
Metcalf: Website committee will be working on uniform submission guidelines.

Metcalf: To verify, we will not need to issue an RFP for Dan Riefstahl's contract.

Howser: We can do a renewal.

Diversity Committee

Puntney: Committee is working on diversity pages for the web site.

Puntney: Committee is choosing manual pages to be translated into Braille.

Long-Range Planning Committee

Howser: LRP Committee has not met since Board's last meeting.

Marketing and Public Relations Committee

Snyder: Langley thought she'd be back to her office in time to report, but she must have been held up.

Membership Committee

Dahms-Stinson: Nothing to report

Dahms-Stinson: Will be working with Metcalf to get new policies on the web site.

Teen Manual

e-mailed report
Attachment # 6

Eskridge: Has put out a call for 2009 teen manual and web site resources, but has received few responses, so she will be surveying her committee to see who will be participating. Besides Jasmine Rockwell and Nikole Wolfe, she has few participants despite the fact that her committee list is large.

Dahms-Stinson: Maybe before a person becomes a member of a committee, we should require them to submit their job title and professional snail mail address.

Tomlianovich: At annual meeting, asks each committee volunteer to fill out a form giving this information. Then she confirms it by e-mail immediately after the annual meeting. She will share her form with all committee chairs.

Eskridge: Would also like to ask how many years a person has served on the committee. In policy, do we want to require that a member must have served on the committee for a specific period of time before becoming the chair?
Discussion of advisability of putting this in policy and of recent practice

Howser: This might be a worthy objective, but if it doesn't work, we'll still need a committee chair. It's probably not advisable to put this in policy.

Eskridge: Is planning a December conference call meeting of her committee.

Tomlianovich: What is the timeline for getting the manual to the printer after Patti Sinclair is finished with it? Concerned about a long period of time when we don't hear anything; then there is a rush to get things done, and this point seems to be getting later and later.

Drevo: Referred to the timeline in the contract with Highsmith.

Tomlianovich: We have it in writing, but Highsmith is not staying on schedule. We're running a month to six weeks late on the printing schedule. What can we do to get back on schedule next year because we're putting a lot of pressure on the printer?

Day: Maybe Tomlianovich, Drevo, Day, Mulder and Heidi Green (Highsmith employee) should have a conference call to straighten this out because final copy for the printer was not available until August this year. There was a lag period of about two months when no one knew what was happening at Highsmith. There was undue pressure on the printer. Even with late copy, the he did a fabulous job. All manuals have been shipped at this time. For the next manual, we need to have a person assigned to do follow-up with Highsmith.

Tomlianovich and Drevo: Along with Day, want to talk to Highsmith about this problem and stress the importance of the timeline. This year, if the printer had had another big job, there's no way he could have finished the manuals as quickly as he did.

Drevo: Will contact Mulder to set a time

Tomlianovich: What was decided about cleaning up the CSLP discussion list?

Day: Sent a message in September to find out who should come off that list.

<u>New Business</u>

Day: Request to review upcoming meeting dates.

January 28 and March 3, 2008 at noon Central Time

Metcalf: Are we going to vote on Wall's policy today?

Dahms-Stinson: **Motion** to approve policy as discussed and authorize Budget and Finance Committee to revise the language accordingly   Eskridge: Second Passed by voice vote

Wall: Two questions: Since we didn't get the new policy out prior to October 1, are we willing to accept proposals that don't fit that timeline? Is it OK to post the form on the web site now?

General agreement—yes

Dahms-Stinson: Are there a lot of people out there who want new products prior to the 2008 program?

Wall: On the listserv there was a long discussion of an online summer reading program for visually impaired participants for 2009.

Wall: Is there still time for Diversity Committee to work on this for 2008?

Puntney: It's possible but would prefer to postpone the project and take enough time to create a better product. Would like to meet face-to-face with the committee at the annual meeting.

Dahm-Stinson: To clarify, if I want to do an online summer reading program for 2009, I have until October 1, 2008 to propose that to a committee.

Wall: Right, but committees have until December 1, 2007 to submit new program proposals to the Board for the upcoming program year which begins June 1.

Drevo: At the next Board meeting, will have Mulder available to discuss Rules of Use relating to exceptions for third party vendors to produce reading records and certificates.

Metcalf : **Motion** to adjourn   Drevo: Second   Passed by voice vote

Adjournment at 3:31 p.m.

Attachment #1

New/Enhanced Project Request Policy

Members may make requests for new and/or enhanced projects and services but must work with an appropriate committee in developing a proposal by October 1. Committee chairs must submit an application form for new and/or enhanced projects to the Board of Directors by December 1. ==The Board of Directors will forward the application to the Budget and Finance Committee to determine the availability of funds.== The New or Enhanced Project Request Policy application form will be available on the CSLP website in the members only section.

If a project is approved by the Board of Directors, the committee chair will submit the budget request to the Budget and Finance chair by February 1 ==for inclusion in the proposed budget to begin June 1.==

New Program/Enhanced Program Request Form

Members may make requests for new and/or enhanced projects and services but must work with an appropriate committee in developing a proposal by October 1. Committee chairs must submit an application form for new and/or enhanced projects to the Board of Directors by December 1. ==The Board of Directors will forward the application to the Budget and Finance Committee to determine the availability of funds.==

If a project is approved by the Board of Directors, the committee chair will submit the budget request to the Budget and Finance chair by February 1 ==for inclusion in the proposed budget to begin June 1.==

1) Description of project:

2) How will the project support the CSLP purpose?

3) Who would benefit from this project?

4) Anticipated Results:

5) Who will manage this project?

6) How will the project be managed?

7) Is this a one-time project/program or will it be ongoing?

8) What is the estimated cost?

9) Will the cost be an annual ongoing expense?

10) Expected timeline for expenditures:

Attachment 1A

8:13 AM **CSLP- Summer Library Prog.**
11/02/07 **Balance Sheet**
Accrual Basis **As of October 31, 2007**
Page 1

Oct 31, 07
ASSETS
Current Assets
Checking/Savings
Cash in bank - checking 142,267.18
NSB Horizon Inv 299,868.77
Savings-CD 350,000.00
Total Checking/Savings 792,135.95
Accounts Receivable
Accounts Receivable -7,722.99
Total Accounts Receivable -7,722.99
Other Current Assets
Undeposited Funds 13,514.84
Total Other Current Assets 13,514.84
Total Current Assets 797,927.80
TOTAL ASSETS 797,927.80
LIABILITIES & EQUITY
Equity
*Retained Earnings 576,420.07
Retained earnings 9,628.52
Net Income 211,879.21
Total Equity 797,927.80
TOTAL LIABILITIES & EQUITY 797,927.80

Oct 07
11/02/07 **Profit & Loss**

Accrual Basis October 2007
Page 1

Ordinary Income/Expense
Income
Manuals 3,950.00
Postage & Shippin Income 508.26
Rebates 263,318.00
Total Income 267,776.26
Expense
Audit 1,200.00
Manual expense 43,886.92
PSA Expense 12,333.00
Telephone 35.80
Total Expense 57,455.72
Net Ordinary Income 210,320.54
Net Income 210,320.54

8:10 AM CSLP- Summer Library Prog.

11/02/07 Profit & Loss

Accrual Basis October 2007
Page 1

Attachment #2

Children's Manual Committee Report
November 2007

Ideas for the 2009 *Be Creative @ Your Library* summer manual continue to be sent to Patti Sinclair. She says that quite a few people have responded to the request for ideas.

A suggestion was made for a more in depth timeline be either in the manual or on-line. Several people from the committee offered suggestions to a timeline that I sent to the committee for comments. This is now on the CSLP website.

Other files on the website are: 2008 manual outline and individual chapter resources.

There are multiple changes in the children's manual committee and these need to be verified with the ASA office and the listing on the website. New members and several deletions/replacements have taken place in the last couple of months.

SurveyMonkey will once again be used to collect slogan and theme suggestions from member states. The request will go out during Children's Book Week and response to be returned by February 14, 2008.

Questions for the Slogan/Theme Survey

2. CHILDREN'S SLOGAN: The general theme for the 2010 CSLP summer reading program is: Water(lakes, rivers, oceans,conservation, etc.)
With this in mind, please submit up to five slogan suggestions for the CHILDREN'S THEME. Remember the public should associate the slogan with LIBRARY and READING.

1-5

3. TEEN SLOGAN: The general theme for the 2010 CSLP summer reading program is: WATER (rivers; lakes; oceans; etc.)
With this in mind, please submit up to five slogan suggestions for the TEEN SLOGAN. Remember the public should associate the slogan with LIBRARY and READING.

1-5

4. These general themes were discussed and in the final voting at the 2007 CSLP Annual Meeting: Time Travel; World Cultures; Health; Food; Ecology.
Besides these previously mentioned general themes, please submit up to five broad-based themes for the CSLP 2011 summer reading program.
Keep in mind at this time we are only looking for general themes and not specific slogans for 2011.

1-5

Submitted by
Julie Tomlianovich
Children's Manual Chair

Attachment #3

November 5, 2007

CSLP Vendor Relations Committee Board Report
Respectfully submitted by: Karen Drevo, CSLP Vendor Relations Committee Chair

The CSLP Rules of Use were revised at the Board of Directors August meeting in Chicago. The following is a proposed addition to the ROU:

Proprietary information or products belonging to the Collaborative Summer Library Program (including but not limited to RFPs, contracts, the annual program planning manuals/CDs, art, public service announcements, or products offered through the exclusive CSLP vendor) shall not be shared via social and professional networking sites, video-sharing sites, or any other electronic venue that is open and available to non-CSLP members. **Please note:** Public library members of CSLP having accounts with social networking sites, may post CSLP public service announcements on their library account. CSLP State Representatives with electronic discussion lists serving the member libraries of their state may post CSLP information and products via their state lists.

The order forms for the 2008 summer program should now be available to all CSLP members. So far, I have been made aware of just one error—on page four, the cover art shown for the book list reading records and the timed reading records is not correct. The "Elvis" bug should have been shown for the cover of the timed reading records and the reading bug leaning against the books should have been shown as the cover of the book list reading records.

I continue to field emails and phone calls regarding the Rules of Use.

By our next annual meeting, I hope to have someone "officially" lined up to step in as chair the vendor committee when I step down in June of 2009. I would like to have someone on board and in training for a

year in advance so they can become familiar with the RFP and contract process next Fall before I'm gone as well as begin to become familiar with the ROU issues, compile artwork/incentives input, etc.

Attachment #4

The CSLP Rules of Use

CSLP art/graphics in the program manuals and on the CDs that accompany the program manuals are created to support the efforts of libraries and regional and state library agencies in member states to promote reading by youth during their summer library programs. Professional illustrators design poster artwork for CSLP under a contract with CSLP's exclusive vendor. The vendor uses elements of the poster art on its support products and the vendor also supplies additional theme-related art and graphics. There are copyright restrictions regarding the use of all CSLP art/graphics and the CSLP program manuals/CDs.

The CSLP Rules of Use are very specific in terms of the allowable use of CSLP art. CSLP members who post CSLP artwork on their websites are required to make all attempts to code the artwork to discourage non-members from downloading or copying it.

CSLP has created directions for coding the artwork to deter unauthorized use [see: http://www.cslpreads.org/rou.htm#Artwork_Coding_Script]. In addition, CSLP requests that you embed the following statement on any artwork posted to websites: "***Images are copyrighted. Contact the CSLP for more information***."

State CSLP representatives are asked to make member libraries in their state aware of the copyright, acceptable use, and restrictions regarding CSLP art/graphics and the CSLP Program Manuals.

Questions involving special CSLP copyright permission, acceptable use, and restrictions regarding the CSLP art/graphics and Program Manuals should be directed to the Chair of the CSLP Vendor Committee. The Vendor Committee Chair works closely with the Vendor Committee, the Children's and Teen Manual Committee Chairs, the CSLP Board of Directors, and the CSLP Vendor on these issues.

The following information applies to any format of the CSLP art/graphics and the CSLP Program Manuals. Unless noted, no copyright statement is needed on CSLP program manuals pages or CSLP art/graphics used in any of the ways listed in the **WHAT CSLP MEMBERS MAY DO** section.

WHAT CSLP MEMBERS MAY DO

1. Use the CSLP art/graphics and CSLP Program Manuals exclusively for youth activities related to the summer library program each year and for related follow-up activities. Examples of what libraries can create with the CSLP art/graphics or CSLP Program Manuals pages include: bibliographies, program schedules, fliers or posters, bookmarks, take-home activities, etc. Examples of follow-up use beyond the end of the summer library program are:
   a. to send follow-up information to the schools in fall if the schools are collaborating with the library
   b. to send thank you letters to sponsors or partners
   c. to write final reports on the summer's activities or program highlights for sponsors or funding bodies

2. Use the CSLP art/graphics and the CSLP Program Manuals to promote training sessions or in conjunction with training intended to help librarians prepare for the summer library program, scheduled at any time within the program year.

3.   Use the CSLP art/graphics and the CSLP Program Manuals for any purpose the library chooses throughout the program year and for internal library use for as long as the member library wants to use the CSLP art/graphics and the CSLP Program Manuals after the program ends.   Exceptions are:
   a.   reprinting them for publication under the library's name or implied ownership
   b.   giving them to a third party vendor to have them printed on any product
   c.   distributing them to libraries, other organizations, or individuals that are not state members as defined by the CSLP bylaws

4.   Use items (posters, mobiles, bookmarks, reading records, pencils, etc.) purchased from the exclusive CSLP vendor in any way the library chooses for as long as the library chooses to use them.

5.   Use the wording from the theme for any purpose of the library's choosing. There are no restrictions on use of the words themselves. The CSLP wording design of the theme falls under the same acceptable use guidelines as any other CSLP art/graphics.

6.   Make copies of any CSLP program manual page(s) and distribute them to children as activity or coloring sheets, booklets, art activities, and contests, etc. to promote the summer library program.

7.   Distribute copies of CSLP program manuals pages during school visits, visits to community centers, during parades or any other outreach effort library staff or volunteers do to promote, advertise or support their summer library program during the program year. Use the CSLP program manuals for any internal library purpose after the program year.

8.   Use CSLP art/graphics on web pages belonging to member public libraries and regional or state library agencies, to promote the summer library program and activities related to it (artwork for the program year is to be removed from websites by October 1). The CSLP art/graphics should not be given to or used on web pages belonging to businesses or non-profit partners such as schools. **Note:** Public library and library agency web pages that use CSLP art/graphics should include this copyright statement on each page where the CSLP art/graphics appears: ***Images are copyrighted. Contact the CSLP for more information.***

9.   Customize the CSLP art/graphics or any pages from the CSLP Program Manuals with the public library, public library system, or state library agency name or logo.

10. Use any CSLP art/graphics on promotional items for the summer library program in the community such as grocery bags, placemats at senior citizen centers, community picnics, etc.

11. Use any CSLP art/graphics in local, regional or state library agency publications, such as newsletters, that promote the summer library program, or in community publications that list summer activities for youth, such as: tourist brochures, local park and recreation schedules, or articles in newspapers about a library's summer program or activities.

12. Use CSLP art/graphics on specific state-wide promotions intended to promote and support local summer library programs, done in cooperation with other state agencies, coordinated by the state library agency or association, such as incentives offered by state departments of Education, Natural Resources, Tourism, Historical Societies etc.

13. Adapt CSLP art/graphics or the CSLP Program Manuals into other formats by any state's Library for the Blind and Physically Handicapped for use by children with special needs.

14. Translate any page from the CSLP Program Manuals into any language needed to serve a community that does not use English as their first language.

15. Allow non-profit partners such as schools, day care centers, Head Start, community centers etc. to use CSLP art/graphics and the CSLP program manuals as part of a collaborative summer library program effort, with these exceptions:
    a. Libraries should not make the CDs accompanying the CSLP program manuals available on-line to partners
    b. Partners may not use the CSLP art/graphics on their web pages
    c. Partners must clearly understand and agree not to use CSLP art/graphics after the end of the summer library program for any purpose other than for CSLP purposes.

16. Use up any left-over supplies created by the library that have CSLP art/graphics on them after the program ends.

17. Request the Vendor Committee Chair to ask the CSLP vendor to customize items, or to provide an item not offered on the order form with CSLP art/graphics. Requests of this type should be made through the state representative to the Vendor Committee Chair. If the CSLP vendor declines to do the custom work or provide the requested item, the Vendor Committee Chair will work with the library to find an appropriate alternative.

18. Begin printing materials for use during the summer library program as needed, as long as distribution to the public does not begin before May of a given program year.

19. Ask a third party vendor, other than CSLP's exclusive vendor, to use the wording of the theme with non-CSLP art/graphics on any product not provided by CSLP's exclusive vendor. The third party vendor is required to create its own art/graphics which must look substantially different from CSLP's copyrighted art/graphics.

WHAT CSLP MEMBERS SHALL NOT DO

1. Share proprietary information or products belonging to the Collaborative Summer Library Program (including but not limited to RFPs, contracts, the annual program planning manuals/CDs, art, public service announcements, or products offered through the exclusive CSLP vendor) shall not be shared via social and professional networking sites, video-sharing sites, or any other electronic venue that is open and available to non-CSLP members. **Note:** Public library members of CSLP having accounts with social networking sites, may post CSLP public service announcements on their library account. CSLP State Representatives with electronic discussion lists serving the member libraries of their state may post CSLP information and products via their state lists.

2. Put the full contents, or significant portions, of the CDs that accompany the CSLP program manuals on-line.

3. Reproduce portions of the CDs that accompany the CSLP program manuals for distribution or reprint portions of CSLP program manuals pages in any other publication, without permission from CSLP.

4. Make copies of the CDs that accompany the CSLP program manuals to give to another non-profit agency, business or partner. Specific CSLP art/graphics may be shared with non-profit partners for use on printed items. These items should indicate a connection with the public summer library program. The CSLP art/graphics shall not be used on partners' web pages.

5. Allow business partners to use CSLP art/graphics, without advance permission from CSLP. The following guidelines will be used:
    a. The business partner cannot give out materials to the public from the CSLP program manuals or anything utilizing CSLP art/graphics

b. Business partners may display CSLP posters indicating they are a sponsor of the summer library program
c. Libraries may give children CSLP materials to take to a business partner which the partner can post or display at their business. Because libraries protect the confidentiality of library records and protect private information about children, the business partner must do likewise.
d. Any CSLP materials used by a business partner must include the copyright statement, the theme of the summer library program, and indicate the activity is part of a collaboration with the local library or a regional group of libraries
e. If the business partner is going to put their logo on anything that comes from the CSLP Program Manuals:
- the business logo should be kept small
- a copyright statement must appear on the page, but can be in small print
- the affiliation with the library, system or state involved must be noted
- a sample of the final item must be sent to the Vendor Committee Chair before approval is given

6. Order for, share, or lend current CSLP art/graphics or the CSLP Program Manuals to any library in a non-member state or system. Requests for sample materials should be directed to CSLP's Administrative Services Agency at 1-866-657-8556.

7. Send any image or design on the CSLP CDs to a third party vendor, other than the exclusive CSLP vendor, and request that it be put on any item sold by that third party vendor.

8. Ask a third party vendor to create an item for your summer library program that can be purchased from CSLP's exclusive vendor.

9. Resell items purchased through the CSLP Vendor for a profit.

10. Libraries in CSLP member states who opt not to use the current CSLP theme(s) for their summer library program(s) cannot use the CSLP art/graphics or manual(s) for the current theme(s) in any manner until the program year has ended (September 1). When the program year has ended, members can use the CSLP art/graphics and manuals for internal library use only for as long as they wish.

11. Share with/allow performing artists to use CSLP art/graphics to promote their services.

WHAT CSLP MEMBERS NEED PERMISSION TO DO
The following types of activities require advance permission from CSLP. To request CSLP permission regarding copyright use, or to check on acceptable use issues, contact the Vendor Committee Chair.

1. Put a commercial sponsor's logo on any product that includes any image from the CSLP Program Manuals.

2. Allow business sponsors, community organizations, or individuals to reproduce CSLP art/graphics in their business newsletters, or extend use of the CSLP art/graphics to any other location than the one originally approved.

3. Use CSLP art/graphics on specific state-wide promotions (such as state road maps) coordinated by the state library agency or association, in cooperation with a state or national business partner. If permission is granted for such a project, the materials produced by the state or national partner must include specific mention of the interagency cooperation by the state or national partner with the state library association and/or state library agency that initiated the project.

4. Use the CSLP art/graphics or CSLP Program Manuals in a way that does not fall under one of the previous use statements.

5. Request exceptions to these rules.

(updated November 2007)

Attachment #5

CSLP EXECUTIVE BOARD MEETING - 11/05/07
WEBSITE COMMITTEE REPORT - RUTH METCALF, CHAIR
November 1, 2007

Anticipated Updates on CSLP website

Updates done since Annual Conference:

- Updated site to reflect 2008 summer reading program resources
- Updated all committee rosters
- Updating of member states
- Addition of 2008 Manual Bibliographies

The following updates will take place in the next few months:

- Change title of "Members Only" page
- Change user name and password to access "Members Only" page
- Minutes on MEMBERS ONLY section – Make sure they are up to date
- Updates and additions to PSA page – Teen and Children's PSA
- Creation of Diversity page – working with Rhonda Puntney on this
- Addition of Children and Teen PSAs
- Addition of 2008 NIE ads
- Addition of YA resources – working with Randi Eskridge on this

Other issues include:

We need to verify that the RULES OF USE are correct. I will work with Karen Drevo on this.

We also need to verify that the CSLP Bylaws are correct. I will work with Nanci Dahms Stimson on this.

The only other issue I want to address is methods for adding information to the website. I am speaking more of submission guidelines for new material to be added to the site. I would like to suggest that Laura Lee Wilson and I work on a draft of guidelines for this since she will be the incoming chairperson next year. If we streamline this process it will make it much easier for Laura Lee as chair and also in general to get things posted to the site in a logical manner.

Website Committee Updates

Current members of the CSLP Website Committee include:

Carolyn Corry, Children's Librarian
Pleasant Grove Public Library, Utah

Kay Taylor, Children's Librarian
Craighead County Jonesboro Public Library, Arkansas

Janice Heilman, Children's Librarian
State Library of Michigan representative

Patty Langley, Children's Consultant
State Library of Delaware

Linda Williams, Children's Consultant
Connecticut State Library

Stephanie Stokes, CSLP PR & Marketing Chair
Studio City, California

Nikole Wolfe, Children's Consultant
Kentucky Department for Libraries and Archives

MISSION STATEMENT:

The Website Committee will provide resources and relevant information to CSLP members (state representatives and their constituency) as well as to potential CSLP members. NOTE: The mission statement will be posted on website with the Committee roster.

Our goals are :

1. To monitor and update the CSLP website as a committee
2. To respond to website issues in a timely manner
3. To make the website more accessible
4. To explore the possibility of innovative methods of information sharing on the CSLP website
5. To explore the possibility of an alternative and accessible version of the CSLP website

Respectfully Submitted
To the CSLP Board of Directors
Ruth A.Metcalf
CSLP Website Committee Chair

Attachment #6

CSLP EXECUTIVE BOARD MEETING - 11/05/07
Teen Manual Committee – Randi Eskridge, CHAIR
November 1, 2007

A call for ideas for the 2009 teen manual has been sent out to committee members. I have also sent out a call for online resources for the website. Responses are trickling in. It is my hope to motivate the members to participate more actively. I plan to hold a conference call for the teen manual committee by mid Dec. The teen manual committee is also working with the PR committee to ensure we have a 2008 teen PSA.