

**Collaborative Summer Library Program
Board of Directors**

Meeting
Wednesday, April 11, 2007
9:00 a.m. PDT
Hilton Portland and Executive Tower
Portland, Oregon

Present

Carol Baughman (KY), Mary Cameron (IA), Nancee Dahms-Stinson (MO), Karen Drevo (NE), Patricia Froehlich (CO), Cathy Howser (AR), Ruth Metcalf (OH), Rhonda Puntney (WI), Stephanie Stokes (CA), Julie Tomlianovich (KS), Jan Wall (ID)

Jane Ahern (OR)—volunteer
Katie Anderson (OR)—Oregon State Library
Randi Eskridge (AR)—Teen Manual chair elect
Lyn Hopper (GA)—observer
Barb Huntington (WI)—observer
Anne Nabaum (UT)—observer
Susan Pannebaker (PA)—observer
Melora Ranney Norman (ME)—observer
Martha Shinnors (WA)—Nominating Committee chair
Sally Snyder (NE)—President-elect nominee

Karen Day, Barb Shultz—Administrative Services Agency

Attributed speech is not necessarily quotation.
Underscores indicate agenda items.

Cameron called meeting to order at 9:00 a.m. PDT

Cameron: Called for changes to the agenda

Cameron: Kim Patton is unable to attend because her father is ill, so Randi Eskridge will be filling in for her throughout the week.

Approval of Minutes

Of February 5 meeting—Drevo: **Motion** for approval Second: Howser
Passed by voice vote

Of March 5 meeting—Metcalf: **Motion** for approval Second: Howser
Passed by voice vote

Annual Meeting—Local Arrangements

Cameron: Registration is until 2:00 p.m. today. 78 people are registered, including 34 first-time attendees. The states of Virginia and Georgia are sending representatives.

Virginia has paid dues. Georgia has sent a letter of intent to join. Maryland is sending observers. Texas was invited but unable to send a representative. Currently there are 43 CSLP member states. Member states unable to send representatives this year: Florida (partial state membership), Hawaii, Minnesota (partial state membership), Mississippi, and New Mexico.

Cameron: Reviewed schedule and materials in registration packet

Day: Reviewed meal plans and meeting locations

Anderson: Described getting around in downtown Portland

Reports of Officers

Treasurer's Report—Wall

Wall: Reviewed highlights of report that will be presented to general membership. Attachment #1

Wall: Is uncomfortable with approving budget at the annual meeting of the full membership only hours after the Board has seen it for the first time. In future, Wall wants the Board to have time to study and discuss the proposed budget. Wall will change next year's time line to allow a longer period of time for the Board to consider the budget.

Wall: Reviewed 2008 budget proposal—Attachment #1

Wall: Called attention to line item 11 for Administrative Services Agency

Cameron: Howser will be negotiating next year's ASA contract.

Wall: Emphasized that budget line items do not "belong" to a particular person or committee. Some amounts are best estimates. Budgeted amounts need not be fully spent.

Wall: Lines 15 c, d, and e and 16 d are new items that Budget and Finance Committee wants Board to discuss. B & F is uncomfortable with setting policy by putting new items into budget without Board approval.

Wall: Item 18 comprises a new category for Board activities. 18 b, c, and d are designated for the first face-to-face Board meeting.

Wall: Item 16 will support new Diversity Committee categories. B&F Committee developed the 2008 budget to reflect actual projects and programs

Dahms-Stinson: Correction to line 21b: it should read "Reproduction of 30,000 CDs (included in 21a)"

Wall: Called for discussion

Dahms-Stinson: Questioned item 15c (five press releases @ 200 each)

Stokes: To come up with this figure, Stokes asked Library Communications, Inc. to quote cost for press releases, in case we need to issue something like last summer's emergency press release about the bendables.

Stokes: Referring to item 15d, Stokes said she may be able to produce the PowerPoint or get someone to create it, but in case she can't get it free, requesting \$1,000 for production.

Drevo: Will press releases be approved by Board before they are released?

General agreement that press releases issued on behalf of CSLP should have Board approval prior to distribution

Dahms-Stinson and Howser: Believe Marketing and Public Relations Committee should be developing the press releases for CSLP. Believe this expense should be in item 11 for administrative fees.

Dahms-Stinson: Should we consider less than \$1,000 for emergency communications?

Drevo: In vendor contract, there is language that says any expenses incurred due to vendor problems would be covered by Highsmith. We might not need this item in the budget.

Dahms-Stinson: Doesn't feel comfortable having a vendor writing communications to our membership or on behalf of our organization.

Froehlich: There was an issue of timeliness of the bendable announcement from Highsmith in the past year. Highsmith didn't respond quickly enough.

Drevo: New vendor contract has language that every single item (except paper products) will be tested, and test results will be submitted to chair of Vendor Committee by July 1 before product order forms are released to libraries.

Cameron: In discussions at annual meetings, the general membership frequently asks for press releases. Maybe we're talking about two different things—libraries' need to promote summer reading programs across the board and this Board's need to get timely information to CSLP members.

Tomlianovich: Members want press releases like the ones in the manual to promote summer reading programs. But I think in this case we're talking about emergency press releases from this organization, such as for the bendables.

Dahms-Stinson: This year's manual doesn't have as many press releases as past manuals.

Cameron: Many states handled bendable issue with press releases from their own legal and health services staffs and weren't looking for communication from CSLP.

Dahms-Stinson: Suggested moving the \$1,000 for item 15c to item 11 and that M&PR Committee study the types of press releases the members need to promote their programs.

Drevo: Suggested removing item 15c from the budget completely

Motion: Dahms-Stinson to strike 15c from the proposed 2008 budget Second: Drevo
Passed by voice vote

Cameron: Asked for motion to include item 18 b, c, and d in proposed budget

Motion: Tomlianovich Second: Howser Passed by voice vote

Dahms-Stinson: Referring to item 15 d—Is that to produce a PowerPoint presentation?

Stokes: This is for the cost to take vendor art work and put it into a format that is more easily manipulated within a PowerPoint. In addition to this, the Committee budgeted \$1,000 in case someone would have to be hired to create the PowerPoint. It might be possible to put a PowerPoint template on the CD if art work were ready early enough.

Dahms-Stinson: Is it necessary to use PhotoShop or some other software to prepare the art from Highsmith so it can be used for a PowerPoint?

Stokes: We need to receive art from Highsmith in a format that is easier to use. There is a problem with the transparency of backgrounds as the images are currently provided. Images can be inserted into PowerPoints only as boxes. They require a great deal of work in order to be able to manipulate the backgrounds. Committee wants to offer art to libraries in a more flexible format so the final products will have a more sophisticated look.

Dahms-Stinson: We need more flexible and sophisticated images. If there is a cost for creating transparent backgrounds, then it should come out of the vendor budget

Stokes: Should Highsmith be creating the PowerPoint?

Dahms-Stinson: Suggested that the \$1,000 in 15d be moved to line 22 for 'manual design' as a potential vendor cost.

Drevo: Will check with Mulder.

Froehlich: Would like PowerPoint production to go back to M&PR Committee because she would like librarians in charge of content.

Eskridge: Please be sure to differentiate between children's and teen PowerPoints. A PowerPoint for the children's program won't be appropriate for teens. We will need two PowerPoints.

Wall: If Highsmith can supply the appropriate images on the CD, then the cost for creating PowerPoints might be negligible.

Motion: Dahms-Stinson that 15d be struck from the proposed budget and that, to assure we get what we need, the Board will take up the issues of image format and PowerPoint production at a future meeting. Second: Howser Passed by voice vote

Cameron: Directed Drevo to talk to Mulder about Highsmith's providing images in the format we need to create PowerPoints.

Dahms-Stinson: What is 'baby signs streaming video' in item 16d?

Puntney: Diversity Committee wants to create a video incorporating baby signing to put on the CSLP web site to support storytime programming for next year's bug theme.

Howser: Question about item 15e. Is this what the teen public service announcement will cost?

Eskridge and Stokes: May not spend \$25,000

Motion: Drevo to approve budget as amended Second: Tomlianovich
Passed by voice vote

President's Report—Cameron

Cameron: Will cover her report at tonight's meeting.

Cameron: New members: Virginia for 07 and Georgia for 08

Howser: Will be evaluating ASA services. Distributed survey to be completed by Board members. B&F will complete additional survey evaluating ASA Needs responses before Board members leave Portland

Nominating Committee Report—Shinners

Shinners: Will present slate at membership meeting tomorrow.

Cameron: Overlooked the requirement to distribute the list of nominees one week in advance of the meeting. State representatives will vote by e-mail next week. With direction from Cameron, Baughman will be responsible for e-mailing ballot to state reps.

Reports of Committees

Budget and Finance—Wall

Wall: B&F Committee will be working on policies.

Website Committee—Metcalf

Metcalf: Will be posting approved minutes. Committee was very helpful this year.

Cameron: Wants minutes to reflect that Board of Director meeting minutes will be posted after they are approved at the following Board meeting. Annual meeting minutes will be posted in draft form until they are approved at the next year's annual meeting. Should annual committee reports be posted after the annual meeting? General agreement

Motion: Drevo to post annual reports of standing committees after the annual meeting
Second: Tomlianovich Passed by voice vote

Howser: Foresees the need for a 'state rep only' section of the web site. Asked for comments from the Board

Dahms-Stinson: Agrees that it would be useful

Metcalf: Would a blog be better?

Cameron: Web Committee can discuss that in its meeting this afternoon.

Marketing and Public Relations Committee—Stokes

Cameron: There were not enough e-mail votes to approve the 2008 Public Service Announcement Contract with Weston Woods, so calling for discussion today

General discussion of proof-reading and editing needed in the contract

Stokes: Board does not have the latest version of the contract.

Dahms-Stinson: Referring to section 1.5, questions “shall not be reasonably withheld nor delayed by CSLP.” Feels this contract is not in CSLP’s best interest

Stokes: This phrase was put in by Weston Woods’ lawyer and not questioned by Scholz, the CSLP lawyer. WW is concerned that delay of CSLP decision-making will hold up their production schedule.

Cameron: What is the pleasure of the Board? What can we do to resolve this issue, so we can move forward with the contract?

Stokes: Scholz has looked over the last draft of contract and made her changes.

Tomlianovich: What will it take to satisfy Weston Woods?

Drevo: Wants to clean up errors in contract and ask Scholz look it over again.

Dahms-Stinson: Can we give Scholz specific questions to address? Questioned timeline. This contract is biased in favor of Weston Woods.

Froehlich: How fast can Scholz turn this around?

Cameron: If we ask Scholz to rewrite contract so that it fulfills CSLP needs, can Board agree to accept her last version?

Stokes: Can send her the latest version of the contract (not the one Cameron distributed at this meeting though it was the last one Stokes posted to the Board)

More discussion of edits and corrections that should be made

Stokes: Will call Weston Woods to see if they are still interested in working on CSLP project.

Cameron: We already have a verbal commitment from Weston Woods.

Drevo: Given the fact that we don’t have the art from Harry Bliss now, would Weston Woods be able to wait?

Eskridge: If we can’t use Weston Woods, will we be able to use another company?

Stokes: Will check with Weston Woods to see if they are still interested

Cameron: Does this Board want to meet again on Friday night or Saturday to resolve this issue?

Cameron: Calls for **Motion**: Froehlich that Stokes will call WW and find out if they are still interested in the project. Board authorizes Scholz to negotiate with WW lawyer on most recent draft of contract that is available. Board will accept outcome of this final negotiation. Board will meet on Friday to discuss current status of negotiations after Stokes has talked to WW and Drevo has talked to Scholz. Second: Metcalf Passed by voice vote

Membership Committee—Dahms-Stinson

Still working on items for the organizational manual. Committee section is almost complete. Officers section less so. Slight adjustment to be made to ASA section. Has been working mostly alone and not communicating with committee. Has studied Board minutes to extract guidance for policies. Wondering if organizational manual should be posted on web site and not issued in hard copy. Or do we need hard copy for an archive to preserve the evolution of policies? Do we need anything besides Board minutes to keep track of policy changes? Should policies be attached to the Committee to which they are related?

Children's Manual Committee—Tomlianovich

This afternoon the Committee will talk about evaluating the manual after the summer program rather than in the spring as has been done in the past. On August 1 the SurveyMonkey survey will be posted. Committee will refine questions for the survey this afternoon.

Patti Sinclair and Tomlianovich will not include unresponsive Manual Committee members on the list in 2008 manual.

Cameron: Asked all committee chairs to tell members that we need active members.

Drevo: "Workers not lurkers"

Tomlianovich: Stressed that when everyone leaves the annual meeting, they will know the slogans for 2008 and 2009 and the theme concept for 2010.

Teen Manual Committee—Eskridge

Eskridge will step in for Patton throughout the meeting.

Vendor Relations Committee—Drevo

2009—2010 Vendor Contract has been reviewed by Scholz. Will not be distributing full contract at this meeting because it is too long. Pointed out new clauses on testing for product safety and liability and on vendor responsibility in case of problems

Motion: Tomlianovich to approve contract Second: Dahms-Stinson
Passed by voice vote

Drevo: 'Rules of Use' need to be edited. Will bring this up at the next Board meeting

Drevo: Vendor Survey results and sales information are attached to Committee report
Discussion of sales and rebate

Day: Last week Mulder estimated this year's sales will be around \$2.5 million.

Drevo: Good comments and valuable suggestions on the vendor survey. All results have been shared with Highsmith.

Drevo: Has list of top suggestions for future illustrators. Does Board want this list narrowed down by Vendor Committee? Highsmith will need three choices each for the children's and teen art.

General agreement that Vendor Committee will narrow down illustrator list to approximately three for each area

Drevo: Documentation of product testing is available for anyone who wants to see it.

Drevo: Has been dealing with performing artists who have been illegally using CSLP art on their web sites. She has found phone calls to be more successful than e-mail. Generally, she tells them she will give them one week to take CSLP art off their web sites before she asks our lawyer to contact them. Usually artists understand because they are also concerned about intellectual property rights.

Drevo: Has received lots of communication about Newspapers in Education. Librarians are unhappy that there is no attribution of CSLP art work.

Discussion of working with Newspapers in Education. Partnership originated in North Carolina. Stokes has been working with NC contact. Drevo will talk to contact whose name will be provided by Metcalf and Stokes.

Drevo: Vendor Committee is having problems with inactive committee members. Drevo is concerned about sending sensitive contract information to a large group of librarians who are not actively working on the committee.

Wall: Suggested: "If you have not participated within six months of signing up for the committee, you will no longer be a member of committee."

Dahms-Stinson: Bylaws Committee is working on a list of duties of committee members and reasons why members will be removed from committees.

Drevo: Often receives requests from people she doesn't know who want to volunteer for the Vendor Committee. These are people who have never attended a CSLP meeting. What should she do?

Dahms-Stinson: Wants specific suggestions from committee chairs for what they want in bylaws about committee members' eligibility to serve and responsibilities for committee work

Ad Hoc Long Range Planning Committee—Howser

Howser: Committee is trying to clarify who is eligible to be a member of this organization. A survey revealed that 65% of CSLP members are currently paying per building, and 35% are paying by 'entity' for example, a district or regional system.

Howser: Committee is recommending the follow bylaws changes—Attachment #2

From the Committee's annual report:

One of the largest variables in our long term sustainability is our funding source. We currently have some excess funds, most of which are from rebates given to us by our vendor, Highsmith. This is not a dependable income source. The other main funding sources are member dues and the sale of manuals, which are more predictable and reliable. After much discussion, it was determined that a good way to secure our financial future would be to set aside enough reserve funds to sustain our operations for three years. In the event that major changes were to occur with our vendor, that reserve funding would give us time to reorganize and recover from an unexpected change and still keep the program going.

We asked the Budget and Finance Committee to develop an estimated average budget to help us determine how much money we should keep in reserve. They developed several scenarios. We think that it would cost about \$100,000 per year to keep CSLP functioning. Therefore, we are recommending that CSLP keep at least \$350,000 in a reserve fund. That may still necessitate some cutbacks in a dire situation, but we could manage.

In considering ways to evaluate proposed projects to enhance our program, we identified a few guidelines we would recommend following.

1. Any proposed enhancing project should benefit and be available to all member libraries.
2. Projects should be proposed and endorsed by existing committees and could be funded as a budget increase to that committee.
3. The amount of funds available for enhancing projects should not exceed one third of the unbudgeted money, which would allow for a reserve for future projects/needs.
4. The Board of Directors would determine if additional documentation or justification for proposed projects were required to assist them in deciding which projects to fund.

This committee has discussed other topics and has more work to do, but is not prepared to make any further recommendations at this time.

LRP Committee recommends a \$350,000 set-aside fund to be used for emergency operation of CSLP for three years. This amount is currently in certificates of deposit.

Acceptance of Committee recommendations will require bylaws changes.

Committee proposes giving all states two years to put dues increases into their budgets. 2009 invoices would reflect the new definition of membership.

Howser: Wants to know if Board is in agreement with Committee's proposed changes

Wall: Board could decide to raise the dues today.

Froehlich: ASA could send a letter about dues changes with next year's invoices.

Motion: Froehlich to approve LRP Committee recommendations Second:
Dahms-Stinson Passed by voice vote

Diversity Committee—Puntney

Puntney: Will discuss new projects this afternoon and will provide new materials for web site.

Unfinished Business

Cameron: When will Board meet again to consider PSA contract and finish today's agenda? 7:30 Friday morning, get your breakfast and go to the board room on this floor.

Metcalf: Requests committee chairs delegate members to be responsible for committee areas on the web site

Cameron: Next conference call will be June 4, noon to 4:00 p.m.

Motion: Tomlianovich to adjourn at 12:03 p.m. Second: Drevo Passed by voice vote

Attachment #1—Budget and Finance Committee

| | CSLP Budget | 2007 Program Budget | | 2008 Program Budget | |
|----------|---|------------------------------------|---------|------------------------------------|--|
| | ESTIMATED INCOME | | | | |
| 1 | Dues | 20,000 | | 22,460 | |
| 1a | 44 states @ 65 base | | 2,860 | | |
| 1b | 9800 libraries @ \$2 each | | 19,600 | | |
| | | | | | |
| 2 | Manuals/Media | 140,000 | | 150,000 | |
| 2a | 15,000 manuals sold @ \$10 each | | 150,000 | | |
| | | | | | |
| 3 | Shipping & Handling reimbursements | 10,000 | | 14,000 | Pass-through |
| 3a | Reimbursable Shipping and Postage | | 14,000 | | |
| | | | | | |
| 4 | Rebates & gifts | 220,000 | | 250,000 | preliminary sales fig |
| | | | | | |
| 5 | Interest | 15,000 | | 17,000 | CD's/Savings |
| | | | | | |
| 6 | TOTAL ESTIMATED INCOME | 405,000 | | 453,460 | |
| | | | | | |
| | ESTIMATED EXPENSES | | | | |
| 7 | Conference Expenses | 56,350 | | 77,050 | |
| 7a | 43 states lodging @ 150 x 4 nights | | 25,800 | | |
| 7b | 7 Committee Chairs @ 150 x 5 nights | | 5,250 | | Comm Chairs: Child Membership, Web, I |
| 7c | Meals 90 attendees @ 100/day x 4 days | | | | |

| | | | | | |
|-----------|---|--------|--------|---------------|---------------------|
| | | | 36,000 | | |
| 7d | Additional equipment & conf expenses | | 10,000 | | |
| | | | | | |
| 8 | Officer/ASA Conference travel exp | 8,700 | | 10,500 | |
| 8a | 5 officers + 1 ASA Airfare @ 500 each | | 3,000 | | |
| 8b | 5 officers + 1 ASA lodging @ 150 x 5 nights | | 4,500 | | |
| 8c | 5 officers + 1 ASA meals @ 100/day x 5 days | | 3,000 | | |
| | | | | | |
| 9 | Accounting/Audit Expenses | 2,500 | | 2,000 | |
| | | | | | |
| 10 | Professional Fees | 10,000 | | 8,000 | |
| 10a | Legal Fees | 7,000 | 7,000 | | |
| 10b | Translator | 2,000 | | | Translator moved to |
| 10c | Consultant | 1,000 | 1,000 | | |
| | | | | | |
| 11 | Administrative Fees | 30,000 | | 50,000 | |
| | | | | | |
| 12 | Liability Insurance/Board of Directors | 1,500 | | 1,500 | |
| | | | | | |
| 13 | Office Operations & Supplies | 3,000 | | 1,350 | |
| 13a | Checks/Envelopes/Statements/Invoices | | 500 | | |
| 13b | Equipment/Software | | - | | |
| 13c | Photocopies | | 850 | | |
| | | | | | |
| 14 | Postage & Shipping | 10,000 | | 14,800 | |
| 14a | CSLP office postage | | 300 | | |
| 14b | Reimbursable Postage/Shipping Manuals | | 14,000 | | Pass-through |
| 14c | PSA shipping charges | | 500 | | |
| | | | | | |
| 15 | Marketing - PR | 45,000 | | 69,000 | |
| 15a | Children's PSA Vendor Contract | | 37,000 | | |
| 15b | PSA Copies distributed to States | | 5,000 | | |
| 15c | 5 Press Releases @ 200 each | | 1,000 | | |

| | | | | | |
|-----------|--|---------|---------|----------------|----------------------|
| 15d | PowerPoint Presentation | | 1,000 | | |
| 15e | Teen PSA Vendor Contract | | 25,000 | | |
| | | | | | |
| 16 | Diversity | | | 4,750 | New line item |
| 16a | Translator - theme | | 525 | | Translator budget in |
| 16b | Translator - manual | | 1,500 | | |
| 16c | Consultant | | 225 | | |
| 16d | Baby signs streaming video, Brailleing | | 2,500 | | |
| | | | | | |
| 17 | Website/Logo development/maintenance | 2,500 | | 2,500 | |
| | | | | | |
| 18 | Board of Directors/Committee Meetings | | | 13,225 | New line item |
| 18a | Conference Calls | | 2,500 | | |
| 18b | BOD Interim mtg Airfare 13 @ \$300 | | 3,900 | | |
| 18c | Lodging 13 rooms @ 150 x 2 nights | | 3,900 | | |
| 18d | Meals 13 BOD x \$75/day x 3days | | 2,925 | | |
| | | | | | |
| 19 | Misc. travel | 500 | | 500 | |
| | | | | | |
| 20 | Telephone | 3,000 | | 1,000 | Conference calls mo |
| 20a | CSLP phone line | | 900 | | |
| 20b | Replacement Calling Cards | | 100 | | |
| | | | | | |
| 21 | Manual Production | 70,000 | | 127,500 | |
| 21a | Printing 15,000 manuals @ 8.50 each | | 127,500 | | |
| 21b | Reproduction of 30,000 CDs (included in 20a) | | - | | |
| | | | | | |
| 22 | Manual Design | 16,000 | | 16,000 | |
| 22a | Children's Manual | | 11,000 | | |
| 22b | Teen Manual | | 5,000 | | |
| | | | | | |
| 23 | Discount/Rebate enhancement | 135,000 | | 70,000 | shipping reimbursen |
| 23 | | | | | |

| | | | | |
|----|--------------------------------|----------------|--|-----------------|
| | | 404,050 | | 469,675 |
| 24 | Estimated Profit (Loss) | 950 | | (16,215) |
| 25 | Available Funds | 286,102 | | 278,488 |
| 26 | Investments in CD's | 150,000 | | 350,000 |
| 27 | | 437,052 | | 612,273 |
| 28 | Report as of: | 4/11/2006 | | |

adopted on _____ and amended on _____

Attachment #2—Ad Hoc Long Range Planning Committee

Ad Hoc Long Range Planning Committee Annual Report

Submitted by Cathy Howser, Chair

April 11, 2007

This new committee has been formed at the request of the membership at the 2006 annual meeting with a charge to review and evaluate possible enhancements to the organization and programs that would benefit the member libraries. As an ad hoc committee, the members were appointed by the president.

The membership of this committee is to represent all the other standing committees. The members are:

Cathy Howser (AR), CSLP Past Pres., Chair
Jan Wall (ID), CSLP Treasurer
Marquita Boehnke (KS), Budget & Finance Comm.
Nancee Dahms-Stinson (MO), Bylaws Comm.
Susan Fichtelberg (NJ), Children's Manual Comm.
Melody Allen (RI), Diversity Comm.
Patty Langley (DE), Marketing & PR Comm.
Susan Knesel (WY), Teen Manual Comm.
Karen Yother (ID), Vendor Comm.
Kay Taylor (AR), Website Comm.
Susan Pannebaker (PA), At Large

The committee has met several times by conference call and in person. In considering a long range plan to sustain and enhance the organization, we felt that we needed to look at our current structure and practices first.

A huge topic of discussion involved the need to clarify membership eligibility and definitions. Currently, dues are based on the number of libraries in a state but definitions of libraries vary vastly. We surveyed the member states and found that about 65% of us define a library as a building, with the other 35% defining it as an entity (as in system, administrative unit, region, etc.)

We would recommend that CSLP adopt the FSCS definitions of a public library and a stationary outlet and agree on one or the other to consistently determine dues owed. Either method of counting would create a change in amount of dues owed for most states. CSLP would not want to dramatically change the amount of income generated by the dues so we may need to adjust the formula to maintain our funding. There are spreadsheets showing the projected changes in dues owed by each state in several different scenarios.

In clarifying eligible members as public libraries, we would be excluding other types of libraries and organizations. We would recommend that other types of libraries and organizations wanting to participate in the program would need to do so in partnership with a member public library.

We recognize that a change in the definition of a library would change the weighted votes for many states. We also recognize that our current weighted voting has become an unwieldy process as the organization

has continued to grow. After much debate, we agreed to recommend changing the weighted voting system to a “modified Senate model” where each state would have three votes to cast on issues calling for the weighted system. The equal votes available to each state would represent our equal concern for producing a great program for all the children we serve.

One of the largest variables in our long term sustainability is our funding source. We currently have some excess funds, most of which are from rebates given to us by our vendor, Highsmith. This is not a dependable income source. The other main funding sources are member dues and the sale of manuals, which are more predictable and reliable. After much discussion, it was determined that a good way to secure our financial future would be to set aside enough reserve funds to sustain our operations for three years. In the event that major changes were to occur with our vendor, that reserve funding would give us time to reorganize and recover from an unexpected change and still keep the program going.

We asked the Budget and Finance Committee to develop an estimated average budget to help us determine how much money we should keep in reserve. They developed several scenarios. We think that it would cost about \$100,000 per year to keep CSLP functioning. Therefore, we are recommending that CSLP keep at least \$350,000 in a reserve fund. That may still necessitate some cutbacks in a dire situation, but we could manage.

In considering ways to evaluate proposed projects to enhance our program, we identified a few guidelines we would recommend following.

5. Any proposed enhancing project should benefit and be available to all member libraries.
6. Projects should be proposed and endorsed by existing committees and could be funded as a budget increase to that committee.
7. The amount of funds available for enhancing projects should not exceed one third of the unbudgeted money, which would allow for a reserve for future projects/needs.
8. The Board of Directors would determine if additional documentation or justification for proposed projects were required to assist them in deciding which projects to fund.

This committee has discussed other topics and has more work to do, but is not prepared to make any further recommendations at this time.

Corrected chart inserted following Board of Directors meeting 8-28-07:

| | DUES MEMBER STATE | Stationary Outlets | Dues (Based on \$2 per Sta. Outlet) | Currently paying | Current Dues | Dollar Difference | Percentage Difference |
|----|--------------------------|---------------------------|--|-------------------------|---------------------|--------------------------|------------------------------|
| 1 | Alabama | 284 | \$633.00 | 221 | 507.00 | 126.00 | 19.91% |
| 2 | Alaska | 105 | \$275.00 | 90 | 245.00 | 30.00 | 10.91% |
| 3 | Arizona | 187 | \$439.00 | 155 | 375.00 | 64.00 | 14.58% |
| 4 | Arkansas | 211 | \$487.00 | 225 | 515.00 | -28.00 | -5.75% |
| 5 | California | 1087 | \$2,239.00 | 179 | 423.00 | 1,816.00 | 81.11% |
| 6 | Colorado | 241 | \$547.00 | 115 | 295.00 | 252.00 | 46.07% |
| 7 | Connecticut | 244 | \$553.00 | 196 | 457.00 | 96.00 | 17.36% |
| 8 | Delaware | 33 | \$131.00 | 35 | 135.00 | -4.00 | -3.05% |
| 9 | Florida | 8 | \$81.00 | 8 | 81.00 | 0.00 | 0.00% |
| 10 | Hawaii | 51 | \$167.00 | 51 | 167.00 | 0.00 | 0.00% |
| 11 | Idaho | 143 | \$351.00 | 135 | 335.00 | 16.00 | 4.56% |
| 12 | Illinois | 141 | \$347.00 | 141 | 347.00 | 0.00 | 0.00% |
| 13 | Indiana | 438 | \$941.00 | 239 | 543.00 | 398.00 | 42.30% |
| 14 | Iowa | 564 | \$1,193.00 | 560 | 1,185.00 | 8.00 | 0.67% |
| 15 | Kansas | 374 | \$813.00 | 320 | 705.00 | 108.00 | 13.28% |
| 16 | Kentucky | 190 | \$445.00 | 190 | 445.00 | 0.00 | 0.00% |

| | | | | | | | |
|----|----------------|-------|-------------|-------|-----------|-----------|----------|
| 17 | Maine | 276 | \$617.00 | 140 | 345.00 | 272.00 | 44.08% |
| 18 | Michigan | 658 | \$1,381.00 | 388 | 841.00 | 540.00 | 39.10% |
| 19 | Minnesota | 34 | \$133.00 | 34 | 133.00 | 0.00 | 0.00% |
| 20 | Mississippi | 241 | \$547.00 | 240 | 545.00 | 2.00 | 0.37% |
| 21 | Missouri | 360 | \$785.00 | 2633 | 5,331.00 | -4,546.00 | -579.11% |
| 22 | Montana | 108 | \$281.00 | 79 | 223.00 | 58.00 | 20.64% |
| 23 | Nebraska | 292 | \$649.00 | 269 | 603.00 | 46.00 | 7.09% |
| 24 | Nevada | 84 | \$233.00 | 88 | 241.00 | -8.00 | -3.43% |
| 25 | New Jersey | 454 | \$973.00 | 311 | 687.00 | 286.00 | 29.39% |
| 26 | New Mexico | 120 | \$305.00 | 92 | 249.00 | 56.00 | 18.36% |
| 27 | New York | 1081 | \$2,227.00 | 1100 | 2,265.00 | -38.00 | -1.71% |
| 28 | North Carolina | 381 | \$827.00 | 382 | 829.00 | -2.00 | -0.24% |
| 29 | North Dakota | 91 | \$247.00 | 78 | 221.00 | 26.00 | 10.53% |
| 30 | Ohio | 717 | \$1,499.00 | 250 | 565.00 | 934.00 | 62.31% |
| 31 | Oklahoma | 206 | \$477.00 | 224 | 513.00 | -36.00 | -7.55% |
| 32 | Oregon | 210 | \$485.00 | 237 | 539.00 | -54.00 | -11.13% |
| 33 | Pennsylvania | 632 | \$1,329.00 | 502 | 1,069.00 | 260.00 | 19.56% |
| 34 | Rhode Island | 72 | \$209.00 | 52 | 169.00 | 40.00 | 19.14% |
| 35 | South Carolina | 183 | \$431.00 | 43 | 151.00 | 280.00 | 64.97% |
| 36 | South Dakota | 144 | \$353.00 | 113 | 291.00 | 62.00 | 17.56% |
| 37 | Utah | 113 | \$291.00 | 115 | 295.00 | -4.00 | -1.37% |
| 38 | Vermont | 191 | \$447.00 | 192 | 449.00 | -2.00 | -0.45% |
| 39 | Washington | 330 | \$725.00 | 343 | 751.00 | -26.00 | -3.59% |
| 40 | West Virginia | 174 | \$413.00 | 97 | 259.00 | 154.00 | 37.29% |
| 41 | Wisconsin | 456 | \$977.00 | 387 | 839.00 | 138.00 | 14.12% |
| 42 | Wyoming | 74 | \$213.00 | 85 | 235.00 | -22.00 | -10.33% |
| | | 11983 | \$26,696.00 | 11334 | 25,398.00 | 1,298.00 | 4.86% |

*entire state

Red = 2007 members

entire state is not member

| | DUES MEMBER STATE | Public Libraries | Dues | Currently paying | Current Dues | Difference | Percentage Difference |
|----|-------------------|------------------|------------|------------------|--------------|------------|-----------------------|
| 1 | Alabama | 208 | \$689.00 | 221 | 507.00 | 182.00 | 26.42% |
| 2 | Alaska | 88 | \$329.00 | 90 | 245.00 | 84.00 | 25.53% |
| 3 | Arizona | 91 | \$338.00 | 155 | 375.00 | -37.00 | -10.95% |
| 4 | Arkansas | 48 | \$209.00 | 225 | 515.00 | -306.00 | -146.41% |
| 5 | California | 179 | \$602.00 | 179 | 423.00 | 179.00 | 29.73% |
| 6 | Colorado | 115 | \$410.00 | 115 | 295.00 | 115.00 | 28.05% |
| 7 | Connecticut | 194 | \$647.00 | 196 | 457.00 | 190.00 | 29.37% |
| 8 | Delaware | 21 | \$128.00 | 35 | 135.00 | -7.00 | -5.47% |
| 9 | Florida | 8 | \$89.00 | 8 | 81.00 | 8.00 | 8.99% |
| | Georgia | 507 | \$1,586.00 | 382 | 829.00 | 757.00 | 47.73% |
| 10 | Hawaii | 1 | \$68.00 | 51 | 167.00 | -99.00 | -145.59% |
| 11 | Idaho | 104 | \$377.00 | 135 | 335.00 | 42.00 | 11.14% |
| 12 | Illinois | 141 | \$488.00 | 141 | 347.00 | 141.00 | 28.89% |
| 13 | Indiana | 239 | \$782.00 | 239 | 543.00 | 239.00 | 30.56% |

| | | | | | | | | |
|----|----------------|-----|-------------|------|----------|-----------|----------|--------|
| 14 | Iowa | 540 | \$1,685.00 | 560 | 1,185.00 | 500.00 | 29.67% | |
| 15 | Kansas | 325 | \$1,040.00 | 320 | 705.00 | 335.00 | 32.21% | |
| 16 | Kentucky | 116 | \$413.00 | 190 | 445.00 | -32.00 | -7.75% | |
| 17 | Maine | 269 | \$872.00 | 140 | 345.00 | 527.00 | 60.44% | |
| 18 | Michigan | 384 | \$1,217.00 | 388 | 841.00 | 376.00 | 30.90% | |
| 19 | Minnesota | 34 | \$167.00 | 34 | 133.00 | 34.00 | 20.36% | |
| 20 | Mississippi | 49 | \$212.00 | 240 | 545.00 | -333.00 | -157.08% | |
| 21 | Missouri | 151 | \$518.00 | 2633 | 5,331.00 | -4,813.00 | -929.15% | |
| 22 | Montana | 79 | \$302.00 | 79 | 223.00 | 79.00 | 26.16% | |
| 23 | Nebraska | 276 | \$893.00 | 269 | 603.00 | 290.00 | 32.47% | |
| 24 | Nevada | 22 | \$131.00 | 88 | 241.00 | -110.00 | -83.97% | |
| 25 | New Jersey | 306 | \$983.00 | 311 | 687.00 | 296.00 | 30.11% | |
| 26 | New Mexico | 92 | \$341.00 | 92 | 249.00 | 92.00 | 26.98% | |
| 27 | New York | 753 | \$2,324.00 | 1100 | 2,265.00 | 59.00 | 2.54% | |
| 28 | North Carolina | 75 | \$290.00 | 382 | 829.00 | -539.00 | -185.86% | |
| 29 | North Dakota | 83 | \$314.00 | 78 | 221.00 | 93.00 | 29.62% | |
| 30 | Ohio | 250 | \$815.00 | 250 | 565.00 | 250.00 | 30.67% | |
| 31 | Oklahoma | 112 | \$401.00 | 224 | 513.00 | -112.00 | -27.93% | |
| 32 | Oregon | 125 | \$440.00 | 237 | 539.00 | -99.00 | -22.50% | |
| 33 | Pennsylvania | 455 | \$1,430.00 | 502 | 1,069.00 | 361.00 | 25.24% | |
| 34 | Rhode Island | 48 | \$209.00 | 52 | 169.00 | 40.00 | 19.14% | |
| 35 | South Carolina | 42 | \$191.00 | 43 | 151.00 | 40.00 | 20.94% | |
| 36 | South Dakota | 125 | \$440.00 | 113 | 291.00 | 149.00 | 33.86% | |
| 37 | Utah | 72 | \$281.00 | 115 | 295.00 | -14.00 | -4.98% | |
| 38 | Vermont | 189 | \$632.00 | 192 | 449.00 | 183.00 | 28.96% | |
| | Virginia | 393 | \$1,244.00 | 358 | 781.00 | 463.00 | 37.22% | |
| 39 | Washington | 66 | \$263.00 | 343 | 751.00 | -488.00 | -185.55% | |
| 40 | West Virginia | 97 | \$356.00 | 97 | 259.00 | 97.00 | 27.25% | |
| 41 | Wisconsin | 380 | \$1,205.00 | 387 | 839.00 | 366.00 | 30.37% | |
| 42 | Wyoming | 23 | \$134.00 | 85 | 235.00 | -101.00 | -75.37% | |
| | | | \$26,485.00 | | | 27,008.00 | -523.00 | -1.97% |

| | DUES MEMBER STATE | Public Libraries |
|----|-------------------|------------------|
| 10 | Hawaii | 1 |
| 8 | Delaware | 21 |
| | Georgia | 21 |
| 24 | Nevada | 22 |
| 42 | Wyoming | 23 |
| 35 | South Carolina | 42 |
| 4 | Arkansas | 48 |
| 34 | Rhode Island | 48 |
| 20 | Mississippi | 49 |
| 39 | Washington | 66 |
| 9 | Florida | 70 |
| 37 | Utah | 72 |
| 28 | North Carolina | 75 |

| | DUES MEMBER STATE | Stationary Outlets |
|--|-------------------|--------------------|
| | Delaware | 33 |
| | Hawaii | 51 |
| | Rhode Island | 72 |
| | Wyoming | 74 |
| | Nevada | 84 |
| | North Dakota | 91 |
| | Alaska | 105 |
| | Montana | 108 |
| | Utah | 113 |
| | New Mexico | 120 |
| | Idaho | 143 |
| | South Dakota | 144 |
| | West Virginia | 174 |

| | DUES MEMBER STATE | Currently paying |
|--|-------------------|------------------|
| | Florida | 8 |
| | Minnesota | 34 |
| | Delaware | 35 |
| | South Carolina | 43 |
| | Hawaii | 51 |
| | Rhode Island | 52 |
| | North Dakota | 78 |
| | Montana | 79 |
| | Wyoming | 85 |
| | Nevada | 88 |
| | Alaska | 90 |
| | New Mexico | 92 |
| | West Virginia | 97 |

| | | | | | | |
|----|---------------|------|----------------|-------|----------------|-------|
| 22 | Montana | 79 | South Carolina | 183 | South Dakota | 113 |
| | Virginia | 79 | Arizona | 187 | Colorado | 115 |
| 29 | North Dakota | 83 | Kentucky | 190 | Utah | 115 |
| 2 | Alaska | 88 | Vermont | 191 | Idaho | 135 |
| 3 | Arizona | 91 | Oklahoma | 206 | Maine | 140 |
| 26 | New Mexico | 92 | Oregon | 210 | Illinois | 141 |
| 40 | West Virginia | 97 | Arkansas | 211 | Arizona | 155 |
| 11 | Idaho | 104 | Colorado | 241 | California | 179 |
| 31 | Oklahoma | 112 | Mississippi | 241 | Kentucky | 190 |
| 6 | Colorado | 115 | Connecticut | 244 | Vermont | 192 |
| 16 | Kentucky | 116 | Maine | 276 | Connecticut | 196 |
| 32 | Oregon | 125 | Alabama | 284 | Alabama | 221 |
| 36 | South Dakota | 125 | Nebraska | 292 | Oklahoma | 224 |
| 19 | Minnesota | 140 | Washington | 330 | Arkansas | 225 |
| 21 | Missouri | 151 | Minnesota | 355 | * Oregon | 237 |
| 5 | California | 179 | Missouri | 360 | Indiana | 239 |
| 38 | Vermont | 189 | Kansas | 374 | Mississippi | 240 |
| 7 | Connecticut | 194 | North Carolina | 381 | Ohio | 250 |
| 1 | Alabama | 208 | Indiana | 438 | Nebraska | 269 |
| 13 | Indiana | 239 | New Jersey | 454 | New Jersey | 311 |
| 30 | Ohio | 250 | Wisconsin | 456 | Kansas | 320 |
| 17 | Maine | 269 | Florida | 498 | * Washington | 343 |
| 23 | Nebraska | 276 | Iowa | 564 | North Carolina | 382 |
| 25 | New Jersey | 306 | Pennsylvania | 632 | Wisconsin | 387 |
| 15 | Kansas | 325 | Michigan | 658 | Michigan | 388 |
| 41 | Wisconsin | 380 | Ohio | 717 | Pennsylvania | 502 |
| 18 | Michigan | 384 | Illinois | 789 | * Iowa | 560 |
| 33 | Pennsylvania | 455 | New York | 1081 | New York | 1100 |
| 14 | Iowa | 540 | California | 1087 | Missouri | 2633 |
| 12 | Illinois | 626 | Georgia | 507 | Georgia | 382 |
| 27 | New York | 753 | Virginia | 393 | Virginia | 358 |
| | | 7728 | | 14342 | | 12074 |

*entire state

Red = 2007
members
Green=2008
members

Proposed language for:

Article 3 Membership

Sec. 1. Membership Eligibility. Only public libraries, as defined by the Federal State Cooperative System, are eligible for full and unrestricted membership in CSLP.

According to FSCS a public library is defined as an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. **An organized collection of printed or other library materials or a combination thereof;**
2. **Paid staff;**
3. **An established schedule in which services of the staff are available to the public;**
4. **The facilities necessary to support such a collection, staff and schedule; and**
5. **Is supported in whole or in part with public funds.**

Sec. **2.** Voting Members. CSLP shall have one class of voting members that have the rights and obligations of members under the Revised Iowa Nonprofit Corporation Act. The voting members shall be called the "State Members." Any state or regional library system is eligible to become a State Member; provided, however, pursuant to Section 3.3 each state shall be represented through only one representative (the "State Representative") who has the right to vote on membership matters. An eligible state or agency may become a member by paying the membership dues set forth in this Article 3, in addition to any other membership requirements established by the Board of Directors from time to time. Employees of public libraries or library agencies, who are approved by their State Member consistent with this Article 3 shall have the right to participate in CSLP as "Individual Delegates" but shall not have the rights and obligations of membership. **School library media centers, family literacy programs, childcare centers, hospitals, military bases, and other organizations can participate in local CSLP programs and events only in partnership with the State Member or a public library currently included in the State member dues.**

Sec. **3.** Membership Management and Representation. Multiple library systems within a state may participate as State Members in CSLP; however, each state shall designate one person to serve as the State Representative for that state. The State Representative will serve as the contact person for that state and shall hold the sole voting authority for that state, unless that authority is delegated by proxy consistent with Section 6.5. The process for managing multiple memberships and determining a State Representative shall be determined by each state and may be managed by the state library agency, the state library association, or another single entity representing the public libraries of the state but such processes shall be consistent with the policies set forth in the CSLP Organizational Handbook.

Sec. **4.** Dues Assessment. Dues for State Members shall be determined by the Board of Directors. For 2005-2006, the State Member dues shall be based on the following formula: \$65.00 plus \$2.00 per **public library as defined by FSCS** [for which the State Member chooses to pay]. For example, if a State Member has 100 public libraries, it would pay the base rate of \$65.00, plus \$200.00 (100 x \$2.00) for a total of \$265.00. The Board of Directors shall review the dues formula annually and revise it from time to time. Dues must be paid by the date set by the Board of Directors in order to be a member in good standing and have the privileges of membership, including the right to vote.

Sec. **5.** Individual Delegates. Individual Delegates, with the permission of the State Member, may attend the Annual and Special Meetings, be elected to office, serve on the Board of Directors and committees, and participate in the CSLP electronic discussion list, but have no voting rights, unless granted proxy, as set forth in Section 6.5.

Proposed language for:

Article 6

Meetings of State Members

Sec. 4 Voting. (a) State Representatives shall be entitled to the votes assigned to the state through **a modified Senate model** voting system, and set forth in Section 6.4(b). Decisions relating to substantive and programmatic issues including summer reading themes, incentives and manuals will be made using **a modified Senate model** system, unless otherwise agreed upon by a majority of the State Representatives using a one-vote-per-state system. For decisions on issues relating to governance and organizational issues, including the election of officers, amendment of Bylaws or other CSLP organizational business, State Representatives shall each have one vote. All matters submitted to the State Representatives for single votes are determined by a majority vote of those present and voting. Should a tie occur, the first officer in the following list who is not a State Representative, will cast the tie-breaking vote: President, President-Elect, Past President, Secretary, Treasurer.

(b) When the **modified Senate model** voting system applies pursuant to Section 6.4(a), each State Representative shall be entitled **to 3 votes**, as approved by the Board of Directors.