

**Collaborative Summer Library Program
Board of Directors**

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

Present

Carol Baughman (KY), Mary Cameron (IA), Nancee Dahms-Stinson (MO), Karen Drevo (NE), Patricia Froelich (CO), Cathy Howser (AR), Kim Patton (KS), Stephanie Stokes (CA), Julie Tomlianovich (KS), Jan Wall (ID)

Rhonda Puntney (WI) with Patricia Froelich (CO)

Linda Williams (CT) for Ruth Metcalf (OH)

Karen Day, Barb Shultz—Administrative Services Agency

Matt Mulder—Highsmith representative

Absent

Ruth Metcalf (OH)

Attributed speech is not necessarily quotation.

Underscores indicate agenda items.

Cameron presiding. Call to order 12:05 p.m.

Approval of Minutes from December 11, 2006 Meeting

No corrections or additions

Drevo: **Motion** to approve minutes as submitted. Howser: Second

Passed by voice vote

Update from Highsmith—Mulder

CD issue: Glitches were discovered on CDs packaged with the manuals. Two corrected CDs have been included in every order shipped since the problem was discovered. 15,000 CDs are on hand and should be enough to be included in shipments through May 1. Additional CDs will be available if anyone calls. Some shipments were sent before the problem was discovered, so Highsmith is going back to send two CDs to libraries that received their shipments before that time. Any CSLP library not placing an additional order may call and request replacements. On state reps distribution list, Drevo posted a statement explaining the problem and solutions.

Books as incentives: Drevo's proposal (attachment # 1) was sent to the Board. Mulder is proposing book lists for five different age groups—three options as outlined in the

proposal. Option one would have two titles per age group. Books would be promotional quality with abridged graphics, would have 8 to 12 or perhaps 16 pages with dense text, and would not feel as substantial as trade paperbacks. They would be by A-list authors but in a promotional format for approximately \$1.00 per title. Option two would include a grab bag of limited quantities of various soft-cover titles in smaller book fair editions with full text and illustrations. Price \$1.00 to \$2.00. Option three would be a combination of options one and two.

Howser and Tomlianovich: Questions about how assortments of books would be shipped.

Mulder: Might be able to come up with assortment packs for specific age groups.

Cameron: Is group in favor of trying books as incentives? Should we bill it as a pilot project this first year? We really don't know how it's going to go, and we may want to make revisions in subsequent years.

General agreement

Cameron: Asked for comments about option one.

Patton: Too limited

Cameron: Comments about option two?

Patton: More like book fair sets that libraries are used too, but we should be able to break down the sets for different age groups.

Tomlianovich and Stokes: Concurred that there would be a need for age-group sets.

Patton: **Motion** for option two with a provision for including various age groups. Stokes: Second Passed by voice vote

Cameron: We've agreed to go with option two. Asked Mulder to continue with the issues he needs to discuss.

Mulder: Books as incentives will mean a large increase in inventory investment and another level of complexity for Highsmith. Concerned about how this will impact sales of other products. Our incentives are mostly coming from overseas, and, if we guess wrong, it will take 90 days to get more of them. If we guess wrong the other way, we're stuck with thousands of plastic trinkets.

Drevo: People are ready to move away from so much of trinkets. Ready to purchase more products related to reading and the theme instead of so many toys.

Dahms-Stinson: Librarians are not buying things that don't have the logo from Highsmith. They're getting trinkets from other sources.

Stokes: Some librarians are not allowed to spend money on trinkets, but they can spend money on books.

Mulder: Custom products are most popular. Maybe we should do more of the custom kind of thing that sets us apart from companies like Oriental Trading. Highsmith will look into these inventory issues and will keep the Board informed.

Mulder: Customer service for selling books as incentives: Option two does not allow for title selection. Libraries may not want all titles in the grab bag. How do we handle the libraries that don't want something like Walter the Farting Dog?

Drevo: Librarians are accustomed to ordering like this from Scholastic. We have to make it clear that they would be purchasing a grab bag.

Discussion of pricing.

Mulder: Books as incentives would be rolled out in 2008.

Cameron: Will you present pilot project at the annual meeting during the Highsmith part?

Mulder: Yes. And we'll have a demonstration web site to show people how we'll work through this.

Howser: Will this show up on the regular order form?

Mulder: Probably would devote a page to books as incentives on the order form and refer them to the web for additional information.

Mulder: Special custom items for 2008: Did most people see the demo web site?

Yes

Mulder: This project will be handled by a business partner of Highsmith. Each item will be available through a special web site using a credit card. Products with theme art could be ordered as is, or, for an additional charge, the library's logo or other art could be added. For example, shirts could be customized with names of volunteers. This would be a higher quality product than we're currently offering, so probably would be cost prohibitive for something like high volume of teen tee shirts. Highsmith would rebate the normal 10% back to CSLP for sales from this site. We could add additional items that libraries might like.

Drevo: What would be the estimated cost for a customized tee shirt?

Mulder: To add personalized logo, it would be in the \$12.00—\$15.00 range. But, you could order just one. Or you could put a different name on every shirt. Some of the hats and shirts will be embroidered, not always silk-screened.

General discussion of many ways to use the products. General approval of the customization.

Stokes: Would libraries be able to sell these products as fundraisers?

Mulder: CSLP Board would have to make that decision. Perhaps bylaws would have to be amended for the customized items.

Drevo: Our regulations state that libraries can't make profit on products that carry the CSLP artwork.

Drevo: **Motion** CSLP authorizes Highsmith to put up a web site for selling customized products available to member libraries. Tomlianovich: Second

Stokes: Will we call this a pilot project?

Mulder: Probably won't have to because there is no inventory risk for Highsmith

Motion passed by voice vote

Drevo: How are this year's orders going?

Mulder: 16% ahead of last year in number of orders and 20% ahead in overall sales. Magnifying glass, stand-up display, women's tee shirts, reading record folder, teen products are all doing well. Additional teen products are popular.

Mulder signs off

Treasurer's Report—Wall

No comments in addition to the report posted at

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

Wall: When reviewing the contract for \$35,000 with Weston Woods, the Budget and Finance Committee was surprised by \$2,000 unexpected cost for an audio PSA. B&F authorized payment of the contracted amount but have not paid for the audio PSA because they wanted discussion from the Board. Asked Stokes for clarification.

Stokes: \$35,000 was in the contract for the video PSA. There was an opportunity for Weston Woods to do the audio PSA and no time for Stokes to ask the Board. Stokes made the decision independently. Apologized for not consulting the Board.

Wall: Asking for approval of Board for uncontracted expenditure of \$2,000

Discussion about prior Board approval of uncontracted expenditures

Drevo: In our policies does it say that charges above contracted amount must be approved by the Board?

Wall: Yes, B&F worked on this policy and submitted it by e-mail to the Board (Attachment #2)

Drevo: **Motion** to pay Weston Woods additional \$2,000 for audio PSA

Howser: Second Passed by voice vote

Wall: Asked for questions on treasurer's report. Commended ASA for their creative support for her recordkeeping and committee work

Report of Budget and Finance Committee—Wall

Room and Travel Policy (Attachment #3)

Wall: B&F recommends Board accept this policy as submitted.

Tomlianovich: **Motion** to approve Room and Travel Policy Dahms-Stinson: Second
Passed by voice vote

Wall: Budget Request Policy (Attachment #4)

Wall explained the budget development and record keeping procedures that would be put in place if this policy is accepted. Explained how B & F Committee would screen requests and act in an advisory capacity for the Board.

Tomlianovich: Policy is necessary for the kind of accountability we must have. Appreciates work of B&F Committee.

Cameron: This is the kind of policy that is standard for nonprofit organizations.

Drevo: **Motion** for approval of the Budget Request Policy

Tomlianovich: Second Passed by voice vote

Wall: We will review the practical application of this policy as time goes on.

Administrative Services Agency Report—Schulz

Schulz: We ordered a laptop computer for Baughman. We sent flash drives to all officers and committee chairs. Do we need to talk about historical documentation to be placed on the flash drives? We may need policies about use of the flash drives.

Employees and Board of Directors liability insurance is in force.

CSLP lawyer Melissa Scholz said it would cost about \$1,500 to register the CSLP trademark, though she said we already have some protection because we have been using it. Will explore this issue more with Scholz.

Day: As of this morning we have nineteen registrations for the annual meeting in Portland. Encouraged Board to register. Will send another reminder this week.

Cameron: This year we're requiring people to register for meals.

Day: We may be getting a link to the hotel's registration page. But they have not given us an event code yet. We should have that code by the end of the week. Board members should make their own reservations. We have submitted a list of who's eligible and who's not. Registration e-mail was sent by Mary Cameron.

Web Site Committee—Linda Williams for Ruth Metcalf

Cameron: Metcalf e-mailed Board members Dan Riefstahl's proposed new contract which increases his pay to \$1,800 per year and allows renewal for a two-year term on agreement of both parties. Riefstahl has reviewed and approved the contract. Now it must have Board approval.

Howser: **Motion** to approve Dan Riefstahl's contract as submitted

Tomlianovich: Second Passed by voice vote

Marketing and Public Relations Committee—Stokes

Report posted at <http://www.librarysupport.net/csllp/>

Items to be approved:

(1) \$2,000 to Weston Woods for audio PSA was approved earlier.

(2) "Permission to release photograph" form. Cameron asked Stokes to submit form to Melissa Scholz because she believes the proposed form makes CSLP liable. General agreement. Stokes will e-mail Board with Melissa's response. Then Board will do an e-mail vote on proposal.

(3) Approval of renewal of 2008 Weston Woods video and audio PSA contract.

Tomlianovich: Should this go out for bids?

Stokes: At previous Board meeting it was agreed we would handle the option to renew the same way we handle the ASA contract.

Cameron: Is the audio PSA included? Is that the reason for the increase from \$35,000 to \$37,000.

Stokes: Yes

Cameron: Points out various corrections for contract

Cameron: Called for discussion of timeline in Weston Woods contract. Is it too ambitious? Will artwork be ready in time? When will drafts of the manuals be ready?

General discussion

Stokes: Is trying to set the deadlines earlier because her Committee wants to provide the PSA for October state library conferences.

Dahms-Stinson: Discussion of providing a PowerPoint template that each library could personalize by plugging in its own information. Could it be provided on web site?

Stokes: We're not allowed to download images from web site.

Drevo: PowerPoint would have to go in the 'members only' area of the web site.

Tomlianovich: State reps might have to retrieve it or share password with local libraries.

Dahms-Stinson: Is working on PowerPoint and will share with CSLP.

Cameron: Brought group back to contract discussion

Stokes: I propose we approve the language in the contract, and then I'll work closely with Drevo, Tomlianovich, Patton, and Mulder as to when we can release information and art to Weston Woods with the hope that we can release it sooner rather than later. This will keep Weston Woods waiting in the wings ready to go to work quickly. The entire membership will benefit if we can get the PSA ready in the fall.

Cameron: Directed Stokes to add question to PSA Survey Monkey questionnaire about a timeline: when do librarians want to receive it?

Stokes: Timeline will come down to when manual and artwork are available. It will be up to Tomlianovich, Drevo, and Mulder.

Howser: Asked Wall, does an earlier timeline for the PSA cause budget problems?

Cameron: First \$18,500 would be paid when contract is signed and come out of this year's budget.

Wall and Drevo: Want time to think about the contract.

Cameron: We don't have time to wait until our April meeting. That won't leave enough time for Weston Woods. Wall and Stokes need to study this because next year's first payment will come out of this fiscal year. Could Board have another conference call? We have a lot of business to do before the annual meeting.

Wall: B&F Committee need to approve this change before contract is signed.

Cameron: Asked Stokes, what is your drop-dead timeline on getting contract signed?

Stokes: Would like to have it signed by April, so as soon as artwork is ready, Weston Woods can start working. Assuming poster art will be presented at annual meeting.

Cameron: Asked Stokes about plan for developing teen promotional products such as PSA and PowerPoint. Will her committee be making budget requests for these for next year?

Cameron: We need to schedule another Board meeting before the annual meeting.

Drevo: Has been comparing the web master contract with the PSA vendor contract and believes we should have more standardization in our contracts. Thinks the PSA contract should be like the web master contract. Compare page 6 of PSA contract and page 4 of web master contract.

Cameron: How about March 5 at noon for the special called meeting? First on the agenda, we'll talk about the PSA contract for 2008. In the meantime, Stokes, Tomlianovich, Patton, and Mulder will discuss the timeline for the Weston Woods contract. Also, we want a report from Marketing and PR Committee on its future plans—including PowerPoint templates, teen PSA, and request for "think tank funds" mentioned at our last meeting.

Cameron: Is there a conflict between downloading the PSA from the web site and selling it on CDs?

Stokes: No

Cameron: Discussion of how Cameron will receive communication from the Marketing and PR Committee. Asked Stokes to use the official distribution list set up by the ASA so Cameron will receive the e-mails and so there will be official record of committee discussions and work.

Children's Manual

Tomlianovich: Discussion of dedicating the 2008 manual to Betty Gilchrist. Distressed about the online discussion of purchasing flowers in her memory.

Cameron and Drevo: Gilchrist was one of the few manual committee members who was very dedicated and always active. She shared a lot of good ideas.

Drevo: **Motion** that 2008 manual be dedicated in memory of Betty Gilchrist.

Patton: Second Passed by voice vote

Cameron: Suggested Tomlianovich and Patti Sinclair include a paragraph about Gilchrist and her contribution to CSLP in the 2008 manual.

Dahms-Stinson: There will be a statement in the procedures manual to make any future situations like this easier to manage. It would require a vote of the Board, but it could be an e-mail vote.

Stokes: Could we have a line item in the budget for gifts and memorials?

Cameron: Yes, but first we need a policy.

Break

Vendor Relations Committee—Drevo

Drevo and Metcalf have submitted artwork statement (Attachment # 5) to be posted on the CSLP web site.

Dahms-Stinson: **Motion** to approve artwork statement as submitted

Tomlianovich: Second Passed by voice vote

Cameron: Does your committee want to think about selling products from the custom ordering page and come back with a recommendation next month? Or do you want to discuss it now?

Tomlianovich: Let's talk about it now.

Cameron: Drevo, do you have a recommendation now?

Drevo: My recommendation would be that they not be sold for profit, but I will follow the majority opinion on this issue.

Howser: Agrees. Sales would cause confusion.

Drevo: In our rules of use now it states that products may not be sold for profit. The rules would remain unchanged. Will work with Mulder on this.

Howser: They may be resold at cost?

Drevo: Yes

Drevo: Next week the proposals we've received for the vendor contract will go out to a sub-committee of the vendor committee, and we will have a recommendation at the March meeting.

Drevo: All companies who received the RFP declined to bid (but wanted to be included for future RFPs), except Rivershore and Highsmith.

Tomlianovich: Received an e-mail from Rivershore after they had read the RFP (did not contact Drevo) asking for the same information. When she referred them to Drevo, she received an "extremely snippy" e-mail from an executive at Rivershore. Drevo has received many questions and unpleasant remarks from the executive who sent this message.

Drevo: Have not looked over the proposals yet.

Drevo: Had discussion with Demco representative who said at this time they could not compete with Highsmith but would like to be included in the next RFP. Drevo believes Demco will work to come up with a competitive proposal for the next bid cycle.

Teen Manual Committee—Patton

Committee is currently reviewing the 2008 manual with comments to be turned in at the end of this month.

Membership/Bylaws Committee—Dahms-Stinson

Has timeline and charges for Committee. Needs paperwork from various other Committees. Before the end of this month, she needs approval from her Committee and the Board of Directors to change the weighted vote system. In the bylaws, it's not clear when a weighted vote will be taken. Will put this on hold until Howser's report. Bylaws also need to be clear about how an ad hoc committee becomes a standing committee.

Howser: The Bylaws say the Board creates standing committees, though it's not clear whether the Board has the power to do this or not.

Cameron: At the March meeting, we'll talk more about the procedure for the annual meeting.

Dahms-Stinson: Re: the policy for memorials. Currently considering "Request for funds will be approved pending availability of funds."

Stokes: Suggests a budget line item for "Gifts and Memorials."

Wall: Suggests putting this line in the next budget after guidelines are adopted.

Cameron: This will be on the agenda for the March meeting.

Diversity Committee—Froelich

Puntney will be taking over the chairmanship next year because Froelich is working on the IMLS summer reading research project.

Currently working on manual phrasing and translation and looking at the translation budget.

Long-Range Planning Committee—Howser

Report (Attachment #6)

In issuing a charge to the Committee, I took language from the minutes of the meeting in New Jersey. We will be looking at where CSLP is going in order to know how to spend the money we have. The main thing we talked about was long-term sustainability of the organization. We are looking at creating a reserve fund to sustain the organization in case problems with the vendor should arise—to have enough in reserve to reorganize and sustain CSLP for at least three years. Have asked Budget and Finance Committee to come up with three scenarios of how much we would need in reserve in case of problems. What things would have to be taken out of a budget that would have to be cut? What would it take for bare bones operation of the organization? After we know how much of a reserve we need for at least three years of operation, then we would know how much money would be left for enhancements to our program in normal operating conditions.

The Committee discussed the need to clarify the status of membership which affects voting, dues, income, etc. Committee will do a survey of state reps to determine how people have paid dues and how people define "a library"—some states have counted buildings and some have counted "entities" which are defined in many ways. Committee is trying to get a handle on what's already being done and how to make that fair and consistent. Will use information collected to determine if votes will be weighted. Also considering basing vote on population to eliminate potential double counting. Example: if school libraries are counted in the weighted vote, then the students are counted twice because the public libraries serving them have also been counted as part of the weighted vote.

Drevo: What are the advantages and disadvantages of weighted votes? What are the advantages and disadvantages of one-state-one-vote?

Howser: Committee has had that debate, and we don't know exactly. This has been looked at many ways in the past. I like to compare it to the United States Congress where each state has equal votes in the Senate but representation based on population in the House of Representatives. My understanding has been that, in the past, CSLP member states were assigned votes based on how much of the program they used. Example: Iowa and Arkansas have comparable populations. Iowa has more libraries because there are many small, independent libraries. Arkansas libraries are organized into a regional system consisting of fewer entities, so Iowa currently gets more votes than Arkansas. This is true regardless of the fact that the states are serving similar size populations.

Dahms-Stinson: The Bylaws Committee has been discussing this for a long time—how to define a library and how to assign votes to CSLP members. This debate is going to have a big impact on the bylaws revisions. I'm trying to figure out where the charge to the Long-range Planning Committee ends and the Bylaws Committee charge begins. The word "library" must be more completely defined.

Howser: This issue of defining "library" will keep coming up.

Cameron: The two committees must decide together.

Howser: It will eventually have to come to a vote of the membership.

Discussion of the two Committees' meeting face-to-face. And Board of Directors meeting face-to-face to discuss Committee recommendations.

Howser: Committee has also been charged with looking at administrative functions of CSLP. Not ready to make recommendations on that yet.

Howser: Committee has been charged with looking at how extra funds should be spent. Don't know yet how much will be available to spend. Considering structure and procedures for how funding might be allotted for program enhancements and for new projects. Haven't had in-depth discussions of this yet.

Cameron: These committees should not rush into anything. They and the Board of Directors should take time to carefully consider their recommendations.

Old Business

Cameron: Annual meeting discussed earlier.

New Business

Cameron: At last meeting we discussed the need for a membership statement (Attachment #7)

Drevo: **Motion** for approval of membership statement Howser: Second

Dahms-Stinson: Referring to language in the fourth paragraph about states not using the CSLP program for one year (perhaps when they would be doing a bicentennial theme)—would Vendor Committee need to know this? Should we add that CSLP must be notified when program will not be used? Something like “notice must be given to general assembly at annual meeting of the year prior to the year they will not use the program?” Wording parallel to paragraph before?

Cameron: Could we have a friendly amendment to the motion to include this language:

Any member planning not to use the Collaborative program for a single year (example: for the state’s bicentennial) must give one full program year’s written notice before the one-year leave of absence. This notice must be presented to the general assembly at the spring annual meeting. (example: April 2007 – notice to leave would be for the program year 2009).

Stokes: Do members receive a contract stating these kinds of expectations?

General discussion about how complicated it would be to have contracts with so many state agencies and various other types of agencies. Many agreed that invoicing is a better way to deal with these kinds of government entities.

Schulz: Every year ASA sends out a letter asking how many manuals they should print. This is how they know how many are opting out for the year.

Dahms-Stinson: Proposed additional amendment: change wording in the first sentence of the last paragraph—change “one main state” to “a single state” representative in both places in the paragraph.

Motion passed by voice vote (Attachment #7 **as amended**)

Future Meeting Locations

2008 Arkansas

2009 Nebraska—tentative

2010 Michigan—tentative

2011 Washington—tentative

Nominations Committee

Martha Shinnars from Washington State Library will be chair of Nominations Committee.

Cameron: Howser has agreed to fill Past President vacancy for one more year.

Georgia is joining CSLP in 2008 and coming to the annual meeting in Portland. They want to recommend their teen librarians use CSLP program in 2007. General consensus of the Board: they have to pay their dues if they’re going to use the program.

Maryland is considering joining and is bringing four people to Portland.

Texas is considering joining but Cameron has not had an opportunity to talk to them yet.

New Mexico has joined and will be using the 2007 program.

Currently there are 42 state members.

End of agenda

Cameron: For special called meeting on March 5, the agenda will be limited to things we need to talk. There will be no committee reports.

Drevo: Reminded committee chairs to send their reports to the state rep list.

Tomlianovich: Reminded everyone to put their themes and slogans on Survey Monkey. Deadline February 14th

Howser: **Motion** to adjourn at 3:05pm CST Tomlianovich: Second
Passed on voice vote

Attachment #1

Book Incentives Proposal

Targeted Age Groups

- PK
- K-1
- 2-3
- 4-5
- YA

Book Selection

- Option 1: Two titles for each age group, limited quantity available (50,000 of each)
 - Promotional quality
 - Abridged graphics
 - 8-12 pages
 - \$1 price point
- Option 2: “Grab bag” of titles for each age group, unlimited quantity available
 - No title selection accommodations
 - Book fair editions
 - Able to advertise representative titles
 - \$1-2 price point
- Option 3: Combination of Option 1 and 2

Questions and Issues to Discuss

- Inventory
 - Option 1 will add \$250,000 in inventory
 - Option 2 may add an equal amount
 - Unsure of how books will affect other incentives

- Customer service
 - Option 1 offers a limited quantity we plan to exhaust. Doubtful we would have these available after February
 - Option 2 does not allow for title selection and we can not guarantee assortment, either
 - Library might receive 50 of one title they don't like and 10 of another they do like
- Option 1 title selection
 - Best to concentrate this with a limited number of publishers
 - Who will decide on title list?

Attachment #2

Budget and Finance Committee: Annual Budget Requests

The Administrative Services Agency, 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 March 1. This request will be the basis of the relevant line item. Any expenditure that will exceed the itemized requests by over \$100 must have the prior approval of the Budget and Finance Committee and the Board of Directors.

Attachment #3

CSLP Room and Travel Policy: Annual Meeting

- One room (single/double) will be paid per state. The room use will be determined by the State Representative and may be used by anyone from the state for up to two people.
- One room (single/double) will be paid per member of the Board of Directors. This room is not transferable, but may be shared by up to two people.
- One room (single/double) will be paid for one Administrative Services Agency representative. This room is not transferable, but may be shared by up to two people.
- Airfare for Officers and one representative from the ASA will be paid. 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, State Representatives, and the ASA based on CSLP finances and a review of the annual meeting schedule provided by the President.

Attachment #4

Budget and Finance Committee: Annual Budget Requests

The Administrative Services Agency, 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 March 1. This request will be the basis of the relevant line item. Any expenditure that will exceed the itemized requests by over \$100 must have the prior approval of the Budget and Finance Committee and the Board of Directors.

Attachment #5

CSLP Artwork Statement

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. In addition, CSLP requests that you embed the following statement on any artwork posted to websites:

“Images are copyrighted. Contact CSLP for more information.”

CSLP artwork for the current year must be removed from websites no later than October 1.

CSLP thanks you for your cooperation in this matter.

Attachment #6

Ad Hoc Long Range Planning Committee Report

Submitted by Cathy Howser, Chair
February 5, 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 program that would benefit the member libraries. As an ad hoc committee, it is to be 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 Lanley (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 met on January 24, 2007 by conference call. 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.

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 the sale of manuals and member dues, which are more predictable and reliable. After much discussion, it was determined that a good way to secure our 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 would give us time to reorganize and recover from an unexpected change and still keep the program going.

We have 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 will develop several scenarios. We would need to determine what our core costs versus optional costs would be in continuing the program.

Then we could determine how much excess funds might be available for other enhancements and projects.

Another 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. We talked about the need to be consistent in defining a library. That may lead to a change in the voting structure and a need to change the bylaws. It was suggested that we consider counting population of service areas, which would eliminate the duplication of people served by multiple libraries (like schools and public libraries). We will be sending a survey to the State Reps to determine how each state has counted their member libraries to establish their CSLP dues.

This committee is still in the information gathering stage and is not prepared to make any recommendations to the Board or the membership at this time. We will meet again on Feb 27.

Attachment #7

Membership:

Dues for membership will be issued June 1st the year prior to the program year. Dues are due at that time and delinquent if not paid by November 30th. 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 Service Agency 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. This notice must be presented to the general assembly at the spring annual meeting. (ex: April 2007 – notice to leave would be for the program year 2009).

States must maintain their membership and pay their dues in CSLP, but may skip a year of programming to use their own special theme, such as their state bicentennial.

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.

Attachment #7 as amended

Membership:

Dues for membership will be issued June 1st the year prior to the program year. Dues are due at that time and delinquent if not paid by November 30th. 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 Service Agency 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. This notice must be presented to the general assembly at the spring annual meeting. (ex: April 2007 – notice to leave would be for the program year 2009).

Any member planning not to use the Collaborative program for a single year (example: for the state's bicentennial) must give one full program year's written notice before the one-year leave of absence. This notice must be presented to the general assembly at the spring annual meeting. (example: April 2007 – notice would be for the program year 2009).

States must maintain their membership and pay their dues in CSLP, but may skip a year of programming to use their own special theme, such as their state bicentennial.

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