

**Collaborative Summer Library Program
Board of Directors**

Regularly Scheduled Meeting
Monday, June 4, 2007
Noon CDST—Conference Call

Present

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

Barb Shulz and Karen Day—Administrative Services Agency

Matt Mulder—Highsmith representative

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

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

Approval of Minutes of April 11 and 13 Board meetings

Howser: Correction to April 13 minutes—in fourth line, change ‘Wednesday’ to ‘Friday’
Howser: **Motion** for approval as corrected Drevo: Second Passed by voice vote

Baughman: Submitted results of three votes by state representatives following the annual meeting—Attachment #1

Baughman: Will send preliminary draft of Portland annual meeting minutes to Board members before the August meeting in Chicago.

Cameron: Directed Board to review draft and be prepared to edit it at the August meeting. After this, the draft will be posted on the web site. Draft will be approved by the full membership at the 2008 annual meeting.

Update from Highsmith—Mulder

Mulder: What have people been hearing about this year’s orders and deliveries?
Concerned that there may have been complaints because shipping has been a little slower than in the past.

Drevo: Hasn’t heard comments or complaints.

General agreement

Howser: One minor problem

Mulder: Should we be better communicating the expectation of when materials will be received by libraries? Should we be doing something different on the order form? Could Highsmith or states send e-mail messages?

Tomlianovich: Has no sympathy for Kansas librarians who wait until the last minute to order.

Dahms-Stinson: Same problem in Missouri. Some people have gotten complacent about the posted shipping dates. Maybe this will impress upon them the need to order early.

Mulder: Since March 1, we've received nearly \$1,000,000 of orders. About 60% (by revenue) of orders came after the deadline of January 1. The majority of libraries are not adhering to the deadlines and creating problems for Highsmith and for themselves.

Stokes: People procrastinate because they have no where to store products. Could they order early and receive shipments later?

Drevo: We've talked about this before. This is part of our agreement with Highsmith.

Mulder: This is possible, but it could become a scheduling problem because shipments would be concentrated into such a narrow time frame.

Stokes: Maybe we could send a letter to explain that the products are not sitting on the shelf. They're custom-printed, unlike other products in the Highsmith catalog. Maybe we could educate the librarians about this rather than punishing them for ordering late. Could one of Highsmith's PR people write something about the customization process that could be sent to state reps and posted on our web site and on the Highsmith site?

Mulder: Yes, we could

Stokes: Just so I understand, are you going to hold products?

Mulder: We're hoping to be able to hold products, but we may have to put a couple of dates out there rather than leave it completely open. Maybe something like "Hold until this date" rather than completely open-ended.

Stokes: What about an incentive to order by the first deadline? Maybe a free banner? Something special they could get by ordering early?

Mulder: There would be value to us to have them do that.

Tomlianovich: Concern about holding materials. What if people who order early do not get their materials?

Mulder: We'll continue to explore this option and see what it will do to our system. Education needs to be a part of the system because our customer service person is getting irate phone calls. Clearly there are people who aren't getting it.

Mulder: To date we've sold almost \$2,600,000 of materials for the 2007 program. The 10,000th order will probably come in today. New states are ordering, and old customers are ordering more than ever before.

Mulder: We have the Harry Bliss artwork. Product designs have been going to the Vendor Committee for review. The Children's Manual went to the Committee members yesterday. Teen manual is still in design process.

Eskridge: Has spoken with Patty Sinclair who will make sure she gets a copy of the teen manual.

Mulder: Still working on illustrators for 2009. Have been in touch with publicists for your first choices.

Drevo: Jan Duursema has been wonderful to work with, and we hope we get someone easier to work with than Harry Bliss next time.

Discussion of problem with Harry Bliss' crosshatched eyes

Drevo: Will talk to Vendor Committee again about the teen banner

Mulder: There will be a stand-up cut-out of a bug next year. Maybe with a knock-out face for kids to peek through. Teen stand-up is in the development phase.

Mulder: The custom printing web site is coming along and will be ready by October 1.

Mulder: We're working on book selection and pricing with Scholastic Book Fairs.

Stokes: For books as incentives, will there be a template on the CD for a book plate to put in those books?

Mulder: Will make sure that goes into development.

Mulder signs off

Budget and Finance—Wall

Balance Sheet and Profit and Loss Report—Attachment #2

Wall: We've paid all 2007 conference costs, and the Committee thinks we should reconsider expenditures for meals. We paid \$54.00 per person for dinner at the hotel. Perhaps we should give representatives a meal allowance. We'll consider various options.

Brief discussion of options for conference meals and transportation

Drevo: At the annual meeting, did we decide to continue subsidizing shipping? People really appreciate that.

Wall: We didn't discuss it, but it's in next year's budget.

Cameron: Didn't put it on annual meeting agenda because she assumed it had been approved on an ongoing basis.

Wall: Agreed, as long as we have the money.

Wall: Presented three policy changes proposed by the Budget and Finance Committee:

1. In order to keep an objective and unbiased perspective, members of the Budget and Finance Committee shall be members at large, and not chairs of standing committees. The Past President may be a voting member.

Wall: The Committee favored a voting presence by the Past President, but not by any other Board members.

2. 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 February 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.

Wall: We need more time to work on the budget. In the long term, we want to work with the Long Range Planning Committee to streamline the process so we agree on direction and expenditures before the budget is put together and presented at the annual meeting. The budget should cover expansion of CSLP programs after they are approved. March 1st to February 1st is the major change in this item.

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. .**
- **The Budget and Finance Committee will determine annually whether airfare will be paid for officers. Airfare is not transferable.**
- **The Budget and Finance Committee will determine annually the number of room nights that will be provided at no charge to the Board of Directors and State Representatives based on CSLP finances and a review of the annual meeting schedule provided by the President.**

Wall: New policy is a language clean-up of existing policy. Travel for one Administrative Services Agency staff member is addressed in the ASA contract.

Drevo: Don't we need both Karen and Barb at the meetings?

Howser: Barb budgets for the second person.

Stokes: To provide information for people who don't see the ASA contract, shouldn't there be a note with the policy about covering the travel of one ASA employee?

Dahms-Stinson: A lot of the ASA contract will be included in the organizational manual.

Wall: This travel policy is concerned with members rather than employees.

Wall: Barb Schulz wants to leave the policy this way.

Dahms-Stinson: Suggested including this policy in the organizational manual section on the annual meeting.

Web Site Committee—Metcalf

Report—Attachment #3

Metcalf: There are more members than listed in the report. New missions statement and goals are included.

Cameron: Discussion of updating committee listing.

Day: A few chairs still have to supply updated committee lists, but they should be ready for the web site by the end of this week.

Cameron: By June 15, all updated committee lists should be sent to Metcalf and to Day to update both the web site and the ASA mailing lists.

Marketing and Public Relations Committee—Stokes

Timeline—Attachment # 4

Stokes: This is the timeline recommended by Weston Woods for the children's Public Services Announcement.

Cameron: Will Harry Bliss be ready by July 30th?

Drevo: By July 30th it will be as good as it gets with Harry. To accommodate the suggestions of the Vendor Committee, Highsmith has their in-house artists enhancing Harry Bliss' work because he refuses to do more.

Cameron: Who will be involved in the August 3 conference call with Weston Woods to discuss concepts for the PSA? Will it include committee chairs, Tomlianovich and Drevo?

Stokes: That would be wonderful.

Discussion of mutually agreeable date for conference call—August 1 or 2

Stokes: One of Weston Woods' concerns is the creative part. It would help them to prepare for the call if they could have even just a draft of the poster so they could get a feel for the concept. They'd like to pitch some ideas to us.

Drevo: That should be available. Will check with Highsmith to try to get a copy of the poster for Stokes to send to Weston Woods.

Thanks to Metcalf, the Board enjoyed a musical interlude—"Flight of the Bumblebee."

Cameron: The Weston Woods producer/director sent more contract changes. CSLP attorney Melissa Scholz has concerns about the amount to be paid to Weston Woods.

Stokes: \$35,000. Weston Woods is not concerned about the contract. They are concerned about time for the creative process.

Cameron: CSLP is concerned because so much of this organization's money comes from Federal funds. Cameron insisted the contract be finalized.

Eskridge: Will there be a teen PSA?

Stokes: Is working on ideas for this. We have money for it.

Stokes: Is Highsmith going to put a PowerPoint template on the CD? What did Mulder say they would do?

Baughman: Day could look in the minutes from the annual meeting to see what Mulder said.

Day searching through minutes

Stokes: There is not money in my committee budget for a PowerPoint. Could this be part of our contract with Highsmith?

Drevo: Doesn't know if they will have time for additional projects outside the contracted work.

Dahms-Stinson: Last year we fell into the fabulous teen PSA from Michele Gorman and the ImaginOn teens. Eskridge, do you have any concepts or thoughts about the teen PSA for next year?

Eskridge: We really want a teen PSA for 2008.

Discussion of teen PSA and potential of animating Duursema's art, perhaps by Weston Woods or in collaboration with ImaginOn again

Drevo: Will consult Highsmith to see if Duursema is available.

Eskridge: The Metamorphosis theme and Duursema's art lend themselves to animation more than to live action video.

Cameron: We'll turn this over to Stokes, Drevo, and Eskridge

Membership Committee—Dahms-Stinson

Report—Attachment #5

Dahms-Stinson: Submitted two proposed policies:

1. Gifts and Memorials

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

2. Certificate of Appreciation

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

Discussion of the two proposed policies

Cameron: Do we have a budget line for gifts and memorials?

Wall: No. We decided to create a policy before the line item. We can amend the budget. How much money should we put in?

Cameron: Did everyone get Stokes' e-mail about oversights in the past?

General discussion of past gifts and memorials, specifically for Betty Gilchrist

Howser: The issue is that in the past we have been inconsistent in our thanks to members who have given service to CSLP.

Cameron: Let's add Dahms-Stinson's policy and our ideas about gifts to the agenda for the face-to-face meeting in Chicago. We'll discuss it until we reach a decision.

Stokes: We also need to decide who will be responsible to administer the policy. Traditionally, it has been the Secretary.

Children's Manual Committee—Tomlianovich

Committee met April 11 with Patti Sinclair. Discussed using SurveyMonkey to collect themes and slogans and sending it earlier to give librarians more time to think about it. Next year's manual was mailed to the Committee for review on Friday, June 1. It will be dedicated to Betty Gilchrist. The 2007 manual bibliographies and chapter resources will go on the web site immediately. The 2008 manual bibliographies and chapter resources

will go up on the web site in September. This has satisfied a lot of people who want the entire manual on the web site.

Discussion of web links

Teen Manual Committee—Eskridge

Report—Attachment #6

Eskridge: Has talked with Patti Sinclair who says the 2008 manual is complete and final proofs will be sent for Committee review soon. Updating committee list for CSLP web site and mailing lists. Will receive first materials for 2009 manual in the fall. Will be working on new materials for the teen web pages.

Vendor Relations Committee—Drevo

Report—Attachment #7

Drevo: 08-09 vendor agreement is signed and filed. Committee has been evaluating teen products, but hasn't seen many things for the children's program yet.

Drevo: Who is merging the questions for the evaluation on SurveyMonkey?

Cameron: Committee chairs, please submit your survey questions to Cameron, and she will merge them into one survey.

Drevo: Dog enthusiasts are ordering Highsmith products. So far, there's no screening if orders come from member states because Highsmith doesn't know how to tell library orders from individual orders. No one is concerned unless the product supplies sell out before libraries get enough. Will have some revision of language in Rules of Use for consideration at the August Board meeting.

Discussion of Rules of Use. Libraries in non-member states may not use our art work.

Long Range Planning Committee—Howser

Howser: Has no report because Committee has not met.

Howser: Referring to bylaws passage, was astounded that there was not more discussion of the proposed bylaws changes at the annual meeting.

Cameron: The changes go into effect as soon as we vote on them.

Howser: Hoping Committee can meet in June to prepare things for August Board meeting. Does Board have suggestions of things Committee should be looking at?

Cameron: Postponed this until later in agenda when face-to-face meeting is discussed

Diversity Committee—Rhonda Puntney

Report—Attachment #8

Puntney: Has been working with Mulder on translations for next year's manual. Will be talking to people at ALA annual meeting about Braille

New Business

Legal Services for CSLP

Cameron: Did we ever designate Melissa Scholz as our legal representative? Needs background information

Discussion of how Melissa Scholz was engaged.

Cameron: At August meeting, wants discussion of making Scholz the official CSLP legal counsel. What kind of formal arrangement would we need with her? Also, we need a procedure for how Scholz' services will be engaged and by whom.

Face-to-Face Meeting

Day: Will send all details by e-mail. We'll be at the Holiday Inn Select O'Hare. Monday is our travel day. Tuesday and Wednesday, August 28 and 29, are for meetings. ASA will either make airline reservations or reimburse travel expenditures. Budget and Finance Committee will come up with a per mile reimbursement for those who drive. Rand McNally will be used for the official mileage. CSLP will reimburse all meals on Tuesday and Wednesday and perhaps other expenses.

Discussion of agenda items for August meeting. No regular committee reports, but committees may submit agenda items by e-mail to Cameron

Cameron: Agenda items submitted so far:

- Staggering committee terms
- Staffing for CSLP
- RFPs and contracting
- Legal services
- Gifts and memorials
- Annual meeting minutes
- Budget procedures
- Rules of Use
- IMLS

Cameron: Asked for additional suggestions, perhaps CSLP in other countries

Baughman: What about discussing formulating a consistent statement to give people from other countries when they inquire?

Dahms-Stinson: We need to address the question of US territories and District of Columbia.

Cameron: We need to discuss partnerships and endorsements.

Long discussion of schedule for Chicago meeting

Cameron:

Tuesday, August 28—breakfast at 8:00 am—5:00 pm

Wednesday, August 29—breakfast at 8:00 am—3:00 pm

Cameron: Committee chairs will work on evaluation questions and e-mail them to Cameron who will combine them into one SurveyMonkey evaluation.

Cameron: The Mother Goose Program of the Vermont Center for the Book wants to piggyback their math and science training onto our annual meeting in Little Rock. They will pay all expenses and handle registration.

Long discussion of altering CSLP meeting schedule in order to accommodate Mother Goose workshops

Cameron: This will not be a CSLP event. It's an individual state-by-state decision about attending or not. Mother Goose just wants to get as many state consultants to attend as possible, and more of them come to CSLP annual meeting than any other event. Should I tell Mother Goose that this will work?

Howser: We can make it work.

Institute of Museum and Library Services

Howser: The Arkansas IMLS program advisor will be visiting tomorrow. LSTA statement doesn't show up on any CSLP material, but many states purchase large amounts of material with Federal funds. IMLS is very aware of CSLP and how many states are purchasing our materials without recognizing IMLS financial support. Would it be worth asking Highsmith to print some materials with IMLS logo?

Discussion of asking Highsmith to put IMLS logo on some products

Stokes: Is it too late to put the IMLS acknowledgement in the 2008 manuals?

Tomlianovich: I don't see why not.

Discussion of how individual states might be acknowledged in manual, but not to the detriment of states that purchase materials with hard-earned state funds

Tomlianovich: Can we look at putting this in the 2009 manual to give us time to investigate the issue?

Cameron: Will put this on the agenda for the August meeting to discuss various things that might work for acknowledging IMLS. Cathy will further investigate what IMLS wants. Then she will talk to Drevo and Mulder, so we will have some idea of what might be possible.

Schedule of future conference call meetings:

November 5, January 28, and March 3

ASA Evaluation and Contract

Cameron, Day, and Shultz log off in order to remove appearance of conflict of interest.

Stokes: Invited Eskridge and Puntney to join creative conference call with Weston Woods.

Howser takes over meeting and stops recording.

Drevo: **Motion** to adjourn at 3:40 p.m. CDT Puntney: Second Passed by voice vote

ATTACHMENT # 1

RESULTS

Collaborative Summer Library Program
2007 Election of Officers and Vote on Bylaws Changes

On May 3, 2007, state representatives of the Collaborative Summer Library Program received e-mail notices of upcoming electronic voting. The vote was taken in three parts—one on election of officers and two on bylaws changes. The deadline for casting all votes by return e-mail was May 17, 2007.

ELECTION OF OFFICERS

On April 12, 2007 at the annual meeting of the Collaborative Summer Library Program, Martha Shinnars (WA) gave the report of the Nominating Committee. She submitted the following slate of officers and committee chairs who, if elected, will comprise the CSLP Board of Directors for 2007-08:

Officers

Mary Cameron (IA)—President
Cathy Howser (AR)—Past President
Sally Snyder (NE)—President-elect
Carol Baughman (KY)—Secretary
Jan Wall (ID)—Treasurer

Committee Chairs

Jan Wall (ID)—Budget and Finance
Karen Drevo (NE)—Vendor Relations
Julie Tomlianovich (KS)—Children's Manual
Randi Eskridge (AR)—Teen Manual
Stephanie Stokes (CA)—Marketing and Public Relations
Nancee Dahms-Stinson (MO)—Membership
Ruth Metcalf (OH)—Web Site
Rhonda Puntney (WI)—Diversity
Cathy Howser (AR)—Long-Range Planning

CHANGES TO BYLAWS ARTICLE 3

On April 13, 2007 at the annual meeting of the Collaborative Summer Library Program, Cathy Howser (AR) gave the report of the Long-Range Planning Committee. The Committee recommends the following bylaws change:

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 **using a formula based on stationary outlet as defined by FSCS.** ~~For 2005-2006, the State Member dues shall be based on the following formula: \$65.00 plus \$2.00 per library 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.

CHANGES TO BYLAWS ARTICLE 6

On April 13, 2007 at the annual meeting of the Collaborative Summer Library Program, Cathy Howser (AR) gave the report of the Long-Range Planning Committee. The Committee recommends the following bylaws change:

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.

RESULTS

Representatives of 38 states voted. All voted in favor of the three measures. The following states participated in the election: Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming.

ATTACHMENT # 2

CSLP- Summer Library Prog. Balance Sheet

Accrual Basis As of May 31, 2007

May 31, 07

ASSETS

Current Assets

Checking/Savings

Cash in bank - checking 46,949.33

NSB Horizon Inv 195,095.66

Savings-CD 350,000.00

Total Checking/Savings 592,044.99

Accounts Receivable

Accounts Receivable -7,885.45

Total Accounts Receivable -7,885.45

Other Current Assets

Undeposited Funds 13.05

Total Other Current Assets 13.05

Total Current Assets 584,172.59

TOTAL ASSETS 584,172.59

LIABILITIES & EQUITY

Equity

*Retained Earnings 380,689.07

Retained earnings 9,628.52

Net Income 193,855.00

Total Equity 584,172.59

TOTAL LIABILITIES & EQUITY 584,172.59

CSLP- Summer Library Prog. Profit & Loss

Accrual Basis June 2006 through May 2007

Jun '06 - May 07

Ordinary Income/Expense

Income

Dues 28,523.00

Manuals 147,199.40

Postage & Shippin Income 13,909.02

Rebates 268,657.00

Total Income 458,288.42

Expense

Annual Conference Expenses 62,165.69

Audit 1,400.00

Bank charges 251.55

Insurance 1,000.00

Management reimbursement 24,021.46

Manual expense 138,658.02

Office supplies 3,905.16

Postage & shipping Expense 510.47

Professional fees 5,118.00

PSA Expense 38,530.00

Reimbursable Mdse Expense 240.52

Telephone 4,614.34

Website 1,742.77

Total Expense 282,157.98

Net Ordinary Income 176,130.44

Other Income/Expense

Other Income

Interest income 17,724.56

Total Other Income 17,724.56
Net Other Income 17,724.56
Net Income 193,855.00

ATTACHMENT # 3

CSLP EXECUTIVE BOARD MEETING - 6/4/07 WEBSITE COMMITTEE REPORT - RUTH METCALF, CHAIR June 4, 2007

Anticipated Updates on CSLP website

Updates done since Annual Conference:

- Updates to audio script on PSA page
- Fixed a navigational problem on the Members Only page
- Updated the Budget and Finance Committee Roster

I anticipate working on the following updates within the next few days. I apologize up front for the delay, but other projects take precedent here. The following updates will take place in the next week:

- Posting of most recent meeting minutes to members only area
- Updating of member states
- Updates and additions to PSA page – Teen and Children's PSA
- Addition of 2008 Manual Bibliographies
- Update and edit of Diversity page – working with Rhonda Putney on this
- Addition of annual meeting pictures to MEMBERS ONLY page
- Posting of Annual Meeting information
- Updates to all committee listings

Website Committee Updates

Current members of the CSLP Website Committee include:

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

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

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

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

Patty Langlely, Children's Consultant
State Library of Delaware

Linda Williams, Children's Consultant
Connecticut State Library

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

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 # 4

Timeline for Project Completion

Collaborative Summer Library Program – 2008 PSA “Catch the Reading Bug”

Stephanie

I worked out the following rough schedule for production of the PSAs with our writer/director; with your approval I'll append it to the contract.

Paul

July 30 – Final artwork needed

August 3 – Phone conference with CSLP to discuss concept for PSAs

August 29 – Script delivery – Video and audio PSAs – First draft

September 3 – Script delivery – Video and audio PSAs – 2nd draft (w/ corrections)

September 12 – Spanish translation of video and audio scripts

September 24 – Voice recording – English

October 8 – Delivery of Storyboard w/ First Draft Video Animatic

October 15 – Delivery of corrected animatic; Spanish voice recorded; Final cutoff date for recording of English voice if casting causes any delay

November 19 – Delivery of Color Rough Animation w/ demo music for video PSAs; Delivery of demo mixes for audio PSAs

December 3 – Delivery of finished animation w/ corrections and final music; Final music delivered for audio PSAs

December 5 – Final Editing, mixing & mastering; Masters sent out for closed-captioning; Digital files sent out for transfer to HDTV; Check copies of final edit for video PSAs and final mix for audio PSAs to CSLP

December 7 – Delivery of final audio PSAs, English & Spanish versions, to CSLP

December 12 – Closed-captioning complete

December 14 – Delivery of final Closed-captioned masters, SD and HD versions, to CSLP

NOTE FROM PAUL.....

In order to stick to this schedule, it is critical that we have the final art from Harry Bliss by July 30, as this will have a direct bearing on the concept development and scripting. Any shift in that date will correspondingly shift all other dates. If the final art is completed before July 30, that could also shift the dates earlier. What's the current status of this?

ATTACHMENT # 5

Membership Committee Report June 2, 2007

Members of the Membership Committee met at the annual meeting on April 11, 2007 at the Hilton Portland & Executive Tower in Portland, OR.

An outline for development of the CSLP Organizational Manual was discussed. The following sections will be dealt with first:

1. Committees
 - a. Charges
 - b. Membership requirements
 - c. Duties
 - d. Related policies
 - e. Timelines
 - f. Interest groups
2. Elected officers
 - a. Authority
 - b. Responsibilities
 - c. Timelines
3. ASA
 - a. Responsibilities
 - b. Procedures
 - c. Authority
 - d. Reporting

- e. Timelines
- 4. Standards & procedures
 - a. Work with contractors and vendors
 - b. Development and use of RFPs, memorandums of understanding and contracts
 - c. Use of legal counsel
 - d. Board review
- 5. Communication and electronic mail lists
 - a. Policies (who can belong, who can use)
 - b. Standards
 - c. Frequency
- 6. Membership
 - a. Duties & responsibilities of state representatives

The committee's report was presented to the general membership during the annual meeting, with many comments solicited from the members. These included:

- a need for a definition regarding the "global aspect of membership;"
- a need for consistency in the requirements for membership on committees and a definition of terms for committee membership;
- guidelines for development of subcommittees within committees and the need for openness and consistency between committees;
- a clear statement regarding dues payment;
- policy statement regarding working with military units; the suggestion was made for the policy to state military units will have the right to use CSLP programs and products without the rights of voting members;
- definitions and structure for electronic meetings;
- policy regarding when and if meetings are "open," including a definition of an open meeting.

There was much discussion from the general membership regarding committee membership including what qualities members should have.

Committee chair Dahms-Stinson encouraged annual meeting attendees to join the Membership Committee, particularly those with strong writing and communication skills and those with fresh questions and ideas about the operation and development of CSLP.

ATTACHMENT # 6

CSLP Executive Board Meeting 6/4/07

Teen Manual Committee Report – Randi Eskridge, Committee Chair

- The 2008 manual is complete. Patti will be receiving the final proof in the next week or so.
- I am in the process of updating the teen manual committee list.
- The committee will not receive materials on the 2009 manual until late August or early September.
- It is my hope that in the mean time, the committee can work with Ruth on fleshing out the teen part of the CSLP website.

ATTACHMENT # 7

June 3, 2007

CSLP Vendor Relations Committee Board Report

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

Highsmith and Mary Cameron signed the 2009/2010 Vendor Agreement at our annual meeting in Portland. Signed copies of the Agreement are on file with Highsmith, Mary Cameron and our ASA office.

The Vendor Relations Committee list has been updated and submitted to the ASA office for the update of the email list. I have received replies from all members of the committee that they are receiving the Vendor Relations Committee email.

The Committee has been busy reviewing and providing input as to the “look” of the teen art for 2008 and has now begun to review actual pieces of the teen incentives. I think it is fair to say that the Committee has been very impressed with the pieces Jan Duursema has created. We all feel that teens are going to love the vibrant and edgy mood of “Metamorphosis.”

The Harry Bliss artwork for 2008 is just now beginning to be reviewed. Highsmith is doing a great deal of work on Harry’s sketches to adapt the “look” and color of the pieces as Harry did not want to do anymore work on them. Highsmith is working to “fix” and edit them in a manner that will come up to CSLP standards.

June and July will be very busy months for the Vendor Relations Committee. We will have a great deal of art/incentives to review and select.

A couple of dozen emails and phone calls regarding the Rules of Use were responded to during the months of April and May.

ATTACHMENT # 8

Insert diversity