



## Manual Report 2019 Annual Meeting

In 2018 at the CSLP Annual Meeting members were introduced to a new vision for the creation and production of the Manuals. The vision, with the Board approval, was developed in hopes of keeping one of the key resources of the organization relevant, useful, and easily maintainable. With member librarians in mind, those that played a part of the manual process pushed through new processes and long conversations in order to establish a product that could be universally used no matter what size, location, or community the librarian serves.

Working a year in advance, the 2020 manual was created by a group of talented, hardworking committee members. These members represented a variety of libraries, communities, and library roles allowing for a diverse knowledge and awareness to reach the pages of the CSLP manual. While the manual will take on a new feel, it was priority to make sure that each age group had strong advocates to keep the most age appropriate programs and resources at the forefront of the project. Each age group (children's, teens and adults) hosted two committee groups to share in the work with at least one member representing the Inclusion Committee during the project. The first committee group worked on the creation and evaluation of the programs that were submitted or suggested. These individuals helped create a rough draft of the items to be included in the pages of the manual. Alyssa Graybeal, editor, took these ideas and shaped them, asked questions, and helped build a manual of one voice. Through her hard work and organization, the second group of committee members, the Review Committee, were able to go through and provide feedback on the items included. Focusing on the programming itself, each review group had the opportunity to look through all age group programs/resources to determine tips in making a program more successful, special considerations that a user might want to keep in mind, and even ways to turn a program from one age category into a program for another age group. It was through this method that the collaborative spirit of this organization was able to be highlighted and celebrated.

Early Literacy and Spanish Early Literacy took on a different approach in the creation of their committees and work. Early Literacy searched and chose committee members who had specific knowledge and experience in the field of early learning. Tanci Mishler provided her expertise to this project as the lead writer of the Early Literacy content. Tanci worked hard in focusing on the foundational pieces that a librarian would need to build a strong early literacy program.

Committee members were able to review the drafted content and provide their experience into the pages to help strengthen the chapters for users. Spanish Early Literacy Manual welcomed Nadia Benitez and Zinthia Acevedo for a third year as the writing/editing team for this specific project. In order to encourage early literacy in Spanish speaking communities and homes, the manual resources provide an emphasis in the teaching of these skills and the celebration of literacy. With this manual being written in the Spanish language, committee members were chosen for their familiarity with the language along with knowledge of early literacy and service to Spanish speaking communities.

After carefully crafting the manual content, pages were provided to a new design house to help create a fresh look and feel of the end product. CSLP State Reps were given the opportunity to help assist in this process by commenting on three options for the layout. This allowed for consideration of how each layout may or may not work along with how the pages may be used by member librarians. The final layout provides users an easy to read layout with a side bar approach to tips, notes and inclusion guidance. The layout also provides space for personal notes to be added for librarians to note their own inspired ideas for future development. Themed chapters are home to all ages to help encourage the use and adaptation of each program by all member librarians no matter what age population they serve. This format also provides a more usable manual for libraries with limited staffing while encouraging larger libraries to partner internally with different departments. Reflective of the CSLP Mission, “We empower libraries to foster community”, the 2020 manual empowers libraries to foster community not only outside of their brick and mortar but within their own workplace as well.

This production year for the 2020 manual has been one of reflection and learning. Each stage of the process has been evaluated, changed, and reviewed in order to help insure a strong foundation for the continued improvement of future manuals. Currently, the needs of the committees, production timeline, and various processes are being addressed in preparation for the start of the 2021 manual. It is the hope that through thoughtful consideration of these items that best practices and key foundational pieces will be put in place so that libraries will continue to be empowered to foster community through the pages of future manuals.

Submitted by BriAnne Newton