

CSLP Annual Meeting minutes

Wednesday, September 13, 2023 11:00 am

11:01 am EST - Call to order/Establish Quorum - Cathy Lancaster, CSLP President

- 49 in attendance at open of meeting
- **Introductions** - Donna Throckmorton, CSLP President-Elect
- **President's Remarks** – Welcome from Cathy Lancaster, CSLP President
 - Welcome to Dawn Krause, our new Executive Director
 - Thanks to all who have helped during the transition
- **Director's Report** - Dawn Krause, CSLP Executive Director
 - Review CSLP history
 - Membership review
 - 2023 in Review
 - Hired a new ED
 - Processed 7,000+ orders
 - Jenna Bush Hager as the Summer Reading Champion
 - Committee Participation
 - Programming database development on hold
 - 2024 Financial Goals
 - New workflows
 - Accounting firm hired
 - QuickBooks
 - 2024 Programmatic Goals
 - Adding more Professional Development
 - Increase Philanthropic Aspects
 - Programming manual will be available soon
 - Inclusion Committee webinar on Weds. November 15 2 pm EST – Naturally Inclusive: Engaging Children of all Abilities Outdoors by Ruth Wilson
 - Summer Symposium Dec. 7, 2023
- **Board & Committee Chair Candidate Introductions** - Beth Yates, CSLP Past-President and Leadership & Nominating Committee Chair
 - Introduction of Candidates - [bios and videos are here](#)
 - Voting instructions, [look for email with the link today and vote by Noon ET Thursday](#)

12: 40 pm - BREAK: 30 Minutes

1:10 pm - "[Adventures in Breakouts](#)"

- Boldly Going Where CSLP Has Not Gone Before

- Adventure Buddies: Partnerships & Professional Development Opportunities
- How do you {State} Rep?
- Expanding Horizons: a new {School} Outreach Committee?

1:45 pm - BREAK: 15 Minutes

2:00 pm - Breakouts continued

2:30 – Highlights from breakout rooms

- Boldy Going
 - Find ways to offer items in store in other
 - Translate the slogan into other languages.
 - Allow public libraries to share their ideas with CSLP on a wider scale.
 - CSLP could apply for grants that would allow for other languages to be translated on manual.
 - Donations that could be collected by CSLP that would go toward hiring trainers inside the states, or to state reps to go to instate training costs
 - Reach out to adults in some way beyond adult manual
 - Smokey Bear as the Summer Reading champion
- Adventure Buddies
 - Partnership should have 2 categories: companies that have incentives as affiliates and organizations we have a collaboration with
 - PD – Boot camp for newbies, template for new state rep training;
 - Work with Summer Learning Association
 - CSLP providing other PD would be beneficial
 - Adult programming is a key topic since we are largely Youth Services focused
- How do you state rep?
 - Have multiple state reps for various age groups
 - Email templates
 - Send information out to states before the 15th of each month. Give plenty of time before deadlines
 - Provide timeline of when things happen so we know when state rep feedback will be expected
 - Use Summer Symposium for ways to explore adult programming ideas
 - Artwork can be an effective hook for libraries to get excited about CSLP
 - Encourage usage of CSLP materials year round
- Expanding horizons
 - Outreach committee should stay, but not focus on school solely
 - Focus on professional development depending on size of library
 - Promote School Outreach toolkit
- General Discussion
 - All 4 rooms discussed adult programming in some way
 - Providing adult programming could increase usage
 - Multi-generational programming is popular.
 - Smokey Bear becoming SR Champion

- CSLP mascot

BREAK: 30 Minutes

3:30 pm - CSLP Business - Cathy Lancaster, CSLP President

- Updates on CSLP Policies and Procedures, and [ByLaw Changes](#) now open for comment on proposed changes from State Reps by **9/27/23**. [Vote](#) by **October 6th**.
- Considering updates and changes to Organizational Manual and Policies Manual. Amelea Kim is reviewing those documents.
- **CSLP Updates and State Membership update - Dawn Krause, CSLP Executive Director**
 - We 11-12 new state reps who have come on board. Melissa has offered new rep training for ordering. There is also a FAQ for review.
 - We opened the bulk ordering for the new manual. There is a URL that you go to order the manuals at state pricing and the product catalogs are available there as well.
 - Many of you have wanted the catalogs in the past for conferences in order to promote CSLP, but we appreciate if you are moving away from that to the online catalog as it saves us on printing and shipping costs.
 - Libraries will be able to create their own quotes for ordering.
 - Paper manuals should start printing in October.
 - Dawn was asked to be involved in the Building Equity Based Summers training
- **CSLP Transitions - Amelea Kim & Lysha Thompson, CSLP Members-At-Large**
 - Putting together a schedule for when the board should review the policies
 - Organizational manual is how the organization works
 - Hope the same thing can be done for Committee Chair transitions
- **Theme & Slogan - Donna Throckmorton, CSLP President-Elect and Theme & Slogan Liaison**
 - <https://docs.google.com/forms/d/e/1FAIpQLScLsLcgesMTrUfAx93SebIGDnwjF2F5IEs7cxUGjzXtfcvjg/viewform>
- **Committee Lighting Round - Donna Throckmorton**
 - Review of committees and their activities
 - Please join a committee. Sign up runs through October 3

4:27 pm – Adjourn until Thursday, September 14, 2023, 11:00 AM EST

Thursday, September 14, 2023

11:03 am EST - Call to Order - Cathy Lancaster, CSLP President – 11:03 am
38 people in attendance

- **Recap of Day 1** - Dawn Krause, CSLP Executive Director
- **Budget Report** - Deborah Dutcher, CSLP Treasurer
 - Recap of 2022-2023
 - 2023 revenues were lower than expected
 - More than 7000 orders
 - Paid off the remaining balance on the loan
 - 2023 shipping costs were higher than expected
 - We were behind on our invoicing because our frontline system wasn't communicating with our QuickBooks account
 - Increasing our professional development budget to meet some of our non-profit status needs
 - Accounting services are increasing to meet the needs of our business
 - Dawn – we are working with the Foundation Group. There may be late fees that come in to us from the IRS on tax issues. We also postponed hiring for a new position that was approved last year by the board
- **Survey Update** - Barb Williams, CSLP Statistics Chair
 - 87% of survey respondents used CSLP.
 - 70% reported satisfaction with CSLP. That's lower satisfaction this year than 2 years ago.
 - Over 90% of summer program attendance was children.

12:15 pm - BREAK: 30 Minutes

12:45 pm - Annual Artwork and Vendor Discussion - Dawn Krause, CSLP Executive Director; Jasmine Rockwell, CSLP Vendor Chair; and Cathy Lancaster, CSLP President.

- Posters will be done with English AND Spanish going forward.
- Rob Donnelly created the adult posters and much of the spot art.
- **Rules of Use highlights**
 - Manual – programming activities can be used year-round,
 - If you display any activity pages (take and makes) from the manual on a member's site, credit CSLP. The slogan must include the trademark symbol.
 - Artwork – members may manipulate or transform the slogan and artwork to accommodate patrons or communities with special needs. Fonts may be adjusted or replaced to enhance usability.
 - Restricted use review
 - Third parties: review may and may not.
 - ROU are listed on the website.

- **2025 Artwork discussion**
 - Brian Floca has asked to be relieved from his contract with us
 - Our timeline isn't affected as artwork isn't needed until January 2024.
- **Discussion:** Artwork for 2024 and forward

1:45 pm - BREAK: 15 Minutes

2:00 pm - "[Adventures in Breakouts](#)" - Round 2

- Boldly Going Where CSLP Has Not Gone Before
- Adventure Buddies: Partnerships & Professional Development Opportunities
- How do you {State} Rep?
- Expanding Horizons: a new {School} Outreach Committee?

3:00 pm - BREAK: 30 Minutes

3:30 pm - Highlights from Breakouts

- Boldly Going
 - Connect manual to the store more directly
 - Connect different language materials more directly
 - Create an app for tracking or a customizable Canva products
 - Partner with organizations to help center literacy in our products
 - Move away from Pinterest board of awesome ideas to how to run a program and why it's important
 - Create a program database that becomes searchable and the manual becomes more instructional for people who are new to creating a summer reading program.
- Adventure buddies
 - Develop timelines for existing partners
 - Mutually beneficial element to partnerships
 - Expand state partnerships to national level
 - Strengthen relationships with NLA, ULC, ARSL, ALA divisions, etc.
 - Develop webinar on how to provide outreach in communities
 - Create a CSLP Partnership Form to garner new partners
- How do you State Rep?
 - Communication and training for public library staff
 - Getting information to frontliners and past gatekeepers
 - Canned emails
 - More year-round resources
- Expanding horizons
 - Possibility of including academic schools
 - Have outreach committee that partners with ALSC or YALSA
 - Summer outreach kits for the store

- **Results of Voting** - Beth Yates, CSLP Past-President, and Donna Throckmorton, CSLP President-Elect
 - President-Elect: Kate Greene Smith, TN State Rep
 - Treasurer: Deborah Dutcher, NH State Rep
 - At-Large Board Member: Katie Perkey, MI Frontline
 - At-Large Board Member: Evan Bush, GA State Rep
 - Vendor Chair: Jasmine Rockwell, NC State Rep
 - Children's Manual Chair: Christina Stuck, MI Frontline
 - Teen Manual Chair: Caitlin Hill, FL Frontline
 - Child & Community Wellbeing Chair: Carol Waxman, CT Frontline
 - Social Media Chair: Cari Hillman, OH Frontline
 - Theme/Slogan Co-Chairs: Rachel Milburn, IN Frontline and Sara White, WA State Rep
 - 2026 Slogan for Dinosaurs – Unearth a Story
 - 2027 Theme – Mystery, Detectives, Suspense

- **Other Business:**
 - Motion to accept 2022 minutes from Jasmine Rockwell from NC; second Sharon Rawlins NJ; clarification about what a gallery walk is; lots of good notes about ROU from that meeting. Motion passes.

- **Parking Lot** - Dawn Krause, CSLP Executive Director, and Cathy Lancaster, CSLP President
 - Seconding the request for resources and/or program ideas for the 250th US anniversary in 2026
 - Dec. 7 Summer Symposium tentative timeline is 11 am to 4 pm EST
 - Data Training with Barb

- **Ceremonial Passing the Gavel** - Cathy Lancaster, CSLP President to Donna Throckmorton, CSLP President-Elect. Dawn gave special thanks to Cathy for carrying us through such a difficult year. Applause all around.

Adjournment of 2023 Annual Meeting – Donna Throckmorton moved to adjourn at 4:31 EST