

**YALSA Board Meeting
2005 Midwinter Meeting
Boston, Massachusetts
January 14-19, 2005**

Topic: Executive Director’s Goals

Background: According to ALA policy 6.4.1 (“The Operating Agreement”), “Each Division’s Board of Directors shall annually review the performance of the Division’s Executive Director based upon a single set of goals and objectives as agreed upon by the Division Board, Associate Executive Director, Member Programs and Services, and Division Executive Director.”

Each fall the Executive Director presents to the YALSA Executive Committee a copy of yearly goals structured according to the ALA Performance Management System. At the spring Executive Committee meeting, the Executive Director provides an update on progress toward these goals. Following Annual Conference, the YALSA Board provides input on the Executive Director’s performance to the Senior Associate Executive Director of ALA.

Action Required: None

See attached called **DRAFT GOALS – AMERICAN LIBRARY ASSOCIATION.**

DRAFT GOALS - AMERICAN LIBRARY ASSOCIATION

PLEASE COMPLETE THE FOLLOWING STEPS TO DOCUMENT YOUR GOALS:

- STEP 1** GOAL STATEMENT - DEFINE THREE TO FIVE **SMART** GOAL STATEMENTS THAT CONCISELY DESCRIBE WHAT NEEDS TO BE ACHIEVED. GOALS SHOULD BE REFLECTIVE OF THE FOUR ORGANIZATIONAL/OPERATIONAL GOAL CATEGORIES-FINANCIAL PERFORMANCE, EFFICIENCY AND IMPROVEMENT, MEMBER/CUSTOMERS/PARTNERS, AND PERSONAL LEARNING. IT IS ANTICIPATED THAT A UNIT'S OR DIVISION'S STRATEGIC PLAN MAY EXPAND BEYOND THE FOUR ORGANIZATIONAL/OPERATIONAL GOALS.
- STEP 2** ACCOUNTABILITIES – DESCRIBE SOME SPECIFIC ACTIONS THAT ARE NECESSARY FOR THE GOAL TO BE ACHIEVED. HOW WILL EACH GOAL BE MET?
- STEP 3** PERFORMANCE MEASURES – DESCRIBE SPECIFIC CRITERIA THAT WILL BE USED TO DETERMINE IF THE ACCOUNTABILITY HAS BEEN MET. WHEN/HOW OFTEN/HOW WELL MUST THE ACCOUNTABILITY BE PERFORMED?
- STEP 4** WEIGHT – ASSIGN A WEIGHT TO EACH GOAL. THE SUM OF ALL WEIGHTS MUST EQUAL 100%.
- STEP 5** TARGET PERFORMANCE FOR EACH GOAL IS “2”- PERFORMING, AS INDICATED IN EACH TARGET RATING BOX.
- STEP 6** DETERMINE EACH GOAL’S TARGET VALUE BY MULTIPLYING THE GOAL’S WEIGHT BY THE TARGET RATING AND ENTER THIS PERCENTAGE IN THE TARGET VALUE BOX. (FOR EXAMPLE: GOAL WEIGHT = 30%; TARGET RATING = 2; TARGET VALUE = .60 (2 * 30%). THE TOTAL TARGET VALUE OF ALL GOALS MUST EQUAL 2.0 (100%).
- Step 7** EMPLOYEE AND SUPERVISOR MEET TO REVIEW GOALS AND DOCUMENT AGREEMENT BY SIGNING AND DATING THIS FORM.

Goal Statement 1: By August 31 st , 2005 I will develop and implement a plan to increase member satisfaction based on the 2004 member survey results.	Weight 20%	Target Rating 2	Target Value 40
ACCOUNTABILITIES	PERFORMANCE MEASURES		
<ul style="list-style-type: none"> • Develop formalized plan 	<ul style="list-style-type: none"> • Copy of finalized plan 		
Goal Statement 2: By August 31 st , 2005 I will have created a program to obtain and manage corporate sponsorships to support YALSA programs.	Weight 25%	Target Rating 2	Target Value 50
ACCOUNTABILITIES	PERFORMANCE MEASURES		
<ul style="list-style-type: none"> • Develop formalized plan 	<ul style="list-style-type: none"> • Teen Read Week 2005 will have at least two new sponsors • Copy of finalized plan 		

Goal Statement 3: By August 31 st , 2005 I will have developed a plan for implementing distance learning programs	Weight	Target Rating	Target Value
	35%	2	70
ACCOUNTABILITIES	PERFORMANCE MEASURES		
<ul style="list-style-type: none"> • Conduct member & member prospect survey to determine education needs • Research potential CE providers • Work closely with YALSA's CE Taskforce 	<ul style="list-style-type: none"> • Results of member survey • List of viable CE providers • Communications with CE Taskforce 		
Goal Statement 4: By August 31 st , 2005 I will increase my knowledge and expertise of effective practices relating to association management.	Weight	Target Rating	Target Value
	20%	2	40
ACCOUNTABILITIES	PERFORMANCE MEASURES		
<ul style="list-style-type: none"> • Join relevant professional organizations • Attend appropriate professional development sessions • Read professional literature 	<ul style="list-style-type: none"> • ASAE membership • Attend the CEO Symposium in February '05 • Reading log 		
	TOTAL	100%	2
			2.0

EMPLOYEE SIGNATURE/DATE

SUPERVISOR SIGNATURE/DATE

UNIT MANAGER SIGNATURE, AS APPLICABLE/DATE

DEPARTMENT HEAD SIGNATURE/DATE