

**Fall Executive Committee Meeting  
October 21-22, 2011, Chicago**

**Topic:** 2011 - 2012 Committee Task List Update

**Background:** Just prior to the 2011 Annual Conference the Board approved the development of an annual task list for standing committees based on the Action Plan, and charged the Executive Committee with developing the list. The list was developed in May and shared with Committee Chairs in June. The Executive Committee may want to discuss what progress has been made so far by committees and whether or not any assistance is needed.

**Action Required:** Discussion

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Please see the next page for the task list.

**YALSA Executive Committee – Fall 2011**  
**Topic: 2011 – 2012 Committee Task List Update**  
**Item #17**

Committee or Advisory Board	Area of Focus in Strategic Plan	Related Task List
Annual Conference Marketing & Local Arrangements Chairs: Allison Tran, <a href="mailto:atran@cityofmissionviejo.org">atran@cityofmissionviejo.org</a> Liaison: Monique le Conge, <a href="mailto:mleconge@gmail.com">mleconge@gmail.com</a>	#4 Continuous Learning	<ul style="list-style-type: none"> <li>• In July and Aug. add content to the “Local Information” section of the Annual Conference portion of YALSA’s wiki</li> <li>• From Sept. to June, continue to build out content to the “Local Information” section leading up to the June 2012 conference with emphasis on the value of YALSA’s programs</li> <li>• From Oct. to May assist Stephanie Kuenn, YALSA’s Web Services Manager, with promoting the conference at the local level in the southern California region to both YALSA members and nonmembers</li> <li>• From Oct. to May work with mk Eagle, the YALSA Blog manager, to promote Anaheim specific attractions, YALSA conference events, etc. on the YALSA Blog, especially at the start of each phase in the registration process and also just before advance registration closes in mid-May</li> <li>• Work with Nichole Gilbert, Program Officer for Conferences &amp; Events, as needed ahead of time and on-site to ensure YALSA programs run smoothly</li> </ul>

<p>Division &amp; Membership Promotion          Chair: Ritchie Momon,  <a href="mailto:ritchiemomon@kclibrary.org">ritchiemomon@kclibrary.org</a>          Liaison: Kim Patton,  <a href="mailto:kimpatton@kclibrary.org">kimpatton@kclibrary.org</a></p>	<p>#5 Member recruitment &amp; engagement</p>	<ul style="list-style-type: none"> <li>• Plan and implement a YALSA 201 program for the 2012 Midwinter Meeting, working with Nichole Gilbert, YALSA’s Program Officer for Conferences &amp; Events, on logistics</li> <li>• Plan and implement a YALSA 101 program for the 2012 Annual Conference, working with Nichole Gilbert on logistics</li> <li>• Work with Letitia Smith, YALSA’s Program Coordinator for Membership, to recruit and prepare members to staff the YALSA booth at Annual 2012</li> <li>• Work with Letitia Smith to reach out to members who are celebrating an anniversary with YALSA and congratulate them</li> <li>• As needed, assist Letitia Smith with implementing a recruitment effort to ALA Affiliate members</li> </ul>
<p>Editorial Advisory Board          Chair: Kim Cullin,  <a href="mailto:bolan_kimberly@yahoo.com">bolan_kimberly@yahoo.com</a>          Liaison: Sara Ryan,  <a href="mailto:ryansara@gmail.com">ryansara@gmail.com</a></p>	<p>#2 Marketing          #4 Continuous Learning</p>	<ul style="list-style-type: none"> <li>• Work with Megan Honig, <i>YALS</i> Editor, to             <ul style="list-style-type: none"> <li>○ identify individuals to write articles</li> <li>○ identify timely topics for the next volume</li> </ul> </li> <li>• As needed, assist Megan Honig in planning for an online space for the journal, which is meant to supplement content found in the print version of the journal</li> <li>• Reviewing and commenting on article submissions as they are presented by the editor</li> <li>• Regularly share information with and coordinate tasks as appropriate with YALSA’s Publications Advisory Board (formerly the Publications Committee)</li> </ul>

<p>Executive  Chair: Sarah Flowers,  <a href="mailto:sarahflowers@charter.net">sarahflowers@charter.net</a>  Liaison: N/A</p>	<p>All goals</p>	<ul style="list-style-type: none"> <li>• Provide input to Sarah Flowers, YALSA President, for the development of 2011 – 2012 process committee task lists</li> <li>• Oversee the planning and implementation of Board training and development</li> <li>• Oversee the planning and implementation of Chair training and development</li> <li>• Monitor and update the new Action Plan (companion document to Strategic Plan)</li> <li>• Facilitate planning and decision making between Board meetings</li> </ul>
<p>Financial Advancement  Chair: Linda Braun,  <a href="mailto:lbraun@leonline.com">lbraun@leonline.com</a>  Liaison: Penny Johnson,  <a href="mailto:pjlibrarylady@gmail.com">pjlibrarylady@gmail.com</a></p>	<p>#1 Advocacy  #2 Marketing</p>	<ul style="list-style-type: none"> <li>• Work with the Board to decide on fundraising priorities for 2012</li> <li>• Plan and implement a fundraising effort for 2012 (if the calendar is successful, consider a new version of it)</li> <li>• Continue to send thank yous to donors</li> <li>• Contribute content to the quarterly FOY e-newsletter and send to Letitia Smith, YALSA’s Program Coordinator for Membership</li> <li>• Work with Stephanie Kuenn, YALSA’s Web Services Manager, on updating and promoting the Association’s Café Press Space</li> <li>• Attend and participate in the Sat. donor reception at the 2012 ALA Annual Conference</li> </ul>
<p>Joint School/Public Library  Cooperation  Chair: ALSC’s turn to  appoint  Liaison: Priscille Dando,  <a href="mailto:pdando@gmail.com">pdando@gmail.com</a></p>		<p>This will have to be determined jointly by AASL, ALSC and YALSA</p>

<p>Legislation          Chair: Carrie Rogers-Whitehead,  <a href="mailto:crwhitehead@slcolibrary.org">crwhitehead@slcolibrary.org</a>          Liaison: Christian Zabriskie,  <a href="mailto:Christian_zabriskie@yahoo.com">Christian_zabriskie@yahoo.com</a></p>	<p>#1 Advocacy, #5 Member Engagement &amp; Recruitment</p>	<ul style="list-style-type: none"> <li>• Once the White House releases the President’s proposed FY13 budget, work with the YALSA Board, through your board liaison, to update YALSA’s legislative agenda for 2012</li> <li>• Create resources and work with Stephanie Kuenn, YALSA’s Web Services Manager, to distribute them and encourage members to participate in National Library Legislative Day &amp; its virtual component on April 24, 2012</li> <li>• Plan and implement a third round of District Days for August – Sept. 2012, working with work with Stephanie Kuenn, YALSA’s Web Services Manager, to promote it</li> <li>• Ensure the information about National Library Legislative Day, District Days, and other legislation related information is up to date and accurate on YALSA’s wiki</li> </ul>
<p>Midwinter Paper Presentation 2013          Chair: TBD by Jack Martin          Liaison: Sandra Hughes-Hassell,  <a href="mailto:smhughes@email.unc.edu">smhughes@email.unc.edu</a></p>	<p>#4 Continuous Learning</p>	<ul style="list-style-type: none"> <li>• Plan and implement a lecture for the 2013 Midwinter Meeting in Seattle, Jan. 25 – 29, working with Nichole Gilbert, Program Officer for Conferences &amp; Events on logistics</li> <li>• Work with YALSA’s Web Services Manager, Stephanie Kuenn, to promote the call for papers to a variety of outlets that span, library, education and other groups which may have research to share, and market the event, by writing posts for the blog, articles for the e-newsletter, etc.</li> <li>• Use the YALSA Research Agenda to identify potential topics for the paper and check in with YALSA’s board to see if they have any priority areas they’d like addressed</li> <li>• Communicate regularly with the <i>JRLYA</i> Advisory Board about the event</li> </ul>

<p>Nominating 2012          Chair: Linda Braun,  <a href="mailto:lbraun@leonline.com">lbraun@leonline.com</a>          Liaison: Sarah Flowers,  <a href="mailto:sarahflowers@charter.net">sarahflowers@charter.net</a></p>	<p>#5 Member Recruitment &amp; Engagement</p>	<ul style="list-style-type: none"> <li>• In July and August finish vetting candidates</li> <li>• Submit a final slate to Beth Yoke, the Executive Director, by August 31<sup>st</sup>, 2011</li> <li>• In September, or as necessary, provide alternate names as needed for any individual that removes his/her name from the slate</li> <li>• In September, inform any individuals who did not make the final slate about their right to run on the ballot as a petition candidate and provide them with the necessary details and information</li> <li>• Plan and implement a Candidates’ Forum at the 2012 Midwinter Meeting, working with Nichole Gilbert, Program Officer for Conferences &amp; Events on logistics</li> <li>• Complete a manual for the committee and post in the committee space in ALA Connect</li> <li>• Work with mk Eagle, the YALSA Blog manager, in Feb. &amp; March to interview candidates and post on the YALSA blog</li> <li>• In the fall communicate with the Chair of the 2013 Nominating Committee, to provide information on candidates not on the 2012 slate and other information as appropriate.</li> </ul>
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<p>Nominating Governance 2013          Chair: Sarah Debraski,  <a href="mailto:slcornish@gmail.com">slcornish@gmail.com</a>          Liaison: Jack Martin,  <a href="mailto:hilliasmartin@nypl.org">hilliasmartin@nypl.org</a></p>	<p>#5 Member Recruitment &amp; Engagement</p>	<ul style="list-style-type: none"> <li>• Work with Nichole Gilbert, Program Officer for Conferences &amp; Events to schedule a committee meeting at Midwinter 2012</li> <li>• Review existing Nominating information, including the 2011 – 2012 Board Profile, the nominating committee manual and the nomination form.</li> <li>• Prior to the opening of nominations, inform the Web Services Manager (&amp; cc the Board Liaison) about any updates or changes to the nomination form the Committee would like to see implemented</li> <li>• In January begin seeking and vetting candidates</li> <li>• Provide updates on the committee’s work via the YALSA blog or the e-newsletter in order to inform members about the nominating process and ensure an appropriate level of transparency</li> <li>• Provide regular updates to the President as to the committee’s progress and seek assistance from her in regards to any concerns or challenges finding candidates</li> <li>• Contact Letitia Smith and Beth Yoke to determine eligibility of potential candidates</li> </ul>
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<p>Nominating Awards 2013          Chair: Jerene Battisti,  <a href="mailto:jbattisti@kcls.org">jbattisti@kcls.org</a>          Liaison: Jack Martin,  <a href="mailto:hiliasmartin@nypl.org">hiliasmartin@nypl.org</a></p>	<p>#5 Member Recruitment &amp; Engagement</p>	<ul style="list-style-type: none"> <li>• Work with Nichole Gilbert, Program Officer for Conferences &amp; Events to schedule a committee meeting at Midwinter 2012</li> <li>• Review existing Nominating information, including the 2011 – 2012 Board Profile, the nominating committee manual and the nomination form.</li> <li>• Prior to the opening of nominations, inform the Web Services Manager (&amp; cc the Board Liaison) about any updates or changes to the nomination form the Committee would like to see implemented</li> <li>• In January begin seeking and vetting candidates</li> <li>• Provide updates on the committee’s work via the YALSA blog or the e-newsletter in order to inform members about the nominating process and ensure an appropriate level of transparency</li> <li>• Provide regular updates to the President as to the committee’s progress and seek assistance from her in regards to any concerns or challenges finding candidates</li> <li>• Contact Letitia Smith and Beth Yoke to determine eligibility of potential candidates</li> <li>• Use the Nominating Governance Committee manual as a basis for creating one for the Nominating Awards Committee and post it in the committee’s space in ALA Connect</li> </ul>
<p>Organization &amp; Bylaws          Chair: Monique le Conge,  <a href="mailto:mleconge@gmail.com">mleconge@gmail.com</a>          Liaison: N/A</p>	<p>#5 Member Recruitment &amp; Engagement</p>	<ul style="list-style-type: none"> <li>• Review the Handbook to identify areas for updating and then work with staff as needed to create the updates</li> <li>• Work with Sarah Flowers and Beth Yoke to move forward proposed bylaws updates.</li> <li>• Communicate with and work with chairs as needed to ensure their committees’ policies, procedures and charges are up to date and accurate</li> <li>• Continue with the next round of committee evaluations, based on the calendar created by the previous committee</li> </ul>

<p>Publications Advisory Board          Chair: Connie Urquhart,  <a href="mailto:libraryconnie@gmail.com">libraryconnie@gmail.com</a>          Liaison: Sara Ryan,  <a href="mailto:ryansara@gmail.com">ryansara@gmail.com</a></p>	<p>#4 Continuous Learning</p>	<ul style="list-style-type: none"> <li>• Develop and maintain a literature review which lists professional book length publications in the field of teen services and identify gaps in topics for potential YALSA publications and maintain the list in the committee space in ALA Connect</li> <li>• Regularly read professional materials (such as periodicals &amp; blogs) to identify potential authors and maintain a list in the committee space in ALA Connect</li> <li>• Work with Stephanie Kuenn to ensure that YALSA authors receive recognition for their contribution to the association</li> <li>• Assist Stephanie Kuenn with marketing YALSA publications to the membership and the library community</li> <li>• Work to help members and leaders in the library community understand the value of writing for YALSA</li> <li>• Assist Stephanie Kuenn with finding chapter contributors for book-length publications as necessary</li> <li>• Regularly share information with and coordinate tasks as appropriate with YALSA's the Editorial Advisory Board</li> </ul>
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<p>Research          Chair: Don Latham,  <a href="mailto:dlatham@fsu.edu">dlatham@fsu.edu</a>          Liaison: Sandra Hughes-          Hassell,  <a href="mailto:smhughes@email.unc.edu">smhughes@email.unc.edu</a></p>	<p>#1 Advocacy          #3 Research          #4 Continuous Learning</p>	<ul style="list-style-type: none"> <li>• Immediately after the 2011 Annual Conference, work with Beth Yoke to open up the comment period for the draft research agenda</li> <li>• After the comment period closes, review the draft agenda in Sept. and the comments received and make changes, as appropriate</li> <li>• Submit the final draft to the YALSA Executive Committee by no later than Sept. 22, 2011</li> <li>• Once approved by YALSA, work with Stephanie Kuenn, YALSA’s Web Services Manager, to promote the agenda to the membership and the LIS community and encourage individuals to conduct research in the areas identified as gaps</li> <li>• Share the finalized copy of the agenda with the ALA Research Committee</li> <li>• Create a new annotated bibliography of research based on the priority areas in YALSA’s Research Agenda</li> <li>• Help staff the YALSA booth at the 2012 ALISE conference</li> <li>• Decide whether or not to submit a program proposal for the 2013 ALA Annual Conference (RFP closes May 31<sup>st</sup>, 2012)</li> <li>• Keep in regular contact with the JRLYA Advisory Board and the Midwinter Paper Presentation Planning Committee to share information and collaborate, as appropriate</li> </ul>
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<p>Research Journal Advisory Board          Chair: Frances Harris,  <a href="mailto:francey@illinois.edu">francey@illinois.edu</a>          Liaison: Sandra Hughes-Hassell,  <a href="mailto:smhughes@email.unc.edu">smhughes@email.unc.edu</a></p>	<p>#3 Research          #4 Continuous Learning</p>	<ul style="list-style-type: none"> <li>• Help YALSA’s Web Services Manager to market the Journal both to potential authors and to readers.</li> <li>• Work with the Journal’s editor, Sandra Hughes-Hassell, to make sure that article reviewers have the skills needed in order to complete the reviewing task successfully.</li> <li>• Referee any submissions in a timely manner, as assigned by the journal editor</li> <li>• Assist with staffing the YALSA booth at the 2012 ALISE conference</li> <li>• Communicate regularly with the MW Paper Presentation Committee about the paper presentation at Midwinter and publishing the paper in a future issue of <i>JRLYA</i></li> <li>• Communicate regularly with the Research Committee about topics and authors for <i>JRLYA</i></li> </ul>
<p>Strategic Planning          Chair: Priscille Dando,  <a href="mailto:pdando@gmail.com">pdando@gmail.com</a>          Liaison: N/A</p>	<p>All goals</p>	<ul style="list-style-type: none"> <li>• As needed over the summer, work with the board and strategic planning consultant to refine draft plan</li> <li>• Gather feedback from members or member groups as needed to finalize the draft strategic plan</li> <li>• Work with Stephanie Kuenn, Web Services Manager, to inform and educate the membership about the new strategic plan once it is approved</li> <li>• Work with Sarah Flowers, President, to inform and educate all Chairs about the strategic plan and help them understand how the work of their committee is needed in order to advance the plan</li> <li>• Implement another round of the Great Ideas Contest after the new strategic plan is in place</li> </ul>

<p>Teen Read Week          Chair: RoseMary Honnold,  <a href="mailto:rhonnold@gmail.com">rhonnold@gmail.com</a>          Liaison: Chris Shoemaker,  <a href="mailto:christophershoeemaker@nypl.org">christophershoeemaker@nypl.org</a></p>	<p>#5 Member Recruitment &amp; Engagement</p>	<ul style="list-style-type: none"> <li>• In July vet the applicants according to the criteria on the application form for the TRW mini-grants and send the list of winners to Letitia Smith, YALSA’s Membership Coordinator</li> <li>• From Aug. – Oct. maintain and regularly update an interactive space on YALSA’s wiki that members can use to share 2011 TRW ideas and resources</li> <li>• From Aug. – Oct. regularly promote TRW with posts to the YALSAblog, information in YALSA’s e-newsletter and through other resources</li> <li>• In Sept. suggest themes for the 2012 TRW and submit them to Stephanie Kuenn. Please note: the suggestions are just that, and it is possible they may not be used.</li> <li>• From Nov. – Jan. solicit, gather, write and edit content for a theme-specific 2012 TRW guide for librarians.</li> <li>• In Feb., create and maintain an interactive space on YALSA’s wiki that members can use to share 2012 TRW ideas and resources</li> <li>• In Feb. develop content for the 2012 web site, based on feedback from Stephanie Kuenn</li> <li>• In March, provide content for the 2012 TRW web site, as requested from Stephanie Kuenn</li> <li>• In Feb. and March, provide content for any 2012 TRW recommended reading lists, pamphlets or other products, if requested by staff</li> <li>• Create content, as requested by Stephanie Kuenn for 2012 TRW e-newsletters to registrants, articles for YALS, etc.</li> </ul>
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<p>Teen Tech Week          Chair: Sarah Ludwig,  <a href="mailto:sarah.ludwig@gmail.com">sarah.ludwig@gmail.com</a>          Liaison: Priscille Dando,  <a href="mailto:pdando@gmail.com">pdando@gmail.com</a></p>	<p>#5 Member Recruitment &amp; Engagement</p>	<ul style="list-style-type: none"> <li>• In July and Aug., create content for a downloadable 2012 TTW pamphlets which will contain recommended resources for teens that are related to the “Geek Out” theme. Contact Stephanie Kuenn, YALSA’s Web Services Manager, for samples of previous pamphlets and specific instructions. Submit a draft to Stephanie by Aug. 15 and a final copy by Sept. 1.</li> <li>• From Aug. through March create and maintain an interactive space on YALSA’s wiki that members can use to share 2012 TTW ideas and resources</li> <li>• From Aug. – Oct ., provide content for the 2012 TTW web site, as requested from Stephanie Kuenn, Web Services Manager</li> <li>• Between Oct. and Feb. create content, as requested by Stephanie Kuenn for 2012 TTW e-newsletters to registrants, articles for <i>YALS</i>, etc.</li> <li>• Throughout Nov. create and disseminate blog posts to promote the 2012 TTW and the opening of registration for it</li> <li>• In Nov. &amp; Dec. plan TTW scavenger hunt for 2012 Midwinter Meeting</li> <li>• Throughout Feb. create and disseminate blog posts to promote the 2012 TTW and offer tips for celebrating it</li> <li>• If time allows, work on updating the Tech Guides that are accessible from YALSA’s public wiki</li> </ul>
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<p>Teens' Top Ten          Chair: Rachael Myers,  <a href="mailto:rachael_myers@horacemann.org">rachael_myers@horacemann.org</a>          Liaison: Sarajo Wentling,  <a href="mailto:sjwentling@gmail.com">sjwentling@gmail.com</a></p>	<p>#5 Member Recruitment &amp; Engagement</p>	<ul style="list-style-type: none"> <li>• Work with Nichole Gilbert, Program Officer for Conferences &amp; Events, to implement the 2011 round of the Teens' Top Ten             <ul style="list-style-type: none"> <li>○ Update the list of nominations from current Galley groups monthly.</li> <li>○ Vet nominations and prepare for galley group vote beginning March 15<sup>th</sup>.</li> <li>○ Annotate TTT nominations that are announced on Support Teen Lit Day (April 14) and submit to Stephanie Kuenn, Web Services Manager, for posting online.</li> </ul> </li> <li>• Work with Nichole Gilbert to raise awareness about the program and to improve communications with publishers</li> <li>• Work with Nichole Gilbert to post application online for next round of book groups and vet applications</li> </ul>
<p>Website Advisory          Chair: Jessica Sullenberger,  <a href="mailto:jdsullenberger@hdpl.org">jdsullenberger@hdpl.org</a>          Liaison: Christian Zabriskie,  <a href="mailto:Christian_zabriskie@yahoo.com">Christian_zabriskie@yahoo.com</a></p>	<p>#2 Marketing          #5 Member Recruitment &amp; Engagement</p>	<ul style="list-style-type: none"> <li>• Work with member groups as needed to establish space on YALSA's wikis</li> <li>• Evaluate the current content on the public wiki, determine if some sections need updating or sunseting and work with appropriate member groups to accomplish that</li> <li>• Maintain and promote a regular YALSA's presence on Facebook pages and work with Stephanie Kuenn as needed to accomplish that</li> <li>• Depending on the outcome of the YALSA Board's discussion of the recent member survey on social media use, this committee may be asked to take on additional tasks</li> </ul>