

AREA	STATUS	RECENT ACTIVITIES	NEXT STEPS	ASSIGNMENT / CONTACT
<b>STARTUP ACTIVITIES</b>				
<b>Establishment</b>	(1) Establishment authorized by ALA Council MW2002, with preliminary Bylaws. (2) ALA-APA incorporated 2002, State of Illinois. (3) Bylaws approved by ALA-APA Council MW 2003. (4) EIN received from IRS spring 2003, which enabled establishment of a separate bank account.	Tax exemption under section 501(c)(6) of the U.S. Internal Revenue Code was granted March 24, 2004.		
<b>Bylaws</b>	ALA-APA Bylaws Committee est. by Board of Directors action, Spring 2003, including those individuals currently on the ALA Constitution & Bylaws Committees.	ALA-APA Bylaws Committee reviewed ALA-APA Bylaws in light of ALA-APA Council discussion at the MW2003 meeting.	ALA-APA Bylaws Committee reviewed ALA-APA Bylaws in light of ALA-APA COO discussion at the AC2004 meeting.	<b>ALA-APA Bylaws Cte.:</b> Norman Horrocks, Chair
<b>Budget</b>	Business Plan approved by the ALA-APA Board of Directors, including a 5-year proposed budget. ALA-APA BARC created by ALA-APA Council. Year 0 ended the year under budget on both revenues and expenses. <u>FY03 budgetary ceiling:</u> \$60,584 <u>FY03 revenues:</u> \$5,992 <u>FY03 expenditures:</u> \$6,721 <u>Balance (8/31/03):</u> \$64,271 <u>FY04</u> , ALA-APA was budgeted to spend \$270,592 against \$115,500 in revenue, resulting in a \$(115,092) change in net assets.	<u>FY04 budgetary ceiling:</u> \$270,592 <b>FY05 Request:</b> <u>Total Revenues:</u> \$281,625 <u>Total Expenses:</u> \$297,269 <u>Net Revenue:</u> \$(15,644)	The ALA-APA Business Plan has been adjusted during the first quarter of 2004 to show the following beginning loan balances: Year 1 (FY2003) - \$250,000; Year 1 (FY2004) - \$238,166; Year 2 (FY2005) - \$126,992; Year 3 (FY2006) - \$57,402; Year 4 (FY2007) - \$12,972; Year 5 (FY2008) - \$698. The ALA-APA Budget, beginning in FY2004, include payment of interest on the loan. Repayment of the loan principal is scheduled to begin in FY2008.	<b>ALA-APA BARC ;</b> Fiels/Ghikas/Grady
<b>Governance</b>	Both the ALA-APA Council and ALA-APA Board of Directors were established with adoption of the Bylaws. Both bodies have adopted initial operating procedures.	A Memorandum of Understanding between ALA and ALA-APA was drafted for review by the ALA-APA Board of Directors F&A at the Fall 2003 meeting, as well as for review by legal counsel and accepted.	The Memorandum of Understanding will be modified to reflect the status of ALA-APA Director Jenifer Grady, based on consultation with a tax specialist. <b>DONE YET? NECESSARY?</b>	<b>ALA-APA Board of Directors;</b> Fiels/Ghikas/Grady

<b>Committees</b>	<p>Six ALA-APA committees have been created; those marked with (*) have interlocked membership with an ALA committee. ALA-APA Budget Analysis &amp; Review Committee*, ALA-APA Bylaws Committee*, ALA-APA Certification Review Board(s), ALA-APA Standing Committee on the Salaries and Status of Library Workers, ALA-APA Finance and Audit Committee, and ALA-APA Committee on Organization*. No appointments have been made the the ALA-APA Certification Review Board(s).</p>	<p>All ALA-APA committees to which appointments had been made met at the 2004 Midwinter Meeting. The ALA-APA Salaries and Status Committee formed a number of sub-committees (aka "working groups.")</p>	<p>(1) The initial ALA-APA Certification Review Board (for the CPLA program) will be appointed in 2003-2004, for an initial meeting at the 2004 Annual Conference (2) Based on a recommendation from Barbara K. Stripling, the Board was asked to create an ALA-APA Certification Committee. <b>The Board asked COO to determine the feasibility, charge and membership requirements.</b></p>	<p><b>ALA-APA BARC:</b> Pat Smith  <b>ALA-APA Bylaws:</b> Norman Horrocks  <b>ALA-APA Certification:</b> TBD  <b>ALA-APA COO:</b> Janet Swan Hill  <b>ALA-APA F&amp;A:</b> Teri Switzer  <b>ALA-APA Salaries &amp; Status:</b> Maurice J. Freedman  Liaison: Jenifer Grady</p>
<b>Staff</b>	<p>The Business Plan for the ALA-APA calls for 1 director (full-time), 1 research assistance (half time) and 1 administrative assistant (half-time). Recruitment for an ALA-APA Director began at the 2003 Annual Conference; a selection committee was formed, chaired by Maurice J. Freedman. Jenifer Grady was selected and began work on December 22, 2003.</p>	<p>ALA-APA Director Jenifer Grady met with ALA members and with ALA-APA committee volunteers at the 2004 Midwinter Meeting.</p>	<p>At this point, there is no expectation that additional ALA-APA staff will be hired during FY2004. Modest contract assistance currently being provided by ALA HRDR for <i>Library Worklife</i> has been shifted to another contract source.</p>	Jenifer Grady
<b>Services: Newsletter</b>	<p><i>LPN</i>, currently a <u>quarterly</u> print publication from ALA HRDR, will be discontinued with the end of the volume year (12/03). A new, electronic newsletter (<i>Library Worklife</i>), offered by ALA-APA and including a broader range of coverage, began in January 2004. JAM Marketing (Judy Michaelson, principal) was contracted to work on the initial plan; Michaelson is a librarian with extensive experience in both library and marketing environments. Notably, the pricing structure initially included in the ALA-APA business plan was revised, with the aim of retaining current subscribers. ALA will make subscriptions available to ALA organizational members as a requisite of ALA membership. Further development of the newsletter was undertaken by ALA-APA Director Jenifer Grady, beginning in January 2004. The initial issue was edited by Beatrice Calvin, HRDR/OLOS Communications Officer.</p>	<p><i>Library Worklife</i> has successfully completed its first six months, delivering a new issue <u>monthly</u>. Initial reaction from ALA members has been positive. By agreement, ALA provides <i>Library Worklife</i> to ALA <u>organizational</u> members, at a discounted rate. On a promotional basis, <i>Library Worklife</i> has also been supplied, <u>through the June 2004 issue</u>, at no cost to ALA personal members. <i>Library Worklife</i> will subsequently be available by subscription, \$35/year for ALA personal members.</p>	<p>Current issues being addressed include: (1) Securing email addresses for ALA organizational members. (2) Creating subscriber-only access, to be effective July 1, 2004.</p>	Jenifer Grady

<b>Services: Research Reports</b>	Working with ALA-APA Executive Director Keith Michael Fiels, an annual Research Report series has been defined. One of the regular components will be the Salary Survey. A second will be a support staff survey. Other components are currently being developed and pay include reports focused on comparable worth activity, on certification impact, or other areas relevant to the mission and purpose of ALA-APA.	A question has been included on the 2004 Librarian Salary Survey, aimed at defining the universe of position titles most commonly used for library support staff. This is a critical predecessor step toward implementation of a Support Staff Salary Survey.	The results will be used to create an inclusive support staff salary survey for 2004-2005.	Fiels/Ghikas/Grady/Hodges
<b>Services: Certification</b>	In the late 1990s, three ALA divisions (PLA, LAMA, ASCLA) moved forward with a proposal for a Certified Public Library Administrator program. This provided one impetus for establishment of the ALA-APA. The ALA Committee on Education and the ALA-APA Transition Team: Certification Working Group developed a necessary procedural framework. The ALA-APA Bylaws include provision for a Certification Review Board for <u>each</u> certification program, including representatives of the ALA units which developed the standard of practice against which certification is being awarded.	The CPLA committee (PLA, LAMA, ASCLA) has developed performance checklists/standards in 9 library management domains. Those statements of competency have been validated through a survey of 400 libraries (137 returned). Survey results were reviewed at the 2003 Annual Conference and validated the competencies.	The ALA-APA CPLA Certification Committee should be appointed, to begin work at the 2004 Annual Conference. Appointments must include 1 public member. Appointments should provide for representation of the standard-setting units -- PLA, LAMA, ASCLA.	CPLA Committee (ALA Divisions); Fiels/Ghikas/Grady
<b>Services: Consultation &amp; Training on Comparable Worth/Pay Equity</b>	The 2002-2003 Presidential Taskforce on Better Salaries completed a Toolkit, now available on the ALA-APA website. ( <a href="http://www.ala-apa.org">http://www.ala-apa.org</a> )	The Toolkit will be maintained and updated by ALA-APA, working with the Salaries & Status Committee	The Toolkit must be updated.	Jenifer Grady/Standing Committee
<b>Services: ALA- APA website</b>	A separate domain name: <b>ala-apa.org</b> was acquired for the ALA-APA. The site includes both historical and current documents. Beatrice Calvin (HRDR/OLOS) developed an initial site, to make "foundation" materials accessible.	Jenifer Grady is working with members to review the site contents and has contracted with a designer to update the site look & feel.	Jenifer Grady is working with the designer to have a new version of the site up by Annual Conference, as well as updated content.	Jenifer Grady
<b>Services: Advocacy</b>	A recommendation for a day recognizing the contributions of library workers was presented at the 2003 Annual Conference and approved by the ALA-APA Council.	NLWD celebrations were assisted by a Website with sample materials. Celebrations on April 20th were highlighted on the site and in <i>Library Worklife</i> . Button sales exceeded expectations.	An ALA-APA pin, advocating for salaries & status, will be available as a gift for ALA-APA donors at the ALA-APA booth during the 2004 Annual Conference.	ALA-APA Salaries & Status Cte. - - Maurice J. Freedman, Chair; Jenifer Grady, Staff Liaison