

ACRL Virtual Board Update

January 12, 2024, 2:00 – 3:00 pm central

[Zoom Login](#)

Time	Agenda Item
2:00–2:05 p.m.	1.0 Welcome and Introductions (McNeil) ACRL President Beth McNeil will welcome the Board and guests and will ask the Board if there are items for New Business.
<i>Information</i>	2.0 Goal-area committee updates #3.0
2:05–2:20 p.m.	<ul style="list-style-type: none"> New Roles and Changing Landscapes Committee (Russell S. Michalak, Timothy J. Bottorff) #4.0
2:20–2:35 p.m.	<ul style="list-style-type: none"> Equity, Diversity and Inclusion Committee (Silvia Si Wing Vong) #8.0
2:35–2:45 p.m. <i>Discussion</i>	3.0 Leadership Council and Membership Meeting Planning (McNeil) #1.0 The Board will discuss and make recommendations on plans for an upcoming ACRL Leadership Council and Membership Meeting. The Board will also recommend if the meeting should be fully in-person or if a virtual meeting before/after should be held.
2:45–3:00 p.m.	4.0 New Business/Reminders (McNeil) <ul style="list-style-type: none"> ACRL response policies The Board will receive a refresher on existing ALA & ACRL policies pertaining to ACRL responses on potential topics/issues in academia. Draft ALA Annual Conference schedule #14.0 The Board will review the draft ALA and ACRL schedules for June 2024.
3:00 p.m.	5.0 Adjournment (McNeil) <ul style="list-style-type: none"> Next meeting: ACRL Board of Directors I - January 26, 2024, 1:00 PM to 3:00 PM (CT)

Upcoming ACRL Board Meetings (required)

- [ACRL Board of Directors I](#) - January 26, 2024, 1:00 PM to 3:00 PM (CT)
- [ACRL Joint Board/Budget & Finance Meeting](#) - January 29, 2024, 3:00 PM - 4:00 PM (CT)
- [ACRL Board of Directors II](#) - January 31, 2024, 1:00 PM - 3:00 PM (CT)
- [ACRL Spring Board Virtual Meeting](#) - April 25, 2024, 11:00 AM - 01:00 PM (CT)

Upcoming ACRL Budget & Finance Meetings (optional)

- [ACRL Budget & Finance I](#) - January 29, 2024, 2:00 PM - 3:00 PM (CT)
- [ACRL Budget & Finance II](#) - February 9, 2024, 10:00 AM - 12:00 PM (CT)

Upcoming ALA Governance Meetings (optional)

- **ALA Executive Board Monthly Conference Calls**—Agendas and Documents are available on the [Executive Board Document Inventory 2023-2024](#).
 - No January conference call
 - February 15, 2024, 11:00 PM – 1:30 PM Central, [Zoom login](#)
 - March 21, 2024, 11:00 PM – 1:30 PM Central, [Zoom login](#)
 - No April conference call
 - May 16, 2024, 11:00 PM – 1:30 PM Central, [Zoom login](#)
 - No June conference call
- **ALA Executive Board LibLearnX Meetings**. Other governance meetings and forums such as the Membership Information Session, Executive Board Candidates forum, etc. will be held virtually. Agendas and Documents are available on the [Executive Board Document Inventory 2023-2024](#).
 - Friday, January 19 from 1:00-5:30 pm ET – ALA Governance Institute (in-person)
 - Saturday, January 20 from 3:00-3:45 pm ET – ALA-APA Council Meeting (hybrid), Login TBA
 - Saturday, January 20 from 3:45-5:00 pm ET – ALA Council Meeting (hybrid), Login TBA
 - Sunday, January 21 from 3:00-5:00 pm ET – ALA Council Meeting (hybrid), Login TBA
 - Monday, January 22 from 1:00-5:00 pm ET – ALA Executive Board Meeting (hybrid), Login TBA

ACRL Board Ground Rules

Approved Fall Board Meeting, November 18, 2019.

1. Accept mutual responsibility for quality of meeting and assess effectiveness.
2. Be present, attentive, engaged and prepared. Avoid side conversations.
3. Lean into discomfort; discuss the undiscussable issues
4. Speak up if you have a question or to test assumptions.
5. Listen with care for the individual and differ respectfully.
6. Signal conclusion, identify next steps, and make clear assignments.
7. Assume positive intent/give benefit of doubt.
8. Enjoy yourself.

Make knowledge-based decisions using these four questions:

1. What do you know about our members/prospective members/customers—needs, wants, and preferences, that is relevant to this decision?*
2. What do we know about the current realities and evolving dynamics of our members' marketplace/industry/profession that is relevant to this decision?*
3. What do we know about the capacity and strategic position of our organization that is relevant to this decision?*
4. What are the ethical implications of this decision?

*What do you wish that you knew, but don't?

ACRL Board Social Media Guidelines

Approved Fall Board Meeting, November 16, 2018

This document addresses ACRL Board members' use of their personal social media accounts in sharing information from Board work.

1. Purpose

Social media offers an opportunity for the ACRL Board to increase two-way communication with members. As such, we recognize the importance of social media not only for sharing information and updates, but in contributing towards greater transparency and member engagement.

2. Guidelines

Board members who engage with social media agree to do so in a professional manner and to act in accordance with The Executive Committee's Ground Rules, which are reviewed and updated each year at the Strategic Planning and Orientation Retreat. The following guidelines are intended to assist Board members in determining what type of social media posts are appropriate. Board members may:

- a. use their personal social media accounts to share Board information;
- b. share information/discussions and distinguish/label personal opinions clearly as their own;
- c. include general summaries of Board discussions without including specific comments or attributing those comments to individual Board members
- d. Once vote is taken, support decision in line with Board responsibilities;
- e. report on action items;
- f. leverage social media to gather feedback from members.

3. Responsibilities

Board members who choose to share Board information on social media are responsible for following member responses and closing the feedback loop, as follows:

- a. Twitter posts should use the #acrlboard hashtag, along with any individual hashtag(s) for specific discussions.
- b. Board members initiating discussion on social media should summarize and report member responses back to The Executive Committee promptly.
- c. Board members initiating discussion on social media should report back to responding members with the results of the discussion.



Association of College and Research Libraries
Board of Directors Virtual Meeting I
January 26, 2024
1:00–3:00 PM CST

[Zoom Login](#)

Board I Agenda

Time	Item (Document number follows topic description)
1:00–1:01 PM	1.0 Call to order (McNeil)
1:01–1:02 PM Action	2.0 Adoption of the Agenda (McNeil)
1:02–1:05 PM	3.0 Welcome & Report Out (McNeil) ACRL President Beth McNeil will welcome the Board and guests and will report for the minutes on the goal-area committee updates from New Roles and Changing Landscapes Committee and the Equity, Diversity and Inclusion Committee.
1:05–1:20 PM	4.0 Goal-area committee updates #3.0 <ul style="list-style-type: none">Research and Scholarly Environment Committee (Jack Hang-tat Leong) #5.0
1:20–1:35 PM	<ul style="list-style-type: none">Value of Academic Libraries Committee (Monika Chavez) #7.0

Time	Item (Document number follows topic description)
1:35–1:37 PM Action	<p>5.0 Consent Agenda Full Board (McNeil) [In order to allocate more Board time to the matters of highest priority, it is recommended that we develop a consent agenda for more routine matters on which there is little perceived need for debate or on which more meaningful debate will take place in other forums and need not be repeated in the Board’s discussions. We will act on these items as a group. Any item may be removed from the consent agenda if any member of the Board of Directors requests separate consideration of the item. Any separate agenda item can be suggested for inclusion in the consent agenda.]</p> <p>The following items are placed on the consent agenda:</p> <p>Confirmation of Virtual Votes #2.0</p> <ul style="list-style-type: none"> • ACRL Bylaws Revisions and Addition • FY25 assumptions for ACRL & Choice <p>Approval of:</p> <ul style="list-style-type: none"> • Establish Training & Equity in Library Work Division-level Discussion Group #2.1 • Extension National Survey of Student Engagement (NSSE) Information Literacy Module Review Task Force #2.2 • Dissolution Research and Assessment Metrics Discussion Group #2.3 • Creation of Library EDI Committees Discussion Group #2.4
1:37–1:50 PM Discussion	<p>6.0 Board Nominations Processes & Transparency (Lo) #18.0 The Board will review the current process and identify potential barriers to nominations.</p> <p>The Board will also be asked to share the current Call for Nominations, which are due 2/15/2024.</p>
1:50–2:05 PM Discussion/Action	<p>7.0 Communities of Practice (McNeil) #16.0, #16.1 The Board will continue their discussion from Fall 2023 regarding ACRL structure and reporting and will take action on a new task force to review ACRL’s Communities of Practice structure, leadership, and reporting.</p>
2:05–2:15 PM	Break
2:15–2:30 PM	<p>8.0 Membership Groups at Conference (Whatley) FYI-2 The Board will continue their discussion from Fall 2023 regarding ACRL membership group participation at conferences for ALA and ACRL.</p>

Time	Item (Document number follows topic description)
2:30–2:45 PM Information/Action	9.0 Awards Process Implementation Task Force (Lori Goetsch, John A. Lehner) #17.0, #17.1, #17.2, #17.3 The Board will receive an update and take action on a proposed committee from the ACRL Awards Process Implementation Task Force.
2:45–3:00 PM Information	10.0 Open Microphone (McNeil) An open microphone is set aside during the first Board meeting when any ACRL member may address the Board. ALA President Candidates Forum Each candidate will have 3 minutes to address the Board. <ul style="list-style-type: none"> • Ray Pun, Academic and Research Librarian, Alder Graduate School of Education in California • Sam Helmick, Community & Access Services Coordinator, Iowa City Public Library
3:00 PM Action	11.0 Adjournment (McNeil)

Upcoming ACRL Board Meetings (required)

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Upcoming ACRL Budget & Finance Meetings (optional)

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[ACRL Board Social Media Guidelines](#)

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Association of College and Research Libraries
Board of Directors Virtual Meeting II
January 31, 2024
1:00 PM–3:00 PM CST

[Zoom Login](#)

Board II Agenda

Time	Item (Document number follows topic description)
1:00–1:01 PM	12.0 Call to order (McNeil)
1:01–1:04 PM	13.0 Opening remarks (McNeil)
1:04–1:05 PM	14.0 Adoption of the Agenda (McNeil)
Action	
1:05–1:20 PM	15.0 Goal-area Committee Updates #3.0
Information	<ul style="list-style-type: none"> Student Learning and Information Literacy Committee (Amanda L. Folk) #6.0
1:20–1:40 PM	16.0 Organizational Memberships (David Free) #19.0, #19.1, #19.2, #19.3, #19.4
Discussion	The Board will discuss organizational memberships benefits and dues.
1:40–2:00 PM	17.0 ALA Organizational Updates (McNeil)
Discussion	The Board will discuss proposed organization changes and updates and implications/next steps for ACRL.
2:00–2:10 PM	Break
2:10–2:20 PM	18.0 ACRL & Choice FY24 Q1 (Mocnik)
Information	<p>The Board will receive an update on the financial performance for ACRL and Choice.</p> <ul style="list-style-type: none"> ACRL (Mocnik/Payne) #9.0, #9.1 Choice (Rachel Hendrick) #10.0

Time	Item (Document number follows topic description)
2:20–2:40 PM Information	19.0 Preliminary FY25 Budget (Mocnik) #11.0 The Board will review and receive an update on the preliminary FY25 budgets for ACRL and Choice. <ul style="list-style-type: none"> • ACRL (Mocnik/Payne) #12.0, #12.1 • CHOICE (Hendrick) #13.0, #13.1
2:40–2:50 PM Discussion	20.0 Officer Reports <ul style="list-style-type: none"> • President’s Report (McNeil) #1.1 • Vice-President’s Report (Lo) #1.2 • Past-President’s Report (Ellis) #1.3 • Councilor’s Report (Whatley) #1.4 • Executive Director’s Plan for Excellence Activities Report (Payne) #1.5
2:50–3:00 PM	21.0 New Business (McNeil) <ul style="list-style-type: none"> • TBD
3:00 PM Action	22.0 Adjournment (McNeil)

Upcoming ACRL Board Meetings (required)

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Upcoming ACRL Budget & Finance Meetings (optional)

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ALA LibLearnX 2024: ACRL Board Document Inventory

Blue = New documents

Red = Pending

Black = Included in packet

Doc #	Document
Doc 1.1	President's Report
Doc 1.2	President-Elect's Report
Doc 1.4	Councilor's Report
Doc 1.5	Executive Director's Plan for Excellence Activities Report (PEAR)
Doc 2.0	Board action form: Confirmation of virtual votes FB23 to LLX24
Doc 2.1	Board action form: Establish Training & Equity in Library Work Discussion Group
Doc 2.2	Board action form: Establish NSSE Information Literacy Module Review Task Force
Doc 2.3	Board action form: Dissolution Research and Assessment Metrics Discussion Group
Doc 2.4	Board action form: Library EDI Committees Discussion Group
Doc 3.0	ACRL Plan for Excellence
Doc 4.0	New Roles and Changing Landscapes Work Plan 2024
Doc 5.0	Research and Scholarly Environment Committee Work Plan 2024
Doc 6.0	Student Learning and Information Literacy Committee 2024
Doc 7.0	Value of Academic Libraries Committee 2024
Doc 8.0	Equity Diversity and Inclusion Committee Work Plan 2024
Doc 9.0	ACRL FY24 Q1 Memo
Doc 9.1	ACRL FY24 Q1 Report
Doc 10.0	Choice FY24 Q1 Memo
Doc 11.0	ACRL and CHOICE FY25 Budget Assumptions
Doc 12.0	ACRL FY25 Preliminary Budget Memo
Doc 12.1	ACRL FY25 Preliminary Budget
Doc 13.0	Choice FY25 Preliminary Budget
Doc 13.1	Choice FY25 Preliminary Budget Memo
Doc 14.0	Draft 2024 ACRL Governance Schedule
Doc 15.0	Past ACRL Leadership Council Agendas
Doc 16.0	Board action form: Communities of Practice Review Task Force
Doc 16.1	Communities of Practice Chart
Doc 17.0	Board Discussion Form: Awards Process Implementation Task Force
Doc 17.1	Recommendations Awards Process Implementation Task Force
Doc 17.2	Guide to Policies and Procedures Proposed Updates
Doc 17.3	Board action form: Establish Awards Coordinating Committee
Doc 18.0	Guide to Policies and Procedures: Nominations
Doc 19.0	Board discussion form: Organizational Memberships Dues and Benefits
Doc 19.1	Organizational Benefits
Doc 19.2	Value Propositions for Organizational Members

Doc #	Document
Doc 19.3	Organizational Dues Market Research
Doc 19.4	ACRL Organizational Dues History

FYI Documents	
FYI-1	Task Force Status Chart
FYI-2	ACRL Board Working Group Status Chart
FYI-3	Board Liaison Assignments 2023–2024
FYI-5	ALA Executive Board Agenda LLX24

Association of College & Research Libraries
225 N Michigan Ave, Suite 1300
Chicago, IL 60601
1.800.545.2433, acrl@ala.org,
<http://www.acrl.org>



ACRL Officer Report

Position: ACRL President

Name: Beth McNeil

Report period: July 2023-January 2024

Date submitted: 01/23/2024

Strategic priority activities

- President's Program Committee has Annual president's program planning underway, speaker engaged.
- With resignation of Board member Toni Anaya re-assigned her liaison areas to other board members.
- With Executive Director Payne and Presidents participated in discussions about ALA Operating Agreement scenarios.
- With other division presidents and executive directors participated in new ALA Connect community to stay connected on ALA operating agreement and other developments.

Ambassador activities

- Presented to Arkansas Chapter, October 14, 2023, virtual presentation.
- Presented at Indiana Library Federation, November 13, 2023, Indianapolis, IN
- Attended Association of Research Libraries fall meeting, Washington DC
- Attended CNI Fall meeting, Washington DC
- Participated as available in ACRL Awards Process Implementation Task Force meetings, served as chair of Funding Working Group (with John Lehner).

Association service

- Participated in weekly Presidents' and Executive Director zoom meetings
- Met virtually with ALA Executive Board Liaison to ACRL, Peter Hepburn
- Budget & Finance Committee virtual mtg, June 5, 2023
- ACRL Virtual Board Orientation, June 7, 2023
- ACRL EDI Committee: ACRL Presents, June 13, 2023
- ACRL Board Pre-Annual Virtual Meeting, June 16, 2023

ACRL LLX24 Doc 1.1

- Attended various meetings and events at ALA Annual, Chicago, June 22-27, 2023
- Participated in ACRL Awards Process Implementation Task Force work, attending meetings as available, served as chair of Funding Working Group (with John Lehner).
- ALA LLX, attended virtual hybrid meetings as possible

Upcoming scheduled activities

- ACRL Board of Directors I, virtual, January 26, 2024
- ACRL Joint Board/Budget and Finance Committee, virtual, January 29, 2024
- ACRL Board of Directors II, virtual, January 31, 2024
- Attend ARL President's Institute on Sustainability, February 8, 2024, San Diego
- Attend CNI Spring Meeting, March 25-26, San Diego
- Attend ARL Spring Meeting, May 7-9, 2024, Boston
- Attend ALA Annual Conference, June 27 – July 2, 2024

Association of College & Research Libraries
50 E. Huron St. Chicago, IL 60611
800-545-2433, ext. 2523
acrl@ala.org, <http://www.acrl.org>



ACRL Officer Report

Position: Vice-President/President Elect

Name: Leo Lo

Report period: November - December, 2023

Date submitted: Jan 25, 2024

Ambassador activities

- Recorded Promo Video for volunteers recruitment

Association service

- Participated in weekly Presidents' calls
- Attended ACRL 2025 Conference Planning Committee meeting

Press coverage

- Quoted in the article "AI, the Next Chapter for College Librarians" in Inside Higher Ed <https://www.insidehighered.com/news/tech-innovation/libraries/2023/11/03/ai-marks-next-chapter-college-librarians>
- Call for Volunteers shared on ACRL marketing channels and in *C&RL News*

Upcoming scheduled activities

- ACRL Board of Directors Meeting I, Jan 26, 2024
- ACRL Board and Budget and Finance Committee Joint Meeting, Jan 29, 2024
- ACRL Board of Directors Meeting II, Jan 31, 2024
- ACRL 2024 Appointments Committee Training, Feb 23, 2024

ACRL Officer Report

Officer name: Kara Whatley

Officer email: kwhatley@caltech.edu

Board Position: ACRL Councilor

Report period: June 6, 2023 through January 19, 2024

Major Activities of ALA Council

I. ALA Council Meetings at ALA Annual Conference June 23-26, 2023

- Resolution on Maintaining Equitable In-Person Participation for All at ALA Membership Meetings, ALA CD #56
 - This resolution directs ALA to implement an in person voting option at the hybrid Membership Meeting through same day registration at the time of the meeting or without a pre-registration requirement. The pre-registration requirement meant that many members attending in-person were not eligible to vote at recent membership meetings. ALA Council voted to adopt this resolution.
 - Post-Conference Actions: The ALA Executive Board approved the request from the ALA Membership Committee to offer a virtual only 2024 Membership Meeting.
- Committee on Diversity
 - The ALA Committee presented the [2023 edition of the American Library Association's Standards for Library Services for the Incarcerated and Detained](#), and they were approved by Council.
- Resolution on Actions by the Executive Board, CD #60
 - The resolution directs:
 - the Policy Manual Revision Working Group to review the process for vacancy appointments to the Executive Board and draft any amendments or policies necessary to clarify the term for these vacancy appointments, following legal or parliamentary best practices or recommendations.
 - the Bylaws Committee to review the Bylaws and develop recommendations regarding a process whereby actions of the Executive Board may be reviewed, amended, or overturned by Council or by the membership; and draft any proposed amendments or policies necessary for this process, following legal or parliamentary best practices or recommendations.

- Council adopted this resolution, and we are expecting progress reports and findings from the committees to be presented to Council at LibLearnX 2024.
- Resolution to Reaffirm ALA's Position on the Freedom to Read, CD #55.
 - The resolution directs the American Library Association (ALA, on behalf of its members to:
 - Endorse the statement that individuals should be trusted to make their own decisions about what they read and believe.
 - Assert parents or other individuals should not be making decisions for other parents' or guardians' children about what they read.
 - Reaffirm that it stands united against book bans.
 - Continue to act to protect the rights of all to access a variety of books in schools, in libraries, in bookstores, online, and elsewhere.
 - Council adopted the resolution.
- Resolution Condemning Discrimination Against Library Workers and Supporting the LGBTQIA+ Community, CD #58
 - This resolution is asking for a public statement to be released that condemns the wrongful termination of library workers based on their gender or sexual orientation, but this resolution also goes further than another statement of condemnation, asking for action to be taken.
- RESOLUTION TO INVESTIGATE CHANGING DATES FOR FUTURE ANNUAL CONFERENCES OF THE AMERICAN LIBRARY ASSOCIATION
 - Implementation Action: The ALA Council ADOPTED the Resolution to Investigate Changing Dates for Future Annual Conferences of the American Library Association, looking to avoid conflicting with Pride celebrations in late June.

II. ALA Council Meeting: Special Virtual Meeting November 30, 2023

- Committee on Accreditation Report, CD #30.1
 - The committee presented revised [Standards for Accreditation of Master's Programs in Library and Information Studies](#). These standards were adopted by ALA Council, and they improve the clarity of the standards, strengthen the emphasis on DEI, and reduce redundancy within the standards.
- Executive Director Search Update
 - Leslie Burger is serving as Interim Executive Director, and a search committee, chaired by ALA Past-President Lessa Pelayo-Lozada, is working with the search firm Issacson-Miller to fill the position permanently by summer 2024.
- Executive Board Member Election Rules, ALA CD #36

- The Spring 2024 election is the first year that Councilors will elect the Executive Board members per the composition outlined in the newly adopted bylaws, the Executive Board recommended the elections rules outlined below:
 - An individual who may be a member of multiple groups shall only be placed on the ballot for one Executive Board member position and only be elected to one Executive Board member position.
 - All candidates must consent to serving prior to election and those nominated may decline any or all nominations; candidates will not be placed on the ballot for positions they have declined nomination for.
 - Floor nominations must stipulate the specific category an individual is being nominated for.
 - Elections will only be held for vacated offices as determined by current Executive Board assignments.
 - Candidates, including floor nominated candidates, must provide proof of NALCO or Chapter membership.
 - Candidates elected by the Council may not serve in more than one position on the executive board simultaneously.
 - Write-in candidates will not be part of the ballot.
- ALA Council voted to adopt these rules for the ALA Executive Board elections.

Other Topics of ACRL Interest

- Operating Agreement Working Group
- Resolution to Support School & Academic Library Chapters
 - This resolution was discussed at the ACRL Board Update in early January 2024. The group bringing forward the resolution has withdrawn it with an eye to further development on the resolution. We will continue to monitor its development and the potential implications for ACRL.
- ALA Core Values Task Force
 - The Core Values Task Force will present their final work for approval at LibLearnX 2024.

Upcoming Activities

- Spring 2024 elections (March 11, 2024 - April 3, 2024)
- ALA Council Meetings I and II (January 20, 2024 through January 21, 2024)

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Association of College & Research Libraries
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 800-545-2433, ext. 2523
acrl@ala.org; <http://www.acrl.org>



Plan for Excellence Quarterly Activity Report (PEAR) Report Period: October 1, 2023 to December 31, 2023

This is the first-quarter report of a cumulative report for FY2024. Data format:

- New entries are in regular font.
- Previously reported entries will be noted in *italic*.

Strategic Goal Areas

Value of Academic Libraries

Goal: Academic libraries demonstrate alignment with, and impact on, institutional outcomes.

Objective 1: Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.

- In celebration of the fifth anniversary of the Project Outcome for Academic Libraries toolkit in 2024, ACRL plans to publish a book titled *Assessment and Advocacy: Using Project Outcome for Academic Libraries*, highlighting the value the toolkit has brought to institutions and the academic library profession. The Project Outcome for Academic Libraries Editorial Board concluded its review of accepted chapters in fall 2023 and contents were submitted to the ACRL book publishing team to begin the production process.

Objective 2: Promote the impact and value of academic and research libraries to the higher education community.

- At the request of the Board of Directors, a VAL working group began the review/revision process of ACRL's Standards for Libraries in Higher Education. Volunteers for the working subgroup were identified in fall 2023 and work on the review/revision process will begin in earnest in early 2024 with a completion deadline of June 2025.
- With the NRCL Committee, VAL is working to assign members for the review and update of the following six Standards as requested by the Board of Directors. The reviews are due at the 2025 ALA Annual Conference.

- Joint Statement on Faculty Status of College and University Librarians
- Statement on the Certification and Licensing of Academic Librarians
- Statement on the Terminal Professional Degree for Academic Librarians
- Standard for the Appointment, Promotion, and Tenure of Academic Librarians
- Standards for Academic Librarians without Faculty Status
- Standards for Faculty for Academic Libraries

Objective 3: Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.

- Working with the NRCL Committee Library Space subcommittee, VAL has scheduled an [ACRL Online Discussion Forum](#) for April 3, 2024. This Trend Talk, building on the success of their initial collaborative Trend Talk in June 2023, will discuss how to use the [ACRL Academic Library Advocacy Toolkit](#) created by the committees last fiscal year.
- [Project Outcome for Academic Libraries \(POAL\)](#) has 5,300 users as of December 31, 2023. To date, 897 academic libraries have created surveys and collected more than 193,000 responses. In this period, we cohosted a “Data Tools for Library Groups and States” webinar with PLA, which discussed the benefits of purchasing a group account for Project Outcome or Benchmark and was attended by 103 people.
- The [Assessment in Action RoadShow](#) is being offered at California State University Long Beach as an in-person workshop on January 11, 2024, and as a virtual workshop for the University of Arizona on April 25, 2024.

Objective 4: Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.

-

Student Learning

Goal: Advance equitable and inclusive pedagogical practices and environments for libraries to support student learning.

Objective 1: Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.

- In this period the [Threshold Achievement Test for Information Literacy \(TATIL\)](#) has been used by 11 schools to administer 36 tests and collected 4,114 responses.
- The [Framework for Information Literacy RoadShow](#) was offered at Tarrant County College on January 4, 2024.

Objective 2: Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.

- At the request of the Board of Directors, a working group comprised of members from the Student Learning and Information Literacy Committee (SLILC) and the Instruction Section (IS) is being formed to begin the review/revision process of the Framework for Information Literacy in Higher Education. The working group is slated to start in winter 2024, with June 2025 as the completion deadline.

Research and Scholarly Environment

Goal: The academic and research library workforce accelerates the transition to more open and equitable systems of scholarship.

Objective 1: Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.

- The [topical issue](#) of College and Research Libraries spotlighting new research advancing the priority areas established by ACRL's 2019 research agenda "Open and Equitable Scholarly Communications" was published in January 2024.

Objective 2: Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge-creation systems.

- With SPARC, ReSEC presented the virtual 2023 ACRL/SPARC Forum, "Editorial Board Resignations to Align Journals with Community over Commercialization," on October 12, 2023.
- The [Scholarly Communications RoadShow](#) is being offered at California State University, Sacramento on March 21, 2024.

Objective 3: Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.

- During Open Access Week 2023, editors of ACRL's new open access book Scholarly Communication and Open Knowledge published a piece on ALA's "[I Love Libraries](#)" blog promoting open access to a nonacademic audience.
- ACRL encouraged the community to celebrate Open Access Week with a [blog post](#) highlighting ACRL's array of resources, publications, and events to help libraries and librarians participate.

New Roles and Changing Landscapes

Goal: The academic and research library workforce effectively fosters change in academic libraries and higher education environments.

Objective 1: Deepen ACRL's advocacy and support for the full range of the academic library workforce.

- The Library Space subcommittee, working with the VAL Committee, has scheduled an [ACRL Online Discussion Forum](#) for April 3, 2024. This Trend Talk, building on the success of their initial collaborative Trend Talk in June 2023, will discuss how to use the [ACRL Academic Library Advocacy Toolkit](#) created by the committees last fiscal year.
- In summer 2023, the Add-on Roles and Flexible Assignments subcommittee distributed a survey on the emerging roles of academic librarians in order to benchmark their functions and identify training needs; determine librarians' job satisfaction relative to the new and emerging roles; evaluate the impact librarians believe their role is having on the academic enterprise; and provide employment indicators for librarians in the workforce or entering the workforce in order that they be better positioned to make informed career choices. The subcommittee is analyzing results now with the goal of submitting an article for publication in early 2024.

Objective 2: Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.

- With the VAL Committee, NRCL is working to assign members for the review and update of the following six Standards as requested by the Board of Directors. The reviews are due at the 2025 ALA Annual Conference.
 - Joint Statement on Faculty Status of College and University Librarians
 - Statement on the Certification and Licensing of Academic Librarians
 - Statement on the Terminal Professional Degree for Academic Librarians
 - Standard for the Appointment, Promotion, and Tenure of Academic Librarians
 - Standards for Academic Librarians without Faculty Status
 - Standards for Faculty for Academic Libraries

Objective 3: Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

- After an open call for proposals over summer 2023, NRCL's Inclusive Leadership subcommittee has sent proposal acceptances for chapters in their book on inclusive leadership, and authors are working on their chapters now. The book is expected to publish in 2025.

Equity, Diversity and Inclusion (EDI)

Objective 1: Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.

- ACRL is offering the four-part webinar series, "Beyond the Framework: What's Next for Your Equity Practice" in April 2024. Using the CPRE Framework as inspiration, this four-part, interactive training will invite participants to begin thinking about tangible, actionable steps towards using the Framework in their organizations. Each week, a guest speaker will share methodologies for applying the information

found in the CPRE framework. Participants will then have opportunities to imagine the possibilities of their own efforts during collaborative breakout sessions.

Objective 2: Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.

- The ACRL EDI Committee submitted a Board request at LLX24 to fund 40 ALA + ACRL memberships for academic and research library workers identifying as BIPOC and/or Disabled and serving underrepresented groups.

Objective 3: Build relationships and coalitions to cultivate “collective ownership, accountability, and responsibility” ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

-

Enabling programs and services activities

The regularly recurring operations relevant to the ability of ACRL to lead academic and research librarians and libraries in advancing learning and scholarship are reported below.

Advocacy

-

Strengthening partnerships with other organizations

-

Education

Immersion Institutes

-

Licensed Workshops

- Four licensed workshops have been contracted for winter/fall 2024:
 - [Assessment in Action](#)
 - California State University, Long Beach (in-person)
 - University of Arizona (virtual)
 - [Framework for Information Literacy](#)
 - Tarrant County College (in-person)
 - [Scholarly Communications](#)
 - California State University, Sacramento (in-person)

ACRL Conference

- The website and Call for Programs for ACRL 2025, "*Democratizing Knowledge, Access, and Opportunities*," will launch in February 2024. Contributed paper, panel, and workshop proposals are due June 7, 2024. The conference is planned as a hybrid event with live-stream sessions, as well as in-person and virtual-only programs. Staff conducted a site visit to Minneapolis in fall 2023, confirming meeting space, hotel, and special event logistics. Registration is scheduled to open in fall 2024.

Conferences, Pre Conferences, and Workshops

- The [RBMS 2024 Conference](#) entitled, *Momentum* will take place at the Hilton Orange County Costa Mesa and virtually June 25–28, 2024. This gathering will be an immersive exploration of how we can leverage the invaluable lessons, experiences, and progress of the past three years to propel our profession towards greater equity, diversity, inclusivity, and community engagement. Response to the Call for Proposals was the strongest it's been since 2019 with 99 submissions (27% of those were for virtual-only programs). The program is planned as a hybrid event with live-stream sessions as well as in-person and virtual-only options and an in-person and virtual Booksellers' Showcase. Registration will open in March.

Annual Conference Programs

- ACRL received 85 submissions for ACRL programs at the 2024 ALA Annual Conference (an increase of 165% from 2023 submissions). The ACRL Professional Development Committee reviewed the submissions in the fall and selected fifteen programs for presentation at AC24 (18% acceptance rate). Notifications were issued in December 2023.

Online learning

See additional webinars in the CHOICE section of this report.

ACRL offered the following e-Learning events during the reporting timeframe:

Title	Type	Date	Registration	Quality	Learning Outcomes	Recommended (9 to 10 ratings)	# of eval respondents
Developing Signature Pedagogies in Information Literacy	Course	9/25-10/20/2023	24	56%	80%	55%	9
From Dall-E to ChatGPT: Navigating AI in Academic Libraries	Webinar	10/11/2023	182	92%	90%	58%	12
Thriving as a Mid-Career Librarian	Three-part webinar series	10/20; 10/27; 11/2/2023	44	50%	70%	0%	3

Transforming Information Literacy Instruction through the Lens of Our Instructional Identities	Three-part webinar series	11/2; 11/9; 11/16/2023	16	NA	NA	NA	0
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Member Engagement

Membership units/Governance

- At the Fall Board Virtual Meeting on October 24, 2023, the Board approved to dissolve the Hip Hop Librarian Discussion Group.
- At the Fall Board Virtual Meeting, the Board approved to no longer require Chapter Council Officers to be required to also serve on their state Chapter's Board.
- ACRL Section Special Events Funding Policy Update was approved at the October 24, 2023 Fall Executive Board Meeting.

Awards

- The ACRL Awards Process Implementation Task Force submitted its final report and recommendations to the ACRL Board of Directors for review during LLX24. Among these recommendations is a Board action request to establish a division-level Awards Coordinating Committee.

Membership

Consulting services

- In-progress consulting engagements run through early 2024, and new engagements are on hold pending new staff.

Fundraising

- ACRL ran a fundraising campaign for Giving Tuesday from late November through December 2023. There were 39 donors that gave a total of \$4,985 to ACRL during the campaign, with \$2,680 going to the Advancement Fund, \$2,080 going to the ACRL Conference Scholarship Fund, and \$225 going to the RBMS Conference Scholarship Fund. For the same period in 2022, we had 40 donors who gave a total of \$5,295.

Publications

Non-periodical Publications

- ACRL has published 7 new books in fiscal year 2024. The most [recent books](#) published are:
 - Scholarly Communication Librarianship and Open Knowledge, edited by Maria Bonn, Josh Bolick, and Will Cross (published simultaneously in print and open access editions)

- Comic Books, Special Collections, and the Academic Library, edited by Brian Flota and Kate Morris
- Everyday Evidence-Based Practice in Academic Libraries: Case Studies and Reflections, edited by Claire Walker Wiley, Amanda B. Click, and Meggan Houlihan
- Rethinking Institutional Repositories: Innovations in Management, Collections, and Inclusion, edited by Josh C. Cromwell (published simultaneously in print and open access editions)
- The next titles to publish will be:
 - Unframing the Visual: Visual Literacy Pedagogy in Academic Libraries and Information Spaces, edited by Maggie Murphy, Stephanie Beene, Katie Greer, Sara Schumacher, and Dana Statton Thompson
 - Empathy by Design: Empathy-Driven Marketing for Libraries, by Sabine Jean Dantus
 - Supporting Student Parents in the Academic Library: Designing Spaces, Policies, and Services, by Ellie Dworak and Kelsey Keyes

Library Statistics

- The [2023 ACRL Academic Library Trends and Statistics survey](#) was opened the week of October 2, 2023, with trends questions focusing on equity, diversity, and inclusion. To date, 136 schools have completed the survey and 625 have begun entering data.

Standards, Guidelines, and Frameworks

- The ACRL Board of Directors approved new [Competencies for Academic Library Outreach Work](#) and updated [ACRL/RBMS Guidelines for Loans of Special Collections Materials for Exhibitions and Resource Sharing](#) at its October 2023 virtual meeting.

	Q1 (Sept.-Nov.)	Q2 (Dec. – Feb.)	Q3 (March – May)	Q4 (June – August)	Total
Framework for Information Literacy for Higher Education Stats					
Online visits	29,667				29,667
Print distribution (copies)	10				10
Standards for Libraries in Higher Education Stats					
Online visits	2,639				2,639
Print distribution (copies)	20				20

	Q1 (Sept.-Nov.)	Q2 (Dec. – Feb.)	Q3 (March – May)	Q4 (June – August)	Total
ACRL Insider Stats					
Posts	49				49
Page Views	15,496				15,496
ACRLog Stats					
Posts	11				11
Page Views	NA (Reporting error with new Google Analytics system, staff will investigate)				NA
College & Research Libraries					
Online Access Stats (total access across content formats)	316,219				316,219
C&RL News					
Online Access Stats (total access across content formats)	381,909				381,909
RBM					
Online Access Stats (total access across content formats)	31,488				31,488

	Q1 (Sept.-Nov.)	Q2 (Dec. – Feb.)	Q3 (March – May)	Q4 (June – August)	Total
Social Media					
Facebook Followers	9,515				NA
Twitter Followers	22,861				NA
Instagram Followers	1,644				NA
YouTube Subscribers	2,889				NA
LinkedIn Followers	2,915				NA
Threads Followers	294				NA

College & Research Libraries

- Issues published on regular schedule.
- A [special issue](#) spotlighting new research advancing the priority areas established by ACRL’s 2019 research agenda “Open and Equitable Scholarly Communications” was published in January 2024.
- A search committee consisting of members of the Publications Coordinating Committee and the C&RL editorial board has begun the search process for a candidate to be appointed editor-designate of the journal starting July 1, 2024, and assuming the full editorship July 1, 2025. The search committee interviewed three candidates for the position in late December 2023 and plans to meet in early January 2024 to discuss next steps. The goal is to submit a recommendation to the Board of Directors in spring 2024.

C&RL News

- Issues published on regular schedule.

RBM

- Issues published on regular schedule.

Operations

Staff

- On January 8, 2024, former ACRL staff member Megan Griffin returned as a part-time, temporary ACRL employee to help while there are vacancies at ACRL. Megan will be helping with ACRL professional development, invoicing, and administrative support.
- As of LLX24, Allison Payne continues to serve as ACRL Interim Executive Director. She has served in this position since June 11, 2023.
- Due to the four senior staff vacancies (Associate Director Mary Jane Petrowski, former ACRL Executive Director Jay Malone, Senior Strategist for Special Initiatives Kara Malenfant, Program Manager for Strategic Initiatives position held by Allison Payne) that occurred during March and June 2023, ACRL staff continue to temporarily cover key duties from these vacancies. Some areas, such as membership, were permanently taken on by existing staff. Other activities, such as consulting and government relations, have been temporarily paused or reduced.

ACRL Staff & ALA

- ACRL Interim Executive Director Allison Payne continues to stay apprised of ALA activities by participating in ALA Unit Managers and ALA Division Directors meetings, as well as attending ALA governance meetings.
- With other division executive directors, ACRL Presidents and B&F Chair, Allison Payne participated in discussions about ALA Operating Agreement scenarios.
- With division presidents and other division executive directors, Allison Payne participated in a new ALA Connect community to stay connected on ALA operating agreement and other developments.
- ACRL staff continue to participate in the subscription vendor RFP that seeks to consolidate the subscription and fulfillment of all non-member benefit publications across the association. This fall, the team met with potential vendors and hopes to make a decision in mid-January.
- On October 6, 2023, ALA Executive Director Tracie Hall stepped down. On November 15, 2023, Leslie Burger was appointed as the ALA Interim Executive Director. The search for a permanent executive director is underway and the role is to be filled by June 2024. During the interim period, ACRL will report to Associate Executive Director (AED) team member, ALA CFO Dina Tsourdinis.

CHOICE

Engagement Highlights: October-December 2023

Platform	Metric
Choice360	114,666 page views
Webinar	12,278 registrants and 3,788 attendees over 13 programs 3,198 new contacts added to our distribution list

Platform	Metric
Podcasts	The Authority File: 4,486 over 16 episodes Toward Inclusive Excellence: 571 steams over 3 episodes
Newsletters	21,982 total subscribers; 9,182 unique contacts
Choice Media Channel (YouTube)	23,256 video views

Choice Reviews and *Choice* magazine

Between October and December 2023, Choice editors added 1,583 reviews to the Choice Reviews database.

- Total reviews in Choice Reviews database: 227,476 (December 2023)
- Choice Reviews circulation: 812 (December 2023 issue)
- Choice *Magazine* circulation: 451 (December 2023 issue)
- Choice *Reviews on Cards* circulation: 64 (December 2023 issue)

Bibliographic essays

- [Genocide and the Holocaust \(October 2023\)](#), October 2023
- [Modern Understandings of Propaganda 1920–2020](#), November 2023
- no bibliographical essay for December 2023

Hot Topics

- [Sleep](#), December 2023
- [Free Speech on Campus](#), November 2023
- [Coffee](#), October 2023

Resources for College Libraries

RCL and RCL Career Resources subject editors added 101 titles to the database during the reporting period. The project editor held State of the Subject meetings with arts and humanities editors to review and address peer review feedback. Data gathering and reports were prepared for the RCL midyear (LLX24) editorial board meeting, and we held a strategic sales and marketing meeting with ProQuest partners. The Project Editor revised the RCL selection guidelines, tested RCLAS database fixes, wrapped up the 2023 editorial cycle, and distributed 2024 winter new edition reports and subject editor agreements.

Toward Inclusive Excellence

Top blog posts from October to December 2023 include:

- [Understanding the Afro-Indigenous History of Martha's Vineyard and Adopting a Decolonial Mindset on Campus with Jordan Clark Pt 1](#), October 9, 2023 | 243 views
- [Frightful Librarians: How Knowledgeable Women Are Portrayed as Problematic Horror Tropes](#), November 1, 2023 | 288
- [Understanding the Afro-Indigenous History of Martha's Vineyard and Adopting a Decolonial Mindset on Campus with Jordan Clark Pt 2](#), October 18, 2023 | 169

DEIA Resource Lists

- [Resources to Understand Collective Bargaining Across Sectors](#), October 6, 2023
- [Resources on Domestic Violence and Gender-Based Violence](#), November 1, 2023

- [Resources for Understanding the Ethical Implications of Artificial Intelligence \(AI\)](#), November 11, 2023

Podcasts

- [In Dialogue: the Ruling and Implications of Andy Warhol Foundation for the Visual Arts, Inc. V. Goldsmith](#), Jonathan Band and Kattie Zimmerman, 337 streams
- [Applying Decolonization Practices to the Library and AI Tools](#), Jordan Clark, 78 streams
- [The Afro-Indigenous History of Martha's Vineyard and Adopting a Decolonial Mindset on Campus](#), Jordan Clark, 58 streams

Webinars

- [Inclusive and Ethical AI for Academic Libraries](#): 3,292 registrants, 1149 attendees

LibTech Insights

Top Blog posts from October to December 2023 include:

- [Internet Archive's Deputy Director Talks Big Data, AI and Digital Libraries](#), by Daniel Pfeiffer, October 11, 2023, 384 views
- [How Book Bans are Leveraging ChatGPT](#), by Daniel Pfeiffer, October 4, 2023, 272 views
- [How One University Made Digital Information Literacy a Priority](#), by Tara Carlisle & Emily Murphy, November 6, 2023, 243 views
- [A Breakdown of New AI Regulations in the US, the EU, and the UK](#), by Daniel Pfeiffer, 232 views

Webinars

- None this quarter

The Authority File podcast

Month	Sponsor	Topic	Downloads
October	United Nations Publications	A Closer Look at UNI Publications: Global Partnerships and Reach	512
October	Wilfrid Laurier University Press	Creative Disruption in Scholarship	504
November	Sage	The Intersection of Critical Thinking Skills and AI: Current Strategies and Moving Forward	908
December	Wilfrid Laurier University Press	The Contemporary Leonard Cohen: Reappraisal and Criticism in Canada and Abroad	399

Choice-ACRL Webinars

Between October and December 2023, Choice hosted twelve webinars on the Choice-ACRL Webinar platform. Our programming attracted 8,987 (non-unique) registrations. The average attendance rate was about 30% percent. We added 2,569 new contracts to our webinar mailing list during this time period. The list now stands 53,900.

Sponsor	Title
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Scholarly Networks Security Initiative [SNSI]	GenZ, Cybersecurity, and New Security Measures on User-Facing Tech – an SNSI Security Summit
OverDrive	Audiobooks: Revolutionizing Learning for Modern Students
ProQuest	Harnessing the Power of Documentaries to Expand Libraries’ Reach, Impact, and Drive Progress
Kanopy	Meeting Faculty Demand Through Film Catalog Diversity
ProQuest	Remember, Remember: Libraries, Archives and the Social Importance of Preserving Knowledge
Gale Cengage	Humanizing Library and Vendor Relationships
Springer Nature	Building Research Collaboration in Global Environments
ProQuest	Driving Student Success: Leveraging Technology to Connect Libraries, Faculty and Students
JSTOR	Special Report: 9 Insights to Boost Primary Source Instruction
Elsevier	Open Access Platforms: Empowering Transparent and Efficient Publishing Workflows

Custom Publishing

On November 10th, Choice and JSTOR published a joint whitepaper: “Teaching and Learning with Digital Primary Sources: Nine insights into awareness, literacy, and collaboration between librarians, faculty, and students.” This whitepaper was accompanied by a webinar that presented key findings from the report.

Operations

Choice continues to participate in the subscription vendor RFP that seeks to consolidate the subscription and fulfillment of all non-member benefit publications across the association. This fall, the team met with potential vendors and hopes to make a decision in mid-January.

Association of College & Research Libraries
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800-545-2433, ext. 2523
acrl@ala.org, <http://www.acrl.org>



Board of Directors Action Form

To: ACRL Board of Directors
Subject: Confirmation of virtual vote: Fall 2023 to LibLearnX 2024
Submitted by: Allison Payne, ACRL Interim Executive Director
Date submitted: January 19, 2024

Background

This confirmation of virtual votes includes votes taken between the Fall Board Virtual Meeting, held on October 24, 2023, and LibLearnX 2024. Typically, comments are collected via ALA Connect during a one-week period, but the Board held synchronous discussions during their Fall Meeting. Following the Fall Meeting, Board members voted virtually via an asynchronous online poll.

Per the ACRL Guide to Policies and Procedures: [Chapter 2: Board of Directors and Executive Committee, 2.6 Voting](#), "If a conference call is held and votes are taken, or votes are taken through e-mail or regular U.S. mail, Board members are asked to confirm their vote in open session at the next regularly scheduled Board meeting."

The following votes were completed between the Fall Board Virtual Meeting and LibLearnX 2024.

- Pre-vote discussions held synchronously during the Fall Board Virtual Meeting on October 24, 2023 for the following:
 - ACRL Bylaws Revisions and Addition
 - FY25 assumptions for ACRL & Choice
- Virtual Vote posted to [ALA Connect](#) held asynchronously during 12/5/2023–12/11/2023 for the following:
 - ACRL Bylaws Revisions and Addition
 - FY25 assumptions for ACRL & Choice

Action Recommended

That the ACRL Board of Directors confirms its asynchronous virtual votes taken between the 2023 Fall Board Virtual Meeting and LibLearnX 2024.

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Officer Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

Strategic Goal Area Supported

Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

☐ Value of Academic Libraries

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ Student Learning

Goal: Advance innovative practices and environments that transform student learning.

☐ Research and Scholarly Environment

Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ New Roles and Changing Landscapes

Goal: Academic and research library workforce effectively navigates change in higher education environments.

☒ Enabling Programs and Services

ACRL programs, services, and publications that target education, advocacy, and member engagement.

Fiscal and Staffing Impact

Motion

☐ Above recommendation moved

☐ No motion made

☐ Motion revised (see motion form)

Action Taken

☐ Motion Approved

☐ Motion Defeated

☐ Other:

Association of College & Research Libraries
ALA/ACRL American Library Association
225 N Michigan Ave, Suite 1300
Chicago, IL 60601
acrl@ala.org, <http://www.acrl.org>



Board of Directors Action Form

Request to Establish an ACRL Division-level Discussion Group

To: ACRL Board of Directors

Subject: Request to establish the Training & Equity in Library Work Division-level Discussion Group

Submitted by: Hannah Mendro, Collections Lead, University of Washington Bothell (UWB) & Cascadia College (CC) Campus Library; Je Salvador, Research & Instruction Librarian, UWB & CC Campus Library

Date submitted: 12/08/23

Background

We are exploring pathways to satisfying library work. As a group made up of library staff from a variety of classifications, experience levels, and pathways to library work, we will be exploring questions such as:

- Who is being surveyed about what librarian skills are wanted? What do library users want their librarians to be able to do? What do incoming professionals want to get from their MLS/MLIS programs?
- What does it mean to be a librarian or have an MLS/MLIS degree?

We are seeking examples of institutions' making the MLS/MLIS affordable and accessible. These may include workplace initiatives like [the Brooklyn Public Library's Pathways to Leadership program](#), which provides BPL staff scholarship and mentorship for completing their MLS/MLIS degrees. We also seek examples of MLS/MLIS programs with strong workplace training alignments. What are professionals' experiences of these?

One of our long-term goals is to explore an alternative credentialing system for librarian-classified positions. Our research will investigate skills and aptitudes for librarians as well as alternative credentialing systems in other professions (such as [the APR 6 Law Clerk Program](#) in the Washington State legal services profession).

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Manager for Strategic Initiatives Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

As we explore these longer-term pathways to satisfying library work, we will consider more nimble and shorter-term practices for increasing equity between library worker classifications.

Proposed Name, Statement & Leadership

- **Proposed name:**
Training & Equity in Library Work
- **Proposed statement of purpose:**
To discuss, research, and envision the many pathways to satisfying and equitable library work.
At the outset, our interest is multi-pronged:
 - practices or programs for making the MLS/MLIS experience more accessible and authentic, particularly for underrepresented and marginalized populations;
 - parallel pathways to (or alternative credentialing for) librarian positions; and
 - increasing equity between library worker classifications (in terms of compensation, benefits, professional development funding, institutional and disciplinary power, & etc.).
- **Proposed leadership:**
Hannah Mendro, initial co-convenor

Je Salvador, initial co-convenor

We propose that, going forward, this DG has two co-conveners, and we strongly recommend that at least one be a library staff member (e.g., classified staff, professional staff, and/or paraprofessional staff).

Stakeholders

This discussion group (DG) may overlap in topics with other ALA DGs, membership groups, and programs; including the [Leadership DG](#), [Human Resources and Organizational Development DG](#), [Library Support Staff Certification](#), and [Certified Public Library Administrator® Program](#). We have reached out to Lorelle Swader in ALA leadership— particularly for ALA-APA background knowledge and guidance.

Fiscal and Staffing Impact

If approved, staff will update the ACRL Directory of Leadership and membership materials and assist with creation and ongoing management/maintenance of group.

Action Recommended

That the ACRL Board of Directors approves the Training & Equity in Library Work division-level discussion group with the included statement of purpose.

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Manager for Strategic Initiatives Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

Strategic Goal Area Supported

Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

X New Roles and Changing Landscapes

Goal: Academic and research library workforce effectively navigates change in higher education environments.

The role of the library is shifting constantly, dependent on both time and place. Libraries in different institutions and communities have and serve different needs, but the MLS/MLIS program does not necessarily teach to the needs of the specific communities where its students eventually work. Addressing the division of library work across classifications, the pathways that people take into and through library work, and the access to education about libraries and library work will require conversation about the shifts and roles of libraries across place and space. This discussion group will provide one forum for this conversation.

We also believe that this Discussion Group (DG) will support goal areas **Equity, Diversity & Inclusion** and **Value of Academic Libraries**. The access to MLIS programs - and to status and pay within libraries - is an equity issue, particularly in a field so heavily populated by white women. Exploring alternative pathways to library work increases equity of access to this work, diversifying the field and the viewpoints represented within libraries. This is also very related to the value of academic libraries, as the value of libraries is so closely associated with their staff and librarians. Increasing the diversity of the field and the diversity of perspectives represented within it also increases the value and relevance of each library to its community.

Motion

☐ Above recommendation moved ☐ No motion made ☐ Motion revised (see motion form)

Action Taken

☐ Motion Approved ☐ Motion Defeated ☐ Other: _____

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Manager for Strategic Initiatives Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

Association of College & Research Libraries
225 N Michigan Ave, Suite 1300
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acrl@ala.org, <http://www.acrl.org>



Board of Directors Action Form Request to Establish an ACRL Task Force

To: ACRL Board of Directors

Subject: Request to renew the National Student Engagement Survey Information Literacy Module Review Task Force

Submitted by: Gena Parsons-Diamond, ACRL Program Manager for Data & Research
Maoria Kirker, NSSE Task Force Chair, 2022-2024

Date submitted: December 15, 2023

Background

Original charge of the task force: To work with the National Survey of Student Engagement (NSSE) staff to finalize the new version of the Information Literacy Module and perform engagement and outreach to membership and relevant higher education groups.

The original Task Force (2020-2022) worked to investigate the background of the NSSE Information Literacy Module, gathered feedback from the community that has participated in the survey (2014-2020), invited several experts to talk about the survey module and student learning assessment, and drafted new module questions based on their processes. The newly revised module was piloted by NSSE in Spring 2023.

The second iteration of the Task Force (2022-2024) continued the work outlined in the original charge, as well as worked on creating educational materials and performed outreach to invested stakeholders through ACRL-sponsored webinars; completed analyses on the pilot data after summer 2023 and made final changes to the module; reported out on the data to ACRL membership and selected higher education groups; and began exploring a new position within the Liaison's Assembly to assist with outreach to a specific higher education group. The Task Force is asking for a 2-year extension, with an updated charge.

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Officer Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

Proposed Name, Charge & Tasks

- **Proposed name:** National Survey of Student Engagement (NSSE) Information Literacy Module Review Task Force (same as original)
- **Proposed charge:** To work with the National Survey of Student Engagement (NSSE) staff to assess the Information Literacy Module data from the 2024 NSSE and perform engagement and outreach to membership and relevant higher education groups.
- **Specific tasks (optional):**
 1. Work on creating educational materials;
 2. Perform outreach to invested stakeholders;
 3. Analyze data from the NSSE 2024 assessment (available summer 2024)
 4. Report out on the data to ACRL membership and selected higher education groups; and
 5. Determine a sustainability plan for a standing group within ACRL to work with the NSSE, e.g. creating a new committee or folding the work into an existing committee.

Proposed Membership

Task Force Membership: The TF is grateful to the members for their dedicated work over the past two years. Moving forward, two members will step down and we request that ACRL re-appoint four continuing members of the task force and to appoint three new members to take on the additional work as proposed. Recommendations have formally been forwarded to the ACRL Vice President, ACRL Board Liaison, and Staff Liaison.

Proposed Composition:

- 1 chair
- 4 continuing members
- 3 new members
- 1 Board liaison
- 1 staff liaison
- Additional member appointments at the discretion of the Vice-President/President-Elect
- Appointments are exempt from the five-year limit to consecutive service for the same group. The chair and members may serve up to six years of consecutive service on the task force.

Timeline for completion of work

- Task force terms: July 1, 2024 to June 30, 2026
- Date interim report is due: June 30, 2025
- Date final report is due: June 30, 2026

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Officer Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

Stakeholders

The Task Force worked closely with partners at the NSSE through information and data sharing about the “Experiences in Information Literacy” module, as well as expanded outreach efforts to academic librarians and institutional assessment partners.

Fiscal and Staffing Impact

If approved, staff will update the online Director of Leadership. A staff liaison will continue to support the task force.

Action Recommended

That the ACRL Board of Directors approves renewing the National Survey of Student Engagement (NSSE) Information Literacy Module Review Task Force with the included charge, membership, timeline and tasks.

Strategic Goal Area Supported

Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

☐ **Value of Academic Libraries**

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☒ **Student Learning**

Goal: Advance innovative practices and environments that transform student learning.

☐ **Research and Scholarly Environment**

Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ **New Roles and Changing Landscapes**

Goal: Academic and research library workforce effectively navigates change in higher education environments.

☐ **Equity, Diversity & Inclusion**

Goal: TBD

☒ **Enabling Programs and Services**

ACRL programs, services, and publications that target education, advocacy, and member engagement.

Motion

☐ Above recommendation moved ☐ No motion made ☐ Motion revised (see motion form)

Action Taken

☐ Motion Approved ☐ Motion Defeated ☐ Other: _____

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Officer Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

Association of College & Research Libraries
ALA/ACRL, 225 N Michigan Ave Ste 1300,
Chicago, IL 60601
acrl@ala.org, <http://www.acrl.org>



Board of Directors Action Form

To: ACRL Board of Directors
Subject: Dissolution of Research and Assessment Metrics Discussion Group
Submitted by: Aleah Price, ACRL Program Coordinator, Lauren Carlton, ACRL Program Officer

Date submitted: 1/8/2024

Background

The Research Assessment and Metrics Discussion Group has had a significantly low engagement for the past year. After repeated attempts to contact the past convener to find a new convener, ACRL staff received no response. The group's ALA connect space has 1,500 members and the most recent post from leadership is from 9-22-22. The group has not met in over two years. All other activity posted in the space is from non-members with non-pertinent material. We made three separate attempts to reach the most recent Convener, most recently in October 2023, with no response. Due to the inability to find leadership, and contact the most recent convener, ACRL staff are requesting the group be dissolved.

Stakeholders

Multiple attempts, which were unsuccessful, were made to contact previous leadership.

Fiscal and Staffing Impact

This will impact staff time regarding maintaining the discussion group space. If approved, staff will remove the ALA Connect group, update the ACRL Director of Leadership and membership materials.

Action Recommended

That the ACRL Board of Directors approves the dissolution of the Research and Assessment Metrics Discussion Group.

Strategic Goal Area Supported

Please see the [ACRL Strategic Plan](#), and select from the drop-down the goal area that will be affected most by this action.

☐ Value of Academic Libraries

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ Student Learning

Goal: Advance innovative practices and environments that transform student learning.

☐ Research and Scholarly Environment

Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ New Roles and Changing Landscapes

Goal: Academic and research library workforce effectively navigates change in higher education environments.

☒ Enabling Programs and Services

ACRL programs, services, and publications that target education, advocacy, and member engagement.

Association of College & Research Libraries
ALA/ACRL American Library Association
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Board of Directors Action Form

Request to Establish an ACRL Division-level Discussion Group

To: ACRL Board of Directors

Subject: Request to establish the Library EDI Committees Division-level Discussion Group

Submitted by: Corliss Lee, UC Berkeley, and Brian Lym, University of Oregon

Date submitted: December 19, 2023

Background

Although there are multiple committees relating to Equity, Diversity and Inclusion issues, as far as we know, there is no forum with an open membership model for academic librarians to discuss grassroots or committee-based EDI initiatives and challenges.

Proposed Name, Statement & Leadership

- **Proposed name:**
Library EDI Committees Discussion Group
- **Proposed statement of purpose:**
 - to provide a forum for practitioners, especially members of Library Diversity committees,
 - to discuss EDI topics in academic libraries
 - to share resources useful to library workers engaged in EDI initiatives in libraries
 - to support both library workers who are thinking about starting a diversity initiative and diversity committees that are already established.
- **Proposed leadership:**
Corliss Lee and Brian Lym, co-convenors, February 1, 2024 – June 30, 2025
Saira Raza and Paige Crawl, incoming co-convenors July 1, 2025 – June 30, 2026

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Manager for Strategic Initiatives Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

Stakeholders

The ACRL EDI Committee was consulted prior to this request and supported the creation of this discussion group.

Fiscal and Staffing Impact

If approved, ACRL staff will update the Directory of Leadership and membership materials. ACRL staff will also create the ALA Connect community.

Action Recommended

That the ACRL Board of Directors approves the Library EDI Committees division-level discussion group with the included statement of purpose.

Motion

☐ Above recommendation moved ☐ No motion made ☐ Motion revised (see motion form)

Action Taken

☐ Motion Approved ☐ Motion Defeated ☐ Other: _____



ACRL Plan for Excellence

*Approved April 20, 2011. Effective July 1, 2011
Reaffirmed September 2013. Revised November 2022.*

Preamble

The strengths and capacities of ACRL have enabled the association to sustain exemplary programs and results for its members and to shape policies and practices of vital interest to higher education. ACRL's Plan for Excellence continues that path and focuses attention on four areas that capitalize on our strengths, deliver high member value, and heighten our impact:

- Value of Academic Libraries
- Student Learning
- Research and Scholarly Environment
- New Roles and Changing Landscapes
- Equity, Diversity and Inclusion

These strategic areas will be supported by financial and operational planning, and will guide the development and implementation of programs and services that target education, advocacy and member engagement.

ACRL's leadership views strategic thinking and planning as an ongoing process. Adoption of this plan for excellence affirms the general intent and direction articulated by the association's core ideology, envisioned future, shorter-term goals, and objectives. Progress will be assessed annually and will guide the operational planning process. The plan for excellence will be updated based on achievement of the goals and their continued relevance as new needs and opportunities arise.

Timeless Core Ideology

Core Purpose

To lead academic and research librarians and libraries in advancing learning and scholarship.

Core Organizational Values

ACRL is committed to:

- visionary leadership, transformation, new ideas, and global perspectives
- exemplary service to members
- equity, diversity, and inclusion
- integrity and transparency
- continuous learning
- responsible stewardship of resources
- the values of higher education, intellectual freedom, the [ALA Ethics policy](#), and “[The Library Bill of Rights](#)”

Core Commitment

ACRL is dedicated to creating diverse and inclusive communities in the Association and in academic and research libraries. This core commitment permeates the work of the Association, cutting across all ACRL sections, committees, interest and discussion groups, and communities of practice. The Association will acknowledge and address historical racial inequities; challenge oppressive systems within academic libraries; value different ways of knowing; and identify and work to eliminate barriers to equitable services, spaces, resources, and scholarship.

Long-term Envisioned Future

Vision

Academic and research librarians and libraries are essential to a thriving global community of learners and scholars.

Vivid Description of a Desired Future

ACRL elevates the position, recognition, and impact of all academic and research libraries and librarians as catalysts in exceptional research and learning. Academic libraries play a critical role in building diverse, welcoming, and equitable communities; developing inclusive organizations, spaces and services; guarding against policies and practices that intentionally or unintentionally create racial inequalities; embodying diversity in the profession; and creating conditions so that all users are respected and supported in their intellectual dialogues and pursuits. Librarians and their colleagues design services that provide scholars and learners the unfettered ability to create, access, evaluate, and use knowledge. College and university students are information literate, informed scholars and citizens who value the opinions, perspectives, and experiences of others. Facile use of information sources and discovery techniques enables them to succeed in their coursework and future careers preparing them to lead new national and global initiatives. Partnering with academic librarians to collect and organize research data, faculty break new ground in their respective fields. Academic libraries, constantly transforming to meet the evolving needs of their campuses, are central to educational and research efforts.

Five-Year Goals and Objectives

Value of Academic Libraries

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

Objectives:

1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
2. Promote the impact and value of academic and research libraries to the higher education community.
3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.

Student Learning

Goal: Advance equitable and inclusive pedagogical practices and environments for libraries to support student learning.

Objectives:

1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.

Research and Scholarly Environment

Goal: The academic and research library workforce accelerates the transition to more open and equitable systems of scholarship.

Objectives:

1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.

New Roles and Changing Landscapes

Goal: The academic and research library workforce effectively fosters change in academic libraries and higher education environments.

Objectives:

1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

Equity, Diversity and Inclusion

Goal: Academic and research libraries will practice cultural humility, promote community accountability, and be unwavering in their ongoing, iterative commitment to remedy systemic inequalities in their contexts.

Objectives:

1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).



Division-level Committee Year-end Report and Work Plan Template

Each summer, ACRL [division-level committees](#) should complete a year-end report and work plan. By **August 31, 2023**, the committee chair should post the completed combined template to ALA Connect.

The **report** section should be completed by the outgoing chair. The **work plan** section should be completed by the incoming chair. Committee members, Board liaison, staff liaison should all review and approve the work plan. Projects included in a committee's work plan will be implemented September 2023 through June 2024.

Committee Name & Charge	
Committee Name:	New Roles and Changing Landscapes Committee (NRCL)
Charge/Tasks:	To oversee and implement ACRL's New Roles and Changing Landscapes goal, as described in the strategic plan; work with the ACRL Board and other ACRL units in creating a comprehensive effort including coalition building, professional development, publications, research, advocacy, diversity, and consultation services and in developing the ACRL New Roles and Changing Landscapes Initiative; and monitor and assess the effectiveness of this initiative.

2022-2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Amy Dye-Reeves
Vice-Chair:	Russell S. Michalak
Board liaison:	Mary Mallery
Staff liaison:	Erin Nevius
Other leaders:	Add on Roles: Russell Michalak; EDI Pipeline: Mary Beth Lock; Fostering Change: Amy Dye-Reeves/Erin Nevius; Inclusive Leadership: Annie Belanger; OER Roadshow: Michelle Reed; Library Space: Sarah Dornback; User Experience: Erica Watson.

2023-2024 Leadership (terms: July 1, 2023–June 30, 2024)	
Chair:	Russell S. Michalak
Vice-Chair:	Timothy Bottorff
Board liaison:	Mary Mallery
Staff liaison:	Erin Nevius
Other leaders:	Add on Roles: Russell Michalak; EDI Pipeline: Blair Solon; Fostering Change: Russell Michalak/Erin Nevius; Inclusive Leadership: Annie Belanger; OER Roadshow: Ariana Santiago; Library Space: Sarah Dornback; User Experience: Beate Gersch.

Report & Work Plan Submission			
Year-end report written by:	Amy Dye-Reeves	Date:	July 2023
Work plan submitted by:	Russell Michalak & Timothy Bottorff	Date:	August 2023

2022–2023 Year-end Report (written by outgoing Chair)

This report will be included in the committee's official record of activities maintained by ACRL staff. Brief bulleted lists are suggested for the responses.

1. What were the major projects/activities accomplished by your committee this past year (July 1, 2022 to June 30, 2023)?

- **Academic Library Advocacy Toolkit.** With ACRL's Value of Academic Libraries Committee, published [this toolkit](#) in February 2023 to provide techniques, tips, and strategies for academic library advocacy that use a variety of sources and impact factors.
- **Add-on Roles and Flexible Assignments.** Designed and launched a survey intended to explore the emerging roles of academic librarians in order to benchmark their functions and identify training needs; determine librarians' job satisfaction relative to the new and emerging roles; evaluate the impact librarians believe their role is having on the academic enterprise; and provide employment indicators for librarians in the workforce or entering the workforce in order that they be better positioned to make informed career choices. The survey was distributed in June 2023 via ALA Connect, ACRL Insider, and social media and closes July 28, 2023.
- **Equity, Diversity, and Inclusion Pipeline.** Created a Retention Toolkit aimed at providing effective employee retention strategies for academic libraries. <https://acrl.libguides.com/Retention>. The Diversity/EDI Pipeline subgroup consisted of Mary Beth Lock, Michele Johnson and Jennifer Devito and the task we identified was to create a Libguide to support retention of minority populations. Pursuant to that goal we:
 - met regularly to identify content that we'd to include and discussed relevancy of different things to include/exclude.
 - reviewed several articles, websites, webinars, books, blogs and other content. We distilled down what resonated in each of these to determine what supports people to stay, and what drives them to leave a position.
 - we created the Library Worker Retention Toolkit: Guide, which in addition to identifying resources, also highlighted the Stay Interview, and illustrated how a manager can calculate "retention" in their organization.
 - In doing this work we determined that the guide was to create an environment supportive of ALL individuals, not just those from diverse backgrounds. But creating a welcoming supportive environment would result in a better workplace for all employees, including those from diverse backgrounds.
- **Fostering Change.** This initiative aims to build a community of change agents in academic libraries and provide tools to help library workers spark, lead, and sustain change no matter their organizational position. The [open access, team-based guide](#) is freely available and the facilitators are working on additional e-learning to follow the successful completion of [Cohorts](#) in 2021 and 2022. The Foster Change committee is currently being redeveloped during the 2022 and 2023 academic year. <https://www.ala.org/acrl/fosteringchange-cohort>
- **Inclusive Leadership.** Proposing a new definition inspired by the Center for Creative Leadership's definition of inclusive leadership: "Inclusive library leaders are individuals who are aware of their own biases, actively seek out and consider different perspectives to inform their decision-making, collaborate more effectively with others through cultural competency, center empathy and compassion in their approach to leadership, and seek to advance equitable outcomes." To learn more see the recording of the February 7, 2023, webcast "[ACRL Presents: Inclusive Leadership](#)," and submit feedback on the proposed definition [here](#). The committee is currently looking towards developing a stand-alone book focusing on Inclusive Leadership for Academic Librarians.
- **Library Space.** A webinar took place on July 11, 2023, at 1 p.m. Central, "[ACRL Presents: Creating Welcoming Spaces in Academic Libraries](#)." The presenters were Dr. Shavonn Matsuda, Head

Librarian, University of Hawai'i Maui College; Kristin Meyer, Associate Dean of Collections, Digital Strategy, and Strategic Organizational Development, Grand Valley State University; and Denise Leyton, Strategic Projects Coordinator in Library Environments, University of Michigan. Sarah Dornback, Instruction Librarian, University of Texas at Dallas and NRCL member moderated the panel. There were 999 registrants—which is the maximum number of possible registrants—and more than 500 attendees.

- **Open Educational Resources and Affordability RoadShow.** Intended for academic librarians and library staff interested in learning about OER and/or developing OER initiatives, this is available as an [“Off-RoadShow” virtual workshop](#). Virtual experiences are currently being offered during the summer of 2023 and the NRCL membership will continue to provide support for the OER roadshows.
- **User Experience.** Working with the Value of Academic Libraries Committee to create a series of Trend Talks. The first took place June 7, 2023, via Zoom.

2. Which projects are in process or are expected to continue?

Each group of the following groups will be expected to continue with the project details followed within the workplan program detailed from July to June 30, 2023.

- **Academic Library Advocacy Toolkit:** Continued working with the Value of Academic Librarians to help maintain the toolkit. [Toolkit](#)
- **Add-on Roles and Flexible Assignments:** The subgroup will examine the survey results and assess the next steps from the survey data.
- **Equity, Diversity, and Inclusion Pipeline:** Maintain and evaluate the retention toolkit for areas that needs to be updated and continued for future exploration. <https://acrl.libguides.com/Retention>
- **Fostering Change:** Program is being evaluated for shorter courses for the future development within the program. <https://www.ala.org/acrl/fosteringchange-cohort>
- **Inclusive Leadership:** Working on a new definition of “inclusive leadership” and producing a workbook for future development for all career professionals.
- **Library Space:** The committee will continue to work on providing opportunities such as the webinar in July 2023.
- **Open Educational Resources and Affordability RoadShow:** Conducting virtual “Off RoadShows” this summer and open for booking. <https://www.ala.org/acrl/conferences/roadshows/oer>
- **User Experience.** The subgroup will continue to work with the Value of Academic Libraries (VAL) Committee to continue with a series of Trend Talks.

3. How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?

NRCL’s EDI subgroup is directly connected with the ALA EDI Alliance: One subgroup member (Mary Beth Lock) reports on our activities and how we can directly align our work with the EDI efforts within both ALA and ACRL. The EDI subgroup will continue to update and evaluate the Library Worker Retention Toolkit (<https://acrl.libguides.com/Retention>). Both ACRL Presents webcasts developed and presented by NRCL in this term—Inclusive Leadership and Creating Welcoming Spaces in Academic Libraries—centered EDI.

4. What made this work most rewarding (observations/comments/accolades)?

Each subgroup has collaborated and worked together to accomplish specific goals such as providing webinars, toolkits, and other opportunities for academic library advancement.

This year, break out groups were created after the report out information from the main report outs from the ACRL Board member, ACRL staff, and NRCL members to keep everyone apprised of happening events. The breakout groups allow committee members to connect with each other during the assigned monthly meeting time and get a head start planning current and future activities. This allowed for less time spent on committee work outside the traditional work week.

Beyond thankful to Erin Nevius for helping us to plan and execute these wonderful endeavors.

7. Please indicate EDI activities you would like to publicly include on the [ACRL EDI LibGuide](#) (Limit to 75 words or less).

If there are questions regarding the above activities, staff can contact:

- Name:
- Email:

EDI Subgroup created an [ACRL Library Worker Retention Toolkit](#) that could be linked from the EDI LibGuide. The group also aligns with the ALA Diversity Alliance. Contact: Mary Beth Locke: Email: lockmb@wfu.edu

Could also embed the two ACRL Presents webcasts, Inclusive Leadership and Creating Welcoming Spaces in Academic Libraries, included on ACRL's YouTube channel.

10. Any other comments, recommendations, or suggestions?

I look forward to hearing about the continued success of the New Roles and Changing Landscapes group. A BIG Thanks to Erin Nevius for helping me with this process of taking care of the large projects happening within the New Roles and Changing Landscapes committee.

Work Plan: 7/1/2023-6/30/2024

Please complete this form for each activity that the committee plans to undertake in the 2023–2024 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten activities. Please only complete this form for the appropriate number of activities that work for your committee.

*****Duplicate the work plan pages as needed to include additional activities.*****

Work Plan Activity #1	
Activity Name:	Academic Library Advocacy Toolkit: Continued working with the Value of Academic Librarians to help maintain the toolkit. Toolkit
Brief description:	Collaborate with Value of Academic Librarians Committee's chair and vice chair to maintain the Academic Library Advocacy Toolkit .

Activity Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge	
<input type="checkbox"/> short-term project that will be completed this membership year	
<input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and objective.	
<input type="checkbox"/> Goal: Value of Academic Libraries	
<input checked="" type="checkbox"/> Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.	
<input checked="" type="checkbox"/> Objective 2. Promote the impact and value of academic and research libraries to the higher education community.	
<input checked="" type="checkbox"/> Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.	
<input checked="" type="checkbox"/> Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.	
<input type="checkbox"/> Goal: Student Learning	
<input type="checkbox"/> Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.	
<input type="checkbox"/> Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.	
<input type="checkbox"/> Goal: Research and Scholarly Environment	
<input type="checkbox"/> Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.	
<input type="checkbox"/> Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.	

- ☐ Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.

☐ **Goal: New Roles and Changing Landscapes**

- ☒ Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
- ☒ Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
- ☒ Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

☐ **Goal: Equity, Diversity and Inclusion**

- ☐ Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
- ☐ Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
- ☐ Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
The joint VAL/NRCL taskforce will meet to formalize plans to maintain the currency of the toolkit.	June 30, 2024	VAL and NRCL Chairs and Vice Chairs	none

Activity #1 Assessment

How will success be measured?

Links will remain up to date and accurate. Usage will stay the same or increase based on the value of the content in the toolkit.

Work Plan Activity #2	
Activity Name:	“New and Emerging Roles” Survey
Brief description:	Add-on Roles and Flexible Assignments Subgroup: The subgroup will examine the “New and Emerging Roles” survey results write a report summarizes the impact of the data.

Activity Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input checked="" type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>	

<u>ACRL Plan for Excellence</u>	
Check the best goal and objective.	
<input type="checkbox"/>	Goal: Value of Academic Libraries
<input checked="" type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
<input checked="" type="checkbox"/>	Objective 2. Promote the impact and value of academic and research libraries to the higher education community.
<input type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
<input checked="" type="checkbox"/>	Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.
<input type="checkbox"/>	Goal: Student Learning
<input type="checkbox"/>	Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
<input type="checkbox"/>	Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.
<input type="checkbox"/>	Goal: Research and Scholarly Environment
<input type="checkbox"/>	Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
<input type="checkbox"/>	Objective 2. Enhance members’ capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
<input type="checkbox"/>	Objective 3. Increase ACRL’s efforts to influence and advocate for more open and equitable dissemination policies and practices.
<input type="checkbox"/>	Goal: New Roles and Changing Landscapes
<input checked="" type="checkbox"/>	Objective 1. Deepen ACRL’s advocacy and support for the full range of the academic library workforce.

- ☒ Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
- ☒ Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

- ☐ **Goal: Equity, Diversity and Inclusion**
- ☐ Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
 - ☐ Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
 - ☐ Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

- ☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Collect survey data	July 25, 2023	Members of Add-On roles and Flexible assignments subgroup	none
Analyze survey data	October 31, 2023	Members of Add-On roles and Flexible assignments subgroup	none
Write Literature Review	January 2024	Members of Add-On roles and Flexible assignments subgroup	none
Write results section	January 2024	Members of Add-On roles and Flexible assignments subgroup	none
Submit paper to C&RL and Board	April 2024	Members of Add-On roles and Flexible assignments subgroup	none

Activity #2 Assessment

How will success be measured?

Submission of report to board and the College & Research Libraries for publication.

Work Plan Activity #3	
Activity Name:	Retention Toolkit
Brief description:	Equity, Diversity, and Inclusion Pipeline Subgroup: Maintain and evaluate the retention toolkit for areas that need to be updated and continued for future exploration. https://acrl.libguides.com/Retention

Activity Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge <input type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date:	

<u>ACRL Plan for Excellence</u>	
Check the best goal and objective.	
<input type="checkbox"/> Goal: Value of Academic Libraries	
<input checked="" type="checkbox"/> Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.	
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<input checked="" type="checkbox"/> Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.	
<input type="checkbox"/> Goal: Student Learning	
<input type="checkbox"/> Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.	
<input type="checkbox"/> Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.	
<input type="checkbox"/> Goal: Research and Scholarly Environment	
<input type="checkbox"/> Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.	
<input type="checkbox"/> Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.	
<input type="checkbox"/> Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.	
<input type="checkbox"/> Goal: New Roles and Changing Landscapes	
<input checked="" type="checkbox"/> Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.	
<input checked="" type="checkbox"/> Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.	

- ☒ Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

☐ **Goal: Equity, Diversity and Inclusion**

- ☒ Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
- ☒ Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
- ☒ Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Equity, Diversity, and Inclusion Pipeline Subgroup will meet to formalize plans to maintain the currency of the toolkit.	June 30, 2024	Equity, Diversity, and Inclusion Pipeline Subgroup	none

Activity #3 Assessment

How will success be measured?

Links will remain up to date and accurate. Usage will remain steady or increase.

Work Plan Activity #4

Activity Name:	Fostering Change Course
Brief description:	Fostering Change: Program is being evaluated for shorter courses for the future development within the program. We will continue to provide oversight of the program. https://www.ala.org/acrl/fosteringchange-cohort

Activity Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/>	continuous project assigned in charge
<input type="checkbox"/>	short-term project that will be completed this membership year
<input type="checkbox"/>	multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>

ACRL Plan for Excellence	
Check the best goal and objective.	
<input type="checkbox"/>	Goal: Value of Academic Libraries
<input checked="" type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
<input checked="" type="checkbox"/>	Objective 2. Promote the impact and value of academic and research libraries to the higher education community.
<input checked="" type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
<input checked="" type="checkbox"/>	Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.
<input type="checkbox"/>	Goal: Student Learning
<input type="checkbox"/>	Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
<input type="checkbox"/>	Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.
<input type="checkbox"/>	Goal: Research and Scholarly Environment
<input type="checkbox"/>	Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
<input type="checkbox"/>	Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
<input type="checkbox"/>	Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.
<input type="checkbox"/>	Goal: New Roles and Changing Landscapes
<input checked="" type="checkbox"/>	Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
<input checked="" type="checkbox"/>	Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
<input checked="" type="checkbox"/>	Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.
<input type="checkbox"/>	Goal: Equity, Diversity and Inclusion
<input type="checkbox"/>	Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.

- ☒ Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
- ☐ Objective 3. Build relationships and coalitions to cultivate “collective ownership, accountability, and responsibility” ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
NRCL chair and vice chair will create a taskforce to evaluate the Fostering Change program for sustainability.	June 30, 2024	NRCL Chair and Vice Chair along with Erin Nevius (ACRL Staff)	none

Activity #4 Assessment

How will success be measured?

The program will become more sustainable.

Work Plan Activity #5

Activity Name:	Inclusive Leadership: Working on a new definition of “inclusive leadership” and producing a workbook for future development for all career professionals.
Brief description:	Work on a new definition of “inclusive leadership” and produce a workbook for future development for all career professionals.

Activity Timeline

How long will it take to do this project?

- ☐ continuous project assigned in charge
- ☐ short-term project that will be completed this membership year
- ☒ multi-year project continuing past June 30, 2024. Expected completion date: January 2025

[ACRL Plan for Excellence](#)

Check the best goal and objective.

- ☐ **Goal: Value of Academic Libraries**
- ☐ Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
- ☐ Objective 2. Promote the impact and value of academic and research libraries to the higher education community.

<input type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.		
<input checked="" type="checkbox"/>	Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.		
<input type="checkbox"/>	Goal: Student Learning <ul style="list-style-type: none"> <input type="checkbox"/> Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs. <input type="checkbox"/> Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning. 		
<input type="checkbox"/>	Goal: Research and Scholarly Environment <ul style="list-style-type: none"> <input type="checkbox"/> Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing. <input type="checkbox"/> Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems. <input type="checkbox"/> Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices. 		
<input type="checkbox"/>	Goal: New Roles and Changing Landscapes <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce. <input checked="" type="checkbox"/> Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education. <input checked="" type="checkbox"/> Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce. 		
<input type="checkbox"/>	Goal: Equity, Diversity and Inclusion <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression. <input checked="" type="checkbox"/> Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging. <input type="checkbox"/> Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" (Cultural Proficiencies for Racial Equity: A Framework, 2022). 		
<input checked="" type="checkbox"/>	Enabling Programs and Services (education, advocacy, publications, or member engagement)		
Activity Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Advertise CFP for case studies	July - August 2023	All in Subgroup	Advertise CFP for case studies

Solicit Chapters	July - September 2023	All in Subgroup	Time
Review Proposals	August-October 2023	All in Subgroup	Time
Review draft case studies	February - April 2024	All in Subgroup	Time
Review draft chapters	February - April 2024	All in Subgroup	Time
Draft content as needed	January - May 2024	All in Subgroup	Time
Plan year ahead	August 2024	All in Subgroup	Time
Second round reviews	August - October 2024	All in Subgroup	Time
Finalize book	November 2024 - January 2025	All in Subgroup	Time, tech support, staff support to for layout, etc.

Activity #5 Assessment

How will success be measured?

Book will be produced.

Work Plan Activity #6

Activity Name:	Academic Library Advocacy Toolkit: Continued working with the Value of Academic Librarians to help maintain the toolkit. Toolkit
Brief description:	Collaborate with Value of Academic Librarians Committee's chair and vice chair to maintain the Academic Library Advocacy Toolkit .

Activity Timeline

How long will it take to do this project?

☒ continuous project assigned in charge

- ☐ short-term project that will be completed this membership year
- ☐ multi-year project continuing past June 30, 2024. Expected completion date:

ACRL Plan for Excellence

Check the best goal and objective.

- ☐ **Goal: Value of Academic Libraries**
- ☒ Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
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- ☐ Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
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 - ☐ Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.
- ☐ **Goal: New Roles and Changing Landscapes**
- ☒ Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
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- ☐ **Goal: Equity, Diversity and Inclusion**
- ☒ Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
 - ☒ Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
 - ☒ Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

☒ Enabling Programs and Services (education, advocacy, publications, or member engagement)

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
The join VAL/NRCL taskforce will meet to formalize plans to maintain the currency of the toolkit.	June 30, 2024	VAL and NRCL Chairs and Vice Chairs	none

Activity #6 Assessment

How will success be measured?

Links will remain up to date and accurate.

Work Plan Activity #7

Activity Name:	Library Space - Online Repository of “Welcoming Spaces” in Academic Libraries
Brief description:	Library Space: Create an accessible and dynamic electronic repository of examples highlighting the creation or enhancement of “welcoming spaces” in academic libraries. Offer a working definition of what a “welcoming space” in an academic library may be.

Activity Timeline

How long will it take to do this project?

- ☐ continuous project assigned in charge
☒ short-term project that will be completed this membership year
☐ multi-year project continuing past June 30, 2024. Expected completion date:

ACRL Plan for Excellence

Check the best goal and objective.

- ☐ **Goal: Value of Academic Libraries**
☐ Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.

<input type="checkbox"/>	Objective 2. Promote the impact and value of academic and research libraries to the higher education community.
<input type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
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<input type="checkbox"/>	Goal: Student Learning <ul style="list-style-type: none"> <input type="checkbox"/> Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs. <input type="checkbox"/> Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.
<input type="checkbox"/>	Goal: Research and Scholarly Environment <ul style="list-style-type: none"> <input type="checkbox"/> Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing. <input type="checkbox"/> Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems. <input type="checkbox"/> Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.
<input type="checkbox"/>	Goal: New Roles and Changing Landscapes <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce. <input checked="" type="checkbox"/> Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education. <input checked="" type="checkbox"/> Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.
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<input checked="" type="checkbox"/>	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Activity Outline	
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.	
Specific Action	Due Date
Party Responsible	Resources Needed (e.g., financial, tech, staff support)

Identify what we mean by “welcoming space”	10-20-23	All	google doc
Create first draft of template for submissions	10-20-23	Mary Beth	
Finalize Template for submission	Meeting to discuss on 10-20-23	All	
Send “pilot” of submission template to NRCL committee	Nov. 2023	Sarah	
Select platform for submission storage	Nov. 2023	All	
Review pilot submissions and determine if additional changes are needed to submission form.		All	
Write marketing text for call for submissions & advertise via ACRL platforms/social media	Jan. 2024 (?)	Inclusive Leadership Subgroup	Work with David Free & Erin Nevius
Review submissions received and consider for inclusion in public platform.		All	

Activity #7 Assessment
How will success be measured?
<ul style="list-style-type: none"> ● Number of submissions ● Traffic to online resource ● Link to a survey within the public platform, for feedback from users?

Work Plan Activity #8	
Activity Name:	Open Educational Resources and Affordability RoadShow
Brief description:	Evaluate and provide continued oversight to the virtual “Off RoadShows.” https://www.ala.org/acrl/conferences/roadshows/oer

Activity Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge <input type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>	

<u>ACRL Plan for Excellence</u>	
Check the best goal and objective.	
<input type="checkbox"/>	Goal: Value of Academic Libraries
<input type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
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<input type="checkbox"/>	Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
<input type="checkbox"/>	Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.
<input type="checkbox"/>	Goal: Research and Scholarly Environment
<input type="checkbox"/>	Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
<input type="checkbox"/>	Objective 2. Enhance members’ capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
<input type="checkbox"/>	Objective 3. Increase ACRL’s efforts to influence and advocate for more open and equitable dissemination policies and practices.
<input type="checkbox"/>	Goal: New Roles and Changing Landscapes
<input checked="" type="checkbox"/>	Objective 1. Deepen ACRL’s advocacy and support for the full range of the academic library workforce.

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- ☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Form taskforce to evaluate the OER roadshow.	June 30, 2024	VAL and NRCL Chairs and Vice Chairs, along with Erin Nevius (ACRL Staff)	none

Activity #8 Assessment

How will success be measured?

Write report with results from assessment.

Work Plan Activity #9

Activity Name:	Design and host a series of Trend Talks.
Brief description:	The User Experience workgroup will collaborate with the Value of Academic Libraries Committee to create a series of Trend Talks.

Activity Timeline

How long will it take to do this project?

- ☒ continuous project assigned in charge
- ☐ short-term project that will be completed this membership year
- ☐ multi-year project continuing past June 30, 2024. Expected completion date:

ACRL Plan for Excellence	
Check the best goal and objective.	
<input type="checkbox"/>	Goal: Value of Academic Libraries
<input type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
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<input type="checkbox"/>	Goal: Student Learning
<input type="checkbox"/>	Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
<input type="checkbox"/>	Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.
<input type="checkbox"/>	Goal: Research and Scholarly Environment
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<input type="checkbox"/>	Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
<input type="checkbox"/>	Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.
<input type="checkbox"/>	Goal: New Roles and Changing Landscapes
<input checked="" type="checkbox"/>	Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
<input checked="" type="checkbox"/>	Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
<input checked="" type="checkbox"/>	Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.
<input type="checkbox"/>	Goal: Equity, Diversity and Inclusion
<input type="checkbox"/>	Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
<input type="checkbox"/>	Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
<input type="checkbox"/>	Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" (Cultural Proficiencies for Racial Equity: A Framework, 2022).
<input checked="" type="checkbox"/>	Enabling Programs and Services (education, advocacy, publications, or member engagement)

Activity Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Design Trend Talks webinar.	June 30, 2024	User Experience Subgroup and VAL	none
Promote Trend Talks webinar	June 30, 2024	User Experience Subgroup and VAL	none
Host Trend Talks webinar	June 30, 2024	User Experience Subgroup and VAL	none

Activity #9 Assessment	
How will success be measured?	
The success of the tech trends talks will be measured by the views of the recorded videos and attendance of the talks.	
Work Plan Activity #10	
Activity Name:	Organize content in NRCL's Google Drive.
Brief description:	Organize content in NRCL's Google Drive to access easier.

Activity Timeline	
How long will it take to do this project?	
<input type="checkbox"/>	continuous project assigned in charge
<input checked="" type="checkbox"/>	short-term project that will be completed this membership year
<input type="checkbox"/>	multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>

ACRL Plan for Excellence	
Check the best goal and objective.	
<input type="checkbox"/>	Goal: Value of Academic Libraries
<input type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
<input type="checkbox"/>	Objective 2. Promote the impact and value of academic and research libraries to the higher education community.
<input type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.

- ☐ Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.

☐ **Goal: Student Learning**

- ☐ Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
- ☐ Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.

☐ **Goal: Research and Scholarly Environment**

- ☐ Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
- ☐ Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
- ☐ Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.

☐ **Goal: New Roles and Changing Landscapes**

- ☐ Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
- ☒ Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
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☐ **Goal: Equity, Diversity and Inclusion**

- ☐ Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
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☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Organize, combine, and delete folders and files in the NRCL Google Drive.	June 30, 2024	NRCL Chair and Vice Chair, and Erin Nevius (ACRL Staff)	None

Activity #10 Assessment**How will success be measured?**

We will document how the online storage space, Google Drive, is organized, and create an onboarding document detailing the location of the files and folders. We will create an "Archive" folder for projects that are complete.

Work Plan Activity #11

Activity Name:	Explore toolkit or panel on disabilities with ACRL EDI Committee
Brief description:	EDI Pipeline <ul style="list-style-type: none"> • Will Review research on library workers with disabilities • Create a literature review to inform our activity • Review Retention Toolkit and add any relevant resources regarding support for library workers with disabilities • Reach decision on what format our project will be for 2024-2025 (panel, toolkit, etc.)

Activity Timeline**How long will it take to do this project?**

- ☐ continuous project assigned in charge
☒ short-term project that will be completed this membership year
☐ multi-year project continuing past June 30, 2024. Expected completion date:

ACRL Plan for Excellence**Check the best goal and objective.**

- ☐ **Goal: Value of Academic Libraries**
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- ☒ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Explore collaboration opportunities with ACRL's EDI Comm.	June 30, 2024	EDI Pipeline subgroup	none

Activity #11 Assessment

How will success be measured?

The EDI subgroup will have a plan for a toolkit or panel.



Division-level Committee Year-end Report and Work Plan Template

Each summer, ACRL [division-level committees](#) should complete a year-end report and work plan. By **August 31, 2023**, the committee chair should post the completed combined template to ALA Connect.

The **report** section should be completed by the outgoing chair. The **work plan** section should be completed by the incoming chair. Committee members, Board liaison, staff liaison should all review and approve the work plan. Projects included in a committee's work plan will be implemented September 2023 through June 2024.

Committee Name & Charge	
Committee Name:	Research and Scholarly Environment Committee
Charge/Tasks:	To oversee and coordinate ACRL's Research and Scholarly Environment Initiative as described in the strategic plan; work with the ACRL Board and other ACRL units in creating a comprehensive effort including coalition building, professional development, publications, research, and advocacy and in developing the ACRL research and scholarly communications website; and monitor and assess the effectiveness of the ACRL Research and Scholarly Environment Initiative.

2022-2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Sandra Aya Enimil
Vice-Chair:	Jack Leong
Board liaison:	Cinthya Ippoliti
Staff liaison:	Kara Malenfant
Other leaders:	

2023-2024 Leadership (terms: July 1, 2023–June 30, 2024)

Chair:	Jack Leong
Vice-Chair:	Amanda Nichols Hess
Board liaison:	Yasmeen Shorish
Staff liaison:	Erin Nevius
Other leaders:	

Report & Work Plan Submission

Year-end report written by:	Sandra Aya Enimil	Date:	8/25/23
Work plan submitted by:	Jack Leong	Date:	9/25/23

2022–2023 Year-end Report (written by outgoing Chair)

This report will be included in the committee’s official record of activities maintained by ACRL staff. Brief bulleted lists are suggested for the responses.

1. What were the major projects/activities accomplished by your committee this past year (July 1, 2022 to June 30, 2023)?

- Ten [“Scholarly Communications” columns in C&RL News](#) (Editors: Emily Ford, Allison Langham-Putrow, Shilpa Rele, and Tina Baich)
- No Scholarly Communications Roadshow seminars took place. Current facilitators are planning to relaunch in Fall 2023/Spring 2024
- Full update to [ACRL Scholarly Communication Toolkit](#), led by Willa Tavernier and select group of committee members
- RFI Policy Response (Willa Tavernier and April Hathcock) provided insight and information to ACRL President Erin Ellis on the Whitehouse Office of Science and Technology Policy (OSTP) Memo issued August 2022 calling for the immediate Open Access release of all federal funded research.
- ReSec Committee met virtually in February 2023
- ReSec Committee held a hybrid meeting during ALA Annual 2023
- ACRL/SPARC Forum was not scheduled to take place during ALA Annual 2023. The program is scheduled for Open Access Week, October 2023
- Scholarly Communications Discussion Group held a hybrid meeting during ALA Annual 2023

- Progress on the topical issue of College & Research Libraries (C&RL) on research that advances the three priority areas established in ACRL's 2019 report on open and equitable scholarly communications.

-ReSec Chair, Sandra Aya Enimil, participated in a listening session seeking feedback from academic institutions on the OSTP Memo: <https://www.arl.org/event/listening-session-on-ostp-policy-guidance-ensuring-free-immediate-and-equitable-access-to-federally-funded-research/>

2. Which projects are in process or are expected to continue?

C&RL special issue scheduled to be released January 2024.

Roadshows may resume in-person sessions, but virtual options will be available.

3. How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?

ReSec partners with SPARC /Open Access Working Group to advance conversations and action around Open Access which promotes equitable access to research and scholarship.

The C&RL special issue to spotlight new research advancing the priority areas established by ACRL's 2019 research agenda Open and Equitable Scholarly Communications: Creating a More Inclusive Future. Special issue editors: Amanda Nichols Hess, Nathan Hall and Kara Malenfant. The journal is slated for publication in January 2024.

4. What made this work most rewarding (observations/comments/accolades)?

ReSec is a unique position to discuss how academic libraries contribute and promote the scholarly environment.

Having support from ACRL board and staff members has been invaluable.

5. Please indicate EDI activities you would like to publicly include on the [ACRL EDI LibGuide](#) (Limit to 75 words or less).

If there are questions regarding the above activities, staff can contact:

- Name: ReSec Vice Chair, Amanda Nichols Hess
- Email: nichols@oakland.edu

Advocacy on matters related to the OSTP memo calling for the immediate Open Access release of all federal funded research, continues partnership with SPARC.

The C&RL special issue to spotlight new research advancing the priority areas established by ACRL's 2019 research agenda Open and Equitable Scholarly Communications: Creating a More Inclusive Future. Special issue editors: Amanda Nichols Hess, Nathan Hall and Kara Malenfant.

6. Any other comments, recommendations, or suggestions?

This year, current and incoming goal area committee chairs planned to work together on their individual committee work plans. I think that is a practice that should continue if possible. There are a lot of opportunities to coordinate and collaborate on our committee work.

Work Plan: 7/1/2023-6/30/2024

Please complete this form for each activity that the committee plans to undertake in the 2023–2024 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten activities. Please only complete this form for the appropriate number of activities that work for your committee.

*****Duplicate the work plan pages as needed to include additional activities.*****

Work Plan Activity #1	
Activity Name:	Scholarly Communications Topical Issue of C&RL
Brief description:	Special issue of C&RL to spotlight new research advancing the priority areas established by ACRL's 2019 research agenda Open and Equitable Scholarly Communications: Creating a More Inclusive Future. Amanda Nichols Hess, Nathan Hall and Kara Malenfant are co-editors. There are also several developmental editors. Seven manuscripts have been accepted and been through two rounds of developmental review, and the special issue of the journal is slated for publication in January 2024.

Activity #1 Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input checked="" type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date: 	

<u>ACRL Plan for Excellence</u>	
Check the best goal and objective.	
<input type="checkbox"/> Goal: Value of Academic Libraries	
<input type="checkbox"/> Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.	
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<input type="checkbox"/> Goal: Student Learning	
<input type="checkbox"/> Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.	

- ☐ Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.

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☐ **Goal: New Roles and Changing Landscapes**

- ☐ Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
- ☐ Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
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- ☒ Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
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☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity #1 Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
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Submit final manuscripts to issue editors.	August 1, 2023	Authors	
Target date: Transmit final versions to ACRL staff for production	October 1, 2023	Issue Editors	
Special issue released online	01/01/24	C&RL	

Activity #1 Assessment

How will success be measured?

- Successful completion and release of special issue

Work Plan Activity #2

Activity Name:	C&RL News Scholarly Communications column
Brief description:	C&RL News has a regular scholarly communications column that addresses a wide range of issues and is edited by ReSEC members.

Activity #2 Timeline

How long will it take to do this project?

- ☒ continuous project assigned in charge
- ☐ short-term project that will be completed this membership year
- ☐ multi-year project continuing past June 30, 2024. Expected completion date:

[ACRL Plan for Excellence](#)

Check the best goal and objective.

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<input type="checkbox"/>	Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
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- ☐ Objective 3. Build relationships and coalitions to cultivate “collective ownership, accountability, and responsibility” ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

- ☐ Enabling Programs and Services (education, advocacy, publications, or member engagement)

Activity #2 Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Ongoing management of the column, which publishes monthly	n/a	Shilpa Rele, Kelly McCusker, and Tina Baich	Continued support from C&RL News staff

Activity #2 Assessment

How will success be measured?

Through readership, downloads, citation impact, range and diversity topics and authors, and other assessments tracked by C&RL News.

Work Plan Activity #3

Activity Name:	Research Data Management and Scholarly Communications Roadshow
Brief description:	Both roadshows will likely continue in an online format as appropriate, and maybe re-launched in-person for Spring 2024.

Activity # 3 Timeline

How long will it take to do this project?

- ☒ continuous project assigned in charge
- ☐ short-term project that will be completed this membership year
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☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity #3 Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Working with ACRL on webinars	Fall 2023	Carla Myers	
RoadShow relaunch	Spring 2024	Carla Myers	

Activity #3 Assessment

How will success be measured?

Success will be measured by registrations and attendance of the ACRL community.

More timely and direct communication regarding Roadshows to the ReSec Committee.

Work Plan Activity #4

Activity Name:	RFI Policy Response
Brief description:	This subcommittee responds to requests for information from the ACRL Board, the federal government, and community partners to advocate for ACRL interests.

Activity #4 Timeline

How long will it take to do this project?

☒ continuous project assigned in charge

- ☐ short-term project that will be completed this membership year
- ☐ multi-year project continuing past June 30, 2024. Expected completion date:

ACRL Plan for Excellence

Check the best goal and objective.

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- ☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity #4 Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Respond to federal and ACRL requests as needed	n/a	Willa Tavernier April Hathcock	Board and staff liaisons keeping us up to date on what is needed by ACRL

Activity #4 Assessment

How will success be measured?

Success will be achieved through a quick turnaround time (hence rapid response), as well as thorough, knowledgeable, and impactful statements that reflect ACRL values and priorities.

Work Plan Activity #5

Activity Name:	Scholarly Communication Toolkit
Brief description:	The ACRL Scholarly Communications Toolkit is the #1 viewed library guide in the ACRL system and is heavily used during Open Access Week. It is important to keep it up to date: https://acrl.libguides.com/scholcomm/toolkit .

Activity #5 Timeline

How long will it take to do this project?

- ☒ **continuous project assigned in charge**
- ☐ **short-term project that will be completed this membership year**
- ☐ **multi-year project continuing past June 30, 2024. Expected completion date:**

ACRL Plan for Excellence**Check the best goal and objective.**☐ **Goal: Value of Academic Libraries**

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☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity #5 Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Update toolkit for Open Access Week	10/22/2023	Willa Tavernier Sandra Aya Enimil	

Activity #5 Assessment

How will success be measured?

The Open Access page streamlined, checked for spelling/grammar errors, broken links, and appropriate content for Open Access Week.

Work Plan Activity #6

Activity Name:	Scholarly Communications Discussion Group and list-serv
Brief description:	Plan and execute the ACRL/SPARC Forum and manage the ACRL scholarly communication list-serv.

Activity #6 Timeline

How long will it take to do this project?

- ☒ continuous project assigned in charge
- ☐ short-term project that will be completed this membership year
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ACRL Plan for Excellence

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- ☒ Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
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- ☒ Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.

☐ **Goal: New Roles and Changing Landscapes**

- ☐ Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.

- ☐ Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
- ☐ Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

☐ **Goal: Equity, Diversity and Inclusion**

- ☐ Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
- ☐ Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
- ☒ Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
ACRL/SPARC Forum	Fall 2023	Yen Tran	Outreach, registration, hosting

Activity #6 Assessment

How will success be measured?

Successful events with great speakers, good attendance, and impactful content.

Work Plan Activity #7

Activity Name:	Library/University Research Support Infrastructure Project
Brief description:	Develop a framework on organizational structure for research and scholarly communication within libraries and exploring different ways libraries can support research and scholarly communication.

Activity Timeline

How long will it take to do this project?

- ☐ continuous project assigned in charge
- ☐ short-term project that will be completed this membership year
- ☒ multi-year project continuing past June 30, 2024. Expected completion date:

ACRL Plan for Excellence

Check the best goal and objective.

☐ **Goal: Value of Academic Libraries**

- ☐ Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
- ☐ Objective 2. Promote the impact and value of academic and research libraries to the higher education community.
- ☐ Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
- ☐ Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.

☐ **Goal: Student Learning**

- ☐ Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
- ☐ Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.

☒ **Goal: Research and Scholarly Environment**

- ☒ Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
- ☒ Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
- ☒ Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.

☐ **Goal: New Roles and Changing Landscapes**

- ☐ Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.

- ☐ Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
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☐ **Goal: Equity, Diversity and Inclusion**

- ☒ Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
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- ☐ Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity #7 Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Environmental scan and literature review	Summer 2024	Mira Waller, Olga Koz, Annaliese Taylor, Nicky Agate, Christina Miskey and Brianna Marshall	
Conduct survey, white paper and develop a framework	Spring 2025	Mira Waller, Olga Koz, Annaliese Taylor, Nicky Agate, Christina Miskey and Brianna Marshall	

Activity #7 Assessment

How will success be measured?

Successful completion of the environmental scan, literature review, survey, white paper and framework.



Division-level Committee Year-end Report and Work Plan Template

Each summer, ACRL [division-level committees](#) should complete a year-end report and work plan. By **August 31, 2023**, the committee chair should post the completed combined template to ALA Connect.

The **report** section should be completed by the outgoing chair. The **work plan** section should be completed by the incoming chair. Committee members, Board liaison, staff liaison should all review and approve the work plan. Projects included in a committee's work plan will be implemented September 2023 through June 2024.

Committee Name & Charge	
Committee Name:	Student Learning & Information Literacy Committee
Charge/Tasks:	To oversee and implement ACRL's Student Learning Initiative as described in the strategic plan. Work with the ACRL Board and other ACRL units to create a comprehensive approach to student learning and information literacy efforts including a) promote and facilitate professional development, publications, research, and advocacy related to information literacy and student learning; b) support the development of the ACRL student learning/information literacy website; and c) monitor and assess the effectiveness of the ACRL Student Learning Initiative.

2022-2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Melissa Mallon
Vice-Chair:	Amanda Folk
Board liaison:	Toni Anaya
Staff liaison:	Mary Jane Petrowski / Margot Conahan
Other leaders:	

2023-2024 Leadership (terms: July 1, 2023–June 30, 2024)	
Chair:	Melissa Mallon
Vice-Chair:	Andrea Baer
Board liaison:	Toni Anaya
Staff liaison:	Margot Conahan
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Melissa Mallon	Date:	9/30/2023
Work plan submitted by:	Amanda Folk	Date:	9/30/2023

2022–2023 Year-end Report (written by outgoing Chair)

This report will be included in the committee's official record of activities maintained by ACRL staff. Brief bulleted lists are suggested for the responses.

1. What were the major projects/activities accomplished by your committee this past year (July 1, 2022 to June 30, 2023)?

SLILC had three core project teams this year, with a fourth group that provided leadership and guidance for the overall committee:

- **Professional Development (PD) Team** led by Mou Chakraborty and Lindsay Matts-Benson
- **Publications Team** led by Maura Seale and Gina Lee
- **Engagement Team** led by Mike Courtney
- **Leadership Team** led by Melissa Mallon and Amanda Folk

Professional Development Team

- ✎ In June 2023, the PD team led an interactive workshop called *Getting started with OER tools: H5P and Pressbooks*. The workshop had 306 registrants who received the workshop recording with 100 live attendees.
- ✎ Participant feedback can be found in Section 4, below.

Publications Team

- ✎ The Publications Team worked with authors and editors to finalize drafts of chapters for the book *Exploring Inclusive & Equitable Pedagogies: Creating Space for All Learners*. The 2-volume book was published in spring 2023: <https://www.alastore.ala.org/content/exploring-inclusive-equitable-pedagogies-creating-space-all-learners-2-volume-set>
- ✎ The Publications Team continued soliciting and editing columns for the *C&RL News* column, "Perspectives on the Framework," working with authors and reviewing their submitted manuscripts. Special consideration was given to columns that discussed the Framework through the lens of EDI and social justice work. The team published six columns, [Student learning and engagement in a DEI collection audit: Applying the ACRL Framework for Information Literacy](#) (Sept 22), [Looking at information with the sociological eye: Introducing the sociology companion document](#) (Nov 22), [What's art got to do with politics? Show me the evidence](#) (Jan 23), [De-colonizing one-shots: Critical pedagogies and the ACRL Framework](#) (Mar 23), [Teaching the politics of citation: Challenging students' perceptions](#) (May 23), and [It's not just us: Sharing the ACRL Framework with writing tutors](#) (July/Aug 23). The team also began an analysis of column readership; more on this in Section 4, below.
- ✎ Columns are lined up through spring 2024.

Engagement Team

- The Engagement Team revised and updated SLILC's [web page](#), by including new content, streamlining the design, making contact information for SLILC more visible, and ensuring our web page meets basic accessibility guidelines.

Leadership Team

- We held two whole committee-wide meetings: beginning-of-year kickoff and mid-winter meeting.
- We wrote the work plan and provided a year-end report.
- We liaised with our Board member, our ACRL staff liaison, and met with the Board several times over the 2022-2023 year. Melissa also attended the ACRL virtual strategic planning retreat in May 2023.

2. Which projects are in process or are expected to continue?

The scope and shape of project continuation will be determined by next year's leadership. Some topical areas for consideration of the project teams include:

- Continue professional development of open, equitable, and inclusive pedagogies.
- Maintain regular publication of the *C&RL "Perspectives on the Framework"* column.

One discussion that has come up at both SLILC committee meetings and ACRL board meetings is more collaborative work opportunities across ACRL goal area committees. These opportunities will likely be sought by next year's leadership team. Additionally, SLILC had begun discussing ACRL's recent acquisition of TATIL, so there may be opportunities for SLILC to work with the TATIL editorial board on professional development for membership.

3. How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?

SLILC members use equity, diversity, and inclusion lenses for all of the committee's work. As stated in the [ACRL Strategic Plan](#), SLILC's goal and objectives inform all of our work. Our goal and objectives inform every project SLILC undertakes.

- Goal: Advance equitable and inclusive pedagogical practices and environments for libraries to support student learning.
- Objectives:
- Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.

Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.

4. What made this work most rewarding (observations/comments/accolades)?

A strong team-based approach helped ensure this was a successful year for SLILC. We had many new committee members this year, but our returning/veteran members stepped up to help with onboarding and serving as team leads.

- We reached a large audience with our professional development offering and the *Perspectives on the Framework Column* in C&RL News. The team analyzed readership from the past six years, finding almost 62,000 unique views for the column.
- Feedback from the workshop on open textbooks was very positive:
 - "[I] benefitted from learning more about how software and platforms like H5P, Pressbooks, and LTI can be used together. Your demonstrations and explanations were so helpful!"

- "The value of this resource was demonstrated in such a way as to make it practical for the preparation of library instructional materials."
- "I am new to both PressBook and H5P, so this, for me, was a great overview. Both presenters were quite knowledgeable."
- "Very useful. I appreciated that it was focused on how to implement. I would have appreciated a clearer format for the end portion."
- "Such webinars are easy and invaluable ways for librarians to keep up with new resources and methodologies"

5. Please indicate EDI activities you would like to publicly include on the [ACRL EDI LibGuide](#) (Limit to 75 words or less).

If there are questions regarding the above activities, staff can contact:

- **Name: Melissa Mallon**
- **Email: mallon.melissa@gmail.com**

The scope and shape of EDI activities will be determined by next year's leadership.

6. Any other comments, recommendations, or suggestions?

Members still continue to exhibit some service fatigue, and we found it more difficult this year than in years past to find team leaders. As such, we opted to include co-team leaders for each of our sub-teams as a way to help share the work and to build in succession planning.

Work Plan: 7/1/2023-6/30/2024

Please complete this form for each activity that the committee plans to undertake in the 2023–2024 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten activities. Please only complete this form for the appropriate number of activities that work for your committee.

Work Plan Activity #1	
Activity Name:	SLILC Publications Team
Brief description:	Facilitate and produce publications that advance equitable and inclusive pedagogical practices and environments for libraries to support student learning.

Activity Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge <input type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date: 	

ACRL Plan for Excellence	
Check the best goal and objective.	
<input type="checkbox"/>	Goal: Value of Academic Libraries
<input type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
<input type="checkbox"/>	Objective 2. Promote the impact and value of academic and research libraries to the higher education community.
<input type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
<input type="checkbox"/>	Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.
<input checked="" type="checkbox"/>	Goal: Student Learning
<input checked="" type="checkbox"/>	Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
<input checked="" type="checkbox"/>	Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.
<input type="checkbox"/>	Goal: Research and Scholarly Environment
<input type="checkbox"/>	Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
<input type="checkbox"/>	Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
<input type="checkbox"/>	Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.

- ☐ **Goal: New Roles and Changing Landscapes**
- ☐ Objective 1. Deepen ACRL’s advocacy and support for the full range of the academic library workforce.
 - ☐ Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
 - ☐ Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.
- ☐ **Goal: Equity, Diversity and Inclusion**
- ☐ Objective 1. Enhance members’ capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
 - ☐ Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
 - ☐ Objective 3. Build relationships and coalitions to cultivate “collective ownership, accountability, and responsibility” ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).
- ☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Solicit new authors and edit content for bimonthly “Perspectives on the Framework” <i>C&RL News</i> column. For 2023-24, the team will continue including columns that have an EDI focus and working on evaluating and improving the diversity of the authors of this column.	September 2023 (solicit new columns); ongoing	Publications Team	David Free (dfree@ala.org); potentially Engagement Team or SLILC website for help advertising
Consider whether to continue the Perspectives on the Framework column in its current form, or whether to broaden or shift its focus. (During the 2022-23 academic year, many column submissions initially focused less	January 2024	Publications Team; Leadership Team; entire SLILC Committee	David Free (dfree@ala.org); potentially the ACRL Board

directly on the Framework. The committee had some opening conversations about whether the Framework column may have less relevance than when the Framework was newer to the academic library community.)			
Consider revising submission/editing workflows for the “Perspectives” column to give column authors more opportunities for development and to publish more timely topics. Work with C&RL News to make these guidelines clearer on their website.	January 2024	Publications Team	David Free
Assess the reach and readership of the “Perspectives on the Framework” <i>C&RL News</i> column and its topics and provide an update at a SLILC meeting.	May 2024	Publications Team	David Free
Continue considering writing a “Keeping Up With...” email	May 2024	Publications Team	David Free

Activity #1 Assessment
How will success be measured?
SLILC will solicit and edit monthly “Perspectives on the Framework” column for <i>C&RL News</i> and work with David Free to consider changes to its theme and workflow and the diversity of our authors.

Work Plan Activity #2	
Activity Name:	SLILC Engagement Team
Brief description:	Engage the ACRL membership and beyond with SLILC's work, assess its impact, and make recommendations for outreach efforts.

Activity Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge <input type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>	

ACRL Plan for Excellence	
Check the best goal and objective.	
<input type="checkbox"/> Goal: Value of Academic Libraries	
<input type="checkbox"/> Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.	
<input type="checkbox"/> Objective 2. Promote the impact and value of academic and research libraries to the higher education community.	
<input type="checkbox"/> Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.	
<input type="checkbox"/> Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.	
<input checked="" type="checkbox"/> Goal: Student Learning	
<input checked="" type="checkbox"/> Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.	
<input checked="" type="checkbox"/> Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.	
<input type="checkbox"/> Goal: Research and Scholarly Environment	
<input type="checkbox"/> Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.	
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<input type="checkbox"/> Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.	
<input type="checkbox"/> Goal: New Roles and Changing Landscapes	
<input type="checkbox"/> Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.	
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☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Keep SLILC website (LibGuide) up-to-date and monitor member and non-member engagement; look for opportunities to include more non-member voices	Ongoing	Engagement Team	
Generate ideas for assessing SLILC's impact and determining the best ways to disseminate information about SLILC's work (including information about resources and events). This could include, but is not limited to, surveys about specific events, surveys about instruction librarians' needs/interests in relation to topics like IL and EDI, etc.)	January 2024	Engagement Team; Leadership Team	ACRL staff support; feedback and approval from ACRL Board
Use the SLILC website to advertise PD sessions, Perspectives on Framework columns, and other SLILC work, in	Ongoing	Engagement Team, with Publications Team & PD Team	

order to further highlight and promote the work of the committee. Communicate and share SLILC events, work, and programs to various discussion lists and to ACRL social media accounts.			
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Activity #2 Assessment
How will success be measured?
SLILC’s outreach and engagement will reach ACRL membership and beyond; our efforts and impact will be assessed as we go, using the updated guiding document for next year’s committee.

Work Plan Activity #3	
Activity Name:	SLILC Professional Development Team
Brief description:	Plan one SLILC conference program for 2023-2024 (two if feasible), keeping the programming's focus on inclusive and equitable pedagogies to support academic librarians as they advance equitable and inclusive pedagogical practices and environments that support student learning. Coordinate with other ACRL entities that provide professional development to build partnerships that infuse SLILC's goal into their work.

Activity Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge <input type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and objective.	
<input type="checkbox"/> Goal: Value of Academic Libraries	
<input type="checkbox"/> Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.	
<input type="checkbox"/> Objective 2. Promote the impact and value of academic and research libraries to the higher education community.	
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<input type="checkbox"/> Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.	
<input checked="" type="checkbox"/> Goal: Student Learning	
<input checked="" type="checkbox"/> Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.	
<input checked="" type="checkbox"/> Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.	
<input type="checkbox"/> Goal: Research and Scholarly Environment	
<input type="checkbox"/> Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.	
<input type="checkbox"/> Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.	
<input type="checkbox"/> Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.	
<input type="checkbox"/> Goal: New Roles and Changing Landscapes	

- ☐ Objective 1. Deepen ACRL’s advocacy and support for the full range of the academic library workforce.
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- ☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Plan at least one SLILC online conference program scheduled for to coincide with either LibLearn X or Annual Conference	December 2023 and/or June 2024	PD Team	
Assess previous online program/conference activities and make recommendations for future programming	Ongoing	PD team and possibly the Engagement Team	
Connect with ACRL Academic Library Trends and Statistics Survey Ed Board to review recent trends survey summary data, which shows the activities for which libraries are collecting data. In light of this information, make recommendations to include or exclude these data points in the survey.	May 2024	PD Team, Leadership (Chair & Vice-Chair); Engagement Team	ACRL Academic Library Trends and Statistics Survey Ed Board (SLILC chair Amanda Folk has just wrapped up service on the board and can help make connections)

Also, as we shift from the pandemic into the endemic phase of COVID-19, explore trends in order to determine if they warrant their own PD event.			
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Activity #3 Assessment
How will success be measured?
SLILC will deliver one or two virtual conference programs, assess their effectiveness using attendance metrics and attendee surveys, and recommend modes for future delivery of professional development content.



Division-level Committee Year-end Report and Work Plan Template

Each summer, ACRL [division-level committees](#) should complete a year-end report and work plan. By **August 31, 2023**, the committee chair should post the completed combined template to ALA Connect.

The **report** section should be completed by the outgoing chair. The **work plan** section should be completed by the incoming chair. Committee members, Board liaison, staff liaison should all review and approve the work plan. Projects included in a committee's work plan will be implemented September 2023 through June 2024.

Committee Name & Charge	
Committee Name:	ACRL Value of Academic Libraries Committee
Charge/Tasks:	To oversee and coordinate ACRL's Value of Academic Libraries Initiative as described in the strategic plan; work with the ACRL Board and other ACRL units in creating a comprehensive effort including coalition building, professional development, publications, research, advocacy, and consultation services and develop the ACRL Value website; and monitor and assess the effectiveness of the Value Initiative.

2022-2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Jung Mi Scoulas
Vice-Chair:	Monika Chavez
Board liaison:	Jessica Brangiel
Staff liaison:	Kara Malenfant
Other leaders:	Subcommittee leads: Monika Chavez, JoAnn Murphy, Becky Croxton, Abby Mann Task force lead: Becky Croxton

2023-2024 Leadership (terms: July 1, 2023–June 30, 2024)	
Chair:	Monika Chavez
Vice-Chair:	JoAnn Murphy
Board liaison:	Jessica Brangiel
Staff liaison:	David Free
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Jung Mi Scoulas	Date:	7/15/2023
Work plan submitted by:	Monika Chavez	Date:	9/30/2023

2022–2023 Year-end Report (written by outgoing Chair)

This report will be included in the committee's official record of activities maintained by ACRL staff. Brief bulleted lists are suggested for the responses.

1. What were the major projects/activities accomplished by your committee this past year (July 1, 2022 to June 30, 2023)?

- **Library Advocacy Toolkit:** Completed and launched a Library Advocacy Toolkit (<https://acrl.libguides.com/advocacytoolkit/>) in February 2023 in response to current and pressing needs faced by today's academic libraries in collaboration with the New Roles & Changing Landscapes Committee. Created dashboard: <https://public.tableau.com/app/profile/rebecca.croxton/viz/LibraryAdvocacyToolkitViews>
- **Assessment Proficiencies:** Updated Assessment Proficiencies in Academic Libraries to ensure social justice, accessibility, diversity, equity, and inclusion are centered in library assessment work. The proficiencies are intended to provide ethical guidance and enable assessment practitioners to recognize strengths and areas for growth. The updated proficiencies were approved by the ACRL Board during the 2023 ALA conference. The newly approved [Proficiencies for Assessment in Academic Libraries](#) are now posted online.
- **Learning Analytics Toolkit:** maintained and continued to update the Library Learning Analytics Toolkit (<https://acrl.libguides.com/val/latoolkit>) and developed suggestions for the 2023-2024 work plan for this subcommittee. Created dashboard: <https://public.tableau.com/app/profile/rebecca.croxton/viz/VALLearningAnalyticsToolkitViews/PageViews>
- **Communication message:** drafted a VAL communication message to generate shorter “key messages” for each audience focused on the relevant summary statements identified for each.
- **EDI Spotlight series:** published “practices of equity and social justice” by Latina Ward on February 15, 2023: <https://acrl.ala.org/acrlinsider/category/value-of-academic-libraries/val-spotlight-series/>
- **VAL members professional activities:** include hosting and presenting on the following topics as a part of subcommittee's work, and VAL individual members:
 - VAL committee: Hosted News You Can Use during ALA conference
 - Assessment Proficiencies: 1 workshop and 1 poster presentation at the Library Assessment Conference
 - Learning Analytics: facilitated 2 panel sessions, and presented 2 workshops, 2 papers, and 1 poster at the various conferences and webinars.
 - Changing Landscape: hosted 1 online discussion forum called “Trend Talk” in collaboration with New Roles and Changing Landscapes: UX Subcommittee breakout sessions for three groups: International Students, Graduate Students and First-year Students
 - VAL at a large level: 2 posters, 1 workshop and 1 paper presentation at the Library Assessment Conference)

2. Which projects are in process or are expected to continue?

Last year, the feedback received from the previous VAL chair was not able to accurately reflect the outcomes of the VAL committee's efforts. To address this, an outcome sheet was created which includes details of the committee's work such as the types of sessions held, the number of people who attended or viewed them, and other events. The outcomes sheet is now available and will be used in the future to keep

track of the VAL committee's impact on the ACRL community:

https://docs.google.com/spreadsheets/d/1N8Xwd_mMRZyVeg4thm8pt7TW5kIQTF0RE63I_9HCe88/edit?usp=sharing

Two additional dashboards were created in order to keep track of visitors to each resource:

Learning analytics toolkit

dashboard: <https://public.tableau.com/app/profile/rebecca.croxton/viz/VALLearningAnalyticsToolkitViews/PageViews>

Library advocacy toolkit dashboard:

<https://public.tableau.com/app/profile/rebecca.croxton/viz/LibraryAdvocacyToolkitViews>

These outcomes will be recorded to continue observing the users' behaviors and be used for further updating the contents based on the users' interests.

The library advocacy toolkit will be updated by collaborating with the New Roles and Changing Landscape.

Changing Landscape will continue to facilitate the Trend Talk by collaborating with the New Roles and Changing Landscape Committee; the format and topics will be further discussed for 2023-2024 based on the feedback obtained from the previous Trend Talk.

The drafted communication message will continue to be revised by seeking input from various stakeholders (ACRL Board members, Goal Areas of Committee members, marketing experts, students etc).

3. How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?

While each subcommittee plays a crucial role in VAL's work, I would like to highlight three key points for VAL's commitment to EDI beyond ACRL. Firstly, the revision of the Assessment Proficiencies for Academic Libraries is a significant focus. This project was initiated by the ACRL Value of Academic Libraries Committee, with collaborative support from the ACRL Equity, Diversity, and Inclusion Committee. Under the leadership of Becky Croxton, a VAL member and former chair, an ACRL working group consisting of more than 30 individuals with expertise in equity-centered library and higher education assessment was formed. The subcommittee's primary objective is to address the absence of equity considerations within the proficiencies and prioritize equity in assessment work.

These proficiencies provide ethical guidance and enable assessment practitioners to identify strengths and areas for growth. Moreover, they have versatile applications, such as writing job descriptions, identifying candidates, identifying skill gaps, and designing professional development programs. The revised professional standards serve as a catalyst for change, offering central tenets and encompassing five areas, including building knowledge in libraries and higher education, effective communication, and actionable steps.

To ensure practicality and accessibility, the revised standards include a set of self-check questions that can guide assessment efforts and facilitate progress evaluation. The updated proficiencies were approved by the ACRL Board during the ALA conference. The newly approved [Proficiencies for Assessment in Academic Libraries](#) are now posted online. Communications about the new proficiencies via ACRL channels will be forthcoming soon.

VAL committee's ongoing efforts on the EDI is to facilitate the conversations on EDI through the **EDI Spotlight series**. In the past year, we published "practices of equity and social justice" by Latina Ward on February 15, 2023: <https://acrl.ala.org/acrlinsider/category/value-of-academic-libraries/val-spotlight-series/>.

4. What made this work most rewarding (observations/comments/accolades)?

In the past year, I had the privilege of serving as the chair of the VAL committee. It was a fulfilling experience collaborating with passionate and insightful VAL members, as well as actively engaging ACRL board members to bring attention to our critical services. Together, we accomplished numerous critical tasks, thanks to the unwavering support of VAL committee members, ACRL board members, staff liaison, and other goal area committee leaders. I want to acknowledge the crucial role played by the successful succession of previous tasks, which allowed us to continue our progress. Their dedication and contribution constantly reminded me of VAL's objectives and the importance of meeting their needs. Throughout the process, we prioritized the needs of the ACRL community and incorporated their valuable feedback. The commitment of VAL members and the unwavering support of the ACRL community were instrumental in achieving our objectives as a committee. VAL accomplished several important tasks, each with its own significant impact:

Creation of the Advocacy Toolkit: Its impact lies in equipping librarians with resources and strategies tailored to address these challenges effectively. Librarians who utilize this toolkit will have the necessary tools and guidance to advocate for their libraries and navigate these pressing issues.

EDISJ Integration through the Spotlight Series: The impact of this task is twofold: firstly, it acknowledges and highlights the valuable contributions of colleagues, and secondly, it provides practical examples of how EDISJ principles can be incorporated into the practice of academic librarianship. This fosters a more inclusive and equitable environment within the profession.

Revised Assessment Proficiencies: The revision of assessment proficiencies has had a significant impact on ethical guidance and best practices for assessment practitioners. The document now serves as a versatile resource that can be utilized for various purposes, including writing job descriptions, identifying candidates for positions, identifying skill gaps, and designing effective professional development opportunities. This comprehensive guide enables librarians to enhance their assessment practices and promotes growth and improvement in this crucial aspect of librarianship.

Each of these tasks undertaken by VAL has made a tangible impact, empowering librarians, promoting EDISJ principles, and enhancing assessment practices within the academic library profession.

5. Please indicate EDI activities you would like to publicly include on the [ACRL EDI LibGuide](#) (Limit to 75 words or less).

If there are questions regarding the above activities, staff can contact:

- **Name:** Monika Chavez for EDI spot series
- **Email:** mchavez208@mtsac.edu
- **Name:** Becky Croxton for Assessment Proficiencies for academic libraries
- **Email:** racroxt@uncc.edu

The VAL committee has committed to empower local academic library advocacy, with emphasis on **advancing issues of equity, access, diversity, inclusion, and social justice** in higher education. Two project were done by the VAL include publishing conversations of EDI via the VAL spotlight series and updating Assessment Proficiencies for Academic Libraries.

The VAL Spotlight Series in ACRL Insider features librarians discussing what it means to integrate equity and social justice into practice and assessment and how they are working toward that goal (<https://acrl.ala.org/acrlinsider/category/value-of-academic-libraries/val-spotlight-series/>).

The Assessment Proficiencies subcommittee prioritizes equity in assessment work, collaborating with over 30 equity-centered experts to create updated Assessment Proficiencies for Academic Libraries. The project emerged from the ACRL Value of Academic Libraries Committee, with support from the ACRL Equity, Diversity, and Inclusion Committee. The revised standards include central tenets and five key areas, covering knowledge building, communication, and action. To enhance usability, self-check questions are included to guide assessment efforts and measure progress. Obtained ACRL Board Approval in June 2023.

6. Any other comments, recommendations, or suggestions?

Starting from the 2021-2022 academic year, VAL committee members have been collaborating with other subcommittee members from the Goal level committees, including working jointly with the New Roles Changing Landscape Committee for the Library Advocacy Toolkit and with the EDI committee for Assessment Proficiencies. To ensure the sustainability of our work, I would like to have feedback on the most effective methods to achieve this goal from the other goal areas leadership as well as the ACRL Board.

Work Plan: 7/1/2023-6/30/2024

Please complete this form for each activity that the committee plans to undertake in the 2023–2024 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten activities. Please only complete this form for the appropriate number of activities that work for your committee.

Work Plan Activity #1	
Activity Name:	Equity, Diversity, Inclusion, and Social Justice
Brief description:	VAL will empower local academic library advocacy, with emphasis on advancing issues of equity, access, diversity, inclusion, and social justice in higher education. VAL will identify and develop resources that support academic librarians in conducting advocacy efforts which articulate institutional EDI goals and demonstrate the value of academic libraries. Our primary means of accomplishing this work in 2023-2024 is through the EDI & SJ Spotlight Series. Further, while academic libraries are committed to serving all members of their communities, we recognize that there are user communities that have traditionally been marginalized in higher education and in our libraries. This activity will (1) explore how libraries can understand if and how we're providing value to user communities who have traditionally been marginalized or underserved and (2) uncover what has or has not worked well in supporting these communities in order to (3) propose a path forward that ensures our resources, services, and spaces provide value to all patrons.

Activity #1 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/>	continuous project assigned in charge
<input type="checkbox"/>	short-term project that will be completed this membership year
<input type="checkbox"/>	multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>

ACRL Plan for Excellence	
Check the best goal and objective.	
<input checked="" type="checkbox"/>	Goal: Value of Academic Libraries
<input type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
<input type="checkbox"/>	Objective 2. Promote the impact and value of academic and research libraries to the higher education community.
<input type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
<input checked="" type="checkbox"/>	Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.
Activity Outline	
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.	

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Form EDI & SJ subcommittee Identify new objectives and tasks related to advancing issues of social justice for students served by academic libraries.	October 2023	EDI & SJ Subcommittee	
Conduct targeted outreach to potential participants for the Equity & Social Justice Spotlight Series (on ACRL Insider)	November 2023	EDI & SJ Subcommittee	
Conduct interviews with participants and produce brief write-ups to be shared on ACRL Insider	November 2023 - June 2024	EDI & SJ Subcommittee	
Host an online panel discussion of select participants who were spotlighted in the EDISJ spotlight series	Spring 2024	EDI & SJ Subcommittee	
Identify other potential promotional and/or educational activities, including but not limited to potential publications or webinars	Spring 2024	EDI & SJ Subcommittee	

Activity #1 Assessment	
How will success be measured?	
<ul style="list-style-type: none"> Number of Spotlights published on ACRL Insider, as well as number of views of the posts. Hosting an online discussion session webinar, along with the number of registrants and session attendees at the online event. 	

Work Plan Activity #2	
Activity Name:	Learning Analytics/Privacy
Brief description:	As the use of learning analytics continues in many institutions of higher education, the question of libraries' participation and concerns for ethics and privacy are primary topics that VAL addresses. The Learning Analytics/Privacy workgroup is in charge of the

	Learning Analytics Toolkit and works off a 3 year cycle for review and updating the Toolkit. In addition, the VAL committee will explore the intersections of EDI & SJ and communication with learning analytics.
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Activity #2 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/>	continuous project assigned in charge
<input type="checkbox"/>	short-term project that will be completed this membership year
<input type="checkbox"/>	multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>

<u>ACRL Plan for Excellence</u>	
Check the best goal and objective.	
<input checked="" type="checkbox"/>	Goal: Value of Academic Libraries
<input type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
<input checked="" type="checkbox"/>	Objective 2. Promote the impact and value of academic and research libraries to the higher education community.
<input checked="" type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
<input type="checkbox"/>	Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.

Activity Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Form Learning Analytics/Privacy subcommittee	October 2023	Learning Analytics Subcommittee	
Continue to update and refine the Learning Analytics toolkit	June 2024	Learning Analytics Subcommittee	
Continue to explore the intersections of EDI&SJ, communication and learning analytics and/or critical assessment practices; make recommendations for educational activities related to this effort.	June 2024	Learning Analytics Subcommittee	

Continue to provide educational activities such as presentations, publications, or webinars that lend clarity to library learning analytics and how the work can be done responsibly to support evidence-based decision making to support student learning	June 2024	Learning Analytics Subcommittee	
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Activity #2 Assessment	
How will success be measured?	
<ul style="list-style-type: none"> Views/hits on the toolkit. Implementation of relevant educational activities, including hits/views or registrations/attendees. Hosting an online discussion session webinar, along with the number of registrants and session attendees at the online event. 	

Work Plan Activity #3	
Activity Name:	Communications
Brief description:	<p>In response to this, this subcommittee will:</p> <ul style="list-style-type: none"> Develop a communications strategy to reach the broader academic library community that clarifies the value of libraries in supporting student learning and promotes education about how to do learning analytics work ethically. Finalize the overall message we want to share with the library profession, with input from the full VAL committee, about the role of VAL and the importance of the work that we do. This will allow all VAL members to have consistent and streamlined communication points. Consider modifications to the ACRL Plan for Excellence that more aptly articulates the role of VAL that we can propose to the ACRL Board.

Activity #3 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge	
<input type="checkbox"/> short-term project that will be completed this membership year	
<input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date:	

ACRL Plan for Excellence
Check the best goal and objective.

X <input type="checkbox"/> Goal: Value of Academic Libraries			
<input type="checkbox"/> Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.			
x <input type="checkbox"/> Objective 2. Promote the impact and value of academic and research libraries to the higher education community.			
<input type="checkbox"/> Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.			
<input type="checkbox"/> Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.			
Activity Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Form Communications Strategy subcommittee, which should include a member from every other subcommittee	October 2023	Communications Subcommittee	
Continue to draft the overall message we want to share with the library profession, with input from the full VAL committee, about the role of VAL and the importance of the work that we do.	December 2023	Communications Subcommittee	
In collaboration with the Learning Analytics subcommittee, develop a communications strategy plan to reach the broader academic library community that clarifies the value of libraries in supporting student learning and provides education about how to do learning analytics work ethically.	June 2024	Communications Subcommittee, Learning Analytics Subcommittee	
Get feedback from the library community on the VAL communications strategy plan.	February 2024	Communications Subcommittee	

Work with VAL committee to implement / carry out the communications strategy plan.	May 2024	Communications Subcommittee	
Work with ACRL staff to update VAL web presence	June 2024	Communications Subcommittee	

Activity #3 Assessment	
How will success be measured?	
<ul style="list-style-type: none"> • Completion of a message to share with the academic library profession with clear talking points that can be used by VAL committee members. • Revisions to the ACRL Plan for Excellence that more aptly portrays the role of VAL. • Creation and implementation of a communications strategy. • Total number of communications, presentations, articles, etc. that are implemented from the communications strategy plan. 	

Work Plan Activity #4	
Activity Name:	Changing Landscape
Brief description:	Academic libraries have shifted from a primarily in-person environment to a mix of in-person, online and hybrid. This activity seeks to explore and highlight the value that academic libraries provide to support the changing needs of academic institutions and the students they serve.

Activity #4 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge	
<input type="checkbox"/> short-term project that will be completed this membership year	
<input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date:	

<u>ACRL Plan for Excellence</u>	
Check the best goal and objective.	
<input checked="" type="checkbox"/> Goal: Value of Academic Libraries	
<input type="checkbox"/> Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.	
<input checked="" type="checkbox"/> Objective 2. Promote the impact and value of academic and research libraries to the higher education community.	

- ☒ Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
- ☐ Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.

Activity Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Form Changing Landscapes subcommittee	October 2023	Changing Landscapes Subcommittee	
Continue Trends Talks in collaboration with the New Roles and Changing Landscapes' UX subcommittee	October 2023 - June 2024	Changing Landscapes Subcommittee	
Explore additional opportunities or areas to focus on	October 2023 - June 2024	Changing Landscapes Subcommittee	

Activity #4 Assessment

How will success be measured?

- Number of registrants and attendees at the Changing Landscape ACRL online discussion forum.
- Number of views of recorded webinar produced by this committee.

Work Plan Activity #5

Activity Name:	Library Advocacy Toolkit
Brief description:	The Library Advocacy Toolkit is a comprehensive LibGuide that equips librarians with the essential resources and knowledge needed to advocate for libraries in academic and research institutions. It covers student success, faculty support, employment status, DEI, affordability, and strategic goals. This resource-rich guide also features success stories from librarians who have effectively advocated for libraries.

Activity #5 Timeline

How long will it take to do this project?

- ☒ continuous project assigned in charge
- ☐ short-term project that will be completed this membership year
- ☐ multi-year project continuing past June 30, 2024. Expected completion date:

[ACRL Plan for Excellence](#)

Check the best goal and objective.

- ☒ Goal: Value of Academic Libraries
- ☐

<input checked="" type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.		
<input checked="" type="checkbox"/>	Objective 2. Promote the impact and value of academic and research libraries to the higher education community.		
<input type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.		
<input checked="" type="checkbox"/>	Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.		
Activity Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Form Library Advocacy Toolkit working group in collaboration with the New Roles and Changing Landscapes	October 2024	Library Advocacy Toolkit Working Group	
Work with Library Advocacy Toolkit Working Group on areas that need refinement, additions or updates. This could include resources on student success and DEI in hybrid learning environments, professional roles, faculty support, and affordability. Additionally, could provide templates or case studies on how to advocate for libraries.	June 2024	Library Advocacy Toolkit Working Group	
Continue collecting success stories	October 2023 - June 2024	Library Advocacy Toolkit Working Group	

Activity #5 Assessment
How will success be measured?
<ul style="list-style-type: none"> • Number of success stories collected. • Amount of updates and content added to the Library Advocacy Toolkit. • Usage statistics for the Library Advocacy Toolkit. • Feedback from the "Suggestions & Feedback" page on the Library Advocacy Toolkit.

Work Plan Activity #6	
Activity Name:	Revision of the Standards for Libraries in Higher Education
Brief description:	In collaboration with the Standards Committee, revise the Standards for Libraries in Higher Education. The target completion date is June 2024 in order to present the revised Standards to the ACRL Board.

Activity #6 Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge	
<input checked="" type="checkbox"/> short-term project that will be completed this membership year	
<input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and objective.	
<input checked="" type="checkbox"/> Goal: Value of Academic Libraries	
<input checked="" type="checkbox"/> Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.	
<input checked="" type="checkbox"/> Objective 2. Promote the impact and value of academic and research libraries to the higher education community.	
<input type="checkbox"/> Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.	
<input checked="" type="checkbox"/> Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.	

Activity Outline			
Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.			
Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Form working group with the Standards Committee to revise the Standards for Libraries in Higher Education	October 2023	Monika Chavez in collaboration with the Standards Committee	
Create a timeline for the revision process	November 2023	Revision Working Group	
Conduct an initial assessment of the Standards	approx. December 2023	Revision Working Group	

Conduct a literature review on relevant and related topics to the Standards	approx. January 2024	Revision Working Group	
Revise the Standards based on the initial assessment	approx. February 2024	Revision Working Group	
Gather feedback through surveys and focus groups	approx. March 2024	Revision Working Group	
Revise the Standards based on feedback	May 2024	Revision Working Group	
Present to ACRL Board	June 2024	Chairs and Vice Chairs of VAL and Standards Committees	

Activity #6 Assessment	
How will success be measured?	
<ul style="list-style-type: none"> Completed revision of the Standards for Libraries in Higher Education. 	



Division-level Committee Year-end Report and Work Plan Template

Each summer, ACRL [division-level committees](#) should complete a year-end report and work plan. By **August 31, 2023**, the committee chair should post the completed combined template to ALA Connect.

The **report** section should be completed by the outgoing chair. The **work plan** section should be completed by the incoming chair. Committee members, Board liaison, staff liaison should all review and approve the work plan. Projects included in a committee's work plan will be implemented September 2023 through June 2024.

Committee Name & Charge	
Committee Name:	ACRL Equity, Diversity, and Inclusion (EDI) Committee
Charge/Tasks:	To oversee and coordinate ACRL's Core Commitment to equity, diversity, and inclusion, as described in the strategic plan . Work with the Board and other units to initiate, advise and mobilize support for appropriate action related to issues of diversity, equity and inclusion in academic librarianship—including recruitment, advancement and retention of underrepresented groups to academic and research librarianship and the promotion of library and information services for diverse library users.

2022-2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Je Salvador
Vice-Chair:	Beatrice Canales
Board liaison:	Julie Garrison
Staff liaison:	Allison Payne
Other leaders:	past-chair: Maisha Carey

2023-2024 Leadership (terms: July 1, 2023–June 30, 2024)	
Chair:	Silvia Vong
Vice-Chair:	Tal Ness
Board liaison:	Erin Ellis
Staff liaison:	Allison Payne
Other leaders:	past chair: Je Salvador

Report & Work Plan Submission			
Year-end report written by:	Je Salvador	Date:	September 27, 2023
Work plan submitted by:	Silvia Vong and Tal Ness	Date:	September 28, 2023

2022–2023 Year-end Report (written by outgoing Chair)

This report will be included in the committee’s official record of activities maintained by ACRL staff. Brief bulleted lists are suggested for the responses.

1. What were the major projects/activities accomplished by your committee this past year (July 1, 2022 to June 30, 2023)?

1. **drafted, revised, and promoted the new EDI Goal-Area Committee (GAC) goal**
 - a. August 2022 – convened Committee members to brainstorm goal language synchronously and solicited asynchronous language suggestions.
 - b. September 2022 – facilitated draft GAC goal language for Board of Directors review and participated in feedback sessions and asynchronous work to revise draft goal language
 - i. Note: the new GAC goal language was added to the [ACRL Plan for Excellence](#) in November 2022.
 - c. Spring 2023 – encouraged and participated in 6/13/23 webcast [ACRL Presents: ACRL’s Strategic Vision for Equity, Diversity & Inclusion](#)
2. **sustained the BIPOC Membership Initiative and increased connection between membership recipients, EDI Committee members, and Board of Directors members**
 - a. December 2022 – promoted ACRL “Get Involved” webinar and volunteering information to BIPOC Membership recipients Connect Community
 - b. Spring 2023 – convened 3 “Community Chats” via Zoom platform, starting at ACRL 2023 in Pittsburgh (on 3/16/23) to connect membership recipients, EDI Committee members, and Board members. Response to the initial chat was positive, so we convened additional Community Chats on 4/13/23 and 5/12/23.
3. **sustained and grew liaison work for EDI across ACRL**
 - a. Spring 2023 – developed survey and accompanying “about us” video to provide context for the survey, which invited ACRL members to share priorities and needs related to equity, diversity, and inclusion (EDI); [promoted the survey and an EDI Town Hall invitation to ACRL Connect Community](#)
 - b. Spring 2023 – planned and convened 6/29/23 EDI Town Hall.

2. Which projects are in process or are expected to continue?

The **BIPOC Membership Initiative** is expected to continue. We hope to remain connected to the current membership recipient cohort through Community Chats as well as to undertake the selection process for the new cohort.

Sustaining and growing liaison work for EDI across ACRL is expected to continue. We hope to use survey responses to understand priorities and needs re: EDI across ACRL, and we intend to convene Town Hall meetings.

3. How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?

The **EDI GAC goal language** demonstrates our commitment to EDI within ACRL and, possibly, beyond the membership association to academic and research libraries—institutions we hope to support and encourage in EDI work.

Sustaining the **BIPOC Membership Initiative** demonstrates our commitment to BIPOC library workers and leaders. We hope this commitment will have an impact in and beyond ACRL.

4. What made this work most rewarding (observations/comments/accolades)?

Developing closer connections between EDI Committee members, BIPOC Membership recipients, and Board of Directors members was a really special outcome of the suggestion from Committee member Katie Manwiller that we facilitate a “Community Chat” at ACRL 2023 in Pittsburgh, PA. Many folks responded positively about the chats we had in Spring 2023, and it’s likely we’ll try to continue these regularly to provide a stronger community for the BIPOC Membership recipients.

5. Please indicate EDI activities you would like to publicly include on the [ACRL EDI LibGuide](#) (Limit to 75 words or less).

If there are questions regarding the above activities, staff can contact:

- Name: Je Salvador
- Email: jsalv@uw.edu

We will try to get more information about EDI Town Hall meetings and any upcoming surveys to the LibGuide.

6. Any other comments, recommendations, or suggestions?

One regret for the year was that the EDI across ACRL e-mail list really never “got off the ground.” Do members try to minimize e-mails (and, therefore, maybe Connect Communities), and so should we pivot to using the EDI LibGuide for more heavy promotion of current events—things that might otherwise get announced via e-mail list? What’s an optimal mode of communication?

Work Plan: 7/1/2023-6/30/2024

Please complete this form for each activity that the committee plans to undertake in the 2023–2024 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten activities. Please only complete this form for the appropriate number of activities that work for your committee.

*****Duplicate the work plan pages as needed to include additional activities.*****

Work Plan Activity #1 of 5	
Activity Name:	BIPOC Member Initiative
Brief Description:	A stipend to support ALA + ACRL memberships to Black, Indigenous, or People of Color (BIPOC) library workers who serve underrepresented populations.

Activity Timeline #1	
How long will it take to do this project?	
<input checked="" type="checkbox"/>	continuous project assigned in charge
<input type="checkbox"/>	short-term project that will be completed this membership year
<input type="checkbox"/>	multi-year project continuing past June 30, 2024. Expected completion date:

ACRL Plan for Excellence	
Check the best goal and objective.	
<input type="checkbox"/>	Goal: Value of Academic Libraries
<input type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
<input type="checkbox"/>	Objective 2. Promote the impact and value of academic and research libraries to the higher education community.
<input type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
<input type="checkbox"/>	Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.
<input type="checkbox"/>	Goal: Student Learning
<input type="checkbox"/>	Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
<input type="checkbox"/>	Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.
<input type="checkbox"/>	Goal: Research and Scholarly Environment
<input type="checkbox"/>	Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
<input type="checkbox"/>	Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.

- ☐ Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.

X Goal: New Roles and Changing Landscapes

- ☐ Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
- ☐ Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
- ☒ Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

X Goal: Equity, Diversity and Inclusion

- ☒ Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
- ☒ Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
- ☐ Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

X Enabling Programs and Services (education, advocacy, publications, or member engagement)

Activity #1 Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
<Cohort 2 – current> start scheduling Community Chats to connect BIPOC Membership recipients with EDI Committee and Board members	develop schedule in October 2023; convene Chats between November 2023 and June 2024	BIPOC Membership subcommittee	attempt to schedule with ACRL Zoom
<Cohort 3 application> update BIPOC Membership application materials—including application questions, announcement text, & screening rubric	October 2023	BIPOC Membership subcommittee	
<Cohort 3 application> provide draft application materials to Board for review	November 2023	BIPOC Membership subcommittee	staff support, likely Board liaison facilitation will help

ACRL LLX24 Doc 8.0

<Cohort 3 application> seek and confirm funding from Board for BIPOC Membership Cohort 3 (2024 – 2025)	November 2023	BIPOC Membership subcommittee, staff liaison, Board liaison	NB: will need to use Action Form staff support, likely Board liaison facilitation will help
<Cohort 2 – current> promote Volunteering	December 2023	BIPOC Membership subcommittee	NB: direct members to Volunteer information page
<Cohort 3 application> finalize application materials	12/15/2023 (Friday)	BIPOC Membership subcommittee	
<Cohort 3 application> send finalized application materials to staff and Board liaisons	12/15/2023 (Friday)	BIPOC Membership subcommittee	
<Cohort 3 application> open application; advertise the membership funding	1/2/2024 (Tuesday)	staff liaison (to open application); all EDI Committee members	
<Cohort 3 application> close application; begin application review process	4/26/2024 (Friday)	staff liaison (to close application and make submissions available to subcommittee); BIPOC Membership subcommittee	
<Cohort 3 application> convene subcommittee for final review and applicant privacy procedures	5/24/2024 (Friday)	BIPOC Membership subcommittee	
<Cohort 3> notify BIPOC membership recipients	5/31/2024 (Friday)	BIPOC Membership subcommittee; staff liaison	
<Cohort 3> memberships will go into effect	7/1/2024 (Monday)	staff liaison	

Activity #1 Assessment
How will success be measured?
<ul style="list-style-type: none"> • Support and funding for 2024-2025 from the ACRL Board • Completion of call for applications and selection of new membership recipients by May 2024.

Work Plan Activity #2 of 5	
Activity Name:	Open Repository for EDI Projects and Tools
Brief Description:	This project aims to provide a free resource for librarians seeking to implement EDI and anti-racism projects and tools as well as connect librarians doing similar work. The repository will allow librarians to access other librarians' project proposals, plans, and/or templates with the stipulation that these documents are given appropriate acknowledgment. Given the scale of the project, this will be a multi-year project. The activity below only reflects year 1 of the project.

Activity #2 Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input type="checkbox"/> short-term project that will be completed this membership year <input checked="" type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date:	
	June 30, 2027

<u>ACRL Plan for Excellence</u>	
Check the best goal and objective.	
<input type="checkbox"/> Goal: Value of Academic Libraries	
<input type="checkbox"/> Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.	
<input type="checkbox"/> Objective 2. Promote the impact and value of academic and research libraries to the higher education community.	
<input type="checkbox"/> Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.	
<input type="checkbox"/> Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.	
<input type="checkbox"/> Goal: Student Learning	
<input type="checkbox"/> Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.	
<input type="checkbox"/> Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.	
<input type="checkbox"/> Goal: Research and Scholarly Environment	
<input type="checkbox"/> Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.	
<input type="checkbox"/> Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.	
<input type="checkbox"/> Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.	
<input checked="" type="checkbox"/> Goal: New Roles and Changing Landscapes	

- ☐ Objective 1. Deepen ACRL’s advocacy and support for the full range of the academic library workforce.
- ☒ Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
- ☐ Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

☒ **Goal: Equity, Diversity and Inclusion**

- ☒ Objective 1. Enhance members’ capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
- ☐ Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
- ☐ Objective 3. Build relationships and coalitions to cultivate “collective ownership, accountability, and responsibility” ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity #2 Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Identify and explore potential repository platforms.	April 2024	Resources and Tools Sub-Committee	
Select a repository platform with which to proceed.	June 2024	Resources and Tools Sub-Committee	ACRL Board and liaisons approval

Activity #2 Assessment

How will success be measured?

- At the end of the year, identify a potential repository platform (year 1).

Work Plan Activity #3 of 5	
Activity Name:	Listing of 50 State Laws that Impact EDI and Anti-Racism Work in Libraries
Brief Description:	The examination of the state-by-state legal landscape for EDI work addresses that same goal of equipping libraries with the information they need to lead in a changing legal climate that can make EDI work more difficult.

Activity #3 Timeline	
How long will it take to do this project?	
<input type="checkbox"/>	continuous project assigned in charge
<input checked="" type="checkbox"/>	short-term project that will be completed this membership year
<input type="checkbox"/>	multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>

ACRL Plan for Excellence	
Check the best goal and objective.	
<input type="checkbox"/>	Goal: Value of Academic Libraries
<input type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
<input type="checkbox"/>	Objective 2. Promote the impact and value of academic and research libraries to the higher education community.
<input type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
<input type="checkbox"/>	Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.
<input type="checkbox"/>	Goal: Student Learning
<input type="checkbox"/>	Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
<input type="checkbox"/>	Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.
<input type="checkbox"/>	Goal: Research and Scholarly Environment
<input type="checkbox"/>	Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
<input type="checkbox"/>	Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
<input type="checkbox"/>	Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.
<input checked="" type="checkbox"/>	Goal: New Roles and Changing Landscapes
<input type="checkbox"/>	Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.

- ☒ Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
- ☐ Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

☒ **Goal: Equity, Diversity and Inclusion**

- ☒ Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
- ☐ Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
- ☐ Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity #3 Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Conduct research and create a Google Doc to capture any EDI laws that impact libraries in any of the 50 states.	September 2023 - June 2024	Resources and Tools Sub-Committee (Ken Irwin (Co-lead), Adriana Poo (Co-Lead), Mandy Choie, Kayla Kuni)	
Identify and share with stakeholders through ACRL	June 2024	Chair and Vice-Chair	Potential collaboration with SLILC's publication sub-committee to publish an article with CRL news (Chair is a member of SLILC's publication sub-committee)

Activity #3 Assessment

How will success be measured?

- Completion of a Google doc by June 2024.

Work Plan Activity #4 of 5	
Activity Name:	Panels and Workshops
Brief Description:	One panel or workshop offered in the Winter and Spring terms (2024) on a topic of interest for academic librarians related to EDI.

Activity #4 Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input checked="" type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>	

ACRL Plan for Excellence	
Check the best goal and objective.	
<input type="checkbox"/>	Goal: Value of Academic Libraries
<input type="checkbox"/>	Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
<input type="checkbox"/>	Objective 2. Promote the impact and value of academic and research libraries to the higher education community.
<input type="checkbox"/>	Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
<input type="checkbox"/>	Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.
<input type="checkbox"/>	Goal: Student Learning
<input type="checkbox"/>	Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
<input type="checkbox"/>	Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.
<input type="checkbox"/>	Goal: Research and Scholarly Environment
<input type="checkbox"/>	Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
<input type="checkbox"/>	Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
<input type="checkbox"/>	Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.
<input type="checkbox"/>	Goal: New Roles and Changing Landscapes
<input type="checkbox"/>	Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
<input type="checkbox"/>	Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.

- ☐ Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

X Goal: Equity, Diversity and Inclusion

- X** Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
- X** Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
- ☐ Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity #4 Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Identify two areas of interest by academic librarians that support EDI or anti-racism efforts.	December 2023	Programming and Outreach sub-committee (Cinthya Ippoliti, Marcela Isuster, Anna Yang (lead), Jordan Nielsen)	Potential collaboration with the New Roles and Changing Landscape committee (EDI sub-committee) on the topic of librarians with disabilities and retention as well as their promotion of their retention tool kit.
Panel 1: Select and invite speakers based on topic Schedule date and time Create registration Advertising through ACRL channels <ul style="list-style-type: none"> Website Social media ACRL News 	Winter 2024	Programming and Outreach sub-committee	Web conferencing platform (e.g., Zoom); Honorariums for each speaker (\$100-\$150 US each); ACRL liaison approval; Registration page and promotion through ACRL channels via ACRL communication
Panel 2: Select and invite speakers based on a topic. Schedule date and time Create registration Advertising through ACRL channels <ul style="list-style-type: none"> Website Social media ACRL News 	Spring/Summer 2024	Programming and Outreach sub-committee	Web conferencing platform (e.g., Zoom); Honorariums for each speaker (\$100-\$150 US each); ACRL liaison approval; Registration page and promotion through ACRL channels via ACRL communication

Activity #4 Assessment	
How will success be measured?	
<ul style="list-style-type: none"> Engagement from ACRL members via attendance. Launch of two panels as per deadlines (Winter 2024 and Spring/Summer 2024). 	

Work Plan Activity #5	
Activity Name:	Goal Area Committee (GAC) Outreach and Communication
Brief Description:	As an effort to ensure that EDI and Anti-racism work is overlapped or doubled, outreach and communication efforts will be made by the Chair and Vice-Chair once per term (Fall, Winter, and Spring/Summer 2024). The GAC committees include: Value of Academic Libraries (VAL), Student Learning (SLILC), Research and Scholarly Environment (ReSEC), and New Roles and Changing Landscapes (NRCL)

Activity #5 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge <input type="checkbox"/> short-term project that will be completed this membership year <input type="checkbox"/> multi-year project continuing past June 30, 2024. Expected completion date: <input type="text"/>	

ACRL Plan for Excellence	
Check the best goal and objective.	
<input type="checkbox"/> Goal: Value of Academic Libraries	
<input type="checkbox"/> Objective 1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.	
<input type="checkbox"/> Objective 2. Promote the impact and value of academic and research libraries to the higher education community.	
<input type="checkbox"/> Objective 3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.	
<input type="checkbox"/> Objective 4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.	
<input type="checkbox"/> Goal: Student Learning	
<input type="checkbox"/> Objective 1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.	

- ☐ Objective 2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.

☐ **Goal: Research and Scholarly Environment**

- ☐ Objective 1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
- ☐ Objective 2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
- ☐ Objective 3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.

☐ **Goal: New Roles and Changing Landscapes**

- ☐ Objective 1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
- ☐ Objective 2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
- ☐ Objective 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

X **Goal: Equity, Diversity and Inclusion**

- ☐ Objective 1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
- ☐ Objective 2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
- X Objective 3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

☐ **Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Activity #5 Outline

Outline the steps and deadlines planned to complete the project. Attach additional sheets if needed.

Specific Action	Due Date	Party Responsible	Resources Needed (e.g., financial, tech, staff support)
Send e-mail to GAC members to find times and set one meeting per term to share projects.	November 2023	Chair and Vice-Chair	
Set-up Zoom meetings	November 2023	Chair and Vice-Chair	Web conferencing platform (e.g., Zoom)
Report to EDI committee discussion topics and projects	December 2023, April 2024, and June 2024	Chair and Vice-Chair	

Activity #5 Assessment
How will success be measured?
<ul style="list-style-type: none">• Confirmed and scheduled meetings with GAC members• Feedback from GAC members in June 2024 for the year-end report

Association of College & Research Libraries
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800-545-2433, ext. 2523
acrl@ala.org; <http://www.acrl.org>



To: ACRL Budget and Finance Committee, ACRL Board of Directors
From: Allison Payne, ACRL Interim Executive Director
Date: January 25, 2024
Re: FY24 Q1 Memo

The attached spreadsheet (Doc 8.1) details ACRL's first-quarter performance through November 30, 2024.

As a reminder, ACRL's budget is best considered on a two-year cycle due to the ACRL Conference taking place in odd years. Revenues and expenses for the ACRL Conference will be recognized in the year the event takes place, except for expenses that are non-material (i.e., less than \$5K) and monthly payments. Thus, comparisons of total financial performance to last year, while useful for the Choice budget, are not as meaningful for the ACRL portion of the report, so I have presented the ACRL comparisons with the FY22 actual so comparisons between two budgets in non-conference years can be made.

Executive Summary

While revenues are down, significant expense savings were realized in Q1 that resulted in ACRL outperforming Q1 budget by \$148,964.

	FY24 Actual	FY24 Budget	Variance from Budget	FY22 Actual	Variance FY22 to FY24
Beginning net asset balance	\$3,627,669	\$3,627,669	\$0	\$3,367,723	\$259,946
Revenues	\$464,329	\$567,227	(\$102,898)	\$466,559	(\$2,230)
Expenses	\$454,226	\$706,089	(\$251,863)	\$376,739	\$77,487
NET	\$10,103	(\$138,862)	\$148,965	\$89,820	(\$79,718)
Ending net asset balance	\$3,637,772	\$3,488,807	\$148,964	\$3,457,543	\$180,228

ACRL Revenues

ACRL total Q1 revenues were \$464,329 versus a budgeted \$567,227, resulting in a variance from budget of -\$102,898 or -18%.

- As of the November 2023 performance report, personal **membership dues** of \$125,422 are \$11,096 (10%) ahead of YTD budget. Due to the way dues are reported from Accounting, dues revenue is not broken into personal and organizational memberships in performance reports. It is expected that some of this revenue includes organizational membership dues, which are budgeted at \$15,161 for Q1.
- **Web CE** revenues are 108% ahead of YTD budget due to strong performance of a few fall events, but we expect revenues to stabilize over the spring/summer.
- For **non-serials**, both print book (4100) and institutional ebook (4421) sales are strong through November, with total revenues 13%, \$ 11,042, ahead of budget.
- **Serials** revenues include overhead-exempt revenues of \$9,890 are \$ 2,390 (32%) ahead of YTD budget.
- **Licensed workshop** revenue didn't recognize \$15,750 in budgeted revenues in Q1 due to timing of events. Four workshops are scheduled for winter/spring 2024.
- For the **RBMS Conference**, \$22K of registration fees are budgeted in Q1; this revenue will be recognized when the event takes place in June 2024.
- The **Immersion program** did not realize the \$50K in budgeted revenues due to the program's pause. There is a planned refresh slated to launch in late FY24 or early FY25.
- **Classified ad revenues** are meeting the Q1 budgeted amount of \$97K.

ACRL Expenses

ACRL's Q1 performance included significant expenses saving. Actual expenses \$454,226 versus a budgeted \$706,089, resulting in \$251,862 of cost savings.

- Due to staff vacancies for the ACRL unit, there was \$78K of **salaries and benefits** savings in Q1.
- There was \$15K in savings for professional services, mainly due to timing and pause of ACRL's **consulting program**.
- For **serials** expenses, ALA Production Services is yet to invoice us for copyediting, layout, and journal hosting services in FY24, meaning those lines are showing as being better than budgeted by \$3K. These expenses will catch up once we are invoiced.
- The **Immersion program** did not realize the \$48K budgeted in expenses due to the program's pause and planned refresh slated to launch in late FY24 or early FY25.
- The **RBMS Conference** currently is showing \$38K in expense savings but this is due to timing. These expenses are expected to be recognized when the event takes place in June 2024.
- **Program allocation** has savings of \$5750 due to unspent TBD program expenses. The Board/Budget & Finance Committee will be reviewing a request at LLX to support BIPOC/Disabled Librarians' memberships; if approved, the unbudgeted expense could be applied to the TBD program expense line.

- In Q1, ACRL debited \$20K of its budgeted \$62K in **overhead** to ALA. It is expected that this will be increase due to \$17K not being applied to the new combined serials project.
- ALA units were required to cut FY24 travel expenses by 10%. For Q1, ACRL was required to cut \$2,494 in travel. For the full FY, ACRL will be required to cut \$9,975 in travel expenses.

Long-term Investment

The Q1 reports typically do not include beginning balances and ACRL expects to see the ACRL LTI beginning balance of \$5,773,259 in the Q2 reports.

	FY24	FY24	FY24	FY24	FY24	FY22*	FY22*	FY22*
	Budget	Q1 Budget	Q1 Actual	\$ Variance	% Variance	Q1 Actual	\$ Variance	% Variance
Beginning Reserves								
Reserve Sept. 1: ACRL Operating	\$3,627,669	\$3,627,669	\$3,627,669	\$0	0%	\$3,367,723	\$259,946	8%
Reserve Sept. 1: ACRL LTI	\$5,773,259	\$5,773,259	\$5,773,259	\$0	0%	\$5,209,693	\$563,566	11%
Reserve Sept. 1: CHOICE Operating	\$3,078,726	\$3,078,726	\$3,078,726	\$0	0%	\$2,924,245	\$154,481	5%
Reserve Sept. 1: CHOICE LTI	\$553,388	\$553,388	\$553,388	\$0	0%	\$621,058	(\$67,670)	-11%
Total	\$13,033,042	\$13,033,042	\$13,033,042	\$0	0%	\$12,122,719	\$910,323	8%
Revenues								
Membership								
Dues	\$520,827	\$130,207	\$125,667	(\$4,540)	-3%	\$127,796	(\$2,129)	-2%
Standards, Licensing Fees	\$150	\$38	\$45	\$8	20%	\$0	\$45	N/A
Advisory	\$15,100	\$3,775	\$12,600	\$8,825	234%	\$0	\$12,600	N/A
Awards	\$0	\$0	\$0	\$0	N/A	\$1,200	(\$1,200)	-100%
Special Events	\$15,125	\$3,781	\$0	(\$3,781)	N/A	\$0	\$0	N/A
Equity, Diversity & Inclusion	\$22,000	\$5,500	\$500	(\$5,000)	N/A	\$31,000	(\$30,500)	-98%
Project Outcome & Info Lit	\$70,976	\$32,013	\$22,967	(\$9,046)	N/A	\$0	\$22,967	N/A
Subtotal	\$644,178	\$175,314	\$161,779	(\$13,535)	-8%	\$159,996	\$1,783	1%
Publications								
CHOICE	\$2,356,295	\$589,074	\$581,829	(\$7,245)	-1%	\$631,767	(\$49,938)	-8%
ACRL Serials	\$567,461	\$138,645	\$149,697	\$11,052	8%	\$197,350	(\$482,070)	-76%
C&RL News (to ACRL serials FY24)	\$0	\$0	\$300	\$300	#DIV/0!	\$0	\$300	-100%
RBM (to ACRL serials FY24)	\$0	\$0	\$105	\$105	#DIV/0!	\$0	\$105	N/A
Nonperiodical Publications	\$331,000	\$82,750	\$93,792	\$11,042	13%	\$63,024	\$30,768	49%
Library Statistics	\$223,349	\$55,837	\$40,334	(\$15,503)	-28%	\$29,936	\$10,398	35%
Subtotal	\$3,478,105	\$866,307	\$866,057	(\$250)	0%	\$922,077	(\$56,020)	-6%
Education								
Institutes & Liscensed Workshops	\$263,600	\$65,900	\$0	(\$65,900)	-100%	\$0	\$0	N/A
ACRL Conference	(\$24,000)	(\$6,000)	\$0	\$6,000	-100%	\$0	\$0	N/A
RBMS Conference	\$195,373	\$48,843	\$0	(\$48,843)	N/A	\$0	\$0	N/A
Annual Conference & LLX Programs	\$14,000	\$3,500	\$0	(\$3,500)	N/A	\$0	\$0	N/A
Web-CE	\$66,828	\$16,707	\$18,323	\$1,616	10%	\$16,254	\$2,069	13%
Subtotal	\$515,801	\$128,950	\$18,323	(\$110,628)	-86%	\$16,254	\$2,069	13%
Special Programs								
Friends of ACRL-Restricted	\$0	\$0	\$4,653	\$4,653	N/A	\$0	\$4,653	N/A
Friends of ACRL-Operating	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
Unidentified Budget	\$0	(\$14,269)	\$0	\$0	N/A	\$0	\$0	N/A
Total Revenues								
Total Revenues ACRL	\$2,281,789	\$567,227	\$464,329	(\$102,898)	-18%	\$466,559	(\$2,230)	0%
Total Revenues CHOICE	\$2,356,295	\$589,074	\$581,829	(\$7,245)	N/A	\$631,767	(\$42,693)	-8%
Total Revenues ACRL & Choice	\$4,638,084	\$1,156,301	\$1,046,158	(\$110,143)	-10%	\$1,098,326	\$57,975	-5%

	FY24	FY24	FY24	FY24	FY24	FY22*	FY22*	FY22*
	Budget	Q1 Budget	Q1 Actual	\$ Variance	% Variance	Q1 Actual	\$ Variance	% Variance
Expenses								
Membership								
Membership Services	\$93,502	\$21,857	\$3,438	(\$18,419)	-84%	\$3,657	(\$219)	-6%
Board	\$148,718	\$34,655	\$523	(\$34,133)	-98%	\$2,520	(\$1,997)	-79%
Advisory	\$23,729	\$5,610	\$1,865	(\$3,746)	-67%	(\$1,599)	\$3,463	-217%
Standards Distribution	\$820	\$193	\$23	(\$170)	-88%	\$0	\$23	N/A
Awards	\$16,263	\$1,712	\$0	(\$1,712)	N/A	\$0	\$0	N/A
Chapters	\$16,376	\$2,056	\$0	(\$2,056)	-100%	\$100	(\$100)	N/A
Committees	\$148,564	\$33,540	\$0	(\$33,540)	-100%	\$0	\$0	N/A
Sections	\$156,382	\$36,408	\$472	(\$35,936)	-99%	\$655	(\$183)	-28%
ACRL Serials (over revenue)	\$0	\$0		\$0	N/A	\$0	\$0	N/A
Liaisons to Higher Ed. Organizations	\$30,008	\$7,331	\$2,165	(\$5,166)	-70%	\$10,081	(\$7,916)	-79%
Special Events	\$14,200	\$3,550	(\$1,000)	(\$4,550)	-128%	\$0	(\$1,000)	N/A
Information Literacy	\$163,806	\$39,767	\$25,430	(\$14,337)	-36%	\$2,759	\$22,671	822%
Scholarly Communications	\$66,633	\$15,452	\$23,222	\$7,770	50%	\$1,167	\$22,055	1890%
Value of Academic Libraries	\$27,828	\$6,354	\$0	(\$6,354)	N/A	\$0	\$0	N/A
Government Relations	\$25,512	\$5,940	\$0	(\$5,940)	-100%	\$1,167	(\$1,167)	-100%
Scholarships	\$40,000	\$10,000	\$0	(\$10,000)	N/A	\$2,500	(\$2,500)	N/A
Annual Conference Programs	\$27,753	\$6,850	\$0	(\$6,850)	N/A	\$0	\$0	N/A
New Roles & Changing Landscapes	\$19,652	\$4,545	\$0	(\$4,545)	-100%	\$200	(\$200)	N/A
Equity, Diversity & Inclusion	\$77,502	\$11,517	\$138	(\$11,379)	-99%	\$4,307	(\$62)	-31%
Project Outcome	\$106,240	\$25,552	\$12,784	(\$12,768)	-50%	\$14,463	(\$1,679)	-12%
Subtotal	\$1,203,486	\$272,890	\$69,059	(\$203,830)	-75%	\$41,977	\$27,082	65%
Publications								
CHOICE	\$2,329,930	\$566,612	\$498,539	(\$68,073)	-12%	\$552,624	(\$54,085)	-10%
ACRL Serials	\$476,577	\$111,763	\$32,586	(\$73,150)	-65%	\$76,601	(\$37,987)	-50%
C&RL News (to ACRL serials FY24)	\$0	\$0	\$74	\$74	N/A	\$0	\$74	N/A
RBM (to ACRL serials FY24)	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
Nonperiodical Publications	\$279,321	\$66,925	\$38,614	(\$28,312)	-42%	\$3,133	\$35,481	1133%
Library Statistics	\$289,387	\$69,937	\$12,608	(\$57,329)	-82%	\$10,845	\$1,762	16%
Subtotal	\$3,375,215	\$815,237	\$582,420	(\$232,817)	-29%	\$643,203	(\$60,783)	-9%
Education								
Institutes & Liscensed Workshops	\$272,287	\$60,975	\$1,537	(\$59,439)	-97%	\$937	\$600	156%
ACRL Conference	\$148,349	\$33,799	\$5,435	(\$28,363)	-84%	\$341	\$5,094	7%
RBMS Conference & Preconferences	\$188,599	\$46,700	\$7,282	(\$39,418)	-84%	\$2,201	\$5,081	43%
Web-CE	\$77,827	\$18,147	\$4,709	(\$13,438)	-74%	\$3,405	\$1,304	261%
Subtotal	\$687,062	\$159,621	\$18,964	(\$140,658)	-88%	\$6,885	\$12,079	57%
Special Programs								
Friends of ACRL-Restricted	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
Friends of ACRL-Operating	\$25,010	\$9,070	\$121	(\$8,949)	-99%	\$197	(\$76)	-39%
Subtotal	\$25,010	\$9,070	\$121	(\$8,949)	-99%	\$197	(\$76)	-39%
Unallocated Admin Expenses	(\$15,029)	\$15,882	\$282,201	\$266,319	1677%	\$237,102	\$45,100	N/A
Endowment Transfer	(\$175,000)							
Total Expenses								
Total Expenses ACRL	\$2,770,813	\$706,089	\$454,226	(\$251,863)	-36%	\$376,739	\$77,487	21%
Total Expenses CHOICE	\$2,329,930	\$566,612	\$498,539	(\$68,073)	N/A	\$552,624	(\$54,085)	N/A
Total Expenses ACRL & CHOICE	\$5,100,743	\$1,272,701	\$952,765	(\$319,936)	-25%	\$929,363	\$23,402	3%

* = To compare non-conference years, column G shows FY22 actuals (Nov) for ACRL. Column G includes FY23 actuals (Nov) for Choice.

Choice Performance Comments

FY24 Q1 close, November 2024

Choice ended the first quarter of FY24 with a net operating income of \$83,289 on revenues of \$581,829 and expenses of \$498,540.

Nov-23							
404 UNIT REVENUES							
Source	Budget YTD	Actual YTD	Var	% Budget	Prior Year	Var	% Prior
Subscriptions	236,820	247,471	10,651	4.50%	307,579	(60,108)	-19.54%
Advertising/Sponsored Content	219,591	226,354	6,763	3.08%	187,872	38,482	20.48%
Royalties	119,164	99,768	(19,396)	-16.28%	125,519	(25,751)	-20.52%
Other \$	13,500	8,236	(5,264)	-38.99%	1,128	7,108	630.14%
Total Revenue	589,075	581,829	(7,246)	-1.23%	622,098	(40,269)	-6.47%
Total Expenses	566,611	498,540	68,071	12.01%	552,623	54,083	9.79%
NET REVENUE	22,464	83,289	60,825	-270.77%	69,475	13,814	19.88%

SUBSCRIPTIONS

Our subscription business for all products (Choice Reviews, *Choice* magazine, Choice Reviews on Cards, and Resources for College Libraries (RCL) is on or close to budget. Choice is running about 6% better than budget, while RCL is 6% behind budget. Last year, we had some concerns about RCL subscriptions falling behind and we have instituted a quarterly meeting with Clarivate to talk about how to promote this product in FY24.

ROYALTIES

Licensing (royalty) income for Choice is on budget. This is a stable income for us bound by contracts with various library vendors.

ADVERTISING AND SPONSORED CONTENT

Choice advertising is \$59,043 better than budget in Q1. Some of this is webinars that were moved from FY23 into FY24. *Choice* magazine and Choice reviews are behind budget by a total of \$9,000 (an average of 32% per product), while Choice360.org is \$25,015 ahead of budget (75%).

EXPENSES

Choice's expenses finished Q1 \$57,080 better than budget. Payroll, Outside Services, and Operating expenses were better than budget, while Travel, Meeting and Conferences, and Publication-related expenses were slightly over budget. Choice continues a program of austerity, watching every penny. We do have some upcoming repairs to the HVAC unit at the Choice building (about \$7,000 in repairs) and potential major repairs to the Choice Reviews and ChoiceConnect digital infrastructure.



FY2025 Budget Assumptions

ACRL develops budget assumptions annually to guide staff in preparing annual project budgets. ACRL's budget is mission-driven and, except for intentional spenddown years, should provide sufficient revenues with a two-year budget to support the strategic initiatives outlined in the [ACRL Plan for Excellence](#), including initiatives related to its Core Commitment to Equity, Diversity, and Inclusion (EDI). This is accomplished through a blend of programs and services, some of which generate net revenues, e.g., ACRL professional development, especially its biennial conference, and others that the association expects to support, e.g., advocacy, member services, etc.

The ACRL Budget & Finance Committee discussed the draft assumptions on November 13, 2023, and approved to recommend to the ACRL Board of Directors the FY25 budget assumptions for ACRL and Choice, with the revision to reduce the 2025 ACRL Conference paid registration from 5% to 2.5%. The ACRL Board discussed these assumptions during their December 1, 2023 Board Update virtual meeting, and will take action as an asynchronous virtual vote following the December 1 meeting. Pending approval, ACRL staff will prepare the preliminary FY25 budget for review by the ACRL Budget and Finance Committee at their 2024 LibLearnX virtual meetings. An updated preliminary budget will be presented for both the ACRL Board and Budget & Finance Committee at the 2024 ALA Annual Conference, and it is expected that final action on the FY25 budget will occur by September 2024.

General Overview: The economic climate and U.S. higher education

As ACRL begins to prepare its FY25 budget, the economic outlook continues to be influenced by the effects of the COVID-19 pandemic. During April to June 2020, the US economy took one of its worst downturns at a rate of -32.9%¹. The economy began to rebound from this initial shock in late 2020, but recovery has been slow. Global GDP growth is projected by the International Monetary Fund at, "3.0 percent in (October) 2023 and 2.9 percent in 2024, well below the historical (2000–19) average of 3.8

¹ Jeff Cox, "Second-quarter GDP plunged by worst-ever 32.9% amid virus-induced shutdown," *CNBC*, July 30, 2020, <https://www.cnbc.com/2020/07/30/us-gdp-q2-2020-first-reading.html>.

percent.”² Inflation is also a concerning factor. US inflation peaked in June 2022 at 9.1%³ and, “Inflation is expected to drop to an annual average of 6.9% in 2023 from 8.7% in 2022, and to 5.8% in 2024.”⁴

Like the economy, higher education is still feeling the effects in the post-COVID-19 environment. To fully understand higher education’s economic rebound, one must look at the pre-pandemic numbers. Before the pandemic, state spending on public colleges and universities was already well below historical levels prior to the Great Recession of 2008-09.⁵ *Insider Higher Ed* reported that, “State funding nationwide is nearly 9 percent below pre-Great Recession levels and 18 percent below where it was before the 2001 tech bust.”⁶ Although “most Americans believe state spending for public universities and colleges has increased or at least held steady over the last 10 years,” in fact, “states have collectively scaled back their annual higher education funding by \$9 billion during that time, when adjusted for inflation.”⁷

It should be noted that, unlike after previous economic downturns, state spending on higher education did not bounce back after the 2008 recession.”⁸ State support for higher education per full-time equivalent student did not fully rebound after the early 2000s dotcom and 2008 recessions. When adjusted for inflation, state support per full-time student peaked at \$7,518 in 2000 and again at \$6,939 in 2008; since 2008, state support per student increased steadily yet slowly to \$6,671 in 2021.”⁹

² International Monetary Fund. “Navigating Global Divergences.” October 2023.

<https://www.imf.org/en/Publications/WEO/Issues/2023/10/10/world-economic-outlook-october-2023>.

³ Greg Iacurci, “Here’s the inflation breakdown for September 2023 — in one chart,” *CNBC*, October 12, 2023, <https://www.cnbc.com/2023/10/12/heres-the-inflation-breakdown-for-september-2023-in-one-chart.html>

⁴ Andrea Shalal, “IMF says global economy ‘limping along’, cuts growth forecast for China, euro zone,” *Reuters*, October 10, 2023, <https://www.reuters.com/markets/imf-says-global-economy-limping-along-cuts-growth-forecast-china-euro-area-2023-10-10/>

⁵ Michael Mitchell et al., “Unkept Promises: State Cuts to Higher Education Threaten Access and Equity Reduced Quality,” *Center on budget and Policy Priorities*, October 4, 2018, <https://www.cbpp.org/research/state-budget-and-tax/unkept-promises-state-cuts-to-higher-education-threaten-access-and>. Accessed November 5, 2019.

⁶ Emma Whitford. “Public Higher Ed Funding Still Has Not Recovered From 2008 Recession,” *Inside Higher Ed*, May 5, 2020, <https://www.insidehighered.com/news/2020/05/05/public-higher-education-worse-spot-ever-heading-recession>. Accessed September 11, 2020.

⁷ Jon Marcus. “Most Americans don’t realize state funding for higher ed fell by billions,” *The Hechinger Report*, February 26, 2019. <https://www.pbs.org/newshour/education/most-americans-dont-realize-state-funding-for-higher-ed-fell-by-billions>. Accessed November 5, 2019.

⁸ Luba Ostashevsky, “As economy rebounds, state funding for higher education isn’t bouncing back,” *PBS News Hour*, September 14, 2016, <http://www.pbs.org/newshour/updates/economy-rebounds-state-funding-higher-education-isnt-bouncing-back/>.

⁹ National Center for Science and Engineering Statistics (NCSES). “State Support for Higher Education per Full-Time Equivalent Student,” <https://nces.nsf.gov/indicators/states/indicator/state-support-for-higher-education-per-fte-student>. Accessed November 7, 2023.

Total enrollments in degree-granting postsecondary institutions peaked in 2010 with 21,019,438 enrollees and have declined 11% since then. The most recent data is for 2021 with 18,659,851 enrollees.¹⁰

Economic climate and academic libraries

Since 2007 and due to the 2008 recession, ACRL membership numbers have been on a slow but steady decline, which is, in part, due to the closing of institutions that have an impact on both ACRL's organizational and personal members. According to the most recent NCES data, 32 postsecondary institutions closed in 2021, 53 in 2020, 236 in 2019, 86 in 2018, 112 in 2017.¹¹ The pool of potential academic librarians as evidenced by MLIS degrees awarded peaked in 2012 at 7,443; since the peak, enrollments steadily declined to 4,843 in 2017 and, excluding 2020, saw enrollment increase to the most recent number of 5,473 in 2021.¹² The Bureau of Labor Statistics projects that Librarians and Library Media Specialists job outlook will be 3% (as fast as average).¹³

Another factor that could influence the size of ACRL's membership is whether academic libraries are requiring those they hire to hold MLIS degrees. Anecdotally, we are hearing that, especially at large research libraries, subject specialists, and other professional staff (IT, HR, development, marketing, etc.) are being hired to do work that once required an MLIS. A recent study of ARL directors found that while one third of ARL directors did not perceive the MLIS as necessary, 42% did and it is these directors who will hire the next generation of those working in academic and research libraries.¹⁴

Fewer financial resources may have contributed to the consolidation of vendors in the library marketplace.^{15, 16} Fewer vendors will mean a smaller pool of companies to provide sponsorships, rent exhibit space, support library and association programs. Because "the current model of large publishers

¹⁰ National Center for Science and Engineering Statistics (NCSES). "Total fall enrollment in degree-granting postsecondary institutions," https://nces.ed.gov/programs/digest/d22/tables/dt22_303.10.asp. Accessed November 7, 2023.

¹¹ U. S. Department of Education: National Center for Education Statistics, "Total undergraduate fall enrollment," Accessed October 20, 2022. https://nces.ed.gov/programs/digest/d21/tables/dt21_317.50.asp.

¹² U. S. Department of Education: National Center for Education Statistics, "Master's degrees conferred by postsecondary institutions, by field of study," Accessed November 7, 2023. https://nces.ed.gov/programs/digest/d21/tables/dt21_323.10.asp.

¹³ BLS Handbook. "Librarians and Library Media Specialists." <https://www.bls.gov/ooh/education-training-and-library/librarians.htm>, accessed November 7, 2023.

¹⁴ Russell Michalak, Monica D.T. Rysavy, and Trevor A. Dawes*, "What Degree Is Necessary to Lead? ARL Directors' Perceptions," *College & Research Libraries*, Vol. 80, N. 6, (2019). Accessed November 7, 2019. <https://crl.acrl.org/index.php/crl/article/view/23526/30835>

¹⁵ James M. Day, "Consolidation of the Library Vendors," *Library Technology Launchpad*, October 12, 2016, <http://libtechlaunchpad.com/2015/10/12/consolidation-of-the-library-vendors/>

¹⁶ David Parker, "ATG Special Report — Industry Consolidation in the Information Services and Library Environment: Perspectives from Thought Leaders," *Against the Grain*, July 6, 2016, <http://www.against-the-grain.com/2016/07/industry-consolidation-report/>

dominating scholarly publishing and inflation grinding down library budgets continues,"¹⁷ tighter library budgets could mean less funding for staff development (e.g., association membership, continuing education) or sponsorship of library association programs.

It is anticipated that the impact of the pandemic, along with the pre-pandemic trend of consolidation in the marketplace, will affect ACRL's FY25 budgeted revenue expectations. We expect that library budgets and individual spending will continue to be reduced and thoughtfully considered. The FY25 budget will include traditional revenue streams (e.g., non-serial publications, ad sales, webinars).

In recent years, ACRL has been tasked by its Board and Budget & Finance Committee to spend down its net asset balance, and to look for appropriate opportunities to spend a portion of this net asset balance in strategic programs and services that benefit membership. Recent examples of such investments include the promotion of Project Outcome, research grants to practitioner-scholar academic librarians to carry out research identified in the 2019 research agenda, and digitization of past issues of *C&RL News*. Through careful stewardship, the net asset balance, which had grown to \$5,002,115 at the beginning of FY16, has through investments in strategic initiatives been reduced to \$3,677,096 (FY23 preliminary closing balance).

The ALA Operating Agreement and its financial implications are still under negotiation and key components, such as the overhead rate, are expected to change. The ACRL Board and ALA Executive Director will keep membership apprised of the impact on divisions. The expertise of the ACRL Board, ACRL Budget & Finance Committee, and ACRL member leaders will be relied on to help shape the future of the organization, how it operates, and how to best serve members and the profession.

The ACRL Board and Budget & Finance Committee will need to continue to take a much harder look at any proposed new expenditures, as ACRL would need increased and/or new revenue streams (e.g., more members joining, increasing book sales, or projected growth for conference and professional development registrations, grants, etc.) to support potential requests for increased or new programs and services.

Per ALA instructions, ACRL will again not make transfer from its operating to the ACRL long-term investment fund. Typically, if the Board and Budget Committee would like to resume these transfers in future years, there is a two-year notification requirement by ALA if ACRL wants to transfer more than \$50,000 to its LTI; transfers below \$49,999 do not require the two-year advance notification. Per the 2005 ACRL Board recommendation, the ACRL budget includes an LTI interest transfer to operating for up to the maximum allowable amount. In FY19, ACRL transferred \$125,000 for FY19 and \$135,000 in FY20 in appreciation from its LTI to its operating budget to support strategic initiatives. Due to the

¹⁷ Stephen Bosch, Barbara Albee, & Sion Romaine. "Costs Outstrip Library Budgets | Periodicals Price Survey 2020" Library Journal April 14, 2020 <https://www.libraryjournal.com/?detailStory=Costs-Outstrip-Library-Budgets-Periodicals-Price-Survey-2020> Accessed October 31, 2020

outstanding performance of the virtual ACRL 2021 Conference, ACRL did not take the budgeted LTI interest transfer in FY21. In FY22, the ALA Executive Board mandated that divisions move 5% of LTI interest be applied to the FY23 operating budget, and \$231,708 was transferred from the endowment. The ACRL and PLA boards submitted a letter to the ALA Executive Board stating the deviation from policy and practice, as well as a request that ALA Board review this action and reinstate divisions' autonomy related to using endowment interest for the FY23 budget. There was no mandate for FY24 and \$175,000 was budgeted from the LTI. In FY25, \$125,000 will be budgeted from the LTI in the preliminary budget.

Choice FY25 Budget Assumptions

Business Environment

- Paid subscriptions for *Choice Reviews* have stabilized while *Choice* magazine subscriptions are declining.
- Advertisers are asking for different kinds of advertising vehicles: sponsored content rather than print ads.
- We have a strong lead generation program and a list of over 50,000 contacts that interacted with Choice via webinars, whitepapers, and newsletters.
- With the loss of the net asset balances, Choice is under considerable pressure to submit a balanced budget.

Strategic Realignment

Choice continues to remake its business and look for new opportunities to serve the academic library community. In FY21 we began a strategic realignment of our publishing program to decrease our financial dependence upon reviews and to allocate greater resources to the creation of new and timely content. We now have two content channels: Toward Inclusive Excellence (TIE), which focuses on issues of diversity, equity, and inclusion (DEI) in academe; and LibTech Insights (LTI), which gives actionable advice on the impact of emerging technologies in academic libraries. This content is available on Choice360 and is supported by corporate underwriting. Our audience is a broad readership consisting of library professionals, scholars, instructors, and researchers—in short, the entire academic library community.

- In FY21 we launched our equity, diversity, and inclusion content vertical, Towards Inclusive Excellence (TIE).
- In FY23 we launched our library technology content vertical, LibTech Insights (LTI).
- Budgeting for these two projects is in 3919 with underwriting revenues charged to Advertising (line 4143) and expenses (editor and contributor honoraria) to Professional Services (line 5110).

Revenue

Choice magazine and Reviews on Cards: In FY23, *Choice* magazine saw a 5% decline in subscriptions, but no decline in revenue due to a price increase. During the pandemic years (FY20-FY22), *Choice* magazine subscriptions fell by up to 19% year over year. While we will not recover those lost subscribers, we may be entering a period of stabilization. We will raise subscription rates in FY25 to keep up the increase in the price of paper and postage.

Choice Reviews: *Choice Reviews* subscriptions rose 2% in FY23, and we hope that the rapid decrease in subscriptions suffered during the pandemic years (a rate of 11% year over year) has stabilized. We will raise prices for this product in FY25.

Choice reviews licenses: We do not expect any major changes in our licensing revenue.

Resources for College Libraries: FY25 will be the third year of the three-year contract we signed in January 2022. In addition to the usual subscription profit sharing, this contract allows for \$95,000 in operational reimbursement. This is a 7% increase from our previous contract.

Choice/ACRL webinars: FY23 was post-pandemic adjustment year for our webinar program, and we faced competition from in-person events for advertising spending. The webinar program has started FY24 off in a much better position and we expect FY25 to also be a strong year.

Content marketing: Our content marketing program remains steady as advertisers look for new ways to communicate with their audience.

Choice360: FY24 is an important year for growing a new advertising base for our LibTech Insights (LTI) content vertical. FY24 is also an important year for reimagining the revenue model for Toward Inclusive Excellence (TIE). The expectation is that in FY25 both these content verticals will be generating a small profit.

Expenses

Choice continues to watch costs and keep staffing lean. We hope to reduce some of our IT costs by integrating more with ALA IT. ALA has asked us to budget for a 3% increase in salaries in FY24 and our overhead will remain at the publishing rate of 13.25%.

ACRL General Assumptions

Basic Budget Assumptions

1. All ALA and ACRL fiscal policies will be followed in the development of the budget.
 - a. In August 2022, the ALA Executive Board approved the following actions:

1. Directed ALA Executive Director Tracie Hall to establish the Internal Staff Operational Practices Working Group and directed Hall to work with ALA staff leaders, personnel, and some input from members leaders on a new budgeting process. Former ACRL Executive Director Jay Malone served on this group. As of June 2023, this group is not active, but ACRL Interim Executive Director Allison Payne will keep the ACRL Board/B&F Committee apprised if this working group resumes.
2. Authorized the ALA Operating Agreement Implementation Task Force to develop a new budget process that consists of ALA management including Division Executive Directors and ALA division budget leaders to outline a new budget process. Former ACRL Budget and Finance Chair Carolyn Henderson Allen and former ACRL Executive Director Jay Malone served on this task force. With the departure of Jay, ACRL Interim Executive Director Allison Payne and Choice Editor and Publisher Rahcel Hendrick were added to the task force.
3. In October 2023, the ALA Executive Board acted to, "Dissolve the Operating Agreement Implementation Work Group and to charge the ALA Treasurer and the ALA CFO, in consultation with member and staff leadership across the divisions, round tables, and other revenue generating units, to bring final recommendations to the Executive Board related to financial aspects of the operating agreement to the Board's October 2024 meeting."
2. The mandated reserve (as set by the ACRL Board, following ALA policy) for ACRL and *CHOICE* will be maintained.
3. Professional development offerings must be operated on a full cost-recovery basis.
4. Non-serial publications must be operated on a full cost-recovery basis.
5. Salaries and benefits for division staff will be equal to or less than 45% of the total operating budget using a 2-year average to match the swings in the operating budget.
6. Total administrative costs for the Division will be equal to or less than 60% of the total operating budget using a 2-year average to match the swings due to the ACRL Conference.
7. New projects that don't generate revenue will be charged to the membership services category.
8. Personnel allocations for salaries, benefits, and other related costs and office services, such as postage, copying, telephone, etc., will continue to be charged to the various programs as a percentage of the time spent on the programs.

Modified accrual accounting

ALA uses accrual accounting, a method which recognizes revenues and expenses at the time the event is held, or product delivered. This method ensures that revenues are on hand for refunds should said event or product not be delivered. Revenues and expenses for the ACRL Conference will be recognized in the year the event takes place, except for expenses that are non-material (i.e., less than \$5K) and monthly payments.

Given that FY25 is a conference year, ACRL should expect to generate a positive year-end net that is enough to balance FY24's budgeted deficit of -\$527,383.

Revenues

- + Primary sources of revenue will be education (e-learning, institutes, conferences), publications (including advertising and sponsorships), dues and donations.
- + At least \$25,000 will be budgeted for donations to ACRL Friends (pending further discussion by the Board as to the type of campaign to launch for FY25).
- + Sponsorships have been a strong source of revenue for ACRL programs and special activities in past years. Although fundraising has gotten more difficult, dedicated member leaders and staff continue to meet or exceed expectations for professional development fundraising. Other programs have been slightly more challenged, e.g., awards, as sponsors continue to look for more engagement with customers in return for their sponsorship. Staff will budget conservatively for donations related to specific projects. (Projects 3206, 3800, 3833, and 3835).
- + If needed, an estimated \$125,000 in income from the ACRL long-term investments will be recognized in the budget (final amount will be derived in consultation with ALA Finance staff to ensure that will be the eligible expected earnings) (project 0000; formerly project 3200).
 - o Note: in April 2022, the ALA Executive Board informed divisions that it had approved a mandatory 5% long-term investment (LTI) allocation of 5% in FY23. In May 2022, a joint letter from PLA and ACRL advised of the deviation from policy and practice to the ALA Executive Board. Currently, no mandate has been made and it is not expected for FY25.

Expenses:

- Since FY21, travel and meetings expenses have been carefully monitored (all projects) and reduced if needed to support a healthy overall ALA budget. With the return to normal, travel and meeting expenses may be included in the FY25 budget.
 - o Note: in FY23, ACRL was asked to cut a total of \$219,438 (\$49,074 for travel; \$147,126 for meetings and conferences; \$22,612 for professional services; \$625 for temporary employees) in "discretionary expenses."
- All current staff positions will be included in the budget. Some funds will be budgeted for temporary help.

Assumptions by Strategic Goal

Goals are listed in the order in which they appear in the *ACRL Plan for Excellence*.

Value of Academic Libraries

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes

Objectives

1. Cultivate research opportunities that communicate the impact of academic and research libraries in the higher education environment.
2. Promote the impact and value of academic and research libraries to the higher education community.
3. Expand professional development opportunities for assessment and advocacy of the contributions towards impact of academic libraries.
4. Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.

Expenses

- \$1,000 will be budgeted for potential VAL activities in consultation with the chair of the VAL committee. (Project 3703)
- \$40,080 will be budgeted for monthly web maintenance and improvement costs for the ACRL Project Outcome toolkit. This includes \$340/month for SDI server hosting and \$3,000/month for Community Attributes to troubleshoot ad hoc issues. (Project 3202)

Student Learning

Goal: Advance equitable and inclusive pedagogical practices and environments for libraries to support student learning.

Objectives

1. Empower libraries to build sustainable, equitable, inclusive, and responsive information literacy programs.
2. Collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.

Revenues

- + \$65,000 in revenue will be budgeted for sales of the Threshold Achievement Test for Information Literacy (TATIL) (Project 3711).

Expenses

- \$1,000 will be budgeted for potential SLILC activities in consultation with the chair of the SLILC committee (Project 3711).
- \$8,400 will be budgeted for maintenance and development of the Information Literacy Sandbox and \$3,000 for web hosting (Project 3711).
- One Immersion Program will be offered in FY25 either as an in-person or virtual program; this has yet to be determined by the Immersion facilitators who are currently discussing the program format. The program will break even or net a small profit. All Immersion programs will be offered on a cost-recovery basis. Because of its proven-track record of drawing a consistent number of participants, registration revenues will be budgeted at 95%. (Project 3830)
- Funds will be budgeted for one Immersion facilitator observer for the non-regional Immersion Programs (Projects 3830).

Research and the Scholarly Environment

Goal: The academic and research library workforce accelerates the transition to more open and equitable systems of scholarship.

Objectives

1. Increase the ways ACRL is an advocate and model for more representative and inclusive ways of knowing.
2. Enhance members' capacity to address issues related to scholarly communication, including but not limited to data management, library publishing, open access, and digital scholarship, and power and privilege in knowledge creation systems.
3. Increase ACRL's efforts to influence and advocate for more open and equitable dissemination policies and practices.

Expenses

- \$1,000 will be budgeted for scholarly communication activities in consultation with the chair of the Research and Scholarly Environment Committee. (Project 3702)
- An additional \$12,950 is budgeted to pay the following:
 - \$7,950 for SPARC dues;
 - \$5,000 for Open Access Working Group;

New Roles and Changing Landscapes

Goal: The academic and research library workforce effectively fosters change in academic libraries and higher education environments.

Objectives:

1. Deepen ACRL's advocacy and support for the full range of the academic library workforce.
2. Equip the academic library workforce to effectively lead, manage, and embrace change, advocate for their communities, and serve as a catalyst for transformational change in higher education.
3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.

Expenses

- \$1,000 will be budgeted as a placeholder for new initiatives to support this goal, to be used in consultation with the chair of the New Roles and Changing Landscapes Committee (project 3403).

Equity, Diversity and Inclusion

Goal: Academic and research libraries will practice cultural humility, promote community accountability, and be unwavering in their ongoing, iterative commitment to remedy systemic inequalities in their contexts.

Objectives:

1. Enhance members' capacity to acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
2. Provide professional development and resources to attract, hire, support, retain, and promote workers from marginalized communities, which helps build inclusive working environments that center trust and belonging.
3. Build relationships and coalitions to cultivate "collective ownership, accountability, and responsibility" ([Cultural Proficiencies for Racial Equity: A Framework, 2022](#)).

Revenues

- + \$7,500 in revenues from the ACRL Diversity Alliance will be budgeted. Based off of historical actuals and reduced in anticipation of pending and approved anti-EDI state legislation. (Project 3402).
- + \$10,000 in partial revenue for subsidized RoadShow (Project 3402).

Expenses

- \$1,000 will be budgeted for potential EDI activities in consultation with the chair of the EDI committee (Project 3402).
- \$1,500 in ongoing costs to support the ACRL Diversity Alliance (Project 3402).
- \$14,000 will be budgeted to support two ALA Spectrum Scholars. (Project 3838).
- Bulk of expenses paid for subsidized RoadShows to HBCU, tribal colleges, and other minority-serving institutions. Offer ACRL licensed workshops with up to five subsidized versions on a partial cost-recovery model. Delivery to five locations means an estimated direct cost of \$16,750 total: \$9,250 travel = (2 presenters x 5 workshop locations) * (\$450 flight + \$300 hotel (\$200 * 1.5 nights) + \$100 2 days per diem + \$75 ground transportation) and \$7,500 honorarium (\$750 x 2 presenters x 5 locations) (Project 3402).

Enabling programs and services: Member Engagement

The following budget assumptions are presented by enabling programs and services areas so that we continue to think of resource allocation aligned with the strategic plan.

Membership Services

Revenues

- + Membership revenue will be budgeted by first looking at the August 2023 membership data, then adjusted for an expected 5.61% decrease in personal membership and an expected 1.52% decrease in organizational membership for 2024. Membership revenue for 2025 will be calculated based on an expected 1% decrease in personal membership and an expected 2% increase in organizational membership, based on recent membership data and trends. A third of

the total membership revenue from a calendar year is deferred to the following fiscal year. For example, September through December 2024 are part of the FY25 fiscal year.

- + ACRL may increase dues slightly in FY25 (if the Board implements an increase based on a possible change to the HEPI index). The initial personal membership dues rate included in the FY25 budget will be based on the most recent quarterly HEPI. Staff will continue to adjust this recommendation based on the monthly membership reports and quarterly HEPI forecasts.

Expenses

- Membership benefits and support for member services will be strategically reviewed by the Board and Budget and Finance Committee. (Project 3200)
- 5350: ACRL will budget \$3,000 to sponsor three ALA Emerging Leaders. Funds for as yet unidentified strategic initiatives will be budgeted. Funds for a membership booth at ALA Annual (\$5,000 in FY24) will be removed as a cost saving measure. Promotion of ACRL activities at ALA conferences will be done through the ALA Lounge space going forward as there is no cost to send materials to that space. (Project 3200)
- 5302: Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000 (Project 3200)
- 5430: Will include \$5,000 for digital membership campaigns through Feathr. This has been paid out of 3200 without being budgeted the last couple of cycles. (Project 3200)
- 5904: Transfers to/from the endowment will be done in project 0000 moving forward per ALA. (Project 0000; formerly Project 3200)

Board and Executive Committee

Expenses

- Funds will be budgeted to support a suite for the ACRL President at Annual Conference—typically about \$340/night/5 nights. (Project 3201).
- Approximately \$65,000 will be budgeted for a Board Strategic Planning and Orientation Session (SPOS). Funds will be budgeted to include senior staff participation in the Strategic Planning Session as well as chairs/ vice-chairs of the four goal-area committees and the EDI Committee (Project 3201).
- Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4 (Project 3201).
- Increased ACLS hotel for ED and President from \$1,000 to \$1,200 per FY23 actuals. (Project 3201)

Advisory services and consulting

Revenues

- + Consulting is on hiatus pending new staff. If staff is added by or for FY25, consulting will continue to recover costs and yield a modest net. (Project 3203)

Discussion Groups

Expenses

- No funds beyond staff support will be budgeted, as discussion groups do not receive a base funding allocation.

Awards

Expenses

- If the awards program is resumed, donations to support awards will be recognized and staff time, administrative fees, and direct expenses will be budgeted to support the awards program. (Project 3206)

Chapters

Expenses

- Chapters will not receive funding from ACRL per February 2023 Board action. (Project 3207)
- Funds will not be budgeted to support the ACRL Chapter Speakers Bureau program per June 2023 Board action. (Project 3207)

Committees

Expenses

- Committees are allowed up to \$150 each. Based on historical requests, \$250 will be budgeted.
- Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4 Sections and Interest Groups.

Sections

Expenses

- Expenses for sections will be budgeted using the section funding formula in place, a base allocation of \$1,000.00 with an additional \$0.75 per section member over 400 (as of August 31).
- Interest Groups are allowed up to \$150 each. Based on historical requests, \$1,500 will be budgeted.
- Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4

Liaisons to Higher Education Organizations

Expenses

- See Advocacy section.

Special Events

Expenses

- Based on historical actuals, ACRL will budget to support ten section special events at ALA Annual Conference. (Project 3275)

Government Relations (Project 3704)

Expenses

- \$4,000 will be budgeted to cover the costs of the officers (or other leaders) attending ALA's Legislative Day in Washington, D.C. (*Project 3704*).
- \$2,000 for general travel to support legislative and policy advocacy (*Project 3704*).

Scholarships

Expenses

- Funds for scholarships shall be supported by ACRL and budgeted as follows (Project 3838):
 - ACRL 2025 Conference @ \$50,000, divided among in-person and virtual attendees and in addition to Friends fund donations supporting conference scholarships
 - 8 Spectrum Scholar Travel Grants for the ACRL 2025 Conference, equal to the amount of the library school student conference scholarships (4 competitive, 4 dedicated to the 2 ACRL-sponsored Spectrum Scholars for the Conference year and the 2 from the previous off-Conference year)
 - RBMS 2025 Conference scholarships @ \$15,000
 - Immersion Programs @ \$10,000
 - E-learning scholarships @ \$1,000
 - Support for 2 ALA Spectrum Scholars @ \$14,000

Annual Conference Programs

Expenses

- Financial support for ACRL's ALA Annual Conference programs will be a total of \$7,150. (Project 3835)
- The President's Program budget will be \$6,500. (Project 3835)

Enabling programs and services: Publications

Non-periodical publications

Revenues

- + In FY25, non-periodical publications will recover costs and net excess total revenue based on the current list of books in progress and expanding backlist. (Project 3400)
- + ACRL should see continued robust sales and royalties from EBSCO and ProQuest for institutional e-book sales in FY25. (Project 3400)

Expenses

- Expenses continue to be budgeted higher each year to account for increased costs of warehousing and fulfillment, paper, production services, costs of sales, etc. as the new title count and backlist continues to grow. (Project 3400)

Library Statistics (Project 3202)

Revenues

- + Revenue from Benchmark subscription sales is projected to be \$125,000 in FY25.

Expenses

- We will budget \$21,000 in depreciation costs and \$21,500 as repayment to PLA to cover ACRL's share of the rebuild cost in FY25. (Project 3202)
- \$77,566 will be budgeted for operational expenses for Benchmark, which includes Web hosting \$825/month, Omeda subscription fulfillment \$3,162, Survey Monkey \$3,879, Proximo support \$1250/month and \$45,625 in planned improvements.

Standards and guidelines (Project 3204)

Revenues

- + Sales of print standards fell off to zero during the pandemic. Anticipate very negligible sales to continue in FY25 as well, unless there is a bigger than anticipated economic rebound and/or RoadShows move back to an in-person model (RoadShows IUT costs of booklets for programs back to this line).

Expenses

- Budgeting a small amount for printing in case revised versions of the Framework for Information Literacy and Standards for Libraries in Higher Education are approved by the Board during the fiscal year. Will print these in smaller batches than in the past due to the trend of slower sales. If revised versions aren't approved, current inventory will suffice based on sales for the past several years.

Serial Publications (Project 3300)**Overview**

- The budgets for all three ACRL serials (formerly projects 3300, 3302, and 3303) will be combined into one project (3300) beginning in FY24 to streamline budgeting and reporting.

Revenues

- + Product advertising: Revenue from product advertising on which we pay overhead (including sponsorships of ACRL Update e-newsletter, Keeping Up With newsletter, ACRL Delivers eblasts, and RBM online banner/ etoc/print ads) should stay at, or close to, FY24 budget levels. (*Project 3300*)
- + Overhead Exempt Revenue: Revenue from advertising on which we don't pay overhead is projected to stay at, or close to, FY24 budget levels. (*Project 3300*)
- + Job ad revenues will be budgeted similarly to FY24. Following the sharp downturn during the first year of the pandemic, ALA JobLIST recovered to record-setting levels in FY22 and FY23, but sales in late FY23 and early FY24 settled to more historically "good but not exceptional" levels. ALA JobLIST maintains high awareness in the LIS niche and is a uniquely powerful recruitment tool for the profession. Exploration of ways ALA and ACRL might partner with related associations using the same job board platform provider is underway and could further enhance ALA JobLIST's reach, but the effect on revenue is uncertain. Such partnerships will require determining how to reconcile JobLIST's strict enforcement of policies supporting ALA's mission and values with the typically less restrictive practices of other associations' job boards. Political backlash against ALA in some regions also seems likely to affect use of the service by some employers. Online job ad revenues and expenses are split with *American Libraries* 50/50 through operation of the ALA JobLIST online career center. (*Project 3300*).
- + RBM subscriptions continue to decline by approximately 20-25% per year with a similar decline anticipated for FY25 over FY23 and FY24. Small annual subscription price increases have been implemented which will partially offset smaller number of subscribers. (*Project 3300*)

Expenses

- A small amount of funds will be budgeted to support marketing initiatives for the online career center, ALA JobLIST. (*Project 3300*).
- \$14,000 will be budgeted to contribute to HRDR for operating costs of the ALA JobLIST Placement Center at ALA AC. (*Project 3300*).
- \$18,000 will be budgeted for ALA JobLIST's ongoing operating expenses, a monthly fee to the platform provider. The contract with the job board platform provider is up for renewal in December 2024 but no significant changes or increases in costs are expected. (*Project 3300*).
- Online hosting and production expenses are anticipated to remain steady at FY23 actual/ FY24 budget levels. (*Project 3300*)
- Increases in printing and postage for RBM are anticipated but have the potential to be volatile depending on whether paper shortages and USPS turmoil continue. (*Project 3300*)
- RBM print page counts should remain at FY24 levels. (*Project 3300*)

CHOICE***CHOICE Revenue***

- + *Choice Reviews* subscription revenue will remain stable.
- + *Choice* magazine subscription revenue will fall by 5%
- + Subscriptions to *Resources for College Libraries* will remain flat at around \$125,000. RCL licensing will remain at \$10K for the use of RCL content in ProQuest's eBook Central, with an additional \$10K credited to Choice (3902) for OAT matches.
- + Advertising net revenues will increase by 5%, with declining magazine advertising offsetting gains in sponsored content and new content verticals:
- + Royalties from licensing of Choice reviews will remain at current levels.

CHOICE Expenses

- Choice will budget salary, benefits, and overhead according to the directives of ALA Finance.
- All other direct expenses, except for amortization of capitalized expenses, will remain the same or decrease.

CHOICE Bottom Line

- Revenues will rise approximately 3%.
- Expenses will rise 1-2%.
- Choice expects to submit a balanced budget for FY25.

Enabling programs and services: Education**ACRL 2025 Conference (Project 3808)*****Revenues***

- + All revenues pertaining to ACRL 2025 will be recognized in April 2025 after the conference is held.
- + FY25 is an ACRL Conference year so total ACRL revenues will be approximately more than 1.5 million dollars more than FY22 total revenues.
- + ACRL 2025 is being planned as a hybrid conference with approximately 60-70% of attendees attending in-person and approximately 30-40% participating remotely. We anticipate the total number of paid registrants around 3,015, which is a 2.5% increase from ACRL 2023.
- + We will set the F2F and virtual-only registration fees in order to cover expenses and to have a budget with a projected net revenue similar to the FY23 net.
- + ACRL 2025 exhibitor revenues will be budgeted around the same level as 2023. We have dropped between booths per conference since 2013, with a significant decrease of 103 booths from 2019 to 2023 (224 booths actual in 2023, 327 booths actual 2019, 375 booths actual 2017, 386 booths actual 2015, 398 actual 2013).

- + ACRL 2025 sponsorship revenues will be budgeted around \$250,000. We expect fundraising to be challenging due to tight budgets and ongoing company mergers.
- + Because conference revenues have consistently met or exceeded budget for at least the last ten conferences, 100% of revenues will be recognized.

Expenses

- Staff are taking active steps to find cost-savings and reduce expenses when possible.
- Per ALA financial policy, FY24 deferred expenses will be recognized in FY25.
- The ACRL 2025 conference budget will include a modest amount of funds for “innovation” and/or new programs/services/accessibility which will enhance the conference experience.
- Scholarships will be budgeted as a “contra-expense” transfer from ACRL’s scholarship project and/or Friends Fund rather than shown as revenue.

RBMS Conference (Project 3800)

Revenues

- + The RBMS 65th Annual Conference will be held in FY25. Revenues and expenses for this program will be set to have a modest net. Registration rates will include in-person and virtual options. (Project 3800)

Expenses

- RBMS 2025 site has been selected by the RBMS Conference Development Committee. The event will be held at Yale University in New Haven, CT. Specific venues have yet to be determined and expenses will be estimated accordingly.

Online learning (Project 3340)

Revenues

- + E-learning webcasts and courses will be developed and offered in FY25. We anticipate total revenues will be even with previous actuals (Project 3340),
- + ACRL and CHOICE will split revenues and expenses (15/85%) for the ACRL/CHOICE sponsored webinars and will budget approximately 30 of them in FY24.

Expenses

- ACRL will continue to provide two complimentary e-Learning webcasts to ACRL chapters per fiscal year.

Licensed workshops (Project 3341)

Revenues

- + We expect to resume licensing of full-day in-person workshops to institutions, chapters, and consortia upon request, though at reduced numbers from previous years. Six available workshops will cover these topics: the Standards for Libraries in Higher Education, Scholarly Communication, Assessment, Open Educational Resources and Affordability, Research Data

Management, the Framework for Information Literacy for Higher Education. These programs will be offered on a cost-recovery basis and should generate a modest net. (Project 3341)

- + ACRL will continue to offer virtual “Off-RoadShow” offerings based on the current workshop topics, developed in FY21/FY22. We project this to be a popular option for institutions and organizations unable to host an in-person workshop and to generate a modest net, making up for the reduced number of in-person workshops. (Project 3341)
- + We anticipate a total of 10-12 licensed workshops (mix of in-person and virtual workshops).
- + \$10,000 in partial revenue for subsidized RoadShows to HBCU, tribal colleges, and other minority-serving institutions shown in EDI section shown in EDI section.

Expenses

- ACRL will continue to cover travel costs for new presenters to shadow workshops. Since ACRL hired new presenters in FY23, ACRL will budget for 2-4 new presenters to shadow one workshop each in FY25.
- \$15,000 to support curriculum development of new workshops and curriculum refreshes of existing workshops, up from a reduced \$7,500 in FY23 and FY24 but below pre-pandemic budget of \$20,000/year.
- Subsidized RoadShows to HBCU, tribal colleges, and other minority-serving institutions shown in EDI section.

Enabling programs and services: Advocacy

Strengthening partnerships with other organizations (Project 3501)

Expenses

- \$15,000 will be budgeted to support the work of ACRL’s External Liaisons Committee (formerly Liaison Coordinating Committee) through its grants working group. (Project 3501).
- ACRL will continue organizational support Project COUNTER, CHEMA, EDUCAUSE (dropped EDUCAUSE Dues from draft budget saving \$2,000), FTRF, American Council of Learned Societies, National Humanities Alliance, and CNI. (Project 3501)
- Modest funding to support additional visits (as opportunities arise) to higher education organization conferences and meetings and those of information –related organizations will be included in the budget. (Project 3501)

Government Relations

Expenses

- Funds will be budgeted to support ACRL’s advocacy efforts to influence legislative and public policy. (Projects 3702 and 3704)

- The full Board will participate in a virtual spring meeting but \$4,000 will be budgeted to cover the costs of the officers (or other leaders) attending ALA's Legislative Day in Washington, D.C. (Project 3704)

Project Outcome (Project 3712)

Revenue

- + Project Outcome offers fee-based group accounts for consortia that may bring in revenue. Fees range from \$600 to \$5000 per group, depending on the number of institutions. There are likely to be fewer than 2 groups added in a year.
- + Revenue from private training webinars, estimated at \$2,000.
- + Publication of new book Assessment and Advocacy: Using Project Outcome for Academic Libraries is due in early FY25 and expected to generate revenue and a small surplus net for Project Outcome.
- + Revenue for new options (e.g. training kits, external partnerships, toolkit "resale")

Expenses

- \$60,550 will be budgeted for monthly web maintenance and improvement costs for the ACRL Project Outcome toolkit. This includes \$250/month for Amazon Web Services, and \$437.50/month for SDI. Community Attributes is paid monthly for maintenance and ad hoc troubleshooting (estimated at \$3000/month).
- ACRL staff time of at least 15 hours/week to: provide customer service and technical support for Project Outcome users, act as staff liaison to the Project Outcome for Academic Libraries Editorial Board and organize new online learning opportunities.

Operations

Operational activities relevant to the quality of ACRL's strategic and enabling programs and services are reported below.

Staff and office

Expenses—ACRL

- ACRL's staff budget will include full staffing at FY23 level.
- \$2,500 will be budgeted for temporary staff as needed. (Project 0000)
- Existing staff benefits will be budgeted as directed by ALA Finance. (Project 0000)
- Costs to provide professional development opportunities for staff will be budgeted.

Expenses—CHOICE

- See *Choice* expenses.

ALA Relationship

Overhead—ACRL

- ACRL’s general overhead payment to ALA will be budgeted at FY23 levels as policy requires, currently estimated at about \$577,362 (FY23 preliminary actual).

Overhead—CHOICE

- CHOICE’s general overhead payment to ALA will be budgeted at approximately \$311,944 (FY24 budget) in FY25.



To: ACRL Budget and Finance Committee, ACRL Board of Directors
 From: Allison Payne, ACRL Interim Executive Director
 Date: January 23, 2024
 Re: Overview of ACRL Preliminary FY25 Budget

Executive Summary

ACRL	FY25	FY23	FY23	FY23	FY21	FY21	FY21
	Budget	Actual	\$ Variance	% Variance	Actual	\$ Variance	% Variance
Revenues	\$4,313,990	\$4,094,241	\$219,749	5%	\$3,229,958	\$1,084,032	34%
Expenses	\$4,505,895	\$3,685,106	\$820,789	22%	\$2,443,625	\$2,062,270	84%
NET	(\$191,905)	\$409,135	(\$601,040)	-147%	\$786,332	(\$978,238)	-124%
Ending balance	\$2,061,246	\$3,627,669	(\$191,905)	-9%	\$3,367,722	(\$1,306,476)	-39%
Mandated Reserve	\$698,567	\$990,533	(\$291,966)	-29%	\$1,028,604	(\$330,037)	-32%

Only odd fiscal years shown to reflect ACRL conference years for even comparison.

ACRL Preliminary FY25 Budget Overview

Prior to the pandemic, the ACRL Board of Directors and Budget & Finance Committee typically reviewed the division's preliminary budget in January and took action at the ALA Annual Conference. In recent years, to allow time for the prior year's performance to be taken into consideration, the Board and B&F Committee have moved to reviewing the preliminary budget in January and June, then taking final action in late summer.

The ALA Executive Board typically takes action on the full ALA budget in early fall. At LibLearnX 2024, the ALA Executive Board approved the [FY25 Budget Objectives & Programmatic Priorities](#) for all of ALA. These priorities include neutral revenue/expense budget; monitor new revenue sources; rebuild membership base; continued focus on financial stability and growth; and implementation and assessment of budget metrics. Of these priorities, newly added for FY25 is implementation and assessment of budget metrics. This signals a shift to a more collaborative budgeting process between divisions and ALA Finance & Accounting. Another change for FY25, per the ALA Bylaws revised in April 2023, is that annual income estimates are no longer submitted for approval to ALA

Council. Per the newly approved ALA Bylaws, the ALA Executive Board now approves the annual estimates of income. While ACRL and each of ALA's eight divisions have representation on ALA Council, there is no ACRL division representative on the ALA Executive Board.

The preliminary FY25 budget (12.1) was developed by staff based on the FY25 budget assumptions (Doc 11.0). The FY25 assumptions were reviewed and approved by the ACRL Budget & Finance Committee on November 13, 2023, and the B&F Committee will review the preliminary FY25 budget during LLX24. The ACRL Board reviewed the FY25 assumptions at their December 1, 2023, Board Update Meeting and, in December 2023, the ACRL Board approved the ACRL Budget & Finance Committee's recommendation to approve ACRL's and Choice's FY25 budget assumptions, with the amendment to reflect a 2.5% increase in ACRL 2025 conference registration (down from the originally projected 5% increase). As the budget based on the approved assumptions includes a negative net, it is expected that ACRL will be asked to improve the net for future iterations. During Annual 2024, the Board and B&F Committee should expect to hold strategic conversations to prioritize programs and initiatives and help identify areas for revenue growth.

For those new to the ACRL budget, it is important to remember that ACRL's finances need to be considered as a two-year cycle due to the ACRL Conference that takes place in odd years. FY25 will be the first ACRL Conference where full accrual accounting will be in place. Previously, modified accrual accounting was used, where revenues were deferred, and expenses were recognized in the fiscal year they took place. For ACRL 2025, revenues and expenses will be recognized in the year the event takes place, except for expenses that are non-material (i.e., less than \$5K) and monthly payments. This method ensures that revenues are on hand for refunds should the conference not take place.

The two-year cycle also needs to be kept in mind when considering ALA's budget objective for a neutral net. As ALA becomes more financially stable, its budget objectives were updated from a positive net for FY24 to a neutral net for FY25. For ACRL's two-year budget, the division will need to work closely with ALA Finance and Accounting to understand how a neutral net will be applied and to monitor performance. If using FY24 as a metric for developing FY25, ACRL would need to have timely performance reports so that a FY25 budget based on FY24 actuals could be approved by late summer 2024.

Net Asset Balance

At Midwinter 2020, ALA let its divisions know that while ALA has substantial total assets, unplanned overspending had reduced its liquid assets to the point that it appears that divisions' net asset balances (NAB) were being used to meet ALA's operating needs ([ACRL response to ALA budget update](#)). Since 2020, there continues to be discussions on the future of NABs, but as of June 2023, the net asset balances are still in effect per the "Policies of the American Library Association in Relation to its Membership Divisions," aka ALA Operating Agreement, which states, "ALA Divisions build and maintain fund balances appropriate to their needs. A fund balance is defined as accumulated net revenue."

In past years, the ACRL Board/Budget & Finance Committee has had nearly full autonomy on approving the division budget per the ALA Operating Agreement. Subsequent budgets that have been presented and approved by ACRL and ALA have allowed ACRL to continue to invest in programs and services, while also continuing to closely monitor the NAB and consider spending slowdown as the NAB moves closer to the mandated operating

reserve. In recent years, there has been increased communication between ALA and the divisions before budgets are approved to ensure there is funding to support annual budgets across ALA.

Another way budget approval and financial monitoring have become a more collaborative effort is that, for FY23, ALA mandated a 5% Long Term Investment (LTI—endowed funds for divisions and other units that are held by ALA) draw to offset short-term cash shortfalls for all of ALA. While the FY23 LTI mandate had a planned draw of \$218,047, the actual amount debited from ACRL's LTI was \$231,708. As the LTI mandate was a departure from budget autonomy, the ACRL and PLA Boards submitted a joint letter with their feedback to the ALA Executive Board. The FY25 budget assumptions for ALA do not include an LTI mandate but do include a \$200K transfer from the LTI interest. Historically, the full transfer generally did not need to happen due to the Board, B&F, and staff's careful monitoring throughout the fiscal year.

Prior to spending down the net asset balance, ACRL kept a larger beginning balance. ACRL has done this primarily for two reasons: 1) it provides flexibility and gives the Board resources to tap into to support the development of new initiatives and 2) should there be an extraordinary event, such as an ACRL Conference cancelation or major disruption to attendance, there would be money on hand to sustain the organization. As new budget processes unfold, it will be important for ALA and the divisions to work together to create a mutually beneficial policy, so that divisions are clear on next steps if the NABs are no longer accessible and an unexpected, extraordinary event were to occur.

Investment Budget History

After reviewing the FY15 net asset balance, the Budget & Finance Committee, Board, and staff agreed that more of this money needed to be put to work investing in programs and services that meet member needs, as well as setting some aside in ACRL's Long Term Investment to increase LTI interest as a revenue stream. Over the last few years, ACRL put LTI funds to work investing in programs such as a research agenda on the value of academic libraries, services and education (including developing a database/sandbox) around use of the new Framework for Information Literacy for Higher Education, development of a research agenda for scholarly communications, investment in Project Outcome for Academic Libraries, developing curriculum for RoadShows, investments in scholarships to ACRL professional development events (in addition to those donated by individuals), investments in ACRL's LTI, and a transfer to CHOICE to support the development of new products.

At the end of FY15, ACRL's net asset balance was sizeable: \$5 million. This was the result of careful stewardship, increasingly successful biennial conferences, and some frugality brought on by the Great Recession of 2008. To spend down ACRL's net asset balance, the Board approved the Budget and Finance Committee's recommendation for a deficit budget from FY18 through FY22. In FY23, ACRL presented its first net positive budget since FY18, with a net of \$88,693. At the end of FY23, ACRL's net asset balance was \$3,627,669 (August 2023 final close).

Funding for the Future

In recent years, the Board and Budget and Finance Committee have focused on carefully monitoring investment spending and have spent time discussing strategies for slowing spending as the net asset balance approaches the mandated operating reserve. It is also important to slow spending or seek new revenue streams as ALA and ACRL look to better align revenues with expenses, with consideration of a two-year budget cycle.

IACRL is highly dependent on revenue from its professional development programs, especially its biennial conference. To offset dependency on a single revenue area, ACRL must continue to seek ways to diversify its revenues. ACRL looks to expand newer revenue streams in areas such as licensed workshops, consulting, and digital advertising in the forms of sponsored e-blasts, digital ads, etc., as well as identifying new products and services needed by the profession. ACRL has always benefited from the in-kind donations of time and talent from its membership, which make it possible for ACRL to offer such a wide array of programs and services.

Included in the FY25 budget is a return to ACRL's multi-day Strategic Planning and Orientation Session (SPOS). While there have been some virtual and one-day meetings to help guide the association and identify short-term priorities, the Board has not held a strategic planning meeting since fall 2019. Prior to the pandemic and ALA's short-term financial difficulties, the ACRL Board met annually with senior ACRL staff and goal-area leaders to review environmental scanning of the profession and association, review and update ACRL's strategic plan, and identify where ACRL should focus its strategic and programmatic priorities. Some outcomes of past SPOS meetings have included the addition of ACRL's Core Commitment to Equity, Diversity and Inclusion; adding New Roles and Changing Landscapes as a goal area; and expanding the Core Commitment to include EDI as ACRL's fifth goal area. The agenda for a fall 2024 SPOS is still in development, but the goal is to identify potential new strategic areas and strategies to ensure ACRL's programmatic and financial sustainability in a post-pandemic environment.

Programs and Services

The FY25 budget provides support for many initiatives, including:

- More than \$200K for ACRL's data products (Project Outcome, Benchmark), which supports ACRL's Value of Academic Libraries goal area;
- More than \$98K to support TATIL maintenance, redevelopment and purchase (depreciation through FY28) and the ACRL Framework for Information Literacy Sandbox, which supports ACRL's student learning goal area;
- More than \$18K is budgeted to support ACRL's new roles and changing landscape initiative.
- \$90K is budgeted for scholarships, which includes support for the ACRL Conference, RBMS Conference, and Immersion program, as well as \$14K to support two Spectrum Scholars and \$3K to support three ALA Emerging Leaders.

Equity, Diversity & Inclusion

In recent years, the Board has prioritized its commitment to equity, diversity and inclusion (EDI). In 2018, the Board approved EDI as a signature initiative and developed language for the Plan for Excellence and signature initiative at SPOS 2018. On November 18, 2018, the Board approved the addition of the Core Commitment to Equity, Diversity and Inclusion to the Plan for Excellence. On January 28, 2022, the ACRL Board of Directors approved a fifth strategic goal area dedicated to Equity, Diversity and Inclusion and the existing ACRL Equity, Diversity and Inclusion Committee become a goal-area committee. The Board approved the EDI goal and objectives on November 8, 2022.

In fall 2020, the ACRL Board created an ACRL Joint Board of Directors/Budget and Finance Working Group to review with a financial lens how ACRL is supporting its Core Commitment, and what gaps might need to be addressed. The group's charge is to, "Further explore and study existing equity, diversity and inclusion (EDI) work

across ACRL through a financial lens and consider how to prioritize and fund social justice or antiracist work that will be beneficial to workforce development, training and professional development." The working group's final report is publicly available as documents #B, #B.1, #B.2, #B.3, #B.4, #B.5, #D in the [2022 ACRL Joint Board & Budget and Finance Committee Meeting packet](#).

With the strategic focus on EDI, the Board and ACRL have invested in EDI initiatives, including the ACRL Diversity Alliance, scholarships and memberships for underrepresented individuals and those working at minority-serving institutions, and providing programming on EDI, including at the biennial ACRL Conference.

The FY25 budget includes the following support for EDI:

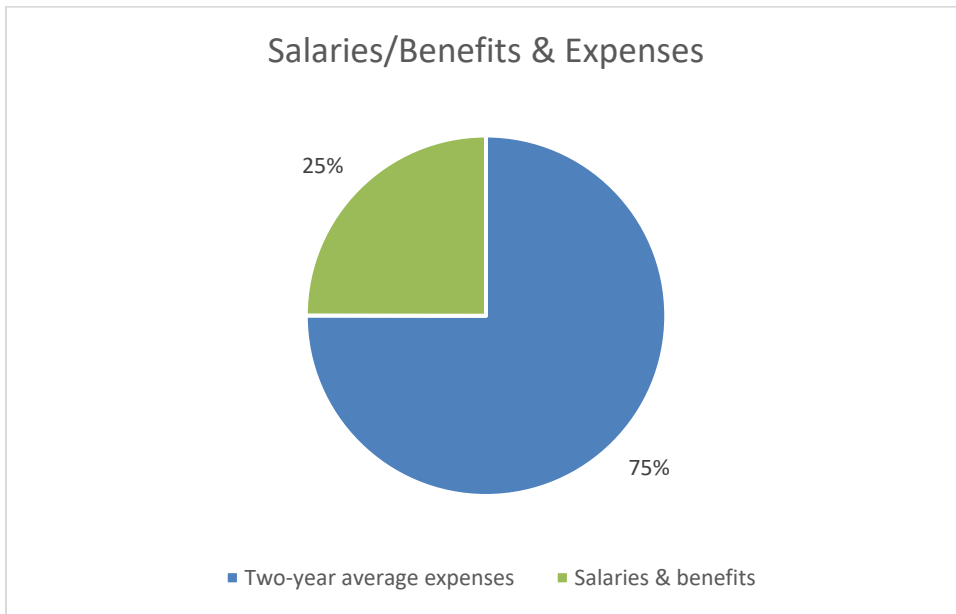
- Over \$60K to support ACRL's Core Commitment to Equity, Diversity and Inclusion, which includes support for the ACRL Diversity Alliance; organizational membership to the National Associations of Librarians of Color (NALCo); subsidized RoadShows for HBCU, tribal colleges, and other minority-serving institutions; and TBD goal-area initiatives;
- \$14K for two ALA Spectrum Scholars;
- \$90K for scholarships (While the FY25 scholarship criteria is TBD, ACRL has historically given preference to applicants who are from or serve underrepresented groups that have been historically marginalized or excluded due to race, ethnicity, gender identity and expression, sexual orientation, economic background, age, and/or ability).
- Further analysis could be completed to better understand the financial commitment to publications and education. Since the Core Commitment has been developed, ACRL has shown commitment by providing and focusing on EDI content for its biennial conference, non-serial publications, and serials.

Salaries & Benefits

As standard ACRL practice, in the initial fiscal year budget all general administrative and staff salaries, as well as related costs, are recorded on a separate line. During the year, ACRL staff maintain records of their daily use of time. The resulting percentages are used to allocate salaries, benefits, and general expenses such as software, domain fees, reprographics, etc. At the end of the year, these costs are distributed to each individual project based on time spent.

Salaries/benefits must be no more than 45 percent, and total administrative costs no more than 60 percent, of the total operating budget, not including Choice ([ACRL Guide to Policies and Procedures 6.26.4 Staff/administrative costs](#)).

While salaries and benefits are budgeted to individual projects, the following chart shows ACRL's total salaries and benefits when compared to total expenses for FY25. Per ALA's preliminary FY25 budget assumptions, the FY25 budget includes a 3% increase for staff.



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	A	B	C	D	E	F	G	H	I	J
1		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
2		Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget
3	Beginning Reserves									
4	Reserve Sept. 1: ACRL Operating	\$4,389,385	\$4,687,946	\$3,430,260	\$3,311,824	\$2,581,390	\$3,367,722	\$3,218,533	\$3,627,668	\$3,627,668
5	Reserve Sept. 1: ACRL LTIs	\$3,567,882	\$4,180,025	\$4,956,786	\$4,954,016	\$5,523,667	\$5,523,667	\$5,388,667	\$5,170,620	\$5,170,620
6	Reserve Sept. 1: CHOICE Operating	\$2,648,059	\$2,533,295	\$2,926,294	\$2,571,980	\$2,587,461	\$2,587,461	\$2,376,282	\$2,342,915	\$2,342,915
7	Reserve Sept. 1: CHOICE LTI	\$849,196	\$880,574	\$572,349	\$538,536	\$557,493	\$557,493	\$557,493	\$557,493	\$557,493
8	Total	\$11,454,522	\$12,281,840	\$11,885,689	\$11,376,356	\$11,250,010	\$12,036,343	\$10,166,458	\$9,935,657	\$11,698,696
9										
10	Revenues									
11										
12	Membership									
13	Dues	\$638,573	\$609,906	\$598,848	\$559,495	\$521,102	\$539,937	\$497,854	\$520,827	\$528,625
14	Standards, Licensing Fees	\$1,802	\$2,704	\$38,714	\$204	\$0	\$250	\$150	\$150	\$300
15	Advisory	\$82,350	\$27,050	\$33,490	\$73,975	\$43,000	\$52,000	\$82,000	\$15,100	\$61,500
16	Awards	\$16,300	\$17,450	\$20,750	\$13,036	\$15,900	\$0	\$0	\$0	\$0
17	Special Events	\$21,729	\$31,282	\$34,887	\$12,300	\$3,500	\$15,125	\$15,125	\$15,125	\$12,000
18	Diversity Alliance	\$17,450	\$25,500	\$29,930	\$14,000	\$28,000	\$17,500	\$27,500	\$22,000	\$22,000
19	Project Outcome	\$0	\$0	\$37,250	\$1,500	\$4,288	\$6,525	\$13,685	\$6,950	\$10,550
20	Subtotal	\$778,204	\$713,892	\$793,870	\$674,510	\$615,789	\$631,337	\$636,314	\$580,152	\$634,975
21										
22	Publications									
23	CHOICE	\$2,940,494	\$2,813,283	\$2,520,863	\$2,435,934	\$2,327,415	\$2,246,444	\$2,251,395	\$2,251,395	\$2,251,395
24	ACRL Serials (Pre-FY24: C&RL)	\$21,142	\$14,758	\$16,054	\$19,131	\$13,630	\$19,325	\$20,325	\$567,461	\$559,493
25	(Pre-FY24: C&RL News)	\$648,554	\$569,964	\$613,958	\$464,730	\$423,458	\$460,437	\$537,725	\$0	\$0
26	(Pre-FY24: RBM)	\$34,661	\$22,871	\$29,870	\$27,365	\$27,460	\$23,756	\$17,598	\$0	\$0
27	Nonperiodical Publications	\$288,126	\$388,475	\$338,897	\$275,831	\$251,835	\$266,120	\$273,612	\$331,000	\$331,000
28	Library Statistics	\$129,540	\$116,797	\$123,554	\$86,561	\$105,847	\$193,036	\$228,299	\$287,375	\$210,000
29	Subtotal	\$4,062,517	\$3,926,148	\$3,643,197	\$3,309,552	\$3,149,645	\$3,209,118	\$3,328,954	\$3,437,231	\$3,351,888
30										
31	Education									
32	Institutes & Liscensed Workshops	\$277,048	\$421,728	\$308,921	\$39,305	\$30,430	\$291,850	\$266,850	\$263,600	\$263,600
33	ACRL Conference	\$2,815,296	\$36,635	\$2,549,663	(\$39,552)	\$1,471,283	(\$24,000)	\$1,980,330	(\$24,000)	\$2,023,986
34	Preconferences & RBMS Conference	\$238,601	\$265,297	\$223,245	\$7,160	\$193,461	\$240,071	\$209,982	\$195,373	\$199,428
35	Annual Conference & MW Programs	\$16,300	\$19,350	\$14,000	\$500	\$600	\$14,000	\$14,000	\$14,000	\$14,000
36	Web-CE	\$118,027	\$121,416	\$103,698	\$84,217	\$96,164	\$95,623	\$63,888	\$66,828	\$77,508
37	Subtotal	\$3,465,272	\$864,426	\$3,199,528	\$91,630	\$1,791,938	\$617,544	\$2,535,050	\$515,801	\$2,578,522
38										
39	Special Programs									
40	Friends of ACRL-Restricted	\$66,070	(\$9,737)	\$0	\$8,206	(\$15,670)	\$0	\$0	\$0	\$0
41	Friends of ACRL-Operating	\$2,500	\$0	\$0	(\$173)	\$0	\$0	\$0	\$0	\$0
42										
43	Misc. Revenues									
44	TBD Revenues	N/A	N/A	N/A	N/A	N/A	N/A	\$100,000	\$0	\$0
45										
46	Total Revenues									
47	Total Revenues ACRL	\$5,367,999	\$2,691,183	\$5,115,731	\$1,639,585	\$3,229,958	\$2,086,387	\$4,094,241	\$2,281,789	\$4,313,990
48	Total Revenues CHOICE	\$2,940,494	\$2,813,283	\$2,520,863	\$2,435,934	\$2,327,415	\$2,246,444	\$2,251,395	\$2,251,395	\$2,251,395
49	Total Revenues ACRL & Choice	\$8,305,994	\$5,504,466	\$7,636,595	\$4,075,692	\$5,557,373	\$4,457,999	\$6,500,318	\$4,533,184	\$6,565,385
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Executive Summary

	A	B	C	D	E	F	G	H	I	J
1		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
2		Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget
51	Expenses									
52										
53	Membership									
54	Membership Services*	\$157,152	\$200,336	\$49,671	(\$30,473)	\$70,174	(\$14,040)	(\$142,067)	(\$79,153)	(\$96,875)
55	Exec. Ctte. & Board	\$190,578	\$212,181	\$232,282	\$190,825	\$75,044	\$176,922	\$193,351	\$153,687	\$189,312
56	Advisory	\$111,170	\$100,632	\$60,706	\$96,548	\$51,954	\$60,958	\$73,993	\$50,097	\$60,831
57	Standards Distribution	\$10,190	\$15,293	\$8,592	\$1,053	\$348	\$10,593	\$813	\$843	\$550
58	Awards	\$38,163	\$47,571	\$48,676	\$41,038	\$37,628	\$32,446	\$8,033	\$16,967	\$16,983
59	Chapters	\$10,417	\$27,541	\$18,636	\$17,287	\$9,357	\$22,272	\$19,457	\$17,092	\$25,600
60	Committees	\$109,318	\$153,752	\$134,130	\$137,392	\$98,431	\$135,661	\$131,125	\$154,944	\$137,766
61	Sections	\$94,308	\$128,865	\$117,292	\$130,178	\$87,430	\$144,470	\$137,822	\$160,996	\$144,497
62	C&RL Over Revenue	\$44,455	\$38,594	\$32,209	\$35,603	\$0	\$31,353	\$38,784	(\$79,144)	(\$72,475)
63	C&RL News Over Revenue	\$0	\$0	\$0	\$47,606	\$0	(\$21,768)	(\$159,392)	\$0	\$0
64	Liaisons to Higher Ed. Organizations	\$51,730	\$43,951	\$41,205	\$25,803	\$16,621	\$33,461	\$34,671	\$30,343	\$35,350
65	Special Events	\$32,306	\$36,513	\$40,849	\$12,107	\$100	\$22,186	\$14,200	\$14,200	\$14,200
66	Information Literacy	\$51,071	\$37,333	\$44,503	\$10,493	\$21,927	\$46,856	\$76,556	\$166,104	\$132,896
67	Scholarly Communications	\$71,476	\$119,856	\$155,076	\$87,024	\$23,924	\$85,217	\$65,769	\$68,978	\$69,995
68	Value of Academic Libraries	\$110,646	\$118,069	\$57,851	\$31,246	\$1,882	\$45,040	\$27,509	\$28,996	\$12,039
69	Government Relations	\$36,459	\$56,668	\$42,629	\$35,495	\$17,037	\$44,369	\$21,280	\$26,360	\$14,492
70	Scholarships	\$81,270	\$40,845	\$82,580	\$2,500	\$0	\$37,000	\$74,500	\$40,000	\$90,000
71	Annual Conference Programs	\$43,920	\$35,012	\$41,123	\$26,389	\$6,105	\$37,589	\$27,706	\$27,922	\$27,925
72	New Roles & Changing Landscapes	\$0	\$13,896	\$7,236	\$16,532	\$15,611	\$24,204	\$20,451	\$20,374	\$18,390
73	Diversity Alliance	\$16,429	\$32,770	\$42,920	\$15,152	\$27,019	\$45,754	\$67,343	\$79,490	\$62,554
74	Project Outcome	\$0	\$49,690	\$247,565	\$194,456	\$77,764	\$97,865	\$91,497	\$108,501	\$113,072
75	Subtotal	\$1,261,058	\$1,509,368	\$1,505,733	\$1,124,254	\$638,359	\$1,098,408	\$823,401	\$1,007,597	\$997,102
76										
77	Publications									
78	CHOICE	\$3,055,258	\$2,945,284	\$2,698,854	\$2,420,453	\$1,990,631	\$2,457,623	\$2,284,762	\$2,284,762	\$2,284,762
79	C&RL	\$21,142	\$14,758	\$16,054	\$18,981	\$46,712	\$19,325	\$20,325	\$567,461	\$559,493
80	C&RL News	\$429,039	\$487,139	\$550,606	\$464,730	\$411,652	\$460,437	\$537,725	\$0	\$0
81	RBM	\$32,744	\$21,400	\$19,622	\$22,066	\$18,017	\$21,583	\$20,911	\$30	\$0
82	Nonperiodical Publications	\$256,695	\$330,329	\$223,970	\$262,137	\$255,133	\$245,600	\$250,779	\$284,964	\$285,074
83	Library Statistics	\$82,569	\$70,310	\$147,932	\$59,202	\$126,401	\$180,786	\$321,298	\$268,483	\$244,227
84	Subtotal	\$3,877,448	\$3,869,220	\$3,657,038	\$3,247,570	\$2,848,545	\$3,385,354	\$3,435,800	\$3,405,700	\$3,373,556
85										
86	Education									
87	Institutes & Liscensed Workshops	\$279,929	\$367,138	\$293,394	\$92,101	\$43,321	\$285,425	\$269,972	\$275,180	\$275,242
88	ACRL Conference	\$2,166,094	\$238,096	\$2,093,753	\$155,844	\$737,177	\$290,106	\$1,817,397	\$154,732	\$1,881,163
89	Preconferences & RBMS Conference	\$179,508	\$243,900	\$203,473	\$53,364	\$94,223	\$227,434	\$189,337	\$191,132	\$170,920
90	Web-CE	\$51,415	\$76,078	\$49,631	\$59,841	\$57,671	\$72,070	\$43,922	\$80,190	\$73,441
91	Subtotal	\$2,676,945	\$925,212	\$2,640,251	\$361,149	\$932,392	\$875,035	\$2,320,628	\$701,234	\$2,400,766
92										
93	Special Programs									
94	Friends of ACRL-Restricted	\$66,070	(\$9,737)	\$67,820	\$8,206	(\$15,670)	\$60,000	\$60,000	\$60,000	\$60,000
95	Friends of ACRL-Operating	\$60,245	\$65,357	\$129,998	\$57,532	\$14,960	\$47,721	\$33,243	\$26,003	\$19,233
96	Subtotal	\$126,315	\$55,620	\$197,818	\$65,738	(\$710)	\$107,721	\$93,243	\$86,003	\$79,233
97										
98	Total Expenses									
99	Total Expenses ACRL	\$4,820,438	\$3,423,873	\$5,234,167	\$2,370,053	\$2,443,625	\$2,235,576	\$3,685,106	\$2,855,772	\$4,505,895
100	Total Expenses CHOICE	\$3,055,258	\$2,945,284	\$2,698,854	\$2,420,453	\$1,990,631	\$2,457,623	\$2,284,762	\$2,284,762	\$2,284,762
101	Total Expenses ACRL & Choice	\$7,875,696	\$6,369,157	\$7,933,021	\$4,790,506	\$4,434,256	\$5,406,518	\$6,613,072	\$5,140,534	\$6,790,657
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Executive Summary

[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL General & Administrative 0000											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4429	OVRHD-EXMPT REVENUE/DIVISIONS					(\$500)		\$0	\$0		\$0
4	4490	MISCELLANEOUS REVENUE							\$100,000	\$0		\$0
5		Revenues	\$0	\$0	\$0	\$0	(\$500)	\$0	\$100,000	\$0		\$0
6												
7	5000	SALARIES & WAGES	(2,208)	(1,780)	(4,872)	-\$27	(\$337)	(\$14,472)	\$10,344	\$11,030	Salaries: Memo only; will be allocated to programs at year end.	\$11,030
8	5001	WAGES/TEMPORARY EMPLOYEES			2,195							
9	5002	OVERTIME WAGES	2,180	1,780	2,607	\$27	\$337	\$320	\$1,500	\$1,500	Anticipated overtime for ALA Conferences plus 15% benefits. Adjusted based on actual.	\$1,500
10	5005	ATTRITION FACTOR						\$0	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	(0)	0	(0)			\$0	\$3,310	\$3,530	Benefits of Line 5000 & 5002. Memo only: will be allocated to programs at year end.	\$3,530
13	5015	TUITION REIMBURSEMENT						\$0	\$0	\$0		\$0
14	5016	PROFESSIONAL MEMBERSHIPS	2,052	3,022	1,094	\$369		\$0	\$1,785	\$1,388	ASAE (\$325) memberships for Exec. Director. Assn. Forum memberships for 8 exempt staff, \$82/ea = \$656, PCMA (\$360), MPI (\$375).	\$1,716
15	5019	HEALTH INSURANCE						\$0	\$0	\$0		\$0
16	5041	BLUE CROSS REFUND										
17	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$14,152	\$20,500	\$5,000	TEMPORARY EMPLOYEES/OUTSIDE	\$5,000
18	5110	PROFESSIONAL SERVICES	28					\$0	\$0	\$0		\$0
19	5120	LEGAL FEES						\$0	\$0	\$0		\$0
20	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
21	5122	BANK S/C						\$0	\$0	\$0		\$0
22	5130	LOBBYING / CONSULTING										
23	5140	EQUIP/FURN REPAIRS			49			\$0	\$100	\$100	Shared	\$100
24	5141	MAINTENANCE AGREEMENTS										
25	5150	MESSENGER SERVICE	136	371	83		\$65	\$0	\$300	\$150	Messenger service	\$150
26	5151	DUPLICATION/OUTSIDE										
27	5210	TRANSPORTATION	4,677	7,972	3,918	\$2,633		\$1,839	\$2,500	\$2,000	Travel expenses for ED to meet with non-liaison associations, potential donors, governmental agencies and to conduct association business (Choice 2 site visits); 4 flights at (\$400); and local transportation \$100 each trip.	\$2,000
28	5212	LODGING & MEALS	6,915	4,901	1,815	\$5,129		\$289	\$2,350	\$1,400	Lodging and meals for ED when on business for association; avg 1 night each (\$250 sleeping room, internet, taxes) and meals for ED (\$50 per diem) avg 2 days each. 2 trips to Choice. 1 ACLS. 1 misc	\$1,400
29	5214	ENTERTAINMENT			128			\$0	\$0	\$0		\$0
30	5216	BUSINESS MEETINGS	1,019	826	420			\$0	\$750	\$250	Business meetings.	\$250
31	5219	UNALLOCATED AMERICAN EXPRESS										
32	5300	FACILITIES RENT						\$0	\$0	\$0		\$0
33	5301	CONFERENCE EQUIPMENT RENTAL	603					\$0	\$0	\$0	Conference equipment rental	\$0
34	5302	MEAL FUNCTIONS	1,253	1,256	1,612	\$278		\$103	\$1,000	\$1,000	Meal Functions - Group meals Executive Director hosts to conduct association business during travel.	\$1,000

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL General & Administrative 0000											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
35	5303	EXHIBITS						\$0	\$0	\$0	Exhibits in 3200	\$0
36	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
37	5350	PROGRAM ALLOCATION		0	(400)			\$0	\$0	\$0		\$0
38	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	\$0		\$0
39	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0	Typesetting for ACRL letterhead, envelopes, business cards, etc.	\$0
40	5402	PRINTING-OUTSIDE	2,224	852	1,512			\$0	\$1,231	\$800	Outside printing of ACRL letterhead, envelopes, business cards, etc. @ \$750. Share of ACRL Briefing Book (1/3 of \$700)	\$983
41	5403	BINDING-OUTSIDE						\$0	\$0	\$0		\$0
42	5404	DESIGN SERVICE-OUTSIDE						\$0	\$0	\$0	Design service	\$0
43	5406	REVIEW SERVICE						\$0	\$0	\$0		\$0
44	5410	MAIL SERVICE-OUTSIDE	225					\$0	\$0	\$0		\$0
45	5411	ADVERTISING/SPACE						\$0	\$0	\$0	Advertising/space for recruitment	\$0
46	5420	COPYRIGHT FEES						\$0	\$0	\$0	General Copyright Fees	\$0
47	5430	WEB OPERATING EXPENSES	3,120	710	1,749	\$3,222	\$2,292	\$252	\$3,564	\$3,564	Domain name fees for acrl.org and acrlog.xxx (\$300); bulk email provider (now provided by ALA); survey software subscription (SurveyMonkey or other \$1,008); Zoom \$2,256 = 2 Zoom Pro at \$72/year and Pro Webinar at \$2.112/year.	\$3,564
48	5499	INVENTORY RESERVE ADJUSTMENT						\$0	\$0	\$0		\$0
49	5030	STAFF RECRUITMENT/RELOCATION	712					\$0	\$0	\$0		\$0
50	5031	STAFF DEVELOPMENT	15,075	17,520	16,191	\$9,622	\$6,150	\$3,620	\$12,000	\$15,000	Staff Development for area workshops and seminars. Previously was budgeted at 1.5% of staff salaries and the \$10,000 extra per Executive Committee action to increase ways in which ACRL can reward staff performance.	\$15,000
51	5500	SUPPLIES/OPERATING	2,355	3,041	1,105	\$1,055	\$1,217	\$1,853	\$1,500	\$2,000	Supplies for the ACRL office. Includes computer supplies and paper, and specialized materials for office operations.	\$2,000
52	5501	EQUIPMENT & SOFTWARE/MINOR	3,098	2,239	6,831	\$4,104	\$3,009	\$2,851	\$7,717	\$7,717	Minor equipment and computer software costing. Est. financial software licenses: \$2,500. Volunteer system: \$1,500. Adobe Creative Cloud Suite: \$3717.	\$7,717
53	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	\$3,257	Reference materials and subscriptions to professional journals. Chronicle subscription (3,257.28) pending ALA Library subscription.	\$3,257
54	5510	INSURANCE						\$0	\$0	\$0		\$0
55	5520	EQUIPMENT RENTAL/LEASE						\$0	\$0	\$0		\$0
56	5521	SPACE RENT						\$0	\$0	\$0		\$0
57	5522	TELEPHONE/FAX	734	791	996	\$280		\$700	\$210	\$175		\$0
58	5523	POSTAGE/E-MAIL	10	1,759	603		\$60	\$1,000	\$1,000	\$1,000	Postage	\$1,000
59	5525	UTILITIES						\$0	\$0	\$0		\$0
60	5530	DEPRECIATION F/E	0	0	(0)	\$0	(1)	\$1,000	\$1,000	\$1,000	Depreciation	\$1,000
61	5531	DEPRECIATION BUILDING						\$0	\$0	\$0		\$0
62	5532	AMORT.- EQUIP N-S INTANGIBLE ASSETS						\$0	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL General & Administrative 0000											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
63	5533	DO NOT USE N/S Intangible Assets										
64	5540	ROYALTY EXPENSE	230	51				\$0	\$0	\$0		\$0
65	5541	COLLECTION EXPENSE										
66	5543	BAD DEBT EXPENSE						\$0	\$0	\$0		\$0
67	5544	INTEREST EXPENSE						\$0	\$0	\$0		\$0
68	5545	TAXES/PROPERTY						\$0	\$0	\$0		\$0
69	5550	PROMOTION						\$0	\$0	\$0		\$0
70	5560	ORG SUPPORT/CONTRIBUTION	5,000					\$0	\$0	\$0		\$0
71	5599	MISC EXPENSE	(59,111)	(49,602)	(42,522)	-\$20,115	(\$12,906)	(\$10,846)	(\$89,871)	(\$79,882)	Portion of ACRL operating expenses allocated to projects at same % as salary matrix	(\$80,232)
72											Reverse out charges to projects (memo includes CHOICE amount)	
73											(\$80,957)	
74	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
75	5901	IUT/CPU						\$0	\$0	\$0		\$0
76	5902	IUT/DATA PROC						\$0	\$0	\$0		\$0
77	5903	IUT/SUBS PROC						\$0	\$0	\$0		\$0
78	5904	TRANSFER TO/FROM ENDOWMENT						\$0	\$0	\$0	Payout approved by the ALA Board of the interest/appreciation/dividends/contributions from ACRL's LTI calculated as five percent of the average of the previous twenty quarters. This number is typically updated in Februrary when payouts are approved by the Endowment Trustees. Note: this formerly has been budgeted in 5904-3200, but was moved to 5904-0000 starting with FY25 due to ALA F&A's request. Per ALA directives, transfers are frozen from the net asset balance to endowments (effective FY23, FY24, FY25).	(\$200,000)
79	5905	IUT/TELEPHONE	2,163	1,826	1,553			\$0	\$0	\$0	IUT telephone; ALA moving to VoIP	\$0
80	5906	IUT/ORDER BILLING						\$0	\$0	\$0		\$0
81	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
82	5909	IUT/DIST CTR	532	688	552			\$2	\$750	\$750	IUT distribution	\$750
83	5910	IUT/REPRO CTR	6,979	1,777	2,367	\$394	\$16	\$38	\$2,000	\$2,000	IUT reprographics	\$2,000
84	5912	IUT-Copyediting/Proofreading				\$662	\$98	\$0	\$0	\$0		\$0
85	5913	IUT-Composition/Alteration						\$0	\$0	\$0		\$0
86	5940	IUT/REGISTRATION PROCESSING						\$0	\$0	\$0		\$0
87	5941	IUT/CHOICE				-\$7,636		\$0	\$14,460	\$15,271	Transfer from CHOICE	\$15,285
88	5942	IUT/ADVERTISING						\$0	\$0	\$0		\$0
89	5999	IUT/MISC						\$0	\$0	\$0		\$0
90	5911	IUT/OVERHEAD						\$0	\$0	\$0		\$0
91	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
92	5600	TAXES/INCOME										
93	Expenses		(0)	0	(416)	-\$1	(\$1)	\$2,701	\$0	\$0	(\$200,000)	
94												
95	Net		0	(0)	416	\$1	(\$499)	(\$2,701)	\$100,000	\$0	\$200,000	

ACRL FY25 Preliminary

Project: 3200

[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Membership 3200											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
10	5000	SALARIES & WAGES	\$47,110	\$57,764	\$59,484	\$76,878	\$39,298	\$38,248	\$37,927	\$40,443	Salaries calculated % of ACRL total salaries detailed in the salary matrix	\$40,443
11	5001	WAGES/TEMPORARY EMPLOYEES										
12	5002	OVERTIME WAGES										
13	5005	ATTRITION FACTOR					-\$11,450	(\$6,321)	\$0	\$0		\$0
14	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
15	5010	EMPLOYEE BENEFITS	\$14,395	\$17,329	\$18,303	\$23,944	\$12,871	\$11,150	\$12,137	\$12,942	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$12,942
	5110	PROFESSIONAL SERVICES	\$43,429	\$54,740	\$24,222	\$10,113	\$9,613	(\$3,500)	\$0	\$0	Booth graphics refresh (\$2,500). Not needed in FY25 with evergreen graphics from past refresh.	\$0
16												
17	5122	BANK S/C	\$15,624	\$13,420	\$14,383	\$11,802	\$13,513	\$14,265	\$14,438	\$15,104	Bank service fees (2.9% of dues)	\$15,330
18	5130	LOBBYING / CONSULTING										
19	5302	MEAL FUNCTIONS	\$4,722	\$4,206	\$9,793			\$0	\$0	\$1,250	Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4.	\$1,250
	5350	PROGRAM ALLOCATION	\$20,352	\$37,605	\$37,594	-\$4,543	\$5,063	\$1,785	\$7,800	\$23,000	Three Emerging Leader sponsorships (\$1,000 x 3 = \$3,000) \$15K for TBD stratetic initiatives \$5,000 for new engagement fair banner signs	\$23,000
20												
21	5402	PRINTING-OUTSIDE	\$4,421	\$3,703	\$4,764	\$4,911	\$223	\$0	\$0	\$0		\$0
22	5410	MAIL SERVICE-OUTSIDE				\$240						
23	5430	WEB OPERATING EXPENSES	\$1,199	\$89	\$0	\$250	\$300	\$3,345	\$0	\$0	Feathr digital marketing charges - \$7,000	\$7,000
24	5500	SUPPLIES/OPERATING	\$1,238	\$6,298	\$1,228			\$0	\$500	\$500		\$500
25	5523	POSTAGE/E-MAIL						\$0	\$223	\$0	Postage (based on FY23 actual)	\$0
26	5530	DEPRECIATION F/E				\$524	\$224	\$424				
	5599	MISC EXPENSE	\$2,944	\$2,377	\$2,153	\$1,791	\$520	\$407	\$2,955	\$2,608	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$2,660
27												
28	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
29	5901	IUT/CPU						\$0	\$0	\$0		\$0
30	5902	IUT/DATA PROC	\$360	\$405	\$405	\$270		\$0	\$0	\$0		\$0
31	5903	IUT/SUBS PROC						\$0	\$0	\$0		\$0
	5904	TRANSFER TO/FROM ENDOWMENT			(\$125,000.00)	-\$157,096	0.00	0.00	(\$218,047)	(\$175,000)	Payout approved by the ALA Board of the interest/appreciation/dividends/contributions from ACRL's LTI calculated as five percent of the average of the previous twenty quarters. Moved to project 0000 in FY25 per ALA instructions	\$0
32												
33	5905	IUT/TELEPHONE						\$0	\$0	\$0	IUT-telephone (based on actual)	\$0
34	5906	IUT/ORDER BILLING						\$0	\$0	\$0		\$0
35	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
36	5909	IUT/DIST CTR	\$346	\$355	\$547	\$443		\$0	\$0	\$0	IUT-distribution (based on actual)	\$0
37	5910	IUT/REPRO CTR	\$784	\$159	\$576			\$0	\$0	\$0	IUT-reprographics (based on actual)	\$0
38	5912	IUT-Copyediting/Proofreading						\$0	\$0	\$0		\$0
39	5600	TAXES/INCOME										
40	Expenses		\$156,923	\$198,449	\$48,452	-\$30,473	\$70,174	\$59,803	(\$142,067)	(\$79,153)	\$103,125	
41												
42	Net		\$481,650	\$411,457	\$550,396	\$590,002	\$451,017	\$445,765	\$639,921	\$599,980	\$425,500	

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Board/Exec. Ctte. 3201											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4490	MISCELLANEOUS REVENUE				\$0	\$0	\$0	\$0	\$0		\$0
4		Revenues	0	0	0	\$0	\$0	\$0	\$0	\$0		\$0
5												
6	5000	SALARIES & WAGES	71,685	92,253	85,020	\$93,008	\$64,371	\$94,649	\$75,049	\$85,787	Salaries calculated at % of total ACRL salaries as shown in salary matrix.	\$77,086
7	5005	ATTRITION FACTOR					-\$18,755	(\$10,178)				
8	5010	EMPLOYEE BENEFITS	21,905	27,674	26,191	\$28,967	\$21,084	\$27,590	\$24,016	\$27,452	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$24,668
9	5011	LIFE INSURANCE										
10	5041	BLUE CROSS REFUND										
11	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
12	5110	PROFESSIONAL SERVICES	12,573	9,348	33,250	\$8,187	\$5,963	\$0	\$3,000	\$10,000	SPOS Facilitator \$10,000	\$10,000
13	5150	MESSENGER SERVICE	274	557	629			\$0	\$450	\$0	Shipping and hotel handling fee for Board documents to conference. Shipment to AC \$250 x 1 = \$250. LLX: Staff air travel 1 person x \$450 = \$400 airfare + \$50 luggage fee. Ground transportation \$100 = 1 person x \$100. Grand total = \$550.	\$250
			17,045	21,807	18,202	\$12,216		\$4,514	\$17,850	\$4,950	SPOS: 14 total ppl X \$450 (\$400 airfare + \$50 luggage fee) = \$5850 = 13 Board membersair travel + 1 facilitator. Ground transportation 13 ppl x \$100 ea.= \$1,300. Grand total = \$7150. ARL/CNI/ACLS for ACRL Board President and Executive Director. 6 air travel trips at \$450 (\$400 airfare + \$50 luggage fee) = \$2,700. Local ground transportation, mileage and parking reimbursement 6 trips x \$100 = \$600. Grand total = \$3,300 total.	\$12,100
14	5210	TRANSPORTATION									ACLS or ASAE Board Training: Air travel for Executive Director and President elect to attend meeting. 2 ppl x \$450 (\$400 airfare + \$50 luggage	

ACRL FY25 Preliminary

Project: 3201[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Board/Exec. Ctte. 3201											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
23	5303	EXHIBITS						\$0	\$0	\$0		\$0
24	5305	SPEAKER/GUEST HONORARIUM						\$41				
25	5350	PROGRAM ALLOCATION	397		139		\$236	\$0	\$100	\$0	Board program expenses.	\$0
26	5402	PRINTING-OUTSIDE	263	162	170			\$0	\$233	\$233		\$0
27	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE						\$0	\$200	\$0	Board group photo	\$0
28	5420	COPYRIGHT FEES					\$27	\$44	\$30	\$30	HBR article copyright fees for Board orientation packet. \$30	\$30
29	5430	WEB OPERATING EXPENSES	1,149	1,684	0			\$0	\$0	\$0	Zoom license fees moved to 0000.	\$0
30	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
31	5500	SUPPLIES/OPERATING	1,185	1,173	850	\$997	\$404	\$1,874	\$1,200	\$1,200	Supplies for Leadership Council (\$200), five Board meetings, and gifts for departing Board members.	\$1,200
32	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	\$0		\$0
33	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	\$0	Reference Materials	\$0
34	5522	TELEPHONE/FAX				\$35						
35	5530	DEPRECIATION F/E	310	310	579	\$634	\$366	\$1,049	\$0	\$0		\$0
36	5599	MISC EXPENSE	4,479	3,796	3,116	\$2,168	\$851	\$922	\$5,848	\$5,532	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$5,070
37	5909	IUT/DIST CTR	9		68			\$0	\$68	\$0	IUT-Distribution	\$0
38	5910	IUT/REPRO CTR	2	3,253	21			\$0	\$100	\$100	IUT-Reprographics	\$100
39	Expenses		190,578	212,181	232,282	\$190,825	\$75,044	\$129,640	\$193,351	\$153,687	\$189,312	
40												
41	Net		(190,578)	(212,181)	(232,282)	(\$190,825)	(\$75,044)	(\$129,640)	(\$193,351)	(\$153,687)	(\$189,312)	

ACRL FY25 Preliminary

Project: 3202[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Trends & Statistics 3202											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
20	5000	SALARIES & WAGES	10,417	12,173	14,535	28,089	70,247	\$79,430	\$68,613	\$72,919	Salaries @ % of ACRL salaries per salary matrix	\$73,532
21	5001	WAGES/TEMPORARY EMPLOYEES										
22	5002	OVERTIME WAGES										
23	5005	ATTRITION FACTOR					(20,467)	(\$4,113)				
24	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
25	5010	EMPLOYEE BENEFITS	3,183	3,652	4,477	8,748	23,008	\$23,155	\$21,956	\$23,334	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$23,530
26	5110	PROFESSIONAL SERVICES	84,500	51,000	54,500	7500	34577.4	\$157,017	\$105,979	\$0	Contractor for data analysis and clean-up.	\$12,000
27	5120	LEGAL FEES						\$0	\$0	\$0		\$0
28	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
29	5122	BANK S/C	776	527	666	95	653	\$327	\$0	\$0	Bank service charge (based on FY19 actual)	\$0
30	5130	LOBBYING / CONSULTING										
31	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
32	5402	PRINTING-OUTSIDE	4,123	1,022	2,539		1,234	\$900	\$0	\$0	Outside printing –	\$0
33	5403	BINDING-OUTSIDE		21	0			\$0	\$0	\$0		\$0
34	5414	SUPPLIES/PRODUCTION						\$0	\$0	\$0		\$0
35	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE		23	38			\$38	\$0	\$0	Pre-Press/Photographic (FY19 actual)	\$0
36	5416	ADVERTISING PRODUCTION COST						\$0	\$0	\$0		\$0
37	5420	COPYRIGHT FEES						\$0	\$0	\$0	Copyright fees (FY18 actual)	\$0
38	5430	WEB OPERATING EXPENSES	5,000		15,131		3,625	\$23,333	\$2,400	\$120,066	Web hosting (\$950/month) Omeda subscription fulfillment (\$3,500); Survey Monkey (\$4785); Proximo support (\$1000/month ad hoc per month); Payback to PLA annually through FY26 (\$21,500); Proximo improvements (TBD) (\$50,000)	\$103,185
39	5431	WEBINAR/WEBCASTS/WEB CE EXP						\$0	\$0	\$0		\$0
40	5432	PURCHASED INVENTORY						\$0	\$0	\$0		\$0
41	5433	ORDER PROCESSING/FULFILLMENT	4,016	4,448	7,108	1,888	3,822	\$1,661	\$10,502	\$10,274	Transaction fee (4.6% x line 4103)	\$6,624
42	5480	COST OF SALES	19,868	10,237	69,307	(330)	29,771	\$0	\$68,490	\$0	Cost of sales, calculated as 30% of sales (line 4103). Removed ~\$67,000 in expense	\$0
43	5490	INVENTORY ADJUSTMENT	(74,642)	(32,319)	(37,556)		(34,000)	\$0	\$0	\$0	Inventory adjustment. Total of lines 5110, 5400, 5402, 5415, and 5420. Starting in FY23, no inventory adjustment due to no print publications.	\$0
44	5499	INVENTORY RESERVE ADJUSTMENT	4,794	1,488		934	934	\$4,046	\$5,479	\$5,360	All print copies destroyed at the end of FY24	\$0
45	5030	STAFF RECRUITMENT/RELOCATION										
46	5522	TELEPHONE/FAX						\$0	\$0	\$0		\$0
47	5523	POSTAGE/E-MAIL	1,878	173	250			\$12	\$0	\$0	Postage (print edition discontinued)	\$0
48	5530	DEPR/FURN & EQUIPMENT				191	400	\$880	\$0	\$0		\$0
49	5540	ROYALTY EXPENSE						\$0	\$0	\$0	No royalties will be paid in FY18 as ALA store is a benefit available to all ALA units	\$0
50	5541	COLLECTION EXPENSE										
51	5543	BAD DEBT EXPENSE	1,100	1,211	0		(2,311)	\$1,930	\$2,283	\$2,233	Bad debt (1% of gross revenues)	\$1,440
52	5599	MISC EXPENSE	651	502	527	655	928.98	\$774	\$5,346	\$4,703	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$4,836
53	5911	IUT/OVERHEAD	16,836	15,417	16,312	11,433	13,979	\$13,080	\$30,250	\$29,594	IUT-Overhead: 50 % ALA rate	\$19,080
54	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
55	5600	TAXES/INCOME										
56	Expenses		82,499	69,574	147,833	59,202	126,401	\$302,470	\$321,298	\$268,483		\$244,227
57												
58	Net		47,040	47,222	(24,280)	27,359	(20,553)	(\$203,756)	(\$92,999)	(\$45,134)		(\$100,227)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Advisory Services 3203											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4429	OVRLD-EXMPT REVENUE/DIVISIONS						\$0	\$0	\$0		\$0
4	4430	MISCELLANEOUS FEES	0					\$0	\$0	\$0		\$0
5	4490	MISCELLANEOUS REVENUE	82,350	27,050	33,490	\$73,975	\$43,000	\$88,050	\$82,000	\$15,100	2 external reviews x \$13000/review 2 one-day retreats (strategic planning/team building) x \$14000/retreat 1 facilitative support for library leaders x \$7,500	\$61,500
6	Revenues		82,350	27,050	33,490	\$73,975	\$43,000	\$88,050	\$82,000	\$15,100	\$61,500	
7												
8	5000	SALARIES & WAGES	39,653	50,047	15,582	\$32,217	\$10,029	\$30,516	\$18,733	\$19,976	Salaries: % of ACRL total salaries listed in the salary matrix; includes time spent on the ACRL Web site and responses to email and phone requests for information	\$19,976
9	5001	WAGES/TEMPORARY EMPLOYEES										
10	5002	OVERTIME WAGES										
11	5005	ATTRITION FACTOR					-\$2,922	(\$2,292)	\$0	\$0		\$0
12	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
13	5010	EMPLOYEE BENEFITS	12,114	15,013	4,800	\$10,034	\$3,285	\$8,896	\$5,995	\$6,392	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$6,392
14	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
15	5110	PROFESSIONAL SERVICES	43,500	26,825	34,255	\$41,928	\$35,347	\$40,324	\$35,000	\$20,340	2 external reviews: 2 adjuncts x \$3,500 2 one-day strategic planning retreats: 4 adjuncts x \$3,750 (assumes each retreat includes 2 adjuncts, 0 staff) 1 facilitative support: 1 adjuncts x \$3,000	\$25,000
16	5122	BANK S/C	0	103	16	\$522	\$328	\$1,104	\$100	\$100		

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Advisory Services 3203											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
17	5210	TRANSPORTATION	42	2,550	43	\$1,236		\$0	\$1,500	\$0		\$0
18	5212	LODGING & MEALS	(894)	72	902	\$75		\$52	\$300	\$0	Lodging & Meals	\$0
19	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	\$0		\$0
20	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	\$0	Reference material	\$0
21	5530	DEPRECIATION F/E				\$219	\$57	\$338				
22	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
23	5599	MISC EXPENSE	2,478	2,059	565	\$515	\$133	\$311	\$1,460	\$1,288	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$1,314
24	5904	TRANSFER TO/FROM ENDOWMENT						\$0	\$0	\$0		\$0
25	5905	IUT/TELEPHONE						\$0	\$0	\$0	Telephone (based on last year's actual)	\$0
26	5906	IUT/ORDER BILLING						\$0	\$0	\$0		\$0
27	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
28	5909	IUT/DIST CTR	5					\$0	\$0	\$0	Postage(based on last year's actual)	\$0
29	5910	IUT/REPRO CTR	41					\$0	\$40	\$0	Copying (based on last year's actual)	\$0
30	5999	IUT/MISC						\$0	\$0	\$0		\$0
31	5911	IUT/OVERHEAD	10,870	3,571	4,437	\$9,802	\$5,698	\$11,667	\$10,865	\$2,001	IUT-General Overhead IUT 50% of ALA General overhead rate on revenue from consulting fees (line 4490).	\$8,149
32	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
33	5600	TAXES/INCOME										
34	Expenses		107,809	100,239	60,600	\$96,548	\$51,954	\$90,916	\$73,993	\$50,097		\$60,831
35												
36	Net		(25,459)	(73,189)	(27,110)	-\$22,573	-\$8,954	(\$2,866)	\$8,007	(\$34,997)		\$669

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Standards Distribution 3204											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4400	DONATIONS/HONORARIA				0	0	\$0	\$0	\$0		\$0
4	4420	INT/DIV				0	0	\$0	\$0	\$0		\$0
5	4421	ROYALTIES			165	0	0	\$0	\$0	\$0		\$0
6	4422	ENDOWMENT GAIN/LOSS-REALIZED										
7	4423	ENDWMNT GAIN/LOSS-UNREALIZED										
8	4429	OVRRHD-EXMPT REVENUE/DIVISIONS	1,802	2,204	1,299			\$0	\$150	\$150	Overhead exempt revenue for standards distribution and Framework booklets. Anticipate a small increase in revenue as RoadShows move to more in-person content..	\$300
9	4430	MISCELLANEOUS FEES				204	0	\$0	\$0	\$0		\$0
10	4490	MISCELLANEOUS REVENUE		500		0	0	\$0	\$0	\$0		\$0
11	Revenues		1,802	2,704	1,464	204	0	\$0	\$150	\$150		\$300
12												
13	5000	SALARIES & WAGES	5,421	7,585	2,082	735	319	\$1,587	\$374	\$399	Salaries % of ACRL total salaries listed in the salary matrix	\$368
14	5005	ATTRITION FACTOR					(93)	(\$848)				
15	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
16	5010	EMPLOYEE BENEFITS	1,657	2,276	641	229	105	\$463	\$120	\$128	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$118

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Standards Distribution 3204											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
17	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
18	5122	BANK S/C	51	71	39	4		\$0	\$0	\$0		\$0
19	5130	LOBBYING / CONSULTING										
20	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0		\$0
21	5141	MAINTENANCE AGREEMENTS										
22	5150	MESSENGER SERVICE		23	66			\$0	\$0	\$0	Books now sent through USPS through Distribution Center, expenses in 5909	\$0
23	5216	BUSINESS MEETINGS						\$0	\$0	\$0		\$0
24	5350	PROGRAM ALLOCATION						\$0	\$0	\$0		\$0
25	5400	EDITORIAL/PROOFREADING/OUTSIDE		102				\$0	\$0	\$0		\$0
26	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
27	5402	PRINTING-OUTSIDE	2,533	4,580	5,522			\$0	\$250	\$250	Printing of standards, guidelines/framework. Budgeting no printing expenses in FY25 due to existing inventory. Anticipate printing new versions in FY26 after the Board approves anticipated revisions in June 205.	\$0
28	5522	TELEPHONE/FAX						\$0	\$0	\$0		\$0
29	5523	POSTAGE/E-MAIL	60	140				\$0	\$0	\$0	Mailing of booklets now in 5909.	\$0
30	5525	UTILITIES						\$0	\$0	\$0		\$0
31	5530	DEPRECIATION F/E	23	25	14	5	2	\$18	\$0	\$0		\$0
32	5531	DEPRECIATION BUILDING						\$0	\$0	\$0		\$0
33	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
34	5599	MISC EXPENSE	339	312	75	11	4	\$15	\$29	\$26	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$24
35	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
36	5909	IUT/DIST CTR	106	180	153	69	11	\$8	\$40	\$40	IUT-Distribution (UPS or USPS mailing of booklets, based on FY22, FY23 actual and historical).	\$40
37	5910	IUT/REPRO CTR						\$0	\$0	\$0	IUT - Reprographics (printing expenses in 5402, using local printers for regional workshops). Don't expect expenses in this line in FY23.	\$0
38	5912	IUT-Copyediting/Proofreading						\$0	\$0	\$0		\$0
39	5999	IUT/MISC						(\$45)	\$0	\$0	IUT-Misc.	\$0
40	Expenses		10,190	15,293	8,592	1,053	348	\$1,198	\$813	\$843	\$550	
41												
42	Net		(8,388)	(12,589)	(7,128)	(849)	(348)	(\$1,198)	(\$663)	(\$693)	(\$250)	

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Awards 3206											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4400	DONATIONS/HONORARIA	11,500	13,250	16,250	8,336	13,600	\$1,200	\$0	\$0	Normal allocation: \$3000 from GOBI Library Solutions from EBSCO for EAL ceremonies; \$4,500 from EBSCO for CJCLS awards (\$1,500) and IS Innovation award (\$3,000); \$1,000 from SCELCL for CLS award; \$2,500 from American Psychological Association for EBSS award; \$2,500 from De Gruyter for ESS Grant (estimate, actual figure in euros) \$1,000 from Carrick Enterprises for Rockman Publication award; \$1,000 from Library Juice Academy for ULS award; \$1,500 from Duke University Press for WGSS awards; All other awards given directly to winners by donors Removed awards revenues in FY24 due to pause Normal Administrative Fees:	\$0
4	4429	OVRHD-EXMPT REVENUE/DIVISIONS			4,500			\$0	\$0	\$0	\$1000 Academic/Research Librarian of the year; \$300 for 2 CJCLS awards; \$200 for CLS; \$300 DLS award; \$500 EBSS award; \$500 ESS grant (estimate, actual figure in euros); \$600 for IS Innovation award; \$200 IS Ilene Rockman Publication of the year; \$300 PPIRS award; \$200 ULS award; \$300 WGSS awards \$500 Atkinson Endowment admin fee IUTs from unfunded awards: \$200 IS Dudley award	\$0
5	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		\$0
6	4490	MISCELLANEOUS REVENUE	4,800	4,200	0	4,700	2,300	\$0	\$0	\$0		\$0
7	Revenues		16,300	17,450	20,750	13,036	15,900	\$1,200	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Awards 3206											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
8												
9	5000	SALARIES & WAGES	15,576	22,820	24,676	20,244	22,892	\$5,854	\$5,746	\$12,255	Salaries % of ACRL total salaries listed in the salary matrix	\$12,255
10	5005	ATTRITION FACTOR					(6,670)	(\$2,670)				
11	5010	EMPLOYEE BENEFITS	4,759	6,846	7,602	6,305	7,498	\$1,706	\$1,839	\$3,922	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,922
12	5122	BANK S/C		192	248			\$0	\$0	\$0		\$0
13	5150	MESSENGER SERVICE	49	159	14			\$0	\$0	\$0		\$0
14	5151	DUPLICATION/OUTSIDE										
15	5210	TRANSPORTATION	662		9			\$0	\$0	\$0		\$0
16	5212	LODGING & MEALS	874					\$0	\$0	\$0		\$0
17	5304	SPEAKER/GUEST EXPENSE						\$0	\$0	\$0	0	\$0
18	5305	SPEAKER/GUEST HONORARIUM						\$0	\$0	\$0	0	\$0
19	5306	AWARDS	11,674	13,054	14,350	14,001	13,974	\$0	\$0	\$0	Normal Monetary Prizes: \$1,500 for CJCLS awards; \$1,000 for CLS award; \$2,500 for EBSS award; \$2,500 for ESS Grant (estimate, actual figure in euros) \$3,000 for IS Innovation award; \$1,000 for Rockman Publication award; \$1,000 for ULS award; \$1,500 for WGSS awards; Normal Award Production: \$600 for Excellence Award pieces (Crystal Cave) \$1,600 for award plaques (Scribes) All other awards given directly to recipients by donors	\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Awards 3206											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
21	5350	PROGRAM ALLOCATION	3,464	3,383	1,139			\$0	\$0	\$0	Travel funds for ACRL officers to attend Excellence Award ceremonies on recipients' campuses. Removed awards expenses in FY24 due to pause.	\$0
22	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	\$0		\$0
23	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
24	5402	PRINTING-OUTSIDE						\$0	\$0	\$0		\$0
25	5522	TELEPHONE/FAX						\$0	\$0	\$0		\$0
26	5523	POSTAGE/E-MAIL						\$0	\$0	\$0		\$0
27	5525	UTILITIES						\$0	\$0	\$0		\$0
28	5530	DEPRECIATION F/E	67	76	168	138	130	\$65	\$0	\$0		\$0
29	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
30	5599	MISC EXPENSE	973	939	894	324	303	\$57	\$448	\$790	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$806
31	5903	IUT/SUBS PROC						\$0	\$0	\$0		\$0
32	5904	TRANSFER TO/FROM ENDOWMENT			(500)		(500)	\$0	\$0	\$0		\$0
33	5905	IUT/TELEPHONE						\$0	\$0	\$0	IUT-Telephone	\$0
34	5906	IUT/ORDER BILLING						\$0	\$0	\$0		\$0
35	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
36	5909	IUT/DIST CTR	65	101	76	26		\$0	\$0	\$0	Removed awards expenses in FY24 due to pause.	\$0
37	5910	IUT/REPRO CTR						\$0	\$0	\$0		\$0
38	5942	IUT/ADVERTISING						\$0	\$0	\$0		\$0
39	5999	IUT/MISC						\$0	\$0	\$0	IUT-Misc.	\$0
40	5911	IUT/OVERHEAD			0			\$0	\$0	\$0		\$0
41	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
42	5600	TAXES/INCOME										
43	Expenses		38,163	47,571	48,676	41,038	37,628	\$5,012	\$8,033	\$16,967	\$16,983	
44												
45	Net		(21,863)	(30,121)	(27,926)	(28,002)	(21,728)	(\$3,812)	(\$8,033)	(\$16,967)	(\$16,983)	

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Chapters 3207											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4430	MISCELLANEOUS FEES										
4	4490	MISCELLANEOUS REVENUE										
5	Revenues		0	0	0	0	0	\$0	\$0	\$0		\$0
6												
7	5000	SALARIES & WAGES	3,776	14,720	9,309	11,341	8,599	\$10,182	\$9,194	\$12,255	Salaries : % of ACRL total salaries listed in salary matrix; note time for Chapters Topics is now included in this project rather than a separate project.	\$18,383
8	5001	WAGES/TEMPORARY EMPLOYEES										
9	5002	OVERTIME WAGES						\$0	\$0	\$0		\$0
10	5005	ATTRITION FACTOR					(2,505)	(\$1,295)	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	1,155	4,416	2,868	\$3,532	2,816	\$2,968	\$2,942	\$3,922	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$5,883
13	5141	MAINTENANCE AGREEMENTS										
14	5150	MESSENGER SERVICE						\$0	\$0	\$0	Messenger Service	\$0
15	5151	DUPLICATION/OUTSIDE						\$0	\$0	\$0		\$0
16	5210	TRANSPORTATION	228	3,299	2,494	991		\$0	\$1,200	\$0	Board approved virutal only Chapter visits.	\$0
17	5212	LODGING & MEALS	1,247	522	714			\$0	\$780	\$0	Board approved virutal only Chapter visits.	\$0
18	5214	ENTERTAINMENT						\$0	\$0	\$0		\$0
19	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR						\$0	\$0	\$0		\$0
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
21	5350	PROGRAM ALLOCATION	3,683	3,816	2,823	1,141	285	\$637	\$4,500	\$0	Board approved to discontinue Chapter budgets.	\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Chapters 3207											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
22	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	\$0		\$0
23	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
24	5402	PRINTING-OUTSIDE						\$0	\$0	\$0	Printing outside	\$0
25	5403	BINDING-OUTSIDE						\$0	\$0	\$0		\$0
26	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
27	5500	SUPPLIES/OPERATING						\$0	\$0	\$0	Supplies (Chapters Council)	\$0
28	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	\$0		\$0
29	5502	REFERENCE MATERIAL/PERIODICALS						\$0	\$0	\$0		\$0
30	5510	INSURANCE						\$0	\$0	\$0		\$0
31	5520	EQUIPMENT RENTAL/LEASE						\$0	\$0	\$0		\$0
32	5521	SPACE RENT						\$0	\$0	\$0		\$0
33	5522	TELEPHONE/FAX						\$0	\$0	\$0	Reimbursed phone/fax (Chapters Council)	\$0
34	5523	POSTAGE/E-MAIL						\$0	\$0	\$0	Postage	\$0
35	5525	UTILITIES						\$0	\$0	\$0		\$0
36	5530	DEPRECIATION F/E	16	49	63	77	49	\$113	\$0	\$0		\$0
37	5531	DEPRECIATION BUILDING						\$0	\$0	\$0		\$0
38	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
39	5599	MISC EXPENSE	236	605	337	182	114	\$99	\$716	\$790	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$1,209
40	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
41	5905	IUT/TELEPHONE						\$0	\$0	\$0	IUT-Telephone	\$0
42	5906	IUT/ORDER BILLING						\$0	\$0	\$0		\$0
43	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
44	5909	IUT/DIST CTR	76	115	27	23		\$0	\$125	\$125	IUT-Distribution	\$125
45	5910	IUT/REPRO CTR						\$0	\$0	\$0	IUT-Reprographics (based on FY2018 actual)	\$0
46	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
47	5600	TAXES/INCOME										
48	Expenses		10,417	27,541	18,636	17,287	9,357	\$12,704	\$19,457	\$17,092		\$25,600
49												
50	Net		(10,417)	(27,541)	(18,636)	(17,287)	(9,357)	(\$12,704)	(\$19,457)	(\$17,092)		(\$25,600)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Committees & Interest Groups 3250											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4000	DUES/PERSONAL					-74	\$0				
4	4400	DONATIONS/HONORARIA	1,000									
5	4430	MISCELLANEOUS FEES										
6	4490	MISCELLANEOUS REVENUE										
7	Revenues		1,000	0	0	0	(74)	\$0	\$0	\$0		\$0
8												
9	5000	SALARIES & WAGES	71,085	109,859	97,264	100,471	90,153	\$108,434	\$93,093	\$110,298	Salaries % of ACRL total salaries listed in salary matrix	\$98,043
10	5005	ATTRITION FACTOR					(26,267)	(\$11,030)				
11	5010	EMPLOYEE BENEFITS	21,722	32,956	29,963	\$31,292	29,528	\$31,610	\$29,790	\$35,295	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$31,374
12	5110	PROFESSIONAL SERVICES				\$3,313	3,313					
13	5122	BANK S/C	29					\$0	\$0	\$0		\$0
14	5150	MESSENGER SERVICE	57					\$0	\$55	\$55	Messenger Service	\$0
15	5302	MEAL FUNCTIONS	4,722	4,206	2,469			\$0	\$0	\$1,250	Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4.	\$1,250
			1,455					\$0	\$600	\$600	Division-level committees are entitled to up to \$150 each. Budget based on historical actuals = \$250	\$550
16	5350	PROGRAM ALLOCATION									Interest Groups are entitled to up to \$150. Budget based on historical actuals = \$300.	
17	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	\$0		\$0
18	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
19	5402	PRINTING-OUTSIDE	151	162	155	25		\$0	\$233	\$233	Outside printing	\$0
20	5420	COPYRIGHT FEES						\$0	\$0	\$0		\$0
21	5430	WEB OPERATING EXPENSES	1,149	1,682				\$0	\$0	\$0	Zoom license fees moved to 0000.	\$0
22	5500	SUPPLIES/OPERATING	310					\$0	\$100	\$100		\$100
23	5530	DEPRECIATION F/E	307	368	663	685	513	\$1,201	\$0	\$0	0	\$0
24	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
			4,442	4,519	3,525	1,607	1,192	\$1,057	\$7,254	\$7,113	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$6,449
25	5599	MISC EXPENSE										
26	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
27	5909	IUT/DIST CTR	4					\$0	\$0	\$0	IUT- Distribution	\$0
28	5910	IUT/REPRO CTR			91			\$0	\$0	\$0	IUT-Reprographics	\$0
29	Expenses		105,432	153,752	134,130	137,392	98,431	\$131,272	\$131,125	\$154,944	0	\$137,766
30												
31	Net		(104,432)	(153,752)	(134,130)	(137,392)	(98,505)	(\$131,272)	(\$131,125)	(\$154,944)	0	(\$137,766)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Sections 3275											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4000	DUES/PERSONAL				-34.17	-15.83					
4	4142	ADVERTISING/CLASSIFIED						\$0	\$0	\$0		\$0
5	4200	REGISTRATION FEES		3,550				\$0	\$0	\$0		\$0
6	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED						\$0	\$0	\$0		\$0
7	4400	DONATIONS/HONORARIA	2,500			(139)		\$0	\$0	\$0		\$0
8	4420	INT/DIV						\$0	\$0	\$0		\$0
9	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
10	Revenues		2,500	3,550	0	(173)	(16)	\$0	\$0	\$0		\$0
11												
12	5000	SALARIES & WAGES	47,612	69,323	66,426	80,521	54,610	\$80,317	\$63,211	\$79,660	Salaries calculated at % of total ACRL salaries per time study.	\$69,978
13	5005	ATTRITION FACTOR					(15,911)	(\$7,751)				
14	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
15	5010	EMPLOYEE BENEFITS	14,549	20,796	20,463	25,078	17,887	\$23,414	\$20,228	\$25,491	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$22,393
16	5110	PROFESSIONAL SERVICES					3,313	\$0				
17	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
18	5122	BANK S/C	71		(1)			\$0	\$0	\$0	Bank service fee.	\$0
19	5130	LOBBYING / CONSULTING										
20	5150	MESSANGER SERVICE		21				\$0	\$0	\$0		\$0
21	5212	LODGING & MEALS		200				\$0	\$0	\$0		\$0
22	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0	\$0		\$0
23	5302	MEAL FUNCTIONS	4,722	4,206	2,469			\$0	\$0	\$1,250	Leadership Council catering for Annual Conference split between 3200, 3201, 3250, 3275. Budget based on average of previous years: \$5,000/4.	\$1,250
24	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
25	5350	PROGRAM ALLOCATION	22,966	28,377	25,069	22,722	26,500	\$41,827	\$49,443	\$49,443	Basic support for sections and interest groups: ANSS 1,170; ARTS 1,341; CLS 2,625; CJCLS 1,497; DOLS 1,857; DSS 1,852; EBSS 1,383; ESS 1,049; IS 2,994; LES 1,209; PPIRS 1,132; RBMS 1,865; STS 1,558; ULS 3,394; WGSS 1,333. Sections Total FY24= \$26,258	\$46,258
26	5402	PRINTING-OUTSIDE		236				\$0	\$0	\$0		\$0
27	5430	WEB OPERATING EXPENSES	1,149	1,681				\$0	\$0	\$0	Zoom license fees moved to 0000.	\$0
28	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
29	5500	SUPPLIES/OPERATING	55	0				\$0	\$0	\$0		\$0
30	5530	DEPRECIATION F/E	206	232	453	549	311	\$889	\$0	\$0		\$0
31	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
32	5599	MISC EXPENSE	2,975	2,851	2,407	1,288	722	\$783	\$4,925	\$5,137	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$4,603
33	5909	IUT/DIST CTR	4	4	6	20		\$0	\$15	\$15	IUT-Distribution	\$15
34	5942	IUT/ADVERTISING						\$0	\$0	\$0	IUT-Advertising	\$0
35	5999	IUT/MISC						\$0	\$0	\$0		\$0
36	5911	IUT/OVERHEAD		937				\$0	\$0	\$0		\$0
37	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
38	5600	TAXES/INCOME										
39	Expenses		94,308	128,865	117,292	130,178	87,430	\$139,479	\$137,822	\$160,996		\$144,497
40												
41	Net		(91,808)	(125,315)	(117,292)	(130,351)	(87,446)	(\$139,479)	(\$137,822)	(\$160,996)		(\$144,497)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL Serials (Pre-FY24: C&RL) 3300											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024	2025 Notes	2025 Budget
3	4601	RETURNS/CREDITS								(\$5)	Returns @ 5% of line 4109	(\$5)
4	4108	SALES/ALA STORE										
5	4109	SALES/MISC								\$100	Sales of back issues (based on fy23 actual and historical)	\$50
											RBM Print Subscriptions. One-third (Sept.-Dec.) deferred from FY24: \$3,463 FY25 (10% decline in subscribers from FY23 actual, plus annual 2% cost increase) 160 US subs. @ \$58 = \$9,280 6 Canadian @ \$64 = \$384 16 foreign @ \$75 = \$1,200 182 \$10,864 Two-thirds recognized in FY25: \$7,235 (One third deferred to FY26: \$3,630)	\$10,698
6	4110	SUBSCRIPTIONS										
7	4140	ADVERTISING/GROSS						\$0	\$0	\$0	Recognizing all revenue in 4143	\$0
			13,365	0				\$0	\$0	\$130,000	Online advertising revenue based on Choice estimate of sponsorships of ACRL Update e-newsletter, Keeping Up With newsletter, ACRL Delivers eblasts, and RBM online banner/ etoc/print ads.	\$125,000
8	4143	ADVERTISING/ON-LINE									Advertising representatives' commissions, 4.5% of sales (4143, 4429). FY25 budgeted total ad sales \$150,000	(\$6,750)
9	4610	COMMISSION/LINE ADV		(34)	(299)	(506)	(504)	(\$752)	(\$675)	(\$7,200)	All commissions being recognized in 4610	\$0
10	4611	COMMISSION/SALES REP	(596)	(225)	19			\$0	\$0	\$0		
11	4612	COMMISSION/ADVERTISING AGENCY										
12	4142	ADVERTISING/CLASSIFIED								\$400,000	Classified ad revenue - ACRL share of JobLIST ad sales (based on FY24 actual YTD)	\$400,000
13	4420	INT/DIV						\$0	\$0	\$0		\$0
14	4421	ROYALTIES	8,374	7,517	7,035	7,256	5,083	\$3,680	\$4,500	\$4,400	Royalties from aggregators, based on FY23 actual with continued small decline year to year based on historical.	\$5,500
				7,500	9,300	12,380	9,050	\$16,100	\$16,500	\$30,000	Includes online advertising revenue based on Choice estimate on online banner ads and 1 etoc per issue of C&RL and C&RL News.	\$25,000
15	4429	OVRLD-EXMPT REVENUE/DIVISIONS										
16	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		\$0
17	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
18	Revenues		21,142	14,758	16,054	19,131	13,630	\$19,028	\$20,325	\$567,461	\$559,493	

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL Serials (Pre-FY24: C&RL) 3300											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024	2025 Notes	2025 Budget
19												
20	5000	SALARIES & WAGES	14,922	19,141	16,684	20,332	17,787	234,915 (combi	\$20,687	\$213,365	Salaries calculated at % of total ACRL salaries listed in salary matrix.	\$213,365
21	5001	WAGES/TEMPORARY EMPLOYEES										
22	5002	OVERTIME WAGES					14	\$249				
23	5005	ATTRITION FACTOR					(5,148)	(\$2,140)				
24	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
			4,559	5,742	5,219	6,332	5,828	68,706 (combined for 3 serials projects)	\$6,620	\$68,277	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$68,277
25	5010	EMPLOYEE BENEFITS										
26	5011	LIFE INSURANCE										
27	5100	TEMPORARY EMPLOYEES/OUTSIDE										
			10,200	9,554	9,288	9,550	9,250	\$12,350	\$12,500	\$35,300	C&RL current stipend distribution: Editor □3000 Social Media Editor □2000 Book Review Editor □2100 Editorial Assistant 1 □1500 Editorial Assistant 2 □1500 RBM Editor stipend - 800 Outsourcing platform for ALA JobLIST, the online career center,	\$28,900
28	5110	PROFESSIONAL SERVICES										
29	5120	LEGAL FEES										
30	5121	AUDIT/TAX FEES										
31	5122	BANK S/C		14	361	56	27	\$0	\$30	\$1,077	Bank service fee, based on FY23 actual and historical	\$750
32	5130	LOBBYING / CONSULTING										
33	5140	EQUIP/FURN REPAIRS										
34	5141	MAINTENANCE AGREEMENTS										
35	5150	MESSENGER SERVICE	116					\$0	\$0	\$30	Messenger service, based on FY23 actual plus historical	\$0
36	5151	DUPLICATION/OUTSIDE						\$0	\$0	\$0		\$0
37	5210	TRANSPORTATION						\$0	\$0	\$0		\$0
38	5305	SPEAKER/GUEST HONORARIUM						\$0	\$0	\$0		\$0
39	5350	PROGRAM ALLOCATION						\$0	\$0	\$0		\$0
			4,750	5,350	5,250	5,400	6,850	\$3,250	\$6,125	\$5,850	CRL: 25 hours per issue x \$50/hr x 7 issues=8,750 RBM: 10 hours per issue x \$50/hr x 2 issues=1,000 Aniticipate hourly price increase by FY25 as we've been paying below market rate. News in IUT line below since done internally.	\$9,750
40	5400	EDITORIAL/PROOFREADING/OUTSIDE										
41	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0	Typesetting	\$0

ACRL FY25 Preliminary

Project: 3300

[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL Serials (Pre-FY24: C&RL) 3300											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024	2025 Notes	2025 Budget
64	5521	SPACE RENT										
65	5522	TELEPHONE/FAX										
66	5523	POSTAGE/E-MAIL										
67	5525	UTILITIES						\$0	\$0	\$0		\$0
68	5530	DEPRECIATION F/E	65	64	114	139	101	\$0	\$0	\$0	0	\$0
69	5531	DEPRECIATION BUILDING										
70	5541	COLLECTION EXPENSE										
71	5543	BAD DEBT EXPENSE	0					\$0	\$0	\$41	Bad debt, @ 1% sales (4103+4109+4140).	\$41
72	5544	INTEREST EXPENSE										
73	5545	TAXES/PROPERTY										
74	5550	PROMOTION										
75	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$14,000	IUT - JobLIST-related support to HRDR for furniture in the placement center; starting in FY13 agreed at \$14,000 or 7.5% of gross JobLIST online ad revenues, whichever is less.	\$14,000
			932	787	605	325	234	\$132	\$1,612	\$13,760	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$14,034
76	5599	MISC EXPENSE										
77	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
78	5901	IUT/CPU										
79	5902	IUT/DATA PROC										
80	5903	IUT/SUBS PROC										
81	5904	TRANSFER TO/FROM ENDOWMENT										
82	5905	IUT/TELEPHONE										
83	5906	IUT/ORDER BILLING										
84	5909	IUT/DIST CTR		32				\$0	\$25	\$40	IUT-Distribution	\$40
85	5910	IUT/REPRO CTR						\$0	\$0	\$0	IUT-Reprographics	\$0
86	5912	IUT-Copyediting/Proofreading								\$7,964	IUT to Production Services for C&RL News copyedting and proofreading services. Based on average of FY23 YTD actual.	\$7,964
87	5913	IUT-Composition/Alteration								\$27,555	IUT to Production Services for C&RL News layout/composition services. Based on average of FY23 YTD actual.	\$27,555
88	5940	IUT/REGISTRATION PROCESSING										
89	5941	IUT/CHOICE										
			6,373	5,672	6,081	6,480	4,256	\$248	\$4,500	\$1,500	Amount paid to Choice to manage the sale of ad space. Pam Marino salary included in salary line. Based on projected ad sales and FY23 actual.	\$500
90	5942	IUT/ADVERTISING										
91	5999	IUT/MISC						\$0	\$0	\$0		\$0
92	5911	IUT/OVERHEAD	0					\$0	\$0	\$71,585	IUT-Overhead: 50 % ALA rate on eligible revenue. Estimate: (4142+4143+4109+4110+4140=536.766)	\$70,987
93	5998	IUT/ALLOCATIONS						\$0	\$300	\$300		\$300
			0	0	0			\$0	\$0	\$0	Unrelated Business Income Tax (UBIT), 3% of gross advertising revenue (4429). Removed taxes per ALA instructions in FY23.	\$0
94	5600	TAXES/INCOME										
95	Expenses		65,598	53,352	48,263	54,583	46,712	\$18,404	\$59,109	\$488,317	\$487,018	
96												
97	Net		(44,455)	(38,594)	(32,209)	(35,453)	(33,082)	\$624	(\$38,784)	\$79,144	\$72,475	

	A	B	C	D	E	F	G	H	I	J
1	ACRL C&RL News (FY24: see 3300) 3302-H									
2	<u>Line</u>	<u>Line Description</u>	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Actual</u>	<u>2020 Actual</u>	<u>2021 Actual</u>	<u>2022 Actual</u>	<u>2023 Actual</u> <u>(needs</u> <u>updated)</u>	<u>2024 Budget</u>
3	4601	RETURNS/CREDITS						\$0	\$0	\$0
4	4109	SALES/MISC	54			522		\$0	\$25	\$0
5	4110	SUBSCRIPTIONS	16,216	16,094	13,992	13,904	9,721	\$2,866	\$0	\$0
6	4140	ADVERTISING/GROSS	112,795	0				\$0	\$0	\$0
7	4143	ADVERTISING/ON-LINE	95,938	64,156	88,200	89,300	86,400	\$115,650	\$105,000	\$0
8	4610	COMMISSION/LINE ADV	(3,234)	(1,371)	(3,823)	(4,802)	(5,211)	(\$6,446)	(\$4,725)	\$0
9	4611	COMMISSION/SALES REP	(8,326)	(4,310)	(4,912)	(3,216)	(1,951)	(\$1,033)	(\$675)	\$0
10	4612	COMMISSION/ADVERTISING AGENCY						\$0	\$0	\$0
11	4142	ADVERTISING/CLASSIFIED	433,651	415,063	408,078	283,475	282,130	\$496,655	\$420,000	\$0
12	4420	INT/DIV						\$0	\$0	\$0
13	4421	ROYALTIES	1,459	1,572	1,493	1,971	1,568	\$1,400	\$1,600	\$0
14	4429	OVRRD-EXMPT REVENUE/DIVISIONS		78,760	110,930	83,576	50,800	\$41,900	\$16,500	\$0
15	4430	MISCELLANEOUS FEES						\$0	\$0	\$0
16	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0
17	Revenues		648,554	569,964	613,958	464,730	423,458	\$650,992	\$537,725	\$0

	A	B	C	D	E	F	G	H	I	J
1	ACRL C&RL News (FY24: see 3300) 3302-H									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget
18										
19	5000	SALARIES & WAGES	134,600	180,643	162,848	172,768	176,048	\$211,116	\$175,842	\$0
20	5001	WAGES/TEMPORARY EMPLOYEES								\$0
21	5002	OVERTIME WAGES					28	\$733		\$0
22	5005	ATTRITION FACTOR					(51,226)	(\$20,198)	\$0	\$0
23	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0
24	5010	EMPLOYEE BENEFITS	41,130	54,189	52,682	53,810	57,665	\$61,689	\$56,269	\$0
25	5011	LIFE INSURANCE								\$0
26	5110	PROFESSIONAL SERVICES	27,000	18,000	18,000	18,000	18,000	\$18,000	\$22,000	\$0
27	5120	LEGAL FEES						\$0	\$0	\$0
28	5121	AUDIT/TAX FEES						\$0	\$0	\$0
29	5122	BANK S/C	2,873	3,694	1,271	957	162	\$470	\$3,750	\$0
30	5130	LOBBYING / CONSULTING								\$0
31	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0
32	5141	MAINTENANCE AGREEMENTS								\$0
33	5150	MESSENGER SERVICE	3,309	4,406	3,898	2,986	1,048	\$434	\$0	\$0
34	5151	DUPLICATION/OUTSIDE								\$0
35	5210	TRANSPORTATION						\$0	\$0	\$0
36	5350	PROGRAM ALLOCATION						\$0	\$0	\$0
37	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	\$0
38	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0
39	5402	PRINTING-OUTSIDE	77,431	97,896	101,919	100,831	81,267	\$29,675	\$0	\$0
40	5403	BINDING-OUTSIDE	20					\$0	\$0	\$0
41	5404	DESIGN SERVICE-OUTSIDE	1,800	1,500	1,800	1,350	1,800	\$1,950	\$1,650	\$0
42	5406	REVIEW SERVICE						\$0	\$0	\$0
43	5410	MAIL SERVICE-OUTSIDE	11,861	12,184	12,318	12,874	10,406	\$3,942	\$0	\$0
44	5411	ADVERTISING/SPACE						\$0	\$0	\$0
45	5412	ADVERTISING/DIRECT	709	2,888	314			\$0	\$700	\$0
46	5413	MAIL LIST RENTAL						\$0	\$0	\$0
47	5414	SUPPLIES/PRODUCTION						\$0	\$0	\$0
48	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	2,557	2,640	3,541	2,888	1,422	\$275	\$0	\$0
49	5416	ADVERTISING PRODUCTION COST						\$0	\$0	\$0
50	5420	COPYRIGHT FEES						\$0	\$0	\$0
51	5430	WEB OPERATING EXPENSES	56,368	19,206	35,878	13,703	16,072	\$7,702	\$13,490	\$0
52	5431	WEBINAR/WEBCASTS/WEB CE EXP						\$0	\$0	\$0
53	5432	PURCHASED INVENTORY						\$0	\$0	\$0
54	5433	ORDER PROCESSING/FULFILLMENT	1,558	1,390	1,075	1,592	749	\$481	\$0	\$0
55	5031	STAFF DEVELOPMENT						\$0	\$0	\$0
56	5500	SUPPLIES/OPERATING						\$0	\$0	\$0
57	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	\$0

	A	B	C	D	E	F	G	H	I	J
1	ACRL C&RL News (FY24: see 3300) 3302-H									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual (needs updated)	2024 Budget
58	5502	REFERENCE MATERIAL/PERIODICALS			50			\$0	\$0	\$0
59	5510	INSURANCE						\$0	\$0	\$0
60	5520	EQUIPMENT RENTAL/LEASE						\$0	\$0	\$0
61	5521	SPACE RENT						\$0	\$0	\$0
62	5522	TELEPHONE/FAX	48	40	39	22	12	\$95	\$0	\$0
63	5523	POSTAGE/E-MAIL	45,992	47,984	49,039	48,679	37,704	\$16,302	\$0	\$0
64	5525	UTILITIES						\$0	\$0	\$0
65	5530	DEPRECIATION F/E	582	605	1,110	1,174	1,000	\$2,236	\$536	\$0
66	5531	DEPRECIATION BUILDING						\$0	\$0	\$0
67	5541	COLLECTION EXPENSE								\$0
68	5543	BAD DEBT EXPENSE	5,524	4,951	5,060		(15,535)	\$261	\$261	\$0
69	5544	INTEREST EXPENSE						\$0	\$0	\$0
70	5545	TAXES/PROPERTY						\$0	\$0	\$0
71	5550	PROMOTION						\$0	\$0	\$0
72	5560	ORG SUPPORT/CONTRIBUTION	14,000	14,000	14,000	14,000	14,000	\$14,000	\$14,000	\$0
73	5599	MISC EXPENSE	8,410	7,430	5,902	2,767	2,325	\$1,969	\$13,701	\$0
74	5800	IMPAIRMENT / GW INTANGIBLE ASSETS								\$0
75	5901	IUT/CPU						\$0	\$0	\$0
76	5902	IUT/DATA PROC						\$0	\$0	\$0
77	5903	IUT/SUBS PROC	2,660					\$0	\$0	\$0
78	5904	TRANSFER TO/FROM ENDOWMENT						\$0	\$0	\$0
79	5905	IUT/TELEPHONE						\$0	\$0	\$0
80	5906	IUT/ORDER BILLING						\$0	\$0	\$0
81	5908	IUT/MAINTENANCE						\$0	\$0	\$0
82	5909	IUT/DIST CTR	14	6	18	7	76	\$14	\$75	\$0
83	5910	IUT/REPRO CTR	18	18	71			\$0	\$0	\$0
84	5912	IUT-Copyediting/Proofreading						\$0	\$0	\$0
85	5913	IUT-Composition/Alteration						\$0	\$0	\$0
86	5940	IUT/REGISTRATION PROCESSING						\$0	\$0	\$0
87	5941	IUT/CHOICE						\$0	\$0	\$0
88	5942	IUT/ADVERTISING	12,747	11,345	12,161	12,605	8,512	\$495	\$7,000	\$0
89	5999	IUT/MISC						\$0	\$0	\$0
90	5911	IUT/OVERHEAD	2,148	2,124	67,611	51,325	50,118	\$81,510	\$69,059	\$0
91	5998	IUT/ALLOCATIONS						\$0	\$0	\$0
92	5600	TAXES/INCOME	(24,319)	0	0			\$0	\$0	\$0
93	Expenses		429,039	487,139	550,606	512,337	411,652	\$433,151	\$378,333	\$0
94										
95	Net		219,515	82,825	63,352	(47,606)	11,806	\$217,841	\$159,392	\$0

	A	B	C	D	E	F	G	H	I	J
1	ACRL RBM (FY24: see 3300) 3303-H									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget (needs updated)	2024 Budget
3	4601	RETURNS/CREDITS						\$0	(\$3)	\$0
4	4108	SALES/ALA STORE						\$0	\$0	\$0
5	4109	SALES/MISC	402	52			67	\$0	\$50	\$0
6	4110	SUBSCRIPTIONS	17,914	11,727	17,725	15,828	18,847	\$12,377	\$11,011	\$0
7	4140	ADVERTISING/GROSS	8,440	7,970	9,930	8,410	6,870	\$4,880	\$5,000	\$0
8	4143	ADVERTISING/ON-LINE	5,430	2,350	2,260	1,940	1,880	\$550	\$1,000	\$0
9	4610	COMMISSION/LINE ADV		(39)	(68)	(87)	(105)	(\$36)	(\$30)	\$0
10	4611	COMMISSION/SALES REP	(256)	(277)	(298)	(388)	(309)	(\$206)	(\$180)	\$0
11	4612	COMMISSION/ADVERTISING AGENCY						\$0	\$0	\$0
12	4142	ADVERTISING/CLASSIFIED						\$0	\$0	\$0
13	4420	INT/DIV						\$0	\$0	\$0
14	4421	ROYALTIES	2,731	1,088	321	1,662	210	\$106	\$750	\$0
15	4430	MISCELLANEOUS FEES						\$0	\$0	\$0
16	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0
17	Revenues		34,661	22,871	29,870	27,365	27,460	\$17,671	\$17,598	\$0
18										
19	5000	SALARIES & WAGES	3,916	4,409	2,552	4,407	3,095	\$5,839	\$3,576	\$0
20	5002	OVERTIME WAGES					5	\$117		\$0
21	5005	ATTRITION FACTOR					(890)	(\$493)		\$0
22	5010	EMPLOYEE BENEFITS	1,197	1,323	892	1,373	1,014	\$1,727	\$1,144	\$0
23	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0
24	5110	PROFESSIONAL SERVICES	800	800	800	800		\$1,600	\$800	\$0
25	5120	LEGAL FEES						\$0	\$0	\$0
26	5121	AUDIT/TAX FEES						\$0	\$0	\$0
27	5122	BANK S/C	370	219	363	251	133	\$56	\$0	\$0
28	5150	MESSENGER SERVICE	37	48	52	28		\$0	\$30	\$30
29	5151	DUPLICATION/OUTSIDE								\$0
30	5400	EDITORIAL/PROOFREADING/OUTSIDE	750	750	675	625	825	\$625	\$800	\$0
31	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0
32	5402	PRINTING-OUTSIDE	3,595	3,195	3,018	2,985	3,082	\$2,575	\$3,791	\$0
33	5403	BINDING-OUTSIDE	39	21				\$0	\$0	\$0
34	5404	DESIGN SERVICE-OUTSIDE						\$0	\$0	\$0
35	5406	REVIEW SERVICE						\$0	\$0	\$0
36	5410	MAIL SERVICE-OUTSIDE	788	665	654	656	645	\$634	\$890	\$0
37	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	381	371	260	155	31	\$16	\$350	\$0

	A	B	C	D	E	F	G	H	I	J
1	ACRL RBM (FY24: see 3300) 3303-H									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Budget	2023 Budget (needs updated)	2024 Budget
38	5416	ADVERTISING PRODUCTION COST						\$0	\$0	\$0
39	5420	COPYRIGHT FEES						\$0	\$0	\$0
40	5430	WEB OPERATING EXPENSES	8,475	2,201	2,182	2,922	2,778	\$2,462	\$3,150	\$0
41	5431	WEBINAR/WEBCASTS/WEB CE EXP						\$0	\$0	\$0
42	5432	PURCHASED INVENTORY						\$0	\$0	\$0
43	5433	ORDER PROCESSING/FULFILLMENT	2,017	785	696	924	579	\$533	\$1,000	\$0
44	5480	COST OF SALES						\$0	\$0	\$0
45	5500	SUPPLIES/OPERATING						\$0	\$0	\$0
46	5501	EQUIPMENT & SOFTWARE/MINOR						\$0	\$0	\$0
47	5522	TELEPHONE/FAX	6	28	10	8		\$0	\$35	\$0
48	5523	POSTAGE/E-MAIL	1,510	1,369	1,270	1,045	1,911	\$803	\$1,373	\$0
49	5525	UTILITIES						\$0	\$0	\$0
50	5530	DEPRECIATION F/E	17	15	17	30	17	\$44	\$0	\$0
51	5531	DEPRECIATION BUILDING						\$0	\$0	\$0
52	5541	COLLECTION EXPENSE								\$0
53	5543	BAD DEBT EXPENSE	102	102	103	0	(307)	\$86	\$86	\$0
54	5599	MISC EXPENSE	245	181	93	70.62	40.41	\$38	\$279	\$0
55	5800	IMPAIRMENT / GW INTANGIBLE ASSETS								\$0
56	5901	IUT/CPU						\$0	\$0	\$0
57	5902	IUT/DATA PROC						\$0	\$0	\$0
58	5903	IUT/SUBS PROC	2,014					\$0	\$0	\$0
59	5909	IUT/DIST CTR		8				\$0	\$25	\$0
60	5910	IUT/REPRO CTR						\$0	\$0	\$0
61	5941	IUT/CHOICE						\$0	\$0	\$0
62	5942	IUT/ADVERTISING	2,124	1,891	2,027	2,160	1,419	\$83	\$1,250	\$0
63	5999	IUT/MISC						\$0	\$0	\$0
64	5911	IUT/OVERHEAD	4,575	3,019	3,958	3,626	3,639	\$2,341	\$2,332	\$0
65	5998	IUT/ALLOCATIONS						\$0	\$0	\$0
66	5600	TAXES/INCOME	(215)	0	0			\$0	\$0	\$0
67	Expenses		32,744	21,400	19,622	22,066	18,017	\$19,086	\$20,911	\$30
68										
69	Net		1,917	1,471	10,249	5,299	9,444	(\$1,415)	(\$3,313)	(\$30)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Web CE 3340											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE	81,545	102,650	22,255		37,418	(\$1,056)	\$24,375	\$24,374	15% of sponsored webinar revenue to cost-share with CHOICE. (Percentage was 40% in FY17, currently splitting 85/15 CHOICE/ACRL)	\$24,374
4	4104	SALES/RENTL MAIL LISTS						\$0	\$0	\$0		\$0
5	4105	SALES/WEBINARS/WEBCASTS/WEB CE	41,121	19,720	81,890	86,275	61,570	\$106,745	\$40,610	\$46,110	Online learning registration fees (multi-week online courses and one-shot webcasts). Online courses: 3 total online courses x 18 participants each @ \$135 = \$7,290 Webcasts: 22 live webcasts with 30 registrants each (550 total) with an average reg fee of \$75 (based on avg reg for webcasts following the implementation of the ALA standardized bulk discounts, no more group rate). Based on \$50 ACRL member fee, \$71 ALA member, \$79 Nonmember, with bulk discounts starting with two registrants.	\$56,790
6	4109	SALES/MISC										
7	4140	ADVERTISING/GROSS						\$0	\$0	\$0	CHOICE sponsored revenue recognized in 4103	\$0
8	4143	ADVERTISING/ON-LINE						\$0	\$0	\$0		\$0
9	4602	SALES/BOOKS-DISCOUNT						\$100				
10	4610	COMMISSION/LINE ADV						\$0	\$0	\$0		\$0
11	4611	COMMISSION/SALES REP	(4,639)	(954)	(447)	(2,058)	(2,824)	(\$2,121)	(\$1,097)	(\$3,656)	Commissions on ACRL-CHOICE sponsored webcasts. 15% of cost-share with CHOICE. Updated based on historical actuals.	(\$3,656)
12	4429	OVRLD-EXMPT REVENUE/DIVISIONS						\$0	\$0	\$0		\$0
13	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		\$0
14	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
15	Revenues		118,027	121,416	103,698	84,217	96,164	\$103,668	\$63,888	\$66,828		\$77,508
16												
17	5000	SALARIES & WAGES	12,053	27,143	15,636	28,780	22,073	\$32,959	\$16,090	\$42,894	Salaries @ % of ACRL salaries listed in matrix	\$36,766
18	5001	WAGES/TEMPORARY EMPLOYEES										
19	5002	OVERTIME WAGES										
20	5005	ATTRITION FACTOR					(6,431)	(\$3,035)	\$0	\$0		\$0
21	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
22	5010	EMPLOYEE BENEFITS	3,683	8,142	4,817	8,963	7,230	\$9,608	\$5,149	\$13,726	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting Course development, 1 new Moodle courses x \$1,000 = \$1,000	\$11,765
23	5110	PROFESSIONAL SERVICES	3,185	4,430	5,894	495	11,914	\$1,740	\$2,000	\$1,000		\$1,000
24	5120	LEGAL FEES										
25	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
26	5122	BANK S/C	1,233	2,926	1,537	1,738	1,832	\$557	\$1,157	\$1,314	Bank Charges	\$1,619
27	5130	LOBBYING / CONSULTING										
28	5304	SPEAKER/GUEST EXPENSE						\$0	\$0	\$0		\$0
29	5305	SPEAKER/GUEST HONORARIUM	300	7,519	2,274	4,739	6,976	\$13,385				
30	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
31	5350	PROGRAM ALLOCATION			101			\$0	\$0	\$0		\$0
32	5420	COPYRIGHT FEES						\$0	\$0	\$0	Copyright fees	\$0
33	5430	WEB OPERATING EXPENSES	5,971	3,467	2,744	672		\$9,998	\$0	\$0	Web Operating Expenses	\$0
34	5431	WEBINAR/WEBCASTS/WEB CE EXP	1,956					\$748	\$4,461	\$4,500	85/15 expense split with CHOICE; 15% expenses recognized in budget.	\$4,500

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Web CE 3340											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
35	5525	UTILITIES						\$0	\$0	\$0		\$0
36	5530	DEPRECIATION F/E	52	91	107	196	126	\$365	\$0	\$0		\$0
37	5531	DEPRECIATION BUILDING						\$0	\$0	\$0		\$0
38	5532	AMORT.- EQUIP N-S INTANGIBLE ASSETS						\$0	\$0	\$0		\$0
39	5533	DO NOT USE N/S Intangible Assets										
40	5540	ROYALTY EXPENSE	3,218	1,581	0	0	150	\$563	\$4,061	\$4,611	Presenter royalty payments: 10% x registration revenue for webcasts and online courses	\$5,679
41	5541	COLLECTION EXPENSE										
42	5543	BAD DEBT EXPENSE	606	503	405	0	(1,514)	\$381	\$381	\$381	Bad debt (1% of gross revenues)	\$381
43	5544	INTEREST EXPENSE						\$0	\$0	\$0		\$0
44	5545	TAXES/PROPERTY						\$0	\$0	\$0		\$0
45	5550	PROMOTION						\$0	\$0	\$0		\$0
46	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
47	5599	MISC EXPENSE	753	1,116	567	460	292	\$321	\$1,254	\$2,766	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$2,418
48	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
49	5909	IUT/DIST CTR	7	10				\$17	\$0	\$0	IUT-Distribution	\$0
50	5940	IUT/REGISTRATION PROCESSING	2,207	2,998	1,809	2,639	2,283	\$1,499	\$3,988	\$2,888	IUT-Registration Processing: \$3.25 per registrant for online courses and webcasts. Based on 550 online learning attendees.	\$1,788
51	5941	IUT/CHOICE						\$0	\$0	\$0		\$0
52	5942	IUT/ADVERTISING						\$0	\$0	\$0		\$0
53	5999	IUT/MISC						\$45	\$0	\$0		\$0
54	5911	IUT/OVERHEAD	16,192	16,153	13,740	11,159	12,742	\$13,736	\$5,381	\$6,110	IUT-Overhead - Publishing pays 50% ALA overhead rate on revenues (4105)	\$7,525
55	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
56	5600	TAXES/INCOME	0	0	0						3% of advertising revenues	
57	Expenses		\$51,415	\$76,078	\$49,631	\$59,841	\$57,671	\$82,887	\$43,922	\$80,190		\$73,441
58												
59	Net		\$66,612	\$45,339	\$54,067	\$24,376	\$38,493	\$20,781	\$19,966	(\$13,362)		\$4,067

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Licensed Workshops 3341											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE					24,430	\$0	\$0			
4	4200	REGISTRATION FEES		19,430	630			\$0	\$9,205	\$0	No workshop at ALA Annual Conference	\$0
											Licensed regional in-person workshops and licensed online experiences (new in FY21). Assumes a transition to safe travel and group gatherings, but with reduced demand and budget for in-person events and increased demand for online events. In-person and online workshops on 7 topics (Standards for Libraries in Higher Education, Scholarly Communication, Assessment, Research Data Management, Framework for Information Literacy for Higher Education, Open Educational Resources, and Scholarship of Teaching and Learning). License fee for workshops (in-person or online) with two presenters at @ 6,500 per workshop x 6. License fee for workshops (in-person or online) with one presenter @ \$4,000 per workshop x 6. Twelve	\$63,000
5	4430	MISCELLANEOUS FEES										
6	4490	MISCELLANEOUS REVENUE				39,000	6,000	\$0	\$0	\$0		\$0
7	Revenues		\$55,795	\$179,680	\$77,000	\$39,000	\$30,430	\$37,650	\$66,205	\$63,000		\$63,000
8												
9	5000	SALARIES & WAGES	29,636	35,313	26,633	36,536	24,559	\$15,271	\$28,732	\$30,638	Salaries @ % of ACRL salaries listed in the salary matrix	\$30,638
10	5001	WAGES/TEMPORARY EMPLOYEES										
11	5002	OVERTIME WAGES										
12	5005	ATTRITION FACTOR					(7,156)	(\$2,735)	\$0	\$0		\$0
13	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
14	5010	EMPLOYEE BENEFITS	9,056	10,593	8,204	11,379	8,044	\$4,452	\$9,194	\$9,804	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$9,804
15	5122	BANK S/C		128	214			\$0	\$1,821	\$1,733	Bank service fees	\$1,733
16	5130	LOBBYING / CONSULTING										
17	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0		\$0
18	5141	MAINTENANCE AGREEMENTS										
19	5150	MESSENGER SERVICE	38	416	54	70		\$0	\$0	\$0	0	\$0
20	5151	DUPLICATION/OUTSIDE										
21	5210	TRANSPORTATION	1,437					\$0	\$0	\$0		\$0
22	5300	FACILITIES RENT						\$0	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Licensed Workshops 3341											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
23	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0	\$0		\$0
24	5302	MEAL FUNCTIONS		2,793				\$0	\$1,540	\$0		\$0
25	5303	EXHIBITS						\$0	\$0	\$0		\$0
26	5304	SPEAKER/GUEST EXPENSE	5,511	6,310	1,331	958		\$1,559	\$0	\$0	All travel for experienced presenters is reimbursed by hosts for workshops delivered. ACRL covers travel for new presenters to shadow. Assumes travel for three new presenters.	\$0
											Per person costs: \$450 flight, \$200 hotel x 1.5 nights, \$50 per diem x 2 days. \$75 around transportation.	
27	5305	SPEAKER/GUEST HONORARIUM	22,951	55,625	24,998	14,250	9,325	\$24,272	\$18,000	\$18,000	Presenter honorarium @ \$750 x 2 presenters x 6 workshops; \$750 Standards/AiA/other x 1 presenter x 6 workshops; plus six presenter coordinators \$750 each.	\$18,000
28	5306	AWARDS						\$0	\$0	\$0		\$0
29	5307	SECURITY SERVICES						\$0	\$0	\$0		\$0
30	5308	SPECIAL TRANSPORTATION						\$0	\$0	\$0		\$0
31	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR		3,588	2,483	570		\$0	\$0	\$0		\$0
32	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
33	5350	PROGRAM ALLOCATION	0	750	1,500	1,195	2,749	\$940	\$7,500	\$7,500	Annual funds for new curriculum development and existing curriculum refresh; IUT to Standards budget for Standards and Framework booklets comped for those workshops	\$7,500
34	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	\$0		\$0
35	5402	PRINTING-OUTSIDE		734				\$0	\$0	\$0	0	\$0
36	5403	BINDING-OUTSIDE						\$0	\$0	\$0		\$0
37	5525	UTILITIES						\$0	\$0	\$0		\$0
38	5530	DEPRECIATION F/E	128	118	181	249	140	\$169	\$0	\$0		\$0
39	5599	MISC EXPENSE	1,992	1,592	1,040	659	325	\$149	\$2,239	\$1,976	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$2,015
								\$0	\$0	\$0	IUT-Distribution	
40	5909	IUT/DIST CTR		9	31			\$0	\$0	\$0		\$0
41	5910	IUT/REPRO CTR	309	74	366			\$0	\$0	\$0	IUT-Reprographics	\$0
42	5911	IUT/OVERHEAD	7,365	26,283	10,286	5,168	4,032	\$4,989	\$8,772	\$8,348	IUT-Overhead: License overhead @ 50% of ALA overhead rate as provided by ALA Planning and Budgeting.	\$8,348
43	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
44	5600	TAXES/INCOME										
45	Expenses		\$78,422	\$144,325	\$77,320	\$71,033	\$42,018	\$49,066	\$77,798	\$77,999	\$0	\$78,038
46												
47	Net		(\$22,627)	\$35,355	(\$320)	(\$32,033)	(\$11,588)	(\$11,416)	(\$11,593)	(\$14,999)	\$0	(\$15,038)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Non-Periodical Pubs 3400											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget	2024	2025 Notes	2025 Budget
3	4100	SALES/BOOKS	317,939	376,051	302,128	237,341	169,666	\$251,012	\$198,500	\$240,000	Backlist sales: \$100,000 (200 titles @ \$500/title) Sales of new books: \$140,000 (17 new titles @ \$8,235.29/title)	\$240,000
4	4601	RETURNS/CREDITS	(27,280)	(24,719)	(26,572)	(31,416)	(11,918)	(\$14,743)	(\$14,888)	(\$24,000)	Returns, @ 10% of sales.	(\$24,000)
5	4602	SALES/BOOKS-DISCOUNT	(17,363)	(878)	(299)			\$0	\$0	\$0		\$0
6	4103	SALES - ONLINE						\$0	\$0	\$0		\$0
7	4421	ROYALTIES	14,831	38,020	63,640	69,905	94,088	\$133,441	\$90,000	\$115,000	Royalties from Univ. of So. Carolina, ALA, MIT Press, Haworth, EBSCO, ProQuest, Gardners, etc	\$115,000
8		Revenues	\$288,126	\$388,475	\$338,897	\$275,831	\$251,835	\$369,710	\$273,612	\$331,000		\$331,000
9												
10	5000	SALARIES & WAGES	76,896	102,634	91,519	118,321	80,737	\$101,073	\$91,369	\$97,430	Salaries @ % of ACRL salaries listed in the salary matrix	\$97,430
11	5005	ATTRITION FACTOR					(23,524)	(\$10,369)				
12	5010	EMPLOYEE BENEFITS	23,498	30,787	28,193	36,851	26,444	\$29,464	\$29,238	\$31,178	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$31,178
13	5122	BANK S/C	42	5				\$14	\$0	\$15	Bank Credit card	\$0
14	5150	MESSANGER SERVICE	52	39				\$0	\$0	\$0	Messenger	\$0
15	5400	EDITORIAL/PROOFREADING/OUTSIDE	10,959	20,688	16,475	10917.2	17818.39	\$26,137	\$22,100	\$36,000	Editorial/Proofreading (17 @ \$2200)	\$37,400
16	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0	Typesetting	\$0
17	5402	PRINTING-OUTSIDE	26,255	33,411	32,056	26,536	19,177	\$29,163	\$39,100	\$42,400	Outside printing of 17 new titles @ \$1800/title, \$10,000 for reprints	\$40,600
18	5403	BINDING-OUTSIDE						\$0	\$0	\$0		\$0
19	5404	DESIGN SERVICE-OUTSIDE	161	80	241	6,302	88	\$12	\$3,000	\$3,000	Potential design of 1 of the 17 new books	\$3,000
20	5406	REVIEW SERVICE						\$0	\$0	\$0		\$0
21	5410	MAIL SERVICE-OUTSIDE			67			\$0	\$0	\$0		\$0
22	5411	ADVERTISING/SPACE						\$0	\$0	\$0	Advertising space purchase	\$0
23	5412	ADVERTISING/DIRECT						\$0	\$5,000	\$5,000	Printing/distribution of Publications catalogs and flyers	\$5,000
24	5413	MAIL LIST RENTAL						\$0	\$0	\$0	Mailing list rental	\$0
25	5414	SUPPLIES/PRODUCTION						\$0	\$0	\$0	Formatting ebooks has been brought in-house and is reflected in the time study for salaries and benefits.	\$0
26	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	100	77	12		40	\$294	\$60	\$250	Pre-Press/Photographic	\$200
27	5416	ADVERTISING PRODUCTION COST						\$0	\$0	\$0		\$0
28	5420	COPYRIGHT FEES		3,000				\$0	\$935	\$990	Copyright fees 17 new books @ \$55 each	\$935
29	5433	ORDER PROCESSING/FULFILLMENT	24,220	31,331	22,775	27,331	26,875	\$23,520	\$21,835	\$33,600	Transaction Fee/Order Fulfillment, calculated at 14% of sales (line 4100)	\$33,600
30	5480	COST OF SALES	56,318	70,029	38,553	37,488	41,911	\$42,914	\$35,730	\$45,600	Cost of sales, calculated as 19% of sales (line 4100)	\$45,600
31	5490	INVENTORY ADJUSTMENT	(35,943)	(55,342)	(79,262)	(50,507)	40,792	(\$74,883)	(\$65,195)	(\$82,640)	Inventory adjustment. Total of lines 5400, 5401, 5402, 5404, 5415, and 5420.	(\$82,135)
32	5499	INVENTORY RESERVE ADJUSTMENT	2,000	4,329	2,000	2,001	2,000	\$2,000	\$1,000	\$1,000	Inventory Reserve Adjustment (removal of out-of-print titles from stock, est. \$2,000 residual value)	\$1,000
33	5523	POSTAGE/E-MAIL	3,789	6,694	5,049	3,720	3,279	\$3,721	\$5,000	\$5,000	Mailing books to reviewers and authors	\$5,000
34	5525	UTILITIES						\$0	\$0	\$0		\$0
35	5530	DEPRECIATION F/E	333	344	624	806	459	\$1,119	\$0	\$0		\$0
36	5540	ROYALTY EXPENSE	22,594	27,116	20,598	12,637	8,181	\$8,156	\$9,925	\$12,000	Royalty Expenses - Included are royalties ACRL pays its own authors. Royalties are reduced, as ACRL previously paid 10% royalties on sales to ALA Publishing. Royalties paid to ACRL Authors: (10% x 50% of Line 4100)	\$12,000
37	5541	COLLECTION EXPENSE										
38	5543	BAD DEBT EXPENSE	3,446	3,667	4,000	(0)	(11,113)	\$4,000	\$4,000	\$4,000	Bad debt, 1% of gross revenues	\$4,000
39	5599	MISC EXPENSE	4,730	4,222	3,317	1892.7	1067.7	\$985	\$7,119	\$6,283	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$6,408
40	5909	IUT/DIST CTR	1,117	939	1,259	557		\$0	\$0	\$0	IUT-Distribution	\$0
41	5910	IUT/REPRO CTR	53	18	24			\$0	\$0	\$0	IUT-Reprographics	\$0
42	5941	IUT/CHOICE						\$0	\$4,309	\$0	Support to CHOICE for management of publishing initiatives.	\$0
43	5911	IUT/OVERHEAD	36,075	46,260	36,472	27,285	20,902	\$31,306	\$36,254	\$43,858	IUT-Overhead - Revenues from sales of books are charged 50% of ALA overhead rate on revenues (4100+4103+4601).	\$43,858
44	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
45		Expenses	\$256,695	\$330,329	\$223,970	\$262,137	\$255,133	\$218,626	\$250,779	\$284,964		\$285,074
46												
47		Net	\$31,431	\$58,146	\$114,927	\$13,693	(\$3,297)	\$151,084	\$22,833	\$46,036		\$45,926

ACRL FY25 Preliminary

Project: 3402[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Equity, Diversity & Inclusion 3402											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
20	5301	CONFERENCE EQUIPMENT RENTAL			3,696			\$0	\$0	\$0		\$0
21	5302	MEAL FUNCTIONS			6,394							
22	5303	EXHIBITS						\$0	\$0	\$0		\$0
23	5304	SPEAKER/GUEST EXPENSE			2,535							
24	5305	SPEAKER/GUEST HONORARIUM			4,750		200	\$0	\$7,800	\$7,800	Subsidized RoadShows for HBCU, tribal colleges, and other minority-serving institutions: \$7,500 honorarium total = (\$750 x 2 presenters x 5 locations). Spectrum Scholar Mentor Program webinar presenter stipend - \$300	\$7,800
25	5306	Awards							\$0	\$0	See project 3838 scholarships for ALA Spectrum Scholars; ACRL support for 2 scholars = \$7,000 x 2 = \$14,000	\$0
26	5350	PROGRAM ALLOCATION		7,304	8,105		11,188	\$3,207	\$2,500	\$2,500	\$1,500 budgeted for TBD expenses for the ACRL Diversity Alliance. \$1,000 will be budgeted for potential EDI activities in consultation with the chair of the EDI committee	\$2,500
27	5030	STAFF RECRUITMENT/RELOCATION						\$0	\$0	\$0		\$0
28	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
29	5500	SUPPLIES/OPERATING			574			\$0	\$200	\$200	Supplies	\$200
30	5525	UTILITIES						\$0	\$0	\$0		\$0
31	5530	DEPRECIATION F/E	44	54	68	66	83	\$328	\$0	\$0		\$0
32	5543	BAD DEBT EXPENSE			148		(148)	\$148	\$148	\$148		\$148
33	5599	MISC EXPENSE	631	663	363	155	194	\$289	\$2,095	\$2,371	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$1,612
34	5909	IUT/DIST CTR						\$0	\$0	\$0	IUT-Distribution	\$0
35	5910	IUT/REPRO CTR	175		160			\$0	\$200	\$200	IUT-Reprographics	\$200
36	5911	IUT/OVERHEAD	2,303	3,366	388			\$9,408	\$5,963	\$4,505	IUT-General Overhead IUT 100% of ALA General overhead rate on revenue from misc. fees revenue (line 4490). License Workshop revenues (5305) overhead @ 50% of ALA overhead rate as provided by ALA Planning and Budgeting.	\$4,505
37	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
38	5600	TAXES/INCOME										
39	Expenses		\$16,429	\$32,770	\$42,920	\$15,152	\$27,019	\$49,201	\$67,343	\$79,490		\$62,554
40												
41	Net		\$1,021	(\$7,270)	(\$12,990)	(\$1,152)	\$1,481	(\$13,701)	(\$39,843)	(\$57,490)		(\$40,554)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL New Roles 3403											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4430	MISCELLANEOUS FEES				0	0	\$0	\$0	\$0		\$0
4	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	\$0	Misc. Revenue	\$0
5	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
6												
7	5000	SALARIES & WAGES	2,832	2,898	4,245	8,736	10,057	\$11,060	\$11,768	\$12,549	Salaries at % of ACRL total salaries listed in salary matrix	\$12,549
8	5001	WAGES/TEMPORARY EMPLOYEES										
9	5002	OVERTIME WAGES										
10	5005	ATTRITION FACTOR					(2,930)	(\$1,753)	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	866	869	1,308	\$2,721	3,294	\$3,224	\$3,766	\$4,016	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$4,016
13	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
14	5350	PROGRAM ALLOCATION		10,000	1,500	4,875	5,000	\$350	\$4,000	\$3,000	\$1000 for potential goal-area activities in consultation with the chair of the New Roles and Changing Landscapes Committee	\$1,000
15	5530	DEPRECIATION F/E				60	57	\$122				
16	5550	PROMOTION						\$0	\$0	\$0		\$0
17	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
			177	119	154	140	133	\$108	\$917	\$809	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$825
18	5599	MISC EXPENSE										
19	5600	TAXES/INCOME										
20	Expenses		\$3,875	\$13,886	\$7,207	\$16,532	\$15,611	\$13,111	\$20,451	\$20,374		\$18,390
21												
22	Net		(\$3,875)	(\$13,886)	(\$7,207)	(\$16,532)	(\$15,611)	(\$13,111)	(\$20,451)	(\$20,374)		(\$18,390)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Council of Liaisons 3501											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4430	MISCELLANEOUS FEES				0	0	\$0	\$0	\$0		\$0
4	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	\$0	Misc. Revenue	\$0
5	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
6												
7	5000	SALARIES & WAGES	13,635	13,475	9,081	3,511	4,598	\$7,779	\$5,380	\$5,737	Salaries at % of ACRL total salaries listed in salary matrix	\$5,737
8	5001	WAGES/TEMPORARY EMPLOYEES										
9	5002	OVERTIME WAGES										
10	5005	ATTRITION FACTOR					(1,340)	(\$1,348)	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS	4,166	4,041	2,797	\$1,094	1,506	\$2,268	\$1,722	\$1,836	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$1,836
13	5015	TUITION REIMBURSEMENT						\$0	\$0	\$0		\$0
14	5016	PROFESSIONAL MEMBERSHIPS	9,983	8,850	6,779	12,696	10,156	\$9,960	\$12,150	\$12,400	Memberships: CNI (\$8,700), Freedom to Read, FTRF (\$100), CHEMA (\$400); American Council of Learned Societies, ACLS (\$1,200); National Humanities Alliance, NHA (\$2,000).	\$12,400
15	5151	DUPLICATION/OUTSIDE										
16	5210	TRANSPORTATION	109		296	18		\$0	\$0	\$0		\$0
17	5212	LODGING & MEALS			165			\$0	\$0	\$0		\$0
18	5214	ENTERTAINMENT						\$0	\$0	\$0		\$0
19	5216	BUSINESS MEETINGS	125					\$0	\$0	\$0	Business meetings, registration fees (charged to 5350)	\$0
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
21	5350	PROGRAM ALLOCATION	22,801	16,986	21,696	8,404	1,615	\$7,917	\$15,000	\$10,000	\$15,000 to support strategic liaison relationships as needed and awarded by the External Liaisons Committee.	\$15,000
22	5530	DEPRECIATION F/E	59	45	62	24	26	\$86	\$0	\$0		\$0
23	5599	MISC EXPENSE	852	554	329	56	61	\$76	\$419	\$370	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$377
24	5600	TAXES/INCOME										
25	Expenses		51,730	43,951	41,205	25,803	16,621	\$26,738	\$34,671	\$30,343		\$35,350
26												
27	Net		(51,730)	(43,951)	(41,205)	(25,803)	(16,621)	(\$26,738)	(\$34,671)	(\$30,343)		(\$35,350)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Scholarly Communication 3702											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4421	ROYALTIES						\$0	\$0	\$0		\$0
6	4429	OVRLD-EXMPT REVENUE/DIVISIONS						\$0	\$0	\$0		\$0
7	4430	MISCELLANEOUS FEES	10,000	10,000	9,856			\$0	\$0	\$0		\$0
8	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
9	Revenues		\$10,000	\$10,000	\$9,856	\$0	\$0	\$0	\$0	\$0		\$0
10												
11	5000	SALARIES & WAGES	13,690	28,634	40,151	20,626	5,015	\$7,031	\$37,927	\$40,443	Salaries @ % of ACRL salaries listed in salary matrix	\$40,443
12	5001	WAGES/TEMPORARY EMPLOYEES										
13	5002	OVERTIME WAGES										
14	5005	ATTRITION FACTOR					(1,461)	(\$4,584)	\$0	\$0		\$0
15	5009	ACCURED VACATION WAGES						\$0	\$0	\$0		\$0
16	5010	EMPLOYEE BENEFITS	4,184	8,589	12,369	6,424	1,642	\$2,050	\$12,137	\$12,942	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$12,942
17	5041	BLUE CROSS REFUND										
18	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
19	5110	PROFESSIONAL SERVICES	(970)					\$0	\$0	\$0		\$0
20	5120	LEGAL FEES						\$0	\$0	\$0		\$0
21	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
22	5122	BANK S/C	114	114	57			\$0	\$0	\$0	0	\$0
23	5130	LOBBYING / CONSULTING										
24	5150	MESSENGER SERVICE				103						
25	5210	TRANSPORTATION	7,144		690	95		\$0	\$0	\$0		\$0
26	5212	LODGING & MEALS	0		(251)	25		\$0	\$0	\$0		\$0
27	5304	SPEAKER/GUEST EXPENSE	4,346	10,825	9,132	446.76		\$0	\$0	\$0		\$0
28	5305	SPEAKER/GUEST HONORARIUM	8,796	7,500	8,250			\$0	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Scholarly Communication 3702											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
29	5350	PROGRAM ALLOCATION	31,938	61,600	81,513	58,833	18,483	\$16,167	\$12,750	\$12,985	• \$1,000 scholarly communication activities TBD and travel, in consultation with the chair of the ReSEC; • \$7,950 for SPARC dues; • \$5,000 for Open Access Working Group:	\$13,950
30	5403	BINDING-OUTSIDE						\$0	\$0	\$0		\$0
31	5404	DESIGN SERVICE-OUTSIDE	0		12			\$0	\$0	\$0		\$0
32	5523	POSTAGE/E-MAIL						\$0	\$0	\$0		\$0
33	5525	UTILITIES						\$0	\$0	\$0		\$0
34	5530	DEPRECIATION F/E	59	96	274	141	29	\$78	\$0	\$0		\$0
35	5560	ORG SUPPORT/CONTRIBUTION						\$0				
36	5599	MISC EXPENSE	855	1,178	1,455	330	216	\$69	\$2,955	\$2,608	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$2,660
37	5909	IUT/DIST CTR						\$0	\$0	\$0		\$0
38	5910	IUT/REPRO CTR			119			\$0	\$0	\$0		\$0
39	5999	IUT/MISC						\$0	\$0	\$0		\$0
40	5911	IUT/OVERHEAD	1,320	1,320	1,306			\$0	\$0	\$0	IUT 50% of ALA General overhead rate on revenue from licensed workshop fees.	\$0
41	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
42	5600	TAXES/INCOME										
43	Expenses		\$71,476	\$119,856	\$155,076	\$87,024	\$23,924	\$20,811	\$65,769	\$68,978		\$69,995
44												
45	Net		(\$61,476)	(\$109,856)	(\$145,220)	(\$87,024)	(\$23,924)	(\$20,811)	(\$65,769)	(\$68,978)		(\$69,995)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Value of Academic Libraries 3703											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4429	OVRLD-EXMPT REVENUE/DIVISIONS		0	37,250	0	0	\$0	\$0	\$0		\$0
4	4430	MISCELLANEOUS FEES				0	0	\$0	\$0	\$0		\$0
5	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	\$0		\$0
6	Revenues		\$0	\$0	\$37,250	\$0	\$0	\$0	\$0	\$0		\$0
7												
8	5000	SALARIES & WAGES	22,121	61,410	17,423	23,667	2,931	\$7,964	\$18,963	\$20,221	Salaries @ % of ACRL salaries in salary matrix	\$7,966
9	5005	ATTRITION FACTOR					(854)	(\$3,641)				
10	5010	EMPLOYEE BENEFITS	6,759	18,421	5,367	\$7,371	960	\$2,322	\$6,068	\$6,471	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$2,549
11	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
12	5110	PROFESSIONAL SERVICES	1,064	198				\$0	\$0	\$0		\$0
13	5151	DUPLICATION/OUTSIDE										
14	5210	TRANSPORTATION	2,823		495			\$0	\$0	\$0		\$0
15	5212	LODGING & MEALS	2,301		41			\$0	\$0	\$0		\$0
16	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0	\$0		\$0
17	5302	MEAL FUNCTIONS	4,890					\$0	\$0	\$0		\$0
18	5350	PROGRAM ALLOCATION	68,341	34,598	33,775	(332)	(1,210)	\$300	\$1,000	\$1,000	\$1,000 for potential VAL activities in consultation with the chair of the VAL committee).	\$1,000
19	5525	UTILITIES						\$0	\$0	\$0		\$0
20	5530	DEPRECIATION F/E	96	206	119	161	17	\$88	\$0	\$0		\$0
21	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
22	5599	MISC EXPENSE	1,382	2,526	631	379	39	\$78	\$1,478	\$1,304	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$524
23	5909	IUT/DIST CTR						\$0	\$0	\$0		\$0
24	5910	IUT/REPRO CTR		709				\$0	\$0	\$0		\$0
25	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
26	5600	TAXES/INCOME										
27	Expenses		\$109,776	\$118,069	\$57,851	\$31,246	\$1,882	\$7,111	\$27,509	\$28,996		\$12,039
28												
29	Net		(\$109,776)	(\$118,069)	(\$20,601)	(\$31,246)	(\$1,882)	(\$7,111)	(\$27,509)	(\$28,996)		(\$12,039)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Government Relations 3704											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	\$0		\$0
4	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
5												
6	5000	SALARIES & WAGES	13,690	19,899	12,546	12,722	1,931	\$7,563	\$13,792	\$14,706	Salaries @ % of ACRL salaries in salary matrix	\$6,128
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR					(563)	(\$2,427)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	4,184	5,969	3,865	3,962	632	\$2,205	\$4,413	\$4,706	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$1,961
12	5210	TRANSPORTATION				10						
13	5212	LODGING & MEALS				22						
14	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR						\$0	\$0	\$0		\$0
15	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
16	5350	PROGRAM ALLOCATION	17,671	29,915	25,678	18,488	15,000	\$11,667	\$2,000	\$6,000	\$4,000 for costs of officers (or other leaders) attending ALA's Legislative Day in Washington, D.C. \$2,000 for general travel to support legislative and policy advocacy	\$6,000
17	5525	UTILITIES						\$0	\$0	\$0		\$0
18	5530	DEPRECIATION F/E	59	67	85	87	11	\$84	\$0	\$0		\$0
19	5599	MISC EXPENSE	855	818	455	204	26	\$74	\$1,075	\$948	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$403
20	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
21	5600	TAXES/INCOME										
22	Expenses		\$36,459	\$56,668	\$42,629	\$35,495	\$17,037	\$19,166	\$21,280	\$26,360		\$14,492
23												
24	Net		(\$36,459)	(\$56,668)	(\$42,629)	(\$35,495)	(\$17,037)	(\$19,166)	(\$21,280)	(\$26,360)		(\$14,492)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Student Learning Initiatives 3711											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE								\$64,026	Sales of the TATIL test based on FY23 actuals, including two annual subscriptions of \$10,000 +-. Includes 20% increase	\$66,000
4	Revenues		0	0	0	0	0	\$0	\$0	\$64,026		\$66,000
5												
6	5000	SALARIES & WAGES	4,249	3,015	5,280	309	1,070	\$7,687	\$25,399	\$39,707	Salaries % of ACRL total salaries listed in the salary matrix	\$24,511
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR					(312)	(\$3,134)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	1,301	904	1,626	96	350	\$2,241	\$8,128	\$12,706	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$7,843
12	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
13	5110	PROFESSIONAL SERVICES	1,366					\$0	\$0	\$0		\$0
14	5150	MESSENGER SERVICE	12					\$0	\$0	\$0		\$0
15	5151	DUPLICATION/OUTSIDE										
16	5210	TRANSPORTATION	1,522					\$1,129	\$0	\$0		\$0
17	5212	LODGING & MEALS	435					\$43	\$0	\$0		\$0
18	5304	HONORARIUM						\$0	\$0	\$0		\$0
19	5305	SPEAKER/GUEST HONORARIUM	5,250					\$0	\$0	\$0		\$0
20	5310	COMPUTER RENTAL/INTERNET CONNECTIONS						\$0	\$0	\$0		\$0
			33,542	26,500	26,500		1,000	\$5,000	\$12,000	\$15,400	Maintenance and development of the Information Literacy Sandbox (\$8,400); potential SLILC activities (\$1,000);	\$9,400
21	5350	PROGRAM ALLOCATION										
22	5400	EDITORIAL/PROOFREADING/OUTSIDE						\$0	\$0	\$0		\$0
23	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
24	5402	PRINTING-OUTSIDE	23					\$0	\$0	\$0		\$0
25	5420	COPYRIGHT FEES						\$0	\$0	\$0		\$0
26	5430	WEB OPERATING EXPENSES	2,970	6,780	10,870	10,082	19,798	\$3,055	\$2,450	\$42,530	IL Sanbox hosting(\$2450), SDI Hosting (\$350/month), AWS Fee (\$140/month) Community Attributes maintenance (\$1,500/month = \$18K/year), \$10,000 for TATIL improvements	\$36,330
27	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
28	5500	SUPPLIES/OPERATING	119					\$0	\$0	\$0		\$0
29	5525	UTILITIES						\$0	\$0	\$0		\$0
30	5530	DEPRECIATION F/E	18	10	36	2	6	\$85	\$26,600	\$53,200	TATIL redevelopment and purchase, depreciation through FY28	\$53,200
31	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
			265	124	191	5	14	\$75	\$1,979	\$2,561	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$1,612
32	5599	MISC EXPENSE										
33	5908	IUT/MAINTENANCE						\$0	\$0	\$0		\$0
34	5909	IUT/DIST CTR						\$0	\$0	\$0	IUT-Distribution	\$0
35	5910	IUT/REPRO CTR						\$0	\$0	\$0	IUT - Reprographics	\$0
36	5942	IUT/ADVERTISING						\$0	\$0	\$0		\$0
37	5999	IUT/MISC						\$0	\$0	\$0	IUT-Misc.	\$0
38	5911	IUT/OVERHEAD						\$0	\$0	\$0		\$0
39	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
40	5600	TAXES/INCOME										
41	Expenses		\$51,071	\$37,333	\$44,503	\$10,493	\$21,927	\$16,181	\$76,556	\$166,104		\$132,896
42												
43	Net		(\$51,071)	(\$37,333)	(\$44,503)	(\$10,493)	(\$21,927)	(\$16,181)	(\$76,556)	(\$102,078)		(\$66,896)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL	Project Outcome	3712									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4429	OVRRHD-EXMPT REVENUE/DIVISIONS		0	37,250			\$0	\$0	\$0	0	\$0
4	4430	MISCELLANEOUS FEES										
5	4490	MISCELLANEOUS REVENUE				1,500	4,400	\$900	\$13,910	\$6,950	Revenue from 1 new group account (\$750), paid learning (\$2,800), and revenue from Project Outcome book sales (\$7,000)	\$10,550
6	4611	COMMISSION/SALES REP					(113)	\$0	(\$225)			
7	Revenues		\$0	\$0	\$37,250	\$1,500	\$4,288	\$900	\$13,685	\$6,950		\$10,550
8												
9	5000	SALARIES & WAGES		26,357	8,772	70,752	17,322	\$23,071	\$20,269	\$33,825	Salaries @ % of ACRL salaries in salary matrix	\$33,825
10	5001	WAGES/TEMPORARY EMPLOYEES										
11	5002	OVERTIME WAGES										
12	5005	ATTRITION FACTOR					(5,047)	(\$2,947)	\$0	\$0		\$0
13	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
14	5010	EMPLOYEE BENEFITS		7,907	2,702	22,036	5,674	\$6,726	\$6,486	\$10,824	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$10,824
15	5100	TEMPORARY EMPLOYEES/OUTSIDE						\$0	\$0	\$0		\$0
16	5110	PROFESSIONAL SERVICES			184,793	11,960		\$956	\$0	\$0		\$0
17	5120	LEGAL FEES						\$0	\$0	\$0		\$0
18	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
19	5122	BANK S/C						\$0	\$0	\$0	Bank fees	\$0
20	5210	TRANSPORTATION			346			\$0	\$0	\$0		\$0
21	5212	LODGING & MEALS			274	1,014		\$0	\$0	\$0		\$0
22	5303	EXHIBITS						\$0	\$0	\$0		\$0
23	5304	SPEAKER/GUEST EXPENSE						\$0	\$0	\$0	Presenter travel costs for half-day training workshops. Per person costs: \$450 flight, \$200 hotel x 1.5 nights, \$50 per diem x 2 days, \$75 ground transportation). Hosts are billed directly for costs, so costs zero out.	\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL	Project Outcome	3712									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
24	5305	SPEAKER/GUEST HONORARIUM					600	\$2,950	\$400	\$400	Workshop presenter honorarium (\$400 each)	\$400
25	5306	AWARDS				(13,000)		\$0	\$0	\$0		\$0
26	5350	PROGRAM ALLOCATION		14,254	18,884	18,925	320	\$0	\$0	\$0		\$0
27	5401	TYPESETTING/COMPOSITION-OUTSD						\$0	\$0	\$0		\$0
28	5402	PRINTING-OUTSIDE						\$0	\$300	\$300	Printing flyers	\$300
29	5420	COPYRIGHT FEES						\$0	\$0	\$0		\$0
30	5430	WEB OPERATING EXPENSES			11,415	81,148	57,885	\$57,392	\$60,300	\$59,700	Monthly web maintenance costs for the ACRL Project Outcome toolkit. This includes \$250/month for Amazon Web Services (hosting), \$425/month for server management. Community Attributes is paid monthly for maintenance and ad hoc troubleshooting (estimated at \$3,000/month = \$30K/year). An additional \$20,000 is included for site improvements and new features.	\$64,100
31	5525	UTILITIES						\$0	\$0	\$0		\$0
32	5530	DEPRECIATION F/E		88	60	482	99	\$255	\$0	\$0		\$0
33	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
34	5599	MISC EXPENSE		1,084	318	1,133	229	\$234	\$1,579	\$2,181	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$2,225
35	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
36	5909	IUT/DIST CTR				6						
37	5942	IUT/ADVERTISING					91	\$0	\$350	\$350		
38	5999	IUT/MISC			20,000			\$0	\$0	\$0		\$0
39	5911	IUT/OVERHEAD					583	\$119	\$1,813	\$921	IUT-Overhead - Publishing pays 50% ALA overhead rate on revenues	\$1,398
40	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
41	5600	TAXES/INCOME										
42	Expenses		\$0	\$49,690	\$247,565	\$194,456	\$77,755	\$88,756	\$91,497	\$108,501		\$113,072
43												
44	Net		\$0	(\$49,690)	(\$210,315)	(\$192,956)	(\$73,468)	(\$87,856)	(\$77,812)	(\$101,551)		(\$102,522)

ACRL FY25 Preliminary

Project: 3800[illegible]

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL RBMS Conference 3800											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
21	5210	TRANSPORTATION	2,667	2,081	3,404	2,097		\$781	\$3,400	\$3,400	Site visit for 3 people Conf Chair/Section Chair and Conf Mgr, plus 3 staff flights for conference at \$400 each + \$600 in bus/cab/local transportation	\$3,000
22	5212	LODGING & MEALS	1,346	1,017	2,265	80		\$1,358	\$2,500	\$2,500	Site Visit 3 people x 2 nights lodging comp + 3 people x 3 days per diem @ \$60 ea. 3 Staff Person onsite @ 4 nights \$210 (\$150 hotel, \$60 per diem) + Exec Director Lodging + per diem @ 3 nights \$210 per (based on prior actual)	\$3,690
23	5214	ENTERTAINMENT		3,352	160	914		\$0	\$2,500	\$0	N/A no entertainment	\$0
24	5300	FACILITIES RENT	3,812	1,674				\$0	\$500	\$0	22K in Meeting Room Rental +15K in Conf Services Mgmt Fees (less 25K from Walpole and 10K from Beinecke)	\$2,000
25	5301	CONFERENCE EQUIPMENT RENTAL	13,478	23,389	26,723			\$0	\$20,000	\$26,500	Standard in Room Equipment/staffing at 15000 with Media Support Services less 15K Beinecke	\$0
26	5302	MEAL FUNCTIONS	39,771	78,916	47,373			\$0	\$36,900	\$36,900	Opening Reception at 26K plus 3 days morning beverage service at 6K each, plus 2 afternoon breaks at 5K each, New Member Mixer 6K+Scholarship Bfast at 1500, Beinecke Reception gratis 25K of 50K in total support - all budgeted at 66% In-person (6% increase from '23)	\$40,590
27	5303	EXHIBITS						\$0	\$0	\$0		\$0
28	5304	SPEAKER/GUEST EXPENSE	3,288	4,524	2,486			\$0	\$4,800	\$4,800	Four Plenary Speakers 4 x \$700 + Workshops (200/person x 10)	\$4,800
29	5305	SPEAKER/GUEST HONORARIUM	1,200	1,800	3,200	200	2,900	\$5,600	\$2,000	\$2,000	Speaker Honorarium Plenary 4 @ 500 ea.	\$2,000
30	5306	AWARDS						\$0	\$0	\$0		\$0
31	5307	SECURITY SERVICES						\$0	\$0	\$0		\$0
32	5308	SPECIAL TRANSPORTATION	6,634	3,066	2,872			\$0	\$3,000	\$0	N/A no busing included	\$0
33	5402	PRINTING-OUTSIDE	4,721	2,826	3,214			\$0	\$800	\$800	No postcard, no book, 800 workshops	\$800
34	5031	STAFF DEVELOPMENT						\$0	\$0	\$0		\$0
35	5500	SUPPLIES/OPERATING	6,407	5,390	1,133	1,228	614	\$197	\$1,500	\$1,500	3 Scooters \$750+ Napkins \$700+\$100 Ribbons +\$100 Binders	\$1,750
36	5522	TELEPHONE/FAX						\$0	\$0	\$0		\$0
37	5523	POSTAGE/E-MAIL	686	716				\$0	\$0	\$0	No mailing	\$0
38	5525	UTILITIES						\$0	\$0	\$0		\$0
39	5530	DEPRECIATION F/E	133	135	260	179	227	\$597	\$0	\$0		\$0
40	5543	BAD DEBT EXPENSE	100	100	250		(450)	\$250	\$250	\$250	Bad debt based on FY18 actuals	\$250
41	5560	ORG SUPPORT/CONTRIBUTION			(5,655)		(5,289)	(\$11,800)	(\$6,000)	(\$6,000)	8000 cover schol reg fees (7785 in '23)	(\$8,000)
42	5599	MISC EXPENSE	1,917	1,657	1,382	420	529	\$526	\$2,991	\$2,640	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$2,692
43	5909	IUT/DIST CTR	49	68	23	8		\$0	\$50	\$0	IUT Distribution	\$0
44	5910	IUT/REPRO CTR	246	55	240			\$0	\$250	\$200	IUT Reprographics	\$200
45	5940	IUT/REGISTRATION PROCESSING	3,465	1,586	3,932	1,484		\$0	\$0	\$0	IUT Registration: included in platform expenses	\$0
46	5942	IUT/ADVERTISING						\$0	\$0	\$0	IUT Advertising	\$0
47	5999	IUT/MISC						\$0	\$0	\$0		\$0
48	5911	IUT/OVERHEAD	37,054	43,018	38,465		17,219	\$29,240	\$29,226	\$27,611	IUT General overhead	\$28,917
49	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
50	5600	TAXES/INCOME										
51		Expenses	\$170,544	\$233,825	\$187,146	\$43,759	\$92,579	\$113,059	\$189,337	\$191,132		\$170,920
52												
53		Net	\$59,517	\$23,597	\$36,099	(\$36,599)	\$100,882	\$61,126	\$20,645	\$4,241		\$28,508

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2023 Pittsburgh 3801 2027 Portland											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE	0	0	0			0	\$264,362.00			
4	4140	ADVERTISING/GROSS			66,825			\$0	\$60,000.00			
5	4611	COMMISSION/SALES REP			17,460			\$0	\$0.00			
6	4612	COMMISSION/ADVERTISING AGENCY		(23,000)	(63,805)			(\$12,000)	(\$58,000.00)			
7	4142	ADVERTISING/CLASSIFIED						\$0	\$0.00			
8	4200	REGISTRATION FEES	0	(390)	1,295,297	(22,040)		\$0	\$751,153.00			
9	4210	EXHIBIT SPACE RENTALS	0	0	846,498			\$0	\$637,050.00			
10	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED						\$0	\$0.00			
11	4400	DONATIONS/HONORARIA	0	0	382,919			\$0	\$315,000.00			
12	4429	OVRLD-EXMPT REVENUE/DIVISIONS		60,025	4,470			\$0	\$10,765.00			
13	4430	MISCELLANEOUS FEES						\$0	\$0.00			
14	4490	MISCELLANEOUS REVENUE						\$0	\$0.00			
15	Revenues		\$0	\$36,635	\$2,549,663	(\$22,040)	\$0	(\$12,000)	\$1,980,330.00	\$0.00		\$0.00
16												
17	5000	SALARIES & WAGES	28,011	73,560	171,423	2,865	16,114	\$91,845	\$174,577.00	\$12,255.00	Salaries 25	\$12,255.00
18	5001	WAGES/TEMPORARY EMPLOYEES							\$2,500.00		Registration temps	
19	5002	OVERTIME WAGES										
20	5005	ATTRITION FACTOR					(4,695)	(\$10,504)	\$0.00	\$0.00		\$0.00
21	5009	ACCRUED VACATION WAGES						\$0	\$0.00	\$0.00		\$0.00
22	5010	EMPLOYEE BENEFITS	8,559	22,066	52,807	892	5,278	\$26,774	\$55,865.00	\$3,922.00	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,922.00
23	5110	PROFESSIONAL SERVICES		29,845	82,430			\$12,733	\$65,945.00			
24	5122	BANK S/C		4,873	48,361			\$504	\$39,607.00			
25	5150	MESSENGER SERVICE			872			\$0	\$1,000.00			
26	5210	TRANSPORTATION	0	920	17,528			\$930	\$17,000.00			
27	5212	LODGING & MEALS	0	96	4,614			\$613	\$22,360.00			
28	5214	ENTERTAINMENT		1,530	6,432			\$0	\$4,000.00			
29	5300	FACILITIES RENT		8,400	40,531			\$4,275	\$61,550.00			

	A	B	C	D	E	F	G	H	I	J	K	L	
1	ACRL ACRL 2023 Pittsburgh		3801	2027 Portland									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget	
30	5301	CONFERENCE EQUIPMENT RENTAL			400,879			\$0	\$401,000.00				
31	5302	MEAL FUNCTIONS			373,844			\$0	\$345,000.00				
32	5303	EXHIBITS			105,021			\$0	\$77,000.00				
33	5304	SPEAKER/GUEST EXPENSE			11,856			\$0	\$8,850.00				
34	5305	SPEAKER/GUEST HONORARIUM		32,500	39,800			\$0	\$34,500.00				
35	5306	AWARDS			(58,860)			\$0	(\$50,000.00)				
36	5307	SECURITY SERVICES			31,854			\$0	\$40,000.00				
37	5308	SPECIAL TRANSPORTATION			21,941			\$0	\$20,000.00				
38	5402	PRINTING-OUTSIDE	0	376	33,617			\$0	\$0.00				
39	5403	BINDING-OUTSIDE						\$0	\$0.00				
40	5404	DESIGN SERVICE-OUTSIDE	14,850	3,388	22,445			\$0	\$0.00				
41	5406	REVIEW SERVICE						\$0	\$0.00				
42	5410	MAIL SERVICE-OUTSIDE	0		1,302			\$0	\$200.00				
43	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE		10,225	16,465			\$0	\$26,000.00				
44	5416	ADVERTISING PRODUCTION COST						\$0	\$0.00				
45	5420	COPYRIGHT FEES		1,095	789			\$0	\$0.00				
46	5500	SUPPLIES/OPERATING	1,487	3,936	28,457			\$0	\$18,000.00		Booth promotional swag for 27	\$5,000.00	
47	5510	INSURANCE		6,059				\$0	\$9,000.00				
48	5522	TELEPHONE/FAX			35			\$0	\$50.00				
49	5523	POSTAGE/E-MAIL			22,440			\$0	\$0.00				
50	5525	UTILITIES						\$0	\$0.00				
51	5530	DEPRECIATION F/E	121	246	1,168	20	92	\$1,017	\$0.00				
52	5531	DEPRECIATION BUILDING						\$0	\$0.00				
53	5560	ORG SUPPORT/CONTRIBUTION			(10,000)			\$0	\$0.00				
54	5599	MISC EXPENSE	1,750	3,026	6,213	46	213	\$895	\$13,603.00	\$790.00	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$806.00	
55	5908	IUT/MAINTENANCE						\$0	\$0.00	\$0.00		\$0.00	
56	5909	IUT/DIST CTR		10	(5)			\$0	\$0.00	\$0.00		\$0.00	
57	5910	IUT/REPRO CTR		217	448			\$23	\$0.00	\$0.00		\$0.00	
58	5911	IUT/OVERHEAD	0	(6,072)	573,003			\$0	\$403,432.00	\$0.00	IUT General overhead	\$0.00	
59	5998	IUT/ALLOCATIONS						\$0	\$0.00	\$0.00		\$0.00	
60	5600	TAXES/INCOME	(1,200)		0						Unrelated business taxes @ 2% of ad revenue		
61	Expenses		53,579	196,295	2,047,712	3,823	17,001	\$129,105	\$1,791,039.00	\$16,967.00	\$21,983.00		
62													
63	Net		(53,579)	(159,660)	501,952	(25,862)	(17,001)	(\$141,105)	\$189,291.00	(\$16,967.00)	(\$21,983.00)		

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2025 Minneapolis 3808											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4103	SALES - ONLINE				2,634	912,550	\$0			VIRTUAL CONFERENCE registration (25% of total hybrid conference registration): EARLY BIRD: 217 ACRL members @ \$259 early-bird = \$56,203 35 ALA members @ \$299 early-bird= \$10,465 125 Nonmembers @ \$349 early-bird = \$43,625 10 Retired/Nonsalaried Members @ \$109 = \$1,090 15 Students @ \$79 = \$1,185 ADVANCE: 146 ACRL members @ \$299 = \$43,654 38 ALA members @ \$339 = \$12,882 112 Nonmembers @ \$389 = \$43,568 6 Retired/Nonsalaried Member @ \$139 = \$834 12 Students @ \$119 = \$1,428 Total based on 716 virtual registrants = \$213,474 minus \$3,170 group 10+ discounts (15% VC attendees groups 10+); minus \$50 speaker discount x 100 virtual speakers (-\$5,000) = \$206,764. Based on 2023 actuals.	\$206,764.00
4	4104	Ad Sales Rental Mail List										
5	4140	ADVERTISING/GROSS	80,320		0		30,550				List Sales \$30K (prior was 28) plus Feathr Ad Sales 5K (prior was 7,500)	\$35,000.00
6	4143	ADVERTISING/ON-LINE										\$0.00
7	4610	COMMISSION/LINE ADV										
8	4611	COMMISSION/SALES REP	98,365	0		(1,895)						
9	4612	COMMISSION/ADVERTISING AGENCY	(91,135)			(18,251)	(48,500)	(\$6,000)		(\$24,000)	Corcoran Exhibitons, Inc.: \$3,000 per month x 9 months (September - May) = \$27,000. Contract administration @ \$50 per company x 200 companies = \$10,000. Onsite cost for two employees @ \$1,000. Exhibits commission @ 5% of all exhibit booth sales (\$31,852). Sponsorship commision @ \$20,000	(\$89,852.00)
10	4142	ADVERTISING/CLASSIFIED										\$0.00
11	4200	REGISTRATION FEES	1,432,100	0							IN-PERSON registration (75% of total hybrid conference registration): EARLY BIRD: 1000 ACRL members @ \$399 early-bird = \$399,000 117 ALA members @ \$469 early-bird= \$54,873 490 Nonmembers @ \$549 early-bird = \$269,010 35 Retired/Nonsalaried Members @ \$179 = \$6,265 79 Students @ \$99 = \$7,821 ADVANCE: 207 ACRL members @ \$469 = \$97,083 18 ALA members @ \$549 = \$9,882 117 Nonmembers @ \$639 = \$74,763 23 Retired/Nonsalaried Member @ \$209 = \$4,807 24 Students @ \$139 = \$3,336 Total based on 2,110 in-person (2.5% increase from 2023 actual in-person registrants) = \$926,840 minus \$6,246 group discounts 10+ (7.5% group 10+ discounts); minus \$40,000 scholarships shown as a contra-expense; minus \$50 speaker discount x 600 speakers (\$30,000). Total E2E registration = \$850,594	\$850,594.00
12	4210	EXHIBIT SPACE RENTALS	957,420	0	0		223,977				Exhibits revenue @ \$700,000 Based on modest increase from 2023 actuals. 30% reduction from CLE in-person 327 booths. 150 corners @ \$125 = \$18,750.	\$700,000
13	4220	MEAL FUNCTIONS										
14	4300	GRANTS/CONTRACTS/AWARDS										
15	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED										
16	4400	DONATIONS/HONORARIA	335,300		0		350,850				Donations (library and vendor) @ \$291,000. Vendor sponsorship based on 2023 actuals (\$186K) and library colleagues (\$105K). Overall 20% decrease from ACRL 2019	\$291,000
17	4429	OVRHD-EXMPT REVENUE/DIVISIONS	2,925				1,856				Keynote and All-conference Reception Guest Tickets @ \$3,500; hotel rebate from MCC \$26,980 (5396 room nights anticipated x \$5) post conference	\$30,480
18	4430	MISCELLANEOUS FEES										
19	4490	MISCELLANEOUS REVENUE										
20	Revenues		\$2,815,296	\$0	\$0	(\$17,512)	\$1,471,283	(\$6,000)	\$0	(\$24,000)		\$2,023,986

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2025 Minneapolis 3808											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
21												
22	5000	SALARIES & WAGES	139,553	28,942	22,097	73,293	155,162	\$308	\$18,855	\$98,043	Salaries	\$183,830
23	5001	WAGES/TEMPORARY EMPLOYEES									Registration temps	\$2,500
24	5002	OVERTIME WAGES										
25	5005	ATTRITION FACTOR					(45,209)	(\$2,341)				
26	5009	ACCRUED VACATION WAGES										
27	5010	EMPLOYEE BENEFITS	42,644	8,682	6,807	22,827	50,821	\$90	\$6,034	\$31,374	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$58,826
28	5100	TEMPORARY EMPLOYEES/OUTSIDE	1,719									
29	5110	PROFESSIONAL SERVICES	84,377	75	2,708	14,425	106,630			\$0	Online Proposal Management (eShow) @ \$8,000. Registration Management (Maritz/Experient) after housing/lead retrieval commission payment \$25,000 over two years. Cvent staffing @ \$50,000; Cvent license and attendee hub \$16,580; Accessibility/ASL: \$10,000; Feathr @ \$15,000; Scooters @ \$4,000; Childcare reimbursement @ \$250.	\$103,830
30	5120	LEGAL FEES										
31	5121	AUDIT/TAX FEES										
32	5122	BANK S/C	53,285	1,893	3,902	2,269	30,480	\$5,865			Bank Service Fees	\$40,480
33	5130	LOBBYING / CONSULTING										
34	5140	EQUIP/FURN REPAIRS										
35	5141	MAINTENANCE AGREEMENTS										
36	5150	MESSENGER SERVICE	1,257	0		21					FedEx, etc.	\$1,200
37	5151	DUPLICATION/OUTSIDE										
38	5210	TRANSPORTATION	12,160	613	398	614		\$0	\$0	\$1,725	Site visit and conference travel for ACRL staff and vendors. Based on current flight prices and prior actuals.	\$13,000

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2025 Minneapolis 3808											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
39	5212	LODGING & MEALS	4,279	287	103	130		\$0	\$0	\$300	Travel, housing: Lodging for site visit = comp per contract. Based on VIP list, 292 nights needed, 130 comp nights earned 1/50's = 162 nights remaining, less 59 comp overs = 103 x \$110/night staff rate) = \$11,330 plus 60 staff days per diem @ \$60 per day = \$3,600.	\$14,930
40	5214	ENTERTAINMENT	6,636				3,050				All-conference reception string quartet 3000 + trivia host night 500 +1500 additional activations tbd	\$5,000
41	5216	BUSINESS MEETINGS										
42	5219	UNALLOCATED AMERICAN EXPRESS					0					
43	5300	FACILITIES RENT	48,185								Facilities rental: Final Payment for Minni Convention Center @\$69,950, Conv Center Coat Check \$3K; All-Conference Reception (\$10,500) -main floor (Roberta Mann Grand Foyer, Target Atrium, and outdoor Cargill Commons) is \$4500. Plus add second level (Grossman Mezzanine and outdoor Lindahl Terrace) for \$6000.This price includes an event manager, door ushers/greeters, one AV tech, security, furniture from our inventory, set-up labor, and cleaning. PLUS 24 deferred: Facilities rental: Deposit for Minneapolis Convention Center @ \$1,000	\$84,450
44	5301	CONFERENCE EQUIPMENT RENTAL	353,826				424				Conv Center Equipment Rental (Tables/chairs/linens/risers) 8K ; Dasis: Personal computers, printers, photocopier, shipping, labor @ \$18,000; Convention Center Internet connection/wifi buvout @ \$60,000;	\$86,000
45	5302	MEAL FUNCTIONS	360,046								Convention Center F&B Min 280K, All Conf 90,000	\$370,000
46	5303	EXHIBITS	86,553				932				Exhibits: package price @ \$1.25 nsf x approx. 22,500 nsf = \$28,125; plus \$37,350 flexible spending account. Experience and Inclusion \$10,000, Show Cleaning Fees Conv Center 6,500 (keynote honorariums are inclusive of air travel typically) VIP Ground Transfers for Keynotes \$750; Lodging, travel, and per diem for three invited presenters @ \$700 x 3 = \$2,100; Nonlibrarian presenter reimbursement @ \$5,000	\$81,975
47	5304	SPEAKER/GUEST EXPENSE	8,110	0								\$8,850
48	5305	SPEAKER/GUEST HONORARIUM	43,000			200	22,750				Speaker honorarium, final payments for keynote speakers, 2 at 25K total; Invited Presenters 3 @ \$1,500 each = \$4,500. PLUS 24 deferred: Speaker honorarium, deposits for keynote speakers @ \$25,000	\$54,500
49	5306	AWARDS	0	0							Covers scholarship registration fees	(\$40,000)
50	5307	SECURITY SERVICES	17,991								EMT and Secruity professionals	\$16,500
51	5308	SPECIAL TRANSPORTATION	25,866			10,000					No bussing planned, All-Conference venue walkable	\$0
52	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR					254,034				BARTHA 225K including video production + Convention Center Labor (Stagehands/Loaders/Rigging) 35K	\$260,000
53	5310	COMPUTER RENTAL/INTERNET CONNECTIONS										
54	5350	PROGRAM ALLOCATION										
55	5400	EDITORIAL/PROOFREADING/OUTSIDE										
56	5401	TYPESETTING/COMPOSITION-OUTSD										
57	5402	PRINTING-OUTSIDE	32,681								Pocket Program	\$3,500
58	5403	BINDING-OUTSIDE										
59	5404	DESIGN SERVICE-OUTSIDE	17,334	0	9,075	7,950	5,700				24 deferred: Minneapolis conference look and feel	\$15,000
60	5406	REVIEW SERVICE										
61	5410	MAIL SERVICE-OUTSIDE	2,096				184				Mail service outside	\$200
62	5411	ADVERTISING/SPACE										
63	5412	ADVERTISING/DIRECT										
64	5413	MAIL LIST RENTAL										
65	5414	SUPPLIES/PRODUCTION										
66	5415	PRE-PRESS/PHOTOGRAPHIC SERVICE	26,066			8,500					Professional Photography 7000	\$7,000
67	5416	ADVERTISING PRODUCTION COST									Feathr ad Sales Costs: 7,200 Ad Sales License Fees + 10,000 Ad Sales Promotions	\$17,200
68	5420	COPYRIGHT FEES	744			1,110	789				copyright fees	\$1,000
69	5500	SUPPLIES/OPERATING	25,981	22		572	3,679				Supplies, swag, volunteer buttons, staff uniforms, party décor, florals	\$20,000

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL ACRL 2025 Minneapolis 3808											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
70	5501	EQUIPMENT & SOFTWARE/MINOR										
71	5502	REFERENCE MATERIAL/PERIODICALS										
72	5510	INSURANCE				8,436						
73	5520	EQUIPMENT RENTAL/LEASE										
74	5521	SPACE RENT										
75	5522	TELEPHONE/FAX	305									
76	5523	POSTAGE/E-MAIL	30,841									
77	5525	UTILITIES	32,907									
78	5530	DEPRECIATION F/E	605	97	151	499	883	\$3			Electrical Service depreciation fee	\$11,000
79	5560	ORG SUPPORT/CONTRIBUTION					-20396					\$2,500
80	5599	MISC EXPENSE	8,840	1,190	801	1,172	2,052	\$3	\$1,469	\$6,323	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$12,091
81	5909	IUT/DIST CTR	87			4						
82	5910	IUT/REPRO CTR	595								Onsite small signs/printwork	\$50
83	5999	IUT/MISC	(10,000)									
84	5911	IUT/OVERHEAD	653,947	0			148,211	\$0	\$0	\$0	IUT General overhead	\$423,768
85	5942	IUT/Advertising										
86	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
87	5600	TAXES/INCOME	0									
88		Expenses	\$2,112,515	\$41,801	\$46,042	\$152,022	\$720,176	\$3,928	\$26,358	\$137,765		\$1,859,180
89												
90		Net	\$702,780	(\$41,801)	(\$46,042)	(\$169,534)	\$751,107	(\$9,928)	(\$26,358)	(\$161,765)		\$164,806

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Annual Conf. Precons 3811											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actuals	2021 Actuals	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4200	REGISTRATION FEES	8,540	7,875			0	0		\$0	No preconference in 2021.Based on one full-day preconference	\$0
4		Revenues	\$8,540	\$7,875	\$0	\$0	\$0	\$0		\$0		\$0
5												
6	5000	SALARIES & WAGES	1,876	2,686	11,955	7,199	2,056	2,449		\$2,565	Salaries at % of ACRL total listed in salary matrix	\$0
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR					(599)	0		\$0		\$0
10	5009	ACCRUED VACATION WAGES								\$0		\$0
11	5010	EMPLOYEE BENEFITS	573	806	3,683	2,242	673	714		\$821	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$0
12	5122	BANK S/C	244							\$0	Bank Fees	\$0
13	5150	MESSANGER SERVICE								\$0	Messenger service	\$0
14	5151	DUPLICATION/OUTSIDE										
15	5210	TRANSPORTATION								\$0		\$0
16	5212	LODGING & MEALS								\$0	No lodging and meals as staff already traveling for Annual Conference	\$0
17	5300	FACILITIES RENT								\$0	No facility rental expenses as workshops will be held in conjunction with ALA Annual Conference	\$0
18	5301	CONFERENCE EQUIPMENT RENTAL	1,032							\$0		\$0
19	5302	MEAL FUNCTIONS	1,241	850						\$0	42 (includes participants and speaker) @ 2 breaks @ \$15 per break = \$1,260	\$0
20	5303	EXHIBITS								\$0		\$0
21	5304	SPEAKER/GUEST EXPENSE	1,443	581						\$0	2 speakers @ one night's lodging @ \$200 and one day's per diem @ \$50. Total = \$500	\$0
22	5309	AUDIO/VISUAL EQUIPMENT RENTAL & LABOR		2,773						\$0	Audiovisual equipment, AV @ \$1500	\$0
23	5310	COMPUTER RENTAL/INTERNET CONNECTIONS								\$0	Internet connection, comp at convention center	\$0
24	5402	PRINTING-OUTSIDE								\$0	Printing (photocopying of conference materials): presenters provide handouts for reimbursement	\$0
25	5500	SUPPLIES/OPERATING		6						\$0	Supplies	\$0
26	5530	DEPRECIATION F/E	8	9	81	49	12	27		\$0		\$0
27	5543	BAD DEBT EXPENSE	175	175	175		(525)	0		\$0	Bad Debt 1% of revenue	\$0
28	5560	ORG SUPPORT/CONTRIBUTION								\$0		\$0
29	5599	MISC EXPENSE	117	110	433	115	27	24		\$165	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above	\$0
30	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
31	5911	IUT/OVERHEAD	2,255	2,079						\$0	IUT General overhead as supplied by ALA Planning and Budgeting	\$0
32	5998	IUT/ALLOCATIONS								\$0		\$0
33	5600	TAXES/INCOME										
34		Expenses	8,964	10,075	16,327	9,605	1,644	3,214		\$3,551		\$0
35												
36		Net	(424)	(2,200)	(16,327)	(9,605)	(1,644)	(3,214)		(\$3,551)		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL IIL Immersion National 3830											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4200	REGISTRATION FEES	142,705	196,635	172,155			\$0	\$170,575	\$160,600	The facilitators are developing virtual components if a F2F program is not viable. IMMERSION Location Loyola University Chicago - Registration fees: 70 members @ \$1,995; 10 non-members @ \$2,095. Total: \$160,600. Based on 80 attendees, recognizing 100% of revenue. Scholarships shown as a contra-expense in 5306.	\$160,600
4	4429	OVRLD-EXMPT REVENUE/DIVISIONS	22,598	35,413	49,910	305	0	\$0	\$30,070	\$40,000	Revenue for IMMERSION dorm lodging: 80 participants @ \$500	\$40,000
5	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		\$0
6	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
7		Revenues	\$165,303	\$232,048	\$222,065	\$305	\$0	\$0	\$200,645	\$200,600		\$200,600
8												
9	5000	SALARIES & WAGES	9,751	20,621	15,799	8,888	1,653	\$970	\$17,239	\$18,383	Salaries calculated at % listed in salary matrix.	\$18,383
10	5001	WAGES/TEMPORARY EMPLOYEES										
11	5002	OVERTIME WAGES						\$0	\$0	\$0		\$0
12	5005	ATTRITION FACTOR					(482)	(\$2,162)	\$0	\$0		\$0
13	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
14	5010	EMPLOYEE BENEFITS	2,980	6,186	4,867	2,768	541	\$283	\$5,517	\$5,883	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$5,883
15	5110	PROFESSIONAL SERVICES	4,000		3,057			\$0	\$0	\$0	Registration instead of competitive application process, eShow application system not needed	\$0
16	5120	LEGAL FEES						\$0	\$0	\$0		\$0
17	5121	AUDIT/TAX FEES						\$0	\$0	\$0		\$0
18	5122	BANK S/C	4,643	7,167	6,478	1,883		\$0	\$5,117	\$4,818	Bank Charges on credit cards.	\$4,818
19	5130	LOBBYING / CONSULTING										
20	5140	EQUIP/FURN REPAIRS						\$0	\$0	\$0		\$0
21	5141	MAINTENANCE AGREEMENTS										
22	5150	MESSENGER SERVICE	185	238	55			\$0	\$350	\$350	Messenger service	\$350
23	5151	DUPLICATION/OUTSIDE						\$0	\$0	\$0		\$0
24	5210	TRANSPORTATION	13,020	895	1,411	(545)		\$0	\$525	\$525	Travel-out-of-town: vicinity travel @ \$150	\$525
25	5212	LODGING & MEALS	38,059	79,546	69,388			\$0	\$46,075	\$52,040	IMMERSION 80 registrants: 5 nights lodging @ \$500 per person x 80 <This fee is covered by 4429 overhead exempt revenue>; Meals = \$140 per person @ dorm meals (B, L, D) x 86 = \$12,740	\$52,040
26	5214	ENTERTAINMENT			4,730			\$0	\$5,500	\$5,500	Entertainment: Thursday night happy hour	\$5,500
27	5300	FACILITIES RENT	14,939	8,115	17,700			\$0	\$6,240	\$6,500	Facilities rental at Loyola, plenary @ \$2,700 per day plus \$25 per classroom per day (8*\$110*5)	\$6,500
28	5301	CONFERENCE EQUIPMENT RENTAL	657		4,175			\$0	\$2,520	\$2,520	Audiovisual equipment, Damen built-in AV @ \$150 per day. majority built in meeting rooms @ \$25 per room per day. Wifi per participant @ \$10 x 110 (two devices per participant)	\$2,520

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL IIL Immersion National 3830											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
29	5302	MEAL FUNCTIONS	16,985	(294)	15,043			\$0	\$17,888	\$15,628	Five Morning and four afternoon breaks: 86 people x 9 breaks @ \$15 = \$12,285 (includes \$750 cushion for additional coffee or bar drinks); Welcome dinner @ \$38 per person x 86 = \$3,458	\$15,628
30	5303	EXHIBITS						\$0	\$0	\$0		\$0
31	5304	SPEAKER/GUEST EXPENSE	7,581	7,157	10,220	(110)		\$0	\$7,500	\$7,500	Faculty expenses	\$7,500
32	5305	SPEAKER/GUEST HONORARIUM	21,000	34,250	21,250			\$0	\$24,750	\$24,750	Faculty honoraria: 6 faculty @ \$3,750 honorarium with \$750 for the additional stipend to the lead faculty, plus \$1500 for Immersion coordinator and \$500 for Immersion observer	\$24,750
33	5306	AWARDS	(12,000)	2,898	(11,970)			\$0	(\$10,000)	(\$10,000)	Contra-expense for Immersion scholarship awards	(\$10,000)
34	5402	PRINTING-OUTSIDE	257	4,426	2,738	40		\$0	\$5,000	\$5,000	Printing, notebook production	\$5,000
35	5420	COPYRIGHT FEES		1,687	499			\$0	\$1,000	\$1,000	Copyright fees	\$1,000
36	5031	STAFF DEVELOPMENT		415				\$0	\$0	\$0		\$0
37	5500	SUPPLIES/OPERATING	981	5,630	436	1,192		\$0	\$1,500	\$1,500	Closing plenary materials/other supplies @ \$1500	\$1,500
38	5525	UTILITIES						\$0	\$0	\$0		\$0
39	5530	DEPRECIATION F/E	42	69	108	61	9	\$11	\$0	\$0		\$0
40	5541	COLLECTION EXPENSE										
41	5543	BAD DEBT EXPENSE	147	147	147		(441)	\$147	\$147	\$147	Bad Debt	\$147
42	5599	MISC EXPENSE	609	848	573	142	22	\$9	\$1,343	\$1,186	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$1,209
43	5909	IUT/DIST CTR				3		\$0	\$0	\$0	IUT-Distribution	\$0
44	5910	IUT/REPRO CTR						\$0	\$50	\$50	IUT-Reprographics	\$50
45	5940	IUT/REGISTRATION PROCESSING	664	(625)				\$0	\$742	\$742	Registration processing	\$742
46	5941	IUT/CHOICE						\$0	\$0	\$0		\$0
47	5942	IUT/ADVERTISING						\$0	\$0	\$0		\$0
48	5999	IUT/MISC		(8,475)				\$0	\$0	\$0		\$0
49	5911	IUT/OVERHEAD	37,674	51,912	45,621			\$0	\$53,171	\$53,159	IUT General overhead at ALA rate	\$53,159
50	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
51	5600	TAXES/INCOME										
52		Expenses	\$162,173	\$222,813	\$212,324	\$14,322	\$1,303	(\$742)	\$192,174	\$197,181		\$197,204
53												
54		Net	\$3,130	\$9,235	\$9,741	(\$14,017)	(\$1,303)	\$742	\$8,471	\$3,419		\$3,396

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Friends of ACRL 3831											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4430	MISCELLANEOUS FEES				0	0	\$0	\$0	\$0	All revenues show in restricted account, 48-403-xxxx-3831	\$0
4	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
5												
6	5000	SALARIES & WAGES	33,988	35,633	88,013	42,078	13,710	\$8,780	\$16,090	\$17,157	Salaries calculated at % listed in salary matrix	\$12,255
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR					(3,995)	(\$3,775)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	10,384	10,689	27,113	13,105	4,491	\$2,560	\$5,149	\$5,490	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$3,922
12	5014	ANNUITY/EMPLOYER CONTRIBUTION										
13	5122	BANK S/C	582	637	752	1,074	495	\$551	\$1,750	\$1,750	Credit card fees calculated at 2.9% of credit card donations, credit card donations are 70% of total donations, which are budgeted at \$25,000	\$1,750
14	5350	PROGRAM ALLOCATION	12,312	16,273	9,242			\$0	\$9,000	\$500	Program development: \$500 for pins, ribbons, other donor recognition	\$500
15	5412	ADVERTISING/DIRECT						\$0	\$0	\$0		\$0
16	5500	SUPPLIES/OPERATING	168					\$0	\$0	\$0		\$0
17	5523	POSTAGE/E-MAIL			536	97		\$0	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Friends of ACRL 3831											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
18	5525	UTILITIES						\$0	\$0	\$0		\$0
19	5530	DEPRECIATION F/E	147	119	600	287	78	\$97	\$0	\$0		\$0
20	5531	DEPRECIATION BUILDING						\$0	\$0	\$0		\$0
21	5532	AMORT.- EQUIP N-S INTANGIBLE ASSETS						\$0	\$0	\$0		\$0
22	5533	DO NOT USE N/S Intangible Assets										
23	5560	ORG SUPPORT/CONTRIBUTION						\$0	\$0	\$0		\$0
24	5599	MISC EXPENSE	2,124	1,466	3,190	673	181	\$86	\$1,254	\$1,106	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$806
25	5800	IMPAIRMENT / GW INTANGIBLE ASSETS										
26	5909	IUT/DIST CTR	540	522	372	218		\$0	\$0	\$0	IUT-Distribution	\$0
27	5910	IUT/REPRO CTR		19	182			\$0	\$0	\$0	IUT-Reprographics	\$0
28	5999	IUT/MISC						\$0	\$0	\$0		\$0
29	5911	IUT/OVERHEAD						\$0	\$0	\$0		\$0
30	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
31	5600	TAXES/INCOME										
32	Expenses		\$60,245	\$65,357	\$129,998	\$57,532	\$14,960	\$8,299	\$33,243	\$26,003		\$19,233
33												
34	Net		(\$60,245)	(\$65,357)	(\$129,998)	(\$57,532)	(\$14,960)	(\$8,299)	(\$33,243)	(\$26,003)		(\$19,233)

	A	B	C	D	E	F	G	H	I	J
1	ACRL IIL Lead/Tech Immersion FY2025									
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Budget	2021 Budget	2022Actual	Notes	2025 Budget
3	4200	REGISTRATION FEES	45,950			0		0	Teaching with Technology (F2F @ ACRL 2017 /online): 40 participants @ \$850= \$31,800. 5 nonmembers @ \$950 = \$4,475. Total = \$38,750. Budgeted @ 93% = \$36,038. Based on 45 attendees. Minimum attendance: 42	
4		Revenues	\$45,950	\$0	\$0	\$0	\$0	\$0		\$0
5										
6	5000	SALARIES & WAGES	1,462				0	154	Salaries calculated at % listed in salary matrix	\$0
7	5001	WAGES/TEMPORARY EMPLOYEES								
8	5002	OVERTIME WAGES								
9	5005	ATTRITION FACTOR				0	0			\$0
10	5009	ACCRUED VACATION WAGES				0				
11	5010	EMPLOYEE BENEFITS	447			0	0	45	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$0
12	5110	PROFESSIONAL SERVICES				0			Technology platform for TwT track @ \$1,500. eShow proposal submission @ \$750.	
13	5122	BANK S/C	1,660			0			Bank Charges on credit cards	
14	5210	TRANSPORTATION				0			TwT held in conjunction with ACRL 2017/online	
15	5212	LODGING & MEALS				0			Staff lodging/meals not needed as programs are held in conjunction with ACRL 2017. Faculty expenses in line 5304.	
16	5300	FACILITIES RENT				0			Facility rental not needed as programs are held in conjunction with ACRL 2017 and online	
17	5301	CONFERENCE EQUIPMENT RENTAL				0			TwT Immersion: AV rental not needed as programs are held in conjunction with ACRL 2017 and online	
18	5302	MEAL FUNCTIONS	3,615			0			TwT Immersion: 47 (includes participants and faculty) @ 2 breaks @ \$10 per break	
19	5303	EXHIBITS				0				
20	5304	SPEAKER/GUEST EXPENSE	1,885			0			TwT Immersion: 4 faculty @ one night's lodging @ \$200 and one day's per diem @ \$50. Transportation on own as held in conjunction with ACRL 2017.	
21	5305	SPEAKER/GUEST HONORARIUM	17,190			0			TwT Immersion: 4 faculty @ daily rate of \$750 per day x 5 days (F2F and online) = \$3,425 each	
22	5402	PRINTING-OUTSIDE				0			Handouts: @ \$10per participant x 45	
23	5500	SUPPLIES/OPERATING				0			45 binders/dividers @ \$10 each = \$450. Misc. supplies @ \$300	
24	5530	DEPRECIATION F/E	6			0		2		
25	5599	MISC EXPENSE	91			0	0	2	Misc. Expense	\$0
26	5911	IUT/OVERHEAD	12,131			0			ALA overhead	
27	5998	IUT/ALLOCATIONS				0				
28	5600	TAXES/INCOME								
29		Expenses	\$38,486	\$0	\$0	\$0	\$0	\$203		\$0
30										
31		Net	\$7,464	\$0	\$0	\$0	\$0	-\$203		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Section Special Events 3833											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4301	GRANTS AWARDS - TEMPORARILY RESTRICTED						\$0	\$0	\$0		\$0
4	4400	DONATIONS/HONORARIA	16,400	26,900	31,675	12,300	3,500	\$1,550	\$12,000	\$12,000	Donations for special events budgeted at typical rates.	\$12,000
5	4429	OVRLD-EXMPT REVENUE/DIVISIONS	5,329	4,382	3,212			\$0	\$3,125	\$3,125		\$0
6	4430	MISCELLANEOUS FEES						\$0	\$0	\$0		\$0
7	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
8		Revenues	\$21,729	\$31,282	\$34,887	\$12,300	\$3,500	\$1,550	\$15,125	\$15,125		\$12,000
9												
10	5000	SALARIES & WAGES	9,413	6,029	5,481	4,877		\$3,142	\$0	\$0	Salaries calculated as percentage of total as listed in salary matrix	\$0
11	5001	WAGES/TEMPORARY EMPLOYEES										
12	5002	OVERTIME WAGES										
13	5005	ATTRITION FACTOR						(\$660)	\$0	\$0		\$0
14	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
15	5010	EMPLOYEE BENEFITS	2,877	1,809	1,688	1,519		\$916	\$0	\$0	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$0
16	5122	BANK S/C	90	265	288	114	100	\$50	\$0	\$0		\$0
17	5150	MESSANGER SERVICE						\$0	\$200	\$200	Messenger service	\$200
18	5350	PROGRAM ALLOCATION	19,282	28,141	33,157	5,486		\$0	\$14,000	\$14,000	Payments for special events (ESS Cruise, CLS, DOLS, CJCLS and STS events at MW and AC) for which registration money has been collected.	\$14,000
19	5530	DEPRECIATION F/E	41	20	37	33		\$35	\$0	\$0		\$0
20	5599	MISC EXPENSE	588	248	199	78		\$31	\$0	\$0	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$0
21	5909	IUT/DIST CTR	15	1				\$0	\$0	\$0		\$0
22	5911	IUT/OVERHEAD						\$0	\$0	\$0		\$0
23	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
24	5600	TAXES/INCOME										
25		Expenses	\$32,306	\$36,513	\$40,849	\$12,107	\$100	\$3,514	\$14,200	\$14,200	\$0	\$14,200
26												
27		Net	(\$10,576)	(\$5,231)	(\$5,962)	\$193	\$3,400	(\$1,964)	\$925	\$925	\$0	(\$2,200)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Immersion Licensing 3834											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4430	MISCELLANEOUS FEES						\$0	\$0	\$0	Licensed Immersion Program TBD for FY23	\$0
4	4490	MISCELLANEOUS REVENUE						\$0	\$0	\$0		\$0
5	Revenues		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
6									\$0	\$0		\$0
7	5000	SALARIES & WAGES						\$0	\$0	\$0	Salaries calculated at % of total ACRL per time study	\$0
8	5001	WAGES/TEMPORARY EMPLOYEES										
9	5002	OVERTIME WAGES										
10	5005	ATTRITION FACTOR						(\$404)	\$0	\$0		\$0
11	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
12	5010	EMPLOYEE BENEFITS						\$0	\$0	\$0	Benefits	\$0
13	5122	BANK S/C						\$0	\$0	\$0	Bank Charges on credit cards.	\$0
14	5150	MESSENGER SERVICE						\$0	\$0	\$0	Messenger service, shipping materials (standards, certificates, boxes of "stuff") to regional site.	\$0
15	5151	DUPLICATION/OUTSIDE										
16	5210	TRANSPORTATION	848					\$0	\$0	\$0	Travel out of town (not needed, regional host)	\$0
17	5212	LODGING & MEALS						\$0	\$0	\$0	Lodging and meals -- assuming local attendees so lodging and meals (other than morning and afternoon refreshment breaks) would be on own	\$0
18	5300	FACILITIES RENT						\$0	\$0	\$0	Facility rental: adequate meeting space for 50+ attendees (?) in eight rounds of 5 people each provided on a complimentary basis by host institution	\$0
19	5301	CONFERENCE EQUIPMENT RENTAL						\$0	\$0	\$0	Equipment rental: data projector, screen, flipcharts, power cords provided on a complimentary basis by host institution	\$0
20	5302	MEAL FUNCTIONS						\$0	\$0	\$0	Meal functions: morning and afternoon refreshment breaks provided by regional host.	\$0
21	5303	EXHIBITS						\$0	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Immersion Licensing 3834											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
22	5304	SPEAKER/GUEST EXPENSE	0			2,238		\$0	\$0	\$0	Faculty expenses: Expenses for three faculty: Transportation for 3 faculty @ \$500; Lodging for 3 faculty @ \$200/night x 5 nights; 3 @ \$50 per diem x 5 each; ground transportation 2 @ \$75. Approx \$5,550 OVER AND ABOVE LICENSE FEE, which is paid by the institution licensing the institute	\$0
23	5305	SPEAKER/GUEST HONORARIUM			3,750			\$0	\$0	\$0	Honorarium for faculty @ \$850 per day x 3 days = \$2,550 per faculty x 3 faculty, plus \$750 for lead faculty	\$0
24	5402	PRINTING-OUTSIDE						\$0	\$0	\$0	Notebook printing @ approx. \$15 per notebook x 56 participants plus faculty and file copies. \$500 misc. printing	\$0
25	5420	COPYRIGHT FEES						\$0	\$0	\$0	Copyright fees: Immersion notebook readings (Copyright Clearance Center)	\$0
26	5500	SUPPLIES/OPERATING						\$0	\$0	\$0	56 binders/dividers @ \$1,000; Misc supplies (swag) @ \$500.	\$0
27	5522	TELEPHONE/FAX						\$0	\$0	\$0	Telephone (for dial in access at presentation)	\$0
28	5523	POSTAGE/E-MAIL						\$0	\$0	\$0	Invitation to Apply, e-mail registration packet and brochure	\$0
29	5543	BAD DEBT EXPENSE						\$0	\$0	\$0	Bad Debt	\$0
30	5599	MISC EXPENSE						\$0	\$0	\$0	Misc. Expense; This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$0
31	5910	IUT/REPRO CTR						\$0	\$0	\$0	IUT-Reprographics	\$0
32	5911	IUT/OVERHEAD						\$0	\$0	\$0	License overhead @ 50% of ALA overhead rate as provided by ALA Planning and Budgeting	\$0
33	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
34	5600	TAXES/INCOME										
35		Expenses	848	0	3,750	2,238	0	(\$404)	\$0	\$0		\$0
36												
37		Net	(848)	0	(3,750)	(2,238)	0	\$404	\$0	\$0		\$0

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Annual Conf. Programs 3835											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4400	DONATIONS/HONORARIA	16,300	15,800	14,000	500	600	\$0	\$14,000	\$14,000	Donations for Annual Conference programs and poster sessions/receptions budgeted at more typical donation rate.	\$14,000
4		Revenues	\$16,300	\$15,800	\$14,000	\$500	\$600	\$0	\$14,000	\$14,000		\$14,000
5												
6	5000	SALARIES & WAGES	16,001	11,456	15,604	17,864	2,348	\$7,101	\$2,758	\$2,941	Salaries @ % listed in the salary matrix	\$2,941
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR					(684)	(\$1,136)	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS	4,890	3,437	4,807	5,564	769	\$2,070	\$883	\$941	Benefit percentage of line 5000 as provided by ALA Planning & Budgeting	\$941
12	5122	BANK S/C	14	29		\$14	29	\$0	\$0	\$0		\$0
13	5302	MEAL FUNCTIONS	4,984	11,516	9,734			\$0	\$10,000	\$10,000	Catering at programs and poster sessions/receptions (offset by donations)	\$10,000
14	5350	PROGRAM ALLOCATION	16,956	8,065	10,278	2,539	3,600	\$953	\$13,850	\$13,850	ACRL Board allocation of \$7,150 for program speakers, photocopying, posterboards, \$200 flyer for President's program with award winners on back side, \$6500 for ACRL President's Program	\$13,850
15	5402	PRINTING-OUTSIDE						\$0	\$0	\$0	Share of this project's printing costs for Annual Conference Programs and meetings C&RL News insert	\$0
16	5530	DEPRECIATION F/E	69	38	106	122	13	\$79	\$0	\$0		\$0
17	5599	MISC EXPENSE	1,000	471	566	286	31	\$69	\$215	\$190	This is each project's share of ACRL general expenses such as supplies, travel, telephone, and equipment depreciation. Calculated at same % of total operating expenses as salaries above.	\$193
18	5909	IUT/DIST CTR	6					\$0	\$0	\$0		\$0
19	5910	IUT/REPRO CTR			28			\$0	\$0	\$0		\$0
20	5600	TAXES/INCOME										
21		Expenses	\$43,920	\$35,012	\$41,123	\$26,389	\$6,105	\$9,136	\$27,706	\$27,922		\$27,925
22												
23		Net	(\$27,620)	(\$19,212)	(\$27,123)	(\$25,889)	(\$5,505)	(\$9,136)	(\$13,706)	(\$13,922)		(\$13,925)

	A	B	C	D	E	F	G	H	I	J	K	L
1	ACRL Scholarships 3838											
2	Line	Line Description	2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Budget (needs updated)	2024 Budget	2025 Notes	2025 Budget
3	4490	MISCELLANEOUS REVENUE				0	0	\$0	\$0	\$0		\$0
4		Revenues	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
5												
6	5000	SALARIES & WAGES						\$0	\$0	\$0		\$0
7	5001	WAGES/TEMPORARY EMPLOYEES										
8	5002	OVERTIME WAGES										
9	5005	ATTRITION FACTOR						\$0	\$0	\$0		\$0
10	5009	ACCRUED VACATION WAGES						\$0	\$0	\$0		\$0
11	5010	EMPLOYEE BENEFITS						\$0	\$0	\$0		\$0
			81,270	28,295	82,580			\$8,000	\$74,500	\$40,000	ACRL Immersion Program, \$10,000. KBMS Conference @ \$15,000. ACRL Conference Scholarships (every odd budget year only) \$50,000 for travel reimbursements (plus 40,000 from Friends Fund for conference registrations) ALA Spectrum Scholars ACRL support for 2 scholars: 2 scholars x \$7,000 = \$14,000. Online learning scholarships @ \$1,000. Budgeted from ACRL's net asset balance.	\$90,000
12	5306	AWARDS				\$2,500						
13	5940	IUT/REGISTRATION PROCESSING		4,075				\$0	\$0	\$0		\$0
14	5999	IUT/MISC		8,475				\$0	\$0	\$0		\$0
15	5911	IUT/OVERHEAD						\$0	\$0	\$0		\$0
16	5998	IUT/ALLOCATIONS						\$0	\$0	\$0		\$0
17	5600	TAXES/INCOME										
18		Expenses	\$81,270	\$40,845	\$82,580	\$2,500	\$0	\$8,000	\$74,500	\$40,000		\$90,000
19												
20		Net	(81,270)	(40,845)	(82,580)	(2,500)	0	(\$8,000)	(\$74,500)	(\$40,000)		(\$90,000)

404 FY25 CHOICE Budget at a Glance

Entered
12/22/2023

		FY25B	FY24B	FY23
TOTAL REVENUES		2,252,704	2,356,295	2,175,759
TOTAL EXPENSES		2,306,287	2,330,721	2,230,793
NET REVENUES		(53,583)	25,574	(55,034)
REVENUE				
SUBSCRIPTIONS				
3900	4110 Choice magazine	209,950	221,000	246,679
3913	4110 Choice Reviews	567,100	567,100	555,554
3905	4110 Resources for College Libraries	140,000	140,000	91,925
TOTAL SUBSCRIPTIONS		917,050	947,280	940,701
ADVERTISING & SPONSORED CONTENT				
3907	4140 Choice magazine	50,000	75,000	71,195
3909	4105 Webinars gross (Choice)	284,750	284,750	178,950
3913	4143 Choice Reviews gross	30,000	40,000	28,275
3914	4140 Content marketing: WP/CS	65,000	65,000	47,000
	4143 Content marketing: Podcasts	45,000	45,000	
	4143 Content marketing: eBlasts			287,320
	4143 Content marketing: Newsletters and Other	260,000	260,000	
3919	4143 Choice360	100,000	150,000	83,775
	4140 Print Advertising Gross	115,000	140,000	118,195
	4143 Digital Advertising Gross	435,000	495,000	399,512
	4105 Webinar	284,750	284,750	178,950
Subtotal		834,750	919,750	696,657
	4611 Sales Commission: Print	(5,175)	(19,114)	(14,715)
	4610 Sales Commission: Digital	(19,575)	(22,275)	(19,627)
Subtotal Commissions		(24,750)	(41,389)	(34,342)
TOTAL ADVERTISING & SPONSORED CONTENT		810,000	878,361	662,315
ROYALTIES				
3900	4421 Choice (CCC, reprints, etc.)	500	500	732
3902	4421 Choice reviews	466,154	466,154	478,233
3905	4421 Resources for College Libraries	10,000	10,000	30,000
TOTAL ROYALTIES		476,654	476,654	508,965
MISCELLANEOUS SALES				
3900	4109 Misc. Sales	2,000	2,000	935
3905	4109 RCL Reimbursement	See 3905	See 3905	See 3905
3913	4109 EBSCO affiliate fee	12,000	12,000	12,000
TOTAL MISC SALES		14,000	14,000	12,935
MISCELLANEOUS REVENUE				
3900	4490 Remaindered books	35,000	40,000	50,843
TOTAL MISC REVENUE		35,000	40,000	50,843
TOTAL REVENUES		2,252,704	2,356,295	2,175,759
EXPENSES				
	Payroll and Related Expenses	1,560,249	1,505,674	1,509,106
	Outside Services	109,600	135,148	73,268
	Travel and Related Expenses	9,503	7,917	8,120
	Meetings and Conferences	0	0	1,012
	Publication-related Expenses	218,613	241,593	254,770
	Operating Expenses	128,255	134,340	186,006
TOTAL DIRECT EXPENSES		2,026,221	2,024,672	2,032,282
TOTAL INDIRECT EXPENSES		(41,954)	(31,395)	(35,897)
	IUT/Overhead	296,520	311,944	204,311
	IUT/Allocations (Liberty Square)	25,500	25,500	30,097
	UBIT	0	0	0
TOTAL OVERHEAD		322,020	337,444	234,408
TOTAL EXPENSES		2,306,287	2,330,721	2,230,793

Choice FY25 Budget Reconciliation Memo

To: ACRL Budget and Finance Committee, ACRL Board of Directors

From: Rachel Hendrick, Editor and Publisher, Choice

Date: 26 January 2024

The FY25 Choice budget is very much a work in progress, but this first draft begins to show some of the trends that will affect our business in the upcoming fiscal year.

REVENUE

Item	FY25B	FY24B	Var
Subscriptions Revenue	917,050	947,280	(30,230)
Advertising Revenue (net)	810,000	878,361	(68,361)
Licensing Revenue	476,654	476,654	0
Misc Sales Revenue	14,000	14,000	0
Misc Revenue	35,000	40,000	(5,000)
TOTAL REVENUE	2,252,704	2,356,295	(103,591)

On the revenue side we will see a decrease in subscription revenue of about 3% across *Choice* magazine, *Choice Reviews*, and *Resources for College Libraries*. Most of that drop off will come from *Choice* magazine as print subscriptions continue to decline. We have also done more conservative budgeting for advertising as we see a steep decline in print advertising and poor performance of advertising for *Toward Inclusive Excellence* and *LibTech Insights* this year. This will be an important year for our content verticals as we test out new kinds of advertising products and attempt to attract new advertisers.

EXPENSES

Item	FY25B	FY24B	Var
Payroll and Related Expenses	1,560,249	1,505,674	54,575
Outside Services	109,600	135,148	(25,548)
Travel and Related Expenses	9,503	7,917	1,586
Meetings and Conferences	0	0	0
Publication-related Expenses	218,613	241,593	(22,980)
Operating Expenses	128,255	134,340	(6,085)
TOTAL DIRECT EXPENSES	2,026,220	2,024,672	1,548
TOTAL INDIRECT EXPENSES	(41,954)	(31,395)	(10,559)

The strategy in FY25 is to take advantage of as many shared services provided by ALA as possible. For example, we are integrating with the ALA provided customer service software (savings of \$1,500/year), but I hope the real savings will come from consolidating our subscription and fulfillment business across all paid publications at ALA. The RFP is in its final stages, and I hope to have a calculation of cost savings for the next draft of the FY25 budget. It is important that we integrate as much as we can with ALA

provided services ahead of the FY26 budget, when our overhead rate will most likely increase from the 13.75% we currently pay.

The other large item not currently reflected in this budget is infrastructure overhauls for ChoiceConnect and Choice Reviews (our publishing system and subscription product). We have already received an estimate of \$420,000 to improve Choice Reviews and we are currently putting together an RFP to improve ChoiceConnect.

Factors not yet calculated into this budget draft:

- Savings from the subscription vendor RFP (we plan to have this new vendor in place by September 2025).
- Other integrations with ALA provided software (Informz for email marketing, Survey Monkey).
- Retirement of one editor--this position will need to be rehired, hopefully at a slightly lower rate.
- Renegotiation of revenue share with ACRL for the ACRL-Choice podcast series.
- Rebuild of ChoiceConnect and Choice Review platforms.

OVERHEAD

Item	FY25B	FY24B	Var
Overhead	296,520	311,944	(15,424)
Liberty Square Allocations	25,500	25,500	0
TOTAL OVERHEAD	322,020	337,444	(15,424)

Our overhead costs will be slightly lower than last year due to a decrease in our revenue. The depreciation of our building (Liberty Square) is projected to remain the same as last year. This current draft of the budget anticipates a \$35,000 transfer from the endowment (reflected in direct expenses), but ALA finance has not provided any direction on endowment transfers for FY25.

SUMMING UP

Item	FY24B	FY23B
TOTAL REVENUE	2,252,704	2,356,295
TOTAL EXPENSES	2,306,286	2,330,721
NET REVENUES	(53,582)	25,574

This first draft of Choice FY25 budget still has many open questions regarding expenses. We are working hard to integrate our operations with ALA, but the anticipated Choice Reviews and ChoiceConnect upgrades will be costly.

Pre-annual virtual: Board Orientation, Board Update, B&F I

AC 2024 Skeleton Schedule draft v1

Option A: Reduce non-Council governance meetings at Annual Conference (e.g. convert BARC, PBA, Membership to virtual only)																	
	Thurs, 6/27		Fri, 6/28		Sat, 6/29			Sun, 6/30			Mon, 7/1		Tues, 7/2				
7:00														7:00			
8:00														8:00			
8:30			APA BoD 8:30-9:00am		Council Orientation 8:30-10am									8:30			
9:00		SESSION BLOCK 1 9-10am	ALA Executive Board Meeting I 9:00-12:00pm	SESSION BLOCK 6 9-10am		SESSION BLOCK 10 9-10am	M A R K E T P L A C E O P E N	ALA Council II Meeting 9:00-11:30am	SESSION BLOCK 15 9-10am	M A R K E T P L A C E O P E N	ALA Council III Meeting 9:00-11:30am	SESSION BLOCK 19 9-10am	M A R K E T P L A C E O P E N	SESSION BLOCK 24 9-10am	9:00		
9:30									ACRL B&F II 9-11am								9:30
10:00						ALA Council I Meeting 10:00 - 12:00 pm											10:00
10:30		SESSION BLOCK 2 10:30-11:30am			SESSION BLOCK 7 10:30-11:30am												10:30
11:00								SESSION BLOCK 11 11am-12pm				SESSION BLOCK 16 11am-12pm				SESSION BLOCK 20 10:30-11:30am	
11:30															11:30		
12:00								Affiliates Luncheon 12-1:30pm	ACRL Board lunch 12-1						12:00		
12:30					ALA Governance Institute / Strategic Leadership Workshop 12:30-2:30pm									Inaugural Celebration 12:30-2:30pm	12:30		
1:00		SESSION BLOCK 3 1-2pm	ACRL LC 1-3; Reception 3-4	SESSION BLOCK 8 1-2pm		SESSION BLOCK 12 1-2pm			SESSION BLOCK 17 1-2pm		ALA Executive Board Meeting II 1:00-5:00pm	SESSION BLOCK 21 1-2pm				1:00	
1:30																1:30	
2:00								ACRL Board II: 1-3pm								2:00	
2:30		SESSION BLOCK 4 2:30-3:30pm		SESSION BLOCK 9 2:30-3:30pm	ACRL Board I: 1-4pm	SESSION BLOCK 13 2:30-3:30pm			SESSION BLOCK 18 2:30-3:30pm			SESSION BLOCK 22 2:30-3:30pm				2:30	
3:00															3:00		
3:30															3:30		
4:00		SESSION BLOCK 5 4-5pm	Opening General Session 4-5:30pm			SESSION BLOCK 14 4-5pm		Awards/President Program 3:30-5:30pm				SESSION BLOCK 23 4-5pm			4:00		
4:30																4:30	
5:00																5:00	
5:30															5:30		
6:00			Marketplace Opens 5:30-7pm												6:00		
6:30																6:30	
7:00		ACRL Board Dinner 7pm														7:00	
	Thurs, 6/27		Fri, 6/28		Sat, 6/29			Sun, 6/30			Mon, 7/1		Tues, 7/2				
	Note: On the recommendation of the ALA Membership Committee, ALA Membership and Information Meeting to be held virtually in June. Date TBD. EB Approval pending																
	PBA/Division Leadership Meeting to be virtual																
	BARC/F&A Meeting virtually before AC																
	ALA Executive Board III to be held virtually to save on meeting costs																



ACRL Leadership Council & Membership Meeting Agenda

Tuesday, April 25, 2023, 1:00 PM - 3:00 PM Central Time

Time	Agenda Item
1:00 - 1:05	Welcome (ACRL President Erin Ellis)
1:05-1:25	One Pagers from Goal-area Committees Opening with the question, What is the most impactful thing on which you've been working?
1:25-1:45	Oral report from Awards Process Implementation Task Force. Q&A. (John Lehner, Lori Goetsch, Co-Chairs)
1:45-2:00	Oral report from Member Accommodation/Compensation Task Force. Q&A (Trevor A. Dawes, Co-Chair)
2:00-2:10	Break
2:10-2:15	Section Membership Committee (Joyce Garczynski, Chair)
2:15- 2:35	Breakouts Please assign a note taker for report outs.
2:35-2:55	Report out from breakouts.
2:55-3:00	Closing (Erin Ellis)

ACRL Virtual Leadership Council & Membership Meeting

Monday, April 11, 2022 | [Zoom Registration](#)

11:00 am–1:00 p.m. Pacific | 12:00–2:00 p.m. Mountain | 1:00–3:00 p.m. Central | 2:00–4:00 p.m. Eastern

1:00–1:05 p.m. CT	1.0 Welcome & Introductions	Julie Garrison <i>ACRL President</i>
1:05–1:15 p.m. CT	2.0 Recent ACRL Board Actions <ul style="list-style-type: none"> • Awards • Member Accommodation/ Compensation Task Force • Nominations and Policies Audit Task Force • EDI Goal Area 	Julie Garrison <i>ACRL President</i>
1:15–1:20 p.m. CT	3.0 ACRL Short-term Priorities #5.0 <ul style="list-style-type: none"> • Communication • Equity, Diversity & Inclusion • Membership 	Julie Garrison <i>ACRL President</i>
1:20–1:51 p.m. CT	4.0 Goal-area Committee Updates #4.0	
1:20–1:27 p.m.	<ul style="list-style-type: none"> • New Roles and Changing Landscapes Committee 	Marilyn Myers <i>NRCL Chair</i>
1:27–1:34 p.m.	<ul style="list-style-type: none"> • Value of Academic Libraries Committee 	Rebecca Croxton <i>VAL Chair</i>
1:34–1:39 p.m.	<ul style="list-style-type: none"> • Student Learning and Information Literacy Committee 	Meg Meiman <i>SLILC Chair</i>
		Melissa Mallon <i>SLILC Vice-Chair</i>
1:39–1:46 p.m.	<ul style="list-style-type: none"> • Equity, Diversity and Inclusion Committee 	Maisha Carey <i>EDI Chair</i>
		Je Salvador <i>EDI Vice-Chair</i>
1:46–1:51 p.m.	<ul style="list-style-type: none"> • Research and Scholarly Environment Committee 	Sandra Enimil <i>ReSEC Chair</i>
1:51–2:01 p.m. CT	5.0 Q&A	Julie Garrison <i>ACRL President</i>

2:01–2:10 p.m. CT	Break	
2:10–2:40 p.m. CT	6.0 Small Group Discussions #2.0	Julie Garrison <i>ACRL President</i>
2:40–2:55 p.m. CT	7.0 Report Out	Julie Garrison <i>ACRL President</i>
		Robert Jay Malone <i>ACRL Executive Director</i>
2:55–3:00 p.m. CT	8.0 Wrap-up, Next Steps for Engagement	Julie Garrison <i>ACRL President</i>

Following the virtual meeting, an online evaluation will be sent to all invitees.

Documents

- Doc 1.0 ACRL Plan for Excellence
- Doc 2.0 Small Group Discussion Questions
- Doc 3.0 ACRL Structure Chart
- Doc 4.0 Goal-area Committee Reports & Work Plans
- Doc 5.0 Short-term Priorities Focus Group Summary



**VIRTUAL LEADERSHIP COUNCIL
AND MEMBERSHIP MEETING
AGENDA**

Monday, May 24, 2021 ■ 11:00 am-12:30 p.m. Pacific | noon-1:30 p.m. Mountain | 1:00 – 2:30 p.m. Central | 2:00-3:30 p.m. Eastern
Zoom Login emailed upon [registration](#)

1:00–1:05 p.m.	Welcome & Introductions	Jon Cawthorne ACRL President
1:05–1:25 p.m.	ALA Pivot Strategy and Divisions #1.0	Tracie Hall ALA Executive Director
1:25–1:45 p.m.	Breakout Groups	Jon Cawthorne ACRL President
1:45pm	Reconvene & Introductions	Jon Cawthorne ACRL President
1:47–2:07 p.m.	Advancing ACRL’s Core Commitment to EDI. #2.0, #3.0, #4.0,	Mary Beth Lock Equity, Diversity & Inclusion Committee Carolyn Allen Budget and Finance Committee
2:07-2:27 p.m.	Breakout Groups	Jon Cawthorne ACRL President
2:27–2:30 p.m.	Reconvene & Closing Remarks	Jon Cawthorne ACRL President

Following the virtual meeting, please complete the online evaluation.

Documents

Doc 1.0	ALA Pivot Strategy
Doc 2.0	ACRL Plan for Excellence
Doc 3.0	ALA Midwinter 2021 reports by Goal Area Committees
Doc 4.0	Report of recent ACRL activities that support Core Commitment

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Board of Directors Action Form Request to Establish an ACRL Task Force

To: ACRL Board of Directors

Subject: Request to establish the ACRL Communities of Practice Review Task Force

Submitted by: Lauren Carlton, ACRL Program Officer, Member Services

Date submitted: 1/4/2024

Background

Interest Groups are designed to address emerging needs quickly and are short-term groups that gather to discuss issues and provide members with informal networks for exchanging ideas and problem-solving. Discussion Groups are designed to respond quickly to address hot topics. A chart showing the differences and similarities between Communities of Practice is included as Doc 16.1.

There is a need to review the current Interest Group and Discussion Group structure, leadership, and reporting process due to the changing needs of members, the profession, and association. There is also a need to review Section election processes.

In the last five years, numerous Interest Groups (IG) dissolved or transitioned to Discussion Groups (DG) due to not being able to maintain the three-person leadership requirement. Over the last few years, ACRL has seen a decrease in volunteers for sections and IG/DG conveners, which is influencing how these groups operate. On average, only 10% of IGs request access to their \$150 budgets. Each year, fewer groups complete the required Plan for Excellence reports.

The number of members running in section elections has dramatically decreased. The ALA Elections team has reached out to ACRL with concerns that we have too many people running unopposed on our ballots and they wish for us to review why we have sections use an election process, and not an appointment process like ACRL Committees. Last year, there were 18 people running unopposed, with almost half of our sections failing to submit a full slate.

The ACRL Board has had recent conversations regarding ACRL Communities of Practice and whether the current structure, leadership positions and reporting should be reviewed for Interest Groups and Discussion Groups. At the June 24, 2023 ACRL Board of Directors Meeting II, the Board reviewed a

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Officer Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

proposed policy regarding Interest Group Continuation and chose to not take action on this motion. The Board expressed interest in further conversation and engagement with stakeholders.

At the October 24, 2023 ACRL Fall Board Virtual Meeting, the Board discussed member engagement and group reporting. During the October 24 meeting, the Board discussed Communities of Practice with a simpler structure and reporting process for Interest Groups and Discussion Groups. The Board expressed that if a new structure was approved, that they would still want a clear path and process for transitioning a group to a section.

A task force is being proposed to address the following:

- Interest Group and Discussion Group structure: These groups have similar needs and receive similar support/benefits. The Board has had discussions on whether these two groups should be collapsed into one group. A new task force could make recommendations on a new group type, its name, leadership requirements, continuation policy, and reporting.
- Pathway to forming a section: The task force could review the current process and make recommendations to ensure there is a clear process for creating a section if new group type was approved.
- Section elections: Review and make recommendations on section elections, if ALA election system should continue to be used, and how to approach unopposed or vacant positions.

Proposed Name, Charge & Tasks

- **Proposed name:** ACRL Communities of Practice Review Task Force
- **Proposed charge:**
To review and make recommendations for Interest Group and Discussion Group structure, leadership, budget, and reporting. To review and make recommendations for section election processes.
- **Specific tasks (optional):**
 1. Make a recommendation on how ACRL can best provide opportunities for ACRL members to form groups that engage on timely, hot topics for the academic and research library community. If needed, identify a new group's name, as well as its leadership, continuation, budget, and reporting policy.
 2. Ensure there is a pathway to forming a section. If needed, recommend policy updates for the ACRL Guide to Policies and Procedures.
 3. Review and make recommendations on section elections, if ALA election system should continue to be used, and how to approach unopposed or vacant positions.
 4. If needed, recommend changes to the ACRL Bylaws.

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Proposed Membership

- Chair
- A minimum of five members (i.e., a chair and four members)
- 1 member representing sections (current or former)
- Prefer 1 member representing interest groups (current or former)*
- Prefer 1 member representing discussion groups (current or former)*
- 1 Board liaison
- 1 Staff liaison
- Additional member appointments at the discretion of the Vice-President/President-Elect

* Note: this task force is being recommended partly due to decreased engagement. If a representative from interest groups and/or discussion groups cannot be identified, then the task force will seek to gather input and background information for these groups.

Timeline for completion of work

- **Task force terms:** February 2024 to January 2025
- **Date interim reports are due:** June 2024, Fall 2024
- **Date final report is due:** January 2025

Stakeholders

This task force will seek to include representatives and input from ACRL Communities of Practice members.

Fiscal and Staffing Impact

This could help reshape how we support our membership in what we offer them, what type of reporting we require, etc. This would have a fiscal impact when it comes to staff time as well as potential membership numbers (retention/gaining new members).

Action Recommended

That the ACRL Board of Directors approves the creation of the ACRL Communities of Practice Review Task Force with the included charge, tasks, membership, and timeline.

Strategic Goal Area Supported

Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

☐ **Value of Academic Libraries**

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ **Student Learning**

Goal: Advance innovative practices and environments that transform student learning.

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☐ **Research and Scholarly Environment**

Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ **New Roles and Changing Landscapes**

Goal: Academic and research library workforce effectively navigates change in higher education environments.

☐ **Equity, Diversity & Inclusion**

Goal: TBD

☒ **Enabling Programs and Services**

ACRL programs, services, and publications that target education, advocacy, and member engagement.

Motion

☐ Above recommendation moved ☐ No motion made ☐ Motion revised (see motion form)

Action Taken

☐ Motion Approved ☐ Motion Defeated ☐ Other: _____

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Officer Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

<i>Communities of Practice</i>	SECTIONS	INTEREST GROUPS	DISCUSSION GROUPS
OVERVIEW	ACRL sections develop committee, task force, and discussion group structures to provide programming, preconferences, discussion lists, recognition, as well as standards, guidelines, and other publications on their specialized topics.	ACRL interest groups address new and evolving areas of interest in academic and research librarianship. They provide members with informal networks for exchanging ideas and problem-solving.	ACRL discussion groups provide informal and flexible way for members with like-minded interests to discuss current issues facing the profession.
SUB GROUPS	Can create committees, discussion groups, task forces and make appointments	Can create informal working groups (but do not make formal appointments tracked through the ALA membership database)	None
ELECT OFFICERS	Yes ,through ALA Ballot	Select conveners using their own process.	Select convener(s) using their own process.
LEADERSHIP	Section requires Vice-Chair, Chair, Past Chair. / Section committees and DGs require minimum of one leader per group (leaders for section ccte./dg appointed by current VC via volunteer system)	Requires three leaders: convener, incoming convener, and past convener.	Requires at least one leader: a convener. Some groups have co-conveners.
MEMBERSHIP	Membership rosters maintained. ACRL personal members may elect membership in any or all sections and interest groups.	Membership rosters maintained. ACRL personal members may elect membership in any or all sections and interest groups.	Membership rosters are not maintained.
CREATION	Created from Interest Groups that have maintained membership of 400+ for three years after first renewal.	Created by petition signed by 75 ACRL members	Created by petition signed by 25 ACRL members

<i>Communities of Practice</i>	SECTIONS	INTEREST GROUPS	DISCUSSION GROUPS
CONTINUANCE	Must maintain a membership level of 400 for continuance. (Sections which fall below 400 members for a <i>consecutive</i> 3-year period will dissolve or transition.)	Must petition for continuance every 3 years and maintain a membership of 75.	Must meet virtually or face-to-face at least once a year
FUNDING	Receive a basic service allowance of \$1,000 for first 400 members plus .75 for each additional member above 400.	Receive a budget of \$150 per year	None
SPONSOR ANNUAL CONFERENCE PROGRAMS	Yes	Yes	No; but their discussion forums often include brief presentations.
MEETINGS	Yes, can conduct virtual and/or face-to-face meetings. Access to ACRL's Zoom rooms. Access to in-person meeting space at ALA Annual Conference.	Yes, can conduct virtual and/or face-to-face meetings. Access to ACRL's Zoom rooms. Access to in-person meeting space at ALA Annual Conference.	Yes, can conduct virtual and/or face-to-face meetings. Access to ACRL's Zoom rooms. Access to in-person meeting space at ALA Annual Conference.
In-person Discussion Forums	Yes, can present in-person discussion forums by requesting meeting space at the ALA Annual Conference.	Yes, can present in-person discussion forums by requesting meeting space at the ALA Annual Conference.	Yes, can present in-person discussion forums by requesting meeting space at the ALA Annual Conference.
Online Discussion Forums	Yes, can present online discussion forums that will be publicized on the ACRL website and can be mounted to the ACRL YouTube channel.	Yes, can present online discussion forums that will be publicized on the ACRL website and can be mounted to the ACRL YouTube channel.	Yes, can present online discussion forums that will be publicized on the ACRL website and can be mounted to the ACRL YouTube channel.
ALA Connect/ Discussion Lists	Yes, ACRL provides ALA Connect Communities, which include a discussion list feature.	Yes, ACRL provides ALA Connect Communities, which include a discussion list feature.	Yes, ACRL provides ALA Connect Communities, which include a discussion list feature.
ACRL LibGuides	Yes, can create ACRL LibGuides.	Yes, can create ACRL LibGuides.	Yes, can create ACRL LibGuides.

<i>Communities of Practice</i>	SECTIONS	INTEREST GROUPS	DISCUSSION GROUPS
Board Requests	Yes, can submit special project and program requests (including funding) for review and action by the ACRL Board of Directors.	Yes, can submit special project and program requests (including funding) for review and action by the ACRL Board of Directors.	Yes, can submit special project and program requests (including funding) for review and action by the ACRL Board of Directors.
Board Liaison	Yes, each section has an ACRL Board liaison listed on their executive committee roster.	No Board liaison	No Board liaison
Staff liaison	Yes, staff liaison	Yes, staff liaison	Yes, staff liaison

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ALA/ACRL American Library Association
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Board of Directors Discussion Form

To: ACRL Board of Directors

Subject: Final Report, ACRL Awards Process Implementation Task Force

Submitted by: John Lehner and Lori Goetsch, co-chairs

Date submitted: January 12, 2024

Background

Task Force Charge and Summary of Recommendations

The Task Force charge is to make specific, implementable recommendations for streamlining the ACRL awards process. The Task Force recommendations, in response to each element of the charge, are summarized below (in italics) and full recommendations can be found in Doc 17.1:

- **Charge item 1:** Establish standardized process, fundraising protocols, and standard/consistent monetary awards structure across ACRL; create new corresponding guidelines procedures as necessary.

The Task Force recommends that monetary awards be eliminated. The disparate funding sources supporting awards result in substantial inequities in award amounts. Fundraising to support the current group of awards would require a major organizational effort and realignment of the Association's resources. We do not recommend this approach.

- **Charge item 2:** Investigate feasibility of collapsing all awards into one new division awards committee, as well as other models that consolidate and centralize the process and provide a nimble structure that responds to member and professional needs and values, share pros and cons of different approaches and gather stakeholder feedback as appropriate.

The Task Force recommends that responsibility for selection of award recipients remain with the award-granting units. The expertise of the granting units is necessary to appropriately assess nominations. We recommend that a nominations portal be established to streamline processes and to ensure appropriate data collection on candidate pools. We also recommend the creation of an ACRL Awards Coordinating Committee to review award committee processes (Doc 17.3).

- **Charge item 3:** Ensure equity, diversity and inclusion (EDI) principles are incorporated into all aspects of awards program, including research grants and scholarship, whether administered at

the division or section level (Principles include, but are not limited to, definitions of achievement, award eligibility criteria, award nomination processes, and award committee appointment processes)

In advancing EDI principles, the Task Force recommends that membership in ACRL or its sections be eliminated as a criteria for any award. We also recommend that all award-granting units develop criteria for each award and establish and document the process for review of applications/nominations. Award committees should have diverse membership and receive training in equity practices. Recognition of all award recipients be should be done at a virtual division-wide ceremony.

- **Charge item 4:** Ensure ACRL awards process aligns with ALA policies and awards procedures.

The Task Force recommends that amendments be made to Chapter 12, Awards, of the ACRL Guide to Policy and Procedures (Doc 17.2). Potential changes to ALA awards policies may have further impact on Chapter 12 as well as other ACRL policies and procedures.

Membership

1. Elena Azadbakht
2. Jodie Borgerding
3. Dennis Clark
4. Kerry Creelman
5. Victoria Dawkins
6. Lori Goetsch, co-chair
7. Charmaine Henriques
8. Thomas Kennan, chair, Research/Scholarship Awards Working Group
9. John Lehner, co-chair
10. Brian Lim, ACRL Program Coordinator, ACRL Staff Liaison (TF term: July 1, 2023, to June 30, 2024)
11. Laurel Littrell
12. Robert (Jay) Malone, former ACRL Executive Director, ACRL Staff Liaison (TF term: July 1, 2022, to June 30, 2023)
13. Beth McNeil, chair, Funding Working Group, ACRL Board liaison
14. John Meier
15. William Modrow
16. Laura Mondt
17. Emma Sarconi
18. Jessica Szempruch
19. Cynthia Thomes
20. Melissa Wong, chair, Achievement Awards Working Group

List of Awards and Grants

1. Hugh Atkinson Memorial Award
2. Academic/Research Librarian of the Year
3. Excellence in Academic Libraries (3 awards)

4. CLS ProQuest Innovation in College Librarianship Award
5. CJCLS/EBSCO Library Achievement Award
6. CJCL/EBSCO Learning Resources Award
7. EBSS Distinguished Education and Behavioral Science Librarian Award
8. ESS De Gruyter European Librarianship Study Grant
9. IS Ilene F. Rockman Instruction Publication of the Year Award
10. IS Innovation Award
11. IS Miriam Dudley Instruction Librarian Award
12. Katharine KyesLeab and Daniel J. Leab American Book Prices Current Exhibition Awards
13. LPSS Marta Lang/SAGE-CQ Press Award
14. Oberly Award for Bibliography in the Agricultural or Natural Sciences
15. Routledge Distance Learning Librarianship Conference Sponsorship Award
16. STS Innovation in Science and Technology Librarianship Award (On Hold)
17. ULS Outstanding Professional Development Award
18. WGSS Award for Career Achievement in Women and Gender Studies Librarianship
19. WGSS Award for Significant Achievement in Women and Gender Studies Librarianship

Task Force Timeline and Working Groups

The Task Force has been meeting since December 2022. Early on, we determined that the best approach would be to work in three Working Groups—achievement awards, scholarship/research awards, and funding—with a liaison assigned to coordinate communication among the three Working Groups. The charges to the Working Groups were:

- **Achievement Awards Working Group:** Examine this group of awards for developing standardized administrative structures and improving equity and uniformity of monetary recognition. Recommendations also need to be developed to modify existing awards or recommend new awards to broaden inclusivity of the achievement awards. Review existing processes and development recommendations to ensure inclusive practices and protect against unconscious bias. Liaison: Lori Goetsch
- **Scholarship/Research Awards Working Group:** Investigate the feasibility of one committee for this group of awards or other potential structures. Develop uniform administrative structures across this group of awards. Develop recommendations on improving uniformity and equity of grants and scholarships. Review existing processes and develop recommendations to ensure inclusive practices and protect against unconscious bias. Liaison: Robert (Jay) Malone
- **Funding Working Group:** Review current funding practices from an equity, diversity, and inclusion perspective. Examine endowed awards and sponsored awards. Develop recommendations to establish greater uniformity, consistency, and equity in funding across all awards. Is the \$1M fundraising goal to support awards feasible? Even if it is, is it sufficient? Liaison: John Lehner

The task force and working groups have met frequently since appointment and formulated numerous recommendations, policy changes, and board actions. This work included reviewing the relevant literature on awards and EDI, suggested revisions to Chapter 12 of the ACRL Policies and Procedures Manual, and meeting with two individuals who provided essential perspectives and background information on the awards process, Chase Ollis, one-time coordinator of the ACRL awards program and

Merinda Kaye Hensley, co-chair of the previous awards Task Force. The Task Force co-chairs also reported three times to the ACRL Board of Directors to update them on our progress.

Stakeholder Feedback

In late November/December 2023, the Task Force surveyed the Chairs/Executive committees of the following Sections: College Libraries Section (CLS), University Libraries Section (ULS), Rare Books & Manuscripts Section (RBMS), Education and Behavioral Sciences Section (EBSS), Science and Technology Section (STS), and Instruction Section (IS). Overall, the responses were positive toward providing or beginning the various Awards programs again. There were some concerns over whether there will be continued cash distributions or other forms of monetary award, including, if possible, increasing the amount of some awards. Also, there were questions about what funds would be used for if not awards. Another concern was whether there will be opportunities for an in-person conference awards ceremony versus virtual ceremonies to announce/celebrate winners. Also, there were questions about how the processes have changed or may change in regard to applications, reviews, and available staff to assist with the processes and event programming. How the application portal would work was also asked.

To address these questions, we enhanced the virtual ceremony and portal sections of the recommendations (Doc 17.1). We feel we have adequately addressed discontinuation of financial awards for reasons primarily related to equity.

Stakeholders

Stakeholders are sections and committees that offer awards and grants. See report for a full list of awards and grants.

Strategic Goal Area Supported

☐ Value of Academic Libraries

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ Student Learning

Goal: Advance innovative practices and environments that transform student learning.

☐ Research and Scholarly Environment

Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ New Roles and Changing Landscapes

Goal: Academic and research library workforce effectively navigates change in higher education environments.

☐ Equity, Diversity & Inclusion

Goal: TBD

XX Enabling Programs and Services

ACRL programs, services, and publications that target education, advocacy, and member engagement.

ACRL Awards Process Implementation Task Force Recommendations

1. Adopt new policies and procedures related to awards and grants that support equity, including policy revisions to Chapter 12 of the ACRL Guide to Policies and Procedures:

- A single virtual awards ceremony each year to recognize all awards recipients.
- Membership in ACRL or its sections is not required in order to be nominated for or receive an award.
- Administering units develop their own criteria and procedures for nominating and selecting award recipients as appropriate to the individual award following a set of policies.
- No individual or group should receive more than a single award for the same publication or program; however, this does not preclude them from receiving more than one award in the same cycle.
- ACRL develop and adopt an awards nomination portal, a standard submission platform for nominations.
- Each awards committee is charged with a mandatory review of the description, selection criteria, and selection process for the award it juries. This work should be completed during the 2024-25 academic year.

Both the Scholarship/Research and Achievement Awards Working Groups felt strongly that administration of awards be left in the hands of Section and other awards committees, e.g., responsibility for collecting, reviewing nominations, and adjudicating awards, and that Section membership be responsible for following the specificities of incorporating EDI principles subject to the development and review of an ACRL body overseeing the ACRL awards program as a whole. There was also general agreement that monetary awards be discontinued in the interests of equity and to reduce the burden on ACRL staff time. More details are given below.

While there was some stakeholder concern about a single virtual ceremony (see below), the Task Force continues to support this recommendation. A single ceremony ensures that all award winners receive similar recognition. It is also more efficient for ACRL staff and will create a consistent process and workload for committee and section chairs (previously, recognition was left to award committee chairs – in some cases, placing an unexpected and undue burden on award committee chairs to arrange for appropriate recognition). A virtual ceremony is more equitable than assuming award winners can travel to a national conference for an in-person ceremony. It also enables others involved in the process, such as nominators and award committee members, to participate. The exception would be for the Excellence in Academic Library awards, where the ACRL President will continue to visit each campus to present the award (with a ceremony arranged and hosted by the recipient). By way of example, RUSA currently does a single, virtual ceremony. ACRL may wish to see what other ALA divisions do for award ceremonies.

See Doc 17.2 for suggested revisions to Chapter 12.

2. Develop and implement an awards portal.

As to process, we suggest that all nominations be collected through an online form maintained by ACRL. The initial page(s) of the form would collect basic contact information (e.g., name and contact

information for the person making a nomination, name of the person being nominated), followed by a custom page for each award or grant with appropriate information fields. This central repository would allow the Awards Coordinating Committee and ACRL staff to have access to all nominations in one place to provide better oversight and tracking of awards statistics. Currently, ACRL has no data on how many nominations are received for any of its awards. Also, a portal with consistent information fields would allow ACRL to collect demographic data on award winners if desired – ACRL currently has no data on diversity of award nominations or recipients, the type of academic institutions they come from, etc.

For many awards, a simple form would ease the awards process and potentially increase the number of nominations and lead to a more diverse pool of nominees. Many awards currently require a letter of nomination, which is time consuming for the person making the nomination and may discourage nominations if the nominator feels uncertain about how to write an appropriate letter. The year prior to the awards pause, the Rockman committee switched to a simple web form and doubled the number of nominations it received.

3. Establish an Awards Coordinating Committee

A Board action form to request a new ACRL committee accompanies this final report as Attachment 2. Elements of the recommendation include regular review of the awards program; collection and analysis of award nominees and winners; and providing training and resources to awards committees on best practices for equity in the nomination and selection processes. Proposed membership is 6-8 people with broad representation across sections and at least some members having awards committee experience; a representative from the ACRL Board; two-year staggered multi-year terms with no more than two consecutive terms of service; and a Chair, Vice-Chair, and Secretary.

4. End cash gifts for award recipients.

Eliminating cash awards

We recommend that ACRL move away from making cash gifts. The Task Force makes this recommendation for several reasons. The principal rationale for ending cash gifts is the significant equity issues created by the funding processes for various awards. Funding for awards is inconsistent and often dependent on external donors. This has resulted in large differentials in the size of cash gifts for different awards and, in some instances, variation in the size of the cash gift from year to year for the same award. The lack of systematic and consistent funding creates substantial inequities. The funding issues are fundamental to equity and the inequities introduced by the various funding sources cannot be overcome.

The report of the preceding ACRL Awards Task Force (January 22, 2022) proposed creation of a single pool of funding for awards. It also proposed a long-term goal of raising a minimum of \$1 million to fund the awards program. After discussion with ACRL staff and the former staff member responsible for the awards program, we have concluded that this approach is problematic. ACRL lacks the capacity and donor base to undertake such an ambitious fundraising effort. If ACRL attempted to fund all awards itself, it would almost certainly require substantially reducing the number of awards. We have received feedback suggesting that ACRL create additional endowments to support awards. Given the modest annual distribution from ALA endowments, it would be necessary to raise large sums to support the current awards.

The ACRL awards entail expenses that go far beyond the cost of the cash gifts that are given to award recipients. The staff person previously responsible for awards estimated that the program requires a .5 FTE staff position to support it. We find that eliminating cash awards reduces the administrative burden of the awards process. Receiving, tracking, and disbursing the donated funds for the awards adds significant time demands and complexity to the administration of the awards. We also note that managing the receipt and disbursement of cash awards is a function that cannot be assigned to member volunteers.

Endowed Awards

The awards with standing endowments are the Leab Award (RBMS), the Oberly Award (STS), and the Hugh Atkinson Award (ACRL and Core). We are recommending that cash awards no longer be made to recipients of these awards. The endowments should be used to cover administrative costs of these awards.

The approximate endowment amounts are as follows:

- Hugh Atkinson Award: \$236,267
- Leab Award: \$77,611
- Oberly Award: \$49,208

Reconciling these endowed awards with a policy of not making cash gifts has raised some issues. In light of the existing endowments, must ACRL continue giving cash gifts for these awards?

The only one of these awards with an actual underlying donor agreement is the Leab Award. The agreement does not require that cash gifts be made to the award winners and funds from the Leab endowment have not been used to make cash gifts to the award recipients. The funds are used for administrative costs of the award.

The Atkinson Award and the Oberly Award do not have underlying donor agreements. Historically, funds were raised from ACRL members to endow and support these awards. Relations with donors who contributed to these endowments should be considered and these awards should be continued, but we recommend not giving cash gifts to recipients of these awards. These endowments were established with actions by the ALA Executive Board and understandings that cash gifts would be made to award recipients. It may be necessary to seek advice from ALA's Development Office and, perhaps, legal counsel on whether the historical understandings and Board actions are subject to change. The endowments should be used to pay for the staffing and administrative costs of these awards. The ACRL Board of Directors may also wish to consider using some of the endowment funds to support administrative costs of additional awards memorializing Atkinson and Oberly.

The Atkinson award was established by ACRL and the predecessor organizations to Core. Modifications to the Atkinson award procedures will require collaboration with Core. The Board of Directors and Core may wish to consider using some of the endowment funds to support additional awards. For example, the Atkinson endowment could support the administrative costs of additional awards in honor of Mr. Atkinson.

Awards that are grants

The Funding Working Group noted that there are two awards that are grants. The European Studies Section award is a grant to support research. The Distance and Online Learning Section award is to support conference attendance. We are suggesting that these awards be continued, but be renamed as grants to clearly distinguish them from the other awards.

5. Lift the pause on giving awards and grants effective July 1, 2024, pending Board acceptance and approval of the Task Force's final report.

The Task Force recommends that each awards committee be charged with reviewing the description, selection criteria, and selection process for the award(s) it juries. This work should be completed during the 2024-2025 academic year and the committee's work submitted to the Awards Coordinating Committee. As the awards go forward, awards committees should review and, if needed, revise the award's purpose, description, and selection criteria. If changes are needed, the committees should work with the administering unit, the Awards Coordinating Committee, and the ACRL Board to make the necessary changes. Items for consideration include but need not be limited to the following:

- a) Review the award's purpose, description, and selection criteria for how well the award engages with [ACRL's Strategic Plan for Excellence](#).
- b) Examine the award's description and selection criteria for gendered and racialized language and revised criteria as needed in order to eliminate that language.
- c) As needed, create and/or document the committee's processes, including a calendar of annual work, how nominations are solicited, how recipients are selected, and a selection rubric.
- d) Review the committee's processes for alignment with the revised Chapter 12: Awards in the [ACRL Guide to Policies and Procedures](#).
- e) Define a minimum number of nominees that are needed to select an award recipient as well as guidelines on how to proceed if the committee receives an insufficient number of nominees.
- f) Identify strategies to develop a wider pool of nominees, including simplifying the nominations process. Some strategies include:
 - Review how and where calls for nominations are distributed.
 - For committees that request letters of nomination, consider moving to a nominations form that eases and simplifies the nominations process (nominations forms are less time consuming for nominators and have the potential to expand the list of nominations, and they ensure committees receive similar information for all nominees).
 - For committees that require nominations packets, consider short listing nominees and only requiring packets for top candidates.
 - Consider whether nominations could and/or should be anonymous.
 - Stipulate whether nominations carry over to following years.

Respectfully submitted,

ACRL Awards Process Implementation Task Force

Proposed Recommendations for the ACRL Guide to Policies and Procedures

1. Policies

The Task Force recommends that ACRL modify and/or adopt the following policies as part of Chapter 12: Awards in the [ACRL Guide to Policies and Procedures](#).

Note: The following recommendations apply to all ACRL awards, including achievement awards and grants.

1.1 Awards Ceremony

In order to ensure all award and grant recipients receive appropriate recognition and standardize work for committee chairs, ACRL should host a single, virtual award ceremony each year to recognize all award recipients. The exception would be for the Excellence in Academic Library awards, where the ACRL President will continue to visit each campus to present the award (with a ceremony arranged and hosted by the recipient).

Old Text (Policy 12.2.1 Procedures) - delete

Awards are announced after the Midwinter Meeting and are presented at the Annual Conference. All ACRL awards presented are announced in *C&RL News*.

New Text - add section on ceremony

Awards are announced in the spring and are presented in a virtual award ceremony hosted by the Division each year. In addition to the virtual award ceremony, award winners are recognized in *C&RL News*.

1.2 Awards Eligibility

Old Text (12.1) - delete

Depending upon the terms of the award, recipients need not be members of ACRL.

New Text - add section on awards nominations and jury processes

Membership in ACRL and/or its sections is not required in order to be nominated for or receive an award.

1.3 Procedures

Old Text (Policy 12.2.1 Procedures) - delete

Selection of recipients for ACRL awards is normally made in closed session at the Midwinter Meeting by juries specially appointed by the administering unit. For purposes of continuity, it is useful to appoint jury members for multiyear, overlapping terms. Awards are announced after the Midwinter Meeting and are presented at the Annual Conference. All ACRL awards presented are announced in *C&RL News*. All ACRL award procedures stipulate that juries are not compelled to make awards in years when suitable candidates have not been found.

New Text - revised text for 12.2.1 Procedures

Selection of recipients for ACRL awards and grants is made in a closed committee meeting of a jury appointed by the administering unit. Administering units develop their own criteria and procedures for nominating and selecting award recipients as appropriate to the individual award. However, all nomination and selection processes must reflect the following ACRL policies:

- Committees may not request photos of nominees as part of the nominations process.
- Committees that request letters of support as part of the nominations process must set a limit of no more than 3 letters.
- Membership in ACRL and/or its sections cannot be required in order to be nominated for or receive an award.
- All awards and grants should stipulate that self-nomination is possible.

All ACRL award procedures stipulate that juries are not compelled to make awards in years when a suitable candidate has not been found.

1.4 Multiple Awards

Old Text - none

New Text - add section

No individual or group should receive more than a single award for the same publication or program, however this does not preclude them from receiving more than one award in the same awards cycle. As part of the selection process, all award decisions are reviewed by the Awards Coordinating Committee. In the event that the same individual or group has been selected for more than one award, the Awards Coordinating Committee will work with the chairs of the involved awards committees to determine whether one award committee should select a different recipient.

1.5 Conflict of Interest

Members of awards committees who encounter a conflict of interest during their time of service should consult ACRL policy 15.3 - <https://www.ala.org/acrl/resources/policies/chapter15#15three>

1.6 Equity Training

Old Text - none

New Text - add section

The Awards Coordinating Committee will provide annual training on equity practices for members of awards committees. All members serving on awards committees must complete training within three months of their appointment.

Template for Awards Webpages

Information about awards is available on the following pages:

- [ALA Awards Program](#)
- [ACRL Awards Program](#)
- Individual award pages, for example:
 - [Academic/Research Librarian of the Year](#)
 - [EBSCO Community College Learning Resources Leadership Award](#)

At the ACRL level, pages follow a template that includes:

- Award description
- Eligibility
- Criteria
- Submissions (brief description of process)
- Award Committee roster (link)
- Recipients (most recent highlighted with photos; past years as a list)

The Working Group recommends that the template be updated to include:

- Name of the committee that juries the award or grant
- Links to the press release on the ALA Awards Program page and/or *C&RL News* announcement for past winners
- Selection process and rubric (following review and/or development of these documents in 2024-2025)

4. Awards Committees

Old Text (Policy 12.2.1 Procedures) - delete

Selection of recipients for ACRL awards is normally made in closed session at the Midwinter Meeting by juries specially appointed by the administering unit. For purposes of continuity, it is useful to appoint jury members for multiyear, overlapping terms.

New Text - add section on Awards Committees

Selection of recipients for ACRL awards and grants is made by juries specially appointed by the administering unit. For purposes of continuity, members are normally appointed for multi-year, overlapping terms.

Administering units should establish a minimum committee size for each jury and have a clear process for appointing committee members. Units should strive for diverse representation and adequate rotation on committees. In the case of smaller sections, administering units may need to develop a strategy to build volunteer pools, including recruiting members from outside a section's membership.

Awards committees are responsible for:

- Establishing and documenting a nominations and selection process for their award.
- Working with ACRL staff and the Awards Coordinating Committee to publicize the nominations process and deadline for the award(s) they jury.
- Ensuring an adequate number of nominations are received, including soliciting nominations and assisting individuals in the nominations process as needed.
- Reviewing nominations and selecting an award recipient.
- Working with the Awards Coordinating Committee and ACRL staff to publicize recipients and support the annual awards ceremony.
- Reviewing the award description, criteria, and selection process on a regular basis.
- Filing an annual report that includes: a summary of the committee's work for the year; the number of nominations received; information about the selected recipient; and how the award's description, criteria, and selection process was reviewed and, as appropriate, updated.

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Board of Directors Action Form

Request to Establish an ACRL Standing Committee

To: ACRL Board of Directors

Subject: Establishment of an Awards Coordinating Committee

Submitted by: Awards Process Implementation Task Force

Date submitted: January 12, 2024

Background

Each year, ACRL and its Sections and Awards Committees recognize outstanding members of the academic and research library profession through numerous awards and give grants to support the work of outstanding librarians and scholars. Historically, this work has been very dispersed, with award and grant committees operating independently of other committees according to their own policies and procedures, giving rise to concerns about consistency, transparency, and equity in the program as well as challenges in ongoing financial support. ACRL has appointed multiple task forces to address the structure and future of ACRL Awards.

As part of its Guide to Policies and Procedures recommendations (Doc 17.2), the ACRL Awards Process Implementation Task Force recommends that ACRL establish a division-level Awards Coordinating Committee to provide long-term leadership and oversight for the ACRL Awards program.

The Awards Coordinating Committee will be responsible for evaluating the ACRL Awards program on an ongoing basis to ensure that awards and grants support the mission of ACRL and are in alignment with the organization's values and strategic plan; that there is adequate financial support for the program, including individual awards and grants; and that nomination and selection processes support equity and inclusion.

The Awards Coordinating Committee will also support the work of committees that jury awards and grants, helping to ensure there is a robust pool of nominees, that committees have training in equitable practices for jurying awards, and that award and grant recipients receive appropriate recognition.

The Awards Coordinating Committee's role will be one of high-level leadership - it will not jury specific awards or grants.

Electronic submission is preferred for all Board actions. If electronic submission of the entire document is not possible, please send the Action Form to ACRL Program Officer Allison Payne electronically at apayne@ala.org and the remainder in hard copy.

Proposed Name, Charge & Tasks

Name: Awards Coordinating Committee

Charge: The Awards Coordinating Committee provides leadership and oversight for the ACRL Awards program.

Specific Tasks:

1. Review the ACRL Awards program on a regular basis (5 years), including the awards and grants given, financial support, and division policies that address or impact awards and grants, and make recommendations for needed changes to the ACRL Board of Directors.
2. Establish a process for reviewing awards and grants, including their purpose, description, and selection criteria, and recommending changes as needed.
3. Provide annual training and resources on awards-related equity practices for members of awards committees.
4. Work with ACRL staff to develop a standardized submission platform for nominations.
5. Assist award and grants committees in identifying potential nominees and soliciting nominations.
6. Establish and oversee a process to ensure that an individual or group does not receive more than a single award for the same publication or program.
7. Collect and share data on award nominees and winners.
8. Work with ACRL staff to hold an annual, division-wide ceremony for award and grant recipients.
9. Develop and maintain a calendar of the committee's work.
10. File an annual report on the committee's activities with the ACRL Board.

Note: A list of awards and grants that this committee oversees is appended at the end of the proposal.

Proposed Membership

- 1 Chair
- 1 Vice-Chair, who serves a one-year term as Vice-Chair followed by a one year term as Chair
- 1 Board liaison
- 1 staff liaison
- 4-6 additional members, with appointments staggered to provide continuity.
- Additional appointments at the discretion of the ACRL Vice-President/President-Elect and Appointments Committee.
- Members should have previous experience serving on an ACRL award or grant committee and should be drawn from a diversity of ACRL Sections. In addition, the membership should represent a diversity of institution types (community colleges, baccalaureate-granting colleges, master's granting institutions, doctoral-granting universities, and independent research libraries).
- Since it is important that the vice-chair/chair be knowledgeable about the responsibilities and concerns of the committee, it is suggested that the committee vice-chair/chair be selected from the existing committee membership.

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Stakeholders

- ACRL Board
- ACRL Sections with award and/or grant committees

Fiscal and Staffing Impact

Since the Awards Coordinating Committee will be member-populated with the support for ACRL, it will reduce the commitment of staff time to awards processes and administration. If approved, ACRL staff will update the online Directory of Leadership and membership materials.

Action Recommended

That the ACRL Board of Directors approves the establishment of the division-level Awards Coordinating Committee with the proposed charge, composition, and tasks.

Strategic Goal Area Supported

Please see the [ACRL Strategic Plan](#), and select from the drop-down the goal area that will be affected most by this action.

☐ **Value of Academic Libraries**

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ **Student Learning**

Goal: Advance innovative practices and environments that transform student learning.

☐ **Research and Scholarly Environment**

Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ **New Roles and Changing Landscapes**

Goal: Academic and research library workforce effectively navigates change in higher education environments.

☐ **Equity, Diversity & Inclusion**

Goal: TBD

☒ **Enabling Programs and Services**

ACRL programs, services, and publications that target education, advocacy, and member engagement.

List of Awards and Grants

- Hugh Atkinson Memorial Award
- Academic/Research Librarian of the Year
- Excellence in Academic Libraries (3 awards)
- CLS ProQuest Innovation in College Librarianship Award

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- CJCLS/EBSCO Library Achievement Award
- CJCL/EBSCO Learning Resources Award
- EBSS Distinguished Education and Behavioral Science Librarian Award
- ESS De Gruyter European Librarianship Study Grant
- IS Ilene F. Rockman Instruction Publication of the Year Award
- IS Innovation Award
- IS Miriam Dudley Instruction Librarian Award
- Katharine Kyes Leab and Daniel J. Leab American Book Prices Current Exhibition Awards
- LPSS Marta Lang/SAGE-CQ Press Award
- Oberly Award for Bibliography in the Agricultural or Natural Sciences
- Routledge Distance Learning Librarianship Conference Sponsorship Award
- STS Innovation in Science and Technology Librarianship Award (On Hold)
- ULS Outstanding Professional Development Award
- WGSS Award for Career Achievement in Women and Gender Studies Librarianship
- WGSS Award for Significant Achievement in Women and Gender Studies Librarianship

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ACRL Guide to Policies and Procedures

7.3 Nominations (divisional and sections)

Committees on nominations are appointed by the president-elect for the division and the chair-elect for each section. The president-elect and the section chairs-elect may not serve as members of the nominating committees. Membership of the Leadership Recruitment and Nomination Committee is limited to no more than five individuals to facilitate meeting scheduling and confidentiality of the process. Membership should include one current or former board member. It is important that members know the work of the association and are familiar to some degree with potential candidates. These nominating committees are charged to prepare a slate of candidates to fill positions that become vacant through term expirations. At least two candidates should be nominated for each office.

7.3.1 Nominations packet

ACRL staff will prepare complete instructions outlining the process for the committee and identify any vacancies for which nominations are needed. In addition, the staff will send a list of ACRL members and biographical information forms to the committee. It is the responsibility of the committee to solicit nominations through a variety of sources.

7.3.2 Written confirmation

When the Leadership Recruitment and Nomination Committee chair and the Section Nominating Committee chair send the slate to the ACRL office it should be accompanied by letters from the candidates confirming their willingness to place their names on the ballot. The slate should also indicate the order for listing the candidates' names on the ballot. The LRNC slate is due to the ACRL office by June 1, and the section slate is due in the ACRL office by September 15.

7.3.3 Biographical information

Biographical information from each candidate is due the third Friday in October. Candidates will be e-mailed instructions for submitting their biographical information and statement of concern using the ALA online ballot information form once they have submitted their letter of consent. A statement of concern for the ballot is recommended but not required.

7.3.4 Leadership Recruitment and Nomination Committee and Section Committee chairs

It is the responsibility of the chair to:

- Schedule meetings (virtual or in-person) for ALA Annual Conferences. These should be "closed" meetings; (**Note:** Section chairs will schedule section meetings.)
- Inform committee members of the time of the meeting(s);
- Contact potential candidates to determine interest in office;
- Provide candidates with instructions;
- Inform candidates of all deadlines related to the election (see appointments and nominations calendar).

7.4 Election Guidelines for ACRL Board Candidates

Candidates stand for election to ACRL Board positions in accordance with guidelines approved by the ALA Council in 1992 which ensure “there is equality of opportunity for all members of the American Library Association to seek elected office regardless of their personal financial resources or their access to organizational or other financial support.” (Please review the [FAQ](#) if you are considering being a candidate for the ACRL Board of Directors.)

7.4.1 Endorsements

The principle stated in the 1992 ALA Council guidelines is to ensure that no candidate is given an advantage by receiving a higher level of support from the Association or its units. Therefore, endorsement by an ACRL unit constitutes organizational support not available to all candidates. ACRL units may not endorse candidates. However, for information purposes, ACRL may identify all members standing for ACRL office in official communication channels.

Appointed committee chairs, or members of committees may endorse candidates and may use ACRL electronic discussion lists to express their support for an individual candidate or candidates for ACRL offices, as long as they do not use their official titles or create the impression that they are speaking on behalf of an ACRL committee or unit of ACRL. Candidates can list endorsers by name, but not by ACRL title or office. ACRL Board of Directors members shall not endorse any candidate in any American Library Association election.

7.4.2 Candidate Spending

Candidates are expected to use good judgment in their use of financial or other resources available to them in standing for office.

7.4.3 Support Provided to ACRL Vice-President/President-Elect Candidates

Candidates for Vice-President/President-Elect receive only the following support from ACRL:

- Publication of a biography in C&RL News;
- Posting information on the ACRL election web site containing the candidate’s photo, and biography (as published in an issue of C&RL News);
- Publishing statements from the Vice-President/President-Elect candidates in an issue of C&RL News;
- A link on the ACRL election web site to a web site maintained by the candidates (if so requested by the candidates);
- Electronic distribution of one message to ACRL members whose ALA communications preferences allow.

7.4.4 Use of ACRL Funds to Support Individual Candidates

ALA policy defines ALA funds as funds of all offices, divisions and round tables. Other than the support provided as specified above, no additional ACRL resources may be used to support any individual ACRL Board candidate. No funds are budgeted for additional staff support, mailings, or production of materials to support the candidacy of any individual ACRL Board candidate.

Source: ACRL Board, June 2011

7.5 Nominating Committee Calendar

MARCH

- ACRL office sends instructions to Section Nominating Committee chairs.
- Nominating Committee chair can request section member roster from ACRL staff.

APRIL - JUNE

- Nominating committee invites nominees to become candidates for office.

MAY

- Leadership Recruitment and Nomination Committee submits final slate of candidates to stand for election in the spring of the following year by June 1. Letters of consent from each candidate are also due at that time.

JUNE

- Annual Conference: Nominating Committees meet to finalize a slate of candidates for office.

SEPTEMBER

- Section Nominating Committee chairs submit slates of candidates along with letters of consent to the ACRL office by mid-September.
- ACRL office sends instructions to Leadership Recruitment and Nominations committee (for candidates being elected in the spring of the following year).
- Section vice-chairs appoint Nominating Committee chairs for the following year.

OCTOBER

- Biographical information and statements of concern for ballots due via the ALA online ballot information form by the third Friday in October.
- Call for nominations for ACRL Board candidates for election in the spring of the following year issued in C&RL News.

JANUARY

- Names of candidates for forthcoming spring elections published in *College & Research Libraries News* and on ACRL Web site.
- Page one of ballots sent to Nominating Committee chairs for approval.
- LibLearnX: Leadership Recruitment and Nominations committee draws up a list of candidates for the ACRL vice-president/president-elect office and other Board offices for election in the spring of the following year.

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Board of Directors Discussion Form

To: ACRL Board of Directors

Subject: ACRL Organizational Member Dues and Benefits

Submitted by: David Free, ACRL Senior Communications and Membership Strategist

Date submitted: January 18, 2024

Background

ACRL offers membership to individuals as well as to organizations. In both instances, members first join ALA then add on ACRL membership. ACRL's organizational dues rate is \$125 while the ALA rate ranges from \$175 to \$2,000 based on FTE (see [ACRL organization membership application](#) for breakdown). ACRL organizational dues have remained unchanged since 2011 (see Doc 19.4 for ACRL organizational dues history) while ALA dues for academic library organizational members continued to increase.

A discussion item for the Board and Budget & Finance Committees at the virtual 2021 ALA Midwinter Meetings was to consider how an increase organizational member dues (likely in the range of \$75-\$100) be received. An increase of \$75 - \$100 was thought to potentially offset some of the data collection expenses associated with fielding the survey that sustains our benchmarking tool (then ACRLMetrics, now Benchmark: Library Metrics and Trends) while maintaining, and hopefully increasing, organizational membership. The result of this discussion was to leave organizational member dues at the \$125 level. This is a topic the Board may wish to revisit due to inflation and the dues of competing organizations (e.g., CNI, SPARC, ARL, EDUCAUSE, etc.). ACRL's organizational member dues are the third highest among ALA divisions, with Core set at \$200 and United for Libraries at \$150. (See Doc 19.3 for additional market research).

Based on yearly August numbers for an even comparison, ACRL organizational membership has declined 46.5% from 779 to 508 from FY10 to FY23 (a loss of 271 members). Organizational membership saw declines of between .5% and 8.5%, mixed with increases of between 1% and 5%, during this period except during the height of the COVID-19 pandemic, when organizational membership declined by 15% (92 members) in FY20. Organizational membership then increased by 3.5% (18 members) in FY21 and has continued the up and down pattern in FY22 and FY23. A decline of 1.5% is projected for FY24 with a

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potential increase of 2% being projected for FY25, based on the hope that additional consideration of the value and benefits of organizational membership will increase interest in the category.

The chart below shows organizational membership history since 2010 in more detail.



ACRL offers a few benefits to organizational members, such as discounts on ACRL products and services, in addition to those ALA offers. (See Doc 19.1 for current ACRL and ALA organizational member benefits.) Our benefits and value proposition for organizational members are perhaps not as strong as they could be and a discussion of these organizational membership in general could be beneficial. (See Doc 19.2 for value propositions as articulated by organizational members.)

At the virtual 2021 ALA Midwinter Meeting, ACRL staff proposed two potential new organizational member benefits as questions for the Budget & Finance Committee and Board of Directors. The first discussion proposal was to potentially provide complementary access to our then benchmarking service, ACRLMetrics. While this proposal didn't move forward, a 10% discount to Benchmark: Library Metrics and Trends, which replaced ACRLMetrics later in 2021, is currently offered.

The second discussion proposal was to align organizational member benefits with the association's Core Commitment to EDI by offering a 10% Diversity Alliance membership discount for organizational members. This proposal also didn't move forward in 2021 and staff currently advise against revisiting this proposal as legislation in certain states is blocking some institutions from joining the Diversity Alliance.

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Questions for Discussion

1. How would increasing organizational member dues (likely in the range of \$75-\$100) be received? Considerations for a potential increase could be inflation and the dues of competing organizations (e.g., CNI, SPARC, ARL, EDUCAUSE, etc.).
2. How can ACRL increase the value of organizational membership to grow the organizational membership category?
3. What additional benefits might be valuable to potential and existing organizational members to help drive this growth?

Strategic Goal Area Supported

Please add additional sheets as needed to explain. Select the goal area that will be affected most by this action.

☐ Value of Academic Libraries

Goal: Academic libraries demonstrate alignment with and impact on institutional outcomes.

☐ Student Learning

Goal: Advance innovative practices and environments that transform student learning.

☐ Research and Scholarly Environment

Goal: Librarians accelerate the transition to more open and equitable systems of scholarship.

☐ New Roles and Changing Landscapes

Goal: Academic and research library workforce effectively navigates change in higher education environments.

☒ Enabling Programs and Services

ACRL programs, services, and publications that target education, advocacy, and member engagement.

Motion

☐ Above recommendation moved

☐ No motion made

☐ Motion revised (see motion form)

Action Taken

☐ Motion Approved

☐ Motion Defeated

☐ Other: _____

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Current ACRL Organizational Member Benefits

(More information available on the [ACRL website](#))

- 10% discount on ACRL books
- 10% discount on ACRL RoadShows
- 10% discount on ACRL consulting services
- 10% discount on Benchmark: Library Metrics and Trends subscriptions
- Discounts on position postings on ALA JobLIST
- Organizational profile on ACRL Insider (hasn't been actively used since 2017)

Current ALA Organizational Member Benefits

(More information available on the [ALA website](#))

- Advocacy Toolkits & Resources
- ALA JobLIST - discounts on listings
- ALA Organizational Membership Web Badges
- ALA Publications & Products Discounts
- Booklist Online Unlimited-User Accounts Discount
- NEW! Benchmark: Library Metrics and Trends subscription discount
- Library Salary Database (ALA-APA Survey)
- Library Worklife E-newsletter from ALA-APA

ALA Organizational Member Discount Programs

(More information available on the [ALA website](#))

- 360 Coverage Pros - Cyber Insurance
- 4imprint
- Arthur J. Gallagher & Co. Library Insurance program
- DriveSavers Data Recovery
- Office Depot Program
- UPS Discounts

Value Propositions for ACRL Organizational Members

(from past [organizational member spotlight profiles](#) on ACRL Insider blog)

- ACRL workshops, conferences, publications, and other programs have been the “go to,” authoritative places of professional librarians at the University of South Alabama and elsewhere for decades. ACRL standards are particularly useful, for instance, in validating and guiding our practices and programs. The Framework for Information Literacy is a case in point, serving as a tool for developing our instructional programs and validating them to university administration and faculty.
- We value ACRL’s role in pulling academic librarians together to listen to each other.
- We value the ACRL community and appreciate opportunities to learn and connect with members at conferences and through useful discussion lists.
- We value the opportunity for professional growth and the continued exchange of ideas with our fellow academics. Connecting with colleagues through ACRL allows us to move beyond our daily context and be reminded of the broader challenges and successes in academia/academic libraries. We also value the opportunities that our engagement with ACRL provides to shape the future of the profession.
- We value ACRL’s active support of academic librarians’ efforts in advocacy, information literacy and student learning, scholarly communication issues, and the value of academic libraries.
- ACRL provides information and scholarly research on topics that most affect academic libraries. Having access to their resources is a boon in furthering communication and collaboration among academic librarians. Its efforts, in particular, regarding information literacy and the development of the original standards and new framework are tools and discussions that help shape instructional services directed towards students’ needs.

Organizational Dues Market Research

ALA:

\$183 – Very Small Library

\$314 – Small

\$524 – Medium

\$1,363 – Large

\$2,098 - Very Large

\$157 - Other —includes Chapters and Affiliates, International Libraries, and non-profit organizations other than libraries

Size	Public Libraries by Service Population	School Libraries by # of Students in the District	Academic Libraries by Student FTE
Very Small	<10,000	Any single building or district <300	<1,000
Small	10k - 24k	300 - 499	1k-3k
Medium	25k - 99k	500-749	3k-10k
Large	100 - 499k	750-999	10k-30k
Very Large	>500k	>1,000	>30k

State Library Agencies need to self-identify as Very Small to Very Large based on their total budgets minus any "pass through" funds.

ALA Divisions:

American Association of School Librarians (AASL): \$75

Association for Library Service to Children (ALSC): \$58

Association of College and Research Libraries (ACRL): \$125

Core: Leadership, Infrastructure, Futures: \$200

Public Library Association (PLA): \$121

Reference and User Services Association (RUSA): \$80

United for Libraries: The Association of Library Trustees, Advocates, Friends, and Foundations: \$150

Young Adult Library Services Association (YALSA): \$72

SPARC:

Full Voting Membership Dues:

In addition to the other member benefits, voting members participate in the governance of SPARC, including eligibility to serve on the SPARC Steering Committee and provide direct input on SPARC's strategic direction.

- US-based institutions: \$7,950 USD per year
- Canadian-based institutions: \$7,525 USD per year

- Two-year institutions (single campus): \$785 USD per year
- International Supporting Member: \$1,425 USD per year
Open to all non-North American academic institutions and independent research libraries. Institutions in Africa, the U.K. and Europe, or Japan should contact the appropriate SPARC regional affiliate.

Non-Voting Membership Dues:

- Affiliate Member: Dues: \$7,950 USD per year
Open to academic and professional associations, institutions, and societies with memberships comprising libraries, educational institutions, or scholars and researchers. (Affiliate status is subject to approval by the SPARC Steering Committee based upon a determination of the organization's compatibility with the interests, values, and goals of SPARC.)

More information - <https://sparcopen.org/become-a-member/>.

CNI:

The dues for the current membership year (July 1, 2023-June 30, 2024) are \$8,660. CNI's budget is entirely funded through member dues; we do not receive grants. The typical annual dues increase has been 3%.

More information - <https://www.cni.org/about-cni/membership>.

Other Organizations:

[ARL](#) and [EDUCAUSE](#) do not provide current dues information publicly on their websites.

ACRL Organizational Dues History

Prior to 1975 ALA organizational members could join any two divisions at no additional cost.

In 1989 ACRL members approved a second dues increase so that ACRL organizational members joining or renewing after September 1, 1989, paid \$35 annually.¹

In 1997-98, the cost of additional section affiliations rose to \$5.00.²

In 1998 the Board voted to set organizational dues at \$90 per year beginning in FY1998-99.³

Organizational and corporate dues increased to \$110 in January 2005.⁴

In 2011, the Board raised dues for organizational and corporate members to \$125 effective September 1, 2011 (FY12). This remains the current rate for organizational and corporate member dues as of FY24.

¹ Linda J. Piele, "Why ACRL members should vote to increase their dues," *C&RL News* 50, no. 4 (1989): 296-302. "Dues increase passed," *C&RL News* 50, no. 7 (1989): 596. According to the *1990-91 ALA Handbook of Organization* (p. 284), members could choose one complimentary section from Category 1 (CJCLS, CLS, or ULS), and one complimentary section from Category 2 (the remaining sections). Additional section affiliations were \$2.00.

² *ALA Handbook of Organization, 1997-98*, "Application for Personal Membership, 1998." The section categories were removed, and members choose to affiliate with any two sections for free.

³ See 1997-98 Midwinter Board Meeting FYI-4, "ACRL Board of Directors 1997-98 Email Ballot ACRL Response to Dues Increase for Organizational Members, Nov. 24, 1997" confirming that the Board voted to raise organizational dues to \$90. The increase is also noted in the budget assumptions for 1998-99.

⁴ ACRL Board Minutes, January 18, 2005, item 24.2, p. 19.

ACRL Active Task Force Status Report

Task Force	Charge	Leadership	Timeline	Status Notes
ACRL/ALA/ARL IPEDS Advisory Task Force	Charge: To continue efforts to bring the Integrated Postsecondary Education Data System (IPEDS) Academic Libraries Component up to date and in line with current library practices. To make recommendations regarding definitional issues and responses to questions raised by the academic library community in the 2021-24 survey cycles; to address definitional issues surrounding the nuances of shared print and electronic collections; to publicize changes to the IPEDS Academic Library Component to the academic library community on a regular basis.	Co-chairs: Devin Savage, ARL co-chair pending Board Liaison: N/A Staff Liaison: Gena Parsons-Diamond	Date final report is due: 2025 ALA Annual Conference (June 2025) Date interim report is due: 2023 ALA Annual Conference (June 2023) ACRL Board Virtual Meeting (makeup for AC22): Board approved task force.	LLX24: Appointments from ARL still pending. April 14, 2023: Waiting on ARL to send their names to complete the roster. September 20, 2022: Working with ARL and ALA on appointments to the Task Force. August 1, 2022: At the ACRL Board Virtual Meeting (makeup for AC22), the Board approved an extension with a new charge for the ACRL/ALA/ARL IPEDS Advisory Task Force.

ACRL Awards Process Implementation Task Force	<p>Make specific, implementable recommendations for streamlining ACRL awards process including:</p> <ul style="list-style-type: none"> • Establish standardized process, fundraising protocols, and standard/consistent monetary awards structure across ACRL; create new corresponding guidelines or procedures as necessary • Investigate feasibility of collapsing all awards into one new division awards committee, as well as other models that consolidate and centralize the process and provide a nimble structure that responds to member and professional needs and values, share pros and cons of different approaches and gather stakeholder feedback as appropriate • Ensure equity, diversity and inclusion (EDI) principles are incorporated into all aspects of awards program, including research grants and scholarships, whether administered at the division or section level (Principles include, but are not limited to 	<p>Co-Chairs: Lori Goetsch, John A. Lehner</p> <p>Board Liaison: Beth McNeil</p> <p>Staff Liaison: Brian Lim & Gena Parsons-Diamond</p>	<p>Date final report is due: LibLearnX 2024</p> <p>Date interim report is due: Annual Conference 2023</p> <p>Date for verbal progress report and establishment of realistic timeline for the work: LibLearnX 2023</p>	<p>LLX24: Final report submitted and co-chairs will meet with the Board.</p> <p>October 2023: Sub-groups finalizing their work. TF beginning work of final report for LLX 2024.</p> <p>June 2023: Co-Chairs Goetsch and Lehner plan to deliver a progress report to the ACRL board.</p> <p>April 25, 2023: Co-Chairs Lehner and Goetsch provided an update on the TF at the Leadership Council and Membership meeting.</p> <p>February – October 2023: The larger TF, subgroups, and Co-Chairs and Staff liaison continue to meet regularly.</p> <p>February 17, 2023: Co-Chairs Goetsch and Lehner presented an oral report to the Board. On the recommendation of the Board, the TF decided not to pursue the establishment of a new award for EDI, instead emphasizing that EDI considerations will suffuse all awards moving forward.</p> <p>December 8, 2022: First meeting of the Task Force. Members were divided into 3 subgroups to focus on specific</p>
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Task Force	Charge	Leadership	Timeline	Status Notes
	<p>definitions of achievement, award eligibility criteria, award nomination processes, and award committee appointment processes)</p> <ul style="list-style-type: none"> • Ensure ACRL awards process aligns with ALA policies and awards procedures 			<p>issues: 1. Funding, 2. Research and Scholarship Awards, and 3. Achievement Awards.</p> <p>November 2, 2022: Co Chairs Lori Goetsch and John Lehner met with Jay Malone to chart the path forward.</p> <p>October 2022: Appointments completed – 19 appointed to the TF.</p> <p>September 2022: Task Force appointments underway.</p> <p>August 1, 2022: At the ACRL Board Virtual Meeting (makeup for AC22), the Board approved the ACRL Awards Process Implementation Task Force.</p> <p>April 25, 2022: Awards Town Hall held for awards stakeholders.</p> <p>Spring Board Meeting 2022: The Board approved a continued pause of ACRL's current award program for the length of time it takes to fully consider and implement the Award Task Force recommendations.</p> <p>LibLearnX 2022: The ACRL Board approved the previous Awards Task</p>

Task Force	Charge	Leadership	Timeline	Status Notes
				Force's thirteen recommendations, which included the creation of a new awards task force.
National Student Engagement Survey Information Literacy Module Review Task Force	<p>To work with the National Survey of Student Engagement (NSSE) staff to finalize the new version of the Information Literacy Module and perform engagement and outreach to membership and relevant higher education groups.</p> <p>Tasks</p> <ol style="list-style-type: none"> 1. Work on creating educational materials; 2. Perform outreach to invested stakeholders; 3. Complete analyses on the pilot data after summer 2023 and make final changes to the module; 4. Report out on the data to ACRL membership and selected higher education groups; and 5. The task force will explore proposing a new position within the Liaison's Assembly to assist with outreach to a specific higher education group (TBD). 	<p>Chair: Maoria Kirker</p> <p>Board liaison: Kim Copenhaver</p> <p>Staff liaison: Gena Parsons-Diamond & Mary Jane Petrowski (retired March 31, 2023)</p>	<p>Date final report is due: June 30, 2024 (Annual 2024)</p> <p>Date interim report is due: June 30, 2023 (Annual 2023)</p>	<p>LLX24: Request submitted to the Board to renew the task force for 2024 to 2026 with an updated charge, tasks and composition.</p> <p>March 2023 – December 2023: TF met regularly to finalize module, which will be included in the 2024 NSSE survey. TF is promoting new module through webinars.</p> <p>February 1, 2023: Task Force roster completed.</p> <p>September 2022: Working to appoint the task force.</p> <p>August 1, 2022: At the ACRL Board Virtual Meeting (makeup for AC22), the Board approved the National Student Engagement Survey Information Literacy Module Review Task Force.</p>

ACRL Board Working Groups Status Chart

Working Group	Members	Status
ACRL Bylaws Working Group Charge: add, revise, and remove items for the ACRL Bylaws in order to better articulate ACRL's current operating guidelines. Bylaws that were to be considered included: Article VII Budget and Finance Committee Chair; Article IX Board of Directors, Section 5; Article XI Nominations, Section 1; Article XIII Elections, Section 2; and Article XVIII Mail and electronic votes, Sections 1, 2, 3.	Erin Ellis, Jessica Brangiel, Rebecca Miller Waltz, Allison Payne (staff)	<p>Spring 2024: Staff will add the proposed revisions to the ballot for a membership vote. The ballot will be open 3/11/24 to 4/3/24.</p> <p>February 2024: Staff will communicate the changes to ACRL membership per the ACRL Bylaws.</p> <p>Virtual Vote (12/5/2023–12/11/2023): The Board approved the proposed revisions.</p> <p>Dec 1, 2023 Board Update: The Board received an update and reviewed proposed ACRL Bylaws revisions. The Board supported these revisions to go to an asynchronous virtual vote.</p> <p>Annual Conference 2023: Working Group formed.</p>
Member Participation at Conferences Charge: investigate member engagement at virtual and in-person conferences	Kara Whatley, Erin Ellis, Margot Conahan (staff)	<p>LLX24: A Working Group update will be given to the Board.</p> <p>Winter 2024: The Working Group will issue a survey to sections around preferred activities and modalities and barriers to engagement</p> <p>Fall 2023: Group met and discussed issues around section engagement.</p> <p>Meeting attendees: Kara Whatley, Tarida Anantachi, Jessica Brangiel, Walter Butler, Amy Dye-Reeves Mary Mallery, Yasmeen Shorish, Rebecca Waltz, Margot Conahan (staff)</p>

ACRL Standards, Guidelines & Frameworks Working Groups Status Chart

Working Group	Members	Status
Standards for Libraries in Higher Education Charge: Review and revise the Standards for Libraries in Higher Education as needed.	Value of Academic Libraries Committee, David Free (staff)	<p>June 2025: Deadline for completion of review/potential revisions.</p> <p>Winter 2024: Work on reviewing/revising the standards will begin.</p> <p>Fall 2023: Working group members identified.</p>

Working Group	Members	Status
<p>Status of Academic Libraries Documents (Joint Statement on Faculty Status of College and University Librarians, Statement on the Certification and Licensing of Academic Librarians, Statement on the Terminal Professional Degree for Academic Librarians, Standard for the Appointment, Promotion, and Tenure of Academic Librarians, Standards for Academic Librarians without Faculty Status, Standards for Faculty for Academic Libraries)</p> <p>Charge: Review and revise the six status of academic libraries documents as needed.</p>	<p>Value of Academic Libraries Committee, New Roles and Changing Landscapes Committee, David Free (staff), Erin Nevius (staff)</p>	<p>June 2025: Deadline for completion of review/potential revisions.</p> <p>Winter 2024: VAL/ NRLC working group members to be identified. Work on reviewing/revising the six documents will begin.</p>
<p>Framework for Information Literacy for Higher Education</p> <p>Charge: Review and revise the Framework for Information Literacy for Higher Education as needed.</p>	<p>Student Learning and Information Literacy Committee, Instruction Section, Margot Conahan (staff), Lauren Carlton (staff), David Free (staff)</p>	<p>June 2025: Deadline for completion of review/potential revisions.</p> <p>Winter 2024: SLILS/ IS working group members to be identified. Work on reviewing/revising the Framework will begin.</p>

2023-2024 ACRL Board Liaisons

ACRL LLX24 FYI-3

Membership Group	First Name	Last Name	Staff Liaison First Name	Staff Liaison Last Name
Diversity Alliance Committee	Tarida	Anantachai	Allison	Payne
Standards	Tarida	Anantachai	David	Free
Distance and Online Learning Section (DOLS)	Tarida	Anantachai	Lauren	Carlton
Science and Technology Section (STS)	Tarida	Anantachai	Lauren	Carlton
Women and Gender Studies Section (WGSS)	Tarida	Anantachai	Lauren	Carlton
External Liaisons Committee	Jessica	Brangiel	Allison Aleah	Payne Price
Value of Academic Libraries Committee	Jessica	Brangiel	David	Free (temp liaison)
Instruction Section (IS)	Jessica	Brangiel	Lauren	Carlton
Immersion Program Committee	Jessica	Brangiel	Margot	Conahan
Arts Section	Walter	Butler	Lauren	Carlton
Community and Junior College Libraries Section (CJCLS)	Walter	Butler	Lauren	Carlton
European Studies Section (ESS)	Walter	Butler	Lauren	Carlton
Student Learning and Information Literacy Committee	Walter	Butler	Margot	Conahan (temp liaison)
Research Planning and Review Committee	Amy	Dye-Reeves	Erin	Nevius
National Student Engagement Survey Information Literacy Module Review Task Force	Amy	Dye-Reeves	Gena	Parsons-Diamond
Anthropology and Sociology Section (ANSS)	Amy	Dye-Reeves	Lauren	Carlton
Literatures in English Section (LES)	Amy	Dye-Reeves	Lauren	Carlton
Politics, Policy and International Relations Section (PPIRS)	Amy	Dye-Reeves	Lauren	Carlton
ALA Planning and Budget Assembly (PBA)	Erin	Ellis	Allison	Payne
Equity, Diversity and Inclusion Committee	Erin	Ellis	Allison	Payne
Resources for College Libraries - Past President	Erin	Ellis	Anne Rachel	Dougherty Hendrick
C&RL News - Past President	Erin	Ellis	David	Free
Publications Coordinating - Past President	Erin	Ellis	David	Free
RBM - Past President	Erin	Ellis	David	Free
C&RL - Past President	Erin	Ellis	David Dawn	Free Mueller
New Publications Advisory - Past President	Erin	Ellis	Erin	Nevius
Publications in Librarianship - Past President	Erin	Ellis	Erin	Nevius
Academic Library Trends and Statistics Survey - Past President	Erin	Ellis	Gena	Parsons-Diamond
Project Outcome for Academic Libraries Editorial Board - Past-President	Erin	Ellis	Gena	Parsons-Diamond

2023-2024 ACRL Board Liaisons

ACRL LLX24 FYI-3

Membership Group	First Name	Last Name	Staff Liaison First Name	Staff Liaison Last Name
Excellence in Academic Libraries Awards - Past President (Vice-Chair & BL)	Erin	Ellis	Brian	Lim
CHOICE - Past President	Erin	Ellis	Rachel	Hendrick
Appointments Committee - President Elect	Leo	Lo	Allison Aleah Elois	Payne Price Sharpe
Leadership Recruitment and Nomination Committee - President-Elect	Leo	Lo	Elois	Sharpe
President's Program Planning Committee 2025	Leo	Lo	Lauren	Carlton
Professional Development Committee - President Elect	Leo	Lo	Margot	Conahan
Liaisons Assembly	Mary	Mallery	Allison Aleah	Payne Price
New Roles and Changing Landscapes Committee	Mary	Mallery	Erin	Nevius
ACRL/CORE Interdivisional Academic Library Facilities Survey Editorial Board	Mary	Mallery	Gena	Parsons-Diamond
College Libraries Section (CLS)	Mary	Mallery	Lauren	Carlton
ALA Planning and Budget Assembly (PBA)	Beth	McNeil	Allison	Payne
Academic/Research Librarian of the Year Award-Committee President	Beth	McNeil	Brian	Lim
Awards Process Implementation Task Force	Beth	McNeil	Brian	Lim
Chapters Council - President	Beth	McNeil	Aleah	Price
President's Program Planning Committee 2024	Beth	McNeil	Lauren	Carlton
ALA Planning and Budget Assembly (PBA)	Joe	Mocnik	Allison	Payne
Budget & Finance Committee - B&F Chair	Joe	Mocnik	Allison Elois	Payne Sharpe

2023-2024 ACRL Board Liaisons

ACRL LLX24 FYI-3

Membership Group	First Name	Last Name	Staff Liaison First Name	Staff Liaison Last Name
ACRL/ALA/ARL IPEDS Advisory Task Force	n/a	n/a	Gena	Parsons-Diamond
Membership Committee	Yasmeen	Shorish	David Gena	Free Parsons-Diamond
Research and Scholarly Environment Committee	Yasmeen	Shorish	Erin	Nevius (temp liaison)
Section Membership Subcommittee	Yasmeen	Shorish	Lauren	Carlton
Digital Scholarship Section (DSS)	Yasmeen	Shorish	Lauren	Carlton
Rare Books and Manuscripts Section (RBMS)	Yasmeen	Shorish	Lauren	Carlton
(Dr. E.J.) Josey Spectrum Scholar Mentor Committee	Rebecca	Waltz	David	Connolly
Information Literacy Frameworks and Standards Committee	Rebecca	Waltz	David	Free
Professional Values Committee	Rebecca	Waltz	David	Free
University Libraries Section (ULS)	Rebecca	Waltz	Lauren	Carlton
Government Relations Committee	Kara	Whatley	Allison	Payne (temp liaison)
Education and Behavioral Sciences Section (EBSS)	Kara	Whatley	Lauren	Carlton

ALA EXECUTIVE BOARD
January (LibLearnX) Meeting Agenda

Monday, January 22, 2024

10:00am–2:00pm PT / 11:00am–3:00pm MT / 12:00pm–4:00pm CT / 1:00pm–5:00pm ET

HYBRID MEETING

[Zoom Webinar](#)

Meeting ID: 988 1585 4898

Passcode: 621369

Baltimore Convention Center

1 Pratt Street, Baltimore, MD

Room: 347-348

ALA Mission: *“To provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.”*

ALA-APA Board of Directors Meeting

Monday, January 22, 2024 @ 1:00 – 1:30pm ET

1:00 – 1:30 pm	ALA-APA Board of Directors Meeting (see separate agenda - APABD #9.2)	Lorelle Swader, Associate Executive Director ALA-APA
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ALA Executive Board Meeting

Monday, January 22, 2024 @ 1:30 – 5:00 pm ET

Central Time	Topic	Facilitator
1:30 pm	Welcome, Call to Order <ul style="list-style-type: none"> LLX Board Agenda <i>EBD 9.7 ACTION</i> Consent Agenda <ul style="list-style-type: none"> Board Meeting Minutes 21-Dec-2023 <i>EBD 2.6 ACTION</i> President Report <i>EBD 7.2</i> President-elect Report <i>EBD 7.3</i> 	Emily Drabinski, ALA President
1:30 – 1:55 pm	CLOSED SESSION 150th Commemoration Steering Committee Update 150th Commemoration Fundraising Campaign Cabinet Update	Martin Garnar & Courtney Young, Co-chairs Jim Neal & Christina Rodriques, Co-chairs Leslie Burger, Interim ALA Executive Director
1:55 – 2:05 pm	ALA Headquarters Office <i>CBD 12.0 ACTION</i>	Dina Tsourdinis CFO, Denise Mortiz, Director of Financial Reporting and Compliance
2:05 – 2:35 pm	Legal update	Paula Goedert, ALA Legal Counsel
2:35 – 2:40 pm	Report out of Executive Committee & Executive Session	Emily Drabinski, ALA President
2:40 – 2:55 pm	Executive Director Report <i>EBD 12.2</i>	Leslie Burger, Interim ALA Executive Director

ALA EXECUTIVE BOARD
January (LibLearnX) Meeting Agenda

Central Time	Topic	Facilitator
2:55 – 3:00 pm	2026 ALA's Strategic Development Plan	Emily Drabinski, ALA President
3:00 – 3:20 pm	ALA Treasurer Update <ul style="list-style-type: none"> FY23 Year End Results FY24 YTD Financial Results <i>EBD 3.11</i> FY25 Budget Objectives/Programmatic Priorities <i>EBD 3.12 ACTION</i> FY25 Budget Memo <i>EBD 3.13</i> 	Peter Hepburn, ALA Treasurer
3:20 – 3:30 pm	Break	
3:30 – 3:45 pm	Conference Committee Report <i>EBD 12.2</i>	Jennifer Ferriss, Conference Committee Chair Earla Jones, ALA Conference Director
3:45 – 3:55 pm	CLOSED SESSION LibLearnX Update	Rebecca Headrick, CITO Earla Jones, ALA Conference Director
3:55 – 5:00 pm	CLOSED SESSION Board Retreat Follow Up Board Effectiveness	Adrian Stratton, ALA Parliamentarian Lessa Pelayo-Lozada, ALA Immediate Past President