



Association of College and Research Libraries

Virtual Fall Board Update

October 10, 2022

2:00–4:00 p.m. Central

[Zoom Login](#)

Agenda

Time	Item (Document number follows topic and presenter)
2:00 p.m.	1.0 Call to order (Ellis)
2:00–2:03 p.m.	2.0 Opening remarks/review of ground rules/items for New Business (Ellis)
2:03–2:05 p.m. Action	3.0 Adoption of the agenda (Ellis)
2:05–2:30 p.m. Information	4.0 ALA Operating Agreement Work Group/ALA Committee on Organization (Andrew Pace) #11.0, #11.1, #11.2, #12.0, #13.0 The Board will receive an update from ALA Operating Agreement Work Group Co-Chair and ALA Committee on Organization (COO) Chair Andrew Pace.
2:30–2:45 p.m. Discussion	5.0 ACRL Nominations and Policies Audit Task Force (Malone/Sharpe) #6.0, #6.1, #6.2 The Board will discuss the task force's questions regarding their interim report and draft revisions to the ACRL Bylaws and ACRL Guide to Policies and Procedures.
2:45–3:15 p.m.	6.0 ALA Executive Board Liaison Update (Peter Hepburn)
3:15–3:25 p.m.	Break

Time	Item (Document number follows topic and presenter)
3:25–3:45 p.m. Information/Discussion	<p>7.0 Share out of in-person meeting/ALA Governance, Council and Bylaws, Operating Agreement Update (Ellis)</p> <p>The Board will receive an update on activities thus far and plans for the three-day in-person meeting Indiana University-Bloomington.</p> <p>The Board will also discuss implications and next steps regarding ALA Governance, Council and Bylaws, Operating Agreement Update.</p>
3:45–4:00 p.m.	8.0 New Business (Ellis)
4:00 p.m.	9.0 Adjourn (Ellis)

Upcoming ACRL Governance Meetings (required, unless indicated as optional)

- [ACRL Fall Board Virtual Meeting](#) – October 11, 2022, 10:00 AM - 12:00 PM (CT)
- [ACRL Virtual Board Update](#) - January 18, 2023, 11:00 AM - 01:00 PM (CT)
- [ACRL Virtual Budget & Finance I \(optional\)](#) - February 2, 2023, 2:00 PM - 4:00 PM (CT)
- [ACRL Virtual Board I](#) - February 3, 2023, 1:00 PM - 03:00 PM (CT)
- [ACRL Virtual Joint Board/Budget & Finance Committee Meeting](#) - February 6, 2023, 10:00 AM - 12:00 PM (CT)
- [ACRL Virtual Budget & Finance II \(optional\)](#) - February 10, 2023, 2:00 PM - 4:00 PM (CT)
- [ACRL Virtual Board II](#) - February 17, 2023, 1:00 PM - 3:00 PM (CT)

Upcoming ALA Governance Meetings (optional)

ALA Executive Board accompanying documents can be found on the [ALA Executive Board Document Inventory 2022-2023](#).

- ALA Executive Board Monthly Conference Call - October 18, 2022, 3:00 – 4:30 p.m. (CT), [Join Zoom Meeting](#), Meeting ID: 945 3871 1937 Passcode: 221047
- ALA Executive Board In-person Fall Meeting, Chicago, IL, October 21-23, 2022. If there is a virtual option available, Jay will share to the Board's ALA Connect Community.
- ALA Executive Board Monthly Conference Call - November 15, 2022, 3:00 – 4:30 p.m. (CT), [Join Zoom Meeting](#), Meeting ID: 945 3871 1937 Passcode: 221047
- ALA Executive Board Monthly Conference Call - December 20, 2022, 3:00 – 4:30 p.m. (CT), [Join Zoom Meeting](#), Meeting ID: 945 3871 1937 Passcode: 221047

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

Fall Board Virtual Meeting

October 11, 2022

10:00 a.m.–12:00 p.m. Central

[Zoom Login](#)

Agenda

Time	Item (Document number follows topic and presenter)
10:00 a.m.	1.0 Call to order (Ellis)
10:00–10:03 a.m.	2.0 Opening remarks/items for New Business (Ellis)
10:03–10:05 a.m. Action	3.0 Adoption of the agenda (Ellis)
10:05–10:20 a.m. Information	4.0 Board Update Report Out and Next Steps (Ellis) ACRL President Erin Ellis will report out for the minutes on updates from ALA Operating Agreement Work Group Co-Chair and ALA Committee on Organization (COO) Chair Andrew Pace and ALA Executive Board Liaison Update Peter Hepburn and the Board will discuss next steps.

Time	Item (Document number follows topic and presenter)
10:20–10:22 a.m. Action	<p>5.0 Consent Agenda (Ellis)</p> <p>[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 Executive Committee’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 Executive Committee of Directors requests separate consideration of the item. Any separate agenda item can be suggested for inclusion in the consent agenda.]</p> <ul style="list-style-type: none"> • Confirmation of Virtual Votes: Annual 2022 to Fall 2022 #2.0 • Dissolution ACRL Learning Commons Discussion Group #2.1 • Dissolution Philosophical, Religious, and Theological Studies Discussion Group #2.2 • Dissolution Undergraduate Librarian Discussion Group #2.3 • Transition Research Assessment and Metrics Interest Group to Research Assessment and Metrics Discussion Group #2.4 • ACRL Board Annual 2022 Proceedings #2.5, #2.5a • ACRL Liaison Term Limits #2.6
10:22–10:30 a.m. Information	<p>6.0 Officer Reports (Ellis)</p> <p>Written reports submitted. Highlights may be given, and questions will be taken at this time.</p> <ul style="list-style-type: none"> • President’s Report (Ellis) #1.0 • Vice-President’s Report (McNeil) #1.1 • Past-President’s Report (Garrison) #1.2 • Councilor’s Report (Whatley) #1.3 • Executive Director’s Plan for Excellence Activities Report (Malone) #1.4
10:30–10:55 a.m. Discussion/Action	<p>7.0 Equity, Diversity and Inclusion Goal and Objectives (Je Salvador/Garrison) #3.0, #FYI-1</p> <p>The Board will review and take action on the proposed EDI goal and objectives for the ACRL Plan for Excellence.</p>
10:55–11:05 a.m.	Break

Time	Item (Document number follows topic and presenter)
11:05–11:25 a.m. <i>Information/Discussion</i>	8.0 ACRL Budget <ul style="list-style-type: none"> FY22 Q3 ACRL Budget (Malone/Mocnik) #7.0, #7.1 The Board will review the FY22 Q3 Report (through April 2022) and will hear highlights for expected performance for FY22. FY23 ACRL Budget (Malone/Mocnik) #9.0, #9.1 The Board will receive an update on ACRL’s FY23 budget and have the opportunity to ask questions.
11:25–11:35 a.m. <i>Information/Discussion</i>	9.0 Choice Budget <ul style="list-style-type: none"> FY22 Choice Budget (Rachel Hendrick) #8.0, #8.1 The Board will review the FY22 Q3 Report (through April 2022) and will hear highlights for expected performance for FY22. FY23 Choice Budget (Rachel Hendrick) #10.0 The Board will receive an update on Choice’s FY23 budget and have the opportunity to ask questions.
11:35 a.m.–11:45 a.m.	10.0 New Business (Ellis)
11:45 a.m.–12:00 p.m. <i>Discussion/Action</i>	11.0 Executive Session (Ellis) #4.0, #4.1 The Board will review and take action on IFLA appointments.
12:00 p.m.	12.0 Adjourn (Ellis)

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ACRL Board Update & Fall Board Virtual Meeting: October 2022

Document Inventory

Each document is bookmarked within the PDF.

Red = Pending

Black = Included

Doc #	Document
Doc 1.0	President's Report
Doc 1.1	Vice-President's Report
Doc 1.2	Past President's Report
Doc 1.3	Councilor's Report
Doc 1.4	Plan for Excellence Activities Report (PEAR)
Doc 2.0	Board action form: Confirmation of Virtual Votes Annual 2022 to Fall 2022
Doc 2.1	Board action form: Dissolution of ACRL Learning Commons Discussion Group
Doc 2.2	Board action form: Dissolution of Philosophical, Religious, and Theological Studies Discussion Group
Doc 2.3	Board action form: Dissolution Undergraduate Librarian Discussion Group
Doc 2.4	Board action form: Transition Research Assessment and Metrics Interest Group to Research Assessment and Metrics Discussion Group
Doc 2.5	Board action form: ACRL Board Annual 2022 Proceedings
Doc 2.5a	Draft ACRL Board Annual 2022 Proceedings
Doc 2.6	Board action form: ACRL Liaison Term Limits
Doc 3.0	Board action form: EDI Goal and Objectives
Doc 4.0	Board action form: IFLA Nominations (Confidential; sent via email)
Doc 4.1	IFLA Recommendations Packet (Confidential; sent via email)
Doc 6.0	Board discussion form: ACRL Nominations & Policies Audit Task Force
Doc 6.1	Interim Report - ACRL Nominations & Policies Audit Task Force
Doc 6.2	ACRL Bylaws and ACRL Guide to Policies and Procedures Draft Edits and Comments
Doc 7.0	ACRL FY22 Q3 Memo (through April 2022)
Doc 7.1	ACRL FY22 Q3 Report (through April 2022)
Doc 8.0	Choice FY22 Quarterly Report: April 2022
Doc 8.1	Choice FY22 Unit Managers Report March to May 2022
Doc 9.0	ACRL FY23 Memo
Doc 9.1	ACRL FY23 Spreadsheet
Doc 10.0	Choice FY23 Memo
Doc 11.0	ALA Bylaws Draft Memo to ALA Membership
Doc 11.1	ALA Bylaws General Revision Draft 1
Doc 11.2	ALA Bylaws Articles and Sections Not Included Draft 1
Doc 12.0	ALA Constitution and Bylaws Committee Proposed Timeline for Bylaws Revision

Doc #	Document
Doc 13.0	ALA Working Groups Status Chart

FYI Documents

FYI #	FYI Document
FYI-1	ACRL Plan for Excellence
FYI-2	ACRL Task Force Status Chart
FYI-3	ACRL Working Group Status Chart
FYI-4	ACRL Candidates Ballot 2023
FYI-5	ACRL Division-level Committee 21-22 Reports and 22-23 Work Plans
FYI-6	ACRL Plan for Excellence Implementation Reports

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1.800.545.2433, acrl@ala.org,
<http://www.acrl.org>



ACRL Officer Report

Position: President

Name: Erin L. Ellis

Report period: July-September 2022

Date submitted: Oct. 3, 2022

Strategic priority activities

- Appointed co-chairs and members to the President's Program Planning Committee
- Appointed co-chairs for Awards Implementation Task Force
- Completed appointment worksheet for Awards Implementation Task Force
- In collaboration with the Presidents and the Executive Director, initiated and completed planning for the October Board meeting and Executive Committee meeting
- Appointed a member representative to the ALA Equity, Diversity, and Inclusion (EDI) Assembly
- Appointed a member representative to the ALA COLA Ecosystem Subcommittee
- Attempted to identify a new chair for the Compensation/Accommodation Task Force
- Attended American Council of Learned Societies Leadership/Governance Seminar
- Attended the ALA Constitution and Bylaws Committee first feedback session
- With Executive Director, introduced new communication channel to share brief summaries of what is discussed during the Presidents meetings with Board members

Ambassador activities

- Met with co-chairs of President's Program Committee
- Met with members of ReSEC to discuss the OSTP Nelson Memo
- Met with ACRL Division Councilor
- Attended ALA Executive Committee meetings

Press coverage

- Served as a panelist for the Chronicle of Higher Education's virtual forum on [The Future of Academic Libraries](#)
- Interviewed for Library Journal piece on the OSTP Nelson Memo, White House: [Make Public Access to Research Immediate](#)
- Provided a quote for [Dot Magazine](#) (which is a publication from the ArtCenter College of Design) in reaction to their libraries recent renovation and the ACRL Conference prompt

Upcoming scheduled activities

- Oct. 10-12: Executive Committee and Board Meetings, Bloomington, IN/virtual
- Oct. 18-19: ARL Fall Meeting, Washington, DC
- Nov. 1-4: Charleston Conference, Charleston, SC
- Dec. 12-13: CNI Fall Meeting, Washington, DC
- Jan. 27-31, 2023: ALA LLX, New Orleans, LA

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ACRL Officer Report

Position: Vice-President/President Elect

Name: Beth McNeil

Report period: July 1 – September 30, 2022

Date submitted: October 4, 2022

Strategic priority activities

- Made appointments to the ACRL Appointments Committee and the Leadership Recruitment and Nominations Committee

Ambassador activities

- Attending virtual first meeting of ALA's COC/CoAppt, led by ALA Vice-President Emily Drabinski in anticipation of upcoming appointments work.

Association service

- Participated in weekly Presidents' calls

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ACRL Officer Report

Position: President

Name: Julie Garrison

Report period: July 1 – September 30, 2022

Date submitted: September 16, 2022

Strategic priority activities

- Assisted in preparation for the ACRL Virtual Board Meeting (make up for June 2022 AC Board Meeting) on August 1, 2022
- Assisted in preparation for the ACRL October Executive Board Meeting in Bloomington, IN (with virtual component)
- Worked with the ACRL Equity, Diversity and Inclusion Committee to draft new EDI Goal and objectives to bring to the ACRL Board for consideration in October
- Reviewed and approved committee work plans

Ambassador activities

- Attended ACRL Literatures in English Section (LES) meeting to report on ACRL Board activities and answer questions

Association service

- Attended ACRL Presidents Zoom meetings most Fridays
- Reviewed ALA proposed bylaws changes and provided feedback to the ALA Constitution and Bylaws Committee

Upcoming scheduled activities

- ACRL Executive Board Meeting, October 10-12, Bloomington, IN (& virtual)
- ALA LibLearnX, January 27-30, 2023
- ACRL Board Update, January 18, 11am – 1pm CT
- ACRL Board I, February 3, 1-3pm CT
- ACRL Joint Board/Budget and Finance Meeting, February 6, 10am-12pm CT
- ACRL Board II, February 17, 1-3 pm CT

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Board of Directors Action Form

To: ACRL Board of Directors

Subject: Dissolving the ACRL Learning Commons Discussion Group

Submitted by: Lauren Carlton, ACRL Program Officer

Date submitted: 9/12/2022

Background

The ACRL Learning Commons Discussion Group has not had an active convener for a year now. After repeated attempts to contact the old convener, there has been no response. The group only has 1 member in ALA Connect and there have only been a handful of posts in the group, which are all advertisements for conferences/jobs. Due to inactivity and lack of leadership, I recommend the group be dissolved.

Stakeholders

Contacted the most recent convener with no response.

Fiscal and Staffing Impact

This will impact staff time in regard to 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 ACRL Learning Commons 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.

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.

☐ 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.

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Board of Directors Action Form

To: ACRL Board of Directors

Subject: Dissolving the ACRL Philosophical, Religious, and Theological Studies Discussion Group

Submitted by: Lauren Carlton, ACRL Program Officer

Date submitted: 9/21/2022

Background

The ACRL Philosophical, Religious, and Theological Studies Discussion Group has had significantly low engagement for the past year. After repeated attempts to find new leadership, the past convener was unsuccessful. The group has less than 100 members in ALA Connect and the most recent discussion post that was not an advertisement was over 6 months ago. Due to the inability to find leadership, the current convener asked that the group be dissolved.

Stakeholders

Yes, previous leadership.

Fiscal and Staffing Impact

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

Action Recommended

That the ACRL Board of Directors approves the dissolution of the ACRL Philosophical, Religious, and Theological Studies 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.

☐

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Board of Directors Action Form

To: ACRL Board of Directors

Subject: Dissolution of Undergraduate Librarian Discussion Group

Submitted by: Chris Davidson, Convener, July 1, 2021, to June 30, 2022, ULDG

Date submitted: August 1, 2022

Background

The Undergraduate Librarian Discussion Group is unable to secure ongoing convenorship 2 years in a row. The group has not met in over a year. Much of the work covered in this group is now also being discussed in other groups in ACRL and ALA, such as Library Marketing and Outreach, the Academic Outreach Committee, and first-year experience (FYE) groups. The discussion group has become superfluous amidst these other more directed groups.

Stakeholders

Chris, current Discussion Group convener consulted members and ACRL Staff.

Fiscal and Staffing Impact

This will impact staff time in regard to 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 to dissolve the Undergraduate Librarians 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**

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☐ **Student Learning**

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☐ **Research and Scholarly Environment**

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☐ **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.

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Board of Directors Action Form

To: ACRL Board of Directors

Subject: Transition Research Assessment and Metrics IG to DG

Submitted by: Jim Morris-Knowler, founding convener, Research Assessment and Metrics

Date submitted: August 16, 2023

Background

The Research Assessment Interest Group would like to transition to a discussion group. That change will better fit the needs going forward of members. The group is unable to secure ongoing convenorship and meet the requirement of having three leaders in place.

Per the ACRL Bylaws Article XV: Communities of Practice, Section 5. Discontinuance, "A Community of Practice may be dissolved by the Board of Directors at the request of the group."

Stakeholders

Members of the current discussion groups; others in field, ACRL staff have been consulted regarding the transition request.

Fiscal and Staffing Impact

This will impact staff time in regard to maintaining the group. If approved, staff will transition the ALA Connect group, update the ACRL Director of Leadership and membership materials to reflect this change.

Action Recommended

That the ACRL Board of Directors approves for the Research Assessment and Metrics Interest Group to transition to the Research Assessment and Metrics Discussion Group.

Strategic Goal Area Supported

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Goal: TBD

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Association of College and Research Libraries
ACRL Board Pre-Annual 2022 Virtual Meeting

Friday, June 3, 2022
10:00 AM – 12:00 PM Central
Zoom

Proceedings

Present: Julie Ann Garrison, ACRL President; Erin Ellis, ACRL Vice-President; Carolyn Henderson Allen, ACRL Budget and Finance Chair; Robert Jay Malone, Ex-Officio Member; Directors-at-large: Toni Anaya, Jessica Brangiel, Faye Chadwell, Cinthya Ippoliti, Yasmeen Shorish

Not Present: Jon Cawthorne, ACRL Past President; Jacquelyn Bryant, ACRL Division Councilor; Directors-at-large: Kim Copenhaver, April Cunningham, Mary Mallery

Guests: Annie Bélanger, Dela Dos, Amy Dye-Reeves, Bonnie Fong, Christina Fuller-Gregory, Nathaniel King, Beth McNeil, Meg Meiman, Marilyn Myers, Erik Nordberg, Anne Sleeman, Rebecca Miller Waltz, Kara Whatley

Staff: Margot Conahan, ACRL Manager of Professional Development; David Free, Editor-in-Chief of *C&RL News*/ACRL Senior Communications Strategist; Rachel Hendrick, CHOICE Interim Editor and Publisher; Kara Malenfant, ACRL Senior Strategist for Special Initiatives; Erin Nevius, ACRL Content Strategist; Allison Payne, ACRL Program Manager for Strategic Initiatives; Mary Jane Petrowski, ACRL Associate Director; Elois Sharpe, ACRL Program Officer

1.0 Welcome/Call to order (Garrison)

ACRL President Julie Garrison called the meeting to order at 10:01 a.m.

2.0 Opening remarks/review of ground rules (Garrison)

Garrison welcomed the Board and guests. Chat has been disabled for non-Board members due to distractions during the previous virtual Board meeting. Chat conversations will not be recorded in the minutes, unless deliberately decided by the Board. The Board plans to further discuss the use of chat during virtual meetings at a future meeting. Garrison referred the Board to its Ground Rules and Social Media Guidelines, which were both reaffirmed by the Board in January 2022.

3.0 Adoption of the Agenda (Garrison)

Motion: *ACRL Director-at-large Yasmeen Shorish moved that the ACRL Board of Directors approves the agenda as presented.*

Action: *The ACRL Board of Directors approved the agenda as presented.*

4.0 Board Consent Agenda (Garrison)

The Board requested that the ACRL Legislative Agenda be removed from the Consent Agenda for further conversation on definitions included in the document.

Motion: *ACRL Director-at-large Yasmeen Shorish moved that the ACRL Board of Directors approves the Board's Consent Agenda without the ACRL Legislative Agenda.*

Confirmation of Virtual Votes

- LLX22 Proceedings #2.0
- Spring Board Virtual Meeting Proceedings #2.5

New Consent Agenda Items

- Contemplative Pedagogy Interest Group Renewal #2.1, #2.1a
- Access Services Interest Group Renewal #2.2, #2.2a
- Statement on Academic Freedom #2.3
- ~~ACRL Legislative Agenda #2.4, #2.4a~~

Action: *The ACRL Board of Directors approved the Board's Consent Agenda without the ACRL Legislative Agenda.*

Confirmation of Virtual Votes

- LLX22 Proceedings #2.0
- Spring Board Virtual Meeting Proceedings #2.5

New Consent Agenda Items

- Contemplative Pedagogy Interest Group Renewal #2.1, #2.1a
- Access Services Interest Group Renewal #2.2, #2.2a
- Statement on Academic Freedom #2.3
- ~~ACRL Legislative Agenda #2.4, #2.4a~~

If time permits, the Board will discuss the ACRL Legislative Agenda later in the meeting.

5.0 Executive Committee Consent Agenda (Garrison)

Confirmation of Virtual Vote

- Executive Committee Fall Meeting Proceedings #2.6

Motion: *ACRL Vice-President Erin Ellis moved that the ACRL Executive Committee approves the Executive Committee's Consent Agenda as presented.*

Action: *The ACRL Executive Committee approved the Executive Committee's Consent Agenda as presented.*

6.0 Goal-area Committee Updates #3.0

6.1 Student Learning and Information Literacy Committee (Meg Meiman)

The Board was joined by Student Learning and Information Literacy Committee (SLILC) Meg Meiman.

Meiman began their report by sharing that the Open Educational Practices/Professional Development (OEPD) Team hosted a May 11 webinar, "Success and struggles within OER and DEI." The four speakers did an outstanding job at framing information literacy with a social justice perspective and raised some concerns and challenges that library workers should be aware of. There were over 313 registrants and over 130 attendees. The post-webinar survey responses were favorable, with about 16 respondents.

The Engagement Team has worked closely with the OEPD team to promote the webinar. The Engagement Team is also updating the SLILC LibGuide for accessibility requirements and updating internal documents for promoting SLILC programs.

The Publications Team had a call for proposals in January 2021 and a book, *Exploring Inclusive & Equitable Pedagogies*, is forthcoming. SLILC member Maura Seale was a speaker for the April 27 Inclusive Pedagogies in Practice webinar. The team has three columns submitted the "Perspectives on the Framework" column in *C&RL News*.

Melissa Mallon will be the incoming SLILC chair. Plans include following up on outreach to other committees for programming, especially with a focus to plan programs with intentionality and to not duplicate efforts.

Meiman asked the Board if they had any questions. The Board asked how they could help facilitate collaboration between membership groups. Meiman replied that this is happening organically and that there are already a few groups that SLILC is planning to contact.

Meiman asked for an extension on the combined report/work plan that is due August 31. The Board advised there is some leeway with deadlines and that mid-September would be the latest to submit the work plan. The Board stated that the report/work plan timeline could be reviewed by the Board at a future strategic planning meeting.

6.2 New Roles and Changing Landscapes (Marilyn Myers, Amy Dye-Reeves)

New Roles and Changing Landscapes Chair Marilyn Myers began their report to the Board by sharing that the Open Educational Resources and Affordability RoadShow team has presented their virtual Off-RoadShow to The American Theological Library Association in March 2022 and the Partnership for Academic Library Collaboration and Innovation organization in June 2022.

The twelve-week program for the next [Fostering Change Cohort](#) will begin on June 6. The program builds on the success of the book, *Fostering Change: A Team-Based Guide*, which has been viewed over 2,500 times. There will be some tweaking and upgrades to the program, but the changes will not require a new standing committee to be created.

On February 7, NRCL's User Experience subgroup offered the ACRL Presents webcast "Hybrid Challenges in the New Normal." There were 160 registrants.

The Diversity subgroup, along with the ACRL EDI Committee, presented the ACRL Presents webcast "Supported to Stay: A Discussion of Retention Experiences and EDI-Informed Approaches" in March. This webinar was not recorded to encourage frank discussions. There were 252 registrants, who received a resource list.

NRCL has created a draft survey, "New and Emerging Roles of Academic Librarians Working in Academic Libraries," which is based on *C&RL* article "Reinventing Ourselves: New and Emerging Roles of Academic Librarians in Canadian Research-Intensive Universities." The committee is working with the article authors and IRB approval is moving to a new institution due to a retiring committee member.

In the coming year, the committee hopes to explore inclusive leadership. Incoming committee members have been invited to recent NRCL's committee meetings.

The Value of Academic Librarians Committee will give an update on the joint NRCL and VAL Academic Library Workers Advocacy Toolkit. Myers expressed interest in creating more collaborative projects.

The Board asked if NRCL has advice on creating the goal and objectives for the newly approved equity, diversity and inclusion EDI goal area. Myers advised it would be good to know what other committees are including in their work plans to get ideas for collaboration. The Board is holding a one-day strategic planning meeting in DC and it was asked if goal-area chairs would be attending the one-day strategic planning meeting to help increase connections, and the Board was advised that goal-area chairs would not be in attendance.

The Board stated that there is value in new chairs of goal-area committees to convene as work plans are forming, and the Board asked if there is a way encourage communication among goal-area

committees. It was suggested that perhaps this could be encouraged during the upcoming July virtual leader orientation for committees.

Meiman thanked the Board and their staff liaison Erin Nevius for their support.

[7.0 Diversity Alliance Task Force \(Annie Bélanger\) #4.0, #5.0, #5.1, #5.2, #5.3, #5.4, #6.0](#)

ACRL Diversity Alliance Task Force co-chair Annie Bélanger was welcomed to the meeting. The Board will hold a discussion only on the proposal today and take action on June 25.

Bélanger referred the Board to the task force's final report in the packet. The task force had a significant charge and the task force met or exceeded its chart. Bélanger thanked task force staff liaison Allison Payne for her work with the task force.

Included in the task force's recommendations is a request for a division-level standing committee to help create stability, support, and accountability of the program and to ensure that residencies promote healthy experiences and inclusive hiring.

The Board thanked the task force for their thoughtfulness grounded in reality. The Board asked if the new committee should be a subcommittee of the ACRL Equity, Diversity and Inclusion (EDI) Committee and was advised that the EDI Committee preferred that the proposed DA committee be its own standing committee. The Board noted that this differs than some of the other goal-area committee structures and offered the RoadShow working group within a goal-area committee as an example. Bélanger stated the need to have ACRL Residency Interest Group (RIG) representation on the DA committee. She asked if the DA is a subcommittee, could the DA committee have members who aren't on the EDI Committee?

The Board stated that it could see the proposed DA committee as a standing committee and not a subcommittee but expressed interest in a liaison role between the DA and EDI committees. The Board asked for the preference of the task force. Bélanger stated that the task force's preference is that the DA committee be a standing committee.

It was agreed that an updated Board action form stating that the request is for a standing committee would be submitted before the Board takes action at its next meeting.

[New item \(part 1/2\): ACRL Legislative Agenda #2.4, #2.4a](#)

The Board began a discussion on the definition on "public access" in section five, "Public access to federally funded research" of the draft ACRL Legislative Agenda. There was a request to differentiate between and define "public access" and "open access." With open access, the author retains copyright, and the work is available in an open medium. With public access, publishers may maintain copyright. There were also Board members who interpreted that the research would be publicly available.

ACRL Government Relations Committee Chair Erik Nordberg stated that he is open to an amendment. Nordberg advised that the intent was that federally funded research should not be behind a paywall.

As time was up, the Board moved to the next agenda item and planned to revisit this agenda item later in the agenda.

8.0 ALA/ARL Cultural Proficiencies for Racial Equity: A Framework (Christina Fuller-Gregory) #8.0, #8.1

ALA/ARL Building Cultural Proficiencies for Racial Equity Framework Task Force facilitator Christina Fuller-Gregory was welcome to the meeting. Fuller-Gregory gave an overview of the task force's work, which began in 2019 when the task force was formed by four organizations: American Library Association's Office for Diversity, Literacy and Outreach Services (ODLOS); Association of College and Research Libraries (ACRL); Association of Research Libraries (ARL); and Public Library Association (PLA). The task force was charged to create a racial equity framework for academic and public library workers. The task force's work included an environmental scan, which included ACRL's 2012 *Diversity Standards: Cultural Competency for Academic Libraries*. Since forming, the task force has given updates on their work at the 2021 ALA Annual Conference, ACRL 2021, and has held information sessions during the open comment period. The task force split the bulk of the work between two subgroups: the comment review working group and framework development working group. Fuller-Gregory asked the Board if there were any questions.

The Board thanked the Fuller-Gregory for her update and expressed appreciation for the task force's work. The Board asked if there were any comments that were difficult to reconcile from the open comment period. Fuller-Gregory shared that the bulk of the feedback received was regarding the future of the framework and advised that the task force expects there to be future iterations of the framework.

The Board asked if the framework would be part of ACRL's standards review timeline and staff confirmed that the framework will be part of the ACRL Standards Committee's normal five-year review timeline. It was also advised that the Board could update the framework earlier than five years if needed.

Motion: *ACRL Director-at-large Jessica Brangiel moved that the ACRL Board of Directors approves the "Cultural Proficiencies for Racial Equity: A Framework" and rescinds the 2012 "Diversity Standards: Cultural Competency for Academic Libraries."*

Action: *The ACRL Board of Directors approves the "Cultural Proficiencies for Racial Equity: A Framework" and rescinds the 2012 "Diversity Standards: Cultural Competency for Academic Libraries."*

New item (part 2/2): ACRL Legislative Agenda #2.4, #2.4a

The Board resumed its discussion on the amended language for the draft ACRL Legislative Agenda and the proposed language from the chat was shared with the Board.

Motion: *ACRL Director-at-large Yasmeen Shorish moved that the ACRL Board of Directors approves the 2022 ACRL Legislative Agenda with the following amendment:*

Section 5, ACRL's Position: *ACRL supports legislation to expand public access to federally funded research. Specifically, ACRL notes the difference between public access, in which a copy of an article in any format might be made accessible, and open access, in which a rights holder has licensed the work to be freely accessible and used without restriction. Moreover, ACRL encourages research products be made available in a machine-readable format so that it can be processed and can contribute to large data sets derived from many scholarly outputs. ACRL is committed to open access to all research outputs consistent with policies of other countries and supports open data policies providing access to research data in its raw form.*

Action: *The ACRL Board of Directors approved the 2022 ACRL Legislative Agenda with the following amendment:*

Section 5, ACRL's Position: *ACRL supports legislation to expand public access to federally funded research. Specifically, ACRL notes the difference between public access, in which a copy of an article in any format might be made accessible, and open access, in which a rights holder has licensed the work to be freely accessible and used without restriction. Moreover, ACRL encourages research products be made available in a machine-readable format so that it can be processed and can contribute to large data sets derived from many scholarly outputs. ACRL is committed to open access to all research outputs consistent with policies of other countries and supports open data policies providing access to research data in its raw form.*

9.0 FY23 Preliminary Budget (Allen/Malone/Hendrick)

9.1 ACRL FY23 Budget (Allen/Malone) #9.0, #9.1, #11.0, #12.0

ACRL Budget and Finance Chair Carolyn Henderson Allen began the conversation by referring the Board to the FY23 assumptions. Since the assumptions were drafted last fall, there have been significant changes for inflation. Due to delayed reporting for ALA finance, the Board is unable to view timely financial data and the third-quarter report is not available as usual.

Allen shared that ALA has requested that ACRL cut \$219K from the FY23 budget, which will create challenges for producing an accurate budget, as there is some uncertainty. In even years, ACRL expects to see a deficit and in odd years, there tends to be a stable budget due to the ACRL Conference. Allen stated that ACRL will need to manage resources in a way that benefits both ALA

and ACRL. She thanked ACRL Program Manager for Strategic Initiatives Allison Payne and the ACRL staff.

ACRL Executive Director Jay Malone stated that ACRL's net asset balance is \$1,844,017, but this does not reflect the amount of money in the bank. The ALA Operating Agreement includes that ALA divisions can maintain fund balances and accumulated net revenues. The \$219K in cuts requested by ALA are more than discretionary, and will need to include items, such as the Library Copyright Alliance. Initially, there was a \$4.4 million deficit for ALA in FY23, and each unit was asked to make cuts. The ALA Executive Board wants a surplus in FY23. These cuts will be challenging for ACRL and it is difficult to budget when there is no recent financial data. The most recent financials are through January 2022. Typically, ACRL staff relies heavily on the history of the ACRL Conference. It will be difficult to predict attendance at the ACRL 2023 Conference in Pittsburgh, so staff are budgeting conservatively. Malone thanked staff for their work on the budget details.

Malone stated that a joint PLA/ACRL letter was sent to the ALA Executive Board regarding a required 5% draw from long-term investment (LTI). He confirmed that ALA President Patricia (Patty) Wong received the letter and that ALA Treasurer Maggie Farrell is working on a response. Farrell will be in touch with PLA and ACRL.

Malone concluded that there is a lot of uncertainty and offered to Board members a one-on-one walk through of the budget.

The Board was reminded that the Monday meeting would be a good time to ask questions regarding the FY23 budget to ALA Operating Agreement Work Group Co-Chair/ALA Executive Board liaison and ALA Treasurer Maggie Farrell.

9.2 Choice FY23 Budget (Hendrick) #10.0, #10.1, #11.0

Choice Interim Editor and Publisher Rachel Hendrick was welcomed to the meeting. Hendrick confirmed that Choice is also lacking current financial data. The pandemic has impacted the print business. She referred to Doc 10.0 Choice FY23 Preliminary Budget Memo.

Revenues for Choice magazine are projected to decrease. Choice Reviews on Cards will net about \$7K. Choice will be thinking carefully about the future of print and will be looking for advertising opportunities. Ad revenue is \$103K more than last year. Hendrick thanked Ad Sales Manager Pam Marino. Licensing revenues are relatively flat.

Hendrick reported that most expenses come from payroll. Choice does not use a lot of outside services. There are no meetings or conferences, as the travel budget was cut per the request from ALA. Choice was directed by ALA to cut \$9K from the FY23 budget.

Choice is planning a new content vertical in FY23, which will cost \$19K to setup.

The FY23 preliminary ending net is -\$181K, which includes \$300K in overhead to ALA. Choice has a net asset balance, but it appears these funds will not be as accessible as in the past.

ACRL Budget and Finance Chair Allen stated that during yesterday's ACRL Budget and Finance Committee meeting, the Committee agreed to postpone the FY23 budget approval for ACRL and Choice to later this summer, as we are lacking current financial data.

The Board stated that there has been promise from ALA for improved financial reporting and asked if anything is getting better. ACRL Executive Director Malone stated that Dina Tsourdinis was hired as ALA's Chief Financial Officer (CFO) in December 2021. Some of the reporting delays are still leftover from the outsourcing issue of 2020. Tsourdinis is committed to giving staff timely financial reports. Recently, Malone and Hendrick met with ALA accounting staff and they were advised that timely reports are essential, but were given no timeline.

The Board asked if there is anything that the Board needs to communicate, and Malone advised that the Monday meeting with ALA Treasurer Farrell will be a good time to check-in.

Allen shared that the Board has a series of planned questions, which includes questions on the LTI. The Board has concerns that the LTI mandate could impact operating expenditures and support for programs and scholarships.

Malone stated that PLA has reached out to him to coordinate a response.

[10.0 Recognition of outgoing Board members \(Garrison\)](#)

ACRL President Julie Garrison recognized outgoing Board members for their service on the ACRL Board of Directors. A second recognition will take place onsite for those attending the in-person ALA Annual Conference in Washington, DC.

- Jacquelyn A. Bryant, ACRL Division Councilor, July 1, 2019, to June 30, 2022
- April D. Cunningham, ACRL Director-at-Large, July 1, 2018, to June 30, 2022

[11.0 Open Microphone \(Garrison\)](#)

As there were no guests, the Board discussed new business.

[New Business: FY23 Budget](#)

ACRL Vice-President Erin Ellis stated that a list of major expenses was shared with the Board during their meetings at the 2021 ALA Annual Conference. As the Board and Budget & Finance Committee will most likely need to review the FY23 budget for further cuts, it was recommended that the Board could review a similar list if there is time during the in-person meetings in Washington, DC. Some items that could be discussed as cost savings include section basic services and chapter allocations. The topic of section basic services came up during the Budget & Finance Committee's virtual meeting,

and the Board was advised that if section basic services are reduced, that there will be a need for transparency and communication with sections. It was noted that many sections use their funds for named scholarships for the section.

New Business: Transforming ALA Governance (TAG) Task Force #FYI-13

The Transforming ALA Governance (TAG) Task Force is reviewing and making recommendations at the in-person 2022 ALA Annual Conference on the composition of the ALA Executive Board (EB) and ALA Council. If the Board has feedback on the recommendations, feedback will need be submitted quickly. In the proposal, the ALA EB would have more authority. In the proposal, the American Association of School Librarians (AASL) will have a dedicated spot on the ALA EB. The Board asked for clarification if ACRL would have a dedicated representative, and it was advised that ACRL would not have a representative. The Board expressed interest in more division representatives on the ALA EB.

The Board asked if TAG is the group that is proposing to get rid of ALA Council and it was advised that several groups—Steering Committee on Organizational Effectiveness (SCOE), Forward Together, TAG—have worked on proposals over the years.

12.0 Adjournment (Garrison)

Motion: *ACRL Director-at-Large Yasmeen Shorish moved that the ACRL Board of directors adjourn at 11:59 a.m.*

Action: *The ACRL Board of Directors adjourned at 11:59 a.m.*



Association of College and Research Libraries
ACRL Board of Directors Meeting

ALA Annual Conference – Washington, DC
Renaissance, Meeting Room 12, 13, 14
Saturday, June 25, 2022
8:00 a.m. – 11:30 a.m. EDT

Proceedings

Present: Julie Ann Garrison, ACRL President; Erin Ellis, ACRL Vice-President; Carolyn Henderson Allen, ACRL Budget and Finance Chair; Robert Jay Malone, Ex-Officio Member; Directors-at-large: Faye Chadwell, Mary Mallery (virtual), Yasmeen Shorish

Not Present: Jon Cawthorne, ACRL Past President; Jacquelyn Bryant, ACRL Division Councilor; Directors-at-large Toni Anaya, Jessica Brangiel, Kim Copenhaver, April Cunningham, and Cinthya Ippoliti

Guests: José A. Aguiñaga, Rebecca Croxton, Maisha Duncan Carey, Maggie Farrell, Beth McNeil, Joe Mocnik, Andrew K. Pace, Katy O'Neill, Jung Mi Scoulas, Anne Sleeman

Staff: Rachel Hendrick, CHOICE Interim Editor and Publisher; Kara Malenfant, ACRL Senior Strategist for Special Initiatives

13.0 Call to order (Garrison)

ACRL President Julie Garrison called the meeting to order at 8:05 am. A quorum was not established.

14.0 Adjournment

Motion: *ACRL Director-at-Large Faye Chadwell moved that the ACRL Board of directors adjourn at 8:06 a.m.*

Action: *The ACRL Board of Directors adjourned at 8:06 a.m.*



Association of College and Research Libraries

ACRL Board Virtual Meeting (makeup for AC22)
August 1, 2022, 12:00 PM to 2:00 PM (CT)

[Zoom login](#)

Proceedings

Present: Erin Ellis, ACRL President; Beth McNeil, ACRL Vice-President; Julie Ann Garrison, ACRL Past President; Joe Mocnik, ACRL Budget and Finance Chair; Kara M. Whatley, ACRL Division Councilor; Robert Jay Malone, Ex-Officio Member; Directors-at-large Toni Anaya, Jessica Brangiel, Walter Butler, Kim Copenhaver, Cinthya Ippoliti, Mary Mallery, Rebecca Miller Waltz

Not Present: Yasmeen Shorish, Director-at-large

Guest: José A. Aguiñaga

Staff: Lauren Carlton, ACRL Program Officer, Member Services; Margot Conahan, ACRL Manager of Professional Development; David Free, Editor-in-Chief of C&RL News/ACRL Senior Communications Strategist; Rachel Hendrick, CHOICE Interim Editor and Publisher; Erin Nevius, ACRL Content Strategist; Allison Payne, ACRL Program Manager for Strategic Initiatives; Mary Jane Petrowski, ACRL Associate Director; Aleah Price, ACRL Staff; Elois Sharpe, ACRL Program Officer

15.0 Welcome & Introductions (Ellis)

ACRL President Erin Ellis called the meeting to order at 12:00 p.m. and referred the Board to their Board Ground Rules and Social Media Guidelines. Attendees gave brief introductions.

16.0 Adoption of Agenda (Ellis)

Motion: *ACRL Past President Julie Garrison moved that the ACRL Board of Directors approves the agenda as presented.*

Action: *The ACRL Board of Directors approved the agenda as presented.*

17.0 Report out on Goal-area Committee Updates (Ellis/Garrison)

The goal-area committees were commended for their incredible work this past year. The Board was referred to Doc 22.0 Recap of ACRL Governance Meetings at AC22 and shared some committee highlights. The Equity, Diversity and Inclusion (EDI) Committee is working to develop their goal and objectives and the BIPOC membership program. The Value of Academic Libraries (VAL) Committee

offered standout work, including the VAL Spotlight Series: Practices of Equity & Social Justice. The Research and Scholarly Environment (ReSEC) Committee is working on a Call for Proposals for a special issue of *C&RL*. The New Roles and Changing Landscapes (NRCL) Committee is looking to transition all their RoadShows to an online delivery.

[18.0 Annual Conference Recap & Implications \(Malone\) #21.0, #22.0, #22.1](#)

ACRL Executive Director Jay Malone referred the Board to Doc 22.0 Recap of ACRL Governance Meetings at AC22 and Doc 22.1 Recap of ALA Governance Meetings at AC22, and thanked ACRL Senior Strategist for Special Initiatives Kara Malenfant for her notes.

ALA Operating Agreement Work Group (OAWG) Co-Chair and ALA Treasurer, Maggie Farrell, and Co-Chair and SCOE Rep, Andrew Pace, met with the ACRL Board in Washington, DC. The OAWG presented three recommendations (Doc 21.0 ALA Operating Agreement Work Group Report w Recommendations June) to the ALA Executive Board. During the co-chairs meeting with the ACRL Board, they advised that the Work Group is looking to get rid of outdated text and reduce the document in half. The current ALA Operating Agreement only includes policy and internal group is revising internal practices. The ALA Committee on Organization (COO) will look at the process.

Malone next shared that ACRL Equity, Diversity and Inclusion (EDI) Committee Chair Maisha Duncan Carey attended the pre-Annual SPOS to help develop the EDI goals and objectives. The EDI Committee is not looking to be an oversight committee and has enjoyed working with other groups. The Committee is looking to reduce redundancy and focus on community building.

Malone deferred the update on the ACRL Diversity Alliance Task Force to task force co-chair José A. Aguiñaga. Aguiñaga advised that the Task Force's recommendations are included in the Consent Agenda for this meeting and that the Task Force believes the recommendations will help move the program in the right direction.

During the in-person meetings, previous ACRL Budget and Finance Chair Carolyn Henderson Allen gave an overview of ACRL financials and reminded the Board of ACRL's two-year budget cycle. Allen commended ACRL staff for their work.

Malone stated that Rachel Hendrick, CHOICE Interim Editor and Publisher, has been terrific, since Mark Cummings retired. Choice is looking to end FY22 with a surplus.

Malone next reported on the ALA in-person meetings at Annual by sharing that the ALA Spectrum Scholar program has a good retention rate. There is a new membership model planned to be shared in January 2023 for the spring ballot. The total ALA FY23 budget that was shared at Annual had a surplus of \$50,0000, and the preliminary ALA budget was approved by the ALA Executive Board. The Operating Agreement Work Group submitted recommendations, which were approved. Juneteenth is

now an ALA holiday for ALA staff. The ALA Branding Working Group includes 2020-2021 ALA President Julius Jefferson and 2022-2023 ALA President Lessa Kanani'opua Pelayo-Lozada, who are looking at public awareness to raise ALA's profile. The current ALA brand is geared towards a professional audience, and the ALA Executive Board wants to deepen engagement. The Intellectual Freedom Working Group submitted their final report, which advised that there is no neutrality in libraries.

LibLearnX's 2024 proposed location is Louisville, Kentucky and since Kentucky is on California's list of banned conference sites, the ALA Board asked that other sites be considered. The ACRL Board asked if LLX24 could be move from an in-person to a virtual event. Malone advised that it is being planned as a physical event.

19.0 Consent Agenda (Ellis)

- ACRL/ALA/ARL IPEDS Advisory Task Force extension and new charge #2.8
- NSSE Task Force extension and new charge #2.7, #2.7a
- Dissolution Michigan MLA Chapter #2.9
- Diversity Alliance Task Force Program Recommendations #4.0, #5.0, #5.1, #5.2, #5.3, #5.4, #7.0
- Establish Diversity Alliance Division-level Committee #6.0
- Companion Document to the ACRL Framework for Information Literacy for Higher Education: Science, Technology, Engineering and Mathematics (STEM) #2.10, #2.10a, #2.10b

Motion: *ACRL Director-at-large Jessica Brangiel moved that the ACRL Board of Directors approves the Board's Consent Agenda as presented.*

Action: *The ACRL Board of Directors approved the Board's Consent Agenda as presented.*

20.0 ACRL & Choice FY22 Performance & Projections

20.1 ACRL FY22 (Mocnik/Malone) #13.0, #13.1

Malone reported that the ALA Annual Conference had 14,000 attendees, which was low when compared to prior estimates. The number of paid registrations was 8,100, which was above budget.

The FY23 budgeting has changed and there is a new long-term investment mandate. Net asset balances (NAB) are being tracked, but divisions are not able to rely on their NAB for offsetting budgets. In even years, ACRL typically has a deficit and in odd years a surplus. The 2023 ACRL Conference budget is conservative, which makes budgeting for FY23 a challenge.

Malone hopes that the ACRL Budget and Finance Committee makes a recommendation on the FY23 budget by the end of the summer. ALA's budget approval typically happens in October.

Budget reductions included removing membership to the Library Copyright Alliance. There will be no in-person ACRL governance meetings at LLX23. Other cost savings are from delays in hiring.

The Board asked if there has been any conversation on FY23 numbers adjusting, and if the cuts are final. Malone advised that the cuts are final. He was hoping to see a large number of program submissions for the 2023 ACRL Conference, but that did not happen.

The Board asked if the LTI transfer mandate was just for FY23. Malone advised that the mandate is indefinite and will continue beyond FY23.

20.2 Choice FY22 (Rachel Hendrick) #19.0

Rachel Hendrick, CHOICE Interim Editor and Publisher, began her report on Choice's FY22 financial performance by stating that Choice is ahead of budget based on the January 2022 close. The February 2022 close was received on Friday. Choice tracks some of its own numbers and Hendrick stated that ads, subscriptions and sponsored content is better than expected. Two retirements helped with savings. Choice has filled one of these positions but will be using freelancers for the other position. In FY22, Choice received \$153K in Paycheck Protection Program (PPP) credit. Without the PPP credit, Choice would still be in the black. In April, former Choice Editor/Publisher Mark Cummings retired, and his replacement will be delayed until September 2022 or later. Choice is on target to meet its budgeted overhead.

21.0 Awards Processes Implementation Task Force (Ellis/Malone) #17.0

The Board was referred to Doc 17.0 Board action form Awards Task Force. The Board agreed that the timeline is realistic for the proposed Awards Process Implementation Task Force. It was shared that given questions that staff, and the Board have heard, it will be important to be clear on what happens next.

Motion: *ACRL Division Councilor Kara Whatley moved that the ACRL Board of Directors approves the creation of the ACRL Awards Process Implementation Task Force.*

Action: *The ACRL Board of Directors approved the creation of the ACRL Awards Process Implementation Task Force.*

22.0 Chapters Funding Policy (Carlton) #23.0, #23.1, #23.2

Lauren Carlton, ACRL Program Officer, Member Services, outlined the details of how Chapter funds have been used in recent history. The current policy states that, "ACRL allots chapters \$1.00 for each national personal ACRL member living within the geographic region served by the chapter and chapters with fewer than 100 members will be allocated a minimum of \$100."

To save staff time and to simplify the process, it is being proposed that Chapters receive a flat amount of \$100 per year. This proposal would not affect current Chapters that are eligible for

funding. Prior to submitting the Board action, Chapters were notified of the proposal and no feedback was received.

The Board asked if there are any negative implications for Chapters with the new proposal. It was also suggested to eliminate Chapter funding. Carlton shared that only a few Chapters have used their budgets and that eliminating funding could be considered in the future. Currently, a lot of Chapters that seek funding use their budgets for small things, such as gift cards, tote bags and other incentives. It can be difficult to find items that are eligible within the Guide to Policies and Procedures, and it takes a lot of staff time vetting requests.

Budgeting for chapters is based on historical actuals and not the maximum amount. Chapters are required to submit an annual report, which many do not complete and makes them ineligible for funding.

The Board asked if ACRL were to eliminate Chapter funding, would it change Chapters' dues discounts, and was advised that eliminating funding should not affect the discount. The Board asked if it would be better to cut or eliminate funding. Many Chapters do not qualify for funding as they do not submit the required report, so budgeting is based on historical actuals. There has been low engagement with Chapters. If eliminating Chapter funding, it would save about \$20K per year.

The Board asked what would happen if Chapters had a funding request and their budgets were eliminated. While sections and committees have submitted requests for funding, this has not been open to Chapters. The Board was advised that ALA Chapters pay to join ALA as an organizational member, whereas ACRL Chapters do not pay a membership fee. Benefits that chapters receive include free membership lists, two free webcasts, and speaker visits.

The Board agreed to have the ACRL Budget and Finance Committee review their recommendation to eliminate Chapter funding.

Next steps: ACRL staff will communicate the Board's recommendation to Chapter leaders and will submit a new request to the ACRL Budget and Finance Committee regarding eliminating Chapter funding. If the Budget and Finance Committee approves a recommendation to the Board to eliminate funding, the Board will take action on this request.

23.0 FY23 Budget for ACRL & Choice

23.1 ACRL FY23 Budget (Malone/Mocnik) #9.0, #9.1

ACRL Executive Director Jay Malone stated that financial reports from ALA have been delayed and ACRL only has data through January 2022. Based on the January reports, revenues are up and expenses are down. January had a net of -\$76,445. The February 2022 reports were sent last week, and it is expected that the June reports will be released by early September.

Malone reported that FY23 has had its challenges. There have been adjustments based on the long-term investment and not having access to ACRL's net asset balances. There is still work to be done to reach a net zero budget. ACRL will eliminate its membership to the Library Copyright Alliance (LCA). Malone has been working with ARL and ALA, who are also members, to see how ALA can participate without ACRL. Other cost savings include virtual governance meetings at LibLearnX 2023.

The 2023 ALA Annual Conference will be in Chicago, which is usually a successful conference city and ALA hopes to see great revenues.

Malone concluded his report by offering to give one-on-one walkthroughs of the budget with Board members.

The Board asked how the two-year budget will be reconciled with net zero budgeting. Malone stated that he imagines it will be discussed as the process unfolds. The two-year budget affects mostly PLA, AASL and ACRL. ACRL Chief Financial Officer Dina Tsourdinis is unfamiliar with the two-year budget cycle and the divisions will need to work with Tsourdinis.

23.2 Choice FY23 Budget Hendrick #10.0, #10.1, #10.2, #11.0

CHOICE Interim Editor and Publisher Rachel Hendrick advised that the FY23 budget is based on actuals due to Choice's internal tracking. Hendrick is working to get the budget to net zero. Increases in revenues will come from ads and sponsored content, as well as a new technology vertical. The vertical, focusing on libraries and IT, is launching in January 2023 and an e-newsletter will start in October. Hendrick asked the Board to contact her if they know of anyone who might be interested in serving on the vertical's advisory board.

For expense savings, hiring has been delayed for a new publisher. There will be no Paycheck Protection Program (PPP) or furloughs in FY23.

The current deficit is \$53K and Hendrick will see if ALA will ask to cut this further.

24.0 Executive Session (Malone) #24.0, #24.1, #24.2, #24.3, #24.4, #24.5, #24.5

The Board adjourned for Executive Session to discuss a business proposal.

25.0 Adjournment (Ellis)

ACRL President Erin Ellis adjourned the meeting.

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

To: ACRL Board of Directors

Subject: External Liaison Term Limits

Submitted by: Kathleen Flynn, Chair, External Liaisons Committee

Date submitted: September 23, 2022

Background

Per ACRL policy ([3.1.2 Standing committees](#)), "Members of ACRL standing committees are usually appointed for two-year terms. Members may succeed themselves for one additional two-year term, but consecutive service may not exceed five years." ACRL External Liaisons are appointed to represent ACRL by liaising with external organizations where they are also members. By attending the organization's conference, presenting to its membership, and networking with leadership, liaisons can report back to ACRL members with information about initiatives and opportunities that would interest librarians.

Some external liaison appointing authorities, such as sections or working groups, struggle with filling liaison vacancies. One such section is the Science & Technology Section, which is currently the appointing authority for eleven liaisons. Sometimes, the only volunteer for a vacant position is someone who has already served for 5 consecutive years. Other positions stay vacant for a time. Also, the American Institute of Biological Sciences (AIBS) recently stopped offering personal memberships and only allows institutional memberships. The current liaison has a lifetime personal membership, but the Section believes this position and others will frequently remain vacant if there is a limit of five consecutive years. Extending the term limit to six consecutive years will allow more vacancies to be filled.

Stakeholders

The External Liaisons Committee reviewed and supported this action request. The Science & Technology Section would also like to extend the limit beyond the current five years.

Fiscal and Staffing Impact

If approved, staff will update online documentation, including the ACRL Guide to Policies and Procedures.

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.

Action Recommended

That the ACRL Board of Directors approves a maximum term limit of six consecutive years for ACRL External Liaisons.

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.

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Board of Directors Action Form

To: ACRL Board of Directors

Subject: Consider proposed EDI goal and objectives

Submitted by: Je Salvador, 2022-2023 chair, ACRL EDI Committee

Date submitted: 9/21/2022

Background

On January 28, 2022, the ACRL Board of Directors approved a fifth strategic goal area, for the [ACRL Plan for Excellence](#), dedicated to Equity Diversity and Inclusion and approved the existing ACRL Equity, Diversity and Inclusion Committee as a goal-area committee. A Board Working Group (consisting of the ACRL Executive Director, Board liaisons to the five goal-area committees, and EDI committee members) was charged to begin work drafting the new goal and objective.

Since Spring 2022, ACRL Board of Directors and EDI Committee members have worked to develop goal language for the EDI Committee, now that it's a goal-area committee. At the one-day Strategic Planning and Orientation Session (SPOS) held in-person June 23, 2022 during the ALA Annual Conference in Washington, DC, 2021-2022 EDI Committee Chair Maisha Carey facilitated a discussion with Board members to help develop the new EDI goal and objectives. During August and early September 2023, the EDI Committee held five committee meetings, where work was completed on the new goal and objectives.

The following is the EDI Committee's suggestion contribution for this effort.

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.

- **Objective 1:** Acknowledge, interrogate, and dismantle white supremacist structures and other systems of oppression.
- **Objective 2:** Foster more trusting and inclusive working environments by attracting, hiring, supporting, retaining, and promoting workers from marginalized communities at all levels of the organization.

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.

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

Stakeholders

Maisha Carey (2021-2022 chair) facilitated a SPOS retreat discussion in June 2022, but not all typical stakeholders—all GAC leaders—could attend. The ACRL EDI Committee has been engaged and contributed to the development of the proposed goal and objectives. We have consulted some of these stakeholders, but not all, in the development of this proposed language.

Fiscal and Staffing Impact

In this case, the fiscal impacts appear most likely to be those from time and staffing impacts. ACRL Staff will likely participate in any changes made to the Plan for Excellence and how it’s presented—and new EDI GAC goal language will create these changes. No change to direct expenses is expected for the FY23 budget, as prior to the EDI Committee being elevated to a goal-area committee, \$1,000 was budgeted for each of the four goal-area committees and EDI Committee. The FY23 budget is pending, but the ACRL Budget & Finance Committee and ACRL Board of Directors are expected to take action prior to the ALA Executive Board approval on October 22, 2022.

Action Recommended

That the ACRL Board of Directors approves the Equity, Diversity and Inclusion goal and objectives for the ACRL Plan for Excellence.

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

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.

☐ **Enabling Programs and Services**

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

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Board of Directors Discussion Form

To: ACRL Board of Directors

Subject: Interim Report of the ACRL Nominations & Policies Audit Task Force

Submitted by: Matthew Weirick Johnson, ACRL Nominations & Policies Audit Task Force Chair

Date submitted: 22 September 2022

Background

The ACRL Board of Directors approved the creation of the Nominations & Policies Audit Task Force at its 27 January 2022 meeting. Due to changing landscapes, feedback, and requests in recent years, there is a need to undergo a review of existing policies and norms pertaining to member participation and compensation to better engage, acknowledge, and support a diverse library workforce. This is also part of the ongoing commitment for ACRL Leadership to advance its Core Commitment to Equity, Diversity and Inclusion and foster a diverse, inclusive, and anti-racist association.

The task force received the following charge from the Board:

- Review current ACRL Bylaws and policies, focusing on the ACRL leadership nominations and recruitment process + Board participation requirements, to identify areas that may be impeding efforts to expand dimensions of diversity in the leadership pipeline - including people of color and minoritized groups, individuals in diverse roles within the library profession, and library workers in all types of academic library settings.
- Identify and evaluate alternatives to current policy, as well as advantages and disadvantages for each alternative, that they may reduce barriers and encourage greater participation.
- Recommend alternatives based on the evaluation of advantages and disadvantages.
- Areas related to the appointments process should be considered within scope, albeit not the primary focus, in order to be flagged for future work.

Timeline:

- Task force terms: February 1, 2022 – January 31, 2023
- Date interim report is due: October 2022
- Date final report is due: January 2023

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

The task force's interim report (Doc 6.1) is included for review by the ACRL Board of Directors and represents our progress and work completed to date.

Questions for the Board to Discuss

1. One of the task force's guiding questions: "How can we encourage participation and service from non-librarian and non-archivist library workers? What support can ACRL provide to make this kind of service possible?"
2. Are the suggested changes to the bylaws/policies feasible? Are there other changes that the Board would like to see or would the Board like more specific proposals of changes to language?
3. Are the recommendations suggested so far feasible? Are there other recommendations that the Board would like to see or have considered?
4. Are there alternatives to the current policy that Board members are aware of or would like to see specifically considered by the task force?

Stakeholders

N/A

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.



ACRL Nominations and Policies Audit Task Force Report

Draft Document Prepared for ACRL Fall Board Meeting

8 September 2022

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Task Force Members

- Matthew Weirick Johnson, Chair
- Elena Azadbakht
- Carrie E. Dunham-LaGree
- Adebola Fabiku
- Rachel M. Minkin
- Valrie Ila Minson
- Cynthia Mari Orozco
- Kara M. Whatley
- Kim Copenhaver, Board Liaison
- Robert Jay Malone, Staff Liaison
- Elois Sharpe, Staff Liaison

Task Force Charge & Task

- Review current ACRL Bylaws and policies, focusing on the ACRL leadership nominations and recruitment process + Board participation requirements, to identify areas that may be impeding efforts to expand dimensions of diversity in the leadership pipeline—including recruitment of people of color and minoritized groups, individuals in diverse roles within the library profession, and library workers in all types of academic library settings.
- Identify and evaluate alternatives to current policy, as well as advantages and disadvantages for each alternative, that may reduce barriers and encourage greater participation.
- Recommend alternatives based on the evaluation of advantages and disadvantages
- Areas related to the appointments process should be considered within scope, albeit not the primary focus, in order to be flagged for future work.



Summary of Current Progress

The task force has completed our review of current ACRL Bylaws and policies. We are in the process of identifying and evaluating alternatives to the current policy and the associated advantages and disadvantages in order to make a recommendation. The task force has been conducting an environmental scan of other similar organizations in order to identify these alternatives.

Overall Review of Bylaws/Policies

The task force has reviewed the ACRL Bylaws and policies, including Sections V through XI of the Bylaws and Chapter 2 of the ACRL Guide to Policies and Procedures. Based on this review, we have the following initial recommendations:

- Change “he/she” to “they” throughout the Bylaws and any other documentation to use gender neutral language that avoids reinforcing a binary view of gender. In some cases, this language can be removed altogether (e.g., “The president, ~~during his/her year~~, shall make appointments to fill positions that become vacant on standing and special committees during the year” (ACRL Bylaws, Article V: Officers, Section 3.a.).
- Change “librarian” to “library worker” throughout the Bylaws and any other documentation to better represent non-librarian and non-archivist library workers
- Regarding the “Friends of ACRL” in the ACRL Guide to Policies and Procedures, 2.1.3 Desired Board Candidate Qualities, change “Board members should be willing to provide financial support to the Friends of ACRL consistent with personal circumstances...” to “Providing financial support to the Friends of ACRL demonstrates interest in ACRL but is not a prerequisite for service on the Board.”
- Where different events are listed, such as in 2.9 Activities of the Board in the ACRL Guide to Policies and Procedures, create a simplified table of events and workflow for keeping this information updated.



- While not specifically relevant to the charge of this group, we noticed areas where changes are being made or have been made to policies or events, which have not yet been reflected in the Bylaws and policies documentation (e.g., changing Midwinter to LibLearnX).
- Where possible, we recommend providing detailed timelines of activities, clearer and quantifiable expectations of service (e.g., 0-2 hours of work per week), and comparisons of workload between months or other time periods (i.e., how busy will the person serving in a position be in any given time frame as compared to others).
 - Example: Spectrum Scholar Mentor Committee includes a list of the busiest months of the year as well as a weekly time commitment:
<https://acrl.libguides.com/c.php?g=1203168&p=8799227>

Guiding Questions and Key Findings

- How can we encourage participation and service from non-librarian and non-archivist library workers? What support can ACRL provide to make this kind of service possible?

Clear Impediments

Areas identified of impeding efforts to expand dimensions of diversity in the leadership pipeline:

- Perception of the board - It can be intimidating and people might think they need to be Deans, AULs, ULs, or Directors in order to serve.
- Non-librarian and non-archivist library workers and professional staff as well as librarians at specific institutions like community colleges may be discouraged from participating in service or may not be given time for service. Additionally, in order to get time, they may need to know an exact amount of time to request.



Alternatives to Current Policy

- Buy out people's time - the task force identified many disadvantages to this approach

Advantages to Current Policy

Disadvantages to Current Policy

- ALA is currently working on revising their Bylaws. Therefore, as a division, ACRL will need to see what changes are approved/implemented so that ACRL's bylaws are in alignment with the changes made by ALA, where applicable.

Recommendations

The ACRL Nominations and Policies Audit Task Force recommends to the ACRL Board:

- Improve the perception of the Board and of working on the Board. Create transparency and visibility.
- Be more clear, explicit, and transparent about expectations, and workload for service. Quantify where possible. Clarify what skills are needed to succeed and what service looks like.
- Rename "directors-at-large" to "members-at-large" to avoid confusion about the need to be a director
- To aid in recruitment, develop short videos (2-3 minutes) that address a few concise points about Board service or that provide testimonials about the value of Board service. Video participants should represent diversity in personal and professional identities.

Appointments Process Suggestions

The ACRL Nominations and Policies Audit Task Force suggests areas to consider for future work:



- Conduct a survey of members specifically regarding the perception of the board.
Consider comparing analysis of perception across different populations.

ACRL Nominations and Policies Audit Task Force

ACRL Bylaws and ACRL Guide to Policies and Procedures Draft Edits and Comments

ACRL Bylaws

[Article V: Officers](#)

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ACRL Guide to Policies and Procedures. Chapter 2

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ACRL Bylaws

Article V: Officers

Section 1. Officers. The officers of the Association shall be a president, a vice-president who shall also be the president-elect, and an immediate past president.

Section 2. Terms of office. The vice-president shall be elected from the personal members of the Association and shall serve a one-year term as vice-president, a one-year term as president, and a one-year term as immediate past president.

Section 3. Responsibility and authority. The officers shall perform the duties pertaining to their respective offices and other such duties as may be defined by the Board of Directors.

a) President. The president shall serve as chair of the Board of Directors. The president, ~~during~~ his/her year, shall make appointments to fill positions that become vacant on standing and special committees during the year. The president shall perform such duties as are necessarily incident to the office of president or as may be prescribed by the Board of Directors. The president shall represent the Association within the library and higher education communities, and other appropriate forums, to advance the mission and goals of the Association.

b) Vice-president. The vice-president shall succeed to the office of the president. The vice-president shall perform such duties as are delegated or assigned by the president or the Board of Directors, and shall perform the duties of president in the event that said individual is unable to serve. The vice-president shall make all appointments to fill vacancies on standing and special committees that are due to occur during the year of their ~~his/her~~ presidency.

c) Immediate past president. The immediate past president shall perform such duties as are delegated or assigned by the president or the Board of Directors.

Article VI: Executive Director

Section 1. Executive director. The executive director of the Association shall be appointed by the executive director of the American Library Association in concurrence with the ACRL Board of Directors. The Association's officers shall form the personnel committee for the executive director.

Section 2. Responsibility and authority. The executive director shall be responsible for all management functions of the Association. The executive director shall manage and direct all

activities of the Association as prescribed by the Board of Directors and shall be responsible to the Board; shall submit reports as required by the Board of Directors; shall serve as an ex-officio member without the vote of the Board of Directors; and shall perform such duties as may be assigned to this position by the Board of Directors. The executive director shall assist the president in representing the Association within the library and higher education communities.

Article VII: Budget and Finance Committee Chair

The ACRL Budget and Finance Committee chair is a member of the ACRL Board of Directors and serves on its Executive Committee. The Budget and Finance Committee chair provides leadership in maintaining the financial health of the Association and each year brings to the Board a recommended budget and recommended fiscal policies. The Budget and Finance Committee chair is appointed by the vice-president for a term not to exceed two years and may be reappointed for a second two-year term, not to exceed four consecutive appointed years on the Board.

Article VIII: ACRL Councilor

The ACRL councilor represents the interests of the Association on the ALA Council. The ACRL councilor is a member of the ACRL Board of Directors and serves on its Executive Committee. The councilor reports to the Board of Directors on ALA Council activities and receives direction from the Board regarding positions to be taken on ALA Council issues. The councilor is elected in accordance with the constitution and bylaws of the American Library Association.

Article IX. Board of Directors

Section 1. Members. The Board of Directors shall consist of the officers of the Association, the chair of the Budget and Finance Committee, the ACRL councilor, and eight elected directors-at-large. The ACRL executive director shall be an ex-officio member without vote.

Section 2. Responsibility & authority. The governing body of the association shall be the Board of Directors. The Board of Directors shall direct the affairs of the association; determine its policies or changes therein; actively encourage support for its goals; establish financial policies of the association and be accountable for association assets; and be responsible for the interpretation of these bylaws. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted, delegate certain of its

authority and responsibility to such agents as it may consider necessary. The Board shall delegate the day-to-day operations of the Association to the executive director.

Section 3. Directors-at-Large. Directors-at-large shall be elected from the personal members of the Association for terms of four years.

a) One director-at-large shall be a member of the University Libraries Section; one shall be a member of the College Libraries Section; one shall be a member of from the Community and Junior College Libraries Section; two directors-at-large shall be a member of an ACRL Chapter with experience on Chapters Council; two shall be from ACRL's Community of Practices; and one director-at-large shall be elected based upon nominations from the Divisional Leadership Recruitment and Nomination Committee.

b) These terms shall overlap so as to ensure continuity of policy. The election of directors-at-large based on section and council nominations shall be scheduled consecutively: year 1, University Libraries Section and Chapters Council; year 2, College Libraries Section and ACRL Communities of Practice; year 3, Community and Junior College Libraries Section and Chapters Council; year 4, ACRL Communities of Practice, and the at-large candidate. On the ballot, all nominees shall be listed as candidates for "directors-at-large."

c) Once elected director-at-large, a Board member may not serve as chair or as Board liaison officer of an ACRL section, interest group, chapter, or council for the duration of the four-year term. Nor may an elected director-at-large serve in that capacity on the Executive Committee of an ACRL section, interest group, chapter, or council.

d) Once elected, a President/Vice-President/Immediate Past President may not serve as chair or as Board liaison officer of an ACRL section, chapter, or council for the duration of the four-year term. Nor may an elected President/Vice-President/Immediate Past President serve in that capacity on the Executive Committee of an ACRL section, chapter, or council.

Section 4. Quorum. At any meeting of the Board of Directors, a simple majority of the voting members of the Board shall constitute a quorum.

Section 5. Meetings of the Board. Regular meetings of the Board of Directors may be held in conjunction with each American Library Association Midwinter Meeting and American Library Association Annual Conference. Virtual meetings of the Board may be called by the president or at

the request of seven (7) members of the Board. Actions of the Board shall be reported in writing not later than the next Board meeting.

Section 6. Participation. In the case of continued failure of a director to participate in the deliberations of the Board, the Board may, by a vote of the majority of its members, declare the seat vacant and the vacancy shall be filled as provided in these bylaws.

Section 7. Compensation. Directors and elected officers shall not receive any compensation for their services.

Article X: Executive Committee

Section 1. Members. The Executive Committee shall consist of the officers of the Association, the ACRL councilor, the chair of the Budget and Finance Committee, and the ACRL executive director who shall serve without vote.

Section 2. Responsibility and authority. The Executive Committee may act in place and stead of the Board of Directors between Board meetings and may:

a) act for the Board and make decisions on matters which:

(1) require action before the next Board meeting,

(2) have been specifically delegated by the Board to the Executive Committee,

(3) affect the budget and require immediate action;

b) act for the Board in the administration of established policies and programs and make recommendations to the Board with respect to matters of policy and operations; and

c) review ACRL activities and programs and recommended priorities.

The Executive Committee's actions shall be reported in writing not later than the next meeting of the Board.

Section 3. Call of meetings. The President of the Association shall call meetings of the Executive Committee as the business of the Association requires.

Section 4. Quorum. At any meeting of the Executive Committee, a simple majority of the voting members of the Executive Committee shall constitute a quorum.

Article XI: Nominations

Section 1. Committee. The Leadership Recruitment and Nominations Committee shall select candidates for vice-president, for ACRL councilor, and for eight ACRL directors-at-large. The LRNC will have a chair and vice-chair and a member each from the University Libraries Section, the College Libraries Section, the Community and Junior College Libraries Section, the Communities of Practice Section and from Chapters Council. The vice-chair is appointed by the vice-president and will become the chair the following year. The members are appointed by their respective communities and each serves a two-year term. The vice-president also appoints a member for a two-year term. Written consent must be secured from each candidate.

Section 2. Reporting. The Leadership Recruitment and Nomination Committee shall report in writing the names of nominees for elective offices of the Association one month prior to the annual conference.

Section 3. Nominations by Others. Nominations other than those of the Leadership Recruitment and Nomination Committee signed by no fewer than 25 members of the Association shall be accepted and placed on the ballot if they are filed with the executive director of the Association at least three months before the date on which the ballots are to be distributed . Written consent of the nominees must accompany such nominations.

ACRL Guide to Policies and Procedures. Chapter 2

2.1 Composition

2.1.1 Board

The composition and the duties of the [Board of Directors](#) are defined in Articles V-X of the [ACRL Bylaws](#).

The Board consists of fourteen members (13 voting and 1 non voting Executive Director): six officers (president, vice president/president elect, chair of the Budget and Finance Committee, ACRL's divisional councilor, and the Executive Director) and eight elected directors-at-large. The ACRL Leadership Recruitment and Nominations Committee (LRNC) is charged with identifying a diverse pool of potential candidates and selecting nominees for ACRL Vice- President/President-Elect, ACRL representative on the ALA Council (as necessary), and Director(s)-at-Large (as necessary).

The LRNC is composed of the chair, vice-chair (appointed by the ACRL vice-president/president-elect), one member from the University Libraries Section, one member from the College Libraries Section, one member from Community and Junior College Libraries Section, one member from Communities of Practice, one member from Chapters Council and one at-large member (appointed by the ACRL vice-president/president-elect). The type-of-library Sections, Chapters Council, and Communities of Practice Assembly each determine the process for naming their LRNC member. Terms of the LRNC are staggered to ensure continuity on the committee.

2.1.2 Executive Committee

The Executive Committee consists of the president, the vice-president/president-elect, the past-president, the ACRL councilor, the chair of the Budget and Finance Committee, and the ACRL executive director (without vote).

2.1.3 Desired Board Candidate Qualities

The Board developed the following set of qualities to consider when choosing candidates for the ACRL Board of Directors. As successful candidates, members of the Board are expected to embody these qualities during their Board term of service.

Values

ACRL is committed to integrity and transparency and is dedicated to the values of higher education, to intellectual freedom, and to upholding “The Library Bill of Rights.” We seek Board members who endorse and embody these values. More specifically, we seek Board members who will avoid even the appearance of a conflict of interest that would damage the image of the Association. We seek Board members who will not make, participate in, or attempt to influence any decision or other action of ACRL that could result in a direct or indirect benefit to the member, the Board, the member’s family, or any organization in which the Board member has a personal financial interest.

Collegiality

We are seeking individuals who can listen, analyze, think clearly and creatively, and work well with people individually and in a group. We seek individuals who can clearly articulate ideas, listen carefully to others, and synthesize discussions to make informed decisions.

Commitment to Board Service

Board candidates should understand the time commitment of the position and not over extend themselves so that they can give the position the attention it deserves. Board members should be willing to prepare for and attend Board meetings, ask questions, take responsibility, and follow through.

Pride in the Profession

We are looking for someone who is proud to be an academic or research librarian and who inspires pride in the profession.



Leadership

We seek Board members who can offer visionary leadership and a broad perspective on the issues and challenges of the profession. Members should be open to change, new ideas, and have global perspective. Board candidates should demonstrate a commitment to professional associations and to continuous learning. Connections to the broader information, technology, and higher education communities are helpful.

Professional Stature

We seek Board members who have demonstrated expertise in librarianship or related professional areas. Stature can be demonstrated through years of service, expert knowledge, or service in other non-profit organizations. It is helpful for Board members to have expertise in areas such as organizational and/or financial management; marketing and/or fundraising; strategic and/or long-range planning, professional development, staff training, and continuing education.

Commitment to ACRL

A Board member should have a strong interest in the present and future of ACRL. Board members should embrace the core purpose of ACRL and have enthusiasm for assisting the Association in establishing and realizing the goals and objectives to support the core purpose. Service on ACRL division-level committees, task forces, or discussion groups and/or section committees demonstrates interest in ACRL but is not a prerequisite for service on the Board. Board members should be willing to serve as ambassadors on behalf of ACRL to support the ACRL Chapter Speakers Bureau. Board members should be willing to provide financial support to the Friends of ACRL consistent with personal circumstances and to attend the ACRL Conference(s) (as circumstances allow).



2.2 Responsibilities

2.2.1 Board Responsibilities

The ACRL Board of Directors has general oversight and direction of the affairs of the association. It conducts all business pertaining to the association, and has authority to make decisions for the association during the periods between meetings.

Specific expectations:

1. Attend all Board meetings (face-to-face and virtual) in their entirety.
2. Vote on all Board actions (face-to-face and virtual).
3. Assume responsibility for implementing and advancing the Plan for Excellence.
4. Review, assess, and oversee policies and actions taken by the association.
5. Adopt programs to carry out the association's core purpose.
6. Approve the budget.
7. Approve funding for new initiatives.
8. Support Board actions publicly even if individually one has reservations about the decision.
9. Employ a chief staff executive to carry out policy.
10. Provide the Executive Director with appropriate resources to carry out the programs adopted, and evaluate the Executive Director based upon performance.
11. Fulfill assignments as board liaisons, representatives of the association, and on Board working groups.
12. Evaluate and expeditiously follow up on actions by the Board.
13. Be available to members, individuals and groups for discussion and concerns.
14. Represent ACRL within ALA.
15. Assist in generating nominations for ACRL awards.
16. Understand that the Board is a working Board and requires a significant time commitment.

The Board of Directors must work toward the greater good of the Association. In order to do so, the Board must operate as a whole and not as individuals. Each position is of equal importance to its success, and if any one Officer or Board member fails, the working ability and effectiveness of the entire Board and organization is impacted. A Board must have mutual respect among its members. Free and open discussion is encouraged in meetings.

Expectations of effective Board members:

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1. Ensure that programs are responsive to ACRL membership needs and support the Plan for Excellence.
2. Listen to needs and interests of membership. Report to President and Executive Director issues or concerns from members.
3. Fulfill Board liaison assignments as well as assignments to Board working groups, committees or representatives of the Association.
4. Board work is year round and Board members attend all Board meetings (face-to-face and virtual) in their entirety.
5. Evaluate and expeditiously follow up on actions taken at Board meetings.
6. Use Board meeting time effectively (intelligently); bring all important matters before the Board; present in writing any recommendations for action.
7. Prepare for each Board meeting by carefully studying the agenda and supporting materials.
8. Ask questions for clarification during the discussion period before the Board formally acts as appropriate.
9. Read Board documents and budget reports to make careful, informed decisions on issues and the future of the association.
10. Participate actively in Board decision-making by voicing opinions.
11. Support Board actions publicly even if individual reservations exist about the decision.
12. Keep abreast of ACRL activities and issues by reading meeting minutes and maintain communication with member units you serve as Board liaison to.
13. Maintain constructive relationships within all units and divisions of the association.
14. Send copies of correspondence (or CCs on e-mail) to Executive Director, President, or other members of the Board as appropriate.
15. Read thoroughly: ACRL foundation documents, *ACRL Guide to Policies & Procedures*, *ALA Handbook of Organization*, ACRL Bylaws, the Board orientation manual, and other materials pertaining to the job.
16. Study ALA and ACRL program information to be a knowledgeable (intelligent) source of information for members and nonmembers.

Financial Expectations of Board members:

Board members are expected to fully support the Association's activities, including:

1. Attend the ACRL Conference.
2. Join the Friends of ACRL.
3. Support the new ACRL Excellence fundraising initiative.
4. Recognize the possibility that they may be called on to spend additional days at ALA and ACRL conferences for special Board work sessions.

2.2.2 Executive Committee

The Executive Committee has meetings during the year that are separate from the Board of Directors and are convened as needed by the president, typically in the fall and spring. The Executive Committee's actions are reported not later than the next meeting of the Board. The Executive Committee has the responsibility to:

(a) Act for the Board and make decisions on matters which:

1. require action before the next Board meeting;
2. have been specifically delegated by the Board to the Executive Committee; and
3. affect the budget and require immediate action.

(b) Act for the Board in the administration of established policies and programs, and make recommendations to the Board with respect to matters of policy and operations

(c) Review ACRL activities and programs and recommend priorities.

2.3 Responsibilities of officers



The elected officers of the division as defined by the bylaws are the president, the vice-president/president-elect, and the immediate past president. The Executive Director is the chief appointed officer for the association. Some of the duties of these officers are included in the bylaws, but many responsibilities are assigned by the Board of Directors as needs arise. The list that follows includes those duties mentioned in the bylaws and other responsibilities that are generally accepted as the function of the various officers.

2.3.1 President

Association Governance – board meetings, personnel committee, strategic planning

1. Serves as an officer of the division
2. Plans Strategic Planning and Orientation Session for the Board (typically held in September or October).
3. Serves as a member of the division Board of Directors and presides at its meetings.
4. Serves as a member of the division Executive Committee and presides at its meetings.
5. Presides at the ACRL membership meeting:
 1. required membership meeting held at ALA Annual – Saturday at 8:00 a.m.
 2. optional annual President's Program – ALA Annual Saturday morning
6. Sees that the officers and members of the Board of Directors observe the bylaws, and that the orders of the Board of Directors and of the membership are carried out.
7. Plans and directs the activities and programs that have been approved by the Board.
8. Provides the leadership for monitoring the division's strategic plan.
9. Identifies actions in the best interest of the division and of the profession, and recommends such actions to the Board of Directors.
10. In consultation with the Executive Director, draws up agendas for Board, Executive Committee, and membership meetings. Also in consultation with the Executive Director, draws up agendas for and presides at the ACRL Leadership Council sessions held on Friday afternoon at the Midwinter Meeting and Annual Conferences.
11. Responsible for orientation and training of Board.
12. Responsible for creating effective environment for Board to conduct its work. Conducts regular evaluations of Board effectiveness.
13. Mentors and advises vice president/president elect.
14. Consults with ACRL Board of Directors and Officers and carries out ACRL Executive Director's annual performance evaluation. Submits a written recommendation to ALA Executive Director for member and program services.
15. Makes interim appointments to fill committee vacancies, wherein the appointee serves until the expiration of the term of the member replaced.
16. Serves on Academic or Research Librarian of the Year Award and Excellence in Academic Libraries Nomination and Selection committees.
17. Participates in regular conference calls with other Officers and the Executive Director.

Communication- about ACRL to its units and to ALA

18. Responsible for communicating Board actions, concerns, and issues as they arise.
19. Suggests agenda topics for Communities of Practice Assembly and Chapters Council to ensure that important/broad ACRL issues are covered.
20. In consultation with the Chair of the Budget and Finance Committee, plans joint Board/Budget and Finance Committee Meeting and presides at meeting.
21. Keeps the Board and Executive Committee informed of all action and activities by forwarding copies of all documents.
22. Prepares and submits an Annual Report to ALA Council.
23. Maintains effective relationships between ACRL and ALA and its divisions. Shares information, communicates concerns, participates in governance through attending meeting such as:
 - ALA fall joint meeting of ALA Board and 11 Division Executive Committees,
 - ALA Planning and Budgeting Assembly,
 -  Joint meeting of ALA Budget Analysis and Review Committee (BARC) and the divisions,
 - Division Presidents' Breakfast Sundays at 7:00 a.m. at ALA Conferences, and
 - ALA Presidents' Luncheon.

24. Provides information to staff to maintain the President's page on the ACRL website, including biographical information, message from president, schedule, special events, press box, reports, contact information and a photo.
25. Communicates activities and plans in reports for *C&RL News*, quarterly President's reports, and special messages to ACRL units.
26. Represents ACRL at chapter conferences by invitation.
27. Solicits donations to Friends Fund.

Representation-external to Higher Ed org, media, vendors etc

28. Represents the division between meetings of the Board and Executive Committee.
29. Responds to requests from ALA Office of Public Information for interviews and information.

30. Attends some liaison organization's meetings as the ACRL representative, e.g., CNI, ARL.

Ceremonial – awards, National Conference, receptions

31. Attends ACRL Presidential Candidates Forum, ACRL/Harvard Leadership Institute reunions, and the New Leader Orientation.

32. During an ACRL National Conference year, presides over opening ceremony; may introduce keynote speaker, welcomes new members and scholarship winners; hosts colleagues breakfast; participates in ribbon cutting; etc.

33. Presents Excellence Awards at on-campus ceremonies.

34. "Hosts" ACRL Legislative Day Lunch when held as part of the National Library Legislative Day.

35. Attends invitational receptions at ALA Conferences, as schedule permits, e.g., receptions for ALA officers, ALA president's lunch, etc.

36. At final Board meeting during Annual Conference thanks Board members completing their terms, with prepared remarks specific to their contributions.

President's Ex Officio and Liaison Responsibilities

- Ex Officio member of Academic/Research Librarian of the Year Award Committee
- Ex Officio member of Excellence in Academic Libraries Award Committee (Nominations)
- Ex Officio member of Excellence in Academic Libraries Award Committee (Selection)
- Board liaison to the Liaisons Coordinating and Components Committee
- Board liaison to the Advocacy Committee
- Board liaison to ACRL Chapters Council
- Ex Officio member of ALA Advocacy Committee
- Representative of ACRL at Coalition for Networked Information (CNI) fall and spring Task Force meetings
- Representative of ACRL at Association of Research Libraries (ARL) meetings
- As an Officer, leads the Executive Director's evaluation

2.3.2 Vice-President/President-Elect


Association Governance – Board meetings, Personnel Committee, strategic planning

1. Serves as an Officer of the division and as a member of the Board of Directors, the Executive Committee, and the Budget and Finance Committee.
2. Reaches out to defeated vice-president/president-elect candidates. Solicits former candidates' interest in committees or projects on which they may wish to serve.
3. Appoints division-level committee members, vice-chairs, and chairs not otherwise appointed by the Publications Coordinating Committee. Terms to begin in presidential year.
4. Appoints representatives to outside organizations and other ALA units as needed.
5. Performs such other duties as the Board of Directors or the president may assign.
6. Is ex-officio member and attends Budget and Finance Committee meetings as a way to be grounded in the financial operations of the association.
7. In the absence of the president, presides at meetings of the Board, the Executive Committee, and at the membership meeting.
8. Plans Strategic Planning and Orientation Session to be held early in presidential year (typically September or October).
9. As an Officer, advises the President in ACRL Executive Director's annual performance evaluation.
10. Participates in regular conference calls with other Officers and the Executive Director.

Communication- about ACRL to its units and to ALA

11. Maintains effective relationships between ACRL and ALA and its divisions. Shares information, communicates concerns, participates in governance through attending meeting such as:

- ALA Fall Joint Meeting of ALA Board and Division Executive Committees,
- ALA Planning and Budgeting Assembly,
- Joint meeting of ALA Budget Analysis and Review Committee (BARC) and the divisions,
- Division Presidents' Breakfast on Sundays at 7:00 a.m. at ALA Conferences, and ALA Vice-Presidents' Luncheon.

 12. Provides information to staff to create vice-president's page on the ACRL website to include, biographical information, schedule, special events, press box, reports, contact info, and a photo.

13. Communicates activities and plans in reports for *C&RL News*.

14. Represents ACRL at chapter conferences by invitation.

Representation- external to media

15. Responds to requests from ALA Office of Public Information for interviews and information.

Ceremonial – awards, National Conference

16. Attends ACRL Presidential Candidates Forum, ACRL/Harvard Leadership Institute reunions, and the New Leader Orientation.

17. During ACRL National Conference year may preside or host an event.

18. Attends invitational receptions at ALA Conferences, as schedule permits, e.g., receptions for ALA officers, ALA vice-president's lunch, etc.

Vice-President/President Elect's Ex Officio and Liaison Responsibilities

- Ex Officio member of Budget & Finance Committee
- Ex Officio member of ALA Appointments Committee
- As an Officer, participates in the Executive Director's annual review
- Board liaison to Professional Development Coordinating Committee and component committees:
 1. Annual Conference Programs Committee
 2. Midwinter Workshops and Annual Preconferences Committee
 3. President's Program Planning Committee
 4. Scholarships Committee
 5. Virtual Institutes Committee
- Board liaison to Research Coordinating Committee and component committees:
 1. Research Planning and Review Committee
 2. Research Program Committee

2.3.3 Immediate Past-President

Association Governance – board meetings, Personnel Committee, strategic planning

ACRL FB22 Doc 6.2

1. Serves as a member of the ACRL Board of Directors and Executive Committee.
2. Supports president.
3. Participates in regular conference calls with other Officers and the Executive Director.
4. Works with staff to plan the New Leader Orientation and presides at that session.
5. As an Officer, participates in the Executive Director's annual review.

Communication- about ACRL to its units and to ALA

6. Develops questions to ask ALA Presidential candidates for *C&RL News* article (December).
7. Every third year, drafts two or three questions for ALA Treasurer Candidates for *C&RL News* article (December; next time will be 2012 for the 2013 election).
8. Maintains effective relationships between ACRL and ALA and its divisions. Shares information, communicates concerns, participates in governance through attending meeting such as:
 - ALA Fall Joint Meeting of ALA Board and Division Executive Committees,
 - ALA Planning and Budgeting Assembly,
 - Joint meeting of ALA Budget Analysis and Review Committee (BARC) and the divisions, and
 - Division Presidents' Breakfast Sunday at 7:00 a.m. at ALA Conferences.
9. Writes Annual Report for the December issue of *C&RL News* (due October).
10. Represents ACRL at chapter conferences by invitation.

Representation- external to media

11. Responds to requests from ALA Office of Public Information for interviews and information.

Ceremonial

12. Attends Candidates Forum, ACRL/Harvard Leadership Institute reunions, and New Leader Orientations.
13. Attends invitational receptions at ALA Conferences, as schedule permits, e.g., receptions for ALA officers, etc.

Immediate Past-President's Ex Officio and Liaison Responsibilities

- Ex Officio member of Excellence in Academic Libraries Award Committee (Selection)
- ACRL representative to the ALA Planning and Budget Assembly (PBA)
- ACRL representative to ALA Budget Analysis Review Committee (BARC)
- Board liaison to Publications Coordinating Committee and component committees:
 1. Academic Library Trends and Statistics Survey
 2. CHOICE Editorial Board
 3. *C&RL* Editorial Board
 4. *C&RL News* Editorial Board
 5. New Publications Advisory Board
 6. Publications in Librarianship Editorial Board
 7. *RBM* Editorial Board
 8. *Resources for College Libraries* Editorial Board

2.3.4 Past-President, Once-Removed

Communication- about ACRL to its units and to ALA

- Writes Annual Report for *C&RL News* covering the presidential year that is due when he/she is past president (October).

Past-President, Once Removed - Ex Officio and Liaison Responsibilities

- Serves as chair of the Excellence in Academic Libraries Award Committee (Selection).

2.3.5 Budget and Finance Committee Chair

1. Shares information on financial picture of association. Represents budget and finance perspective in Board discussions. Advises Board on appropriate process to vet programs from a financial perspective.

2. Oversees work of Budget & Finance Subcommittees:

- Friends Fund Subcommittee
- Friends Fund Disbursement Subcommittee

3. In consultation with president, plans joint Board/Budget and Finance Committee meeting at Midwinter.
4. Attends ALA Budget Analysis and Review Committee (BARC) Planning and Budget Assembly as ACRL representative. Votes as ACRL representative when appropriate.
5. Maintains effective relationships between ACRL and ALA and its divisions. Shares information, communicates concerns, participates in governance through attending meeting such as:
 - ALA Fall Joint Meeting of ALA Board and 11 Division Executive Committees,
 - ALA Planning and Budgeting Assembly,
 - Joint meeting of ALA Budget Analysis and Review Committee (BARC) and the divisions.

Budget and Finance Committee Chair's Ex Officio and Liaison Responsibilities

- ACRL representative to ALA Planning and Budget Assembly.
- ACRL representative at joint meeting of ALA Budget Analysis and Review Committee (BARC) and the divisions.

2.3.6 Councilor

1. Attends ALA Council meetings.
2. Serves as a member of the ACRL Board of Directors.
3. Serves as a member of the ACRL Executive Committee.
4. Stays informed on academic and research library and information issues, ALA and ACRL issues and trends, and ACRL membership needs.

Communication- about ACRL to its units and to ALA

5. Informs the ACRL Board on ALA trends, issues, interests, and actions that have implications for academic and research librarians and libraries.
6. Represents the position of the Board of Directors to the ALA Council on matters before it, and votes on behalf of the division if so directed by the ACRL Board.
7. Informs the Board of the potential its members have for action such as lobbying for their opinion or mobilizing support.

8. Convenes the Academic Caucus of Council and identifies issues that need to be addressed.
9. Keeps ACRL leadership informed of pertinent Council discussions by forwarding appropriate messages from the ALA Council discussion list to ACRLeads.
10. Maintains effective relationships between ACRL and ALA and its divisions. Shares information, communicates concerns, through attending meeting such as:
 - ALA Fall Joint Meeting of ALA Board and 11 Division Executive Committees
 - Division Presidents' Breakfast Sunday at 7:00 a.m. at ALA Conferences.

Ceremonial

11. Attends ACRL membership meetings.

2.3.7 Executive Director

1. Informs the Board of Directors, Executive Committee, members, and others on the conditions of the association and all important factors influencing it.
2. Plans, formulates, and recommends for the approval of the Board of Directors basic policies and programs that will further the organization's objectives.
3. Executes all decisions of the Board of Directors except when other assignments are specifically made by the Board.
4. Attends all the meetings of the Board of Directors and Executive Committee. In consultation with president, prepares Board and Executive Committee meeting agendas. Is responsible for Board and Executive Committee meeting records, and annual report for the membership, in addition to regular reports to the Board of Directors.
5. Refers all issues, problems, financial questions, operations matters, or ancillary considerations that may arise exceeding defined level of authority to the Executive Committee and Board.
6. In cooperation with the Budget and Finance Committee, develops, recommends, and, upon approval, operates within an annual budget. Ensures that all funds, physical assets, and other property of the association are appropriately safeguarded and administered, and is responsible for financial management, including planning, purchases, receipts, disbursement, reports, and analysis. Provides the necessary liaison and staff support to the Board and committees to enable them to

properly perform their functions. Sees that committees' decisions and recommendations are submitted to the Board of Directors.

8. Develops, for purposes of day-to-day administration, specific policies, procedures, and programs to effectively and efficiently implement the general policies established by the Board of Directors.

9. Executes such contracts and commitments as may be authorized by the Board of Directors for approval.

10. Recruits, hires, trains, and motivates association staff personnel, and is responsible for all promotions and terminations.

11. Obtains maximum utilization of staff by clearly defining their duties, establishing performance standards, conducting performance reviews, and encouraging ALA to maintain a competitive compensation structure.

12. Carries out such other general responsibilities as may be delegated by the officers and the Board of Directors.

13. Participates in regular conference calls with Officers.

Communication- about ACRL to its units and to ALA

14. Every third year serves on the ALA Senior Management team.

15. Represents the association by establishing and maintaining effective relationships with other organizations external to ALA—both public and private—and sees that the positions of the association are enhanced in accordance with the policies and objectives of each organization.

16. Maintains effective relationships between ACRL and ALA and its divisions. Shares information, communicates concerns, participates in governance through attending meeting such as:

- ALA Fall Joint Meeting of ALA Board and 11 Division Executive Committees
- ALA Planning and Budgeting Assembly
- Joint meeting of ALA Budget Analysis and Review Committee (BARC) and the divisions

Executive Director's Ex Officio and Liaison Responsibilities

- Ex Officio member of the Executive Committee

- Ex Officio member of the Board of Directors
- Ex Officio member of Excellence in Academic Libraries Award Committee (Nominations)
- Ex Officio member of Excellence in Academic Libraries Award Committee (Selection)
- Ex Officio member of Academic/Research Librarian of the Year Award Committee
- Staff liaison to Budget & Finance Committee
- Staff liaison to the Liaisons Coordinating Committee and its component committees
 1. Liaisons Assembly
 2. Liaisons Grants Committee
 3. Liaisons Training and Development Committee

2.4 Meetings

2.4.1 Meeting Dates and Schedules

The Board usually meets two times a year in conjunction with ALA conferences. Typically, two formal board meetings are scheduled during each as well as one or two informal meetings for updates, document checking, and training. The Board sometimes decides to come in a day early and meet on the Thursday before conference when additional work is needed on strategic planning or other projects.

The Executive Committee meets twice a year, in the spring, on occasion during the first week in May in Washington, D.C. to coincide with ALA's National Library Legislative Day, and in the fall during September or October in Chicago along with other ALA divisions and the ALA Executive Board.

2.4.2 Open Sessions

All meetings of the Board are open except when discussions affecting the privacy of individuals, institutions, or the association are held. Seats are provided for observers at open meetings. The final fifteen minutes of the first Board meeting is set aside for an "open microphone" session when any ACRL member may address the Board.

Special meetings and conference calls may be arranged at the discretion of the Board. Any Board member may request a special meeting or conference call. The final decision about whether to hold special meetings or conference calls rests with the president.

2.4.3 Strategic Planning and Orientation Meeting

Each year, the Board holds a strategic planning and orientation session. In some years, the strategic planning and orientation session has been held in conjunction with the Annual Conference and/or fall Executive Committee meeting. At other times, the strategic planning and orientation session is held over a weekend in the fall, but on different dates and at a different location than the fall meeting.

The general purposes of Board strategic planning and orientation sessions are:

1. to provide orientation for newly elected Board members;
2. to provide an opportunity for the Board to discuss overall association goals, plans, and strategies for the next fiscal year;
3. to consider "mega-issues" that the association and Board should be addressing/monitoring;
4. to provide an opportunity for informal communication among Board members in order to produce more effective and productive decisions; and
5. to build a sense of teamwork among Board members.

2.4.4 Minutes/Action summaries

Staff takes minutes of the ACRL Board meetings. Following each Board meeting, a brief summary listing actions taken by the Board is published in the ACRL publication of record, *C&RL News*.

Minutes of each Board meeting are prepared, approved by the Board, and distributed to the Board, staff, ACRL Leaders, and to other members of the association. Board meeting minutes are also posted to the Board of Directors ALA Connect Community. Typographical errors and non-substantive corrections may be reported directly to the ACRL staff, which will make the appropriate changes. Substantive corrections should be brought to the Board's attention at the following Board meeting when the minutes are approved so that the correction(s) may be approved and included in the revised minutes.

Note that the Board approves minutes of the Board's meetings and the Executive Committee approves minutes of the Executive Committee's meetings. To illustrate, the Fall Executive Committee minutes will be shared with the full Board but the approval of the minutes is the responsibility of the Executive Committee.

2.4.5 Rules and procedures for Board Meetings

During its meetings, the official parliamentary authority of the Association guides the Board, which is currently the *Robert's Rules of Order*. However, because the Board is a small group and its

meetings tend to be more informal, *strict* adherence to parliamentary procedure is not always necessary. Board meetings do not include a parliamentarian. In the case of a procedural question, the rules of *Robert's Rules of Order* prevail.

Source: [ALA Bylaws Article XII. Parliamentary Authority](#)

2.4.6 Board Social Media Policies

The Board adheres to the [ACRL Board Social Media Guidelines](#) during its meetings.

2.4.7 Closed Sessions

Closed sessions are used only to discuss matters affecting the privacy of individuals, institutions, and the association. The presiding officer reports out following each closed session in order to summarize the discussion and/or note any formal actions taken by the Board. Actions taken in closed session are announced, and votes are confirmed in an open session.

Closed sessions are noted on the agenda. Individual Board members may request a closed session if they feel an issue warrants one. The Board may also decide to go into closed session during a meeting if the item under discussion affects the privacy of an individual, an institution, ALA, or ACRL.

The Board is bound by ethics and common sense in observing rules of confidentiality and silence regarding discussions in closed session. In general, if public awareness of the issue will violate the privacy of an individual or institution, the session should be closed. Board members should not reveal the elements or substance of the discussion. If Board members are uncertain what they may reveal, this should be discussed during the closed session.

2.5 Documents and Agendas

2.5.1 Document Distribution

Board documents include a variety of document types: committee reports, staff reports, agendas, calendars, informational items, confidential items, and miscellaneous communication. Board meeting agendas and documents are posted to the ACRL Board's ALA Connect Community. Generally, documents are posted two weeks before the meeting. However, late documents will continue to be posted up to the travel day before the meeting.

The ACRL staff maintains a file of all documents distributed to the Board during the year.

2.5.2 Agendas

Officially, a docket is the list of items to be discussed at a meeting, and an agenda is the order in which they are discussed. These terms tend to be used interchangeably. However, the commonly used term in ACRL is agenda.

The president has responsibility for setting the agenda of the Board for each meeting. Approximately two to four weeks prior to each regularly scheduled Board meeting, the president sets the agenda. The agenda and a schedule of all Board meetings, including social events, and receptions are distributed to Board members by staff as far ahead of the Board meeting as possible.

Agenda items are solicited from all Board members, staff, committee chairs, and section chairs approximately six to eight weeks prior to each Board meeting. Board members may ask that items be placed on the agenda for discussion during either open or closed session. Copies of any supporting documents that will be needed during the discussion should be sent to the staff for numbering and posting at least four weeks before the meeting.

2.6 Voting

2.6.1 Voting at meetings

The Board makes its decisions through the voting process. At Board meetings, a majority vote rules. During meetings, Board members indicate their vote by raising their hand and/or by saying "aye," "no," or "abstain" as requested by the chair. The chair notes the outcome of a vote orally, i.e., saying, "the vote passes," "the vote is unanimous," "the vote fails." The chair may report the "ayes" and "nays."

Votes taken in closed session must be reported out, with the vote confirmed in open session.

2.6.2 Motions

Motions are made in writing on official Board motion forms, which are available at each Board meeting. Motions must be signed. A second is required except in the case of motions presented by the chair of a Board committee as part of the report of that committee. The written motions are used as a formal record of the Board's actions; therefore, it is important that both the mover and the seconder complete the written motion form fully, accurately, and legibly.

2.6.3 Voting between meetings

On occasion, the Board may need to conduct business or take votes outside of its regular meetings. This may occur for the following reasons:

At a regularly scheduled Board meeting, the Board decides it needs additional information or staff work before voting and agrees to vote later;

A decision needs to be made immediately, an opportunity arises, or a crisis develops that requires Board action between regularly scheduled meetings of the Board.

2.6.4 Procedures for Voting by Mail, Telecommunications, or Electronically.

Voting between meetings is provided for by the ACRL Bylaws, Article XX, Sections 1, 2, and 3. 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.

2.7 Reports to the Board

All units of the Association are required to make written reports annually of their activities and to submit them to the ACRL office for distribution to the Board and for inclusion in the Annual Report of Association Activities. In making the report, unit leaders should be careful to point out how the activities advance the association's strategic goals.

2.7.1 Submitting and Preparing Action and Information Reports for Board of Directors

Submitting Items to the Board for information, discussion, or action

An announcement soliciting agenda items is sent to all Board members, staff, and committee and section chairs approximately six to eight weeks prior to the Board's ALA meetings as well as prior to the spring and fall executive committee meetings. Items may be submitted for Board consideration by completing a Board of Directors Action Form. Any necessary supporting documentation that will be needed during the discussion should be sent to the staff for numbering and posting with the completed Board of Directors Action Form at least four weeks before the meeting following the instructions below.

1. Board of Directors Action Forms are available on the [Forms page](#) of the ACRL website.
2. Background: Provide brief background of the issue or topic, **the** recommendations and the articulation of the discussions for and against the recommendations, and the unit's reasons for the recommended Board action. Note:
 - If a unit is submitting a report and recommendations, the recommendations should be detailed in the Board of Directors Board Action form and not included in the body of the report.
 - Reports are to be submitted as attachments to requests for Board action. The requested Board action may be that the Board discuss a report and provide further direction or feedback.
 - Deadlines. Reports must be received at the Association Office according to established deadlines, announced typically eight weeks before the Board's meeting, with a deadline of four weeks before the meeting.
 - Financial Impact Statement: In June 1995 the Board of Directors approved a motion requesting the inclusion of a budget and staffing impact statement in all recommendations being considered for action. The executive director prepares the impact statement.

2.8 Association-wide Initiatives

Initiatives may originate in a number of different ways, from individuals, committees, sections, the Board, or the President. Association-wide initiatives must relate to the Association's strategic goals and priorities and as such should be reviewed annually.

These parameters should be followed for association-wide initiatives:

- The Board and the Executive Director provide oversight for all Association-wide initiatives;
- The Board considers assigning a liaison from the Board to each initiative, at least through its development phase. That Board member will be responsible for ensuring adequate communication occurs between initiative members and the Board:
- All initiatives are subject to an assessment process undertaken by the Board. Assessment methods and measures should be built into each proposal from the outset —as much as possible - and tracked by the Board liaison, most likely in two phases. The initial development phase assessment strategy should be designed to support decision making

about continuing the initiatives; once that decision is made, there may need to be a longer-term assessment. Certainly, towards the end of the designated development phase, the Board or its designees will need to assess formally the success of the initiative;

- Funding methods for initiatives are determined either through the regular funding procedures for a unit - if made the responsibility of such a group - or through a special allocation. Budgets for Association-wide initiatives should be projected for several years. Longer-term budgeting is desirable, but will not always be possible. Ongoing staffing needs of Association-wide initiatives must be considered as part of budget development.
- The Board, after appropriate assessment and at the point a decision is made to continue the initiative beyond its development phase, must determine where the initiative should fit within the Association's organizational structure. It may be the responsibility of an existing unit or a new organizational entity may need to be created to oversee the implementation of the initiative. In certain circumstances, the Board may establish a position within the ACRL office to assume specific responsibility for the ongoing functions that derive from the initiative or ask the executive director to assign oversight responsibilities to an existing staff member.
- In the event that an Association-wide initiative involves other ALA divisions or other organizations, the same recommendations apply.

There is no "one size fits all" approach to funding and organizational models for association-wide initiatives. The above outline details an approach to be taken but the specifics of that approach may vary from initiative to initiative. For example, not every association-wide initiative may require that a Board member be formally designated as its liaison. The one constant in every case, however, is that the ACRL executive director and the Board "either as a whole or through its designee" must be jointly responsible for ensuring that free and open communication take place in regards to the initiative, at every phase of its implementation, to ensure that its role is fully understood within the Association, and to ensure that it is carried out in a manner consistent with existing Association priorities, strategies, and policies. (*Source: Approved by ACRL Board, ALA Annual Conference, Atlanta, June 18, 2002.*)

2.9 Activities of the Board





2.9.1 Midwinter Meeting

- Special ACRL Board of Directors work session (Occasional, Thursday all-day).

- ACRL Board of Directors update and Effectiveness Training (typically, Friday, 8:30-12:00 p.m.).
- ACRL Leadership Council Networking Session (Friday afternoon, 1:00-2:00 p.m.). Includes all committee and section chairs and vice-chairs; Interest Group convenors, Chapters Council officers, Board members, Budget & Finance Committee members, and candidates for ACRL's section vice-chairs and ACRL Board seats.
- ACRL Leadership Council Session (Friday afternoon, 2:00-4:00 p.m.). The ACRL President chairs this session.
- Communities of Practice Assembly (traditionally Friday, 4:30-5:30 p.m. following the Leadership Council, but this is now a no-conflict time). Includes representatives of all of ACRL's sections, Interest Groups, and Discussion Groups. ACRL officers are required to attend; other Board members are welcome to attend.
- Board Meeting I (Saturday afternoon, 1:30-5:30). Includes open microphone session where ACRL members are encouraged to share ideas with the Board or call attention to issues of concern during the final 15 minutes of the meeting.
- Joint Board of Directors and Budget & Finance Committee meeting (Monday, 8:00 a.m.-9:30 a.m.). Any ACRL member may attend this open meeting.
- ACRL Board luncheon (Monday lunch). Board members meet informally, usually in the ACRL suite.
- Board Meeting II (Monday, 1:30-4:30). This is the final meeting for the conference.

2.9.2 Annual Conference


- Special ACRL Board of Directors work session (Occasional, Thursday all-day).
- ACRL Board of Directors update (typically Friday, 8:30-12:00 p.m.). Includes current Board members and newly elected individuals.
- ACRL Leadership Council Networking Session (Friday afternoon, 1:00-2:00 p.m.). Includes all committee and section chairs and vice-chairs; Interest Group convenors, Chapters Council officers, Board members, Budget & Finance Committee members, and candidates for ACRL's section vice-chairs and ACRL Board seats. ACRL Leadership Council (Friday afternoon, 2:00-4:00 p.m.). The ACRL President chairs this session.


-  ACRL Membership Meeting (Saturday morning, 8:00-8:30 a.m.). Highlight key accomplishments; recognize Board members and newly elected officers. Only officers required to attend.
-  ACRL 101 (Saturday morning, 8:30-10:00 a.m.) Optional event for Board members.
- ACRL President's Program (Saturday, 10:30-12:00 p.m.). Recognize all ACRL colleagues (vendors who provide support to ACRL), keynote speaker. All ACRL award recipients announced. Present division-level awards except Academic/Research Librarian of the Year Award.
-  Board Meeting I (Saturday afternoon, 1:30-5:30). Open microphone session. ACRL members are encouraged to share ideas with the Board or call attention to issues of concern during the final 30 minutes of the open meeting. For the last half hour of the meeting the Board  goes into Executive Session to review the performance of the Executive Director.
- ACRL Board luncheon (Monday lunch). Board members meet informally, typically in the ACRL suite.
- ACRL Board photo (Monday, 1:15 p.m.) The current and incoming Board photos are taken.
- ACRL Board Meeting II (Monday, 1:30-4:30 p.m.) This is the final meeting of the conference. The gavel is passed to the vice-president/President-elect. Outgoing Board members are recognized.
- ALA Inaugural Banquet (Tuesday, 7:00-11:00 p.m.). ACRL's vice-president is inaugurated at this dinner/dance. ACRL typically fills 2-3 tables with Board members, guests, and staff. The cost of the ticket is the responsibility of each individual attending. ACRL staff collects the ticket money and reserves the tables so Board members can be seated together.



2.10 Activities of the executive committee

2.10.1 Fall meeting

 This is usually a concurrent meeting with other ALA divisions, and recently the ALA Executive Board, held in Chicago during September or October.

Members may submit items that they wish to have the committee's advice or opinion on, or items for action that because of timing cannot wait until the next meeting of the full Board. 

2.10.2 Spring Executive Committee meeting

This meeting is often held in Washington, D.C. to coincide with the ALA Library Legislative Day. This is typically a one-day meeting.

Members may submit items that they wish to have the committee's advice or opinion on, or items for action that because of timing cannot be held until the next meeting of the full Board.

2.11 Meeting commitments for officers

2.11.1 President

The ACRL president attends the Midwinter Meeting, Annual Conference, spring and fall Executive Committee meetings, Board strategic planning and orientation sessions, and other meeting commitments.

In addition to those duties specified in the ACRL Bylaws and those listed under the roles and responsibilities for the position, the ACRL president has several meeting commitments at the ALA Midwinter Meetings and ALA Annual Conferences, along with a variety of others occurring at various times during the year. Meeting commitments fall into three categories: ALA, ACRL, and external organizations. Following are the meeting commitments for this position.

ALA Meetings

ALA meetings are scheduled by the ALA president working with the ALA Executive Office. Communication about the time, agenda, and any supporting documents comes from the ALA

Executive Office.

- ALA President's Lunch, Saturday 12:00-1:30 p.m.


The ALA President usually hosts a lunch for all Division Presidents at the Midwinter Meeting and Annual Conference typically on Saturday from 12:00 -1:30 p.m.

- ALA President's Breakfast, Sunday 7:00 – 9:00 a.m.

The ACRL president, with the ACRL vice-president, past-president, councilor and Executive Director meets with other division officers at the Midwinter Meeting and Annual Conference

(always on Sunday, 7:00-9:00 a.m.) in an informal setting to discuss issues of mutual concern and share ideas and interests.


-  ALA Planning and Budgeting Assembly, Sunday 1:00 – 2:30 p.m.

The ACRL president, along with other ACRL leaders, has an opportunity at both the Midwinter Meeting and Annual Conference to meet with members of the Budget  Analysis and Review Committee to discuss issues of concern and share ideas.

- ALA Budget Analysis and Review Committee, Sunday 2:30 – 3:30 p.m.

The ALA Budget Analysis and Review Committee (BARC) and division leaders meet to discuss issues of concern and share ideas at the Midwinter Meeting and at the Annual Conference on Sundays from 2:30-3:30 p.m.

ACRL Meetings

1. The president works with ACRL staff to develop the agenda and presides during the ACRL Board of Directors meetings at both the Midwinter Meeting and Annual Conference (Saturdays and Mondays).
2. The president works with staff to prepare the agenda and presides at the ACRL Executive Committee meetings twice a year, fall and spring, usually held in Chicago and Washington D.C. respectively. The fall meeting is typically scheduled for one-and-a-half days; the spring meeting for one day immediately preceding or following the ALA Legislative Day. The fall meeting is often a concurrent meeting with other ALA divisions and the ALA Executive Board.
3. The president works with staff to select a Board Strategic Planning and Orientation Session location, set purpose/outcomes for the session, select facilities, and develop the agenda for the session. The president presides over the session.
4. The president presides over the ACRL Membership  Meeting (Saturday 8:00 a.m. to 8:30 a.m., preceding ACRL 101) and the Award Ceremony during Annual Conference at the opening of the President's Program on Saturday morning.
5. In consultation with Executive Director and Executive Committee, plans agenda for and presides over the Leadership Council session that is held on Fridays, between 2:00 and 4:00 p.m.

6. The ACRL Sections and Interest Groups are represented through the Communities of Practice Assembly. This group meets at both Midwinter Meetings and Annual Conferences on Fridays, 4:30-5:30 p.m. The president is expected to participate in these meetings.
7. The president is expected to meet with the Chapters Council during the Midwinter Meeting and Annual Conference. Chapters Council meets on Sundays, 8:00 a.m.-noon.
8. The president serves as an ex officio member of the Academic/Research Librarian of the Year Award Committee and the Excellence in Academic Libraries Award Nominations Committees.
9. ACRL provides opportunities for its officers to visit the local chapters. The president may be invited to visit a chapter as a speaker to share information about ACRL programs, services, and activities. The president should confirm availability with the chapter and ask that they contact the ACRL office about further details.
10. The president leads the Officers in the Executive Director's evaluation process. At the Midwinter Meeting, Officers review progress to date and confer with the Executive Director regarding any necessary midyear adjustments (e.g., unexpected emergencies or opportunities, ALA-directed changes) and/or concerns. At Annual Conference, the president convenes Executive Session at the close of the first ACRL Board meeting to review performance of Executive Director. The president discusses the annual evaluation with the Executive Director, outlines priority areas for the coming year, and highlights any areas requiring particular direction by the Executive Director.

Other meetings

Association of Research Libraries

- The ACRL president is invited to attend the Association of Research Libraries' (ARL) fall and spring meetings. If the president is not an ARL director, funds in the ACRL Board budget may be used to support this activity.

Coalition for Networked Information

- The president may also attend the Coalition for Networked Information fall and spring meetings as an ACRL representative.

2.11.2 Vice-President/President-Elect

The ACRL vice-president/president-elect attends the Midwinter Meeting, Annual Conference, spring and fall Executive Committee meetings, Board strategic planning and orientation sessions, and other meeting commitments.

In addition to those duties specified in the ACRL Bylaws and those listed under the roles and responsibilities for the position, the ACRL vice-president/president-elect has several meeting commitments at the ALA Midwinter Meetings and ALA Annual Conferences, along with a variety of others occurring at various times during the year. Meeting commitments fall into three categories: ALA, ACRL, and external organizations. Following are the meeting commitments for this position.

ALA Meetings

ALA meetings are scheduled by the ALA vice-president working with the ALA Executive Office. Communication about the time, agenda, and any supporting documents comes from the ALA Executive Office.

- ALA Appointments Committee, Saturday Time TBD


The ACRL vice-president is a member of the ALA Appointments Committee. Work with the Appointments Committee ends with the year as vice-president. The Appointments Committee works virtually and also meets at Midwinter, usually for a two-hour meeting on Saturday. As a member of the Appointments Committee, the vice-president will be asked to recommend members to serve on ALA-wide committees. Vice-presidents should start making a list of people to serve in various capacities as soon as they are elected and talk to other division vice-presidents about supporting their choices very early.

- ALA Vice-President's Lunch, Saturday 12:00 – 1:30 p.m.

The ALA President usually hosts a lunch for all Division Vice-Presidents at the Midwinter Meeting and Annual Conference typically on Saturday from 12:00 -1:30 p.m.

- ALA President's Breakfast, Sunday 7:00 – 9:00 a.m.

The ACRL vice-president, with the ACRL president, past-president, councilor and Executive Director meets with other division officers as part of the President's Breakfast at the Midwinter Meeting and Annual Conference (always on Sunday, 7:00-9:00 a.m.) in an informal setting to discuss issues of mutual concern and share ideas and interests.

-  ALA Planning and Budgeting Assembly, Sunday 1:00 – 2:30 p.m.
The ACRL vice-president represents the division at the ALA Planning and Budgeting Assembly along with the chair of the ACRL Budget and Finance Committee. The Assembly convenes at the Midwinter Meeting and at the Annual Conference on Sundays from 1:00-2:30 p.m.
- ALA Budget Analysis and Review Committee, Sunday 2:30 – 3:30 p.m.
The ALA Budget Analysis and Review Committee (BARC) and division leaders meet to discuss issues of concern and share ideas at the Midwinter Meeting and at the Annual Conference on Sundays from 2:30-3:30 p.m.
- ALA Division Leadership Training Session
An ALA Division Leadership Training Session is usually held in the fall for vice-presidents/presidents-elect. The purposes of this all-day session are to provide information on how the association works, share information about division programs, get acquainted with colleagues in other divisions and provide training in working with the media. This session typically precedes the Fall Executive Committee meeting.

ACRL meetings

1. The vice-president attends the ACRL Board of Directors meetings at both the Midwinter Meeting and Annual Conference (Saturdays and Mondays).
2. The vice-president attends the ACRL Executive Committee meetings twice a year, fall and spring, usually held in Chicago and Washington D.C. respectively. The fall meeting is typically scheduled for one-and-a-half days; the spring meeting for one day immediately preceding or following the ALA Legislative Day. The fall meeting is often a concurrent meeting with other ALA divisions.
3. The vice-president attends the ACRL Board Strategic Planning and Orientation Session, typically held in September or October.
4. The vice-president is an ex officio member of the ACRL Budget and Finance Committee. The committee meets three times during Midwinter Meetings and twice at Annual Conferences (usually Saturday, Sunday, and Monday 8:00-11:00 a.m.).
5. A Virtual Leader Orientation session is held annually for newly elected and appointed officers.

6. The Leadership Council is held on Fridays, between 2:00 and 4:00 p.m.
7. The ACRL Sections and Interest Groups are represented through the Communities of Practice Assembly. This group meets at both Midwinter Meetings, and Annual Conferences on Fridays, 4:30-5:30 p.m. The vice-president is expected to participate in these meetings.
8. The vice-president is expected to meet with the Chapters Council during the Midwinter Meeting and Annual Conference. Chapters Council meets on Sundays, 8:00 a.m.-noon
9. ACRL provides opportunities for its officers to visit the local chapters. The vice-president may be invited to visit a chapter as a speaker to share information about ACRL's programs, services, and activities. The vice-president should confirm availability with the chapter and ask that they contact the ACRL office about further details.
10. The president leads the Officers in the Executive Directors evaluation process. At the Midwinter Meeting, Officers review progress to date and confer with Executive Director regarding any necessary midyear adjustments (e.g., unexpected emergencies or opportunities, ALA-directed changes) and/or concerns. At Annual Conference convenes Executive Session at the close of the first ACRL Board meeting to review performance of Executive Director. President discusses annual evaluations with Executive Director, outlines priority areas for coming year, and highlights any areas requiring particular direction by the Executive Director.

2.11.3 Past-President

ALA Meetings

ALA meetings are scheduled by the ALA president working with the ALA Executive Office. Communication about the time, agenda, and any supporting documents comes from the ALA Executive Office.

ALA Meetings

ALA meetings are scheduled by the ALA president working with the ALA Executive Office. Communication about the time, agenda, and any supporting documents comes from the ALA Executive Office.

- ALA President's Breakfast, Sunday 7:00 – 9:00 a.m.

The ACRL president, with the ACRL vice-president, past-president, councilor and Executive Director meets with other division officers at the Midwinter Meeting and Annual Conference (always on Sunday, 7:00-9:00 a.m.) in an informal setting to discuss issues of mutual concern and share ideas and interests.

- ALA Planning and Budgeting Assembly, Sunday 1:00 – 2:30 p.m.

The ACRL president, along with other ACRL leaders, has an opportunity at both the Midwinter Meeting and Annual Conference to meet with members of the Budget Analysis and Review Committee to discuss issues of concern and share ideas.

- ALA Budget Analysis and Review Committee, Sunday 2:30 – 3:30 p.m.

The ALA Budget Analysis and Review Committee (BARC) and division leaders meet to discuss issues of concern and share ideas at the Midwinter Meeting and at the Annual Conference on Sundays from 2:30-3:30 p.m.

ACRL Meetings

1. The past-president attends the ACRL Board of Directors meetings at both the Midwinter Meeting and Annual Conference (Saturdays and Mondays).
2. The past-president attends the ACRL Executive Committee meetings twice a year, fall and spring, usually held in Chicago and Washington D.C. respectively. The fall meeting is typically scheduled for one-and-a-half days; the spring meeting for one day immediately preceding or following the ALA Legislative Day. The fall meeting is often a concurrent meeting with other ALA divisions.
3. The past-president attends the ACRL Board Strategic Planning and Orientation Session, typically held in September or October.
4. The past-president plans the New Leader Orientation session in conjunction with ACRL staff. In FY10 ACRL is piloting a virtual orientation session.
5. The past-president attends the Leadership Council that is held on Fridays, between 2:00 and 4:00 p.m.
6. The ACRL Sections and Interest Groups are represented through the Communities of Practice Assembly. This group meets at both Midwinter Meetings and Annual Conferences on Fridays, 4:30-5:30 p.m. The past-president is expected to participate in these meetings.

7. ACRL provides opportunities for its officers to visit the local chapters. The past-president may be invited to visit a chapter as a speaker to share information about ACRL's programs, services, and activities. The past-president should confirm availability with the chapter and ask that they contact the ACRL office about further details.
8. The president leads the Officers in the executive directors evaluation process. At the Midwinter Meeting, Officers review progress to date and confer with executive director regarding any necessary midyear adjustments (e.g., unexpected emergencies or opportunities, ALA-directed changes) and/or concerns. At Annual Conference convenes Executive Session at the close of the first ACRL Board meeting to review performance of executive director. President discusses annual evaluations with executive director, outlines priority areas for coming year, and highlights any areas requiring particular direction by the executive director.

2.12 Calendar of Activities for Officers

2.12.1 President

AUGUST

- Presidential theme article for September issue of *C&RL News* due August 1.
- Finalize plans for the ACRL Board Strategic Planning and Orientation Session (usually held in September or October).

SEPTEMBER

- Start writing message for Annual Report covering period ending with previous Annual Conference (your vice-presidential year), published in the December issue of *C&RL News*. 300-500 words, due October 15.
- Work with Executive Director on agenda for Fall Executive Committee meeting.
- Finish any remaining committee and task force appointments.
- Start preparing President's Report for Fall Executive Committee meeting.
- Encourage ACRL Board/others to nominate individuals for ACRL awards.
- Finalize any last minute details and attend the ACRL Board Strategic Planning and Orientation Session (usually in September or October).

OCTOBER

- Finish message for Annual Report covering period ending with previous Annual Conference (your vice-presidential year), published in the December issue of *C&RL News*. 300-500 words, due October 15.
- Plan ACRL Leadership Council activities.
- In even years only, appoint chair of ACRL National Conference Executive Committee (This is a separate process than regular divisional appointments - you'll get a mailing detailing the process).
- Attend ACRL Executive Committee meeting and joint meeting with ALA Board at ALA Headquarters.
- If planning a President's Program, check in with President's Program Committee re: arrangements/publicity providing assistance as needed.
- Attend the ACRL Board strategic planning and orientation session (usually in September or October).
- Ensure that at the Board Planning session the Board has selected topic for mega-issues discussion at Midwinter Board meeting.
- Attend ARL (typically mid to late October).
- With Executive Committee, select topics for Leadership Council.

NOVEMBER

- Begin developing a brief written report for ACRL Leaders at Leadership Council and Board report at Midwinter.
- Attend CNI (typically late November, early December).
- Provide staff a quote for Friends promotion.

DECEMBER

- Prepare agenda for Midwinter Meeting with Executive Director.
- Identify topics for Board update session.
- Contact any task force and/or committee chairs for progress reports, if desired.

JANUARY

- Prepare written President's Report to the Board.
- Prepare presentation for ACRL Leadership Council.
- Prepare for Midwinter Meeting.

Midwinter

- Preside at the ACRL Board Update session or Board Effectiveness Training Seminar (Friday morning).
- Preside at the ACRL Leadership Council (Friday 2:00-4:00 p.m.).
- Preside at ACRL Board meetings.
- Attend ALA Planning and Budget Assembly.
- Attend division officers' breakfast. (typically Sunday, 7:00 a.m.).
- Attend Communities of Practice Assembly (formerly Friday 4:30-5:30 p.m.).
- Attend Chapters Council & Candidate's Forum.
- Attend Academic/Research Librarian of the Year Award Selection Committee.
- Attend joint meeting of Board and Budget & Finance Committee.
- Meet with ACRL Officers and Executive Director to review progress to date and confer with Executive Director regarding any necessary midyear adjustments (e.g., unexpected emergencies or opportunities, ALA-directed changes) and/or concerns.
- Attend joint meeting of BARC and divisions.
- Attend invitational lunch for all presidents within ALA, hosted by the ALA president (typically Saturday).
- Attend Excellence Award to Selection and Nomination Committee.

MARCH

- Prepare for Excellence Award presentations.
- Prepare for ACRL Conference presentations (in odd-numbered years).

APRIL

- Present Excellence Awards on campus (typically scheduled in spring).
- Attend ACRL National Conference (in odd-numbered years).
- Attend CNI meeting.

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- Prepare for spring Executive Committee meeting.
- Prepare to host ACRL Legislative Day lunch.
- Finalize thank you letters to non-reappointed committee chairs, vice-chairs and members.
- Attend ARL (typically late April).

MAY

- Announcement of election results. (Also published on ACRL homepage and in June issue of *C&RL News*.)
- Attend ACRL Executive Committee meeting and ALA Legislative Day in Washington, D.C.
- Review and finalize ACRL President's Report to Council. This will also be used in program at ACRL membership meeting. (ACRL staff will draft and send you a copy to review and edit).
- Work with Executive Director on agenda for Annual Conference Board meeting.
- Prepare written President's Report for Annual Conference Board meetings. Selections may be shared orally with the Leadership Council.
- Prepare thank you statements for outgoing Board members to deliver at final Board meeting when presenting ACRL gift. These typically highlight their contributions to the Board.
- Collect data from the Board for Executive Director's performance review using the ALA assessment form.

JUNE/JULY

- Annual Conference
- Preside at ACRL Board meetings.
- Preside at ACRL membership and president's program meeting.
- Attend the Leadership Council (Friday, 2:00-4:00 p.m.).
- Attend Communities of Practice Assembly (Friday, 4:30 p.m.-5:30 p.m.).
- Attend ALA Planning and Budget Assembly.
- Attend ACRL President's Program and awards reception.
- Attend division officers' breakfast (typically Sunday, 7:00-9:00 a.m.).

- Attend invitational lunch for all presidents within ALA, hosted by the ALA president (often Saturday lunch).
- Convene Officers to prepare performance review with Executive Director.
- Meet with Executive Director to review performance. Prepare written statement for ALA senior executive director for programs and services.
- Meet with incoming vice-president and other ACRL officers to discuss work and direction of the association.
- Arrange to send appropriate files to incoming president.
- Make presentations to outgoing Board members at final Board meeting.
- Hand gavel to incoming president at final Board meeting.
- Attend ALA Inaugural Banquet.

JULY/AUGUST Post Conference

- Prepare written statement reviewing the ACRL Executive Director's performance for the
- ALA Senior Associate Executive Director for Member Programs and Services.
- Write thank you notes to Board, staff, etc.
- Assist incoming president with transition.

2.12.2 Vice-President/President-Elect

MAY

- Immediately upon election provide quotes for press release and *C&RL News* election article (published in June).
- Appoint ACRL representative to the ALA Conference Coordinating Committee for the conference to be held in your presidential year.

JUNE



Annual Conference

- Attend ACRL membership meeting for introduction to members.
- Attend ACRL Leadership Council.
- Attend ACRL Board meetings and Budget and Finance Committee meetings.

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- Meet with Executive Director and other ACRL officers to discuss the work and direction of the association. Arrange with the president to receive appropriate files.
- Attend ALA Inaugural Banquet.
- Appoint President's Program Committee (as appropriate).
- Appoint Appointments and Leadership Recruitment and Nomination Committee chairs and committee members.

AUGUST

- Begin to plan for association's projects and programs for year as president.

SEPTEMBER

- Communicate to the President's Program Committee chair and members the nature of program for the year and expectations of them.
- Finish remaining appointments to President's Program, Leadership Recruitment and Nomination, and Appointments Committees.
- Prepare goals for appointments process that your committee will use to guide them in recommending appointments.
- Communicate to the chairs of Appointments and Leadership Recruitment and Nomination Committees goals for filling vacant positions. Both of these committees will be receiving official instructions from the ACRL office later this month (with a cc: to you).
- Finalize appointment offer letter.
- Start preparing Vice President's Report for Fall Executive Committee meeting.
- Plan for association's projects and programs to advance strategic goals for your presidential year. In the past this has been discussed at the Fall Executive Committee meeting and a written statement from the vice-president has been reviewed detailing the necessary steps.
- Attend ASAE CEO symposium (Date to be determined; usually in September or November)
- Attend the ACRL Board Strategic Planning and Orientation Session (usually in September or October)

OCTOBER

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- Begin thinking about any special budget needs for upcoming fiscal year and inform the Executive Director so that they can be incorporated into the first draft of the budget.
- Check in with committees appointed (appointments, nominations, president's program) as needed to assist with overview/direction, etc
- Attend the Division Leadership Program at ALA Headquarters.
- Attend ACRL Executive Committee meeting at ALA Headquarters.
- Attend the ACRL Board Strategic Planning and Orientation Session (usually in September or October). Begin thinking about the ACRL Board Strategic Planning and Orientation Session that vice-president will plan.

NOVEMBER

- Finish goals for appointment process.
- Advise Appointments Committee as needed.
- Begin developing written update about plans for ACRL Leadership Council at Midwinter (if time is allocated for this).
- Let staff know of any location preferences for Board Strategic Planning and Orientation Session so that appropriate travel research can be done. Select dates.
- Think about goals/outcomes for the Board Strategic Planning and Orientation Session.

DECEMBER

- Consider whether any initiatives will require special task forces and if so prepare request for Board action.

JANUARY

- Check in with Appointments, Leadership Recruitment and Nomination, and President's Program Planning Committees as needed to see that all is going smoothly.
- Finalize Board Strategic Planning and Orientation Session dates and location.

Midwinter

- Attend ACRL Board Update session (Friday morning)
- Attend ACRL Board meetings.

- Represent ACRL on the ALA Committee on Appointments.
- Attend ALA joint BARC and division meeting.
- Attend ALA Planning and Budget Assembly.
- Attend meetings of ACRL Budget and Finance Committee for review of budget requests for next fiscal year.
- Attend division officers' breakfast (typically 7:00 a.m. Sunday).
- Attend joint meeting of Board and Budget & Finance Committee
- Attend Leadership Council Networking Session and the business meeting with Board and other ACRL appointed and elected leaders. (Friday, 2:00-4:00 p.m.)
- Attend invitational lunch with ALA vice-president and divisions.

FEBRUARY

- Recommendations from Appointments and Leadership Recruitment and Nomination Committees due to vice-president.
- Secure informal appointment acceptance from vice-chair and submit final committee appointments to ACRL office.
- Continue planning content of Board Strategic Planning and Orientation Session.

MARCH

- Prepare for ACRL National Conference presentations/functions (typically introductions, welcomes, etc.) (odd-numbered years).

APRIL

- Attend ACRL National Conference (in odd-numbered years).
- Prepare for Spring Executive Committee meeting.
- Prepare Vice President's Report for Spring Executive Committee meeting.
- Monitor appointments with help of staff; work with Appointments Committee to make additional appointments that come up when members decline.
- Make the appointments that the vice-president is the appointing authority for.

MAY

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- Attend ACRL Executive Committee meeting and ALA Legislative Day in Washington, D.C.
- Monitor appointments with help of staff; work with Appointments Committee to make additional appointments that come up when members decline.
- Prepare Vice President's Report for Annual Conference (this will be a Board document; selections may also be highlighted orally at the Leadership Council).
- Provide quotes about upcoming presidential year for *C&RL News* election article (published in June).
- In consultation with the Officers and executive director, assign Board liaisons to division-level committees and sections as appropriate for the coming year.

JUNE

- Continue working on topics/authors for *C&RL News* column.

Annual Conference

- Attend ACRL Board meetings and updates.
- Attend ACRL Leadership Council Networking Session (Friday, 1:00-2:00 p.m.)
- Attend ACRL Leadership Council (Friday, 2:00-4:00 p.m.)
- Attend Chapters Council. (Sunday morning)
- Attend invitational lunch for all vice-presidents within ALA. (usually Saturday)
- Attend ACRL Board meetings and Budget and Finance Committee meetings.
- Attend ACRL membership meeting.
- Attend ACRL President's Program and awards reception.
- Attend Planning and Budget Assembly. (Sunday afternoon)
- Attend division officers' breakfast. (Sunday, 7:00-9:00 a.m.)
- Attend ALA joint BARC and division meeting.
- Meet with incoming vice-president and other ACRL officers to discuss the work and direction of the association.
- Arrange with the president to receive appropriate files and arrange to send appropriate files to incoming vice-president.
- Receive passing-of-the-gavel at final Board meeting and conduct the closing portion of the meeting with newly-elected Board members.

- Attend ALA Inaugural Banquet.

JULY

- Write inaugural column for *C&RL News*. If a presidential column is planned, it is due July 30 for September issue.
- Plan orientation with Executive Director for Board Strategic Planning and Orientation Session. Finalize content with facilitator, etc.

2.12.3 Past-President

SEPTEMBER

- Start writing message for Annual Report covering period ending with previous Annual Conference (your presidential year), published in the December issue of *C&RL News*. 300-500 words, due October 15.
- Attend ACRL Executive Committee meeting at ALA Headquarters (or October).
- Attend ACRL Board Strategic Planning and Orientation Session (or October).

OCTOBER

- Finish message for Annual Report covering period ending with previous Annual Conference (your presidential year), published in the December issue of *C&RL News*. 300-500 words, due October 15.

NOVEMBER-DECEMBER

- Draft and complete questions and poll ACRL Board for input on questions to be posed to the candidates for ALA president for the *C&RL News* article.

JANUARY

Midwinter

- Attend ACRL Board meetings.

APRIL

- Prepare for ACRL National Conference presentations/functions (typically introductions, welcomes, etc.) (odd-numbered years).

MAY

- Work with associate director to plan New Leader Orientation at Annual Conference.
- Attend ACRL Executive Committee meeting (typically held in Washington, D.C. in conjunction with ALA National Library Legislative Day).

JUNE

Annual Conference

- Attend ACRL Board meetings.
- Attend ACRL President's Program and awards reception.
- Meet with incoming vice-president and other ACRL officers to discuss work and direction of the association.
- Arrange to send appropriate files to incoming past-president.

2.13 Communications

Board members communicate with each other, headquarters, and members using a variety of methods.

2.13.1 Roster

Upon election, each Board member is asked for home and business address, home and business telephone number, fax number(s) and e-mail address. This information is included on a Board roster that is distributed to the Board and to staff. The official Board roster containing only the Board members' institutional information (or other desired contact information) is listed on the [Board of Directors Page](#). The rosters are revised as needed throughout the year. Board members should advise the staff immediately of any changes in the roster information.

2.13.2 Electronic Mail

Since the Board often communicates by electronic mail, it is imperative that each Board member has access to e-mail. The Board has its own private electronic discussion list, which is used for

information, communication, and the exchange of ideas. All members of the Board are also subscribed to the ACRL discussion list "ACRLeads".

2.13.3 Communication with Members

When issues of key importance to members, committees, or units arise, Board members are often lobbied through letters, e-mail, or telephone calls. In all cases, it is important for the Board members to discuss such issues ahead of time if possible. A consistent response that reflects the Association's viewpoint, contains the correct information, and includes the main reasons for the Board's/Association's position is key. Board members are certainly free to express their own personal points of view, but because it is sometimes difficult for members to separate "personal" from "Board" responses, care must be taken to make this distinction clear. In cases where Board members have questions about a particular issue or are uncertain about how to respond, posting to the Board listserv, a call to the president, and/or a call to the executive director may be necessary.

2.13.4 Communication between Board and Staff



In order to assure the flow of communication and orderly conduct of the business of the Board, these procedural guidelines for communications to and from ACRL staff are helpful:

Staff Communication to the Board

Official written communications addressed to the full Board from the ACRL staff, whether for action or for information, are transmitted to the Board through the executive director. The executive director and the appropriate staff manager should be informed of and copied on all routine informational documents to Board members.

By virtue of their specific responsibilities, some members of the staff communicate verbally on a regular basis with individual officers and Board members. In such cases, the executive director is kept informed about such communications on an ongoing basis. Staff members should consult with the executive director or their supervisor before bringing non-routine matters directly to individual officers or members of the Board.

It is not the intention of these guidelines to delay or inhibit communication in either direction; rather, the guidelines have been implemented to ensure that misunderstandings and inconsistencies do not occur.

Board Communication with the Staff

Formal communications between the Board and the staff as a whole are transmitted to the staff through the executive director. The executive director is responsible for directing the work of all ACRL staff. Therefore, although individual officers and Board members may have occasion to communicate directly with members of the staff to request information or assistance, in instances where it is not clear who might be the most appropriate staff member to respond or where a response may involve several staff members or require significant staff time or effort, requests should be directed to the executive director.

2.13.5 Official Functions/Representing ACRL

From time to time, members of the Board may be asked to represent the Association in an official capacity. Examples include representing the Association at a conference or a state, regional, or international meeting, or as the official delegate to a special event, such as an ALA ceremony or the anniversary of an institution or the dedication of a building. When the president chooses not to attend, he/she may designate another Board member to represent ACRL. During the Midwinter Meeting and the Annual Conference, Board members may be asked to speak at programs or meetings of ACRL units. These engagements should be accepted only if they do not interfere with Board members' responsibilities for attending Board meetings and other official Board functions.

2.13.6 Public Relations

At times the Board may have to make decisions that are not popular with one or more segments of the association. It is critical to the ongoing health of the association that clear, consistent, factual, and, for the most part, written rationales be used to convey such decisions.

Board members may be asked questions by the press and should be aware that when Board members express their views, the audience may assume that the Board member is speaking for the Board and thus for the Association. Board members should be aware of this phenomenon and should clearly state when they are speaking for ACRL and when they are speaking as personal members. When responding to questions from the press, Board members are encouraged to quote from the official record, i.e., the minutes and other documentation.

In the past, ALA provided officers media training so that they can respond to the press and media effectively and with poise. Board members are encouraged to take advantage of these opportunities should they be offered. When a board member is contacted by a member of the press, we ask that you contact the ACRL office so that this contact can be coordinated by ALA's communications and marketing office (CMO).

2.13.7 Board Liaisons

Directors-at-large are assigned liaison responsibility to sections and division-level committees. The Board liaison is a representative to a unit for the purpose of facilitating communications between the Board and the unit. The liaison should receive copies of all agendas, minutes, reports, and other documentation from the unit, but Board members are not expected to attend all meetings of the unit. It is helpful for the liaison to maintain close communication with the unit chair and staff liaison.

2.13.8 Use of ACRL's Name

The Board of Directors is the voice for the association. Sections, committees, and other established units are not authorized to speak for the association except through the Board. This is to say that unit leaders should refrain from issuing statements, taking positions, or endorsing any statements or positions except with Board approval.

2.13.9 Guidelines for External Communication

Periodically the Association needs to communicate with external audiences on policies and issues relating to ACRL's core purpose. In determining when to communicate and who shall represent ACRL the following factors should be considered:

- Urgency of need to communicate
- Significance of issue
- Scope and impact of issue on ACRL and its members
- Need for consistent relationship
- Established policy on the issue

If the association has established a position on an issue, the Executive Director and President are each authorized to communicate the association's viewpoint to the outside world. Subsequently, the Executive Director and President will report such communications to the Board in a timely manner. When deciding who shall represent ACRL, the factors listed above shall be used to make the determination.

If the association has not established an official position on an issue and an external communication is needed without the delay caused by referral of the matter to the Board, the Executive Director and President are each authorized to send such communication, making the decision on who will

represent ACRL on a case-by-case basis using the factors above. Subsequently, the Executive Director and President will report such communications to the Board in a timely manner.

When urgency is not an issue and the issue is significant, the full Board may be consulted. Alternatively, as per Article X, Section 2 of the ACRL bylaws, the Executive Committee may act in place and stead of the Board of Directors between Board meetings and may act for the Board and make decisions on matters which require action before the next Board meeting. (*Source: ACRL Board, June 2005*)

2.14 Conflict of Interest Policy

Certain activities sponsored by the ACRL may pose a potential conflict of interest between a member's business or personal affiliations and his or her participation in the division. Such activities include, but are not limited to, selection of recipients of awards or of outstanding publications, and formal evaluation of specific nonprint databases and media or of specific vendor services. ACRL members asked to serve on committees should be conscious of real or apparent conflicts of interest and the possible effect of such conflicts on the credibility of the division and should act with professional ethical judgment to avoid such situations.

No members should make, participate in making, or use their ACRL position to influence the making of any committee or division decision in which the member has a direct or indirect financial or business interest.

If a member determines that he or she should not participate in a divisional decision because of a personal conflict of interest, the determination not to act should be accompanied by a public disclosure of that interest. In the case of a voting body, this determination and disclosure should be made part of the official record of the body, and the member should abstain from action on the matter(s) in conflict. In the case of a committee appointment, the disclosure should be made in writing to the appropriate appointing officer. A candidate for elective office should include a disclosure of any potential conflict of interest in the biographic statement submitted for the ballot.

Any member who is unsure of his or her responsibilities in this area may request assistance from the ACRL executive committee of the section or division, as appropriate.

If a member fails to identify a conflict of interest which may reflect negatively on the actions of ACRL, this Executive Committee may, by a majority decision, remove conflicting duties from the member's charge. (*Source: ACRL Board, June 1995*)

2.15 Relationship with the Executive Director

The Board establishes a close relationship with the executive director. The executive director and staff provide information reports and recommendations to help the Board make and implement its decisions. During meetings, the executive director is consulted for advice and information.

The executive director reports regularly, both verbally and in writing, to the Board in order to provide Board members with current information and news. The executive director may also schedule regular calls (weekly, bi-weekly) with the president and other ACRL officers.

2.16 Expenses of Board Members

It is ACRL policy to pay expenses of members of the Executive Committee to attend fall and spring meetings. Expenses of Board members will be paid to attend the Board strategic planning and orientation session, and interim meetings of the Board when such expenses are not paid by the member's home institution. Expenses to attend meetings of the Board during the Midwinter Meetings and Annual Conferences are not paid.

Covered Expenses

The following expenses, which may be incurred by Board members attending official Board meetings or events, are generally covered:

- Ground transportation between home and airport (taxi, van or car service, mileage/airport parking)
- Ground transportation between airport and meeting site (taxi, van or car service, public transportation)
- Round trip air travel (coach class), round trip train fare; mileage
- All meals not provided (the ALA per diem should be used for meals: \$10 breakfast, \$15 lunch, and \$25 dinner)



Any communication with Board members regarding clarification of expense reimbursement requests is handled through the executive director or a staff designee.

Expense Report Forms

Board members are asked to submit reports of their expenses using the [ACRL Reimbursement Request Form](#). Original receipts for hotel, air or other transportation; refer to the form for complete details. Allow two to four weeks for processing.

Telephone Expenses

Telephone calls and internet service made from Board members' homes, institutions, or hotels to take care of ACRL business are reimbursable. Board members who incur such charges for Board-related business may request reimbursement for such expenses. An original (preferable) or photocopy of the bill, with Board-related charges clearly indicated, should be sent to the ACRL staff using the [ACRL Reimbursement Request Form](#). Allow two to four weeks for processing.

Reimbursement policies

Only expenditures that have been previously authorized by the Board may be reimbursed to committees, sections, and chapters. (*Source: ACRL Budget and Finance Committee, March 1979*)

It is essential that all receipts such as the e-ticket printout or the back of the airline ticket (the passenger receipt), hotel bills, telephone printouts, copying invoices, etc., be submitted with the reimbursement request form. Original receipts, not copies, must be submitted. Airfare receipts are required even if your travel was booked and paid for by ACRL staff through ALA's travel agency.

"The executive director has the right to reimburse units (chapters, sections, committees) within the following limits:

- The request(s) must not exceed the total budget approved by the ACRL Budget and Finance Committee.
- Original receipts or bills must be included in accordance with ALA Accounting guidelines.
- Activities supported must be in accordance with the guidelines stated in the ACRL fiscal policies."

(*Source: ACRL Board, January 1987*)

The Executive Director is authorized to approve individual unbudgeted expenditures, up to and including \$5,000, not to exceed 1% of the total ACRL and CHOICE budget. The Executive Director will notify the ACRL President of such expenditures. (*Source: ACRL Executive Committee, October 2004.*)

2.17 Board Recognition

In recognition of service on the ACRL Board of Directors, Board members, upon completion of their terms of office, are honored at the final Board meeting of the Annual Conference. Board members are presented with a token of the Association's appreciation. The funding level will be adjusted annually. *(Source: ACRL Board, July 1985)*

ACRL Financial Commentary based on April 2022 Close

Submitted by Jay Malone, 19 Sept 2022

REVENUE

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Membership Dues:</u>	\$336,998	\$359,958	-6%	\$348,280

Personal dues are ahead of budget by 6% but organizational dues are not yet reported, which reflects the -6% variance. With an expected YTD Budget of \$41,237 for organizational dues, overall dues are slightly ahead of budget.

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Sales (Books)</u>	\$151,189	\$151,640	0%	\$136,105

FY22 will be a strong year for books, with some 20 titles published. This strength is reflected in the actuals being approximately \$15,000 better than the prior year's actuals.

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Sales (Online, etc.)</u>	\$101,743	\$159,544	-36%	\$135,272

The new Continuing Education platform presented some challenges as regards pricing. The standardized pricing model that was implemented earlier in FY22, resulted in significantly less revenue and it is hoped that revenue will recover in the second half of FY22.

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Advertising</u>	\$403,414	\$271,759	48%	\$185,687

Advertising remains a bright spot, even though *C&RL News'* transition to an online serial in January 2022 was seen as potentially having a major impact on ad sales. This revenue reflects the team's hard work.

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Total Revenue</u>	\$1,222,110	\$1,162,619	5%	\$2,449,818

Total revenue remains ahead of budgeted projections. The comparison to the prior year is instructive since much of that revenue can be attributed to the biennial meeting held in 2021.

Beginning Net Assets: \$3,268,666. ALA continues to track net asset balances. This current number represents a \$786,333 improvement over FY21, a reflection of staff cuts, and other savings measures.

EXPENSES

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Payroll</u>	\$834,918	\$1,037,856	20%	\$857,400

ACRL is down two positions, which reflects part of the 21% budget variance (likewise, the PPP loan). This is not sustainable, and we hope to fill those positions in FY23. Note that actuals are significantly down from the prior year, even with the hiring of the new director.

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Outside Services</u>	\$127,170	\$169,616	25%	\$130,283

Much of this has to do with web and database support for Benchmark and Project Outcome (expenses shared with PLA). Bank service charges alone account for over \$13,000 in expense.

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Travel & Related</u>	\$9,520	\$30,816	69%	\$3,548

The significant savings arise from not having the traditional 3-day Strategic Planning and Orientation Session (SPOS) that was planned for the board in FY22, due to the ongoing pandemic. We held a mini SPOS at the Annual Conference (1 day), which did allow some for some board strengthening.

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Meetings & Conf.</u>	\$67,122	\$176,560	62%	\$360,051

With LLX going virtual, expenses such as facilities rental, conference equipment rental, meal functions, honoraria were minimal. The ongoing pause for the awards program resulted in significant savings in that category, as well. The largest category, Program Allocation (\$43,433 actual) includes funding for external liaisons and dues for SPARC and the Open Access Working Group.

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Pub. related Expense</u>	\$154,546	\$213,196	28%	\$194,307

Web operating expenses were higher than expected but those costs were more than offset with savings in cost of sales, order fulfillment, and other categories.

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Operating Expenses</u>	\$24,503	\$49,485	50%	\$41,225

Insurance (\$7000) has not yet hit the books. We saw savings in royalty expenses (ca. \$8,000).

	Actual	YTD Budget	Variance %	Prior Year Actual
<u>Total Expenses</u>	\$1,321,167	\$1,770,312	25%	\$1,988,720

Total expenses are well ahead (25%) of budgeted projections through April 2022.

**ACRL FY22 Q3 Report
Sept 2021 to April 2022**

ACRL FB22 Doc 7.1

	FY22	FY22	FY22	FY22	FY22	FY20*	FY20*	FY20*
	Budget	Q3 Budget	Q3 Actual	\$ Variance	% Variance	Q3 Actual	\$ Variance	% Variance
Beginning Reserves								
Reserve Sept. 1: ACRL Operating	\$3,367,723	\$3,367,723	\$3,367,723	\$0	0%	\$3,311,824	\$55,899	2%
Reserve Sept. 1: ACRL LTI	\$5,522,221	\$5,522,221	\$5,209,693	\$0	0%	\$4,954,015	\$568,206	5%
Reserve Sept. 1: CHOICE Operating	\$2,924,245	\$2,924,245	\$2,924,245	\$0	0%	\$2,587,461	\$336,784	13%
Reserve Sept. 1: CHOICE LTI	\$557,493	\$557,493	\$557,493	\$0	0%	\$621,058	(\$63,565)	-10%
Total	\$12,371,681	\$12,371,681	\$12,059,154	\$0	0%	\$11,474,358	\$897,323	5%
Revenues								
Membership								
Dues	\$539,937	\$359,958	\$336,998	(\$22,960)	-6%	\$381,365	(\$44,367)	-12%
Standards, Licensing Fees	\$250	\$167	\$0	(\$167)	-100%	\$204	(\$204)	-100%
Advisory	\$52,000	\$26,000	\$17,550	(\$8,450)	-33%	\$61,825	(\$44,275)	N/A
Awards	\$0	\$0	\$1,200	\$1,200	N/A	\$500	\$700	140%
Special Events	\$15,125	\$5,425	\$0	(\$5,425)	N/A	\$10,600	(\$10,600)	N/A
Equity, Diversity & Inclusion	\$17,500	\$17,500	\$33,500	\$16,000	N/A	\$14,000	\$19,500	139%
Project Outcome	\$6,525	\$4,275	\$900	(\$3,375)	N/A	\$0	\$900	N/A
Subtotal	\$631,337	\$413,325	\$390,148	(\$23,177)	-6%	\$468,494	(\$78,346)	-17%
Publications								
CHOICE	\$2,246,444	\$1,358,679	\$1,437,147	\$78,468	6%	\$1,662,438	(\$225,291)	-14%
C&RL	\$19,325	\$13,550	\$17,119	\$3,569	26%	\$12,672	\$4,447	35%
C&RL News	\$460,437	\$315,868	\$451,297	\$135,429	43%	\$374,547	\$76,750	20%
RBM	\$23,756	\$18,872	\$9,502	(\$9,370)	-50%	\$22,367	(\$12,865)	-58%
Nonperiodical Publications	\$266,120	\$195,247	\$224,393	\$29,146	15%	\$216,287	\$8,106	4%
Library Statistics	\$193,036	\$114,569	\$52,594	(\$61,975)	-54%	\$61,794	(\$9,200)	-15%
Subtotal	\$3,209,118	\$2,016,784	\$2,192,051	\$175,267	9%	\$2,350,105	(\$158,054)	-7%
Education								
Institutes & Liscensed Workshops	\$291,850	\$38,000	\$12,000	(\$26,000)	-68%	\$34,000	(\$22,000)	N/A
ACRL Conference	(\$24,000)	(\$16,000)	(\$6,000)	\$10,000	-63%	(\$5,146)	(\$854)	17%
RBMS Conference	\$240,071	\$0	\$10,750	\$10,750	N/A	\$500	\$10,250	2050%
Annual Conference & LLX Programs	\$14,000	\$5,600	\$0	(\$5,600)	N/A	\$0	\$0	N/A
Web-CE	\$95,623	\$63,589	\$60,308	(\$3,281)	-5%	\$47,871	\$12,437	26%
Subtotal	\$617,544	\$91,189	\$77,058	(\$14,131)	-15%	\$77,225	(\$167)	0%
Special Programs								
Friends of ACRL-Restricted	\$0	\$0	\$11,800	\$11,800	N/A	\$20,000	(\$8,200)	N/A
Friends of ACRL-Operating	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
Total Revenues								
Total Revenues ACRL	\$2,211,555	\$1,162,619	\$1,222,110	\$59,491	5%	\$1,233,386	(\$11,276)	-1%
Total Revenues CHOICE	\$2,246,444	\$1,358,679	\$1,437,147	\$78,468	6%	\$1,662,438	(\$303,759)	-14%
Total Revenues ACRL & Choice	\$4,457,999	\$2,521,298	\$2,659,257	\$137,959	5%	\$2,895,824	(\$374,526)	-8%

ACRL FY22 Q3 Report
Sept 2021 to April 2022

ACRL FB22 Doc 7.1

	FY22	FY22	FY22	FY22	FY22	FY20*	FY20*	FY20*
	Budget	Q3 Budget	Q3 Actual	\$ Variance	% Variance	Q3 Actual	\$ Variance	% Variance
Expenses								
Membership								
Membership Services	(\$14,040)	\$23,532	\$7,395	(\$16,137)	-69%	\$16,529	(\$9,134)	-55%
Exec. Cttee. & Board	\$176,922	\$30,258	\$4,519	(\$25,739)	-85%	\$64,665	(\$60,146)	-93%
Advisory	\$60,959	\$22,148	\$16,309	(\$5,839)	-26%	\$57,727	(\$41,418)	-72%
Standards Distribution	\$10,593	\$58	(\$37)	(\$95)	-164%	\$73	(\$110)	-151%
Awards	\$32,446	\$76	\$0	(\$76)	N/A	\$8,884	(\$8,884)	N/A
Chapters	\$22,272	\$3,007	\$100	(\$2,907)	-97%	\$738	(\$638)	-86%
Committees	\$135,661	\$771	\$0	(\$771)	-100%	\$25	(\$25)	N/A
Sections	\$144,470	\$31,539	\$13,693	(\$17,846)	-57%	\$4,196	\$9,497	226%
C&RL Over Revenue	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
C&RL News Over Revenue	\$0	\$0	\$0	\$0	N/A	\$0	\$0	N/A
Liaisons to Higher Ed. Organizations	\$33,454	\$11,433	\$14,982	\$3,549	31%	\$17,031	(\$2,049)	-12%
Special Events	\$22,186	\$8,560	\$0	(\$8,560)	-100%	\$5,600	(\$5,600)	N/A
Information Literacy	\$46,856	\$7,967	\$8,055	\$88	1%	\$9,390	(\$1,335)	-14%
Scholarly Communications	\$85,217	\$21,308	\$10,417	(\$10,891)	-51%	\$53,960	(\$43,543)	-81%
Value of Academic Libraries	\$45,040	\$211	\$0	(\$211)	N/A	\$1,218	(\$1,218)	-100%
Government Relations	\$44,369	\$7,505	\$8,167	\$662	9%	\$12,687	(\$4,520)	-36%
Scholarships	\$37,000	\$25,239	\$5,000	(\$20,239)	N/A	\$2,500	\$2,500	N/A
Annual Conference Programs	\$37,589	\$0	\$0	\$0	N/A	\$1,303	(\$1,303)	N/A
New Roles & Changing Landscapes	\$24,204	\$3,000	\$200	(\$2,800)	-93%	\$4,875	(\$4,675)	N/A
Equity, Diversity & Inclusion	\$43,184	\$3,716	\$9,656	\$5,940	160%	\$1,526	\$4,781	98%
Project Outcome	\$97,866	\$41,593	\$50,101	\$8,507	20%	\$60,324	(\$10,223)	-17%
Subtotal	\$1,086,248	\$241,921	\$148,556	(\$93,365)	-39%	\$323,251	(\$174,695)	-54%
Publications								
CHOICE	\$2,456,389	\$1,603,935	\$1,383,923	(\$220,012)	-14%	\$1,584,859	(\$200,936)	-13%
C&RL	\$50,438	\$6,463	\$10,158	\$3,695	57%	\$12,148	(\$1,990)	-16%
C&RL News	\$427,425	\$134,916	\$135,569	\$653	0%	\$209,698	(\$74,129)	-35%
RBM	\$21,298	\$8,135	\$9,640	\$1,505	19%	\$10,411	(\$771)	-7%
Nonperiodical Publications	\$245,601	\$75,490	\$49,631	(\$25,859)	-34%	\$91,017	(\$41,386)	-45%
Library Statistics	\$180,786	\$105,330	\$111,727	\$6,397	6%	\$17,172	\$94,555	551%
Subtotal	\$3,381,937	\$1,934,269	\$1,700,649	(\$233,620)	-12%	\$1,925,305	(\$224,656)	-12%
Education								
Institutes & Liscensed Workshops	\$285,411	\$36,499	\$9,712	(\$26,787)	-73%	\$22,390	(\$12,678)	-177%
ACRL Conference	\$290,106	\$87,326	\$16,678	(\$70,648)	-81%	\$52,262	(\$35,584)	-147%
RBMS Conference	\$227,434	(\$3,452)	(\$8,958)	(\$5,506)	160%	\$6,580	(\$15,538)	-42%
Web-CE	\$72,070	\$17,157	\$17,153	(\$4)	0%	\$13,782	\$3,371	409%
Subtotal	\$875,021	\$137,530	\$34,585	(\$102,946)	-75%	\$95,014	(\$60,429)	-157%
Special Programs								
Friends of ACRL-Restricted	\$0	\$0	\$11,800	\$11,800	N/A	\$20,000	\$0	N/A
Friends of ACRL-Operating	\$47,700	\$2,050	\$459	(\$1,591)	-78%	\$1,091	(\$632)	-58%
Subtotal	\$47,700	\$2,050	\$12,259	\$10,209	498%	\$21,091	(\$8,832)	-42%
Unallocated Admin Expenses	\$6,875	\$1,058,477	\$820,841	(\$237,636)	-22%	\$1,098,076	(\$277,235)	-25%
Total Expenses								
Total Expenses ACRL	\$2,941,392	\$1,770,312	\$1,321,167	(\$449,146)	-25%	\$1,857,878	(\$536,711)	-29%
Total Expenses CHOICE	\$2,456,389	\$1,603,935	\$1,383,923	(\$220,012)	-14%	\$1,584,859	(\$200,936)	-13%
Total Expenses ACRL & CHOICE	\$5,397,781	\$3,374,247	\$2,705,090	(\$669,157)	-20%	\$3,442,737	(\$737,647)	-21%

ACRL FB22 Doc 7.1

* = Column G includes FY20 actuals for ACRL to reflect two-year conference budget and FY21 actuals for Choice.

Choice Performance Comments FY22 through April 2022

Choice's overall financial performance through April of FY22 remains well ahead of budget, with net operating income of \$53,225 on revenues of \$1,437,148 and expenses of \$1,383,923 including an overhead contribution of \$209,559.

CHOICE 404	Budget (Year)	Budget YTD	Actual YTD	Var	% Budget	Prior YTD	Var	% Prior
Beginning Net Assets			2,924,245			2,587,461	336,784	13.02%
TOTAL REVENUES	2,246,444	1,358,679	1,437,148	78,469	5.8%	2,390,901	(953,753)	-39.89%
Total Expenses before OH/Taxes	2,142,494	1,411,448	1,174,364	237,084	16.8%	1,974,072	799,708	40.51%
Contribution Margin	103,950	(52,769)	262,784	315,553	-598.0%	416,829	(154,045)	-36.96%
Overhead	297,655	167,059	190,422	(23,363)	-14.0%	298,491	108,069	36.21%
Allocations (575 Main St)	16,240	9,473	19,137	(9,664)	-102.0%	25,285	6,148	24.31%
Tax	0	0	0	0	#DIV/0!	0	0	#DIV/0!
TOTAL EXPENSES	2,456,389	1,587,980	1,383,923	204,057	12.9%	2,297,848	913,925	39.77%
Net Revenue/(Expense) from Ops	(209,945)	(229,301)	53,225	282,526	123.2%	93,053	(39,828)	42.80%

SUBSCRIPTIONS

Subscriptions to Choice's print products—*Choice* magazine, and *Reviews on Cards*—are about \$3,000 behind budget while *Choice Reviews* is almost \$2,000 ahead of budget. We are no longer accepting renewals for *ccAdvisor* in anticipation of sunseting this product by the end of 2022. *Resources for College Libraries* subscription revenue is behind budget by \$17K.

ROYALTIES

Licensing (royalty) income is behind budget, due to timing. We negotiated a two-year extension of our agreement with ProQuest's ebook platform and we expect to meet our revenue goal of \$455K for FY22.

ADVERTISING AND SPONSORED CONTENT

All of Choice's advertising channels have performed well this year and are ahead of budget by \$108K. Advertiser interest in webinars remains particularly strong and is driving a lot of this budget surplus.

EXPENSES

On the expense side, we are \$204K better than budget: \$153K of that PPP allocations and the remaining \$51K due to continued cost cutting and penny pinching. Our Outside Services expenses, which includes copy editing, are on budget, but we expect this cost to rise (and payroll to fall) over the course of FY22. Our copy editor retired in December and we plan on relying more on our freelance copy editor for the foreseeable future.

Unit Manager: Rachel Hendrick (interim)

Name of Unit: Choice

Unit Budget: 404

- See ACRL

of Staff: 18

Revenue Stream(s) the Unit Supports:

- ☐ Conference Services
- ☐ Continuing Education
- ☐ Contributed Revenue
- ☐ Membership
- ☒ Publishing

Status Report on Pivot Strategy, Aligned Unit Goals (Max. 275 words, Calibri, 11 pt):

Choice's webinar program is a good example of how Choice, as a publishing unit, is creating content that appeals to a more general audience. Our revenue and engagement statistics were bolstered this year by two ProQuest sponsored events that promoted their Academic Video Online product and attracted attendees from beyond the academic library space. In October, "Mission JOY: a panel conversation on creating happiness in troubled times" attracted 3,653 registrants who wanted to know more about the movie Mission: JOY, a documentary that explores the friendship between His Holiness the Dalai Lama and Archbishop Desmond Tutu. In April, Choice hosted a panel discussion about the first days of the COVID-19 pandemic in New York City. The discussion included doctors and public health officials featured in the documentary *The First Wave*. This webinar attracted almost two thousand registrants. Choice's webinar program saw remarkable growth during the pandemic and while many offices are open and people are traveling again, librarians and the greater academic community continue to enthusiastically engage with our content.

Describe the major issues, trends, opportunities, or concerns that your unit has or is responding to at the closing of this fiscal quarter, Max. 600 words, Calibri, 11 pt:

- As we move into the final quarter of FY22, we at Choice are scrambling to make sure all our licensing contracts are paid, and our revenue is credited to the proper GL lines. This is especially hard without performance reports. It's hard to know exactly how we will close the year and if revenue is missing without these reports.
- The performance reports we do have access to (January 2022) show that revenue and expenses are both ahead of budget. I forecast that we will end the year slightly revenue positive due to retirements and the \$153K in PPP money credited to Choice.
- The year-end outlook for advertising is very positive with expectations that we'll finish the year 7% better than FY21. Webinars are our leading product followed by e-Blasts and newsletters.

of Members/non-members/other stakeholders reached during quarter (for all Units): approximately 45,000

Narrative Description Members/non-members/other stakeholder engagement (Max. 250 words, Calibri, 11 pt):

Choice engages with the academic library community through all its publishing vehicles: webinars, blog posts, podcasts, newsletters, social media outreach, and subscriptions to our print and digital publications. Between March 1st and May 31st:

- Our four webinars garnered almost 5,000 registrations and our Choice Media Channel on YouTube had almost 24,000 videos views.
- Our ten monthly newsletters have attracted 20,646 total subscriptions and 8305 unique contacts.
- Our weekly podcast had almost 5,000 downloads.
- Our website, Choice360, had over 230,000 page views.

Describe the Most Impactful Unit Activities this Quarter (600 words, Calibri, 11 pt)

- The third quarter results for advertising sales continue to show growth over last year by 9%. During this period ProQuest delivered another outstanding event for the latest addition to their Academic Video Online product. *First Wave*, a documentary that takes the audience inside a New York City hospital at the onset of the pandemic, generated 1,932 registrations and \$20,000 in advertising revenue.
- The monthly sponsorship for Towards Inclusive Excellence (TIE) continues to attract great interest from supporters. Q3 underwriters included Rowman & Littlefield, Springer Nature & Accessible Archives and generated \$15,000 in revenue.
- Choice Outstanding Academic Titles seals are now available in the ALA Store. This will, hopefully, drive sales and will allow us to start to expand this brand. It also brings Choice closer to other ALA award brands.
<https://www.alastore.ala.org/choiceOATseal>

Select Future Activities and Events Through End of Next Fiscal Quarter (Max. 275 words, Calibri, 11 pt):

- This summer our equity, diversity, and inclusion-focused blog, Toward Inclusive Excellence (TIE) celebrates its one-year celebration anniversary. We've got a lot planned: a social media blitz, two new podcasts, and a Diversity Officer Round Table webinar, and a white paper.

Choice FY23 Budget Reconciliation Memo

To: ACRL Budget and Finance Committee

From: Rachel Hendrick, Interim Choice Editor and Publisher

Date: September 2, 2022 (REVISED)

The Choice FY23 budget anticipates a decline in subscription and print advertising revenue and an increase in revenue from webinars, newsletters, and sponsored content. This year we will launch a new content vertical around the subject of technology in libraries, a content area that will open Choice up to new audiences and new advertisers. Due to budget constraints we have elected to put most of our meager funds for this project (\$19,480) towards content creation rather than infrastructure. The expected advertising revenue is \$15,000. This content vertical will lean on our strengths—ad sales and digital publishing.

REVENUE

Choice continues to find success in our digital advertising and sponsored content programs and revenue for FY23 is budgeted \$103,259 more than FY22. In the coming year this program will be bolstered by a new content stream scheduled to launch in the fall. Subscriptions for all our products (*Choice* magazine, *Choice Reviews*, and *Choice Reviews on Cards*) continue to decline. Our remainder book sales and other miscellaneous income also took a hit during the pandemic and it remains to be seen how that business will rebound in FY23. Income from royalties remains relatively flat. Overall, we forecast revenue to be better than the FY22 budget with most of this growth coming from digital advertising, sponsored content, and webinars.

Item	FY23B	FY22B	Var
Subscriptions Revenue	900,041	1,010,750	(110,709)
Advertising Revenue	812,944	709,684	103,260
Licensing Revenue	476,210	466,510	9,700
Misc Sales Revenue	12,200	14,500	(2,300)
Misc Revenue	50,000	45,000	5,000
TOTAL REVENUE	2,251,395	2,246,444	4,951

EXPENSES

At Choice we continue to watch expenses and look for places to save money. Last year our part-time copy editor retired and we elected not to rehire that position, relying instead on freelance help. Because the number of subscriptions for *Choice* magazine has fallen so dramatically, we cut the print run for this project, netting a savings of \$3,850. We removed the budget to hire an intern and we trimmed a little off our marketing budget. Choice cut a further \$9,532 in discretionary expenses (travel and professional services), which is reflected in this budget. We expect to transfer \$35,697 from our endowment in FY23 (reflected in indirect expenses).

Item	FY23B	FY22B	Var
Payroll and Related Expenses	1,464,814	1,632,529	(167,715)
Outside Services	98,469	74,281	24,188
Travel and Related Expenses	8,250	6,700	1,550
Meetings and Conferences	0	13,000	(13,000)
Publication-related Expenses	277,090	246,975	30,115
Operating Expenses	141,437	206,359	(64,922)
TOTAL DIRECT EXPENSES	1,990,060	2,179,844	(189,784)
TOTAL INDIRECT EXPENSES	(29,108)	(37,348)	8,240

Overhead	298,310	287,654	10,656
Liberty Square Allocations	25,500	16,240	9,260
TOTAL OVERHEAD	323,810	313,894	9,916

TOTAL EXPENSES	2,284,762	2,456,390	(171,628)
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SUMMING UP

Although Choice continues a program of austerity and cost cutting, subscription revenue from our review products continues to decline and is not entirely replaced by the advertising revenue increases in digital and sponsored content. We are hopeful the launch of our new content vertical will help us to make up that revenue deficit. Despite our financial worries, Choice is budgeted to contribute \$323,810 to the ALA general fund on top of the cost of maintaining a separate office space in Middletown, Connecticut.

Item	FY23B	FY22B
TOTAL REVENUE	2,251,395	2,246,444
TOTAL EXPENSES	2,284,762	2,456,390
NET REVENUES	(33,367)	(209,945)

ALA Bylaws Draft Memo to ALA Membership

This message is being sent on behalf of the ALA Constitution and Bylaws Chair, Brian Schottlaender

Subject: ALA Bylaws 1st Draft - Member Leader Feedback by Sept 23

September 6, 2022

Dear ALA Colleague,

On behalf of the ALA Committee on Constitution and Bylaws (C&B), I am pleased to share with you DRAFT 1 of the General Revision of the ALA Bylaws currently being undertaken by C&B. You may [access the revision here](#).

Annotations have been provided for substantive revisions, recommendations, and language that has been moved from the ALA Constitution into the ALA Bylaws. Revisions made for purposes of clarity and/or organization have not been annotated as the intent of the language has not been changed.

Also provided is a document (Appendix A) that lists Articles and Sections from the ALA Constitution and ALA Bylaws not included in DRAFT 1 of the General Revision of the ALA Bylaws because, either, they are considered no longer relevant, or, because they are being reviewed for inclusion in the ALA Policy Manual.

During the Annual Conference this past June in Washington DC, the ALA Council voted overwhelmingly in the affirmative to rescind the ALA Constitution and tasked C&B with creating instead a thoroughly revised set of ALA Bylaws that integrates content from the Constitution into a single updated Bylaws document that reflects a modern, forward-looking Association. Almost immediately, C&B set about doing so. Included in this General Revision are any TAG recommendations that have thus far been approved by Council.

On Friday, 26 August, ALA Council conducted the required second vote to rescind the Constitution-again voting overwhelmingly in the affirmative to do so.

The current [ALA Constitution](#) and [Bylaws](#) can be found via these highlighted weblinks.

As noted, this is DRAFT 1 of the General Revision-the first of four drafts that we plan to share with you for comment and feedback between now and the ALA Library Learning Experience (LLX) event in January 2023 in New Orleans. There, we plan to host a face-to-face Bylaws Convention in order to put the finishing touches on the General Revision for Council approval. Following that, the membership will be invited to vote on both the rescission of the Constitution and the new Bylaws on the April 2023 spring ballot.

A [feedback form](#) has been created for you to share your comments and suggestions with the committee prior to the Feedback Hearing scheduled for **September 23 at 11am CT**. To register for this feedback session, please click [here](#).

We look forward to hearing from you and thank you for your engagement!

With my best,
Brian E. C. Schottlaender, *Chair*
ALA Constitution and Bylaws Committee

Attachments:

ALA Bylaws General Revision DRAFT 1 (ACRL FB22 Doc 11.1)
Appendix A: Articles and Sections Not Included in the ALA Bylaws General Revision
DRAFT 1 (ACRL FB22 Doc 11.2)

BYLAWS
Of
THE
AMERICAN LIBRARY
ASSOCIATION

**GENERAL REVISION, DRAFT 1
6 SEPTEMBER 2022**

ARTICLE I. NAME

The name of this association shall be the American Library Association.

ARTICLE II. PURPOSE

The purpose of the American Library Association (“the Association”) shall be to promote library service and librarianship.

ARTICLE III. MEMBERSHIP

Section 1. Organization. The American Library Association is composed of the Executive Board, the Council, committees, divisions, round tables, membership interest groups, endowments and entities established under the authority of the Association. Each unit of the Association shall be governed under applicable provisions in the Bylaws of the Association and no unit may adopt a rule in conflict with a rule of the Association.

Section 2. Eligibility. Any person, library, or organization interested in library service and librarianship shall be eligible for membership. Applicants shall be declared members of the Association upon completion of the membership application process and payment of annual dues.

Section 3. Classification of Membership. Categories within each classification of membership in the Association may be established by the Council upon recommendation by the Executive Board. Membership of the Association shall consist of the following membership classes:

A. *Personal Members.* Individuals shall be eligible for personal membership in the Association;

B. *Chapter Members.* A legally constituted state, territorial, or regional library association;

C. *Organization Members.* Not-for-profit entities including libraries, library associations and organizations, schools conducting programs of library education, and affiliated organizations;

D. *Corporate Members.* For-profit entities interested in the purpose of the Association;

E. *Honorary Members.* Honorary membership may be conferred by approval of the Council upon recommendation of the Executive Board.

Section 4. Rights and Privileges. All members shall have the right to attend meetings. Only personal members of the Association shall have the right to make motions, debate, and vote in membership meetings, and to nominate, petition, and hold office.

Section 5. Dues. Dues shall be set by the Executive Board with approval by the Council. The membership year for all members of the Association shall be twelve (12) consecutive months, effective the first day of the month following receipt of initial dues payment. Membership counts shall be fixed as of August 31st of each year.

Section 6. Unpaid Dues. Membership in the Association shall be automatically canceled for failure to pay dues within two (2) months of membership expiration. Members shall receive notice prior to membership cancellation. Lapsed memberships shall be reinstated upon payment of outstanding dues for the current membership year.

Section 7. Suspension. The Executive Board may suspend a member for cause by a two-thirds (2/3) vote and may reinstate a suspended member by a two-thirds (2/3) vote.

ARTICLE IV. OFFICERS

Section 1. Association Officers. The officers of the Association shall be a president; a president-elect, who shall serve as vice-president; a treasurer; and an executive director. The executive director serves as a non-voting *ex-officio* member of the Executive Board and the Council.

Section 2. Duties. The president, president-elect, executive director, and treasurer shall perform the duties pertaining to their respective offices and such other duties as may be approved by the Executive Board. The president, for the Executive Board, and the executive director, for the headquarters staff, shall report annually to the Council. The executive director shall manage the headquarters and its personnel, carry out the activities provided for in the budget, and perform such other duties as may be assigned to the office.

Section 3. Elected Officer Vacancies. Upon a vacancy in the office of the president, the president-elect shall assume the office thereby creating a vacancy in the office of the president-elect. The Executive Board shall fill a vacancy in the office of the president-elect or the treasurer within thirty (30) days of any such vacancy. An individual appointed by the Executive Board to fill a vacancy shall serve in an interim capacity until a successor is elected. A vacancy in the office of the immediate past president shall be filled by a past president of the Association appointed by the Executive Board.

ARTICLE V. EXECUTIVE BOARD

Section 1. Composition. The Executive Board of the American Library Association shall consist of fifteen (15) members composed of the four (4) officers of the Association, the immediate past president, and ten (10) councilors elected by the Council as follows: three (3) at-large

members, two (2) division members, one (1) round table member, one (1) chapter member, one (1) American Association for School Librarians member, one (1) National Association of Librarians of Color (NALCo) member, and one (1) Rainbow Round Table member.

Section 2. Roles and Responsibilities. The Executive Board shall act for the Council in the administration of established policies and programs, fiduciary responsibility, and shall report on its activities at the next meeting of the Council. The Executive Board shall be the body, which manages the affairs of the Association, and shall delegate management of the day-to-day operations to the executive director. The Executive Board shall make recommendations to the Council with respect to matters of policy.

Section 3. Executive Board Terms. All elected officers and members of the Executive Board shall serve until the adjournment of the annual conference that follows the selection of their successors. The president-elect shall serve the first year after election as vice-president, the second year as president, and the third year as immediate past president. All other members of the Executive Board shall also serve a term of three (3) years or until their successors are elected.

Section 4. Executive Board Vacancies. A vacancy in the elected membership of the Executive Board shall be filled by Executive Board appointment, the person so appointed to serve until the following annual election.

Section 5. Appointments. The executive director shall be appointed by the Executive Board and shall hold office at its pleasure. An interim executive director may be appointed by the Executive Board to serve until a permanent appointment to the office is selected. The Executive Board shall appoint all committees of the Association not otherwise provided for and shall fix the compensation of paid officers. Only personal members of the Association shall be appointed to committees except by authorization of the Executive Board.

Section 6. Endowment Trustees. The treasurer shall serve as a voting ex-officio endowment trustee. Endowment trustees shall be appointed by the Executive Board annually to hold office for three (3) years from the date of appointment or until a successor is appointed. Trustee vacancies shall be filled by the Executive Board to complete unexpired terms.

ARTICLE VI. COUNCIL

Section 1. Council Duties. The Council of the American Library Association shall be the policy-making body of the Association. The Council shall delegate to the Association authority to plan and carry out programs and activities within assigned fields of responsibility. The Council shall have the authority to establish or dissolve a division, round table, or membership interest group.

Section 2. Composition and Terms. All personal members of the Association shall be eligible for nomination to the Council from their respective constituencies. Furthermore:

- A. Each chapter shall be entitled to one (1) councilor to be elected by the members of the chapter;
- B. Each division of the Association shall be entitled to one (1) councilor to be elected by the members of the division;
- C. Each of the National Associations of Librarians of Color (NALCos) shall be entitled to one (1) councilor to be elected by the respective association;
- D. Round tables with personal membership equal to or greater than one percent (1%) of the total personal membership shall be entitled to elect one (1) councilor each, and the remaining round tables jointly shall be entitled to one (1) councilor to be elected by the members of the respective round tables. A councilor elected under

115 this article shall continue to serve without prejudice to any change that might occur
116 in the size of the membership of their round table;

117 E. Eighteen (18) councilors at-large shall be elected directly by the Association at
118 large;

119 F. Elected members of the Executive Board shall be voting *ex-officio* members of the
120 Council.

121 *Section 3. Councilor Terms.* Councilors shall serve terms of three (3) years or until their
122 successors are elected. Division, round table, and at-large councilors shall commence at the
123 adjournment of the final Council meeting of the annual conference following their election.
124 Chapters and NALCos shall accredit their councilors to the executive director in advance of the
125 first meeting after their election. No person shall serve in multiple Council positions
126 simultaneously as a member of the Council with the exception that members of the Executive
127 Board may also be an elected member, but such member shall have only one (1) vote when voting
128 in the Council.

129 *Section 4. Council Officers.* The president, president-elect, treasurer, and the executive
130 director of the Association shall serve as officers of the Council, the executive director serving as
131 its secretary. The presiding officer may exercise the option to vote only in case of a tie and the
132 executive director shall not have the right to vote.

133 *Section 5. Council Meetings.* The Council shall hold at least two (2) meetings each year,
134 of which a meeting shall be held during the annual conference of the Association and any other
135 meetings shall be designated by the Executive Board or at the call of the president. A majority of
136 the fixed membership of the Council shall establish a quorum for all meetings.

137 *Section 6. Council Vacancies.* A vacancy in the membership of the Council representing
138 the Association at large shall be filled at the following election to complete the unexpired term and
139 take effect immediately after the election is certified; A vacancy in the membership of the Council
140 representing a chapter, division, round table, or association may be filled by that respective
141 constituent on an interim basis. The interim councilor shall serve as a voting member until the next
142 regularly scheduled election.

143 *Section 7. Council Succession.* If a member is elected to the Council but declines the
144 position during the period between the announcement of the annual election results and the seating
145 of the new Council at the conclusion of the Annual Conference, the seat will be filled by the
146 candidate who received the next highest number of votes in the annual election. If the election of
147 a division or round table councilor was not contested, the division or round table shall accredit an
148 interim councilor to the executive director in advance of the first meeting after selection. The
149 interim councilor shall serve as a voting member of the Council to represent the division or round
150 table until a councilor is elected in the next annual election and is seated in the new Council at the
151 conclusion of the following annual conference.

152 153 **ARTICLE VII. MEETINGS**

154 *Section 1. Annual Meeting.* There shall be an annual conference of the Association at such
155 place and time determined by the Executive Board. During the annual conference, there shall be
156 an annual meeting of the Association.

157 *Section 2. Membership Meetings.* A membership meeting consists of the voting members
158 of the Association and may act upon all business in order. A membership meeting shall be held
159 during the annual conference and at such other times as may be set by the Executive Board, the

Council, or by membership petition. A membership petition must be filed with the executive director at least thirty (30) days before the proposed meeting with five (5) percent or more voting members of the Association as of August 31st of each year. The Association, by a vote at a membership meeting, may refer any matter to the Council with recommendations and may require the Council to report on such matter at any specified meeting of the Association. Any question of policy may, by a majority vote of the Council, be submitted to the Association to be voted upon either at a membership meeting or as the Council may determine. An action of the Council may be repealed by a majority vote of the Association upon demand of one percent of the personal members as certified by the Executive Director of the Association.

Section 3. Special Meetings. Special meetings of the Association may be called by the Executive Board, the Council, or by membership petition. At least thirty (30) days notice shall be given, and only the business specified in the call shall be transacted. The Executive Board may arrange for regional meetings in an area covered by a regional chapter with consent of such chapter.

Section 4. Registration. For all members attending any meeting or conference there may be a registration fee as fixed by the Executive Board.

Section 5. Virtual Participation. Meetings of the Association membership may be held virtually, and the Executive Board shall establish the procedures for such meetings.

Section 6. Voting. A majority of members present and voting shall be necessary to adopt a motion unless otherwise stated. The Executive Board may authorize the method and time by which votes are to be taken by the Association and by the Council. By petition of one (1) percent of the personal members as certified by the executive director, membership referenda shall be placed on the annual ballot for a vote except that no referenda ruled out of order shall be voted upon. A

petition for a membership referendum must be filed with the executive director at least one hundred twenty (120) days before the annual conference.

Section 7. Quorum. Seventy-five (75) voting members shall constitute a quorum at membership meetings. The quorum for meetings of the Executive Board, the Council, and committees shall be a majority of the fixed voting membership.

ARTICLE VIII. COMMITTEES

Section 1. Committee Establishment. In order to carry out the business of the Association, the Council shall establish or discontinue divisions, round tables, and committees as the needs of the Association may require upon the recommendation of the Committee on Organization. Committees may be committees of the Association or committees of the Council. The Committee on Organization shall recommend a structure and charge of each such committee, division, or round table subject to the approval of the Council. The Committee on Organization shall also authorize membership initiative groups.

Section 2. Committee Appointments.

A. *Committees of the Association.* There shall be a Committee on Appointments to be composed of the presidents-elect of the divisions and the president-elect of the Association who shall serve as chair, to advise on appointments for committees of the Association.

B. *Council Committees.* There shall be a Council Committee on Committees to advise on appointments for Council committees. Membership of the committees of the Council may consist of both councilors and non-councilors. Subcommittees of the committees of the Council shall exist at the will of each Council committee.

205 *Section 3. Committee Roster.* Upon the recommendation of the Committee on
206 Appointments and the Council Committee on Committees,, the Executive Board shall approve the
207 committee roster. At the beginning of the calendar year, the president-elect shall make available a
208 report to the Executive Board and the Council of committee appointments. Thereafter, the
209 Executive Board shall consider the nominations and make its decisions as to appointments.

210 *Section 4. Committee Terms.* The committee membership year shall be the same as the
211 conference year. Unless otherwise approved by the Executive Board or the Council, committee
212 members shall be appointed for terms of two (2) years or until their successors are appointed, and
213 may be reappointed for consecutive terms; but in no case shall a person serve on a committee for
214 more than four (4) consecutive years. Appointments shall be made in such manner as to provide
215 continuity in membership.

216 *Section 5. Committee Vacancy.* Any vacancy occurring on a committee shall be filled by
217 appointment made by the president, and the new appointee shall serve in an interim capacity to fill
218 out the unexpired term until a successor is appointed.

219 *Section 6. Committee Removal.* Upon recommendation of either the chair of the committee,
220 officers of the Association, or division or round table member leadership, the Executive Board
221 may remove a committee member from the committee for cause by a two-thirds (2/3) vote and
222 may reinstate a member by a two-thirds (2/3) vote.

223 *Section 7. Special Committees.* All other committees, task forces, or commissions
224 authorized by the Council or the Executive Board, shall be special committees. The term of a
225 special committee shall be limited to two (2) years unless the Council or the Executive Board,
226 whichever has authorized such committee, shall otherwise provide.

Section 8. Interdivisional Committees. Interdivisional committees and other committees formed by two (2) or more distinct units within the Association may be established as required by the groups concerned with notification to the Committee on Organization.

Section 9. Joint Committees. The Council, on the recommendation of the Committee on Organization, may establish joint committees with other organizations when the functions of the proposed committee cannot be appropriately delegated to a single division or Association committee.

Section 10. Voting. Votes in the Executive Board, the Council, committees, and task forces may be taken provided that all members are canvassed simultaneously. A majority vote, provided a quorum has participated, shall be required for passage of any measure voted on by these means. Each of these bodies shall have the authority to set a time limit within which the votes of its members shall be recorded, but if no such time limit is set, no vote shall be counted unless received within thirty (30) days from the day the matter was voted upon.

Section 11. Expenditures. No committee shall incur expense on behalf of the Association except as authorized, nor shall any committee commit the Association by any declaration of policy or statement.

ARTICLE IX. DIVISIONS

Section 1. Division Purpose. An internal unit of the American Library Association, the purpose of a division is to promote library service and librarianship within and for a particular type of library or library activity, and to cooperate in the promotion of general and joint enterprises within the Association and with other library groups. Each division shall represent a field of activity and responsibility clearly distinct from that of other divisions.

250 *Section 2. Division Establishment.* The Council may establish a division with a minimum
251 of five-hundred (500) members of the Association who are interested in the same field of
252 librarianship upon petition of such a group. Under exceptional circumstances, the Council may
253 admit as divisions, groups having fewer than five-hundred (500) members and may dissolve a
254 division by a majority vote at two (2) consecutive meetings. A division that is going through the
255 process of discontinuance is entitled to Council representation until it is officially dissolved.

256 *Section 3. Division Governance and Limitations.* Each division shall be governed by the
257 bylaws and other applicable rules of the Association. To guide the officers and members in
258 conducting the affairs of a division, which are particular to itself, the division shall adopt rules,
259 which shall not be in conflict with those of the Association. The division shall be in alignment
260 with the mission and goals of the Association and shall not commit the Association by any
261 declaration of policy or statement.

262 *Section 4. Division Organization.* Each division shall be organized under a board of
263 directors and with authority to make decisions of the division. A division shall have authority to
264 act for the Association as a whole on any matter determined by the Council to be the responsibility
265 of the division. Each division may establish committees, sections, and other subordinate units as
266 may be required to execute the responsibilities assigned to it. A division may be authorized to
267 arrange a national divisional conference under such conditions as the Executive Board may
268 prescribe.

270 **ARTICLE X. ROUND TABLES**

271 *Section 1. Round Table Purpose.* An internal unit of the American Library Association, the
272 purpose of a round table is to provide an avenue for membership discussion, education, and

response by library interest area or a field of librarianship not represented within a division to implement and enhance the Association's goals and priorities.

Section 2. Round Table Establishment. The Council may authorize a round table of any group with a minimum of one-hundred fifty (150) members of the Association who are interested in the same field of librarianship not within the scope of any division, upon petition of such group, which shall include a statement of purpose. Each round table shall maintain a three-year rolling average membership of at least one hundred fifty (150) round table members, which is calculated at the end of the ALA fiscal year. Should this round table membership count fall below one hundred fifty (150), the Committee on Organization shall present that round table with an option to convert to a membership interest group, merge with another round table, or be discontinued. Based on the affected round table's determined action, the Committee on Organization shall bring the action to the Council for a vote. The Council may dissolve a round table by a majority vote at two (2) consecutive meetings. A round table that is entitled to a councilor and is going through the process of dissolution is entitled to Council representation until it is officially dissolved.

Section 3. Round Table Governance and Limitations. Each round table shall be governed by the bylaws and other applicable rules of the Association. To guide the officers and members in conducting the affairs of a round table, which are particular to itself, the round table shall adopt rules, which shall not be in conflict with those of the Association. The round table shall be in alignment with the mission and goals of the Association and shall not commit the Association by any declaration of policy or statement the members of each round table shall choose officers to serve until the close of the next annual conference by ballot.

ARTICLE XI. CHAPTERS

296 *Section 1. Chapter Purpose.* The purpose of a chapter is to promote general library service
297 and librarianship within its geographic area, to provide geographic representation to the Council,
298 and to cooperate in the promotion of general and joint enterprises with the Association and other
299 library groups.

300 *Section 2. Chapter Establishment.* The Council may establish a chapter in any state,
301 province, territory, or region. No more than one (1) chapter of the American Library Association
302 shall exist in any state, province, territory, or region. In establishing regional chapters, no state,
303 provincial, or territorial association may be included in more than one (1) such region. Any chapter
304 may withdraw from chapter status provided the issue has been submitted to a vote of the chapter
305 membership and is favored by a majority of the members voting; and provided further that notice
306 of withdrawal is sent to the executive director. A chapter may be dissolved by the Council and
307 shall be dissolved if it becomes inactive or fails to comply with the provisions of this article.

308 *Section 3. Chapter Governance and Limitations.* Any legally constituted state, provincial,
309 territorial, or regional library association may be designated a chapter. A chapter may admit
310 members who are not members of the American Library Association.

311 *Section 4. Chapter Organization.* Each state, provincial, territorial, or regional chapter shall
312 be the final authority within the American Library Association in respect to all programs and
313 policies, which concern only the area for which the chapter is responsible provided they are not
314 inconsistent with any programs and policies established by the Council.

315 316 **ARTICLE XII. AFFILIATED ORGANIZATIONS**

317 *Section 1. Qualifications.* National and international organizations having purposes similar
318 to those of the Association or to one or more of the Association's subdivisions may request to

become an affiliated organization of the Association. Requests for affiliation are subject to approval by the Council.

Section 2. Limitations. The Association or any subdivision thereof may request to become an affiliate with national or international organizations having purposes similar to those of the Association or to one or more of the Association's subdivisions. However, no subdivision of the Association may separately affiliate itself with an organization with which the Association is affiliated. Requests for affiliation are subject to approval by the Council. A division or round table may affiliate with itself groups interested in the same field of library service or librarianship such groups may admit nonmembers of the Association.

ARTICLE XIII. FINANCES

Section 1. Review and Approval. The annual budget, including the annual estimates of income and budget objectives, shall be submitted for Executive Board review and approval as part of the budget process. Except for projects supported by grants to the Association, annual estimates of income shall be based upon the unexpended balance remaining from the previous fiscal year plus anticipated revenues for the next budgeted year. In no case may expenditures be budgeted in excess of the estimates of income arrived at in this manner except for projects supported by grants to the Association.

Section 2. Auditing. An audit of all accounts shall be made annually by an external auditor and reported to the Executive Board.

Section 3. Reporting. A report shall be made available annually to the membership on the Association's fiscal status, and at other times as directed by the Executive Board.

341 *Section 4. Endowment Funds.* Receipts from life memberships and all gifts for endowment
342 purposes shall, subject to conditions attached thereto, constitute endowment funds. Subject to
343 conditions legally incident thereto, such funds shall be in the custody of three (3) to six (6)
344 appointed trustees.

345 *Section 5. Endowment Trustees.* The trustees shall have authority to hold, invest, reinvest,
346 disburse, and otherwise deal with endowment funds in accordance with such directions as may be
347 given them by the Executive Board. The principal of and income from endowment funds shall be
348 expended under the directions of the Executive Board but no such expenditures shall be made
349 except in accordance with any conditions imposed by the donors of any such funds nor for any
350 purposes which are not in consonance with the approved policies of the Association, nor shall
351 principal be expended unless expressly permitted by the terms of the gift, or any amendment or
352 modification thereof. No action shall be taken with reference to investment, reinvestment, or other
353 principal transaction with respect to securities held in the endowment fund, except upon a
354 resolution adopted by or written order signed by a majority of the trustees.

355 *Section 6. Division and Round Table Finances.* A division or round table shall establish
356 annual dues subject to the approval of the Executive Board. All dues paid for membership in a
357 division or round table may be put to the credit of that unit. Additional allotments may be made
358 on the basis of need as determined by the Executive Board. All division and round table funds
359 shall be held in the custody of the Executive Board, to be accounted for and disbursed by its
360 designated officer on authorization of the division or round table officers. A division or round table
361 shall have the right by vote of its members to impose additional fees. No unit shall incur expense
362 on behalf of the Association except as authorized.

ARTICLE XIV. ELECTIONS

Section 1. Nominating Committee. Prior to each annual conference of the Association, the Executive Board, upon recommendation of the Committee on Appointments, shall appoint a Nominating Committee to nominate candidates for elective positions. The Nominating Committee shall nominate candidates from among the personal membership for the position of president-elect annually; and for the position of treasurer, whenever this is required; and members at-large of the Council including any vacant member at-large positions. The Nominating Committee shall nominate annually candidates for members-at-large of the Council for three-year terms. No member of the Executive Board shall serve on the Nominating Committee.

Section 2. Reporting. The Nominating Committee shall report its nominations at the Council meeting prior to the annual election. No person shall be nominated by the committee whose written consent has not been filed with the Executive Director of the Association.

Section 3. Nominations. Nominations determined as herein provided shall be placed before the members of the Association on a ballot, which shall be prepared under the direction of the Nominating Committee. The Nominating Committee shall also include on the ballot other nominations filed with the executive director by petition of any two-hundred (200) members of the Association for the position of president-elect and treasurer, and twenty-five (25) members of the Association for the position of councilor-at-Large, provided written consent of these nominees shall have been filed with the Executive Director of the Association. For every election of the Association, the Committee on Election shall establish a closing date for the membership list. Only members in good standing on that date shall receive a ballot and shall be entitled to vote. Every member of the Association eligible to vote shall receive a ballot.

Section 4. Qualification. For each office, the candidate receiving the largest number of votes shall be elected and shall be so reported to the Association by the Committee on Election. In the case of a tie vote, the successful candidate shall be determined by lot conducted by the Committee on Election. In the event that a candidate for election as a councilor-at-large withdraws from or is unable to continue candidacy in the period between the distribution of ballots and the reporting of election results, the votes for that candidate shall be ignored.

Section 5. Council Committee on Committees. There shall be a Council Committee on Committees made up of four (4) councilors elected for one-year terms by the Council. The president-elect shall be the fifth member of this committee and its chair. The four (4) elected members of the Council Committee on Committees shall be elected by ballot of the councilors present and voting at the annual conference. Additional nominations for the Committee on Committees may be made by councilors from the floor.

Section 6. Executive Board Nominations. The Council Committee on Committees shall nominate annually three (3) at-large members, two (2) division members, one (1) round table member, one (1) chapter member, one (1) American Association for School Librarians member, one (1) National Association of Librarians of Color (NALCo) member, and one (1) Rainbow Round Table councilor for three-year terms for election by the Council from among the current members of the Council. Additional nominations for the Executive Board may be made by councilors from the floor. Upon election to the Executive Board, members shall continue to serve as councilors for the duration of their terms.

ARTICLE XV. POLICIES

Section 1. Notice. Members shall be given at least thirty (30) days unless otherwise established in this bylaws or, if less than thirty (30) days, waived by unanimous consent of upcoming action. Publication of notices in the *American Libraries* shall be considered sufficient to fulfill the requirement of notice.

Section 2. Additional Policies. Additional policies may be adopted and maintained in a manual available to all members. Policies may not conflict with a rule established in the bylaws.

ARTICLE XVI. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

ARTICLE XVII. AMENDMENTS

Section 1. Amendments. All proposals for amending the bylaws shall originate in the Council. An adopted amendment shall become effective when it has been approved by a majority of the members of the Council present and voting at a meeting of the Council, followed by ratification by the members of the Association. The Council, on approving a proposed amendment, shall direct the executive director to place the amendment on the annual ballot, for ratification by the membership.

Section 2. Editorial Updates. The Council, upon recommendation of the Bylaws Committee, may make such editorial changes in these bylaws as do not change their substance and meaning.

Appendix A: Articles & Sections Not Included in DRAFT 1 of the General Revision of the ALA Bylaws

This Appendix lists Articles and Sections from the ALA Constitution and ALA Bylaws not included in DRAFT 1 of the General Revision of the ALA Bylaws because, either, they are considered no longer relevant, or, because they are being reviewed for inclusion in the ALA Policy Manual.

ALA Constitution

Weblink: <https://www.ala.org/aboutala/governance/constitution/constitution>

Article IV. Divisions and Round Tables

Article IV. Divisions and Round Tables . Section 1. Divisions and Round Tables of the Association may be organized and supported as provided in the Bylaws.

Article V. Meetings

Article V. Meetings. Section 1. Meetings shall be held as provided for in the Bylaws.

Article VI. Council

Article VI. Council. Section 2. Councilors shall be chosen as specified in the Bylaws of the Association.

Article XII. Amendments

Article XII. Amendments. Section 1. All proposals for amending the Constitution shall originate in the Council. A proposed amendment shall become effective when it shall have been approved by a majority of the members of the Council present and voting at two consecutive meetings held not less than two months apart, followed by ratification by the members of the Association either by a vote by mail of a majority of the members of the Association voting, or by a majority vote of the members present and voting at a membership meeting of the Association. The Council, on approving a proposed amendment for the second time, shall specify whether a vote on ratification shall be taken at a membership meeting of the Association or by mail, and if a mail vote is ordered, the Council shall fix the time for the beginning and closing of the balloting. If a vote at a membership meeting is ordered, at least one month's written notice shall be given to the Association of the text of the proposed amendment.

ALA Bylaws

Weblink: <https://www.ala.org/aboutala/governance/constitution/bylaws>

Article I. Membership

Article I. Membership. Section 2. Members falling into two or more categories of membership shall pay the highest applicable dues and shall receive corresponding privileges.

Article I. Membership. Section 4. Upon approval of the Executive Board, special promotional membership rates may be made available from time to time.

Article I. Membership. Section 5. The category to which any personal member belongs, except Honorary and Life Members, shall be regarded as confidential.

Article II. Meetings

Article II. Meetings. Section 5. e. In the case of a vote by mail by the Association, the Executive Board may designate publication of the ballot or question submitted in the official journal of the Association as the appropriate method of submitting the matter to the members for their determination.

Article III. Nominations and Elections

Article III. Nominations and Elections. Section 1. c. “The number of nominees shall not be fewer than one-and-one-half times the anticipated number of member-at-large vacancies to be filled at the next election.”

Article III. Nominations and Elections. Section 1. d. The position of candidates on the ballot shall be randomized. No person may be nominated for or serve on the Council unless that person is a personal member of the American Library Association. No candidate may run for more than one Council position in the same election.

Article III. Nominations and Elections. Section 2. a. The ALA Nominating Committee shall report its nominations at the midwinter meeting of the Council. The final list of the candidates' names shall be reported in American Libraries.

Article III. Nominations and Elections. Section 3. a. “...and which shall be known as the “Official Ballot.”

Article III. Nominations and Elections. Section 3. b. “..... at least four months before the annual conference, provided written consent of these nominee”

Article III. Nominations and Elections. Section 3. c. The professional address of each nominee shall be given on the Official Ballot.

Article III. Nominations and Elections. Section 4. a. The Executive Board shall appoint a Committee on Election which shall have charge of the conduct of the regular elections of the Association, the divisions and the roundtables and the counting and tabulation of all votes cast.

Article III. Nominations and Elections. Section 4. c. At least six weeks prior to the annual conference the executive director shall mail a copy of the ballot to each member of the Association in good standing.

Article III. Nominations and Elections. Section 6. b. “.....from a list of eight candidates submitted by the president-elect and included in the agenda mailed to Councilors before the annual conference.”

Article III. Nominations and Elections. Section 6. c. “... who are serving by virtue of election to it, as provided in Article IV, Section 2.b., c., d., and e. of the Bylaws, and who will have served at the midwinter meeting and the annual conference immediately preceding their prospective terms as Executive Board Members.”

Article III. Nominations and Elections. Section 6. c. “....thereafter as a voting member ex-officio for the duration of the term for which elected to the Executive Board.”

Article IV. Council

Article IV. Council. Section 1. a. Council membership requirement. No person, including a representative of a state, provincial, or territorial chapter, may serve on the Council unless a personal member of the American Library Association.

Article IV. Council. Section 1. b. Meetings. “...The latter shall be called the midwinter meeting. Other meetings may be called by the president and shall be called upon request of twenty members.”

Article IV. Council. Section 2. d. For the purposes of this section, the Personal Membership of each round table and the Personal Membership of ALA shall be fixed as of August 31st of each year.

Article V. Chapters

Article V. Chapters. Section 1. b. “.....however, that the total number of persons voting on the issue shall not be less than ten percent of the total number of ALA members residing within the area. A regional chapter may consist of any area composed of three or more contiguous states or provinces.”

Article V. Chapters. Section 1. c. Any legally constituted state, provincial, territorial, or regional library association may, at its request, be designated a chapter of the American Library Association provided the membership of the association applying for chapter status has expressed approval of the application; and providing a majority of the ALA members residing in the area involved voting on the issue is in favor of such action; provided, however, that the total number of persons voting on the issue shall not be less than ten percent of the total number of ALA members residing within the area involved, and provided that there is no conflict in

principle between the constitution and bylaws of the association involved and the Constitution and Bylaws of the American Library Association, and that copies of the chapter constitution and bylaws, and subsequent amendments to them are filed with the American Library Association and dues are paid in accordance with Article I of the Bylaws.

Article V. Chapters. Section 3. Any chapter may establish committees and boards which parallel national committees and boards in order to carry out overall programs within its own area and to maintain liaison between its members and the national committees and boards. State, provincial, and territorial chapters may establish local chapters within the respective areas involved.

Article VI. Divisions

Article VI. Divisions. Section 1. b. “.... the usefulness of that division has ceased.”

Article VI. Divisions. Section 3.

- a. Divisions are of two distinct kinds: “Type-of-library” divisions and “Type-of-activity” divisions.
- b. Type-of-library divisions focus attention upon planning in and evaluation of all functions as they contribute to the services of the library. Type-of library divisions are interested in the general improvement and extension of service to the clientele and agencies served. Each such division has specific responsibility for: (1) Planning of programs of study and service for the type-of-library as a total institution; (2) Evaluation and establishment of standards in its field; (3) Synthesis of the activities of all units within the Association that have a bearing on the type-of-library represented; (4) Representation and interpretation of its type-of-library in contacts outside the profession; (5) Stimulation of the development of librarians engaged in its type- of-library, and stimulation of participation of members in appropriate type-of-activity divisions; and (6) Conduct of activities and projects for improvement and extension of service in its type-of-library when such projects are beyond the scope of type-of-activity divisions, after specific approval by the Council.
- c. Type-of-activity divisions focus attention upon study and development of such functions as reference, cataloging, personnel administration, etc., as they apply to all types of libraries. Type-of-activity divisions are interested in the improvement and extension of their functions. Each such division has specific responsibility for: (1) Continuous study and review of the activities assigned to the particular division; (2) Conduct of activities and projects within its area of responsibility; (3) Synthesis of the activities of all units within the Association that have a bearing on the type of activity represented; (4) Representation and interpretation of its type of activity in contacts outside the profession; (5) Stimulation of the development of librarians engaged in its type of activity, and stimulation of participation by members in appropriate type-of-library divisions; and (6) Planning and development of programs of study and research for the type of activity for the total profession.
- d. Type-of-activity divisions may develop and adopt technical standards as official ALA standards. Type-of-activity divisions may participate in the development of nontechnical standards by type-of library divisions but nontechnical standards may be adopted, or approved as official ALA standards, only by type-of-library divisions.

Article VI. Divisions. Section 4. a. “....with overlapping terms...”

Article VI. Divisions. Section 4. b. “....but no committee, section, or other unit devoted to an activity assigned to a type-of-activity division shall be established in a type-of-library division.”

Article VI. Divisions. Section 4. c. “Such groups may admit members who are not members of the division or of the Association.”

Article VI. Divisions. Section 5. a. “Only members of this Association may be members of a division.”

Article VI. Divisions. Section 6. b. “...upon recommendation of the Budget Analysis and Review Committee.”

Article VI. Divisions. Section 8. a. A division may: Issue publications; hold meetings; organize sections; retain or adopt a distinctive name; appoint committees to function within the field of its activities; in general, carry on activities along the lines of its interests. Divisions shall exercise editorial and managerial control over their periodicals. The ALA Publishing Committee will be informed of plans for any new division periodical prior to publication. Materials prepared for publication by a division not intended for inclusion in a division periodical must be offered to ALA Publishing Services for first consideration.

Article VI. Divisions. Section 9. a. “Such documents shall provide appropriate rules governing the holding of meetings, the conduct of mail votes, the constitution of a quorum, the conduct of nominations and elections, the establishment and appointment of committees, the procedure for their own amendment.”

Article VI. Divisions. Section 9.b. A section shall be governed by the constitution and/or bylaws of the division of which it is a part. It may adopt bylaws of its own provided that they are not inconsistent with the Constitution and Bylaws of the Association or with those of the division.

Article VII. Round Tables

Article VII. Round Tables. Section 1. b. “.... the usefulness of that round table has ceased.”

Article VII. Round Tables. Section 3. “....limit their membership, and may, subject to approval of the Publishing Committee, issue publications.”

Article VII. Round Tables. Section 4. “Such groups may admit members who are not members of the round table or of the Association. “

Article VII. Round Tables. Section 5. “Any member of the Association may become a member of any round table by complying with the requirements for membership.

Article VII. Round Tables. Section 5. “.....either by a mail ballot or at its final session at each annual conference,..”

Article VII. Round Tables. Section 5. “Only personal members shall have the right to vote and hold office.”

Article VIII. Committees

Article VIII. Committees. Section 2. a. iii. The standing committees shall include administration, general and advisory committees."

Article VIII. Committees. Section 2. b. i. "... at the end of which the new members will take up their duties."

Article VIII. Committees. Section 2. b. i. "The committee size and length of terms shall follow the policy in force at the time appointments are made."

Article VIII. Committees. Section 2. b. ii. "Such committee shall define the functions of each division, round table, and committee subject to the approval of the Council."

Article VIII. Committees. Section 2. b. iii. There shall be such other committees as Council may establish.

Article VIII. Committees. Section 2. b. iv. "No member, either Councilor or non-Councilor, shall serve on more than one of the committees or subcommittees of the Council simultaneously except as that member represents the parent committee as a member of the subcommittee."

Article VIII. Committees. Section 2. b. v. "If the committee member creating the vacancy is a member of Council, the new appointee must also be a Councilor."

Article VIII. Committees. Section 3. a. "The term of appointment for members of a special committee shall end with the adjournment of the Annual Conference unless the Council or Executive Board, whichever has authorized such Committee, shall provide for a different or a longer term. Members of special committees whose terms expire shall be eligible for reappointment, except for the members of the Nominating Committee. Members of juries charged with making selections for awards shall be eligible for reappointment, but the number of members to be reappointed shall be limited to a minority in any single year."

Article VIII. Committees. Section 3. b. The special committees shall include administration committees with functions and size to be determined by the Council.

Article VIII. Committees. Section 5. b. Joint committees of the divisions or Round Tables with organizations outside the Association may be established only with the approval of the Council and upon the recommendation of the Committee on Organization.

Article VIII. Committees. Section 7. a. The Executive Board shall designate the chair of each committee annually except for the committees of council, which chairs are designated as set out in Article VIII, Section 2(b) of the Bylaws.

[Article XI. Voting by Mail](#)

Article XI. Voting by Mail. Section 1. Votes of the Association membership by mail shall be deemed to be by postal services or electronic means as determined by the executive director who shall be responsible for ensuring the integrity of the ballot.

**ALA CONSTITUTION AND BYLAWS COMMITTEE PROPOSED TIMELINE FOR BYLAWS REVISION
2022 - 2023**

1) Rescind the Constitution (Affirmative Council vote on June 27, 2022):

- a. ~~Vote 1 (June 27);~~
- b. Vote 2 (August 26); - Special Meeting of Council to take second vote and discuss timeline/process of revision for the bylaws general revision
- c. **Final Step:** Vote by membership to rescind the constitution (should coincide with the final membership vote to adopt the general revision of the bylaws) on the Spring 2023 ballot (March 13 - April 5, 2023)
- d. Constitution is Rescinded on April 6, 2023 (if adopted)
 - Majority vote necessary to rescind the ALA Constitution

2) General Revision of the Bylaws (Affirmative Council vote on June 27, 2022):

- a. ~~Vote 1 (June 27);~~
- b. Initial interviews and drafting (June 27 - August 31, 2022)
 - i. Bylaws Committee reviews and edits before August 22
- c. Publish Bylaws Draft 1 - September 1, 2022
 - i. Bylaws Report and Feedback Hearing (schedule virtual ALA Council and leadership information and feedback sessions) – September 23
- d. Publish Bylaws Draft 2 - November 1, 2022
 - i. Bylaws Report and Feedback Hearing (schedule virtual ALA Council and leadership information and feedback sessions virtually)
- e. Publish Bylaws Draft 3 - January 1, 2023
 - i. Councilors/members invited to formally submit amendments (January 1 - 21, 2023).
 - ii. Bylaws Report and Feedback Hearing (schedule virtual ALA Council and leadership information and feedback sessions virtually)
- f. LLX (January 27 - 30, 2023)
 - i. Publish Bylaws Draft 4
 - ii. ALA Bylaws Convention - Feedback Hearing & Revision
 - iii. Approval of final draft from Council
- g. **Final Step:** Vote by membership to adopt the new bylaws (should coincide with the final membership vote to rescind the constitution) on the Spring 2023 ballot (March 13 - April 5, 2023)
- h. Revised Bylaws take effect April 6, 2023 (if adopted)
 - i. Majority vote necessary for adoption of the ALA Bylaws general revision

ALA Operating Agreement, ALA Constitution, and ALA Bylaws Working Groups Status Chart

Current Groups

Name	Charge	Key Members	Timeline & Status
ALA Operating Agreement Implementation Task Force	ALA Exec. Board motion: 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. This process should be developed during FY23-24 with a report to the Executive Board, Division Boards, and Council. The goal would be to implement a new process for FY25.	Chair TBD Carolyn Henderson Allen, ACRL Rep	September 2022 Appointments completed. August 16, 2022 ALA Executive Board approved the Operating Agreement Work Group's recommendation to authorize an Implementation Task Force.
ALA Constitution and Bylaws Committee Roster ALA Connect Community	Charge: To consider amendments to the constitution and bylaws; to review and draft rules for the conduct of council and membership meetings; to review and draft rules for the preparation of resolutions, memorials, and tributes; and to make recommendations to the association in accordance with the provisions of articles xi and xii of the constitution.	Brian E. C. Schottlaender, Chair	September 23, 2022 ALA Council and Leadership Information and Feedback Session September 6, 2022 First Bylaws draft distributed via ALA Connect to ALA leaders, including ALA Council and ALA staff.

Name	Charge	Key Members	Timeline & Status
ALA Committee on Organization Roster & Resources	<p>Charge: To advise and assist regarding structural and organizational concerns in ALA. To recommend to council the establishment or discontinuance of divisions, round tables, membership initiative groups, ALA committees, assemblies and joint committees, as the needs of the association may require. To define the functions of these units, subject to the approval of council. To recommend to council the establishment, including the name and size, of other standing committees to consider matters of the association that require continuity of attention by the members. To recommend to executive board the appropriate unit to appoint official representatives to outside organizations. To receive notification of the formation of interdivisional committees.</p> <p>ALA Exec. Board motion: accepts the OAWG final report and presents the rewritten policy and outline for changing internal processes and procedures to ALA Committee on Organization for their review, continued association wide feedback, and forward to the Executive Board and Council for final review and vote.</p>	<p>Andrew Pace, Chair OCLC andrewkpace@gmail.com</p>	<p>October 10, 2022 Pace will meet with the ACRL Board.</p> <p>August 16, 2022 ALA Executive Board approved COO to review, seek feedback, and submit final version of the ALA Operating Agreement rewritten policy and outline for changing internal processes and procedures.</p>
ALA Council website ALA Connect Community	<p>Charge: The Council is the governing body of ALA. It delegates to the divisions of the Association authority to plan and carry out programs and activities with policy established by Council. Only personal members of the Association may serve on</p>	<p>Kara Whatley, ACRL Division Councilor, July 1, 2022, to June 30, 2025</p>	<p>August 2022 Approved to rescind the ALA Constitution (2/2 required votes).</p>

Name	Charge	Key Members	Timeline & Status
	<p>Council. Two meetings are required each year, one at the annual conference of the Association and one not less than three months prior to annual conference. (See Bylaw Article IV.) Council determines all policies of the Association and its decisions are binding unless set aside by a majority vote by mail in which one-fourth of the members of the Association have voted. Such vote by mail shall be held upon petition of one percent of the personal members as certified by the Executive Director of the Association. (See Constitution Article VI.)</p>		<p>Annual 2022 Approved to rescind the ALA Constitution (1/2 required votes)</p> <p>Annual 2022 Per ALA CD #25.3, approved to amend the ALA Bylaws via a general revision to be completed by the Constitution and Bylaws Committee, ALA Governance Office staff, and the ALA Parliamentarian by Fall 2022 with the following provisos that:</p> <ul style="list-style-type: none"> • (Proviso 1) - The revised ALA Bylaws drafts will be shared with ALA Council in the ALA Council Connect space. • (Proviso 2) - If Council approves a final January 2023 LLX Bylaws revision document, it shall, along with a successful vote to rescind the ALA Constitution, be placed on the Spring 2023 ALA ballot for vote by the membership.

Name	Charge	Key Members	Timeline & Status
ALA Internal Staff Operational Practices Working Group	TBD	TBD	August 16, 2022 ALA Exec. Board directed ALA ED 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. Directed Hall to provide an update on the composition and quarterly updates on the work of the groups.

Past Groups

The following groups have completed their work and are included for context.

Name	Charge	Key Members	Timeline & Status
ALA Operating Agreement Work Group website	Charge: To evaluate, assess, and make recommendations to the ALA Operating Agreement that defines the relationship between ALA and Divisions. Specifically, the WG will examine how the existing Operating Agreement is fulfilling the mission and values of the association as well as the financial structure that supports the joint and individual goals of the Association and Divisions. In addition, the WG will examine the relationship between ALA and the Roundtables and will provide recommendations that guide that relationship as well. The Operating Agreement values unity, diversity, authority, autonomy, and collaboration. These values will guide the WG in its assessment and communication.	Maggie Farrell, Co-Chair and 2019–2022 ALA Treasurer Andrew Pace, Co-Chair and SCOE Rep Kara Malenfant, ALA Division Staff Rep	August 16, 2022 ALA Exec. Board approved to direct ALA ED Tracie Hall to establish the internal staff operational practices working group and direct ED Hall to work with ALA staff leaders, personnel, and some input from members leaders on a new budgeting process. Executive Director Hall to provide an update on the composition and quarterly updates on the work of the groups. Annual 2022 Final report and actions submitted. The ALA EB approved the report; presented the rewritten policy for changing internal processes and procedures to ALA Committee on Organization; authorized an authorize an Implementation Task Force; encouraged ALA ED to form an internal working group to revise the Operational Practices. January 2022 Interim report submitted.

Name	Charge	Key Members	Timeline & Status
			<p>June 2021 Interim report submitted and task force extended to AC22.</p> <p>June 2020 OAWG Work Group appointed.</p> <p>May 2020 OAWG approved.</p>
Transforming ALA Governance (TAG) Task Force	<p>Original Charge: The Transforming ALA Governance Task Force (TAG) was appointed by the Executive Board in July 2021 with the charge a) indicate and operationalize the culture changing principles of the Avenue M report, SCOE recommendations, the Forward Together work, and a new governance landscape, b) establish a regular governance review process, and c) assess the large projects that need to be addressed and create a plan to address them.</p> <p>Additional Direction from Council for TAG from ALA CD#35b Part C, Revised:</p> <ul style="list-style-type: none"> • Arrange to have virtual Council Meetings scheduled for March, April and May 2022, with the purpose of continuing the discussion of the TAG Task Force's recommendations; • Direct, That, in preparation for the virtual Council meetings, the TAG Task Force develop and present for Council's consideration its proposed composition of a reduced size ALA 	<p>Amy Lappin, Chair</p>	<p>March 2022 At the Mar 10, 2022 Virtual Council meeting, Council voted affirmatively on the action item in CD#35b, Part C, Revised which directed the work of the TAG Task Force be extended until Council deems it is complete.</p> <p>January 2022 TAG's report to Council included potential governance models.</p> <p>June 2021 Task Force created.</p>

Name	Charge	Key Members	Timeline & Status
	<p>Council, functioning as an advisory body, and that the TAG Task Force also present options for the proposed composition of the new ALA Executive Board;</p> <ul style="list-style-type: none"> • Direct, That, in preparation for the virtual Council meetings, the TAG Task Force prepare, for Council's consideration, ideas to advance the implementation of the 'Taking ALA Pulse' (TAP) concept, as a method of bringing feedback and issues from ALA Members, Units and Affiliates for Council's consideration in its potentially added role as a Body of Knowledge; • Direct, That, in preparation for the virtual Council meetings, the TAG Taskforce present, for Council's consideration, measures that could promote the culture for the effective functioning of ALA Council, with such measures including, but not limited to, improvements to the Council agenda development process, Council evaluation tools, Exit interviews, and more. 		
Forward Together Fiscal Analysis Working Group		John A. Lehner, Chair University of Houston	Midwinter 2021 The Forward Together Fiscal Analysis Report ALA CD#37.1 was provided to the Council.

Name	Charge	Key Members	Timeline & Status
Forward Resolutions Working Group	Charge: The Forward Together Resolutions Working Group will develop resolutions based on the Forward Together Working Group analysis and report. The resolutions will include the various parameters of the proposed new structure at a conceptual (i.e.: nonBylaws) level. Council will debate on the various components via the resolution and will continue to work in the development of the resolutions virtually with the goal to bring forward for vote at subsequent Council meetings.	Jack Martin (co-chair) Providence Public Library, Chapter Councilor Christina Rodriques (co-chair) OCLC, Round Table Councilor	June 2021 The Forward Together Resolutions Working Group Resolutions Overview & Final Report, ALA CD#46.1 is presented to Council.
ALA Forward Together Working Group website	Charge: The Forward Together Working Group will lead Forward Together through a multi-step process, involving Council and resulting in a member vote upon approval and acceptance by Council. This group will also test and assess Forward Together recommendations.	Steven Yates, Co-chair University of Alabama SLIS Joslyn Bowling Dixon, Co-chair Newark Public Library	January 2021 The Forward Together Working Group delivered their final report, Forward Together Working Group Report: Snapshot of Work Performed between July 2020 and January 2021 . July-December 2020 The Forward Together Working Group facilitated six virtual information sessions with Council and sent a survey to all Council members.

<p>Steering Committee On Organizational Effectiveness (SCOE)</p> <p>Roster ALA Connect Discussion Forum</p>	<p>Project charge</p> <p>The charge is to develop and recommend strategies and tactics to create an ALA with the agility to respond to current challenges and opportunities, and to focus energy and resources on its mission and members in the decades to come. Ultimately, it is to design a modern association for a modern profession.</p> <p>Committee charge</p> <p>Appointed by 2017-2018 ALA President Jim Neal in June 2018, the charge of SCOE is to:</p> <ul style="list-style-type: none"> • Carry out a comprehensive review and study of ALA's governance, member participation and legal structures and systems, with the goal of proposing changes that will vitalize its success, strength and agility as a 21st century association. • The Steering Committee on Organizational Effectiveness (SCOE) will provide advice and support to the Executive Board on priority improvements. The work of the Steering Committee will focus on membership development and engagement, and on encompassing the diversity of voices that enrich ALA through incorporating the perspectives, interests and contributions of a wide variety of stakeholders and affiliated groups. Its work will be mission driven and embrace the Association's core values. 	<p>Lessa Kanani'opua Pelayo-Lozada, Chair</p> <p>Emily Daly, ACRL representative</p>	<p>June 2020 SCOE submitted final report.</p> <p>January 2020 ACRL-PLA response</p> <p>June 2018 Committee appointed.</p>
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Name	Charge	Key Members	Timeline & Status
	<ul style="list-style-type: none">Through input and feedback from across the Association, the Steering Committee will explore alternative models and reorganization possibilities. It will work with the Executive Team and a consultant to formulate and present its findings and recommendations to the Executive Board.		



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

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"

Plan for Excellence

Association of College & Research Libraries

Approved April 20, 2011 — Effective July 1, 2011

Reaffirmed September 2013. Revised November 2019.

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.

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Five-Year Goals and Objectives

Value of Academic Libraries

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

Proposed 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.

Proposed 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.

Proposed 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.



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: TBD Board Liaison: TBD Staff Liaison: TBD	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.	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.

<p>ACRL/ARL/ODLOS/PLA Building Cultural Proficiencies for Racial Equity Framework Task Force</p>	<ul style="list-style-type: none"> • Scanning the environment, including review of relevant documents (e.g., ACRL Diversity Standards: Cultural Competency for Academic Libraries) to identify literature and similar statements and frameworks related to racial equity; • Drafting the framework; • Seeking comment from stakeholders and the library community on the draft, and revising as needed. 	<p>Co-conveners: Jennifer Garrett (through May 2021), Marcela Y. Isuster (current)</p> <p>Facilitators: Christina Fuller-Gregory, Co-chair, PLA Task Force on Equity, Diversity and Inclusion; Assistant Director of Libraries, SC Governors School for the Arts and Humanities (May 2021-Present).</p> <p>Katherine Skinner, Executive Director, Educopia Institute (February 2020 to January 2021)</p> <p>Current staff liaisons: Allison Payne, ACRL; Kristin Lahurd, ODLOS; Angela Maycock, PLA; DeLa Dos, ARL.</p>	<p>June 2022 Late Summer 2021: Final draft of document and final status report to ACRL Board.</p> <p>January 2022 Spring 2021: Draft shared and request for comments</p>	<p>August 2022: All four organizations approved final framework and published coordinated press release. Task Force completed.</p> <p>Annual 2022: The final framework has been submitted to the four organizations for their review and approval process. Pending the outcome, the document could be approved by the end of July 2022.</p> <p>March 2022: The public comment period closed for the first draft and a working group is reviewing the feedback. The task force is on-track to have the four organizations review in June 2022, but this could change if significant changes are needed.</p> <p>February 2022: Two public forums (Feb 16 for all libraries and Feb 23 for public libraries) will be held during the request for comment period.</p> <p>January 19, 2022: A coordinated marketing push will launch to publicize the start of the six-week comment period. In addition to the four organizations' typical audiences, effort will be made to solicit feedback from stakeholders, such as rural libraries.</p>
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Task Force	Charge	Leadership	Timeline	Status Notes
		Former staff liaisons: Scott Allen, PLA; Nellie Barrett, PLA; Gwendolyn Prellwitz, ODLOS; Mark A. Puente, ARL; Gary Roebuck, ARL.		<p>December 2021: draft Framework finalized. All four orgs will work together for a coordinated announcement for a public comment period in January 2022. The task force plans to host two synchronous virtual forums.</p> <p>Fall 2021: The task force is finalizing a first Framework draft. The task force is working with the staff liaisons to launch a three-week request for comments, which will include asynchronous feedback through CommentPress and two live open forums. The request for comments will be shared widely with the four organizations' networks. The expected launch date is by December 2021 (delayed to January 2022).</p> <p>Annual 2021: Task Force leaders will present Cultural Proficiencies for Racial Equity Framework: An Update on June 27, 2021, 10:30 AM – 11:30 AM CT.</p> <p>May 2021: Framework Development Working Group formed to draft the document in consultation with the full task force. Working group is holding weekly meetings. Christina Fuller-</p>

Task Force	Charge	Leadership	Timeline	Status Notes
				<p>Gregory, Co-chair, PLA Task Force on Equity, Diversity and Inclusion, is facilitating the Working Group. The full task convenes once per month.</p> <p>Nov 2020-Jan 2021: Three work sessions facilitated by Katherine Skinner were held to identify the goals of the Framework.</p> <p>Fall 2020: Survey Working Group may distribute a survey widely to stakeholders of four organizations.</p> <p>November 9, 2020: First of three work sessions (facilitated by Katherine Skinner) planned. Other two work sessions will most likely be scheduled in early 2021.</p> <p>October 2020: ACRL Standards Committee rep reached out to co-chairs to check-in regarding ACRL Standards process.</p> <p>Summer 2020: Full task force meetings. Working groups formed: Data and Competencies; Glossary; and Survey.</p> <p>May 2020: Task Force roster announced (press release).</p>

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: Jay Malone</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>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 Force's thirteen recommendations, which included the creation of a new awards task force.</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 			

Task Force	Charge	Leadership	Timeline	Status Notes
Member Accommodation/ Compensation Task Force	Review current practices for when and how members are recognized for their time and effort dedicated to advancing association work for the profession. Identify advantages and disadvantages of current practices. Investigate options for, and sustainability of, offering various forms of compensation or accommodation and determine where compensation may be warranted and could remove a barrier to participating.	Chair: Janice D. Welburn Board liaison: Jessica Brangiel Staff liaison: Margot Conahan	Date final report is due: January 2023 Date interim report is due: October 2022 Task force terms: February 1, 2022 - January 31, 2023	September 2022: Chair/co-chair position still unfilled; requesting extension on interim report. August 2022: Task Force chair resigned; working to appoint new chair or co-chairs. July 2022: Reviewed compensation issues surfaced in prior meeting; established two working groups (Survey/Focus Group and Policies) May 2022: Convened task force for first meeting; shared overview of current ACRL compensation practices March 2022: task force appointments being completed. January 2022: task force approved by Board.

Task Force	Charge	Leadership	Timeline	Status Notes
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: TBD</p> <p>Board liaison: Kim Copenhaver</p> <p>Staff liaison: Mary Jane Petrowski</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>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>

Task Force	Charge	Leadership	Timeline	Status Notes
Nominations and Policies Audit Task Force	<ul style="list-style-type: none"> Review current ACRL Bylaws and policies, focusing on the ACRL leadership nominations and recruitment process + Board participation requirements, to identify areas that may be impeding efforts to expand dimensions of diversity in the leadership pipeline - including people of color and minoritized groups, individuals in diverse roles within the library profession, and library workers in all types of academic library settings. Identify and evaluate alternatives to current policy, as well as advantages and disadvantages for each alternative, that they may reduce barriers and encourage greater participation. Recommend alternatives based on the evaluation of advantages and disadvantages. 	<p>Chair: Matthew Weirick Johnson</p> <p>Board liaison: Kim Copenhaver</p> <p>Staff liaisons: Robert Jay Malone, Elois Sharpe</p>	<p>Date final report is due: January 2023</p> <p>Date interim report is due: October 2022</p> <p>Task force terms: February 1, 2022 - January 31, 2023</p>	<p>February/March 2022: task force appointments being completed.</p> <p>January 2022: task force approved by Board.</p>

Board Working Group Status Chart

Title	Task(s)	Members	Timeline & Status
EDI Goals & Objectives Working Group	Draft goals and objectives for EDI goal area.	Toni Anaya, Jessica Brangiel, Faye A. Chadwell (former), Cinthya Ippoliti, Mary Mallery Staff liaison: Jay Malone	Fall 2022: EDI Committee built on the work of the Working Group and developed goal and objectives for the Board to review and take action. SPOS June 2022: 2021-22 EDI Chair Maisha Carey facilitated a discussion on EDI draft goal and objectives February 23, 2022: 1 st working group meeting LLX22: EDI goal area approved and working group established.
EDI Priority Setting Working Group	Determine next steps, including assessment, for EDI short-term priority setting.	Jon Cawthorne (former), Jacquelyn A. Bryant (former), Cinthya Ippoliti Staff liaisons: Jay Malone	LLX22: Working Group update scheduled. December 9, 2021: working group meeting to share priority setting themes found in committee work plans. November to December 2021: working group will review short-term priorities included in committee work plans. November 8, 2021: first working group meeting
Faculty Status Working Group	Consider if ACRL should issue a statement on librarian faculty status.	Erin Ellis, Cinthya Ippoliti, Mary Mallery, April Cunningham (former) Staff liaison: Jay Malone	Spring Board Meeting 2022: Update scheduled. December 2021: working group formed January 2022: working group meeting

ACRL FB22 FYI-3

Title	Task(s)	Members	Timeline & Status
WOC + Lib Working Group	Review questions from EDI Committee on the WOC + Lib statement and report out to the full Board.	Julie Garrison, Cinthya Ippoliti, Faye A. Chadwell (former), Yasmeen Shorish, Maisha Duncan Carey, Staff liaison: Jay Malone	LLX22: The Board will discuss working group's recommendations. January 5, 2022: working group meeting Fall Executive 2021: working Group formed

ACRL Committees 2021–2022 Year-End Reports & 2022–2023 Work Plans

Division-level Committees
ACRL 2022 President's Program Planning Committee
Appointments Committee
Equity, Diversity and Inclusion (EDI) Committee
(Dr. E.J.) Josey Spectrum Scholar Mentor Committee
External Liaisons Committee
Government Relations Committee
Leadership Recruitment and Nomination Committee
Membership Committee
Section Membership Committee
New Roles and Changing Landscapes Committee
Professional Values Committee
Publications Coordinating Committee
<i>Academic Library Trends and Statistics Survey</i> Editorial Board
ACRL/Core Interdivisional Academic Library Facilities Survey Editorial Board
C&RL Editorial Board
C&RL News Editorial Board
CHOICE Editorial Board
New Publications Advisory Board
Project Outcome for Academic Libraries Editorial Board
Publications in Librarianship Editorial Board
<i>Resources for College Libraries</i> Editorial Board
Research Planning and Review Committee
Research and Scholarly Environment Committee
Standards Committee
Student Learning and Information Literacy Committee
Value of Academic Libraries Committee

Blue = report only

Red = work plan only



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	ACRL 2022 President's Program Planning Committee
Charge/Tasks:	Identify topic and potential speaker(s) for and plan the ACRL president's program to be offered at the ALA Annual Conference.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Co-Chairs:	Lynn Silipigni Connaway and Earl Givens, Jr.
Vice-Chair:	
Board liaison:	Julie Garrison
Staff liaison:	Lauren Carlton
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Co-Chairs:	Annie Belanger and Leo Lo
Vice-Chair:	
Board liaison:	Erin L. Ellis
Staff liaison:	Lauren Carlton
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:		Date:	
Work plan submitted by:		Date:	

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

Plan the ACRL 2022 President's Program for the ALA 2022 Annual Meeting. The program, *Connect. Collaborate. Cooperate. Commit.*, had excellent speakers (Keynote: Timothy Renick, Executive Director of the National Institute for Student Success at Georgia State University; Panelists: Jessica Dai, Equity and Open Education Librarian and Assistant University Librarian, West Virginia University Libraries; Laura A. Johnson, Director of Library Services, Livingstone College; Michael A. Walker, Director of the TRiO Programs at Prince George's Community College) on a very timely topic that identified and addressed some of the inherent and systemic biases that prevail within our institutions that create barriers to student success. The speakers discussed different ways to help participants identify biases, increase social narratives, improve listening and communication skills and help break down stereotypes through digital literacy programs that prepare students' to be socially mobile, civically responsible, entrepreneurs, innovators, and productive members of the workforce.

2. What were the relevant results for your projects?

A program that represented diverse speakers and addressed barriers to student success. The session also provided examples and ideas for academic library staff to become leaders within their institutions who are confident in identifying and addressing some of the inherent and systemic biases that prevail within our institutions that create barriers to student success.

3. Which if any 2022–2023 projects will continue next year?

Possible ACRL webinar with the keynote speaker (Timothy Renick), two of the panelists (Laura A. Johnson and Michael A. Walker), and the two committee co-chairs (Lynn Silipigni Connaway and Earl Givens, Jr.). We have informed Robert (Jay) Malone, Lauren Carlton, Margo Conahan, and Julie Garrison and sent them the information to follow up on the webinar.

4. What worked well?

The co-chairs worked well together and when one was unable to attend a meeting or to complete tasks, the other was able to lead. We would recommend having co-chairs.

The committee members who were engaged were extremely helpful in identifying prospective speakers and making introductions to the prospective speakers.

5. What could have worked better?

The Committee members debriefed about the session and the committee work and had the following observations and recommendations for future Committee members.

1. Select Committee members from ACRL sections
2. Invite less number of people to be Committee members – 6 probably would be sufficient
3. Use a different or different methods of communication since ALA Connect can be difficult to use for some.
4. Recommend co-chairs for the Committee
5. Set up a series of Committee meetings for several months in advance – possibly monthly
6. Propose several themes and then discuss to identify the speakers
7. Be sure that the ACRL President's Program is scheduled in the Convention Center and is not scheduled during other high-profile programs or events.
8. Work with ACRL and the presenters to video record the session and make it openly available for others to review.

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

We planned the EDI discussion through the lens of the digital divide and the barriers it creates to learning 21st century literacy skills - <https://www.aeseducation.com/blog/what-are-21st-century-skills> - (information, media, and technology).

Our session addressed providing support and engaging students from diverse backgrounds and cultures for recruitment, retention, and success.

The panelists addressed the challenges of those who have or have had limited access to higher education and technology.

The keynote speaker and panelists represented different types of academic libraries, i.e., research, 4-year colleges, community colleges, and an HBCU, and different programs initiated to support student learning and success.

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:

Same as response to question 7.

Our session addressed providing support and engaging students from diverse backgrounds and cultures for recruitment, retention, and success.

The panelists addressed the challenges of those who have or have had limited access to higher education and technology.

The keynote speaker and panelists represented different types of academic libraries, i.e., research, 4-year colleges, community colleges, and an HBCU, and different programs initiated to support student learning and success.

8. Was there information you could have been provided before starting this project that would have made your work easier?

1. Budget information.
2. Clear procedures and processes.
3. ALA deadlines.

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

Having the opportunity to work with colleagues, many of whom I had not worked with before, on such a timely and important topic.

Meeting and learning from other colleagues and our keynote speaker and panelists.

10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity,

Diversity, and Inclusion; Communication and Engagement; and Membership. In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:

ACRL Short-Term Priorities
<p>1. Equity, Diversity, and Inclusion:</p> <ul style="list-style-type: none"> a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.) b. What are some ways you could determine outcomes/impact?
<p>2. Communication and engagement:</p> <ul style="list-style-type: none"> a. How involved are members in the work of the committee? b. What ideas does your group have for helping members feel more connected to the work of the team? c. What kind of support might you need to improve communication and engagement?
<p>3. Membership:</p> <ul style="list-style-type: none"> a. How might the work of your committee support or provide value for members?

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with ten activities, it is not required to generate ideas for all ten



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, 2021**, 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 2021 through June 2022.

Committee Name & Charge	
Committee Name:	ACRL Appointments Committee
Charge/Tasks:	To recommend to the president-elect appointments to ACRL divisional committees for the year of his or her term of office.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Kara Whatley
Vice-Chair:	N/A
Board liaison:	Erin Ellis
Staff liaison:	Allison Payne, Elois Sharpe
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Mark Puente
Vice-Chair:	N/A
Board liaison:	Beth McNeil
Staff liaison:	Allison Payne, Elois Sharpe
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Kara Whatley	Date:	August 16, 2022
Work plan submitted by:		Date:	

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

1. Gathered information from current ACRL committee chairs about their committee needs, including:
 - size of committee
 - skills/interests/experiences needed for committee members
 - recommendations for continuing appointments
 - recommendations for the next committee chair.
2. Created ACRL Division-Level Committees LibGuide, https://acrl.libguides.com/appts_information
3. Expanded outreach during the ACRL committee volunteer time period. Emails were sent to:
 - ACRL BIPOC membership recipients
 - Community college library organizations/consortia
 - Librarian affinity groups.
4. Completed appointments for all ACRL Division-Level Committees.

2. What were the relevant results for your projects?

1. Completed appointments for all ACRL Division-Level Committees.

3. Which if any 2021–2022 projects will continue next year?

The ACRL Division-Level Committees LibGuide, https://acrl.libguides.com/appts_information, lacks information for a few committees, and I would recommend that it be completed.

4. What worked well?

We used the “All Committees” volunteer list early in the appointments process to help improve diversity (geographic, type of institution, self-identified under-represented minority) in committees. We also met to “dedupe” our proposed appointments lists so that no one person received appointments for more committees than allowed by ACRL/ALA rules.

5. What could have worked better?

It is difficult and time-consuming for ACRL staff to compile demographic information on committee volunteers, so it is impossible for us to say if our outreach efforts helped us reach a larger, more diverse group of volunteers.

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

I do feel that our outreach efforts demonstrate our commitment to EDI. However, we do not have objective evidence to support that.

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:

8. Was there information you could have been provided before starting this project that would have made your work easier?

N/A

9. What made this work most rewarding (observations/comments/accolades)?**10. Any other comments, recommendations, or suggestions?**

2022–2023 Work Plan

New in summer 2021. The [ACRL strategic plan](#) is revisited every year, but the past year has brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. For the next 1-2 years, the ACRL Board has set priorities in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities
1. Equity, Diversity, and Inclusion: <ul style="list-style-type: none"> a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.) b. What are some ways you could determine outcomes/impact?
<ul style="list-style-type: none"> A. The Appointments Committee will boost its outreach to increase diversity of committee volunteers and appointments. We will focus on the following areas of diversity: <ul style="list-style-type: none"> a. type of academic institution b. geographic area c. racial/ethnic identification. B. We will measure the success of our outreach efforts by: <ul style="list-style-type: none"> a. overall increase in number of volunteers b. increase in volunteers from currently underrepresented types of academic institutions c. increase in geographic diversity of volunteers d. increase in racial/ethnic diversity of committee membership.
2. Communication and engagement: <ul style="list-style-type: none"> a. How involved are members in the work of the committee? b. What ideas does your group have for helping members feel more connected to the work of the team? c. What kind of support might you need to improve communication and engagement?
<ul style="list-style-type: none"> A. All members of the committee receive training on the ACRL appointments system, and each member will have specific duties for which they are responsible. B. Committee members are connected to the work of the team through ALA Connect introductions, committee trainings and meetings. They are also connected by establishing shared group norms that include how decisions are made in the committee and what individual roles and responsibilities are. C. ALA Connect and Zoom meetings should support communication and engagement in the committee.
3. Membership: <ul style="list-style-type: none"> a. How might the work of your committee support or provide value for members?
<ul style="list-style-type: none"> A. The work of the Appointments Committee is integral to the engagement of ACRL members with the organization. By promoting volunteer opportunities and offering a large and diverse group of

members committee appointments, the Appointments Committee provides great value for ACRL members.

Please complete this form for each activity that the committee plans to undertake in the 2021–2022 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	
Brief Description:	

Activity #1 Timeline	
How long will it take to do this project?	
short-term project that will be completed this membership year	
Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:



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, 2022**, 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 2022 through June 2023.

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.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Maisha Carey
Vice-Chair:	Je Salvador
Board liaison:	Faye A. Chadwell
Staff liaison:	Allison Payne
Other leaders:	Mary Beth Lock, Past-Chair

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

Report & Work Plan Submission			
Year-end report written by:	Maisha Carey	Date:	07/28/2022
Work plan submitted by:	Je Salvador	Date:	8/31/2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

BIPOC Memberships Initiative - The EDI Committee developed and submitted a plan to continue and expand the BIPOC Memberships Program to a two year cohort model. The new model would allow funding recipients more time to explore ACRL and find their place either as a leader or active participant in a committee or section. Cohort 2 funding recipients were chosen and received funding in the Spring.

EDI Clearinghouse/Liaison model - The committee developed a roster of EDI related working groups and assigned liaisons to connect with each group. The goal was to collect information about EDI efforts across ACRL, develop and maintain a list of programming, and increase and strengthen connections.

EDI conversations with the ACRL Board - At the November 2021 Board meeting, the committee requested a discussion of the board of directors reaction to the [Statement Against White Appropriation of Black, Indigenous, and People of Color's Labor](#), issued by WOC+Lib in early September 2021. The discussion request included a series of questions intended to encourage active and open dialogue about the difficult issues the statement raised. A small group - facilitated by Maisha Carey - was then convened to discuss the statement in more detail and consider action steps. This conversation resulted in a series of actions:

- Charging of the ACRL Nominations and Policies Audit Task Force
- Creation of the ACRL Plan for Excellence Equity, Diversity and Inclusion Goal Area

2. What were the relevant results for your projects?

Increased interaction with the board of directors led to some very relevant results.

- The board approved funding for the BIPOC memberships program. This includes a second year of funding for cohort 1 and the first year of funding for Cohort 2. With this funding, a subgroup of the EDI Committee was able to solicit interest and award funding for 25 new recipients.
- EDI related conversations led to the EDI Committee being elevated to a Goal Area Committee. This will make our work connecting EDI efforts across ACRL even more effective, as all committees will have the opportunity to align their work with our goal and objectives.

3. Which if any 2022–2023 projects will continue next year?

All 2021-2022 projects will continue. The committee will solicit funds for a second year of funding for Cohort 2 of the BIPOC membership program and increase engagement with the membership recipients. The clearinghouse work is being expanded with the creation of an EDI across ACRL email list. We also hope to add more content to the EDI libguide.

A major task the committee will undertake is leading the development of the new GAC goal and objectives. This work included EDI Committee chair Maisha Carey facilitating a workshop with the board at SPOS in June 2022. It continues in committee meetings this summer. A draft goal and objectives will be submitted to the board for the October 2022 board meeting.

4. What worked well?
Increased engagement with the board had a strong impact on the committee and its work. We hope that our board liaison will continue to keep us connected to board discussions and facilitate committee engagement with board issues.
5. What could have worked better?
The process of developing the GAC goal has been challenging, with responsibility for development of the goal shifting from the Board liaisons to the EDI Committee.
6. How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?
Systems of oppression are ingrained into the fabric of our institutions. The ACRL EDI committee is aware of how the bureaucracy of ACRL serves as a barrier to collaborations and engagement of new members from historically marginalized backgrounds. We seek to be a bridge, increase access and collaboration, and hold those leading the association (ourselves included) to the values we all seek to live by.
7. Please indicate EDI activities you would like to publicly include on the ACRL EDI LibGuide (Limit to 75 words or less).
<p>If there are questions regarding the above activities, staff can contact:</p> <ul style="list-style-type: none"> • Name: • Email:
8. Was there information you could have been provided before starting this project that would have made your work easier?
N/A
9. What made this work most rewarding (observations/comments/accolades)?
<p>It has been a pleasure to work closely with ACRL Staff, including Allison Payne and Jay Malone. Their timely and engaged communication made our work possible.</p> <p>Board members - including Faye Chadwell, Yasmeen Shorish, and President Julie Garrison - were supportive and open to the work we intended to do. Yasmeen was especially important to our understanding of the institutional history that informed the opportunities and barriers we faced.</p>
10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities
<p>1. Equity, Diversity, and Inclusion:</p> <ul style="list-style-type: none"> a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.) b. What are some ways you could determine outcomes/impact?
<p>All our activity goals for 2022-2023 support EDI priorities.</p>
<p>2. Communication and engagement:</p> <ul style="list-style-type: none"> a. How involved are members in the work of the committee? b. What ideas does your group have for helping members feel more connected to the work of the team? c. What kind of support might you need to improve communication and engagement?
<p>We are increasing # of meetings; additionally, in terms of ACRL more broadly, we are interested in...</p> <ul style="list-style-type: none"> • Communication about EDI, in Activity #3 • Engagement <ul style="list-style-type: none"> ○ in connecting to and providing mentorship for BIPOC membership recipients, in Activity #2 ○ in EDI-focused community, in Activity #3
<p>3. Membership:</p> <ul style="list-style-type: none"> a. How might the work of your committee support or provide value for members?
<p>Along with our Membership Initiative work, we are also hoping to provide some programming open to all ACRL members.</p>

2022–2023 Work Plan

We would like to reserve the right to revise this Work Plan (specifically Activity #4) once the EDI GAC goal & objectives are finalized.

Work Plan Activity #1	
Activity Name:	participate in developing and implementing the new EDI Committee GAC goal
Brief Description:	a “broad strokes” timeline: <ul style="list-style-type: none"> • June - August 2022, help draft new GAC goal language to integrate into ACRL Plan for Excellence • September - October 2022, help finalize new GAC goal language • October - November 2022, revise Work Plan as necessary to support new GAC goal objectives • October 2022 - <ongoing>, help communicate new GAC goal language • October 2022 - <ongoing>, help implement new GAC goal language

Activity #1 Timeline	
How long will it take to do this project?	
multi-year project continuing past June 30, 2023. Expected completion date:	5-year goal

ACRL Plan for Excellence			
Check the best goal and indicate the objective.			
Value of Academic Libraries			
Student Learning			
Research and Scholarly Environment			
New Roles and Changing Landscapes			
Core Commitment to Equity, Diversity & Inclusion			
Enabling Programs and Services (education, advocacy, publications, or member engagement)			
Provide a brief sentence connecting your project to the goal area and objective you selected:			
As of this writing (August 30, 2022), the GAC goal language has not yet been finalized. The EDI committee has supported brainstorming many concepts around this goal, and we committee members hope that the GAC goal will be integrated with the goals of the GACs; however, we cannot speak to this more explicitly until the EDI goal language is finalized.			
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)

provide finalized draft of GAC goal language from EDI Committee to ACRL Board of Directors (BoD)	September 23, 2022	Je Salvador	provide draft to Allison Payne
revise Work Plan (check Activity #4 in this document) to support finalized GAC goal & objectives	October/November 2022	EDI Committee, Je Salvador delivering revised Work Plan items	–
communicate new GAC goal & objectives to EDI Committee members, to ACRL and ALA, to library professionals and other stakeholders	October 2022 - June 2023	EDI Committee	TBD
implement new GAC goal & objectives	ongoing, start process in October/November 2022 with Work Plan revisions	EDI Committee	TBD

Activity #1 Assessment	
How will success be measured?	
<p>Our EDI Committee will achieve success for Activity #1 when we...</p> <ul style="list-style-type: none"> • submit GAC goal draft language to the BoD by September 23, 2022 • revise this Work Plan to include an activity (#4) that supports the GAC goal & objectives • start communicating the new EDI GAC goal & objectives when they're finalized, optimally October/November 2022 	

2022–2023 Work Plan

Work Plan Activity #2	
Activity Name:	sustain and grow the BIPOC membership initiative (folder on most recent application cycle)
Brief Description:	<ul style="list-style-type: none"> create BIPOC membership initiative subcommittee, which will... <ul style="list-style-type: none"> develop programming and/or connect members to ACRL programming about mentorship, community-building, volunteering, and leadership petition ACRL Board of Directors to fund Cohort 2 for Year 2 prepare upcoming application cycle materials, with an understanding that eligibility criteria (for Cohort 3, selected 2024) may need to expand or otherwise change

Activity #2 Timeline	
How long will it take to do this project?	
continuous project assigned in charge (GAC goal & charge/s undefined as of writing)	
project that will be completed this membership year	
short-term priority or multi-year project continuing past June 30, 2023	
Expected completion date: ongoing	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
New Roles and Changing Landscapes <ul style="list-style-type: none"> Deepen ACRL's advocacy and support for the full range of the academic library workforce. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce. 	
Provide a brief sentence connecting your project to the goal area and objective you selected:	
sustaining and growing the BIPOC membership initiative will... <ul style="list-style-type: none"> deepen ACRL's support for the full range of the academic library workforce nurture inclusion in the academic library workforce 	

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)
create membership initiative (MI) subcommittee	September 2022	EDI committee	–
connect membership recipients in community to each other	ongoing, start in September 2022 & aim for quarterly meetups	MI subcommittee	staff support (use established list-serv)

connect membership recipients in community with EDI Committee members	ongoing, start in September 2022 & aim for twice annual meetups	MI subcommittee	staff support
create and/or share ACRL programming about mentorship, community-building, and leadership	ongoing, start in September 2022	MI subcommittee	staff support
connect membership recipients to ACRL volunteer opportunities	ongoing, start in September 2022 & work towards meet-greet w/ Leadership in November 2022		resources <ul style="list-style-type: none"> • Get Involved (2021) Recording • orientation to volunteer application process staff support, connecting w/ ACRL Leaders
petition ACRL Board of Directors to fund Cohort 2 for Year 2	October 2022		Board Action Form
prepare upcoming application cycle materials for Cohort 3, selected 2024	December 2022 - June 2023		staff support

Activity #2 Assessment
How will success be measured?
<p>We will be successful when we have...</p> <ul style="list-style-type: none"> • created a permanent subcommittee for the Membership Initiative. This group will develop and document the application process including calls for applicants and selecting the recipients; plan connection and mentorship opportunities for recipients; encourage committee membership and engagement in ACRL • connected (via communications platform) membership recipients to each other and to EDI Committee members • provided ACRL orientation (esp. volunteer) programming for membership recipients • petitioned the Board of Directors to fund Cohort 2 for Year 2 • developed the application materials for the upcoming cycle (Cohort 3, to be selected 2024) <ul style="list-style-type: none"> ○ have had a thoughtful, well-considered, participatory discussion about eligibility for the Membership Initiative– what communities we want to support with this initiative

2022–2023 Work Plan

Work Plan Activity #3

Activity Name:	sustain and grow liaison work for EDI across ACRL
Brief Description:	<ul style="list-style-type: none"> • open and sustain communication between EDI-focused Division-level Committees, Section Committees, Interest and Discussion Groups, as well as interested individual members • continue building relationships across ACRL re: EDI work • create programming like an ACRL EDI Town Hall

Activity #3 Timeline

How long will it take to do this project?	
continuous project assigned in charge (GAC goal & charge/s undefined as of writing)	
project that will be completed this membership year	
short-term priority or multi-year project continuing past June 30, 2023	
Expected completion date: ongoing	

ACRL Plan for Excellence

Check the best goal and indicate the objective.			
<p>New Roles and Changing Landscapes</p> <ul style="list-style-type: none"> • “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.” 			
<p>Core Commitment to Equity, Diversity & Inclusion</p> <ul style="list-style-type: none"> • “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.” 			
<p>Enabling Programs and Services (education, advocacy, publications, or member engagement)</p>			
Provide a brief sentence connecting your project to the goal area and objective you selected:			
<p>In order to lead, manage, and embrace change– to create a diverse and inclusive community– we need to communicate and build relationships across ACRL relating to EDI.</p> <ul style="list-style-type: none"> - Currently each EDI committee member acts as a liaison to the various bodies across ACRL that are engaging in EDI work; however, we are considering encouraging each ACRL body to have an EDI rep./liaison for a Town Hall-style community. (We are going to debate this.) 			
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)

create liaison subcommittee	September 2022	EDI Committee	–
determine optimal channels for EDI-related communication	October 2022	several stakeholders– liaison subcommittee, EDI committees/‘bodies’ leaders, ACRL leadership, ACRL staff	TBD
open communication	September 2022	Je Salvador will start continue work that’s already been started	–
sustain communication	ongoing	all stakeholders	TBD
determine optimal way of relationship-building between EDI Committee and all ACRL ‘bodies’	October/November 2022	all stakeholders	–
continue building relationships across ACRL re: EDI work	ongoing	liaison subcommittee will try to coordinate this work; all EDI Committee members will have a role to play	–
create programming like an ACRL EDI Town Hall	ongoing, attempting November, February, and May Town Hall programs	liaison subcommittee, EDI ‘bodies’ leaders	staff support

Activity #3 Assessment

How will success be measured?

We will achieve success when we...

- have created a permanent liaison work subcommittee
- have determined an accessible and effective communications channel for all ACRL Division-level Committee, Section Committee, Interest and Discussion Group leaders with an explicit EDI charge or focus
- have determined (with participating stakeholders) the optimal mode of conducting EDI-related liaison work
- have held (2) EDI Town Hall programs in ACRL for the 2022-2023 year
- have easy year-to-year transitions in communications between EDI leadership in ACRL

2022–2023 Work Plan

Work Plan Activity #4

Activity Name:	<keeping open for GAC goal-related revisions to Work Plan>
Brief Description:	

Activity #4 Timeline

How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

[ACRL Plan for Excellence](#)

Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:

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)

Activity #4 Assessment
How will success be measured?



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	(Dr. E.J.) Josey Spectrum Scholar Mentor Committee
Charge/Tasks:	To administer the ACRL Dr. E.J. Josey Spectrum Scholar Mentor Program whereby academic and research librarians would be recruited to serve as mentors to Spectrum Scholars; linking mentors with specific scholars; preparing guidelines and an information program to assist mentors in working with scholars; sponsoring and co-sponsoring programs on mentoring and collecting feedback on the programs; and, administer the process of selecting Spectrum Scholar recipients for ACRL Conference travel grants.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	K.T. L. Vaughn
Vice-Chair:	Marquel Anteola
Board liaison:	Faye A. Chadwell
Staff liaison:	David M. Connolly
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Marquel Anteola
Vice-Chair:	Cynthia Rubi Teyolia
Board liaison:	Rebecca Miller Waltz
Staff liaison:	David M. Connolly
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:		Date:	
Work plan submitted by:	Marquel Anteola	Date:	8/31/2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?
Committee did not meet in 2021-2022
2. What were the relevant results for your projects?
3. Which if any 2022–2023 projects will continue next year?
4. What worked well?
5. What could have worked better?
6. How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?
7. Please indicate EDI activities you would like to publicly include on the ACRL EDI LibGuide (Limit to 75 words or less).
<p>If there are questions regarding the above activities, staff can contact:</p> <ul style="list-style-type: none"> • Name: • Email:
8. Was there information you could have been provided before starting this project that would have made your work easier?
9. What made this work most rewarding (observations/comments/accolades)?
10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities
1. Equity, Diversity, and Inclusion: <ol style="list-style-type: none"> What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.) What are some ways you could determine outcomes/impact?
<ol style="list-style-type: none"> We will continue to encourage and recruit librarian of diverse representations so that the Spectrum Scholars see themselves reflected in the profession. The make of the mentor volunteers can help us determine if we are meeting this goal.
2. Communication and engagement: <ol style="list-style-type: none"> How involved are members in the work of the committee? What ideas does your group have for helping members feel more connected to the work of the team? What kind of support might you need to improve communication and engagement?
<ol style="list-style-type: none"> This is the first year the committee has been active since 2021. Most members did attend our first meeting over Zoom. Including all members in the decision-making process and seeking out their ideas and feedback on committee work. Remembering to check in with the committee often and to see what I can do to support them in their committee work.
3. Membership: <ol style="list-style-type: none"> How might the work of your committee support or provide value for members?
<ol style="list-style-type: none"> Giving members background information on the projects that we do, and understanding the why behind those projects will help them realize the impact the have on the future of our profession.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	2023 ACRL Conference Spectrum Scholar Travel Grant application review and selection
Brief Description:	The committee will review the applications received and select recipients for the 2021 ACRL Conference Spectrum Scholar Travel Grants.

Activity #1 Timeline	
How long will it take to do this project?	
	continuous project assigned in charge
x	short-term project that will be completed this membership year
	multi-year project continuing past June 30, 2023. Expected completion date: <input type="text"/>

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
	Value of Academic Libraries
	Student Learning
	Research and Scholarly Environment
x	New Roles and Changing Landscapes 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.
	Core Commitment to Equity, Diversity & Inclusion
	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
These conference travel grants provide support for current MLIS students within the Spectrum Scholar Program to participate in ACRL's national conference, where they will ideally feel welcomed and connect with library student peers and professional academic librarians alike; conference participation will ideally help lead Spectrum Scholars to working in professional roles in academic librarianship.	

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)
Review current criteria for application and application process	August/September	Committee members	ALA connect, Zoom
Decide if any changes are necessary and implement	August/September	Committee members, ACRL staff	ALA connect, Zoom
Invite eligible Spectrum Scholars to apply for ACRL Conference Spectrum Scholar travel grant	September	ACRL Staff	ACRL and ALA communication resources, email
Review submitted applications	November/December	Committee members	ALA Connect, Zoom
Notification of conference grant recipients	December	ACRL Staff	ACRL and ALA communication resources
Conference survey emailed to grant recipients; Chair to share results with Committee Members	May 2023	ACRL Staff and Committee Chair	ACRL and ALA communication resources, email, possibly Google Forms survey

Activity #1 Assessment
How will success be measured?
Grant recipients will receive a short survey with check boxes and short answers to detail what was achieved through conference attendance. For instance: connecting with your E.J. Josey mentor? Connecting with another mentor? Meeting other library professionals? Takeaways from presentations?

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	Spectrum Scholar mentee and mentor matching
Brief Description:	This project involves matching interested Spectrum Scholars with mentors from academic and research libraries.

Activity #2 Timeline	
How long will it take to do this project?	
x	<div style="display: flex; justify-content: space-between;"> <div> continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date: </div> <div style="border: 1px solid black; width: 200px; height: 40px;"></div> </div>

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
x	New Roles and Changing Landscapes 3. Increase diversity, cultivate equity, and nurture inclusion in the academic library workforce.
Core Commitment to Equity, Diversity & Inclusion	
Enabling Programs and Services (education, advocacy, publications, or member engagement)	
Provide a brief sentence connecting your project to the goal area and objective you selected:	
Pairing Spectrum Scholars with mentors working in the field provides a support service for increasing the participation of diverse individuals in the profession and possibly later leads to increasing retention of BIPOC in academic librarianship.	

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)
Review previous years application process and gauge interest in current pool of mentors	August/September	Committee, ACRL Staff	ALA Connect
Call for mentees	September	ACRL Staff	ACRL and ALA communication resources, email
Call for mentors	September/October	ACRL Staff (for broad, open call), Committee Chair (message posted to general ACRL member community; personal appeal sent via ACRLeads and Committee Chair lists with request to forward it to their member groups, etc.), and Committee Members (notifying personal contacts, etc.)	ACRL and ALA communication resources, email
Mentee and mentor matching	October	Committee Members	ALA Connect, Google spreadsheet, Zoom for virtual meeting
Welcome letter sent to mentor/mentee pairs	October	ACRL Staff	ACRL and ALA communications resources
Training mentors – show recorded mentor tips session followed by live Q&A session	End October/Early November	ACRL Staff, Committee Members	Most recently recorded mentor tips session; Zoom virtual meeting
Assessment surveys emailed to program participants and survey results emailed to Chair	June 2023	ACRL Staff	ACRL and ALA communication resources, email
Assessment survey results shared with Committee Members (feedback can be used for improving mentoring program in upcoming matching cycles)	June 2023	Committee Chair	ALA Connect

Activity #2 Assessment
How will success be measured?
An assessment survey will be emailed to the matched mentees and mentors approximately in June to determine what worked well for each pair, what could be better, and what things the committee could do to enhance the program. Success will be measured by 70% positive ratings of the experience from respondents.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3	
Activity Name:	End-of-year discussion to aid future committee work
Brief Description:	Committee members provide feedback to facilitate future committee work, such as ideas for potential future committee activities.

Activity #3 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
<input checked="" type="checkbox"/> New Roles and Changing Landscapes Deepen ACRL's advocacy and support for the full range of the academic library workforce.
Core Commitment to Equity, Diversity & Inclusion

Enabling Programs and Services (education, advocacy, publications, or member engagement)**Provide a brief sentence connecting your project to the goal area and objective you selected:**

Ending the committee year with reflection of work that has been done and formulating potential future committee activities should help result in deepening the committee's long-term ability to fulfill the committee charge with the work subsequently accomplished by the next committee year cycle.

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)
Brainstorm ideas, in virtual meeting or through ALA Connect posts	May/June 2023	Committee Members	ALA Connect, Zoom virtual meeting platform (possibly)
Compile summary of proposed ideas	June 2023	Committee Chair	ALA Connect

Activity #3 Assessment**How will success be measured?**

Success will be measured by subsequent committees...

- including our suggestions into their work;
- undertaking a similar year-end discussion as one of their activities, and/or;
- communicating their appreciation of the compilation of proposed ideas



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	ACRL External Liaisons Committee
Charge/Tasks:	<p>Oversees and coordinates the ACRL liaison relationship activities across all levels of the association; establishes and manages processes of establishing liaison relationships and provides common guidelines for appointing liaisons to the ACRL units managing liaison relationships; assesses effectiveness of the liaison program and makes recommendations for its improvement; communicates assessment findings with board and future directions for the liaison program; provides training and resource materials for liaisons including suggestions for communicating the results of liaison work to ACRL membership.</p> <p>The grants working group manages liaison program support budget; establishes and manages competitive processes for liaisons to apply for funding for specific liaison activities over a defined period of time with a focus on assessable outcomes.</p>

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Christine Ruotolo
Vice-Chair:	Kathleen Flynn
Board liaison:	Jessica Brangiel
Staff liaison:	Allison Payne
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Kathleen Flynn
Vice-Chair:	Tracey Overbey
Board liaison:	Jessica Brangiel
Staff liaison:	Allison Payne
Staff liaison:	Robert Jay Malone

Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Christine Ruotolo & Kathleen Flynn	Date:	7/13/2022
Work plan submitted by:	Kathleen Flynn	Date:	8/30/2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

- Orientation for Liaisons Assembly
 - Chris and Kathleen held the orientation on August 11, 2021.
 - The orientation was held via Zoom and we shared the slides and recording to Connect afterwards.
 - The orientation covered basic info about the Committee and the Liaisons Assembly, and walked the liaisons through the grant application process.
- Awarding grants to liaisons and requesting an increase in grant funding
 - The Grants Working Group (led by Kathleen) awarded 7 travel grants and spent out the complete travel allocation of \$5,000.
 - The ELC requested an increase in grant funding to \$15,000, to restore funding closer to its pre-pandemic levels. We expect the ACRL Board to approve this increase when they meet in Summer 2022.
- Spring webinar for the Liaisons Assembly
 - The Spring Webinar was organized by Laura Taddeo and Brianne Dosch and held on April 21st.
 - The program featured an overview of the external liaison program from Allison Payne, presentations from current liaisons Kara Whatley and Beth Kilmarx, and Q&A.
 - The Zoom recording of the program was shared to Connect.
- Filling vacant liaison assignments and ensuring that documentation is current
 - An ELC Working Group focused on contacting appointing authorities about liaison positions listed as vacant.
 - Several vacant positions were filled, and others were added to the official spreadsheet to ensure that the liaisons are on the roster and receiving communication via Connect.
 - ELC now has a current and accurate spreadsheet of liaisons, with only a few vacancies remaining.
 - The ELC began communication with appointing authorities about liaison positions with terms ending in 2022 or 2023.

- Explore tracking information about external organizations that provide sponsored or low-cost registrations for librarians
 - The ELC met with ACRL Executive Director Jay Malone about working with external organizations to establish discounted memberships and/or conference registrations for librarians.
 - Jay Malone initiated discussion with the American Anthropological Association about membership waivers and discounts, which could be used as a template for conversations with other organizations.

2. What were the relevant results for your projects?

The ELC projects in 2021-2022 continued to reinvigorate the work of external liaisons after the disruptions of the pandemic. We successfully awarded all of our travel grant funding for this cycle. The focus on filling vacant roles, ensuring that all current liaisons are receiving communications, and increasing the grant funding budget should help increase interactions between liaisons and external organizations. The webinar provided a good opportunity to liaisons to connect to one another and learn about best practices for outreach and engagement. The conversations about discounted membership and conference registration for external liaisons could lead to deeper participation with external organizations.

3. Which if any 2022–2023 projects will continue next year?

- Liaison Assembly Orientation
- Awarding travel grants to liaisons
- Spring virtual program
- Filling vacant liaison assignments and ensuring that documentation is current
- Exploring the possibility of external organizations providing sponsored or low-cost registrations for librarians

4. What worked well?

- The committee was engaged and motivated, and we had enough volunteers to tackle this year's projects.
- ACRL added a few members to the committee mid-cycle, which will help with knowledge transfer as current members rotate of the committee.
- Allison Payne was essential to our success. She answered our many questions, presented at our Spring program, and assisted us in keeping documentation up to date.
- In addition to the Orientation and the Spring Program, we had two virtual ELC meetings (fall and spring). We had good attendance at both meetings, thanks to the convenience of virtual scheduling.

5. What could have worked better?

As with last year's committee, it was hard to engage all members fully. A couple of Working Group members had trouble meeting deadlines due to other priorities. The lingering effects of the pandemic have left everyone stretched thin, which sometimes makes it challenging for volunteer committees to meet their goals.

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

- The ELC and the ACRL liaison program encourage librarians to broaden their perspectives and connect with members of a wide range of professional organizations.
- The grant applications/ review process is based on a rubric to allow for fair and transparent assessments.
- The Spring program organizers considered an EDI-related topic, but ultimately decided against duplicating other robust programming that ACRL is offering in this area.
- The ELC is still considering what meaningful engagement with EDI should look like for this committee.

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:

8. Was there information you could have been provided before starting this project that would have made your work easier?

- Knowledge transfer between appointment cycles has been the biggest challenge for this committee over time. Increasing the membership and ensuring that terms are staggered should help with this problem in the future.

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

- Awarding travel funding to librarians is very satisfying!

- Demonstrating the value of ACRL and librarians to members of other professional organizations is meaningful work, and the committee strongly believes in this mission.

10. Any other comments, recommendations, or suggestions?

Not at this time!

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- What are some ways you could determine outcomes/impact?

The committee will consider an EDI topic for the spring virtual program. We will also investigate if there are any EDI organizations that we do not currently have a liaison relationship with. If so, we will see if a relationship and liaison can be established.

For assessment, we will seek feedback from liaisons about the spring program and will be able to count any new liaison organizations added to the Assembly.

2. Communication and engagement:

- How involved are members in the work of the committee?
- What ideas does your group have for helping members feel more connected to the work of the team?
- What kind of support might you need to improve communication and engagement?

Previous reports have stated that not all committee members have been engaged or have had opportunities to engage and work on projects. This year, the committee will be working on several activities, including projects that can involve creativity. Therefore, there will be enough opportunities for everyone to volunteer on a project that suits their strengths. We will use the ALA Connect space consistently and ensure that everyone is able to receive the messages.

3. Membership:

- a. How might the work of your committee support or provide value for members?

The ELC supports liaisons as they represent ACRL and libraries at external organization conferences and meetings. Liaisons are then able to promote ACRL's strategic initiatives and report back to ACRL members with information about the external organization's initiatives and opportunities for librarians, such as collaborations. We hope to fill vacant liaison positions, clarify liaison term limit restrictions, and continue working on increasing opportunities for liaisons to receive discounts or additional benefits at external organization conferences. This work will allow more liaisons to network.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Orientation for Liaisons Assembly
Brief Description:	This virtual orientation will provide new and returning liaisons with background on the liaison program and its goals and will outline the process for liaisons to apply for grant funding to support attendance at academic conferences.

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, 2023. Expected completion date: <input type="text"/>	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

The orientation provides basic information to new and returning liaisons about the purpose and structure of the ACRL liaisons program and the process and guidelines for requesting funding.

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)
Deliver orientation	8/3/2022	Chair; Vice-Chair	

Activity #1 Assessment

How will success be measured?

A successful orientation will be well attended, with a highly engaged audience, and will prompt a substantial number of successful applications for grant funding.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2

Activity Name:	Awarding grants to liaisons
Brief Description:	The ELC will award funding to liaisons to support their participation in conferences or other types of engagement with their external organization.

Activity #2 Timeline

How long will it take to do this project?

- ☒ continuous project assigned in charge
 project that will be completed this membership year
 short-term priority or multi-year project continuing past June 30, 2023.
 Expected completion date:

--

[ACRL Plan for Excellence](#)

Check the best goal and indicate the objective.

Value of Academic Libraries

Student Learning**Research and Scholarly Environment****New Roles and Changing Landscapes****Core Commitment to Equity, Diversity & Inclusion**

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Awarding travel grants to liaisons encourages them to attend the conferences and meetings of their external organizations, which is the simplest and most effective way for them to establish relationships and promote communication with those organizations.

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)
Announce the application deadline for applying for the grant	7/14/22	Chair	
Appoint a subcommittee to evaluate the grant proposals	8/15/22	Chair	
Forward the applications to the grant task force members for their review	8/31/22 (for Fall applications) 9/15/22 (for Spring applications)	Vice-Chair	
Confer with the grant task force members to discuss the applications and make the final selection	9/30/22	Vice-Chair	

Notify applicants of the outcome of the review	10/15/22	Vice-Chair	

Activity #2 Assessment

How will success be measured?

We'll be successful if we are able to award all of the available funding in a well-reasoned and equitable manner, and if we are able to meet the demonstrated need of the applicants.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3

Activity Name:	Spring webinar for the Liaisons Assembly
Brief Description:	The webinar will support the liaisons by giving them an opportunity to engage with one another while providing information that will help them liaise more effectively with their external organizations.

Activity #3 Timeline

How long will it take to do this project?

continuous project assigned in charge <input checked="" type="checkbox"/> project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:	
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ACRL Plan for Excellence

Check the best goal and indicate the objective.

☒ Value of Academic Libraries

Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

By providing support for the liaisons, the webinar will better enable them to promote the impact and value of academic and research libraries to the higher education community, and to articulate their role in advancing issues of equity, access, diversity and inclusion in higher education.

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)
Appoint a planning team to coordinate the webinar	8/15/2022	Chair	
Develop a theme for the program and recruit speakers	January 2023	planning team	
Establish a date for the webinar and notify the ELC and Liaisons Assembly	January 2023	Chair; Vice-Chair; planning team	

Facilitate the webinar	By May 2023	planning team	
Gather feedback from attendees	By May 2023	Chair; Vice-Chair; planning team	

Activity #3 Assessment

How will success be measured?

Success will be measured by the number of attendees at the webinar and their level of engagement with the topic and the speakers. We can also measure the satisfaction of the attendees via a short survey immediately after the webinar.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #4

Activity Name:	Filling vacant liaison assignments and investigating new liaison organization relationships
Brief Description:	Some previously established liaison roles are currently unfilled. Also, some liaison terms have expired before a new liaison could be chosen. We will make it a priority to work with the appointing authority contacts to get new liaisons appointed.

Also, we will see if there are any EDI organizations that we do not currently have a liaison relationship with. If so, we will see if a relationship and liaison can be established.

Activity #4 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
<input checked="" type="checkbox"/> Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:
<p>Reviving liaison roles that have gone dormant will allow ACRL to connect with a greater number of external organizations and will provide greater opportunity to promote the impact and value of academic and research libraries to the higher education community.</p> <p>Seeking liaison relationships with a more diverse range of organizations will provide members with more valuable information about the activities of external organizations and opportunities for librarians while ensuring we are achieving ACRL's EDI goals.</p>
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)
Ask for volunteers for a project team to work on filling the liaison vacancies and identifying new possible organizations to liaise with	8/15/2022	Chair	
Obtain a spreadsheet of current liaisons, vacancies, and appointing authority contacts	September 2022	Chair	Allison Payne will provide the spreadsheet
Work with appointing authority contacts to appoint new liaisons	Through June 2023	project team with support from Chair & Vice-Chair	

Activity #4 Assessment

How will success be measured?

Success will be measured by the number of vacant liaison positions we are able to fill and how many new external organizations we can identify that we may seek relationships with.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #5

Activity Name:	Explore the possibility of tracking information about external organizations
Brief Description:	The Liaisons Assembly has asked us if it's feasible to keep track of which external organizations provide sponsored or low-cost registrations for librarians. Jay Malone has already begun negotiating some opportunities for librarians.

Activity #5 Timeline

How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input checked="" type="checkbox"/> project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

[ACRL Plan for Excellence](#)

Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Tracking information about external organizations and promoting policies that make it easier for librarians to join and participate in these organizations would facilitate the work of external liaisons.

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)
Work with the committee and Jay Malone to keep liaisons up to date with developments and explore additional resources and opportunities	June 2023	Chair; Vice-Chair	

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Activity #5 Assessment

How will success be measured?

We may not be able to negotiate with a large number of organizations, but any additional benefits will be a success for ACRL members and liaisons.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #6

Activity Name:	Updating documentation
Brief Description:	Documentation for the External Liaisons Committee and the Liaisons Assembly should be clarified and updated

Activity #6 Timeline

How long will it take to do this project?

- ☒ continuous project assigned in charge
 project that will be completed this membership year
 short-term priority or multi-year project continuing past June 30, 2023.
 Expected completion date:

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ACRL Plan for Excellence

Check the best goal and indicate the objective.

Value of Academic Libraries

Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Clear and up-to-date documentation will help the External Liaisons Committee and the Liaisons Assembly function more efficiently.

Activity #6 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)
Ask for volunteers for a project team to review documentation to identify gaps or materials in need of updates	8/15/2022	Chair	
Review documentation to identify gaps or materials in need of updates	through June 2023	Chair; Vice-Chair	
Generate new and updated documentation, and work with ACRL Staff to add it to the website	through June 2023	Chair; Vice-Chair	Will need staff support to update the ACRL website

Activity #6 Assessment

How will success be measured?

We'll be successful if we're able to update the documentation by the end of this committee cycle and establish a plan for regular updates going forward.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #7

Activity Name:	Request that the ACRL Board clarify liaison term limits and the definition of a library-related organization
Brief Description:	<p>Only liaisons to a non-library related organization may receive a travel grant from the External Liaisons Committee. More than one section has expressed confusion on how ACRL defines a 'library-related organization.' We believe the ELC and the Board should create a more formal way of evaluating whether an organization is library related.</p> <p>Also, ACRL normally has a term limit of 5 consecutive years for someone serving on a committee. Some sections struggle with filling liaison vacancies. Sometimes, the only volunteer is someone who has already served for 5 consecutive years. We will request that the Board increase the term limit to 6 years for liaisons.</p>

Activity #7 Timeline

How long will it take to do this project?

continuous project assigned in charge <input checked="" type="checkbox"/> project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:	
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ACRL Plan for Excellence

Check the best goal and indicate the objective.

Value of Academic Libraries

Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Clarifying which liaisons can receive ELC funding will help them determine how they will fund their attendance at external organization conferences. Allowing liaisons to serve for 6 consecutive years will help sections and interest groups fill some vacant liaison positions.

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)
Send draft of board action requests to full committee for review	September 2022	Chair	Board of Directors action form from Allison Payne
Send board action requests to Allison Payne and Jessica Brangiel	September 2022	Chair	
Follow-up with any actions the ELC needs to take after board reviews requests	September 2022 – June 2023	Chair	

Activity #7 Assessment

How will success be measured?

We will be successful if a term limit of 6 consecutive years for liaisons is permitted and this allows more liaison positions to be filled. It will also be a success if the committee has some definition or rubric to use to evaluate whether an organization is non-library related.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #8

Activity Name:

Brief Description:

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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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	Government Relations Committee
Charge/Tasks:	Collaborate with ACRL and ALA leadership to draft the ACRL Legislative Agenda. This document will speak to legislation and emerging issues of political import to higher education and academic libraries

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Erik Nordberg
Vice-Chair:	Mark Offermatt
Board liaison:	Jacquelyn Bryant
Staff liaison:	Kara Malenfant
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Kevin Walker
Vice-Chair:	Hallie Pritchett
Board liaison:	Kara Whatley
Staff liaison:	Kara Malenfant
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Erik Nordberg	Date:	7/15/2022
Work plan submitted by:	Kevin Walker	Date:	7/18/2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

The Government Relations Committee (GRC) drafted the 2022 ACRL Legislative Agenda.

2. What were the relevant results for your projects?

This year, the GRC continue to consider priority issues at the federal legislative level which impact higher education and the work of academic libraries. This included updates to previous advocacy items for protection of consumer data, the environmental impact of data centers, and federal funding for higher education and for libraries. The Committee also gave thoughtful consideration of the interrelation of open access initiatives and the continuing need for public access to federally funded research and the inclusion on the watchlist of potential changes to copyright law. The ACRL Board approved the 2022 Legislative Agenda at their meeting on June 3, 2022.

3. Which if any 2022–2023 projects will continue next year?

The 2023 Legislative Agenda.

4. What worked well?

1. As in previous cycles, we divided the work amongst the committee members. Each individual acted as the lead for the development of an assigned section (some had two people working together)
2. Use of Google Docs as a platform for drafting the agenda. This allowed everyone to work in and edit a single document.
3. Soliciting legislative agenda recommendations from ACRL Committee Chairs and ACRL Leaders.
4. Staff from ALA's Public Policy and Advocacy office reviewed and provided valuable suggestions prior to submitting the Legislative Agenda to the board for approval.
5. We did all of our work virtually, with a few zoom meetings to keep the process moving. (there was no need for an in-person meeting at ALA Midwinter).
6. The committee chair did the final work of editing the material into a cohesive document.
7. The committee benefited greatly from the content and editorial review of ACRL staff liaison Kara Malenfant and ACRL production editor Ann-Christie Galloway.

5. What could have worked better?

1. Some issues and legislative bills remain stagnant in Congress. With close party margins in the House and Senate, it can be difficult to see much movement so it can be easy to become cynical about the purpose of the agenda.
2. Meanwhile, some issues (such as federal funding for higher education) saw regular activity which made some sections of the Agenda outdated by the time of Board approval.
3. While divvying up the review and writing of the document helps to spread out the workload, the level of research and new writing can vary from person to person. There can also be differences in writing style, tense, and grammar which may be difficult to homogenize in the final document.
4. The Chair carries important responsibility in seeing the process through, particularly with the final editorial work on the Agenda and the formal aspects of submittal for board approval.
5. As has been suggested before, it may be useful for this committee to use a 3-year leadership cycle with an individual serving a first year as vice-chair, a second year as chair, and a final year as immediate past chair.
6. ACRL Executive Director has a good suggestion that either future versions of the Agenda become shorter, or that some type of executive summary be produced. For the purposes of legislative advocacy, it is much easier to hand a legislative aide a “two-pager” (front and back) that covers the primary advocacy topics.

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

Many of the issues in the 2022 Legislative Agenda speak to social justice and matters of equity, diversity, and inclusion. Others will improve funding for higher education and academic libraries, having an indirect impact to strengthen EDI programs at individual institutions.

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:** Kevin Walker
- **Email:** kwwalker@ua.edu

The ACRL Government Relations Committee proposes legislative advocacy which address economic issues in higher education and academic libraries which affect accessibility to, and affordability of, post-secondary education for students from underserved communities.

8. Was there information you could have been provided before starting this project that would have made your work easier?

This year's chair had been previously involved with federal advocacy work with a previous employer. But most committee members have no knowledge of the federal legislative cycles and processes. It is important that the chair provide background to incoming committee members. It may be useful for the committee to meet ACRL leadership and staff from the ALA Public Policy and Advocacy Office early in the cycle to understand their needs for the Legislative Agenda and to provide input on the process.

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

The committee members were active, engaged, and contributed throughout the cycle. Input from Kara Malenfant was difficult to appropriately value – she was regularly in touch with the chair and shared information to the committee throughout the year via the ALA Connect site that she felt would be of interest to the committee. Advocacy is difficult work and it is rewarding to be involved in crafting an agenda which may help

10. Any other comments, recommendations, or suggestions?

While we realize the need for ALA as our umbrella organization to lead federal advocacy, there seem to be missed opportunities for ACRL leadership (and ACRL members) to be more directly involved in advocating for these issues. Academic libraries exist in every congressional district in this country and librarians at these institutions are well-connected at the local level and could provide powerful voices to elected officials. More should be done by ACRL to engage our members in legislative advocacy in support of higher education and academic library funding.

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

a. The ACRL Legislative Agenda regularly highlights matters of import within the context of EDI.

b. By maintaining an active dialog with the ACRL EDI Committee, the GRC can ensure the Legislative Agenda remains attuned to issues of public policy relevant to ACRL's Core Commitment to EDI.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

a. The committee roster is relatively limited and involvement typically high. A majority of the committee typically participates in the drafting of the ACRL Legislative Agenda.

b. Introductions are an important part of the committee's first meeting each year. Further, a norm has been established whereby the Chair and Vice-Chair seek to ensure broad engagement within the committee. When a committee member has not voiced an opinion or provided feedback within the context of a meeting, the Chair and Vice-Chair will tactfully seek to re-engage that member through increased attention (e.g., encouraging the member to provide any incite they might have on the matter at hand).

c. None at this time.

3. Membership:

- a. How might the work of your committee support or provide value for members?

a. Participation in this committee provides members with an opportunity to learn about the legislative processes of the US Congress. The process of developing a public-facing, formal document, such as the ACRL Legislative Agenda, provides members with experience in technical writing.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	
Brief Description:	This committee will draft and revise the Legislative Agenda to provide background information for ACRL Board, staff, and members, to advocate effectively around national legislative policy issues important to academic libraries and higher education.

Activity #1 Timeline	
How long will it take to do this project?	
X	continuous project assigned in charge
	short-term project that will be completed this membership year
	multi-year project continuing past June 30, 2023. Expected completion date:

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
	Value of Academic Libraries
	Student Learning
	Research and Scholarly Environment
	New Roles and Changing Landscapes
	Core Commitment to Equity, Diversity & Inclusion
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
The ACRL Legislative Agenda acts as a road map to support advocacy for legislation and policies which will positively impact higher education, enabling effective programs and services.	

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)
Welcome committee members.	July 31, 2022	Chair	None
Mtg #1 – end of July. Introduce members to each other and review the work of the committee.	August 31, 2022	Chair	None
Solicit issues from ACRL and ALA committees.	September 1, 2022	Chair	None
Mtg #2 – late Sept. Review previous year's Agenda, discuss ongoing and emerging legislative issues, and assign sections to specific cmte. members	September 30, 2022	Committee	Establish Google Doc to compose
Mtg #3 – early Nov. Review and discuss draft Legislative Agenda.	November 30, 2022	Committee	Google Docs.
Mtg #4 – ALA Midwinter. Review and discuss draft Legislative Agenda.	ALA Midwinter January 27-31, 2023 New Orleans, LA	Committee	Google Docs.
Submit penultimate draft to ACRL Staff Liaison for copy editing.	Feb 10, 2023	Chair	None
Mtg #5 – mid-March. Final review and discussion.	March 31, 2023	Committee	
Submit final agenda, with Board action form to ACRL office for virtual vote.	April 2, 2023	Chair	None

Activity #1 Assessment
How will success be measured?
Successful completion and approval of the Legislative Agenda by the ACRL Board.



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	ACRL Leadership Recruitment and Nomination Committee
Charge/Tasks:	Identify and assess a diverse pool of potential candidates, and select nominees for ACRL Vice- President/President-Elect, ACRL representative on the ALA Council (as necessary), and Director-at-Large (as necessary). Report to the Board of Directors annually on composition of the candidate pool. Coordinate ACRL nominations to IFLA section standing committees and recommend the nominations to the ACRL Board for approval.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Rachel Minkin
Vice-Chair:	Marilyn Ochoa
Board liaison:	Erin Ellis
Staff liaison:	Elois Sharpe
Other leaders:	Britt Anne Murphy, Susan Garrison were both super helpful. The rest of the team was very helpful.

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Marilyn Ochoa
Vice-Chair:	TBD
Board liaison:	Beth McNeil
Staff liaison:	Elois Sharpe
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Rachel Minkin	Date:	Jun 27, 2022
Work plan submitted by:	Marilyn Ochoa	Date:	Jun 27, 2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

IFLA 2023-2027 nominations
ACRL 2023 Board nominations

2. What were the relevant results for your projects?

Slates filled for the 2023 Board of Directors

3. Which if any 2022–2023 projects will continue next year?

None

4. What worked well?

Good relationship between chair/ vice-chair and good communication with ACRL board representative and staff liaison. Spreadsheet change from previous year allowed us to hone in on candidate information allowing for easier review and vetting. Luckily, we had a good candidate pool who responded well to our request to stand for office.

5. What could have worked better?

Still difficult to pull a diverse slate together because the nominees are homogeneous. Hopefully working towards rectifying with N-Pat taskforce. Another possible help would be a column in our spreadsheet saying which Director at Large pool the candidate could fill - for example, COPA, or Chapters, etc.

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

Consciously made decisions around filling the slate with diversity equity inclusion in mind, including digging into the candidates prior work and encouraging potential candidates to self nominate.

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:

None

8. Was there information you could have been provided before starting this project that would have made your work easier?

See above for spreadsheet idea that would come from ACRL staff.

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

I appreciate the work Erin and Elois have done for us!

10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

LRNC will continue to seek out a diverse slate of candidates from amongst nominations. 3 LRNC will promote a diverse and inclusive slate by encouraging underrepresented voices to nominate themselves. Outcomes/ Impact determined by 2022 slate.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

Sending out emails to group on a regular schedule (monthly or even every 6 weeks in the fall when the work is light, more frequent when the work increases in spring) Encourage meeting attendance and participation by actively inviting team to attend, and once there, to participate (“X, what do you think about asking Y to be on the slate?”) Zoom meetings and emails will be important. Synchronous mtgs need to be flexible, sometimes favoring East Coast times, sometimes favoring West Coast times, etc. Once the committee has potential nominations lined up, we can see who is comfortable with reaching out to ask folks to run.

3. Membership:

- a. How might the work of your committee support or provide value for members?

This ACRL committee has members across many areas of librarianship – it is great to meet those active in Chapters, or ULS, etc. Membership in this committee is also very educational for those thinking they'd like to potentially run for board positions in the future – we become very familiar with the expectations!

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1

Activity Name:	2024 Slate
Brief Description:	Committee pulls together a 2024 ACRL Board slate from nominations

Activity #1 Timeline

How long will it take to do this project?

continuous project assigned in charge

X short-term project that will be completed this membership year multi-year project continuing past June 30, 2023. Expected completion date: May have some slots that fill after 6/30/23

May have some slots that fill after 6/30/23

[ACRL Plan for Excellence](#)

Check the best goal and indicate the objective.

Value of Academic Libraries

Student Learning**Research and Scholarly Environment****New Roles and Changing Landscapes**X **Core Commitment to Equity, Diversity & Inclusion**X **Enabling Programs and Services (education, advocacy, publications, or member engagement)****Provide a brief sentence connecting your project to the goal area and objective you selected:**

Keeping ACRL relevant by pulling together a diverse and inclusive slate of candidates for 2024.

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)
Email with introduction to procedure, invitation to review nominations list, impact of their work, TIMELINE!!! Late January chair	Late January	Chair	
Email to committee with call to pick top 3-5 candidates for each slot, be prepared to discuss synchronously by end of Feb	Early Feb for end of Feb mtg/ beginning of March	Chair	
Meet to rank candidates for each slot and potentially designate order to reach out to candidates	End of Feb/ beginning of March	committee	
Designate order to reach out to candidates	Mid-March through Mid April	Chair/ Vice chair	

Reach out to candidates	Mid-April – End of April	Chair and Vice Chair	
If candidate agrees to run, have them sign consent forms.	June 30, 2023	Chair and Vice Chair	

Activity #1 Assessment

How will success be measured?

2024 ACRL Board slate will be diverse, inclusive, and ready to go!

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2

Activity Name:	2023 IFLA nominations for slate.
Brief Description:	Once approved by the Board of Directors, the Chair will be responsible for contacting the 2023-2027 IFLA candidates who were chosen and who were not chosen.

Activity #2 Timeline

How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year X short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	October 2022

<u>ACRL Plan for Excellence</u>
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
X Core Commitment to Equity, Diversity & Inclusion
X Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:
Vet ACRL section nominations to IFLA to ensure a diverse, inclusive slate.

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)
Email all IFLA candidates	October 2022	chair	

Activity #2 Assessment
How will success be measured?
All 2023 Board approved candidates and section nominees to IFLA will all be contacted.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	ACRL Membership Committee
Charge/Tasks:	To advise ACRL staff on membership promotion and member recruitment, engagement, and retention matters.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Russell Michalak
Vice-Chair:	Heather C. Plaisance
Board liaison:	Yasmeen Shorish
Staff liaison:	Mary Jane Petrowski
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Heather C. Plaisance
Vice-Chair:	Jill Sodt
Board liaison:	Yasmeen Shorish
Staff liaison:	Mary Jane Petrowski
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Russell Michalak & Heather Plaisance	Date:	8/9/2022
Work plan submitted by:	Heather Plaisance & Jill Sodt	Date:	9/6/2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

- *Get Involved: Everything You Need to Know About Volunteering for an ACRL Committee* webinar
- *Bringing Intentionality and Inclusivity to the Academic Library Interview* webinar, collaboration with CORE: Leadership, Infrastructure, Futures

2. What were the relevant results for your projects?

- As of August 2022, the *Get Involved: Everything You Need to Know About Volunteering for an ACRL Committee* webcast received 386 views.
- As of August 2022, the *Bringing Intentionality and Inclusivity to the Academic Library Interview* webcast received 236 views.

3. Which if any 2022–2023 projects will continue next year?

- The *Getting Involved* webcast is performed annually by this committee.
- While the committee did not hold a webcast for ALA annual in favor of the collaboration with CORE, next year, the committee plans to produce a webcast to orient new attendees to ACRL 2023 and/or ALA annual.

4. What worked well?

- Creating a detailed work plan at the start of the cycle.
- Creating a Google spreadsheet to organize each initiative.
- Coordinating with the committee’s ACRL Staff Liaison in organizing each event and keeping work plan goals on track.

5. What could have worked better?

- Coordinating meetings to fit the needs of members from all time zones.
- Greater participation from all committee members, as most of the workload falls mainly to the Chair and Vice-Chair.

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

Explicitly stating in webinars and meetings in which we speak with new members that:

- Membership in ACRL is for all library staff in academic libraries, including LIS students interested in academic librarianship.
- Volunteer/committee work can be fulfilled without face-to-face conference attendance, in support of library staff unable to find funding for conference travel.

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: Heather Plaisance
- Email: heather.plaisance@louisiana.edu

8. Was there information you could have been provided before starting this project that would have made your work easier?

It would be helpful for future chairs and co-chairs to have some of the steps of planning for annual events available in a readily accessible document to facilitate transition across leaders. An onboarding document for new leadership would be extremely helpful in completing the goals for the next year.

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

Seeing people's excitement and participation in webinars.

10. Any other comments, recommendations, or suggestions?

Because most of the workload falls to the Chair and Vice Chair, reducing the number of committee members should be considered.

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities**1. Equity, Diversity, and Inclusion:**

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

All the activities included in the work plan for the upcoming year encourage members regardless of personal characteristics and job environment to participate in ACRL.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

Allowing committee members to take a more active role in the planning and development of webinars.

3. Membership:

- a. How might the work of your committee support or provide value for members?

The work of this committee provides value for members by giving them the opportunity to get involved in ACRL. This opportunity for a voice in the organization can lead to suggestions on improvements for all members.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	<i>Get Involved: Everything You Need to Know About Volunteering for an ACRL Committee</i>
Brief Description:	<p>This webcast will talk ACRL members through the process of volunteering for ACRL committees, including the benefits of doing so and possible challenges. This will involve an update to the 2021 <i>Get Involved</i> webcast (https://youtu.be/sNLYZS06vSw) which received 382 views by hosting a free webcast for ACRL members on or shortly before the ACRL online volunteer form goes live.</p>

Activity #1 Timeline	
How long will it take to do this project?	
X	<div style="display: flex; justify-content: space-between;"> <div> <p>continuous project assigned in charge</p> <p>short-term project that will be completed this membership year</p> <p>multi-year project continuing past June 30, 2023. Expected completion date:</p> </div> <div style="border: 1px solid black; padding: 5px; width: 200px;"> November/December 2022 </div> </div>

<u>ACRL Plan for Excellence</u>	
Check the best goal and indicate the objective.	
	Value of Academic Libraries
	Student Learning
	Research and Scholarly Environment
	New Roles and Changing Landscapes
	Core Commitment to Equity, Diversity & Inclusion
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	

ACRL Membership Committee strives to promote engagement to increase ACRL membership retention. By lowering the bar, we hope to promote more volunteerism and encourage more selective/ intentional volunteerism by highlighting possible pitfalls.

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)
Set up a project task group.	As soon as possible	Heather Plaisance Jill Sadt	
Establish date of web event and coordinate logistics with Margot Conahan (ACRL).	September 2022	Project Task Group	
Identify speakers for the webinar making sure to include ACRL VP, section rep, IG rep who will be recommended Lauren Carlton and ACRL staff.	October 2022	Project Task Group	
Task force to create slides and scripts for webinar that is created by ACRL Staff (Mary Jane Petrowski).	November 2022	Project Task Group / ACRL staff	Task group will decide
Publicity: all available channels	To run in conjunction with ACRL call for volunteers publicity	ACRL staff	ACRL level--social media, etc., committee members to push at local levels
Practice webinar	When script is written and slides created	Speakers / ACRL staff	Hosting/technology assistance by Margot Conahan
Host and record webinar	December 2022	Project Task Group / ACRL staff	
Task force will develop and evaluation and send to participants after the webinar	Evaluation development- in November after webinar script/slides are received from ACRL staff.	Project Task Group / ACRL staff	
Promote availability of archived webinar	2022/2023	ACRL Staff	ACRL staff will create archived recording and share.

Activity #1 Assessment
How will success be measured? Post-session online evaluation. Success will be measured by positive responses to questions assessing comfort and knowledge of volunteering process. <ul style="list-style-type: none"> • Does attendee know how to volunteer? • Does attendee know the benefits of volunteering? • Does attendee understand how to fill out form for best volunteer fit? • Increase number of attendees for the live webcast • Increase number of views for webcast recording on YouTube • Increase awareness of ACRL volunteer and engagement opportunities among community college librarians
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	<i>ACRL Membership Committee: Making the Most of Your First ACRL Conference</i>
Brief Description:	A pre-recorded or live webinar providing tips for attendees of ACRL 2023. This will involve an update to the <i>2019 ACRL Membership Committee: Making the Most of Your First ACRL Conference</i> webcast (https://youtu.be/UrWk5cMbDGs).

Activity #2 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:	February 2023

<u>ACRL Plan for Excellence</u>
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

To orientate first time attendees to the ACRL Conference experience.

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)
Set up a project task force	end of September 2022	Heather Plaisance Jill Sodt	
Establish date of webinar and coordinate logistics with Margot Conahan (ACRL).	October 2022	Project Task Group	Margot Conahan
Identify speakers for the webinar making sure to include ACRL VP, section rep, IG rep who will be recommended Lauren Carlton and ACRL staff.	October 2022	Project Task Group	
Task force to create slides and scripts for webinar that is created by ACRL Staff (Mary Jane Petrowski).	December 2022	Project Task Group	Assistance from ACRL staff
Publicity: all available channels	January 2023 to date of webinar	ACRL staff	ACRL level--social media, etc., committee members to push at local levels
Practice webinar	When script is written and slides created	Speakers	Hosting/technology assistance by ACRL staff representative
Host and record webinar	Early to mid-February	Project Task Group / ACRL staff	Hosting/technology assistance by ACRL staff representative

Task force will develop and evaluation and send to participants after the webinar	Evaluation development- after webinar script/slides are received from ACRL staff.	Project Task Group	
Promote the availability of archived webinar	2022/2023	ACRL staff	ACRL staff will create archived recording and share.

Activity #2 Assessment
How will success be measured?
Post-session online evaluation. Success will be measured by positive responses to questions assessing comfort and knowledge of attending ACRL 2023.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3	
Activity Name:	ACRL 101: Making the Most of the ALA 2023 Annual Conference
Brief Description:	A pre-recorded or live webinar providing tips for attendees of ALA Annual and encouraging participants to visit the ACRL Membership booth at ALA. This will involve an update of the 2019 <i>ACRL 101: Making the Most of the ALA 2019 Annual Conference</i> (https://youtu.be/rSbLMwYLV74) and hosting a live webcast two weeks before the 2023 ALA Annual Conference in Chicago.

Activity #3 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:	Late May/ early June 2023

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

This webinar will support member engagement by guiding ACRL members who are attending ALA Conference for the first time.

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)
Set up a project task force	November 2022	Heather Plaisance Jill Sodt	
Establish date of webinar and coordinate logistics with Margot Conahan (ACRL).	December 2022	Project Task Group	Margot Conahan
Identify/contact speakers	January 2023	Project Task Group	
Task force meets virtually to create slides & scripts (if nec.) for webinar, as well as to review the 2019 webinar: https://youtu.be/rSbLMwYLV74	April 2023	Project Task Group	
Task force will develop an evaluation and send to participants after the webinar.	April--after webinar script/slides created	Project Task Group / ACRL staff	
Publicity: all available channels	April to date of webinar	ACRL staff	Staff liaison (Mary Jane) to push to ACRL level – social media, etc., committee members to push at local levels

Practice webinar	Late May/early June	Speakers / ACRL staff	Hosting/technology assistance by Margot Conahan
Host and record	Early to mid-June	Project Task Group / ACRL staff	Hosting/technology assistance by Margot Conahan
Promote the availability of archived webinar	2022/2023	ACRL staff	ACRL staff will create archived recording and share.

Activity #3 Assessment

How will success be measured?

Post-session online evaluation. Success will be measured by positive responses to questions assessing comfort and knowledge of attending ALA Annual. Success will also be measured by:

- Increase the number of attendees for the live webinar
- Increase the number of views for webinar recording on YouTube
- Increase visits to the ACRL membership booth (if held)

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #4

Activity Name:	Community College librarian event
Brief Description:	Co-sponsored event with CJCLS of a topic of interest to community college librarians.

Activity #4 Timeline

How long will it take to do this project?

<input type="checkbox"/>	continuous project assigned in charge	
<input checked="" type="checkbox"/>	project that will be completed this membership year	
	short-term priority or multi-year project continuing past June 30, 2023.	April 2023
	Expected completion date:	

ACRL Plan for Excellence

Check the best goal and indicate the objective.

Value of Academic Libraries

Student Learning			
Research and Scholarly Environment			
X New Roles and Changing Landscapes			
Core Commitment to Equity, Diversity & Inclusion			
Enabling Programs and Services (education, advocacy, publications, or member engagement)			
Provide a brief sentence connecting your project to the goal area and objective you selected:			
The event would address changes that have occurred due to the pandemic and how community colleges are meeting those challenges.			
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)
Set up a project task force	November 2022	Heather Plaisance Jill Sodt	
Establish date of webinar and coordinate logistics with Margot Conahan (ACRL).	December 2022	Project Task Group	Margot Conahan
Identify/contact speakers	December 2022	Project Task Group	
Publicity: all available channels	February 2023 to date of webinar	ACRL staff	ACRL level--social media, etc., committee members to push at local levels
Task force will develop an evaluation and send to participants after the webinar.	March 2023	Project Task Group / ACRL staff	
Practice webinar	Late March/early April 2023	Speakers / ACRL staff	Hosting/technology assistance by Margot Conahan

Host and record	April 2023	Project Task Group / ACRL staff	Hosting/technology assistance by Margot Conahan
Promote the availability of archived webinar	2023	ACRL staff	ACRL staff will create archived recording and share.

Activity #4 Assessment	
How will success be measured?	
The event would address changes that have occurred due to the pandemic and how community colleges are meeting those challenges.	



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	ACRL Section Membership Committee
Charge/Tasks:	To facilitate the sharing of information among section membership committees and to foster collaboration among sections on membership-related activities and projects.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Ilka Datig
Vice-Chair:	Joyce Garczynski
Board liaison:	Yasmeen Shorish
Staff liaison:	Mary Jane Petrowski; Gena Parsons-Diamond
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Joyce Garczynski
Vice-Chair:	Lorraine LaPrade
Board liaison:	Yasmeen Shorish
Staff liaison:	Mary Jane Petrowski; Gena Parsons-Diamond
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Ilka Datig	Date:	Expected July 31, 2022
Work plan submitted by:	Joyce Garczynski	Date:	Expected August 15, 2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

- The ACRL Executive Committee, at its November 9, 2021 virtual meeting, approved the following revisions to the ACRL Section Membership Committee Charge: To facilitate the sharing of information among section membership committees; ~~to gather section membership reports annually, compile them, and submit a comprehensive membership report to the ACRL board;~~ and to foster collaboration among sections on membership-related activities and projects.
- Orientation for using the new ALA Membership Office onboarding plan to inform members on how to access and interpret monthly ACRL section membership statistics and spreadsheets for new, reinstated, renewing and lapsed members was held at our fall 2021 (November 5) committee meeting.
- At our fall and spring meetings we offered an opportunity for member to share their engagement and outreach ideas/activities in their section. This will help others come up with innovative ways to create quality activities for their members.
- Provided feedback to ALA, which is making an effort to align demographic terms, along with taxonomies, across the association.
- At our spring committee meeting we had a long discussion of the ACRL DEI core commitment and what membership chairs can be doing. We had a discussion about transparency in committee appointments.
- Getting Started with ACRL Sections was held on Monday, June 6th. Description: The forum will begin with a brief overview of ACRL Sections followed by 4 speakers (Kalan Knudson Davis, Jenny Horton, Cinthya Ippoliti, and April Hines) sharing their stories of ACRL section involvement (25-30 minutes) and then attendees will have the opportunity to meet with section representatives in breakout rooms to hear more about what the different sections are working on (30 minutes). At the end, everyone present will be entered into a raffle for a \$100 gift card to bookshop.org.

2. What were the relevant results for your projects?

- Change to the official charge.
- Orientation was held at our fall 2021 (November 5) committee meeting. Some members requested follow-ups via email.
- At each meeting members shared outreach activities; however, this hasn't been set up in a formal way as of yet.
- Getting Started with ACRL Sections was held on Monday, June 6th.
- ALA's request for feedback was shared with the committee.
- The discussion of the DEI core commitment is saved in our meeting minutes on Connect. As with the outreach activities, this discussion could be more formalized.

3. Which if any 2022–2023 projects will continue next year?

- Orientation
- Outreach activities sharing
- DEI discussions

4. What worked well?

- Members participated in all discussions and that went very well.
- Joyce Garczynski organized a forum to share information about getting involved in ACRL committees.
- We were happy to finally get the superfluous language finally removed from our official charge.

5. What could have worked better?

- A good goal for next year would be to formalize the orientation materials, and find a way to share more widely outreach and DEI ideas.

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

- One of our main goals this year was DEI related, in terms of figuring out what our committees can do to be more open and transparent. I think many good ideas were shared between sections. For example, it was recommended that each section post their process for committee appointments on their websites. Forums like the "Getting to Know ACRL Sections" are also good for sharing information about committee involvement more widely and demystifying the process of volunteering.

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:

8. Was there information you could have been provided before starting this project that would have made your work easier?

n/a

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

- Getting to have conversations between sections is very rewarding. I loved seeing people share their ideas with each other and I think the members also found that to be useful.

10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- What are some ways you could determine outcomes/impact?

We will continue our conversations and efforts to examine the committee appointments process through an EDI lens.

2. Communication and engagement:

- How involved are members in the work of the committee?
- What ideas does your group have for helping members feel more connected to the work of the team?
- What kind of support might you need to improve communication and engagement?

Members are at the heart of our work. Based on feedback from members, we will design events and programs that enable ACRL sections to better engage members.

3. Membership:

- a. How might the work of your committee support or provide value for members?

Through our participation in conference programming, examination of the section committee appointment process, and sharing section membership information, we are connecting members to ACRL so they can get the most value from their membership possible.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Increase ACRL section participation at conference
Brief Description:	Contribute to first-time attendee orientation at ACRL Discuss and establish best practices for how we can prepare our sections for the ACRL and ALA conferences

Activity #1 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, 2023. Expected completion date:	
	6/30/23

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries

Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

We want to develop ways for ACRL sections to engage members at the 2023 ACRL Conference and ALA Annual Conference.

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)
Participate in the ALA Virtual Volunteer Fair	9/14/22	Committee Members	
Discuss engagement options for ACRL Conference	11/30/22	Committee	
Discuss engagement options for ALA Annual Conference	4/30/23	Committee	

Activity #1 Assessment

How will success be measured?

Success will be measured through the member engagement activities that sections hold.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	Examine ways for sections to increase committee volunteering
Brief Description:	Discuss best practices for committee appointments with a focus on making the committee recruitment and appointments processes more transparent and inclusive.

Activity #2 Timeline	
How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023.	6/30/23
Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
Enabling Programs and Services (education, advocacy, publications, or member engagement) X	
Provide a brief sentence connecting your project to the goal area and objective you selected:	
This goal of this activity is to increase member engagement in section committees	

Activity #2 Outline	
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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)
Discuss section committee appointment processes	11/30/22	Committee membership	
Develop best practices for recruitment and appointment of members to section committees	6/30/23	Committee members led by chair	

Activity #2 Assessment

How will success be measured?

Success will be measured by our completion of the actions specified above.

2022–2023 Work Plan	
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Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3

Activity Name:	Membership Statistics Discussion
Brief Description:	The committee will share best practices for sharing membership statistics with their sections .

Activity #3 Timeline	
How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
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New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement) X
Provide a brief sentence connecting your project to the goal area and objective you selected:
By sharing membership statistics with section leadership, each section can devise strategies to recruit and retain members

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)
ACRL staff upload reports as soon as they are available. The most recent reports available are from February 2022.	When membership reports next become available	Chair	n/a

Let committee members know how to access membership reports	When membership reports next become available	Chair	n/a

Activity #3 Assessment
How will success be measured?
<p>Success will be measured by completion of the actions listed above.</p>



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	New Roles and Changing Landscapes
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.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Marilyn Myers
Vice-Chair:	Amy Dye-Reeves
Board liaison:	Mary Mallery
Staff liaison:	Erin Nevius
Other leaders:	Add on Roles and Flexible Assignments: Russell Michalak Diversity Pipeline/EDI Chair: Lilly Ramin User Experience: Erica Watson

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 and Flexible Assignments: Russell Michalak Diversity Pipeline/EDI Chair: Mary Beth Locke Inclusive Leadership: Annie Belanger Library Space: Sarah Dornback User Experience Chair: Erica Watson

Report & Work Plan Submission		
Year-end report written by:	Marilyn Myers	Date: August 20, 2022

Work plan submitted by:	Amy Dye-Reeves	Date:	August 31, 2022
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2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

Overall Information of Activities:

- The inaugural 2021 Fostering Change Cohort—building on the success of NRCL's open access book [Fostering Change: A Team-Based Guide](#), which published in 2020 and has been viewed 2,608 times—launched on September 20, 2021, and concluded on December 17, 2021. There were 23 participants comprising 5 institutional teams.
- The 2022 [Fostering Change Cohort](#) began on June 6, 2022, and runs through August 26. There are 5 institutional teams.
- On February 7, 2022, members of NRCL's user experience subgroup offered the ACRL Presents webcast "[Hybrid Challenges in the New Normal](#)." There were 160 registrants.
- NRCL's diversity subgroup, with the EDI Committee, presented the ACRL Presents webcast "Supported to Stay: A Discussion of Retention Experiences and EDI-Informed Approaches" on March 3, 2022. In order to encourage frank discussion, the session was not recorded, but a [resource list](#) was sent to 252 registrants.
- The Open Educational Resources and Affordability RoadShow team has presented their virtual Off-RoadShow twice this fiscal year, to The American Theological Library Association in March 2022 and the Partnership for Academic Library Collaboration and Innovation organization in June 2022.
- The Committee's newest subgroup is centered on creating recommendations and competencies for emerging flexible and add-on roles in academic libraries. They have completed a draft survey, "[New and Emerging Roles of Academic Librarians Working in Academic Libraries](#)," based on the survey from the C&RL article "[Reinventing Ourselves: New and Emerging Roles of Academic Librarians in Canadian Research-Intensive Universities](#)," with approval from the original authors. The subgroup expects the survey to be distributed in fiscal year 2023.
- A working group comprised of members from the NRCL and VAL goal area committees began meeting in April 2022 to create an Academic Library Workers Advocacy Toolkit, designed to help librarians and library workers advocate for themselves, the profession, and the necessity of academic libraries. The project is on schedule for completion in January 2023.

New Roles and Changing Landscapes (NRCL): Add on Roles and Flexible Assignments:

The Add-On Roles and Flexible Assignments Subcommittee developed a survey, "[New and Emerging Roles of Academic Librarians Working](#)."

The aim of this survey is to:

1. Explore the emerging roles of academic librarians in order to benchmark their functions and identify training needs.
2. Determine librarians' job satisfaction relative to the new and emerging roles.

3. Evaluate the impact librarians believe their role is having on the academic enterprise.
4. 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 examines the following areas of responsibility: research support, teaching and learning support, digital scholarship, user experience, and scholarly communication. It contains mainly close-ended questions and is expected to take approximately 15 to 20 minutes to complete.

Due to external circumstances, the survey has not been, and we are looking to resubmit the IRB application. Once the IRB application is submitted and approved, we will deploy the survey to ACRL members. The goal is to deploy the survey in Fall 2022.

New Roles and Changing Landscapes (NRCL) is the committee to which we report to: Diversity Inclusion (DI) Pipeline Committee (a.k.a. EDI Committee- Discussion and updates regarding Diversity, Equity and/or Inclusion in academic library settings, and related topics. Focus this year was on retention.

Report of Diversity Inclusion Pipeline [Sub]Committee/ EDI Committee 1. Identify a specific area in EDI/DEI that warrants further discussion 2. Discuss, Plan, Submit and deliver a Cross-committee free webinar, with shared resources, on retention <https://acrl.ala.org/acrlinsider/acrl-presents-supported-to-stay/> Completed. Lead Facilitators Lilly Ramin (NRCL) and Je Salvador. Collaboration and support in planning by Cindy Pierard as well. Erin Nevius guided us through the process. 3. Call for discussions during ACRL NRCL. Complete at least one discussion. Completed by Annie Belanger. Topic: "Inclusive Leadership." 4. Reports of activities 5. Special guest, Je from Diversity Inclusion Committee to talk to group (DI Pipeline requested agenda item) 6. Workplans and documentation requested of Chair, Lilly Ramin Prior NRCL meetings, The DI Pipeline Committee chair, Lilly, also reached out to members of the group to gauge interest in leading discussions or adding to report outs

2. What were the relevant results for your projects?

Wording from report out from ACRL NRCL Chairs: NRCL's Flexible Assignments Subgroup. The Add-On Roles and Flexible Assignments Subcommittee developed a survey, "New and Emerging Roles of Academic Librarians Working."

Wording from report out from ACRL NRCL Chairs: NRCL's diversity subgroup, with the EDI Committee (a.k.a. DI Pipeline Subcommittee), presented the ACRL Presents webcast "Supported to Stay: A Discussion of Retention Experiences and EDI-Informed Approaches" on March 3, 2022. In order to encourage frank discussion, the session was not recorded, but a resource list was sent to 252 registrants. Wording: ACRL is excited to offer the free ACRL Presents webcast "Supported to Stay: A Discussion of Retention Experiences and EDI-informed Approaches" at 11:00 a.m. Central on Thursday, March 3, 2022. We want to talk about why we stay in library work and what practices might motivate our reason to do so. This session is not aimed at solving all issues with retention. It aims to offer a space for participants as well as panelists to learn, share, and discuss themes emphasizing retention and our experiences in our respective 3 positions as participants as well as speakers. Due to the potentially sensitive topic of this session and the goal for an honest discussion, this session will not be recorded. This session is organized by members of the ACRL New Roles and Changing Landscapes Committee and the ACRL Equity, Diversity, & Inclusion Committee. Special thanks to program planners: Lilly Ramin, Je Salvador, and Cindy Pierard DI Pipeline Member Discussion

during larger committee: Intrigued by previously posted ideas on topics not yet pursued, chair Lilly Ramin reached out the DI Pipeline member Annie regarding her idea to discuss Inclusive Leadership as it relates to DEI/EDI to fulfill this goal. Annie Belanger, new member of EDI DI Pipeline Committee lead a in meeting discussion on Inclusive Leadership. Annie shared items before the meeting and was flexible on the timing of delivery to meet the agenda. We deemed this topic related to professional EDI topics but not frequently covered. All who attended the meeting were able to benefit from the discussion without having to attend another meeting, and I thought it was quite valuable. Membership increased in this group: All previous members of the group, who continued to serve on the larger NRCL committee, were retained for the 2nd year of the term. The group also gained two members, one who continued to serve on NCRL and a new member to the group this past year. (Previous co-chair Beth Filar Williams should be thanked for her efforts co-chairing the year prior to this one chaired by Lilly Ramin)

Wording from Report Out from User Experience:

Wording from report out from ACRL NCRL Chairs:

The UX group presented a lighting round webinar on February 7th entitled Hybrid Challenges in the New Normal. The webinar covered virtual librarianship, add-on roles, technology, administration, and instruction. The webinar presenters were Amy Dye-Reeves, Amanda Choi, Kelly Karst, Tim Bottoroff, and Erica Watson.

Wording:

ACRL is excited to offer the free ACRL Presents webcast “[Hybrid Challenges in the New Normal](#)” at 1:00 p.m. Central on Monday, February 7, 2022.

ACRL’s New Roles and Changing Landscapes Committee is focusing on the role of user experience (UX) librarianship during the pandemic. How have the users’ experiences, needs, and desires shifted? How have we as academic libraries pivoted in what we do to meet these needs? What are the challenges and opportunities of working simultaneously in in-person and virtual environments?

In these lightning talks, presenters will each discuss new initiatives established for hybrid work, covering technology challenges, OER during the pandemic, digital lending issues, and emerging add-on roles and “other duties as assigned.” We will share key points or resources needed for putting these initiatives into place at your institution.

Membership in this sub-committee stayed about the same and asked for participants outside of the group to join the webinar. Amanda Choi is an instructional librarian at Diablo Valley College, San Ramon, CA.

3. Which if any 2022–2023 projects will continue next year?

Add on Roles and Flexible Assignments: Due to external circumstances, the survey has not been, and we are looking to resubmit the IRB application. Once the IRB application is submitted and approved, we will deploy the survey to ACRL members. The goal is to deploy the survey in Fall 2022

Diversity Pipeline: I am unaware of any continuing projects for the upcoming year. It is my understanding they will be pursuing some new topics. However, I would defer this to current members. The larger topic of DEI is taking shape in other ways

User Experience: The 2022-2023 projects are still being discussed. But the free webinar format is one that the committee will consider going forward.

4. What worked well?

Add On Roles and Flexible Assignments: This year, the subcommittee examines the following areas of responsibility: research support, teaching and learning support, digital scholarship, user experience, and scholarly communication. It contains mainly close-ended questions and is expected to take approximately 15 to 20 minutes to complete.

Diversity Pipeline: This year we use collaborative document to work on specific tasks and had roles. That said, all members had an open invitation to lead topics during the report out/larger committees. Another highlight was that having an optional pop in meeting lead to some great get to know you time between the chair and the newer members, Michelle and Annie. We learned a lot about each other

User Experience: Our different library backgrounds and jobs gave us different aspects of librarianship. Also, because of the ongoing pandemic, we thought our topic was relevant.

5. What could have worked better?

Add on Roles and Flexible Assignments: Due to external circumstances, the survey has not been, and we are looking to resubmit the IRB application. Once the IRB application is submitted and approved, we will deploy the survey to ACRL members. The goal is to deploy the survey in Fall 2022.

Diversity Pipeline: Perhaps we should have used the public presence more? It's not clear if ALA Connect or Blog are good places for what we were doing. We communicated internally frequently through report outs and documentation, but this was something I wondered about.

User Experience: More interaction with the attendees.

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

Add on Roles and Flexible Assignments: Continuation of the following:

1. Explore the emerging roles of academic librarians in order to benchmark their functions and identify training needs.
2. Determine librarians' job satisfaction relative to the new and emerging roles.
3. Evaluate the impact librarians believe their role is having on the academic enterprise.
4. Provide employment indicators for librarians in the workforce or entering the workforce in order that they be better positioned to make informed career choices

Diversity Pipeline: Our group is ALL about it! ACRL NCRL DI Pipeline located a gap in the conversation and provided a place and resources for discussion

User Experience:

Connecting with colleagues has been difficult these past few years and so many library professionals have had extreme barriers to helping students, add-on the isolation of the pandemic, and the sub-committee wanted to create a webinar on everyday troubles that many are facing and give a real-life narrative(s). The people are what made this endeavor rewarding- the people who participated, Erin Nevis for guidance and support, and the people who joined the webinar.

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:**

Add on Roles: Currently working on a survey that would be made public with a continuation of a focus on new and emerging roles (including EDI perspectives).

Diversity Pipeline: ACRL NRCL DI Pipeline worked with Je and Maisha of that committee for the webinar.

8. Was there information you could have been provided before starting this project that would have made your work easier?

Add on Roles and Flexible Assignments: Not at this time.

Diversity Pipeline: I would make sure that chair has time to review the work plan and ask questions especially if they are new or it is their first year. Simplified documentation is always helpful.

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

Add on Roles and Flexible Assignments : Followed the same comments as listed within the other subcommittee sections within this documentation.

Diversity Pipeline: The people! In terms of accolades, Erin Nevius was not only our contact but served in a sort of mentoring role by guiding us through the process of our virtual discussion, and she encouraged us along the way. As someone new to serving in a co-chair/chair capacity it was so reassuring to have that expertise along the way. Accolades/thank you Erin Nevius from ACRL DI Pipeline!

10. Any other comments, recommendations, or suggestions?

Add on Roles and Flexible Assignments: Looking forward to another great year!

Diversity Pipeline: Best of luck to the ACRL NCRL members past, current and incoming

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

The New Roles and Changing Landscapes committee is committed to future needs, opportunities, and directions within the field of academic librarianship. The different topics will leverage an equity lens to center EDI in its efforts. For example, inclusive leadership will work to merge existing leadership growth with inclusive approaches.

A. The following activities will be explored during the 2022-2023 year:

- Add on Roles and Flexible Assignments
- Diversity/EDI Pipeline
- Fostering Change
- OER Roadshow
- Inclusive Leadership
- Library Space
- User Experience

- B. The outcomes and impacts are determined through attendance of webinars, similarity projects aligned with other ACRL groups, and followed up each month for which to ensure overall success.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

- A. The members of the committee will communicate through monthly meetings, subgroup break out zoom rooms, self-generated meetings outside of the monthly meeting space and ALA connect.
- B. This year, the added sub-break out rooms to the monthly meetings will help members feel more connected during the appointed meeting time and less constraint on the individual due to the lack of time during the work week.
- C. None The committee feels supported through the ACRL Liaison (Erin Nevius) and the ACRL board member (Mary Mallory) to keep us updated on the latest information. The duo will help keep the group up to date with the latest information.

3. Membership:

- a. How might the work of your committee support or provide value for members?

- A. Each member of the committee strives to address a current or emerging challenge for ACRL members and the profession at large. Each committee member will select at least one subgroup to help contribute to the overall goals of the committee.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Diversity Subgroup

Brief Description:	<p>Chair: Mary Beth Locke</p> <p>Continuation of the EDI pipeline with current focus on retention and stay conversations within both employees and institutions.</p> <p>We will create a Retention Toolkit using existing and new resources, including possibly video with testimonials on how people have successfully increased retention in their libraries.</p>
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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, 2023. Expected completion date:	

ACRL Plan for Excellence			
Check the best goal and indicate the objective.			
Value of Academic Libraries			
Student Learning			
Research and Scholarly Environment			
<input checked="" type="checkbox"/> New Roles and Changing Landscapes			
<input checked="" type="checkbox"/> Core Commitment to Equity, Diversity & Inclusion			
Enabling Programs and Services (education, advocacy, publications, or member engagement)			
Provide a brief sentence connecting your project to the goal area and objective you selected:			
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)

Identify the Issues	December 2022	All	Time
Gather resources and utilize the documentation already developed by past committee subgroup	February, 2023	All	
Design Libguide	March, 2023	Michele Johnson	Access to libguide page
Get feedback on accessibility and content. Edit the libguide	May 2023	Full Committee	
Market the toolkit through the ALA Connect, ACRL channels	June 2023	All in the Subgroup	

Activity #1 Assessment
How will success be measured?
<p>The Retention Toolkit is finished.</p> <p>Utilizing existing metrics, the Retention Toolkit is accessible. We will assess the toolkit against existing accessibility metrics.</p> <p>The Retention Toolkit is utilized, using libguide usage stats to determine page views.</p> <p>We will include a user feedback survey to ensure that the Toolkit is useful and seek input to improv</p>

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	Add on Roles and Flexible Assignments
Brief Description:	Develop recommendations and/or list of competencies that support success with the development of new roles within various organizations. Chair: Russell Michalak

Activity #2 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
<input type="checkbox"/>	Value of Academic Libraries
<input type="checkbox"/>	Student Learning
<input type="checkbox"/>	Research and Scholarly Environment
<input checked="" type="checkbox"/>	New Roles and Changing Landscapes
<input type="checkbox"/>	Core Commitment to Equity, Diversity & Inclusion
<input type="checkbox"/>	Enabling Programs and Services (education, advocacy, publications, or member engagement)

Provide a brief sentence connecting your project to the goal area and objective you selected:

Add-on roles are an emerging professional change in a landscape of changing work conditions and expectations.

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)
Confirm Sub-Committee Membership	8/20/222	Subcommittee, Chair: Russell Michalak	
Establish Committee Charge and initial work plan with success measurements	8/20/22	Subcommittee, Chair: Russell Michalak	
Approve online survey to find out what new roles academic librarians have assumed in the past two years and their impacts	8/2022	Subcommittee	
Submit Survey to Erin Nevius for ACRL Board Approval	8/2022	Subcommittee	ACRL Board and ACRL Staff (Erin Nevius)
Submit IRB Application	8/2022	Subcommittee	Michelle Reed
Conduct the online survey	10-12/2022	Subcommittee	Online Survey Platform
Find open venue to share online data, survey, etc	10/2022	Subcommittee	
Analyze data and draft a report	1/2023	Subcommittee	
Draft Literature review	1/2022	Subcommittee	
Draft Discussion and conclusion	5/2023	Subcommittee	

Submit Draft and Appropriate Venue	6/2023	Subcommittee	
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Activity #2 Assessment
How will success be measured?
<p>Projects initiated with evidence of success measures.</p> <p>Volume of responses to Survey</p> <p>Enrollment in a Panel Program and participant evaluations through IRB process.</p> <p>Viability of recommendations for follow-up activities</p>
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3	
Activity Name:	UX User Experience
Brief Description:	<p>Increased emphasis on responding to the user's experience within libraries and services rather than defining what the experience is or should be. This is especially important as we enter to a "new normal to ensure engagement with users on campus or remotely.</p> <p>Chair: Erica Watson</p>

Activity #3 Timeline
How long will it take to do this project?
<p>continuous project assigned in charge</p> <p>project that will be completed this membership year</p> <p>short-term priority or multi-year project continuing past June 30, 2023.</p> <p>Expected completion date:</p>

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries

Student Learning

Research and Scholarly Environment

√ New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

The user experience team will continue to monitor and explore the user satisfaction and expectations that are not clearly outline within the post-pandemic environment.

Webinar Entitled: You Are Not Alone- The UX group will be putting together a series of virtual meetups that currently has the working title “You Are Not Alone.” They will feature different avenues of user experience including but not limited to administration challenges with UX, technology, add-on roles, instruction, and virtual librarianship.

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)
Meet and decide of scope of meetings	December 2022	All Subcommittee Members	
Have first virtual meeting	February, 2023	All Subcommittee Members	
Have second virtual meeting	April, 2023	All Subcommittee Members	
Having third virtual meeting	May, 2023	All Subcommittee Members	

Debrief within NRCL	June 2023	All Members in New Roles and Changing Landscapes	

Activity #3 Assessment

How will success be measured?

The group plans on providing an interactive panel with breakout rooms to supplement the face-to-face experience with discussing the current challenges centered around patron interaction. Feedback from participants and Erin Nevius' suggestions/comments/feedback.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #4

Activity Name:	Fostering Change Cohort Group
Brief Description:	The Fostering Change Cohort aims to build a community of change agents in academic libraries. Participants will gain the tools to spark, lead, and sustain change no matter their organizational position. You will gain a network of peers to lean on as you embark on your change process. Ongoing effort with the Fostering Change Cohort Team within ACRL.

Activity #4 Timeline

How long will it take to do this project?

continuous project assigned in charge

✓ project that will be completed this membership year

short-term priority or multi-year project continuing past June 30, 2023.

Expected completion date:

Check the best goal and indicate the objective.

Value of Academic Libraries

Student Learning

Research and Scholarly Environment

✓ New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Attendance Number from the Spring 2023 presentation

Evaluations from Spring 2023 presentation

Continuing to examine the interest and engagement centered other ACRL groups that share the same goal.

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)
Looking at new format (possible face to face) and duration of program length	2023	Dani Brecher Cook; Sojourna J. Cunningham, Cinthya Ippoliti; Brianna Marshall New Roles Fostering Change Sub Group (Chair: Amy Dye-Reeves)	
Looking at new format (possible face to face) and duration of program length	2023	Dani Brecher Cook; Sojourna J. Cunningham, Cinthya Ippoliti; Brianna Marshall	

		New Roles Fostering Change Sub Group (Chair: Amy Dye-Reeves)	

Activity #4 Assessment	
How will success be measured?	
Success will be measured through the current cohort program with outcomes and objectives detailed through committee and participant feedback on recreating new aspects of the program.	
2022–2023 Work Plan	

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #5	
Activity Name:	Open Educational Resources and Affordability Roadshow Program
Brief Description:	The roadshow program will help users understand the basics of OER and how libraries can be involved in affordability initiatives at your institution. This day-long, introductory workshop is intended for academic librarians and library staff interested in learning about OER and/or developing OER initiatives. Ongoing effort with ACRL Roadshow initiatives.

Activity #5 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
Value of Academic Libraries	

Student Learning**Research and Scholarly Environment**√ **New Roles and Changing Landscapes****Core Commitment to Equity, Diversity & Inclusion****Enabling Programs and Services (education, advocacy, publications, or member engagement)****Provide a brief sentence connecting your project to the goal area and objective you selected:**

Continuation of the program and helping provide support in conjunction with the roadshow committee.

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)
Supporting new initiatives in conjunction with the OER roadshow team	Ongoing (2022-2023)	ACRL OER Roadshow Team(Heather Blicher, Kathy Essmiller, Michelle Reed, Ariana Santiago). Michelle Reed (Chair of the OER Subgroup within New Roles and Changing Landscapes)	

Activity #5 Assessment**How will success be measured?**

Measured through number of program participants in alignment with the goal of the OER Roadshow subgroup within ACRL.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #6	
Activity Name:	ACRL Joint Working Group: Library Advocacy Toolkit
Brief Description:	<ul style="list-style-type: none"> • Create an Academic Library Workers Advocacy Toolkit <ul style="list-style-type: none"> ○ Collect potential content for an advocacy toolkit. <ul style="list-style-type: none"> ▪ Review ACRL documentation related to academic libraries' value, roles, and contributions and investigate if any existing ALA advocacy resources (such as Libraries Transform) are addressing advocacy needs of academic libraries in order to identify existing content that could be repurposed for an Academic Library Workers Advocacy Toolkit. ▪ Develop a website or LibGuide that directs academic library workers to a collection of existing advocacy content to establish the Toolkit. ▪ Provide recommendations for additional advocacy content that does not currently exist in ACRL documentation that should be considered or created. ▪ Provide recommendations for opportunities to further develop and better represent the academic library community in ALA advocacy resources. ○ Develop and provide an introduction to showcase the toolkit. This may take the form of a webinar, recorded session, or other delivery platform. ○ Initiate a community of practice (in ALA Connect, for example) where members can begin to engage with the toolkit and share tips, seek advice, and gather feedback for their own issues.

Activity #6 Timeline	
How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year	
✓ short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:	January 2023

Check the best goal and indicate the objective.

Value of Academic Libraries

Student Learning

Research and Scholarly Environment

√ **New Roles and Changing Landscapes**

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

- Environmental Scan/Literature Review - to identify content to respond to in a toolkit
- Develop website or a LibGuide to share/organize collection
 - Provide recommendations for additional advocacy content that does not currently exist in ACRL documentation that should be considered or created.
 - Provide recommendations for opportunities to further develop and better represent the academic library community in ALA advocacy resources.
- Develop and provide an introduction to showcase the toolkit. This may take the form of a webinar, recorded session, or other delivery platform.
- Initiate a community of practice (in ALA Connect, for example) where members can begin to engage with the toolkit and share tips, seek advice, and gather feedback for their own issues.

Activity #6 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/Literature Review - to identify content to respond to in a toolkit	Ongoing	ACRL Joint Working Group	

Develop website or a LibGuide to share/organize collection	Ongoing	ACRL Joint Working Group	
Provide recommendations for opportunities to further develop and better represent the academic library community in ALA advocacy resources.	Ongoing	ACRL Joint Working Group	
Develop and introduce showcase the toolkit. This may take the form of a webinar, recorded session, or other delivery platform	Ongoing	ACRL Joint Working Group	
Initiate a community of practice (in ALA Connect, for example) where members can begin to engage with the toolkit and share tips, seek advice, and gather feedback for their own issues.	Ongoing	ACRL Joint Working Group	

Activity #6 Assessment

How will success be measured?

Creating a library advocacy tool kit in conjunction with the Value of Academic Librarians to ensure professional success amongst all library professionals. The tool kit will be unveiled at the ALA LibLearnX Conference in January 2023.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #7	
Activity Name:	Advance Inclusive Leadership
Brief Description:	We will articulate a definition of inclusive leadership, identify related competencies, and then share these findings with the profession. As a second part of the subcommittee's efforts, we will create a toolkit related to one area of inclusive leadership, such as inclusive meetings or inclusive hiring. Chair: Annie Belanger.

Activity #7 Timeline	
How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	June 30, 2025

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes To increase leadership capacity with an inclusion and equity focus, making workplaces more inclusive. Identify best practices in inclusive leadership and associated professional development opportunities. Development of leadership skills anchored in a commitment to EDI by first articulating what inclusive leadership is within the context of libraries, and then providing education, best practices, and a series of practical toolkits.
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:
Our work will focus on surveying the changing leadership landscape to incorporate inclusive leadership concepts throughout the employee lifecycle.

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)
Define inclusive leadership and associated competencies	December 2022	All in Subgroup	Time
Advertise webinar	January 2023	All in Subgroup	Tech support, time, staff support to publicize and host
Host a webinar to share the learning and gather feedback from members, such as "What is Inclusive Leadership?"	February 2023	All in Subgroup	Tech support, time, staff support to publicize and host
Identify a toolkit focus	February 2023, after webinar feedback collected	All in Subgroup	
Develop toolkit	February - April 2023	All in Subgroup	
Gather feedback from committee	April 2023	Full Committee	
Finalize toolkit and publish	June 2023	All	Time, tech support, staff support to publish, publicize
Market the toolkit through ALA Connect, ACRL channels, Twitter, LinkedIn	June 2023	All in Subgroup	Time, tech support, staff support to publicize
Plan for year ahead	August 2023	All in Subgroup	
Identify next toolkit focus	October 2023	All in Subgroup	

Activity #7 Assessment
How will success be measured?

Webinar is delivered successfully; webinar attendance; webinar feedback

The toolkit is completed. Moving forward, use available metrics to track usage and feedback on the toolkit.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #8	
Activity Name:	Library Space Panel Discussion
Brief Description:	<p>An online Panel Discussion featuring librarians from 3-5 academic institutions around the U.S. or Canada. Panel will discuss one or all of the following:</p> <ul style="list-style-type: none"> • What are different accommodations or adaptations being utilized by academic libraries in their physical spaces to ensure the library is meeting the diverse needs of its students? (ie – study rooms, reserved space for specific use/s, quiet space, talking space, noise canceling headphones, fidget toys, reading pens) • How can academic libraries make their physical library space more welcoming? (ie – displays, events, food, technology, games, general atmosphere) <p>What has changed about the ways academic librarians (as staff/faculty members of the larger institution) use physical library space since the start of the pandemic? (ie – more work from home, less shared office space, more concern over shared space due to social distancing)</p> <p>Chair: Sarah Dornback</p>

Activity #8 Timeline	
How long will it take to do this project?	
<p>continuous project assigned in charge</p> <p>project that will be completed this membership year</p> <p>short-term priority or multi-year project continuing past June 30, 2023.</p> <p>Expected completion date:</p>	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries

Student Learning**Research and Scholarly Environment****New Roles and Changing Landscapes****Core Commitment to Equity, Diversity & Inclusion****Enabling Programs and Services (education, advocacy, publications, or member engagement)****Provide a brief sentence connecting your project to the goal area and objective you selected:**

As online learning continues to exist alongside face-to-face learning environments, the physical space of the library is used by students and library staff in changing ways.

Activity #8 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)
Draft - NRCL Committee Poll	September 15, 2022	All Subcommittee Members	Shared docs/email with subcommittee
NRCL Committee Poll	October 31, 2022	All subcommittee Members	Google Form; NRCL committee participation
Lib Space sub-committee examines results of poll to determine next steps	November 15, 2022	All subcommittee Members	Shared docs/email with subcommittee
Search for Panel Participants	January 30, 2023		Unknown
Advertise upcoming Panel	30-60 days before Panel is scheduled		ALA Connect?
Panel Discussion	Before June 30, 2022		Zoom or other Webinar platform; Closed Captioning; Recording ability

Collect feedback from Panel attendees	Within 2 weeks after Panel takes place		Google Forms (?)

Activity #8 Assessment
How will success be measured?
<ul style="list-style-type: none"> • Attendance at Panel • Feedback from attendees and panelists



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	Publications Coordinating Committee (PCC)
Charge/Tasks:	To recommend to the ACRL Board the appointment of editors of ACRL journals and publications for which there are no paid staff; to approve the appointment of editorial board members on the recommendation of the respective editors; to advise the ACRL Board and Budget and Finance committee on matters relating to ACRL publications;

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Jenny Maddox Abbott
Vice-Chair:	Candice Dahl
Board liaison:	Jon Cawthorne
Staff liaison:	David Free and Erin Nevius
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Candice Dahl
Vice-Chair:	Leo S. Lo
Board liaison:	Julie Ann Garrison
Staff liaison:	David Free, Erin Nevius, and Rachel Hendrick
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Jenny Maddox Abbott	Date:	8/15/2022
Work plan submitted by:	Candice Dahl	Date:	8/19/2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

- Reviewed all appointments to publication boards
- Developed basic orientation program for new members of PCC
- Transitioned to new leadership

2. What were the relevant results for your projects?

Conducting necessary business for ACRL & PCC; educated members about work of PCC; reinforced importance of ACRL Publications

3. Which if any 2022–2023 projects will continue next year?

Onboarding program for new PCC members and editors

4. What worked well?

Engaging significantly with ACRL staff allowed for a smooth review process for all editorial board appointments and successful onboarding for new members.

5. What could have worked better?

We did not get to the webcast on publishing with ACRL. It would have been a great thing to do for new and aspiring authors, but the pipeline is currently robust and publication is planned for 2024 and beyond for book proposals, so it was put on hold due to time.

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

The committee continues to look for ways to recruit diverse editors, authors, and reviewers. Highlighting the importance of this work during the onboarding of new members can be helpful in expanding those efforts.

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:

8. Was there information you could have been provided before starting this project that would have made your work easier?

The PCC staff liaisons are fantastic and provided any information needed.

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

Working collaboratively with others who share the same dedication and passion for robust, healthy publications lifecycles.

10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

PCC meetings include opportunities for publication editors to share ideas and strategies for recruiting diverse authors, editors, and editorial board members. Improving equity, diversity, and inclusion is a priority for all of the publications/editorial boards.

Also, Publications in Librarianship (PIL) has experimented with Open Peer Review and the PCC chair will ask the editor to report on that to the committee. It is possible that OPR could be a useful tool in mentoring authors without as much publication experience.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

An overview, expectations, and opportunities to get involved will be shared with committee members at the fall meeting. Also, PCC's staff liaisons will look into offering a panel on publishing in ACRL publications for the 2023 conference, which the committee will support.

3. Membership:

- a. How might the work of your committee support or provide value for members?

PCC provides coordination and support for ACRL's editorial boards, and our publications provide opportunities for our members to publish. Further, ACRL publications share invaluable knowledge and information, which is essential to the continued improvement of our field, and of the practices and research of our members.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	ACRL Publications Coordinating Committee
Brief Description:	<p>Supports the work of the 11 editorial committees by recommending to the ACRL Board:</p> <ul style="list-style-type: none"> • the appointment of editors of ACRL journals and publications for which there are no paid staff; • to approve the appointment of editorial board members on the recommendation of the respective editors; • to advise the ACRL Board and Budget and Finance committee on matters relating to ACRL publications; • to promote writing and effective research methods to librarians; to gather stakeholder input regarding new publishing directions for the purposes of recommending specific actions or for the purposes of advising the ACRL Board; • to encourage the recruitment of new authors and to bring them into the ACRL publishing pipeline by referring them to the appropriate editor; • and to promote author submission of proposals and manuscripts across the full range of ACRL publications.

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, 2023. Expected completion date: <input type="text"/>	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
<input type="checkbox"/> Value of Academic Libraries <input type="checkbox"/> Student Learning <input checked="" type="checkbox"/> Research and Scholarly Environment – the outcomes and products of these editorial boards and publications reinforce best practices in conducting research and scholarship by academic librarians and showcase the work of librarians and libraries.	

New Roles and Changing Landscapes

X Core Commitment to Equity, Diversity & Inclusion - reinforces all EDI goals & best practices to identify candidates for editors/board members, promote content, represent range of academic institutional affiliations, that reflects a broad range of diversity including ideological diversity

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

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)
Approve the appointment of editorial board members	Spring 2023	Candice Dahl, Erin Nevius, David Free	

Activity #1 Assessment

How will success be measured?

By editors' assessments of how well they met the goals for their publications or resources in terms of the number, recruitment of authors, and quality.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	Appoint new RBM editor
Brief Description:	A new editor must be found, with the position to begin July 1, 2023.

Activity #2 Timeline	
How long will it take to do this project?	
continuous project assigned in charge	
<input checked="" type="checkbox"/> project that will be completed this membership year	
short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
Value of Academic Libraries	
Student Learning	
<input checked="" type="checkbox"/> Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
<input checked="" type="checkbox"/> Enabling Programs and Services (education, advocacy, publications, or member engagement)	
Provide a brief sentence connecting your project to the goal area and objective you selected:	
A new editor must be in place to continue publication of this journal, which makes an important contribution to research and scholarship, and is a service to our members.	

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)
Form search committee	Fall 2022	Candice Dahl, David Free	
Post a call for editors	Fall 2022	Candice Dahl, David Free	
Review and interview candidates	Fall 2022/ Winter 2023	Candice Dahl, David Free	
Transition to new editor	Spring 2023	Candice Dahl, David Free	

Activity #2 Assessment
How will success be measured?
Completing the appointment of an editor by July 1, 2023 will indicate success.



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	<i>Academic Library Trends and Statistics Survey</i> Editorial Board
Charge/Tasks:	The ACRL Academic Library Trends and Statistics Survey Editorial Board has oversight responsibility for ACRL's annual Academic Library Trends and Statistics Survey including the development of an annual questionnaire on current trends or issues. The Editorial Board also develops materials publicizing and encouraging participation by academic libraries in the annual ACRL survey; represents ACRL on the ANSI-NISO Z39.7 standing committee; and submits appointment recommendations to the ACRL Publications Coordinating Committee for approval.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Devin Savage
Vice-Chair:	Jeannette Pierce
Board liaison:	Jon Cawthorne
Staff liaison:	Mary Jane Petrowski and Gena Parsons-Diamond
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Devin Savage
Vice-Chair:	Jeannette Pierce
Board liaison:	Julie Garrison
Staff liaison:	Mary Jane Petrowski and Gena Parsons-Diamond
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Devin Savage	Date:	8/15/2022
Work plan submitted by:	Devin Savage	Date:	8/15/2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

1. The migration from the ACRLmetrics platform to Benchmark was a very significant endeavor. Of course, the burden fell most heavily on ACRL staff, but this still had very significant effects as the Editorial Board engaged in an unprecedented amount of promotional presentations and the Editorial Board also saw a significant increase in questions about the survey. A number of new FAQs were recreated, in addition to some refinements to the text in both the guidance and the FAQ sections. In addition, the LibGuide working group, led by Olivia Hattan-Edward, Starr Hoffman, and Laura Rose Taylor had to not only update the content, but re-think and re-position what sort of the content should be shared on the website with the similar information available on the Benchmark site.
2. Library Contact Lookup: Editorial board members identified contacts for several hundred academic libraries that were previously not on the ACRL survey library contact list. As a result, the Editorial Board was able to reach out to additional contacts to participate in the 2020 survey.
3. Presentations to spread awareness about ACRL's Benchmark: The Editorial Board followed up initial pre-recorded communications about ACRL's Benchmark tool with an I Love Data week presentation (led by Devin Savage, Janine Kuntz, and Laura Rose Taylor) as well as a presentation to the Association of Institutional Researchers (AIR), which was led by Devin, Jeannette, and Laura.
4. Publishing Summary of 2019 Survey Results: Elizabeth Brown and Jeannette Pierce also wrote a summary of the 2020 survey results, which was published in *C&RL News* in April 2022.
5. Contributions to *C&RL News* Fast Facts Column: Amanda Folk and Susanna Cowan wrote up news items based on the 2019 survey results. They were published in the *C&RL News* Fast Facts Column in December, January, and February.
6. Development of Trends Questions for 2022 Survey: A working group comprised of Celia Rabinowitz, Laura Rose Taylor, John Budd, and Patrick Tomlin drafted trends questions about post-covids trends for staffing and services for the 2022 survey. Comments were subsequently solicited from the Editorial Board and relevant ACRL committees. The trends questions were finalized at the Editorial Board meeting in June 2022, and refined in August 2022.
7. News You Can Use Session at ALA Annual: Jeannette Pierce, Janine Kuntz, and Laura Rose Taylor presented in-person the results of the 2020 survey at the ALA Annual Conference in June 2022.
8. Survey Presentation at CARLI: Janine Kuntz, Jeannette, and Devin also gave a presentation for the Illinois Consortium's 2021 fall professional development series. This session was so well-received that CARLI has reached back out for more programming.

2. What were the relevant results for your projects?

New contacts provided by Editorial Board members updated the ACRL survey library contact list and thus made it more inclusive and representative of the wide spectrum of academic libraries in the nation. The addition of the survey questions about library instruction and group presentation trends was useful given the relatively new questions on asynchronous presentations, and was timely due to the prevalence of remote learning due to the coronavirus pandemic. The presentations and contributions to *C&RL News* drew colleagues' attention to the survey results and highlighted the connection between the results and the ACRL Standards. They shed light on the significance of the annual survey and helped raise the Editorial Board's profile, which might facilitate the recruitment of future Editorial Board members. However, perhaps the outreach efforts' most important outcome was to publicly provide context and support given the transition to Benchmark.

3. Which if any 2022–2023 projects will continue next year?

The Editorial Board will:

1. Update the LibGuide to provide guidance on completing the 2021 survey.
2. Update the library contact list to ensure that the invitation to survey participation will reach as many libraries as possible.
3. Continue outreach efforts at for consortiums and other organizations, as well continue presentations at ALA, ACRL, and take advantage of opportunities provided by C&RL News.
4. A new set of Trends questions will be developed for the next survey.

4. What worked well?

The Editorial Board members' collaboration and initiative made it possible to accomplish a variety of projects during yet another unusual year.

5. What could have worked better?

The Editorial Board could have considered reviewing the results of past trends questions to determine whether it would be appropriate to add any of the questions to the upcoming survey. We could have also sought to better track the effects of institutions moving between Carnegie classifications.

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

The expansion of the ACRL survey library contact list has increased the diversity of the institutions covered, which in turn has made the list more inclusive. The contributions to *C&RL News* are freely available online, so anyone regardless of their profession and ACRL membership status has equitable access and can learn about the value of the annual survey. The presentations for CARLI PDA event and the I Love Data Presentation are also freely accessible online. News items in the Fast Facts Column provided links for free access to survey summary tables, which readers will find very informative.

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:

Not applicable

8. Was there information you could have been provided before starting this project that would have made your work easier?

Not applicable

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

The high level of engagement of both the Editorial Board and of the participants of the survey really reinforced that we are doing practical, helpful work by continuing to maintain and expand this dataset. Also, Mary Jane Petrowski has been invaluable to work with, from her high level of engagement to her amazing contextual and historical knowledge regarding our endeavors. The Editorial Board is grateful that she has delayed retirement for at least a little while.

10. Any other comments, recommendations, or suggestions?

In other ALA and ACRL groups, there have been surveys that have been discussed that would seem to be useful for the profession. It seems like there may be an opportunity for coordination, or at least focused collaboration, for which this group might have a role.

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities
<p>1. Equity, Diversity, and Inclusion:</p> <ul style="list-style-type: none"> a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.) b. What are some ways you could determine outcomes/impact?
<ul style="list-style-type: none"> a. The committee created and implemented a set of EDI questions for Trends two years ago, which we have publicized in a number of venues. We will revisit if there are other ways in which we can seek related information in the discussion of next year's trends questions. b. We would welcome any partnership and/or insight from other ACRL groups, but at a very minimum, the continued curation and expansion of this dataset should help all libraries and ACRL as a whole by providing baseline statistical context for EDI-related investigations.
<p>2. Communication and engagement:</p> <ul style="list-style-type: none"> a. How involved are members in the work of the committee? b. What ideas does your group have for helping members feel more connected to the work of the team? c. What kind of support might you need to improve communication and engagement?
<ul style="list-style-type: none"> a. Are members are very engaged! Our staff liaison has noted the incredible increase in activity and outreach that seems to have continuously grown over the past several years. Our members have had a lot of good questions for us over the past year (a fairly large jump in questions from previous years, I believe), and these conversations have always been professional and ended in mutual gratitude. b. We have been actively engaged in unprecedented outreach, and this has been well-received. c. The Editorial Board currently feels very well-supported, especially if we are able to get one or two spots for ACRL 2023.
<p>3. Membership:</p> <ul style="list-style-type: none"> a. How might the work of your committee support or provide value for members?
<p>Gathering inclusive and reliable data about academic libraries in the U.S. (and Canada) can help libraries advocate for themselves, assess the value of what they have to offer, benchmark against peer and regional institutions, and develop insights into how they allocate their human and financial resources. The data can also help libraries determine what new roles they may assume in face of the changing landscape of higher education.</p>

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Compilation of questions and instructions for the 2022 survey
Brief Description:	The ACRL/ALA/ARL IPEDS Advisory Task Force has compiled updates to the 2022 survey instructions. Also, the Editorial Board will review and consider comments and suggestions provided by participants in the 2021 survey. All the finalized changes, as well as the EDI trends questions, will be incorporated into the 2022 survey questions and instructions.

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, 2023. Expected completion date: <input type="text"/>

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
<input checked="" type="checkbox"/>	Value of Academic Libraries
Promote the impact and value of academic and research libraries to the higher education community.	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
Enabling Programs and Services (education, advocacy, publications, or member engagement)	
Provide a brief sentence connecting your project to the goal area and objective you selected:	
Gathering inclusive and reliable data about academic libraries in the U.S. (and Canada) can help libraries advocate for themselves, assess the value of what they have to offer, benchmark against peer and regional institutions, and develop insights into how they allocate their human and financial resources. The data can also help libraries determine what new roles they may assume in face of the changing landscape of higher education.	

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)
Evaluate the comments and suggestions provided by 2021 survey participants	September 2022	Editorial Board members	Not applicable
Revise the questions and instructions for the 2022 survey	September 2022	Editorial Board members	Not applicable
Confirm the changes to the IPEDS Academic Library Component and incorporate updates to the 2022 survey	September 2022	Editorial Board members	Not applicable
Finalize 2022 trends questions and add them to the 2022 survey	September 2022	Editorial Board members	Not applicable
Submit finalized survey questions and instructions to ACRL staff liaison	September 2022	Chair	Not applicable
Test 2022 survey before it goes live.	September 2022	Editorial Board members	ACRL staff will set up the 2022 survey online after all changes are finalized.
Sponsor webcast to introduce changes to 2022 survey and explain how to handle more challenging parts of the survey.	November 2022	Editorial Board members	ACRL staff liaisons
Discuss and possibly implement proposal for revising the 2020 EDI survey to align with the four “frames” of the ALA diversity score card and put the EDI survey on a regular rotation (every 3 years).	January 2023	Editorial Board members	ACRL staff liaisons

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Activity #1 Assessment

How will success be measured?

The Editorial Board will review comments on 2021 survey and changes to IPEDS ALC 2022-23 survey and make changes to ACRL 2022 survey instrument as needed, particularly regarding inclusions of COUNTER 4 instructions. ACRL 2022 survey will be aligned with the IPEDS ALC and respond to issues reflected in the 2021 data collection. Instructions will be re-designed to improve accessibility and address ambiguities that emerged in 2021 data collection.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2

Activity Name:	Development of trends questions for the 2022 survey
Brief Description:	The Editorial Board will identify a topic for the Trends section of the 2022 survey and develop trends questions.

Activity #2 Timeline

How long will it take to do this project?

☐ continuous project assigned in charge
☒ project that will be completed this membership year
☐ short-term priority or multi-year project continuing past June 30, 2023.
 Expected completion date:

ACRL Plan for Excellence

Check the best goal and indicate the objective.

☒ Value of Academic Libraries

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

Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion**Enabling Programs and Services (education, advocacy, publications, or member engagement)****Provide a brief sentence connecting your project to the goal area and objective you selected:**

Gathering inclusive and reliable data about academic libraries in the U.S. (and Canada) can help libraries advocate for themselves, assess the value of what they have to offer, benchmark against peer and regional institutions, and develop insights into how they allocate their human and financial resources. The data can also help libraries determine what new roles they may assume in face of the changing landscape of higher education.

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 promising topics for the Trends section of the 2022 survey	Fall 2021	Editorial Board members	ACRL staff liaison
Determine the topic and develop trends questions accordingly	Spring and Summer 2022	Editorial Board members	ACRL staff liaison

Activity #2 Assessment
How will success be measured?
Editorial board members will review the recommended trends questions and consult relevant resources and/or ACRL committee(s) before finalizing them for the 2022 survey.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3	
Activity Name:	Publicizing the results of the most recent survey
Brief Description:	The Editorial Board will consider available options to publicize the results of the 2021 survey.

Activity #3 Timeline	
How long will it take to do this project?	
X	continuous project assigned in charge
	project that will be completed this membership year
	short-term priority or multi-year project continuing past June 30, 2023.
	Expected completion date:

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
X New Roles and Changing Landscapes

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

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Publicizing the 2020 survey results can help academic libraries advocate for themselves, assess the value of what they have to offer, benchmark against peer and regional institutions, and develop insights into how they allocate their human and financial resources. The findings can also help libraries determine what new roles they may assume in face of the changing landscape of higher education.

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)
Update the Editorial Board's LibGuide to provide an overview of the 2021 survey results	Fall 2022	Editorial Board members	ACRL staff for LibGuide training (if needed)
Share some 2020 survey results via the Fast Facts column in C&RL News every month	Fall 2021 and Spring 2022	Editorial Board members	ACRL staff for editing and scheduling the tidbits for the Fast Facts column in C&RL News
Prepare an analysis of the 2020 survey results for C&RL News	Spring 2023	Editorial Board members	ACRL staff for editing and scheduling the analysis for C&RL News
Host a NYCU session at 2022 ALA Annual Conference	Summer 2023	Editorial Board members	ACRL staff for scheduling the session
Pursue opportunities to provide greater awareness for Benchmark through presentations, including 2 sessions at ACRL 2023 Conference (March 15-18, 2023)	Summer 2023	Editorial Board members	ACRL staff for scheduling the session

Activity #3 Assessment

How will success be measured?

For the LibGuide and C&RL News content, the Editorial Board will check their page views and encourage readers to share feedback. For programs, the Editorial Board will check the number of attendees and review their comments and suggestions.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #4

Activity Name:	Efforts to increase the 2022 survey participation rate
Brief Description:	The Editorial Board will encourage more U.S. academic libraries to participate in the 2021 survey using various strategies, e.g., providing guidance on the Editorial Board's LibGuide, updating the contact list, and sending invitations and reminders to individual libraries.

Activity #4 Timeline

How long will it take to do this project?

☒ continuous project assigned in charge
☐ project that will be completed this membership year
☐ short-term priority or multi-year project continuing past June 30, 2023.
 Expected completion date:

[ACRL Plan for Excellence](#)

Check the best goal and indicate the objective.

☒ Value of Academic Libraries

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

Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Gathering inclusive and reliable data about academic libraries in the U.S. (and Canada) can help libraries advocate for themselves, assess the value of what they have to offer, benchmark against peer and regional institutions, and develop insights into how they allocate their human and financial resources. The data can also help libraries determine what new roles they may assume in face of the changing landscape of higher education.

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)
Update the Editorial Board's LibGuide for the 2022 survey	September 2022	Editorial Board members	Continued availability of the LibGuide platform
Check the contact information for non-responding institutions and update it as needed	September 2022	Editorial Board members	Not applicable
Revise the invitation to survey participation as needed	September 2022	Editorial Board members	Not applicable
Review the participation rate at submission deadline and reach out to individual libraries to encourage participation, particularly HBCUs and community colleges.	February/March 2023	Editorial Board members	Not applicable

Activity #4 Assessment

How will success be measured?

The Editorial Board will calculate participation rates by Carnegie classification and compare them against the participation rates from past years. The goal is to surpass the previous participation rates for U.S. libraries, which have hovered around 50%.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #5

Activity Name:

Brief Description:

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Activity #5 Timeline

How long will it take to do this project?

continuous project assigned in charge
 project that will be completed this membership year
 short-term priority or multi-year project continuing past June 30, 2023.
 Expected completion date:

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[ACRL Plan for Excellence](#)

Check the best goal and indicate the objective.

Value of Academic Libraries

Student Learning



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	ACRL/Core Interdivisional Academic Library Facilities Survey Editorial Board
Charge/Tasks:	The ACRL/Core Interdivisional Academic Library Facilities Survey Editorial Board has oversight responsibility for ACRL's annual Academic Library Facilities Survey including the development of an annual questionnaire on current facility demographics, facility repurposing projects and anticipated building trends or issues. The Editorial Board also develops materials publicizing and encouraging participation by academic libraries in the annual ACRL Facilities Survey and continuously updates the "Academic Library Building Design: Resources for Planning" resource guide for planning library buildings and learning spaces.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Co-Chairs:	Anne Casey, ACRL Co-chair and Eric Kidwell, Core Co-chair
Vice-Chair:	No vice chair
Board liaison:	Mary Mallery
Staff liaison:	Mary Jane Petrowski
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Co-Chairs:	Anne Casey, ACRL Co-chair and Eric Kidwell, Core Co-chair
Vice-Chair:	No vice chair
Board liaison:	Mary Mallery
Staff liaison:	Mary Jane Petrowski and Gena Parsons-Diamond
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Anne Casey & Eric Kidwell	Date:	
Work plan submitted by:	Anne Casey & Eric Kidwell	Date:	

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

- We finalized the drafts of each section of the Academic Library Facility Survey as well as the instructions.
- We updated the *Academic Library Building Design Research Guide* [acrl.libguides.com/buildingresources]

2. What were the relevant results for your projects?

- The survey is ready to be uploaded to the survey system and to be tested. This is a big step after five years of work.
- The research guide provides current and relevant information.

3. Which if any 2022–2023 projects will continue next year?

- The survey will be tested and deployed.
- The research guide will be updated to reflect the changing academic library facility environment.

4. What worked well?

Maintaining separate subcommittees to work on the survey section drafts and refresh the survey worked well. Subcommittee members were able to work offline on the different projects, which helped with completion.

5. What could have worked better?

Having all Board members at full meetings, which was difficult. Many of the members of this Board are senior leaders in their organizations and not always available to participate even when meetings are scheduled far in advance.

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

- The Board added more information to the Research Guide section dedicated to Accessibility and Universal Design.
- Section 3 of the survey includes questions related to areas in facilities dedicated to the support of diverse groups with particular needs (e.g., religious practices, nursing mothers, etc.).

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: Anne Casey
- Email: caseya3@erau.edu

- Please link the *Academic Library Building Design Research Guide* [acrl.libguides.com/buildingresources], which includes EDI-related resources.

8. Was there information you could have been provided before starting this project that would have made your work easier?

No

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

- Accomplishing the creation of the first national survey series on academic library facilities.
- The collegiality of Board members and the support of the ACRL liaison.

10. Any other comments, recommendations, or suggestions?

No

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities
1. Equity, Diversity, and Inclusion: <ol style="list-style-type: none"> a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.) b. What are some ways you could determine outcomes/impact?
<ol style="list-style-type: none"> a. We will continue to incorporate resources into the Research Guide that support EDI. b. We could review the access data to determine if the EDI resources are being accessed.
2. Communication and engagement: <ol style="list-style-type: none"> a. How involved are members in the work of the committee? b. What ideas does your group have for helping members feel more connected to the work of the team? c. What kind of support might you need to improve communication and engagement?
<ol style="list-style-type: none"> a. Members are very involved in their subcommittee activities. b. Continuing to contribute through the subcommittees and participate in the full Board meetings. c. None that come to mind.
3. Membership: <ol style="list-style-type: none"> a. How might the work of your committee support or provide value for members?
<p>Having an active role in the development of the Academic Library Facility survey provides value for members. The resource published from the survey data will fill a void in the professional literature on academic library facilities.</p>

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Update of "Academic Library Building Design: Resources for Planning"
Brief Description:	Continuously review and update research guide for accuracy and currency.

Activity #1 Timeline	
How long will it take to do this project?	
<div style="background-color: yellow; display: inline-block; padding: 2px;">continuous project assigned in charge</div> short-term project that will be completed this membership year multi-year project continuing past June 30, 2023. Expected completion date: 	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
<div style="background-color: yellow; display: inline-block; padding: 2px;">Enabling Programs and Services (education, advocacy, publications, or member engagement)</div>	
Provide a brief sentence connecting your project to the goal area and objective you selected:	

This resource provides valuable information for academic library personnel, as well as architects and designers, seeking to build or renovate an academic library facility.

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)
Assign sections to Board members for updating	December 2, 2022	Subcommittee Chair	
Update sections	February 28, 2023	Subcommittee members	
Develop marketing plan for guide	December 31, 2022	Board members	ACRL staff support

Activity #1 Assessment

How will success be measured?

Updates completed and revisions made to guide.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2

Activity Name:	Academic Library Facility Survey
Brief Description:	Test the survey and deploy it.

Activity #2 Timeline

How long will it take to do this project?

continuous project assigned in charge

project that will be completed this membership year
 short-term priority or multi-year project continuing past June 30, 2023.
 Expected completion date:

ACRL Plan for Excellence

Check the best goal and indicate the objective.

Value of Academic Libraries

Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

The results of the survey will populate an annual publication on issues related to facilities.

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)
Develop a list of librarians to test survey	September 30, 2022	Board Members	
Test the new facility survey before it goes live in January	December 1, 2022	Board Members	ACRL staff support
Draft an invitation to participate in the survey	December 1, 2022	Board Members	ACRL staff support

Send invitation to participate in the survey	December 15, 2022	ACRL staff	
Form a small team to revise survey instructions as issues are raised and responded to			
Make changes as needed	December 31, 2022	Board members	ACRL staff support
Decide on a deadline for submission and launch survey	January 2023	ACRL staff	ACRL staff support
Develop and offer a webcast to announce and explain the survey	January 31, 2023	Board members	ACRL staff support
Analyze data	June 30, 2023	Board members	ACRL staff support
Advise on visualizations for the data	June 30, 2023	Board members	ACRL staff support

Activity #2 Assessment

How will success be measured?

Survey deployed successfully and responses sufficient to be published as a new ACRL resource.



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	<i>College & Research Libraries</i> Editorial Board
Charge/Tasks:	The editorial board serves in an advisory capacity to the editor on the contents of the journal issues, and board members form the core of referees, reviewing manuscripts submitted for possible publication.

2020–2021 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Wendi Arant Kaspar (Editor and acting chair)
Vice-Chair:	NA
Board liaison:	Dr. Jon E. Cawthorne
Staff liaison:	David Free
Other leaders:	Ellen Filgo (Social Media Editor) Emily Drabinski (Book Review Editor)

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Wendi Arant Kaspar (Editor and acting chair)
Vice-Chair:	Kristen Totleben (Editor-designate)
Board liaison:	20
Staff liaison:	David Free
Other leaders:	Ellen Filgo (Social Media Editor) Emily Drabinski (Book Review Editor)

Report & Work Plan Submission			
Year-end report written by:	Wendi Arant Kaspar	Date:	
Work plan submitted by:	Kristen Totleben	Date:	8/25/2022

2021–2022 Year-end Report

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

1. What were the major projects/activities accomplished by your committee in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?
<ul style="list-style-type: none"> Published 6 regular issues of the journal, College & Research Libraries Published one special issue in 2021 in June 2021. Assessed reviewer performance, removing some and adding others to address gaps in expertise. Adoption of a name change policy. Approval of the contributor taxonomy.
2. What were the relevant results for your projects?
<ul style="list-style-type: none"> Published 5 editorials for C&RL. Received 273 submissions in 2021 (about normal) and 106 so far in 2022. Acceptance rate is at about 25.2% (down from last year) and impact factor is 2.29. Editorial board member (Nicole Pagowsky) is also guesting editing an issue on one-shots to be published in September 2022 (Kaspar has been helping Pagowsky guide this issue through the process and will see it through to publication).
3. Which if any 2020–2021 projects will continue next year?
<ul style="list-style-type: none"> Collaborating with RESEC (and Kara Malenfant) to plan a special issue on Open and Equitable Scholarship in 2023. Adoption of a contributor taxonomy: it (along with a Reviewer Credit function) was waiting on the OJS upgrade to 3.x which has not been schedule. The implementation of the taxonomy will be done through the acceptance process and indicated on the author information on the article title page. Ongoing consideration of a voluntary model for open peer review. Formal adoption of a data policy for the journal.
4. What worked well?
<p>This year has been a transitional year and it has worked very well: Kristen Totleben has engaged with OJS and with managing the incoming articles since the beginning of the calendar year. She has been managing the meeting processes as well.</p> <p>Filgo has managed the social media presence for the journal in an engaging and innovative way as well as facilitating any issues that arise.</p>
5. What could have worked better?
<p>It would be helpful to have some of the functionality that an upgrade to OJS 3.x would bring (although I realize that this is dependent on an external timetable).</p>
6. How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?
<p>During the 2021-22 year, we have continued the effort to broaden the scope of articles published, to provide a broader representation of perspective and experience. This year, there were several articles particularly looking at race, gender, ability, nation of origin and ability as well as profiling scholarship that looks at these issues from educational practice:</p> <ul style="list-style-type: none"> Native American Student Experiences of the Academic Library

- Ideology, Policy, and Practice: Structural Barriers to Collections Diversity in Research and College Libraries
- Navigating the Network: An Exploratory Study of LGBTQIA+ Information Practices at Two Single-Sex HBCUs
- Fostering Critical Thinking in First-Year Students through Information Literacy Instruction
- What Information Are We Providing to Users with Disabilities? An Analysis of ARL Libraries' Accessibility Webpages
- Reference and Instructional Services to Postsecondary Education Students with Intellectual Disabilities
- Women Academic Library Leadership in Pakistan: A Qualitative Study on the Journey of Career Progression and Serving the Community
- Perception of Work-Life Balance among Married Female Librarians in University Libraries in South-East Nigeria
- Analyzing Service Divide in Academic Libraries for Better Serving Disabled Patrons Using Assistive Technologies
- #MeToo in the Academic Library: A Quantitative Measurement of the Prevalence of Sexual Harassment in Academic Libraries
- Open but Not for All: A Survey of Open Educational Resource Librarians on Accessibility
- Assessing the Information Literacy Skills of First-Generation College Students

The editorial board has continued discussions about how to diversify the representation on the Board in the reviewing pool; the book review editor has repositioned the books reviews to be more inclusive in terms of broadening the topics covered as well as inviting traditionally underrepresented perspectives.

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

As of March 2022, C&RL has an [Authorial Name Change Policy](#) for its authors.

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

- **Name:** Kristen Totleben
- **Email:** ktotleben@library.rochester.edu

C&RL has made a concerted effort to publish studies that are representative of all cultures and perspectives: this emphasis is evident in both the published research papers and in the broadening of the books included for review and the reviewers. This commitment is also being modeled in the processes with the adoption of a name change policy.

8. Was there information you could have been provided before starting this project that would have made your work easier?

NA

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

Working with a variety of talented and committed people from the ACRL staff to the editorial board to the reviewers and authors.

9. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

New in summer 2021. The [ACRL strategic plan](#) is revisited every year, but the past year has brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. For the next 1-2 years, the ACRL Board has set priorities in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

We continuously seek to provide an inclusive environment for authors and reviewers. The Editor always seeks diverse perspectives to review and submit manuscripts.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

I will work to promote a welcoming environment for all Board members. I will strive to listen carefully and include the Board in ways to engage with the C&RL authors and readers. I strive to communicate and model transparency in Board meetings and my editorials.

3. Membership:

- a. How might the work of your committee support or provide value for members?

By collaborating with many, I hope to help C&RL widen its reach and increase engagement with its articles. I hope to promote discussion among library researchers, students and professionals, in hopes of them making more connections in the profession and learning from each other.

Work Plan Activity #1

Activity Name:	Collaborate with ACRL Research & Scholarly Environment Committee on publishing a special issue.
Brief Description:	There is a work plan from RESEC with a timeline and coordinating the process to publish a special issue with the theme "open and equitable scholarship." It's scheduled to be published in January 2024.

Activity #1 Timeline

How long will it take to do this project?

September? 2022-January 2024

[ACRL Plan for Excellence](#)

Check the best goal and objective.

Value of Academic Libraries

Student Learning

X Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Activity #1 Outline (Tentative timeline)

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 proposals	Spring/summer 2023	RESEC	Guest editors, staff liaison support and committee members
Review process	Fall 2023	RESEC and occasional assistance from C&RL Editor	
Revisions and other work	Fall 2023		Guest editors, authors and editor
Publish work	January 2024	Guest Editors, Editor and ACRL staff	Staff support and editors

How will success be measured?

In the successful publication of the special issue in January 2024. RESEC editors are discussing using an open peer review process for this special issue, so it would be beneficial to learn from this experience, in terms of C&RL's practices.

Work Plan Activity #2			
Activity Name:	Continue work on C&RL Data Policy initiative		
Brief Description:	Two Board members and the Editor released a short survey to C&RL authors and ACRL members to gauge input in informing how the data policy is written. It is a priority to implement a data (sharing) policy that is inclusive for authors as well as promoting responsible and ethical data practices within C&RL.		
Activity #2 Timeline			
How long will it take to do this project?			
2022-2023			
ACRL Plan for Excellence			
Check the best goal and objective.			
Value of Academic Libraries			
Student Learning			
X Research and Scholarly Environment			
New Roles and Changing Landscapes			
Core Commitment to Equity, Diversity & Inclusion			
Enabling Programs and Services (education, advocacy, publications, or member engagement)			
Provide a brief sentence connecting your project to the goal area and objective you selected:			
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)
Disseminate data policy survey	Fall 2022	Editor and Editorial Board Members	Staff support and editorial board support for publicizing survey and input

Incorporate survey response input into draft data policy	Fall 2022	Editor and Editorial Board Members	Editorial Board, ACRL authors and others to review and comment on the policy
Activity #2 Assessment			
How will success be measured?			
With the input from ACRL authors, ACRL members, researchers and others, the C&RL Board will implement a relevant, appropriate data policy for forthcoming C&RL authors.			

Work Plan Activity #3	
Activity Name:	Connect with C&RL authors, readers and others with online fora, social media and potentially other avenues to further engage C&RL constituents and ACRL community with C&RL authors and their scholarship.

Activity #3 Timeline	
How long will it take to do this project?	
Ongoing	
<u>ACRL Plan for Excellence</u>	
Check the best goal and objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
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)
ORCID Workshop	Sept. 2022	Editorial Board members	
Sept. 2022 Special Issue Online Fora Discussion	October and November 2022	Guest Editor and special issue authors	
Activity #3 Assessment			
How will success be measured?			
There will be a lot of participants in the each online forum and will stimulate much discussion and engagement across C&RL authors, readers and ACRL members and affiliates.			



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	<i>College and Research Libraries News</i> Editorial Board
Charge/Tasks:	The editorial board serves in an advisory capacity to the editor on all policy matters concerning editorial content or format. Tasks: To react to ideas for development of C&RL News that have been proposed by the editor. To suggest ways in which C&RL News might be improved in format or content. To provide the editor with information regarding trends in the field that might affect future directions or content of C&RL News. To suggest new editorial features, either regular or irregular, for consideration by the editor. To assist the editor in developing editorial policies

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Leo Lo
Vice-Chair:	NA
Board liaison:	Jon Cawthorne
Staff liaison:	David Free
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Leo Lo
Vice-Chair:	NA
Board liaison:	Julie Garrison
Staff liaison:	David Free
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Leo Lo	Date:	08/28/2022
Work plan submitted by:	Leo Lo	Date:	08/28/2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

Transitioning to online-only was a major accomplishment last year!

The board provided ongoing feedback to the editor on C&RL News content and format. This year, the board also gave specific input on the new *Academic Libraries in Conversation* column proposal.

2. What were the relevant results for your projects?

Academic Libraries in Conversation column will begin on a trial basis for about year, starting in Oct/Nov 2022. Proposer did an informal Twitter survey and got some interested prospective authors

Readership: awareness remains high, even with switch to online only

3. Which if any 2022–2023 projects will continue next year?

Identify in-demand topics for sourcing articles - Review readership data to identify articles that had high readership numbers in order to inform future content directions.

4. What worked well?

Great communication between the editor and editorial board. Setting realistic expectations for our work plan knowing everyone would be stretched thin due to the pandemic. Using Connect as the primary way to communicate also worked well.

5. What could have worked better?

Everything worked out pretty well, considering that the pandemic was still going on.

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

As with last year, our efforts with the readership survey are centered in inclusion. The editor actively identifies articles reflecting topics in equity, diversity, and inclusion, which the board fully supports. Recommending continuing the International Insights column is also important and noted.

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:

<ul style="list-style-type: none"> • Name: • Email:
N/A
8. Was there information you could have been provided before starting this project that would have made your work easier?
Don't think so.
9. What made this work most rewarding (observations/comments/accolades)?
It is rewarding to know that the board plays a role in the creation of the C&RL News is rewarding. The board is excited to see the possibilities opened up with the move to online-only publication. David is a wonderful to work with, and a fantastic editor.
10. Any other comments, recommendations, or suggestions?
Keep being a thoughtful and humane organization when it comes to the work of volunteers. It's appreciated!
2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities
1. Equity, Diversity, and Inclusion: <ol style="list-style-type: none"> What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.) What are some ways you could determine outcomes/impact?
The editor and the Board will actively solicit and identify articles reflecting topics in equity, diversity, and inclusion and by authors from underrepresented groups in general. The Board recommended continuing the International Insights column and will monitor its progress this year.
2. Communication and engagement: <ol style="list-style-type: none"> How involved are members in the work of the committee? What ideas does your group have for helping members feel more connected to the work of the team? What kind of support might you need to improve communication and engagement?

As the magazine is for members to read about news in academic libraires and share best practices, it is important for the editor and the Board to have insight into what members want and need. In the past, surveys were conducted, and results analyzed to provide directions for the journal. Similar engagement activities could be employed again. In addition, the readership data on the most recent years' content could inform future directions. The Board will discuss options this year.

3. Membership:

- a. How might the work of your committee support or provide value for members?

The magazine is an important way for members to learn from experts and each other. The committee has an influence on how and what the magazine communicates with members.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Identify topics for sourcing articles
Brief Description:	Review readership data to identify articles that had high readership numbers in order to inform future content directions. Recruit potential authors from underrepresented groups.

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, 2023. Expected completion date: <input type="text"/>

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment

New Roles and Changing Landscapes**Core Commitment to Equity, Diversity & Inclusion**X **Enabling Programs and Services (education, advocacy, publications, or member engagement)****Provide a brief sentence connecting your project to the goal area and objective you selected:**

By analyzing the readership data for the past 2-3 years, identify topics that members want to read about in CR&L News to help inform what articles should be selected and sourced for publication. Board members will scout poster/oral presentations from authors from underrepresented groups at conferences they attend and recruit authors for submission to the magazine.

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)
Review readership data	November 2022	Assigned board members	
Identify specific themes and topics and provide list to editor	February 2022	Assigned board members	
Notify editor of potential authors for identified topics	On going	Board members	

Activity #1 Assessment**How will success be measured?**

There will be a list of in demand topics for the editor to consult in selecting articles and for board members to look out for in scouting content. We will track the number of referred article submissions.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2

Activity Name:	Ongoing feedback on CR&L News content, covers, and format
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Brief Description:	The board works with the editor to provide feedback on the publication and assist in scouting potential content for publication.
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Activity #2 Timeline	
How long will it take to do this project?	
X	continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
X Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:
The continued quality of CR&L News relates directly to enabling programs and services.

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)
Provide suggestions/comments to editor on CR&L News contents	Continuous input	Editorial board, editor	

Follow up on content suggestions and location/work with potential authors	Continuous input	Editorial board, editor	
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Activity #2 Assessment

How will success be measured?

Our goal is consistent quality and improvement in content and delivery. The Annual and Midwinter reports to the board from the editor highlight measurable success indicators such as: readership statistics for individual articles online, subscriptions statistics via social network channels, numbers of manuscripts submitted and rejected, page counts, advertising data and revenue.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3

Activity Name:	Social Media strategy project
Brief Description:	To promote the new online-only publishing

Activity #3 Timeline

How long will it take to do this project?

X	continuous project assigned in charge	
	project that will be completed this membership year	
	short-term priority or multi-year project continuing past June 30, 2023.	
	Expected completion date:	

[ACRL Plan for Excellence](#)

Check the best goal and indicate the objective.

Value of Academic Libraries

Student Learning			
Research and Scholarly Environment			
New Roles and Changing Landscapes			
Core Commitment to Equity, Diversity & Inclusion			
X Enabling Programs and Services (education, advocacy, publications, or member engagement)			
Provide a brief sentence connecting your project to the goal area and objective you selected:			
To actively engagement members on social media platforms and promote the now online-only magazine, possibly in concert with the existing C&RL journal social media strategy and platform.			
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)
Develop a draft strategy	December, 2022	Assigned board members	

Activity #3 Assessment	
How will success be measured?	
A brief social media strategy plan to be proposed to the Editor to work with ACRL staff and future board members to accept and implement the strategy, possibly in concert with the existing C&RL journal social media strategy and platform.	



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	Choice Editorial Board
Charge/Tasks:	The board serves in an advisory capacity to the editor and the publisher on the Choice programs. Tasks: consider and make recommendations for editorial policy. Review changes in editorial policy proposed by editor. Review projects proposed for Choice sponsorship. Review decisions of the editor concerning grievances that publishers, authors, or reviewers wish to appeal. Advise editor on content, arrangement, and promotion of Choice.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Diane Klare
Vice-Chair:	
Board liaison:	Lauren Pressley
Staff liaison:	Mark Cummings
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Betsy Fronk
Vice-Chair:	
Board liaison:	Julie Garrison
Staff liaison:	Rachel Hendrick
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Betsy Fronk and Rachel Hendrick	Date:	August 31, 2022
Work plan submitted by:	Betsy Fronk and Rachel Hendrick	Date:	August 31, 2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

1. Provided feedback on editorial initiatives proposed by Choice staff.
2. Revision of the editorial guidelines for our reviews.
3. Discuss new content vertical around library technology.

2. What were the relevant results for your projects?

Brainstormed ideas around the new library technology content vertical.

3. Which if any 2022–2023 projects will continue next year?

1. Provided feedback on editorial initiatives proposed by Choice staff.
2. Revision of the editorial guidelines for our reviews.
3. Discuss new content vertical around library technology.

4. What worked well?

We continue to use Google Drive to facilitate collaboration beyond the two meetings per year. The switch to online meetings has also made participation more accessible.

5. What could have worked better?

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

As in past years, board chair and Choice staff analyzed board compositional representation (e.g. race, ethnicity, gender, gender identity, and institutional Carnegie classification) as part of the nominating process for new board members.

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:** Bill Mickey, Choice Editorial Director
- **Email:** bmickey@ala-choice.org

Choice's "Toward Inclusive Excellence™" (TIE) program (see below) regularly reports to ACRL and ALA publicity channels regarding its blogposts, webinars, and podcasts.

8. Was there information you could have been provided before starting this project that would have made your work easier?

Discussion of our business model and ongoing business is almost impossible without up-to-date financial information.

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

The diversity of board membership that's representative of current trends in libraries served by Choice produced robust discussions due to differing points of views brought by board members.

10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

Choice continues to build the Towards Inclusive Excellence (TIE) content vertical. Members of the Choice editorial board have been tasked with outreach to their respective communities in order to publicize the program and to suggest contributors, but because the editorial board is an advisory body, not a policy-setting group, its impact on the TIE publishing program itself is limited.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

Member involvement has been limited to our biannual board meetings, sometime supplemented by “midterm” calls. Because the editorial board is an advisory body, it has at most a limited ability to exert operational control on Choice and has been relied upon largely for information from the field that might affect editorial policy.

3. Membership:

- a. How might the work of your committee support or provide value for members?

The ability to provide reliable, objective evaluations of library holdings, either for acquisition or deaccession, remains the central value of Choice. In recent years, Choice has developed a large portfolio of professional-development resources, hosted on its website, www.choice360.org. Board evaluation of these initiatives is an important component in their success.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Provide feedback on Choice editorial programs
Brief Description:	<p>The editorial board will continue to serve in an advisory role for Choice editorial programs, bringing reactions from the field to the attention of Choice staff.</p> <p>The board will consult on a regular basis, including meeting at ALA Midwinter and ALA Annual, and scheduling additional meetings as needed. Both Midwinter and Annual meetings may be conducted virtually, as needed.</p>

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, 2023. Expected completion date: <input type="text"/>

<u>ACRL Plan for Excellence</u>	
Check the best goal and indicate the objective.	
<input type="checkbox"/>	Value of Academic Libraries
<input type="checkbox"/>	Student Learning
<input type="checkbox"/>	Research and Scholarly Environment
<input type="checkbox"/>	New Roles and Changing Landscapes
<input type="checkbox"/>	Core Commitment to Equity, Diversity & Inclusion
<input checked="" type="checkbox"/>	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
By providing information regarding the needs of academic librarians, the board helps to guide our professional-development programs, such as webinars, podcasts, and white papers, and EDI content vertical.	

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)
Review & discuss editorial matters at ALA Midwinter meeting	On or before Jan. 31, 2022	Board members, chair, staff liaison	Online meeting software, ALA Connect, staff support
Review & discuss editorial matters at ALA Annual meeting	On or before June 30, 2022	Board members, chair, staff liaison	Online meeting software, ALA Connect, staff support, or meeting space

Activity #1 Assessment
How will success be measured?
Choice success in this area is measured quantitatively by engagement statistics on our website, the number of newsletter subscribers, social media metrics, and sponsor interest in our programs.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	Revise and broaden Choice selection policy
Brief Description:	<i>Choice</i> was designed to support collection development in academic libraries, but over the past two decades, collection-development methodologies have been profoundly changed both by the impact of technology <i>and</i> by the changing goals, methods, and curricula of higher education. As a result, reviews are far less important than they once were, and <i>Choice</i> , far less-often needed. It is time for our guidelines to change. There is no greater role for the <i>Choice</i> editorial board than to guide this revision.

As an outcome of this revision, we anticipate an expansion of the length of the reviews, from our current ~300 words to 500–1,000 words, to allow for a more thoughtful criticism of their content, offset by a reduction in the number of reviews published annually.

Activity #2 Timeline	
How long will it take to do this project?	
continuous project assigned in charge	
project that will be completed this membership year	
x short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
x Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:
Redefining our review policy will expand the audience for Choice and by doing so contribute to revenue growth. This, in turn, will support increased funding for the creation of additional professional-development content.

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)
Preliminary review of existing guidelines	10/18/21	Board	Staff

Group discussion to determine broad parameters of change	11/15/21	Board and staff	Staff
Initial revision submitted to board at Midwinter for discussion	12/31/21	Staff	Staff
Ongoing iterative revisions and discussions	various	Board and staff	Staff
Final draft of editorial revision policy for approval at Annual	On or before June 30, 2022	Board and staff	Staff

Activity #2 Assessment

How will success be measured?

Choice success in this area will be measured directly by subscription statistics and advertising income in *Choice Reviews*. A greater benefit will be the redirection of available resources to the creation of new programs and services for academic librarians enabled by the reduction of staff time devoted to reviews.



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

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Committee Name & Charge	
Committee Name:	ACRL New Publications Advisory Board
Charge/Tasks:	To encourage research, writing, and nonprint media production that may be appropriate for a separately published title by ACRL; to solicit topics and, without guarantee of publication, to suggest them to appropriate authors; to review all manuscripts/materials submitted for possible publication as a separate ACRL published title; to serve as an advisory body to the ACRL publications officer.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Courtney McDonald
Vice-Chair:	
Board liaison:	Jon Cawthorne
Staff liaison:	Erin Nevius
Other leaders:	Candice Dahl (PCC vice-chair), Jennifer Maddox-Abbot (PCC chair), Mark Shelton (PIL editor)

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Heidi Burkhardt
Vice-Chair:	
Board liaison:	Julie Ann Garrison
Staff liaison:	Erin Nevius
Other leaders:	Candice Dahl (PCC chair), Dr. Leo S. Lo (PCC vice-chair), Mark Shelton (PIL editor)

Report & Work Plan Submission			
Year-end report written by:	Courtney McDonald	Date:	8/4/2022
Work plan submitted by:	Heidi Burkhardt	Date:	8/8/2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

- Continuously throughout appointment year, reviewed author proposals and provided comments for ACRL Content Strategist
- Appointments: recruited and appointed one new member; identified new chair, provided onboarding support
- Various outreach activities took place, including webcasts, joint promotions with ALA Editions, and a Giving Tuesday promotion
- Additionally, Board members undertook individual outreach as appropriate, working directly with potential authors to encourage proposals

2. What were the relevant results for your projects?

- The Board reviewed 16 proposals
- 20 books were published in FY22, the most ACRL has ever published in one fiscal year

3. Which if any 2022–2023 projects will continue next year?

- Continued solicitation of proposals, and proposal review and feedback process
- We continue to explore better ways to use advisory board members’ individual areas of expertise to enhance the review process
- We continue to identify additional innovative recruitment and publicity methods

4. What worked well?

- The New Publications Advisory Board has conducted its work virtually for several years, so the impact of the pandemic (remote/virtual, etc.) on our work was minimal.
- Virtual meetings remained lively and productive
- Our review framework (questions to consider, etc.) continues to be a helpful support to garnering the most productive feedback on proposals

5. What could have worked better?

- We might consider additional or different means for soliciting feedback from the Board

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

The NPAB maintains a strong commitment to identifying and helping publish a large variety of voices and visions. This fiscal year, ACRL published a number of impactful books dealing with issues of equity, diversity, and inclusion for a variety of audiences.

- *Mind, Motivation, and Meaningful Learning: Strategies for Teaching Adult Learners*, by Melissa L. Miller (Sept. 2021)
- *Ethnic Studies in Academic and Research Libraries*, edited by Raymond Pun, Melissa Cardenas-Dow, and Kenya S. Flash (Nov. 2021)
- *Academic Library Mentoring: Fostering Growth and Renewal*, 3 volume set, edited by Leila June Rod-Welch and Barbara E. Weeg (Dec. 2021)
- *Implementing Excellence in Diversity, Equity, and Inclusion: A Handbook for Academic Libraries*, edited by Corliss Lee and Brian Lym with Tatiana Bryant, Jonathan Cain, and Kenneth Schlesinger (Feb. 2022; ACRL's bestselling book of the fiscal year)
- *The Community College Library: Reference and Instruction*, edited by Janet Pinkley and Kaela Casey (Apr. 2022)
- *The Community College Library: Assessment*, edited by Janet Pinkley and Kaela Casey (Apr. 2022)

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:** Erin Nevius
- **Email:** enevius@ala.org

It would be great to include some of the above books in the ACRL EDI LibGuide when they publish.

8. Was there information you could have been provided before starting this project that would have made your work easier?

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

- Titles from the publication catalog continue to receive very positive reviews.
- Watching the publication lifecycle unfold:
 - Seeing proposals from authors we'd encouraged
 - Seeing proposals that had been reviewed by the Board come to publication
- Working with authors and other scholars to distribute and share their work
- Speaking personally, this concludes seven years for me on this Board, including my term as chair. I have found this to be a really energizing, meaningful service commitment and I have learned so much from my colleagues on the Board and on PCC across that time, and from both Kathryn Deiss and Erin Nevius. Being part of a process that contributes to scholarship and supports members in their professional development goals has meant a lot to me.

10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

The NPAB maintains a strong commitment to identifying and helping publish a large variety of voices and visions, and are particularly excited about these forthcoming titles:

- *Using Open Educational Resources to Promote Social Justice*, edited by CJ Ivory and Angela Pashia
- *Exploring Inclusive & Equitable Pedagogies: Creating Space for All Learners*, edited by Elizabeth Foster, Ariana Santiago, Maura Seale, Robin Brown, Jane Nichols, and Melissa Mallon
- *The Critical Librarianship and Pedagogy Symposium: An Anthology of Works*, edited by Yvonne Mery and Anthony Sanchez
- *Helping Students with Mental Disorders: Managing Difficult Situations, Becoming a Mental Health Advocate, and Improving Self-Care*, by Dawn Behrend
- *Universal Design for Learning in Academic Libraries: Theory into Practice*, edited by Danielle Skaggs and Rachel M. McMullin
- *Creating an Inclusive Library: Approaches for Increasing Outreach, Engagement, and Use with Minority Students*, edited by Ngoc-Yen Tran, Michael Aguilar, and Adriana Poo
- *Toward Inclusive Academic Librarian Hiring Practices*, edited by Kathryn Houk, Jordan Nielsen, and Jenny Wong-Welch

Over the past five years, the NPAB has made a conscious effort to broaden [the types of books ACRL publishes](#); while information literacy and instruction books are still a key part of the line, it's grown to include important works on data, EDISJ, management and administration, open knowledge, and scholarly communications.

The NPAB and ACRL also have a deep commitment to working with first-time authors, and this will be part of the author recruitment efforts at ACRL 2023, to include a panel on how to publish and individual pitch meetings with ACRL's content strategist. The NPAB is also committed to bringing a DEI lens to our proposal review.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

Historically this Board has been very active, responding with feedback to proposals approximately bimonthly and meeting biannually for meetings. We conduct an active correspondence between meetings as well.

Feedback from the NPAB to proposers is an incentive to publish with ACRL. Over the three years of their term, members develop a real feel for trends in library literature, what kind of content makes a book successful, and a deep knowledge of the book publication process.

This year we may explore shifting to a collaborative document for sharing proposal feedback instead of relying solely on email, which could be more effective for helping committee members build off each other's comments and provide additional structure for offering feedback.

We will also work to be intentional about our on- and off-boarding of new Board members to acclimate them to our work, as well as get feedback on how the year went.

3. Membership:

- a. How might the work of your committee support or provide value for members?

We have more than 45 contracted titles in the pipeline with projected publication dates through fiscal year 2025, supporting individual members in their publishing goals as well as their professional development needs.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Ongoing recruitment and review of high-quality proposals
Brief Description:	Continue to work with ACRL staff to help identify, recruit, and develop authors and proposals for publication with ACRL Publications.

Activity #1 Timeline	
How long will it take to do this project?	
X	continuous project assigned in charge
	short-term project that will be completed this membership year
	multi-year project continuing past June 30, 2023. Expected completion date: <input type="text"/>

ACRL Plan for Excellence			
Check the best goal and indicate the objective.			
Value of Academic Libraries			
Student Learning			
Research and Scholarly Environment			
New Roles and Changing Landscapes			
Core Commitment to Equity, Diversity & Inclusion			
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)		
Provide a brief sentence connecting your project to the goal area and objective you selected:			
While the ACRL Publications Advisory Board engages in supporting each of the goal areas listed above, our work directly supports the publishing programs and services of ACRL, which in turn also promotes the value of academic libraries, student learning, the research and scholarly environment, and new roles and changing landscapes.			
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)
Ongoing review of proposals	Ongoing	All board members and Erin Nevius	Time and attention of board members
Encourage ACRL leaders to publish with ACRL	Ongoing	All board members and Erin Nevius	Time and attention of board members and ACRL staff
Continuing recruitment of authors/editors	Ongoing	All board members and Erin Nevius	Time and attention of board members and ACRL staff
Activity #1 Assessment			
How will success be measured?			
Successful content development as exemplified by published works in multiple types of formats (printed books, open access content, digital books, electronically hosted content). Development of strong			

Association/Member author and editor relationships such that recognition of ACRL as a publisher of content for academic librarians grows and is strengthened.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	Outreach and Enhanced Author/Editor Experience
Brief Description:	Continue efforts to reach out to potential authors, particularly new authors and authors from underrepresented populations, and make the entire publishing process more transparent and accessible to all Association and community members.

Activity #2 Timeline	
How long will it take to do this project?	
X	continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
	Value of Academic Libraries
	Student Learning
	Research and Scholarly Environment
	New Roles and Changing Landscapes
	Core Commitment to Equity, Diversity & Inclusion
X	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
While the ACRL Publications Advisory Board engages in supporting each of the goal areas listed above, our work directly supports the publishing programs and services of ACRL, which in turn also promotes the value of academic libraries, student learning, the research and scholarly environment, and new roles and changing landscapes.	

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)
Enhance ACRL author/editor experience	Ongoing	All board members and Erin Nevius	Staff support: Work with staff to help craft ways to enhance and personalize the experience of working with ACRL on a publication; tenure timing, post-publication letters and marketing support, etc.
Effectively market our work and its products	Ongoing	All board members and Erin Nevius	Time and attention; collaboration with other areas of ACRL related to serial publications, conferences, and other outreach mechanisms: C&RL News, ACRLog, ACRL monthly emails, etc.
Offer programs at conferences on our work	Ongoing / special focus for ACRL Conference years	All board members and Erin Nevius	Time and attention; collaboration with ACRL staff and Association members involved in conference planning

Activity #2 Assessment
How will success be measured?
Recruitment of new (first-time) authors and authors from underrepresented populations, publishing in new areas, enhanced member awareness of and regard for ACRL publications, personalized experience for authors and editors.



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	Project Outcome for Academic Libraries Editorial Board
Charge/Tasks:	The editorial board is charged to serve in an advisory capacity to the ACRL staff regarding the Project Outcome for Academic Libraries toolkit. The editorial board advises on the development and revision of resources and training materials, on changes to the surveys if necessary, and on investment in improvements and new features for the toolkit.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Jennifer Arnold
Vice-Chair:	Kate Langan
Board liaison:	Jon Cawthorne
Staff liaison:	Gena Parsons-Diamond
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Jennifer Arnold
Vice-Chair:	Kate Langan
Board liaison:	Julie Garrison
Staff liaison:	Gena Parsons-Diamond
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Jennifer Arnold	Date:	
Work plan submitted by:	Jennifer Arnold	Date:	

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

The committee accomplished the following major projects and activities for the 2020/2021 membership year:

- The webinar committee provided two free webinars: “Using Project Outcome to Assess and Improve a First Year English Composition Information Literacy Program” on Jan. 14, 2022 and “Evaluating Library Instruction at 2-Year and 4-Year Institutions” on April 18, 2022.
- We also presented a paid Project Outcome for Academic Libraries 101 on Feb. 9, 2022 for the AMICAL Conference
- The Resources subcommittee completed a new “When to use Project Outcome” resource and began work on a suggested question on the DEI concept of belonging.
- Case studies put out a call for case studies and received a submission, but the committee determined that it was not a case study that reflected use of Project Outcome appropriately.

2. What were the relevant results for your projects?

Both the paid workshop and free webinars were well attended. Using Project Outcome to Assess and Improve a First Year English Composition Information Literacy Program” on Jan. 14, 2022 had 272 registrants and 103 attendees and “Evaluating Library Instruction at 2-Year and 4-Year Institutions” on April 18, 2022 had 305 registrants and 110 attendees. The paid Project Outcome for Academic Libraries 101 on Feb. 9, 2022 for the AMICAL Conference had XX number of attendees. The committee published the new resource [“When to use Project Outcome.”](#) The discussions around developing a survey question that captured the DEI concept of belonging were useful in helping the committee understand that challenges of writing a question that adequately and appropriately would provide relevant and useful information, which prompted us to consider a new approach of developing a new survey topic in conjunction with PLA on DEI for the 2022-2023 committee year. The call for case studies written by the committee will be useful in future solicitations.

3. Which if any 2022–2023 projects will continue next year?

The committee will continue to provide free webinars focused on the use of Project Outcome surveys, continue to develop new resources for the toolkit, and solicit case studies.

4. What worked well?

The Project Outcome for Academic Libraries Editorial Board used a three subcommittee structure to approach the year’s activities. Each subcommittee focused on one of the three planned activities for the year: free webinars, case studies, and the resource section of the toolkit. The subcommittees were essential in the success of the year’s activities and in helping committee members manage the committee workload,

contribute to the overall goals of the committee, and work closely with a smaller group of their fellow committee members.

5. What could have worked better?

Soliciting case studies remained a challenge this year. The committee developed a call for case studies after the previous year's difficulty in soliciting case studies, but the only submission did not present an appropriate use Project Outcome that would be relevant and useful for users of the toolkit.

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

The surveys and toolkit are intended for use by a wide variety of libraries serving diverse student populations. Project Outcome for Academic Libraries remains free to use for librarians and LIS students.

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:

8. Was there information you could have been provided before starting this project that would have made your work easier?

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

Overall, it has been rewarding to see the interest in and usage of in Project Outcome grow during this membership year. The presenters approached for the webinars have been excited to share their use of Project Outcome and how it has improved programs and services at their libraries. We received requests

from the attendees at “Evaluating Library Instruction at 2-Year and 4-Year Institutions” for a part 2 of the webinar.

10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

The committee will discuss/explore the potential of adding EDI as a survey topic to Project Outcome, including reaching out to discuss if there is joint interest at PLA for an EDI survey. Outcomes and impact could be determined by the publication of the survey and usage statistics.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

In the past year, members have been actively involved in the work of the committee. Based on last year's work, the committee has committed to keeping a three subcommittee structure that has proven to help members feel more connected to the work of the team. The only support that may be needed is access to ACRL's web conferencing tool.

3. Membership:

- a. How might the work of your committee support or provide value for members?

Project Outcome provides academic libraries with the ability to assess and benchmark their services, spaces, instruction, technology, faculty support, and collections. As the committee continue to provide resources, webinars, and case students to the members in order to encourage participation in Project Outcome, the more robust and valuable the benchmarking data becomes.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1

Activity Name:	Free Webinars
Brief Description:	The committee plans to offer three free webinars designed to highlight use of the surveys and toolkit. Topics the committee is considering for the webinars include using Project Outcome for peer comparison and a part two of “Evaluating Library Instruction at 2-Year and 4-Year Institutions”

Activity #1 Timeline

How long will it take to do this project?
continuous project assigned in charge
X short-term project that will be completed this membership year
multi-year project continuing past June 30, 2023. Expected completion date: <input type="text"/>

ACRL Plan for Excellence

Check the best goal and indicate the objective.
Value of Academic Libraries The webinars will assist libraries in demonstrating value to stakeholders by using Project Outcome surveys for assessment, benchmarking, and advocacy.
Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

The free webinars are intended to highlight successful use cases of Project Outcome surveys and data. By providing examples from libraries using the toolkit, the committee helps increase the use of Project Outcome and assists libraries in demonstrating their value.

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)
Free Webinar #1	October/Nov. 2022	Webinar Subcommittee	Tech Support (Zoom to host webinar)
Free Webinar #2	Jan/Feb. 2023	Webinar Subcommittee	Tech Support (Zoom to host webinar)
Free Webinar #3	April/May 2023	Webinar Subcommittee	Tech Support (Zoom to host webinar)

Activity #1 Assessment

How will success be measured?

Success will be measured by webinar attendance and responses to a post-webinar survey.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	Making Changes to "Ask Us"
Brief Description:	The "Ask Us" feature of the toolkit has not been generating any usage. The committee will work on making this feature more accessible and visible to generate usage.

Activity #2 Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input checked="" type="checkbox"/> project that will be completed this membership year <input type="checkbox"/> short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
<input checked="" type="checkbox"/> Value of Academic Libraries	
<input type="checkbox"/> Student Learning	
<input type="checkbox"/> Research and Scholarly Environment	
<input type="checkbox"/> New Roles and Changing Landscapes	
<input type="checkbox"/> Core Commitment to Equity, Diversity & Inclusion	
<input type="checkbox"/> Enabling Programs and Services (education, advocacy, publications, or member engagement)	
Provide a brief sentence connecting your project to the goal area and objective you selected:	
<p>Making the "ask us" feature of the toolkit more accessible/usable will allow users to get answers to questions more quickly, thus improving their ability to use Project Outcome surveys to demonstrate the value of their library.</p>	

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)
Develop recommended changes to “Ask Us”	Dec. 2022	Resources Subcommittee	Staff Support
Full committee reviews changes	Feb. 2022	Editorial Board Members	
Publish changes to toolkit	April 2022	Gena Parsons-Diamond	Staff Support

Activity #2 Assessment

How will success be measured?

Success will be measured by usage statistics for questions submitted to “Ask Us.”

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3

Activity Name:	Create new resource about use NSSE Tags in Project Outcome
Brief Description:	The editorial board plans to create a new resource on using NSSE tags its high impact practices with Project Outcome surveys.

Activity #3 Timeline

How long will it take to do this project?

continuous project assigned in charge

X project that will be completed this membership year

short-term priority or multi-year project continuing past June 30, 2023.

Expected completion date:

[ACRL Plan for Excellence](#)

Check the best goal and indicate the objective.

X Value of Academic Libraries

Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Using NSSE tags for high impact practices with Project Outcome surveys will assist librarians in demonstrating their value related to practices that promote student learning and retention

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)
Subcommittee/committee discussion on NSSE Tags	Oct. 2022	Resources subcommittee	Staff support
Drafting of new resources	Dec. 2022	Resources subcommittee	
Review of resource by full Editorial Board	Feb. 2023	Editorial board	
Publication of new resource	April 2023	Gena Parsons-Diamond	

Activity #3 Assessment
How will success be measured?
Google analytics data on access of the new resource will be used to measure success.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #4	
Activity Name:	Develop a new EDI survey
Brief Description:	The editorial board plans to explore the possibility of adding EDI as a new survey topic to Project Outcome and will coordinate with PLA if there is similar interest on their end.

Activity #4 Timeline
How long will it take to do this project?
continuous project assigned in charge project that will be completed this membership year <input checked="" type="checkbox"/> short-term priority or multi-year project continuing past June 30, 2023.
Expected completion date:

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes

X Core Commitment to Equity, Diversity & Inclusion**Enabling Programs and Services (education, advocacy, publications, or member engagement)****Provide a brief sentence connecting your project to the goal area and objective you selected:**

Creating a survey that addresses EDI topics, particularly around the concept of belonging, will offer libraries an opportunity to assess their spaces, collections, technology, etc., through an EDI lens.

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)
Contact PLA and set up meeting about their potential interest	Oct. 2022	Gena Parsons-Diamond	
Discussion between the two editorial boards	Dec. 2022	Editorial Board	
Develop and present proposal to ACRL for adding a survey	Jan. 2023	Editorial Board	
If approved, develop survey	April. 2023	Editorial Board	

Activity #4 Assessment**How will success be measured?**

Success will be measured by approval of adding an additional survey topic and the completion of the survey questions.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #5	
Activity Name:	Paid Workshops
Brief Description:	Paid workshops are offered by the Project Outcome Editorial Board in a model similar to ACRL Roadshows where a sponsoring institution covers the cost of providing this extended training to a group of colleagues.

Activity #5 Timeline	
How long will it take to do this project?	
X continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
X Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
Enabling Programs and Services (education, advocacy, publications, or member engagement)	
Provide a brief sentence connecting your project to the goal area and objective you selected:	
<p>The Project Outcome for Academic Libraries toolkit allows libraries to easily demonstrate their value using simple, outcomes based surveys that include peer benchmarking features and exportable reports. This project helps libraries get started using the toolkit at their institution.</p>	
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)

Advertise workshops to ACRL membership On-going	On-going	Editorial Board	
Offer sponsored workshops as requested throughout the year On-going	On-going	Editorial Board	Travel expenses provided by the sponsoring institution, access to Zoom for online offerings, staff support.

Activity #5 Assessment
How will success be measured?
Success will be measured by the number of workshops and attendees.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #6	
Activity Name:	Project Outcome Presentation at 2023 ACRL Conference
Brief Description:	The committee is planning on presenting an Project Outcome 101 session at the ACRL conference and developing a second session with two-three presenters discussing how they use Project Outcome at their libraries.

Activity #6 Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input checked="" type="checkbox"/> X project that will be completed this membership year <input type="checkbox"/> short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
<input checked="" type="checkbox"/> X Value of Academic Libraries

Student Learning**Research and Scholarly Environment****New Roles and Changing Landscapes****Core Commitment to Equity, Diversity & Inclusion****Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Provide a brief sentence connecting your project to the goal area and objective you selected:

Presentations at the ACRL conference will show librarians how they can use Project Outcome surveys to demonstrate the value of their libraries.

Activity #6 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)
Inquire about conference session spots	Aug. 2022	Gena Parsons-Diamond	
Determine presenters for Project Outcome 101 Presentation	Oct. 2022	Editorial Board	
Solicit presenters for 2 nd user-based presentation	Dec. 2022	Editorial Board	

Activity #6 Assessment

How will success be measured?



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	Publications in Librarianship Editorial Board
Charge/Tasks:	To encourage research, writing, and nonprint media production writing that may be appropriate for the ACRL Publications in Librarianship monograph series; to solicit topics and, without guarantee of publication, to suggest them to appropriate authors; to review all manuscripts/materials submitted and approve them for publication in the Publications in Librarianship series. Tasks are to evaluate manuscripts, nonprint material and proposals. To recommend revisions required for publication. To publicize opportunities for publication in the library literature. To assess the relevance and quality of publications through an analysis of sales and reviews.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Mark E. Shelton
Vice-Chair:	
Board liaison:	Jon Cawthorne
Staff liaison:	Erin Nevius
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Mark E. Shelton
Vice-Chair:	
Board liaison:	Julie Garrison
Staff liaison:	Erin Nevius
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Mark E. Shelton	Date:	8/26/2022
Work plan submitted by:	Mark E. Shelton	Date:	8/26/2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

Published:

- Envisioning the Framework: A Graphic Guide to Information Literacy (PIL #77), edited by Jannette L. Finch, Sept. 2021
- The Rise of AI: Implications and Applications of Artificial Intelligence in Academic Libraries (PIL #78), edited by Sandy Hervieux and Amanda Wheatley, Apr. 2022
- Intersections of OER and Information Literacy (PIL #79), edited by Elizabeth Dill and Mary Ann Cullen, Jul. 2022

Proposal Review:

- Reviewed two proposals

Call for Proposals:

- Developed a new call for proposals that updates and expands subjects for potential consideration

2. What were the relevant results for your projects?

- Two new proposals have moved forward, and the author/editors have begun work on their projects
- The new call for proposals has been published and is being promoted. It will be used as a lens in our review of future proposals.

3. Which if any 2021–2022 projects will continue next year?

During 2022-2023, the PIL Editorial Board will continue with both traditional review of both proposals and manuscripts by the Board.

- PIL has reviewed several proposals and has the following projects in the works for the coming year(s):
 - *Training Library Student Instructors*
 - *Library Workspaces*

4. What worked well?

Through expanded communication and meetings of the Board, there were more opportunities for members to discuss their assessment of the proposals. These meetings also allowed members to review our processes for improved communication. It allowed for more open dialogue during the development of the new call for proposals.

5. What could have worked better?

With the addition of an indication of preferred submission dates in the call for proposals, we are hoping that this will allow both prospective authors and board members to manage the demand of this work against their regular full-time responsibilities. This opportunity to plan will allow all involved to do the most complete work needed.

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

- The board represents a diverse group of professionals who are open to fully exploring DEI within proposals and promoting diverse voices.
- The new call for proposals brings in newer issues that includes expanded opportunities for content from diverse voices and that address DEI issues.

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:

I would like to see the PIL Call for Proposals listed on the “Get Involved” page with the CLIPP call.

8. Was there information you could have been provided before starting this project that would have made your work easier?

Not that I am aware of.

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

1. The PIL Board represents an exceptional group of individuals with diverse ideas and perspectives. Engaging and collaborating with them has been very rewarding.

2. Having the opportunity to discover the areas of scholarship represented by the proposals reviewed and being able to work with the potential author(s) as collaborators to improve the outcome of their projects.

10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

- Conversations on the topics covered in proposals and manuscripts
- Conversations on who is submitting and how we can encourage and increase DEI voices
- We can compare current to past activities with respect to what PIL publications cover
- We can assess who our authors are.
- We can reach out to broader members of our research community to get feedback on their interest as well as concerns around becoming a PIL author.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

- Members have shown that they are fully engaged with all aspects of the work of the Board.
- By holding more meetings of the Board, we plan to work to be more connected as a group.
 - More meetings of the Board will also provide more opportunities to discuss proposals and manuscripts.
- Erin Nevius has provided extensive support aiding in the work of the Board.

3. Membership:

a. How might the work of your committee support or provide value for members?

- The work of the PIL Board helps to expand members engagement with the research done.
- Members are given the opportunity to assess research, writing, and proposal development, which they can utilize to improve their own opportunities for publication.
- Members become aware of new trends and perspectives.
- Members connect with new colleagues who may also have similar interests in research.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1

Activity Name:	Proposal Review
Brief Description:	The Board will review proposals submitted by potential authors. Provided feedback to the author to help direct the development of the project. Make the decision as to which proposals will be supported as a potential PIL publication.

Activity #1 Timeline

How long will it take to do this project?
continuous project assigned in charge XX
short-term project that will be completed this membership year
multi-year project continuing past June 30, 2023. Expected completion date: <input type="text"/>

ACRL Plan for Excellence

Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment XX

New Roles and Changing Landscapes**Core Commitment to Equity, Diversity & Inclusion****Enabling Programs and Services (education, advocacy, publications, or member engagement) XX**

Provide a brief sentence connecting your project to the goal area and objective you selected:

The Board seeks to engage members and their scholarship to develop monographs that serve academic libraries through impactful research and scholarship.

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)
Review proposals for manuscripts	Ongoing	PIL Editorial Board, Chair, ACRL staff	Staff support

Activity #1 Assessment

How will success be measured?

The Board receives quality research focused monograph proposals that are related to current issues and concerns among academic libraries today.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2

Activity Name:	PIL Editorial Board review of manuscripts
Brief Description:	Manuscripts, submitted as a result of proposals or as original completed works, are reviewed by the PIL Editorial Board.

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Activity #2 Timeline	
How long will it take to do this project?	
continuous project assigned in charge XX	
project that will be completed this membership year	
short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment XX
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement) XX
Provide a brief sentence connecting your project to the goal area and objective you selected:
The Board seeks to engage members and their scholarship to develop monographs that serve academic libraries through impactful research and scholarship.

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)
Review of manuscripts submitted for publication	Ongoing	PIL Editorial Board, Chair	Staff support

Activity #2 Assessment**How will success be measured?**

The Board has manuscripts ready for the final publication process that are at the level of quality and focus appropriate to be a PIL publication.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3

Activity Name: Open Peer Review of submitted manuscripts

Brief Description:

Activity #3 Timeline**How long will it take to do this project?**

continuous project assigned in charge **XX**

project that will be completed this membership year

short-term priority or multi-year project continuing past June 30, 2023.

Expected completion date:

[ACRL Plan for Excellence](#)**Check the best goal and indicate the objective.**

Value of Academic Libraries

Student Learning

Research and Scholarly Environment **XX**

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement) XX

Provide a brief sentence connecting your project to the goal area and objective you selected:

The Board seeks to engage members and their scholarship to develop monographs that serve academic libraries through impactful research and scholarship. This includes engaging others in the assessment of the quality of research conducted and how the scholarship is presented to the broader academic library community.

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)
Administer OPR of manuscripts submitted or assigned to OPR track	Ongoing	PIL Editorial Board, Chair, ACRL staff	Staff support, minimal technology (Google docs)

Activity #3 Assessment

How will success be measured?

Any project that goes through Open Peer Review will be assessed against PIL Editorial Review.



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	"Resources for College Libraries" Editorial Board
Charge/Tasks:	The editorial board is charged to serve in an advisory capacity to CHOICE staff regarding Resources for College Libraries editorial policy matters.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Tammera Race
Vice-Chair:	
Board liaison:	Dr. Jon E. Cawthorne
Staff liaison:	Anne Doherty; Mark Cummings
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Tammera Race
Vice-Chair:	
Board liaison:	Julie Garrison
Staff liaison:	Anne Doherty; Rachel Hendrick
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Tammera Race	Date:	10 June 2022
Work plan submitted by:	Tammera Race + Anne Doherty	Date:	23 June 2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

1. Provided advice and feedback on RCL’s editorial development.
2. Supported increasing diversity in editorial recruitment and outreach communications.
3. Board members each presented one trend and one challenge facing academic libraries in collection services.

2. What were the relevant results for your projects?

1. Regular meetings were held with a quorum in attendance at both (100% board member attendance at the ALA winter meeting 2022; 63% board member attendance at the ALA Annual meeting 2022).
2. 100% of board members participated in the collection management trends and challenges exercise at the midwinter meeting. Many connections were made across topics.

3. Which if any 2022–2023 projects will continue next year?

1. Consult on a regular basis between meetings and 2 meetings during the year, serving in an advisory role for the RCL publication, including editorial development.
2. Support editorial recruitment and diversity efforts.
3. Serve in a testing and advisory role for RCL products and services, as needed.

4. What worked well?

Our virtual meetings were well-attended and we had no technology issues. At our mid-winter meeting, we included time for members to discuss a trend in academic libraries that they thought could impact issues in collection development. This discussion gave us the opportunity to know each other better. We also developed a better appreciation for the diversity of issues that are drivers of change, especially with regard to collection.

5. What could have worked better?

We are considering more defined goals for diversifying editorial recruitment. One suggestion is to enlist board members to reach out to a specific number of potential reviewers.

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

Every year, the Project Editor and the editorial Board chair analyze Board compositional representation (e.g. race, ethnicity, gender, gender identity, and institutional Carnegie classification). We have also committed to a multi-year project to measure and improve the editorial diversity of the RCL peer reviewer pool and include librarians from a variety of academic institutions and backgrounds.

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: Anne Doherty, RCL Project Editor
- Email: adoherty@ala-choice.org

The *Resources for College Libraries* (RCL) editorial board has undertaken a three-year project to assess, analyze, and grow the diversity of the editorial pool. A benchmark survey was conducted in fall 2020, followed with additional surveys, recruiting strategies, and outreach initiatives in years 2021-2023.

8. Was there information you could have been provided before starting this project that would have made your work easier?

N/A

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

Our Project Editor, Anne Doherty, is very organized and is an excellent communicator. She is especially good at conveying the longer term goals.

10. Any other comments, recommendations, or suggestions?

N/A

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

The RCL editorial board is continuing conversations, surveys, and approaches to diversify the demographic composition of the RCL editorial team, including peer reviewers and subject editors. The RCL subject editors are meeting in June 2022 to discuss ways to incorporate DEI approaches into editorial workflows and processes.

Staff has also launched a dedicated web page and outreach campaign around EDI resources in RCL: <http://www.choice360.org/RCL-EDI/>. Together with our ProQuest publication partners, we are supporting the Clarivate Lift Every Voice initiative in 2022 to highlight EDI resources in the RCL database.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

Board members participate using ALA Connect and in at least two meetings each year using Zoom meeting software. Participation in meeting varies, though having the option for chat and for all members to attend without conference travel is helpful.

Ideas for improving connection within the committee includes more frequent sharing of project news and announcements and highlighting the impact of the editorial board on the RCL project. The board would welcome ideas for connecting the work of the RCL Editorial Board to the general ACRL membership.

3. Membership:

- a. How might the work of your committee support or provide value for members?

The RCL editorial board ensures that the *Resources for College Libraries* publication continues to be of value and utility for academic libraries and librarians.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Provide advice and feedback on RCL's editorial development.
Brief Description:	The editorial board will serve in an advisory role for the RCL publication, including editorial development. The board will consult on a regular basis, including meeting around 1) the ALA midwinter LibLearnX and 2) ALA Annual conferences, and scheduling additional meetings as needed. Meetings may be conducted virtually, as needed.

Activity #1 Timeline	
How long will it take to do this project?	
x	continuous project assigned in charge
	short-term project that will be completed this membership year
	multi-year project continuing past June 30, 2023. Expected completion date: <input type="text"/>

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
x Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:
By supporting the publication and editorial development of <i>Resources for College Libraries</i> , the board helps to enrich a core bibliography for academic library collections and research initiatives, including increasing access to data and supporting the scholarly environment.

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)
Review & discuss editorial matters at a winter (LibLearnX) meeting	On or before Jan. 31, 2023	Board members, chair, staff liaison	Online meeting software, ALA Connect, staff support
Review & discuss editorial matters at a summer (ALA Annual) meeting	On or before June 30, 2023	Board members, chair, staff liaison	Online meeting software, ALA Connect, staff support, or meeting space

Additional meetings as needed to facilitate & conduct board work	TBD	Board members, chair, staff liaison	Online meeting software, ALA Connect, staff support
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Activity #1 Assessment
How will success be measured?
Success will be measured by member attendance and active participation. Our goal is to have a quorum (five or more members) at both the LibLearnX (winter) and Annual ALA (summer) meetings.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	Support increasing diversity in editorial recruitment and outreach communications.
Brief Description:	Surveying, recruiting, and supporting a more diverse editorial group is key to ensuring <i>Resources for College Libraries</i> editorial integrity and relevancy to today's undergraduate students.

Activity #2 Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input type="checkbox"/> project that will be completed this membership year <input checked="" type="checkbox"/> short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	June 30, 2024

<u>ACRL Plan for Excellence</u>
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes

X Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:
By ensuring a diverse and varied editorial group, the RCL publication will be shaped by a plurality of perspectives. This benefits RCL as an ACRL publication as well as ACRL members and subscribing institutions.

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)
Review results of peer reviewer survey for 2022 and compare against benchmark survey results.	On or before Jan. 31, 2023	Board members, chair, staff liaison	Online meeting software, ALA Connect, staff support
Support recruiting efforts for the 2023 RCL review cycle by recommending five potential referees per board member in the arts and humanities.	On or before April 1, 2023	Board members, chair, staff liaison	Online meeting software, ALA Connect, staff support
Consult and advise on strategies for improving outreach to BIPOC individuals and communities.	On or before June 30, 2023	Board members, chair, staff liaison	Online meeting software, ALA Connect, staff support

Activity #2 Assessment
How will success be measured?
Success will be measured partly by the survey results, with additional measurements to include board feedback, expansion of recruiting channels, etc. Reaching 75% or greater of the individual recommendations goal of 40 potential referees will also constitute success.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3	
Activity Name:	Review RCL general selection policy and recommend refinements supporting inclusive collection building.
Brief Description:	Evaluate the current RCL selection policy and advise on possible revisions and expansions that incorporate language, policies, or approaches that support building diverse and inclusive RCL core collections.

Activity #3 Timeline	
How long will it take to do this project?	
<input type="checkbox"/> continuous project assigned in charge <input checked="" type="checkbox"/> project that will be completed this membership year <input type="checkbox"/> short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes	
<input checked="" type="checkbox"/>	Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)	
Provide a brief sentence connecting your project to the goal area and objective you selected:	
<p>The RCL selection policy is a document that guides the overall title inclusion and collection development for the publication. By recommending revisions for potential language and frameworks geared towards collection diversity and inclusive selection, board members will help support collection policies and practices for RCL's future publication aimed at diversity and inclusion.</p>	
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)
Review existing RCL selection policy.	On or before Jan. 31, 2023	Board members, chair, staff liaison	Online meeting software, ALA Connect, staff support
Share models and ideas for collection development policies that focus on inclusive and diverse collections.	On or before April 1, 2023	Board members, chair, staff liaison	Online meeting software, ALA Connect, staff support
Consult and advise on updates to the RCL selection policy, including language, approaches, and principles that support inclusive and diverse selection policies and practices.	On or before June 30, 2023	Board members, chair, staff liaison	Online meeting software, ALA Connect, staff support

Activity #3 Assessment
How will success be measured?
We will measure success by having 75% or greater board participation in the selection policy review and tangible, documented recommendations for revisions to the existing RCL selection policy.



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	Professional Values
Charge/Tasks:	To provide support and guidance to the ACRL Board regarding the professional principles and values of academic and research librarians; to engage ACRL members in sustaining and enhancing efforts to promote the ethics, intellectual freedom, and other principles and values; to develop informational and training materials that educate librarians and the public about the nature of and issues involved in ethics and intellectual freedom; to develop standards, policies, and policy statements for ACRL and contribute to revisions of the ALA Code of Ethics, the Library Bill of Rights, and the Intellectual Freedom Manual; to work with the ALA Office of Intellectual Freedom, the ALA Intellectual Freedom Committee, and the ALA Committee on Professional Ethics to coordinate and advance ethics and intellectual freedom issues of interest to academic librarians and libraries; and to collaborate with the liaisons to the ALA Professional Ethics and Intellectual Freedom Committees who also serve as members of the Committee.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Lisa Broughman
Vice-Chair:	Winn Wasson
Board liaison:	Jacquelyn A. Bryant
Staff liaison:	David Free
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Marcela Yael Isuster
Vice-Chair:	Daniel Warren Cardwell
Board liaison:	Rebecca Miller Waltz
Staff liaison:	David Free
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Lisa Broughman	Date:	6/8/2022
Work plan submitted by:	Marcela Yael Isuster	Date:	

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

- 1) The committee partnered with the ACRL Value of Academic Libraries Committee to plan a webinar entitled *Ethical Engagement in Learning Analytics: Lessons Learned by Campus Colleagues*. The webinar will be hosted by ACRL in the summer of 2022. The full description follows:
Is your library considering, initiating, or already engaging with campus partners in institutional learning analytics efforts? Are you concerned about negotiating new territory for students, establishing new practices and policies, guiding data collection and analysis, and aligning learning analytics with your professional and personal ethics and values? In this webinar, sponsored jointly by ACRL's Value of Academic Libraries and Professional Values Committees, hear from a panel of higher education experts in learning analytics, data governance, data privacy, data security, and assessment. These panelists have addressed many of the questions libraries are currently grappling with and are now engaging in learning analytics and assessment with and on behalf of their students.
- 2) The committee reviewed the ACRL *Statement on Academic Freedom* and recommended the Board of Directors reaffirm the statement, without changes.

2. What were the relevant results for your projects?

- 1) In conjunction with the Value of Academic Libraries Committee, committee members planned a forthcoming webinar on data privacy, which we anticipate, will attract attendance from institutions of all sizes.
- 2) The committee members familiarized themselves with the current issues on academic freedom faced by academic libraries today, reviewed the existing ACRL *Statement on Academic Freedom* along with statements from ALA and the American Association of University Professors (AAUP). The committee determined the statement needed no revision and submitted a Board Action Form to the ACRL Board of Directors in which reaffirmation was recommended.

3. Which if any 2022–2023 projects will continue next year?

The *Ethical Engagement in Learning Analytics: Lessons Learned by Campus Colleagues* webinar will be hosted by ACRL in Summer 2022.

4. What worked well?

The committee met monthly to review progress on our two primary projects and to receive updates from the ALA Intellectual Freedom and Professional Ethics committees. We had great communication between committee members and the ACRL Board and Staff Liaisons.

5. What could have worked better?

As a committee chair, I think I would have found it useful to have a list of tasks that specifically fall under this committee's purview, which does not seem to be on the ACRL website or within Connect. For example, I did not know we were responsible for reviewing and updating the *ACRL Statement on Academic Freedom* every five years.

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

While the committee initially submitted *Ethical Engagement in Learning Analytics: Lessons Learned by Campus Colleagues* as a session proposal for ALA, some of the planners strongly preferred offering it as a free ACRL webinar instead in order to ensure equitable access for members who may not be able to afford attending the annual conference. Providing free, online access to professional programming throughout the year removes barriers to attendance.

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:

8. Was there information you could have been provided before starting this project that would have made your work easier?

Aside from not knowing the cyclical review of the *ACRL Statement on Academic Freedom* fell under the purview of this committee, I cannot think of anything else that would have helped to make our work easier. While it has taken a while to adjust to using Connect, having a centralized messaging/document storage system has proven to be useful, and the ACRL Board and Staff Liaisons are amazing. David and Jacquelyn helped tremendously when we went through the process of reviewing the Academic Freedom statement.

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

I was very happy with our progress during the year in which we reviewed committee projects from previous years' Work Plans that were put on a backburner during COVID, and decided which ones to eliminate (*Patriot Act Retrospective* and *Open Access Panel*) and which topics to move forward with (*Data Privacy*). The committee also tackled the work on the Academic Freedom statement when it was brought to our

attention. Most of all, I greatly enjoyed working with colleagues outside of my normal state/regional library associations.

10. Any other comments, recommendations, or suggestions?

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

The committee is very interested in looking at existing barriers to access to professional development and service opportunities due to cost, modality of delivery, etc. and it is planning to organize an event to discuss these issues with the broader college and research library community. Possible outcomes/impact will be measured through attendance and participation. Depending on the content of the discussion, the committee may draft a short report with suggestions to address the problem.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

The committee aims to connect with members through our activities for the upcoming year. Besides the discussion mentioned in the previous section, the committee intends to consult with the membership regarding their professional values as well as gaps in librarian training at both the MLS/MLIS level and as professional development. Because our work may include surveys we may need ACRL's support in disseminating them. We would also need ACRL's help to promote any live events organized by the committee.

3. Membership:

- a. How might the work of your committee support or provide value for members?

The environmental scan mentioned in the previous section is intended as the first step in setting the committee's priorities for the coming years. Doing this work will allow the committee to create programming and documentation that addressed the actual needs of ACRL's membership.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Environmental Scan
Brief Description:	Identify members' needs and interests regarding professional values as well as gaps in training at both the MLS/MLIS level and as professional development through the use of surveys, focus groups, curriculum reviews, etc.

Activity #1 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 YES	
multi-year project continuing past June 30, 2023. Expected completion date: <input type="text"/>	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	
New Roles and Changing Landscapes YES	
Core Commitment to Equity, Diversity & Inclusion YES	
Enabling Programs and Services (education, advocacy, publications, or member engagement) YES	

Provide a brief sentence connecting your project to the goal area and objective you selected:
This environmental scan will aid future committees in establishing priorities and creating programming that is responsive to the needs of the college and research libraries community as well as well as the challenges that new professional landscapes may bring.

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)
Create subcommittee	October 1 st 2022	Marcela Isuster	None

Design environmental scan methodology	December 31 st 2022	Daniel Cardwell (Lead)	None
Data gathering	April 1 st 2023		Communications support
Draft report	June 30 th 2023		None

Activity #1 Assessment	
How will success be measured?	
Membership participation Draft report	
2022–2023 Work Plan	

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	Barriers to access discussion or panel
Brief Description:	A panel or guided discussion on the how the financial cost and other requirements (time, travel, etc.) for professional development and/or service work can create inequities among college and research libraries staff.

Activity #2 Timeline	
How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year YES short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment	

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion YES

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

The financial cost and other requirements (time, travel, etc.) for participating in professional development and service opportunities create an exclusionary environment that is antithetical to the values and priorities of equity, diversity, and inclusion.

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)
Create subcommittee	October 1 st 2022	Marcela Isuster	None
Review the program content, confirm speakers, set a date	December 31 st 2022		None
Committee advertises then holds the event	June 30 th 2023		Webinar software and tech support

Activity #2 Assessment

How will success be measured?

Attendance
Participation

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3

Activity Name:	Support work of related committees
Brief Description:	The committee will be available to consult and provide support on issues raised by related committees such as Intellectual Freedom, Professional Ethics, etc.

Activity #3 Timeline	
How long will it take to do this project?	
continuous project assigned in charge YES project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement) YES
Provide a brief sentence connecting your project to the goal area and objective you selected:
Supporting related committees will allow them to provide better programs and services to the membership.

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)
Provide feedback and support to related committees	Upon request	Marcela Isuster	None

Activity #3 Assessment
How will success be measured?
Providing timely feedback and support when requested.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #4	
Activity Name:	Preparing for challenges learning event/resource
Brief Description:	How can college and research libraries prepare for collection/programming challenges? While usually hear about challenges in public libraries, the academic sector is not immune to them. This activity aims to support college and research libraries in preparing to face potential challenges to their collections/programming.

Activity #4 Timeline	
How long will it take to do this project?	
continuous project assigned in charge	
project that will be completed this membership year YES	
short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	

ACRL Plan for Excellence			
Check the best goal and indicate the objective.			
Value of Academic Libraries			
Student Learning YES			
Research and Scholarly Environment			
New Roles and Changing Landscapes			
Core Commitment to Equity, Diversity & Inclusion YES			
Enabling Programs and Services (education, advocacy, publications, or member engagement)			
Provide a brief sentence connecting your project to the goal area and objective you selected:			
Challenges hinder our commitment to EDI and intellectual freedom. Furthermore, they have a direct effect on the programs, services, and collections a library may offer, which affects student learning.			
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)
Create subcommittee	October 1 st 2022	Marcela Isuster	

Decide on delivery method	December 31 st 2022	Megan Oakleaf	
Deliver program or resource	June 30 th 2023		Communications, webinar support

Activity #4 Assessment			
How will success be measured?			
Attendance or interaction with the resources.			



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

Each year, ACRL [division-level committees](#) should complete a year-end report and work plan. 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. By **August 31, 2022**, the incoming chair should post the combined template with the 2021–2022 report and 2022–2023 work plan sections completed to ALA Connect. Projects included in a committee’s work plan will be implemented September 2022 through June 2023.

Committee Name & Charge	
Committee Name:	Research and Scholarly Environment
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.

2021–2022 Leadership (terms: July 1, 2021–November 30, 2021)	
Chair:	Thomas Padilla
Vice-Chair:	Sandra Aya Enimil
Board liaison:	Cinthy Ippoliti
Staff liaison:	Kara Malenfant and Erin Nevius
Other leaders:	Incoming Vice-Chair: Thomas Padilla

2021–2022 Leadership (terms: December 1, 2021–June 30, 2022)	
Chair:	Sandra Aya Enimil
Vice-Chair:	
Board liaison:	Cinthy Ippoliti
Staff liaison:	Kara Malenfant and Erin Nevius
Other leaders:	Incoming Vice-Chair: Jack Leong

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

Report & Work Plan Submission

Year-end report written by:	Sandra Aya Enimil	Date:	8/31/2022
Work plan submitted by:	Sandra Aya Enimil	Date:	8/31/2022

2021–2022 Year-end Report

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

1. What were the major projects/activities accomplished by your committee in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

- Ten [“Scholarly Communications” columns in C&RL News](#)
- Scholarly Communications Roadshow seminars moved online
 - Louisiana State University licensed and offered the Research Data Management Off-RoadShow, May 17-18, 2022.
- ReSec Committee met virtually in January 2022
- ReSec Committee met virtually and on Zoom for ALA Annual 2022
- ACRL/SPARC Forum for ALA Annual 2022 was postponed to a virtual program to be presented August 2022
- Scholarly Communications Discussion Group met at ALA Annual 2022
- Recruited editors and crafted a CFP for a 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.

2. What were the relevant results for your projects?

Work underway for C&RL special issue
 Updates planned for ACRL Scholarly Communication Toolkit
 All Roadshows will be virtual until travel can be safely resumed.

3. Which if any 2021–2022 projects will continue next year?

- Planning for special issue in C&RL 2023
- “Scholarly Communication” columns in *C&RL News*
- ACRL/SPARC Forums
- Roadshow oversight
- Scholarly Communication Discussion Group

4. What worked well?
Communication with ACRL staff and elected leadership.

Communication with ACRL staff, Kara Malenfant, Erin Nevius, and Elois Sharpe have always been helpful and pleasant. Kara and Erin have both been incredibly helpful during the transition in leadership and in letting me know how to move things forward.

5. What could have worked better?**Committee Members.**

The committee's size makes it difficult to manage. It seems only a small portion of the membership participates in meetings, which could be fine, but the persons who are most active also do most of the work. I second a previous recommendation that the Appointments Committee or ACRL staff make the volunteer form data of members available to committee leadership so that responsibilities can be delegated to people with interest in those programs and challenges.

Roadshow Management and Communication

I realize that communication has been challenging. As committee chair, I only know about updates to the Scholarly Communication Roadshow because I also serve as a member. I have no information or insight into the Research and Data Management Roadshow. I have never heard from Professional Development and Outreach about the roadshows. I second a prior recommendation for more clarity on whether communication should occur directly between committee chairs and Professional Development and Outreach, or whether the staff liaisons should be an intermediary.

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

Work commenced on 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.

7. Was there information you could have been provided before starting this project that would have made your work easier?

No. ACRL staff made the transition easy.

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

The fact that we get to benefit of many and broad perspectives.

9. Any other comments, recommendations, or suggestions?

There has been so much disruption due to the pandemic and budgetary issues. We know there is a desire to have broad reach and impact on the scholarly environment. It is a hope that ACRL will continue to be a light on many issues facing our community and will extend its reach to HBCUs, Tribal Colleges and Universities, Hispanic Serving Institutions and other institutions that support diverse and marginalized communities.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with five activities, it is not required to generate ideas for all five activities. Please only complete this form for the appropriate number of activities that work for your committee. If you need additional sheets, please contact your staff liaison.

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. Call for proposals for the issue distributed in August 2022. Proposals are due by October 3, 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?
project that will be completed next membership year

ACRL Plan for Excellence
Check the best goal and objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment X
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion X
Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:

Research and Scholarly Environment and Core Commitment to Equity, Diversity, and Inclusion, because both are both expressly discussed in the agenda and will be the focus of the submissions for the special issue.

Activity #1 Outline

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

Specific Action	Due Date	Party Responsible	
Announce open call for submissions, and specifically share with research grant recipients	Early August 2022	Issue Editors	
Submit brief proposals (750 words maximum) to issue editors	September 30, 2022	Prospective authors	
Select and notify authors	Mid-October 2022	Issue editors & peer reviewers	
Update C&RL editorial board on progress	Late-October 2022	Issue editors	
Submit good solid drafts (3-6,000 words, following C&RL author guidelines) to issue editors for developmental review.	January 9, 2023	Authors	
Share drafts with assigned developmental reviewers.	January 10, 2023	Issue Editors	
Provide feedback to authors.	March 3, 2023	Issue editors & developmental reviewers	
Submit revised drafts to issue editors.	May 15, 2023	Authors	
Submit final manuscripts to issue editors.	August 1, 2023	Authors	
Target date: Transmit final versions to ACRL staff for production	September 1, 2023	Issue Editors	
Special issue released online	01/01/24	C&RL	

Activity #1 Assessment	
How will success be measured?	
<ul style="list-style-type: none"> - Successful completion and release of special issue 	
2022–2023 Work Plan	

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with five activities, it is not required to generate ideas for all five activities. Please only complete this form for the appropriate number of activities that work for your committee. If you need additional sheets, please contact your staff liaison.

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	

<u>ACRL Plan for Excellence</u>	
Check the best goal and objective.	
Value of Academic Libraries	
Student Learning	
Research and Scholarly Environment X	
New Roles and Changing Landscapes	
Core Commitment to Equity, Diversity & Inclusion	
Enabling Programs and Services (education, advocacy, publications, or member engagement)	
Provide a brief sentence connecting your project to the goal area and objective you selected:	

This column addresses the broad-ranging research and scholarly environment directly through writing of guest authors who are either established experts or fresh voices and perspectives in the scholarly communications field.

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	Emily Ford, Allison Langham-Putrow, Shilpa Rele, and Tina Baich	Continued support from C&RL News staff

Activity #2 Assessment

How will success be measured?

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

2022–2022 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2022 program year. While the form is pre-populated with five activities, it is not required to generate ideas for all five activities. Please only complete this form for the appropriate number of activities that work for your committee. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3

Activity Name:	Research Data Management and Scholarly Communications Roadshow
Brief Description:	Both roadshows will likely continue in an online format that as appropriate.

Activity #3 Timeline

How long will it take to do this project?

continuous project assigned in charge

[ACRL Plan for Excellence](#)

Check the best goal and objective.

Value of Academic Libraries

Student Learning

Research and Scholarly Environment X

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Scholarly Communications and Research Data Management are both important central areas for open access, open data, and all things in the realm of the research and scholarly environment. These two roadshows are valuable in equipping ACRL institutions in these subject areas.

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)
Launch series for the Scholarly Communications roadshow	Fall 2022	Carla Myers	

Activity #3 Assessment

How will success be measured?

Success will be measured by transition to online offerings that result in registrations and attendance by the ACRL community.

Improved communication regarding Roadshows to the ReSec Committee.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with five activities, it is not required to generate ideas for all five activities. Please only complete this form for the appropriate number of activities that work for your committee. If you need additional sheets, please contact your staff liaison.

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

ACRL Plan for Excellence
Check the best goal and objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment X
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:
Crafts ACRL responses to issues around scholarly communications and the research and scholarly environment (copyright, open access, data, open education and scholarship). For example, ReSEC's rapid response team drafted comments (but ultimately choose not to submit) for an ACRL in response to a White House Office of Science and Technology Policy request for information on Federal Scientific Integrity Policy Framework in April 2022

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	Erin Nevius and Cinthya Ippoliti keeping us up to date on what is needed by ACRL

Activity #4 Assessment
How will success be measured?
<p>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.</p>
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with five activities, it is not required to generate ideas for all five activities. Please only complete this form for the appropriate number of activities that work for your committee. If you need additional sheets, please contact your staff liaison.

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

<u>ACRL Plan for Excellence</u>
Check the best goal and objective.

Value of Academic Libraries**Student Learning****Research and Scholarly Environment X****New Roles and Changing Landscapes****Core Commitment to Equity, Diversity & Inclusion****Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Provide a brief sentence connecting your project to the goal area and objective you selected:

The toolkit went through a revision last year, so this year is a simple update for Open Access Week 2022.

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	10/14/2022	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.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 program year. While the form is pre-populated with five activities, it is not required to generate ideas for all five activities. Please only complete this form for the appropriate number of activities that work for your committee. If you need additional sheets, please contact your staff liaison.

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

ACRL Plan for Excellence
Check the best goal and objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment X
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:
ReSEC works closely with SPARC to host an ACRL/SPARC Forum on timely subjects in the scholarly ecosystem such as big deal cancellations, collective reinvestment in open infrastructure, and diversity, equity, and inclusion in scholarly communication.

Activity #6 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: Emerging "Inclusive Access" Programs and	8/4/2022	Jennifer Chan Ashley Sergiadis	Outreach, registration, hosting

Their Implications for Course Material Affordability			
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Activity #6 Assessment**How will success be measured?**

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

<https://sparcopen.org/event/acrl-sparc-forum-emerging-inclusive-access-programs-and-their-implications/>



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	Research Planning and Review Committee
Charge/Tasks:	Responsible for creating and updating a biennial environmental scan for the association that encompasses trends in academic librarianship, higher education, and the broader environment, e.g., economic, demographic, political, for release at the ACRL conference. Identifies the "ACRL Top Trends" for release every two years in non-ACRL conference years.

2020–2021 Leadership (terms: July 1, 2020–June 30, 2021)	
Chair:	Alex McAllister
Vice-Chair:	Michael Flierl
Board liaison:	Toni Anaya
Staff liaison:	Mary Jane Petrowski
Other leaders:	

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Michael Flierl
Vice-Chair:	Brian Quigley
Board liaison:	Toni Anaya
Staff liaison:	Mary Jane Petrowski
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Alex McAllister	Date:	8/30/2022
Work plan submitted by:	Michael Flierl	Date:	8/30/2022

2021–2022 Year-end Report

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 in the 2020–2021 membership year (July 1, 2020 to June 30, 2021)?

We researched and wrote the Top Trends article, published in the June issue of C&RL News.

2. What were the relevant results for your projects?

The Top Trends article was published on time and included in-depth COVID-19 research. As of mid-August the trends report had the following “Article Views” on the [C&RL News website](#):

June: 4,544

July: 1,805

August: 391

3. Which if any 2020–2021 projects will continue next year?

None

4. What worked well?

We used Google Drive/Docs to keep ourselves organized and to streamline the editing process. Although we had a few minor inconveniences having to export and edit the last few drafts in Word (mostly when trying to resync citations, see below), it remains the best and most widely used option for us to collaboratively write.

This year we waited until the final draft to sync the citations from the Zotero folder. This reduced the amount of editing and errors on our end with various document versions getting passed back and forth. We offered individual assistance for those who were not as familiar with Zotero, but did insist that its use was mandatory for committee service.

5. What could have worked better?

N/A

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

Themes of inclusivity, diversity, equity, and accessibility are found throughout the trends report. Critical aspects of contemporary academic library discourse were also discussed in the report—attempting to highlight where and how important EDI issues are currently being discussed in LIS literature.

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:

N/A

8. Was there information you could have been provided before starting this project that would have made your work easier?

N/A

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

The committee members are thoughtful and bring interesting and different perspectives on library work . It is gratifying to hear that people read and value the article. Michael was a great partner and I have no doubt that he will be an excellent chair next year.

10. Any other comments, recommendations, or suggestions?

The trends report is highly viewed online. There may be opportunities for the committee to host an engaging online event with ACRL members to discuss how the committee went about this work, why we chose the topics we did, and how we, as a profession, may move forward in these important areas.

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past year has brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. For the next 1-2 years, the ACRL Board has set priorities in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

Our committee will continue to have EDI discussions related to the 2023 Environmental Scan as it intends to identify key aspects of higher education—of which EDI issues continue to be exceptionally important and noteworthy. We also plan on having discussions about what counts as a scholarly source to cite in such reporting. There are legitimate concerns that in overly-limiting what counts as ‘scholarly’ leaves out important research/methods that are legitimate and further dialogue and insight into higher education.

Seeking a greater diversity of scholarly voices and methods would be one way to measure whether we are effectively modelling actively seeking out scholarly work that is important but may have previously been viewed with suspicion. Citation of the Scan in more diverse publications or in new ways could also serve as evidence of greater impact in EDI.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

Committee members are generally engaged as everyone is required to lead drafting one section of the Scan as well as review other sections. Having a discrete task for individual member drives a high level of engagement.

To feel more connected to others—the Chair and Co-Chair attempt to be as transparent in the writing process by using a shared digital space for all committee work (google drive), and in viewing the writing process as a collaborative endeavor where everyone has an opportunity to meaningfully contribute.

One way to possibly improve communication and engagement would be to provide more opportunities for the committee to discuss the annual reporting at online presentations, conferences, etc. Raising the profile of the committee's publications may help committee members improve their scholarly reputation. This would make for a more engaging environment for members.

3. Membership:

- a. How might the work of your committee support or provide value for members?

The committee highlights important trends in LIS and higher education. In doing so it provides insight for academic librarians, library staff, academic support staff, and library administrators to consider in both day-to-day operations as well as in medium- and long-term planning. Understanding where trends and research are heading—and most importantly providing evidence for such trends—helps ACRL members understand what trends may be important for their work, where to investigate such trends more thoroughly, and why they may be impactful to their work. For example, the environmental scan will be shared with the ACRL Academic Library Trends and Statistics Survey Editorial Board and the ACRL/Core Facilities Survey Editorial Board to promote awareness of trends that might be the focus of special topic surveys.

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	2023 Environmental Scan
Brief Description:	Research and write an environmental scan of professional literature, news, and other information that presents trends in academic librarianship, higher education, and the broader socio-cultural environment, e.g., economic, demographic, political.

Activity #1 Timeline	
How long will it take to do this project?	
	continuous project assigned in charge
X	short-term project that will be completed this membership year
	multi-year project continuing past June 30, 2021. Expected completion date: <input type="text"/>

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
	Value of Academic Libraries
	Student Learning
	Research and Scholarly Environment
X	New Roles and Changing Landscapes
	Core Commitment to Equity, Diversity & Inclusion
	Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:	
The Environmental Scan will identify trends in higher education that affect library budgets, clientele and services, as well as librarians' relationships and roles within their institutions. This report will facilitate librarian preparedness for the changing higher education climate—situating academic libraries in a broader educational, societal, and cultural context. An extensive bibliography of references will be included.	

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)
Committee meets to discuss project and work plan, including committee expectations, norms, and tools needed for the project (e.g. Zotero, Google Docs)	July 2022	All members; chair and vice-chair set meeting.	For this and all other actions: Zoom, Google Docs, and Zotero.
Review past Scans, Top Trends, and other relevant documents Brainstorm and discuss topics for inclusion; begin assigning sections for members to write	August 2022	All members	
Finalize section assignments / Progress check-in	September 2022	All members	
Progress check-ins (as needed)	October, November 2022	All members	
Draft sections due to chair & vice-chair	December 1, 2022	All members	
Final draft of sections due to chair & vice-chair	January 9, 2023	All members	

Compile and edit Environmental Scan; begin planning for presentation at ACRL 2021 based on conference format	January 2023	Chair & Vice-Chair; all members.	
Compiled Scan submitted to ACRL Board for review	February 1 2023	Chair, ACRL Board	
Revise Scan based on Board feedback; finalize plan for presentation	Feb 15-22, 2023	All members	
Final draft to ACRL Board	Feb 22, 2023	Chair	
Present Environmental Scan at ACRL 2021	March 15-18, 2023	Committee Members	

Activity #1 Assessment

How will success be measured?

The project will be successful if all content is generated on time, if members use the required tools, and if the chair and co-chair do not have to recreate citations. Overall success will be determined by publication of an article and how much it is read.

2021–2022 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2021–2022 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2

Activity Name:

Brief Description:

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Activity #2 Timeline	
How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2022. Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:

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)



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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	ACRL Standards Committee
Charge/Tasks:	<p>Charge/Tasks: Responsible for overseeing the development of standards and guidelines adopted and promoted by the Association.</p> <p>Tasks:</p> <ul style="list-style-type: none"> • Monitors existing ACRL standards and guidelines and recommends revision or recession when appropriate to the ACRL Board. • Recommends new standards or guidelines as needed. • Assists units of ACRL in developing standards and guidelines. • Maintains a manual of policies and procedures related to the development of standards within ACRL. • Recommends to the ACRL Board the acceptability of proposed standards, guidelines, and related documents. • Guides and monitors the solicitation of member comment on ACRL standards and guidelines through email distribution lists (listservs) before they are recommended to the ACRL Board. • Holds or delegates the holding of open hearings on ACRL standards when this option for gathering member comments is employed. • Recommends to the ACRL Board the acceptability of proposed translations of standards, guidelines, and related documents into languages other than English.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Elizabeth Burns
Vice-Chair:	Amy Dye-Reeves
Board liaison:	April Cunningham
Staff liaison:	David Free
Other leaders:	

2022–2023 Leadership (terms: July 1, 2022–June 30, 2023)	
Chair:	Amy Dye-Reeves

Vice-Chair:	Ben Hunter
Board liaison:	Cinthya Ippoliti
Staff liaison:	David Free
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Elizabeth Burns	Date:	June 15, 2022
Work plan submitted by:	Amy Dye-Reeves	Date:	August 31, 2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

Reviewed the following standards and guidelines:

- Sociology Companion Document to the ACRL Framework for Information Literacy
- Research Competencies in Writing and Literature Companion Document to the ACRL Framework for Information Literacy
- The Framework for Visual Literacy in Higher Education
- Framework for Information Literacy in Journalism for Higher Education
- Framework for Cultural Proficiencies for Racial Equity
- Framework for Information Literacy in Science, Technology, Engineering and Mathematics for Higher Education

Request for the Board to rescind the 2012 ACRL Diversity Standards, since those are supplanted by the new Framework for Cultural Proficiencies for Racial Equity

2. What were the relevant results for your projects?

The following standards and guidelines were reviewed and approved by the ACRL Board:

- Sociology Companion Document to the ACRL Framework for Information Literacy
- Research Competencies in Writing and Literature Companion Document to the ACRL Framework for Information Literacy
- The Framework for Visual Literacy in Higher Education
- Framework for Information Literacy in Journalism for Higher Education
- Framework for Cultural Proficiencies for Racial Equity

The 2012 ACRL Diversity Standards were rescinded and replaced by the new Framework for Cultural Proficiencies for Racial Equity

3. Which if any 2022–2023 projects will continue next year?

The Framework for Information Literacy in Science, Technology, Engineering and Mathematics for Higher Education was voted on and will be submitted to the board.

4. What worked well?

Meeting virtually and working via email and ALA Connect worked well. Our staff liaison, David Free, was amazing and very knowledgeable and helpful.

5. What could have worked better?

N/A

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

Documents continue to emphasize a focus on Diversity, Equity and Inclusion. Committee members serve as liaisons to development groups. By the time this committee receives documents, content is largely developed. This committee focuses on process and procedure.

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

N/A

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

- Name:
- Email:

8. Was there information you could have been provided before starting this project that would have made your work easier?

N/A

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

Overall, it is very rewarding to have the hard work of many people who write these standards and guidelines make its way through the process and get approved by the ACRL Board. It is important to see the updates of many important documents.

10. Any other comments, recommendations, or suggestions?

N/A

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

a) The group will develop and maintain conversations based on needs that would arise within other standing committees to help propel their overall mission and objectives.

b) The outcomes and impacts would be determined from the ACRL groups that create and maintain the origins of the standards.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

- a) Members are assigned as liaisons to work with specific document review teams.
- b) Liaison members will provide assistance on policy and procedure for standards format and feedback opportunities.
- c) All committee members are provided the opportunity to give feedback during standards review periods. This is the most appropriate time for member input on standards documents.

3. Membership:

- a. How might the work of your committee support or provide value for members?

- a) The membership of the committee supports the overall growth and continuation of standards outlined within ACRL. The committee will provide valuable insight to the standards overall. The committee members will correspond via email, Zoom, and ALA Connect with any questions or concerns about the process for acceptations, revisions, and resending documents.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #1	
Activity Name:	Managing ongoing revision of the information literacy standards and guidelines
Brief Description:	Continue working with the Information Literacy Framework and Standards Committee to have outdated information literacy documents revised and updated considering the Framework for Information Literacy.

Activity #1 Timeline	
How long will it take to do this project?	
<input checked="" type="checkbox"/> continuous project assigned in charge short-term project that will be completed this membership year multi-year project continuing past June 30, 2023. Expected completion date: <input type="text"/>	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
<input checked="" type="checkbox"/> Student Learning
Research and Scholarly Environment
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:
This project continues the process of updating information literacy-related documents that support student learning to align with the Framework for Information Literacy.

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)
Continue to work with Information Literacy Standards and Framework Committee to move IL standards that are past due for revision after the adoption of the	Ongoing	Amy Dye-Reeves (Standards Chair) Sammy Johnson II (Chair-Information Literacy Frameworks and Standards Committee)	

Framework for IL through the development and approval process.			

Activity #1 Assessment
How will success be measured?
Success will be measured through updating the current outdated IL documentation.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #2	
Activity Name:	Manage ongoing standards, guidelines, and frameworks processes for new and revised documents.
Brief Description:	Manage ongoing work on all standards, guidelines, and frameworks that are under the five-year cycle for review and revision. Work with groups developing new documents to move them through the process

Activity #2 Timeline
How long will it take to do this project?
<input checked="" type="checkbox"/> continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:

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

✓ **Value of Academic Libraries**

✓ **Student Learning**

✓ **Research and Scholarly Environment**

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

The connected work to the selected goal areas within the ACRL Standards, Guidelines, and Framework committee to provide resources to support the work of the profession to outline within the ACRL Plan for Excellence.

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)
Selection and Transfer from General Collections to Special Collections, Guidelines on the	Ongoing		
Distance Learning Library Services, Standards for	Ongoing		
Proficiencies for Assessment Librarians and Coordinators	Ongoing		
Competencies for Special Collections Professionals, Guidelines	Ongoing		
Roles and Strengths of Teaching Librarians	Ongoing		

Proficiencies for Instruction Librarians and Coordinators, Standards for	Ongoing		
Guidelines for Recruiting Academic Librarians	Ongoing		
Curriculum Materials Centers, Guidelines for	Ongoing		
Standardized Statistical Measures and Metrics for Public Services in Archival Repositories and Special Collection Libraries	Ongoing		
Libraries in Higher Education, Standards for	Ongoing		
Faculty Status of College and University Librarians, Joint Statement on	Ongoing		
Terminal Professional Degree for Academic Librarians, Statement on the	Ongoing		
Certification and Licensing of Academic Librarians, Statement on	Ongoing		
Academic Librarians without Faculty Status, Standards for	Ongoing		
Faculty Status for Academic Librarians, Standards for	Ongoing		
Appointment, Promotion, and Tenure of Academic Librarians, A Guideline for	Ongoing		
Media Resources in Academic Libraries, Guidelines for	Ongoing		

Activity #2 Assessment
How will success be measured?
Success will be measured through the standards committee and specific members within the proposed standards for approval within the ACRL Board of Directors.



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

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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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	ACRL Student Learning and 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.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Meg Meiman
Vice-Chair:	Melissa Mallon
Board liaison:	Toni Anaya
Staff liaison:	Mary Jane Petrowski
Other leaders:	

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
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Meg Meiman	Date:	August 31, 2022
Work plan submitted by:	Melissa Mallon & Amanda Folk	Date:	August 31, 2022

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

SLILC had three core project teams this year, with a fourth team that maintained cohesion through leading the work plan:

- **Open Educational Practices/Professional Development (OEPD) Team** led by Mou Chakraborty and Jennifer Shimada
- **Publications Team** led by Maura Seale
- **Engagement Team** led by Andrea Baer and Amanda Folk
- **Leadership Team** led by Meg Meiman and Melissa Mallon

2. What were the relevant results for your projects?

OEP/PD Team

- The OEP/PD Team organized and hosted a webinar in May titled [Success and Struggles within OER and DEI](#). The program had 331 registrants and 134 attendees. As in the previous two years, attendance at our online program was higher than it ever has been for our in-person sessions, and the webinar format will likely become a permanent mode for future programming.

Publications Team

- The Publications Team worked with authors to finalize drafts of chapters for the book *Exploring Inclusive & Equitable Pedagogies: Creating Space for All Learners*. The book will be forthcoming later in 2022 (fingers crossed). http://bit.ly/CFP_ACRLinclusivepedbook
- In April 2022 the ACRL IS Inclusive Pedagogy Committee recently hosted a webinar that featured a few of the editors, including SLILC members Jane Nichols and Maura Seale, as well as chapter authors of the Inclusive & Equitable Pedagogies book: <https://www.youtube.com/watch?v=HVw1KPjHh0s>
- From last year's call for proposals, the Publications Team worked with authors and reviewed their submitted manuscripts for the *C&RL News* column, "Perspectives on the Framework." For 2022-23, five columns have been published in accordance with this SLILC workplan. The July/August 2021 issue contained "[You can improve: Using the Framework in How to Read workshops](#)." The October 2021 issue contained "[Valuing the everyday: Using experiential scenarios to evaluate information](#)." The December 2021 issue contained "[Authority is constructed and contextual: Empowering students to navigate privilege in academic publishing](#)." The April 2022 issue contained "[Crowdsourced pedagogy: Editing Wikipedia and the Framework for Information Literacy for Higher Education](#)." The June 2022 issue contained "[One step at a time: Integrating the Companion Document to the ACRL Framework for Information Literacy for Higher Education: Social Work into an existing instruction program](#)."

- The Publications Team’s CFP in the spring of 2022 received an outstanding response; submissions for “Perspectives on the Framework” are now lined up through **October 2023**.

Engagement Team

- The Engagement Team worked closely with the OEP/PD team to promote the ‘Success and Struggles’ program.
- Related to the first point, the Engagement Team also created a document for promoting SLILC events and programs, which includes a tracking spreadsheet to track and coordinate outreach efforts and to record where programs and projects have been announced.
- 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 three whole committee-wide meetings: orientation, mid-winter, and annual.
- 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 in the fall of 2021 and in early June 2022.

3. Which if any 2021–2022 projects will continue next year?

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/inclusive/antiracist pedagogy.
- Maintain publication of the *C&RL* “Perspectives on the Framework” column.
- At SLILC’s June 2022 committee-wide meeting, members expressed a desire to collaborate in a more coordinated fashion with other ACRL committees, such as the Equity, Diversity, & Inclusion Committee and the Digital Scholarship Section, to co-host programs and to mitigate any EDI work that may be happening in isolation at ACRL.

4. What worked well?

- The matrix structure of the project teams continued to help SLILC execute the work plan.
- The engaged and talented team leads are incredible colleagues and leaders in their own right.
- The work plan’s flexibility provided us ample opportunities to reassess our bandwidth.

5. What could have worked better?

- Committee members have, understandably, continued to be stretched thin by the global pandemic during this entire year. Even with a scaled-back work plan (compared with the previous year), members of SLILC reported that they were at capacity in terms of taking on new projects.
- Given this, I [Meg Meiman] and Vice-Chair Melissa Mallon decided to: (1) keep SLILC’s programming led by our OEP/PD Team manageable for 2021-2022; (2) work with the Engagement Team to keep their work well-scoped; and (3) work with the Publications Team to keep their work as manageable

as possible, primarily by having them focus on the forthcoming book with ACRL, and to support them in their work on the *C&RL* column “Perspectives on the Framework.”

6. 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.

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: Meg Meiman
- Email: meg.meiman@gmail.com

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

8. Was there information you could have been provided before starting this work that would have made your work easier?

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

In a word, people. Vice-Chair Melissa Mallon and everyone—and I do mean *everyone*—on SLILC put forth an immense amount of energy and effort this year to keep the work of our committee going. Additionally, the leadership of previous SLILC Chairs laid the groundwork for our current group’s success: these leaders include Alex Hodges, Nicole Brown, Liz Galoozis and Elizabeth Berman, among others.

10. Any other comments, recommendations, or suggestions for ACRL?

[from Meg Meiman:] In the 2021 Midwinter report submitted by Past Chair Alex Hodges, he recommended an approach of “less is more” for ACRL’s future, specifically with regard to reporting and intensive details that the work plan requires. I am grateful for the changes the Association has made over the past year, such as shifting Board meetings to a completely online format, and eliminating some written reporting requirements. I would underscore Alex’s recommendations to ACRL to continue simplifying their strategies and better supporting virtual meetings/conferences.

As mentioned at the June 2022 ACRL Board meeting, I/we would also recommend the Association provides more opportunities for ACRL committees to collaborate with each other—particularly on programming—not only in order to avoid duplication, but also to ensure our work is sustainable for us as ACRL committee

members. In June 2021, Alex noted in SLILC's final report that "the pandemic, racial injustices...and trials of higher education/economy have affected the energy and motivation of SLILC members, who are all reeling in their full-time roles to manage the massive changes that began in March 2020." In many ways, this state of affairs seems even more true now than it did last year, and for this reason, we would recommend the Association provide greater opportunities for cross-committee collaboration.

2022–2023 Work Plan

New in summer 2021. The [ACRL strategic plan](#) is revisited every year, but the past year has brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. For the next 1-2 years, the ACRL Board has set priorities in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

- We will continue to endeavor to develop programming and publications that center on equity, diversity, and inclusion as values and practices for teaching librarians.
- Determining outcomes and impact is still being developed and will require further conversations among our teams, once they have been formed. Examples might include number of participants in online discussion forums and/or number of publications published in collaboration with ACRL Publishing, showing the reach of the committee's work.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

- We are still forming Committee work teams, but we aim to focus on smaller groups that allow members to be actively engaged in the work of the Committee.
- We will also look for ways to connect with members and non-members outside of SLILC through cross-division partnerships and collaborations.
- Ways of improving communication and engagement will require further conversations among our teams, once they are formed.

3. Membership:

- a. How might the work of your committee support or provide value for members?

- We will continue to develop publications and provide online programming for members and prospective members alike, to support them in their pedagogical needs (particularly related to open and inclusive pedagogies) and foster ideas for engaging students.
- We would like to create opportunities for members to guide and engage in the work of SLILC, thus increasing the benefit and visibility of the committee to members across ACRL.

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

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 #1 Timeline	
How long will it take to do this project?	
<div>continuous project assigned in charge</div> <div>short-term project that will be completed this membership year</div> <div>multi-year project continuing past June 30, 2021. Expected completion date: <input type="text"/></div>	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning Advance equitable and inclusive pedagogical practices and environments for libraries to support student learning. Also: 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
New Roles and Changing Landscapes
Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)

Provide a brief sentence connecting your project to the goal area and objective you selected:

Relevant and timely publications work toward the overarching SLILC goal to advance equitable and inclusive pedagogical practices and environments for libraries to support student learning.

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)
Solicit new authors and edit content for bimonthly "Perspectives on the Framework" <i>C&RL News</i> column. For 2022-2023, the team will continue including columns that have an EDI focus.	September 2022 (solicit new columns); ongoing	Publications Team	
Work with the Engagement team to assess the reach and readership of the "Perspectives on the Framework" <i>C&RL News</i> column and its topics.	May 2023	Publications Team; Engagement Team	David Free (dfree@ala.org)
Propose and (if accepted) write an essay for ACRL's <i>Keeping Up With</i> series, focusing on a topic related to inclusive and open pedagogies. We anticipate cross-team collaboration within SLILC for this.	February 2023	Publications Team Engagement Team, PD Team	
Finalize the Board-accepted edited volume on inclusive pedagogy (currently in editing phase)	June 2023	Publications Team / book editors	Melissa Mallon (SLILC chair) and SLILC members Maura Seale and Jane Nichols are book editors.

Activity #1 Assessment**How will success be measured?**

SLILC will solicit and edit monthly "Perspectives on the Framework" column for *C&RL News* and work with David Free to assess analytics on readership of the column; continue work on the Board-accepted edited

volume on inclusive pedagogy, and produce at least one “Keeping up With” column.

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2021–2022 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. If you need additional sheets, please contact your staff liaison.

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 #2 Timeline	
How long will it take to do this project?	
continuous project assigned in charge	
project that will be completed this membership year	
short-term priority or multi-year project continuing past June 30, 2022.Expected completion date:	

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries
Student Learning Advance equitable and inclusive pedagogical practices and environments for libraries to support student learning. Additionally, collaborate with internal and external partners to expand understanding of the impact of information literacy on student learning.
Research and Scholarly Environment

New Roles and Changing Landscapes**Core Commitment to Equity, Diversity & Inclusion****Enabling Programs and Services (education, advocacy, publications, or member engagement)**

Provide a brief sentence connecting your project to the goal area and objective you selected:

Engaging our communities furthers SLILC's goal and involves close collaboration with partners.

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)
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	
Work with the Publication Team to assess the reach and readership of the "Perspectives on the Framework" <i>C&RL News</i> column and its topics.	May 2023	Publications Team; Engagement Team	David Free (dfree@ala.org)
Use the SLILC website to advertise PD sessions, Perspectives on Framework columns, and other SLILC work, in order to further highlight and promote the work of the committee. Communicate and share stories; post SLILC events, work, and programs to various discussion lists and share with ACRL social media accounts.	ongoing	Engagement Team, with Publications Team & PD Team	

Monitor virtual attendance for SLILC-sponsored online program(s) and make recommendations for content and online participation	ongoing	Engagement Team, PD Team	
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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.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3	
Activity Name:	SLILC Professional Development (PD) Team
Brief Description:	Plan one SLILC conference program for 2022-2023 (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 #3 Timeline
How long will it take to do this project?
continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2022. Expected completion date:

ACRL Plan for Excellence
Check the best goal and indicate the objective.
Value of Academic Libraries

Student Learning

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

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**New Roles and Changing Landscapes****Core Commitment to Equity, Diversity & Inclusion****Enabling Programs and Services (education, advocacy, publications, or member engagement)****Provide a brief sentence connecting your project to the goal area and objective you selected:**

SLILC's PD efforts are a core mechanism to empower libraries to build information literacy programs that are equitable, inclusive, and responsive. By leveraging previous OER work and other EDI efforts to lay the foundation for open educational practices, the team will connect the overarching SLILC goal to advance equitable and inclusive pedagogical practices and environments for libraries to support student learning.

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)
Plan one SLILC online conference program scheduled for to coincide with either LibLearn X or Annual Conference	December 2022 and/or June 2023	PD team	
Investigate opportunities for creating an OER for teaching librarians on an aspect of integrating inclusive & open pedagogies that can be used by ACRL members and non-members. (could be in conjunction with the above action item)	Spring 2023	PD Team, Publications Team, with support from the Engagement 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 the 2021 trends survey summary data which shows which activities libraries are collecting data about and make recommendations as to whether adding these data points to the survey makes sense.	May 2023	Leadership (Chair & Vice-Chair); Engagement Team	ACRL Academic Library Trends and Statistics Survey Ed Board (SLILC vice-chair Amanda Folk is on the board and can help make connections)

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, 2022**, 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 2022 through June 2023.

Committee Name & Charge	
Committee Name:	Value of Academic Libraries
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 in developing the ACRL Value website; and monitor and assess the effectiveness of the Value Initiative.

2021–2022 Leadership (terms: July 1, 2021–June 30, 2022)	
Chair:	Rebecca Croxton
Vice-Chair:	Jung Mi Scoulas
Board liaison:	Jessica Brangiel
Staff liaison:	Kara Malenfant
Other leaders:	Subcommittee leads: Monika Chavez, Joe Pirillo, Lauren Holmes, Becky Croxton

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:	ExOfficio Members: Andrea Falcone (Standards Roadshow) & Brandy Whitlock (Assessment in Action Roadshow) Subcommittee leads: Monika Chavez, Becky Croxton, Polly Boruff-Jones, Holt Zaugg JoAnn Murphy

Report & Work Plan Submission			
Year-end report written by:	Rebecca Croxton	Date:	7/29/22
Work plan submitted by:	Jung Mi Scoulas	Date:	8/31/22

2021–2022 Year-end Report

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 in the 2021–2022 membership year (July 1, 2021 to June 30, 2022)?

1. Published 3 VAL Equity & Social Justice Spotlights in ACRL Insider,
2. Hosted and/or organized 5 webinars/virtual presentations (2 related to COVID-19, 1 panel session featuring speakers who were highlighted in our EDI & SJ Spotlight Series- 265 registrants), 1 related to Ethical Engagement in Learning Analytics (session held in July 2022, 189 registrants), and 1 specifically for VAL committee members with a guest speaker from EAB's Moonshot for Equity Program related to learning analytics),
3. Published 1 report related to libraries and COVID-19,
4. Was a featured interviewee in a Library Journal whitepaper,
5. Maintained and continued to build-out the Library Learning Analytics Toolkit,
6. Worked with ACRL staff to create a template and identify content for a newly refreshed VAL website that was launched July 22, 2022,
7. Began drafting a Communications/Marketing Plan to clarify the "definition," role, and importance of VAL-related work,
8. Initiated efforts to update the Proficiencies for Assessment Librarians & Coordinators to ensure social justice, accessibility, diversity, equity, and inclusion are centered in library assessment work,
9. Submitted 10 conference proposals (8 accepted; 2 pending) related to VAL initiatives, goals, and objectives,
10. Began work on a Library Advocacy Toolkit in response to current and pressing needs faced by today's academic libraries in collaboration with the New Roles & Changing Landscapes Committee.

2. What were the relevant results for your projects?

We do not have data related to attendance of views for events and tools listed above. However, a focus of much of our work this year was to communicate, educate, and advance understanding about and research related to library value and library analytics work. The acceptance of 8 proposals with 2 additional pending for major library and assessment conferences including the 2022 IUPUI Assessment Institute (4 presentations), 2022 ARL Library Assessment Conference (2 presentations; 2 workshops), and ACRL 2023 (pending - 1 workshop, 1 panel) is a testament to the work of this group in advancing these initiatives. In addition, Becky Croxton, VAL chair, was featured in an interview in a whitepaper published by Library Journal, "Analytics Play a Key Role in Campus Operations," which suggests that an awareness and interest is building throughout higher education and academic libraries about the value that libraries play in student learning. (Download @ <https://www.libraryjournal.com/story/analytics-play-a-key-role-in-campus-library-operations-lj220426>)

3. Which if any 2022–2023 projects will continue next year?

I recommend that VAL continue:

1. Adding to the EDI & SJ Spotlight series on ACRL Insider,
2. Updating and promoting the Learning Analytics Toolkit,
3. Providing oversight for the VAL web presence and ensuring that relevant content continues to be added to the VAL website,
4. Completing and implementing the VAL communications/marketing plan to clarify the "definition," role, and importance of VAL-related work,
5. Leading the initiative to update the Proficiencies for Assessment Librarians and Coordinators, with a goal of having ACRL Board approval in place by the end of 2022-2023; Launch a dissemination/awareness campaign about the updated proficiencies,
6. Completing and marketing the Library Advocacy Toolkit,
7. Working on issues related to library value in response to COVID-19, focusing on the hybrid learning and work environments that have emerged from COVID-19, and
8. Identifying channels and opportunities for communicating, educating, and advance understanding about and research related to library value and library analytics work.

4. What worked well?

We had highly engaged membership overall. To help facilitate this engagement and maintain momentum on our initiatives, we:

1. Met monthly as a committee, which created a group identity.
2. Maintained five subcommittees (1. VAL Resource Oversight, 2. Learning Analytics/Privacy, 3. Value of Libraries during COVID-19 Disruption, 4. Communications Strategy, and 5. EDI & SJ) that met monthly. This not only helped advance the work of VAL initiatives, but also helped subcommittee members develop a further sense of belonging and community among colleagues with similar interests. We invited members who had been engaged in previous years to serve as subcommittee leads, and they met and/or communicated regularly with their subcommittees.

We also had tremendous support from our ACRL staff liaison, Kara Malenfant.

5. What could have worked better?

I don't think there was much that could have gone better this year except, perhaps, to gather / track enrollment about and attendance at our sponsored webinars. It may also be helpful to find a way to track engagement with our online resources (e.g., VAL website views, learning analytics views).

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

With the Spotlight series on ACRL Insider and the related ACRL Online Discussion on 4/8/22, *Beyond Words: Initiating, Implementing and Sustaining Change* (<https://youtu.be/-GTXKhzyjls>) (265 registrants), we highlight our colleagues who are doing EDISJ work in the profession, as well as providing examples of how EDISJ can be incorporated into the practice of academic librarianship.

The initiative we are leading to update the Proficiencies for Assessment Librarians and Coordinators further demonstrates our commitment to equity, diversity, and inclusion, as this work is being undertaken to ensure social justice, equity, diversity, inclusion, and accessibility are centered in library assessment work.

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:**

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 VAL committee continued this dialogue with a panel of spotlighted professionals via the 4/8/22 ACRL Online Discussion, *Beyond Words: Initiating, Implementing and Sustaining Change* (<https://youtu.be/-GTXKhzYjls>).

VAL Contacts regarding this work:

Jung Mi Scoulas: jscoul2@uic.edu (new VAL chair)

Monika Chavez: mchavez208@mtsac.edu (new VAL vice chair and was the EDI & SJ Subcommittee lead)

8. Was there information you could have been provided before starting this project that would have made your work easier?

Honestly, Kara Malenfant, our ACRL staff liaison made everything very easy for us. She provided us with relevant reminders and just-in-time guidance and problem-solving support. Perhaps one thing that might be useful for future leaders is to provide clearer guidance on what, how much, the preferred medium (e.g., written report, presentation slides, oral only), and when to expect to share updates with the ACRL Board at their January, April, and June meetings. I never knew quite what was expected and the depth of reporting, etc. that was necessary.

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

For me, the most rewarding part of this work is the community that we created of colleagues from across the country this year and the commitment we had to moving the work of the committee forward. The members of the VAL committee worked really hard, and the accomplishments are the result of their hard work and expertise. I also appreciated the affirmations received from ACRL staff and board leaders in response to our reports! That helped us feel confident we were doing the "right sorts of things" and moving forward in meaningful ways.

10. Any other comments, recommendations, or suggestions?

I would love for ACRL and VAL to consider having a couple of MLIS graduate student representatives who are still in library school. This would help us understand their perspectives of upcoming professionals who are passionate about or are thinking about working in these arenas.

2022–2023 Work Plan

The [ACRL strategic plan](#) is revisited every year, but the past recent years have brought about significant changes in higher education, academic libraries, and ALA that necessitate identifying and drafting short-term priorities. Beginning in summer 2021, the ACRL Board has set priorities for two years in three areas: Equity, Diversity, and Inclusion; Communication and Engagement; and Membership. **In general, how do you see your group's work in the coming year (activities described below) connecting with these three priority areas:**

ACRL Short-Term Priorities

1. Equity, Diversity, and Inclusion:

- a. What conversations will your committee continue about EDI-related initiatives? (e.g., developing programming, tools, publications, eLearning, etc.)
- b. What are some ways you could determine outcomes/impact?

The EDI subcommittee has established conversations about Equity, Diversity, Inclusion (EDI) as well as Social Justice (SJ) through the EDI & SJ Spotlight Series which is coordinated through the work of the VAL committee, and will continue to sponsor the EDI & SJ Spotlight Series this year. This subcommittee also will continue to host a panel presentation or webinar this year that brings together several of the individuals who were featured in the spotlight series for an engaging discussion for and with the larger profession. We are also planning to explore ways to identify, compile, and/or generate resources to empower librarians to not only understand and articulate their value in support of serving all patrons, but also to identify when and/or how they may need to shift course in order to better serve communities who have been traditionally marginalized or underserved in higher education, including libraries. Outcomes or impact could be measured, in part, by attendance at programs and views of online resources. We will also consider conducting follow-up surveys of attendees at our EDISJ related events, asking them to reflect on what they have learned and how it may (or has) influenced their behavior or perspectives.

2. Communication and engagement:

- a. How involved are members in the work of the committee?
- b. What ideas does your group have for helping members feel more connected to the work of the team?
- c. What kind of support might you need to improve communication and engagement?

- There is a subcommittee who is primarily charged with communication. The communication committee will closely work with each subcommittee and 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. Regarding engagement, all committee members are asked to participate on at least one subcommittee.
- Connections are made for members primarily through the work of their subcommittees. Subcommittees are typically 4-6 members who meet monthly and report on their work at the full VAL Committee meetings. Subcommittees most typically have specific projects or initiatives they focus on with tangible products (reports, webinars, spotlights, website, toolkits) that they develop, launch, or carry out with the support of the VAL chair, vice chair, and ACRL staff liaison.
- In prior years, subcommittee members have communicated with each other primarily via their own email channels that are outside of ALA Connect. During the VAL orientation (July 29, 2022), we demonstrated how to communicate with each other via ALA connect, and hope that the VAL committee members will continue to communicate with each other via ALA connect. One minor issue was that the roster from ALA connect was not updated until July 30 so anyone who was rolled off from the committee still received the emails via ALA connect during July, which made some members confused.

3. Membership:

- a. How might the work of your committee support or provide value for members?

The work of VAL supports and provides value for its members by (1) facilitating the formation of relationships/connections with other library professionals, (2) building self-worth and sense of achievement by working on projects or initiatives with tangible products, and (3) becoming more informed about conversations, issues, and trends related broadly to the value of academic libraries as well as the topic-specific subcommittee work (e.g., EDI & SJ, learning analytics).

2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

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 2022-2023 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?	
continuous project assigned in charge	
short-term project that will be completed this membership year	
x multi-year project continuing past June 30, 2023. Expected completion date:	Unknown

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
X	Value of Academic Libraries Objective 4: Support libraries in articulating their role in advancing issues of equity, access, diversity, and inclusion in higher education.
Student Learning	

Research and Scholarly Environment

New Roles and Changing Landscapes

X Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

This activity will identify and develop resources to empower librarians to conduct Value-based advocacy efforts, particularly those that showcase libraries' efforts to promote equity, diversity, inclusion, and social justice at their institutions.

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)
Form EDI & SJ subcommittee	8/1/2022	Monika Chavez will serve as the lead for this subcommittee with support from Jung Mi Scoulas and Monika Chavez	
Identify new objectives and tasks related to advancing issues of social justice for students served by academic libraries.	September – October 2022	Monika Chavez with the subcommittee members	
Conduct targeted outreach to potential participants for the Equity & Social Justice Spotlight Series (on ACRL Insider)	August 2022 - May 2023	Monika Chavez with the subcommittee members	
Conduct interviews with participants and produce brief write-ups to be shared on ACRL Insider	September 2022 - May 2023	Monika Chavez with the subcommittee members	
Host an online panel discussion of select participants who were	November 2022	Monika Chavez with the subcommittee members	

spotlighted in the EDISJ spotlight series			
Identify other potential promotional and/or educational activities, including but not limited to potential publications or webinars	October 2022 - May 2023	Monika Chavez with the subcommittee members	

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.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

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. In addition, the VAL committee will explore the intersections of EDI & SJ and communication with learning analytics.

Activity #2 Timeline	
How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year x short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	Unknown

ACRL Plan for Excellence	
Check the best goal and indicate the objective.	
x	Value of Academic Libraries Objective 2: Promote the impact and value of academic and research libraries to the higher education community.
Student Learning	

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Exploring potential use of data analytics as connected to library impact will help members promote the value of academic libraries and evidence-based decision making in support of student learning.

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)
Form Learning Analytics/Privacy subcommittee	August 2022	Polly Boruff-Jones will serve as the lead for this subcommittee with support from Jung Mi Scoulas and Monika Chavez	
Continue to update and refine the Learning Analytics toolkit, including building out sections relating to leading libraries and the bibliography.	September 2022 - May 2023	Polly Boruff-Jones with the subcommittee members	
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.	August- November 2022	Polly Boruff-Jones with the subcommittee members	
Work with Communication subcommittee and Changing Landscape subcommittee on potential educational activities related to learning analytics and online education	October - November 2022	Polly Boruff-Jones with the subcommittee members	

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	August 2022 - May 2023	Polly Boruff-Jones with the subcommittee members	
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Activity #2 Assessment
How will success be measured?
<ul style="list-style-type: none"> Views/hits on the toolkit after launch. 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.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #3	
Activity Name:	Changing landscape
Brief Description:	Academic libraries have provided support as institutions have had to rapidly shift from a primarily in-person environment to completely online or hybrid during the COVID-19 crisis. This activity seeks to explore and highlight the value that academic libraries have provided to their institutions during that time and help to identify some possible best practices for the future.

Activity #3 Timeline	
How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year x short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	Unknown

ACRL Plan for Excellence
Check the best goal and indicate the objective.
<input checked="" type="checkbox"/> 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.

Student Learning

Research and Scholarly Environment

New Roles and Changing Landscapes

Core Commitment to Equity, Diversity & Inclusion

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

Provide a brief sentence connecting your project to the goal area and objective you selected:

Identifying potential areas of challenges for academic libraries during a crisis, considering the long-term impact of those challenges, and identifying the support and value that libraries provide during times of crisis will enable academic libraries to prepare for a rapidly evolving learning environment.

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)
Form Changing Landscapes subcommittee	August 2022	JoAnn Murphy will serve as the lead for this subcommittee with support from Jung Mi Scoulas and Monika Chavez	
Consider different ways to analyze survey data such as rural, library type.	August- October 2022	JoAnn Murphy with the subcommittee members	
Identify potential areas of challenges for academic libraries to prepare for a hybrid learning environment by jointly working with the New Roles and Changing Landscapes Committee (NRCL)	September 2022 - May 2023	JoAnn Murphy with the subcommittee members	ACRL staff liaison, Erin Nevius
Work with Library advocacy toolkit working group on providing resources concerning student success	August 2022– May 2023	JoAnn Murphy with the subcommittee members	

and DEI in hybrid learning environment, professional roles, faculty support, and affordability, DEI, strategic goals			
Identify strategies based upon COVID-19 survey findings to create and share best practices for libraries in event of future crisis or epidemic.	September 2022 - May 2023	JoAnn Murphy with the subcommittee members	

Activity #3 Assessment	
How will success be measured?	
<ul style="list-style-type: none"> • Number of registrants and attendees at the Changing Landscape ACRL online discussion forum. • Number of views of recorded webinar produced by this committee. • Completion of Best Practices Guide 	
2022–2023 Work Plan	

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #4	
Activity Name:	Communications Strategy
Brief Description:	<p>There are many misconceptions about the role of VAL and library learning analytics and the work that we do, particularly related to value, ethics, and marginalization. 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 #4 Timeline

How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year x short-term priority or multi-year project continuing past June 30, 2023. Expected completion date:	Unknown

<u>ACRL Plan for Excellence</u>			
Check the best goal and indicate the objective.			
X Value of Academic Libraries Objective 2: Promote the impact and value of academic and research libraries to the higher education community.			
Student Learning			
Research and Scholarly Environment			
New Roles and Changing Landscapes			
Core Commitment to Equity, Diversity & Inclusion			
Enabling Programs and Services (education, advocacy, publications, or member engagement)			
Provide a brief sentence connecting your project to the goal area and objective you selected:			
By working with VAL committee members to implement and carry out the communications strategy plan, this activity will (1) finalize a clear message about the value of academic libraries and how they support student learning <i>and</i> (2) share this message through various communications and educational opportunities that may include journal articles, webinars, conference presentations, etc.			
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)
Form Communications Strategy subcommittee	August 2022	Holt Zaugg will serve as the lead for this subcommittee with support from Jung Mi Scoulas and Monika Chavez	
Review VAL Statement and make revisions as appropriate; submit to ACRL Board for approval	October 2022 - January 2023	Holt Zaugg with the subcommittee members	

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.	August - October 2022	Holt Zaugg with the subcommittee members	
Continue to draft modifications to the ACRL Plan for Excellence that more aptly articulates the role of VAL that we can propose to the ACRL Board.	October - December 2022	Holt Zaugg with the subcommittee members	
Continue to 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.	August - October 2022	Holt Zaugg with the subcommittee members	
Work with VAL committee members to implement / carry out the communications strategy plan.	August 2022- May 2023	Holt Zaugg with the subcommittee members	
Work with ACRL staff to update VAL web presence	August 2022-May 2023	Holt Zaugg with the subcommittee members	

Activity #4 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.
2022–2023 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2022–2023 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. If you need additional sheets, please contact your staff liaison.

Work Plan Activity #5	
Activity Name:	Assessment Proficiencies
Brief Description:	<p>This subcommittee will prepare a draft and incorporate recommendations to update the Proficiencies for Assessment Librarians and Coordinators (https://www.ala.org/acrl/standards/assessment_proficiencies) which were initially approved in 2017 by the ACRL Board of Directors in January 2017. In the five short years since they were approved, the glaring absence of proficiencies related to Social Justice, Equity, Diversity, and Inclusion (SJEDI) has become apparent. In response, members of two ACRL goal-level committees, the Value of Academic Libraries Committee and the Equity, Diversity, and Inclusion Committee, have joined together to form a Task Force to address these gaps. The work of this committee will take place from May 2022 through April 2023 at which time the updated Proficiencies will be presented to the ACRL Board of Directors for approval.</p>

Activity #5 Timeline	
How long will it take to do this project?	
continuous project assigned in charge project that will be completed this membership year short-term priority or multi-year project continuing past June 30, 2023.	
Expected completion date:	June 30, 2023

<u>ACRL Plan for Excellence</u>
Check the best goal and indicate the objective.
<input checked="" type="checkbox"/> Value of Academic Libraries
<input type="checkbox"/> Student Learning
<input type="checkbox"/> Research and Scholarly Environment
<input type="checkbox"/> New Roles and Changing Landscapes
<input checked="" type="checkbox"/> Core Commitment to Equity, Diversity & Inclusion
Enabling Programs and Services (education, advocacy, publications, or member engagement)
Provide a brief sentence connecting your project to the goal area and objective you selected:

This activity will (1) **update** the Proficiencies for Assessment Librarians and Coordinators that are reflected from EDI & SJ perspective *and* (2) **share these Proficiencies** with ACRL Standards and ACRL Board for their feedback and approval.

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)
Prepare draft and incorporate recommendations from focus groups.	August- October, 2022	Becky Croxton with the subcommittee members	
Review the draft and recommend revisions	October 2022- January 2023	Becky Croxton with the subcommittee members	
Present at ACRL 2023 (pending acceptance): Share Solid Draft & Describe Process for updating the proficiencies	March 2023	Becky Croxton with the subcommittee members	
Work with ACRL EDI goal level committee to finalize the Assessment Proficiencies	August 2022- May 2023	Becky Croxton with the subcommittee members	
Work with ACRL Standards Committee to obtain feedback and approval	March- May 2023	Becky Croxton with the subcommittee members	
Submit the final draft to ACRL Board and obtain approval	May-June 2023	Becky Croxton with the subcommittee members	

Activity #5 Assessment

How will success be measured?

- completion of the updated Proficiencies for Assessment Librarians and Coordinators
- obtain ACRL Standards and ACRL Board approval