ACRL Advancing learning Transforming scholarship
Association of College & Research Libraries
A division of the American Library Association

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. By **July 19, 2019**, the outgoing chair should post the combined template with only the 2018–19 report section completed to ALA Connect.

The **work plan** section should be completed by the incoming chair. Committee members, Board liaison, and staff liaison should all review and approve the work plan. By **August 9, 2019**, the incoming chair should post the combined template with the 2018–19 report and 2019–20 work plan sections completed to ALA Connect. Projects included in a committee's work plan will be implemented September 2019 through June 2020.

Committee Name & Charge	
Committee Name:	ACRL/LLAMA Interdivisional Academic Library Facilities Survey Editorial Board
Charge/Tasks:	The ACRL/LLAMA 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

2018–19 Leadership (terms: July 1, 2018–June 30, 2019)	
Chair:	Anne Casey, ACRL Co-Chair; Eric Kidwell, LLAMA Co-Chair
Vice-Chair:	No vice-chair
Board liaison:	Kelly Jacobsma
Staff liaison:	Mary Jane Petrowski, ACRL; Kerry Ward, LLAMA
Other leaders:	

2019–20 Leadership (terms: July 1, 2019–June 30, 2020)	
Chair:	Anne Casey, ACRL Co-Chair; Eric Kidwell, LLAMA Co-Chair
Vice-Chair:	No vice-chair
Board liaison:	Kelly Jacobsma
Staff liaison:	Mary Jane Petrowski, ACRL; Kerry Ward, LLAMA
Other leaders:	

Report & Work Plan Submission			
Year-end report written by:	Anne Casey and Eric Kidwell	**Date:**	July 15, 2019
Work plan submitted by:	Anne Casey and Eric Kidwell	**Date:**	August 8, 2019

2018–19 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 2018–19 membership year (July 1, 2018 to June 30, 2019)?

Developed a new committee charge and successfully moved from committee to editorial board.
Updated the ACRL/LLAMA Academic Library Building Design: Resources for Planning Guide.
Finalized the draft of phase one of the Library Facility Survey and began field testing.
Drafted phases two and three of the Library Facility Survey.

2. What were the relevant results for your projects?

The the ACRL/LLAMA Academic Library Building Design: Resources for Planning Guide is completely updated and was reorganized for better discoverability of items on it.
The first phase of the Library Facility Survey was throughly vetted by committee members and through an open forum at Midwinter to ensure that the draft being field-tested was ready.

3. Which if any 2018–19 projects will continue next year?

The ACRL/LLAMA Academic Library Building Design: Resources for Planning Guide will be updated as necessary.
Field-testing of phase one of the survey will continue into July.
Phases two and three of the survey will be prepared for field-testing.

4. What worked well?

Involvement of committee members in the update of the Guide was excellent.

5. What could have worked better?

A decision to accept an earlier draft of the survey for field-testing. Members kept tweaking language, which delayed the field-tes launch.

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

The product developed as a result of the surveys will provide important information to libraries of all sizes in all demographic areas to assist them in issues related to their facilities.

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

Optional

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

The relationship between ACRL and LLAMA is the best part of this board.

9. Any other comments, recommendations, or suggestions?

Optional

2019–20 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2019–20 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:	Update of "Academic Library Building Design: Resources for Planning"
Brief Description:	This LibGuide, maintained by the Board is updated yearly for currency. The chairs also plan to add more graphical content to make the guide more visually appealing.

Activity #1 Timeline
How long will this project take?
☑ **continuous project assigned in charge**
☐ **short-term project that will be completed this membership year**
☐ **multi-year project continuing past June 30, 2020. Expected completion date:**

ACRL Plan for Excellence
Check one box below. If applicable, select objective from drop-down.
☐ **Value of Academic Libraries** Select from drop-down.
☐ **Student Learning** Select from drop-down.
☐ **Research and Scholarly Environment** Select from drop-down.
☐ **New Roles and Changing Landscapes** Select from drop-down.
☐ **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 guide serves as a source of education and reference for academic libraries planning facility design or redesign.

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	September 30, 2019	Co-chairs	
Update sections	December 31, 2019	Board members	
Add new design elements to guide	January 31, 2020	Volunteer Board member	

Activity #1 Assessment
How will success be measured?
Updates completed and revisions made to guide; design elements added

2019–20 Work Plan

Please complete this form for each activity that the committee plans to undertake in the 2019–20 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:	Academic Library Facilities Survey
Brief Description:	Complete and administer Academic Library Facilities Survey

Activity #2 Timeline
How long will this project take?
☑ **continuous project assigned in charge**
☐ **short-term project that will be completed this membership year**
☐ **multi-year project continuing past June 30, 2020. Expected completion date:**

ACRL Plan for Excellence
Check one box below. If applicable, select objective from drop-down.
☐ **Value of Academic Libraries** Select from drop-down.
☐ **Student Learning** Select from drop-down.
☐ **Research and Scholarly Environment** Select from drop-down.
☐ **New Roles and Changing Landscapes** Select from drop-down.
☐ **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)**
Incorporate field testing feedback into Survey 1	September 1, 2019	Board members, Counting Opinions	Staff time
Launch Survey 1	September, 2019-February, 2020	Counting Opinions	
Finalize Surveys 2 and 3	December 31, 2019	Board members	
Field test Surveys 2 and 3	May 31, 2020	Board members, Counting Opinions	

Activity #2 Assessment
How will success be measured?