

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

Each year, ACRL [division-level committees](http://www.ala.org/acrl/aboutacrl/directoryofleadership/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, 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:** | Government Relations Committee |
| **Charge/Tasks:** |  |
|  |
|  |
|  |

|  |  |
| --- | --- |
| **2018–19 Leadership (terms: July 1, 2018–June 30, 2019)** | |
| **Chair:** | Kevin Baggett |
| **Vice-Chair:** | Peter Kraus |
| **Board liaison:** | Leroy Lafleur |
| **Staff liaison:** | Kara Malefant |
| **Other leaders:** |  |
|  |
|  |

|  |  |
| --- | --- |
| **2019–20 Leadership (terms: July 1, 2019–June 30, 2020)** | |
| **Chair:** | Peter Kraus |
| **Vice-Chair:** | Amy Bush |
| **Board liaison:** | Jacquelyn Bryant |
| **Staff liaison:** | Kara Malenfant |
| **Other leaders:** |  |
|  |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Report & Work Plan Submission** | | | |
| **Year-end report written by:** | Kevin Baggett | **Date:** | **Oct 1, 2019** |
| **Work plan submitted by:** | Amy Bush | **Date:** | **Oct 18, 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)?** |
| 2019 ACRL Legislative Agenda  The Committee decided not to pursue a Library Legislative Toolkit |
| **2. What were the relevant results for your projects?** |
| We completed the 2019 ACRL Legislative Agenda |
| **3. Which if any 2018–19 projects will continue next year?** |
| 2020 ACRL Legislative Agenda |
| **4. What worked well?** |
| Dividing up the work amongst the committee members- one committee member per issue |
| **5. What could have worked better?** |
| Honestly, I believe the agenda should be out before the US Congress term begins in January each year. |
| **6. How has the work/activities of your committee demonstrated commitment to equity, diversity, and inclusion, within or beyond ACRL?** |
| Some of the issues we covered in the Legislative Agenda touched on equity, diversity, and inclusion. |
| **7. Was there information you could have been provided before starting this project that would have made your work easier?** |
|  |
| **8. What made this work most rewarding (observations/comments/accolades)?** |
| Keeping up with legislative issues that affect academic libraries was rewarding in itself. |
| **9. Any other comments, recommendations, or suggestions?** |
|  |

|  |
| --- |
| **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:** | ACRL Legislative Agenda |
| **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, 2020. Expected completion date:** |  |

|  |  |
| --- | --- |
| [**ACRL Plan for Excellence**](http://www.ala.org/acrl/aboutacrl/strategicplan/stratplan) | |
| **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:** | |
| 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)** |
| Send out introductions and welcome committee members. | October 20, 2019 | Vice-Chair | None |
| Initial conference call to introduce members to each other and review the work of the committee. | November 5, 2019 | Vice-Chair | None |
| Review 2019 Agenda and discuss what should be kept and removed. | November 15, 2019 | Committee | None |
| Solicit and collect legislative issues from ACRK and ALA committees. | December 5, 2019 | Chair and Vice-Chair | None |
| Decide on initial emerging and ongoing legislative issues to be considered for final Agenda. | Dec. 30, 2019 | Committee | None |
| Draft Legislative Agenda. | Jan. 30, 2020 | Committee | Use Google Docs to compose |
| Edit and prepare for submission. | Feb. 15, 2020 | Committee | Google Docs. |
| Submit penultimate draft to ACRL Staff Liaison for copy editing. | March 1, 2020 | Chair or Vice Chair | None |
| Submit final agenda, with Board action form to ACRL office for virtual vote. | April 1, 2020 | Chair | None |

|  |
| --- |
| **Activity #1 Assessment** |
| **How will success be measured?** |
| Successful completion and approval of the Legislative Agenda by the Board. |