



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) [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) 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 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, #10.1 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)

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.

ACRL Board Update & Fall Board Virtual Meeting: October 2022

Document Inventory

Each document is bookmarked within the PDF.

Blue = New Documents

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 Vote 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 10.1	Choice FY23 Budget
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 #	Document
Doc 12.0	ALA Constitution and Bylaws Committee Proposed Timeline for Bylaws Revision
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

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



ACRL Officer Report

Position: 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

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



ACRL Officer Report

Position: 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

Association of College & Research Libraries
225 N Michigan Ave, Suite 1300
Chicago, IL 60601
800-545-2433, ext. 2523
acrl@ala.org, <http://www.acrl.org>



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

ACRL Officer Report

Officer name: Kara Whatley

Officer email: kwhatley@caltech.edu

Board Position: ACRL Councilor

Report period: July 1, 2022 through September 30, 2022

Background Information

This is my first quarter as ACRL Councilor, and it has been quite exciting. At the ALA Annual Conference in June 2022, ALA Council voted to rescind the ALA Constitution and Bylaws. This was the first of two votes required to trigger a constitutional convention.

Major Activities of ALA Council

- *August 26, 2022: ALA Virtual Council Meeting*
 - *At this meeting, ALA Council held the second of two votes to rescind the ALA Constitution and Bylaws, triggering a constitutional convention.*
- *September 23, 2022: ALA Council Virtual Feedback Session*
 - *A first draft of the new ALA Bylaws was released on September 6, 2022, and a virtual feedback session was held on September 23, 2022.*

Implications for ACRL

The first draft of the new [ALA Bylaws document](#) is a significantly different document from the previous constitution and bylaws documents. While there is clearly a need to unify the constitution and bylaws into a single, cohesive document, this first draft loses much of the language regarding Divisions and suggests moving this information, and much more, to the [ALA Policy Manual](#). While changes to the ALA Bylaws require a vote of the membership, changes to the ALA Policy Manual are handled by an ALA committee with no need for a formal membership vote for approval. This potential change coupled with ongoing work resulting from the [Transforming ALA Governance Task Force \(TAG\)'s report](#) warrant our careful attention and timely feedback.

Upcoming Activities

- *The ALA Constitution & Bylaws Committee is currently working on a second draft of the new ALA Bylaws document. That document should be available soon, and all ACRL Board members should read it carefully, give feedback to the committee, and plan to attend the virtual feedback session about the new draft.*

Association of College & Research Libraries
 225 N. Michigan Ave., Suite 1300, Chicago, IL 60601
 800-545-2433, ext. 2523
acrl@ala.org; <http://www.acrl.org>



Plan for Excellence Quarterly Activity Report (PEAR) Report Period: May 21, 2022 – September 30, 2022

This is the fourth-quarter report of a cumulative report for FY2022. Data format:

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

Strategic Goal Areas

Value of Academic Libraries

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

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

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

- Newly refreshed VAL webpages were launched on the ACRL website in late July.
- ACRL issued a call for applications from prospective facilitators for two of its licensed workshops in early September. Overseen by the Value of Academic Libraries Committee, the workshops are “Assessment in Action: Demonstrating and Communicating Library Contributions to Student Learning and Success” and “Planning, Assessing, and Communicating Library Impact: Putting the Standards for Libraries in Higher Education into Action.”
- Northern Kentucky University licensed the RoadShow workshop “Putting the Standards for Libraries in Higher Education into Action” July 21, 2022. This was the first in-person offering of the Standards RoadShow since before the pandemic. The VAL committee has oversight of this workshop.
- *A working group comprised of members from the NRCL and VAL continues working to create an Academic Library Workers Advocacy Toolkit, with guidance from ACRL VP/President Elect Erin Ellis and staff liaisons Kara Malenfant and Erin Nevius.*
- *The University of Alberta licensed and offered the virtual workshop “Putting the Standards for Libraries in Higher Education into Action,” April 27-29, 2022. The VAL committee has oversight of this workshop.*

- *Georgia Gwinnett College licensed and offered the virtual workshop “Assessment in Action: Demonstrating and Communicating Library Contributions to Student Learning and Success,” May 16-17, 2022. The VAL committee has oversight of this workshop.*
- *A working group comprised of members from the NRCL and VAL committees has been formed 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. An interim report will be due in June 2022, with project completion slated for January 2023.*
- *In March 2022, ACRL signed a letter of support for an IMLS grant proposal that seeks to pilot the integration of library data in institutional learning analytics, center student voices in this emerging use of data, and develop shareable models for academic librarians preparing to engage these practices to increase data-informed decision-making in libraries.*
- *The University of Wisconsin La Crosse licensed the virtual workshop “Putting the Standards for Libraries in Higher Education into Action.” 24 individuals participated in the Off-RoadShow offered February 11 and February 25, 2022.*
- *The University of Alberta licensed the virtual workshop “Putting the Standards for Libraries in Higher Education into Action,” April 27-29, 2022. The VAL committee has oversight of this workshop.*
- *The Value of Academic Libraries committee continues its efforts to refocus attention on using data to support data-driven decision making and making sure academic libraries have a place at the table at the larger institutional level so that the work of libraries is not just recognized but understood to be a critical component of the student experience.*
- *The Northeast Florida Library Information Network licensed the virtual workshop “Putting the Standards for Libraries in Higher Education into Action,” March 24-25, 2022. The VAL committee has oversight of this workshop.*

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

- A working group of VAL & Professional Values organized and offered the free ACRL Presents webcast “Ethical Engagement in Learning Analytics: Lessons Learned by Campus Colleagues” on Friday, July 22, 2022, to help libraries considering, initiating, or already engaging with campus partners in institutional learning analytics efforts. A panel of higher education experts in learning analytics, data governance, data privacy, data security, and assessment 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. This is part of the committee's effort to refocus attention on using data to support data-driven decision making and making sure academic libraries have a place at the table at the larger institutional level.
- A VAL committee group planned to offer the offered the free ACRL Presents webcast "Libraries and Learning Analytics: The Future is Now" on November 17, 2022. This highly interactive workshop is a continuation of the November 2021 ACRL ULS webinar, "Libraries and Learning Analytics: Facts, False Choices, and Future Forays."

- Project Outcome for Academic Libraries has 4,504 users as of September 30, 2022. To date, 764 academic libraries have created surveys and collected 125,494 responses. On August 10, 2022, we co-hosted the webinar “Project Outcome: 101” with PLA which 1,000 people registered for, 395 of which attended live. The recording of the webinar has been viewed 6,141 times. In August, a new resource was added to the toolkit, “When to Use Project Outcome,” which breaks down some scenarios of when you might want to use Project Outcome and when you might want to find another tool to use.
- *ACRL Benchmark: Library Metrics and Trends provides visualizations mapped to the performance indicators in the ACRL Standards for Libraries in Higher Education making it easier for libraries to demonstrate impact and performance. One library school is interested in using ACRL Benchmark to provide students with opportunities to strengthen their capacity for data analysis and sharing those assignments with other interested library schools.*
- *VAL committee chair Becky Croxton gave an interview on ACRL’s behalf to Library Journal for a report they issued in late April with EBSCO "Analytics Play a Key Role in Campus Library Operations." She discussed the importance of gathering user data in an ethical manner so we know if library programs and services are making an impact on users.*
- *Project Outcome for Academic Libraries has 4,284 users as of May 20, 2022. To date, 737 academic libraries have created surveys and collected 112,047 responses. On April 18, 2022, we hosted the webinar “Project Outcome: Evaluating Library Instruction at 2-year and 4-Year Institutions,” which 305 people registered for, 110 of which attended live. Additionally, we hosted a private, paid introductory webinar for ARL members.*
- *A working group of ACRL VAL & Professional Values Committees is working to repurpose an ALA AC proposal on Ethical Engagement in Learning Analytics: Lessons Learned by Campus Colleagues, which was not accepted, into an ACRL Presents webinar over the summer. The webinar will feature panelists outside libraries with deep experience in data analytics, data analysis, and data cyberinfrastructure. This is part of the committee's effort to refocus attention on using data to support data-driven decision making and making sure academic libraries have a place at the table at the larger institutional level.*
- *A VAL subcommittee is planning an April 8 online panel about assessment and Equity, Diversity, Inclusion, & Social Justice.*
- *A VAL subcommittee is planning a mid-May online panel about the Value of Libraries during the COVID-19 Disruption.*
- *Project Outcome for Academic Libraries has 4,194 users as of March 15, 2022. To date, 720 academic libraries have created surveys and collected 104,462 responses. On January 14, 2022, we hosted the webinar “Closing the Loop: Using Project Outcome to Assess and Improve a First-Year English Composition Information Literacy Program,” which 272 people registered for, 103 of which attended live. To celebrate International Love Data Week, we co-hosted a “Project Outcome 101” webinar with PLA, which 758 people registered for, 368 of which attended live.*
- *A VAL subcommittee on learning analytics/privacy discussed the possibility of forming an Interest Group and will continue to explore this idea and whether to move forward with gathering at least 75 digital signatures.*

- *Project Outcome (PO) for Academic Libraries has 4,032 users as of December 31, 2021. To date, 684 academic libraries have created surveys and collected 94,157 responses. This fall, Project Outcome partnered with the ALA Public Programs Office to create tutorials and resources for Libraries Transform grant recipients who wish to use the toolkit. Project Outcome for Academic Libraries also presented a workshop at the Sharjah Library Conference in the United Arab Emirate.*

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

- A working group of VAL, with representation from the EDI committee, continues work to update the ACRL Proficiencies for Assessment Librarians & Coordinators.
- A subcommittee of VAL has organized and is offering the free ACRL webinar *Beyond Words: Initiating, Implementing and Sustaining Change* (Friday, April 8, 2022, 1:00 – 2:00 PM Central) to explore what it means to integrate equity and social justice into practice and assessment in libraries. The panelists are librarians profiled on the ACRL Insider blog as part of the VAL Spotlight Series: *Practices of Equity & Social Justice*,
- A working group of VAL, with representation from the EDI committee, continues to work on updating the ACRL Proficiencies for Assessment Librarians & Coordinators. They have recommended several additional appointments to the committee for people who can focus on this work in the coming year. They also secured expressions of interest from higher education assessment leaders for participation in interviews and focus groups and/or to give comments on drafts once writing is in progress.
- A working group of VAL, with representation from the EDI committee, continues work to update the ACRL Proficiencies for Assessment Librarians & Coordinators, brainstorming possible outside experts to consult as well as assessment librarians to involve.
- The Value of Academic Libraries committee observed that the ACRL Proficiencies for Assessment Librarians and Coordinators (approved by the ACRL Board of Directors in January 2017), for which they are the originating body, do not include EDI perspectives and proficiencies that should be there. At the same time, ACRL's EDI Committee has been seeking to design a process for reviewing ACRL's standards, guidelines, and frameworks with an equitable lens, in concert with the Standards Committee. On November 18, members of all three groups met to begin planning how best to update these proficiencies and discuss ways in which this process could be replicated by other groups in the future.

Student Learning

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

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

- On September 23, 2022, the ACRL Board approved acquisition of the Threshold Achievement Test of Information Literacy from Carrick Enterprises.
- The following institutions/consortia licensed and offered the virtual workshop “Engaging with the ACRL Framework: A Catalyst for Exploring and Expanding Our Teaching Practices” during the reporting

window: University of New Orleans (June 6-10, 2022); University of Oklahoma (June 6-10, 2022); Montclair University (June 13-20); University of Alaska Fairbanks (June 27-30, 2022); Association of Independent School Librarians (August 1-5, 2022). SLILC has oversight of this licensed workshop.

- *ACRL Instruction Section Inclusive Pedagogy Committee sponsored a free webcast on April 27, 2022, “Inclusive Pedagogies in Practice.”*
- *The ACRL Framework Sandbox, an openly accessible platform and repository for librarians and their educational partners to discover, share, collect and use ongoing work related to the ACRL Framework in practice and professional development, was visited more than 3,064 times in this period. The Sandbox now provides access to 331 resources, including more than 32 resources that were added or revised in this period by the Instruction Section Framework for Information Literacy Sandbox Committee*
- *The ACRL Board of Directors at its April 6, 2022, Spring Board Meeting approved the “Companion Document to the ACRL Framework for Information Literacy for Higher Education: Journalism” and “Companion Document to the ACRL Framework for Information Literacy for Higher Education: Visual Literacy.”*
- *More than 80 individuals (the registration maximum) registered for the ACRL online learning course, “Critical Information Literacy Instruction in an Age of Misinformation.” The four-week course examines what information literacy instruction can be in a world increasingly beset by misinformation and disinformation, with a particular focus on ways to take a more holistic approach to information literacy instruction by integrating critical information literacy, metaliteracy, and mindfulness into librarians' pedagogical work*
- *The Student Learning and Information Literacy Committee published one “Perspectives on the Framework” columns in C&RL News (in May 2022).*
- *Companion Documents for the ACRL Framework for Journalism and Visual Literacy are currently under review by the ACRL Board.*
- *On January 27, 2022, the ACRL Board approved the “Companion Document to the ACRL Framework for Information Literacy for Higher Education: Sociology.”*
- *SLILC received final drafts from chapter authors for a new book, Exploring Inclusive & Equitable Pedagogies: Creating Space for All Learners. The completed manuscript was sent to ACRL at the end of January.*
- *The ACRL Framework Sandbox, an openly accessible platform and repository for librarians and their educational partners to discover, share, collect and use ongoing work related to the ACRL Framework in practice and professional development, was visited more than 1,303 times in this period. The Sandbox now provides access to 302 resources, including more than 3 resources that were added or revised in this period.*
- *The PRIMO Committee (Peer-Reviewed Instructional Materials Online) is in the process of identifying and updating links for active projects. Inactive projects (that are no longer accessible via the web) will be archived separately so authors can still refer to it for scholarship purposes.*
- *Three offerings of the virtual workshop, “Engaging with the ACRL Framework: A Catalyst for Exploring and Expanding Our Teaching Practices,” have been scheduled: University of British Columbia, April 11-15, 2022; Brigham Young University, May 2-6, 2022; and University of New Orleans, June 6-10, 2022.*

- *The ACRL information Literacy Framework Sandbox, an openly accessible platform and repository for librarians and their educational partners to discover, share, collect and use ongoing work related to the ACRL Framework in practice and professional development, was visited more than 30,906 times in this period. The Sandbox now provides access to 299 resources, including more than 7 resources that were added or revised in this period.*
- *PRIMO: Peer-Reviewed Instructional Materials Online is an openly accessible peer-reviewed database of instructional materials created by librarians maintained by the ACRL Instruction Section, to teach people how to discover, access, evaluate, and ethically use information. The database now lists over 350 URLs to projects that have been added to the PRIMO database, including 7 resources added this year.*
- *The Student Learning and Information Literacy Committee published two “Perspectives on the Framework” columns in C&RL News (in October and December).*

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

- *The ACRL Board approved an extension of the National Survey of Student Engagement (NSSE) Information Literacy Module Review Task Force on August 1, 2022 to work with the National Survey of Student Engagement (NSSE) staff to finalize the new version of the Information Literacy Module and perform engagement and outreach to membership and relevant higher education groups.*
- *The National Survey of Student Engagement (NSSE) Information Literacy Module Review Task Force submitted final draft IL module questions to NSSE for their review process which will, if approved by NSSE, include a pilot of the survey in Fall 2022. The process consists of several iterations of staff review and cognitive interviews with students to test the draft IL module questions. The new module will be piloted by NSSE in spring 2023 and data will be available for analyses at the end of summer 2023.*
- *The 2021 Trends questionnaire (part of the ACRL Academic Library Trends and Statistics Survey currently in the field) seeks to identify the broad range of instruction-related activities undertaken by academic libraries as well as changes in delivery modes and types of educational activities offered before, during, and after the COVID-19 pandemic.*
- *Gale Cengage announced a new product, [Learning Centers](#) for Primary Resources which is based on the Association of College and Research Libraries (ACRL) and Society of American Archivists (SAA) [Guidelines for Primary Source Literacy](#) learning objectives which were developed by RBMS and approved by the ACRL board in 2018.*
- *ACRL launched Benchmark: Library Metrics & Trends tool in October. The new platform allows subscribers to view metrics relevant to student learning and information literacy under the “Educational Role.”*
- *The ACRL National Survey of Student Engagement Task Force has made good progress in developing a close-to-final draft of a new information literacy module for the National Survey of Student Engagement.*

Research and Scholarly Environment

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

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

- In early August, ACRL issued a call for proposals (due Oct. 3) for a topical 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." The proposals will undergo open peer review.

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

- The Research and Scholarly Environment Committee published "Scholarly Communications" columns in C&RL News in the July/August and September issues. They had a total of ten columns during the 2021-22 year.
- The free virtual ACRL/SPARC Forum "Emerging 'Inclusive Access' Programs and Their Implications for Course Material Affordability" was held Thursday, August 4, 2022.
- *ReSEC member leaders and staff held an initial call in late April with Kristen Totleben, Editor Designate of College & Research Libraries, about a potential 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. Subsequently they checked in with past ReSEC member leaders at the time the research agenda was issued to solicit their involvement, securing several prospective developmental editors and a prospective special issue editor. The three prospective special issue editors (Amanda Nichols Hess, Nathan Hall and Kara Malenfant) wrote a follow-up memo to Totleben in mid-May with full details on the proposal and a timeline. If accepted, the special issue of the journal would come out in January 2024.*
- *Louisiana State University licensed and offered the Research Data Management Off-RoadShow, May 17-18, 2022.*
- *ACRL's Research and Scholarly Environment Committee began exploring with the editors the possibility of a special issue of College and Research Libraries that would spotlight new research advancing the priority areas established by ACRL's 2019 research agenda Open and Equitable Scholarly Communications: Creating a More Inclusive Future. Guest editors could model their process after that used by the Value of Academic Libraries Committee for special issue Vol 81, No 3(2020) on ACRL's research agenda Academic Library Impact: Improving Practice and Essential Areas to Research.*

- ACRL Scholarly Communication discussion group co-conveners (also appointed as members of the ACRL Research and Scholarly Environment Committee), worked with ACRL and SPARC staff to begin planning the June 2022 ACRL-SPARC Forum at the ALA Annual Conference.
- The American Theological Library Association licensed the virtual workshop “Open Educational Resources and Affordability,” March 9-11, 2022.

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

- See below, under advocacy, for activities of the Library Copyright Alliance and Open Access Working Group.
- The Partnership for Academic Library Collaboration and Information (PALCI) licensed the Open Educational Resources and Affordability Off-RoadShow, June 6-8, 2022.
- ReSEC’s rapid response team is working to draft comments for ACRL in response to a White House Office of Science and Technology Policy request for information on Federal Scientific Integrity Policy Framework, due April 4.
- See below, under advocacy, for activities of the Library Copyright Alliance and Open Access Working Group.

New Roles and Changing Landscapes

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

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

- In addition to returning subcommittees continuing work on Add on Roles and Flexible Assignments, Diversity Pipeline/EDI, and User Experience, NRCL added two new areas of concentration for the new committee term: Inclusive Leadership and Library Space. NRCL will also continue to oversee the Open Educational Resources and Affordability RoadShow and Fostering Change Cohort.
- 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 user experience subgroup will offer an ACRL Presents webcast on February 7, 2022, on hybrid work challenges in the new normal.
- 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 draft survey is currently under IRB review and will be distributed in spring 2022.

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

- The 2022 Fostering Change Cohort finished on August 26, 2022. The Cohort had 5 institutional teams comprised of 17 members. On the Cohort's conclusion, participants were sent a certificate of completion, gift ebook of ACRL's *Becoming a Library Leader*, and an evaluation of the program to be completed in September 2022.
- The [2022 ACRL Fostering Change Cohort](#) opened registration in April 2022 for the second iteration of the Cohort, running from June 6 through August 26, 2022. A full scholarship will be awarded to one team from a minority-serving institution. Registration closes on May 27.
- The Open Educational Resources and Affordability RoadShow is virtually presenting to the Partnership for Academic Library Collaboration and Innovation organization in June 2022.
- A working group comprised of members from the NRCL and VAL committees has been formed 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. An interim report will be due in June 2022, with project completion slated for January 2023.
- The Open Educational Resources and Affordability RoadShow team presented their virtual workshop to The American Theological Library Association March 9 through 11, 2022.
- The 2021 Fostering Change Cohort launched on September 20, 2021, and concluded on December 17, 2021. There were 23 participants comprising 5 institutional teams. On the cohort's conclusion, participants were sent a certificate, gift ebook of ACRL's *Becoming a Library Leader*, and an evaluation of the program to be completed by January 31, 2022. Facilitators will begin planning the next offering of the cohort with the NRCL change subgroup in spring 2022.
- The Open Educational Resources and Affordability RoadShow was adapted by the curriculum designers/presenters as a licensed virtual "Off-RoadShow" over summer 2021, and became available for institutions, consortia, and chapters in September. They are booked to present their Off-RoadShow to the American Theological Library Association in March 2022.

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

- 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.
- NRCL's diversity subgroup is collaborating with ACRL's EDI committee on an ACRL Presents webcast on retention to be offered in spring 2022.

Core Commitment to Equity, Diversity and Inclusion (EDI)

Activities supporting the Core Commitment are listed by goal area or enabling programs and services.

Activities that directly support the Core Commitment or do not fit within another category are listed here.

- During summer 2022, the Joint ALA/ARL Building Cultural Proficiencies for Racial Equity Framework Task Force’s final draft of the [Cultural Proficiencies for Racial Equity: A Framework \(PDF\)](#) was approved ([press release](#)) by the boards of directors of the four partner organizations, the American Library Association (ALA), Association of College & Research Libraries (ACRL), Association of Research Libraries (ARL), and Public Library Association (PLA), during summer 2022.
- On November 30, 2022, ALA/ARL Building Cultural Proficiencies for Racial Equity Framework Task Force leaders Christina Fuller-Gregory, Mark Puente and Dela Dos will present on the Framework at the EDI Network of the Scottish Confederation of University and Research Libraries (SCURL) inaugural online conference.
- In August 2022, the ACRL Board approved the ACRL Diversity Alliance Task Force’s recommendations new levels, Foundational and Bridge, and an updated Letter of Commitment. The Board also approved a new oversight division-level committee, the ACRL Diversity Alliance Committee.
- *The Joint ALA/ARL Building Cultural Proficiencies for Racial Equity Framework Task Force has completed its review of the comments received during the open comment period and has submitted their final framework for review by the four organizations (ACRL, ALA, ARL, PLA). The Framework was submitted to the ACRL Standards Committee in late April and the SC’s recommendation will be reviewed by the ACRL Board in June 2022.*
- *The ACRL EDI Committee is reviewing applications received for free ALA/ACRL membership for 25 BIPOC library workers. The call for applications ended on May 1 and awardees were notified by June 1.*
- *With the University of North Carolina at Greensboro, ACRL co-sponsored a proposal, which was accepted for the 2022 Joint Conference of Librarians of Color Preconference (JCLC). The preconference, “Gathering for Action! – How to make the best of my Residency Experience,” will be a full-day program, where diversity residents will learn more about the onboarding process, the residency cohort experience, mentoring, leadership, and hear from former residents as they discuss how they used the residency experience to prepare them to be competitive when entering the job market.*
- *The ACRL 2023 Conference Call for Proposals included the following Equity Statement: “In the spirit of equity, ACRL seeks to provide opportunity to underrepresented groups that have been historically marginalized or excluded due to race, ethnicity, gender identity and expression, sexual orientation, economic background, age, and/or disability. We also seek participants from all types of libraries, positions, and experiences, including nonlibrary faculty, staff, and administrators. Individuals are encouraged to address how their proposed sessions and their personal and professional experiences will advance these goals, promote equity and inclusion, and broaden the perspectives of conference attendees.” Additionally, participation limits were implemented to allow as many individuals as possible to participate as conference presenters, an individual may submit (or be included as a co-presenter on) a maximum of two proposals for the spring deadline (June 3, 2022) and a maximum of two proposals for the fall deadline (October 14, 2022).*
- *Editors and authors from ACRL’s new The Community College Library book series delivered an ACRL Presents webcast, “[The Community College Library: Integrating the Framework into Library Instruction](#),” on April 21, 2022, in celebration of Community College Month. There were 158 registrants.*

- *The Joint ALA/ARL Building Cultural Proficiencies for Racial Equity Framework Task Force continues to meet regularly with facilitation by Christina Fuller-Gregory, assistant director of libraries, South Carolina Governor’s School for the Arts and Humanities. The task force held two well-attended virtual update sessions in February 2022. As the comment period closed on March 2 for the first draft, the Comment Review Working Group will be reviewing feedback in March/April. Depending on the amount of feedback, it is expected that a final draft will be sent to the four organizations for adoption by June 2022. For ACRL, the final document will go through the ACRL standards process, with review by the ACRL Standards Committee before being submitted to the ACRL Board.*
- *As a result of the board making EDI a goal area committee, board liaisons from the GACs met twice during February to work on Goals and Objectives.*
- *Executive Director Malone posted to the membership a series of EDI articles to commemorate Martin Luther King, Jr.’s birthday, Black History Month, National Developmental Disabilities Awareness Month, and Women’s History Month.*
- *ALA, ACRL, the Association of Research Libraries (ARL), the Society of American Archivists (SAA), the Association for the Study of African American Life and History (ASALH), and the 1890 Land-Grant Institutions and Tuskegee University Library Deans/Directors Association, Inc., sponsored a virtual screening of the short film [Hidden in Full View](#), the story of the lynching of Matthew Williams in Salisbury, Maryland, in 1931. The screening will take place from 2:00 p.m.–3:30 p.m. EDT on Wednesday, March 30, 2022.*
- *In March, ACRL signed a letter of support for an IMLS grant proposal that seeks to study BIPOC paraprofessionals in academic libraries.*
- *On March 3, the ACRL New Roles and Changing Landscapes Committee and the ACRL Equity, Diversity, & Inclusion Committee jointly hosted an ACRL Presents webinar, “[Supported to Stay: A Discussion of Retention Experiences and EDI-informed Approaches](#).” Due to the potentially sensitive topic of the session and the goal for an honest discussion, the session was not recorded.*
- *In March, a [call for applications](#) was launched for the second round of ALA/ACRL memberships for BIPOC library workers. Through the program, up to 25 individuals will receive complimentary ALA/ACRL membership paid by ACRL.*
- *The ACRL Diversity Alliance Task Force is hosting a series of webinars. The first two webinars, “[ACRL Diversity Alliance: Kindly Hire Me: The Process and Impact of Inclusive Hiring](#),” and “[Residency Interest Group's \(RIG\) Diversity Residency Toolkit & Resident-Centered Framework](#)” were held in February 2022.*
- *The ACRL 2023 Scholarship Committee expanded the preference given to applications from underrepresented groups that have been historically marginalized or excluded due to race, ethnicity, gender identity and expression, sexual orientation, economic background, age, and/or ability.*
- *The ACRL 2023 proposal rubric was revised to provide expanded preference to proposals from underrepresented groups that have been historically marginalized or excluded due to race, ethnicity, gender identity and expression, sexual orientation, economic background, age, and/or ability.*
- *ACRL initiated a statement in support of HBCU libraries after the series of bomb threats made to multiple HBCUs. ACRL was joined by ALA in this statement.*

- *On January 19, 2022, a coordinated marketing push ([ALA press release](#)) launched to publicize the ACRL/ARL/ODLOS/PLA Building Cultural Proficiencies for Racial Equity Framework Task Force’s 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. Two public forums (Feb 16 for all libraries and Feb 23 for public libraries) will be held during the request for comment period.*
- *In January 2022, ACRL became an institutional member of the American Indian Library Association (AILA); Asian/Pacific American Librarians Association (APALA); Black Caucus of the American Library Association (BCALA); Chinese American Library Association (CALA); REFORMA The National Association to Promote Library and Information Services to Latinos and the Spanish-Speaking.*
- *In November 2021, the ACRL Board of Directors approved up to \$15,000 to fund 72 ALA and ACRL memberships for BIPOC library workers serving underrepresented groups. Funding will support memberships for year two of the first cohort (47 members), as well as funding for cohort two (25 members). The call for applicants for cohort two is expected to launch in spring 2022 and information will be posted widely on ACRL communication channels, including [ACRL Insider](#).*
- *ACRL exhibited at REFORMA’s virtual National Conference VII, from Nov 4 - 7, 2021.*
- *The ACRL Membership Committee worked with Core to sponsor a well-attended webcast on Nov 18, 2021: “Core/ACRL: Bringing Intentionality and Inclusivity to the Academic Library Interview.”*
- *As an in-kind contribution to the Joint Council of Librarians of Color (JCLC) Fundraising & Sponsorship Committee for their November 2021 silent auction in support of the upcoming 2022 JCLC Conference, ACRL donated one face-to-face and one virtual registration for the ACRL 2023 Conference.*
- *ACRL established a new Experience and Inclusion Committee for the ACRL 2023 Conference. The committee’s charge is as follows: “To recommend to the conference chair, ACRL staff, and the other component committees’ innovations and inclusive practices to enhance the experience of attending the in-person event for all participants. These innovations may include social, networking, and inclusion aspects, health and wellness, and/or accessibility efforts that ACRL works with professional consultants and providers to execute.”*
- *ACRL Director Jay Malone met with numerous members and groups in order to understand better EDI needs in ACLR. These include Yasmeen Shores (9/16/21); ARL Staff (11/16/21); Twanna Hodge (11/18/21); Alexia Hudson-Ward (12/14/21); and Wanda Brown (12/16/21) among others. Malone has also scheduled listening meetings with the chairs of the EDI committee.*

Enabling programs and services activities

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

Advocacy

- ACRL sets its 2022 Legislative Agenda, promoted via ACRLInsider and other channels in mid-June.

Strengthening partnerships with other organizations

- On August 26, 2022, ACRL joined seven other members of the Open Access Working Group (representing national and regional library, publishing, funding, research and advocacy organizations) in a coalition letter in thanking the White House for the updated policy guidance issued by the White House Office of Science & Technology Policy that will make taxpayer-funded research immediately available for the public to freely access and fully use.
- Together with ARL and ALA, as part of the Library Copyright Alliance, ACRL took the following actions:
 - On July 18, 2022, with the Software Preservation Network (SPN) submitted comments responding to the Copyright Office's Notice of Inquiry on electronic deposit and best edition rules.
 - On July 15, 2022, signed an open letter (as part of LCA) addressed to the member states of the World Intellectual Property Organization (WIPO) objecting to the possibility that neither the Wikimedia Foundation nor individual chapters will be represented at WIPO, the most important international body for copyright rulemaking due to the opposition of one member state.
 - On June 17, 2022, joined an amicus brief in Andy Warhol Foundation for the Visual Arts, Inc. v. Lynn Goldsmith and Lynn Goldsmith, Ltd. in support of neither party.
 - On June 3, filed an amicus brief in the US Court of Appeals for the DC Circuit in the case Valancourt Books vs. Merrick Garland, Attorney General, and Shira Perlmutter, Register of the Copyrights, supporting the defendants.
 - On June 2, 2022, sent a letter to the Chairman and Ranking member of the Senate Judiciary Subcommittee withdrawing opposition to S. 3880 upon being excluded from the scope of the bill.
 - On May 26, 2022, submitted comments to the Copyright Office Notice of Inquiry concerning standard technical measures and section 512 of the Digital Millennium Copyright Act.
- On May 24, 2022, ACRL and ALA PPA staff conducted targeted outreach to ACRL chapter leaders in New York, California, Oregon, Texas, Michigan, and Washington. Staff asked these member leaders to advocate for public access to federally-funded research by sending letters to their members of Congress, using chapter logo/letterhead, that expressed support for protecting Sec. 2527(b) of the Senate language from the U.S. Innovation and Competition Act (S. 1260 / H.R.4521) during conference negotiations. Sec. 2527(b) of the Senate bill would codify President Obama's 2013 Memorandum on Increasing Public Access to Federally Funded Scientific Research, which remained in effect during the Trump and Biden Administrations. Staff gave chapter leaders full instructions, a template letter, and offered further assistance.
- *On April 29, 2022, ACRL joined 7 other members of the Open Access Working Group (representing national and regional library, publishing, funding, research and advocacy organizations) in a coalition letter urging Senator Cornyn to protect the provision ensuring that taxpayers are guaranteed timely, free access to the results of publicly funded research during conference negotiations between the Senate and House regarding the U.S. Innovation & Competition Act (USICA, S. 1260) and the America COMPETES Act. Protecting Section 2527 of USICA would accomplish the goals Sen. Cornyn set out in the FASTR Act.*

- *On March 31, 2022, ACRL joined 11 other members of the Open Access Working Group (representing national and regional library, publishing, funding, research and advocacy organizations) in a coalition letter asking Congressional leaders to retain language ensuring that taxpayers are guaranteed timely, free access to the results of publicly-funded research. This provision (Section 2527 in the U.S. Innovation and Competition Act, S.1260), should be retained during conference negotiations between the House and Senate.*
- *Together with ARL and ALA, as part of the Library Copyright Alliance, ACRL took the following actions:*
 - *On March 24, 2022, submitted a statement opposing enactment of the SMART Copyright Act, S. 3880, explaining that it is both unnecessary and premature.*
 - *On February 8, 2022, issued a statement of interest in participating in consultations concerning technical measures to the Copyright Office's notice of inquiry.*
 - *On January 24, 2022, submitted comments in response to the US Copyright Office's notice of inquiry concerning the merits of providing an option to defer examination of copyright registration application materials until a later request by the applicant. LCA opposed the creation of a deferred examination option.*
 - *On January 12, 2022, issued a position statement recommending a new approach to foreign commercial-scale infringement which supports balanced copyright frameworks overseas to improve the legitimacy of copyright law.*
 - *On January 12, 2022, issued a position statement opposing a proposal to establish the Copyright Office as an executive branch agency within the Department of Commerce, led by a presidentially appointed Register of Copyrights.*
 - *On January 5, 2022, submitted reply comments to the US Copyright Office on the Publishers' Protection Study after previously submitting comments on Nov 29.*
- *On March 10, 2022, ACRL joined with 13 others to support the Affordable College Textbook Act, reintroduced by U.S. Senate Majority Whip Dick Durbin (D-IL) and U.S. Senators Angus King (I-ME), Tina Smith (D-MN), and Kyrsten Sinema (D-AZ), along with U.S. Representative Joe Neguse (D-CO-02). The legislation is designed to help students manage costs by making high quality textbooks easily accessible to students, professors, and the public for free.*
- *On February 16, 2022, ACRL joined ALA, ARL, and the Library Futures Institute in an amicus brief by the Software Preservation Network in the case Apple Inc. v. Corellium LLC urging the circuit court to affirm that security research is a fair use. Corellium makes software that emulates the Apple operating system to facilitate security research. Apple sued for infringement, and the court found that Corellium's emulation software was a fair use. Apple appealed to the 11th Circuit. The amicus brief has two basic parts: a legal argument that providing access to software for research can be (and often is) transformative fair use, and a policy argument that broad fair use rights are especially important for preserving digital cultural heritage. A fair use win at the appellate level would affirm that access for research is a protected fair use of software.*
- *On January 19, 2022, ACRL joined ALA, ARL, and 15 other organizations and individuals who promote functional fair uses of copyrighted works and advocate for equitable access in signing onto an amicus brief in Green v. Department of Justice, an Electronic Frontier Foundation lawsuit which challenges*

Section 1201 of the Digital Millennium Copyright Act as an unconstitutional restraint on fair use. This amicus explains that the Copyright Office's triennial review has failed to adequately protect functional fair uses in the areas of accessibility for those with disabilities, security research, and right to repair and has imposed an unreasonably burdensome process on triennial review participants.

- *In a show of support for colleagues in the Ukraine, ACRL joined other AHA divisions in issuing a press release: [ALA stands with Ukrainian library community | News and Press Center. Jay Malone monitored expressions of support in the academic community, e.g. Association for Slavic, East European, and Eurasian Studies, and shared these with ALA.](#)*
- *On December 2, ACRL joined 13 other members of the Open Access Working Group (representing national and regional library, publishing, funding, research and advocacy organizations) in a statement applauding the ratification of UNESCO's Recommendation on Open Science during its 41st General Conference.*
- *On November 18, Mary Jane Petrowski and Kara Malenfant met with staff from the U.S. Census Bureau's Office of Strategic Alliances and the Economic Management Division at their invitation regarding the Census product Post-Secondary Employment Outcomes, experimental tabulations that highlight employment and earnings outcomes for college and university graduates.*
- *On October 28, 2021, ACRL joined an amicus brief by the Electronic Frontier Foundation (together with the American Library Association, the Association of Research Libraries, and the Freedom to Read Foundation among other public interest groups, small tech companies, and representatives of the start-up community) in support of a petition for rehearing in Hepp v. Facebook et al.*
- *On October 26, ACRL staff members Kara Malenfant and Erin Nevius joined ALA's Alan Inouye in a meeting with staff from Apple responsible for government relations, strategic initiatives, and sales to the higher education market. Apple invited the perspective of ALA and ACRL as they look to engage higher education, enhance digital learning resources and affordability, and better understand how librarians engage in the development of undergraduate curricular resources.*
- *Together with ARL and ALA, as part of the Library Copyright Alliance, ACRL took the following actions:*
 - *On November 29, LCA submitted comments regarding the compliance review by the Copyright Claims Attorney (CCA) of claims before the Copyright Claims Board under the Copyright Alternative in Small-Claims Enforcement Act. The comments address the uncertainty concerning whether the CCA should consult the opt-out list when performing a review of whether a claim complies with the statute's requirements.*
 - *On November 24, LCA responded to the Copyright Office Notice and Request for Comment about the current protections for local news publications, believing a press publisher's right is not warranted. Roundtables were held, and LCA planned to supply comments on January 5, 2022.*
 - *On October 27, LCA issued a statement welcoming new exemptions to Section 1201 which are necessary for libraries and their users to exercise their fair use rights.*

Education

Immersion Institutes

- The Call for a new Immersion Program Facilitator Coordinator was issued with applications due in late October. A new Coordinator will be confirmed by the search committee in early November.
- *The in-person Immersion Program remains on hold. The Immersion facilitators are currently working to transition portions of the Immersion curriculum into virtual offerings to be held in summer 2022.*

Licensed Workshops

- Virtual offerings during this reporting period:
 - Framework Off-RoadShow – University of New Orleans, June 6-10, 2022
 - Framework Off-RoadShow – University of Oklahoma, June 6-10, 2022
 - Framework Off-RoadShow – University of Alaska Fairbanks, June 27-30, 2022
 - Framework Off-RoadShow – Association of Independent School Librarians – August 1-5, 2022
 - OER Off-RoadShow - PALCI (Partnership for Academic Library Collaboration and Innovation) – June 6-8, 2022
- In-person offerings during this reporting period:
 - Standards Licensed RoadShow – Northern Kentucky University – July 21, 2022
- RoadShow coordinators are beginning to discuss the return to in-person RoadShows, while also keeping the five virtual workshops available for institutions to host on request: “[Engaging with the ACRL Framework](#),” “[Building Your RDM Toolkit](#),” “[Putting the Standards for Libraries in Higher Education into Action](#),” “[Open Educational Resources and Affordability](#),” and “[Assessment in Action](#),” with the “Scholarship of Teaching and Learning” transitioning to virtual workshops soon.
- ACRL issued a call for applications from prospective facilitators for two of its licensed workshops in early September. Overseen by the Value of Academic Libraries Committee, the workshops are “Assessment in Action: Demonstrating and Communicating Library Contributions to Student Learning and Success” and “Planning, Assessing, and Communicating Library Impact: Putting the Standards for Libraries in Higher Education into Action.”
- *Virtual workshops offered during this reporting period:*
 - *AiA Off-RoadShow – Georgia Gwinnett College, May 16-17, 2022*
 - *Framework Off-RoadShow – University of British Columbia, April 11-15, 2022*
 - *Framework Off-RoadShow – Brigham Young University, May 2-6, 2022*
 - *Research Data Management Off-RoadShow – Louisiana State University, May 17-18, 2022*
 - *Standards Off-RoadShow – University of Alberta, April 27-29, 2022*
 - *Standards Off-RoadShow – Boston Library Consortium, May 18-19, 2022*

ACRL Conference

- June 3 was the deadline for contributed paper, panel session, and workshop submissions. ACRL received 336 submissions across the three session format types (22% decrease from ACRL 2021)

submission numbers). Acceptance rates: contributed paper (38%); panel session (46%); workshops (44%). Notifications were issued in August; speaker agreements are due September 16.

Lightning talk, poster session, roundtable discussion, and virtual presentation submissions are due October 14.

- ACRL 2023 keynote speakers were confirmed:
 - **Opening Keynote - Rebecca Nagle:** Rebecca Nagle is an award-winning advocate, writer, and citizen of the Cherokee Nation. Her writing about Native representation and tribal sovereignty has been featured in The Washington Post, The Guardian, USA Today, Teen Vogue, The Huffington Post, and more. In season one, as the host of the chart-topping podcast This Land, Nagle told the story of one Supreme Court case about tribal land in Oklahoma, the small-town murder that started it, and the surprising connection to her own family history. In This Land's second season, which debuted in August 2021, Nagle takes listeners through the 40-year history of the Indian Child Welfare Act.
 - **Closing Keynote - Heather McGhee:** Heather McGhee designs and promotes solutions to inequality in America. Over her career in public policy, McGhee has crafted legislation, testified before Congress, and helped shape presidential campaign platforms. Her book *The Sum of Us: What Racism Costs Everyone and How We Can Prosper Together* spent 10 weeks on the New York Times bestseller list and was longlisted for the National Book Award and Carnegie Medal for Excellence in Nonfiction. She has shared her opinions, writing, and research in numerous outlets, including the Washington Post, New York Times, Wall Street Journal, USA Today, Politico, MSNBC, and National Public Radio.
- Registration – Registration for both the F2F and virtual conference will open in October. January 20, 2023, is the early-bird registration deadline.
- Exhibits – 70 booths sold to date; 31% of budget.
- Sponsorships - \$91,000 in pledges from library sponsors (87% of \$105K budget). \$75,000 in pledges from vendor sponsors (35% of \$210K budget)
- Scholarship applications are currently available on the conference website. The deadline for all scholarship applications is October 14, 2022.
- *The ACRL 2023 Call for Participation was announced in March 2022. June 3 is the proposal deadline for contributed paper, panel session, and workshop submissions.*
- *ACRL 2023 scholarship applications were announced in May 2022. ACRL anticipates providing over \$115,000 in scholarship funding for ACRL 2023. Scholarships typically include complimentary in-person or virtual registration plus an additional travel stipend of \$400 - \$600. October 14, 2022, is the scholarship application deadline.*

- *The ACRL 2023 proposal rubric was revised to provide expanded preference to proposals from underrepresented groups that have been historically marginalized or excluded due to race, ethnicity, gender identity and expression, sexual orientation, economic background, age, and/or ability.*
- *The ACRL 2023 Scholarship Committee expanded the preference given to applications from underrepresented groups that have been historically marginalized or excluded due to race, ethnicity, gender identity and expression, sexual orientation, economic background, age, and/or ability.*
- *ACRL 2023, “Forging the Future,” will be offered as a hybrid conference, with the in-person conference held in Pittsburgh, March 15-18, 2023, and a complementary virtual component offered over the same dates. John Culshaw, University Librarian at the University of Iowa, is the ACRL 2023 conference chair. Co-chair and committee appointments were finalized over summer and fall 2021.*
- *The conference purpose statement was drafted and confirmed in November 2021. The conference website and Call for Participation are scheduled to launch by February 2022.*
- *ACRL has contracted with Pathable, with the platform serving as the conference website, hybrid/virtual conference platform, conference app, and scheduler.*

Conferences, Pre Conferences, and Workshops

- *The [RBMS 2022 Conference](#) entitled *What now?: Reflection, Reckoning, and Recovery*, will take place June 21 – 24, 2022 virtually. In this gathering, we will take a hard look at our field in the wake of the pandemic. Conversations will focus on continuing actions for racial, social, and environmental justice, along with examining opportunities to focus our efforts toward effecting necessary change. Almost 600 people are currently registered. In addition, a record number of sixty-four scholarships were awarded.*
- *The [RBMS 2022 Conference](#) entitled *What now?: Reflection, Reckoning, and Recovery*, took place June 21 – 24, 2022 virtually. Six-hundred sixty-seven (667) people registered. In addition, sixty-four scholarships were awarded (worth almost \$12,000). Evaluation results were mostly positive with 84% of respondents rating the quality of RBMS Conference as either “excellent” (47%) or above average (37%), the two highest ratings. Final financial reports are still pending however, a net of over \$75,000 is anticipated.*

Annual Conference Programs

- ACRL received 32 program submissions for the 2023 ALA Annual Conference. This is a 56% decrease from the number of ACRL submissions for the 2022 Annual Conference submissions. The ACRL Professional Development Committee will begin proposal review in early October and can and select 15 programs for presentation.

Online learning (see additional webinars in the CHOICE section of this report)

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

Title	Type	Date	Registration	Quality	Learning Outcomes	Recommended (9 to 10 ratings)	# of eval respondents
13 Things in Instructional Design for Library Instructors	Course	6/6-7/1/22	29	100%	92%	50%	18
Cognitive Load and Instructional Design	Webcast *offered in conjunction with Core	6/9/22	28	NA	NA	NA	NA
Increasing Engagement Using Active Learning Techniques	Course	7/11-8/5/22	32	92%	88%	66%	13

In addition to a number of webcasts and courses on the schedule for spring and summer 2022, ACRL is partnering with Core to co-offer the webcast, "Cognitive Load and Instruction Design," in June 2022 as a pilot jointly-offered online learning event.

The new ALA e-Learning store launched November 10, 2021. The new store serves as a centralized portal that is fully accessible, mobile-friendly, and includes a robust search capability and dynamic product listings. Along with the transition to the new store, ALA implemented standardized registration rates for webinars. New rates are:

ACRL member: \$50

ALA member: \$71

Nonmember: \$79

Bulk discounts have replaced ACRL's group rate (\$295), with discounts based on the number of seats an institution purchases.

Number of Seats	Discount
2-5	15%
6-9	25%
10+	special discounted pricing available

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

Title	Type	Date	Individual Reg	Group Reg	Quality	Learning Outcomes	Recommended (9 to 10 ratings)	# of eval respondents
Copyright Decision Making, Step-by-step	Webcast	10/26/21	10	1	100%	98%	60%	5

Title	Type	Date	Individual Reg	Group Reg	Quality	Learning Outcomes	Recommended (9 to 10 ratings)	# of eval respondents
Leading from the Middle: Changing approaches to library leadership and communication	Course	11/22-12/17/21	37		100%	92%	64%	10

Member Engagement

Membership units/Governance

- COPA members have demonstrated a lack of engagement with ACRL in FY22. ACRL Sections, Interest Groups and Discussion group have struggled to find leaders for FY23. Several sections have not submitted letters of intent for chair candidates for the FY23 spring ballot. Interest groups are also struggling to find conveners willing to accept a 3-year commitment. Only 10% of Interest and Discussion Groups submit meeting highlights. CoPA Connect communities offer little content or discussion apart from job ads (note that, as of July 1, a new Code of Conduct, authorized by the ALA Board, took effect which centralized job announcements on one channel in Connect so that they were no longer distributed across multiple COPA sites). Many groups (including Chapters) do not submit annual reports (Strategic Plan Implementation Reports). ACRL Chapter's Council struggles to find leadership as there is no secretary appointed for FY23.
- In Summer of 2022, the second ACRL Michigan Chapter dissolved.
- *The Technical Services Interest Group was renewed for another 3 years at the April 6, 2022, Virtual Board Meeting.*
- *The Call for Volunteers closed on February 15. ACRL President-elect Erin Ellis will be working with the ACRL Appointments Committee to complete 2022-2023 appointments for division-level committees, and it is expected that the majority of appointments will be completed in the Spring. As there are often many more volunteers than openings, all volunteers who did not receive an appointment will be sent in May/June a thank you letter with additional ways of engagement. For section appointments, training was provided for Section Vice-Chairs in January, then leaders began making appointments February 18. Section leaders have until March 31 to finalize their section appointments for the 2022-2023.*
- *In December 2021, ACRL President Julie Garrison published a [summary report](#) on the 2020-2021 division-level committee appointments process, which included race and gender demographics for volunteers.*
- *The ACRL 2022 Call for Volunteers went out on December 3, 2021, and was posted in [ACRL Insider](#).*
- *The ACRL Membership Committee sponsored a well-attended webcast ("ACRL Get Involved: Everything You Need to Know About Volunteering for an ACRL Division-Level Committee, Section Committee, Interest and Discussion Group") on the volunteer appointments process.*

- *ACRL Director Jay Malone has been penning a series of articles for membership that focus on EDI and the value of academic libraries.*

Awards

- The ACRL Board of Directors appointed ACRL the Awards Process Implementation Task Force on August 1, 2022, to (1) establish a standardized process, fundraising protocols, and standard/consistent monetary awards structure across ACRL; create new corresponding guidelines or procedures as necessary; (2) investigate feasibility of collapsing all awards into one new division awards committee, as well as other models that consolidate and centralize the process and provide a nimble structure that responds to member and professional needs and values, share pros and cons of different approaches and gather stakeholder feedback as appropriate; (3) 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 definitions of achievement, award eligibility criteria, award nomination processes, and award committee appointment processes); (4) ensure ACRL awards process aligns with ALA policies and awards procedures.
- *The ACRL Board of Directors approved a pause to the 2022 Awards Program and formed a [task force](#) to review the program. During this review period, ACRL will not promote or jury any of its annual awards, and award committees will instead work with and provide input to a task force charged to make recommendations for the program's future. This pause provides an opportunity to fully assess the awards program's impact on the profession, future sustainability, and connection to ACRL's core commitment to equity, diversity, and inclusion.*

Membership

Special events at ALA Conferences

- *The ACRL President's Program, featuring some excellent panelists, will take place on Saturday, June 25th.*

Consulting services

- Continued strategic planning work with small private university.
- Continued work on strategic planning and reorganization with a mid-size private university.
- Completed external reviews at a community college, a large public university, and a very large public research university.
- Completed facilitative support at a large public research university.
- Began external review at a small private university, conducting benchmarking and reading background.
- Held discussion, submitted proposal, negotiated contract, and began strategic planning work with a very large public research university.
- Held discussion, submitted proposal, negotiated contract, and began strategic planning work with a small private research university.
- Held discussion, submitted proposal, and began negotiating contract for external review at a very small private college.

- Held discussion and submitted proposal for strategic planning work at a mid-size public university.
- Held discussion and submitted proposal for facilitative support at a small private university.
- Held discussion and submitted proposal for external review at a small community college.
- *Began facilitative support at a large research university.*
- *Began external review at a large university, conducting focus groups and interviews.*
- *Continued external review at a community college library, conducting focus groups and interviews and submitted draft of report for accuracy check.*
- *Continued external review at a very large research university, conducting focus groups and interviews and submitted draft of report for accuracy check.*
- *Held discussion, submitted proposal, negotiated contract, and began work on strategic planning and reorganization with a mid-size private university.*
- *Negotiated contract and began work on strategic planning with small private university.*
- *Held discussion, submitted proposal, and negotiated contract for an external review at a small private university.*
- *Continued discussion with a large research university on strategic planning needs.*
- *Continued planning and began external review at a very large research university.*
- *Continued planning for external review at a community college.*
- *Negotiated contract for facilitative support for library leaders at a large research university and began planning.*
- *Submitted proposal for external review and strategic planning at a small private university.*
- *Reviewed and revised pricing structure, flat since 2018, to ensure client fees cover all costs and to make modest increase to adjunct consultant honorarium.*
- *Prepared to launch a new service, Facilitative Support for Library Leaders, to help institutions address organizational development needs surfaced by the COVID-19 pandemic. A highly experienced leadership consultant will serve as an external sounding board, guiding a series of conversations designed to help clients make sense of work they have already accomplished, leverage it, and create action plans for next steps. This new ACRL Consulting service will help library leaders and leadership teams clarify issues and generate new insights, while also nurturing reflective practices to carry forward.*
- *Held discussion with a very large research university, submitted a proposal, negotiated a contract for an external review, and began planning.*
- *Negotiated contract for an external review at a community college and began planning.*
- *Held discussion with a large university and submitted a proposal for an external review.*
- *Held discussion with a large research university and submitted a proposal for facilitative support.*

Fundraising

- FY22 fundraising from September 1, 2021 – August 31, 2022, raised \$38,633 from 277 donors including 134 who were continuing donors, 45 former donors, and 55 new donors. As of September 20, 2022, the Friends of ACRL fund balances were: \$40,278 (Advancement Fund), \$74,127 (ACRL Conference scholarship Fund), and \$17,111 (RBMS Scholarship Fund).

- *FY22 fundraising from September 1, 2021 – May 18, 2022, raised \$20,566 from 187 donors. As of May 18, 2022, the Friends of ACRL fund balances were: \$39,583 (Advancement Fund), \$57,395 (ACRL Conference Scholarship Fund), and \$16,296 (RBMS Scholarship Fund).*
- *FY22 fundraising from September 1, 2021 – March 18, 2022, raised \$18,284 from 155 donors. As of March 18, 2021, the Friends of ACRL fund balances were: \$39,2943 (Advancement Fund), \$56,913 (ACRL Conference Scholarship Fund), and \$26,636 (RBMS Scholarship Fund).*
- *The Giving Tuesday campaign (Nov. 23 – Dec 31, 2021) raised \$7,707 from 66 donors. Between Oct 23 – Dec 31, 2021, ACRL received \$11,529 in donations. As of Dec 31, 2021, the Friends of ACRL fund balances were: \$38,458 (Advancement Fund), \$55,868 (ACRL Conference Scholarship Fund), and \$23,266 (RBMS Scholarship Fund).*

Publications

Non-periodical Publications

- ACRL published 20 new books in fiscal year 2022, the most we've ever published in a fiscal year. The year finished with:
 - *Embracing Change: Alternatives to Traditional Research Writing Assignments*, edited by Silke Higgins and Ngoc-Yen Tran
 - *3D Data Creation to Curation: Community Standards for 3D Data Preservation*, edited by Jennifer Moore, Adam Rountrey, and Hannah Scates Kettler (published simultaneously as paid print and open access editions)
 - *Learning in Action: Designing Successful Graduate Student Work Experiences in Academic Libraries*, edited by Arianne Hartsell-Gundy, Kim Duckett, and Sarah Morris
 - *Intersections of Open Educational Resources and Information Literacy (Publications in Librarianship #79)*, edited by Mary Ann Cullen and Elizabeth Dill (published simultaneously as paid print and open access editions)
- Fiscal year 2023 began with two new books in September:
 - *Designing Libraries for the 21st Century*, edited by H. Thomas Hickerson, Joan K. Lippincott, and Leonora Crema (published simultaneously as paid print and open access editions)
 - *Using Open Educational Resources to Promote Social Justice*, edited by CJ Ivory and Angela Pashia (published simultaneously as paid print and open access editions)
- The next books to publish will be:
 - *The Data Literacy Cookbook*, edited by Kelly Getz and Meryl Brodsky
 - *Academic Librarian Faculty Status: CLIPP #47*, compiled and edited by Ed Bailey and Melissa Becher
- *ACRL has published 16 new books in fiscal year 2022. The most recent are:*
 - *The Rise of AI: Implications and Applications of Artificial Intelligence in Academic Libraries (Publications in Librarianship #78)*, edited by Sandy Hervieux and Amanda Wheatley
 - *Teaching Business Information Literacy*, edited by Genifer Snipes, Marlinda Karo, Ash E. Faulkner, and Lauren Reiter

- *Interim Leadership in Libraries: Building Relationships, Making Decisions, and Moving On*, edited by Jennifer E. Knivel and Leslie J. Reynolds
- *Your Craft as a Teaching Librarian: Using Acting Skills to Create a Dynamic Presence*, by Jeff Sundquist, Julie Artman, and Douglas R. Dechow
- The next books to publish will be:
 - *Embracing Change: Alternatives to Traditional Research Writing Assignments*, edited by Silke Higgins and Ngoc-Yen Tran
 - *3D Data Creation to Curation: Community Standards for 3D Data Preservation*, edited by Jennifer Moore, Adam Rountrey, and Hannah Scates Kettler
- ACRL has published 12 new books in fiscal year 2022. The most recent are:
 - *How to be a Peer Research Consultant: A Guide for Librarians and Students*, by Maglen Epstein and Bridget Draxler
 - *Once Upon a Time in the Academic Library: Storytelling Skills for Librarians*, edited by Maria Barefoot, Sara Parme, and Elin Woods
 - *Implementing Excellence in Diversity, Equity, and Inclusion: A Handbook for Academic Libraries*, edited by Brian Lym and Corliss Lee with Tatiana Bryant, Jonathan Cain, and Kenneth Schlesinger
 - *The Community College Library: Assessment*, edited by Janet Pinkley and Kaela Casey (a 30% discount code was sent to ACRL CJCLS members upon publication)
 - *The Community College Library: Reference and Instruction*, edited by Janet Pinkley and Kaela Casey (a 30% discount code was sent to ACRL CJCLS members upon publication)
- The next books to publish will be:
 - *The Rise of AI: Implications and Applications of Artificial Intelligence in Academic Libraries (Publications in Librarianship #78)*, edited by Sandy Hervieux and Amanda Wheatley
 - *Teaching Business Information Literacy*, edited by Genifer Snipes, Marlinda Karo, Ash E. Faulkner, and Lauren Reiter
 - *Interim Leadership in Libraries: Building Relationships, Making Decisions, and Moving On*, edited by Jennifer E. Knivel and Leslie J. Reynolds
- ACRL has published seven new books in fiscal year 2022 through December. The most recent are:
 - *Ethnic Studies in Academic and Research Libraries*, edited by Raymond Pun, Melissa Cardenas-Dow, and Kenya S. Flash
 - *Academic Library Mentoring: Fostering Growth and Renewal*, 3 volume set, edited by Leila June Rod-Welch and Barbara E. Weeg
 - Vol. 1: *Fundamentals and Controversies*
 - Vol. 2: *Mentoring of Library Faculty and Librarians*
 - Vol. 3: *Mentoring of Students and Staff*
- The next books to publish will be:
 - *How to be a Peer Research Consultant: A Guide for Librarians and Students*, by Maglen Epstein and Bridget Draxler

- *Once Upon a Time in the Academic Library: Storytelling Skills for Librarians*, edited by Maria Barefoot, Sara Parme, and Elin Woods
- *Implementing Excellence in Diversity, Equity, and Inclusion: A Handbook for Academic Libraries*, edited by Brian Lym and Corliss Lee with Tatiana Bryant, Jonathan Cain, and Kenneth Schlesinger

Library Statistics

- The 2022 ACRL Academic Library Trends and Statistics Survey has been finalized and instructions revised accordingly based on feedback from survey participants. The survey is expected to open on September 27, 2022 – February 28, 2023.
- The 2021 survey data is being cleaned and should be published to ACRL Benchmark on or before September 28, 2022. More than 1,500 academic libraries contributed data.
- *The 2021 ACRL Academic Library Trends and Statistics Survey closed on April 20, 2022. The data is being cleaned and will be available by mid- to late June 2022.*
- *The 2021 ACRL Academic Library Trends and Statistics Survey will close on March 31, 2022.*
- *ACRL and PLA launched a new peer comparison tool in late October 2021, [Benchmark: Library Metrics and Trends](#). All current subscribers to ACRL Metrics were migrated to the new platform.*
- *The 2021 ACRL Academic Library Trends and Statistics Survey data collection opened on October 12, 2021 and will close on February 28, 2022.*
- *The 2020 print edition of ACRL Academic Library Trends and Statistics was published in September 2021. This will be the last print edition of the survey.*

Standards, Guidelines, and Frameworks

- The Joint ALA/ARL Building Cultural Proficiencies for Racial Equity Framework Task Force’s final draft of the [Cultural Proficiencies for Racial Equity: A Framework](#) (PDF) was approved by the boards of directors of the four partner organizations, the American Library Association (ALA), Association of College & Research Libraries (ACRL), Association of Research Libraries (ARL), and Public Library Association (PLA), during summer 2022.
- The ACRL Board of Directors approved new [Companion Documents to the Framework for Information Literacy for Higher Education Science, Technology, Engineering, and Mathematics](#) (PDF) at its August 2022 virtual meeting.
- *The ACRL Board of Directors approved two new Companion Documents to the Framework for Information Literacy for Higher Education – [Journalism](#) and [The Framework for Visual Literacy in Higher Education](#) - at its April 2022 virtual meeting.*
- *The ACRL Board of Directors approved a new [Companion Document to the ACRL Framework for Information Literacy for Higher Education: Sociology](#) (PDF) at its January 2022 virtual meeting.*
- *The ACRL Board of Directors approved a new [Companion Document to the ACRL Framework for Information Literacy for Higher Education: Research Competencies in Writing and Literature](#) (PDF) at its November 2021 virtual meeting.*

	Q1 (Sept.-Nov.)	Q2 (Dec. – Feb.)	Q3 (March – May)	Q4 (June – August)	Total
Framework for Information Literacy for Higher Education Stats					
Online visits	29,388	27,107	21,783	18,032	96,310
Print distribution	20	20	0	0	40
Standards for Libraries in Higher Education Stats					
Online visits	4,586	3,359	3,509	2,810	14,264
Print distribution	30	30	0	0	60
ACRL Insider Stats					
Posts	56	66	67		189
Page Views	50,403	34,328	35,418	24,476	144,625
ACRLog Stats					
Posts	11	15	8		34
Page Views	27,660	21,545	18,854	18,619	86,678
ACRL TechConnect Stats					
Posts	0	0	0	0	0
Page Views	NA	NA	NA	NA	NA
VAL Blog Stats					
Posts	0	0	0	0	0
Page Views	1,705	1,384	1,330	1,273	5,692
College & Research Libraries					
Online Access Stats (total access across content formats)	340,103	266,824	253,518	295,257	1,155,702

	Q1 (Sept.-Nov.)	Q2 (Dec. – Feb.)	Q3 (March – May)	Q4 (June – August)	Total
C&RL News					
Online Access Stats (total access across content formats)	395,620	293,072	247,406	311,470	1,247,568
RBM					
Online Access Stats (total access across content formats)	47,085	29,703	24,134	28,836	129,758
Social Media					
Facebook Followers	8,376	8,367	8,380	8,460	NA
Twitter Followers	22,081	22,202	22,140	22,326	NA
Instagram Followers	1,324	1,355	1,373	1,388	NA
YouTube Subscribers	2,198	2,285	2,369	2,515	NA

College & Research Libraries

- Issues published on regular schedule.
- *Kristen Totleben was appointed to the post of C&RL editor-designate in July 2021 and will serve an initial three-year term as editor of the journal beginning July 1, 2022. Totleben has been working with ACRL staff, the C&RL Editorial Board, and outgoing editor Wendi Kaspar on the editorial transition this fall.*

C&RL News

- Issues published on regular schedule.

- *C&RL News adopted an online-only publication model beginning in January 2022. The December 2021 issue was the final print issue of the magazine. C&RL News is freely available as an open access online publication. ACRL staff have been working with the C&RL News Editorial Board on enhancing the online version of the magazine for the online-only publishing environment. A full issue PDF was added to the online version this fall for readers who prefer an all-in-one experience as opposed to reading individual articles. The PDF version of the full magazine (and individual articles) was converted from a two-column to a single-column presentation beginning with the January 2022 issue for easier online reading. Staff and the editorial board will continue to evaluate C&RL News contents and presentation over the course of the year.*

RBM

- Issues published on regular schedule.
- The ACRL Publications Coordinating Committee and RBM Editorial Board have begun a search for a new editor for the journal to replace outgoing editor Richard Saunders beginning July 1, 2023.
- *John Henry Adams of the University of Missouri has been named the new reviews editor for the journal. Adams will begin his work starting July 1, 2022.*
- *Reviews Editor Jennifer Sheehan stepped down from the post this fall. The RBM Editorial Board is conducting a search for a new reviews editor.*

Operations

Staff

- In June 2022, ACRL hired temporary employee Aleah Price to support the work of governance, membership groups, ACRL Benchmark, and Project Outcome.
- *In February 2022, Elois Sharpe and Lauren Carlton were both promoted from program coordinators to program officers. In addition to Elois's current governance and membership work, she will now manage ACRL Board elections and IFLA appointments. Lauren will now serve as staff liaison to ACRL Sections as well as manage the Section Elections and ACRL Educational/President's Program for ALA Annual Conference.*
- *In January 2022, ACRL posted a combined [job ad](#) for two open positions: ACRL Program Officer for Professional Development, ACRL Program Coordinator. In February, the Program Coordinator position was relaunched as its own [job ad](#). After strategic changes were approved by the Board with the Awards program, the Program Officer position is being re-imagined.*
- *In late November 2021, ACRL Professional Development and Outreach Specialist Chase Ollis left ACRL to take on a new role as Communications Manager in ALA's Communication and Marketing Office. Ollis spent 8 years as an integral member of the ACRL team where he most recently managed ACRL's RoadShow program, served as staff liaison to ACRL's extensive awards program, and managed ACRL's Conference Scholarship program.*
- *ACRL's FY22 budget includes funding for Ollis's recently vacated position along with one vacated in June, which is being re-envisioned. We look forward to hiring new colleagues in the coming months.*

ACRL Staff & ALA

- ACRL staff (including Choice) continue serving on and leading ALA cross-functional teams.
- ACRL Senior Strategist for Special Initiatives Kara Malenfant concluded service on the ALA Operating Agreement Working Group as the group has ended its term.
- ACRL Director Jay Malone attended the 22nd Leadership in Academic Librarianship conference at Harvard's School of Education, July 24-29 as an invited guest.
- Malenfant continues serving on the ALA Rapid Response Team: Freedom to Read & Learn Campaign.
- Malenfant served on organizing team and as a facilitator, speaker, and panel moderator for an invited workshop by the ALA Public Policy and Advocacy Office on digital inclusion and broadband June 1-3, 2022, in DC.
- Staff assisted ALA president Patty Wong prepare for her keynote at the 16th Annual Cooperating Raleigh Colleges Workshop, June 16, 2022.
- *ACRL Director Jay Malone participated in an ALA-wide series of budget presentations for the FY23 budget.*
- *ACRL Director Jay Malone attended the American Council of Learned Societies annual meeting on April 28-30, along with ACRL President Julie Garrison.*
- *ACRL Director Jay Malone attended the ARL conference in Toronto (a joint conference with CARL) April 26-27.*
- *ACRL Director Jay Malone attended the PLA conference in Portland, OR March 23-26. Portland is the site of ACRL's 2027 conference.*
- *ACRL Director Jay Malone will discuss, in person, ACRL activities with the ALA board on April 9th.*
- *ACRL Associate Director Mary Jane Petrowski continues chairing the staff panel for the ALA Director of Institutional Advancement & Partnerships.*
- *ACRL Director Jay Malone began working with ALA Development Director Anne Manly to raise ALA's ranking on Guidestar. They succeeded in raising the ranking from silver to platinum, Guidestar's highest level.*

CHOICE

May–September 2022

The reporting period for our fourth quarter of the fiscal year saw a lot of activity to prepare content for the start of the 2023 fiscal. Our *Toward Inclusive Excellence* blog was busy securing a slate of marquee guests for its upcoming fall semester series of episodes. We finalized the annual Outstanding Academic Titles list, which publishes in December, and we completed a major report on trends and spending in ebook collection development, which was underwritten by OverDrive Academic. On the business side, we closed the year 8% higher than the previous fiscal year in advertising revenues—a sign of the vendor community's continued faith in Choice as a valuable advertising partner.

During this reporting period we recorded 24 *Authority File* podcast episodes, produced nine webinars, and added 1,864 reviews to *Choice Reviews*. Taken as a whole, these months continue our audience's strong engagement with our content, as shown here in Table 1:

TABLE 1: CHOICE ENGAGEMENT STATISTICS

Choice Reach May to September 2022	
Choice360	134,780 Page views (May to September 12)
Choice Reviews	User sessions: 22,423; PVs: 166,658 (through August 31)
Webinars (Qty 9)	819 average registrations per webinar (May to September 1)
Podcasts	4,199 downloads (May to September 1)
Newsletters (Qty 12)	20,598 total subscriptions/8243 unique contacts
Choice Media Channel (YouTube)	38,951 Videos views (May to Sept 12)

March–May 2022

The good news for the third quarter here at Choice continues to be our advertising efforts. Details follow, but we’re showing year-to-date growth over the same period last year and we expect to finish better overall this fiscal year versus FY21. The bad news: We said goodbye to our Editor and Publisher, Mark Cummings, who retired on April 2nd, after nine years at the helm of Choice. Rachel Hendrick, our director of operations, has taken his role on an interim basis.

During this reporting period we hosted twelve Authority File podcast episodes, produced four webinars, and added nine hundred and thirteen reviews to Choice Reviews. Taken as a whole, these months continue our audience’s strong engagement with our content, as shown here in Table 1:

TABLE 1: CHOICE ENGAGEMENT STATISTICS

Choice Reach March to May 2022	
Choice360	213,414 Page views (March to May 9)
Choice Reviews	User sessions: 20,586; Page Views: 166,300 (through April 30)
Webinars (Qty 4)	4,406 registrations (through May 13)
Podcasts	4,045 downloads (through May 13)
Newsletters (Qty 12)	20,646 total subscriptions/8305 unique contacts
Choice Media Channel	23,234 Video views (March to May 9)

January–February 2022

With the new year comes new projects and new staff. In what has become customary for Choice at this time of the year, we’re planning a significant product launch, work continues on large sponsorship projects, and we’ve debuted a new season of podcasts. Our operations team has filled an open position and the editorial team has launched searches for two staff members. Meanwhile, we continue to see year-over-year growth across key audience engagement categories.

For both our staff and our readers, the final two months of the year typically bring a burst of end-of-term activity followed by a lull stretching over the last weeks of December. Nonetheless, even during December, the quietest month of the year, Choice360, our content “hub,” continued to draw strong engagement, particularly compared to the same period a year ago.

TABLE 1: CHOICE360 YEAR-OVER-YEAR ENGAGEMENT STATISTICS

	Jan-Feb '22	FY22 YTD	Jan-Feb '21	FY21 YTD	M/M%	Y/Y%	
Sessions	50,136	178,231	25,655	50,165	95%	255%	
Page Views	86,302	305,125	50,796	126,748	70%	141%	
Users	42,143	155,888	20,195	48,175	109%	224%	
		Dec 2021	FY22 YTD	Dec 2020	FY21 YTD	M/M %	Y/Y %
Choice360	Sessions	21,192	128,095	6,930	34,510	206%	271%
	Page Views	39,065	218,823	18,824	75,952	108%	188%
	Users	17,645	113,745	5,290	27,980	234%	307%

During this reporting period we hosted five Authority File podcasts, produced eight webinars, and added six hundred and nine reviews to Choice Reviews. Taken as a whole, the first six months of the academic year have been a period of strong engagement with our content, as shown here in Table 2:

Although the reporting period for this document effectively comprises no more than six working weeks, during the period we hosted sixteen Authority File podcasts, produced eleven webinars, and added six hundred and eighty-two reviews to Choice Reviews. Taken as a whole, the first four months of the academic year have been a period of strong engagement with our content, as shown here in Table 2:

TABLE 2: CHOICE ENGAGEMENT STATISTICS, ACADEMIC YTD

Choice Reach	
September 2021-February 2022	
Choice360	305,125 page views
Choice Reviews	54,345 user sessions; 452,073 page views
Webinars (25 webcasts)	22,727 registrations; 9,887 attendances
Podcasts (29 episodes)	6,887 downloads
Newsletters (12)	20,593 subscriptions; 8,205 unique subscribers
Choice Media Channel	72,721 webinar screenings

Choice Reach	
September-December 2021	
Choice360	218,823 page views
Choice Reviews	37,140 user sessions; 268,449 page views
Webinars (17 webcasts)	15,497 registrations; 6,710 attendances
Podcasts (24 episodes)	5,178 downloads
Newsletters (10)	20,264 subscriptions; 8,020 subscribers
Choice Media Channel	48,126 webinar screenings

Toward Inclusive Excellence

Since its launch in March 2020 *Toward Inclusive Excellence (TIE)* our DEIA focused content channel, continues to make great strides. The TIE team consisting of Editor in Chief, Alexia Hudson-Ward along with Choice editorial, marketing and operations staff have created a multi-channel presentation of topics important to those in Academia.

In March we launched *DEIA Resources for Higher Education: Spring 2022 Edition Voting Rights*, this is the fourth installment of Choice/Toward Inclusive Excellence's rolling list of equity, diversity and inclusion resources created with the help of a number of Choice reviewers and their colleagues. A fifth update to this list *DEIA Resources for Higher Education: Summer 2022 Edition Leisure Studies Resources* was released August 2022. Since May our DEIA Resource lists have garnered 695 number of page views.

In mid-August a new TIE Podcast was launched, *TIE Podcast Summer Session: Applying Social Justice Principles to Leisure Studies* with NC State University's Dr. Rasul Mowatt. In this summer semester episode, Dr. Mowatt joins Alexia Hudson-Ward, TIE's editor in chief, to provide a DEIA perspective to leisure studies. In the conversation, Rasul describes the personal and professional path toward his research, which sits at the intersection between nature, leisure, and race. This podcast dovetailed with our summer 2022 DEIA Leisure Studies resource list.

New TIE Podcasts are slated for the autumn.

In April we launched DEIA Resources for Higher Education: Winter 2022 Edition, this is the third installment of Choice/Toward Inclusive Excellence's rolling list of equity, diversity and inclusion resources created with the help of a number of Choice reviewers and their colleagues.

In mid-March a new TIE Podcast was launched, The TIE Podcast Spring Semester Preview: Maintaining Humanity at Work, with Univ. of Minnesota's Dr. Michelle Duffy. In this spring semester episode, Dr. Duffy joins Alexia Hudson-Ward, TIE's editor in chief, to discuss how team members at every level can work to ensure healthy workplace practices. Delving into the particular impact of the COVID-19 pandemic on employees' mental health, they consider how staff can maintain healthy and productive relationships in the midst of new working environments, stressful home lives, or even grief.

In April another TIE Podcast Spring Semester podcast was launched: Discussing Diverse Representation in Children's Books with Author Kaija Langley. This episode showcases the work of Kaija Langley, the NAACP Image Award-nominated author of the delightful children's book When Langston Dances. Her book tells the story of a young Black boy who is inspired to dance after seeing the Alvin Ailey Dance Company perform, and who is supported in his aspirations by his community.

Since its launch in March 2021 Toward Inclusive Excellence (TIE) our DEIA-focused content channel, continues to make great strides. The TIE team, consisting of Editor in Chief Alexia Hudson-Ward along with Choice editorial, marketing, and operations staff, have created a multi-channel presentation of topics important to the academic library community and beyond.

In January we launched A List of DEIA Resources for Higher Education – Winter 2022 Edition, this pdf is the second installment of Choice/Toward Inclusive Excellence's rolling list of equity, diversity, and inclusion resources created with the help of Association for College and Resource Librarians (ACRL) and a number of Choice reviewers. A third update to this list is planned for Spring 2022. To date we have had 200 downloads of this second list.

In late February a new TIE Podcast was launched, TIE Podcast Spring Semester: A Conversation with Deborah Caldwell-Stone. In this episode, host Alexia Hudson-Ward and Deborah Caldwell-Stone, Director of the

American Library Association's Office for Intellectual Freedom and Executive Director of the Freedom to Read Foundation, discuss the drastic increase in book banning and challenges in recent years.

We have many new ideas being fleshed out for 2022 including TIE's one-year celebration on social media, two new spring podcasts, and a Diversity Officer Round Table webinar and a white paper in the Fall.

Since its launch in March 2021 Toward Inclusive Excellence (TIE) our DEIA-focused content channel, continues to make great strides. The TIE team, consisting of Editor in Chief Alexia Hudson-Ward along with Choice editorial, marketing, and operations staff, have created a multi-channel presentation of topics important to the academic library community and beyond.

During the reporting period, in addition to our weekly blog posts, we published a List of DEIA Resources for Higher Education, the first of a planned series of recommended readings on equity, diversity and inclusion, to be published quarterly. To date we have had 507 downloads of this document, with a second installment set to publish in January. Download the resource list at <https://www.choice360.org/tie-post/a-list-of-deia-resources-for-higher-education/>

The launch of the Toward Inclusive Excellence content strand on Choice360.org has also created several new advertising and underwriting opportunities. Choice's careful oversight of advertising and sponsor messaging is especially important for TIE; consequently, we have developed a set of guidelines for language and visual placements used to describe and depict underwriters of TIE's blog, webinar, and podcast formats. These guidelines are intended to internally govern how CHOICE solicits and credits third-party financial support within the context of TIE.

Choice Reviews and Choice magazine

During the period, Choice reviewers and editors added 1,864 reviews to the Choice Reviews database.

- Number of reviews as of 29 September 2022: 223,201
- Choice Reviews: Subscribing Institutions: 819 (As of August)
- Choice magazine: Subscribing Institutions: 499 (As of August)

During the period, Choice reviewers and editors added 913 reviews to the Choice Reviews database.

- Number of reviews as of 13 May 2022: 221,857
- Choice Reviews: Subscribing Institutions: 818 (As of March).
- Choice magazine: Subscribing Institutions: 479 (As of March)

A win back email campaign was sent in March to 95 lapsed Choice Reviews subscribers from 2021. The campaign yielded 13 renewals. The offer was a 10% off discount code toward renewals made by April 30th. A letter will be sent to those who have still not renewed in May.

During the period, Choice reviewers and editors added 609 reviews to the Choice Reviews database.

- Number of reviews as of 28 February 2022: 220,928
- Choice Reviews: Subscribing Institutions: 808. Registered users: 12,929

- Choice magazine: Subscribing Institutions: 471

TABLE 3: CHOICE REVIEWS USAGE STATISTICS, ACADEMIC YTD

	Sessions	Page Views	Searches	Readings	Unique Reviews Read
Sep	9,344	60,929	29,114	34,074	10,377
Oct	10,407	74,345	36,321	37,325	12,157
Nov	9,810	71,080	34,764	36,428	10,455
Dec	7,579	62,095	31,514	34,017	8,939
Jan	7,548	58,867	29,356	34,531	10,153
Feb	9,657	70,412	33,486	36,888	10,792
Total	54,345	397,728	174,555	213,263	62,873

Our feature-length review series of racial justice titles has moved to a monthly frequency (from bimonthly) and in January we featured *Colorblindness Is Identity Theft: Acknowledging Racist Histories to Create Diverse Futures*, by Zacharia Nchinda Nchinda. February features *The 1619 Project: A New Origin Story*, by Nikole Hannah-Jones, et al. These extended reviews are also published on our website, Choice360.org, as open content available to all readers at <https://www.choice360.org/choice-picks/category/reatured-review/>.

Our feature-length review series of racial justice titles continued in November with a 1,500-word review of *Four Hundred Souls: A Community History of African America, 1619-2019*, by Ibram X. Kendi and Keisha N. Blain (One World, 2021). January 2022 will feature a review of *The Scholar and the Struggle: Lawrence Reddick's Crusade for Black History and Black Power*, by David A. Varel (North Carolina, 2020). These extended reviews are also published on our website, Choice360.org, as open content available to all readers at <https://www.choice360.org/choice-picks/category/reatured-review/>.

Outstanding Academic Titles 2021

Production is already underway for the December issue, which is when we debut our annual Outstanding Academic Titles list. The list is now final and we're meeting soon to kick off the marketing plan for the list. Our marketing of the list extends well into the new year to maximize exposure.

Select snippets of the 2021 Outstanding Academic Titles continue to be utilized as content through June 2022 to drive traffic to Choice360.org and as a weekly eNewsletter. The weekly newsletter subscriber sign ups have grown to 960+, with continually strong open and click rates. Approximately ten percent of our Choice360.org page visits are attributed to these OAT curated mini list posts.

Choice announced the 2021 Outstanding Academic Title winners on December 1. Specially curated lists of the 2021 Outstanding Academic Titles continue to be utilized as content to populate a weekly newsletter and drive traffic to Choice360.org. The weekly newsletter subscriptions have grown to 920+, with continually strong open and click rates. Ten percent of our Choice360.org page visits are attributed to these curated mini-list posts.

Published at the beginning of December, Choice's Outstanding Academic Titles (OAT) list for 2021 features 440 print and digital resources from 132 publishers. It represents about 12% of the titles we reviewed during the year (almost 4,000 out of the more than 11,000 received). While the complete list is available only to

subscribers, we release selected titles, thematically grouped, periodically during the following year. These snippets can be seen on Choice360.org at <https://www.choice360.org/choice-pick/choice-outstanding-academic-titles/>. *Subscriber sign-ups to the* companion OAT newsletter have grown to more than 850, with continually strong open and click rates. Twelve percent of our Choice360.org page visits are attributed to these OAT “mini list” posts.

Choice Bibliographic Essays

Our most recent essay is “The Literature on Video Games,” (September) authored by William McNelis, library director of Brookdale Community College in New Jersey. This essay is meant to aid librarians and researchers looking for starting points, key resources, and/or interesting explorations of the broad field of video games. *This and other of our over one hundred bibliographic essays can be accessed at* <https://www.choice360.org/choice-picks/category/bibliographic-essays/> *and are available as LibGuides at* <https://ala-choice.libguides.com/>.

Our most recent essay is “The Historiography of Debsian Socialism: A Century of Interpretations, Parts 1 and 2,” (April and May) authored by Edward Remus (Northeastern Illinois University). Part 1 examines the historiography of Debsian socialism and the Socialist Party of America (SPA) from a broad perspective. Part 2 focuses more narrowly on the SPA’s activities in specific cities, states, and regions; its relationship to particular civil-social constituencies; and its significance in the lives of intellectuals, organizers, and officeholders who once championed the Party’s politics. *This and other of our over one hundred bibliographic essays can be accessed at* <https://www.choice360.org/choice-picks/category/bibliographic-essays/> *and are available as LibGuides at* <https://ala-choice.libguides.com/>.

Our most recent essay is “Transgender Studies: Literature in an Evolving Field,” authored Robert Ridinger (Northern Illinois University). It examines the patterns of monograph publication, archive creation, website use, and journal formation across the three decades of the evolution of transgender studies. *This and other of our over one hundred bibliographic essays can be accessed at* <https://www.choice360.org/choice-picks/category/bibliographic-essays/> *and are available as LibGuides at* <https://ala-choice.libguides.com/>.

Our most recent essay is “Histories of Women’s Reproduction in Latin America and the Caribbean,” coauthored by Bonnie Lucero (University of Houston-Downtown) and Elizabeth O’Brien (Johns Hopkins University). It exposes a growing body of scholarship on the history of women’s reproduction in Latin America and the Caribbean, scholarship growing out of a much longer tradition of feminist research on women’s history and, more recently, on gender and sexuality in the region. Although the primary focus is on English-language monographs and volumes, the essay also references important foreign-language texts, especially those on significant regions such as Brazil, Cuba, and Mexico.

This and other of our over one hundred bibliographic essays can be accessed at <https://www.choice360.org/choice-picks/category/bibliographic-essays/> *and are available as LibGuides at* <https://ala-choice.libguides.com/>.

Ask an Archivist

“Ask an Archivist” is an ongoing series of interviews conducted by Choice staff with directors, curators, and others responsible for special collections or exhibits of note in academic libraries.

August: “Women’s Worlds in Qajar Iran: A Conversation with Archivist Azadeh Tajpour”

In this interview, Choice sits down with Azadeh Tajpour, the project manager and digital archivist for Women’s Worlds in Qajar Iran (WWQI), to discuss the digital archive’s efforts to capture the daily realities of women’s lives in Iran during the Qajar period. Interview conducted by Fatima Mohie-Eldin, our social sciences editor.

Ask an Archivist interviews from 2016 to the present can be found at

<https://www.choice360.org/features/category/ask-an-archivist/>.

“Ask an Archivist” is an ongoing series of interviews conducted by Choice staff with directors, curators, and others responsible for special collections or exhibits of note in academic libraries.

April: “Portland Street Art Alliance”

In this interview, Choice sits down with Tiffany Conklin and Tomás Valladares, founders of the Portland Street Art Alliance (PSAA), to discuss the Pacific Northwest–based public art initiative and its efforts to support local artists, fund and preserve new and existing public art projects, and educate the public on the history and meaning of public art in the area. Interview conducted by Fatima Mohie-Eldin, our social sciences editor.

Ask an Archivist interviews from 2016 to the present can be found at

<https://www.choice360.org/features/category/ask-an-archivist/>.

Data Management Project

We continue to chip away at tagging our very large Choice Webinars list (Qty 50,498 at present), with the intention of segmenting our audience more intentionally and to give our subscribers the content they prefer.

“Ask an Archivist” is an ongoing series of interviews conducted by Choice staff with directors, curators, and others responsible for special collections or exhibits of note in academic libraries. Two such interviews were published during the last quarter of 2021.

February: “Gather Out of Star-Dust: The Harlem Renaissance and The Beinecke Library”

In this interview, co-curators Melissa Barton and Kassidi Jones discuss “Gather Out of Star-Dust: The Harlem Renaissance and The Beinecke Library.” Originating as a highly popular exhibition in 2017, the web version uses the same narrative framework, but also provides supplementary resources and an adaptability unique to the digital format. Melissa and Kassidi explain the roots of this exhibit—the James Weldon Johnson Memorial Collection from 1941—and the archivist’s responsibility to capture the past. Interview conducted by Sabrina Cofer, our Digital Media Producer.

Ask an Archivist interviews from 2016 to the present can be found at

<https://www.choice360.org/features/category/ask-an-archivist/>.

In other editorial news, we've begun the hiring process this period to fill two positions: a digital media assistant and a social sciences editor spot that has been open for the last two years. We're looking forward to being back to a full staff in the editorial department!

"Ask an Archivist" is an ongoing series of interviews conducted by Choice staff with directors, curators, and others responsible for special collections or exhibits of note in academic libraries. Two such interviews were published during the last quarter of 2021.

October: "The A is for Arab Exhibit." In this interview, Choice sits down with Amita Manghnani, associate director of the Asian/Pacific/American Institute at NYU, and Laura Chen-Schultz, the institute's deputy director, to discuss "A Is for Arab," a traveling exhibition showcasing pervasive stereotypes of Arabs and Muslims in US media. Interview conducted by Fatima Mohie-Eldin, our editor for social and behavioral sciences and the editor of the TIE weekly blog posts.

December: "The American Left Ephemera Digital Collection," a conversation with Edward Galloway and David Grinnell of the University of Pittsburgh Library System regarding the [American Left Ephemera Digital Collection](#). Founded by Pittsburgh history professor Dr. Richard Oestreicher, the archive consists of pamphlets, posters, flyers, and other short-term objects created or used by 20th-century American Leftist movements. Interview conducted by Sabrina Cofer, Choice digital media producer.

Ask an Archivist interviews from 2016 to the present can be found at <https://www.choice360.org/features/category/ask-an-archivist/>.

Resources for College Libraries

RCL and RCL Career Resources subject editors completed annual editorial revisions, adding 2,612 titles to the database during this period (6 May – 18 September). The peer review of the RCL Social Science and Science and Technology subjects proceeded with 74 referees assigned review materials across twenty-five subject disciplines. RCL subject editors met for a seven-part pilot discussion series to connect, engage, and discuss editorial concerns including EDI, weeding, and topical matters. With ProQuest-Clarivate (PQC) production partners, we released a new image feature for the database List pages. We designed, developed, and updated RCL and BBAS sales collateral materials in preparation for a new PQC product portal page.

RCL and RCL Career Resources subject editors added 92 titles to the database during this period (1 March – 5 May). In editorial news, annual revision materials were distributed to all subject editors; the project editor drafted and shared a deselection report; peer review recruiting for the twenty-three RCL social sciences and science and technology subjects began; and editors kicked off in a six-part discussion series. Three new editors joined the project: Erika Hosselkus (Latin American History, University of Notre Dame); Lisa Hooper (Music, Tulane University); and Jolene Manus (Native American Studies, University of New Mexico). In sales and marketing, we launched a campaign supporting the Bowker Book Analysis System and coordinated ongoing DEI outreach with ProQuest partners. In product development, ProQuest released an updated Browse page for the RCL user database with increased accessibility and subject refine filters.

During this reporting period, RCL and RCL Career Resources subject editors added 602 titles to the database. The 18-month deselection project concluded with approximately 12,500 titles across RCL and RCL Career Resources subjects, bringing the total RCL Plus holdings down to 93,249. Seven new subject editors joined the project for the 2022 editorial year (as follows, with RCL/RCL Career Resources subject and institutional affiliation): Rachel Bohlmann (American Studies, University of Notre Dame); Betsy Young (Building and Construction Trades, Austin Community College); Eileen Kramer (Engineering and Technology, Georgia Perimeter College); Hélène Huet (French and Italian Languages and Literatures, University of Florida); Larissa Garcia (Graphic and Apparel Arts, Northern Illinois University); Sam Hansen (Mathematics, University of Michigan); and Kioumars Ghareghlou (Middle Eastern History, Languages, and Literatures, Stanford University). With ProQuest partners, we developed a product roadmap for the year that included upgrades to the database user interface.

RCL and RCL Career Resources subject editors added 245 titles during this period (14 October – 31 December). As our ongoing database-wide deselection initiative enters its final phase, the RCL Plus database currently holds 94,302 titles in total. During this time, the project editor provided administrative support for the conclusion of the 2021 editorial calendar and beginning of the 2022 revision cycle, including: distributing editorial acknowledgment and honoraria payments, preparing 73 new edition reports, and sending new subject editor agreements to continuing subject editors. The RCL editorial board held its midyear meeting in early December, and recruiting began to fill editorial vacancies.

[Choice360.org](https://choice360.org)

*During the reporting period, members of the Choice team continued their planning of a new content channel similar in format to *Toward Inclusive Excellence*. This new channel will focus on library technology and will incorporate blog posts, podcasts, webinars, and other content appropriate for providing practical, actionable, and instructional information to academic librarians who need to implement technology-based solutions to services and resources. During the period, the team conducted a competitive analysis of other media brands that cover this market.*

*During the reporting period, members of the Choice team continued their planning of a new content channel similar in format to *Toward Inclusive Excellence*. This new channel will focus on library technology and will incorporate blog posts, podcasts, webinars, and other content appropriate for providing practical, actionable, and instructional information to academic librarians who need to implement technology-based solutions to services and resources. During the period, the team conducted a competitive analysis of other media brands that cover this market.*

*During the reporting period, members of the Choice team began planning the launch of a new content channel similar in format to *Toward Inclusive Excellence*. This new channel will focus on library technology and will incorporate blog posts, podcasts, webinars, and other content appropriate for providing practical, actionable, and instructional information to academic librarians who need to implement technology-based solutions to services and resources. During the period, Choice conducted an audience survey to gauge interest and topic focus to help shape the scope of the channel.*

Choice Research

Choice and OverDrive Professional have agreed to collaborate on an underwritten report that combines a survey, analysis, and case studies that examine how academic libraries are managing their budgets over the next few years. Initial planning for the report will begin early in the new year with a targeted publication date of late in the second quarter. Find our reports at <https://www.choice360.org/research-papers/>.

Choice Case Studies

Taylor & Francis has secured Choice's custom publishing team to develop a series of case studies that examine how academic libraries are building especially productive and fruitful faculty relationships. Choice will target five different library types for the case studies and follow their publication in spring 2022 with a webinar featuring a panel of stakeholders from each of the reports.

The Authority File

During the May 1st-September 1st period, Choice's podcast The Authority File featured 24 episodes and amassed 4,199 downloads. The episode with the most downloads was episode 257, "Redefining Space, Access, and Formats in Academic Libraries: Libraries as a Service," sponsored by OverDrive, which had 424 downloads.

In May, Springer Nature had its second of four series in 2022 with guest Bob Brinkmann, an urban sustainability researcher who talked about his latest title *Practical Sustainability: A Guide to a More Sustainable Life*. The month of May had 1,146 downloads. In June, Choice had two series: The OverDrive-sponsored series, "Redefining Space, Access, and Formats in Academic Libraries" and the SAGE Publishing-sponsored "Spotlighting Academic Library Innovation," which highlighted three projects by academic librarians and tips for librarians to jumpstart their own innovations. June had a total of 1,047 downloads.

July featured Wilfrid Laurier University Press's second of four series in 2022, "Cultivating Indigenous Studies," which discussed guest Deanna Reder's latest book on Indigenous intellectual tradition and her work in developing Indigenous Literary Studies. July had 768 total downloads. Finally, August had two series, the Springer Nature-sponsored "Artificial Intelligence in Medicine (AIM) & Ethics" and the Palgrave Macmillan-sponsored "How HSS Scholarly Publishing Supports Social Justice," which looked at the publisher's work in DEI policies and social justice initiatives. August had 1,238 total downloads.

For fiscal year 2022, Choice produced 62 episodes of The Authority File and five episodes of the Toward Inclusive Excellence podcast.

Find all Authority File episodes here: <https://www.choice360.org/podcasts/category/the-authority-file/>

Choice's podcast The Authority File featured 11 episodes in the March 18-May 13, 2022 period. In late March, The Authority File produced a 25-minute special interview with ITHAKA's John Lenahan. Lenahan discussed ITHAKA's 10th anniversary of offering ebooks on JSTOR and the future of the Books at JSTOR program. This episode received 131 downloads.

April featured two sponsored, four-episode series. Wilfrid Laurier University Press returned for its first series of four in the 2022 calendar year. The guest was Michelle Porter, who discussed her writing style, Métis ancestry, and memoir *Scratching River*. Our second series in April was sponsored by MIT Press, whose guests looked back at a year of MIT Press's library collective action model *Direct to Open*. This was MIT Press's third series on *Direct to Open*, the first in April 2020 to discuss creating the model, then again in March 2021 to chat about its launch. The total number of downloads in April 2022 was 1,249, a 36 percent increase over 919 downloads in April 2021. In May, Springer Nature returned with guest Bob Brinkmann, an urban sustainability researcher who talked about his latest title *Practical Sustainability: A Guide to a More Sustainable Life*.

As of fiscal year 2022, Choice has produced 41 episodes of *The Authority File* and four episodes of the *Toward Inclusive Excellence* podcast. Find all Authority File episodes here:

<https://www.choice360.org/podcasts/category/the-authority-file/>

TABLE 4: THE AUTHORITY FILE PODCASTS, CURRENT REPORTING PERIOD (THROUGH MAY 13)

Date	Series Title	Episode Title
03/30/2022	Ten Years of Books at JSTOR: An Interview with ITHAKA's John Lenahan	
04/04/2022	Michelle Porter and the Métis Way	Ancestry and Arts-Based Research
04/06/2022	Direct to Open Post-Launch	Refreshers, Partnerships, and Catching Up
04/11/2022	Michelle Porter and the Métis Way	Genesis, Themes, and Healing Past Trauma
04/13/2022	Direct to Open Post-Launch	The Institutional Perspective
04/18/2022	Michelle Porter and the Métis Way	Writing Style, Voice, and "Telling It All Crooked"
04/20/2022	Direct to Open Post-Launch	Market Forces and Publisher Challenges
04/25/2022	Michelle Porter and the Métis Way	Writing Structure, History, and Bibliographies
04/27/2022	Direct to Open Post-Launch	Consortia, Goals, and the Future of Open Models
05/04/2022	Practical Sustainability	Introductions and Changes in Environmental Studies
05/11/2022	Practical Sustainability	Translating for the Layperson

Choice's podcast, *The Authority File*, posted five episodes in this reporting period, featuring a Springer Nature-sponsored series in January and one unsponsored episode in February. There were 968 total (all episodes) downloads in January, an increase of 6 percent from January 2021. Despite posting only one new episode in February, that month resulted in 741 downloads. The total number of downloads for the reporting period was 1,709. In this fiscal year to date, Choice has produced 29 episodes of *The Authority File* and two episodes of the *Toward Inclusive Excellence* podcast.

January's Authority File guest was Dr. Sarah Elaine Eaton, who discussed the field of educational ethics and academic integrity; the four episodes gained 498 total downloads during this period. February's guest was Uli Beutter Cohen, the founder of Subway Book Review, a social media project that documents the book picks of New York City subway-goers. The conversation included the history of the project, her new book, and the current rise in book banning. In February, Choice purchased a Soundcloud Pro account for the TIE Podcast to accommodate its growing output.

The Authority File episodes are available on all of the major podcast services and can most easily be accessed via our website, <https://www.choice360.org/podcasts/category/the-authority-file/>

*November saw Wilfrid Laurier University Press return with its third series of the calendar year to discuss *DisPlace: The Poetry of Nduka Otiono*, as well as Adam Matthew Digital to talk about primary source literacy. December's sponsors included the University of Ottawa Press and the previously mentioned Wilfrid Laurier University Press. The former discussed its 2020 title *Anthropocene Geopolitics*, and the latter included three guests who explored the topic of community music. November 2021 also marked a year since Choice switched its podcast metrics service to Blubrry, which records individual episode and monthly download data.*

Webinars

In the period of May 1st to September 1st, Choice held nine webinars with averages of 819 registrants and 324 attendees. The average attendance rate was 40 percent. One program of note was the Taylor & Francis sponsored webinar, "How Academic Librarians are Working with Faculty to Source Affordable Textbooks for Students," which garnered 1,299 registrants and 537 attendees. This webinar marked the third consecutive summer that Taylor & Francis has sponsored a webinar-case study program, which is also [available to download on our website](#). This program outperformed last year's session, "The Socially-Distanced Library: Best Practices During and After COVID-19," which had 1,106 registrants and 481 attendees.

Additional programs of note included "Unlocking Value: Keys to Incorporating Open Access in Library Collections," which garnered 926 registrants and 364 attendees for an attendance rate of 39 percent; this session was sponsored by a new sponsor, SirsiDynix. In addition, the ProQuest-sponsored "Open Systems in the Age of Library Services Platforms: A Conversation with Marshall Breeding," received 1,107 registrants and 478 attendees for an attendance rate of 43 percent, in addition to adding 315 new contacts to the Choice Webinars list.

On an administrative level, the digital media assistant and digital media producer organized webinar survey suggestions for future programs. Comments were pulled from FY19 through FY22 and organized into 13 categories. This list will aid in understanding the popularity of topics over the years and can guide more editorially-driven webinars or connections with future sponsors. The list will continue to be updated yearly.

View recent webinars at <https://www.choice360.org/media/webinars/> or visit the Choice Media Channel on YouTube: <https://www.youtube.com/channel/UC4AQ1G-u32Y9OX5hRzxdXrQ>.

In the period of March 18 to May 20, 2022, Choice held four webinars, averaging 929 registrants and 390 attendees. The average attendance rate was 37 percent. One program of note was a special event sponsored by ProQuest, FILM PLATFORM, ROCO Films, Participant Media, and National Geographic Documentary Films

titled “The First Wave, A Panel Conversation: Lessons from the Pandemic for a Brighter Future.” This session was a 75-minute panel discussion on the documentary “The First Wave,” and followed a highly-coordinated marketing plan via social media and e-newsletters. The event attracted 1,932 registrants and 601 attendees. It marked the third time ProQuest has selected Choice to produce this type of program, the first of which being “Picture a Scientist” in March of 2021, followed by “Mission: JOY” in October 2021.

Another well-registered and attended program included Ex Libris’s March 24th session, “Research Information Management: Library Roles and Opportunities,” which had 950 registrants and 366 attendees for an attendance rate of 39 percent.

View recent webinars at <https://www.choice360.org/media/webinars/> or visit the Choice Media Channel on YouTube: <https://www.youtube.com/channel/UC4AQ1G-u32Y9OX5hRzxdXrQ>.

During January and February Choice hosted eight webinars, with averages of 904 registrants and 397 attendees. The average attendance rate was 43 percent with 7,230 total registrations. Two webinars gained over 1,000 registrants: “Elevate the Library – Improving Library Value and Increasing Institutional Impact” and “The Key to Modern Resource Sharing: Whole Ebook Lending and More,” which also achieved a 51 percent attendance rate. In addition, the January 20th program “How will libraries deliver a sustainable future?” featured three language interpreters, including Spanish, French, and Portuguese. This required quite a bit of behind-the-scenes work on the Zoom platform!

View recent webinars at <https://www.choice360.org/media/webinars/> or visit the Choice Media Channel on YouTube: <https://www.youtube.com/channel/UC4AQ1G-u32Y9OX5hRzxdXrQ>.

TABLE 5: CHOICE/ACRL SPONSORED WEBINARS, ACADEMIC YTD

Date	Sponsor	Title	Reg	Attend
9/9/21	MLA	Introducing MLA Handbook Plus: The Digital Subscription Platform	982	516
9/14/21	ProQuest	Drawing Disability, Framing Activism: Comics and Graphic Narratives for Interdisciplinary Teaching and Research	499	210
9/16/21	BibliU	The Future of the Digital Library: Leveraging Digital Content in an In-Person Learning Environment	868	339
9/21/21	SBRNet	Supporting Students in Sports Business with Data Analysis, Tools and Online Resources	315	142
9/28/21	RCL	What Subject Librarians Can Teach Us About Managing Collections: Perspectives and Best Practices	1,219	513
9/30/21	Springer Nature	Curating the Modern Curriculum: The Librarian’s Role in Our Transformation to Online Learning	847	300
10/5/21	ProQuest	Mission: JOY, A panel conversation on creating happiness in troubled times	3,653	1,707
10/7/20	OverDrive	How academic libraries are bringing diversity, equity and inclusion to their campuses	786	368
10/12/21	Ex Libris	Gaining a Competitive Edge Through Research Analytics	202	83
10/14/21	SNSI	Cybersecurity in Higher Education	578	212
10/19/21	Adam Matthew	Settlement, Slavery and Empire: British colonial rule in the Caribbean	653	293

10/27/21	BibliU	Managing Digital Collections: How can libraries make their print and digital collections work together?	1,069	465
11/9/21	ProQuest	Making the Shift from Physical to Electronic Resources Quickly and Affordably	608	224
11/30/21	Elsevier	Open Access Pilots: Learnings from Elsevier and Pilot Partners	529	229
12/2/21	OECD	Economic Outlook: Keeping the Global Recovery on Track	690	235
12/7/21	ProQuest	Cutting-Edge Solutions Moving Libraries Forward in the Digital Age	1,047	429
12/8/21	Springer	Best practices to make accessibility services more visible online and web content more accessible	952	445
1/20/22	Nature			
1/20/22	Elsevier	How will libraries deliver a sustainable future?	506	213
1/25/22	Ithaka S+R	Leveraging the 21st Century Library: Opportunities for Collaboration to Support Student Success	940	460
1/26/22	ProQuest	Elevate the Library – Improving Library Value and Increasing Institutional Impact	1,619	754
1/27/22	OECD	Rebuilding Trust in Government and Public Institutions for a Functioning Democracy	958	343
2/3/22	OverDrive	How libraries are leveraging digital content to engage students with alternate formats	520	191
2/9/22	OECD	Post-COP26: Driving Climate Action	808	295
2/22/22	Springer	Artificial Intelligence (AI) in academic libraries: How new AI services can support your library users	697	316
2/22/22	Nature			
2/23/22	ProQuest	The Key to Modern Resource Sharing: Whole Ebook Lending and More	1,182	605
Total			22,727	9,887

During November and December Choice hosted five sponsored webinars, with averages of 765 registrants and 312 attendees. The average attendance rate was 40 percent, with 3,826 total registrations. Two webinars of note were “Cutting-Edge Solutions Moving Libraries Forward in the Digital Age” (1,047 registrants, 429 attendees) and “Best Practices to Make Accessibility Services More Visible Online and Web Content More Accessible” (952 registrants, 445 attendees), the latter including a third-party captioning service provided by the sponsor to support the topic of accessibility.

View recent webinars at <https://www.choice360.org/media/webinars/> or visit the Choice Media Channel on YouTube: <https://www.youtube.com/channel/UC4AQ1G-u32Y9OX5hRzxdXrQ>.

Operations

In early April our Editor and Publisher, Mark Cummings, retired after nine years of service. Rachel Hendrick, the Director of Operations, has stepped in as interim Editor and Publisher. Whitney Roberts, our new Library Technical Assistant, started in late March and is settling into her new role. She brings years of cataloging experience from both academic and public libraries. In May, Daniel Pfeiffer started as editor, social sciences, filling a position that’s been held open for several years. Daniel’s appointment means the editorial department is now fully staffed. Choice’s digital staff also grew in May when Ashley Roy joined us as digital media assistant. Ashley will be working closely with digital media producer Sabrina Cofer, supporting webinars, podcasts, social media, and newsletters.

We are in the process of applying for a trademark for our Outstanding Academic Titles brand as part of a larger effort to move distribution of the digital and physical seals to the ALA Store and Chicago Distribution Center.

After a lengthy interview process during the reporting period, the department will welcome our Library Technical Assistant (LTA), Whitney Roberts, in late March. Whitney previously worked in both public and academic libraries as an LTA and is excited to bring her talents to Choice. The hiring committee was impressed with her cataloging experience and her enthusiasm for working at the American Library Association. We feel lucky to have her and are very excited to introduce her to the rest of the Choice staff.

In November our long-serving Library Technical Assistant announced her retirement, giving us the opportunity to reimagine this position in the face of changing staffing needs at Choice. The new position will be full-time and will include more responsibility in the mailroom: sorting and delivery of books to editors as well as processing books to send to reviewers. This new position will free other staff members to take on more responsibility for new digital projects.

The subscription and customer service team continues to work with Omeda, our new subscription and fulfillment vendor, to fix issues left over from the data conversion in June. Now that we have more training, we're able to pull our own subscriber lists and have a clearer idea of which financial reports best satisfy the requirements both of Choice and ALA Finance.

Subscriptions & Fulfillment

Even though we have a regular renewal effort for all Choice products through Omeda, our fulfillment company, we occasionally do a fourth and fifth effort. The most recent fourth effort, sent via email in mid-April, went to ninety-five Choice Reviews subscribers who did not renew their subscription in 2021. We received thirteen renewals from this effort, a 14% response rate. The next effort, to be sent out mid-May, will go via USPS to those remaining eighty-two subscribers.

Advertising

Advertising sales fourth quarter closed the year at \$843K, an increase of 8% over FY21. The year produced (10) brand new advertisers including SirsiDynix, Lean Library, Simon & Schuster, and British Medical Journal to name a few. Overall new business for FY22 generated \$111,500.

Revenue from content marketing products (i.e. e-blasts, newsletters, podcasts) and webinars continue to lead (39%) over traditional print and banner advertising (19%). We will see this trend continue thru FY23.

FY23 is starting the year down 19% from this time last year. The decline reflects a combination of fewer webinar reservations and available sponsorships, however it is anticipated this will even out after Q1.

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, an inside look at the onset of the pandemic generated 1,932 registrations and \$20,000 in advertising revenue.

The monthly sponsorship for Towards Inclusive Excellence continues to have great interest from supporters. Q3 underwriters included Rowman & Littlefield, Springer Nature & Accessible Archives and generated \$15,000 in revenue.

The year-end outlook is on track to finish 7% better than FY21 with webinars as our leading product followed by e-Blasts and newsletters.

Second FY22 continues with webinars taking the lead in sales against all other advertising products, followed by sales from sponsored e-Blasts and e-newsletters. This period brought in (3) brand new webinar sponsors including Ithaka S+R, United Nations Publications, and SirsiDynix, which generated \$25,000 in combined revenue. Overall, YTD new business has generated \$80,000.

Association of College & Research Libraries
225 N Michigan Ave, Suite 1300 Chicago, IL 60601
800-545-2433, ext. 2523
acrl@ala.org, <http://www.acrl.org>



Board of Directors Action Form

To: ACRL Board of Directors
Subject: Confirmation of virtual vote: Annual 2022 to Fall 2022
Submitted by: Allison Payne, ACRL Program Manager for Strategic Initiatives
Date submitted: October 6, 2022

Background

The Board virtually reviewed and voted on the following action request. Comments were collected via ALA Connect, typically for a one-week period. Following the discussion period, Board members voted virtually via an online poll, typically for a one-week voting period.

Per the ACRL Guide to Policies and Procedures: [Chapter 2: Board of Directors and Executive Committee, 2.6 Voting](#), "If a conference call is held and votes are taken, or votes are taken through e-mail or regular U.S. mail, Board members are asked to confirm their vote in open session at the next regularly scheduled Board meeting." The Board would usually confirm asynchronous virtual votes at its next face-to-face meeting, but due to the uncertainty about when in-person meetings will resume, confirmation of asynchronous virtual votes are now taking place at the next synchronous virtual meeting.

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.

The following asynchronous virtual vote was completed between Annual 2022 to Fall 2022:

- **ACRL Executive Session Virtual Vote:**

- During September 22, 2022 to September 29, 2022, the Board took action and approved a recommendation from the ACRL Budget and Finance Committee during an asynchronous virtual vote.

Board individual votes:

Timestamp	First name	Last name	Do you approve the ACRL Budget & Finance Committee's recommendation to the ACRL Board of Directors to purchase in FY23 the Threshold Achievement Test of Information Literacy (TATIL) for \$200,000 as well as \$66,000 for re-developing TATIL as an ACRL product in FY23 (depreciated over FY23-FY28).
9/22/2022 12:18:03	Cintha	Ippoliti	Abstain
9/22/2022 12:32:51	Julie	Garrison	Yes
9/22/2022 12:48:06	Yasmeen	Shorish	Yes
9/22/2022 13:12:23	Joe	Mocnik	Yes
9/22/2022 15:08:22	Kara	Whatley	Yes
9/22/2022 16:39:58	Walter	Butler	Yes
9/23/2022 9:18:03	Jessica	Brangiel	Yes
9/26/2022 20:40:02	Rebecca	Waltz	Yes
9/27/2022 8:21:37	Beth	McNeil	Yes
9/27/2022 8:28:35	Mary	Mallery	Yes
9/27/2022 8:36:21	Erin	Ellis	Yes
9/27/2022 9:31:27	Toni	Anaya	Yes
9/29/2022 15:44:10	Kim	Copenhaver	Yes

Action Recommended

That the ACRL Board of Directors confirms its asynchronous virtual vote taken between Annual 2022 and Fall 2022.

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

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.

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

Fiscal and Staffing Impact

Motion

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

Action Taken

- ☐ Motion Approved
- ☐ Motion Defeated
- ☐ Other:

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

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



Board of Directors Action Form

To: ACRL Board of Directors

Subject: 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.

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



Board of Directors Action Form

To: ACRL Board of Directors

Subject: 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.

☐

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.

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



Board of Directors Action Form

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**

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.

☐ **Equity, Diversity & Inclusion**

Goal: TBD

☒ **Enabling Programs and Services**

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

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



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

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.

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.

☐ **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.

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



Board of Directors Action Form

To: ACRL Board of Directors

Subject: ACRL Board Annual 2022 Proceedings

Submitted by: Allison Payne, ACRL Program Manager for Strategic Initiatives

Date submitted: October 6, 2022

Background

Doc 2.5a includes the draft proceedings from the ACRL Board of Directors meetings held on June 3, 2022 (virtual); June 25, 2022 (face-to-face; canceled due to lack of a quorum); August 1, 2022 (makeup for Annual).

Stakeholders

The draft proceedings (Doc 2.5a) were shared with the ACRL Board of Directors on October 30, 2022.

Fiscal and Staffing Impact

If approved, staff will archive the proceedings.

Action Recommended

That the ACRL Board of Directors approves the proceedings from its meetings held on June 3, 2022 (virtual); June 25, 2022 (face-to-face; canceled due to lack of a quorum); August 1, 2022 (makeup for Annual).

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.

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.

☐ **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.



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
225 N Michigan Ave, Suite 1300
Chicago, IL 60601
acrl@ala.org, <http://www.acrl.org>



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.

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



Board of Directors Action Form

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.

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



Board of Directors 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

[Table of Contents](#)

[Task Force Members](#)

[Task Force Charge & Task](#)

[Summary of Current Progress](#)

[Overall Review of Bylaws/Policies](#)

[Guiding Questions and Key Findings](#)

[Clear Impediments](#)

[Alternatives to Current Policy](#)

[Advantages to Current Policy](#)

[Disadvantages to Current Policy](#)

[Recommendations](#)

[Appointments Process Suggestions](#)



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](#)

[Article VI: Executive Director](#)

[Article VII: Budget and Finance Committee Chair](#)

[Article VIII: ACRL Councilor](#)

[Article IX: Board of Directors](#)

[Article X: Executive Committee](#)

[Article XI: Nominations](#)

ACRL Guide to Policies and Procedures. Chapter 2

2.1 Composition

2.1.1 Board

2.1.2 Executive Committee

2.1.3 Desired Board Candidate Qualities

2.2 Responsibilities

2.2.1 Board Responsibilities

2.2.2 Executive Committee

2.3 Responsibilities of officers

2.3.1 President

2.3.2 Vice-President/President-Elect

2.3.3 Immediate Past-President

2.3.4 Past-President, Once-Removed

2.3.5 Budget and Finance Committee Chair

2.3.6 Councilor

2.3.7 Executive Director

2.4 Meetings

2.4.1 Meeting Dates and Schedules

2.4.2 Open Sessions

2.4.3 Strategic Planning and Orientation Meeting

2.4.4 Minutes/Action summaries

2.4.5 Rules and procedures for Board Meetings

2.4.6 Board Social Media Policies

2.4.7 Closed Sessions

2.5 Documents and Agendas

2.5.1 Document Distribution

[2.5.2 Agendas](#)

[2.6 Voting](#)

[2.6.1 Voting at meetings](#)

[2.6.2 Motions](#)

[2.6.3 Voting between meetings](#)

[2.6.4 Procedures for Voting by Mail, Telecommunications, or Electronically.](#)

[2.7 Reports to the Board](#)

[2.7.1 Submitting and Preparing Action and Information Reports for Board of Directors](#)

[2.8 Association-wide Initiatives](#)

[2.9 Activities of the Board](#)

[2.9.1 Midwinter Meeting](#)

[2.9.2 Annual Conference](#)

[2.10 Activities of the executive committee](#)

[2.10.1 Fall meeting](#)

[2.10.2 Spring Executive Committee meeting](#)

[2.11 Meeting commitments for officers](#)

[2.11.1 President](#)

[2.11.2 Vice-President/President-Elect](#)

[2.11.3 Past-President](#)

[2.12 Calendar of Activities for Officers](#)

[2.12.1 President](#)

[2.12.2 Vice-President/President-Elect](#)

[2.12.3 Past-President](#)

[2.13 Communications](#)

[2.13.1 Roster](#)

[2.13.2 Electronic Mail](#)

[2.13.3 Communication with Members](#)

[2.13.4 Communication between Board and Staff](#)

[2.13.5 Official Functions/Representing ACRL](#)

[2.13.6 Public Relations](#)

[2.13.7 Board Liaisons](#)

[2.13.8 Use of ACRL's Name](#)

[2.13.9 Guidelines for External Communication](#)

[2.14 Conflict of Interest Policy](#)

[2.15 Relationship with the Executive Director](#)

[2.16 Expenses of Board Members](#)

[2.17 Board Recognition](#)

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:

ACRL FB22 Doc 6.2

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.

ACRL FB22 Doc 6.2

- 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.

ACRL FB22 Doc 6.2

- 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

ACRL FB22 Doc 6.2

- 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

ACRL FB22 Doc 6.2

- 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 sunsetting 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)
-----------------------	------------------	------------------	------------------

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)

404 FY23 CHOICE Budget at a Glance

		3d Close			
		FY23B	FY22B	FY21	FY20
TOTAL REVENUES		2,251,394	2,246,444	2,390,898	2,435,931
TOTAL EXPENSES		2,284,761	2,456,389	2,297,847	2,420,453
NET REVENUES		(33,367)	(209,945)	93,051	15,478
REVENUE					
SUBSCRIPTIONS					
3900	4110 Choice magazine	232,934	263,500	301,761	413,039
3901	4110 Reviews on Cards	46,963	55,250	63,807	74,101
	Subtotal: Choice Print	279,897	318,750	365,568	487,140
3913	4110 Choice Reviews	495,144	529,000	590,636	572,901
	Subtotal: All Choice	775,041	847,750	956,204	1,060,041
3905	4110 Resources for College Libraries	125,000	130,000	114,391	122,282
3918	4110 ccAdvisor (Choice)	0	33,000	14,719	26,577
4110	TOTAL SUBSCRIPTIONS	900,041	1,010,750	1,085,314	1,208,900
ADVERTISING & SPONSORED CONTENT					
	4143 Mobile app gross (Choice)	0	0	0	0
3904	4610 Commissions	0	0	0	0
	Mobile app net	0	0	0	0
	4140 Choice magazine	120,000	150,000	142,683	230,789
3907	4611 Commissions and agency fees	(5,400)	(6,750)	(6,769)	(10,179)
	Choice magazine net	114,600	143,250	135,914	220,610
	4143 Choice Reviews gross	40,000	35,000	45,400	60,025
3913	4610 Commissions	(1,800)	(1,575)	(2,257)	(1,556)
	Choice Reviews net	38,200	33,425	43,143	58,469
	4140 Content marketing: WP/CS	60,000	60,000	45,105	25,000
	4143 Content marketing: Podcasts	45,000	35,000		17,495
	4143 Content marketing: eBlasts	240,000	140,000	305,835	121,216
3914	4143 Content marketing: Newsletters and Other		60,000		51,950
	4610 Digital commissions	(12,825)	(10,575)	(16,589)	0
	4611 Print commissions	(2,700)	(2,700)	(3,791)	(11,464)
	Choice content marketing net	329,475	281,725	330,560	204,196
	4143 ccAdvisor gross (Choice)	0	5,000	1,850	6,630
3918	4610 Commissions	0	(225)	(196)	(212)
	ccAdvisor net	0	4,775	1,654	6,418
	4143 Choice360	70,000	35,000	0	0
3919	4610 Commissions	(3,150)	(1,575)	0	0
	Choice360 Net	66,850	33,425	0	0
	4140 Print Advertising Gross	180,000	210,000	187,788	273,284
4143	Digital Advertising Gross	395,000	310,000	353,085	239,820
	Subtotal x webinars	575,000	520,000	540,873	513,104
	4611 Sales Commission: Print	(20,531)	(19,491)	(26,558)	(32,031)
4610	Sales Commission: Digital	(17,775)	(13,950)	(19,042)	(1,768)
	Subtotal Commissions	(38,306)	(33,441)	(45,600)	(33,799)
	Total Advertising x Webinars	536,694	486,559	495,273	479,305
3909	4105 Webinars gross (Choice)	276,250	223,125	282,532	191,195
	4611 Webinar commissions	(12,431)	(10,041)	(15,998)	(10,388)
	Webinars net	263,819	213,084	266,534	180,807
	TOTAL ADVERTISING & SPONSORED CONTENT	812,944	709,684	777,805	670,500
ROYALTIES					
3900	4421 Choice (CCC, reprints, etc.)	500	1,300	403	680
3902	4421 Choice reviews	465,710	455,210	465,663	486,539
3905	4421 Resources for College Libraries	10,000	10,000	10,000	18,000
	TOTAL ROYALTIES	476,210	466,510	476,066	505,219
MISCELLANEOUS SALES					
3900	4109 Misc. Sales	200	2,500	41	2,589
3905	4109 RCL Reimbursement	0	See 3905	See 3905	See 3905
3913	4109 EBSCO affiliate fee	12,000	12,000	12,000	12,000
	TOTAL MISC SALES	12,200	14,500	12,041	14,589
MISCELLANEOUS REVENUE					
3900	4490 Remaindered books	50,000	45,000	39,672	36,723
	TOTAL MISC REVENUE	50,000	45,000	39,672	36,723
TOTAL REVENUES		2,251,394	2,246,444	2,390,898	2,435,931
EXPENSES					
	Payroll and Related Expenses	1,464,814	1,632,529	1,475,795	1,508,575
	Outside Services	98,469	74,281	116,425	86,062
	Travel and Related Expenses	8,250	6,700	219	10,271
	Meetings and Conferences	0	13,000	0	1,250
	Publication-related Expenses	277,090	246,975	259,216	274,467
	Operating Expenses	141,437	206,359	178,321	245,416
	TOTAL DIRECT EXPENSES	1,990,060	2,179,844	2,029,976	2,126,041
	TOTAL INDIRECT EXPENSES	(29,108)	(37,348)	(55,905)	(57,597)
	IUT/Overhead	298,310	297,654	298,491	322,761
	IUT/Allocations (Liberty Square)	25,500	16,240	25,285	29,248
	UBIT	0	0	0	0
	TOTAL OVERHEAD	323,810	313,894	323,776	352,009
TOTAL EXPENSES		2,284,761	2,456,389	2,297,847	2,420,453

Unit No.:	404
Unit Name:	CHOICE
Project No.:	0000
Project Name:	Administrative (G&A)

LINE ITEM DESCRIPTION

LINE ITEM DESCRIPTION

	All Choice	% this Project	0000	FY23B
Salaries & Wages	\$ 1,130,848	0.00%	\$ 1,110,179	999,677

		FY23B
Temp Employees In-House	Interns	\$0
		\$0

Overtime/Wages	Non-exempt staff time in excess of 35 hours/wk	\$0
----------------	--	-----

		Rate	Benefits	
Employee Benefits	Staff	31.50%	\$316,182	
	Temps	15.00%	\$0	
			\$316,182	316,182

Prof Memberships	Professional association memberships	\$0	0
------------------	--------------------------------------	-----	---

Subtotal - Payroll & Related Expense \$1,315,859

	Position	Hours	Avg Rate	FY23B
Temp Employee/Outside				\$0
				\$0
	Totals			\$0

	Description		FY23B
Professional Services	Network & disaster recovery support svcs/Synergy	Network Synergy	\$33,330
			\$0
			\$33,330

		FY23B
Bank Service Fees	Bank service fees on CHOICE accounts--ALL PROJECTS go here	\$9,000

	Description	FY23B
	Repairs/Maint - Server warranty/maint	\$ 4,000.00
	Repairs/Maint - Router, firewall warranty.maint	\$ 2,000.00
	Repairs/Maint - Web appliance	\$ 2,070.00
	Repairs/Maint - SSL licensing	\$ 500.00
	Repairs/Maint - Virtual management software, apps	\$ 1,150.00
	Repairs/Maint - Copier, printers svc	\$ 3,900.00
	Repairs/Maint - Software assurance	\$ 3,014.00

Unit No.:	404
Unit Name:	CHOICE
Project No.:	0000
Project Name:	Administrative (G&A)

LINE ITEM DESCRIPTION

Repairs/Maintenance	\$0	\$0	\$	16,634	16,634
---------------------	-----	-----	----	--------	--------

Subtotal - Outside Services 58,964

		Conference	FY23B	
		SPOS	\$0	
	\$450	Charleston	\$450	
		ALA Annual	\$450	
		ACRL Biannual Coi	\$450	
		Other	\$0	
Transportation			\$1,350	1,350

		Conference	FY23B	
		SPOS	\$0	
	\$1,100	Charleston	\$1,100	
		ALA Annual	\$1,100	
		ACRL Biannual Coi	\$1,100	
		Other	\$0	
Lodging & Meals			\$3,300	3,300

		FY23B	
		\$0	
Entertainment		\$0	0

		FY23B	
		\$0	
Business Meetings	Includes conference registrations (except 3918)	\$0	0

Subtotal - Travel and Related Expenses \$ 4,650

		FY23B	
		\$0	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	0000
Project Name:	Administrative (G&A)

LINE ITEM DESCRIPTION

Web Operating Expenses	\$	-	0
------------------------	----	---	---

Subtotal - Publication-Related Expenses \$ -

Item	#	Est. Cost	FY23B
Recruiting expense/local searches	0	\$1,000	\$0
Recruiting expense/national searches	0	\$7,500	\$0
Total			\$0

Staff Recruitment/Relocation

0

Staff Development	\$0	0
-------------------	-----	---

Supplies/Operating	General office supplies, e.g. paper, file folders	FY23B	\$7,000	7,000
--------------------	---	-------	---------	-------

	Seats	Months	Rate	FY23B
X-Tags			\$	400
Freshdesk			\$	1,440
SendPro Pitney Bowes			\$	60
Small office equipment & software			\$	3,500
Total			\$	5,400

Equipment/Software-Minor

5,400

Item	#	Periods	Monthly cost	FY23B
Adobe Creative Cloud				\$1,300
GoToMyPC annual fee				\$720
Microsoft desk access				\$800
Water cooler rental	1	12	\$45	\$540
Coffee machine rental	1	12	\$40	\$324
Total			\$85	\$3,684

Equipment Rental/Lease

3,684

Item		FY23B
Frontier (analog line)	copier/security	\$3,780
Zoom	phone system (Zoom meeting rooms are recorded in 3909 at line 5431)	\$6,000
Total		\$9,780

Telephone & Fax/O/S

9,780

Item		FY23B
Comcast primary	intranet	\$ 19,200
Comcast secondary	backup wifi	\$ 2,460
FedEx		\$ 1,000
Postage mailing books, etc.		\$ 20,000
Total		\$42,660

Postage & E-Mail/O/S

42,660

Unit No.:	404
Unit Name:	CHOICE
Project No.:	0000
Project Name:	Administrative (G&A)

LINE ITEM DESCRIPTION

	Items	Total	Years	FY23B
	Charge servers and laptops to line 5530 on project 3900			
Depr/Furn & Equipment			TOTAL	\$0 0

			FY23B
Taxes/Property	CHOICE property tax (postage meter/computer leases)		\$0
			\$0 0

			FY23B
Organization Support/Contrib.	ACRL National Conference sponsorship (odd # years)		\$0 0

Misc. Expense	Miscellaneous office expenses		FY23B
			\$0 0

Subtotal - Operating Expenses \$ 68,524

Transfer to/from Endowment	Description		FY23B
	LTI interest transfer	RECORDED IN PROJECT 3921, NOT HERE	

	ACRL charge for administrative services		FY23B
		ACRL to Choice	\$10,766
IUT-CHOICE			\$10,766 10,766

			FY23B
IUT-Misc.			\$0 0

Subtotal - Inter-Unit Transfers \$10,766

Taxes/Income	FY15 UBIT set-aside		FY23B
		\$0	\$0 0

Subtotal - Overhead and Taxes 0

TOTAL PROJECT EXPENSES (G&A) \$1,458,763
NET PROJECT REVENUE (\$1,458,763)

LINE #	LINE ITEM DESCRIPTION						FY23B
REVENUES							
4104	Sales/Rental-Mail Lists	Income from rental of CHOICE mailing list			\$0	FY23B \$0	\$0
		Single-copy and Choice Select sales		End Select program		FY23B	
		OAT seals: print and digital				\$200	
4109	Sales/Miscellaneous					\$200	200
4110	Subscriptions					1.04 85% FY23B	
			FY19	106% FY20	73% FY21	87% FY22B	
			387,925	\$ 413,039	\$301,761	\$263,500 \$	232,934
				timing only			232,934
		Description				FY23B	
4421	Royalties-Exempt	Copyright Clearance Ctr & reprint fees				\$500	
						\$0	\$500
4490	Misc. Fees/Revenues	Income from sale of reject books/misc. revenues				FY23B \$50,000	
		Total				\$50,000	50,000
						TOTAL PROJECT REVENUES	\$283,634
EXPENSES							
5000	Salaries & Wages			All Choice	% this Project	\$3,900	FY23B
				\$ 1,130,848	0.00%	\$ -	\$0
5001	Temp Employees-In-House	Interns				FY23B	0
5002	Overtime/Wages	Non-exempt staff time in excess of 35 hours/wk				FY23B \$0	0
5010	Employee Benefits				Rate	FY23B	
				Staff	31.50%	\$0	
				Temps	15.00%	\$0	
						\$0	-
5016	Prof Memberships			FY14	FY15B	FY23B	
				\$ -	\$2,750	\$0	0
						Subtotal - Payroll & Related Expense	\$0
						FY23B	
						Other	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3900
Project Name:	Choice Magazine

LINE #	LINE ITEM DESCRIPTION					FY23B
5100	Temp Employee/Outside				\$0	0

						FY23B
		Long-form racial justice reviews	12	\$250	\$3,000	
5110	Professional Services				\$3,000	3,000

		Description				FY23B
		Choice Connect annual support/hosting	AWS--recorded at 3913			
				\$	-	
				\$	-	
5140	Repairs/Maintenance			\$	-	0

Subtotal - Outside Services 3,000

	Billing	Conference	Events	Staff	Cost	FY23B
		Billed at 0000				\$0
						\$0
						\$0
						\$0
						\$0
5210	Transportation				\$0	0

	Billing	Conference	Events	Staff	Cost	FY23B
		Billed at 0000				\$0
						\$0
						\$0
						\$0
						\$0
5212	Lodging & Meals					0

		Event/Location	Events	Avg. Cost	FY23B
		Meetings with business partners & prospects	0	\$250	\$0
5216	Business Meetings				0

Subtotal - Travel and Related Expenses 0

		Description				FY23B
		Copyediting Allocation				\$7,107
5400	Edit/Proofreading-O/S	Total editorial & proofreading				7,107

		Description				FY23B
		Walsworth				\$300
5401	Typesetting/Comptn-O/S					300

		Description				FY23B
		Walsworth				\$80,650
5402	Printing-O/S					80,650

5404	Design Service-O/S			\$0	\$0	0
------	--------------------	--	--	-----	-----	---

LINE #	LINE ITEM DESCRIPTION		FY23B	FY23B
5410	Mail Service-O/S	Type of Service Mailing and postage for magazine (12 issues);postal service and Walsworth Fulfillment mailing services (ESP/USPS) Total Mailing Expense	\$ 14,500 \$ 900 \$ 15,400	15,400
5414	Supplies/Production	Layout and printing supplies (stripping)	\$3,200	3,200
5415	Pre-Press/Photo Services	Pre-press graphics services (primarily covers)	FY14 \$ - FY15B \$0 FY23B \$0	0
5420	Copyright Fees	Copyright Office registration fees	FY23B \$600	400
5430	Web Operating Expenses	ESP All Choice pubs go here except CCA in 3918	FY23B Total \$4,800	4,800
5433	Order Processing/Fulfillment	Vendor/Description ESP/fulfillment expenses: includes Choice, Cards, and Choice Reviews	FY23B \$ 32,000	32,000
Subtotal - Publication Related Expenses			143,857	
5030	Staff Recruitment/Relocation	Item # Est. Cost Recruiting expense/local searches \$0 \$1,000 Recruiting expense/national searches \$0 \$7,500 Total \$0	FY23B \$0 \$0 \$0	0
5031	Staff Development		\$0	0
5501	Equipment/Software-Minor		\$ -	0
5502	Ref Mats/Periodicals	Item OCLC access charges (ALA Library IUT) OCLC publishing services/bib data agreement EBSCO subscription at ALA Other reference materials	FY23B \$ 16,100 \$ 1,000 \$ 17,100	17,100

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3900
Project Name:	Choice Magazine

LINE #	LINE ITEM DESCRIPTION				FY23B
		Item			
		ESP phone charges (all Choice pub go here)			\$550
5522	Telephone & Fax/O/S	Total			\$550 550
		Item			
		Choice mailroom: moved to 0000			\$0
5523	Postage & E-Mail/O/S	Total			\$0 0
		Accrued prior year depreciation from Tech Depreciation tab		8,301	
		FY23 servers and laptops from Capital Spending tab \$		4,167	
5530	Depr/Furn & Equipment	Total		\$12,467	12,467
5540	Royalty Expense	Fee(s) for outside contributors to the magazine		\$0	0
		CHOICE property tax (postage meter/computer leases)		\$0	0
5545	Taxes/Property			\$0	0
		Miscellaneous office expenses		\$0	0
5599	Misc. Expense			\$0	0
		Subtotal - Operating Expenses		30,117	
5903	IUT-Subscription Processing			\$ -	0
		Subtotal - Inter-Unit Transfers		\$0	
		FY2019 ALA overhead charges	Rate	FY17 Revenue	FY23B
		4104 Rental Mail lists	13.25%	\$0	\$0
		4109 Sales/Misc	13.25%	\$200	\$27
		4110 Subscriptions	13.25%	\$232,934	\$30,864
		4421 Royalties	13.25%	\$500	\$66
		4490 Misc. Revenue	13.25%	\$50,000	\$6,625
5911	IUT-General Overhead			\$283,634	\$37,582 37,582
		FY15 UBIT set-aside	FY14	FY15B	FY23B
5600	Taxes/Income		\$0	\$0	\$0 0
		Subtotal - Overhead and Taxes			37,582

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3900
Project Name:	Choice Magazine

LINE # LINE ITEM DESCRIPTION

TOTAL PROJECT EXPENSES \$214,556
NET PROJECT REVENUE \$69,078

FY23B

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3901
Project Name:	Choice Reviews on Cards

LINE #	LINE ITEM DESCRIPTION						FY23B
REVENUES							
		FY19	80% FY20	86% FY21	87% FY22B	85% FY23B	
		\$92,677	\$74,101	\$63,807	\$55,250	\$46,963	
4110	Subscriptions						\$46,963
TOTAL PROJECT REVENUES						\$46,963	

EXPENSES							
LINE #	LINE ITEM DESCRIPTION						FY23B
5000	Salaries & Wages		All Choice	% this Project	\$3,901		
		\$	1,130,848.00	0.000%	\$0		\$0
5002	Overtime/Wages					FY23B	0
						\$0	
5010	Employee Benefits					FY23B	
						\$0	\$0
Subtotal - Payroll & Related Expense						0	
5110	Professional Services					FY23B	
						\$0	
						\$0	0
Subtotal - Outside Services						0	
5400	Editt/Proofreading-O/S	Description				FY23B	
		Copyediting Allocation				\$1,304	
		Total editorial & proofreading				\$1,304	1,304
5402	Printing-O/S	FY2009-FY2012 printer = Sheridan FY2013 printer = Gasch				FY23B	
						\$27,000	\$27,000
5410	Mail Service-O/S	Mailing and postage for ROC's (12 issues)				FY23B	
						\$6,200	\$6,200
5414	Supplies/Production	Shipping materials				FY23B	
						\$5,500	5,500

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3901
Project Name:	Choice Reviews on Cards

<u>LINE #</u>	<u>LINE ITEM DESCRIPTION</u>	<u>FY23B</u>
	Recorded at 3900	Total \$0
5430	Web Operating Expenses	Total \$0

Subtotal - Publication Related Expenses \$40,004

	<u>Line Item</u>	<u>Revenue \$</u>	<u>Rate</u>	<u>O/H Charge</u>	
5911	IUT-General Overhead	Subscriptions	\$46,963	13.25%	\$6,223
					\$6,223

Subtotal- Overhead and Taxes \$6,223

TOTAL PROJECT EXPENSES \$46,227

NET PROJECT REVENUE \$736

404
CHOICE
3902
Choice Reviews Licensing

FY23B

Revenues received from license agreements with publishing partners; details below			FY23B
B&T: Content Café and Title Source	\$	35,000	
	\$	-	
EBSCO: OAT	\$	7,500	
EBSCO: GOBI	\$	110,000	
Emery Pratt	\$	1,500	
Gale/Cengage	\$	27,500	
Ingram: iPage	\$	12,750	
Midwest	\$	2,500	
OCLC: OAT	\$	4,000	
OCLC: SCS	\$	25,000	
ProQuest: Oasis	\$	25,000	
ProQuest: Summon	\$	45,000	
ProQuest: Ebook Central	\$	10,000	
ProQuest: BIP, Syndetics	\$	159,960	
Total	\$	465,710	\$465,710

TOTAL PROJECT REVENUES **\$465,710**
\$116,428

All Choice	% this Project	\$3,902	
\$ 1,130,848	0.000%	\$0	\$0

	FY23B
33% of staff salary #5000 and 15% of #5001 and #5002	\$0
	\$0

Subtotal - Payroll & Related Expense **\$0**

	FY23B
	\$0
	\$0

Subtotal - Outside Services **\$0**

Description	FY23B
Copyediting Allocation	\$9,517
Total editorial & proofreading	\$9,517
	9,517

404
CHOICE
3902
Choice Reviews Licensing

Subtotal - Publication Related Expenses 9,517

Line Item	Revenue \$	Rate	O/H Charge	
\$4,421 Royalties	\$465,710	13.25%	\$61,707	\$61,707

Subtotal - Overhead and Taxes \$61,707

\$15,427

TOTAL PROJECT EXPENSES \$ 71,224

NET PROJECT REVENUE \$ 394,486

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3905
Project Name:	Resources for College Libraries

LINE # LINE ITEM DESCRIPTION

REVENUES

							FY23B		
4109	Sales/Miscellaneous	Bowker expense reimbursements (per agreement)					\$0	\$0	
4110	Subscriptions	ProQuest	Units	Price	Gross	Split	FY23B	125,000	
		Choice (@50%)	0	\$ 850	\$ -	50%	\$ -		
		Total							\$ 125,000
4421	Royalties-Exempt	Licensing Revenues	Ebook Central license to RCL matches (50% of ProQuest royalty; remaining 50% in 3902)				\$10,000	10,000	
						Total	\$10,000		
TOTAL PROJECT REVENUES							\$135,000		

LINE

EXPENSES

EXPENSES					FY16	
5000	Salaries & Wages		All Choice	% this Project	3905	
			\$	1,130,848.00	0.000%	\$73,944
						\$73,952
						FY23B
5001	Temp Employees-In-House					\$0
						FY23B
5010	Employee Benefits			15.00%	\$0	
				31.50%	\$23,295	
						23,390
5016	Staff memberships in professional associations					\$0
Subtotal - Payroll & Related Expense					\$	97,342
5100	Temp Employee/Outside	Publishing Assistant	Hours	Avg Rate	FY23B	
			0	\$21.00	\$0	0
5110	Professional Services	Subject Editor honoraria	73	\$500	36,500	
		Editorial reimbursement			(88,000)	
					(51,500)	(51,500)
Subtotal - Outside Services					\$	(51,500)
5210	Transportation		\$450	Conference/Meeting	FY23B	
				Charleston	\$0	
				ACRL National Confr	\$0	
				ALA Annual	\$0	
					\$0	0
			\$1,100	Conference/Meeting	FY23B	
				Charleston	\$0	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3905
Project Name:	Resources for College Libraries

LINE #	LINE ITEM DESCRIPTION		ACRL National Conf	\$0
5212	Lodging & Meals		ALA Annual	\$0
				\$0

	Event/Location	# Events	Avg. Cost	FY23B
5216	Business Meetings	Meetings with vendors & business partners	0	\$125
				\$0

Subtotal - Travel & Related Expenses \$ -

5305	Speaker/Guest Honorarium			FY23B
				\$0

Subtotal - Meetings & Conferences 0

	Description	FY14	FY15B	FY23B
5430	Web Operating Expenses	Iron Mountain/verification of updated RCL software deposit	\$0	\$9,500
			\$0	\$9,500

Subtotal - Publication Related Expenses \$ -

5030	Staff Recruitment/Relocation		FY14	FY15B	FY23B
			\$0	\$0	\$0

5031	Staff Development				\$0
------	-------------------	--	--	--	-----

5502	Ref Mats/Periodicals	Print and electronic reference materials	FY14	FY15B	FY23B
			\$0	\$0	\$0

5520	Equipment Rental/Lease	Leased equipment monthly rental fees	FY14	FY15B	FY23B
			\$0	\$0	\$0

5523	Postage & E-Mail/O/S		FY14	FY15B	FY23B
			\$211	\$125	\$0

5599	Misc. Expense	Miscellaneous office expense	FY14	FY15B	FY23B
			\$0	\$50	\$0

Subtotal - Operating Expenses \$ -

5904	Transfer to/from Endowment	Description	FY14	FY15B	FY23B
		LTI interest transfer to RCL project	\$0	\$0	\$0

Subtotal - IUT's \$ -

	FY15 ALA overhead charges	Line	Description	Rate	2015 Revenue	FY23B
5911	IUT-General Overhead	4109	Sales/Miscellaneous	13.25%	\$0	\$0
		4110	Subscriptions	13.25%	\$125,000	\$16,563
		4421	Royalties	13.25%	\$10,000	\$1,325
			Totals		\$135,000	\$17,888

5600	Taxes/Income		FY13	FY14B	FY23B
			\$0	\$0	\$0

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3905
Project Name:	Resources for College Libraries

LINE # LINE ITEM DESCRIPTION

Subtotal- Overhead and Taxes 17,888

TOTAL PROJECT EXPENSES \$ 63,729

NET PROJECT REVENUE \$ 71,271

404	
CHOICE	
3907	
Choice Advertising	<i>For webinars, see project 3909; for mobile app, see project 3904</i>

FY23B

Revenue History	FY21A	FY22B	FY23B	
Magazine Ad Sales Revenues (gross)	\$142,683	\$150,000	\$ 120,000	
		Total Gross	\$ 120,000	
		Print Sales Commission Rate	4.50%	
		Print Sales Commissions	(5,400.00)	
		Net Ad Revenues	114,600.00	
				\$120,000

4.50%	Choice Magazine Ad Sales Revenues (gross)	FY23B	
		(5,400.00)	
		0.00	
	Total	(5,400.00)	(5,400)
TOTAL PROJECT REVENUES		\$114,600	

	All Choice	% this Project	FY23B	
Project 3907 share	\$1,130,848	0.000%	\$36,552	\$36,552

Position			FY23B	
Webinar/Ad Sales Support Coordinator	\$ -	\$ -	\$ -	\$0

Non-exempt staff time in excess of 35 hours/wk	Total Overtime	FY23B	
	Project 3907 share	\$3,500	\$3,500
		\$ -	

Ad Sales Benefit Calculation	Amount	Benefit %	Benefit \$	
5000 Project Salaries & Wages	\$36,552	31.50%	\$11,514	
5001 Temp Employees In-House	\$0	15.00%	\$0	
5002 Overtime Wages	\$3,500	15.00%	\$525	
	\$40,052		\$11,406	\$11,561

Subtotal - Payroll & Related Expense **\$51,613**

404	
CHOICE	
3907	
Choice Advertising	For webinars, see project 3909; for mobile app, see project 3904

			FY23B	
Outside and freelance labor			\$0	\$0

			FY23B	
Bank service fees on ad sales accounts: Moved to 0000			\$0	\$0

			FY23B	
Annual maintenance fee/ad sales system	Spacemaster		\$0	\$0

Subtotal - Outside Services \$0

Conference	# Ad Sales Staff	Avg. Cost	Total	
Charleston	1	\$450	\$450	
			\$0	
ALA Annual	1	\$450	\$450	
ACRL Biannual Conference	0	\$450	\$0	
Other	0	\$450	\$0	
		Total	\$900	
		Project 3907 share	70%	\$630

Conference	# Ad Sales Staff	Avg. Cost	Total	
Charleston	1	\$1,100	\$1,100	
			\$0	
ALA Annual	1	\$1,100	\$1,100	
ACRL Biannual Conference	0	\$1,100	\$0	
Other	0	\$1,100	\$0	
		Total	\$2,200	
		Project 3907 share	70%	\$1,540

Event	# Events	Avg. Cost	Total	
Meetings with advertisers	5	\$100	\$500	
		Project 3907 share	70%	\$350

Subtotal - Travel & Related Expenses \$2,520

CHOICE Ad Sales Promo Printing Expense			FY23B	
	OAT certificates		inventory	
	OAT seals, etc.		inventory	
(Switched to electronic media kit in 2010)			\$0	\$0

404	
CHOICE	
3907	
Choice Advertising	<i>For webinars, see project 3909; for mobile app, see project 3904</i>

		FY23B	
Outside ad sales promo creative expenses: media kit		\$0	\$0

Subtotal - Publication Related Expenses \$0

	Ad Sales Salaries	Rate	Total	
	\$36,552	0.00%	\$0	\$0
			\$0	

		FY23B	
General office supplies, e.g. paper, file folders		\$0	\$0
	Project 3907 share	70%	\$0

		FY23B	
Item		\$420	294
Local & long-distance phone/ad sales			
	Project 3907 share	70%	\$
			294

		FY23B	
Item		\$0	\$0
Mailroom postage; overnight delivery services			

		FY16B Gross Ad \$	Rate (per ALA)	
Item		\$0	0.00%	\$0
Reserve for uncollectable accounts				

Subtotal - Operating Expenses \$294

		FY23B	
ALA charges for Ad Sales Invoice Processing		70%	\$0
			\$0

Subtotal - Inter-Unit Transfers \$0

Line Item	Revenue \$	Rate	O/H Charge	
4140 Advertising/Gross	\$120,000	13.25%	\$15,900	
4611 Comm/Sales Rep	\$ (5,400)	13.25%	(\$716)	
4612 Comm/Adv Agency	\$0	13.25%	\$0	
Totals	\$114,600		\$15,185	\$15,185

		Revenue \$	Rate	UBIT \$	
FY15 UBIT Reserve	Line Item	\$0	0.00%	\$0	\$0
	Advertising/Gross				

Subtotal- Overhead and Taxes \$15,185

TOTAL PROJECT EXPENSES \$69,611
NET PROJECT REVENUE \$44,989

\$330	404
Unit Name:	CHOICE
\$150	3908
Project Name:	ACRL Advertising

Note: This project tracks expenses for CHOICE's handling of ACRL journal ad sales

LINE # LINE ITEM DESCRIPTION **These expenses charged out to ACRL, projects 3300, 3302, 3303**

EXPENSES		All Choice	% this Project	3908	FY23B
5000	Salaries & Wages	\$1,130,848	0.000%	\$ -	
5001	Temp Employees-In-House				
	Position	FY14	FY15B	FY23B	
	Webinar/Ad Sales Support Coordinator	\$ -	\$ -	\$ -	\$0
5002	Overtime/Wages				
	Non-exempt staff time in excess of 35 hours/wk	Total Overtime		FY23B	
		Project 3908 share		\$0.00	
5010	Employee Benefits				
	Ad Sales Benefit Calculation	Amount	Benefit %	Benefit \$	
	5000 Project Salaries & Wages	\$ -	31.50%	\$0	
	5001 Temp Employees In-House	\$ -	15.00%	\$0	
	5002 Overtime Wages	\$ -	15.00%	\$0	
	5010 Benefits	\$ -	15.00%	\$0	\$0
Subtotal: Payroll and Related Expenses				\$0	
5210	Transportation				
	Billing	Conference		FY23B	
		Project 3908 share	30%	\$270	\$270
5212	Lodging & Meals				
	Billing	Conference		FY23B	
		Project 3908 share	30%	\$660	\$660
5216	Business Meetings				
	Event	# Events	Avg. Cost	Total	
	Meetings with advertisers	5	\$100	\$500	
		Project 3908 share	30%	\$150	\$150
Subtotal - Travel & Related Expenses				\$1,080	
5402	Printing-O/S				
	Ad Sales Promotion Printing Expenses			FY23B	
				\$0	\$0
5404	Design Service-O/S				
	Ad Sales Promotion Design Expenses			FY23B	
				\$0	\$0
Subtotal - Publication Related Expenses				\$0	
5031	Staff Development				
				Total	
				\$0	\$0
5500	Supplies/Operating				
	General office supplies, e.g. paper, file folders	FY14	FY15B	FY23B	
		\$200	\$300	\$0	\$0
		Project 3908 share	30%	\$60	\$90
	Item			FY23B	

\$330	404
Unit Name:	CHOICE
\$150	3908
Project Name:	ACRL Advertising

Note: This project tracks expenses for CHOICE's handling of ACRL journal ad sales

LINE #	LINE ITEM DESCRIPTION				
These expenses charged out to ACRL, projects 3300, 3302, 3303					
5522	Telephone & Fax/O/S	Local & long-distance phone/ad sales		\$420	\$126
		Project 3908 share	30%	\$ 126	
Subtotal - Operating Expenses					
				\$126	
5523	Postage & E-Mail/O/S	Item		FY23B	
		Mailroom postage; overnight delivery services		\$0	\$0
Subtotal - Operating Expenses					
				\$126	
5906	IUT-Order Billing	ALA charges for Ad Sales Invoice Processing	30%	\$0	\$0
Subtotal - Operating Expenses					
				\$0	\$0
5942	IUT-Advertising	CHOICE charges to ACRL for ad sales		FY23B	
				(\$1,206)	(\$1,206)
Subtotal - Inter-Unit Transfers					
				(\$1,206)	
TOTAL PROJECT EXPENSES				\$0	
NET PROJECT REVENUE				\$0	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3909
Project Name:	Choice/ACRL Webinars

LINE # LINE ITEM DESCRIPTION

\$6,500

REVENUES

FY23B

	Commission Rate	Number	Rate	Gross	Transfer Rate	Revenue	
Sales		40	\$ 7,500	325,000	85%	276,250	
Commission	4.50%			(14,625)	85%	(12,431)	
Net Sales				310,375		263,819	
					Revenue to ACRL	48,750	
					Commissions to ACRL	(2,194)	
4105 Sales/Webinars, Webcasts, Web CE							\$276,250

		Rate	Gross	Split	Share	
	Choice	4.50%	(14,625.00)	0.85	(12,431)	
	ACRL			0.15	(2,194)	
4611 Comm/Sales Rep	Total				(14,625)	(12,431)

TOTAL PROJECT REVENUES \$263,819

LINE # LINE ITEM DESCRIPTION

EXPENSES

	All Choice	% this Project	\$3,909	
5000 Salaries & Wages	\$1,130,848	0.000%	\$0	\$0

5001 Temp Employees-In-House				FY23B	
			TOTAL \$	-	\$0

5002 Overtime/Wages	Non-exempt staff time in excess of 35 hours/wk			FY23B	
	Total Overtime				\$0
			TOTAL \$	-	

	Benefit Calculation	Amount	Benefit %	Benefit \$	
	5000 Project Salaries & Wages	\$0	31.50%	\$0	
	5001 Temp Employees In-House	\$0	15.00%	\$0	
	5002 Overtime Wages	\$0	15.00%	\$0	
	4611 Commissions/Sales Reps		0.00%	\$0	
5010 Employee Benefits	TOTAL	\$0		\$0	\$0

Subtotal - Payroll & Related Expense \$0

5110 Professional Services	Outside and freelance labor			FY23B	
				\$0	\$0

Subtotal - Outside Services \$0

5404 Design Service-O/S				FY23B	
				\$0	\$0

5431 Webinars/Webcasts/Web CE Exp	Hosting and production (Zoom)			FY23B	
				\$6,000	\$6,000

Subtotal - Publication Related Expenses \$6,000

				FY23B	
--	--	--	--	-------	--

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3909
Project Name:	Choice/ACRL Webinars

LINE #	LINE ITEM DESCRIPTION		\$6,500		
5500	Supplies/Operating	General office supplies, e.g. paper, file folders		\$0	\$0
				\$0	

5523	Postage & E-Mail/O/S	Item		FY23B	
		Mailroom postage; overnight delivery services		\$0	\$0

5540	Royalty Expense	Item	Gross Revenue	Rate	FY23B
		ACRL	\$276,250	0.0%	\$0
					\$0

Subtotal - Operating Expenses \$0

		Expense	Gross	Transfer Rate	FY23B	
		S. Cofer	\$13,808	15%	\$2,071	
		Subtotal - Outside Services	\$0	15%	\$0	
		Subtotal - Publication Related Expenses	\$6,000	15%	\$900	
		Subtotal - Operating Expenses	\$0	15%	\$0	
5942	IUT-Advertising	Charge back to ACRL	\$19,808	Total	(\$2,971)	(\$2,971)

Subtotal - Inter-Unit Transfers (\$2,971)

			Revenue \$	Rate	FY23B	
		Sales	276,250	0	36,603	
		Commissions	(12,431)	0	(1,647)	
5911	IUT-General Overhead	TOTAL			34,956	\$34,956

5600	Taxes/Income	FY15 UBIT Reserve	Line Item	Revenue \$	Rate	FY23B
			Advertising/Gross	\$263,819	0.00%	\$0

Subtotal- Overhead and Taxes \$34,956

TOTAL PROJECT EXPENSES \$37,985
NET PROJECT REVENUE \$225,834

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3910
Project Name:	Marketing

LINE # LINE ITEM DESCRIPTION

EXPENSES		All Choice	% this Project	\$3,910	FY23B
5000 Salaries & Wages		\$1,130,848	0.000%	\$0	\$0

5010 Employee Benefits			32%	\$0	\$0
------------------------	--	--	-----	-----	-----

Subtotal - Payroll & Related Expense \$0

	Type of Project	FY23B
		\$0
		\$0
		\$0
5110 Professional Services	Outside marketing/promotion expenses	\$0

Subtotal - Outside Services \$0

Billable	Conference	Cost	FY23B
	Charleston	\$0	\$0
\$450			\$0
	ALA Annual	\$0	\$0
	ACRL Biannual Conference	\$0	\$0
	Other Marketing business travel	\$0	\$0
5210 Transportation			\$0

Billable	Conference	#	Staff	Cost	FY23B
	Charleston	0	0	\$0	\$0
\$1,100					\$0
	ALA Annual	1	0	\$0	\$0
	ACRL Biannual Conference	1	0	\$0	\$0
	Other Marketing business travel	0	0	\$0	\$0
5212 Lodging & Meals					\$0

Subtotal - Travel & Related Expenses \$0

Billable	Conference/Location	Event	#	Avg. Cost	FY23B
Feb	ALA Midwinter	focus group room rental	0	\$500	\$0
Nov	Charleston	charge to 3918	0	\$500	\$0
July	ALA Annual	focus group room rental	0	\$500	\$0
April	ACRL Biannual Conference	focus group room rental	0	\$500	\$0
5300 Facilities Rent					\$0

Billable	Conference/Location	Number	Avg. Cost	FY23B
Feb	ALA Midwinter	0	\$3,000	\$0
Nov	Charleston	0	\$3,000	\$0
July	ALA Annual	1	\$7,000	\$0
April	ACRL Biannual Conference	0	\$3,000	\$0
5301 Conference Equipment Rental		0	\$3,000	\$0
		Total		\$0

Item	Number	Avg. Cost	FY23B
	-	\$350	\$0

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3910
Project Name:	Marketing

LINE # LINE ITEM DESCRIPTION

5302	Meal Functions				\$0	\$0
------	----------------	--	--	--	-----	-----

	Conference/Location	Number	Avg. Cost	FY23B	
Feb	ALA Midwinter	0	\$3,750	\$0	
Nov	Charleston	0	\$3,750	\$0	
July	ALA Annual	1	\$6,000	\$0	
April	ACRL Biannual Conference	0	\$3,750	\$0	
		-	\$3,750	\$0	
5303	Exhibits		Total	\$0	\$0

Subtotal - Meeting & Conference Expenses \$0

5402	Printing-O/S	Printing expenses for promotional pieces	FY23B	
			\$1,200	\$1,200

5404	Design Service-O/S	Outside design services for promo pieces	FY23B	
			\$5,000	\$5,000

5410	Mail Service-O/S	Type of Service	FY23B	
		Total Mailing Expense	\$ -	0

	Unit Cost	Insertions	FY23B	
		Twitter Boosts \$	1,200	
		\$	-	
		\$	-	
		\$	-	
		\$	-	
		\$	-	
		\$	-	
		\$	-	
		\$	-	
5411	Advertising/Space	TOTAL \$	1,200	\$1,200

5412	Advertising/Direct	Direct promo (print & email)	FY23B	
		postcards	\$250	\$250

5413	Mail List Rental	Database/email rental	FY23B	
		Outside list rental fees		
			\$0	\$0

			FY23B	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3910
Project Name:	Marketing

LINE #	LINE ITEM DESCRIPTION	Totals	\$	-	\$0
5430	Web Operating Expenses				

Subtotal - Publication Related Expenses \$7,650

	Vendor	Item/Service		FY23B	
	Mailchimp/Constant Contact	email service	\$	8,400	
	SEO: Moz/Toast		\$	1,000	
	Survey Monkey		\$	1,500	
5501	Equipment/Software-Minor		\$	10,900	10,900

	Salaries	Rate	FY23B	
5031 Staff Development	\$0	0.0%	\$0	\$0

	Item	FY14	FY15B	FY23B	
5522 Telephone & Fax/O/S		\$0	\$0	\$0	\$0

	Item	FY23B	
5523 Postage & E-Mail/O/S	Mailroom postage; overnight delivery services	\$0	\$0

	Item		FY23B	
		conf promo		
		giveaways	\$	500
		content marketing promo		
5550 Promotion	services		\$500	\$500

Subtotal - Operating Expenses \$11,400

	Item	FY14	FY15B	FY23B	
5902 \$0	ALA mailing list processing expense	\$0	\$2,500	\$0	\$0

		FY23B	
	American Libraries advertising	\$0.00	
5942 IUT-Advertising	Total	\$0	\$0

Subtotal - IUT's \$0

TOTAL PROJECT EXPENSES \$19,050
NET PROJECT REVENUE (\$19,050)

		Revenue \$	Rate	Total	
	Sales	\$545,344	13.25%	\$72,258	
<i>included in sales</i>	Commission	\$0	13.25%	\$0	
				\$72,258	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3913
Project Name:	Choice Reviews

LINE #	LINE ITEM DESCRIPTION	
5911	IUT-General Overhead	\$72,258

	FY15 UBIT Reserve	Line Item	Revenue \$	Rate	Total	
5600	Taxes/Income	Advertising/Gross	\$38,200	0.00%	\$0	\$0

Subtotal- Overhead and Taxes \$72,258

TOTAL PROJECT EXPENSES \$134,330

NET PROJECT REVENUE \$411,014

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3914
Project Name:	Content Marketing <i>For webinars, see project 3909; For Choice360, see project 3919</i>

LINE # LINE ITEM DESCRIPTION

REVENUES

newsletters and eblasts moved here from 3913

				FY23B	
4140	Advertising/Gross	Print			
			Revenue	Price	#
			CHOICE CUSTOM PUBLISHING		
			Case Studies		20,000
			CHOICE RESEARCH		
			Surveys/Whitepapers	\$20,000	2
			Total Gross		60,000
			Commission Rate		4.50%
			Print Sales Commissions (4611)		(2,700)
			Net Ad Revenues		57,300
				\$	60,000
4143	Advertising/Online	Digital			
			Authority File		FY23B
			newsletters & eblasts		45,000
				\$	240,000
				\$	-
			Total gross sales		\$ 285,000
			Commission rate		4.50%
			Digital Sales Commissions (4610)		(12,825)
			Net Ad Revenues		\$ 272,175
				\$	285,000
4610	Comm/Online Advertising		From 4143	Rate	Total
				4.50%	(12,825)
					(12,825)
				Rate	FY23B
	Print		From 4140	4.50%	(2,700)
4611	Comm/Sales Rep			Total	(2,700)
					(2,700)
TOTAL PROJECT REVENUES					\$329,475

LINE # LINE ITEM DESCRIPTION

EXPENSES

5000	Salaries & Wages	Project 3907 share	All Choice	% this Project	FY23B	
			\$1,130,848	0.000%		\$0
5001	Temp Employees-In-House	Position			FY23B	
			\$ -	\$ -	\$ -	\$0
5002	Overtime/Wages	Non-exempt staff time in excess of 35 hours/wk			FY23B	
					\$ -	\$0
	Ad Sales Benefit Calculation	Amount	Benefit %	Benefit \$		
	5000 Project Salaries & Wages	\$0	31.50%	\$0		

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3914
Project Name:	Content Marketing <i>For webinars, see project 3909; For Choice360, see project 3919</i>

LINE #	LINE ITEM DESCRIPTION				
	5001 Temp Employees In-House	\$0	15.00%	\$0	
	5002 Overtime Wages	\$0	15.00%	\$0	
5010	Employee Benefits				\$0

Subtotal - Payroll & Related Expense \$0

					FY23B
	Survey/Whitepapers, write and produce	2	\$5,000	\$10,000	
	Case studies, write and produce			\$7,500	
5110	Professional Services			\$17,500	\$17,500
	Outside and freelance labor				

					FY23B
5122	Bank Service Fees			\$0	\$0

					FY23B
5140	Repairs/Maintenance				

Subtotal - Outside Services \$17,500

		\$450	Event	Cost	
			Charleston	\$0	
			ACRL	\$0	
			Annual	\$0	
5210	Transportation		Total	\$0	\$0

		\$1,100	Event	Cost	
			Charleston	\$0	
			ACRL	\$0	
			Annual	\$0	
5212	Lodging & Meals		Total	\$0	\$0

	Event	# Events	Avg. Cost	Total	
5216	Business Meetings	Meetings with advertisers		\$0	\$0
				\$0	

Subtotal - Travel & Related Expenses \$0

					FY23B
5402	Printing-O/S		White papers	\$0	\$0

					FY23B
5404	Design Service-O/S		design and layout	0	\$0
					\$0

Subtotal - Publication Related Expenses \$0

					FY23B
5031	Staff Development			\$0	\$0
				\$0	

					FY23B
5501	Equipment/Software-Minor		Zencast	\$220	
			Adobe Audition: audio editing	\$252	
			Blubrry podcast metrics tracking software	\$60	
				\$532	\$532

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3914
Project Name:	Content Marketing <i>For webinars, see project 3909; For Choice360, see project 3919</i>

LINE # LINE ITEM DESCRIPTION

5522 Telephone & Fax/O/S	Item	FY23B	
	Local & long-distance phone/ad sales		0
		\$ -	

5523 Postage & E-Mail/O/S	Item	FY23B	
	Mailroom postage; overnight delivery services	\$0	\$0

5543 Bad Debt Expense	Item	FY16B Gross Ad \$	Rate (per ALA)	
	Reserve for uncollectable accounts		0.00%	\$0

Subtotal - Operating Expenses \$532

5906 IUT-Order Billing	ALA charges for Ad Sales Invoice Processing	FY23B	
			\$0

Subtotal - Inter-Unit Transfers \$0

Line Item	Revenue \$	Rate	O/H Charge	
4140 Advertising/Gross	60,000	13.25%	7,950	
4143 Advertising Online	285,000	13.25%	37,763	
4610 Digital commissions	(12,825)	13.25%	(1,699)	
4611 Print commissions	(2,700)	13.25%	(358)	
5911 IUT-General Overhead	Totals			\$43,655
	329,475		43,655	

5600 Taxes/Income	FY15 UBIT Reserve	Line Item	Revenue \$	Rate	UBIT \$	
		Advertising/Gross	\$60,000	0.00%	\$0	\$0

Subtotal- Overhead and Taxes \$43,655

TOTAL PROJECT EXPENSES \$61,687
NET PROJECT REVENUE \$267,788

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3917
Project Name:	Choice Office Building

	All Choice	% this Project	FY23B	FY23B
Salaries & Wages	\$ -	0.00%	\$0	\$0

	Rate		FY23B	
Employee Benefits	31.50%	TOTAL	\$0	\$0

Subtotal - Payroll & Related Services			\$0	
	Item	Vendor	FY23B	
Repairs/Maintenance	Generator maintenance svc. contract	Atlantic/Detroit Diesel	\$1,400	
	Janitorial services	JanPro	\$6,500	
	HVAC service contract	Encon	\$3,500	
	Common area maintenance (CAM)	Liberty Square Assoc	\$10,800	
	Miscellaneous	--	\$700	
	Security system	Protection One	\$3,050	
	Carpet cleaning	RD Weis	\$1,075	
		Total	\$27,025	\$27,025

Subtotal - Outside Services			\$27,025	
------------------------------------	--	--	-----------------	--

		Slots	Rate	Month	Quarter	Frequency	FY23B	
Space Rent	Parking: City of Middletown	15	\$75	\$1,125	3,375	4	\$13,500	\$13,500

			FY23B	
Telephone & Fax/O/S	Office phone service: See 0000 #5523	AT&T	\$0	\$0

		FY23B	
Postage & E-Mail/O/S		\$0	\$0

Utilities			Rate	Frequency	FY23B	\$16,550
	Electric	Eversource	\$1,200	12	\$14,400	
	Gas	Eversource	\$50	12	\$600	
	Rubbish/Recycling	Dainty Rubbish	\$25	12	\$300	
	Water & sewer	City of Middletown	\$250	1	\$250	
	Other				\$1,000	
				Total	\$16,550	

Misc. Expense	Adjustment between CHOICE & Plant Fund		\$0	
---------------	--	--	-----	--

Subtotal - Operating Expenses \$			30,050	
---	--	--	---------------	--

			FY23B	
IUT-Allocations	2014 Liberty Square expenses from ALA Plant Fund (730-0000)	Building	\$ -	
		Improvements	\$ -	
		Interest	\$ -	
			\$25,500	\$25,500

Subtotal- Overhead and Taxes			\$25,500	
-------------------------------------	--	--	-----------------	--

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3917
Project Name:	Choice Office Building

TOTAL PROJECT EXPENSES

\$82,575

NET PROJECT REVENUE

(\$82,575)

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3918
Project Name:	CC Advisor

LINE #	LINE ITEM DESCRIPTION	Deprecated August 2022						
5210	Transportation		Charleston	0	\$450	\$0		
			ALA Annual	0	\$450	\$0		
			ACRL	0	\$450	\$0		
					\$1,350	\$0	\$	-

		Conference	Events	Staff	Cost	FY23B	
5212	Lodging & Meals	Feb ALA Midwinter					
		Nov Charleston	Marketer	1	\$1,100	\$0	
		July ALA Annual		1	\$1,100	\$0	
		April ACRL		1	\$1,100	\$0	
						\$0	\$ -

5216	Business Meetings	Conference Registration (Marketing and Advertising only)		-	\$450	FY23B \$0	
						\$0	0

Subtotal - Travel and Related Expenses \$0

	Item	FY23B	
5301	Conference Equipment Rental	\$ -	
		\$0	\$0

	Item	FY23B	
5302	Meal Functions	\$0	\$0

	Conference/Location	Number	Avg. Cost	FY23B	
5303	Charleston	0	\$ 2,500	\$ -	
	Total			\$0	\$0

Subtotal - Meetings and Conferences \$ -

5400	Edit/Proofreading-O/S	Description	FY23B	
		Freelance Copyediting Allocation	\$0	0
		Total editorial & proofreading	\$0	0

5402	Printing-O/S	Printing expenses for promotional pieces	FY23B \$0	\$0
------	--------------	--	-----------	-----

5404	Design Service-O/S	Outside design services for promo pieces	FY23B	\$0
------	--------------------	--	-------	-----

5410	Mail Service-O/S	Type of Service	FY23B	
		Fulfillment mailing services (ESP/USPS)	\$ -	
		Total Mailing Expense	\$ -	0

		Unit Cost	Insertions	FY23B	
	ATG	575	-	\$ -	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3918
Project Name:	CC Advisor

LINE #	LINE ITEM DESCRIPTION	Depreciated August 2022						
			ATG	755	-	\$	-	
			Charleston Advisor	800	1			
5411	Advertising/Space				TOTAL	\$	-	\$0
5412	Advertising/Direct	Direct promo (print & email)					FY23B	\$0
5413	Mail List Rental	Outside list rental fees					FY23B	\$0
5430	Web Operating Expenses		Vendor	Item/Service			FY23B	
			CrossRef	DOI fees				
			productOps	hosting and maintenance				
			productOps	upgrades				
			ESP	from spreadsheet	\$	135.00	12	
				Totals			\$0	\$0
5433	Order Processing/Fulfillment						FY23B	
				ESP from spreadsheet			\$0	\$0
				Subtotal - Publication Related Expenses			\$0	
5031	Staff Development			Project salaries	Rate		FY23B	
				\$0	0.0%		\$0	\$0
5522	Telephone & Fax/O/S	Item					FY23B	
		ESP phone charges		from spreadsheet			\$0	
		Total					\$0	0
5530	Depr/Furn & Equipment						FY23B	
		Subtotal		\$0			\$0	
		Total CCA depreciation					\$0	0
5532	Amortization/Equip Lease						FY23B	
		Accrued Prior Year depreciation (C2A Platform) before split with Charleston					\$0	
		Subtotal		\$0			\$0	
		Total CRO depreciation					\$0	0
5550	Promotion	Item		FY14	FY15B		\$0	
		Premiums & misc promo services		conf. giveaways			\$0	\$0
		Charge 50% of depreciation (line 5532) back to Charleston Company					FY23B	
							0	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3918
Project Name:	CC Advisor

LINE #	LINE ITEM DESCRIPTION	Deprecated August 2022			
		<i>Subtotal</i>	\$0	\$0	
5599	Misc. Expense	Total CRO depreciation		0	0
Subtotal - Operating Expenses				\$0	

			Revenue \$	Rate	Total	
		Sales	\$0	13.25%	\$0	
	included in sales	Commission	\$0	13.25%	\$0	
					\$0	
5911	IUT-General Overhead					\$0

	FY15 UBIT Reserve	Line Item	Revenue \$	Rate	Total	
5600	Taxes/Income	Advertising/Gross	\$0	0.00%	\$0	\$0

\\orzo\rachelh\$\Desktop\New\FY23 budget pages\02 Choice FY23 Budget Worksheet 10/6/2022 11:45 AM

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3919
Project Name:	Choice360

LINE #	LINE ITEM DESCRIPTION			FY23B	
			TIE EiC	\$15,000	
			TIE Contributors	\$12,000	
			Content Vertical #2 Board	\$8,240	
			Content Vertical #2 Contributors	\$8,240	
5110	Professional Services			\$43,480	\$43,480
5122	Bank Service Fees			\$0	\$0
5140	Repairs/Maintenance			\$0	\$0
Subtotal - Outside Services				\$43,480	
5210	Transportation	\$450	Charleston ACRL Annual	\$0 \$0 \$0	\$0
5212	Lodging & Meals	\$1,100	Charleston ACRL Annual	\$0 \$0 \$0	\$0
Subtotal - Travel & Related Expenses				\$0	
5404	Design Service-O/S	design and layout	0	\$1,000	\$1,000
5411	Advertising/Space		Twitter boosts Other	\$ 3,000 \$ -	\$3,000
5412	Advertising/Direct	Direct promo (print & email)		\$0	\$0
5413	Mail List Rental			\$0	\$0
		Hosting & Search (Web Solutions)		\$ 360	

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3919
Project Name:	Choice360

LINE #	LINE ITEM DESCRIPTION				
		C360 modifications to support Content Verticle #2	\$	3,000	
		SSL certificate	\$	60	
		Domain registration	\$	30	
		Maintenance	\$45	\$	540
5430	Web Operating Expenses			\$3,990	\$3,990

Subtotal - Publication Related Expenses \$7,990

		Soundcloud Pro: TIE podcast storage/RSS feed		FY23B	
				\$144	
5501	Equipment/Software-Minor			\$144	\$144

				FY23B	
				\$0	
5530	Depr/Furn & Equipment			\$0	\$0

	Item			\$0	
			\$	250	
5550	Promotion	Premiums & misc promo services		\$250	\$250

Subtotal - Operating Expenses \$144

5906	IUT-Order Billing	ALA charges for Ad Sales Invoice Processing		FY23B	
					\$0

Subtotal - Inter-Unit Transfers \$0

	Line Item	Revenue \$	Rate	O/H Charge	
	4143 Advertising Online	70,000	13.25%	9,275	
	4610 Digital commissions	(3,150)	13.25%	(417)	
5911	IUT-General Overhead	Totals		66,850	8,858
					\$8,858

5600	Taxes/Income	FY15 UBIT Reserve	Line Item	Revenue \$	Rate	UBIT \$	
			Advertising/Gross	\$70,000	0.00%	\$0	\$0

Subtotal- Overhead and Taxes \$8,858

TOTAL PROJECT EXPENSES \$60,722
NET PROJECT REVENUE \$6,128

Unit No.:	404
Unit Name:	CHOICE
Project No.:	3921
Project Name:	Choice LTI Restricted

LINE #	LINE ITEM DESCRIPTION		FY23B
REVENUES			
5904	Transfer to/from Endowment	\$ (35,697.00)	(35,697)

Subtotal - Inter-Unit Transfers (\$35,697)
TOTAL PROJECT EXPENSES (\$35,697)

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;

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

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

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

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

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

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

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

43 *Section 7. Suspension*. The Executive Board may suspend a member for cause by a two-
44 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.

363

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.

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

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

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

406
407 **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>
--	--	--	--

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.

50 E. Huron St., Chicago, IL 60611
800-545-2433, ext. 2523
acrl@ala.org | www.acrl.org

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>
---	--	--	--	---

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>
--	---	--	--	--

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

Position Key:**DAL** = Director at Large**MAL** = Member at Large**PO** = Publicity Officer**SEC** = Secretary**VC/CE** = Vice-Chair/Chair-Elect

Ballot	2023 ACRL Candidates
ACRL Board	President-Elect Leo S. Lo Elisandro (Alex) Cabada DAL (CoPA) Tarida Anantachai Kevin Butterfield DAL (General Member) Mary Beth Lock Amy Dye-Reeves
Anthropology and Sociology Section (ANSS)	VC-CE Ilka Datig SEC (elect one) (2 years) Scott Hertzberg MAL (elect one) (2 years) Wayne Bivens -Tatum Rebecca Freeman
Arts Section (Arts)	VC-CE Heather Koopmans SEC (elect one) (2 years) Kim Norman
College Libraries Section (CLS)	VC-CE Andrew Adler Dawn Behrend SEC (elect one) (1 year) Melissa Anderson Kathleen Baril MAL (elect one) (2 years) Stephanie Diaz Britt Anne Murphy

Ballot	2023 ACRL Candidates
Community and Junior College Libraries Section (CJCLS)	VC-CE TBD MAL (elect one) (2 years) TBD
Digital Scholarship Section (DSS)	VC-CE Theresa G Burress Nashieli Marcano Matthew E. Hunter MAL (elect 2) (2 years) Jennifer Hootman John Knox Teresa Schultz
Distance and Online Learning Section (DOLS)	VC-CE Anaya Jones SEC/ARCHIVIST (elect one) (2 year term) Katherine Howell Theresa Mastrodonato MAL (elect one) (2 years) Sam Mandani Breanne Kirsch
Education and Behavioral Sciences Section (EBSS)	VC-CE (3 years) Robin Ewing Ashlynn Kogut SEC (elect one) (2 years) Katherine Donaldson Sabine Dantus MAL (elect one) (2 years) Todd Shipman Dawn Behrend

Ballot	2023 ACRL Candidates
European Studies Section (ESS)	VC-CE Kathleen Smith Andre G. Wenzel SEC (elect one) (1 year) Paula Mae Carns Taylor Leigh MAL (elect one) (1 year) Milan Pohontsch Ann Snoeyenbos
Instruction Section (IS)	VC-CE Kirsten Feist Piper Martin SEC/Archivist (elect one) (2 years) Elise Ferer Matthew Weirick Johnson MAL (elect 3) (2 years) Kristin E. C. Green Julie Hornick Maoria Kirker Evelyn Ugwu-George
Literatures in English Section (LES)	VC-CE Mark Dahlquist Stacy Reardon SEC (elect one) (1yr) Jeanne Ewert Ginny Moran MAL (elect one) (1yr) Jenny Dale Amanda Rybin Koob
Politics, Policy and International Relations Section (PPIRS)	VC-CE Andrew Dudash SEC (elect one) (2 years) Jennifer Castle MAL (elect 1) (2 years) Mark Robison

Ballot	2023 ACRL Candidates
Rare Books and Manuscripts Section (RBMS)	VC-CE Melanie Griffin SEC (elect one) (2 years) Joseph Gordon Daines MAL (elect one) (3 years) Libby Hertenstein
Science and Technology Section (STS)	VC-CE Britt Foster Sam Putnam SEC (elect one) (2 years) Patricia Hartman Jason Burton MAL (elect one) (2 years) Chapel Cowden Melissa Gold
University Libraries Section (ULS)	VC-CE Nancy Gibson Carissa Tomlinson SEC (elect one) (2 years) Jessica Garner Mary D. Galvin MAL (elect 2) (3 years) Jeffrey D. Graveline Tisha M. Zelner Jill J. Crane
Women and Gender Studies Section (WGSS)	VC-CE Esther Medina De León SEC (elect one) (1 year) Renee Kiner MAL (elect 1) (2 years) Nadia M Orozco-Sahi