

**ALA/LLAMA Project Updates for Division Leaders
for 2018 Annual Conference**

An overview of unique/ongoing projects. Board document at Annual.

LLAMA Operational
Ongoing project work/implementing reorganization goals

		Resp.	Due	Status
2018 Annual	Preconference marketing begins	KW	March 28	Done
	All descriptions done for ALA Scheduler export	FR	April 5	Done
	Planning/marketing through spring	Both	Ongoing	Done
	Communication with preconference registrants	KW	Ongoing	Done
2018 appointments	Creating new cmts/charges in database, linking to new appointing officers, testing, member announcements	KW	April 6	Done April 23
	Final appointments and check all committee charges/members.	KW	Post AC	
ALA Connect	Priority: cleanup of data - Community/Section names, charges, etc. Note: ALA launch was delayed but went live in early May	KW	May 17-31	Not Done. Post-AC priority
Courses (new project)	Launching three courses in support of the lead/mgmt competencies, incl design, scheduling, marketing: Evidence-Based Decision Making	FR	April 16- May 11	Done
	Conflict Resolution, May 14-June 8	FR	May 14- June 8	Done
	Change Management, July 9-August 6	FR	July 9- Aug 6	In process
John Cotton Dan Award	Deadline extended to March 30. Committee meets at ALA HQ to select winners; staff supports mtg	FR	April 25-26	Done
Webinars	12 more planned through end of fiscal year (Aug 31) and one free being managed with LITA.	FR	Ongoing	

3 Division Realignment
Unique project work with ALCTS/LITA staff and leadership about dissolving three/creating one division

		Resp.	Due	Status
Meetings	Online meetings with div Pres/Pres-elects	KW	Ongoing	
	Association leadership conference in Chicago. All three Pres-elects attending with div directors for discussions/strategy. Staff developing planning resources.	KW	April 9-10	Done
	Work with 3D to begin prep for joint div Board meeting at Annual: determine desired outcomes w/Pres/VP; work with consultant on mtg structure, distribute relevant reports; publicize with members	KW	May-June	Done
	Prep/outcomes for Board and joint meeting	KW	June	Done
Work Groups	Finance, with Ward as staff liaison. Staff will work with ALA Finance to gather data for the group. Report will be due June	KW	April 2- June 4	Done
	Communications Group, with Lynn Hoffman as lead		May-June	Ongoing

for 2018 Annual Conference

Member Survey	Ward drafts initial survey, LITA formats after revisions, all three div send to members. Open until May 20.	KW	Sent April 25	Done
	Work with 3D to summarize/share results w/division leadership and Comm Group	KW	Late May	Done
Communication	To date, Connect space and website landing page created; member email blast and social media postings done.	KW	Ongoing	
	Connect: https://connect.ala.org/communities/community-home?CommunityKey=			Done
	Web: http://www.ala.org/llama/llama-and-possible-new-ala-division			Done
Project Mgmt	Priority: develop basic PM plan	KW	May 17-31	Done

ALA Operational
Ongoing/typical organizational projects

		Resp.	Due	Status
ALA Leadership Institute	LLAMA manages application, jury support and selection process. Assists with marketing. Generally 3 full days of work depending on number of applications, jury questions.	KW	App closed 3/9, selections due 5/2	Done
ALA/LLAMA Election	Work with Nom Cmt, candidates to prepare spring ballot. Contact candidates after election.	KW	Open until 4/4, certified on 4/11	Done
Budget/ Finance	FY18 projection and FY19 initial budget in prep for spring BARC mtg at ALA HQ	KW	Now for April 23-24 mtg	Done
ALA Technology Advisory Group	Advise on technology policies, budget priorities, operational effectiveness. Review/edit reports and recommendations for ALA Board. Meets at least monthly. Going to assoc technology conf 5/7-9 w/ALA IT director	KW	Ongoing	

ALA Organizational Change
Unique project work resulting from ALA Board/Council discussion of restructuring

		Resp.	Due	Status
Membership Study Group	Review consultant proposals for ALA membership study/recommendations.	KW	March 2	Done
	Consultant presentations: evaluation and selection. All day.	KW	March 28	Done
	Future team work w/consultant through Fall 2018	KW	Ongoing	
Workspace Review	ALA has hired commercial RE firm to provide study/recommendations on selling or renovating ALA HQ.	KW	March 22	Done
	Focus group w/consultant	KW	April 10	Done
	Organize/lead tour of IIDA office space for senior mgmt	KW	April 10	Done