ACRL Leader Orientation

September 7, 2023
2:00pm –3:00pm Central Time

ACRL Presidents

Beth McNeil
President
Dean of Libraries
Purdue University

Leo Lo
Vice-President/President-Elect
Dean of the College of University
Libraries and Learning Sciences
University of New Mexico

Erin L. Ellis
Past-President
Associate Dean for
Organizational Strategy,
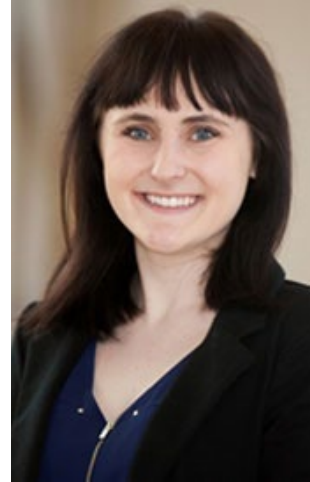Diversity, and Inclusion
Indiana University

ACRL Staff Liaisons

Allison Payne
(she/her/hers)
*Interim Executive
Director*

Elois Sharpe
Program Officer

Lauren Carlton
(she/her/hers)
*Program Officer,
Member Services*

Aleah Price
(she/her/hers)
Program Coordinator

ACRL PLAN FOR EXCELLENCE

STRATEGIC PLAN BACKGROUND

- **Goals**
    - **Value of Academic Libraries**
    - **Student Learning**
    - **Research and Scholarly Environment**
    - **New Roles and Changing Landscapes**
    - **Equity, Diversity & Inclusion**

ACRL PLAN FOR EXCELLENCE

Annual Reporting

Work Plans (division-level committees) Due 9/30/2023

Plan for Excellence Implementation Reports (sections, interest groups, chapters) Due 7/14/23

WHO IS THE ACRL LEADERSHIP CLASS?

- Board of Directors
- Division-level Committee & Editorial Board Chairs & Vice-Chairs
- Section Chairs & Vice-Chairs
- Interest & Discussion Group Leaders
- Task Force Chairs
- Chapters Council Chair
- Liaisons Assembly
- Representatives Assembly

ACRL DIRECTORY OF LEADERSHIP

Meetings

Fall

LibLearnX

Spring

Annual Conference

ACRL Board Public ALA Connect Community

Any ALA Connect user can join

Meeting announcements, agendas, & documents

C&RL News Action Article

Published two times per year, *in C&RL News* after LLX and Annual

ACRL Presidents' Pages

President

Vice-President

Past President

ACRL Insider

Board Updates

Elections

BOARD ACTIVITIES

EXTERNAL COMMUNICATION

•Only the Board of Directors may speak for ACRL.

•You are free to communicate as an individual, but not with your ACRL title

"Individual members are welcome (and encouraged) to sign statements about which they feel strongly. But as soon as individuals also list a section or division, along with their name, they have moved from being an individual to becoming a representative of a group and that brings separate responsibilities."
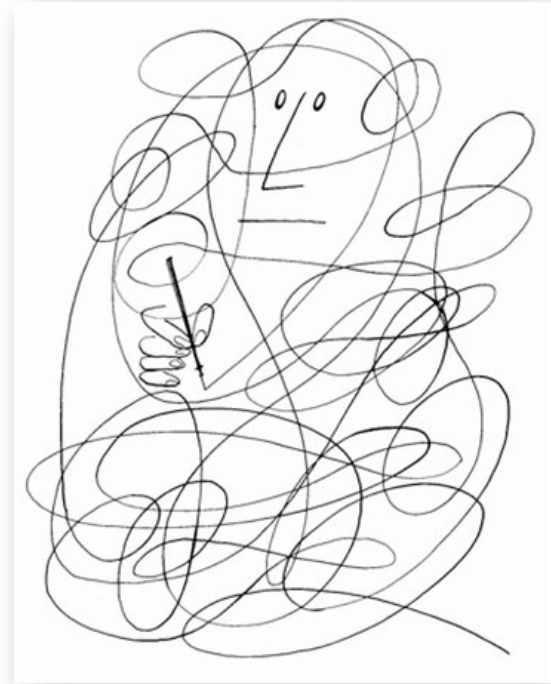
Board of Directors Action & Discussion Forms
•Templates for communicating with the Board

•Can be downloaded on the ACRL Forms page

• Board meets four times per year, but accepts requests year-round.

•Staff and Board liaisons are here to help you.

![ACRL]

- ALA is one legal entity of which ACRL is a part

- ALA is a 501(c)3; limits political activity but needs your advocacy

- ACRL is self-sustaining: no direct financial support from ALA

- Divisions pay ALA an indirect cost on non-dues revenues generated

TAKE ACTION
Call your Representative in the US House
TODAY to Preserve Library Funding

ALA OPERATING AGREEMENT

- While we encourage all surveys to be reviewed by staff, surveys beyond your unit's membership must be reviewed/approved by the office.

- ACRL/ALA has the right of first refusal on all membership group work

ACRL DIVISION-LEVEL COMMITTEE APPOINTMENTS

- **Appointing Authority**

- ▪ ACRL Vice-President Leo Lo is the appointing authority for all division-level committee appointments. He will work closely with the ACRL Appointments Committee to complete appointments that begin July 1, 2024.

Timeline

- ▪**Dec 1 - Feb 28:** Volunteer form open

- ▪**March/April:** Appointment offers sent

- ▪**July 1:** New appointment terms begin

ACRL SECTION APPOINTMENTS

- **Appointing Authorities**
- Section vice-chairs make appointments and will have access to the volunteer system in late February 2023.

- **Timeline**
- **Dec 1- Feb 28:** Volunteer form open to current members only
- **March/April:** Appointment offers sent
- **July 1:** New appointment terms begin

ALA CONNECT

ACRL
LIBGUIDES

ALA CONFERENCES

LLX™ LibLearnX | THE LIBRARY LEARNING EXPERIENCE

BALTIMORE, MD
JANUARY 19–22, 2024
American Library Association

ALA Annual
Conference & Exhibition

San Diego JUNE 27 – JULY 2, 2024

Virtual Meetings

Groups must meet at least once a year.

Agendas & Minutes

Post all **agendas** to your ALA Connect space **10 days prior** to each meeting (and send to your staff liaison).

Post **minutes** to your ALA Connect space **within 2 weeks** of your meeting (and send to your staff liaison).

- Groups are encouraged to host business meetings using their own software.
- ACRL has some Zoom rooms available if needed. Please check the meetings calendar for availability.

Accessibility Resources:
- ASGCLA Accessible Communication Styles Toolkit
- ASGCLA Virtual Accessibility Toolkit

Next steps:

- First make sure your ALA Connect profile is up to date. It is nice if you add a picture of yourself.

- Reach out and introduce yourself to the committee through your group's ALA Connect space; welcome the new members

- Talk to the previous chair to familiarize yourself with the work of that group.

- For division-level committees, read the work plan and report and start thinking about what you and your committee will focus on in the coming year.

- Schedule upcoming meeting later this year.

QUESTIONS?

Division-level Committees

- Allison Payne, apayne@ala.org
- Elois Sharpe, esharpe@ala.org

Communities of Practice

- Lauren Carlton, lcarlton@ala.org
- Aleah Price, aprice@ala.org

COMMUNITIES OF PRACTICE

Section Information

- Your section membership committee chairs are de facto members of the ACRL Section Membership Committee.

- Each month, ACRL staff upload your most recent membership statistics and lists of new, reinstated, renewing, and dropped members into the ACRL Section Membership Committee's ALA Connect space.

**Staff Liaison to Sections
Lauren Carlton
ACRL Program Officer
lcarlton@ala.org**
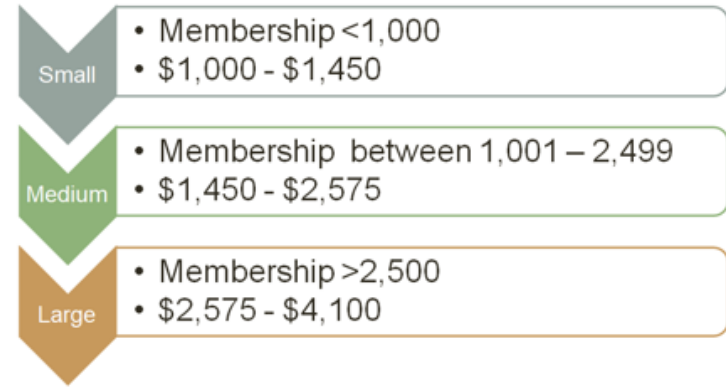
Section Funding

Unused Funds
• No funds carried over to next fiscal year

Reimbursement Requests
• FY24 deadline: August 15
• Allow 4-6 weeks for processing
• Form available on ACRL website

● Section chairs approve requests for funding that are submitted by committee members before sending them along to ACRL.

Section Basic Services Budgets

Small
• Membership <1,000
• $1,000 - $1,450

Medium
• Membership between 1,001 – 2,499
• $1,450 - $2,575

Large
• Membership >2,500
• $2,575 - $4,100

Basic Services Budget ranges based on the section membership as of August 31. Each section receives $1,000 as a base and an additional .75 for each member over 400.

Sections have used basic services funds to sponsor Emerging Leaders, to support liaison activities, to support member engagement initiatives, to provide speaker honoraria, and to carry out the work of section committees. More details will be provided when the budget memos are distributed late fall.

Discussion and Interest Group Information

- ✓**Discussion Group** appointments are for 1-year terms.
- ✓DGs require least one convener each year to maintain active status.
- ✓DG leaders can serve up to 5 consecutive terms.

- **Interest Group** leader appointments are for 3-year terms.
- IGs require three leaders:
- Incoming-Convener, Convener, and Past Convener.
- Must ask the ACRL Board to renew (or sunset) every 3 years.

Each IG receives a budget of $150 per year.
●Unused funds are not carried over to the next fiscal year.
●All reimbursement requests due by August 15 (before end of ALA fiscal year).
●IG leaders approve requests for funding that are submitted by interest group members before sending them along to ACRL.
●Full details on CoPA unit funding can be found here: http://www.ala.org/acrl/resources/policies/chapter4

COMMUNITIES OF PRACTICE QUESTIONS?

- **Lauren Carlton**
  Program Officer
  lcarlton@ala.org

- **Aleah Price**
  Program Coordinator
  aprice@ala.org