



Pennsylvania School Librarians Association

Annual Committee Report

Committee work covering the period July 2017 through May 2018

****Will be shared at Conference Business Meeting****

Date: April 20, 2018

Committee: Conference

Chairperson(s): Caitlin Linsenmann and Cathi Fuhrman

Task leader(s):

Author Signing - Sandy Reilly

Communications - Tiff Emerick, Corey Hall, and Ashley Rudock

Conference 101 - Jenn Roth and Jamie Scott

Exhibits - Betty Grebey and Krista Leonard

Evaluations - Christina Peterson, Jeff Weiss

Makerspace - Janice Conger and Heather Lister

Moderators - Margaret Tatro

Photography - Megan Aranyos

Poster Session - Jane Farrell

Program/Graphic Design - Beth Shenefiel, Karen Fornari and Heather White

Registration - Tracy Nelson

Special Needs - Christy Hay

Technology - Mary Schwander, Beth Shenefiel

Treasurer - Connie Burlingame

Unconference - Robin Burns, Jenn Roth, Mary Schwander and Lisa Weiss

Website - Jayne Downing

Summary of Completed Tasks for Past Year:

Conference Planning 2018

- **Act 48 - 15 Total Hours**
 - Thursday (5)
 - Pre-Conference: Limitless Learning with the AASL National School Library Standards- 3
 - Mix & Mingle - 1
 - Conference 101 - 1
 - Keynote General Session - 1
 - Friday (7)
 - Session A - 1.5
 - Session B - 1
 - Session C - 1.5
 - Session D - 1
 - Unconference - 2
 - Vendor Presentations .5/session - 4 hours total
 - Saturday (3)
 - Author Presentation - 1
 - Session EF - 2
 - Session E - 1
 - Session F - 1
- **AASL Book Stores**
 - Sold 59 Books, and additional
 - Giving out at registrations
 - 11 extra to sell on site
- **Author/Bookstore**
 - Scheduled Featured Authors times at 10:30 - 11:30, 10:45 - 11:30, 12:30 - 2:00, 3:30 - 4:15
 - Scheduled Local Authors (both Thursday and Friday)
 - Scheduled Book Seller
 - Determined Books
 - Selling Thursday and Friday
 - Also selling from 10:30 - 10:45 if Greg Pizzoli books left
 - Worked with Bookseller to connect with a publisher to bring Jeanne Birdsall
 - Bookseller was able to get permission to sell Tiffany Jackson's book that does not come out until May 22
- **Awards**
 - Communication with Awards Committee Chairs
 - Award winner registration, meal and hotel arrangements complete.

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- Table seating arrangements complete.
- Re-aligned program to reflect the new award titles
- **Conference Give-away**
 - Popsocket for phone with JLG Logo (sponsor), 450 ordered
- **Conference Schedule**
 - Revised schedule based on attendee feedback and Conference Committee suggestions.
 - All events scheduled and rooms reserved with Hershey Lodge.
 - Regional Leaders Academy events, meals and room requests confirmed with Mary Kay Biagini.
 - Scheduled additional meeting rooms for the GAC
- **Evaluations/Act 48**
 - After reviewing PETEC Act 48 evaluations revised our sticker/card procedure with electronic form
 - Created Google Form that we can extend deadline to attendees to fill out until May 13, 2018.
 - We will be able to create pivot tables from the form responses to add up Act 48 hours based on PPID.
 - Will be able to cut and paste this information into PDE/Commonwealth Libraries Act 48 template streamlining the process.
 - Susan Pannebaker agreed to again submit our Act 48 hours.
- **MemberClicks**
 - Began training in October.
 - Exhibitor Registration form was our test run for using the new system.
 - Member registration for conference was delayed slightly due to cleaning up membership types in the member database.
 - While there was a learning curve, we know where we can make improvements in the registration process for next year.
- **Exhibit Hall/Vendors**
 - Lowered number of vendors - 30, down 15 from last year.
 - Exhibitors - 27
 - Nonprofit Exhibitors - 3
 - Vendor Presentations
 - In an attempt to bring more attendees into the exhibit hall, offered vendors 30-minute time slot for product/services presentations.
 - 8 slots during regular workshop sessions giving attendees additional choices.
 - We had more vendors request a presentation than we had slots.
 - Will review evaluations from both attendees and vendors after the conference.
 - Adjusted last year layout (Vendor Presentations, Makerspace)

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- Ongoing communication with vendors to share information about exhibit hall hours, meal options and special exhibit hall events
- Providing Virtual Conference Bag in Weebly again this year.
- Also added Exhibitors to Sched for additional connection
- **Financial**
 - Keeping a running report to determine tentative expenses.
- **Moderators**
 - Volunteers provided instructions and packets
 - Updated letters for new Act 48 procedure
 - Used SignUp Genius to have moderators select workshops
 - All workshops have been assigned.
 - First sent to interested attendees
 - If needed, send to Conference attendees.
- **Program**
 - Drafted by Beth Shenefiel and edited by Conference Committee
 - PSLA Conference logo designer featured
 - Attendees who selected printed program - 307
 - Printing 375 - Additional is for archives, exhibitors, guests and any onsite requests
 - Sent to printer on April 20, 2018
- **Registrations (as of April 26, 2018)**
 - Chaired by Tracy Nelson
 - Total 418
 - Entire Conference - 262
 - Daily Thursday - 22
 - Daily Friday - 143
 - Daily Saturday - 15
 - Administrators 17
 - Guests
 - Contracted - 5
 - GAC - 12 (including Allison Mackley)
 - Award Winners - 9
 - State Library - 4
- **Signage**
 - Created and Finalized Signs for Exhibit Hall Display
 - Table Tents for announcing 2019 Keynote Speaker and Author
- **Sponsorships (Additional)**
 - JLG- Conference Give-Away Sponsor
 - Follett - Author Presentation Sponsor
 - HSLC - WiFi Sponsor
 - Mackin donated bundles of books for the award breakfast tables. Already pre-bound with ribbons.

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- Perma-Bound donated 5 sets of PAYRC books
- AASL - Received bookmarks, emery boards, flyers, handouts
- Author Signing
 - Organized by Sandy Reilly
 - Author Alley in the Exhibit Hall and Jeanne Birdsall Presentation
 - Other Featured Authors - Tiffany Jackson and Jordan Sonnenblick
- Conference 101
 - Organized by Jenn Roth and Jamie Scott
 - Description: First time (or first time in a long time) at the PSLA Annual Conference? Not sure where to start. Don't want to get lost? Come to Conference 101 to learn how to use the Sched app and how to get around the Hershey Lodge! We'll share some great tips and tricks to make the most of your time at the conference. You will be glad you came!
- Dessert Bar - College Awards
 - All college award winners have registered who are attending
 - Award winners receive a free partial conference registration
 - Colleges could receive up to 6 complimentary tickets for guest or professors
 - Kutztown - 2 for winner's guest and 4 for professors
 - Pittsburgh - 6 tickets to award winner
- Poster Session
 - Organized by Jane Farrell
 - Six poster sessions
- Makerspace
 - Organized by Janice Conger and Heather Lister
 - Located in Exhibit Hall
 - Having presentations during workshop breaks by librarians
 - 7 Presentations
 - During sessions, Two make and takes available to complete
 - Origami Bookmark and Hologram
 - Description: You know the what and whys of school library makerspaces. Now come and learn the HOW. Come hear from maker librarians about how their makerspaces add a layer of literacy to their library programs. Librarians will share their favorite maker tools and lessons, so come prepared to learn. Be sure to enter the raffle for your chance to win lots of awesome maker products.
- Mix & Mingle
 - Added to schedule to bring more traffic to exhibit hall
 - Attendees earn playing cards by discussion products with vendors
 - This hour-long event will allow attendees to interact with the vendors in the exhibit hall. Attendees will earn professional development credit hours as they talk to vendors about how their products support the *Model Curriculum for School Library*

Programs, flexible learning spaces, the maker movement and creating a culture of curiosity. Vendors will supply playing cards to attendees who engage them in conversation. At the end of the hour, prizes will be awarded based on playing cards collected.

- **Task Groups and Committee Members**
 - Prior to Summit in July 2018 we will be reorganizing basecamp and reset for the new year.
 - Also at Summit, the conference committee will complete specific tasks for the upcoming conference.
- **Technology/AV**
 - Technology/AV needs confirmed with presenters and Hershey Lodge.
- **Workshops**
 - Dropped: Multi-sensory StoryTelling, Connecting with all students
 - Addition: I pods in the Library: VR, BYOD, and AR
 - Presenters
 - All presenters have signed Presenter Agreement and registered for conference
 - Email sent out about uploading handouts to sched.
 - Unconference
 - Organized by Robin Burns, Jenn Roth, Mary Schwander, and Lisa Weiss
 - Task group developing interactive activities
 - Description: Looking for a venue to ask your questions, offer your answers, and network with other librarians at the PSLA Conference? Look no further than the annual Unconference! The unconference is a loosely structured two hour session focused on professional idea sharing amongst peers. There are no formal schedules or presenters. All voices are of equal importance. Join us for this whimsical evening of learning and celebrating the art of school librarianship!
 - S.W.A.G.A.G.A. (Stuff We All Get And Give Away)
 - Learning Commons
 - School Librarian Life Family Feud
 - Speed Dating
 - Half Baked
- **Communication**
 - Weebly website regularly updated
 - Business meeting items gathered
 - Sched
 - Established conference schedule
 - Uploaded all workshops and schedule events, descriptions, rooms and times

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- Added presenters and authors
- Provided presenter access to upload handouts/presentations
- Released Sched through PSLA/SCHOOLS on Friday, April 18, 2018

Conference Planning 2019

- Keynote: Dr. John Shu (contract signed)
- Author Keynote: Matt De La Peña (contract signed)

Leadership Summit

- Conference Committee met to begin conference planning for 2018 July

Upcoming Tasks:

- Finalize and submit Act 48 for Conference 2018
- Conference Evaluation
- 2019 Conference Planning
- Clean up/Reorganization of Basecamp
- Copy and Archive 2018 Conference Registration Form in Memberclicks and make adjustments for 2019
- Evaluate venues for 2023 RFP