



Pennsylvania School Librarians Association

Annual Committee Report

Committee work covering the period July 2016 through March 2017

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

Date: March 30, 2017

Committee: Conference

Chairperson(s): Caitlin Linsenmann and Allison Mackley

Task leader(s):

Author Signing - Sandy Reilly

Communications - Tiff Emerick and Anastasia Hanneken

Conference 101 - Jenn Roth and Jamie Scott

Exploratorium - Jane Farrell

Exhibits - Betty Grebey, Amey Johnson and Krista Leonard

Evaluations - Christina Peterson

Makerspace - Janice Conger, Anastasia Hanneken and Heather Lister

Moderators - Margaret Tatro

Photography - Megan Aranyos

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

PSLA Store - Michelle Reutlinger

Registration - Tracy Nelson, Laura Glassmann and Jennifer Roth

Secretary - Laura Glassman

Technology - Dustin Brackbill, Mary Schwander, Beth Shenefiel

Treasurer - Connie Burlingame, Natalie Hawley and Connie Roupp

Unconference - Angela Martinez, Mary Schwander, Jenn Roth and Lisa Weiss

Summary of Completed Tasks for Past Year:

Conference Planning 2017

- **Act 48 - 16.5 Total Hours**
 - Thursday
 - Pre-Conference: LEAD with ESSA - 3
 - Mix & Mingle - 1
 - Conference 101 - 1
 - Keynote General Session - 1.5
 - Friday
 - Session A - 1.5
 - Session B - 1
 - Session C - 1.5
 - Session D - 1
 - Unconference - 2
 - Saturday
 - Author Presentation - 1
 - Session E - 2
- **Author/Bookstore**
 - Scheduled Featured Authors times at 10:45 - 11:30, 3:30 - 4:15
 - Scheduled Local Authors (both Thursday and Friday)
 - Scheduled Book Seller
 - Determined Books
 - Selling Thursday and Friday
- **Awards**
 - Communication with Awards Committee Chairs
 - Award winner registration, meal and hotel arrangements complete.
 - Table seating arrangements complete.
- **Conference Give-away**
 - Cell phone charging bank with HSLC Logo (sponsor), PSLA and “Charging Up Your Curiosity”
- **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.
- **Evaluations**
 - Reviewed PETE & C session and overall evaluations to taken into consideration as we revise ours.
- **Exhibit Hall/Vendors**

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- New floor plan provides for a middle aisle for food, smaller groupings of exhibit booths and makerspace
- Ongoing communication with vendors to share information about exhibit hall hours, meal options and special exhibit hall events
- Developed Virtual Conference Bag
- **Financial**
 - Keeping a running report to determine tentative expenses.
- **Moderators**
 - Volunteers provided instructions and packets
 - All workshops have been assigned.
 - Conference Committee received first request.
 - If needed, send to Conference attendees.
- **Program**
 - Drafted by Beth Shenefiel and edited by Caitlin Linsenmann, Allison Mackley and Karen Fornari
 - Addition of QR codes, pictures of featured presentations (LEAD with ESSA and Future Ready Librarians)
 - PSLA Conference logo designer featured
 - Attendees who selected printed program - 255
 - Printing 350 - Additional 100 is for archives, exhibitors, guests and any onsite requests
 - Sent to printer on March 16, 2017
- **Registrations (as of March 30, 2017)**
 - Chaired by Tracy Nelson
 - **Total 471**
 - **Exhibitors 39**
 - **Nonprofit Exhibitors 6**
 - **Member Attendees 320**
 - **Non-member Attendees 39**
 - **Retired 24**
 - **Full Time student 1**
 - **Other Association 1**
 - **Honored Guest 13**
 - **Administrators 12**
 - **GAC 7**
 - **Colleague Guest 1**
 - **College Award 6**
 - **Non-Member Presenters - 3**
 - **Author Presenters 5 (Exhibits Only)**
- **Signage**
 - Created and Finalized Signs for Exhibit Hall Display
- **Sponsorships (Additional)**

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- HSLC Conference give-away sponsor
- Mackin donated bundles of books for the award breakfast tables. Already pre-bound with ribbons.
- Perma-bound donated 4 sets of PAYRC books
- Teaching Tolerance - 14 kits (CD, Teacher Resources, Magazine)
- AASL - Providing fliers for upcoming programs, Knowledge Quest magazines, bookmarks, emery boards and luggage tags for a display table.
- **Special Events**
 - Author Signing
 - Organized by Sandy Reilly
 - Author Alley in the Exhibit Hall
 - 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.
 - Award winners receive a free partial conference registration with Dessert Bar tickets.
 - Colleges will pay for additional Dessert Bar tickets at cost.
 - Exploratorium
 - Organized by Jane Farrell
 - Ten poster sessions
 - Makerspace
 - Organized by Janice Conger, Anastasia Hanneken and Heather Lister
 - Located in Exhibit Hall
 - Recruiting Volunteers
 - Giveaways from various companies (see attached)
 - 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.
 - PSLA Store
 - Organized by Michelle Reutlinger
- **Task Groups and Committee Members**
 - Prior to Summit in July we will be reorganizing Task Groups and having Committee Members select their groups
 - 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: Breakout EDU at presenters request
 - Addition: Educator Effectiveness (Saturday Session E)
 - New Session for 2017: Leadership 101 (Friday Session C)
 - Presenters
 - All presenters have signed Presenter Agreement and registered for conference
 - Email sent out about uploading handouts to sched.
 - Pre-conference: LEAD with ESSA
 - Addition of co-presenter: Beth Olanoff, Special Assistant to the PA Secretary of Education
 - Unconference
 - Organized by Angela Martinez (not attending conference), Mary Schwander, Jenn Roth 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!
 - Learning Commons - Small/Medium group discussions around a selected issue, question, or topic

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- S.W.A.G.A.G.A. (Stuff We All Get And Give Away) - Door prizes and other freebies to take home with you. Attendees are encouraged to bring random goodies from your library to be re-homed (cause don't we all have those good items we'll never use lying around?!)
 - Librari-wins - Sharing success stories, bright moments, highlights, and other pieces of positivity with the large group
 - lenap - Backwards Panel
 - Tech Tool Smackdown - Open sourced presentation of participants' favorite tech tools accompanied by one minute explanations
- **Communication**
 - Weebly website regularly updated
 - Business meeting items gathered
 - Sched
 - Established conference schedule
 - Uploaded all workshops and schedule events, descriptions, rooms and times
 - Added presenters and authors
 - Provided presenter access to upload handouts/presentations
 - Released Sched through PSLA/SCHOOLS on Friday, March 17, 2017

Conference Planning 2018

- Keynote: Gwneyth Jones - The Daring Librarian (contract signed)
- Author Keynote: Greg Pizzoli (contract signed)

Leadership Summit

- Conference Committee met to begin conference planning for 2017

Upcoming Tasks:

- Conference Evaluation
- 2018 Conference Planning