# ACLCP Tip Sheet for Program Co-Chairs

Program Planning Committee | Fall and Spring Conferences

# Committee Membership

## ACLCP ByLaws

ARTICLE VI — COMMITTEES

A. Programs Committee

1. Purpose: Plan, organize, and make arrangements for the annual conferences.

2. Membership:

a. The co-chairs shall be personnel of member libraries.

b. The co-chairs will be voting members of the Executive Committee.

c. Members (a minimum of four) who will be selected by the co-chairs from the volunteer list.

3. Provide opportunities for networking among librarians and support staff of member libraries.

4. By the end of the fiscal year, provide annual report to the Secretary of Committee's activities.

## Program Committe Membership

* Two Co-chairs (both also sit on ACLCP’s Executive Committee)
* Volunteers from the Membership
* Since 2018, we’ve also been joined by the ACLCP Chair, Vice-Chair, and Past Chair
* Until 2022, we included ACLCP’s Administrative Assistant (position no longer filled)

# Conferences

## Overview

The Program Committee runs two conferences a year. Prior to the pandemic, both of these were in-person conferences at a hotel in Harrisburg. Since the pandemic, the spring conference is virtual and the fall conference is in-person at one of our member institutions. The in-person conference now includes a tour of the member library and/or campus.

## Location

* Since 2022: Spring Virtual and Fall Member Hosted
  + Hosts so far: Harrisburg University of Science & Technology (2022), Messiah University (2023), and Millersville University (2024)
* 2020 – 2021: Virtual Only
* 2012 – 2019: Red Lion Hotel Harrisburg Hershey (previously Holiday Inn Harrisburg East)

## Typical Schedule

* March/April: Spring Conference with Member Presentations
* October/November: Fall Conference with Keynote and/or Panel
* The conference is typically all day on a Friday
  + We tried a Wednesday in Fall 2022 on the recommendation of support staff, it did not increase non-librarian attendance, and librarians weren’t a fan

## Attendance Fees

* The conferences have been free for all members since Fall 2018.
  + Originally, this was to tie in with the theme of that conference (accessibility), but it was continued due to the surplus in ACLCP’s savings.
* Fees for nonmembers are $20 and students/retirees are $10.
  + Payment is received at the event.
* Prior to Fall 2018, each school received the same number of free vouchers and there was a nominal fee for members
  + In Fall 2017, the fee schedule was $10 for ACLCP members; $50 for non-members; $20 for students and retirees.

## Expenses

* Typically, expenses are limited to food and honorariums for presenters. The Red Lion also included AV and internet charges.
* There is also the annual fee for our Zoom subscription. Approx. $800 annually for 5 hosts and up to 100 participants. This is not included below and is usually in the administrative budget line.

### Expense History:

* Fall 2022: $3,976.85 (including parking reimbursements)
* Spring 2022: $1,000.00 (virtual, honorarium only)
* Fall 2019: $4,835.51
* Spring 2019: $3,818.47
* Fall 2018: $5,420.21

## Note on SIGS

* The last meeting of the Special Interest Groups (SIGS) was in Fall 2019. In Summer 2023, the executive committee voted to officially disband the SIGS.
  + The SIGS used to meet at each conference in the afternoon during the Deans & Directors meeting. By 2019, the meetings had sparse attendance. They also had dedicated listservs, which also became inactive and were disbanded at the same time.
* As ACLCP’s Board of Directors, the Deans & Directors are still required by ACLCP bylaws to meet at least once a year.
  + **Time for the Deans & Directors meeting must be built into the conference schedule.**
  + In recent years, this timing has coincided with roundtables.

# Tasks

## Timeline

* Determine conference date and theme
* Confirm location, including rooms, catering, and technology
* Search for and book speakers/panelists or send out call for proposals
* Create and send save-the-date
* Create and send registration form
* Create program, send and place on web
* Create post-conference survey
* Cutoff date for registration (needed for catering)
* Confirm food options and participant numbers with catering (if applicable)
* Print programs and nametags (if applicable)
* Prepare honorariums (if applicable)
* Conference
* Send post-conference survey

## Emails/Announcements

* Save the Date (often accompanied by a graphic)
* Call for Proposals (if applicable)
* Conference Registration
* Conference Agenda (include directions/parking information)
* Post-Conference Survey

## Speaker

* Contact speakers initially to schedule date. Discuss plans and our expectations, audience, stipend/honorarium, time to speak, breakout rooms, etc.
  + Bio for the program and introduction
  + Will they have handouts (who duplicates)
  + Audiovisual needs (will they bring a laptop/send presentation/screen share etc.)
  + Will they be staying for lunch? Any dietary restrictions?
  + Any special needs? handicap, etc.
  + Are they local? Will there need to be any coordination with hotel/travel?
  + Exchange day-of contact information (phone numbers)
  + Confirm name pronunciation and pronouns
* Clear speaker and stipend with ACLCP Executive Committee before committing
* Send confirmation letter with a copy to Treasurer
* Ensure they are registered, so they will be included in nametag production

### Honorarium History

* 2023 In-Person, Two Keynote Speakers (Team): $500 each for 60 minutes
* 2023 In-Person, Three (Non-Librarian) ACLCP Panelists: $150 each for 90-minute panel including mini-presentations (about 10-15 minutes)
* 2022 In-Person, Three (Non-ACLCP) Librarian Panelists: $500 (+parking reimbursement) each for 30-minute presentation plus panel discussion
* 2021 Virtual, Keynote Speaker: $1000 for 90 minutes
* 2015 Note: As of today, stipend/honorarium is $500 plus expenses. Expenses that exceed $500 need to be brought to Executive Committee.

## Location

* Confirm the number of rooms needed.
  + Include a room for the Deans & Directors meeting
* Confirm the room setup with tables, chairs, and AV.
  + Consider any tables and microphones needed for the presenters/panels
* Confirm tour with the library.

## Technology

For in-person events, confirm:

* Does the room have a projector and screen?
* Does the room have a computer?
  + If a laptop is required, who is bringing the laptop
  + If said laptop belongs to a college, does it work off-campus
* Does the room have a microphone and speakers?
  + Microphones are always necessary as an accessibility issue
  + Multiple microphones are needed for Q&A and panels.
* Is wifi available?
  + Don’t forget to have a way to share wifi info with attendees

For virtual events, confirm:

* Zoom meeting information
* Zoom settings for screen sharing, audio and video options, breakout rooms, waiting rooms, etc.
* Confirm whether presenters will screen share or send presentations in advance.
* Note that it is a good idea to ask presenters to join the Zoom meeting early to practice screen sharing.

## Food

Typical Meals:

* Registration Refreshments
* Morning break
* Lunch
* Afternoon break
* Note: Ensure there are vegan/vegetarian/gluten-free options and coffee at all breaks.

### Pricing History:

* Fall 2022 catering was from a local cafe. Cost was $1,897 total plus a $200 tip.
  + The breakdown was $14.50/person Breakfast, $15.00 Lunch, $5.00 afternoon break. Total $34.50/person
  + Lunch this year was sandwiches and wraps. We ran out of vegetarian meals.
* Spring 2019 catering was by the Red Lion.
  + Breakfast was $9/person, Lunch was $21/person, Mid-Morning Break was $3.50/person. Total $33.50/person, plus some drinks charged per bottle as consumed.
  + I miss their cinnamon rolls. Lunch at the Red Lion was always warm.

## Swag

* In past years, pens and/or folders have been provided at in-person events.
* In Fall 2021 and Spring 2024, swag was mailed to each institution
  + Spring 2024, I Love My Library magnets were ordered from Janway. Cost $413.49 for 500. (Not including shipping cost out to libraries.)
  + Fall 2021, book-themed sticker sheets were created by a student employee at LVC and mailed out with leftover pens. 300 full color and full sheet (8.5x11) Kiss Cut stickers for $1,215.00. Printing was done by Gallagher Printing, Palmyra, PA.

## Programs

Program packets typically include:

* Schedule
* Presenter information
* List of attendees
* Directions/maps
* Wifi information
* QR code or link to the post-conference survey

# History

## Past Programs & Speakers

* Fall 2024 (November 22, 2024): Shaping Tomorrow’s Academic Libraries: Practical Innovations (“Unlocking Opportunity: Academic Libraries and Equity-Minded Campus Collaboration,” West Chester University Panel; and “Unleashing the Power of AI in Academic Libraries,” Matt Bergman, Elizabethtown College), *Millersville University*
* Spring 2024 (April 12, 2024): I Love My Library! (Member Presentations), *Virtual*
* Fall 2023 (October 20, 2023): Navigating the Kaleidescope of AI (Keynote: Melissa Forbes & Josef Brandauer, Gettysburg College; Panel: Melissa Wagner, IGI Global; Hong Huo, Messiah University; Lynn Bigelow, Messiah University), *Messiah University*
* Spring 2023 (April 21, 2023): Collaborations: Presented in 12 Lightning Rounds (Member Presentations), *Virtual*
* Fall 2022 (November 2, 2022): Censorship & Book Banning in PA (Panel: Scott DiMarco, Mansfield University; Dr. Samantha Hull, Lancaster County School Librarian; Dr. Can Bahadhir Yuce, Lebanon Valley College), *Harrisburg University of Science & Technology*
* Spring 2022 (April 14 & 28, 2022): Trust in Our Libraries Roundtable Discussion, and “Cultivating a Culture of Trust” Keynote (Nancy Kirkpatrick, OhioNet), *Virtual*
* Fall 2021 (October 28, 2021): Virtual Roundtable Discussions: Librarians & Support Staff, *Virtual*
* Spring 2021 (April 1, 9, 15, & 23, 2021): Wellness, Open Discussion Series, *Virtual*
* Fall 2020 (October 28 & 30, November 4 & 6, 2020): Academic Libraries in the Time of Covid-19, Open Discussion Series: Maintaining Work/Life Balance, Adapting Access Services, Research & Instruction, Deans & Directors’ Perspectives, *Virtual*
* ~~Spring 2020 (April 17, 2020)~~: CANCELLED: Creative Responses to Challenging Times (Member Presentations), *Red Lion Hotel Harrisburg*
* Fall 2019 (October 25, 2019): ACRL’s Project Outcome: Outcome Measurement Made Easy (Emily Plagman, PLA; Steve Borrelli, Penn State University), *Red Lion Hotel Harrisburg Hershey*
* Spring 2019 (March 15, 2019): Thinking Long Term: Finding Sustainable Practices (Member Presentations), *Red Lion Hotel Harrisburg Hershey*
* Fall 2018 (October 26, 2018): Accessibility (Michelle Kowalsky, Rowan University; Panel: Chris Barnes, Gettysburg College; Aaron Dobbs, Shippensburg University; Dr. Michelle Forman, Shippensburg University; Dr. Alison Hobbs, Franklin & Marshall college; Lindsay Sakman, Albright College), *Red Lion Hotel Harrisburg Hershey*
* Spring 2018 (March 9, 2018): High Impact Practices in Higher Ed (Panel: Dr. Amy Mulnix, Franklin & Marshall College; Dr. Monica Smith, Elizabethtown College; Member Presentations), *Red Lion Hotel Harrisburg Hershey*
* Fall 2017 (October 27, 2017): Critical Thinking in an Era of Hyperbole (Leonard Pitts, Author), *Red Lion Hotel Harrisburg Hershey*
* Spring 2017 (April 7, 2017): Misinformation, Fake News, and Click Bait – What You Can Do (Linda Beck, HACC; Tim Lambert, WITF), *Red Lion Hotel Harrisburg Hershey*
* Fall 2016: Student Success
* Spring 2016: Diversity & Inclusion
* Fall 2015: 50th Anniversary (Member Showcase)
* Spring 2015 – People and Place: The Evolving Academic Library. Speakers: Sheila Corrall – “The Evolving Academic Library and the Library Professions,” M. Lynn Breyfogle – “X, Y, and Now Z: Beyond Millennials,” Danuta Nitecki – “Exploring Assessment of Library Spaces for Learning.”
* Fall 2014 – The Library as Partner: Building Bridges & Collaborations with Staff, Campus and Community.
* Spring 2014 – Bryan Alexander – “Caught Between Two Waves: Teaching, Technology, and Libraries in 2014.”
* Fall 2013 – Megan Oakleaf – “Academic Library Impact: Engaging Stakeholders, Building Partnerships, and Telling the Story.”
* Spring 2013 – Steven Bell – “Unbundled and Rebooted: Alt-Librarians for Disrupted Higher Ed,” Michael Gorman – “Service and Stewardship in a Digital Age,” Stacey Aldrich – State Librarian
* Fall 2012 – “The Changing Academic Library: Endings and New Beginnings,” presented by Karen S. Calhoun, Asst. Librarian for Organizational Development & Assessment in the University Library System of the University of Pittsburgh
* Spring 2012 (March 16, 2012) Embracing the Customs and Culture of the Digital Native – Michelle Manafy and Heidi Gautschi, editors and contributor, Jami L. Carlacio; Tasha Bergson-Michelson, MLIS, Google Search Educator
* Fall 2011 (October 7, 2011) The Library and the Customer: Discovering Positive Relationship Strategies – Dennis E. Gilbert, President of Appreciative Strategies, LLC
* Spring 2011 (April 8, 2011) Digitization and Emerging Technologies – Scott Anderson, Millersville University; William Fee, State Library of PA; Samantha Slade, Archives and Web Consultant; Sue Kellerman, Penn State University Park; Ronalee Ciocco & Jessica Howard, Gettysburg College; Dolores Fidishun, Ed. D., Penn State University Libraries, Head Librarian Penn State Great Valley and Penn State Abington Libraries; Ron Musoleno, Ph.D., Assistant Professor, Education Division, Penn State Great Valley.
* Spring 2010 (April 30, 2010) Copyright Laws and Digital Issues Lolly Gasaway, Associate Dean for Academic Affairs and Professor of Law, University of North Carolina School of Law
* Fall 2010 (October 8, 2010) Communications Among Library Staff: When NOT to be Quiet in the Library – Tricia Richards, MS, The PR Dept., LLC.
* Spring 2009 (March 27, 2009)-Changing the games libraries play, innovation and appreciative inquiry: Kathryn Deiss , ACRL content strategist and Gene Spencer, consultant (free book given to attendees, Thin Book of AI)
* Fall 2009 (October 9, 2009) Reaching out Intentionally: the Mentoring Challenge: Georgie Donovan, Appalachian State University
* Fall 2008 (October 10, 2008)-Organizational change, Strategies for Success: Sue Baughman Univ of Maryland Libraries.
* Spring 2008 (March 14, 2008)-Assumption Busters (making today’s trends work for you): Judy Beiden Univ. of Rochester, Joe Lucia Villanova and Stanley Wilder, Univ of Rochester.
* Fall 2007 (Oct.12,2007)-Manage your email before it manages you: Mike Song CEO Cohesive Knowledge Solutions (free book was given to each attendee)
* Spring 2007- Embedded librarians, Steve Abrams SIRSI/Dynix
* Fall 2006 – Tom Clareson - disaster planning
* Spring 2006 – Matt Goldner, Gregg Silvas – future of the local library catalog
* Fall 2005 – Bob Edwards - 40th Anniversary
* Spring 2005 – ACLCP/ACRL joint program - Dynamic Digitization: local ideas, global applications
* Fall 2004 – Kathy Dempsey – library marketing
* Spring 2004 – Marjorie Warmkessel – new Middle States guidelines
* Fall 2003 – John Morreall – humor in the workplace
* Spring 2003 – Laverna Saunders, Sam Demas, Hal Shill – Libraries in the 20th century
* Fall 2002 – Stephen Merritt – Generation Y
* Spring 2002 – Diane Kresh – Digital Reference – plus a showcase of ACLCP technology projects
* Fall 2001 – Rita Miller www.millerspeak.com – stress reduction
* Spring 2001 – Julie Todaro – Customer Service
* Fall 2000 – Copyright – Lawyer
* Spring 2000 – cross-cultural communication
* Fall 1999 – Information Literacy

Past note on theme selection: Fall conferences should typically deal with “personal development,” e.g. stress reduction. Spring conferences should deal with “professional development” issues, e.g. digital libraries

## Document Updates

2024 (Strain); 2015 (Shorey, Hoover); 2012 (Kane, Reeder, Verbit); 2009 (Hyder-Darlington); 2006 (Burkholder); 2003 (Cook)