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)