

It's time to prepare for the 2017 NYLA/SSL Carol Kearney Leadership Institute, *Future Ready Librarians: YOU Lead the Way!*

August 3-4, 2017 ~~ Cornell University, Ithaca, NY

Thursday 8/3 1:00pm to 5:00pm and 7:00pm-9pm

Friday 8/4 8:30am to 3:00pm

This FAQ's below and our Institute wiki <http://futurereadyinny.wikispaces.com> should answer most of your questions. If not, our phone numbers and e-mails are listed at the end of this FAQ.

### **2017 FAQs for Ed Leadership Institute:**

## **What do I do when I get to Cornell?**

### **Thursday, August 3, 2017: check in 10am-12noon\***

Cornell Conference Services staff will be available at the Alice Cook parking lot, **709 University Ave, Ithaca, NY 14853, from 10am – 12(noon)** with carts to assist in unloading of your materials. They will have parking permits for you and will direct you on where to park. Once you are in Carl Becker House, staff will check you into your housing and you will be all set.

The Service Desk at Becker House will be staffed 9:30am – 3pm and 7pm-11pm. Any issues after that you should call: 607-255-7210 or the on-call # listed on the Service Center gate or Becker House door entrance.

Shuttle Service times: 10:00am – 12(noon)

\*Anyone arriving after these times will not have the shuttle service available. You will need to pick up your parking permit at the Becker House desk and be responsible for walking to and from the WE parking lot.

**LUNCH IS PROVIDED TO YOU THIS DAY** as part of your Institute! The Institute starts at 1pm, so plan accordingly if you wish to eat. Lunch is at the Keeton House, 3 buildings away, right in the same campus quad. The hours for lunch are 10:30am – 1pm

Friday, August 4th: If you are coming just for the second day, you will do the same as above; but shuttle service will not be available, so attendees need to head to Carl A. Becker House to register and get parking permits; then park your cars in our designated lots, and return to Becker House to begin the session by 8am (plan to arrive by 7:15am to get settled in time for the session start).

The Service Desk at Becker House will be staffed 7:00am – 5pm. Any issues after that you should call: 607-255-7210 or the on-call # listed on the Service Center gate or Becker House door entrance.

**The Service Desk at Becker House** will be open the following times:

Thursday, August 3 – 9:30am – 3pm and 7pm-11pm

Friday, August 4 – 7:00am – 5:30pm

Saturday, August 5 (BOARD MEMBERS ONLY) – 7:00am-4pm

## CHECK OUT: Friday, August 4th

Check-out can be done either before the start of the Institute during the morning break or right after the session ends at 3. The office will be staffed from 7:00am – 5pm and you can check out anytime during breaks as well. We are asking that you be checked out by 3:30 if you are not a board member or have not paid to stay an extra night.

## What if I get lost or have an emergency?

Emergency contact numbers are:

Sara Kelly Johns 518-569-2339 (cell so feel free to text!)

Lisa Perkowski 845-313-1394 (cell so feel free to text!)

Becker House: 607-255-8495

Conference Services Main line: 607-255-6214

Cornell Police: 607-255-1111

## Now that I have checked in....What about food?

Check in on Thursday and head over to the Keeton dining hall where you can grab lunch before the Institute starts at 1.

The Institute begins at 1pm on Thursday and 8:30am on Friday. Your meal card you will get when you register will allow you to eat breakfast, lunch and dinner at the Keeton House (a short, flat, walk from Becker) All meals offer a variety of choices and should meet all dietary needs, *but if you have special requests, please make that known to us ahead of time so we can accommodate you.*

There will be a mid-afternoon break on Thursday and a mid-morning break on Friday. To cut down on expenses and keep our registration fee down, we're asking if you can bring either cookies/muffins or fruit/lighter snacks to share for the breaks. We will provide the beverages. There is no obligation to do this, especially if you are coming a long distance, but it is a fun way to get variety. Some cookie recipes are still up on the Institute wikis from the past years!

DATE	LOCATION	MEAL TYPE	TIMES
8/3/17	<b>ALL meals</b> are served in the dining hall at the <b>Keeton</b> <b>House</b>	lunch	10:30am – 1pm
8/3/17		dinner	5pm-7pm
8/4/17		breakfast	7am – 7:45am
8/4/17		lunch	11:30am – 1pm
8/4/17 (SSL Board)		dinner	5pm – 7pm
8/5/17 (SSL Board)		breakfast	7am – 7:45am
8/5/17 (SSL Board)		lunch	11am- 1pm

## Ok now that I know I can sleep and eat, what should I pack?

A connective device (laptop, iPad, notebook, etc.). REMEMBER your power cords/extension cords/outlet strips for the Institute session.

The dorm rooms are air cooled (NOT air conditioned! A small travel fan might help you out tremendously!)

The meeting room is air conditioned and has been cold in the past. Bring a light sweater if you get cold easily.

Also consider the following:

- √ Flashlight (in case of power outage)
- √ Alarm clock
- √ Personal coffee pot
- √ Shorts, jeans, or capris (dress is very casual)
- √ Your favorite library t-shirts. You may want to bring your favorite badge holder to hold your keys, dining card, etc.
- √ Sweatshirt/sweater
- √ Umbrella & raincoat/jacket - it has rained at least one day EVERY year.
- √ Extension cords for your hairdryer/electric shaver, etc.
- √ You *don't* need to bring linens, towels and soap; those are provided. DO bring something to carry your toiletry items to the suite bathroom.
- √ Your library bullhorn (if you have one) for an awesome “Librarians Out Loud” photo campaign.
- √ Items for the auction (and cash or checkbook)! We will have an auction on Thursday evening to benefit the Carol Kearney Leadership Retreat Scholarship. See below for ideas about what to bring and an all NEW format.

## I've got everything on the check list, but what do I wear? (in other words, can I use this as an excuse to buy something new???)

CASUAL is the word for these days – remember, even though we are working, it is still vacation for us! Please wear whatever is comfortable for you. The meeting room is air conditioned so t-shirts and shorts (with a sweater maybe) are appropriate. If you wish to take a walk around campus, bring a comfortable pair of sneakers or walking shoes.

## You're having a petting zoo??? What's that about???... What's on tap for Thursday night?

The Makerspace Petting Zoo on Thursday night is INCLUDED in the 12 hours of CTLE credit. Participants will be required to sign in at this program if they are asking to receive CTLE credit. The petting zoo programming is being presented and facilitated by SLS Director Jim Belair and his staff from Monroe 2-Orleans BOCES.

*Makerspaces are popping up all over schools and libraries across the country. They are a phenomenal hands on approach to blend teaching inquiry and critical thinking skills with library/Information Literacy skills. During the MakerSpace petting zoo we will have several stations set up for individuals to try out different MakerSpace items. Some of the items will include littleBits, Legos, Green Screens, 3D Printers, Ozobots, Dash and Dot and Makey Makey. For more information on these kits please visit:*

<http://libguides.monroe2boces.org/makers>. This event will be moderated.

## I keep hearing something about an auction and “adult beverage” mixer on Thursday night... what's the deal with THAT???

The auction and mixer is a “kick back and relax” while you support a great cause kinda’ night. After the petting zoo, we will turn the meeting room into an auction house where ALL the proceeds will go to the scholarship fund for 2018. We will wine (literally, though we also have soda, water and Sara Kelly John’s ‘famous’ margaritas on hand as well – if you are a beer drinker, feel free to BYOB) and dine you (well, we will have noshie bits).

This year we are EXCITED to announce some CHANGES, so if you’ve been with us before, please don’t skip this part. You can also check out the wiki auction page for information <http://futurereadyinny.wikispaces.com/Scholarship+Auction+%26+Fundraiser>

In response to feedback about making the auction time shorter so we can all rest our weary heads at a normal hour, we will be having a “2 part” auction. The first part will be a SILENT AUCTION held during the day - we have some GREAT vendor prizes as well as some really nice baskets of items. These items will be on display, and you will be encouraged to record the maximum amount of money you’re willing to pay for what catches your eye... as the day goes on, check back, as someone might have outbid you! Winners will be posted during the maker-space.

THEN, during the mixer time, we will once again have a “live” auction of items. This year, we would like to model this on the wonderful Knickerbocker raffle basket prizes, so if you have been to a recent SSL conference, you have an idea of what we are looking for. The idea behind this change is to get away from the kitchie “white elephant/yard sale” items that languish without bids and provide things that people will get excited about and want to bid on. Everyone is encouraged and invited to contribute a “basket” with items that you think others might want to bid on. Group them together in a cute container or wrapped in clear plastic so we can see them!! The better the items, the more money we will make. Feel free to partner up with someone -- ask members of your SLS or your affiliate to contribute to a “group basket”. In the past we have had “Movie night” – “Great Picture Books” – “Something for the Chef” – “A Wine-rs Dream” – type theme baskets but we have also had conference registrations, handcrafted pocketbooks and quilts and framed prints offered. The sky's the

limit on what you can bring to donate so get creative! Need an idea? Google “theme baskets” and you’ll see what we mean.

Don’t forget that **all** money made goes towards scholarships for next year’s institute, so please bring along your checkbook!! There are 8 scholarship recipients at this year’s retreat paid for by the proceeds from the 2016 auction night! We are looking for volunteers to help organize all the baskets on Thursday afternoon between the end of the session and dinner. Please consider donating a little time for this.

## When can I check out ?

### **Friday, August 4<sup>th</sup>**

Check-out can be done either before the start of the Institute during the morning break or right after the session ends at 3. **The office will be** staffed from 7:00am – 5pm and you can check out anytime during breaks as well. We are asking that you be checked out by 3:30 if you are not a board member or have not paid to stay an extra night.

No shuttle back to cars to load up, but carts will be available for you to bring your things to the Alice Cook House drop off spot.

## This is a lot to take in....

### How do I learn more about the Institute sessions and updated information?

Attendees are invited to join the Institute wiki; all should be able to post once you ask to join. The wiki is protected so that only members can post. Computers or tablets are necessary during sessions.

Join the wiki by going to <http://futurereadyinny.wikispaces.com> and then click on the "Join" link in the black pullout menu at the top right. An organizer will approve you ASAP. If you were a member last year, you will need to rejoin, as this is a different wiki than we have used in the past.

We are looking forward to meeting you all and to learn from these two days together!

Sara and Lisa

Sara: [skjohns@gmail.com](mailto:skjohns@gmail.com) Cell: 518-569-2339

Lisa: [ssledleadership@gmail.com](mailto:ssledleadership@gmail.com) Cell: 845-313-1394