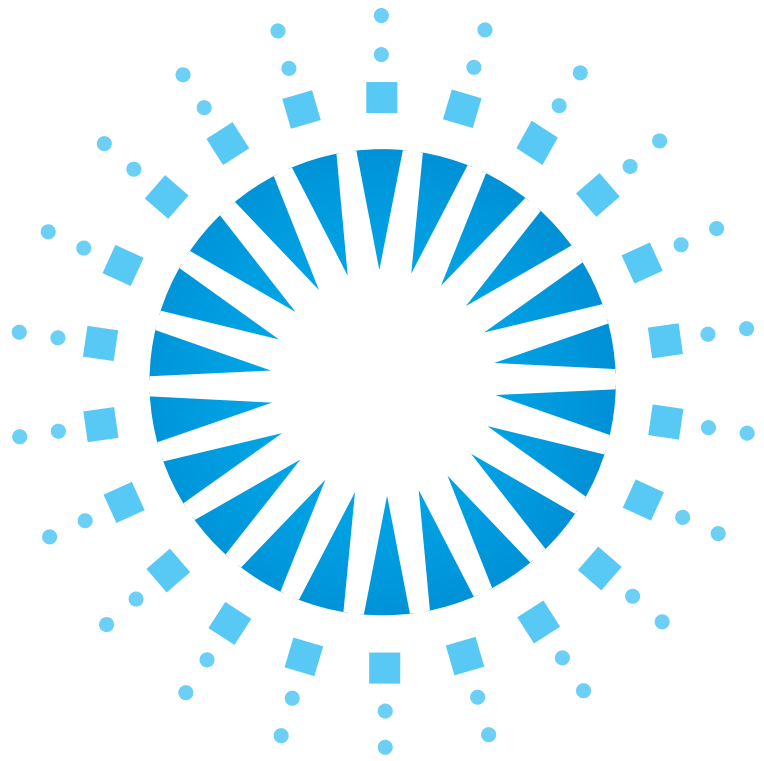


Northeast Ohio Regional Library System

School | Public | Academic | Special
Maximizing Library Potential Together



STAFF DAY PLANNING



Great libraries are only as great as their staff

and a skilled, highly motivated staff is only possible through continuous development and team-building. Making staff training and development a priority takes a lot of time and planning. The Northeast Ohio Regional Library System offers Staff Day planning for a single library, for multiple libraries or for all of the libraries in a county or specified area. Let us help you invest in your staff by taking the worry and stress out of Staff Day.

NEO-RLS's Staff Day planning:

- Provides training with a focus specific to your library and staff needs
- Enables participation from all staff at one time
- Works to bring staff together
- Promotes opportunity for staff recognition
- Takes advantage of NEO-RLS knowledge of venues and speakers
- Utilizes NEO-RLS ability to negotiate costs

Staff Day Planning Services

Initial Meeting with Library: NEO-RLS will meet with designated representatives of the library to define expectations for the day including types and topics of training, number of programs, number of staff attending, schedule for the day and budget.

5* Hours

Secure Venue: NEO-RLS will locate appropriate venue if desired and arrange for designated library representatives to view venue. Once decision is made, the venue will be secured and NEO-RLS will negotiate costs and terms. The venue is paid separately by the library.

6* Hours

Locate Appropriate Speakers: NEO-RLS will locate appropriate speakers based on training topics and budget. NEO-RLS will negotiate costs and terms.

4* Hours

Create Speaker Agreements: NEO-RLS will create all speaker agreements, including 1099 forms and other paperwork.

2* Hours

Preparation of Materials (Optional): NEO-RLS will prepare all materials including agendas and training hand-outs as requested.

5-10* Hours

On-Site Facilitation: NEO-RLS will facilitate Staff Day on-site in order to make certain that all runs smoothly. On-site facilitation allows everyone to participate in Staff Day without worry.

10* Hours

* Hours are maximum estimates for informational purposes only. Libraries will be provided with a quote for services after initial meeting with Library.

Staff Day Planning Cost

NEO-RLS charges an hourly consulting fee for Staff Day planning. The total cost is based on the number of hours involved and the level of library membership.

2017-2018 (begins July 1, 2017) charges are as follows: \$100.00 per hour for Gold Member libraries. Gold Members receive a total of four (4) hours of free consulting which may be applied to any consulting costs. The hourly cost for Silver Member libraries is \$125.00 per hour, \$150.00 per hour for Bronze Member libraries and \$200.00 per hour for Geographic Member libraries.

Libraries pay venue directly. All other costs and NEO-RLS services are paid with one check to NEO-RLS.

NEO-RLS Staff Day Planner

Melissa Lattanzi B.S., has been employed for 22 years with NEO-RLS and has considerable experience with event planning and a vast knowledge of public libraries and their continuing education interests. Aside from planning in excess of 100 continuing education programs each year, Ms. Lattanzi is responsible for planning the NEO-RLS Annual Staff Day at Kent State University which attracts between 225-425 library staff and includes numerous break-out sessions and a keynote speaker. In addition, her experience with events such as the Directors' Retreat and the Spring Showcase has provided her with firsthand knowledge of a wide variety of venues and speakers.



Libraries that have used NEO-RLS for Staff Day Planning

Full Day Service:

Erie County Libraries
East Cleveland Public Library (2 times)
Euclid Public Library
Lake County Libraries
McKinley Memorial Library
Newton Falls Public Library
The Public Library of Youngstown and Mahoning County (2 times)

Locating Speakers:

Ashland Public Library
Cleveland Public Library
Kent Free Library
Mansfield-Richland County Public Library
Medina County District Library
Morley Public Library
Perry Public Library
Shaker City Schools

Specific Programs:

Management Series for Cleveland Public Library
Youth Services Series for Cleveland Public Library

Contact Us Today:

For more information on NEO-RLS's Staff Day Planning service, contact Melissa Lattanzi, Education and Events Coordinator, at lattanzm@neo-rls.org or 330-655-0531, ext. 103.



**Northeast Ohio
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1737 Georgetown Rd., Suite B
Hudson, OH 44236
330-655-0531
1-800-373-9594 (fax)
www.neo-rls.org

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