



STAFF DAY PLANNING

Great libraries are only as great as their staff

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 cost 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 cost 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

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.

2021- through 2022 (ends June 30, 2022) 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 cost. 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.

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

Gold Members can apply their 4 FREE hours of Consulting towards Staff Day Planning.

Libraries that have used NEO-RLS for Staff Day Planning

Full Day Services:

Beaver County (PA) Libraries
Erie County Libraries
East Cleveland Public Libraries (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



For more information on NEO-RLS's Staff Day Planning services, contact Melissa Lattanzi, Continuing Education Coordinator, at lattanzm@neo-rls.org or 440-384-0868 or visit our website at www.neo-rls.org.