



# Friends of Libraries Section

*FLS creates a network to connect and inspire Friends groups  
in all types of libraries to support the New York library community.*

[www.NYLA.org/Friends](http://www.NYLA.org/Friends)

## Considering hosting an FLS Workshop at your location?

Here are some things to think about and how we divide up responsibilities.

**Location and room requirements:** FLS professional development sessions can be held at a library, a system headquarters, or other location convenient to the participants. The training room should have the capability to be partially darkened to show a PowerPoint presentation. **Classroom seating** with tables for participants to take notes is preferred, but theatre-style is feasible if need be. Please provide a 6-foot table plus a standing or table-top podium. Near the entrance should be a staffed sign-in table large enough to hold the handout packets. When possible, the trainer(s) prefers to physically set up the workshop the day before the scheduled class. See sign-in and audiovisual below.

**Accessibility:** The parking, building, and classroom should be accessible to individuals with limited mobility, using a walker or wheelchair. If the accessible entrance is not immediately evident from the parking area, please provide signage to assist people.

**Time of year and time of day:** The total time for each workshop is **two hours** including a 10-minute break and a question-and-answer session. Sign in and registration should begin 30 minutes prior to the start of the workshop. The workshop may be presented in the evening, but may be best during daytime hours, either weekdays or on a Saturday morning.

**Who is eligible to attend:** The host/program sponsor may limit attendance to their system members or allow participants from outside the system for a fee. FLS prefers that attendance be free of charge and open to the library community across the state, to encourage networking between Friends volunteers and staff. Attendees do not need to be members of the New York Library Association or the Friends of Libraries Section.

**Registration:** The host needs to provide a **simple online registration procedure**. The trainer will advise the host on important information to record (e.g., name, library affiliation, position such as Friends officer or library trustee, email, etc.). The workshop may use a needs assessment prior to the class, which should be emailed to those who have signed up.

**Sign-in and Greeters:** Volunteer greeters from the host organization should meet participants near the building entrance and provide direction to the training room. An **attendance sheet** (by individual, not library) should be provided for participants to check in. The original or a copy needs to be given to the lead trainer for reporting statistics.

**Name tags:** The host should provide **individualized printed name tags**, readable at a distance, for each participant. An alternate would be a personalized table tent at each chair. The participant's first name should be most prominent.

**Handouts:** The sponsoring group is responsible for photocopying a set of handouts for each participant, which will be distributed and used during the training session. Electronic files will be furnished to the host ten days prior to the training session. Alternatively, FLS will produce handouts for \$2 per participant. For ease of distribution, handouts should be placed in a manila file folder or pocket portfolio or held together by a small binder clip. (Note: these handouts may be posted after the workshop on a secure website for access by the host library system's members.)

**Refreshments:** The host group may choose to offer coffee and other beverages and snacks (e.g., baked goods, etc.). A jar for donations toward the refreshments is acceptable. If the training takes place around mealtime, the group may suggest participants bring a bag lunch or may choose to charge for a box dinner or buffet. Food should be available at the time of sign-in.

**Audiovisual needs:** The lead trainer will bring her own laptop computer but needs a **media projector** (or large screen TV monitor) and connecting cords. A **microphone** should be furnished for an audience of 15 or more. A lavalier is preferred, but a microphone on a stand near the podium is acceptable. A person knowledgeable about the location's audiovisual set-up should be onsite the day of the presentation and during set-up for the workshop to check the equipment.

**Parking:** Clear directions to parking for participants should be included in the publicity for the training. If the location does not have space for 50 cars, please suggest additional off-site parking that people can use, preferably at no charge.

**Directions:** The host needs to provide written directions and a map to the location for both the trainer(s) and participants. These may be a link on the host's webpage. Please provide the actual street address and zip code of the training site for use with a GPS system. Note if the parking lot entrance is on a side street, not on the same street as the training site's front entrance.

**Marketing and Publicity:** The host group should provide a logo for their organization to be used alongside the FLS/NYLA logo on marketing materials. Once the host's registration system is set up, the training team and the FLS Marketing Coordinator will publicize the workshop throughout the state via NYLA's electronic newsletter, continuing education calendar, etc.

**Introductions and start of workshop:** The host should introduce the training team members. Short bios will be provided for this purpose.

**Evaluation forms:** An FLS evaluation form for the workshop will be distributed with the handouts. These completed forms need to be collected at the end of the workshop. A summary of the evaluation ratings and comments will be provided to the host. If the host requires use of their own evaluation form, that can be accommodated.

**Conclusion of the workshop:** The host should provide the lead trainer with the sign-in sheet (roster of attendees), the payment to NYLA, and any leftover handouts.

**Contract or Speaker's Agreement:** A formal agreement can be signed by the training team members if required by the host.

**Membership criteria for hosting:** A Friends of the Library group or a library system needs to be an organizational member of FLS/NYLA. A library without a formal Friends group needs to join NYLA and select FLS as its primary Section. Details about joining NYLA or adding FLS to an existing NYLA membership are available at [www.nyla.org/join](http://www.nyla.org/join).

**Fee:** \$50 is to be paid directly to the New York Library Association. The lead trainer will provide an invoice. **The host is requested to provide the check on the day of the workshop.**

**Additional travel costs:** The members of the FLS Regional Training Team are volunteers and receive no honorarium. For any training further than one hour's driving time, the trainer(s) will ask for roundtrip reimbursement for mileage from their homes. One night's lodging is required if the trainer(s) must travel more than two hours.

Any further questions about hosting an FLS workshop in your region may be directed to Lisa Wemett, FLS Coordinator for Professional Development, (315) 986-3949, or at [lisawemett@frontiernet.net](mailto:lisawemett@frontiernet.net). Thank you for your interest!