

# Presenter FAQs

A program is defined as: ***an event sponsored or co-sponsored by the County Library, having a presentation component.*** A program can be a single event or a series of events that take place inside or outside of a library, in-person, hybrid, or virtual. All library programs must be free to the public and open to all.

Programs should contribute to the County Library's welcoming environment and be developed to meet the community's needs and interests. The County Library prioritizes customer safety in the delivery of its services.

The following guidelines are meant to help you with your preparations to present at the library.

- Programs can be designed for an intergenerational audience or an age-specific group.
- A program works best when it is adaptable to different locations, spaces, and number of attendees.
- Library programs that fall between the range of \$0-\$250 are more likely to be selected due to budget constraints.
  - The Library does not currently have a budget for virtual programs. Some exceptions may be made, but as a rule we largely focus on free virtual offerings.
- Formula for developing a program cost:
  - Calculate your hourly time.
    - How much do you want to charge for your hourly time? The library has a minimum wage of \$15 an hour for permanent employees.
    - How many hours will it take to prepare the program?
    - How many hours will you spend setting up, hosting, and cleaning up the program?
    - How long will it take for you to travel to a program?
    - Example: at \$15 an hour, if it takes 2 hours to prepare, 2 hours on site, and one hour traveling there and back, that would be five hours x 15 = \$75.
  - Calculate cost of materials and supplies.
    - The Library will create promotional materials and assumes advertising cost. Extent and nature of advertising is at the discretion of the Library.
    - Do you need handouts? The Library offers color and black & white printing at 10¢ a page. For example, printing 100 handouts would cost \$10.
    - Will you be doing a ceramics class? Jewelry making? Painting? You can cap attendance to calculate cost of materials. For example, maybe you cap at 25 people, and estimate materials cost to be \$100.
  - Calculate cost of gas and travel.
    - Vehicles range widely in terms of efficiency and cost.
    - More successful programs will travel to any of our 18 branch locations. Consider the cost in gas to get to the furthest location from you.
    - In this example we'll include a \$25 gas/vehicle wear and tear fee.

- Add up your factors for your total program cost. In this hypothetical example, this program would have a \$210 program fee.
  - Hourly Time = \$75
  - Printing materials = \$10
  - Materials/supplies cost = \$100
  - Gas/Vehicle cost = \$25
  - Total: \$210
  - Your program may cost less or more based on the different factors. For example, you may want to value your time at a higher rate than \$15 an hour, or you may have no materials fees.
- Be sure to include any fees you expect the Library to pay.
- Please do not break down the fee structure in your program cost to us. One flat fee is preferred.

Selected programming often includes, but is not limited to:

- Entertainers (magicians, puppet shows, animal programs, etc.)
- Science, technology, engineering and math (STEM) workshops
- Performing arts (music, storytelling, theater, dance, and more)
- Arts and crafts (jewelry making, ceramics, paint night, knitting, etc.)
- How-to or DIY workshops
- Performances, lectures, and workshops
- Health and wellness education and/or activities
- Cultural performances or exploration