



MANY STORIES, ONE PEOPLE

LTAI Series Planning and Implementation Tips from Past Project Directors

The Council collects tips and suggestions for program improvement at the end of each cycle. We thank our past directors for this feedback and we have implemented several recommendations like extending the submission deadlines for follow up paperwork and revising the participant survey questions to better collect data requested on the final report. We also thank you all for your book suggestions! We are working with the Center for the Book to have the series inventory and catalog updated.

Below is a sample of advice past project directors had for future series.

Linking the LTAI Series Theme to Other Library Reading Resources

- “I was able to foster a true reading advisory role and lead patrons to further resources for reading and studying.”
- “I featured similar authors and titles at every series session to keep their exploration going into contemporary African American literature.”

Building a LTAI Series Project Team

- “Whenever possible, break down the project into parts that other individuals or groups can manage. For instance, publicity for the series can be accomplished by a committee. Coordination of refreshments is handled by another individual. It is then important to follow up with the sub-groups and individuals to make sure they get it done.”
- “I would definitely make sure to publicize the program on our local access TV and utilize our Friends of the Library support group for marketing.”
- “[At our site]...The Project Director usually plans everything from booking the meeting space to creating advertisements about the Let's Talk About It book series. With other staff supporting this project, it would have helped improved the quality of service [and] with keeping the lines of communication open”
- “A staff member and I shared the responsibilities of hosting this series. I completed all of the behind the scenes work - writing the grant, contacting scholars, ordering books, creating promotional materials, and working with the Friends to obtain the payment for scholars and reimbursement for travel, food, and lodging. My coworker facilitated the sessions by taking care of all of the room setup, getting refreshments, passing around sign in sheets, assisting the scholar, and printing and handing out scholar discussion questions.”
- ***As always, the Council staff is available throughout the planning, application, series implementation, and reporting process. Please feel free to reach out with any content or technical questions, we would be happy to assist! (cpatton@nchumanities.org or 704.687.1521)***

Working with the LTAI cohort of Scholars/Facilitators

- “Make sure [scholars] get their signed MOU, W-9 and other paperwork completed before the series begins. If you haven't heard back from your scholars within a week of contact, make sure you try to reach them as soon as possible.”
 - *The Council currently **strongly recommends** that each library establish an MOU with scholars to clarify program expectations, inclement weather, and payment policies. To this end we provide awarded libraries with a sample MOU in the following notification of a grant award.*
- “Planning is key and scholar follow-up is essential...Don't assume that all [LTAI] programs are set up like yours. Make sure the scholar is aware of your institution's expectations and its payment process.”
- “...[T]ell the scholars in advance if you have specific requests for how they present information, facilitate discussion, etc. We found the scholars very willing to work with us on what styles and methods work best for our group.”

Selecting a LTAI Series Theme

- “It is important to choose a topic series that interests your audience. Since we do Let's Talk About It on a regular basis, we have developed a core group that enjoys attending the program. We ask them to help us decide on what book series and topic to do next.”
- “Print off the Series Brochure from the NCHC web site.”

LTAI Inventory Management

- “Inventory your books when they are received. Store them with the box of books for the last program on the bottom and the first program on the top. Once inventoried, make a checklist of all the numbers. Have your participants sign the books out by number so you will be able to locate stragglers before returning them to the state library.”

LTAI Session Structure

- “Have a snack/bathroom break in the middle of your program. Your participants may not be used to sitting for long periods of time or need to use the bathroom.”
 - *The Council has provided several recommended session structure options depending on the interests of your group. You can read more about them in our [LTAI Introduction and Guide for Project Directors](#).*
- “Canvas your participants and scholars to ensure your refreshments include something all can eat and enjoy.”