As a Program coordinator, I try to use many ways to bring programs together to our library, there are three main ways to prepare for a program so it can be the best it can be. – Marie Maltby, program coordinator, Vespasian Warner Public Library District

maltby@vwarner.org

1) Reach out

2) Research

3) Retain

1. **Reach out-** Reach out to patrons at your library, listen to them, and be a part of the community. Volunteer for an outside project or two, as this gets you in the face of the community and the library’s name out there. Be a team player.
2. **Research**- Challenge yourself to try something new and be open minded to ideas and suggestions from fellow staff members and community members. Learn as much as you can about the program you are putting on so you can promote the program in a variety of ways. Set deadlines for marketing. We aim to have marketing ready to go a month in advance. Keep an eye on costs, so you stay within budget.
3. **Retain**- As a program coordinator, you must retain relationships with people you have worked with, both inside and outside of the library. You never know when that relationship can blossom into a whole new project or program for the library and or the community. These relationships can also lead to new contacts. Keep records of your contacts, address, and phone numbers.