

YOUTH SERVICES NOTES



Week of March 24, 2014

No. 162

On the Road . . .

Travels In Virginia

By Rocket (As Transcribed by Miss Enid)

Dear Library Friends,
This month, Miss Enid and I have been visiting libraries in Virginia. So far we have visited libraries in Orange, Waynesboro and Bedford.



We also have been to the **Lonesome Pine Regional Library**. It took us over six hours to travel from Richmond to Wise in southwestern Virginia. **In Wise, I visited with Miss Julie and Miss Amy.** Miss

Amy likes cats. I am not fond of cats so I don't have a picture of Miss Amy. I do have a picture of Miss Julie.

Miss Julie was dressed up in a western costume because she and other librarians taking part in the **B-I-G Read** by having everyone read the same book. I suggested they all read - **How Rocket Learned to Read** - as it is a B-I-G book and it has the word "read" in the title, but Miss Julie smiled and replied that was a good idea, but for now they had already picked out a book. Everyone is reading **True Grit** by Charles Portis.



I know what grits are, but Miss Julie said that is not what the book is about. She suggested I visit some of the other libraries and maybe find out what "True Grit" means. I thought that was a good idea.

Our next visit was to the **C. Bascom Slemm Memorial library** in Big Stone Gap. This library was named after Mr. Slemm, who was a congressman and the Secretary to the President of the United States under President Coolidge. Mr. Slemm also created the Slemm Foundation, which supports the library and other projects. *I wondered if "True Grit" has anything to do with being a leader like Mr. Slemm or being a kind person.*



Lee County Public Library in Pennington Gap was our next stop. The library staff was just beginning to get ready for the **B-I-G Read**. They had borrowed a carriage for a display and they were putting together another display in the entry way with bales of hay.



They had a lot of people in the community helping their library. Their library was creating "wanted reader" posters which looked like an old FBI wanted poster. The one I saw featured the sheriff's department, dressed in old time western gear. They looked tough. *I wondered does "True Grit" have anything to do with justice or doing the right thing.*

Rose Hill Community Library in Rose Hill was the next stop. This is a one-person library, and boy, howdy, the librarian knows everyone! The flag comes out to tell the town the library is open and people come to use the computers and check out books and other stuff. It must not be easy. *I wondered maybe "True Grit" means courage.*



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Youth Services Notes

is issued weekly by

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The Institute of Museum and Library Services is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. Through grant making, policy development, and research, IMLS helps communities and individuals thrive through broad public access to knowledge, cultural heritage, and lifelong learning. This newsletter project is made possible by a grant from the U.S. Institute of Museum and Library Services.



Rocket's Fan Club

Top 10 Reasons Why the Buchanan County Public Library Would Make a Nice Home for Rocket!

- ⑩ Our mountainous area of Virginia is a great place for a dog to explore. Can you say pictures?
- ⑨ There are a lot of children who love the Rocket books and would give a lot of attention to him if he was here!
- ⑧ We have a veterinarian about three blocks from the library in case Rocket needed medical attention.
- ⑦ The library is a safe place to spend time and Rocket will enjoy our play area! Can you say pictures!
- ⑥ Miss Kathy is having an adoption pet store with over 200 stuffed animal dogs of all breeds that the children will adopt after they have completed our online reading program. Rocket would fit right in as a visitor!
- ⑤ Martha from Martha Speaks will be visiting during summer reading along with Biscuit!
- ④ The Friends of BCPL are making dog bandanas and fleece blankets for all adopted dogs from our library pet store. Rocket is sure to get one!
- ③ Miss Kathy loves dogs and will be an excellent adoptive Mom!
- ② Rocket can join in the "1st annual Summer Reading Wiener Walk" just for dachshunds to be held in Grundy this summer!

And the #1 reason why we would be deserving of Rocket

- ① **Our library kids love to read and we love dogs and all are looking forward to a great summer 2014!!!!!!!**



Dates to Remember

Regional Early Literacy Activity Center Exchanges, Spring 2014

Friday, March 28, 2014	Pamunkey Library System.....	Ashland
Thursday, April 3, 2014.....	Southside Regional Library	Boydton Public Library
Tuesday, April 8, 2014.....	Chesapeake Public Library	Central Library
Friday, April 11, 2014	Tazewell County Public Library	Tazewell
Thursday, April 17, 2014	Middlesex County Public Library	Deltaville
Friday, May 2, 2014.....	Prince William County Library System.....	Bull Run Regional Library, Manassas

Conferences

April 24-25, 2014	Virginia Public Library Directors Association.....	Graves Mountain
May 18-20, 2014.....	Virginia Library Association Paraprofessional Conference	Richmond
June 26-July 1, 2014	American Library Association Annual Conference	Las Vegas
September 18-20, 2014	Association for Library Service to Children National Institute.....	Oakland
October 22-24, 2014.....	Virginia Library Association.....	Williamsburg

Training

Tuesday, April 1, 2014.....	Roanoke Summer Feed Workshop	Roanoke
Wednesday, April 2, 2014	Evanced Summer Reader Training	Bedford
<i>On request—Call or email Enid</i>	<i>Evanced Summer Reader Training.....</i>	<i>At Your Library</i>

Travels In Virginia

Continued from page 1

Coeburn

Community Library

in Coeburn is the first library we visited on day three of our travels. This library has recently remodeled the upper level of the library. They have two meeting rooms, one of which was being used for a preschool program. Their children's room is dedicated to a boy named Jason who was ill and spent time in the library creating good memories. *I wondered does "True Grit" have something to do with overcoming hardship.*



We visited the J. Fred Matthews Memorial Library in St. Paul next. The library staff is hosting a chainsaw artist at the

library. He is going to display his work and teach whittling. St Paul is an old town; people came here for lumber, then coal and then for the trains. *I wondered like Saint Paul, does "True Grit" mean perseverance.*

The next stop was the Jonnie B. Deel Memorial Library in Clintwood, which is located in Dickenson County, the youngest county in Virginia. A storytime program ended soon after we arrived. The children and parents made a beeline to the children's area for playtime and to select some books. *I wondered if "True Grit" means to make the community better.*



Haysi Community

Library

in Haysi is the newest library in the Lonesome Pine Regional Library. On the steps of the library, we met a library patron who we had seen at the library in Clintwood. We discovered that he was looking for a book that was available at the Haysi Library and then he found a David Baldacci book to read, too. *I wondered if "True Grit" means tracking things down.*



On Saturday, on our way back to Richmond, we made one more stop at the Scott County Public Library in Gate City. After traveling to and around the Lonesome Pine Region for two days it was ironic that the

GPS device in the car could not find the library and a phone call was required to find the library. *I wondered if "True Grit" means being a librarian!*

Boy, what a bunch of fine people and libraries we visited in the Lonesome Pine area of Virginia! I appreciate their helping me understand what "True Grit" means. Hope to see you again sometime soon.

DayByDayVA

WWW.DAYBYDAYVA.ORG FAMILY LITERACY CALENDAR

Thanks

for the photos and other stuff!

- ◇ **Kathy McNalley**, Buchanan County Public Library, for her "Top Ten Reasons . . ."
- ◇ **Adrienne Hamlyn**, Waynesboro Public Library, for Book A Day info, poster, and brochure

From Enid's desk...

Virtual Scavenger Hunt

Last year we offered a Virtual Scavenger Hunt that focused on Literati Public. This year we are going to go a bit further a field and look at other resources. The Virtual Scavenger Hunt, like the party scavenger hunts where you run around finding a red dish towel or finding ten pine cones or finding someone who is left handed to autograph your shirt, is meant to be a fun. This one has the added benefit of possibly learning about a resource and winning a mighty fine "Hot Reads for Cold nights" coffee cup.

The goal is to earn top points.

Submit your answers to LDND22319@gmail.com and please include your name and the name of your library system and library branch.

Here is the first of Ten Questions. We will add one each week.

#1. Let's Face It – Virtual Scavenger Hunt
You drew the lucky straw and are now in charge of posting to your library Facebook page. Your posts are clever, informative and liked. Then your muse went to a warmer climate.

What post on the LDND Facebook page might you repost?

Like our Facebook page for bonus points!

Summer Reading Program Banners

I received an email from Evanced that they are getting much closer to releasing the banners for the summer reading program. They sent pictures of three of the banners. – they are lovely:

Featuring art from Tad Hills – featuring Rocket



Featuring the dog on one of the bookmarks



Featuring a line drawing from the teen poster.



I have asked for a fourth banner to be made.

I have also requested a participation certificate with the Virginia summer reading logo – the one on the Boopsie app. I have also requested completion certificates for each of the programs.

Last year the banners were rolled out before all the bugs were worked out. So, this year Evanced is testing everything before loading the banners. In addition, I have requested that we get the banners first and test them with our template before giving the go-ahead to load them onto your sites. It is my understanding that we will just switch out the banners (currently words only) from last year.

If you attended PLA and stopped by the Evanced Solutions booth, you might have noticed a new program they are offering. This program "Genome Project" will be rolled out in May. I have asked that Evanced allow a select group of librarians to look it over, review it, and make sure it complies with Federal and State data privacy laws and to make recommendations before we release it to the libraries. Genome is an add-on service.

This is the last summer we will be gathering data for the summer reading program study. McRel is in the process of selecting the five libraries they will visit this summer. They have the first bit of data from the Virginia Department of Education and have matched up participants of the summer reading program with nonparticipants of the summer reading program. McRel will pull data from 2014 summer reading program and find people who participated last year and match up data with the Virginia Department of Education again. **The final report will be issued in 2015.**

Between now and the beginning of the summer reading program – please schedule a training session, by calling 804.692.3765 or you can email me at enid.costley@lva.virginia.gov; but by calling, we will be able to get it on my calendar and block off the dates for you much sooner. ■

A Useful Resource

All About Adolescent Literacy

<http://www.adlit.org/>

At the Adlit.org website, the **author interviews** <http://www.adlit.org/articles/authors/> will introduce you to the people behind award-winning young adult literature; the **guided discussions** at http://www.adlit.org/books_authors/%20-%20guided/ feature story synopses and questions to help stimulate readers' thinking; and the **themed booklists** at http://www.adlit.org/books_by_theme/ offer help in finding books that suit both teens' interests and reading abilities. ■

From Military OneSource

April – Month of the Military Child

Kaye Carney, who is with the Virginia Joint Family Support Assistance Program Military OneSource, sent us an announcement about April being designated as the Month of the Military Child and asked if we would share it with you. [Please see the attached flyer.](#) ■

Reading Programs

Book A Day at Waynesboro Public Library

At the Early Literacy Activity Center Exchange in Waynesboro, we heard about the **Book-A-Day program** that is being sponsored by the Waynesboro Public Library and Pizza Hut. **Adrienne Hamlyn** sent the following note about the library's program.

Bethany [Rose] shared with me that you were interested in our Book-A-Day program (1000 Books Before Kindergarten). Here is the poster and the brochure will follow. We wanted to simplify our program because we know that 1000 books seems like a lot to a parent who may not already be ready to their little ones on a regular basis. Reading "...a book a day..." sounds manageable and will produce the same good result. It also is encouraging to parents who may have started late. We want everyone to know that there is not time like the present to begin reading to your child. Thank you for your interest and continued support.

[The poster and brochure are attached.](#) ■

ALSC and PLA

Every Child Ready to Read® for Spanish-Speaking Communities

The **Association for Library Service to Children (ALSC)** and the **Public Library Association (PLA)** announce the release of a new **Every Child Ready to Read®** product. *The Every Child Ready to Read® @ your Library® Toolkit for Spanish-Speaking Communities* is now available as a digital download from the ALA Store.

Go to <http://www.alastore.ala.org/detail.aspx?ID=10927>

Every Child Ready to Read® is a parent education initiative that stresses that early literacy begins with the primary adults in a child's life. It empowers public libraries to assume an essential role in supporting early literacy within their communities.

The *Every Child Ready to Read @ your library Toolkit for Spanish-Speaking Communities* contains everything you need to offer Every Child Read to Read programming

for your Spanish-Speaking patrons. This digital download is a turnkey product that includes Spanish-language activities and booklists.

"According to the Pew Research Center, 94 percent of parents say libraries are important for their children," said **ALSC President Starr LaTronica**. "The parent-child interaction is critical for early literacy and we're ecstatic about potential impact of this product for reaching new communities of library-goers."

"Empowering parents to connect with their children in their native language is extremely valuable and enables more fluent interaction and teaching at home," added **PLA President Carolyn Anthony**. "This toolkit is a wonderful bilingual enhancement to the teachings of Every Child Ready to Read."

Source: ALA Press Release, March 24, 2014 ■

ALSC

The Día Family Book Club Curriculum Released

The **Association for Library Service to Children (ALSC)** has announced the release of the **Día Family Book Club Curriculum**. As an extension of **El día de los niños/El día de los libros (Children's Day/Book Day)**, commonly known as **Día**, the **Día Family Book Club is a reading program that engages children and families in the shared reading and discussion of contemporary children's literature that reflects our common plurality.**

"The Día initiative is a daily commitment to linking children and their families to diverse books, languages and cultures," said **ALSC President Starr LaTronica**. "This great resource by children's librarians and for children's librarians will allow libraries across the country to do just that."

All lesson plans are available to download and print for free through the Día website at <http://dia.ala.org/content/start-book-club>.

The **Día Family Book Club Toolkit** is also available; released in 2013 this toolkit takes librarians wishing to create a program through the step by step process.

The curriculum was created through the **Everyone Reads @ your Library** grant funded by the **Dollar General Literacy Foundation**.

Additional resources including booklists, coloring and activity sheets, and Día posters are also available online. For more information, please visit <http://dia.ala.org>.

Source: ALA Press Release, March 11, 2014 ■

From ALSC Blog**On Being a New Manager**

I am new to supervising and it has been a challenge learning the ropes. Based on my new experiences as children's services manager and advice that I have received from those who are more practiced, here are some valuable lessons I have learned so far.

- **As a fellow youth services manager advised me, keep doing what you love.** The reality is that, as manager, you have less time to work directly with the public and present storytimes. Instead, more time is devoted to scheduling, meetings and budget. While I have come to appreciate the challenges of the latter, I became a librarian so I could do the former. I still miss my weekly preschool storytime six months after being promoted. So as my colleague stated, keep doing what you love, at least a little. I regularly schedule myself and make it a priority to present children's programs a few times each month.
- **Deal with staff issues head on and in a timely manner.** Whether staff are testing you, things were done differently prior or something was unclear, it is important to calmly and directly address cause for concerns as soon as they happen. This has been a challenge for me since I tend to avoid confrontation, am a people pleaser and am younger than most of my staff. However, I realize how vital this is to do. Otherwise, it creates more problems later on and is unfair to other staff that might be affected.
- **Take the time to train new staff or to introduce new procedures to your team.** It is so tempting sometimes to simply throw new staff or methods into the mix and hope they learn as they go. Training is time consuming and the needs of the public and the rest of the job demands do not let up. While on the job training is important, reviewing policies or procedures with a new hire one on one, or setting up a separate staff meeting to introduce new services, conveys to your team that you find their service worthwhile and can save time long term.
- **Delegate.** Trust your staff to take the lead on projects from start to finish. Be open to different styles and ideas. This has been a challenge for me since, due to budget reductions, I was previously



doing the bulk of the children's programming and collection development. Now that we have new staff on board and I have other responsibilities, I have realized my reluctance to delegate, which results in me being over-committed and my staff unsure about their duties.

- **Take time to talk to your staff, listen to their ideas and assist them on the front line.** Fostering good will within your team helps create a positive and productive environment. This can be done by asking staff about their interests, encouraging them to share how their recent program went or you offering to lend hand if they are busy at the service desk or need support with a big event.

I still am learning as I go, and while I miss aspects of my previous position, I am greatly enjoying the challenges and rewards that managing children's services provides.

Posted March 21, 2014 by **Marie Town**, Guest Contributor, who wrote this piece as a member of the *Managing Children's Services Committee*. Marie is also the *Principal Librarian of the Oceanside Public Library in Oceanside, California*

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From PUBLIB**Public Library Programs / Planning Process**

Hi all, I'm wondering if any of your libraries has set up a checklist (either paper or online) for managing public program set-up. We've been talking about possibly using Google Forms to walk staff through all of the steps involved in setting up a library program (booking the room, writing the program description for our calendar & website, filling out honoraria for outside performers, etc.) Just wondering if any of you has a system that works well, and if you wouldn't mind telling me about how it works. Thanks for your help. Posted March 25, 2014 by **Kris Springer**, Manager, German Township Branch, South Bend, IN 46628



Hi, Kristine, For the past 3 decades, I've been involved with public library programming in some way. I've been a library program planner, a consultant to library programming personnel and owner of a business which planned entire program series (reading club, brown bag lunch, Sundays with Family, etc.) by

(Continued on page 7)

Public Library Programs / Planning Process

Continued from page 6

working directly with presenters who allowed me to access their calendars. In addition, I've been a Continuing Education Coordinator for a Texas library system during at least half of that time, so I completely understand the need for the management tools you're asking about.

In order to respond quickly to your question, I'm sharing this article –

Working with Library Program Presenters

<http://nottypical.org/node/254>

and this checklist –

Checklist for Being a Good Host to Your Library Program Presented

<http://www.ntrls.org/Workshops/FY2008/Handouts/WorkingWithPerformers/hecklistHostingAPresenter.pdf>
Checklist is attached.

... that I developed a few years ago for the website of the nonprofit for which I worked. While the focus of those items was on working with library program presenters to assure that they, the audience *and* the program planner could call the event a success, they'll probably provide some ideas.

My objective with checklists is to provide as much information as a really, really detailed person would want and expect everyone to revise the documents according to their own needs and personality style.

I know that those who tend to / are able do things off the cuff will want to simplify the document significantly. In my files I have similar items that are more specific to actually planning programs. If the two items provided above don't provide enough help, please let me know. I'm happy to share what I have, but I'd want to look through all of it to see that I don't overwhelm you with input.

*Posted March 25, 2014 *dona* weisman, MLS,
Librarian/Consultant/Trainer/Grant Writer
dwbplb@gmail.com ■*

Association for Library Services to Children

2014 ALSC National Institute

Join more than 300 fellow children's librarians and educators for ALSC's two and a half day National Institute. **This event takes place on September 18-20, 2014 in Oakland, California.**

The Institute is everything you need in one place – programming, keynotes, networking and much more. This intensive learning opportunity with a youth services focus and is designed for front-line youth library staff, children's literature experts,



education and library school faculty members, and other interested adults. It is one of the only conferences devoted solely to children's librarianship, literature and technology and takes place every two years.

Registration

Registration is now open! Registration <http://www.ala.org/alsc/institute-registration> categories exist for ALSC members, ALA members, non-members, students and groups. **For the best prices on registration, sign up before the Early Bird deadline of May 30, 2014.**

Housing

Housing is now open for the 2014 ALSC National Institute. This event will take place at the centrally-located Oakland Marriott City Center. Learn more about booking your housing and travel <http://www.ala.org/alsc/institute-housing> as well as exploring the Bay Area.

Speaker Events

Included in your registration are special events featuring authors and children's literature experts. One of these events is the Breakfast for Bill event which is sponsored by the William C. Morris Endowment.

Programs

At the 2014 ALSC National Institute participants will be treated to a wide **variety of programming** <http://www.ala.org/alsc/institute-education-programs> **focused on children's library service.** The Institute is scheduled so that programs are offered twice, so participants will not have to choose between two excellent sessions!

Networking

The Institute is a great way to meet new colleagues and network. Get to know your fellow attendees at ALSC's series of optional social events called **ALSC Connection!** <http://www.ala.org/alsc/institute-alsc-connection> All of these events are included in the cost of registration. ■



April – Month of the Military Child

Virginia military youth are resilient and take pride in their service to our Country. They deserve our appreciation and support. The month of April provides an opportunity to recognize and honor the service of our youngest heroes, military children. Established by former Secretary of Defense Caspar Weinberger in 1968, the designation of **April as the Month of the Military Child** acknowledges the significant role military youth play in our communities. In Virginia alone, there are approximately **142,612 military children**. Let's join together on April 15th to celebrate our young Virginia heroes!



Tuesday, April 15, 2014

The 4-H program of Virginia Cooperative Extension, invites everyone across the state of Virginia to join us for the 4th annual **Purple Up! for Military Kids** celebration by wearing purple on Tuesday, April 15th. This is a very visible way to show support and thank military children for their strength and sacrifices. Purple symbolizes all branches of the military, as it is the combination of Army green, Marine red, and Coast Guard, Navy and Air Force blue.

Help us turn Virginia **purple** on April 15th! Be creative....the goal is for military youth to see they have the support of their community. Plan an event for military families. Need some ideas to get you started?

- ★ Ask your local, regional, state, and federal officials to wear purple on Tuesday, April 15th
- ★ Invite news and media outlets to feature a story about **Purple Up! for Military Kids**
- ★ Involve schools, sports teams, youth organizations, clubs, and afterschool programs
- ★ Engage fraternal organizations, social clubs, and Rotary groups
- ★ Invite co-workers, members of your spiritual community, exercise class, or golf league to show their support for Virginia military youth wearing purple on April 15
- ★ Ask stores and restaurants to put a **Purple Up!** flyer in their business window
- ★ Suggest companies and businesses ask their employees to wear purple

Email us your photos to post on the Virginia 4-H Military Club Website and the Virginia Military Youth Network Blog where military youth and families will see them! The sender of photos must confirm that a media release is in their file for individuals featured in photo.

For more information and to send photos, contact Louetta Jones, 4-H Military Club Director
Email: lojones@vt.edu • Phone: 804-712-8467

Explore opportunities for military youth: <http://www.virginia4-hmilitaryclubs.org> <http://vamyn.wordpress.com>



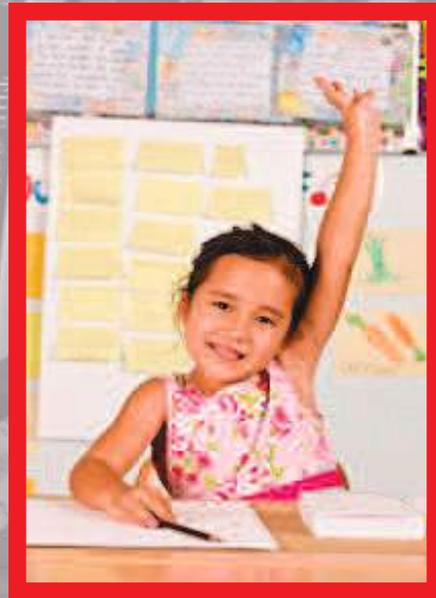
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Book Day



Waynesboro Public Library and Pizza Hut are launching "Book-A-Day", an early literacy program that offers incentives to parents who read to their little ones.

Studies show that children who are read to have more success in school.



Sign up today to start earning free pizza and



sharing great books with your child. Open to families with children aged 0-5. Visit WPL or call 942-6746 for more information.

Sponsored by

Children are made readers on the laps of their parents.

— Emilie Buchwald



Book A Day

Book A Day is a 1000 Books Before Kindergarten program offered by Waynesboro Public Library and sponsored by Pizza Hut. Our goal is to promote reading readiness, foster a love of learning and familiarize children and families with the great free resources available at your local library.

Research shows that children who are consistently read to by an adult or caregiver have more of the essential skills needed to be successful in Kindergarten, not to mention the benefit of quality time spent with you.

Why not read (at least) a book a day to help your child succeed in school and earn great pizza and incentives for doing it?

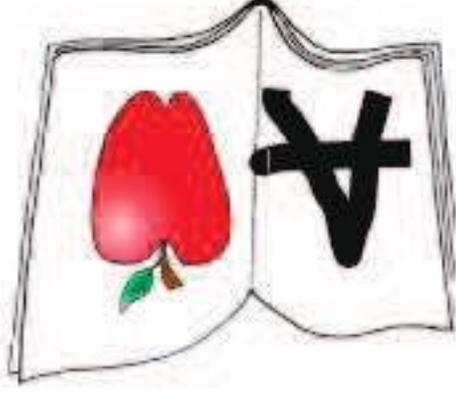
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DAY



BOOK

Here's how it works:

1. Sign up at the front desk and pick up a **Book a Day** Starter Kit.
2. Check out books and read at least **one book per day** with your baby.
3. Attend library Story Times—those books count, too!
4. At the end of every month bring your circulation receipts and Story Time tickets to the front desk. Have 30 or more total credits and **Way to Go!** You've earned a Personal Pan Pizza from Pizza Hut for doing what every good parent does — you read to your baby.



We will have something special for your little one, too.

WPL will feature families each quarter who take the challenge to read a **Book A Day** with their child and in May we will have a special program to celebrate those parents and children who participated throughout the year.

Program runs Sept 1—May 31st.

Open to families with children aged 0-5.

One pizza per family per month.

Pizza coupons available each month while supplies last.

Frequently asked questions:

Is 1000 books before kindergarten too much to strive for?

No! Make reading part of your daily routine. It is easier than you think and never too late to start! Consider this:

- 1 book at naptime for 3 years = 1095
- 1 book at nap time and 1 at bedtime 5 times a week for 2 years = 1040
- 3 books a day for 1 year = 1095

You can do it!



Should I just read library books? No.

All reading is beneficial. Read and read often. We want your family to grow comfortable using the library and its resources (one of the goals of this program), so only circulated books and library programs will be counted.

Is all this really necessary? Yes.

Reading proficiency is directly related to academic achievement. You are your child's first and most important teacher. It all begins with you.

Mother Goose:

Finger plays, nursery rhymes, and a story. Perfect for infants to 2+ accompanied by a caregiver.

Wednesday (English) and
Thursday (English/Spanish)

at 9:30am

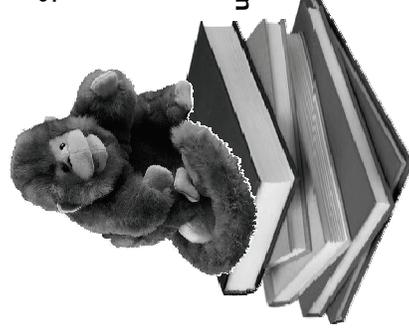
Story Time:

Stories, songs, crafts, and more. Great for ages 3+ accompanied by a caregiver.

Wednesday and Thursday at 10:30am

Thursday afternoons at 1pm

We also offer
Swing n' Sway (a music & movement program) on Mondays starting in October—date TBA and
Chat N' Play (an unstructured play time) on Tuesdays from 9:30-11:30



Checklist for Being a Good Host to Your Library Program Presenter

In Advance

- Check the library's collection for the presenter's publications and recordings, if any; consider replacement and/or new orders.
- Contact the presenter to discuss, negotiate, schedule and, possibly, order materials. Let the presenter know several ways to contact you, at various times of day and week, indicating the method and time that usually works best for you. Get the same information from the presenter or his/her representative. Provide a map or directions to the event.
- Get verbal or email confirmation of all information relative to the event and the presenter's requirements.
- Request a high-resolution digital or actual photograph for promotional use and include it in print and electronic publicity for the event.
- Send copies of promotional flyers, postcards and/or emails to the presenter or representative with a request that they be distributed to the presenter's fan base and elsewhere, as appropriate.
- Recruit a "Presenter's Host" to be available to the presenter throughout the time that the presenter is at the library on the day of the presentation (Consider recruiting a back-up Presenter's Host, also.)
- Purchase and/or prepare thank you gift(s), if there are to be any.
- Even if the presenter will bring his/her own presentation and sound equipment, check any items that the library could provide if the presenter's items fail; request repairs, if needed; consider renting or borrowing whatever is otherwise unavailable.
- Check supplies for presentation and sound equipment; replenish if necessary.

3-7 Days Before the Event

- Call the presenter or representative to reconfirm and update the presenter's needs, room set-up and other details.
- Double-check the sound and presentation equipment as well as supplies for both. Borrow or rent equipment, if necessary.
- Purchase bottled water, cough drops and tissue to be provided for the presenter.

The Day of the Event

- Post a "Reserved for Guest Speaker" or "Reserved for Guest Entertainer" sign at the parking space most handy to the entrance that the presenter will need to use. Make sure that door is unlocked or the key is handy.
- Verify that the library-assigned Presenter's Assistant is available and knows his/her responsibilities.
- Be sure the presenter's payment is ready if you've agreed to pay right after the presentation.
- Set-up whatever sound and/or presentation equipment the library is providing; verify that everything still works properly.

- Set up the stage and presenter's area, being sure to include bottled water, cough drops, tissues and any seating or special items the presenter has requested. Be sure that the path the presenter will use, to approach and leave the stage as well as to get to presentation equipment, is free of obstacles.
- Set up a table for product sales if sales will be involved. Verify that a cash box, with money for making change, is available and ready.
- Have a dolly or empty book truck available for transporting the presenter's items into the building.
- Presenter's Assistant: When the presenter arrives, take the dolly or book truck to the presenter's vehicle, ask what you can help transport and provide whatever assistance the presenter may need to get everything to the presentation area. Point out the items that have been set out for the presenter and the location of the restroom. Explain that you'll be nearby and available to provide any needed assistance. Pay attention throughout the time the presenter is in the building, in case he/she indicates a need for your assistance.

As the Event Begins

- Eliminate possible distractions to the presentation, using such methods as closing the doors to the presentation area, posting "Program in Progress" signs wherever necessary, turning off the meeting room speaker of the library's PA system and asking people who bring cameras not to use flash. (If the library's PA system is to be used in case of emergency and you turn it off, be sure staff knows that messages will not be heard in the room.)
- Welcome the crowd and the presenter. Formally introduce the presenter.

As the Event Ends

- Formally thank the presenter and, if appropriate, mention product availability.
- Be sure the cash box and a person to help with product sales are at the product table, if there is one.
- Presenter's Assistant: Be available to the presenter; be sure that you and the dolly or book truck are ready to help carry items back to the presenter's vehicle.

Immediately After the Event

- Pay the presenter, if appropriate to the agreement, and/or provide a thank you gift if you've planned for one.
- If the library is to receive a portion of sales income, determine the total numbers of products sold, amount received and the library's agreed-upon share. The library should receive payment before the presenter leaves.
- Presenter's Assistant: Help the presenter transport things back to his/her vehicle.
- If the presenter is to be paid by mail, prepare a thank you note to include with that payment while the details are still fresh in your mind.
- If appropriate, prepare a letter of recommendation for the presenter and/or specific presentation; send that to the presenter in hard copy.