

LTP Library Expansion Project:

Project Management Planning
for the grant-funded
Children's Literacy and Library Services Program
and the *Adult Services Library*

Presented by
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Funded through Building Bright Futures (BBF)
Grant Authored by Dena Marger and Co-authored by Joanne McClellen

Project Committee

- **Dena Marger**
- **Joanne McClellen**
- **Stacey Kripp**
- **Carol Wood**

GOALS

<p>1. Create a new space for the Children's Literacy and Library Services Program to:</p> <ul style="list-style-type: none">● Promote early childhood literacy● Promote love of libraries and lifelong learning● Provide a community gathering spot	<p>2. New staff well versed in:</p> <ul style="list-style-type: none">● library principles● early childhood education● early literacy facilitation	<p>3. Publicize and Promote the new space, staff, programs and services</p>	<p>4. Update and Revitalize the adult library to create an improved, more accessible space that includes:</p> <ul style="list-style-type: none">● comfortable seating● private study areas● group meeting space <p>(Not part of the BBF Grant)</p>
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PROJECTS

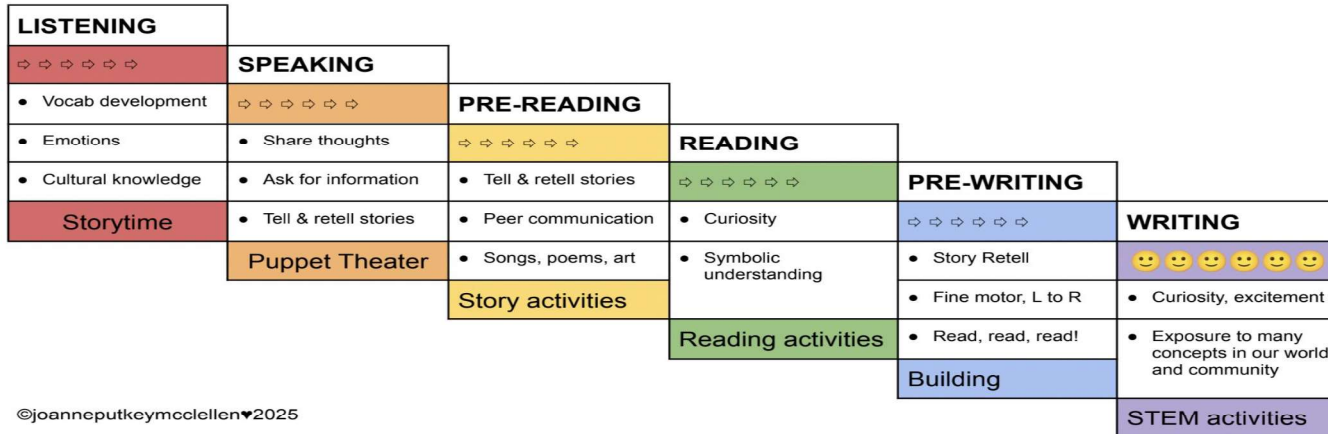
1. Create a new space and program	2. New Staff	3. Publicize and Promote	4. Update the Adult Library
<ul style="list-style-type: none">• Books and Materials• Technology• Room Layout and Learning Zones	<ul style="list-style-type: none">• Create and enact a hiring process• Create an onboarding and orientation process• Work with staff to develop the new program	<ul style="list-style-type: none">• Establish ongoing publicity campaign• Opening Event	<ul style="list-style-type: none">• Reimagine and redesign the layout• Apply for future capital project grant funding• Possible art installation

Goal 1: Create a new space and program

How will the new program support children's literacy development?

- Literacy is more than just the act of reading and writing.
- Literacy is UNDERSTANDING what is read and COMMUNICATING ideas to others through writing.
- Literacy is the conversation between people that occurs in the written word.

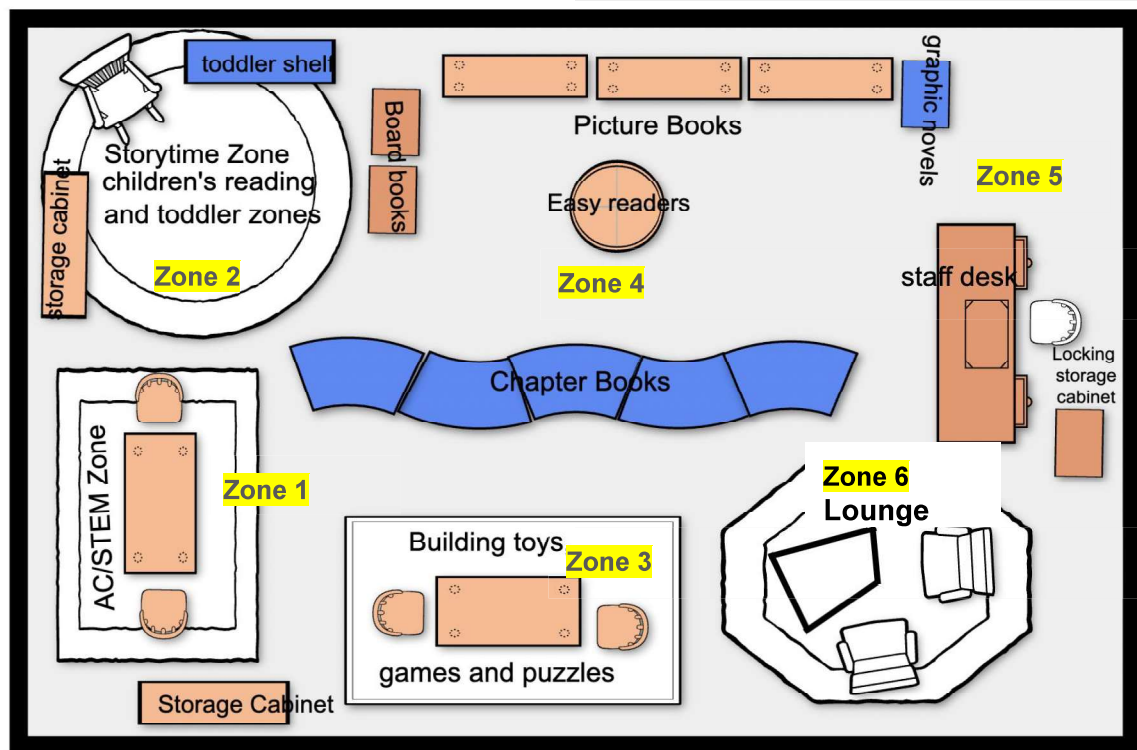
How does literacy develop? Listen ~ Speak ~ Read ~ Write



Goal 1: Create New Space and Program

Learning Zones
1) STEM / Art & crafts
2) Storytime / Toddler
3) Building / Puzzles / Homework Help
4) Book Collections
5) Staff Zone
6) Lounge / Caregiver Zone

Designed to be Flexible, ALL the furniture is on wheels



Potential Programs and Events

- After School Homework Help
- Preschool Storytime
- Saturday Movies at the Library
- Passive Lego or Building Blocks Programs
- Author events
- Sensory Playtime for Babies and Caregivers
- Animal Visits: VINS or S. VT Natural History Museum, etc.

Zone 1: STEM and Arts & Crafts



The **STEM / Arts and Crafts** area will have programs and materials that stimulate scientific, analytical, critical and creative thinking.



Zone 2: Storytime / Toddler



The **Storytime / Toddler** area will have programs and materials that promote pre-reading and pre-writing skills.



Zone 3: Building / Puzzles



The **Building / Puzzles** area will promote social-emotional development through group play and executive functioning development through activities that use cross-body movement.



Zone 4: Book Collections

Board Books



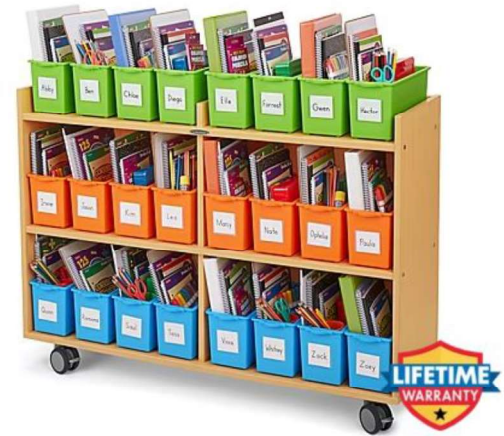
Picture Books
(x3)



Leveled
Readers



Graphic Novels
and Short Series

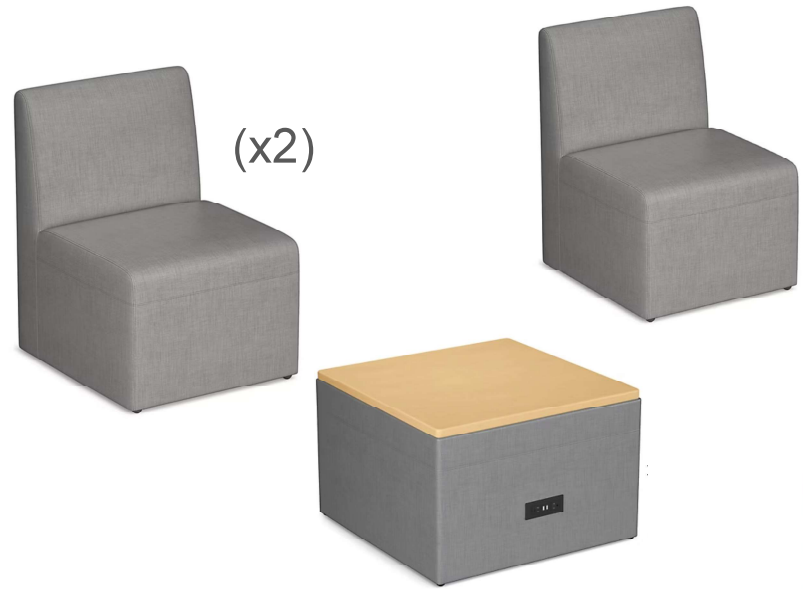


Reinvigorate the following book collections: Board book, Picture book, Easy Reader, Graphic novel, Chapter book, Non-Fiction

Zone 4 (cont'd): Chapter Books



Zone 6: Lounge



Parenting book collection

Goal 2: Hire Staff

The new staff will help develop and deliver developmentally appropriate programming and library services for children and help promote this program through outreach to the community.

Goal 3: Publicity/Promotion

- Outreach to schools, churches, daycare programs
- Press releases
- Social media campaign
- Special events

Goal 3: Opening

Plan and publicize an **opening event** to include special activities to introduce the community to the new space.

Goal 4: Update the Adult Library

- Reimagine and redesign the layout of the library to better facilitate community gathering and accessibility
- Apply for additional grant funding to renovate the floor in the library, and fix the walls/repaint
- Hang potential art installation on walls

Budget

100	Salaries	\$8,424
200	Employee Benefits/Employer FICA	\$675
300	Purchased Professional and Technical Services - Consulting	\$2,970
400	Rentals	\$3,375
500	Advertising	\$1,800
600	Supplies - Equipment under \$5,000, Materials	\$32,790
900	Other Items/Indirect - 10% Indirect Allocation, Other Indirect Charges	\$4,666
	Total:	\$54,699.90

Anticipated Timeline

- Furniture purchases on warrant
 - New hire start date
 - New hire onboarding and orientation
 - Begin organizing volunteers
 - Furniture delivery
 - Submit reimbursement
 - Begin moving books over from library
 - Begin publicizing the new space and opening event
 - Materials and Tech purchases on warrant
 - Expect our first reimbursement
 - Opening event
 - Submit reimbursement
 - Begin children's services and programming
 - Additional purchases on warrant
 - Publicize new passive and active programs and events for kids
 - Expect our second reimbursement
- January 9
January 21
January 28
Late January
January 30??
February 4
February 4
February 5
February 6
Late February
March 1
March 4
March 4
March 6
March
Late March

Impact Measures: 1

Objective	Process Metrics/Milestones	Outcome Metrics
1. Provide improved access to early childhood literacy and library services	<ul style="list-style-type: none">● Purchase furniture and supplies● Execute a celebratory opening event for the community	<ul style="list-style-type: none">● Track the number of adults/children visiting the space● Track the number of new families visiting Lydia Taft Pratt Library

Impact Measures: 2

Objective	Process Metrics/Milestones	Outcome Metrics
2. Increase engagement of children and families	<ul style="list-style-type: none">● Hire new staff● Purchase materials for the new space● Introduce and publicize new programs	<ul style="list-style-type: none">● Track the number of children's materials circulating● Track the number of programs and participants

Impact Measures: 3

Objective	Process Metrics/Milestones	Outcome Metrics
3. Increase satisfaction with the quality of children’s services	<ul style="list-style-type: none">• Conduct survey about improvements to and satisfaction with the children’s space	<ul style="list-style-type: none">• Collection of feedback and stories from participants about the impact of the program(s)

*A special acknowledgement to Building
Bright Futures for providing this
opportunity to enrich our community!*

