



CELEBRATIONS CALENDAR

Expectations for Staff

2022

Overview

TRL remains committed to incorporating Equity, Diversity and Inclusion in all we do. In keeping with this strategic direction, the Celebrations Calendar has been designed to:

- More effectively coordinate recognition of significant events throughout the year.
- Promote a culture of inclusion, representation, and belonging.
- Promote awareness of diverse cultures throughout our counties and the world at large.

The goal is to ensure that patrons in our various locations will be able to see consistency in all our locations. As such, each Branch is required to recognize culturally significant events throughout the calendar year. This guideline provides pertinent information and instructions for staff.

Please use this document in conjunction with the attached calendar to plan ahead!

[Click on blue text and follow the links to more resources and information.](#)

Prepared by Celebrations Committee

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Guidelines for Branch Staff

Helpful Information

- **Youth & Family Services:** Aside from SLP, TRL is not organizing large district-wide events (in-person or virtual) at this time. When planning programs or booking presenters please use the guidelines and resources located on the [Program SharePoint page](#). Speak to your supervisor or building manager if you have questions regarding programming guidelines or the Performer Presenter Booking Procedure.
- **Creative Services:** TRL will spotlight selected campaign celebrations on the website and in the newsletter to share with patrons and partners. Creative Services will be generating thematic website banners for the district, as well as Facebook banners that buildings can utilize for their own social media pages. Watch for those being dropped on the [Publicity and Graphics Teams site](#). CS appreciates three weeks advance notice for any additional Celebrations graphics requests. Staff may use Canva to create their own graphics as well. **Unless otherwise specified, CS will only provide closure notices for annual public holidays, which will also be available on the Publicity and Graphics Teams site.**
- **Community Engagement:** Staff at both district and local levels are encouraged to reach out to community and cultural organizations to network with all year round. Are your local schools or community groups celebrating Black History or Pride? This is an opportunity to let [community contacts](#) and local organizations know about featured books and activities or to promote community events they might be hosting.
- **Social Media:** The Social Media team will be spotlighting monthly campaigns and related features on the district platforms - Facebook, Instagram, and Twitter. As usual, please like and share! You can also request additional social media posts for programs, activities, or events on the district platform via the [Social Media Request Form](#) or nudge us on the [Social Media Campaign Planning Channel](#). Or– contact Kristen Hylton or Kristi Selby directly through Teams or email. We appreciate a week's notice for social media requests.
- **Book Groups:** Planning a book discussion group? Check out the updated Page Turners collection for potential title suggestions and kit availability in the [KitKeeper database](#).
- **Communication & Crowdsourcing:** Do you have an inspirational idea, activity, photo or event you would like to share and/or promote with other buildings? Please use the 2022 Campaign Planning Teams site and chat to share ideas! (Coming Soon).
- **Collection & Displays:** Highlighted books by “Own Voices” authors will be featured on the TRL web carousel to align with monthly themes at TRL.org. Note that catalog links often include additional items by noted authors as well as read-alikes. Additionally, the [American Library Association Book and Media Awards](#), publications such as School Library Journal, organizations such as We Need Diverse Books, No Name Book Clubs, and TRL database Readers Advisory tools such as Novelist often feature titles that can assist with diverse display ideas.

Duration of Observances

Recognized Days: Circled and noted under the small calendars, branch staff will have the option to acknowledge these days through social media posts, programming, or other suitable methods identified at the Branch, and based on relevance to the community. Where these events are public holidays, Creative Services will generate closure notices that -will be made available on the Publicity and Graphics Team Site.

Week-long celebrations: Branches will have the option to celebrate these by including the theme/ event in programs for the week, through Social Media posts, and other relevant activities.

Month-long celebrations: Month-long celebrations will be recognized by TRL and all Branches are expected to participate in the system-wide observance for each month. For months with multiple observances, the Celebrations Committee will choose one celebration to recognize. All related resources (banners, graphics, etc.) will be posted on the Publicity and Graphic Team page.

Expectations for Branch Staff

- At a minimum branch staff are required to observe one monthly celebration per month, where applicable. Emphasis should be on historically marginalized groups.
- You are required to use a minimum of three- five of the below-listed recommendations for these noteworthy observances.

For example, during Black history month, staff may:

1. Create a book display
2. Feature Black authors or illustrators for storytime
3. Feature Black authors for book discussions or book talks
4. Share a few social media posts. Sharing from the district platforms counts!
5. Take and Make Kits

Note: If programming, booktalks or Take and Makes are not happening at the branch during the month, creating a book display and sharing two social media posts for example, in lieu of is fine.

We also encourage you to include other creative ideas you may have for each celebration.

Ways to Commemorate Monthly Celebrations

FEBRUARY: Black History Month 2022

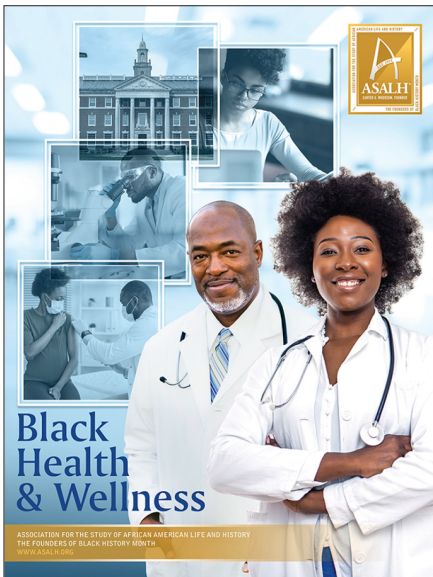
Theme: Black Health & Wellness

<https://asalh.org/black-history-themes/>

FEBRUARY

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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

President's Day Feb 21



- Cultural and historical programs, events, and activities.
- Feature Black performers and guest speakers.
- Health and wellness:
 - Invite local Black health professionals to speak.
 - Highlight Black-owned businesses that support health.
- Host a Black performer of music or dance.
- Highlight Black authors in story time.
- Show a movie by Black actors and directors.
- Show a documentary about Black history or current events.
- Choose book club selections by Black authors.
- Food and cooking programs featuring Black chefs or cookbooks.
- Displays featuring Black creators highlighting health and wellness (mental/ physical health, diet, exercises, recreational activities).
- Social Media posts highlighting Black excellence.
- Spotlight on local Black-owned businesses.

Support?

Contact both groups for further support using the afore-mentioned timelines.

- This is a district-wide initiative and CS will provide a banner at least 7 days prior. The Banner will be posted on the Publicity & Graphics Teams page.
- TRL website will feature Book Carousels celebrating Black History Month.
- Social Media workgroup will generate posts for the district page.

MARCH

Women's History Month

Theme: [Providing Healing, Promoting Hope](#)

Developmental Disabilities Awareness Month

<https://www.nacdd.org/ddam1/>

MARCH

SU	MO	TU	WE	TH	FR	SA
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International Women's Day
March 8 Theme: #BreakTheBias

International Transgender
Visibility Day
March 31



Displays

- Feature diverse women creators
- Own Voices works by or about people with disabilities.
- Biographies, leadership, and history.

Authors and guest speakers

- Historical/national legacy-progress-deficits. Cultural/WOC perspectives. First-second-third wave feminism.
- Global-international issues.
- Local business owners/entrepreneurs who are women or people with disabilities.
- Women in "non-traditional" industries such as construction, auto-mechanics, technology.

Social Media

- Book and/or Kanopy reviews.
- Support for community organizations that provide services to women and people with disabilities, such as SafePlace, shelters, South Sound Parent to Parent.

Support?

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APRIL

Arab American Heritage Month

<https://www.arabamerica.com/resources/>

Autism Acceptance Month

<https://autismsociety.org/national-autism-awareness-month-autism-society-networks-impact/>



Library Giving Day
April 6

National Library Week
April 3-9
Theme: Connect with Your Library

El día de los niños/El día de los libros
April 30

Displays

- Feature works by or about Arab Americans.
- Feature works by and including people on the autism spectrum.
- Biographies, leadership, and history.

Programs

- Guest speakers and authors who are Arab American or on the autism spectrum.
- Programs about history, current global-international events/issues, & culture.
- Highlight local business owners/entrepreneurs.
- Cooking programs featuring Arab American recipes/food.
- Arab American dance and music performers.
- Sensory friendly storytime.

Social Media

- Book and/or Kanopy reviews of works by or about Arab Americans and people on the autism spectrum Support for community organizations.
- #ShelfieSaturdays post.



Support?

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MAY

Asian American and Pacific Islander Heritage Month

<https://asianpacificheritage.gov/>

Mental Health Awareness Month

<https://www.nami.org/Get-Involved/Awareness-Events/Mental-Health-Awareness-Month>

Jewish American Heritage Month

<https://www.jewishheritagemonth.gov/>

MAY

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Global Accessibility Awareness Day
May 19

Memorial Day
May 30



Displays

- Feature works by or about AAPI and Jewish community.
- Biographies, leadership, and history.
- Nonfiction mental health resources Asian pop culture: Anime, manga, K-pop.

Programs

- Guest speakers, authors, and artists who are AAPI or Jewish.
- Local mental health resources & organizations.
- Programs about history, current global-international events/ issues, & culture Highlight local business owners/entrepreneurs.
- Cooking programs featuring Asian and Pacific Islander recipes/ food AAPI dance and music performers.
- Wellness programs: mindfulness, meditation, yoga.

Social Media

- Book and/or Kanopy reviews of works by or about AAPI and Jewish people Support for local community organizations.
- #ShelfieSaturdays posts.

Support?

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JUNE

LGBTQIA+ Pride Month



Summer Library Program
#TRLSummer2022
June 1

National Children's Day
June 12

Juneteenth
<https://www.juneteenth.com/>
June 19



Displays

- Feature works by or about LGBTQIA+ community.
- Biographies, leadership, and history.
- Children's books that include LGBTQIA+ characters.
- Highlight Black LGBTQIA+ creators to celebrate both Pride and Juneteenth.

Programs

- Guest speakers, authors, and artists who are LGBTQIA+.
- Participate in local Pride celebrations like Oly Pride.
- Highlight local business owners/entrepreneurs.
- Storytime and book club selections featuring LGBTQIA+ books.

Social Media

- Book and/or Kanopy reviews of works by or about LGBTQIA+ community.
- Post about local Pride events and Juneteenth celebrations.
- Support for local community organizations.
- #ShelfieSaturdays posts.

Support?

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SEPTEMBER

Library Card Sign-Up Month

Hispanic Heritage Month, Sept 15-Oct 15

<https://www.hispanicheritagemonth.gov/about/>

SEPTEMBER

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18	19	20	21	22	23	24
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Labor Day, September 5

Orange Shirt Day

<https://www.orangeshirtday.org/>

Sept 30

Banned Books Week

<https://bannedbooksweek.org/>

International Week of Deaf People

<http://wfdeaf.org/>

Last week of Sept



INTERNATIONAL WEEK
OF DEAF PEOPLE

Displays

- Feature works by or about the Hispanic and/or Latinx community.
- Biographies, leadership, and history.
- Books, movies, and music in Spanish.
- Works by and about the Deaf community and Deaf culture; books for learning sign language Banned books.

Programs

- Guest speakers, authors, and artists who are Hispanic or Latinx.
- Local resources & organizations that support the local Latinx community Programs about history, current global-international events/issues, & culture.
- Highlight local business owners/entrepreneurs.
- Cooking programs featuring recipes/food from Hispanic/Latinx cultures.
- Hispanic and Latinx dance and music performers.

Social Media

- Book and/or Kanopy reviews of works by or about Hispanic and Latinx community.
- Support for local community organizations.
- Orange Shirt Day remembrance post.
- Posts celebrating Deaf community and culture.
- Banned books posts.

Support?

Contact both groups for further support using the afore-mentioned timelines.

- This is a district-wide initiative and CS will provide a full campaign for Library Card Sign Up Month. Information will be shared out in August.

- TRL website will feature Book Carousels.

- Social Media workgroup will generate posts for the district page.

OCTOBER

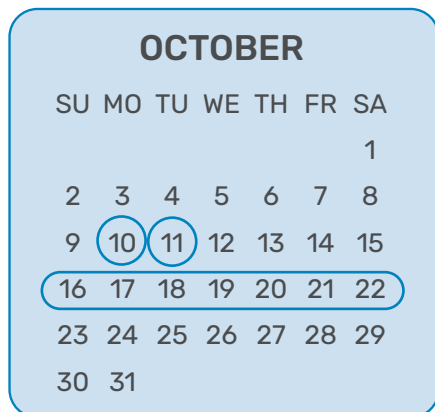
Filipino American History Month <http://fanhs-national.org/filam/about/>

LGBTQIA+ History Month <https://lgbthistorymonth.com/>

ADHD Awareness Month <https://www.adhdawarenessmonth.org/>

Dyslexia Awareness Month

<https://dyslexiaida.org/october-is-dyslexia-awareness-month-2/>



Hispanic Heritage Month
Sept 15-Oct 15

Indigenous Peoples' Day
October 10

National Coming Out Day
October 11

National Friends of the Library Week
October 16-22



Displays

- Feature works by or about the Filipino, Hispanic and Latinx community and LGBTQIA+ history.
- Playaways and audiobooks in support of dyslexia awareness.
- Continue featuring books, movies, and music by Hispanic and Latinx communities.

Programs

- Guest speakers, authors, and artists who are Filipino, who are dyslexic or have ADHD, are Latinx, or are LGBTQIA+.
- Local resources & organizations that support the local Hispanic & Latinx community.
- Programs about history, current global-international events/ issues, & culture.
- Highlight local business owners/entrepreneurs.
- Cooking programs featuring Filipino recipes/food.
- Filipino dance and music performers.

Social Media

- Book and/or Kanopy reviews of works by or about Filipino people, Hispanic and Latinx people, people who have ADHD or dyslexia, and LGBTQIA+.
- Support for local organizations Indigenous Peoples' Day.
- National Coming Out Day post.
- Celebrating Friends of the Library.

Support?

Contact both groups for further support using the afore-mentioned timelines.

- This is a district-wide initiative and CS will provide art at least 7 days prior on the Publicity & Graphics Teams page. The team will choose one to celebrate.
- TRL website will feature Book Carousels.
- Social Media workgroup will generate posts for the district page.

NOVEMBER

Native American Heritage Month

<https://www.nativeamericanheritagemonth.gov/>

Military Family Appreciation Month

<https://www.military.com/military-family-appreciation-month>

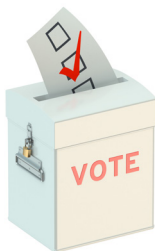
NOVEMBER

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27	28	29	30			

Election Day
November 8

Veterans Day
November 11

Thanksgiving Day & Day After
November 24 & 25



Displays

- Feature works by or about Native Americans.
- Biographies, history, and nonfiction about Native Americans.
- Feature works by or about veterans or military families.

Programs

- Guest speakers, authors, and artists who are Native American.
- Local resources & organizations that support veterans and military families.
- Programs about Native American history, current events/ issues, & culture.
- Highlight local Native American business owners/entrepreneurs.
- Cooking programs featuring Native American recipes/food Host a Native American storyteller like Harvest Moon Social Media.

Social Media

- Book and/or Kanopy reviews of works by or about Native Americans Support for local community organizations.
- Highlight local Native American Nations and Tribes: Nisqually, Chehalis, Skokomish, Squaxin Island, Quinalt, Shoalwater Bay, & Chinook.

Support?

Contact both groups for further support using the afore-mentioned timelines.

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- TRL website will feature Book Carousels.
- Social Media workgroup will generate posts for the district page.

JANUARY SU MO TU WE TH FR SA 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY SU MO TU WE TH FR SA 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	MARCH SU MO TU WE TH FR SA 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	APRIL SU MO TU WE TH FR SA 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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New Year's Day: January 1
World Braille Day, January 4
Martin Luther King Jr. Day, January 17

Presidents Day, February 21

International Women's Day, March 8
International Transgender Visibility Day, March 31

National Library Week, April 3-9
Library Giving Day, April 6
El día de los niños/El día de los libros, April 30

Global Accessibility Awareness Day, May 19
Memorial Day, May 30

National Children's Day, June 12
Juneteenth, June 19

Independence Day, July 4

Women's Equality Day, August 26

Labor Day: Monday, September 5
Orange Shirt Day, Sept 30
Banned Books Week, last week of Sept
International Week of Deaf People, last week of Sept

Indigenous Peoples' Day, October 10 National
Coming Out Day, October 11
National Friends of the Library Week, October 16-22

Veterans Day, November 11
Thanksgiving and Day After, November 24 & 25

International Day of People with Disabilities, Dec. 3
Christmas Eve, December 24
Christmas, December 25

JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE	
Sa	1	Tu	1	Tu	1	Fr	1	Su	1	We	1
Su	2	We	2	We	2	Sa	2	Mo	2	Th	2
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Sa	8	Tu	8	Tu	8	Fr	8	Su	8	We	8
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Mo	10	Th	10	Th	10	Su	10	Tu	10	Fr	10
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We	12	Sa	12	Sa	12	Tu	12	Th	12	Su	12
Th	13	Su	13	Su	13	We	13	Fr	13	Mo	13
Fr	14	Mo	14	Mo	14	Th	14	Sa	14	Tu	14
Sa	15	Tu	15	Tu	15	Fr	15	Su	15	We	15
Su	16	We	16	We	16	Sa	16	Mo	16	Th	16
Mo	17	Th	17	Th	17	Su	17	Tu	17	Fr	17
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Th	20	Su	20	Su	20	We	20	Fr	20	Mo	20
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Sa	22	Tu	22	Tu	22	Fr	22	Su	22	We	22
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Mo	24	Th	24	Th	24	Su	24	Tu	24	Fr	24
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Th	27	Su	27	Su	27	We	27	Fr	27	Mo	27
Fr	28	Mo	28	Mo	28	Th	28	Sa	28	Tu	28
Sa	29			Tu	29	Fr	29	Su	29	We	29
Su	30			We	30	Sa	30	Mo	30	Th	30
Mo	31			Th	31			Tu	31		

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
Fr 1	Mo 1	Th 1	Sa 1	Tu 1	Th 1
Sa 2	Tu 2	Fr 2	Su 2	We 2	Fr 2
Su 3	We 3	Sa 3	Mo 3	Th 3	Sa 3
Mo 4	Th 4	Su 4	Tu 4	Fr 4	Su 4
Tu 5	Fr 5	Mo 5	We 5	Sa 5	Mo 5
We 6	Sa 6	Tu 6	Th 6	Su 6	Tu 6
Th 7	Su 7	We 7	Fr 7	Mo 7	We 7
Fr 8	Mo 8	Th 8	Sa 8	Tu 8	Th 8
Sa 9	Tu 9	Fr 9	Su 9	We 9	Fr 9
Su 10	We 10	Sa 10	Mo 10	Th 10	Sa 10
Mo 11	Th 11	Su 11	Tu 11	Fr 11	Su 11
Tu 12	Fr 12	Mo 12	We 12	Sa 12	Mo 12
We 13	Sa 13	Tu 13	Th 13	Su 13	Tu 13
Th 14	Su 14	We 14	Fr 14	Mo 14	We 14
Fr 15	Mo 15	Th 15	Sa 15	Tu 15	Th 15
Sa 16	Tu 16	Fr 16	Su 16	We 16	Fr 16
Su 17	We 17	Sa 17	Mo 17	Th 17	Sa 17
Mo 18	Th 18	Su 18	Tu 18	Fr 18	Su 18
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Fr 22	Mo 22	Th 22	Sa 22	Tu 22	Th 22
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Su 24	We 24	Sa 24	Mo 24	Th 24	Sa 24
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Tu 26	Fr 26	Mo 26	We 26	Sa 26	Mo 26
We 27	Sa 27	Tu 27	Th 27	Su 27	Tu 27
Th 28	Su 28	We 28	Fr 28	Mo 28	We 28
Fr 29	Mo 29	Th 29	Sa 29	Tu 29	Th 29
Sa 30	Tu 30	Fr 30	Su 30	We 30	Fr 30
Su 31	We 31		Mo 31		Sa 31