

# “Let ‘Em Be”: Passive Programs for Adults Mini-Kit


## Introduction

The “*Let ‘Em Be”: Passive Programs for Adults Mini-Kit*” was created to support libraries with adult users and visitors to engage adults with activities that can be done on-site or taken to be used elsewhere. CSL understands that librarians and library workers have a lot to do and creating puzzles or curating passive program materials can take up a lot of time and effort when those are already in such high demand. By providing passive programming materials for adult visitors, we hope to make your lives a little easier and provide your adult visitors something to keep their minds active and have fun while doing it.

While this mini-kit includes puzzles, crafts, games, and other take-home elements that can be placed on a table, it also includes **activity suggestions** that include recursive elements – that is, elements that cause library users and visitors to *interact* with staff, collections, or community. **You are free to use the included materials alone or in tandem with the suggested engagement activities.** (You are also free to create your own engagement activities with the passive programming mini-kit materials.)

The materials included in this mini-kit can be placed in a highly-trafficked area of your library, in silent reading spaces, on tables with a display of books or materials. You know your space best and we believe you can best determine how the tools in here can be used *if* you decide to use them. Utilization of the materials in this kit engage adult library visitors with little or no staff direction or facilitation, and at little-to-no cost.

The **themes** of the activities and materials within the “*Let ‘Em Be”: Passive Programs for Adults Mini-Kit*” are **community, kindness, and togetherness**. This kit was inspired by the 2023 [Collaborative Summer Learning Program’s \(CSLP\)](#) theme: All Together Now. Included adult services facts and reading lists from the CSLP 2023 Adult Manual.



The “Let ‘Em Be”: *Passive Programs for Adults* will be available to library staff all over Colorado. They have been created by Colorado State Library specifically for this kit and curated from organizations with aligned values.

## Our goals

To ensure:

- Libraries have access to materials and resources to support adults during the 2023 summer months in conjunction with the theme *All Together Now*
- Adult library visitors and users feel welcomed and safe in public libraries
- Libraries have access to low-to-no cost passive programming materials that can be reproduced and adapted based on their own needs and population

## Who is this kit for?


This mini-kit is intended for adult services librarians and library workers who would like to engage visitors and users with independent, self-determined activities at little-to-no cost.

## Inside this binder

- **Reproducible** activities, including games, puzzles, and coloring pages (print and digital copies on the provided USB)
- **Activities sheets** with ideas for including recursive or engaging low-effort activities using the included materials
- Adult Services facts and reading lists from the Collaborative Summer Learning Program 2022
- Additional Resources (print and web-based)
- Kit Contents List (on clipboard)
- Feedback Form (on clipboard)

## Feedback and Sharing

Please help us improve this kit by sharing your comments, experiences, and suggestions. You can contact Kit Support ([KitSupport@coloradovirtuallibrary.org](mailto:KitSupport@coloradovirtuallibrary.org)) for guidance at any



point along your journey. When you return the kit, please fill out and include the Feedback Form found on the clipboard. With your permission, we will update this kit's Online Resources page <https://cslkits.cvlites.org/programs> with the ideas and activities your library shares. Help us learn from your experiences and share those learnings with others.

## Loan period

The loan period for the **Mini-Kit** Kit is 2 months. If you would like to keep it longer, please contact [KitSupport@coloradovirtuallibrary.org](mailto:KitSupport@coloradovirtuallibrary.org) to make arrangements before the loan period expires. If it is not on hold for another institution, we will do our best to extend the loan by another month. **All the documentation can be copied, downloaded, adapted, and used after the kit is returned to CSL.**

## Returning the kit

As you prepare to return the kit, please verify that it is complete using the *Kit Contents* checklist on the clipboard. Also, be sure to include your completed Feedback Form so that we can improve the experience for everyone.

# “Let ‘Em Be”: Passive Programs for Adults Mini-Kit Contents

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Please verify that this resource kit is complete before returning it to Colorado State Library at Courier Code 912. You may copy any of the pages from the binder, or download a copy from the key shaped USB drive included in this binder. You can also find the binder and other information on <https://cslkits.cvlites.org/programs>

Your items are all contained in a green mini-kit 17.1x10.1x6” tote box.

Contact Kit Support ([KitSupport@coloradovirtuallibrary.org](mailto:KitSupport@coloradovirtuallibrary.org)) with any questions.

## Items

- Resource Kit binder
- USB “flash” drive
- Picture hanging kit (for displaying)
- Activities
  - 8 “Leave ‘Em Be” **Puzzles** master copies and answer keys (also in USB): 5 word search puzzles, 3 double puzzles
    - Be Kind Word Search
    - Book List Titles Word Search
    - Community Word Search
    - Familiar Palabras Word Search
    - Included Word Search
    - Friend Goals Double Puzzle
    - Giving Double Puzzle
    - Gratitude Double Puzzle
  - 6 **Origami** pattern master copies (also in USB): 6 origami animals from [World Wildlife Fund](#)
  - Kindness **bingo** master copies (also in USB) from [Random Acts of Kindness](#)

- ❑ Random Acts of Kindness Coloring Pages (also in USB) from [Random Acts of Kindness](#)
- ❑ **Happiness** magnetic poetry activity:
  - ❑ Flexible magnetic mat
  - ❑ “Happiness” magnetic poetry kit
  - ❑ Magnetic poetry word list
- ❑ 2023 **Collaborative Summer Learning Program Adult Manual** (modified) including information & facts pages, services to Spanish-speakers information, and adult reading book lists (fiction and nonfiction)
- ❑ Additional **Resources**
- ❑ Clipboard with evaluation form to complete (we really want your feedback)

## Activity:

# Community Cooks

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## Introduction

## Intended Audience

Adult library visitors – materials are age-inclusive, however.

## Activity Goals

- Fostering community through the sharing of recipes from library visitors and neighbors
- Creating opportunities for shared experiences including collaboration for a larger project (e.g., community cookbook, Community Recipe Box/ Swap)
- Engaging library visitors with library staff and/or collections

## Description

Ideas for fostering engagement through cooking are:

- Print recipe cards (full sheet two-sided or one-sided half page sizes) on cardstock or regular weight printer paper and table along with a box you've repurposed as a recipe box. Encourage your library visitors to take and return with one of their favorite recipes. Display in a mobile/ garland, bulletin board, or other visible area as your **Community Cooks Inspiration Board**. Compliment with a display of cookbooks from your library's collection.
  - **Organize a Community Cooks Recipe Swap** using the full or half page recipe cards included in this kit. This can be an event that is held at a certain place and time *or* can be a part of a take-and-leave recipe display. Create signage that provides clear
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guidelines: *Pick up a blank recipe card and return it with your own recommended recipe for a neighbor to make. Take one for yourself while you're at it!*

- **Establish a Community Recipe Cookbook.** This can be collected in a binder with master copies stored in sheet protectors to ensure the copies last long. Visitors can be invited to flip through the recipe library binder to look for a recipe they'd like to make. They can make copies and return the original to the binder. Encourage them to share their pictures of finished foods! Perhaps create a **Community Cooks Celebration Photo Display** using the included picture hanging kit, your own frames, or posted on your bulletin boards.
- **Contact local grocers** for donations, swag, gift cards, or other goods they can provide to your library. Consider ways that you can gamify or incentivize library visitors to participate in your Community Cooks activities. They may even offer to hold cooking classes, moderate cooking discussions/ Q&A panels, or facilitate other programming at your library.
- Create a **kitchen utensils and appliances Library of Things** collection to compliment your Community Cooks engagement activities.

## Materials Needed

- See description of different passive programming engagement activities for any additional materials or supplies that may be useful or necessary.
- Included picture hanging kit may be used for displaying recipe cards and/or images of recipes
- Encourage engagement with your library's collection by creating cookbook display along with signage with directions for activity or other materials you're using for your Community Cooks table

## Promotion

Make a plan for promoting this activity or program. Your plan doesn't have to be extensive, but it should address:

- The people involved and their roles
- Budget
  - **Note:** The budget for this **activity** is none/ minimal. Supplies may be available in your library already.
- The overall message

- Any existing library marketing or branding guidelines
- How you will promote the activity, which could include:
  - Social media
  - Website
  - Email newsletter
  - Printed materials like posters or bookmarks
  - Cross-promoting with partner organizations
  - Local news media
- Timeline
  - **Note:** Although this activity has been inspired by the 2023 Collaborative Summer Learning Program it is an evergreen activity. It is based on materials created by Random Acts of Kindness and may be used to coincide with [kindness days of celebration or events](#).



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## Activity:

# Kindness Bingo

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## Introduction

The Kindness Bingo cards in this mini-kit can be left on tables as take-home activities *or* can be utilized as one part of a larger opportunity to engage users in your library and community. Passive programming is more than just placing puzzles, games, and take-home materials on a table for library visitors to use or not use. It encourages visitors to engage with the library collection or community. Kindness Bingo is one instrument that can be used to engage patrons. **See description for ways to create engaging opportunities with the Kindness Bingo cards.**

## Intended Audience

Adult library visitors – materials are age-inclusive, however.

## Activity Goals

- Promoting kindness behaviors among community members
- Creating opportunities for patrons' engagement with library staff and/or collections
- Celebrating kindness behaviors and a culture of kindness and community among library visitors and users

## Description

Ideas for fostering engagement with community through Kindness Bingo are:

- Though Kindness Bingo is not competitive **it can be gamified**. Library visitors may be encouraged (though signage or direction from library workers) to return their completed bingo cards to receive 2023 Collaborative Summer Learning Program swag, gift sets your library has created with library promotional materials like mugs
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and journals, or entered in drawings for special prizes that your Friends of the Library have provided for such occasions.

- Kindness Bingo cards can be **returned to the library and displayed** in a bulletin board or as flags to demonstrate your library community's commitment to kindness. (Included picture hanging kit may be used for this.)

## Materials Needed

- See description of different passive programming engagement activities for any additional materials or supplies that may be useful or necessary.
- Picture hanging kit may be used to display or inspire display for community kindness bingo

## Promotion

Make a plan for promoting this activity or program. Your plan doesn't have to be extensive, but it should address:

- The people involved and their roles
- Budget
  - **Note:** The budget for this **activity** is none/ minimal. Only costs associated are those of printing black and white copies of bingo pages on either regular printer/ copier paper or card stock, whichever is available.
- The overall message
- Any existing library marketing or branding guidelines
- How you will promote the activity, which could include:
  - Social media
  - Website
  - Email newsletter
  - Printed materials like posters or bookmarks
  - Cross-promoting with partner organizations
  - Local news media
- Timeline
  - **Note:** Although this activity has been inspired by the 2023 Collaborative Summer Learning Program it is an evergreen activity. It is based on materials created by Random Acts of Kindness and may be used to coincide with [kindness days of celebration or events](#).

## Activity:

# Community Magnetic Poetry

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## Introduction

Included in this mini-kit is a magnetic poetry kit (“Happiness”) and a magnetic mat. The magnetic poetry kit is intended for community use. In keeping with the theme of togetherness and community, it should be placed in an openly accessible space near adult materials/ collection, in a highly-trafficked area, in a lobby, or in any library space where adult library visitors are likely to encounter it. The magnetic mat can be laid flat on a table or pinned/ adhered to a wall or easel.

Magnetic poetry can be created alone in a single sitting *or* created collaboratively through multiple visits and multiple users. Some intentionality and planning are recommended for community passive programming. **See descriptions of suggested activities for ways of fostering community and collaboration through magnetic poetry.**

## Intended Audience

Adult library visitors – materials are age-inclusive, however.

## Activity Goals

- Foster creativity and collaboration in library spaces
  - Establish community by providing an opportunity for shared creativity and collaborative expression at visitors’ own pace and at different times
  - Provide adult library visitors an opportunity to engage in activities and/or programs
  - Encourage library visitors to pause and reflect on kindness, community, and creativity during their visits to the library
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## Description

Ideas for fostering collaborative creative spaces include:

- Signage that prompts library visitors **“Add a line to our creative community poetry project!”** As lines are added, record them visibly on a white board or bulletin board or any other large, visible, patron-facing surface. Let prospective poets see what lines have been written so they can create their own to follow along. Ask poets to approach library workers so that their lines can be recorded.
- Whether individual or community poems are created, share **them on your library social media, newsletters, flyers...** however you reach your community of users. Take photos of poets beside their work. Print and post the photos on a bulletin board beside your magnetic poetry table.
- Though book displays are not “programming,” displays of poetry collections, how-to poetry writing guides, or other poetry-themed items from your library’s collection can stimulate interest in your collection.
- Magnetic poetry tiles are small, but you can **create larger word tiles using 3x5 index cards**. The magnetic poetry kit can be used to inspire your own version of collaborative poetry creation in your library. The included magnetic kit word list is printed in this binder and you can use it to create your own index card poetry word tiles. These can be strung along string/ rope/ yarn to create a garland, posted on a bulletin or white board... What’s included in this kit can inspire your own version of the materials that best suit your library’s needs.

## Materials Needed

- See description of different passive programming engagement activities for any additional materials or supplies that may be useful or necessary.

## Promotion

Make a plan for promoting this activity or program. Your plan doesn’t have to be extensive, but it should address:

- The people involved and their roles
- Budget

- **Note:** The budget for this **activity** is none/ minimal. Only costs associated are those of printing black and white copies of bingo pages on either regular printer/ copier paper or card stock, whichever is available.
- The overall message
- Any existing library marketing or branding guidelines
- How you will promote the activity, which could include:
  - Social media
  - Website
  - Email newsletter
  - Printed materials like posters or bookmarks
  - Cross-promoting with partner organizations
  - Local news media
- Timeline
  - **Note:** Although this activity has been inspired by the 2023 Collaborative Summer Learning Program it is an evergreen activity. It is based on materials created by Random Acts of Kindness and may be used to coincide with [kindness days of celebration or events](#).

## Activity:

# Origami Zoo

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## Introduction

The animal origami instruction sheets in this mini-kit can be left on tables with ample paper and other supplies, arranged with take-home signage, *or* can be utilized as one part of a larger opportunity to engage users in your library and community. Passive programming is more than just placing puzzles, games, and take-home materials on a table for library visitors to use or not use. It encourages visitors to engage with the library collection or community. Animal origami is one instrument that can be used to engage patrons. **See description for possible ways of engaging community and collaboration using included origami materials.**

## Intended Audience

Adult library visitors – materials are age-inclusive.

## Activity Goals

- Fostering creativity through crafting and design
- Creating opportunities for shared experiences including collaboration for a larger project (e.g., community origami zoo, creative works display)
- Engaging library visitors with library staff and/or collections

## Description

Ideas for fostering engagement with Origami are:

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- How better to showcase the value of community than to display the origami creations of multiple people modeled after how animals live or how we encounter them? Animal origami is an exercise in creativity and crafting. Origami that are created by library visitors can be **displayed** in a variety of different arrangements including a **community paper zoo** or in tandem with **animal fact cards** that are either created by library staff or by library visitors themselves.
- Although not “passive” and requiring staff (or volunteer) facilitation, **origami making classes** or **group crafting sessions** can offer library visitors to engage with community crafting and shared experiences. If facilitation is unavailable for your library, then try **hosting a shared creation space** (think Makerspace). Name it “Create a Paper Zoo” or “Community Craft Hour” and promote it for a set date and time. Minimal staff requirements may include setting up supplies, arranging tables or workspaces, and some monitoring during the time of the event.

## Materials Needed

- See description of different passive programming engagement activities for any additional materials or supplies that may be useful or necessary.
- Included origami patterns in this kit are “easy”: Dolphin, Giant Panda, Marine Turtle, Monarch Butterfly, Penguin, Whale – However, additional animal patterns can be found on [the World Wildlife Federation’s Origami Patterns website](#). These vary in difficulty and include more animals to fill your paper zoo

## Promotion

Make a plan for promoting this activity or program. Your plan doesn’t have to be extensive, but it should address:

- The people involved and their roles
- Budget
  - **Note:** The budget for this **activity** is none/ minimal. Supplies may be available in your library already.
- The overall message
- Any existing library marketing or branding guidelines
- How you will promote the activity, which could include:
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- Email newsletter
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- Cross-promoting with partner organizations
- Local news media
- Timeline
  - **Note:** Although this activity has been inspired by the 2023 Collaborative Summer Learning Program it is an evergreen activity. It is based on materials created by Random Acts of Kindness and may be used to coincide with [kindness days of celebration or events](#).



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# Additional Resources

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## Online Resources for Passive Programs for Adults Mini-Kit

We have included a USB in this kit containing these pages from the binder and other resources. You can also find updated resources regarding this kit on

### Passive Programs for Adults Resources

#### Book: The Passive Programming Playbook

<https://www.abc-clio.com/products/a6061p/>

Brief description (From the publisher)

This book offers 101 passive programming ideas that are extendable, adaptable, customizable, and above all, stealable—so your passive programming never runs dry.

Passive programming is a cheap, quick, fun way to make all library customers feel like part of the community. It can support reading initiatives, foster family engagement, encourage visit frequency, and coax interaction out of library lurkers—while barely making a dent in your programming budget. Passive programming can be targeted at children, teens, adults, or seniors; used to augment existing programs; and executed in places where staff-led programming can't reach. It can be light-footed, spontaneous, and easily deployed to reflect and respond to current news, media, library events, and even the weather. But even passive programming pros run out of ideas sometimes, and when that happens, they want a fresh, funny source of inspiration.

#### Blog: Passive Doesn't Mean Boring

<https://programminglibrarian.org/blog/passive-doesnt-mean-boring-5-passive-program-ideas-school-libraries>

Brief description

Though this is written by a school librarian with a [likely] intended audience of school librarians, the ideas and examples are ones that can be used in any library that serves a varied and diverse population. Ideas like the jigsaw puzzles and Zentangles (or other similar

drawing kit-based activities) can come at a cost, but are typically low-cost and can yield a lot of use and engagement. Bonus for their ability to be used again and again.

### **News: Reaching Teens Subversively through Passive Programming**

<https://programminglibrarian.org/articles/reaching-teens-subversively-through-passive-programming>

Brief description

Again the word “teen” is used and the article seems geared toward non-adult users; *however* (again), the ideas for passive programming (bulleted mid-way through the page) are ones that can be done at any library for any user group. (Some are even included in this mini-kit!)

### **More Resources & Ideas: Random Acts of Kindness “At Home”**

<https://www.randomactsofkindness.org/kindness-at-home>

Brief description

Random Acts of Kindness (RAK) provides free resources – some of which have been included in this mini-kit – for fostering kindness to oneself and to one another in the different contexts and places we inhabit. The “At Home” section of their website includes the sign-up for their email newsletter, printable materials like kindness calendars and guides for developing kindness practices, and kindness activity booklets/ journals for ages 0-12, 13-19, and 20-99. Additional sections of the RAK website include “Kindness at School,” the evidence-based RAK curriculum guides and teacher materials; “At Work” for developing kindness practices in the workplace; and “Events.”

### **More Animal Origami from World Wildlife Federation**

<https://www.worldwildlife.org/pages/origami-patterns>

Brief description

The kit includes print outs of origami patterns from the World Wildlife Federation (WWF) Together activities site. The included patterns are “simple” but a variety of other animals and difficulty level patterns are available for download and use on the WWF site. You are encouraged to fill your paper zoo with as many animals as you’d like! *And* non-animal origami too!

### **Video: Origami Tutorials (YouTube)**

<https://www.youtube.com/c/OrigamiTutorials>

Brief description

This YouTube channel is one of many that result from a search for origami tutorials. It (and they) can be used on a tablet or laptop at your library – in addition to origami manuals and guides from your library’s collection – for guidance to library visitors and origami creators.

### **Blog: Cultural Cooks from Programming Librarian**

<https://programminglibrarian.org/blog/cultural-cooks>

Brief description (From the publisher)

The Community Cooks activities included in this kit are inspired by and borrowed from Programming Librarian blog’s “Cultural Cooks” post. Culinary programming can be highly interactive or passive with some or no recursive elements. Cooking programs are increasingly popular on television and streaming platforms, and are viewed across ages and locations. Food is a way we celebrate our cultures, traditions, families, and communities. Culinary-centered activities are perfect complements to the 2023 summer learning themes of togetherness, community, collaboration, and sharing.

# Feedback Form

## Instructions

Please help us improve the *“Let ‘Em Be”: Passive Programs for Adults Mini-Kit* by completing this paper feedback form. Please return the completed paper form with the kit at the end of your loan period.

## Part 1: Evaluation

	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
I am satisfied that the resources in this kit met the library's needs.					
This resource will help improve library services to the public.					
The loan period was adequate.					
I would recommend this Space kit to another library.					

**Which parts of the kit did you find useful, and why?**

**Were there any parts of the kit that your library didn't use ? Why not?**

**How can we improve this kit?**

**Can you suggest additional topics?**

## **Part 2: How Your Library Used the Kit**

Please describe any of the activities or programs you used from this kit. Be as specific as possible. Include links, comments, and/or evaluation data when available.

\*\* Want another way to keep the conversation going and share your experiences with others? Visit our [online forum](#) and share what you are doing there. The forum is part of our online CSL Resource Kit web site: <http://cslkits.cvlites.org/discuss/> \*\*