

# Examples from Previous Applications (Formally “Read For Your Library”)



*Names of staff, libraries and schools have been removed from all examples to protect privacy...*



## **Partnerships incorporating family literacy/math nights, early planning:**

(The) Elementary school’s librarian, her principal, and (the) Public Library’s Director met on **January 26, 2010** to set participation goals for the *Read for Your Library* program application.

The school’s current enrollment is 253 in grades K-5. The summer reading participation goal in the target grades of K-5 for 2010 is 50 students, or 20%. The enrollment at (the) Elementary school in the spring of 2009 was 270 students, and 41 students or 16% participated in our summer reading program.

The *Make a Splash Read!* Summer reading theme will be incorporated into some of the activities available during the math activity night being held for students and their parents on April 22<sup>nd</sup>. The **school PTO** and **teachers** collaborate to provide dinner and project activities emphasizing math during the evening. Summer reading participation will be encouraged with banners or handouts and activities combining elements of math and water.

A fall recognition event will be included during a back-to-school assembly tentatively scheduled for September 9, 2010.



## **Partnerships involving principal, school librarian, public library, as well as school events:**

(The) Elementary will host a special assembly in May 2010 inviting (the) Library to promote Summer Reading. We have planned a skit to perform the K-3 grades with the theme “Make a Splash at your Library.” The **principal** has agreed to print an article in the school newsletter for May and June advertising the summer reading program. He will also post a message to promote summer reading on the school’s reading board. The **school’s librarian** will make a display in the school library with the banner and posters she receives. We will display our summer reading banner in May on the outside of the Library. We will attend the school’s **Kindergarten registration** day to hand out the “Get a Jumpstart on Reading” packets. We will include a flyer promoting summer reading in the packet. On the last day of school the **library has been invited to attend the school’s field day** to hand out the flying disks and promote summer reading. In September 2010 we will present the Summer Reading certificates.



## **School-wide promotion:**

(The) **Elementary** will take a multi-pronged approach to promoting summer reading. They will feature:

- A poster campaign
- Themed displays in the foyer and office
- Inclusion in weekly classroom announcements (as part of a “countdown to summer reading”)

- A “Make a Splash” theme day, where students wear beach gear and celebrate the theme
- Inclusion on (the school’s) library website and school website

(The) Elementary **staff** will be expected to promote summer reading as part of their standard duties.

The fall recognition event will be ongoing throughout September. Each week, a number of participants will be recognized individually with a special certificate and their picture in the local newspaper.

The **principal** also had the helpful idea of getting info out via the district website, and we’ll be following up on that.



### **Principal and school librarian involvement, family events:**

Our focus will be on familiarizing students with the library program. **(The School)** will facilitate individual classroom visits prior to the schoolwide summer reading assembly. **(The Principal’s)** goal is to create a sense of anticipation and familiarity with the library’s summer characters, so that students will be highly receptive to the program. These visits will be coordinated through the **school librarian**.

In addition to these brief classroom visits, we’re also collaborating to get the word out to parents. (The School) has invited us to attend their annual **Family Picnic** on May 14, in which students and parents from both the K-3 School and 4-6 School will be present. About 800-900 is the typical attendance. The **library** will have a Make a Splash area at the picnic and will mingle with guests to get the word out about the program and how to participate.

Our final event will target underserved families at (The School) and throughout the district. The library was invited to do an opening sketch/parent intro at the **Title I Family Night** on April 20, coordinated by **(The Principal)**. The message will target both students and parents.

The fall recognition event will be at the first assembly (a couple of weeks into September). The library has been invited to participate in this event.



### **Early planning, family event, principal and school librarian involvement, public awareness:**

**January 20, 2010**

(The) Elementary School will collaborate with (the) Library to promote the Summer Reading program in two ways:

The **Public Librarian** will provide the school with information why SRP is important, information about the Read for Your Library grant, plus dates and times of the summer program. The **principal** will write a news column to be included in the spring school newsletter.

The week of May 10-14<sup>th</sup>, the school will sponsor a **BBQ for students and their families**. The Public Librarian along with the School Librarian will be available to visit with families at a table complete with

information about SRP and hand-outs for parents and families. Families will have an opportunity to sign-up for a free book.

At notification of grant approval, the Public Librarian will issue a **PSA** to area news media about the grant and the collaboration between school and public libraries.

#### **School library access over the summer:**

(The) Elementary only had 58 students participate in the Summer Reading program last year. It is our hope to almost double that number this year by providing an opportunity for students to easily take part in this important program.

To encourage participation, we will be opening the **school library** to students and parents during the summer months. Our school is located by a park that serves free lunches, and we could draw from the students who utilize that program. We will open the school on Tuesdays and Thursdays during the time they serve lunch, as well as 45 minutes afterward. During this time, students can check out books, take AR quizzes, and have a place to read. (**The Public Librarian**) has offered to be on hand the first week in order to sign students up for the Summer Reading Program, as well as periodically checking in throughout the summer.

With this plan in place, we intend to make the library accessible to students whose parents may not visit the library frequently.



#### **Comprehensive Collaboration:**

The **school librarian** will display the SR theme, posters, and the new hardcover books the 2<sup>nd</sup> to last week of school. She will book talk them during class library times, and tell students that to check them out, they can visit the public library with their free Summer Reading Library Card.

The **Principal** will write short personal letter to go in report card envelope, reminding parents to apply for their free Summer Reading Library Card and to register for the program.

**School webmaster** will post summer reading graphics on school website, and include a link to the City library website for information and registration.

(The)**Principal** and (**School**) **Librarian** will try to visit the summer reading program one time each this summer at the public library.

**Book Fair and Parent/Teacher conference**, April 8-9: teachers will promote summer reading to target families. Public Librarian will attend with a registration table for Summer Reading with a small incentive for students who register.

**School** will publish encouragement to register for summer reading in the regularly scheduled school newsletter, May or June. (**Public librarian**) will supply the information.

In the fall, **school librarian** will design a greeting bulletin board, highlighting names of participants. (Public librarian) will supply names by the 3<sup>rd</sup> week of August, via email.

**(Public librarian)** will approach **PTA** for sponsorship of a September ice cream party for the grade level that has the most participants. (School librarian) has generously offered to host the party in the school library, to further emphasize the connection to the library books.

Note: School enrollment has dropped significantly. Our participation goal looks like a low number, but it represents a greater percentage of the student body than last year. (2009, 17% participation; 2010, 20% participation goal)



### **Example of letter sent from public librarian to school principal after meeting:**

(The) Public Library  
January 1, 2010

(The) Elementary  
Address

To: (School Principal)

Hello and I hope the spring semester is going well. Now that we have rolled over to 2010 we are starting our full-swing preparation for summer reading 2010 here at the library! As per our meeting earlier in the school year, I have summarized our discussion. Before finalizing the submission for the \$300 worth of books to Idaho Commission for Libraries (ICFL), I wanted to make sure that I have the following information correct.

(The) Public Library and (The) Elementary are partnering this year to promote summer reading as part of the ICFL "Read for Your Library!" incentive program. By partnering, both (The) Elementary and (The) Public Library will receive books valued at \$300 for use in their libraries. To receive this incentive, (The) Elementary has agreed to include (The) Public Library in a spring evening event such as a carnival and/or parent/literacy night. Details of event are still being decided. (The) Public Library will participate in this event by hosting a booth and/or table promoting summer reading and talking to families about the summer reading program.

In addition, (The) Elementary will encourage children to sign-up for the program and has set a goal of increasing overall school participation and school completion rate by 10%. In 2009, 87 (Elementary School) students signed up for the summer reading program and 49 finished. That is a 56% finishing rate of signed up students with 27% school participation overall. Goals for 2010, depending on current enrollment, would be approximately 96 sign-ups with an approximate finishing rate of 62%.

Also, the library will provide a school-wide assembly promoting summer reading with additional incentives to the students in April or May.

The library will track sign-up and completion statistics to determine the grade with the highest completion rate and make these available to the school in the fall.

The \$300 worth of books will be presented in a fall recognition event at your school. The grade that has the highest rate of completion will also receive special recognition and a small prize.

I'm pleased to be working together to promote reading over the summer. Please let me know if anything above is different than what you remember from our earlier discussion. I am available to meet with teachers at a teacher's meeting too if you think that will help encourage reading over the summer.

Sincerely,  
(Public Librarian)  
(The) Public Library



#### **Some comments from library applications/final reports:**

"The participation in our Summer Reading Program increased this year, especially at (Specified) Elementary. I believe this was due to the enthusiastic support from school librarians, principals, and teachers. Incentives and the Summer Reading theme were also contributors."

- North Idaho Public Librarian

"I genuinely enjoyed meeting with each of the principals, and they were all receptive. The message that summer reading is really all about *their* kids has definitely hit home, and to be honest, it was really validating to see how much summer reading is supported.

For libraries pursuing this opportunity in the future, I'd definitely recommend that they come prepared. While one principal has a clear idea of what she wanted to do, others needed plenty of suggestions to get warmed up.

I think they all appreciated getting to meet on their turn and within their busy schedules, and also appreciated getting to choose ideas that worked for their schools and staff cultures."

-Southwest Idaho Public Librarian