Measuring Community Impact
Resource Toolkit

A Guide to Implementing and Sustaining
School-Library Partnerships

STUDENT
success
INITIATIVE

Developed as part of an LSTA Statewide Student Success Initiative led by the Pacific Library Partnership

August 2019

www.plpinfo.org/student-success
This project was supported in whole or in part by the U.S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian. The opinions expressed herein do not necessarily reflect the position or policy of the U.S. Institute of Museum and Library Services or the California State Library, and no official endorsement by the U.S. Institute of Museum and Library Services or the California State Library should be inferred.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td>Executive Summary</td>
<td>2</td>
</tr>
<tr>
<td>List of Participants</td>
<td>3</td>
</tr>
<tr>
<td><strong>Measuring Community Impact</strong></td>
<td>5</td>
</tr>
<tr>
<td>Measuring Awareness</td>
<td>6</td>
</tr>
<tr>
<td>Surveys</td>
<td>6</td>
</tr>
<tr>
<td>Anecdotes</td>
<td>7</td>
</tr>
<tr>
<td>Working with School Staff to Measure Impact</td>
<td>8</td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td>11</td>
</tr>
<tr>
<td>Using Data in Marketing</td>
<td>12</td>
</tr>
<tr>
<td><strong>Multiple School Districts</strong></td>
<td>14</td>
</tr>
<tr>
<td><strong>Rural Libraries</strong></td>
<td>20</td>
</tr>
<tr>
<td><strong>Expanding Partnerships</strong></td>
<td>23</td>
</tr>
<tr>
<td>Non-Public Schools and Other Groups</td>
<td>25</td>
</tr>
<tr>
<td>Considerations When Expanding your Student Success Initiative</td>
<td>25</td>
</tr>
<tr>
<td>Expanding Library Services Due to Student Cards</td>
<td>25</td>
</tr>
<tr>
<td><strong>Common Issues: Importing Data and Going Fine-Free</strong></td>
<td>27</td>
</tr>
<tr>
<td>Importing Student Data</td>
<td>27</td>
</tr>
<tr>
<td>Going Fine-Free</td>
<td>28</td>
</tr>
<tr>
<td><strong>Case Study Analysis</strong></td>
<td>31</td>
</tr>
<tr>
<td><strong>Case Studies</strong></td>
<td>34</td>
</tr>
<tr>
<td><strong>Appendix: Example Documents</strong></td>
<td>138</td>
</tr>
<tr>
<td>Student Success Initiative Collateral</td>
<td>140</td>
</tr>
<tr>
<td>Marketing Materials</td>
<td>144</td>
</tr>
<tr>
<td>Letters and Information Sheets</td>
<td>176</td>
</tr>
<tr>
<td>Presentations and Surveys</td>
<td>194</td>
</tr>
<tr>
<td>Memorandums of Understanding and Contracts</td>
<td>210</td>
</tr>
<tr>
<td>Opt-out Forms</td>
<td>235</td>
</tr>
<tr>
<td>Data Import Documents</td>
<td>243</td>
</tr>
</tbody>
</table>
INTRODUCTION

The Student Success Initiative was developed by the Pacific Library Partnership (PLP) and NorthNet Library System (NLS) in 2016 with a cohort of 11 pilot and 4 mentor public libraries in Northern California to create collaborations between schools and libraries and provide public library cards for students. The project’s goal was to improve K-12 students’ access to public libraries’ digital and physical collections and strengthen student learning opportunities in California.

In FY 2017/18, the project expanded statewide. Nine mentor libraries, which have already established formal relationships with schools, were paired with 42 pilot libraries to assist them in development of their Student Success Initiatives. In FY 2018/19, the project expanded to 70 public libraries, with 39 sustaining libraries, and 31 implementing libraries. Two Educational Services Coordinators (one in Northern California and one in Southern California) assisted both the libraries through establishing and sustaining their initiatives.

It takes approximately 18-24 months to create a Student Success Initiative, and libraries report that this project’s tools and resources have helped them navigate this lengthy process successfully. There is no one template in creating a Student Success Initiative, as each library’s relationship with their school, and each community’s needs are different. 52% of libraries have informal agreements with schools, and 48% have formal agreements. 39% of libraries are using the Student ID as their public library barcode, and 48% have eliminated overdue fines for youth. Through this initiative, nearly 1.3 million Student Success cards have been issued.

The Implementation Resource Toolkit: A Guide to Implementing School-Library Partnerships was created as part of the first year of the Student Success Initiative. The Sustainability Resource Toolkit: A Guide to Implementing and Sustaining School-Library Partnerships represents what we learned in the second year and includes best practices, Memorandums of Understanding (MOUs), introductory letters and marketing which can be duplicated, as well as case studies from the libraries about their efforts throughout the year.

This Toolkit includes further sustaining practices and offers more advice from the libraries participating. You may find a copy of all the Toolkits, as well as other resources, at www.plpinfo.org/student-success.

The alignment between libraries and schools is strong, with each focusing on providing educational resources to students to achieve. We hope that you will find this Toolkit useful in creating your own initiative.
EXECUTIVE SUMMARY

This Measuring Community Impact Resource Toolkit represents a culmination of work of 70 public libraries within California to establish and expand their relationships with schools to create partnerships for library cards for students.

The Statewide Student Success Initiative is funded through an LSTA grant through the California State Library. It began and has grown because libraries want to work together in providing solutions to not only provide library cards for students, but to share best practices to sustain and grow those relationships with schools.

This project supports national initiatives to provide school children with library cards. In April 2015, President Obama’s ConnectED Library Challenge called on libraries to work with mayors, school leaders, and school librarians to create and strengthen partnerships so that every child enrolled in school can receive a library card. With the new administration, the ConnectED Challenge lost support, and the Urban Libraries Council picked up the momentum and developed the Leaders Library Card Challenge.

PLP’s Student Success Initiative, like the ConnectED, the Leaders Library Card Challenge, as well as other initiatives in other cities and states nationwide, supports these collaborative efforts between libraries and schools.

In California, there are over 8,000 K-12 public schools, and over 1,000 public libraries. According to the California Department of Education, the ratio of teacher librarians to students is 1:7,187 (FY 2014/15), an average school library collection size is about 13,000, and quite often, schools have few or no databases available to them at school. Public libraries are able to fill the gap, be safe places for students after school, provide homework help and resources, and help prevent summer learning loss.

In using this Toolkit, we hope that you will find inspiration in the case studies and practical ideas in the sections. Each library has built their initiative based on the needs of their community, and you will find rich reading in the case studies. Some of the names of their branded library cards include Student Asset Card, SMA+RT Card, STAR Card, KinderGo! and Connect Code.

We are also excited to share the newly created brochure which libraries can use in reaching out to schools to discuss the Student Success Initiative. This is included in the Appendix, and can also be found on our website, www.plpinfo.org/student-success.

Carol Frost
CEO, Pacific Library Partnership
2018-19 Participating Libraries

**SUSTAINING** (*denotes mentor library*)

- Alameda Free Library
- Beaumont Library District
- Benicia Public Library
- Burbank Public Library
- Calabasas Public Library
- Camarena Memorial Library (Calexico)
- Chula Vista Public Library*
- Corona Public Library*
- Folsom Public Library
- Huntington Beach Public Library
- Livermore Public Library
- Los Angeles Public Library*
- Los Gatos Public Library*
- Madera County Library
- Monterey Public Library
- Napa County Library*
- Nevada County Library
- Oakland Public Library
- Ontario City Library*
- Orange County Public Library
- Palo Alto City Library
- Pleasanton Public Library
- Redondo Beach Public Library
- Richmond Public Library
- Sacramento Public Library
- Salinas Public Library
- San Bruno Public Library
- San Francisco Public Library*
- San Jose Public Library
- San Luis Obispo County Libraries
- San Mateo County Library
- San Rafael Public Library
- Santa Ana Public Library*
- Shasta Public Libraries*
- Solano County Library – Fairfield
- Sonoma County Libraries*
- Sutter County Library
- Woodland Public Library
- Yolo County Library

**IMPLEMENTING**

- Altadena Library District
- Arcadia Public Library
- Burlingame Public Library
- Contra Costa County Library
- Daly City Public Library
- Escondido Public Library
- Goleta Valley Library
- Lodi Public Library
- Lompoc Public Library
- Long Beach Public Library
- Menlo Park Library
- Merced County Library
- Mission Viejo Public Library
- Monrovia Public Library
- Orland Free Library
- Paso Robles City Library
- Redwood City Public Library
- Roseville Public Library
- San Diego Public Library
- San Mateo Public Library
- Santa Barbara Public Library
- Santa Clara County Library District
- Santa Cruz Public Libraries
- Santa Fe Springs Library
- Santa Maria Public Library
- Solano County Library – Vallejo
- South San Francisco Public Library
- Thousand Oaks Library
- Upland Public Library

**PACIFIC LIBRARY PARTNERSHIP STAFF**

- Carol Frost, CEO
- Yemila Alvarez, Assistant Director
- Katie Leach, Educational Services Coordinator
- Emily Meehan, Educational Services Coordinator
Map of Participants 2018-2019

Purple = Sustaining Libraries
Red = Implementing Libraries
Measuring Community Impact
MEASURING COMMUNITY IMPACT

In the previous toolkits, we have discussed establishing your Student Success Initiative and what it takes to sustain it. Below is a synopsis of that process:

HOW TO START A STUDENT SUCCESS INITIATIVE

Library cards for all California students

1. PLAN
   Outline the initiative's goals and objectives. Identify clear, measurable outcomes and timelines. Plan for the necessary resources and support required for the initiative.

2. CONNECT
   Identify stakeholders and partners. Establish a strong network of support and collaboration among educational institutions and community organizations.

3. EXPLAIN
   Develop a clear and comprehensive plan to communicate the initiative's goals and benefits to students, parents, and the broader community.

4. TRANSFER DATA
   Ensure data collection and analysis are systematic and comprehensive. Use data to inform decision-making and assess the initiative's impact.

5. DISTRIBUTE & MARKET
   Develop strategies to disseminate information about the initiative to target audiences. Utilize multiple channels and resources to maximize reach and effectiveness.

6. FOLLOW-UP
   Establish a monitoring and evaluation system to track progress and ensure the initiative meets its objectives. Adjust strategies as needed based on feedback and performance data.

For additional resources and guidance, visit the Student Success Initiative website.
We also discussed benchmarks and marking milestones as metrics of success and briefly touched on using your data to show success to stakeholders. However, while it’s important to show that your program is successful (for example, “we distributed 1,000 library cards to local Kindergarten classrooms;” “we visited all elementary schools in our local district”), it is more meaningful to demonstrate impact through data. This means that you will show how your Student Success Initiative has positively changed your patrons, students, and community for the better. This is beneficial to show stakeholders to affirm how your library helps your community, but also beneficial to your own library to realize what effect you’re having on your patrons and how it aligns with your library goals and community goals.

Measuring Awareness

Measuring impact typically requires data beyond what your library already has (circulation, program attendance, number of library card holders, etc.). However, this easily accessible data can be helpful in measuring awareness, which is an aspect of evaluating your program’s impact. One would assume that if your library’s student cards are being used, there is some awareness of library resources available with the card. When tracking this data, it is better to be more specific and show exactly how many students who have received their cards are using them. For example, track the circulation stats of student cards, or track educational e-resource use (if you can track this with student card use, it is even more powerful). Then, you can report back to stakeholders something specific and impactful, like, “We issued 1,000 cards to your students, and 500 of those were used to check out books. This demonstrates that the new library cards have encouraged these students to come into the library and use our resources.”

Surveys

Surveys can help to gain unique insight beyond regular data received by your library (circulation statistics, number of library card users, etc.). Receiving survey input from those your program is affecting is vital to its long-term success. Surveys can:

- Measure awareness of the student library card program and library resources
  - Did you receive a student library card? Did a librarian come to your class and talk about our student library card?
- Discover what are the most important resources the library provides to students
  - What library resource do you value most? Which of our online resources do you use most often?
- Discover what ways the library can further assist students/parents/teachers and find out what is going on at schools so you can tailor resources to them
  - What type of homework is assigned that your students may require extra help in? Is there any library resource that you wish you knew more about?
• Help you gain insight into how your Student Success Initiative has changed your patrons’ lives
  ○ What class assignments have you used library resources to help you with? How confident do you feel in using the library’s educational resources?

While using surveys with students can be useful, its implementation may depend on the age of the child. For example, you may be able to survey high school students, but elementary school may be difficult. Parents and teachers are a more reliable source of information.

Ways to distribute surveys:

• Send out online surveys via school email lists to both teachers and parents
• At library programs asking for school name and/or grade to determine if attendees are from schools where student cards were distributed
• In Summer Reading registration, asking for school and/or grade
• Ask students and parent patrons at reference desk about student cards

Please see our sample surveys in our Appendix of Example Documents.

Anecdotes

While data is always important to prove success and impact, having a “story” to back up your SSI’s worth connects with an audience on an emotional level to leverage more support for it. You can include a Comments section in any survey you may send out, or you can track anything positive said about your SSI at your library. It helps to keep a document shared with all frontline staff so that they can add to it whenever they are told something inspiring or positive about your program.

A Community of Readers
By Jana Waitman, Ontario City Library

KinderGo evolves every year. We find new ways to enhance it, to improve, and to better support our community of readers. We strive to encourage literacy to our littlest of patrons and hope to continue to support them in their reading goals. Recently, I struck up a conversation with a second grader I noticed was using a KinderGo card. He had a stack of chapter books at the self-check-out station. I asked him about his card and the very used plastic wallet he was carrying. He said, “Yeah, I got it when I was a kindergartener. I’ve been using it ever since.” It is our hope that we can continue to have an impact on our young patrons like this one. A positive library experience is great for the library, the city employees, and most importantly, the community.
Working with School Staff to Measure Impact

If your library has developed a very close working relationship with the school and/or district you are establishing your Student Success Initiative with, you may be able to work together to realize more meaningful impact statistics. This takes a lot of coordination on both the library and school sides on multiple levels to make happen, but the result can be even more significant to the success and sustainability of your program.

- **Bridging the digital divide**: One of the most important reasons why public libraries heed the call for student library cards for all is to bridge the gap between students that have access to technology and those that don’t. By working with your school district, you may be able to track how many students are in homes without a computer or internet connection. With a library card, students can use computers at their local library or log on to library educational resources on their school’s computers. Surveying how many students use online resources before and after distribution of cards would show how student academic behaviors are changing due in part to their new library cards.

- **Library e-resource use in the classrooms**: Along the same lines of bridging the digital divide, youth librarians can connect with teachers to visit classrooms, instruct on library e-resources, and even incorporate their use into class projects and curriculum. Some libraries even have teacher or school librarian trainings to ensure that school staff know how to use library e-resources and pass that knowledge on directly in the classroom. Demonstrating that students use a library database or other service as a main resource in class is an excellent way to prove that your Student Success Initiative is changing student behaviors for the better. Realizing this will take much follow-up with teachers to ensure that students are not only aware of the resource but are actually using it.

- **Increasing test scores**: This is one of the most difficult data points to relate back to student library cards and library resource use, but the ultimate goal of many libraries because of how significant it could be to their community. There are, of course, studies done on how having a school library or school librarian on campus can help to increase test scores and information processing, but does **access** to and use of specific public library resources equal higher test scores as well?

When you evaluate how your Student Success Initiative has impacted your community, you can then home in on what more you can provide your community and therefore, extend and expand your program. We will discuss expanding what your SSI offers in Chapter 5: Expanding Partnerships.
Looking Forward
By Olivia Shea, Santa Fe Springs Public Library

Now that we have rolled out the program to current K through 6 students at Rancho Santa Gertrudes Elementary, our next steps will be:

- Identify newly enrolled students at Rancho Santa Gertrudes Elementary during the 2019-2020 school year and potentially sign these students up for Student GO Cards.
- Track 2019 Summer Reading Program participation for any statistically significant changes that may correlate to Student GO Card distribution.
- Track 2019-2020 circulation statistics for any statistically significant changes that may correlate to Student GO Card distribution.
- Track 2019-2020 material loss for any statistically significant changes that may correlate to Student GO Card distribution.
- Consider rolling out the program to other schools in Santa Fe Springs and/or look into creating fine-free cards for teachers at Rancho Santa Gertrudes Elementary.

Advice

"We have seen the card bring the student's entire family into the Library. They all ended up getting library cards because siblings of the first grader wanted to be able to check out items as well. There has been positive increase in foot traffic among new patrons as well as putting the Library on the map for newer residents."

Kelly Van Valkenburg, Beaumont Library District

"I would encourage any library to implement this program. The resources you provide to students is invaluable, if you consider that many of them may never make an effort to get a library card on their own. However, if you provide it and share the resources that it brings with it—you will make a difference in their academic life. It may be a lot of work and it may be a bit difficult to get started, but the benefits far outweigh that!"

Sandra Tadler, Canarrea Memorial Library
"After distributing library cards to Nipomo High School and presenting to their English classes on how the cards can be used, our online homework help usage went from 50 sessions a month to over 500! Now we have schools who are asking us about presenting on homework help and getting kids library cards."

*Margaret Kensingar-Klopf, County of San Luis Obispo Public Libraries*

"We continue to see new families come in when a child has gotten a library card through this program. This program has impacted not just the children at the school, able to access our resources online, but we’re seeing new families, especially New Americans/immigrant families, coming in as a group and the parents want to sign up for a library card also."

*Henry Bankhead, San Rafael Public Library*
Marketing
MARKETING

We have discussed marketing your Student Success Initiative in both of our previous toolkits. However, after you have implemented your Student Success Initiative and measured its initial impact, there is a great opportunity to adjust your marketing to increase the awareness and impact of your program. You may be able to answer these questions:

- What audience are we not reaching?
- What library resources do students and teachers need and are not aware of?
- Is there brand awareness of our Student Success Initiative?

This may lead you to expand your Student Success Initiative marketing in different ways. For example, you may make sure that your informational flyers or brochures about your student cards are in Spanish or another language. Maybe you coordinate the marketing of your student card with marketing of an important educational database that you want to see used more. Whatever you may adjust or expand in your campaign, it is done with intention to fill in gaps that your library services need to address.

Marketing
By Jana Waitman, Ontario City Library

One of the goals of KinderGo is to create library advocates. Library advocates promote, use, and share their experiences at the library. Included in the bags to the kindergartners is a bilingual informational card that explains the next step for activating the library card. Also included is a postcard inviting them to KinderFair and a library information card in the wallet that lists library hours and contact information. We also give a KinderFair poster to each classroom and a KinderGo banner to hang up at each school site.

An unexpected benefit from the KinderGo program that stemmed from utilizing city staff to complete the visits was that we now have a city full of library advocates. The library now has a large presence in the city, and we have enthusiasts who sing the library’s praises, promote our services, and support the library’s missions, vision, and values. Many of the city staff look forward to KinderGo each year. One staff member had this to say about her experience: “Once again, KinderGo is the highlight of my year! The ‘kinders’ I read to were so excited about the library, receiving their goggles, and the big party planned for them, KinderFair!”
Using Data in Marketing

Measuring impact not only allows you to adjust your marketing strategies. You may also use the actual data in your Student Success Initiative’s marketing campaign! If shown to the general public, many will appreciate the positive impact your program has inspired. Perhaps parents and teachers from other districts will push more to have the program come to their schools.

However, it is imperative to show this impact data to your educational stakeholders, both current and future, as well. Instead of showing them data that shows your own library’s success (for example, circulation, program attendance, etc.), these stakeholders can see how your program is actually creating a positive impact with their students. For current stakeholders, seeing the success may embolden them to continue with the program and even expand it to more grades, schools, programs, etc. When marketing towards your future stakeholders, showing them the positive impact of your Student Success Initiative will show them that other districts were successful and that the same impact could be had in their schools.

Aside from statistical data, there are other ways to adjust the marketing of your Student Success Initiative to show its impact:

- Using pictures of smiling students with their cards, or of school visits
- Using positive anecdotes from students, parents, or school staff. This works both with your own marketing materials and word-of-mouth marketing from your patrons!
- Hanging posters in classrooms with your Student Success Initiative branding

Advice

"Teachers are much more receptive to receiving our information about library programs and services. As we develop new partnerships, we find they are excited to learn about the programs we offer for children and families. People are especially surprised and happy to learn that our J and YA materials are fine-free."

Jennifer Weeks, Santa Clara County Library District
One simple partnership building method for libraries that are located within a mile of a school is to showcase book reviews from particular grades. One of our branches has rotating 7th grade classes writing book reviews.

Nancy Donnet, San Jose Public Library

The Student Onecard has been really the key to unlocking access not only for students to libraries, but also for our library system to have access to the school communities county-wide. We are sharing our mission and brand with educational leadership in ways that we never have in the history of our library system. It is very exciting! Build on the existing work you’ve done with the schools. Leveraging relationships from every level is crucial. Never underestimate the power of small gifts such as swag bags and specially marketed items for teachers and school boards.

Rachel Tsaza, Sonoma County Library

As part of our pilot launch, the library brought author Kazu Kibuishi (Amulet) to visit Martin Elementary (SSFUSD) to discuss comics, following your passions, and the power of perseverance. This event was part of the Peninsula Library System's Comic Arts Fest. Signed copies of Kazu's series were donated to the school, as well as a separate piece of artwork. The principal, Mr. Covacha, and teachers were deeply appreciative that their students were given this opportunity to explore literacy through graphic novels and to receive encouragement from adults and authors outside their school. This event further strengthened an already well-established partnership.

Marvin Pinolf, South San Francisco Public Library

While we haven't rolled out our full initiative yet, the junior high teachers have been incredibly enthusiastic about the project. With the relationships built during the process of creating our partnership with the school district, junior high and high school students now have access to Library apps on their district-issued iPads. After we issued their classes cards, several teachers assigned independent reading assignments from Hoopla, which helped them expand their curriculum beyond their usual classroom libraries.

Holly Broman, Santa Barbara Public Library
This page intentionally left blank with no page number
Multiple School Districts
MULTIPLE SCHOOL DISTRICTS

Certain library systems - especially larger ones - may have the added stress of having multiple school districts in their service area (as if multiple schools in one district weren’t enough!). If your library happens to be one of these lucky systems, there are a few things to consider before establishing your SSI.

- Decide which school districts are the best candidates to establish your SSI with. Is it more important to your library to tackle the largest district first to reach the most students, or start with a smaller district to pilot your SSI with a more manageable group?
- Is it your ultimate goal to get all students in all school districts library cards through your SSI, or just certain grades?
- How much SSI work can your staff size feasibly handle?

Based on participating libraries that have experience with multiple school districts, we advise that you take it as slow as you need to. If there are many school districts that are willing and ready to work with you, evaluate how much your library can feasibly handle in its first year or so of establishing this program. It’s better to start with less to finetune your program and to make sure your library and staff are ready for more after the initial processes are mastered.

Depending on how many districts you have, it typically works to incrementally add districts each school year or semester. This is where long-term planning comes in handy, so that you can have an estimated timeframe of how long you think fully implementing your SSI will take.

The Sonoma County Library has over 40 school districts in their service area and have staff dedicated to expanding their Student GO Card program to all districts. Rachel Icaza, Sonoma County's Education Initiatives Librarian, has written up a step-by-step guide to establishing contact with each district and pro-tips to better manage your communications with them!

Multiple School Districts – Pitch to Launch Workflow
By Rachel Icaza, Sonoma County Library

Your library system exists in a dynamic environment with multiple school districts. Congratulations! You have many opportunities to figure out the best workflow for your library and to meet many community members who have yet to join the library family.

Below is a chronological step-by-step guide to engaging a multi-library site, multi-school district situation. I have explained the truly nuts and bolts best practices to getting this partnership running with your entire school community. This guide is based on a Student Success Initiative model that uses the student ID number to create an automatic e-card account for all students in a school district. Your library may be working with a different model, but the approach to a multi-district community is the same. Let’s get to work!
#1 Identify Your Plan of Attack!

- Create a co-branded promotional flier with the district’s name and logo to include in the initial pitch to the district.
- DO NOT open up the project to any and all interested school districts. This is fine when you’re just getting started, but not once you have a few districts signed on and running well.
- If the library in that school’s service area is ready to work on this project, invite the branch manager and youth services librarians to all meetings – pitch meeting, leadership/admin team meeting, school board meeting, faculty meetings. They may not always attend, but they must be kept in the loop. Youth services librarians may know people in the school community and that relationship will be very helpful. This librarian also needs to get their face in front of school leadership folks who most likely have no idea that there is a dedicated children’s or teen services librarian in their community. Meeting community leaders is a very good use of the youth services librarian’s time. They bring high value to these occasions and learn a lot along the way.
- Strategically identify service area regions that link together. Approaching and signing up neighboring school districts and their assigned public libraries makes more sense than disparate districts willy-nilly across the map.
- Superintendents know each other – use this fact to your advantage. Making clear in your pitch email which districts have already signed on will sway and encourage other superintendents to respond to your pitch.
- Your local branch libraries are critical to the success of this project. It is vital that you include and involve the youth services librarians in the pitch, launch, and on-going partnership. If the library that serves the school district you are planning to approach has staffing issues or a remodel planned or anything that may disrupt the usual business of the library, hold off on approaching the schools in that library’s service area.

#2 Develop Your Pitch Packet

- MOU – specific to this district
- Co-branded promotional flier – English/Spanish
- Opt-out/ Opt-in forms – English/Spanish
- Library Privacy Policy
- Student Data spreadsheet

#3 Send Your Initial Pitch Email

- It’s fine to use the same email for all of these pitches, just make sure that there is enough personalized information in the email so that it doesn’t sound canned.
- Scour the school district’s website for information on key people. Your audience for this pitch is the Superintendent, the Executive Secretary, anyone with “Curriculum & Instruction” or “Curriculum & Assessment” in their job title and any IT lead staff noted in staff directories.
- Sometimes the initial pitch email will not yield any response. That is ok. I usually send out pitches to three different districts at a time. One will usually respond quickly while the others wait. If you do not hear anything in a month, resend the same email. If nothing after that, I move on to other districts. Eventually, the district who did not respond will be surrounded by districts who are already signed up and will reach out to you on their own.
#4 The Pitch Meeting

- Print out two copies of your pitch packet in color.
- Prepare enough swag bags for everyone expected to be at the meeting. A swag bag with library promotional bookmarks and small gifts goes a very long way to creating a happy mood in the room when you do not know anyone. The materials you include will be perhaps the very first introduction to the library these folks have had, so choose wisely.
- STAY ON MESSAGE. Do not get distracted by the swag bag or contents. You are there to talk to them about the pitch packet. If they are excited about the library or show that they really do not know what libraries do for the community, refer to a few of the items you have brought. But keep linking everything back to the student account partnership.
- Be clear that you will require access to school leadership meetings and school site faculty meetings as part of this partnership. Gaining the buy-in of all school community members is crucial to the success of this partnership.
- Before you leave the meeting, make clear that the district may take as much time as they need to think about the partnership but that a timeline could include the school board discussing the MOU at their next meeting. Do your best to get on the agenda for this meeting. Make clear that you would prefer to attend and speak to the board about the partnership yourself. The library’s story is yours to tell, make sure you are there to tell it.
- If you have time and the district office is on a school site, ask for a brief tour of the school library. This is a perfect opportunity to meet their school library staff and to see what kind of library they may have. Be sure to give your business card to everyone you meet.

#5 The School Board Meeting

- Be prepared for a long meeting. The open session of the meeting will begin at a certain time, but your moment to speak may be hours from the start of the meeting. There is a lot to learn by attending these meetings so keep an open mind and listen carefully to all reports.
- Sometimes the superintendent wants the board to discuss the partnership idea at one meeting and then vote on it at the next meeting. Sometimes they want the board to vote to approve the partnership at the first meeting. You may want to clarify the board’s intention for the MOU at this meeting.
- Bring swag bags for all board members. There are usually five board members but sometimes there are more so be prepared. Again, gifts go a long way to introducing yourself to groups who have little to no contact with libraries. Don’t forget to include a business card.
- When your time comes, make sure to formally introduce yourself. Be brief and be prepared to answer some questions from the board.
- After your remarks and their questions are answered, you can usually be excused from the meeting.
#6 The Signed MOU

✓ Hurray! Now you have a signed MOU!
✓ Make a copy for the district’s records – scan and email to them. Keep your original.

#7 School Rollout Meetings

✓ Ask to attend the next school principals/school leadership team meeting to give a short presentation. Bring swag bags for everyone at this meeting. As a follow up, ask that each of the principals contact you about attending their faculty meetings. Introducing yourself and gaining buy-in from the Superintendent, School the Board, principals, and every teacher in the district is a critical and non-negotiable part of this partnership. Make this clear at the outset and you will have easy access to the entire school community.

#8 Presenting to School Faculty

✓ Now that you have spoken to all the principals and academic deans, you need to get the classroom instructors on board. Work with school principals to gain access to time with faculty during their regular meetings. More swag bags! These presentations are very rewarding and it is a great time to bring your local library branch staff to the party.
✓ Be sure to bring youth services librarians to this meeting and co-present the material.

#9 Student Data

✓ Work with the district’s IT manager to get the student data you need in the format that you want.
✓ Work with your library’s IT staff to get the data uploaded to the ILS. Troubleshoot any issues before announcing that the data is live.
✓ Your MOU states how often the data needs to be refreshed by the district. Work with the district IT staff to create a calendar so they know when you will be expecting a fresh upload of data.
#10 Promotion

- Now that the data is live, you can promote the partnership with the schools.
- Distribute the promotional fliers and opt-out/opt-in forms to school families per the district's wishes in the most effective way possible.
- Create and distribute instructional bookmarks for use in the school AND public libraries.
- Create and distribute a poster for the public library locations to post at circulation and self-check machines to remind students to use their accounts in the public library.

#11 Working in Classrooms

- Now that the student data is working well in the ILS, the youth services librarians at the branches serving this district take the lead. Their work is to continue to integrate the student account partnership into everything the class does. Class trips to the library, in class story times, research workshops, database instruction – the student account is a key that unlocks library resources.

#12 Maintenance and Long-Term Goals

- Depending on what is stated in the MOU, you will need to keep in touch with the district to keep the student data current and accurate.
- You may be responsible for supplying promotional materials and forms to the schools each school year. Work that into your Graphics Dept summer work plan.
- Keep your library system's website info page about this partnership current.
- Post universal (i.e. not district specific) forms on your website. Refer families and district staff to this page to avoid printing costs after the initial launch.
- Work to keep student usage statistics and anecdotes from library staff about their experience. You will want to report on these findings to the school board at least yearly. These reports will help to ensure that the district renews the MOU when necessary.
More Tips on Keeping Organized

Managing your Student Success Initiative amongst multiple school districts can get tough. There are a lot of logistics to oversee in making sure things get communicated, finalized, transferred, sent, delivered, at the right times. It helps to have a clear step-by-step plan for each school like Sonoma County’s above to identify which step each school is currently on. Not everything is going to go to plan, but it still helps to be very organized to keep you from losing all control.

Here are some helpful tips in staying organized while maintaining multiple school districts in your Student Success Initiative:

- Communicate all steps of the process clearly to all school and library staff involved. Check in frequently for updates.
- Keep a spreadsheet of all schools and their contacts and consistently update it with last point of contact.
- Keep a spreadsheet of where each school or district is in the Student Success Initiative process for the current academic year.
- Organize your emails into folders based on school or district.
- Always follow up in emails!

Advice

“Libraries and School Districts have similar but differing systems for moving projects through to implementation. I would advise learning and understanding a School District’s chain of project review and approval at an early stage in the planning process.”

Petra Morris, Arcadia Public Library
Rural Libraries
RURAL LIBRARIES

Rural Libraries and schools can present unique challenges for Student Success partnerships. However, these challenges also represent the needs of the community and the impact the library can make on students. Rural libraries play a key role in reaching the community’s literacy goals and helping students achieve academic advancement. Try to see the challenges as opportunities to meet the needs of your community. Below are common challenges identified by SSI participating libraries and ways to reframe or meet the unique needs of rural communities.

Challenges and Opportunities for Rural Libraries

Challenge: Students may not live close to the library.

Opportunity: The library offers digital resources that students can use from home or school. Getting a library card as a process of school enrollment eliminates the barrier of a student relying on transportation to get a library card in order to use those digital resources. For rural libraries, students can benefit a lot from online resources. Rural libraries have reported usage rates of online resources grow when a Student Success Initiative is implemented. For example, at the County of San Luis Obispo Libraries their online homework help usage went from 50 sessions a month to 500!

Challenge: Schools may not have a librarian, a limited library or no library at all.

Opportunity: Rural schools are impacted by a lack of school funding and as a result may have limited resources available to students. The public library can supplement academic resources and learning opportunities. Studies show the importance of students having access to a library beyond school hours. Having a Student Success partnership with a school creates that extension for students. Instead of a student’s learning opportunities ending when the bell rings, they have access to books, librarians, databases, technology and programming that enhance their learning and help students reach their academic goals.

Challenge: Rural libraries and schools may have limited staff and time to devote to a Student Success Initiative.

Opportunity: Both rural schools and libraries have the challenge of limited staff. Creating a Student Success Initiative partnership is an opportunity for schools and libraries to share resources to meet the shared learning goals of the community. Be persistent but patient with each other, especially in the implementation phase of the partnership. Stress the ways in which you can both benefit from the partnership. Be honest and upfront about time commitments, roles and limits of the partnership.
**Challenge:** Fines could be a significant barrier to students in rural communities. They may accrue fines due to transportation issues and due to high poverty rates in rural communities, be unable to pay.

**Opportunity:** Consider removing fines for Student Success cards. If removing fines from the cards is not an option, consider a digital card that does not accrue fines. This will help students have the freedom to use the cards without fear of fines due to lack of transportation and the ability to return items. Parents may be reluctant to embrace their child obtaining a library card if they are concerned about fines. Implementing a fine-free or digital card removes those barriers and hesitation from school officials, library boards, students, and parents. See Chapter 6 for more information on going fine-free.

**Challenge:** Rural schools may not have an IT department or staff member. This may make the process of getting student data automatically transferred difficult.

**Opportunity:** Consider thinking creatively about solutions and options that may work for the school or district you are working with. Be upfront about deadlines, data needs, and time commitments. Consider collecting only the data you need, such as directory information. Limiting the information you need will make it manageable for the schools to gather. Review the case studies to get ideas from other libraries on what information they request and the process on how they import it. One library utilized SurveyMonkey to collect directory information, exported the data into an Excel format and then imported it to their ILS. This was a creative workaround that did not require paper applications to be processed and did not require the school to collect the data. Think through the options you have and what will work best with the time and expertise available at the school and at the library.

---

**Overcoming challenges in rural areas**

By Margaret Kensinger-Klopf, County of San Luis Obispo Libraries

and Sara Day, Shasta Public Libraries

There are many benefits to being a rural library—but it also presents unique challenges to overcome. One of the major issues is not having accessible branches to all people who live in your community. At the Shasta Public Libraries, for example, there are three branches—the main branch in Redding, Anderson, and Burney. The County of San Luis Obispo Public Libraries has fourteen library branches with eight that qualify as rural branches, with students who might ride the bus to school for 40 minutes or more each day. Many rural libraries have students who take long bus rides to and from school, do not always have easy access to their public library, have very limited public transit, and generally have access to far fewer resources than their urban and suburban counterparts. The students who attend rural schools do not have control over their own transportation and rely on the adults around them to get to the library, get to study sessions, or any kind of after-school help. If the branches reach the majority of the population, what happens to the people who live further out? What about the
students that live too far away to use our in house resources and attend programs? How will setting up a Student Success Library card program help?

One simple answer is that Student Success cards do not have to be used just in the library. These cards are a great way to promote online resources and digital library collections. With Student Success cards, students are able to use the Help Now! online tutoring program, databases, and download ebooks and audiobooks for free.

But what if the internet provided in the more rural areas doesn’t work? What if it takes a million years to load the library’s website, so they can’t get to our databases or download books for school? The County of San Luis Obispo Library addressed this problem by circulating wifi hotspots and Chromebooks to meet the needs of library patrons that were not able to access the internet from remote locations, or due to financial circumstances. Many students also began using the libraries internet computers after school, once they got their Student Success library cards.

Students in rural library service areas may also greatly benefit from the elimination of overdue fines. Since many students in rural libraries can’t get to the library on a regular basis without a parent to drive them, getting rid of overdue fines reduces a lot of the financial risk that adults might fear. Getting rid of overdue fines can reduce the reluctant parents and school administrators have about giving students library cards.

The most important advice about rural schools we can give, is to keep your lines of communication open and find out what they want. Many rural school districts do not have a whole IT department to work with, or even a full-time administrator who can work with you. Many of our rural libraries do not have these luxuries either. It is important to remember that rural schools are excited for our library cards to enhance their students’ experience and help them succeed. Their resources compliment ours well and keeping lines open with the more rural schools is key. In order to be the most helpful, libraries must be creative in what they can supply in this partnership and not get frustrated by the process. If a school needs the library to send someone to teach them how to use the resources or bring other supplies, it is important for us to be available for them as much as we can be. If it is more effective to supply paper applications and full cards, rather than try to coordinate student data uploads, that is also okay. The schools are the best links to the students and their needs in the community—we must be willing to listen.

Finally, if you are in a rural library, your own resources are probably limited. Be kind to yourself and proud of the work that you do. You might only be able to partner with one school, or one class, but that can still have a huge impact. Don’t be intimidated by the process. Start small and don’t be afraid to copy and adapt what others have already done. Have confidence in the benefit of what the library can give to students and know that even a small impact is a positive thing.
This page intentionally left blank with no page number
Expanding Partnerships
EXPANDING PARTNERSHIPS

Many libraries discover that as they develop successful partnerships with schools, other non-school partners and non-traditional schools gain interest. Expanding your Student Success Initiative is made easier by creating a strong foundation with existing partners. Partners may include schools as well as city departments, as was the case with the Ontario City Library. Jana Waitman states that,

“During the planning stages of KinderGo in 2015, we used the existing partnerships that the city had with the largest school district in Ontario, Ontario-Montclair School District. We connected with the education specialist and pitched the idea to superintendents and principals. After OMSD was on board, we connected and began partnerships with the other three school districts with schools in city limits. We delivered cards to all four school districts within the city, but growing a partnership takes time. For example, it wasn’t until 2018 that we had the logos for all four school districts on the marketing materials. Even now, we are still developing partnerships with a couple private schools in the city.”

You can use the experience and lessons learned as a starting point to build on with new partners. Use your existing MOUs, marketing and talking points as templates and apply them to your new partners. Don’t be afraid to change and be flexible to new partnerships. You may find, as Ontario did, that in order to expand, you need to adapt.

“The first year, the library received basic student information (the student’s name) and assigned each student to a specific card, which was then handed out at the school visit. For the second year and beyond, we adjusted our process and now give out blank cards with no student information attached to it. While the cards are blank, they are scanned into the system and given the label “KinderGo 2017-2018” for statistical counting and tracking. The card is activated when the student (and their grownup) come to the library for the first time, or at KinderFair. The library cards are regular use cards that do include fines, but we remove barriers to card activation. If the grownup doesn’t have their ID, we will still activate a KinderGo card.”

In Arcadia Public Library’s example, children’s librarian Petra Morris was able to expand her program by finding a “champion” with the local school district.
Finding Your Champion
By Petra Morris, Arcadia Public Library

Over the years, I have worked with the Arcadia Unified School District in setting up class visits with teachers, scheduling Family Night outreach with PTA members, and contacting school principals and office managers to attend school assemblies. So when I began the Student Success Initiative, I contemplated which school staff I might approach and ask for help in moving the project along.

I started by reaching out to the District Librarian, Leslie Ogle. We had briefly met in the past and I felt that it might be good to, at the very least, share about the nature of the project with her. Upon meeting with Leslie, she expressed that she was very interested in the Initiative and working to instate it.

From a librarian’s perspective I was thrilled to work with Leslie as I felt confident that she would understand Library-related concerns pertaining to student accessibility and use of electronic resources, fines and fees, apprehension about return rates, and other important factors. Over time I found that Leslie also had sound ideas for how to address some of these concerns in a manner least impactful to both the Library and District.

Leslie’s District insights and assistance proved invaluable. When I had questions about District processes, Leslie was able to provide answers. When I needed aide in establishing a workable model for the Initiative that would coincide with Library and School District operations, she was willing to meet, brainstorm, and plan. When I needed to determine channels for project approval, Leslie set up a meeting with key District administrators.

We have just begun the approval process and there have been questions about how the Library will maintain student privacy. Leslie and I are working to gather and present information to School Officials to address these inquiries. And as we move from approval process to plans for publicizing and promoting the project to students, teachers, and principals, I realize that what began as a meeting to share the goal of providing every sixth grade student within the School District with an Arcadia Public Library card has developed into a team effort to actualize this and extend the project to all middle and high schoolers.

If I were to begin this project anew, I would make finding a District advocate and building a good rapport with the person a top priority. Having someone who can help navigate the District, support the process, and CHAMPION the cause is essential.

I do realize that sometimes it is just not possible to develop a partnership as described. In these instances I think any opportunities to form an alliance(s) – a casual mention to a teacher, a general meeting with the school librarian, a call to the school office - can help kick-start a project or at least gather insights which may prove beneficial in moving through the process. And who knows, as you initiate these contacts, you just find a CHAMPION in the waiting.
Non-Public Schools and Other Groups

Many libraries find that non-traditional schools want to join their Student Success Initiative. Examples of non-traditional schools are homeschool organizations, charter schools, parochial schools, juvenile hall or credit recovery programs. These are natural groups to expand your program to and help students outside of the public school system gain access to library resources. These students may have different informational needs than traditional students and as such, you may want to market resources that will specifically benefit them. For example, homeschool students may be able to take part in daytime programming and students in juvenile hall programs may benefit primarily from online resources.

You may also find that non-school groups want to partner with your library. Non-school partnerships may include literacy groups, afterschool programs, daycares and other community groups that align with the shared goal of your Student Success Initiative. Creating Student Success partnerships with non-school groups is a great way to grow and extend the impact of your program. Consider how policies and existing processes will work within a new context. Will the collecting of data be similar? For example, many Student Success partnerships use the Student ID as the library card. However, in non-school partnerships, a student ID may not exist. You will need to think through the specifics of your existing program and adapt it as you expand. Other considerations might include fine policies, how you track data and measure success, marketing, data collection process and resources available.

Considerations when Expanding Your Student Success Initiative

Data import process: How will you import the new set of data? Will the template (if you are using one) be the same as the school’s? Is the information you are collecting the same?

SSI identification: Will you differentiate the cards in some way? How will you track and measure your progress while you expand? Non-school partnerships and non-traditional schools may not use student IDs or the student IDs may not be the same alpha-numerical pattern. Think about how this might impact your project.

Marketing materials: Think through the needs of your new partnership. What resources will students be able to use and what resources will be particularly beneficial for this new group? Consider adapting your marketing materials and talking points to reflect the needs of the groups you are expanding to.

Time: Consider the time commitment it takes to bring on new partners, especially in the beginning.

Expanding Library Services Due to Student Cards

Another sometimes unexpected result of implementing a Student Success Initiative is finding other ways in which you can expand your library services outside of providing student cards. This may come about from measuring the impact of your initiative and finding that other services are needed, or it may come about from simply the right circumstances for your library.

After launching their SMART PASS for students, Corona Public Library started up their Library and Recreation Services On the Go Van (LaRS On the Go) to get services to other parts of their large city from
their single branch. Because of their partnership with their local school district, 4th grade students from a local elementary school donated about 600 books to be part of the inaugural mobile library. The van now goes to schools all over the city so students that may not be able to make it to the main library can put their SMART PASS to use and check out books.

Your Student Success Initiative may open many new doors for your library with the community!

Advice

"I visit the Educational Options school for kids who have been suspended, and many of those kids have library cards already. It is awesome to come for a visit and be able to get kids information about their library cards without involving their parents or guardians, and it has been a tool for connecting with underserved teens."

Lisa Nowlais, Nevada County Community Library

"FSUSD is renovating several of their school libraries. Beginning the next school year, Fairview (our neighbor K-6) will be renovating their library. The Fairfield Civic Center Library will become their school library. Classes will walk over and use their existing Student Access Cards (they are a pilot school).

It's an excellent opportunity to collaborate and introduce kids to the public library that normally don't visit. They will come with their library media tech. The media tech will have office space at the public library. This collaboration wouldn't have happened, had we not developed such a cohesive relationship over the past year."

Melissa Knapp, Solano County Library
Common Issues: Importing Data and Going Fine-Free
COMMON ISSUES: IMPORTING DATA AND GOING FINE-FREE

While we continue to discuss sustaining and expanding public library Student Success Initiatives, there are logistical issues that many libraries continue to express and need help with. We would like to go into further detail in these topics as they apply to many libraries that are both just starting their Student Success Initiatives, and also adjusting or expanding their programs after assessing its success and impact.

IMPORTING STUDENT DATA

Importing data continues to be a challenge for libraries to solve. Part of the reason libraries struggle with importing data is that there is no one-size-fits-all approach and it involves many different moving parts. The Student Success Initiative Implementation Resource Toolkit goes in depth into common approaches and considerations. As more libraries have joined the Student Success Initiative, new creative approaches and tips have been discovered. Some of these ideas are outlined below:

- Contact your ILS and get them on board. They may have tips, templates and expertise to help migrate the data from the school.
- If the school is unable to give you a data file, consider using an automated collection method of your own, such as SurveyMonkey or Google Forms. Collect the information you need through the form and import the data with the Excel file generated from the program. This approach works best if you are using the student ID as the library barcode.
- Consider collecting only the bare minimum information needed to create the student account.
- Communicate your data needs, data collection cycle and plan to school personnel.
- Use the templates and documentation provided in the three toolkits and adapt them to fit the needs of your library, ILS and school.
- Connect with other libraries that have your same ILS and have implemented a successful Student Success Initiative. They may be able to give you tips on how best to go about importing the data.

Advice

"We reached out to our mentor library (Napa) which was a big help. They have the same ILS and provided a template with data import fields. We customized it to meet our specifications and sent to the school district. We had to work closely with both IT departments and worked hard to gain a basic understanding of the tech side so they could help us accomplish our goals."

Anita Torres, Calebasaes Public Library
"By emphasizing access over procedure at the school sites, staff have been empowered to become creative to meet the needs of students. We have created library cards for each school site. Children who have not been able to obtain a library card are able to check out with the generic school card, we list their name, grade and teachers name for the items checked out. This has been particularly helpful for a boy whose parent does not leave the house and declines to give any identifying information. He has become one of our most ardent supporters!"

*Linda Rivas, Monrovia Public Library*

"We are very glad that we asked the district to give us a teacher name and grade to attach to each student, along with the student's directory information. That has made organizing for distribution much easier."

*Ellis Anderson, Monterey Public Library*

"Students and teachers have been very supportive of the easy access that this card gives to students. The seamless integration of the library website into the Clever portal (used by the district) has made it easy to authenticate the students through one sign-in, allowing them access to our resources without several log-ins."

*Renee Gimel, Salinas Public Library*

**GOING FINE-FREE**

During the 3rd year of the Student Success Initiative grant, 61% of libraries reported being fine free. 45% of those libraries reported going fine free as a result of the Student Success Initiative. While going fine free is a national trend for libraries, it can be especially beneficial for your Student Success Initiative. Eliminating fines can open opportunities with school partners and more importantly open opportunities for youth to use the library.

Schools and other organizations may be reluctant to partner due to worry about students accruing fines and being unable to pay. Eliminating overdue fines on Student Success cards or for youth can alleviate one of the major concerns going forward and show your commitment to barrier-free access to the library for youth. At its core, the mission of a Student Success Initiative is to remove barriers to library resources. Removing fines removes that barrier for students so that they can use the valuable resources the library has to offer.
Before Going Fine Free

Become fine free is easier said than done and it is not possible for every library. Below are considerations and suggestions.

- **Do a needs assessment** of your community and your library. How do fines currently impact youth in your area? What impact would going fine free have on your library? Consider both pros and cons in your assessment.
- Collect data from similar libraries and communities who have gone fine free. Learn from their experience.
- Consider creative ways to incentivize the return of materials. Could you provide a prize for those that return all books or to the school that returns all books? Could you hold a special event at the library for those students who returned all materials at the end of the year?
- Think through communication strategies with schools, students and their families around the importance of returning materials.
- Some libraries will charge students for lost materials, but not fines for late materials. Consider if this is a good approach and how you will communicate to schools and parents the difference.
- If going fine free is not possible, consider other ways to eliminate the barrier to access for students. For example, you might consider a digital card or consider a clean slate for Student Success cards. Some libraries only remove fines for Student Success cards or youth cards.

**Advice**

"Through feedback from our regular library card drives, we heard some parents were unwilling to take the risk of racking up fines, did not want the stress of having to remember to return books, and then chasing all over the house to find them. We had a large outstanding deficit for fines on children’s cards that were never paid, effectively blocking that child from borrowing books again. We decided to campaign to stop overdue fines on J materials rather than on J cards because we did not want parents to fill up their children’s cards with overdue adult materials. We also asked for an amnesty on all existing fines to free up all the cards we could. We currently have 21,415 library card-holders between 0-18 years of age. Unfortunately, outstanding fines block 3,689 young people (17%) from borrowing any more materials. Accounts are blocked when they reach $10 in fines. Over 80% of these blocked patrons owe overdue fees, and less than 20% have lost items. The revenue from juvenile fines in 2017 was $25,300, 0.0018% of our budget. Total fines on J cards owing at that time was over $150,000.

**Solution:** Researched records to see how much we earned each year from J fines, and how much was outstanding. White Paper to JPB to advocate for removal of Fines on Juvenile materials. Passed!"

*Brenda McIlroy, Santa Cruz Public Library*
Resources and Information About Fine-Free

End Library Fines Movement
https://endlibraryfines.info/

ALA Resolution on Monetary Library Fines as a Form of Social Inequity:
https://tinyurl.com/ygc3pch

Urban Libraries Council
https://www.urbanlibraries.org/member-resources/fine-free-map

Research Institute for Public Libraries
https://ripl.iirs.org/blog/webinar/f3-fine-free-future/
Case Study Analysis
CASE STUDY ANALYSIS

This year, each library was asked to develop milestones and benchmarks for their initiatives.

Milestones are qualitative metrics that provide a roadmap to success. It marks significant changes in development. Of the milestones we have received from all pilot libraries, a large majority chose the following:

- We have established clear targets for our initiative: 18
- Library staff are aware of the project and have formed a team: 16
- Library has identified one or more key persons with the school or district: 12
- Library has created a timeline for the project: 10

Benchmarks are important in quantitatively measuring the success of your student success program and in planning where you want to go. Top benchmarks include:

- Library issues (#) new cards to children annually: 72%
- Library staff conduct (#) visits and presentations to schools annually: 44%
- (#) children participate in library events annually: 44%
- Library currently partners with (#) schools in service area: 39%
- (#) of tours/visits/field trips: 28%

Other benchmarks include:

- (#) sessions on library homework help databases
- (#) teachers subscribe to library’s Teacher Newsletter
- Library currently partners with (#) community groups to support student success
- (#) of materials lost
At the end of the grant, the participating libraries were asked to complete a survey regarding the Statewide Student Success grant. Below are the results of that survey and quotes from participants.

**Over 1.2 million cards distributed to students**

- **FY 16/17:** 223,183
- **FY 17/18:** 790,139
- **FY 18/19:** 251,031

*Fiscal Year 17/18 displays a much larger number than the other years due to many libraries implementing their Student Success Initiatives in that year and therefore, resulting in a much larger number of cards distributed. For example, Los Angeles Public Library distributed their Student Success Cards to all 700,000 students of LAUSD this year.*

"By reaching children we haven’t reached before, we will be connecting with their families and new communities and making them aware of all the library has to offer."

"Students receiving library cards and being informed about our library services ultimately leads to positive change for those students using the card."

"The Student Success Initiative allowed us to improve library services and help our local students. It also helped the school district in meeting their LCAP Local Control and Accountability plans."
2019 Student Success Case Study Trends

Fines

- 45% Fines due to non-payment of school fees
- 36% Fines due to non-payment of rent
- 17% Fines due to non-payment of taxes
- 2% Fines due to non-payment of other fees

Student Success Identifier

- Parent type is the most commonly used identifier (25% of Hawaii)
- Other identifiers include sex: male (6%), race: white (5%), student ID (5%)
- or city (2%). 2% of Hawaii uses a combination of identifiers. 8% of Hawaiians are not differentiated.

Levels of Student Success Initiatives

- 52% Full access
- 37% Limited
- 13% Digital

55% have a signed MOU

Types of Schools

- 46% Charter school
- 23% Magnet school
- 15% Gifted
- 11% Vocational
- 4% Other

Grade Level

- K-12th 45%
- K-5th 17%
- 6-8th 15%
- 9-12th 11%
- 6-12th 8%
- K-8th 6%
- Other 4%
- Kinder 2%
This page intentionally left blank with no page number
Case Studies
This page intentionally left blank with no page number
Student Success Toolkit Case Study 2019

ALAMEDA FREE LIBRARY

Student Success Initiative lead: Hallie Fields, Senior Teen Services Librarian, hfields@alamedaca.gov, 510-747-7780

Number of years participating in SSI: 3 years

Type of library: Multiple branch

ILS vendor and product: Polaris

Type of school you are partnering with: One school district

Name of school or schools: Alameda Unified School District

Targeted student age: Students 14-18 years old (9th-12th grade)

Level of student success initiative card: Limited access card; option to upgrade to a full-service card

School’s Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We do not plan to modify our fine policy. There was already a plan in place to remove fines that is not connected to the Student Success Initiative

How are you identifying the student success library card in your ILS? Student ID, Patron type and Identifiable library barcode

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? The Connect Code project supplies digital library cards to high school students. The Connect Code provides access to all digital resources from the Alameda Free Library. We issued around 2,000 digital codes all 9th thru 12th grade students at Alameda High School and Encinal High School during the Fall 2018 semester. Moving forward, all 9th grade students will automatically receive a digital library account when they enroll.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed? Our plan has not changed. We will continue distributing digital library accounts.

Which benchmarks have you met? How are you measuring the use of issued student library cards? We have seen an increase in high school students coming to the library to use their Connect Codes to access the public computers.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community. High school students who have never visited the library before have approached our team at the reference desk to find out more about the Connect Code after their teacher or friend has mentioned it to them. After we tell them about the Connect Code, we’ve been able to promote our other teen programs as well.

Do you have advice for libraries considering a Student Success Initiative? Find partners within the school district who share your vision for the project as soon as possible. The support of a teacher or school librarian will make a big impact on the success of your project.
Student Success Toolkit Case Study 2019

ARCADIA PUBLIC LIBRARY

Student Success Initiative lead: Petra Morris, Children’s Services Supervisor, pmorris@arcadiaca.gov, 626-821-5568

Number of years participating in SSI: 2 years

Type of library: Single branch

ILS vendor and product: Bywater Solutions Koha

Type of school you are partnering with: One school district

Name of school or schools:
Arcadia Unified School District
Dana Middle School
First Avenue Middle School
Foothill Middle School

Targeted student age: Students 11-13 years old (6th-8th grade)

Level of student success initiative card: Limited access card. Only two items may be checked out at a time. All other lending policies are standard to that of a standard card.

School’s Student Information System (if receiving data from school): N/A at this time

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We do not plan to modify our fine policy

How are you identifying the student success library card in your ILS? Identifiable library barcode

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? 9-12 months

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? Yes
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? Arcadia Public Library Staff formed a Student Success team to work through the planning, process, and procedures for implementing the student Library Card project. There have also been ongoing meetings with the Arcadia Unified School District Librarian, who has been very supportive, in helping move the project forward.

The District Librarian arranged for a meeting with the Arcadia Unified School District’s Director of Curriculum, Instruction, and Assessment so that Library Staff and the District Librarian could present a proposal for the project. The school official was very supportive of the Student Success initiative, and in turn shared the information with her supervisor. There have been questions relating to student privacy from District Officials. Library Staff plan to draw from the “Case Study” information cited in the “2018 Sustainability Resource Toolkit” along with encouragement to use an “Opt-Out” form and draft a Memorandum of Understanding to help address those concerns.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
We plan to use each sixth-grade student’s Identification Card in place of a physical Library Card.

Which benchmarks have you met? How are you measuring the use of issued student library cards?
The project has not yet fully implemented the project so we do not have any measurable benchmarks to report.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
We have not yet implemented the project so we do not have any anecdotal shareables at this time.

Do you have advice for libraries considering a Student Success Initiative?
Libraries and School Districts have similar but differing systems for moving projects through to implementation. I would advise learning and understanding a School District’s chain of project review and approval at an early stage in the planning process.
Student Success Toolkit Case Study 2019

BURBANK PUBLIC LIBRARY

Student Success Initiative lead: Cathleen Bowley, Supervising Librarian of Youth Services, cbowley@burbankca.gov

Number of years participating in SSI: 1

Type of library: Multiple branch

ILS vendor and product: SirsiDynix Symphony

Type of school you are partnering with: One school district

Name of school or schools: Burbank Unified School District

Targeted student age: Students 11-13 years old (6th-8th grade)

Level of student success initiative card: Full access card

School's Student Information System: Aeries Student Information System

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We have modified our fine policy. We were not able to get approval to remove fines for children’s items. However, we were able to extend basic loan periods and lower the cap for how many fines can accrue per item for children’s materials. This is based on materials, not patron profiles, so the changes apply to all cardholders.

How are you identifying the student success library card in your ILS? Student ID

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We began in 2017-18 with partnering with the school district to make it possible for 6th grade students to use their school ID cards as full privilege library cards by importing school district identifying info. This year we expanded to all middle school, 6-8th grade. In 2019-20 we will be expanding to 6-12th grades.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
No, it has not changed. The students use their school ID.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards).
All students have ID cards that function as library cards. Students with existing library cards are still able to use those if they prefer. We measure number of students who have library cards of either type (based on age), number who have student ID library cards, and number of them with checkouts.

Current 2018-2019 School Year
Sixth Graders: 1,098 total in district
418 sixth grade library users (38%)
135 sixth graders used ID card (12%)
Seventh Graders: 1,140 total in district
319 seventh grade library users (28%)
144 seventh graders used ID card (12%)

Eighth Graders: 1,088 total in district
297 eighth grade library users (27%)
110 eighth graders used ID card (10%)

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
I don’t have a specific anecdote, but the students have been excited when they come to the library and use their ID cards for the first time. Once I had a student who wanted to use a computer, but she didn’t have her library card with her, and I said, do you have your student ID? She was so relieved to realize that was all she needed.

Do you have advice for libraries considering a Student Success Initiative? Communicate well with the schools/district. If you can find an administrator who is as committed as you are, it will be a very smooth process. There were some principals who loved the program and opened doors for us, and others who did not!
Student Success Toolkit Case Study 2019

BEAUMONT LIBRARY DISTRICT

Student Success Initiative lead: Kelly Van Valkenburg, Kelly.vanvalkenburg@bld.lib.ca.us, (951) 845-1357

Number of years participating in SSI: 2

Type of library: Single branch

ILS vendor and product: TLC

Type of school you are partnering with: One school district

Name of school or schools: Beaumont Unified School District

Targeted student age: Students 5-10 years old (K-5th grade)

Level of student success initiative card: Limited access card, 3 item limit, no fines/fees.

School’s Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We do not plan to modify our fine policy

How are you identifying the student success library card in your ILS? Patron type, identifiable library barcode

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We have completed our first year in the program in issuing 1-2-3 Grow with Me library cards to every first grader in the Beaumont Unified School District. First grade classes from each elementary school within the district took a field trip to the library, were given a tour, had storytime and then were issued the 1-2-3 Grow With Me Cards attached to lanyards. Each classroom’s teacher received a goody bag that included a free book.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
Library cards were distributed to the students by the teacher after every field trip. This process will continue into the next two years.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
Benchmarks we have met include the following:
1.) By the numbers:
   • Total number of BUSD schools and area charter schools that participated via field trip or class visit in fall 2018: 8 schools
   • Total # of tours/visits: 19
   • Total # of participants: 808
2.) Activated cards: 82
3.) Amount of materials lost/damaged: 30
4.) Number of students participating in the 2019 SRC – to be determined
5.) Easy Reader Circulation – an increase of 55 items in one year

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
We have seen the card bring the student’s entire family into the Library. They all ended up getting library cards because siblings of the first grader wanted to be able to check out items as well. There has been positive increase in foot traffic among new patrons as well as putting the Library on the map for newer residents.

Do you have advice for libraries considering a Student Success initiative?
It is a great way to expose students to the benefits of their public library and reaches home to their families as well.
Student Success Toolkit Case Study 2019

BENICIA PUBLIC LIBRARY

Student Success Initiative lead: Brandi Bette Smead, Teen Services Librarian, bsmead@ci.benicia.ca.us, 216-571-1177

Number of years participating in SSI: 2

Type of library: Single branch

ILS vendor and product: CARL X

Type of school you are partnering with (select all that apply): Multiple schools. We will most likely end up adding all lower grade students as well.

Name of school or schools:
Benicia High School
Benicia Middle School
Liberty High School
Community Day School

Targeted student age (select all that apply): Students 11-18 years old (6th-12th grade)

Level of student success initiative card: Limited access card. They will be able to use all online resources and check out 10 items.

School's Student Information System (if receiving data from school): PowerSchool

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We have modified our fine policy. About a year ago, we implemented a new program where all students entering middle school, high school, and graduating high school will have all late fines waived.

How are you identifying the student success library card in your ILS? Student ID and patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We have been ready to move forward with this for about a year. It took that long for the rest of our
Consortium to catch up. They had multiple school districts in an entire county and we only had the students in one city. We have just received the student data set and will work with Carl.X to create student access cards with the information, completing this by August.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
Along with a prefix of BEN, student ID numbers will serve as their library card numbers.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We will be measuring the data a couple of times a year.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
Our local school district has been very excited and helpful! We got no resistance to the whole project. The BUSD data analyst for this project is a former Teen Volunteer as well as part time library worker!

Do you have advice for libraries considering a Student Success Initiative?
Do it! Have patience and it will happen!
Student Success Toolkit Case Study 2019

BURLINGAME LIBRARY

Student Success Initiative lead: Kathy von Mayrhauser, Children’s Services Manager, vonmayerhauser@plsinfo.org

Number of years participating in SSI: 1

Type of library: Multiple branch

ILS vendor and product: Sierra

Type of school you are partnering with: Multiple schools

Name of school or schools: Burlingame High School, Burlingame Elementary schools

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We have modified our fine policy.

How are you identifying the student success library card in your ILS? Patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?

All 9th grade students received a new card. Kindergarten students received a new card

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed? Cards have already been distributed.
Student Success Toolkit Case Study 2019
CITY OF CALABASAS

Name and Title of Student Success Initiative lead: Anita Torres, atorres@calabasaslibrary.org, 818-224-1755

Number of years participating in SSI: 2

Type of library: Single branch

ILS vendor and product: Innovative (formerly Polaris)

Type of school you are partnering with: One school district

Name of school or schools: Las Virgenes Unified School District

Targeted student age: Students 5-19 years old (K-12th grade)

Level of student success initiative card: Internet/Electronic Resources only

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We do not plan to modify our fine policy

How are you identifying the student success library card in your ILS? Student ID

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? 1-2 years for our sustaining library to hopefully expand from e-cards only to physical cards

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? Yes - we have an MOU with the school district

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
This was our first academic year of rolling out the electronic card. We began uploading student information (name and ID #) in August 2018 and every few months re-uploaded data to capture any new students and delete any former students.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
With the electronic card, it is all about making the students aware that they can access the library using their student ID #.
Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
Measuring the usage increase for particular databases, e-books, and other electronic resources. Also measuring the number of teachers who have filled out an application to obtain a physical card so they can use our electronic resources as a patron and become familiar with what we have to offer the students.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
Nothing specific other than I know that our school district is thrilled and wants to know what else we have planned!

Do you have advice for libraries considering a Student Success Initiative?
Set realistic goals to begin with, to prevent becoming discouraged. You can always expand your project plan if things are going better than expected!
Student Success Toolkit Case Study 2019

CAMARENA MEMORIAL LIBRARY (CALEXICO)

Student Success Initiative lead: Sandra Tauler, Community Services Director, stauler@calexico.ca.gov, 760-768-2170

Number of years participating in SSI: 2

Type of library: Single branch

ILS vendor and product: Innovative Interfaces, Millenium

Type of school you are partnering with (select all that apply): One school district

Name of school or schools: Calexico High School

Targeted student age (select all that apply): Students 14-18 years old (9th-12th grade)

Level of student success initiative card: Limited access card. Check out up to 5 books, access to all online resources, no Internet access at the library

School’s Student Information System (if receiving data from school): We share the same ILS and database.

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We have modified our fine policy

How are you identifying the student success library card in your ILS? Patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? The partnership with Calexico Unified School District has existed for over 20 years. We share an ILS system, so we already had the student info. Library cards have been created for every student in 9-12th grade. Distribution for year two of our program has been slow. We had some staff turnover and staff
shortages that made it impossible to move forward with our distribution plan. So far this year, we have issued about 700 cards. We expect to hand out a few hundred more before the end of the school year. This year we had were not able to visit the two school sites, as planned. Instead, the librarian at the 9th grade campus agreed to help us distribute the cards. This process has been slow, but better than we would have been able to do with the staffing issues we have had. The school librarian has issued 150 cards to 9th graders at her campus.

Just recently, some of the high school classes from 10-12 grade have walked over to the library to pick up their cards. We shared a power point presentation with information about the resources they now have access to with their card. We also have an appointment to spend the day at Calexico High School next week, where classes will go into their library to pick up their cards. We are scheduled to spend all day on campus to issue the SS cards.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
Unfortunately, our distribution plan did not work out. We had staffing shortages for about 5 months during this fiscal year which made it impossible to go out to the schools to distribute the cards. We have all the cards ready for every student in 9-12 grade, so we will continue to make an effort to get those cards in the hands of the students.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
Our goal was to continue the Student Success Program. Although we did continue working on it, I feel that we really did not succeed in full implementation as we had planned. Now that we are better staffed, we plan to fully carry out the distribution

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
We have seen the high school students come in to use their cards and at the same time they bring a friend who has not received theirs, to “get one too.”

Do you have advice for libraries considering a Student Success Initiative?
I would encourage any library to implement this program. The resources you provide to students is invaluable, if you consider that many of them may never make an effort to get a library card on their own. However, if you provide it and share the resources that it brings with it—you will make a difference in their academic life. It may be a lot of work and it may be a bit difficult to get started, but the benefits far outweigh that!
Student Success Toolkit Case Study 2019

CONTRA COSTA COUNTY LIBRARY

Student Success Initiative lead: Amy Mockoski, Librarian Specialist-Youth Services, amockoski@ccclib.org

Number of years participating in SSI: 2 years

Type of library: Library system or district

ILS vendor and product: TLC/CARL

Type of school you are partnering with: One school

Name of school or schools: Antioch Middle School

Targeted student age: Students 11-13 years old (6th-8th grade)

Level of student success initiative card: Full access card (except LINK+)

School’s Student Information System (if receiving data from school): We did receive the data, but I’m not sure what system the school uses. They provided the requested data in a spreadsheet.

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success initiative? We have modified our fine policy. At the beginning of 2019 late fines were eliminated for customers of any age. It wasn’t done exclusively because of Student Success, but it did make issuing full access cards possible.

How are you identifying the student success library card in your ILS? Student ID and patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? We’re not sure at this stage

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We issued library cards to all 799 students at Antioch Middle School in Antioch, CA. The school has grades 6-8. The school is directly across the street from the Antioch Library. The school provided the necessary data in a spreadsheet. The Circulation Manager created a new student patron type in the ILS and added new user defined fields in order to capture the school and school district in each account. The Automation Manager used the CARL loader to upload all the data in order to create accounts with the student ID as the account number. The library accounts provide full access (LINK+ excepted) and the barcode on the school issued ID can be scanned on all staff computers and self-check machines. The student ID is their library card and it can be used to check out items, log-in to internet computers at the library and access library databases.
Contra Costa County Library met all our milestones established for this year:
The library staff is aware of this project and we have formed a team to work on this project. The team consists of Librarian Specialist for Youth Services, Automation Manager, Deputy County Librarian, Circulation Manager and library staff at the library closest to the targeted school.

The library established clear targets for our initiative, such as grade level for outreach, school or school district, target number of cards to be issued, etc. For our pilot we’ve established a partnership with a middle school in the Antioch Unified School District. We will create library accounts for all the students enrolled at Antioch Middle School.

The library is creating a timeline for this project, and is flexible, knowing that dates might shift. The timeline has remained very flexible due to changes in the targeted school.

The library has identified key persons with the school. Our contacts at the school are the Vice-Principal, School Librarian and office personal.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
Since the student ID is the library card there was no need to distribute cards.

Which benchmarks have you met? How are you measuring the use of issued student library cards?
The library was excited to add 799 new student account holders. As of yet the library hasn’t been able to analyze if there were any increase usage of e-resources or online homework help. Since the library established a new patron type we were able to look at the circulation statistics for just those accounts. As of June the student accounts show 633 circulations. It is probable that some of the circulations during the first two months were tests, but beyond September and October the circulations are items checked out by the students using their ID cards.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
The most positive outcome for Antioch Library has been the strengthening of the relationship between themselves and the staff at the school. Librarians were able to conduct visits during staff meetings to share the exciting news about the new accounts and to promote the library resources with all teachers and administrators. Only time will show the impact the on-going project will have on the students and families, but the library has seen great strides in the partnership between the branch library and the school. The Antioch Library Manager is taking this goodwill established at Antioch Middle School and using it to build a bridge to Antioch High School located directly across the street from the library.

Do you have advice for libraries considering a Student Success Initiative?
The Student Success Initiative is a very slow process and it’s important to focus on the small successes along the way. The Contra Costa County Library serves 19 different school districts so the Student Library Card Initiative is very daunting, but it’s important to not get distracted by the huge number of students, but to instead focus on the real goal of increasing library card usage in order to positively affect student success, even if that happens a little bit at a time.
Student Success Toolkit Case Study 2019

CORONA

Student Success Initiative lead: Jennifer Bauserman, Librarian II, Jennifer.Bauserman@CoronaCa.gov, 951-739-4861

Number of years participating in SSI: 1

Type of library: Single branch

ILS vendor and product: Bywater Solutions, Koha

Type of school you are partnering with: One school district

Name of school or schools: Corona-Norco Unified School District (CNUSD), 48 schools in total.

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Limited access card. Limited to 5 items at one time. DVD check out is restricted to the “No Adult DVD” level by default.

School’s Student Information System (if receiving data from school): Company Aequitas and the product is called “Q.”

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? Currently, we do not plan to modify our fine policy. However, it has been discussed on multiple occasions, even outside of the Student Success Initiative, but has never received the support from upper management to be taken further.

How are you identifying the student success library card in your ILS?
Student ID: barcode is prefix “cnusd” followed by 6-digit school id number. Ex: cnusd123456
Patron type: Listed in ILS as “CNUSD Smart Pass”

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started: Expanding to include teachers. Teacher Library card has been created and will receive Library Board approval soon. 3-6 months: We will implement the Teacher Library Card in August with the new school year.

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes. We have a current MOU already in place with the Corona-Norco Unified School District.
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?

Overview: Starting with the 2017-2018 school year, Corona-Norco Unified School District and Corona Public Library began offering an exciting new opportunity for students with the Student Smart Pass, an innovative way for students to access resources of the public library system. This program allows CNUSD student IDs to serve much like a Corona Public Library card.

Unless a parent/guardian completes and returns an Opt-Out Form, the Library will automatically assign each child a unique digital Library “Student Smart Pass” using their school ID number. While no physical card will be issued, this special digital Student Smart Pass can be used by each child to access Library resources either online or at the Corona Public Library. Since the Student Smart Pass does not require express parental consent, it has some limitations, at the discretion of the Library, as compared to a typical Library card.

The Smart Pass allows CNUSD students to...

- Borrow up to 5 items from the Corona Public Library
- Have access to free online research databases and homework help
- Use public library computers with Microsoft Office and the internet
- Access eBooks, audiobooks and other electronic resources 24/7 via the Corona Public Library website: www.CoronaCa.gov/Library

Sustaining and Expanding: The Corona Public Library is in the process of sustaining and expanding the Smart Pass program. We have continued to receive student data transfers and continue to add new students to the program daily. Once the initial data transfer was put in place and tested, we have had no major issues with data transferring. The program has been active since December of 2017. The Corona Public Library is also working to expand the Smart Pass and our relationship with the Corona-Norco Unified School District by reaching out to teachers. We have seen a rise in student involvement in the library and the use of library services due to Smart Pass and wanted to find a similar way to involve teachers. The Teacher Library Card will provide teachers with longer check-out times, larger hold limits, and access to newly created Classroom Book Kits. The Teacher Library Card and Classroom Book Kits service will begin in August 2019 with the new school year.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?

Distributing cards: The Corona Public Library does not distribute a physical card for the Smart Pass. The Smart Pass is completely digital, using the student’s school ID number.

Sustaining: As a sustaining library, our plan for distributing cards has not changed. A huge factor in students not being able to check out library materials or use library computers was lack of access to a physical library card while they were at the library. By allowing students to use a number they already have memorized (student ID) as a digital library card, access to library resources is not available to them without the constraints of a physical card.
Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)

Benchmark #1: Number of issued Teacher Library Cards
- The Corona Public Library has issued 0 Teacher Library Cards but is moving forward to issue them starting in August of 2019.

Benchmark #2: Number of visits and presentations to local schools
- For the 17/18 school year the Corona Public Library conducted 20 visits and presentations to local schools. Three of these were class fieldtrips to the library. For the 18/19 school year the Corona Public Library conducted 21 school visits and presentations with 9 of these being class fieldtrips to the library. We are encouraged to see the class fieldtrips numbers growing and wish to continue having more teachers bring their students physically to the library.

Benchmark #3: Number of MOUs with Schools
- The Corona Public Library has 1 MOU with the Corona-Norco Unified School District. Plans to add an additional school in a neighboring school district have currently not been realized.

Measuring data from the Smart Pass: Throughout this process we have discovered the difficulties in measuring the use of the Smart Pass. Computer usage and online database usage is unfortunately something we cannot currently gather data on. While we can see overall usage numbers, the usage data does not distinguish between Smart Pass users and regular library card users.

Below are numbers we can currently track:
- Number of Smart Pass cards in the system
  - 17/18 school year: 61,942
  - 18/19 school year: 63,986
- Checkouts using the Smart Pass
  - 17/18 school year: 2,701
    - Books: 2,484
    - Chromebooks: 7
    - Headphones for Computers: 117
- CloudLibrary checkouts using the Smart Pass
  - 18/19 school year: 366

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.

- The Smart Pass, whenever spoken of, is always received positively. Parents, students and school faculty are incredibly pleased to know that students have access to the library simply using their school ID number. The Smart Pass continues to foster relationships within the local school district and provides a positive start to each student’s relationship with the Corona Public Library.
- Library staff has seen an increase in students using library computers. This is especially prevalent in our middle school library users. These students walk to the library after school and therefore do not have a parent/guardian with them. Many were unable to checkout library materials or
use library computers to complete homework assignments because they did not have a library card and were unable to get one. Now with the Smart Pass they can logon to library computers, checkout library materials, and be self-sufficient in their library access. As a Library staff member, it is rewarding to be able to inform students that they do have access to the library. We have more opportunities to say "Yes" to students instead of "No."

- The library's outreach coordinator has had multiple opportunities to see the impact of the Smart Pass. Often in library tours she will ask the students to raise their hands if they have a library card. In a group of 30 students about 10 will raise their hands. She will then tell them about the Smart Pass program. She repeats the question of who has a library card and the entire group now gets to raise their hands, making the originally left out students very happy to now be included. This is a simple exercise, but ultimately an impactful one in highlighting how many children now have access to the library due to the Smart Pass program.

**Do you have advice for libraries considering a Student Success Initiative?**

The Corona Public Library benefited greatly in already having an established relationship with the school district. As the library is part of a larger Library and Recreation Services Department our director and the school district's superintendent were already working together to provide an afterschool "Kids Club" program to local schools. This established relationship helped to provide a responsive ear when the first mention of starting the Smart Pass program was brought up. This allowed us to setup our first meeting with the required members at the school district and move forward from there.

Additionally, the Corona Public Library went into the first meeting at the school district with an already drafted MOU and program overview. This meant the school district did not have to do this themselves and now had a better understanding of how the program would work both legally and technically. We left the first meeting with an initial agreement already in the works and a solid outline of which steps would be taken next.
Student Success Initiative lead: Margaret Kensinger-Klopfer, Coordinating Librarian Youth Services, mkensingerklopfer@slolibrary.org, 805-781-4796

Number of years participating in SSI: 2

Type of library: Multiple branch

ILS vendor and product: Polaris

Type of school you are partnering with: One school, one school district, multiple school district

Name of school or schools:
Nipomo High School – all students received cards in Spring 2019
Shandon Unified School District- all students K-12 received cards in Spring 2018, and incoming Kindergarteners and Freshmen received cards in Spring 2019
San Luis Coastal School District- all AVID students received cards in Fall 2018 and just signed MOU to get all Freshmen cards at two high schools in Fall 2019

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school): Aeries and Power School

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We have modified our fine policy. The Student Success Initiative inspired us to go fine free as of January 1, 2019.

How are you identifying the student success library card in your ILS?
Patron type – working toward this. Currently using the notes field of the cards.

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? 3-6 months

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? Yes
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
The County of San Luis Obispo Public Libraries started the Student Success Initiative by partnering with the smallest of our 8 school districts in our county. We were able to get all students (around 380) full use library cards the first year, and all incoming transfer and kindergarten students full use cards this year. Our second year we were able to partner with a local high school at the other end of our County to get all high school students library cards. We used paper applications and got all students full use cards. In the next year, after developing an MOU and opt-out form, we hope to partner with a third school district and get all incoming 9th graders library cards after getting data shared by the district. This is still under development but looks good.
We were also able to get rid of all overdue fines this year.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
We have given students full use cards, and when we download the student data we put the students name and teacher’s name on the card. For high school we use their English teacher’s name, since this is the class we presented to about library usage.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We have been able to set up a library team to create cards, find school districts to partner with, and set up a best practices sheet for creating cards. We are measuring database usage, online homework help, number of cards created, and number of items borrowed on created cards.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
After distributing library cards to Nipomo High School and presenting to their English classes on how the cards can be used, our online homework help usage went from 50 sessions a month to over 500! Now we have schools who are asking us about presenting on homework help and getting kids library cards.

Do you have advice for libraries considering a Student Success Initiative?
My advice to new libraries is try and figure out a grade level to target if you are doing full use cards, and try to create a patron type to track usage of the cards.
Student Success Toolkit Case Study 2019

ESCONDIDO PUBLIC LIBRARY

Student Success Initiative lead: Kristine Mirate, Children’s Librarian, kristine.mirate@escondidolibrary.org, 760-839-5458 and Dan Wood, Senior Librarian, Youth and Literacy Services, dan.wood@escondidolibrary.org, 760-839-4827

Number of years participating in SSI: 2

Type of library: Single branch

ILS vendor and product: SIERRA

Type of school you are partnering with: Multiple schools

Name of school or schools: Escondido Unified School District

Targeted student age: Students 5-10 years old (K-5th grade)

Level of student success initiative card: Limited access card: Students will be able to check out 2 books or books on CDS, and access our database. They cannot check out movies and cannot access the internet.

School’s Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments. We’re unsure about modifying our fine policy. We have looked at our current policy/procedure, which applies to everyone, and it is still under assessment.

How are you identifying the student success library card in your ILS? We haven’t figured this out yet

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? 1-2 years

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? We’re not sure at this stage

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We are still in the researching and developing stage of our Student Success Initiative. We have discussed the Initiative with a few of the Technology and Support Services staff, specifically the Customer Service...
staff who input library card information. We are continuing our relationship with the Escondido Unified School District during our school visits and are in agreement with targeting the K-5 grade levels.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
As of this time, we do not have a plan on how we will distribute the library cards to the students.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We are still on the research phase of our Initiative, but we have continued our school visits and tours with the Escondido Unified School District. Our continued partnership with them has given us a good idea on how many children and parents are at these schools and making them aware of the many resources our library offers.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
N/A

Do you have advice for libraries considering a Student Success Initiative?
Working on the Student Success Initiative requires a good amount of time to set aside to plan and it is important to keep communication lines open with all staff members involved. It is good to meet often to track progress and make changes, if necessary.
Student Success Toolkit Case Study 2019

GOLETA VALLEY LIBRARY

Student Success Initiative lead:  Allison Gray, agray@cityofgoleta.org, 805-562-5502

Number of years participating in SSI: 1

Type of library: Single branch

ILS vendor and product: Bibliotheca

Type of school you are partnering with (select all that apply): Multiple school district

Name of school or schools: Brandon Elementary, El Camino Elementary, La Patera Elementary, Mountain View School, Goleta Valley Junior High, Dos Pueblos High School

Targeted student age (select all that apply): Students 5-18 years old (K-12th grade)

Level of student success initiative card: Full access card

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments. We’re unsure about modifying our fine policy

How are you identifying the student success library card in your ILS? Notes field

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? 1-2 years

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We are going school by school, based on who responded first to our initial outreach letter. Now we are sending out second letters to schools we didn’t hear from initially. So far it has been going smoothly. It has just been difficult to find staff time to make the actual library cards in Bibliotheca as we sent out paper library card registration forms. Our school district wasn’t willing to give us information we could import.
Do you have a plan on how you will distribute the library cards to the students? If you're a sustaining library, has your plan for distributing cards changed?
We have sent out our Children's Librarian to distribute the cards class-by-class while she gives a brief presentation about the Library. That same month I (the Director) arrange to speak at the school's PTA meeting to reinforce with the parents that their kids just got their library cards, what's available at the library for kids and for parents.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We haven't yet started measuring use.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
We had to add a significant amount of money to next year's Hoopla budget based on the High School students' enthusiasm for the product.
Student Success Toolkit Case Study 2019

HUNTINGTON BEACH PUBLIC LIBRARY

Student Success Initiative Lead: April Lammers, April.lammers@surfcity-hb.org, 714-375-5106

Number of years participating in SSI: 3

Type of library: Multiple branch

ILS vendor and product: SirsiDynix Horizon

Type of school you are partnering with (select all that apply): Multiple school district

Name of school or schools:
- Huntington Beach Unified High School District
- Ocean View School District
- Huntington Beach City Elementary School District

Targeted student age (select all that apply): Students 5-10 years old (K-5th grade), Students 11-13 years old (6th-8th grade), Students 14-18 years old (9th-12th grade)

Level of student success initiative card:
Limited access card (explain restrictions): We created a Teen Card for ages 13-17. They can check out 5 physical items and have full internet, database, and electronic resource access. No media item. Full access card: Elementary students received an inactivated card which they could take to any branch with a parent or guardian. They could then have a full access children’s card, which allows full 25 item checkout privileges and online, database, electronic resource access, but no media items.

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments.
We have modified our fine policy. For the Teen Card, teens do not have any overdue fines. They are still charged for lost or damaged items and for replacement cards.

How are you identifying the student success library card in your ILS?
We did not have anything in place for the Elementary cards. For the teen cards, they are identified as a borrower type. In addition, there is a section for Stat Class where we list the school they attend.

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
At this point we are just making Teen Cards a part of our ongoing outreach. We have teachers coming to us, asking us to bring the cards to their schools. We are visiting schools and expanding on an as requested basis. We have a new Teen Librarian starting this summer, so she will probably expand our reach.
Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
Our first year, we distributed inactive cards to all of the elementary schools. The kids received a card and a letter telling them how to activate it at one of the branches. We held a contest to design the card. There was no tracking so it’s difficult to say how many came back, but results seemed low. There are kids still coming in every so often with one of the cards.
Our second initiative was creating a Teen Card. It provides 5 checkouts and all digital access without the need for a parent or guardian. It is fine free, excluding lost or damaged items. We visited several schools to distribute and inform students on the cards. To date, we’ve signed up 618 teens.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
We’ve tried several ways of distributing the cards.
1. Inactive cards distributed to all elementary schools: return was low for the cost.
2. Visiting schools and signing up all students in a class directly: Very time consuming, but generated a lot of excitement and students received their cards immediately.
3. Visiting schools, talking to many classes, and being available to sign students up for cards in the library: Also very time consuming. Did not sign up as many students immediately, but did reach a broader audience.
4. Create a limited sign up form so students can preregister. We will have clerks input and check on the students’ accounts, then create library cards. We will visit the school and hand out the already activated cards, just checking the student’s ID.: We attempted this at a Middle School, but no one preregistered. I think it will be more successful at a high school, especially if a teacher or librarian guides the sign up. (See the Appendix of example documents to see the pre-registration form.)

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We are tracking by the amount of Teen Cards issued. The rest of the information is anecdotal.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
No specific stories have come up. We have noticed teens using the card to checkout school books and have gotten interest from schools to come and distribute cards. One teacher from a Catholic high school 40 minutes away and out of our service area wanted us to come distribute cards at her school. There is a definite demand from teachers for students to have public library cards.
Do you have advice for libraries considering a Student Success Initiative?
Have a plan for tracking your statistics before you get started. It is frustrating not to have a way to go back and get specific data. Imagine all the things you might want to know and share, and then have a plan for retrieving it.

When implementing, start small. Find a classroom or two that would be interested in piloting the program. Work with a few different schools on a small scale to work out the kinks before launching the whole program.
Student Success Toolkit Case Study 2019

LOS ANGELES PUBLIC LIBRARIES

Student Success Initiative lead: Cathie Chenoweth School Liaison, Librarian III, cchenoweth@lapl.org, (213) 228-7483

Number of years participating in SSI: 2 years

Type of library: Multiple branch

ILS vendor and product: CARL

Type of school you are partnering with: Multiple schools, one school district, private schools, parochial schools, charter schools

Name of school or schools: LAUSD, Para Los Ninos, Aspire Public Schools, PUC Schools, NEW Academy Canoga Park

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Limited access card. 3 book limit, access to all online resources

School’s Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We have modified our fine policy. We modified the fines for the Student Success Cards only.

How are you identifying the student success library card in your ILS? Student ID Patron type Identifiable library barcode

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership? Already started

Does your library have a MOU or other formal/legal partnership with your school/district? Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We are a sustaining Student Success Initiative system. We are in the process of expanding beyond the original school district we started with to include non-LAUSD charters, private, and parochial schools. We expanded the program this year to non-LAUSD schools and have added 17 charters to the program.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
We are in the process of discussing how to change the way we are distributing cards for the coming school year.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We exceeded our goal of expansion to non-LAUSD schools for two new schools and instead added 17 for this year.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
We continue to get verbal praise from families and schools about the program and how it has assisted the students.

Do you have advice for libraries considering a Student Success Initiative?
Make sure to look at and evaluate what your goal is for the Student Success Initiative and map out any and all obstacles that could stand in your way before you meet with a school or school district and officially launch the program.
Student Success Toolkit Case Study 2019

LIVERMORE PUBLIC LIBRARY

Student Success Initiative lead: Nathan Brumley, njbrumley@cityoflivermore.net, 925-373-5572

Number of years participating in SSI: 2

Type of library: Multiple branch

ILS vendor and product: Ill, Sierra

Type of school you are partnering with: One school district

Name of school or schools: Livermore Joint Unified School District

Targeted student age: Students 11-18 years old (6th-12th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school):
The district exported this information into an MS Excel spreadsheet, which was only directory information, birthdate, and student ID, and then our library created a process of importing this information and checking against existing records.

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We plan to modify our fine policy

How are you identifying the student success library card in your ILS? Student ID

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started

Does your library have an MOU or other formal/legal partnership with your school/district? Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
All freshmen in the school district now have their student IDs doubling as Livermore Public Library cards with their Student ID barcode. We have deduped/merged records in the system and everything appears to be running smoothly. Next school year we will expand to all middle and high school students in the district, and the opt-out forms will be tied directly into the school parent registration system. The Livermore Public Library logo will be printed right on the student’s ID card. Marketing will be the big next step after this.
Milestones completed:

1. Successfully launch pilot project where all freshmen in the Livermore Valley Joint Unified School District have a student ID that works as a public library card.
2. Establish which grades will be included in expansion of program next year and what level of library branding appears on the student’s ID card.
3. Establish method for regular database update with newly arriving students.

Milestone still in progress:

1. Identify outreach opportunities that will maximize reach to target demographic.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
Library cards and student IDs are distributed as one automatically through the school’s process.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
Currently we’re tracking checkouts by patron records with a student ID. With this method, we won’t be sure of increase until another year has passed in order to compare data.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
Our library has received more requests for database instruction by teachers this year than in previous years. During one of our visits, students were practicing using the databases we had just presented when several of them began asking questions about databases that were not covered in our presentation. Students now knew where to look, so they were finding relevant resources that they would not have otherwise found if the teacher didn’t invite our library to her classroom. Having student ID cards act as public library cards has made a big difference in the way that teachers view the public library.

Do you have advice for libraries considering a Student Success Initiative?
Our library’s experience would not be anywhere near as positive as it has been without building great relationships with our school district before this project was even in the works.
Student Success Toolkit Case Study 2019

LONG BEACH PUBLIC LIBRARY

Student Success Initiative lead: Cynthia Bautista, Senior Librarian, cynthia.bautista@lbpl.org, 560-570-6645

Number of years participating in SSI: 1

Type of library: Multiple branch

ILS vendor and product: Innovative - Sierra

Type of school you are partnering with: Multiple schools

Name of school or schools: Chavez Elementary, Edison Elementary

Targeted student age: Students 5-10 years old (K-5th grade)

Level of student success initiative card: Limited access card

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments. We’re unsure about modifying our fine policy

How are you identifying the student success library card in your ILS? We haven’t figured this out yet

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? 1-2 years

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? We’re not sure at this stage
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
The Long Beach Public Library plans to offer SSI Library Cards to all students at Edison and Chavez Elementary Schools. We plan to offer a special SSI Card (regardless if they currently have a library card or not) that students can come into the library to pick up.

The two schools we have identified are the closest to LBPL Main Library. Main Library is currently closed and will be opening a new Main Library in September 2019. We had created a timeline but had to put the project on hold because of this unforeseen extended library closure. We are working on creating a new timeline.

We have identified a couple of key persons in the school district to work with for this project, including the principals at the two schools.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed? N/A

Which benchmarks have you met? How are you measuring the use of issued student library cards? (I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
School Visits and Presentations to the two identified schools have increased from 1-2 per year, to 6-8 this year.
Student Success Toolkit Case Study 2019

MENLO PARK LIBRARY

Student Success Initiative lead: Lucinda Abbott, Librarian II, lwabbott@menlopark.org, 650-33-3532

Number of years participating in SSI: 1

Type of library: Multiple branch

ILS vendor and product: Sierra

Type of school you are partnering with: Multiple schools, One school district

Name of school or schools: Menlo Park Cty School District; Encinal Elementary School, Laurel Elementary School, Oak Knoll Elementary School, Hillview Middle School

Targeted student age: Students 5-13 years old (K-8th grade)

Level of student success initiative card: Full access card

School's Student Information System (if receiving data from school): Unknown

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We do not plan to modify our fine policy. We do not charge fines on materials checked out to youth cards, with the exception of Quick Pick (7 day loan period) materials.

How are you identifying the student success library card in your ILS? We are not going to differentiate.

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you're a sustaining library, what is your estimated time frame for expanding your partnership? 1-2 years

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? We’re not sure at this stage

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? The primary local school district is the Menlo Park City School District (MPCSD), with three elementary schools and one middle school. We have been working with a “champion” at one of the elementary schools, who is a reading specialist and a former library commissioner. Discussions with her began in January 2019, and she contacted the district Superintendent’s office to broach the idea and to find out what would be required in order to share data. Initially, the plan we put in place was to roll SSI out slowly, and begin with a pilot program involving only one grade level at her school. After digesting the idea, the school district requested that all grades at all four of the schools be issued cards through SSI. The district indicated willingness to share registration information for this purpose. We requested a
meeting in late March with the superintendent and our school contact to hammer out details, and we are still waiting to have that scheduled. We don’t know what the holdup is, and our contact is in the dark also. At this point, we expect that the initiative will need to be reintroduced in the 2019-2020 school year. We hope for more success by introducing the plan in the beginning of the school year and giving school officials more time to consider all the parameters.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?

Our intention was to package the library cards in a brochure-sized folder including library hours, website, phone numbers, list of resources available and other pertinent information. We planned to visit each class or grade and hand out the card brochures directly. Students who are already in possession of a library card would get a brochure without a card, unless it needed to be replaced. A coupon for a free book for visiting the library would also be placed in every brochure.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)

We have not measured any benchmarks yet since we have not been successful at moving forward with MPCSD.
Student Success Toolkit Case Study 2019

MONROVIA PUBLIC LIBRARY

Student Success Initiative lead: Linda Rivas, Youth Services Supervisor, lvera@ci.monrovia.ca.us

Number of years participating in SSI: 1

Type of library: Single branch

ILS vendor and product: Apollo Bibliomix

Type of school you are partnering with: One school district

Name of school or schools: Monrovia Unified School District

Targeted student age: Students 5-10 years old (K-5th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?

We have modified our fine policy. We were already operating under a “fine free” model for students checking items out through our mobile outreach.

How are you identifying the student success library card in your ILS? Patron Type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? We’re not sure at this stage
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?

Due to staffing changes, we were not able to start the year as strongly as we would have liked; one of our key milestones was to get into the kindergarten class rooms and distribute informational letters and applications. We found ourselves scheduling creatively to fulfill our regularly scheduled commitments with the van, pulling staff from all areas of the library.

That being said, once we found a consistent schedule we have been able to plan and prepare for next school year, including reaching out to schools now to establish communication well before the start of next school year.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?

We distribute cards during scheduled visits with the outreach van, our hope is to participate in Kindergarten orientations before the start of next school year and reach the parents directly. We would distribute library cards at that time as well.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)

We keep circulation statistics at each school site, but we are not tracking the relationship between school visits and library visits or library checkouts.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.

By emphasizing access over procedure at the school sites, staff have been empowered to become creative to meet the needs of students. We have created library cards for each school site. Children who have not been able to obtain a library card are able to check out with the generic school card, we list their name, grade and teachers name for the items checked out. This has been particularly helpful for a boy whose parent does not leave the house and declines to give any identifying information. He has become one of our most ardent supporters!

Have you created any new marketing materials, documents or forms (letters to school superintendents, MOUs, etc.)?

While we have not yet created any new marketing materials, we were able to capitalize on our popularity with elementary school students to reach out to middle and high school administrators and form tentative agreements to expand to these grades next year.
Student Success Toolkit Case Study 2019
MONTEREY PUBLIC LIBRARY

Student Success Initiative lead: Ellie Anderson, Youth, Reference, and Outreach Services Manager, anderson@monterey.org, (831)646-3744

Number of years participating in SSI: 2

Type of library: Single branch

ILS vendor and product: Koha

Type of school you are partnering with: One school district

Name of school or schools: Monterey Peninsula Unified School District

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Full access card

School's Student Information System (if receiving data from school): They did not send us data directly from their system. They gave it to us in a spreadsheet and our technology specialist used Access to import that information into Koha.

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We do not plan to modify our fine policy.

How are you identifying the student success library card in your ILS? Cards created for the initiative will have the sort field of SSI in Koha.

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you're a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We signed an MOU between our city and school district last fall and have spent the spring working out the details of information sharing, marketing, distribution, and card creation. We are distributing the cards in May, linking it to our Summer Reading outreach visits to schools. In the fall we will reconnect with the schools to create cards for new students, evaluate how the program has gone, and identify how to sustain the program.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed? Having worked directly with the school district on the information sharing, we are working with the schools on how to get the cards and information on how to use them to our students.

Since the timing worked out to distribute cards at the end of the school year, we are tying distribution to our annual Summer Reading Program outreach to elementary schools. At some schools that means visiting individual classrooms and handing out cards along with summer reading materials students and at some it means presenting to the entire school at their morning meeting and placing envelopes with cards and information in the teacher’s boxes and asking teachers to distribute them.

Our Teen Librarian will be promoting the cards and the teen summer program at the one middle school we are working with. In discussion with the school administration, we decided to have her speak to the students one day and have the cards distributed through the first period teachers the next morning. At the high school, they asked that we just place envelopes of cards and information in the teachers’ boxes, as time at the end of the year is tight. We have had a few end of year class visits since the cards were created, so we have distributed the cards to those classes, believing that it is desirable to make that face-to-face contact where possible.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We are not at a point where we would have measurable change in collection, program, or e-resource use, but we established some benchmarks when we first began this project, against which we will be able to measure any changes that occur after the cards have been in use for a while.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
Our school district has been extremely supportive of this project. We have deepened our working relationships with the administration and communications divisions, and that will benefit future projects as well as this one. It is great to have the backing of the district when approaching schools about working together.

Do you have advice for libraries considering a Student Success Initiative?
We are very glad that we asked the district to give us a teacher name and grade to attach to each student, along with the student’s directory information. That has made organizing for distribution much easier.
Student Success Toolkit Case Study 2019
NEVADA COUNTY COMMUNITY LIBRARY

Student Success Initiative lead: Lisa Nowlain, Youth Librarian, lisa.nowlain@co.nevada.ca.us, 530-265-1541

Number of years participating in SSI: 2

Type of library: Library system or district

ILS vendor and product: Autographix, Verso (going to Polaris soon)

Type of school you are partnering with: Multiple school district

Name of school or schools: Nevada Joint Union High School District, Truckee High School District

Targeted student age: Students 14-18 years old (9th-12th grade)

Level of student success initiative card: Limited access card: 3 physical items (no fine/fee), unlimited digital

School’s Student Information System (if receiving data from school): they send us a spreadsheet!

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We plan to modify our fine policy

How are you identifying the student success library card in your ILS?
Patron type and identifiable library barcode

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
6-9 months

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
We have partnered with two school districts. We started with just a few high schools in one of the district, and then expanded to all of them this year. We continue to hope to expand to other school districts, but because we are rural we don’t have staff able to dedicate a lot to the project.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
We don’t have a physical card. The students use their student ID number plus an acronym for their school. This has its downsides since students don’t know they have cards, but it is also sustainable for us in terms of labor on the back end. It also means students don’t lose their cards.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We were able to market the SSI program better this year, by creating bookmarks and distributing to all the schools.

Unfortunately, we have had trouble tracking even the most basic measurement (use of the cards) because our catalog works poorly. I’m waiting for our new catalog to begin tracking use better.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
I visit the Educational Options school for kids who have been suspended, and many of those kids have library cards already. It is awesome to come for a visit and be able to get kids information about their library cards without involving their parents or guardians, and it has been a tool for connecting with underserved teens.

Do you have advice for libraries considering a Student Success Initiative?
If you are like us, and only have one or two staff members able to work on the SSI (while they are also managing programming, outreach, collection development, and reference/RA), it is great to just get the program going. The marketing, statistics, and all the rest will come as you have time, and the program is absolutely worth it.

We also struggle to make sure staff know about the program across the branches, because patrons use libraries across the whole system. It is difficult to make sure they are encouraging teens to use their SSI cards.
Student Success Initiative lead: Jana Waitman, jwaitman@ontarioca.gov, 909-395-2227

Number of years participating in SSI: 2

Type of library: Multiple branch

ILS vendor and product: Polaris

Type of school you are partnering with (select all that apply): Multiple school district

Targeted student age: Students 5-10 years old (K-5th grade)

Level of student success initiative card: Full access card

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments. We’re unsure about modifying our fine policy

How are you identifying the student success library card in your ILS? Patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
Ontario City Library implemented KinderGo in 2015. Each year, we visit each kindergarten class within the city and bring the children a library card, wallet, book bag with KinderGo information inside, and a class copy of the selected title for that year. The cards delivered are blank with no student information – only a note on the card with the KinderGo year for record keeping purposes. Children must return to the library with their grownups to activate their card. We invite city staff (non-library staff) to complete the school visits. City staff receive training and are enthusiastic readers and visitors to the classrooms. One title is chosen each year to be read to the classes and the book is left in the classroom as a gift. Our marketing utilizes the graphics of the selected book. After all the visits, we have KinderFair – a resource fair where kindergartners and their families can connect with community resources, take part in S.T.E.A.M. activities, and activate their new KinderGo library cards to receive a free book.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
Our plan this year is to invite the teachers to be more involved in the program for the purpose of increasing the activation rate. We plan to provide lesson plans, a gift for the teacher, and other activities to develop partnerships and create library advocates.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
Before cards are given out, they are scanned into the system and given a notation that says “KinderGo 2018-2019” for statistical purposes. We can search the system to see how many cards have been activated. At the start of the next KinderGo year, the non-activated cards are deleted from the system.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
An unexpected benefit of KinderGo was that we created library advocates out of the city employees. The library has a strong presence within the city. The KinderGo readers, the non-library staff who conduct class visits, are enthusiastic and look forward to KinderGo every year.

Do you have advice for libraries considering a Student Success Initiative?
Understand that it takes time to build relationships with schools. Be willing to adjust and fix the things that don’t work.
Student Success Toolkit Case Study 2019
ORANGE COUNTY PUBLIC LIBRARIES

Success Initiative lead: Beatriz Preciado/ Programs Coordinator, Beatriz.preciado@occr.ocgov.com, 714-566-3065

Number of years participating in SSI: 2

Type of library: Library system or district

ILS vendor and product: SirsiDynix/ Symphony

Type of school you are partnering with: Multiple schools

Name of school or schools: Alternative, Community, and Correctional Education Schools and Services (ACCESS)

Targeted student age: Students 14-18 years old (9th-12th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We do not plan to modify our fine policy

How are you identifying the student success library card in your ILS?
We are not going to differentiate

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? No
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
OC Public Libraries has established a partnership with ACCESS. Access serves an average of 7,662 students throughout Orange County. The goal of this partnership is to ensure that upon graduation every student has a library card. There are several ACCESS sites however because of the student population, OC Public Libraries is working with one school site at a time. So far the connection has been made at La Habra, Garden Grove and Tustin. Students visited the library and learned about computer accessibility, Virtual Reality, music streaming databases and of course signed up for a library card. The teachers involved have also committed to extra credit opportunities to encourage the students to visit the library and make use of their newly acquired library card.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
Prior to the library visit, either library or ACCESS staff will pick-up library card applications for student distribution. The students are instructed to take these home for parent signature. To help reach as many students as possible, the library card campaign has been designated as a 2-day program. On the first day, the library staff visit the ACCESS site. As part of this visit, staff share the various resources available at the library and collect card applications. If students forget or lose their application, they can bring it the next day to the library tour. On the day of the tour, students will receive their card.

Which benchmarks have you met? How are you measuring the use of issued student library cards?
(i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
As part of this program year, OC Public Libraries has had the opportunity of working with additional school sites to issue library cards to students. The school year is coming to an end, but OCPL and ACCESS plan to continue the partnership and increase the number of students with library cards. We are not currently measuring the use of library cards instead the number of cards issued only.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
The administrators, teachers and staff at ACCESS have been issued library cards. If they are encouraging students to obtain a library card, they should have one as well to be more familiar with the available resources at the local library.

Do you have advice for libraries considering a Student Success Initiative?
Accept and continue to make changes, perhaps your initial vision of the initiative will not be your final product and that is okay. The primary goal is to have students sign up for the library card and that can look very different.
Student Success Toolkit Case Study 2019
PASO ROBLES CITY LIBRARY

Student Success Initiative Lead: Melissa Bailey, Youth Services Librarian. mbailey@prcity.com, (805) 237-3870

Number of years participating in SSI: 1

Type of library: Single branch

ILS vendor and product: Polaris 6.0

Type of school you are partnering with: One school

Name of school or schools: Paso Robles High School

Targeted student age: Students 14-18 years old (9th-12th grade)

Level of student success initiative card: Limited access card. We are working with other libraries in our Consortium to create a patron type for our ILS. While we are trying to determine the exact parameters that all libraries are comfortable with, we have tentatively agreed upon limiting the number and type of items kids can checkout until their parents come in to verify their information at which time they can switch to a full access card. The limited student card would also have full access to the internet and all online resources available at the library.

School's Student Information System (if receiving data from school): I don’t know yet. We have not gotten that far with the school due to their massive overhaul of staff.

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We do not plan to modify our fine policy. We went fine free for all patrons just last month. Replacement fees will still be added to student cards, and because of the limit in material type, student cards won’t be able to check out things like video games that have a high replacement cost.

How are you identifying the student success library card in your ILS?
We haven’t figured this out yet.

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
1-2 years. We are hoping to meet with the new District Superintendent before the end of the school year.
Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
About a month after signing on with the Student Success Initiative, our District Superintendent was charged with misuse of funds and brought before a Grand Jury. Since then, the District has fallen apart and the County Office of Education has had to step in to help us out. We have lost the District Superintendent, obviously, but also many principals, teachers, and staff that have either been implicated in some sort of wrong-doing with the Superintendent, left when he did out of principle, or have been asked to retire early due to the budget deficit we are now left with. This mess has meant that no one in the District has had time to sit down and meet with me, and it means that there is no certainty right now that the person I do manage to meet with will still be around when the dust settles. We have decided to wait until the end of the school year to try to meet with the new Superintendent to plant a bug in his ear about next year with the hopes that at the start of the 2019/2020 year we can begin working with the High School to get everyone cards.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
N/A

Which benchmarks have you met? How are you measuring the use of issued student library cards? (I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We have not met any benchmarks.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
We don’t have any yet.

Do you have advice for libraries considering a Student Success Initiative?
Be flexible in terms of timeline! You can start with the best of intentions, but if the school isn’t ready for you, you can’t do anything.
Student Success Toolkit Case Study 2019
REDONDO BEACH PUBLIC LIBRARY

Student Success Initiative Lead: Donia Sichler, Youth Services Librarian, donia.sichler@redondo.org, 310-318-0676

Number of years participating in SSI: 2 years

Type of library: Multiple branch

ILS vendor and product: SirsiDynix Symphony Workflows

Type of school you are partnering with: One school district

Name of school or schools: Redondo Beach Unified School District

Targeted student age: Students 11-18 years old (6th-12th grade)

Level of student success initiative card: INTERNET ONLY (with access to some download & streamable materials & tutor.com)

School’s Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments. We do not plan to modify our fine policy

How are you identifying the student success library card in your ILS? We are not going to differentiate

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? N/A

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We are a sustaining library. We are still expanding our outreach to parents and students and continue our school visits.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed? N/A

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards).
We have held 8 school visits and increased our Tutor.com usage to over 1,000 uses.

Do you have advice for libraries considering a Student Success Initiative?
Do what you can and realize it was more than you started with.
Student Success Toolkit Case Study 2019
REDWOOD CITY PUBLIC LIBRARY

Student Success Initiative lead: Dyan de Jager, (650) 780-7013

Number of years participating in SSI: 1

Type of library: Multiple branch

ILS vendor and product: Sierra

Type of school you are partnering with: One school

Name of school or schools: Hoover Middle School, Woodside High School, Sequoia High School, All Kindergarten classes in the Redwood City School District.

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We have modified our fine policy. PLS Libraries no longer charge overdue fines thru age 19.

How are you identifying the student success library card in your ILS?
We are using a field in the patron record that shows as “Student Initiative”.

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
We’re not sure at this stage
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?

In fiscal year 18-19 we issued 450 library cards through the SSI. We are planning SSI campaigns at two local high schools in the Fall starting with the incoming 9th graders.

Milestones reached:

- The library staff are aware of this project and I have formed a team to work on this project.
- We have established clear targets for our initiative, such as grade level for outreach, school or school district, target number of cards to be issued, etc.
- The library has created a timeline for this project, and is flexible, knowing that dates might shift.
- The library has held one or more meetings and has communicated the goals of this project.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?

Library cards are distributed through the School Librarian who works with the English Language teachers to complete paper applications then distribute the library cards to the students.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)

- Library currently partners with 19 (16 elementary, 1 middle school, 2 high schools) schools in service area
- Library staff currently have relationships with 52 teachers and 3 school librarians within the schools or school district
- The number of SSI library card applications is counted by hand through paper applications.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.

In-person outreach has helped us strengthen partnerships.

Do you have advice for libraries considering a Student Success Initiative?

Be persistent, patient and realistic about your goals.
Student Success Toolkit Case Study 2019
RICHMOND PUBLIC LIBRARY

Student Success Initiative lead: Donielle Woods Branch Librarian, Donielle_Woods@ci.richmond.ca.us, 510-620-8135

Number of years participating in SSI: 2

Type of library: Multiple branch

ILS vendor and product: Millenium

Type of school you are partnering with: Multiple schools

Name of school or schools: Caliber Beta Academy

Targeted student age: Students 11-13 years old (6th-8th grade)

Level of student success initiative card: Internet only

School’s Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments.

We’re unsure about modifying our fine policy.

How are you identifying the student success library card in your ILS?

Student ID

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?

1-2 years

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?

No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?

The major milestone we reached this year was finally finding a school to partner with.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?

We have giving the library cards to the Assistant principal, the Assistant principal will hand them to the teacher and the cards will be distributed from the teacher directly to the students.
Which benchmarks have you met? How are you measuring the use of issued student library cards?
(i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We are using e-resource usage to monitor usage.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
It has taken us awhile but we finally connected with a school what was interested in the program.

Do you have advice for libraries considering a Student Success Initiative?
I would recommend that they be patient and consistent when starting.
Student Success Toolkit Case Study 2019
SALINAS PUBLIC LIBRARY

Student Success Initiative Lead: Renee Gimelli, Senior Librarian, Youth Services, reneeg@ci.salinas.ca.us, 831-758-7040

Number of years participating in SSI: 3

Type of library: Multiple branch

ILS vendor and product: KOHA

Type of school you are partnering with: Multiple schools and one school district

Name of school or schools: El Gabilan, Roosevelt, Los Padres, and Sherwood Elementary Schools

Targeted student age: Students 5-13 years old (K-8th grade)

Level of student success initiative card: Internet only

School's Student Information System (if receiving data from school): unknown

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We do not plan to modify our fine policy.

How are you identifying the student success library card in your ILS? Student ID and patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you're a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
1-2 years

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
This year was a smashing success in implementing our Student Success Initiative. We named our card the SMART Card, created marketing materials, met with the Principals and did outreach with the teachers at each site, downloaded student data, and increased our digital offerings (ebooks, audiobooks, and homework help).
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
We are not distributing any physical cards.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We have met all our benchmarks: and MOU has been signed, relationships have been created, staff has visited the schools, field trips have been conducted, three thousand children and their teachers have been enrolled in the Student Success Initiative, students have been given access to the public library digital resources through their school portal (installed on each student’s Chromebook).

We will be measuring program attendance, homework-help access, e-resource use, and SMART Card check-outs (limited to two books per student).

Please share any positive anecdotes or stories that you may have in which your Student Success initiative has created positive impact on students/teachers/families in your community.
Students and teachers have been very supportive of the easy access that this card gives to students. The seamless integration of the library website into the Clever portal (used by the district) has made it easy to authenticate the students through one sign-in, allowing them access to our resources without several log-ins.

Do you have advice for libraries considering a Student Success Initiative?
It is not easy to get administration on board, but teachers are surprisingly supportive. They express lots of interest in class sets, assignment alerts, and integrated library/school support for reading at grade level. We have instituted a Teacher’s Page on our website to keep these communication lines open, allowing teachers to request class visits and specific subject support.
Student Success Initiative lead: Barbara Bruxvoort, Library Services Manager. bruxvoort@plslib.org

Number of years participating in SSI: 2

Type of library: Single branch and library system or district

ILS vendor and product: Ill Sierra

Type of school you are partnering with: Multiple schools

Name of school or schools:
Individual schools in the San Bruno Park School District; Capuchino High School as part of the larger Peninsula Library System/San Mateo County Library pilot project with the San Mateo Union High School District

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school): unknown

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? 
We have modified our fine policy. As a consortium we have unilaterally eliminated fines on youth cards. We have also created a youth patron type so that young people turning 18 are treated as adults (no guardian field) but still are fine-free since most CA high school seniors turn 18 during their senior year.

How are you identifying the student success library card in your ILS?
Patron type (a secondary field)

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
We expanded our efforts to get library card applications to the schools.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed? We return the cards to the home school for distribution.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards) Currently we have 2,435 cards issued through the Student Success Initiative.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community. Parents appreciate the ability to get a library card through the school.
Student Success Toolkit Case Study 2019
SAN DIEGO PUBLIC LIBRARY

Student Success Initiative Lead: Emily Derry, Youth and Engagement Coordinator, EDerry@sandiego.gov, 619-702-8702

Number of years participating in SSI: 2 years

Type of library: Library system or district

ILS vendor and product: SirsiDynix: Workflows

Type of school you are partnering with: One school district

Name of school or schools: San Diego Unified School District

Targeted student age:
- Students 5-10 years old (K-5th grade)
- Students 11-13 years old (6th-8th grade)
- Students 14-18 years old (9th-12th grade)

Level of student success initiative card: Limited access card: 3 book checkout, database access, and computer use

School’s Student Information System (if receiving data from school): Unknown

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments. We do not plan to modify our fine policy

How are you identifying the student success library card in your ILS?
Patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
6-9 months

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?

We are focusing initially on San Diego’s The Campaign for Grade Level Reading’s 4 Target Schools. Once implemented and a strong partnership is built, move into the next phases:

- Phase 2: extend to cluster elementary, middle schools and high schools (Sept. 2020)
- Phase 3: extend to all schools in the San Diego Promise Zone (Sept. 2021)
- Phase 4: extend to the entire San Diego Unified School District (Sept. 2022)

Limited Access Model – Three book check-out and access to online resources and computer use. The goal is to issue physical library cards to all students in the 4 Target Schools after receiving student data. No paper or online applications will be utilized.

We have met with the school district and received verbal commitment. We have also created an MOU, which is in the hands of the School District to sign. We hope to hear back by the end of June if we can begin implementing in the fall of 2019.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?

We are starting with a pilot program with 4 Target schools. Library staff will do class visits or school assemblies to hand the cards to the students and ensure students and teachers are familiar with the program. Once we begin launching to more schools, we are hoping to create a short informational video that teachers can show students to explain the program as it may be difficult to coordinate class visits for all the schools. We do not know yet how the cards will be distributed once we move onto the second phase of the program.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)

None yet.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.

None yet.

Do you have advice for libraries considering a Student Success Initiative?

Expect the process to take longer than you originally thought. It has taken us two years to get to the point of the school district signing an MOU.
Student Success Toolkit Case Study 2019
SAN MATEO COUNTY LIBRARIES

Student Success Initiative Lead: Dolly Goyal, Library Services Manager for Youth and Families, goyal@smcl.org, 650-312-5268

Number of years participating in SSI: 2

Type of library: Library system or district

ILS vendor and product: Sierra

Type of school you are partnering with: One school, multiple schools, one school district, multiple school district


Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school):
We provide an Excel template to schools with information we need. They can use it or send us their own version.

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments.
We do not plan to modify our fine policy. Comments: We already had a no fines for youth policy in place. As of January 2019, we are fine-free for all ages.

How are you identifying the student success library card in your ILS? Patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
9-12 months

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? We’re not sure at this stage
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We are sustaining and expanding from our pilot year. This year we have successfully added an entire school district – Pacifica School District – and are continuing to work through individual schools to reach more school districts.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed? We currently send them to the school, school district office, or offer to have staff deliver cards and distribute onsite in classrooms or during times convenient for the school. We have realized that there is sometimes a missing gap in communication to parents about the program, so we’re working on emphasizing tools such as a Parent FAQ which we have developed.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)

- Engaged more schools in the program and made initial “asks” about moving forward with the program.
- We issued 1128 cards in Pacifica, 1314 cards in Foster City, and 481 cards in Carlmont High School.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.

Do you have advice for libraries considering a Student Success Initiative?

- Build your toolkit first and train staff on why this program is important, so they’re thinking about it as an ongoing service.
- Create a target plan of schools and grades to reach as well as a follow-up plan for card usage.
- Check in with appropriate library staff on how cards issued will be tracked (e.g. patron type, different kind of cards, etc.).
- Make all materials are accessible for staff to use and provide translations for all templates.
- Share all materials with school partners so they have all tools needed right away.
- Reach parents in the library or through PTA meetings at school, so they’re also aware of this project in case there are questions.
- Start with the connections/relationships that are already in place when implementing the program. Feel free to skip school districts that may be hesitant and try again at another time.
- Keep the conversation open with your school partner; offer to help where needed (e.g. distributing library cards).
Student Success Toolkit Case Study 2019
SAN RAFAEL PUBLIC LIBRARY

Student Success Initiative lead: Henry Bankhead, Interim Library Director,
henry.bankhead@cityofsanrafael.org, 415-485-3436

Number of years participating in SSI: 3

Type of library: Multiple branch

ILS vendor and product: Ill, Sierra

Type of school you are partnering with: One school district

Name of school or schools: San Rafael City School District

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school): unknown

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments.
We have modified our fine policy. We modified our fine policy to remove all late charges on any children’s or teen items a few years before we joined this initiative

How are you identifying the student success library card in your ILS?
We are not going to differentiate.

If you are implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
1-2 years

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
We are a third year sustaining member. We’ve extended our MOU with one school district, and have successfully added quarterly student library card issuance after the initial fall data import. Additionally, we’ve added onsite library card assistance to one high school in the district to assist with password updating and to further that relationship.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
We are a sustaining library, and our plan for distributing hasn’t changed. What has changed is that, in addition to a fall data import from the school district into our system, we have also implemented quarterly updates to be responsive to any new students in the area.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We have met our benchmark of regular library cards issued. Last year (17/18) we issued over 7,000 library cards. This year (18/19) the combined number has been 1,055 cards issued in the fall, with another 257 that we are currently working on (file received late in May, these are still in process.)

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
We continue to see new families come in when a child has gotten a library card through this program. This program has impacted not just the children at the school, able to access our resources online, but we’re seeing new families, especially New Americans/immigrant families, coming in as a group and the parents want to sign up for a library card also.

Do you have advice for libraries considering a Student Success Initiative?
Jump in and do it! Whether you start off by partnering with only one school, or if you’re able to do something multi-school, district wide, or with multiple school districts – the impact that you’ll see to your community and the new faces coming into the library make a huge difference. This initiative is scale-able, meaning that there is probably a sustaining library out there that has done this program to the same scale as you – whether that is big or small.
Student Success Toolkit Case Study 2019
SAN MATEO PUBLIC LIBRARY

Student Success Initiative lead: Adriana Valencia, Supervising Librarian, avalencia@cityofsanmateo.org, 650-522-7806

Number of years participating in SSI: 1

Type of library: Multiple branch

ILS vendor and product: Sierra

Type of school you are partnering with: Multiple school district

Name of school or schools: San Mateo-Foster City School District, San Mateo Union High School District

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school): converted to excel

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments.
We do not plan to modify our fine policy

How are you identifying the student success library card in your ILS?
Special code is added to the record.

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
Already started and completed our initial phase.

Does your library have an MOU or other formal/legal partnership with your school/district?
No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
Our initial phase for SSI was led by the San Mateo County Library system, as part of a consortium, we participated in producing the appropriate cards based on residency and provided promotion within our jurisdiction. This year we partnered in issuing cards to the last few students in the San Mateo Union High School District and the entire San Mateo-Foster City School District, to all students whose parent/guardians did not opt out. Next year we will enter the second phase of the project which focuses on sustainability, promotion of use and to target private schools.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
The cards were all distributed either individually via the schools or through the school district’s central office via their pony delivery to ensure all the cards would arrive around the same time. We are hoping to continue this delivery system for all future card issuances.

Which benchmarks have you met? How are you measuring the use of issued student library cards?
(i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
The benchmarks we have met have included increasing the number of active schools participating in other services offered by the library, such as class visits, special presentations and staff presentations. SSI has allowed us to have more active communication with several schools whom historically we did not partner. We are comparing the amount of library cards issued to youth prior to SSI and after in efforts to continue to target students. We are also monitoring e-resource use and check-outs and comparing to data prior to SSI.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
SSI realy opened doors of communication with schools that typically we unresponsive, and that was a huge benefit to both parties. Issuing the cards through the schools also increased access as many parents are not able to bring their children to the library to request a card or have other barriers. By partnering with the districts to share student data we made it easier for students to get cards without hindering our own policies and procedures.

Do you have advice for libraries considering a Student Success Initiative?
If working independently, it is important to establish milestones and benchmarks that are measurable and sustainable. It is also important to make sure staff all share the same message and that any collateral or promotional material is pithy and engages all users from the teachers, to the students to the parents. If working collaboratively, I believe it is important to share one message as much as possible and to create benchmarks that correspond with all involved for comparison and growth as well as independent benchmarks focused on your own system. It would also be beneficial to have one contact person from each jurisdiction to have a direct contact person with the district. This would not only streamline the communication chain, but would prevent errors from occurring from misinformation.
Student Success Toolkit Case Study 2019
SANTA ANA PUBLIC LIBRARY

Student Success Initiative lead: Lynn Nguyen – Principal Librarian, lnyuyen@santa-ana.org, 714-647-5259

Number of years participating in SSI: 1

Type of library: Single branch

ILS vendor and product: The Library Corporation (TLC), LS2 Staff, LS2 PAC, LS2 Kids, LS2 Reports, LS2 Inventory

Type of school you are partnering with: Multiple schools, One school district

Name of school or schools: Santa Ana Unified School District

Targeted student age (select all that apply): Students 5-10 years old (K-5th grade); Students 11-13 years old (6th-8th grade); Students 14-18 years old (9th-12th grade)

Level of student success initiative card: Full access card

School's Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We plan to modify our fine policy. No overdue fines.

How are you identifying the student success library card in your ILS?
Created a field specifically for the SSI

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
1-2 years

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
The “Library Card Program” was initiated by the Santa Ana Unified School District / City Council Joint Policy meeting a few years ago. The goal of the project is to get a library card into the hands of each student attending a Santa Ana school. This initiative provides Santa Ana students with some advantages:

- An expedited application process. No need to show proof of address since the schools will verify the information.
- If students already have a card, all fines currently owe will be waived in order to give students a fresh start.
- Access to all library materials including eResources and online databases.
- Use of over 80 public computers across the City of Santa Ana.
- Access to after-school tutoring and homework help at the Main Library and its satellite sites.
- Participate in numerous special events and programs throughout the year such as the Summer and Fall Reading Programs, weekly storytimes, annual Children’s Day/Book Day, and more.

Currently, the Library has issued 3,922 of library cards to students since we first initiated the program. Due to staff shortage the library is looking into a more efficient way to issue the library cards using as little resources as possible. The Library is currently working with the Santa Ana Unified School District to export students’ data to the Library’s ILS system. As for a milestone, the Library has established a “Student Success Initiative Team” consists of management team members and a representative from each department of the Library. Everyone is excited about the project and looking forward to make contribution toward the project.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?

Until the Library established a MOU or received the permission from the school district to export students’ data to our ILS system, the Library will follow the current process to distribute library cards to the students.

- The schools collect library card applications from students.
- The schools verify the information on the application according to school records.
- Library staff pick up the filled out library card applications from teachers/principals.
- Once all the library card applications are processed, library staff will drop off the library cards to the teachers/principals.
- Teachers/principals distribute library cards to students.
- Teachers relay the library policy to the students.

Applications that are missing information will be processed giving access to e-services. Missing information will be obtained when the student is physically present at the library requesting full library privileges.
Which benchmarks have you met? How are you measuring the use of issued student library cards? (I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)

1) **Library currently partners with 16 schools in the Santa Ana Unified School District.**
   SAPL extended additional library cards to Roosevelt Elementary School allowing student to use the Roosevelt-Walker Community Center.

2) **Library issues 3,729 of new library cards to children 0-18 annually.**
   This fiscal year we will exceed the number of library cards issued to children 0-18 years of age compared to last year. We are averaging a total of 9,198.

3) **Library currently circulates 193,038 of J materials annually.**
   For 2018-2019, the library circulates 198,561 of Juvenile library material. (averaging out the stats for the last two month of FY 2018-2019).
   Currently we don’t have a method to measure the use of issued student library cards. We are still in the process of looking into this.

**Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.**

The SSI has helped to build a bridge between the library and the students and their families. At the Roosevelt-Walker Community Center, we have seen many students that come to make use of our library-run computer lab and eLibrary. They often go to the TeenSpace and computer lab for homework help from staff, use the computers and iPads to complete assignments, or print out different assignments and receive other tech-based services that help with their school performance. Very recently, a number of students came in looking for help to format a “travel brochure” that they designed as part of a social studies assignment.

Students have also come in looking for school books on our eResource platforms. With their card, they have been able to access Overdrive and check out a digital copy of a book they are reading for class, which can help them complete their assignments.

Another regular occurrence at our computer lab is young students coming in as families to work on computer-based assignments, such as JiJi on STMath. Students will work together as siblings or with their accompanying parent to complete “levels” of their math work for school. Recently, one of the mothers that comes in regularly was very happy to find out that we would be open during the summer so that she can continue encouraging her children to use the program to practice their math skills.

**Do you have advice for libraries considering a Student Success Initiative?**

Having support from the library management is crucial to the success of this program. In addition, having support from the school administrators is also very important.
Student Success Toolkit Case Study 2019
SANTA CLARA COUNTY LIBRARY DISTRICT

Student Success Initiative lead: Jennifer Weeks – Library Services Manager, jweeks@sccl.org, 408-293-2326 x 3010

Number of years participating in SSI: working on the project since 2017 but with SSI officially for 1 year

Type of library: Library system or district

ILS vendor and product: SirsiDynix Horizon

Type of school you are partnering with: Multiple school district

Name of school or schools:
Campbell Union School District
Campbell High School District
Cupertino Union School District
Fremont Union High School District
Gilroy Unified School District
Los Altos School District
Mountain View Los Altos High School District
Los Gatos Monte Sereno Daves Avenue
Milpitas Unified School District - Elem & High
Morgan Hill Unified School District
Moreland School District
Saratoga Union School District
Saratoga Union High School

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Digital access provided and full use card attached upon visit to the library.

School’s Student Information System (if receiving data from school):
Excel sheets from each school as all systems are different

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We have no fees on children’s materials already.

How are you identifying the student success library card in your ILS?
Student ID
If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
SCCLD’s goal was to provide targeted library access for all students by creating eAccounts granting full use of all digital library resources for all students in our service area. The student data was shared via FTP and Excel forms by each school district after families gave permission during school registration. Then we uploaded directly into Horizon to create accounts with a format based on their student ID number and school district. Superintendents were the ones to give permission and then we worked with school IT departments to implement.

As of April 2019, SCCLD has created 78,000 accounts and should reach 90,000 by Fall 2019 working with all public school districts in our service area. The accounts are based on Student ID number and a student can attach a full use card for checking out physical items simply by visiting a library with proof of ID. The eAccounts never have fines or fees and also allow computer access at the library.

Most of the information was done via email to students and families plus partnering with local school teachers and librarians who helped best promote the student access. A key point was also creating a student portal on our website that the students were able to get to easily and authenticate through without creating additional user names and passwords.

Marketing is the most challenging part. SCCLD created flyers, posters and emails for students, families and staff to promote and will continue to finetune and expand that messaging. We also need to better standardize adding new students throughout the school year.

The process can be mucky but well worth the efforts!

Milestones

1. SCCLD has established partnerships to create Student eAccounts with all public elementary school districts in our library district cities. — **DONE by October 2019 all will be loaded**
2. SCCLD Circulation services use successful procedures system wide for adding full use cards to student eAccounts, including class visit and pop up library processes – **DONE**
3. SCCLD will establish best practices for continuing eAccount creation each school year at participating school districts to avoid duplication and catch new students — **In Process**
Benchmarks

1. SCCLD libraries share information on using the Student eAccount at least 6 times a school year with families through school information sources like newsletters or parent portals. — In Process
2. The SCCLD Student Portal has over 1000 users this year. — 2,815 users July-April
3. Children’s Librarians at each library visit at least 2 schools in their cities throughout the year to promote Student eAccounts. — In process

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
The eAccounts can have a physical card attached at a library.

Which benchmarks have you met? How are you measuring the use of issued student library cards?
(I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We now have over 2800 unique users which was double our goal but there’s still room to grow!

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
School staff are the best promoters. Many have also used our resources in classes and for assignments!

Do you have advice for libraries considering a Student Success Initiative?
Be patient and expect changes and different needs for different schools. Building relationships is very important. Setting up a schedule for data uploads, deadlines and school communication is very helpful and plan on having to check in and remind people A LOT. Work with school administration but follow up locally and involve school staff who can directly show the students what the library can do for them.
Promote to parents as well!
Student Success Initiative lead: Heather Norquist, Regional Manager, norquisthc@santacruzpl.org, 831-427-7700 x7698

Number of years participating in SSI: 2

Type of library: Library system or district

ILS vendor and product: Innovative Interfaces, Polaris

Type of school you are partnering with: Multiple schools, multiple school district, County Office of Education

Targeted student age: Students 5-10 years old (K-5th grade) and students 14-18 years old (9th-12th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school): n/a

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments. We have modified our fine policy.

How are you identifying the student success library card in your ILS? We haven’t figured this out yet.

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? 1-2 years

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We are close to implementing and Educator Card, with the goal of offering it at the beginning of the school year. We are working on re-establishing connections with teachers and school librarians and strengthening school partnerships. Our policy that removed overdue fines on J and YA materials went into effect last September. We have instituted library card drives using paper application forms at elementary schools and are working to gain support for an MOU agreement from district superintendents. We co-sponsored and hosted the SPLAMBA (School and Public Librarians Association of the Monterey Bay Area) workshop, which brought school and public librarians from 3 counties together to focus on ways school and public libraries could partner for mutual benefit.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed? We plan to distribute cards in person at the schools.

Which benchmarks have you met? How are you measuring the use of issued student library cards? Here are our benchmarks as of 7/1/18. We’ll look at our numbers in again in July 2019 to see what progress we’ve made in the past year. Student Success Initiative for SCPL: Library Cards for all First Graders

Benchmarks of Baseline Services as of July 1, 2018

- The Library currently partners with 48 schools in the service area.
- Library staff currently have relationships with 96 teachers and other key personnel within the schools.
- Schools planned 124 student teacher field trips to the Library each year, including 91 School Age Class Visits and 33 Young Adult Class Visits.
- The Library currently has no MOUs with various schools and school districts.
- The schools currently share the following types of data with the Library (this varies by school): student’s name, school, grade, date of birth.
- 20,552 children ages 5-18 currently have Library cards.
- The Library currently issues 1,761 new library cards to children 5-18 annually.
- The Library issued 208 new library cards to first graders between 9/2/17-9/1/18.
- The Library issues 0 educator cards each year.
- The Library circulated 609,136 J materials 2017/18. Including Teen materials, the number is 651,141.
- 70,486 people visit the Library’s Kids and Teen Webpages annually for 7/1/17-6/30/18. Kids’ pages: 68,245, Teen Pages: 2,241. 11,421 people visited the SRP pages (kids and teens).
- 26,658 children attend the library’s classes and events annually. 2,860 young adults attend the library’s classes and events annually.
- 3,860 children currently participate in the Library’s Summer Reading Program.
- 74 teachers subscribe to the Library’s Teacher Newsletter.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community. Teachers are much more receptive to receiving our information about library programs and services. As we develop new partnerships, we find they are excited to learn about the programs we offer for children and families. People are especially surprised and happy to learn that our J and YA materials are fine-free.

Do you have advice for libraries considering a Student Success Initiative? Be persistent; don’t be disappointed if it doesn’t go as quickly as you hoped. Involve all of your staff. Have a Plan B in case you encounter barriers to your original idea. If you’re working with multiple school districts, choose one school district to start with as a pilot.
Student Success Toolkit Case Study 2019
SANTA FE SPRINGS CITY LIBRARY

Student Success Initiative lead: Olivia Shea, Librarian I, oliviash@santafesprings.org; 562-868-7738 x7820

Number of years participating in SSI: 1

Type of library: Single branch

ILS vendor and product: SirsiDynix Symphony

Type of school you are partnering with: One school

Name of school or schools: Rancho Santa Gertrudes Elementary

Targeted student age: Students 5-10 years old (K-5th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school): N/A

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments.
We have modified our fine policy. Our Student Success Initiative cards are fine-free. These are the first fine-free cards our Library has ever offered.

How are you identifying the student success library card in your ILS?
Patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
No
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year? We have reached all the milestones that we created at the beginning of this project. We have created and dispersed marketing material, created and followed a timeline, and have distributed cards to the school.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed? We attached each card to an informational half-sheet printed on cardstock. We then placed these cards in an envelope labelled “To the Parents of _____.” Envelopes were then organized by classroom and given to the school principal, who distributed the cards to each classroom and spoke with the students.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards) The number of annual juvenile cards distributed to students has increased, though we will not a solid number until the end of the year. Additionally, we will not be able to gauge an increase in circulation of J and YA materials or summer reading program participation for the next few months. We will measure the use of issued student library cards via check-outs and summer reading program participation.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community. We have seen high interest in the program from parents and teachers. I have had multiple parents come into the library for the first time to specifically ask about this program. Many are very excited to begin using the library.

Do you have advice for libraries considering a Student Success Initiative? Find a solution to every possible issue that could occur with physical cards (i.e. is there a fee to replace a SSI card?, can we look up a student by name for checkout if they do not have the physical card with them?, etc.). We have had several questions arise that we never previously considered.
Student Success Toolkit Case Study 2019
SANTA MARIA PUBLIC LIBRARY

Student Success initiative lead: Dawn Jackson Librarian III, djackson@cityofsantamaria.org, 805-925-0994

Number of years participating in SSI: 1

Type of library: Multiple branch

ILS vendor and product: Innovative Polaris 6.0

Type of school you are partnering with: Multiple school district

Name of school or schools: Orcutt Union School District, Santa Maria Bonita School District, Guadalupe Union School District

Targeted student age: Students 5-10 years old (K-5th grade), Students 11-13 years old (6th-8th grade)

Level of student success initiative card: Will likely be limited—to 5 checkouts, no overdue fees, but lost or damaged fines.

School’s Student Information System (if receiving data from school): don’t yet know

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We’re unsure about modifying our fine policy. We will likely modify it, but have not yet decided

How are you identifying the student success library card in your ILS?
Patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
6-9 months

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
I have been in conversation with 3 of our area districts, and hope to have meetings over the summer. I hope to have at least one implemented by fall.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
Our current plan is to use the student IDs as their cards. If we go another route, we will likely visit the schools to hand out cards.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We have met the benchmark of contacting school districts.
Student Success Initiative Lead: Holly Broman, hbroman@santabarbaraca.gov, 805-564-5602

Number of years participating in SSI: 3rd year

Type of library: Multiple branch

ILS vendor and product: Polaris

Type of school you are partnering with (select all that apply): One school district

Name of school or schools: Santa Barbara Unified School District

Targeted student age (select all that apply): Students 5-10 years old (K-5th grade), Students 11-13 years old (6th-8th grade)

Level of student success initiative card: Limited access card. Planning is still in progress, but the tentative plan is: fine free, charging for lost items, using Student ID number as library card number, expires at 19 years old (after graduation), 5 checkouts, 5 holds

School’s Student Information System (if receiving data from school): Aries

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We plan to modify our fine policy. We are already working to become fine free for the whole system, but already have the okay for fine free SSI cards

How are you identifying the student success library card in your ILS? Student ID, Patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)? 3-6 months

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? Yes
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?

- Connected with Director of Elementary Education and entered MOU negotiations (currently being reviewed by City Attorney)
- Manually created full access library cards for junior high students at 3 district schools and visited classrooms to educate students about their new card
- Library Cooperative in talks about standardizing the student success patron type
- Created plan for SSI card roll out

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?

No physical SSI cards will be created, as they will receive access with their Student ID Cards. They may come in and request a library card (with a parent or guardian if they’re under 13), then we’ll transfer their account to a full access card.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)

- 4918 -number of children ages 5-18 currently have library cards
- Library currently issues 876-number of new library cards to children 5-18 annually
- Library currently circulates 350,666-number of J materials annually
- 38,129-number of children and teens attend the library’s classes and events annually
- 336 number of outreach visits by library staff occur each year

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.

While we haven’t rolled out our full initiative yet, the junior high teachers have been incredibly enthusiastic about the project. With the relationships built during the process of creating our partnership with the school district, junior high and high school students now have access to Library apps on their district-issued iPads. After we issued their classes cards, several teachers assigned independent reading assignments from Hoopla, which helped them expand their curriculum beyond their usual classroom libraries.

Do you have advice for libraries considering a Student Success Initiative?

The thing we learned this year that is perhaps the most useful is that you may have to compromise with your community – giving them less access or resources than you’d like to – to meet them where they are in the process. Just keep chipping away at the formalities! It can take time and a lot of effort and relationship building, but each step forward is important and worth celebrating.
Student Success Toolkit Case Study 2019
SHASTA PUBLIC LIBRARIES

Student Success Initiative lead: Sara Day-Educational Services Librarian, sarad@shastalibraries.org, 530-245-7561

Number of years participating in SSI: 3

Type of library: Multiple branch

ILS vendor and product: Polaris

Type of school you are partnering with: Multiple school district and County Office of Education

Name of school or schools:
Anderson Union High School District-6 schools
Bella Vista Elementary School District-1 school
Black Butte Union School District-2 schools
Cascade Union Elementary School District-6 schools
Castle Rock School District-1 school
Columbia Elementary School District-2 schools plus Redding School of the Arts (Charter)
Enterprise Elementary School District-9 schools plus 2 preschools
Fall River Joint Unified School District-4 schools
Gateway Unified School District-9 schools
Grant Elementary School District-1 school
Happy Valley Union School District-3 schools
Igo-Ono-Platina Union School District-1 school
Junction Elementary School District-2 schools
North Cow Creek Elementary School District-1 school
Pacheco Union School District-2 schools
Redding Elementary School District-10 schools
Shasta Union Elementary School District-1 school
Shasta Union High School District-12 schools
Whitmore School District-1 school (has charter schools, but need to be onboarded separately)
Chrysails Charter School

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school):
Mostly Aeries, working on Powerschool (Oracle) script.

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments.
We do not plan to modify our fine policy.
How are you identifying the student success library card in your ILS?
Identifiable library barcode

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you're a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
Already started. We added two districts in 2018 and added three so far in 2019. We are waiting on MOUs for the three libraries. We also added a charter school, so in total we have 19 out of 26 school districts and 2 charter schools.

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes.

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
We are sustaining it. The eventual goal is to have all 26 school districts onboarded and have a smooth system of data retrieval. Right now, we have 19 school districts onboarded and we are in the process of making a sustainable retrieval process. Getting a new query written for Oracle databases is the next step for the retrieval process, which we have partnered with Enterprise Elementary School District.

Do you have a plan on how you will distribute the library cards to the students? If you're a sustaining library, has your plan for distributing cards changed?
Yes. Currently, I hand deliver them. That has not changed since I started in 2018.

Which benchmarks have you met? How are you measuring the use of issued student library cards?
(I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
Once a month, I get a report of school card circulation data, which I can use to see how effective the cards are (usually, more effective right after I do a school card delivery). We also track the usage of Help Now, which is a main incentive in our school card program.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
The Gateway Educational Options School has included our school cards project in their curriculum and their accreditation process.

A student and her father came into the library for the first time upon receiving a school card and she was so excited to explore! Her father promised that they would come back and asked me questions about programs and books.

Do you have advice for libraries considering a Student Success Initiative?
Be persistent, but remember to be patient with the school districts.
Student Success Initiative lead: Nancy Donnell, nancy.donnell@sjlibrary.org, 408-808-2140

Number of years participating in SSI: 2yrs started 2016 -2107 then 2018-19.

Type of library: Library system or district

ILS vendor and product: Sierra

Type of school you are partnering with: Multiple school districts

Name of school or schools: Moreland School District, Mount Pleasant Elementary, Union School District, and San Jose Unified

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: 5 physical items and access to all eResources

School’s Student Information System (if receiving data from school): unknown

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We have modified our fine policy. The city implemented a fines free for youth materials a couple of years ago.

How are you identifying the student success library card in your ILS? Patron type

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
9-12 months. There are 19 school districts in San José. Of the four school districts there was only one school district which didn’t require an MOU.

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes. We have many school districts and most require a formal MOU. There is only one district that did not require a formal MOU.

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
The MOUs are in the final process for approval by both organizations. One school district will be issued student library cards before the summer break. One school district announced the winner of a student design contest. We expect to distribute the cards in September/October for the others
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
No, it’s currently in process for the summer distribution on the last day in their packets. One school district wished to distribute the cards before the summer which was a very short timeline. The cards will be distributed with the final packets. One of the school districts that will receive their accounts in the fall will be using their student ID with a delimiter as their student library card. Those accounts will be “keyboard-in” style and will not require an actual card.

Which benchmarks have you met? How are you measuring the use of issued student library cards?
The city of San José has 19 school districts and the MOU approval is still in process for 2 of 4 school districts. One district required only verbal approval and the other school district data has been transferred and documents are in the finalization process. We will measure library card use reviewing material and eResource checkouts and class visits. We will continue to seek additional partnerships with other school districts and other education institutions.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
One simple partnership building method for libraries that are located within a mile of a school is to showcase book reviews from particular grades. One of our branches has rotating 7th grade classes writing book reviews.

Do you have advice for libraries considering a Student Success Initiative?
Be patient and keep the lines of communication open and continue to build those relationships in various ways through volunteers, class visits, teachers, school board members and other education advocates who understand the public library’s role in student academic success. It has taken about 3 years before having an MOU signed with one of the largest school districts. Don’t give up every outreach and connection with a school volunteer, teacher, or school administrator is laying the foundation for the partnership.
Student Success Toolkit Case Study 2019
SOLANO COUNTY LIBRARY

Student Success Initiative lead: Malissa Knapp, Branch Manager, mmknapp@solanocounty.com, 707-784-1520

Number of years participating in SSI: 2

Type of library: Multiple branch and Library system or district

ILS vendor and product: CARL

Type of school you are partnering with: Multiple schools and one school district


Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Limited access card 3 item check-out limit. Computer access. E-resources.

School's Student Information System (if receiving data from school): Automated export from Aeries.

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We have modified our fine policy. All fines on Student Access Cards are waived.

How are you identifying the student success library card in your ILS? Student ID

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership?
Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district? Yes
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
The Solano County Library (SCL) has several collaborations with schools. Collaboration agreements vary depending on the City/school district.

Rio Vista: Staff operates a weekly mobile library at the only elementary school in Rio Vista. Staff brings books and materials to the school for student checkout. Every week throughout the month visiting classrooms rotate through the mobile service that is set-up in the cafeteria. Library card forms are sent home to parents at the beginning of the school year and entered manually by staff.

Vallejo: The SCL has an informal agreement with several schools in the Vallejo Unified School District (VUSD). Library card forms are sent home with students at the beginning of the school year and entered manually by staff. Staff conducts periodic visits to classroom throughout the year. VUSD has expressed interest in formalizing a partnership. The SCL will evaluate this opportunity, once the pilot period has been completed with another school district in the City of Fairfield.

Fairfield: The SCL has entered into a MOA with the Fairfield-Suisun Unified School District. This school year SCL piloted a Student Access Card at six schools in the district. Student data is migrated into our ILS software. The MOA includes outreach, marketing, and outcomes provided by both parties. The SCL will roll out the Student Access Card to 20 additional schools in the fall.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
Students use their student ID number to check materials out and use online resources.

Which benchmarks have you met? How are you measuring the use of issued student library cards? We won’t evaluate benchmarks until next year.

Benchmarks include:
- 80% of all 3rd grade students will reach or surpass student stretch goals in the spring MAP RIT Scores annually.
- The amount of 3rd grade students reading at or above grade level by the end of 3rd grade will increase by 10%.
- 50% of teachers will believe that their students’ participation will have resulted in improved reading comprehension skills by the end of the year.
- 50% of project participants will report they have increased pleasure and interest in reading by the end of the project.
- 75% of students in grades 2-5 will enroll in the SCL Fall Reading Program as part of a school wide program. 25% of students will complete the reading goals for the program.
Measurements include:
- Monitor circulation
- Monitor increased usage of online resources
- Student surveys
- Teacher surveys
- Student test scored and data

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.

FSUSD is renovating several of their school libraries. Beginning the next school year, Fairview (our neighbor K-6) will be renovating their library. The Fairfield Civic Center Library will become their school library. Classes will walk over and use their existing Student Access Cards (they are a pilot school). It’s an excellent opportunity to collaborate and introduce kids to the public library that normally don’t visit. They will come with their library media tech. The media tech will have office space at the public library. This collaboration wouldn’t have happened, had we not developed such a cohesive relationship over the past year.

Additionally, as part of our initial agreement, we’ve hosted three family fun literacy nights at three different branches of the public library system. Over 400 children attended and received free books, tote bags, STEM activities, story time with a principal, and information on Summer Reading, Lunch at the Library and Student Access Cards.
Student Success Toolkit Case Study 2019
SONOMA COUNTY LIBRARY

Student Success Initiative lead: Rachel Icaza, Education Initiatives Librarian, ricaza@sonomalibrary.org, 707-545-0831 ext 1604

Number of years participating in SSI: 2

Type of library: Library system or district

ILS vendor and product: Horizon/Sirs Dynix

Type of school you are partnering with: 40 separate school districts

Targeted student age: Students 5-18 years old (K-12th grade)

Level of student success initiative card: Limited access card (explain restrictions): 10 item check out, 98% of online resources.

School’s Student Information System (if receiving data from school): Multiple

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We have modified our fine policy.

How are you identifying the student success library card in your ILS? Student ID, patron type, identifiable library barcode

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
As of right now, we have 7 of 40 districts signed on. We anticipate the whole project to take 3-4 years.

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
We have added 6 school districts this school year. We have fine-tuned our outreach approach to include branch level staff effectively and to give them more exposure to the school districts at the admin level. We have also continued to work on both in library and in school promotion of the Student OneCard.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
We do not distribute physical cards. We use an e-card account linked to the student’s school ID number.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
E-resource use, physical item check-outs, and online homework help. Measuring usage is a huge issue that we could use support around. Each database vendor records things differently so we can’t tell if students are using their Student OneCards to access them.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
The Student OneCard has been really the key to unlocking access not only for students to libraries, but also for our library system to have access to the school communities county-wide. We are sharing our mission and brand with educational leadership in ways that we never have in the history of our library system. It is very exciting!

Do you have advice for libraries considering a Student Success Initiative?
Build on the existing work you’ve done with the schools. Leveraging relationships from every level is crucial. Never underestimate the power of small gifts such as swag bags and specially marketed items for teachers and school boards.
Student Success Initiative lead: Martin Pinol, Librarian II, pinol@plsinfo.org, (650)829-3860

Number of years participating in SSI: 1

Type of library: Multiple branch

ILS vendor and product: Sierra

Type of school you are partnering with: One school, multiple schools, one school district, multiple school district

Name of school or schools: Martin Elementary (SSFUSD), All Souls Catholic School

Targeted student age: Students 5-13 years old (K-8th grade) and preschools, community / family groups

Level of student success initiative card: Full access card

School’s Student Information System (if receiving data from school): N/A. Still using paper applications.

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments.
We do not plan to modify our fine policy. SSFPL policy was modified waiving all late fees on youth cards before this initiative started. Billed items still apply.

How are you identifying the student success library card in your ILS?
Patron Code

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)
Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
We’re not sure at this stage.
Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?

In our implementing year (2018-2019), we partnered with two schools, Martin Elementary (SSFUSD) and All Souls Catholic School, with the goal of signing every child up for a library card. During this year, staff attended PTA, Friends of the Library, and other local group meetings to build greater partnerships and support from school board members, teachers, and principals regarding the Student Success Initiative.

In our second year (2019-2020), we will be altering our strategy from focusing on entire schools to first grade classes throughout SSFUSD. Partnerships with particular private schools will continue to sign up every grade.

We have reached two of our three milestones:

- Establish clear targets for our initiative.
  - First grade classes throughout SSFUSD.
- Identify one or more key persons with the school or school district.
  - Spoke with board members, principals, school librarians, teachers, and PTA members to get buy-in and support.

Marketing materials are being developed and will be distributed during the 2019-2020 school year.

Future goals include automatically offering library cards during school registration.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?

Library cards for students at All Souls Catholic School were distributed during class visits. A total of 247 students (85% of school population) have been issued library cards.

Library cards were distributed in February, 2019 to all classrooms at Martin Elementary with the assistance of the Principal and administrative staff. Library staff have routinely received and returned library cards to the main office. A total of 75 students (17% of school population) have been issued library cards.

Based off of the successes and challenges in our implementing year, we intend to primarily distribute library cards during class visits.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)

Since we will be changing our strategy from site focused to first grade classes, benchmarks have been reestablished and will be applied in our second year.

We intend to measure check-outs, program attendance, and class visit / outreach engagements.
Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.

As part of our pilot launch, the library brought author Kazu Kibuishi (Amulet) to visit Martin Elementary (SSFUSD) to discuss comics, following your passions, and the power of perseverance. This event was part of the Peninsula Library System’s Comic Arts Fest. Signed copies of Kazu’s series were donated to the school, as well as a separate piece of artwork. The principal, Mr. Covacha, and teachers were deeply appreciative that their students were given this opportunity to explore literacy through graphic novels and to receive encouragement from adults and authors outside their school. This event further strengthened an already well-established partnership.

Do you have advice for libraries considering a Student Success Initiative?

- It’s never too late to start!
- It’s never too early to plan.
- If your strategy isn’t working, change tactics.
- Establish clear partnerships with personnel that can make decisions / provide oversight at institution. Start with partners you already have: PTA, literacy coordinator, principal, etc.
- Meet with stakeholders to identify partnerships, goals, and resources. Collectively discuss and identify what “success” means to them and their students.
- Establish clear message for outreach team to share during engagements.
- Assess project oriented strategies that link school projects with library workshops and offerings.
- Meet with students to discuss what they need to be successful.
Student Success Initiative lead: Chalese Eggleston, ceggleston@co.sutter.ca.us

Number of years participating in SSI: 2

Type of library: Library system or district

ILS vendor and product: Sierra

Type of school you are partnering with: One school district

Targeted student age: Students 5-10 years old (K-5th grade)

Level of student success initiative card: Limited access card: 2 item check-out limit, Full internet access

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? If yes, please explain in comments:
We will modify fine policy for Student Success Initiative cards only

How are you identifying the student success library card in your ILS? Student ID

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership?
9-12 months

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
We have everything in place and are just waiting on our County IT to transfer student data to our system.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
We have blank cards that will be distributed as soon as the data is transferred. The cards will be distributed to classrooms and teachers will be required to manually write each student’s ID number on the card before use.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We have not distributed cards yet.
Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
The school district is very excited to implement this program. I presented at a meeting and had great support and feedback from faculty.

Do you have advice for libraries considering a Student Success Initiative? Be persistent. Don’t get discouraged. You can do it!
Student Success Initiative lead: Charlotte Burrows, Children’s & Young Adult Services Supervisor

Number of years participating in SSI: 2

Type of library: Library system or district, City operated Main Library & Branch

ILS vendor and product: Innovative Sierra

Type of school you are partnering with (select all that apply): One school district

Name of school or schools: Conejo Valley Unified School District

Targeted student age (select all that apply): Kindergarten

Level of student success initiative card: Full access card

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We do not plan to modify our fine policy. We won’t be modifying our fine policy at this time but are looking at future options.

How are you identifying the student success library card in your ILS? Note field Kindergrow

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?

Completed 2018-19 school year - Ongoing

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?

We’re not sure at this stage

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?

During the early part of the 2018-19 school year, Thousand Oaks Library staff was able to implement Phase I of our Student Success Initiative. We call it Kindergrow. Following the Kindergo program used by our mentor library (Ontario), we enlisted City Staff to visit kindergarten classrooms to read a book to students, distribute library cards, and promote library services. The program was branded “Planting seeds - Growing mighty readers” to capitalize on the Oak theme of our City and Library. It was very well received by City Staff who participated as volunteer readers and by the school district. We were able to
meet with the new Conjeo Valley Unified School District’s Director of Elementary Education and coordinated the program through her office.

Kindergarten students were given a brochure with Library information and an inactive library card attached which they then could bring to the Library to activate with their parent or guardian. The cards had a Kindergrow sticker to distinguish them from regular patron cards. The brochure also had information and invitation to a special Kindergrow Celebration with the Party Puppet Show. Students who brought in existing Library cards or new Kindergrow were given a book and cardholder lanyard provided by the Friends of the Thousand Oaks Library.

In total we were able to complete a total of 50 outreach visits, which included a total of 60 Kindergarten classes (some schools chose to combine classes) and reached more than 1000 Kindergarten students in the Conejo Unified School District and a few additional charter or private local schools. Other milestones reached were the meetings with the Elementary Education Director and staff awareness and working as a team to complete this project. A timeline was created and dates were shifted and we had to be flexible due to unforeseen circumstances.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed? Cards were distributed to Kindergarten teachers at Kindergrow visits for their students who were then given the card to take home and reminded to bring cards into the Library to activate or show an existing card to receive Kindergrow incentives.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (i.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)

In total we were able to complete a total of 50 Kindergrow outreach visits, which included a total of 60 Kindergarten classes (some schools chose to combine classes) and through these visits reached more than 1000 Kindergarten students in the Conejo Unified School District and a few additional charter or private local schools.

Only 3.5% of the Kindergarten students reached in Kindergrow visits brought their new library card or an existing back to the Library which we were able to quantify and record. 100 total children and family members participated in the Kindergrow Party Puppet Show Celebration. We feel this was due to significant issues effecting our community at the culmination of the Kindergrow including the Borderline shooting and Woolsey/Hill fires.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.

As mentioned, this program was very well received by City Staff members who had the opportunity to go out to schools for classroom visits and talk about how they use reading and literacy in their job and to promote Library services. Teachers loved the program. One Kindergarten teacher commented that the City “really hit it out of the park” when developing the Kindergrow program. In addition to these anecdotes, another positive impact is improved and strengthen relationships with Conejo Valley Unified School District and new district personnel who took over leadership roles. They are more aware of
Library services and resources and how these benefit their students and help support their LCAP (Local Control Accountability Plan) goals and objectives.

**Do you have advice for libraries considering a Student Success Initiative?**

Our advice is to be very flexible. You never know what might happen with changing leadership in local school districts or circumstances beyond staff control. Being faced with two major tragedies and community challenges like the Boderline Shooting and Woolsey/Hill fires were not foreseeable by staff and we just had to adapt our initiative to community needs and circumstances.
Student Success Toolkit Case Study 2019
UPLAND PUBLIC LIBRARY

Student Success Initiative lead: Christina Glass, Children’s Services Coordinator, Christina.Glass@uplandlibrary.org 909-931-4216

Number of years participating in SSI: 1

Type of library: Single branch

ILS vendor and product: Polaris

Type of school you are partnering with (select all that apply): One school

Name of school or schools: Upland Elementary

Targeted student age (select all that apply): Students 5-10 years old (K-5th grade)

Level of student success initiative card: Full access card

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative? We do not plan to modify our fine policy

How are you identifying the student success library card in your ILS? Identifiable library barcode

If you are an Implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
3-6 months

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
No

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?

We’re still developing our program that over the course of the year has taken shape using the information we’ve gathered. Our program that we’re tentatively going to launch in September is going to be called Ready, Set, Read. This program will be a kindergarten based initiative. Taking no information from the student, this program will consist of classroom visits to each school in our district in the month of September where we will read the same book and hand out information packets to the teachers to distribute to each student. The students will receive a library card, a registration form, information about the program, and information about the fair we’ll be holding for this program’s launch in October.
to encourage them to come in and activate their card. By not taking student information and by offering incentives (like receiving a free book when they register their card) to come in and activate their card, we’re hoping to encourage students to view the library as a fun community orientated place to be and bypass the difficulties in obtaining students personal information.

Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?
The library cards will be distributed to the kindergartners in class during their class visit in a package that will contain their card, the libraries registration form, information about the program and the library and information on our Ready, Set, Read fair that they can attend at the end of the classroom visits to encourage them to come in and sign up.

Which benchmarks have you met? How are you measuring the use of issued student library cards?
(I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)
We haven’t begun distributing cards on a wide enough scale to test benchmarks. We have noticed that the tours we have done with our test school has resulted in many of the kids coming back and saying hello to us as they check out books and attending programs. However, no hard statistics as of yet. We’re going to reset our benchmarks for next year beginning in September when we launch Read, Set, Read and evaluate them at a later date.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.
The districts’ Reading Specialists have been awesome. They’re enthusiastic and motivated with the same vision as we do here in terms of encouraging kids to read and providing as much access as possible. The office managers and teachers are also wonderful. We found our in by chance through a school assembly we were doing and brought up the Student Success Initiative and our program, Read, Set, Read that we’re working on and she jumped at the chance to get the districts’ specialists involved. It goes to show you never know when or how you’re going to meet the right people.

Do you have advice for libraries considering a Student Success Initiative?
Be patient with the process and take your time figuring out what will work best for your school/district and your library. It takes time to find the right people to get in touch with who can best assist you with your vision. Being open to modifying your plan constantly was also helpful for us. Our original plan in September changed significantly over the course of the year as we met new people and tried different things but now we have a great plan and are excited to start rolling it out.
Student Success Toolkit Case Study 2019
YOLO COUNTY LIBRARY

Student Success Initiative lead: Scott Love, Library Regional Manager, scott.love@yolocounty.org; 530-757-5595

Number of years participating in SSI: 2

Type of library: Multiple branch

ILS vendor and product:

Type of school you are partnering with: One school district

Name of school or schools:

Targeted student age: Students 5-18 years old (K-12th grade) and pre-K

Level of student success initiative card: Full access card

Have you or do you plan to modify your existing student or youth fine policy or any other policy/procedure because of the Student Success Initiative?
We have modified our fine policy. The elimination of late fees for youth was our number one goal of the program. We decided to focus on the age level of the card owner, not the age level for the material. If fines were eliminated on juvenile and teen material, it would cause confusion with students borrowing adult material, and we felt that it would in the end cause more negative PR. We also felt it an easier sell to the elected officials if we were eliminating late fees for youth.

How are you identifying the student success library card in your ILS?
Identifiable library barcode. Their barcode has a unique digit in it and we put in another Patron Code field the school district name.

If you are an implementing library, what is your estimated time frame for a roll out for this project? If you’re a sustaining library, what is your estimated time frame for expanding your partnership (adding more school districts, making more partners, etc.)?
Already started

Does your library have (or is planning on having) a MOU or other formal/legal partnership with your school/district?
Yes

Please provide an overview of your Student Success Initiative, and where you are in the process of developing, expanding or sustaining it. What milestones have you reached this year?
We implemented SSI with one school district of about 1,004 students in January 2019. We are currently working with a second district of 1,600 students, to try and expand the program for the 2019/20 school year. The library reached all 11 milestones that were developed for 2018/19.
Do you have a plan on how you will distribute the library cards to the students? If you’re a sustaining library, has your plan for distributing cards changed?

We distributed cards in our planned manner, which included visiting individual classrooms staff and making a presentation on what card was and to mention that late fees had been eliminated, and that any previous charges on their old accounts had been removed. Bilingual staff were at each presentation for the classrooms with students who had students that preferred Spanish language. One thing we did learn, is that we need to have the cards printed in some type of order so as to reduce the amount of staff time needed to organize that cards by classroom.

Which benchmarks have you met? How are you measuring the use of issued student library cards? (I.e. e-resource use, check-outs, online homework help, program attendance, more students in the library, reference questions, increase in regular cards)

We are too early into the program to have definitive data on use at this point on circulation of materials or any effect the outreach may have on the upcoming summer reading program. In the first three months we’ve seen the circulation at the target branch to continue a downward trend in circulation, yet children’s materials actually had a .6% increase in circulation. The stats may be skewed down in the first three months of 2019 by the weather. Cards weren’t actually handed out until late January at the elementary and middle school, and in the three weeks after the handing out, school was forced to be cancelled due to flooding. High school students didn’t get their cards until close to the middle of February do to the school days cancelled. Anecdotally, staff has seen an increase in activity after school and many new faces.

Please share any positive anecdotes or stories that you may have in which your Student Success Initiative has created positive impact on students/teachers/families in your community.

Anecdotally, staff has seen an increase in activity after school and many new faces. Staff said they were swamped with activity in the weeks following the handing out of the library cards. We also had one parent come in with their child a day after the cards were handed out, asking to opt back in after having decided to opt-out at the beginning of the school year. The whole program has resulted in the library having many more e-mail and phone contacts from school staff trying to get questions answered about where cards were for some students, and we’ve seemed to have strengthened the relationship with the district. For the first time that anyone can remember, there is a teacher serving on the Friends Board, in addition to someone from school administration. Leading up to handing out the cards, the branch manager began getting calls from teachers trying to find out when the cards would finally get handed out.
Do you have advice for libraries considering a Student Success Initiative?

Pace yourself and listen to staff concerns and gauge their stress level. The most stressful part of implementing likely will be the data sharing, especially if the library staff member has not done something like this before, and if there are communication issues between school staff and library staff. Make sure you have ways to track the new cards easily. We added a unique number within our barcode numbering (280050 v. 280053), this allowed us to maintain the same numbering system with vendors yet they could be easily identified as a student card from a particular school district. Each school district will use a unique 6th digit, so it will be easy to track them separately as we expand the program. We also created a PCode (Sierra) for each district, so we can run reports by PCode. Lastly, the barcodes last 5-digits match the student ID number of the student. We also put this number in the Unique ID field, meaning staff can just type in the student ID number if the student has lost/forgotten their card that day. If you do full access cards, you can’t over communicate with the parents of students, so we made sure the Opt-Out forms, a letter, and then a postcard that we stuck the library cards too; all had the information about what it meant to have a library card, and their responsibilities if material was lost. Thankfully, we really had only two languages to worry about, so we made sure the material was in English and Spanish. If we expand the program to our two larger cities, we will need to be prepared to make support material in many more languages (6-10) if we expect all parents to understand the rules.

Card ordering: Though we did an entire district, it was small with only 1,000 students, so we could learn and easily make adjustments with the smaller number. We also learned that we need to order cards from the vendor in a certain order, since they are all preprinted. We ordered the cards with the being in order by student ID number. This resulted in us having to search the cards this way in order reorganize by teacher and classroom. Alphabetical order would’ve been easier then student ID number. Next year we plan to send the list into the card vendor in order by grade, teacher, then alphabetical by last name. This should eliminate having to sort. We also didn’t think to order additional cards. Since our district adds students sequentially, we could’ve ordered the next 50-100 numbers in sequence for new students as they enter the district during the year. I think we’ll likely order some blank cards too, without a barcode on them, so we can replace cards or make cards if a student somehow got missed when the cards were ordered.

Lastly, everything will take longer than expected, so don’t wait on getting things done that are within your control, because things out of your control will slow things down.
Appendix:
Example Documents
EXAMPLE DOCUMENTS

In this section you will find documents created as part of this year’s Student Success Initiative. You may also consider reviewing the supplemental documents which were included in the first toolkit.

Contents:

**Student Success Initiative Brochures**
- Marketing Materials
  - Marketing Flyer - Santa Fe Springs City Library Student GO card
  - Marketing Flyer - San Jose Public Library Academic Success
  - Marketing Poster – Burbank BConnected
  - Marketing Brochure – Burbank BConnected
  - Marketing Bookmark – Sonoma Student One
  - Marketing Flyer – Alameda County Free Library Connect Code
  - Marketing Candy Wrapper – Thousand Oaks KinderGROW
  - Marketing Flyers - Thousand Oaks KinderGROW
  - Marketing Stickers - Thousand Oaks KinderGROW
  - Marketing Bookmarks – Monterey Public Library
  - Marketing Bookmark – Nevada County Community Library
  - Marketing Flyers – Nevada County Community Library
  - Marketing Bookmark – Salinas Public Library
  - Marketing Bookmark – Santa Cruz Public Libraries
  - Marketing Flyers – Santa Clara County Library District
  - Marketing Flyer – Yolo County Library
  - Marketing Flyers – Sonoma County Library Student One
  - Marketing Flyer – San Mateo Public Library

**Letters and Information Sheets**
- Fine Elimination Proposal – Santa Cruz Public Libraries
- News Release - Santa Clara County Library District
- Letter to Parents – Contra Costa County Library
- Info Sheet to Teachers – Corona Public Library
- Info Sheet – Peninsula Library System
- Letter to Schools – Santa Cruz Public Library
- Letter to Teachers – Thousand Oaks Library
- Letter – Yolo County Library
- Letters – Santa Clara County Library District
- Info Sheet – Solano County Library

**Presentations and Surveys**
- Survey for Teachers – Corona Public Library
- Presentation – Solano County Library
Presentation to Stakeholder – Santa Barbara Public Library

Memorandum of Understandings and Contracts
- MOU – Monterey Public Library
- MOU – Nevada County Community Library
- MOA – Solano County Library
- MOU – Yolo County Library
- MOU – San Rafael Public Library

Opt-out Forms
- Opt-out Form – Nevada County Community Library
- Opt-out Form – Santa Fe Springs City Library
- Opt-out Form – Santa Clara County Library District
- Opt-out Form – Yolo County Library
- Opt-out Form – San Mateo Public Library

Data Import Documents
- Circulation Process – San Mateo Public Library
- Data Loading Process – Livermore Public Library
- Technical Guide for Student Data Transfer – Corona Public Library
Student Success Initiative Collateral
What is the Student Success Initiative?
The Student Success Initiative is a statewide LSTA grant-funded project led by the Pacific Library Partnership (PLP) that seeks to provide support and mentorship to California public libraries in creating partnerships with schools that result in library cards for students. It can take on average 18-24 months to establish an initiative. The initiative has garnered the support of the California Department of Education.

Why was it started?
According to the California Department of Education, there is 1 teacher librarian per 7,187 students, an average school library collection size is 13,000, and quite often, schools have few or no databases available. Public libraries have a variety of resources to help K-12 students succeed in school and beyond, including books, online databases, tutoring programs, and Internet access. In 2015, the Obama Administration and IMLS announced the ConnectED Library Challenge, which called upon cities, school districts, and public libraries to come together to ensure student success by providing all students with a free public library card.

What was done the second year?
The Student Success Initiative included 42 pilot libraries and 9 mentor libraries across the state. The Student Success Sustainability Resource Toolkit: A Guide to Implementing and Sustaining School-Library Partnerships was developed outlining on sustaining student success programs and relationships with stakeholders. This is in recognition that it is not enough to give a child a card – teachers, parents and youth can be given tools to understand the value and the continued benefits of having a library card.

Nearly 650,000 library cards were issued by the participating libraries.

What will be done in the third year?
70 libraries have joined the initiative, and include new libraries developing initiatives, libraries continuing on with the initiative, and libraries which have already established relationships with schools but which have not been part of the initiative. A Measuring Community Impact Toolkit will be developed.

Some more advanced libraries will form cohorts to consider ways to expand their initiatives to adult learners, after-school programs, teachers, and other groups.

www.plpinfo.org/student-success
This past month, our city mayor, Steve Miklos, mentioned our library/school partnership in his annual State of the City address – audible sounds of approval and excitement were heard in the audience when he announced all kindergartners were getting Folsom Public Library cards."

"We just went to meet with [the administration] from one of our local middle schools. They had heard about how we got our high schoolers student ID cards to work as library cards, and they were excited to do the same. So we went to pitch the plan to them, suggesting that we use the same method of having parents opt in our out as part of their registration. After hearing us talk for about three minutes, the Vice Principal said that since all the elementary schools in the district share the same registration software, wouldn’t it be easier to just bring up all the elementary schools at the same time we imported the middle school data? Now our middle school team is taking our pitch to the elementary school principals, and we may double the number of cards we issue next fall." Los Gatos Library

"We are on the cusp of getting ~8,000 cards out to high school students, hopefully this month we’ll complete." the Peninsula Library System

"We’ve activated 25,068 representing about 43% of SFUSD in the first 10 months. Scholar Card is making a difference in the lives of SF youth." San Francisco Public Library
Marketing Materials
This year, the Santa Fe Springs City Library and Rancho Santa Gertrudes Elementary School are partnering to improve access to educational & recreational materials by providing every student with a FINE FREE Santa Fe Springs City Library card.

WITH A STUDENT GO CARD, YOU CAN...

- **CHECK OUT LIBRARY MATERIALS**
- **NO LATE FINES**
- **USE COMPUTERS AT THE LIBRARY**
- **ACCESS ONLINE LIBRARY RESOURCES 24/7**
  - Homework Help
  - Audio Books
  - Mango Languages
  - Check Out & Renew
  - E-Books
  - + More!
Academic SUCCESS

Excellence in school begins at your SJ Library!

Get in full gear with our FREE back to school resources. Take advantage of ongoing educational programs, online services, and visit your local library to access:

- FREE WIFI
- COMPUTERS & PRINTERS
- STUDY ROOMS
- ACADEMIC BOOKS
- HOMEWORK CLUBS (K-8)
- 24/7 ACCESS TO eRESOURCES

 sjpl.org/Reserve

sjpl.org/StudentHelp

[Grid of icons for eLearning, For Teachers, and For Parents/ Guardians]

- eLearning
  Access online resources any time for free with your library card. Take advantage of live homework help with tutor.com, practice tests with LearningExpress, explore science with PowerKnowedge Suite, and more.
  sjpl.org/eLearning

- For Teachers
  We're here to support you and your students. Bring your students for tours and introductions to Library resources. Gain FREE access to lesson plans, teaching strategies, common core connections, STEAM projects, and more.
  sjpl.org/Teachers

- For Parents/ Guardians
  Discover FREE resources and information to help you prepare your children for school, support their unique learning abilities, keep them safe online, and boost your child's academic success and achievement.
  sjpl.org/Parents

sjpl.org/StudentHelp

#SJPL 

San Jose Public Library
your student ID is also a library card #incredible
Visit: www.sonomalibrary.org/student-onecard

Your Student ID Number is also a Library Account!

Use your six digit Healdsburg Unified School District student ID number (HUSDXXXXXXX) and PIN (four digits of birth year)
The Connect Code

Learn without limits
Digital library cards for 9th-12th graders

23341 + Your Google ID = Your code for digital library access

With the Connect Code you can access:
databases, e-books, e-audiobooks, e-magazines,
library chat help & free online tutoring

hoopla  tutor.com  libby
kanopy
Flipster  mango  OPPOSING VIEWPOINTS
EBSCOhost

Find out more about resources at alamedafree.org
Questions? Email connectcode@alamedaca.gov
or call the Reference Desk at (510)747-7713.
Alameda Free Library, 1550 Oak St.
Being a reader!

Thank you for

KINDERGROWN
Planting seeds.
Growing mighty readers.
CITY OF THOUSAND OAKS
La biblioteca de Thousand Oaks presenta

KinderGrow

¿Qué es KinderGrow?
KinderGrow es una iniciativa de la Ciudad de Thousand Oaks para crear una comunidad de lectores que ven a la biblioteca como un destino clave en su experiencia educativa.

Active la tarjeta de la biblioteca Thousand Oaks de su hijo y observe cómo se convierte en un gran lector.

Active su tarjeta de biblioteca KinderGrow
1. ¡Visite su biblioteca! Lleve su tarjeta de la biblioteca KinderGrow a cualquiera de las ubicaciones de la Biblioteca de Thousand Oaks:
   - Biblioteca Grant R. Brimhall Library
     1401 E. Janss Rd.
     Thousand Oaks, CA 91362
   - Biblioteca Newbury Park Library
     2331 Borchard Rd.
     Newbury Park, CA 91320
2. Llene una solicitud para tarjeta de la biblioteca y muestre prueba de su residencia en California.
3. Active su tarjeta de la biblioteca *
4. ¡Eche un vistazo a los libros!
   * Active su tarjeta de biblioteca de KinderGrow antes del 30 de noviembre de 2018 para recibir un libro de regalo y cordón gratis.

¡Está invitado!

Celebre KinderGrow con The Party Puppet Show
El Party Puppet Show es un programa único de teatro de títeres que utiliza títeres, comedia y música para inspirar la creatividad y la imaginación de los niños.

Acompañemos el sábado 10 de noviembre de 2018 para una presentación especial gratuita.
   - Biblioteca Grant R. Brimhall Library • 11:00 am - 11:45 am
   - Biblioteca Newbury Park Library • 2:00 pm - 2:45 pm
Celebrate Kindergarten
You're Invited!

The Party Puppet Show is a unique puppet theater program that uses puppets, comedy, and music to inspire children's creativity and imagination.

Newbury Park Library • 2:00pm – 2:45pm
Grant R. Bingham Library • 1:00pm – 1:45pm

Join us on Saturday, November 10, 2018

for a special free performance.

Activate Your Kindergrow Library Card

1. Visit your library!
2. Fill out a library card application and show
3. Activate your library card.
4. Check out books.

Newbury Park, CA 91320
2331 Borland Rd.
Newbury Park Library

Thousand Oaks, CA 91362
1401 E. Janss Rd.
Grant R. Bingham Library

Thousand Oaks Library locations:

Bring your Kindergrow Library card to either

Library Card Here.
The Thousand Oaks Library Presents

**KinderGrow**
Planting Seeds, Growing Mighty Readers

**What is KinderGrow?**

KinderGrow is an initiative of the City Of Thousand Oaks to create a community of readers who see the library as a key destination in their educational experience.

**How?**

Public Service Employees from the City of Thousand Oaks will visit kindergarten classrooms in the Conejo Valley Unified School District. During these brief visits, City employees will talk to students about their jobs, how they use reading every day at work, and they will share a story and library resource information.

**Additional Information**

Events highlighting KinderGrow are scheduled for November 10, 2018, at the Thousand Oaks Library. Families are encouraged to come to the Library to activate the library cards received during the classroom visits. Please contact Children’s & Young Adult Services Supervisor Charlotte Burrows, (805) 381-7338, cburrows@tolibrary.org, or Children’s Librarian Gena Ball, (805) 381-7348, gball@tolibrary.org, for more information.
All for Free!

Get live, online homework help and test preparation.

Information, 24/7.

Login for reliable fake news.

Borrow or stream music, and movies.

Your library card:

Here's what you can do with...
Library Card
Time, no fee
You have a no
Congratulations.

Library Card
Time, no fee
You have a no
Congratulations.

Library Card
Time, no fee
You have a no
Congratulations.

Library Card
Time, no fee
You have a no
Congratulations.

Library Card
Time, no fee
You have a no
Congratulations.
ALL STUDENTS HAVE A STUDENT SUCCESS CARD!

CONGRATULATIONS!

GET FREE BOOKS, TEST HELP, STREAM AUDIOBOOKS, MUSIC, AND MOVIES & MORE!
High schoolers, you have a no fine, no fee library card

Do nothing and get 3 books at a time from any of our libraries, plus free access to streaming movies and music, ebooks, and test help with your Student Success card.

No need to come in to get your card - it's already active! You can even keep your regular library card.

Ebooks, college prep, test help, and databases at mynevadacounty.com/2040/Teen-Resources

Streaming videos, music, audiobooks, and comics at hoopla.digital

Check out a laptop, 3D printer, or use our computers to print.

We have programs for teens year round, no library card necessary!

Your Student Success card number is:

Bear River: BRHS and your student ID #
Nevada Union: NUHS and your ID #
Silver Springs: SSHS and your ID #
North Point Academy: NPAS and your student ID #
NU Tech: NUTE and your student ID #
Ghidotti: GECH and your student ID #
Truckee High School: TTHS and your ID #

For example, BRHS11111.

Your password is "userpass" until you change it at library.mynevadacounty.com

Check out our event calendar at madelynshelling.evanced.info/signup/calendar

Nevada County Community Library
980 Helling Way
Nevada City, California 95959 | 530-265-7050
mynevadacounty.com/library
FREE ONLINE TUTORING & MORE

FOR STUDENTS OF ALL AGES

Live Tutoring: Online help from expert tutors (available in English and Spanish)
SkillSurfer: Live skills building and a library of lessons, videos, tests, and more
Writing Lab: Expert online writing assistance
Send Question: Get expert help
Language Lab: Live help for language learners
Adult Learning Center: Access to a library of rich adult learning content

Study

LEAP Learning Platform: Diagnostic test center with customized study plans, lessons, and live tutoring
Flashbulb™: Create and share flashcards, tests, games
eParachute: Discover the college majors and careers that match your skills and interests

Collaborate

MEET™: Meet friends in a private virtual study room
Brainwave™: Create and share movie-like notes and ideas

smart

Go to www.sallinaslibrary.org/helpnow

John Steinbeck Library
350 Lincoln Avenue, Salinas
(831) 758-7511

Cesar Chavez Library
615 Williams Road, Salinas
(831) 758-7345

Mal Grissom Library
1400 North Main, Salinas
under construction

Library Connection at Northridge
1392 Northridge Mall, Salinas
(831) 206-4905
SMART
Salinas Makes A+ Readers Together

A SMART card is a virtual card that gives students fast and easy access to Salinas Public Library services using their Student ID number.

Student ID# = SMART card number
Password = last 4 digits of Student ID#

Access high quality resources
- Get online homework help
- Borrow up to 2 library books
- Download eBooks
- Practice math & reading skills
- Access encyclopedias
- Complete research

No fines for late materials
Weekly book delivery to schools

John Steinbeck Library
1900 North Alisal Street
(831) 777-3433

Cesar Chavez Library
1055 Winton Road Salinas
(831) 770-2474

El Capitan Library
2400 North Main Salinas
(831) 775-1955

Library Connection @ Northside
101 N. Northridge Way Salinas
(831) 775-1955

Fostering a love of reading

This program is brought to you by the City of Salinas, Salinas Public Library, in collaboration with the Salinas City Elementary School District. Learn more at www.salinaspubliclibrary.org/smartkids.
Access the SCCLD student online library 24/7!
student.sccl.org

This Month’s Resource:
U.S. History in Context

Sure, you could Google your way through thousands of links, but there is a better way. U.S. History In Context literally puts historians’ tools into the hands of students and patrons. This research tool helps to bring a personal perspective to history with more than 5,000 rare and vital primary source documents from American Decades: Primary Sources series and other top titles.

Access homework help and resources FREE through the Campbell Library at student.sccl.org

How to sign in:

- Enter your ID (S17+ student number + CUSD)
- PIN for access is 4 digits of student birth month and day
  (May 1 is 0501)
A NEW and EXCITING opportunity for HUSD Students

Coming in October 2018—a new partnership that will enable Healdsburg Unified School District students to use their HUSD student ID number as a Sonoma County Library account.

With a Sonoma County Library STUDENT ONE CARD, HUSD students can...

- Access electronic resources 24/7 via the SCL website.
- Receive FREE online one-on-one homework tutoring in English and Spanish in all major subjects.
- Use public library computers at any of the 14 public library locations.
- Borrow up to 10 items from any Sonoma County Library location with no fines.

... and it’s all FREE!

Your student will automatically be enrolled in the STUDENT ONE CARD program in October 2018.

Parents are responsible for their children’s use of library resources.

More information, including opt-out forms, is available at http://sonomalibrary.org/studentonecard.
UNA NUEVA y INTERESANTE opción para los Estudiantes de HUSD

A Partir de octubre 2018 — Una nueva sociedad les permitirá a los estudiantes de Healdsburg Unified School District usar su número de identificación estudiantil de HUSD como su cuenta de la Biblioteca del Condado de Sonoma.

Con **STUDENT ONE CARD** de la Biblioteca del Condado de Sonoma, los estudiantes de HUSD pueden...

- Tener acceso a los recursos electrónicos de la SCL 24/7 a través del sitio web.
- Recibir tutoría GRATUITA uno a uno en inglés y español para las materias principales.
- Usar las computadoras públicas en las 14 ubicaciones de la Biblioteca.
- Sacar en préstamo hasta 10 artículos sin multas de las Bibliotecas del Condado.

... ¡y todo es GRATIS!

**El estudiante será inscrito automáticamente en el programa STUDENT ONE CARD en octubre de 2018.**

Los padres son responsables del uso de los recursos de la Biblioteca por su hijo.

Hay más información, incluyendo la forma para optar por no participar, está disponible en [http://sonomalibrary.org/studentonecard](http://sonomalibrary.org/studentonecard).
HUSD Students
Forgot your Library Card?

You can still get access to books, online tools and login to the internet with your HUSD & school ID number!

Ask Us
We are here to Help!

Parents are responsible for their children's use of library resources.

More information, including opt-out forms, is available at http://sonomalibrary.org/studentonecard.
Free Library Cards for Students!

Now every student in your school gets a library card! With a San Mateo County Libraries card, students can:

- Check out books and ebooks
- Use online resources for school assignments
- Receive online homework help 24 hours/day
- Use or borrow computers and laptops
- Access streaming music or movies

All libraries in San Mateo County do not charge overdue fines on kids and teens cards.

*It's the ultimate school supply*

{if logo/s > than logo/s}
Letters and Information Sheets
The American Library Association promotes equal access to information for all persons, and recognizes the urgent need to respond to the increasing number of poor children, adults, and families in America. The first recommended action to implement this objective is promoting the removal of all barriers to library and information services, particularly fees and overdue charges.\^1

We currently have 21,415 library card-holders between 0-18 years of age. Unfortunately, outstanding fines block 3,689 young people (or 17%) from borrowing any more materials. Accounts are blocked when they reach $10 in fines. Over 80% of these blocked patrons owe overdue fees, and less than 20% have lost any items. The revenue from juvenile fines in 2017 was $25,300, 0.0018% of our budget.

Our experience is that many fines will never be paid because those children don't come back to the library any more. In Santa Cruz County, 43% of students come from low-income families.\^2 The only effect these fines have is to make a barrier that stops them from using the library.

There are many compelling reasons to eliminate fines on materials predominately used by children and teens. As stated earlier, the fines collected represent only a tiny portion of the budget. Additionally, one of the reasons children accrue fines is lack of access to the library as they seldom have their own transportation or control over their schedule. Anyone, including children, who checks out materials intends to return them on time.

The major argument against fines is that they impose a barrier to borrowing, or even to consider joining the library, for those who cannot afford to pay them. Fines disproportionately affect those that have most need of our materials.

The income generated is a very small percentage of the overall budget. The cost of collecting the fines can be high in terms of staff time and stressful patron interactions.

Patrons with $10 or more in fines are blocked from borrowing any more items, even if they have returned everything. Only 3% of juvenile cards are blocked for lost items, but 14% are blocked due to late fees.

A study by The New York Public Library\^3 examined the true cost of fines (2017). "For those who can afford the fines, paying a small late fee is no problem, so the fines are not a particularly strong incentive. On the other hand, for those who cannot afford the fines they have a disproportionately negative impact." They offered an amnesty period first, and found that this helped to recoup many "Lost" items. Students could get a fresh start and they saw a 10% increase in use within the first month. Their fine-free
program for NYC public school students encouraged 37% more borrowing than for students not in the program. Students have to return their items before checking out new ones, and still pay for lost items.

The fine-free movement is growing. When Stark County District Library in Ohio waived fines in 2014 they saw over 10% increase in circulation and no significant increase in lost items during the first year.

In Los Angeles, district students have automatically received city library cards that accrue no overdue fees beginning in 2016. Students can check out three books at a time. About 15,000 have used the new cards. 4

San Rafael Library removed fines from Youth materials in 2015, and have seen an increase of almost 40% in youth card registrations. They found no change in the number of 21 day overdue notices, so the lack of fines did not result in patrons keeping the books longer. 5

The Peninsula Library System eliminated fines for juvenile cards last year (2017). They had an increase in student card registrations of 61% and a 33% increase in youth circulation. "Loss of revenue was minimal given the positive impacts." 6

For decades, SCPL had no overdue fines on juvenile cards. Fines were imposed during a budget crisis, and have resulted in 17% blocked juvenile accounts.

It is a foundation of our Strategic Plan to nurture the learning goals of children and adults. To enable this, we propose that fines be eliminated on the Juvenile and Young Adult collections. We also propose an amnesty period to enable our young patrons to get a fresh start with clean cards.

Sources:

1. ALA Policy Statement: Library Services to the Poor.
   http://www.ala.org/aboutala/offices/extending-our-reach-reducing-homelessness-through-library-engagement-7
2. "Percentage of Students Receiving Free or Reduced-Cost Meals."Santa Cruz County Community Assessment Project, Year 23, 2017.
5. Personal communication, Sarah Houghton, Director San Rafael Public Library, Aug 22, 2017.
Contact:  
Nancy Howe/Diane Roche/Erik Sanjurjo  
Santa Clara County Library District  
(408) 293-2326 ext. 3001/3080/3014

Partnership between Schools and the Santa Clara County Library District for eAccounts  
Campbell Union School District Latest to Give their Students an Edge

SANTA CLARA COUNTY, CALIF. – February 13, 2018 – Students from the Campbell Union School District now have access to a wealth of online resources at home, school or anywhere with an internet connection thanks to an innovative partnership with the Santa Clara County Library District (SCCLD). Through this program, students receive a card-free Library eAccount, with a student-focused portal that allows them to access all of our system’s online resources. SCCLD launched its Student Library eAccount Program this fall with Saratoga Union School District. To date, almost 9,000 students have received digital access, with 8,000 more from Milpitas Unified School District joining in March.

“We’re very excited about this program. Children are the future and we want to build curiosity to discover new passions, skills and knowledge. The Student Library eAccount allows us to provide free and equal access to resources, services and learning tools to help our students be successful,” stated Nancy Howe, County Librarian.

This new approach allows Campbell Union School District students grades K-8 (often referred to collectively as the “iGen”) to enjoy all of SCCLD’s online resources and its many productivity tools, which can help them ace their studies. One popular program they can now utilize is BrainFuse, offering free, real-time online tutoring in a variety of subjects. In addition to the many research and reference materials available through the library, there are also over 100,000 eBooks available to read, 22,000 Audiobooks, countless songs to listen to and thousands of streaming videos to watch. Since all content is online, there are no fines, late fees, due dates to remember, or trips to the library involved.

“This is a wonderful addition to our student resources,” said Edna Laskin, Director of Curriculum and Instruction. “It supports literacy, research, and technology skills at every grade level.”

Traditionally, just 15-20% of elementary and middle school students have a public library account. Whether due to issues with transportation to the library, limitations on time, or some other reason, the large majority of students have been missing out on the many resources available at SCCLD’s eight
libraries. These range from research tools, language, science, math, English and other class subject tutorials, articles and materials. A full list can be found on our youth portal: www.sccl.org/eLibraryKids

SCCLD plans to continue rolling out its Student Library eAccount Program to additional school districts across the County. The goal is to provide as many students as possible with an account so that they can access the best of what SCCLD has to offer. Students also may visit any of our eight community and branch libraries to add a full use card to their account so they may borrow physical items.

###

---

**About the Santa Clara County Library District**

*The Santa Clara County Library District (SCCLD) promotes knowledge, ideas, and cultural enrichment. Its collection includes more than 1.9 million books, videos, CDs, DVDs, audiobooks, eBooks and extensive online resources accessible from home or work. In 2014, SCCLD celebrated one hundred years of service to local residents. For the last several years, SCCLD has been consistently recognized as one of America’s Star Libraries by Library Journal. In 2016, SCCLD was ranked among the top ten large libraries in the United States in the Library Journal Index of Public Library Service. In 2014 and 2015, SCCLD won Innovator Awards from the Urban Libraries Council.*

*The Santa Clara County Library District includes two bookmobiles, an online library, seven community libraries and one branch library serving Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill, Saratoga and the unincorporated areas of Santa Clara County. In 2017, the Santa Clara County Library District had more than 328,000 library cardholders and welcomed 3.2 million visitors, who borrowed over 9 million items.*
Introducing Contra Costa County Student Success Library Cards

January 3, 2019

Dear Parent or Guardian,

Antioch Middle School has embarked on an exciting new partnership with Contra Costa County Library to ensure all students have access to materials and services necessary for their educational success. Starting this school year, every Antioch Middle School student has been automatically registered for a Contra Costa County Library card. The barcode number on each student’s ID card will double as a library card account number and will provide students with instant access to the following free library resources:

- Books, magazines, movies, books on CD, and music CD’s
- Access to online homework help tutors
- In-library computer and laptop usage, with access to Word Processing and the Internet
- Online access to newspapers, magazines, and other digital resources

The Library also provides places to study and collaborate with others and many free, engaging events and activities to stimulate learning and creativity. There are no late fees on materials turned in past their due date.

With this card your child has access to a broad selection of library materials to serve the informational needs of people of all ages. Libraries contain some printed, audiovisual, and electronic materials that some parents occasionally find objectionable or inappropriate for their children. Because our staff does not monitor the choices a child makes, we suggest you be aware of what materials your child borrows from the library. The responsibility for any restrictions on a child’s borrowing privileges, as well as the financial responsibility for lost or damaged materials checked out on the card, rests with the parent or guardian.

In order to guarantee privacy for each individual, California law mandates confidentiality of registration and borrowing records and Contra Costa County Library policies and procedures carry out that intent. Library staff can only provide information about an account with the cardholder’s permission, regardless of the cardholder’s age or relationship to the person making the request.

We look forward to many years of serving your family by meeting your and your child’s reading and informational needs. If you do not want your child to have a library account, please send an email to studentcards@ccclib.org or visit the Antioch Library to opt out for this school year.

Sincerely,

Melinda S. Cervantes
County Librarian
Teacher Library Card

The Corona Public Library is pleased to offer Teacher Library Cards to support local educators in providing educational materials to their students.

There is no separate application form for the Corona Public Library Teacher Card. To receive a teacher card, please complete a regular library card application and request a teacher card status.

Teacher cards will need to be renewed each year. Teacher cards in good standing (less than $10 in fees) may be renewed upon expiration by providing proof of current teacher status.

Who Can Get A Teacher Library Card?

A “teacher” is any individual currently employed as a teacher, paraeducator, or library staff working in a public, private, charter, or preschool in the cities of Corona, Norco and Eastvale. Proof of institutional identification or a paystub from such facility is required to receive a teacher card.

Teacher cards are for materials for curriculum support or classroom use. Teachers should use their regular cards to check out library materials for personal use. Additionally, teacher cards are for individual use only.

Benefits of The Teacher Library Card

✓ Borrow up to 25 items at a time
✓ Borrow most items up to nine weeks, excludes New books and audiovisual materials
✓ Place up to 10 items on hold
✓ Instantly access entire digital catalog of books, audiobooks, and magazines
✓ Instantly access Online Resources and Homework Help
✓ Have exclusive access to Classroom Book Kits and Learning Kits
✓ Receive a 20% discount at the Friends of the Library Bookstore

Who Is Responsible for Charges on A Teacher Library Card?

Teachers are personally responsible for paying fines and fees charged to their cards. Teacher card privileges will be suspended if $10.00 or more is billed to the account.

How to Get A Teacher Library Card:

1. Apply in person at the Corona Public Library
2. Show valid ID and proof of current California address
3. Show proof of current teacher status in Corona, Norco, or Eastvale as follows:
   - School institution identification; or
   - School paystub
FREQUENTLY ASKED QUESTIONS (FAQ)

**What is SSI?**

In early 2017, the Peninsula Library System was selected to participate in a program created by the Pacific Library Partnership (PLP) to address the issue of access for students in using free resources provided by their local Library. The goal of the program is to give all students in San Mateo County a Library card.

**Why is this program important?**

There is a lot of value for students in having a library card. Education research has shown:

- Children who have library cards and use the library perform better in school.
- Public library staff help students learn how to perform age-appropriate Internet searches, online tutoring and utilize Web-based resources for homework help using free, public-access computers.

**What can my child do with a Peninsula Library System card?**

With a Library card your child can:

- Check out books, movies, music, magazines, and other Library resources
- Use Library computers or check-out in-house laptops
- Access electronic resources such as research databases, scholarly articles, eBooks/eAudiobooks, foreign language courses, online tutoring, music, and films.

---

**When will this program start?**

During the Fall of 2017, school district staff will work with staff from the Peninsula Library System to student data and import records, creating Library accounts for students.

**What information will be collected? Will it be shared?**

In order to successfully issue new Library cards, the Library will be collecting the student’s name, phone number, address, date of birth, and email address. This information will only be exchanged between the school district and the Peninsula Library System. The Library protects all patron privacy, which can be explained in the Peninsula Library’s Privacy Policy: [http://www.plsinfo.org/policy](http://www.plsinfo.org/policy)

**What if my child already has a Library card?**

If your child already has a Library card, they will receive a letter reminding them of everything they have access to through the Peninsula Library System.

**Do I need to sign up every year?**

No. Students will need to renew their cards after a certain time period (which differs between Peninsula Libraries). They will receive a notification when it is close to the time to renew.
<table>
<thead>
<tr>
<th>PREGUNTAS FRECUENTES</th>
<th>¿Cuándo comenzará este programa?</th>
</tr>
</thead>
<tbody>
<tr>
<td>¿Qué es SSI?</td>
<td>Durante el otoño de 2017, el personal del distrito escolar trabajará con el personal del Sistema de Bibliotecas de la Península para recopilar los datos de los estudiantes y crear cuentas de la biblioteca para cada uno.</td>
</tr>
<tr>
<td>A principios de 2017, el Sistema de Bibliotecas de la Península fue elegido para participar en un programa creado por La Asociación de Bibliotecas del Pacífico (PLP) para facilitarles acceso a estudiantes a los recursos gratuitos proporcionados por sus bibliotecas comunitarias. El objetivo de este programa es proporcionar tarjetas de la biblioteca a todos los estudiantes en el Condado de San Mateo.</td>
<td><strong>¿Qué información se recopilará? ¿Será compartida?</strong></td>
</tr>
<tr>
<td><strong>¿Cuál es la importancia de este programa?</strong></td>
<td>Para proporcionar las tarjetas a los estudiantes, la biblioteca recopilará el nombre del estudiante, la dirección, el número de teléfono, la fecha de nacimiento, el número de identificación del estudiante y la dirección de correo electrónico. Esta información será intercambiada entre el distrito escolar y el Sistema de Bibliotecas de la Península. La Biblioteca protege la privacidad de los usuarios, que se puede explicar en la página de privacidad de la Biblioteca de la Península: <a href="http://www.plsinfo.org/policy">http://www.plsinfo.org/policy</a></td>
</tr>
<tr>
<td>Hay mucho valor para estudiantes en tener una tarjeta de la biblioteca. Investigaciones en la educación han comprobado que:</td>
<td><strong>¿Qué pasa si mi hijo ya tiene una tarjeta de la biblioteca?</strong></td>
</tr>
<tr>
<td>• Estudiantes que tienen tarjetas de la biblioteca y usan la biblioteca alcanzan más en sus estudios</td>
<td>Si su hijo ya tiene una tarjeta de la biblioteca, recibirá una carta como recordatorio de todos los recursos accesibles a través del Sistema de Bibliotecas de la Península.</td>
</tr>
<tr>
<td>• El personal de las bibliotecas públicas ayudan a estudiantes a aprender cómo hacer búsquedas de Internet que son apropiadas a su edad, como acceder a tutoría en línea, y cómo utilizar recursos en línea para la tarea en computadores que son gratuitos para el público</td>
<td><strong>¿Debo inscribirme cada año?</strong></td>
</tr>
<tr>
<td><strong>¿Qué puede hacer mi estudiante con una tarjeta del Sistema de Bibliotecas de la Península?</strong></td>
<td>No. Estudiantes deben renovar sus tarjetas cuando caduquen. La duración es variable según las diferentes bibliotecas en el sistema. Estudiantes recibirán una notificación cuando sea tiempo de renovar.</td>
</tr>
<tr>
<td>Con una tarjeta de la biblioteca su estudiante puede:</td>
<td></td>
</tr>
</tbody>
</table>
October 1, 2017

Dear 

My name is Valerie Murphy and I’m a Youth Services Librarian with the Santa Cruz Public Libraries. I am based in the western region of our library system, which includes your school. I’m writing to you today to let you know about a new initiative we’re starting at the library – our K-12 Outreach Plan.

We are hoping to make a deeper connection with our local schools, so that we can share some of the great resources we have. We are here to help you and your students succeed!

We are hoping to meet with every first grade class in our region, and I would love to have a visit with your class. You can visit me here in the library, or I can come to your classroom. We can share some stories and songs, and hopefully get all of your students signed up for a library card.

If this is something you’re interested in, feel free to contact me by e-mail or phone. I look forward to meeting you and your students!

Best regards,

Valerie Murphy
murphyv@santacruzpl.org
831-427-7700 x.7727
Dear Kindergarten Teacher,

Thank you for allowing a City Staff member to visit your Kindergarten class. We hope that your class enjoyed the visit. Our goal through the KinderGrow initiative is to create a community of readers who see the library as a key destination in their educational experience, provide information about different community workers and how they use reading in their jobs, and share library information.

Please make sure that a brochure with a KinderGrow card goes home with each student and encourage your students to go to the Thousand Oaks or Newbury Park Library to activate their library card with their parent or guardian. They will receive a special library card holder and get to choose a gift book from the Friends of the Thousand Oaks Library if they come in to the library between now and November 30, 2018. We also hope that Kindergarten families will attend our special KinderGrow Party Puppet show programs on November 10 at Thousand Oaks and Newbury Park Libraries (details are in the brochure).

Best Regards,

Charlotte Burrows | Children's & Young Adult Services Supervisor
(805) 381-7338
Thousand Oaks Library
1401 East Janss Road | Thousand Oaks, CA 91362
Dear Student and Parent/Caregiver:

Congratulations – your “Student Success” Yolo County Library card includes:

- free computer use and access to the internet,
- free printing of homework,
- Books, DVDs, CDs, eBooks, eAudiobooks, eMagazines,
- wireless hotspots and Chromebooks,
- online resources from www.yolocountylibrary.org including:
  - resources for school assignments,
  - sample tests and college preparation information,
  - free or discounted museum passes for activities throughout Northern California.

All of this is FREE!

When you borrow an item from the library, you need to bring it back by a specific date – usually 3 weeks after you borrowed it. Get a receipt with the due date to remind you. If you want to keep the item longer, you can usually renew it by logging into your account at www.yolocountylibrary.org.

As long as you return the item you won’t have to pay anything. If you lose the item (or if it gets damaged), you will be charged unless you talk to library staff and work out a solution.

Your new library card does not have a personal identification number (PIN) yet, so the first time you log in to your account on the website, enter your entire card number and leave the PIN box empty, then click “Submit”. You will be asked to create a PIN. Keep it simple and choose a number that is easy to remember.

If you have questions about your library card – please contact us.

Thank you,

Esparto Regional Library Staff

If you didn’t receive a Student Success Yolo County Library card or if you have misplaced it, please contact the library at espartolibrary@yolocounty.org or 530-787-3426 to receive a free replacement.
Estimados estudiantes y padres / cuidadores:

Felicidades - su tarjeta “Éxito Estudiantil” de la Biblioteca del Condado de Yolo incluye:

- uso gratuito de computadoras y acceso al internet
- impresión gratuita de tareas escolares
- libros, DVDs, CDs, libros electrónicos, audiolibros y revistas en formato digital
- puntos de acceso inalámbrico al internet (Hotspots) y computadoras portátiles (Chromebooks)
- recursos en línea de la Biblioteca del Condado de Yolo, www.yolocountylibrary.org, incluyendo:
  - recursos para tareas escolares
  - ejemplos de exámenes e información de preparación para la Universidad
  - pases gratuitos o con descuento a museos que ofrecen actividades en todo el norte de California

¡Todo esto es GRATIS!

Cuando pide prestado un artículo de la biblioteca, debe devolverlo en una fecha específica, generalmente 3 semanas después de que lo haya pedido prestado. Obtenga un recibo con la fecha de vencimiento para recordarle. Si desea mantener el artículo por más tiempo, generalmente puede renovarlo ingresando a su cuenta en www.yolocountylibrary.org.

Siempre que devuelva el artículo, no tendrá que pagar nada. Si pierde el artículo (o si se daña), se le cobrará, a menos que hable con el personal de la biblioteca y encuentre una solución.

Su nueva tarjeta de la biblioteca aún no tiene un número de identificación personal (PIN). Por lo tanto, la primera vez que inicie sesión en su cuenta en el sitio web, ingrese su número de tarjeta completo y deje la casilla del PIN en blanco, luego haga clic en "Enviar". Se le pedirá que cree un número de identificación personal (PIN). Elija un número que sea simple y fácil de recordar.

Si tiene preguntas sobre su tarjeta de la biblioteca, contáctenos.

Gracias,

Personal de la Biblioteca Regional de Esparto

Si no recibió una tarjeta de la Biblioteca del Condado de Yolo “Éxito Estudiantil” o si la ha extraviado, comuníquese con la biblioteca a www.espartolibrary@yolocounty.org o al 530-787-3426 para recibir un reemplazo gratuito.
Dear Parent,

The Santa Clara County Library District (SCCLD) is thrilled to offer access to a wealth of free information and quality resources to your child through the new library account provided to them through their school. This is part of a larger initiative between SCCLD and the Santa Clara County schools that fall within our service area.

Students can download eBooks and music, print Encyclopaedia Britannica articles for kids and young adults or read a newspaper online! Databases are easy to use digital resources that contain a wealth of information that you and your students may use to research and learn wherever you are 24/7. Databases let you search and browse by topic, date, author and other fields. Articles can be downloaded, read aloud, cited and shared.

A few of the most useful, popular, educational databases that we offer are:

- **Biography in Context** – comprehensive information about historical and contemporary figures from throughout time, around the world, and across all disciplines and subject areas.
- **Culture Grams** – national and international geographical information including maps, statistics, history, and images.
- **World Book Encyclopedia** – an encyclopedia with access to pictures and videos, the world of animals, activities, maps, games, important people, places, science experiments and more.
- **Lands and Peoples** – a resource for students filled with text and images about countries, cultures, and current events.
- **Science Online** – presents a broad range of scientific and mathematical disciplines through definitions, essays, diagrams, biographies and experiments.

The library also provides eBooks, including graphic novels, eMagazines, plus streaming movies and music with amazing sources like Kanopy and Freegal. Looking for free homework help? Brainfuse is an online service offering live tutoring, test preparation and writing assistance.
Dear Educator,

The Santa Clara County Library District is thrilled to partner with you to help your students access free information and quality resources through their new library account.

Students can download eBooks and music, print Encyclopaedia Britannica articles for kids and young adults or read a newspaper online! Databases are easy to use digital resources that contain a wealth of information that you and your students may use to research and learn wherever you are 24/7. Databases let you search and browse by topic, date, author and other fields. Articles can be downloaded, read aloud, cited and shared.

A few of the most useful, popular, educational databases that we offer are:

- **Biography in Context** – comprehensive information about historical and contemporary figures from throughout time, around the world, and across all disciplines and subject areas.
- **Culture Grams** – national and international geographical information including maps, statistics, history, and images.
- **World Book Encyclopedia** – an encyclopedia with access to pictures and videos, the world of animals, activities, maps, games, important people, places, science experiments and more.
- **Lands and Peoples** – a resource for students filled with text and images about countries, cultures, and current events.
- **Science Online** – presents a broad range of scientific and mathematical disciplines through definitions, essays, diagrams, biographies and experiments.

The library also provides eBooks including graphic novels, eMagazines, plus streaming movies and music with amazing sources like Kanopy and Freegal. Looking for free homework help? Brainfuse is an online service offering live tutoring, test preparation and writing assistance.

Local librarians from the Cupertino Library are also available to come out to your school to provide instruction on any of the digital resources. Please contact Matt Lorenzo at mlorenzo@sccl.org for more information.
Welcome to the new student SCCLD library account.

For immediate online access please visit http://student.sccl.org to check out ebooks, download music, or get free homework help.

Student accounts are created using the Student Identification Number in the following format S__XXXX.

Your Student ID number can be found on your school schedule. (or another place?)

The pin number is birth month and birth day...for example May 1 is 0501.

Students may also visit the XXXX Library to get a full use card for accessing all digital resources as well as checking out books, movies and more. For identification, please bring along one of the following:

- Any postmarked mail addressed the you, the student
- Your student ID card

Library

ADDRESS
Hello student!

We here at the Santa Clara County Library District are excited to offer you a free library account through your school, XXXXX. You can use your new account to access all of the library’s many online resources.

Download eBooks, graphic novels and eMagazines like People and Entertainment Weekly. Stream movies and music using our Kanopy and Freegal sources. You can even download five songs to keep each month.

Need help with your school assignments? We have printable Encyclopaedia Britannica and World Book Encyclopedia articles for kids and young adults, Biography in Context to research important historical figures, or you can read newspapers from all around the world.

Speaking of other countries, we have Culture Grams, which offers national and international geographical information including maps, statistics, history, and images. Or try Lands and Peoples, a resource filled with text and images about countries, cultures, and current events.

Get homework help with Brainfuse, an online service offering live tutoring, test preparation and writing assistance. We also offer Science Online for questions about scientific and mathematical disciplines through definitions, essays, diagrams, biographies and experiments.

These and more great resources are available to you now using your new eAccount. All you need to do is go to student.sccl.org and enter your account number, which is printed on this letter.

Local librarians from the YYYY Library are also available to come out to your school to walk you through how to use any of our digital resources. Please contact Joe Smith at ssmith@sccl.org for more information.

We’re excited to share the best of the Library with you. See you online!
STUDENT ACCESS CARD
INFORMATION SHEET

FSUSD Student Access Cards
A Partnership between FSUSD and Solano County Library
Giving students access to quality digital and print materials

Through a partnership with the Solano County Library (SCL), Fairfield-Suisun Unified School District (FSUSD) offers an exciting opportunity for students with the FSUSD Student Access Card, an innovative way for students to access resources of the public library system. The Student Access Card allows FSUSD student IDs to serve as a Solano County Library card. The Student Access Card program is modeled after those being introduced in many communities across the country.

Your student will automatically be enrolled in the Student Access Card Program with the Solano County Library.

The Student Access Card allows FSUSD students to...

- Borrow up to 3 books from any Solano County Library location.
- There are no overdue fines for student books.
- Receive free online, one-on-one homework tutoring in English or Spanish in all major subjects.
- Use public library computers at any of the library locations.
- Request books from partner libraries, including academic collections.
- Access to all digital supports including eBooks, databases, homework help, and streaming content.

Parents are responsible for their children’s use of library resources.

FAQs
How do I use my library card? Your student ID number IS your library card. You will not have a physical card, but you can use your student ID card or simply enter your student ID# at the public library.

Students can log in to online resources using the following:

Library ID #: FSU + Student ID # (Example: FSU123456)

Online password: Last Name in ALL CAPS (ex: JONES)

Pin: Birth Month and Birthday (Example: November 10 is 1110)

What student information will Fairfield-Suisun Unified School District share with the Solano County Library? 1) Student’s Name, 2) School, 3) Grade, 4) Student ID number, 5) Home address and phone number, 6) Student’s Date of birth, and 7) Parent and/or guardian’s name. Solano County Library has signed an agreement not to share student information with other entities.
What if I want my child to have full access to Solano County Library services and materials? The Student Access Card will provide full access to online resources. Borrowing limits are set at 3 items...a full access SCL card gives your child access to up to 50 items. If you would like to extend your child’s access, you may do so by visiting a branch of the SCL.

What if my child already has a Solano County Library card? If your child already has a card with SCL, their student ID number will be still work for electronic access to online resources. This will enable your child to use SCL resources from home and school via the internet. Your child can continue to use his/her SCL card to check out materials and for additional online access.

I want to learn more about my students school library. Where should I go? Contact your school librarian or go to library.fsusd.org. Search the library online catalog at gofollett.com.

I want to visit my local library! Where should I go?

**Fairfield Civic Center Library**
1150 Kentucky St
Fairfield, CA 94533
1-866-57-ASKUS

Monday - Thursday 10 a.m.-9 p.m.
Friday and Saturday 10 a.m.-5 p.m.
Sunday 1-5 p.m.
More About This Library

**Fairfield Cordelia Library**
5050 Business Center Drive
Fairfield, CA 94534
1-866-57-ASKUS

Monday and Wednesday 10 a.m.-6 p.m.
Tuesday and Thursday 10 a.m.-9 p.m.
Friday and Saturday 10 a.m.-5 p.m.
Sunday 1-5 p.m.
More About This Library

**Suisun City Library**
601 Pintail Drive
Suisun City, CA 94585
1-866-57-ASKUS

Monday and Wednesday 10 a.m.-6 p.m.
Tuesday and Thursday 10 a.m.-9 p.m.
Friday and Saturday 10 a.m.-5 p.m.
Sunday - Closed
More About This Library

What happens with my student’s data? All data partnerships are monitored by Technology Support Services (TSS) Department to ensure that it meets the legal requirements for student privacy. Currently that includes the following:

- The Family and Educational Rights and Privacy Act of 1974 (FERPA)
- The Children’s Online Privacy Protection Act (COPPA)
- Protection of Pupil Rights Amendment (PPRA)
- AB 1584 / California Education Code 49073.1
- Student Online Personal Information Protection Act (SOPIPA)

What if I don’t want my child to participate in the Student Access Card Program? The Student Access Card is part of the district technology agreement. If you DO NOT want your student to have access to any district provided technology, including: district provided internet, district owned devices (Chromebooks, iPads, etc.), district provided software, please meet with your student’s principal to begin the OPT OUT process.
Presentations and Surveys
Teacher Survey

To help the Corona Public Library better serve teachers and their students learning needs, please fill out this survey online and submit it. This survey should be filled out by anyone who is currently employed as a teacher or paraeducator in the cities of Corona, Norco, or Eastvale. Thank you for your participation and feedback.

1. What grade do you teach? Mark all that apply.

   □ Preschool  □ 3rd grade  □ 8th grade
   □ TK (Transitional Kindergarten) □ 4th grade  □ 9th grade
   □ Kindergarten □ 5th grade  □ 10th grade
   □ 1st grade  □ 6th grade  □ 11th grade
   □ 2nd grade  □ 7th grade  □ 12th grade

2. What subject do you teach?
   Subject(s): ___________________________ □ Not applicable

3. Please list the name of the school at which you currently work:

   _______________________________________

4. Have you checked out Corona Public Library materials for classroom use?

   □ Yes   □ No

5. Have you ever encouraged students to visit the Corona Public Library for books and other research materials?

   □ Yes   □ No

6. Have you ever used Corona Public Library databases, such as Brainfuse, Pronunciator, or Archives Unbound, to assist in student research or classroom lessons?

   □ Yes   □ No

7. Have you ever accessed Corona Public Library ebooks for student or classroom use?

   □ Yes   □ No
8. Are you aware that the Corona Public Library has volunteer opportunities for students age 12 and older?

☐ Yes ☐ No

9. Are you familiar with library programming that is relevant to your students and their families?

☐ Yes ☐ No

10. Have you ever brought your class to the Corona Public Library for a tour?

☐ Yes ☐ No

11. Has the Corona Public Library ever visited your school?

☐ Yes ☐ No

12. What is the best way for Corona Public Library to share information with you? Mark all that apply.

☐ Library Website ☐ Flyers ☐ Social Media
☐ Digital Newsletter ☐ Classroom visits
☐ Emails ☐ Library tours ☐ Other: _______________

13. What Corona Public Library resources/services would you be most likely use and/or recommend for assisting student learning and research? Mark all that apply.

☐ Print materials ☐ Online databases ☐ Library tours
☐ Audiobooks ☐ At the Library homework help ☐ Classroom visits
☐ ebooks ☐ Online homework help
☐ Classroom Book Kits ☐ Library programs ☐ Other: _______________

Thank you for filling out this survey. All feedback is welcome and appreciated.

The Corona Public Library is now offering a Teacher Library Card for all teachers in the cities of Corona, Norco, and Eastvale. Please visit the Corona Public Library’s Circulation Desk to apply. For more information, visit www.coronaca.gov/about-us/library/account-loan-limits or call 951-736-2381.
Student Access Cards
FSUSD 8 Solano County Library
Resources and Information for Sites:

1. Goals and measurable outcomes for the partnership
2. Information on how your site can get the most out of the partnership
3. Literacy Nights at the local branches in May
4. Letters for staff and families
5. Fliers and information you can share in your school newsletter or on your website
| Suhrsun Elementary | College Academy
| Health and Wellness | Matt Garcia Career and |
| Dan O Root Academy | Fairyview Elementary |
| Suhrson Library | Center |
| | Fairfield Clinic |
| Cordelia Hills Library | |

Pilot Schools:
<table>
<thead>
<tr>
<th>Library Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suisun Library</td>
<td>200 1st St Suisun, CA 94585</td>
<td>707-886-5736</td>
<td>Monday - Saturday 10 a.m. - 6 p.m.</td>
</tr>
<tr>
<td>Fairfield Civic Center Library</td>
<td>1150 Kentucky St</td>
<td>707-886-5736</td>
<td>Monday - Thursday 10 a.m. - 9 p.m., Friday 10 a.m. - 5 p.m., Saturday 10 a.m. - 5 p.m., Sunday 1 - 5 p.m.</td>
</tr>
<tr>
<td>Cordelia Library</td>
<td>5050 Business Center Drive</td>
<td>707-886-5734</td>
<td>Monday - Saturday 10 a.m. - 6 p.m.</td>
</tr>
</tbody>
</table>

I want to visit my local library! Where should I go?
A minor and a parent/guardian can come to a library branch to receive a traditional library card that provides full access (this card is in addition to their student success card).

Expiration period—one year.

but will bar future checkouts unless paid for/replace.

Lost or damaged items won’t trigger collections.

Premium databases (in the library)

Digital Magazines and Newspapers

Downloadable e-books and audiobooks

Physical books

The student account provides access to the following services:

Students will have access to TWO libraries—school and public.

The basics of the card:
What are we hoping to see?

Overall Program Goals

- Increase student and teacher access to, and use of, SCUL's technology and digital streaming.
- Offer students 24/7 access to online resources.
- Increase collaboration between school and public library to promote literacy.
- MAP RIT scores
- Student and staff surveys/feedback
- Circulation statistics
- Assessment from librarians on research and inquiry skills (NOT a “test”)
- Participation in Solano County Library programs, events, and reading challenges
<table>
<thead>
<tr>
<th>Time</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00-7:30pm</td>
<td>May 14</td>
<td>Suisun Library</td>
</tr>
<tr>
<td></td>
<td>May 15</td>
<td>Fairfield Clinic</td>
</tr>
<tr>
<td></td>
<td>May 14</td>
<td>Cordelia Library</td>
</tr>
</tbody>
</table>

We hope to have at least one person from each site join the planning committee. But we need your help!

Families will have the ability to get a library card.

Families will learn about summer reading, summer library programming.

We are beginning to plan a family and community engagement night at your local library branch.

**Save the Date:** May Literacy Nights
For the fall postcards and bookmarks will be available.

Additional marketing materials such as flyers.

(Please note: translation is coming soon)

newsletters, website, and/or notice home.
Pilots schools can share this NOW via email.

Information Sheet for Staff and Families

RESOURCES FOR STAFF AND FAMILIES
Fall 2019: All students will have access to the card

Six school sites will begin the program on March 1st

What are the next steps?

In order to develop a more comprehensive, strategic, and sustainable collaboration that will strengthen both organizations and demonstrate measurable impact, the Library seeks to strengthen the relationships that already exist and build a strong relationship at the administrative level. To work together more collaboratively and benefit the community by increasing literacy and educational success, the Library thrives by maximizing academic achievement and preparing every child to lead a rich and productive life for readers, empowering individuals with free access to information, building a welcoming place where reading, learning, and

Additionally, both organizations have aligned around a focus on literacy and are committed to creating a community of lifelong learners. Reading programs, and dozens of other important educational resources during out-of-school time.

Over the last few years, Fitchfield-Suisun Unified School District (FSUSD), and the SCCL have a long history of working together as educational partners, with the library serving as an extension of the classroom. Providing students with access to books, computers, staff have built

FSUSD and SCCL is a Community Partnership focused on student success!

Information for Administrators
FSUSD/SCL Library Cards
Joint City Council and School Board Meeting | May 2019
Value of Library Resources

1. million print books, including extensive nonfiction research materials, books for emerging readers, and Spanish language and bilingual books

SBPL also has many digital resources not available through SBUSD, including Hoopla and Overdrive for e-books and e-audiobooks, Lynda.com courses, Mango Languages courses, The New York Times online as well as digital magazines, and Encyclopedia Britannica online.
Literacy tutoring for struggling readers
Homework help and new OC Readers one-on-one workshops
Ambassador classes and tech and maker
Offer monthly visits to AOK sites offering reading
After School Support
Elementary and Junior high students
Offer maker space and tech workshops for
Reaching 2462 students
48 visits to Junior high and high school classrooms
Visiting Classrooms
Coordinate author visits to school
School classrooms
Distributed 500 books to Junior high and high
Santa Barbara Reads
Drawbacks to Current Library Card Process

- Access to library resources is unequal for school librarians, not district-wide, which means coordination of activities is through individual teachers.
- Currently have library cards only 5,000 of approximately 15,000 K-12 students.
- Manual process is time-consuming.
Student Success Library Card Process

- Easier to check out materials to them
- Students and students will have library cards, making it
  interactions supporting teachers and working with
  Library staff have more time to spend on value added
  and teachers to library resources
  Library staff visits classrooms and introduce students
  with student ID number as library card number
  Library imports to database to autonomously issue card
  School district sends data file with student information
  Parents opt-in at registration to receive a library card
  Sign MOU with school district to share information
  FY20 budget
  Library has eliminated overdue fines as part of the
Memorandums of Understanding and Contracts
MEMORANDUM OF UNDERSTANDING BETWEEN THE MONTEREY PENINSULA SCHOOL DISTRICT AND THE CITY OF MONTEREY FOR THE LIBRARY CARD INITIATIVE

This Memorandum of Understanding ("MOU" or "Agreement") is made and entered into this 25th day of September, 2018, between Monterey Peninsula Unified School District (referred to herein as "MPUSD" or "the District") located at 700 Pacific Street, Monterey, CA 94942, and the City of Monterey ("City"), for a collaboration between MPUSD and the City’s Public Library (the "the City Library" or "MPL"). City and MPUSD are sometimes referred to in this MOU individually as a "Party" and collectively as the "Parties."

Recitals

WHEREAS: Over the last several years, MPUSD staff and MPL staff have built strong one-on-one relationships working to provide educational support to our shared constituency. The goal of both organizations is to increase literacy and educational success through a comprehensive, strategic and sustainable collaboration.

WHEREAS: MPUSD and MPL would like to provide all MPUSD students who attend school in the City of Monterey with a Monterey Public Library Card ("the Library Card Initiative"). Having and using a library card will help support students who attend school in Monterey through college and launch them into a successful career and life with a library card that will always travel with them and provide benefits of lifelong learning.

WHEREAS: Both MPUSD and MPL understand that such services shall be provided at no cost to MPUSD.

WHEREAS: MPUSD and MPL have a long history of working together as educational partners, with the Library serving as an extension of the classroom—providing students with access to books, computers, online tutoring, reading programs, technology support and dozens of other important educational resources during out-of-school time.

WHEREAS: Both organizations have aligned around a focus on supporting traditional and digital literacy, and are committed to creating a community of readers, empowering individuals with free access to information, building a welcoming place where reading, learning and imagination thrive, maximizing academic achievement, and preparing every child to lead a rich and productive life.

WHEREAS: MPL and MPUSD desire to collaborate on activities to improve the educational opportunities and outcomes of the children both institutions share. In order to achieve an effective collaboration, MPL and MPUSD need to share information about the children that may otherwise be prohibited from disclosure.

NOW THEREFORE, in consideration of the mutual promises set forth hereafter, the parties do mutually agree as follows:
A. Obligations of City

The City agrees to the following:

1. City Library staff, using appropriate student information provided by MPUSD pursuant to Section B infra, will create library cards for all MPUSD students attending a MPUSD school within the City at no cost to MPUSD and deliver said cards to MPUSD staff.

2. City Library staff will provide an opt-out form in English and Spanish for MPUSD to distribute to parents who do not wish their child to receive a library card. Upon receipt of a completed opt-out form, City Library staff will not issue and/or cancel the Library account for that student.

3. Subject to availability and scheduling, City Library staff will provide training for MPUSD students and staff on the Library’s educational resources as requested by individual schools and teachers and will work with MPUSD staff and teachers to curate and highlight specific digital content supporting MPUSD curriculum goals.

B. Obligations of MPUSD

MPUSD agrees to the following:

1. MPUSD will support implementation of the Library Card Initiative by providing to City Library staff student directory information in a CSV file to include: the first and last name, birthdate, school, address, phone number, and email address of each student enrolled in a MPUSD school in the City of Monterey. An updated file will be provided to MPL annually beginning in August 2018 as new students enroll in the District.

2. MPUSD will make MPL’s opt-out form available in English and Spanish, in case parents do not want their child to receive a library card. All opt-out forms should be forwarded to MPL within 30 days of completion, so that the library account can be cancelled. Opt-out forms will be made available at the Library as well.

3. In collaboration with City Library staff, MPUSD will facilitate the introduction of professional development opportunities for MPUSD teachers and staff surrounding the educational resources available at MPL as well as communicating about other City Library projects.

C. Confidentiality

1. MPUSD maintains student records in accordance with all applicable federal and state laws and regulations. Such student records are confidential as provided under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §
2. California Education Code §§ 49061 and 49073 authorizes MPUSD to release certain student records known as "directory information" to certain entities, including governmental agencies; directory information includes student name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous school attended.

3. The California Public Records Act, at Government Code §§ 6254(j) and 6267 governs the confidentiality of registration and circulation records, and patron use records, in libraries supported by public funds.

4. City and MPUSD agree that each entity shall comply with applicable federal and state laws relating to the confidentiality of the MPUSD provided information.

5. Both Parties further agree that all information exchanged shall only be used for the purposes intended by this MOU, to limit disclosure of the exchanged information within its own organization to its directors, officers and employees who have a need to know, and to not disclose any information to any third party (whether an individual corporation, or other entity) without the express prior written consent of the other Party, except as required by law. Each Party shall satisfy its obligations under this Paragraph if it takes affirmative measures to ensure compliance with these confidentiality obligations by its employees and others who are permitted access to or use of the MPUSD provided information.

6. To the extent that City Library staff have access to any personally identifiable information from students' education records, City agrees that it shall not use such information except for the legitimate educational purpose of providing services pursuant to this Agreement and that it shall not disclose this information to any other party for any reason, except as required by law. City will comply with all applicable federal and state regulations governing the student records provided to it, including FERPA.

7. The sharing of information by government agencies pursuant to Government Code section 6254.5(e) does not constitute a waiver of the exemption of such information from any future disclosure or from disclosure to any other entity or individual. If the Parties agree that a document is confidential pursuant to the California Public Records Act and subsequently exchange the document, the Parties shall each keep confidential any such document, as permitted under Government Code Section 6254.5(e), except as otherwise required by law. The Parties shall seek to minimize the personnel that review confidential documents and shall only allow necessary personnel to analyze the documents. For the City, such records may only be shared with City Library staff (including their supervisors), and the City Attorney's Office. For the MPUSD, such records may only be shared with the people and staff assigned to the project, administrators,
and the attorneys and legal staff working on the project.

8. If either of the Parties receives a Public Records Act request seeking a document that has been designated as confidential and exchanged as described herein, the party receiving the request shall notify the other party immediately, and the party receiving the request shall withhold the designated confidential documents from the Public Records Act response, if requested to do so by the other party and the other party agrees to indemnify the party receiving the request from any expense in defending a Public Records Act lawsuit.

D. General Provisions.

1. Project Manager. MPUSD shall name a Project Manager for the Library Card Initiative. The Project Manager shall be the MPUSD's representative in connection with this Agreement.

2. City Library Supervisor. The City Library Director or designee is fully authorized to act on behalf of the City in connection with this Agreement.

3. Indemnify/Hold Harmless. The parties agree as follows: in lieu of and notwithstanding the pro rata risk allocation, which might otherwise be imposed between MPUSD and the City pursuant to Government Code Section 895.8, the Parties agree that all losses or liabilities incurred by a Party shall not be shared pro rata but, instead, the Parties agree that, pursuant to Government Code Section 895.4, each of the Parties hereto shall fully indemnify and hold each other Party, their officers, board members, employees, and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined in Government Code Section 810.4) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying Party, its officers, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such party under this Agreement. No Party, nor any officer, board member or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of the other Parties hereto, their officers, board members, employees, or agents, under or in connection with or arising out of any work authority or jurisdiction delegated to such other Parties under this Agreement.

4. Insurance. Both parties will maintain and provide evidence of self-insurance for the duration of this Agreement.

5. Expenses. Any expenses related to the provision of services incurred by the City Library shall be the sole responsibility of the City. All costs related to the provision of student Library cards will be the sole responsibility of the City.

6. Term; Termination. The term of this Agreement shall commence on the date first hereinabove written and shall continue through September 30, 2019, except that
this Agreement may be extended by mutual agreement of the parties for an 
additional period of two (2) years. Either Party may terminate this MOU without 
cause at any time by giving thirty days' prior written notice to the other Party of 
such termination and specifying the effective termination date.

7. Partnership. The provisions of this Agreement are not intended to create, and 
shall not be interpreted to create a joint venture, a partnership or any similar 
relationship between the parties.

8. Amendments. Any amendments or modifications to this MOU must be mutually 
agreed upon by the Parties in writing.

9. Governing Law and Venue. This Agreement shall be interpreted and construed 
in accordance with and governed by the laws of the State of California. Any 
action to enforce this Agreement shall be filed in the Superior Court for the 
County of Monterey.

10. Notices. Formal notices, demands, and communications between City and 
MPUSD shall be given by registered or certified mail postage prepaid, return 
receipt requested, by reputable overnight delivery service, return receipt 
requested, or by personal delivery, to the offices of City and MPUSD as follows:

To City:
Library Director
City of Monterey
625 Pacific Street
Monterey, CA 94940

To MPUSD:
Superintendent
Monterey Unified School District
700 Pacific Street
Monterey, California 94942

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed 
as of the day and year first above written.

City of Monterey

City Manager

Signature

Date

September 14, 2018

Monterey Unified School District

President, School Board

Signature

Date

9/25/2018

Agreement #: Ag-7355 - Page 5 of 5
RESOLUTION NO. 18-138 C.S.

A RESOLUTION OF THE COUNCIL OF THE CITY OF MONTEREY

AUTHORIZE THE CITY MANAGER TO ENTER INTO A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MONTEREY AND THE MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT REGARDING DATA SHARING FOR LIBRARY CARDS

WHEREAS, the national Connected Initiative calls on the nation’s public libraries to work with mayors, and school leaders to create and strengthen partnerships so that every child enrolled in school receives a library card; and

WHEREAS, since 2011 Monterey High School has required all students to obtain a Monterey Public Library card; and

WHEREAS, students attending elementary and middle school within the city limits of Monterey have received a MPL card on a class by class, school by school basis; and

WHEREAS, MPL and MPUSD desire to collaborate on activities to improve the educational opportunities and outcomes of the children both institutions serve and share; and

WHEREAS, an MOU between MPUSD and MPL will enable MPL to create library cards using school registration data for all students attending school in Monterey;

WHEREAS, The City of Monterey determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA)(CCR, Title 14, Chapter 3 (“CEQA Guidelines), Article 20, Section 15378). In addition, CEQA Guidelines Section 15081 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, or because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15376, this matter is not a project. Because the matter does not cause a direct or any reasonably foreseeable indirect physical change on or in the environment, this matter is not a project. Any subsequent discretionary projects resulting from this action will be assessed for CEQA applicability.
NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MONTEREY that it hereby authorizes the City Manager or his designee to enter into a Memorandum of Understanding with the Monterey Peninsula Unified School District Regarding free Library cards for all MPUSD students attending school within the city limits of Monterey.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF MONTEREY this 21st day of August, 2018, by the following vote:

AYES: 5 COUNCILMEMBERS: Albert, Barrett, Haffa, Smith, Roberson
NOES: 0 COUNCILMEMBERS: None
ABSENT: 0 COUNCILMEMBERS: None
ABSTAIN: 0 COUNCILMEMBERS: None

APPROVED:

ATTEST:

[Signature]
Mayor of said City

[Signature]
City Clerk thereof
Memorandum of Understanding

Between

Nevada County Community Library

And

Nevada Joint Union High School District

April 25, 2018

This Memorandum of Understanding (MOU) between Nevada County (COUNTY) through the Nevada County Community Library (NCCL) and Nevada Joint Union High School District (NJUHSD) stipulates that the parties agree to the following regarding the use of student identification cards as public library cards for the purpose of assisting District secondary students with access to NCCL resources.

Participating students will receive a special Student Library Card account, which gives them access to databases and online resources, but is not related to the provision of internet access by NCCL. Student account holders will be able to check out three books (no media) at a time from NCCL branches. Student library accounts will not accrue fines or fees of any kind, including late fees, replacement charges for lost books, or related lost item processing fees. If students wish to borrow more than three books at a time, or to borrow DVDs or other media, they are encouraged to apply for a regular youth library card directly with NCCL. Students will be allowed to have a Student account and a regular youth card simultaneously. Student library accounts will expire when the student turns eighteen or leave the district.

This program will provide opportunities for NCCL staff to support secondary students in their efforts toward graduation by assisting them with increased literacy skills, access to multi-learning resources in all academic subject areas, online homework assistance in both English and Spanish, resources for preparation for college attendance, use of software and hardware to create digital media content, and the like.

NCCL policies require patrons below the age of 18 to acquire a parental signature in order to apply for a library card. This MOU will allow District secondary students to automatically receive access to NCCL resources regardless of age and without the signature of a parent or guardian by using their student identification card number. NJUHSD students’ parents or guardians will be agreeing to allow the students to use their student identification cards at the time of registration. NJUHSD will develop and implement an annual parent opt-out process for those parents who do not wish their student to participate.

The NJUHSD Student Information System’s team will provide NCCL with the necessary student data on an agreed upon time line. Both NJUHSD and NCCL acknowledge that certain material or information regarding students may consist of confidential records subject to the Federal
Family Educational Rights and Privacy Act or other privacy laws. The NCCL agrees to hold all information in confidence and only use the information in performance of the MOU.

In partnership with NCCL, NJUHSD will identify pre-program and post-program measures to determine progress towards achieving the District goals.

To the full extent permitted by law, NJUHSD and COUNTY shall each defend, indemnify and hold harmless each other as well as their respective officers, agents, employees, volunteers or representatives from and against any and all liability, claims, actions, proceedings, losses, injuries, damages or expenses of every name, kind and description, including litigation costs and reasonable attorney's fees incurred in connection therewith, brought for or on account of personal injury (including death) or damage to property, arising out of or connected with any acts or omissions of that party or its officers, agents, employees, volunteers, or contractors or their subcontractors, when performing any activities or obligations required of that party under this Agreement. Each party shall notify the other party immediately in writing of any claim or damage related to activities performed under this Agreement. The parties shall cooperate with each other in the investigation and disposition of any claim arising out of the activities under this Agreement, providing that nothing shall require either party to disclose any documents, records or communications that are protected under peer review privilege, attorney-client privilege, or attorney work product privilege.

Further, both NJUHSD and NCCL accept responsibility for determining and approving the character and fitness of their respective employees (including volunteers, agents or representatives) to provide the services required of NJUHSD under this Agreement, including completion of a satisfactory criminal/background check and period rechecks to the extent permitted by law. Notwithstanding anything to the contrary in this Paragraph, each party shall hold the other and its officers, agents and employees harmless from any liability for injuries or damages resulting from a breach of this provision or the indemnifying party's actions in this regard.

**DATA SHARING**

a. NJUHSD will work in good faith with NCCL to ensure NCCL will have access to necessary pupil records for the purposes of issuing all NJUHSD school students, grades 9-12, digital library accounts. The following data fields shall be shared:

   i. Student ID# (numeric)
   ii. Name (last name, first name, middle)
   iii. Date of Birth
   iv. Projected graduation date (projection based on student's age)
   v. Address
   vi. Email

b. NJUHSD will allow parents and guardians to opt-out by sending a letter to NJUHSD before the beginning of the school year. Parents and guardians will have a period of one month to mail in the opt-out form.
c. NJUHSD will transfer data to NCCL in a zipped and password protected file format via secure file transfer protocol (FTP).

d. NJUHSD shall transfer the data to NCCL as follows:
   i. On or before 8/30/2018: initial data transfer. In the event this MOU is executed after that date, NJUHSD shall perform the initial data transfer as soon as reasonably practicable.
   ii. Thereafter, throughout the remainder of the term, data updates will be provided to the Libraries in August and February of each year.

Notwithstanding the foregoing, the parties may mutually agree to utilize a different schedule if it is determined appropriate at any time throughout the term of this MOU. Such agreement will not require a written modification, unless specifically requested by one of the parties. The parties agree to meet in February 2018 to discuss the data-sharing process and determine if there are any changes that need to be made.

e. NCCL agrees that any confidential pupil records and/or any personally identifiable information related to students contained therein (limited to the data fields listed in section a), will only be used for the specific purposes identified in this MOU. This obligation will survive the termination of this MOU.

f. NCCL shall comply with the provisions of the Family Education Rights and Privacy Act (FERPA), and will not permit any other party to have access to the information contained in the confidential pupil records. NCCL shall provide training for its staff in the proper administration of federal and state pupil records confidentiality laws and procedures. In the event any third party seeks access to any pupil records the third party shall be directed to the NJUHSD for processing of the request, without the written consent of the parent/guardian or adult pupil to which the record pertains, except that each student’s name and Student I.D. number will be utilized to create their digital library account, which information may be accessed by any NCCL member library. This obligation will survive the termination of this MOU.

g. **Indemnification.** To the fullest extent permitted by law, each party agrees to hold harmless, defend, and indemnify the other and its respective officers, officials, and employees from and against all claims, damages, losses, and expenses, including reasonable attorney fees and costs arising out of the performance of the MOU described herein, caused in whole or in part by any negligent act or omission of the indemnifying party, its officers, officials, and employees, except where caused by the willful misconduct of the indemnified party, its officers, officials, and employees.

h. **Duration; Termination.** This MOU will be effective from the date of full execution and will remain in effect until either party gives thirty (30) days written notice to the other of their intention to terminate this MOU.
We, the undersigned, on behalf of Nevada County through the Nevada County Community Library and the Nevada Joint Union High School District.

County of Nevada

Yolande Wilburn
County Librarian

Date: ________________

Nevada Joint Union High School District

Dan Frisella
Assistant Superintendent

Date: ________________
Memorandum of Agreement (MOA)
Fairfield-Suisun Unified School District (FSUSD) and Solano County on behalf of
Solano County Library (SCL)

I. Background
FSUSD and SCL have built and maintained a strong professional relationship as educational partners with the Library serving as an extension of the classroom, providing students with access to books, computers, free tutoring, reading programs, and dozens of other important educational resources during and out of school time. Both organizations have aligned to focus on goals of promoting literacy; creating a community of readers; empowering individuals with free access to information; building a welcoming place where reading, learning, and imagination thrive; maximizing academic achievement; and preparing every child to lead a rich and productive life.

In 2016, SCL staff became concerned that students at Suisun Elementary School who lose library books or incur hefty late fees lost access not only to their school library but also to the public library. In an effort to alleviate this circumstance, FSUSD and SCL began working collaboratively to develop a student library card that is separate from a traditional public library card but provides access to SCL resources. In these discussions it was decided that it would be better to take a broader approach and focus on a district-wide rather than a single school site student library card, otherwise known as the Student Access Card, which will streamline student access to information and materials by integrating FSUSD Student ID numbers and SCL library accounts.

II. Purpose and Scope
The purpose of this MOA is to clearly identify the roles and responsibilities of each party as they relate to the Student Access Card program and to implement this project to the benefit of the students of the Fairfield-Suisun Unified School District. For the purpose of this MOA, “student” is defined as any person up to and including the age of nineteen (19) years attending a FSUSD school.

III. Responsibilities
1) Each party will appoint a person to serve as the official contact and coordinate the activities of each organization in carrying out this MOA. The initial appointees of each organization are:

**Fairfield-Suisun Unified School District:**
Assistant Director of Curriculum and Instruction

**Solano County Library:**
Library Branch Manager (Fairfield and Suisun City libraries)
Deputy Director of Library Services (Support Services)

2) **Solano County Library will:**
   a) Provide streamlined student access to information and materials by integrating FSUSD Student ID numbers and SCL library accounts through the Student Access Card program, providing every student in the FSUSD with instant access to library resources and materials. Implementation will include orientation and training for students and staff on the Library’s resources.
   b) Work collaboratively with FSUSD to further deepen the partnership between the agencies, inclusive of school library media technicians and all levels of public library staff.
c) Coordinate with school staff to schedule periodic classroom and school visits to promote and bring library resources directly to students.

d) Provide annual statistical analyses of student card data to FSUSD to demonstrate measurable impact.

e) Facilitate an annual meeting between SCL staff and FSUSD school library staff to brainstorm and coordinate opportunities to partner throughout the school year.

3) Fairfield-Suisun Unified School District will:
   a) Support implementation of the Student Access Card program by providing to SCL on a monthly basis: Student ID number, first and last name, birthdate, school, grade, address, phone number, and email address of each student enrolled in FSUSD.
   b) Communicate to families the benefits of the Student Access Card program and promote and encourage attendance and participation in SCL programs and activities.
   c) Maintain a site teacher librarian at least one day per week at all FSUSD schools.
   d) Host one family engagement activity per year that promotes literacy.
   e) Report annually to SCL any changes to student reading and test data as it relates to the Student Access Card program.

IV. Termination
This partnership will begin May 1, 2018 and may be terminated by either party, at any time, without cause, upon 30 days written notice.

V. Indemnification
   A. SCL shall indemnify and hold harmless FSUSD and FSUSD's employees or agents from and against any damages including costs and attorney's fees arising out of negligent or intentional acts or omissions of Solano County, its employees or agents.
   B. FSUSD shall indemnify and hold harmless Solano County, its employees, agents and elective and appointive boards from and against any damages including costs and attorney's fees arising out of negligent or intentional acts or omissions of Institution, its employees or agents.

VI. Independent Contractor
   A. SCL is an independent contractor and not an agent, officer or employee of FSUSD. The parties mutually understand that this Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

   B. FSUSD is an independent contractor and not an agent, officer or employee of SCL. The parties mutually understand that this Agreement is by and between two independent contractors and is not intended to and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association.

VII. Confidentiality
All student data or information provided by FSUSD is considered confidential under this Agreement as well as under the Family Educational Rights and Privacy Act (FERPA) and any other federal or state regulations pertaining to students' education records. To the extent that SCL has access to any personally identifiable information from students' education records, SCL agrees that it shall not use such information except for the legitimate educational purpose of providing services pursuant to this Agreement and that it shall not re-disclose this information to any other party for any reason. SCL staff
agrees to comply with all applicable federal and state regulations governing the student records, including FERPA.

VIII. Funding
No capital commitment on behalf of either Party is associated with the information of or any obligations under this MOA.

X. Compliance with Law
SCL and FSUSD shall comply with all federal, state and local laws and regulations applicable to the subject of this MOA.

A. Any mutually agreed upon changes shall be effective when incorporated in written amendments to this MOA.

The parties have executed this MOA as of July 31, 2018.

COUNTY OF SOLANO, a Political Subdivision of the State of California

By: __________________________
Bonnie A. Katz, Director of Library Services
Solano County Library

FAIRFIELD-SUISUN UNIFIED SCHOOL DISTRICT

By: __________________________
Michelle Henson, Asst. Supt. of Bus. Svcs.
Project Plan 2018
Program Overview
The Fairfield-Suisun Unified School District (FSUSD) and Solano County Library (SCL) have built and maintained strong professional relationships as educational partners, with the Library serving as an extension of the classroom—providing students with access to books, computers, free tutoring, reading programs, and dozens of other important educational resources during and out of school time. Both organizations have aligned to focus on goals of promoting literacy; creating a community of readers; empowering individuals with free access to information; building a welcoming place where reading, learning, and imagination thrive; maximizing academic achievement; and preparing every child to lead a rich and productive life. To advance those goals, especially in support of student academic success, FSUSD and SCL have collaborated on and agreed to implement a single school/public library card for student use known as the Student Access Card, which will streamline student access to information and materials by integrating FSUSD Student ID numbers and SCL library accounts.

Overall Program Goals
- Increase student and teacher access to, and use of, SCL’s technology and digital, streaming, and physical collections.
- Offer students 24/7 access to online resources.

Student Accounts
Student accounts act as a supplemental library card and do not replace traditional library cards
- The barcode for students will consist of a student's unique ID number and district prefix
- The PIN is the student’s birth month and date
- Student accounts have access to the following services:
  - Physical Books
  - Downloadable eBooks and Audiobooks
  - Digital Magazines and Newspapers
  - Premium Databases
- There are no late fines and no fees on the Student Accounts
- Students can check out 3 items
- Lost or damaged items won’t trigger Collections, but will bar future checkouts unless paid for/replaced.
- Expiration period—one year.
- A minor and a parent/guardian can come to a library branch to receive a traditional library card that provides full access (this card is in addition to their student success card).
- FSUSD will print barcodes for existing school ID’s
- Students can reserve/place holds on materials
Data Migration

- Student data
  - First and last name, date of birth, student ID number, grade, school, address, phone number.
  - Updated monthly
- CARL administrators, SCL staff, and FSUSD staff will test and transfer student data.

Communications and Publicity

- A joint letter to families in the district
- A joint letter to staff in the district
- A set of Frequently Asked Questions for staff of Both SCL and FSUSD
- Promotional piece for students (bookmark, email)
- Promotional posters
- Use as part of SCL strategic marketing plan—build awareness

Goals/Measurable Outcomes

- 80% of all 3rd grade students will reach or surpass student stretch goals in the spring MAP RIT Scores annually.
- The amount of 3rd grade students reading at or above grade level by the end of 3rd grade will increase by 10%.
- All 3rd grade students will take the TRAILS by the end of the year with the site teacher librarian. 50% of students will receive a passing score by the end of the year.
- At Matt Garcia Career and College Academy, all 6th and 9th grade students will take the TRAILS by the end of the year with the site teacher librarian. 50% of students will receive a passing score by the end of the year.
- 50% of teachers will believe that their students' participation will have resulted in improved reading comprehension skills by the end of the year.
- 50% of project participants will report they have increased pleasure and interest in reading by the end of the project.
- 75% of students in grades 2-5 will enroll in the SCL Fall Reading Program as part of a school wide program. 25% of students will complete the reading goals for the program.
## Tentative Timetable

<table>
<thead>
<tr>
<th>Description of Work</th>
<th>Start and End Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase One Pilot School Data Testing</td>
<td>May-August 2018</td>
</tr>
<tr>
<td>Phase Two Matt Garcia Pilot</td>
<td>August 2018</td>
</tr>
<tr>
<td>5 Additional Pilot Sites</td>
<td>Within 3 months</td>
</tr>
<tr>
<td>Initial Debrief</td>
<td>November 2018</td>
</tr>
<tr>
<td>Phase Three Mass Implementation at all FSUSD schools</td>
<td>TBD</td>
</tr>
</tbody>
</table>

- Pilot locations (schools closest to public libraries)
  - Matt Garcia Career and College Academy (6th-12th)
  - Fairview Elementary (K-5)
  - Suisun Elementary (K-5)
  - Dan O Root II (K-7)
  - Nelda Mundy (K-5)
  - Cordellia Hills Elementary

## Budget

<table>
<thead>
<tr>
<th>Description of Work</th>
<th>Anticipated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase One</td>
<td></td>
</tr>
<tr>
<td>Phase Two</td>
<td></td>
</tr>
<tr>
<td>Phase Three</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

## Evaluation/Measuring Impact

- Monitor circulation
- Monitor increased usage of online resources
- Student surveys
- Teacher surveys
- Student test scored and data
MEMORANDUM OF UNDERSTANDING BETWEEN THE ESPARTO UNIFIED SCHOOL DISTRICT AND THE YOLO COUNTY LIBRARY

This Memorandum of Understanding ("MOU" or "Agreement") is made and entered into this day __________, 2018 between Esparto Unified School District ("EUSD" or "the District") located at 26675 Plainfield Street, Esparto, CA 95627 and the County of Yolo ("County"), for a collaboration between EUSD and the Yolo County Library ("Library" or "YCL") located at 226 Buckeye Street in Woodland. YCL and EUSD are sometimes referred to in this MOU individually as a "Party" and collectively as the "Parties."

Background.

EUSD staff and YCL staff have built strong one-on-one relationships working to improve services for our shared constituency. The goal of both organizations is to increase literacy and educational success through a comprehensive, strategic and sustainable collaboration. In order to achieve this, the Library and the District seek to build a strong relationship at the administrative level in order to work together more collaboratively and demonstrate measurable impact. EUSD and YCL would like to develop an infrastructure that will allow EUSD students to easily access and use the Yolo County Library's electronic and print resources freely through the use of a joint Student ID/Library Card known as the Esparto Student Asset Card. The Esparto Student Asset Card will focus on supporting Esparto students through graduation and launching them into a successful career and life with a library card that will always travel with them and provide benefits of lifelong learning.

Both EUSD and YCL understand that such services shall be provided at no cost to EUSD.

The term of this Agreement is from the date first written above through October 31, 2018 and may be extended thereafter by mutual written agreement signed by both Parties.

History of Relationship.

EUSD and YCL have a long history of working together as educational partners, with the Library serving as an extension of the classroom—providing students with access to books, computers, reading programs, technology support and dozens of other important educational resources during out-of-school time.

Additionally, both organizations have aligned around a focus on supporting traditional and digital literacy, and are committed to creating a community of readers, empowering individuals with free access to information, building a welcoming place where reading, learning and imagination thrive, maximizing academic achievement, and preparing every child to lead a rich and productive life in line with the 41 Developmental Assets.

Agreement.

YCL and EUSD desire to collaborate on activities to improve the educational opportunities and outcomes of the children both institutions share.

In order to achieve an effective collaboration, YCL and EUSD need to share information about students that may otherwise be prohibited from disclosure.
For and in consideration of the mutual promises set forth in this Agreement, the parties do mutually agree as follows:

**A. Obligations of YCL.**

In connection with this Agreement, the YCL agrees to the following:

1. Streamline student access to databases, print and e-materials by integrating EUSD Student ID numbers into the YCL Integrated Library System database which will allow implementation of the ESPARTO Student Success Card initiative, allowing every student in EUSD schools seamless access to Library databases and materials. Implementation will include training for students and staff on the Library's educational resources.

2. Work collaboratively with EUSD, subject to staff resources, funding, and other constraints, to further deepen the partnership between the agencies.

3. To the greatest extent permitted by California law, to keep confidential all information provided by EUSD for each participating student.

**B. Obligations of EUSD.**

In connection with this Agreement, the EUSD agrees to the following:

1. Support implementation of the ESPARTO Student Success Card initiative by providing to YCL the information customarily requested from individuals in establishing a Library account, and includes the Student ID Number, first and last name, birthdate, school, grade, address, phone number, and email address of each student enrolled in EUSD.

2. In collaboration with YOLO COUNTY LIBRARY staff, help to facilitate the introduction of professional development opportunities for ESPARTO teachers and staff surrounding the ESPARTO Student Success Card initiative and other Library projects.

3. Provide certain directory information, as defined below, to YCL as specified in this MOU.

4. Provide the information specified in this MOU to YCL in consideration for YCL's agreement to keep the information confidential as provided in this MOU.

**C. Confidentiality.**

1. EUSD maintains student records in accordance with all applicable federal and state laws and regulations. Such student records are confidential as provided under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99; and California Education Code §§ 49060 et seq.

2. California Education Code §§ 49061 and 49073 authorizes EUSD to release certain student records known as "directory information" to certain entities, including governmental agencies; directory information includes student name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and the most recent previous school attended.

Page 2 of 5

229
3. The California Public Records Act, at Government Code §§ 6254 and 6267 governs the confidentiality of registration and circulation records in libraries supported by public funds. It also governs the disclosure of record information.

4. YCL and EUSD agree that each entity shall comply with applicable federal and state laws relating to the confidentiality and disclosure of the YCL-provided information and the EUSD-provided information.

5. Both Parties further agree that all information exchanged shall only be used for the purposes intended by this MOU, to limit disclosure of the exchanged information within its own organization to its directors, officers and employees who have a need to know, and to not disclose any information to any third party (whether an individual corporation, or other entity) without the express prior written consent of the other Party unless otherwise required by law. Each Party shall satisfy its obligations under this Paragraph if it takes affirmative measures to ensure compliance with these confidentiality obligations by its employees and others who are permitted access to or use of the YCL provided information and/or the EUSD provided information.

6. The sharing of information by government agencies pursuant to Government Code section 6254.5(e) does not constitute a waiver of the exemption of such information from any future disclosure or from disclosure to any other entity or individual. If the Parties agree that a document is confidential pursuant to the California Public Records Act, and subsequently exchange the document, the Parties shall each keep confidential any such document as permitted under Government Code Section 6254.5(e). The Parties shall seek to minimize the personnel that review confidential documents and shall only allow necessary personnel to analyze the documents. For the Library, such Records may only be shared with YCL staff (including their supervisors), and the County Attorneys assigned to the projects (including their supervisors). For the EUSD, such records may only be shared with the Network Systems Specialist and staff assigned to the project, site principals, and the General Counsel and legal staff working on the project.

7. If either of the Parties receives a Public Records Act request seeking a document that has been designated as confidential and exchanged as described herein, the party receiving the request shall notify the other party immediately. The party receiving the request shall withhold the designated confidential documents from disclosure pursuant to the Public Records Act until the other party has had a reasonable opportunity, not to exceed ten days from the date of notice of the request, to respond with its position on disclosure of the requested documents. If the party requests that documents be withheld from disclosure, it bears sole and exclusive responsibility to defend, indemnify, and hold harmless the other party in the event of any litigation or other proceedings involving production of the withheld documents.

**D. General Provisions.**

1. Project Manager. EUSD shall name a Project Manager for the EUSD. The Project Manager shall be the EUSD’s representative in connection with the YCL’s performance under this Agreement.

2. YCL Supervisor. YCL shall designate Supervisors for YCL. The YCL Supervisors are fully authorized to act on behalf of the YCL in connection with this Agreement.
3. Indemnity/Hold Harmless. Both Parties agree to indemnify the other Party and each other's selected officials, commissioner board members, officers, agents and employees against, and to hold the same free and harmless from, any and all claims, demands, damages, injuries, losses, costs, expenses, actions or liabilities caused or alleged to have been caused by their respective omission, negligence, or intentional conduct.

4. Expenses. Any expenses related to the provision of services by each party under this MOU shall be the sole responsibility of the party incurring such costs. All costs related to the provision of student ID cards will be the sole responsibility of EUSD.

5. Termination. Either Party may terminate this MOU without cause at any time by giving thirty days' prior written notice to the other Party of such termination and specifying the effective termination date.

6. Partnership. The provisions of this Agreement are not intended to create, and shall not be interpreted to create, a joint venture, a partnership or any similar relationship between the parties.

7. Amendments. Any amendments or modifications to this MOU must be mutually agreed upon by the Parties in writing.

8. Governing Law and Venue. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of California. Any controversies or legal problems arising out of this agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the California Superior Court in Woodland, California.

9. Notices. Formal notices, demands, and communications between YCL and EUSD shall be sufficiently given if and shall not be deemed given unless dispatched by registered or certified mail postage prepaid, return receipt requested or delivered by reputable overnight delivery service, return receipt requested or delivered personally with a delivery receipt, to the offices of EUSD and YCL as follows:

ESPARTO Unified School District  
Diego Ochoa  
Superintendent

ESPARTO Unified School District  
26675 Plainfield Street  
ESPARTO, CA 95627

YOLO COUNTY LIBRARY  
Mark Fink  
County Librarian

YOLO COUNTY LIBRARY  
226 Buckeye Street  
WOODLAND, CA 95695

[SIGNATURES ON FOLLOWING PAGE]
IN WITNESS HEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

COUNTY OF YOLO

Mark Fink
County Librarian

Approved as to form:

County Counsel

ESPARTO Unified School District

Diego Ochoa
Superintendent

Approved as to form:
October 25, 2018

TITLE: EXTENSION OF MEMORANDUM OF UNDERSTANDING BETWEEN SAN RAFAEL CITY SCHOOLS AND THE CITY OF SAN RAFAEL TO PROVIDE SAN RAFAEL PUBLIC LIBRARY CARDS TO ALL SRCS STUDENTS

EXECUTIVE SUMMARY:

Per Section D(6) of the attached Memorandum of Understanding (MOU) between the City of San Rafael and San Rafael City Schools, staff recommends a two year extension of the Memorandum of Understanding facilitating the provision of library cards to all students enrolled in San Rafael City Schools.

SUMMARY:

In April 2017, Council approved a resolution authorizing the City Manager to approve a Memorandum of Understanding (MOU) between the City of San Rafael (City) and San Rafael City Schools (SRCS) to develop an infrastructure that will allow SRCS students to easily access and use the Library's electronic and print resources freely by providing all SRCS students with a Library card. (Resolution 14299). That MOU provides for an extension of up to two years by mutual agreement of the parties and subject to the written approval of the City Manager. (See MOU Section D(6)) Staff recommends that the City and SRCS district extend the existing memorandum facilitating the provision of library cards to all students in San Rafael City Schools for another two (2) years, or until September 30, 2020. SRCS mutually agrees to extend the MOU by the stated two (2) years, or until September 30, 2020.

Last year, San Rafael Public Library (SRPL) staff worked with SRCS to issue over 7,000 library cards to all students attending SRCS. This partnership has proven effective and has broadly benefited both organizations. Anecdotally, youth coming in with their first library card, and bringing their entire family with them, are frequent occurrences among library staff. This initiative has also increased communication and collaboration between SRPL and SRCS staff.

SRPL has also become a leader among California libraries for its partnership with SRCS and is a shining example of the Student Success Initiative, a California State Library grant supporting California Public Libraries in partnering with local public school to provide library cards to students. SRPL staff has presented at state-wide conferences on this partnership multiple times, and model the infrastructure needed to support student, teachers, and the community to foster success in school and life-long learning.

Accordingly, staff seeks City Manager written approval to extend the MOU between the City and SRCS for an additional two years, until September 30, 2018.
ATTACHMENTS:
MOU between SRCS and City of San Rafael, April 2017.

NOW THEREFORE, pursuant to Section D(6) of the MOU between the City and SRCS made and entered into the 13th day of March, 2017, and attached hereto, the parties mutually agree to extend the term of the MOU through September 30, 2020.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

<table>
<thead>
<tr>
<th>City of San Rafael</th>
<th>San Rafael City Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>City Manager</td>
<td>Chair, School Board</td>
</tr>
<tr>
<td>Attest:</td>
<td></td>
</tr>
<tr>
<td>Esther Beirne, City Clerk</td>
<td>Superintendent</td>
</tr>
<tr>
<td>Approved as to form:</td>
<td>Approved as to form</td>
</tr>
<tr>
<td>Robert F. Epstein, City Attorney</td>
<td>General Counsel</td>
</tr>
</tbody>
</table>

Page 2 of 2
This page intentionally left blank with no page number
Opt-out Forms
NJUHSD Student Success Card Program

The Nevada Joint Union High School District (NJUHSD) and Nevada County Community Library (NCCL) are offering an exciting new opportunity for high school students with the NJUHSD Student Success Program, an innovative way for students 9-12 to access public library resources. Student Success Cards allows NJUHSD student ID's to serve as a Nevada County Community Library card. The Student Success program is modeled after those being introduced in many communities across the country. The Nevada County program follows the lead of the Napa Valley Unified School District program, one of the first in California.

Your student will automatically be enrolled in the Student Success Program with the Nevada County Community Library.

The Student Success Program allows NJUHSD students to...

- Full access to free digital resources! These include e-books, e-audiobooks, databases, music, and more. For information about NCCL’s digital resources, visit mynevadacounty.com/295/Digital-Resources
- Borrow up to 3 items from any NCCL library locations. To view NCCL’s online catalog, visit library.mynevadacounty.com/MVC
- Use public library computers at any of the NCCL library locations.
- No fines or fees.

Frequently Asked Questions

What student information will NJUHSD share with the county library? 1. Student’s name, 2. School, 3. Grade, 4. Student ID number, 5. Home address and phone number, 6. Student date of birth, and 7. Parent and/or guardian name. NCCL has signed a data privacy agreement ensuring student information will not be shared with other entities, is stored securely, and that all information will be used for the sole purpose of facilitating library services to students.

What if I don’t want my student to participate in the Student Success Card Program? Families may opt-out of the Student Success Program. The second page of this form provides details for the opt-out process.

What if I want my student to have full access to NCCL services and materials? You may expand your student’s access to materials (greater than 3 items) by signing up to an additional library card by visiting a branch of the Nevada County Community Library.

What if my student already has a NCCL library card? Your student is allowed to keep both! If you would like to cancel one of them, please visit your closest branch.
NJUHSD Student Success Card Program
OPT-OUT FORM

Unless notified before August 16th, your child will automatically be enrolled in the free Student Success Card Program with the Nevada County Community Library.

If you opt-out after August 16th, you will need to contact the Nevada County Community Library so they can deactivate your student’s card. Contact Rachel Schneider, Youth Librarian at Grass Valley Library, at rachel.schneider@co.nevada.ca.us or 530-470-2695.

The Student Success Program allows NJUHSD students to...

- Borrow up to 3 items from any Nevada County Community Library location without fines or fees.
- Use and download music, eBooks, magazines, academic databases, and other electronic resources 24/7 via the Nevada County Community Library website.

Parents are responsible for their children’s use of library resources.

Deactivating, changing, or opting out of your child’s Student Success Card has no effect on any other account you or your child may have with the Nevada County Community Library.

I do not want my child to have access to the free Student Success Card through the Nevada County Community Library (NCCL) card. I understand that if this form is submitted after August 16, I must contact NCCL to have my child’s Student Success Card deactivated.

Student’s Name (please print): __________________________ D.O.B. ___/___/___

Parent/Guardian’s Name (please print): __________________________

Parent/Guardian Signature: __________________________ Date: _____

*Please submit this form to the principal’s secretary to complete the opt out process.

For staff use: Date received ________ Noted in student database (initial) ______

*FILE WITH ONSITE STUDENT RECORDS*
¡Tarjetas de biblioteca sin multas para los estudiantes de Rancho Santa Gertrudes!

Estimado padre y/o tutor:

La Biblioteca de la Ciudad de Santa Fe Springs y la Escuela Primaria Rancho Santa Gertrudes se están asociando para mejorar el acceso a materiales educativos y recreativos al proporcionar a cada estudiante una tarjeta “Student Go Card” de la Biblioteca de la Ciudad de Santa Fe Springs. Estas tarjetas bibliotecarias no les cobrarán a los estudiantes multas vencidas; sin embargo, usted sigue siendo responsable de los artículos perdidos o dañados y las tarifas de DVD. Se aplican todas las demás pólizas y procedimientos de la biblioteca. Si su hijo/a ya tiene una tarjeta de la Biblioteca de Santa Fe Springs, su tarjeta actual se transferirá a la nueva tarjeta y se eliminarán todas las multas vencidas anteriores. Si NO desea una tarjeta de la biblioteca para su hijo/a complete y envíe este formulario. Esto debe ser devuelto al maestro de su hijo/a el 19 de diciembre de 2018.

La tarjeta “Student Go Card” permitirá que los estudiantes:
• Tomen prestados materiales (libros, revistas, etc.) de la biblioteca
• Usen computadoras en la biblioteca
• Tengan acceso a los recursos de la biblioteca en línea

La tarjeta “Student Go Card”:
• No eliminará las multas existentes por artículos perdidos o dañados
• No prestará DVD sin pago
• No permitirá el uso de cualquier persona que no sea el titular de la tarjeta

Marque aquí si NO quiere que su estudiante tenga una tarjeta de la Biblioteca de la Ciudad de Santa Fe Springs.

Si quiere que su estudiante reciba una tarjeta de la Biblioteca de la Ciudad de Santa Fe Springs, este formulario no tiene que ser devuelto.

________________________
Nombre de Estudiante

________________________
Nombre de Padre/Madre

________________________
Firma de Padre/Madre

Santa Fe Springs City Library, 11700 Telegraph Road, Santa Fe Springs, CA 90670

237
Dear Parent and/or Guardian:

The Santa Fe Springs City Library and Rancho Santa Gertrudes Elementary School are partnering to improve access to educational and recreational materials by providing every student with a free Santa Fe Springs City Library Go Card. These library cards will not charge students overdue fines; however, you do remain responsible for lost or damaged items and DVD fees. All other library policies and procedures apply. If your child already has a Santa Fe Springs Library card, their current card will be transferred to the new card and all previous overdue fines will be cleared. Only fill out and return this form if you DO NOT want a library card for your child. This must be returned to your child’s teacher by December 19, 2018.

The Student Go Card will allow students to:

- Check out library materials
- Use computers at the library
- Access online library resources

The Student Go Card will not:

- Clear existing fines for lost or damaged items
- Allow free DVD checkouts
- Allow for use by any person other than the cardholder

☐ Check here if you DO NOT want your student to have a Santa Fe Springs City Library card.

If you DO want your student to receive a Santa Fe Springs City Library card, this form does not have to be returned.

__________________________________________________________________________
Print Student Name

__________________________________________________________________________
Print Parent Name

__________________________________________________________________________
Parent Signature

Santa Fe Springs City Library, 11700 Telegraph Road, Santa Fe Springs, CA 90670
Santa Clara County Library District


The Santa Clara County Library District (SCCLD) is offering to provide free library cards to all XXXX School District students. All students enrolled in XXXX schools are eligible.

The cards enable access to the library's rich learning resources, including books, eBooks, computers, music, databases and more. The library also serves as a community-gathering place — a homework location for older children, a story time spot for the little ones, a place for activities for the family, and lectures and seminars for adults.

The process requires that we send certain information to the SCCLD. In order to automatically generate the library cards, the SCCLD needs the District to provide student Directory information (name, address, birthdate, phone) and the Student Identification Number.

When our District provides the needed information, students will be automatically assigned a free student library account with access to all electronic resources including eBooks, articles, databases and music. There are no fines or fees associated with these digital items. Students may visit any SCCLD library to add a full use card to borrow physical items from the library.

All library cards are free. Cardholders need to follow the rules of the Santa Clara County Library District. SCCLD has libraries in Campbell, Cupertino, Gilroy, Los Altos, Milpitas, Morgan Hill and Saratoga.

If you do not want the School District to provide your child's information to the Santa Clara County Library District, please complete the form below and return it to the school no later than XXXXX

Decline Automatic Student Library Card Access

No, thank you. Please do not send my child's Directory Information or student ID number to the Santa Clara County Library District. I will provide library access for my child in another way.

Student Name:

Grade:

School:

Parent/Guardian Name (print):

Signature: Date:

239
As a student in the Esparto Unified School District, your child can sign up for a free Yolo County Library card to use helpful FREE homework resources in the Library and on the Library’s website. Students will not be charged late fees on items they borrow from the Library with this card.

Parents/Guardians will still be financially responsible for any damaged or lost items borrowed on their child’s library card. Parents/Guardians should immediately contact the Library when a library card is lost or stolen, and when an address, telephone number or name changes. A Yolo County Library card may only be used by the student identified on the account.

**Release of Directory Information:** California Law allows schools to release directory information in limited circumstances. Yolo County Library Directory information requested from the Esparto Unified School District includes a student’s name, Parent/Guardian’s name, address, telephone information, e-mail address, and date of birth.

If you do not want your child to register for a free library card, please check the OPT OUT box, write the student’s name below, sign the form, and return it to the school.

☐ I choose to OPT OUT of this program.

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARENT/GUARDIAN NAME</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>
Como estudiante en el Distrito Unificado Escolar de Esparto, su hijo puede obtener una tarjeta gratuita de la Biblioteca del Condado de Yolo. Con la tarjeta de la biblioteca, su hijo podrá usar recursos educacionales GRATUITOS en la Biblioteca y en el sitio de la Biblioteca en el internet. A los estudiantes no se les cobrará cargos por regresar tarde el material sacado con esta tarjeta. Pero los Padres/Guardianes serán financieramente responsables por cualquier material dañado o perdido cargado a la tarjeta de la biblioteca de su hijo. Padres/Guardianes deberán reportar inmediatamente una tarjeta perdida o robada y deberán prontamente notificar a la Biblioteca de cualquier cambio de dirección, teléfono o cambios en su nombre. La tarjeta de la Biblioteca del Condado de Yolo es solamente para el uso del estudiante identificado en la tarjeta.

Acceso a la Información del Directorio Estudiantil: La ley de California permite que las escuelas provean la Información del Directorio Estudiantil en circunstancias limitadas. La información del Directorio Estudiantil que la Biblioteca del Condado de Yolo está solicitando, incluye el nombre del estudiante, el nombre del Padre/Guardián, dirección, información de teléfono, dirección de correo electrónico y fecha de nacimiento.

Si usted no quiere que su hijo obtenga una tarjeta de la biblioteca gratuita, por favor marque en la caja abajo, escriba el nombre del estudiante, firme la forma y regrésela a la escuela.

☐ Elijo NO PARTICIPAR en este programa.

<table>
<thead>
<tr>
<th>NOMBRE DEL ESTUDIANTE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOMBRE DEL PADRE/GUARDIÁN</th>
<th>FIRMA</th>
<th>FECHA</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Como estudiante en el Distrito Unificado Escolar de Esparto, su hijo puede obtener una tarjeta gratuita de la Biblioteca del Condado de Yolo. Con la tarjeta de la biblioteca, su hijo podrá usar recursos educacionales GRATUITOS en la Biblioteca y en el sitio de la Biblioteca en el internet. A los estudiantes no se les cobrará cargos por regresar tarde el material sacado con esta tarjeta. Pero los Padres/Guardianes serán financieramente responsables por cualquier material dañado o perdido cargado a la tarjeta de la biblioteca de su hijo. Padres/Guardianes deberán reportar inmediatamente una tarjeta perdida o robada y deberán prontamente notificar a la Biblioteca de cualquier cambio de dirección, teléfono o cambios en su nombre. La tarjeta de la Biblioteca del Condado de Yolo es solamente para el uso del estudiante identificado en la tarjeta.

Acceso a la Información del Directorio Estudiantil: La ley de California permite que las escuelas provean la Información del Directorio Estudiantil en circunstancias limitadas. La información del Directorio Estudiantil que la Biblioteca del Condado de Yolo está solicitando, incluye el nombre del estudiante, el nombre del Padre/Guardián, dirección, información de teléfono, dirección de correo electrónico y fecha de nacimiento.

Si usted no quiere que su hijo obtenga una tarjeta de la biblioteca gratuita, por favor marque en la caja abajo, escriba el nombre del estudiante, firme la forma y regrésela a la escuela.

☐ Elijo NO PARTICIPAR en este programa.
Free Public Library Cards for Students!

It's easy to get a free public library card this school year! All you need to do is fill out and sign the form below. It must be returned to your school by _______.

I give permission for the school to share the following data with ________
Public Library:

- Student name
- Grade level
- School name
- Birth date
- Home address
- Phone number
- Parent/Guardian name
- Parent/Guardian email address

__________________________
Print Student Name

__________________________
Print Parent Name

__________________________
Parent Signature

The _________ School District, San Mateo County Libraries, and ________
Public Library are partnering to improve access to educational and recreational materials by providing every student with a free library card. Students will be able to check out books and ebooks, access online resources, and use public access computers and laptops with library cards.

None of the libraries in San Mateo County charge overdue fines on kids and teens cards.
Data Import Documents
San Mateo County/ Peninsula Library System
Circulation Process and Instructions

1. The Youth Services Committee will be the Project Manager(s) to contact school districts in San Mateo County and communicate with PLAN and School Districts. PLS Youth Services Librarians will determine which districts to target.

2. Circulation Managers are requesting the following information so that records can be de-duped and uploaded to the ILS: Juvenile’s name, birthday, mailing address, guardian’s name, phone number, email.
   i. Before uploading the patron records, PLAN will de-dupe the records using the student’s name combined with the birthdate, guardian’s name, street address and phone number. If there is a match with any of this criteria, the record will not be uploaded.
   ii. PLAN formats the information in order to be uploaded to the ILS.

3. Each jurisdiction or library will download a copy of the SSI Master List to his/her desktop. The original list will remain on Fido for other jurisdictions to use. This will also prevent any errors to the original document and allow multiple users. Each jurisdiction will determine how to create the library cards.

   Option #1 – Check each account in the ILS for duplicate records before issuing a library card. If an account exists, then the uploaded SSI record is deleted after the mail merge labels have been created. Staff can then change the Patron Code 2 field to Student Initiative in the existing record and/or issue a new library card and recode fields as needed. If an existing account has billed items, each jurisdiction will follow local practices on issuing a replacement library card. This option maintains a cleaner patron database but can take time to complete the project.

   Option #2 – Use the following instructions to attach a barcode to the SSI file. The file has already been de-duped before being uploaded to the ILS. This option possibly creates duplicate records but will be much quicker to complete the project.

Exceptions to registering students:

- Non-Resident students – SMCL
- Most unincorporated areas of San Mateo County (La Honda, Pescadero, Montara, etc.) – SMCL
- Broadmoor – DCL
- Colma – DCL
- Hillsborough – BPL and SMP
- Emerald Hills – RCL
- Redwood Shores – RCL
- Fair Oaks Community area (FOC) – RCL

4. Using an envelope, affix the mailing label, add the library card, welcoming letter and any brochures. Make sure the name associated with the library card matches the name on the SSI Master List.

5. Forward the completed envelopes to Ronald Ho at County Central Library. County will forwarded all the envelopes to the corresponding schools. After the 3 pilot sites, the project leader will receive the envelopes and distribute to the Youth Services Committee who will then distribute all newly created library cards to the corresponding schools.

6. A welcoming flyer will be posted on FIDO with each jurisdiction’s logo. This flyer can be modified to highlight each jurisdiction’s database, on-line services, etc. This flyer and any other bookmarks and/or brochures, including the library card, can also be added to the envelope for each student.
Livermore Library

STUDENT ONE CARD LOADING PROCESS

PART ONE: DATA CLEANING AND NORMALIZATION

1. Receive file from LVJUSD IT representative. These should be arriving on a monthly basis, per MOU
   a. For first two loads, LVJUSD IT representative sent CD over to LPL with data file
   b. In process for setting up FTP currently
2. Make a copy of the Excel file, put the original file in the "raw files" folder in \..\.\..\..\raw files.
   Name the new file in this format:
   a. LIVE_SOC_<yyymmdd>.csv
3. In the copied file, analyze the middle names of the students. The data was messy in the original test load and you may want to pare this down to just the middle initial if possible
   a. Came in full names, initial, and blank
   b. You may be able to use an Excel formula for this, but I exported the data column to a text editor and used a regular expression to clean the data
   c. ([A-Z])(.*)$ REPLACE \1 (this one may also work if you notice many names beginning with a lower case \rightarrow (.\1)(.*)$ REPLACE \1
   d. Insert this newly transformed data column next to the original column to verify integrity
4. Concatenate names
   a. Currently the names are in three columns (last, first, middle) and they need to be concatenated into a single column to prepare for load
   b. Add a comma column (right of surname), space column (right of comma column) period column (right of middle initial)

<table>
<thead>
<tr>
<th>SURNAME</th>
<th>COMMA</th>
<th>FIRST</th>
<th>SPACE</th>
<th>MIDDLE</th>
<th>PERIOD</th>
<th>FORMULA</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMITH</td>
<td>,</td>
<td>BOB</td>
<td>B</td>
<td>.</td>
<td></td>
<td>=CONCAT(A2,B2,C2,D2,E2,F2)</td>
</tr>
</tbody>
</table>

   c. Copy names into text editor to clean extra space for names without a middle initial
   d. Re-copy data back into Excel into a new column to verify
   e. Add new column to the right of the name with =UPPER() formula
   f. Paste values into new column for normalized values
5. Insert a column to the right of the address and city columns and then use =UPPER() formula to normalize values
6. Add additional data columns (including blank columns) for patron record fixed fields – see template or previous loads for examples.
   a. The csv file will have 20 columns. The table below is split in two, but would be the header row for a ready-to-load file
7. Save the spreadsheet as a .csv file.

---

**PART TWO: LOADING THE FILE**

1. In Sierra, go to Data Exchange, and select the “Load Patron records (pta)” from the drop down
2. Get PC and select the file
3. Prep the file, then test to ensure the expected number of student records overlay. I believe LVUSD may be sending the same student data in successive files
4. Click the “create review file” box and load the file

---

**PART THREE: POST LOAD CLEANUP**

1. Go to create lists, copy the newly created file into an available review file
2. Go to global update, select patron record type, and then the appropriate review file you just populated
3. Create the following processing rules:
   a. Change fixed field < notice preference (268) < <any> < z (email)
b. Then for each enrollment ID (134536, 133397, 130393, 132670), Copy variable field < copy u unique id < value < add x note

4. Run the processes, then verify that everything looks okay in the review file
5. Go back to global update and process the following rules:
   a. For each enrollment ID, Delete duplicate field < x note < value
   b. For each enrollment ID, Delete variable length field < u unique id < value

6. Go back to the review file, and check to see if all the data look correct. The goal is to preserve existing data in the unique ID field and move the enrollment ID to an internal note. Don’t empty the file yet!
PART THREE: CHECK FOR PTYPE

1. Open a new review file, store patron type records, and query the review file containing all the loaded student records
   a. Look for the student birth date earlier than this day sixteen years ago:
      ![Image of a spreadsheet with data]
      - PATRON BIRTH DATE less than "02-01-2003"
   b. For those patron records, go to rapid update and change the ptype to adult.
   c. Empty both review files

PART FOUR: CREATE DUPLICATE STUDENT REPORT

1. Create a new review file looking for the birth date range represented in the original student load file. The easiest way to do this is to just sort the original loaded file by birth date and find the range of dates
2. Export the student name, birthdate, and patron record number for this review file. Open this file in Excel
3. Using conditional formatting, look for duplicate values in the data set, then sort the sheet by cell color
4. Output the duplicate values and send along to PS staff for patron record merge procedures
Technical Guide for Student Data Transfer
(Corona Public Library)

School District’s Student Information System: Q by Aequitas

Corona Public Library’s Integrated Information System: Koha by Bywater Solutions

Step 1: The School District and the Library’s ILS vendor establish an FTP (File Transfer Protocol) Server. This is how the data will be transferred.

Step 2: Library informs the School District of the needed file layout and required fields for student library card.

Step 3: School District creates a script that matches these requirements.
   Required fields may include:
   ✓ Student First and Last Name
   ✓ Student Birthdate
   ✓ Student School ID Number

Step 4: School District creates a SQL Server Package. This is written to include the required steps for pulling student data from the Student Information System.
   Example steps may include:
   1. Pulling required student information from database
   2. Changing data files to the appropriate file format, such as a text or CSV file
   3. Connecting to the established FTP server with the Library’s ILS
   4. Sending student data package

Step 5: School District creates an SQL Server Agent Job. This is setup to automate the above steps found in the SQL Server Package. The Corona-Norco Unified School District runs theirs 7 days a week in the evening.

Step 6: Library’s ILS (Koha) runs their own script that automatically checks the established FTP server for the data package sent from the School District. This data package is then pulled into the Library’s ILS server and uploaded as new student library cards. Their automated script runs 7 days a week in the evening to match the School District’s.

The entire student data transfer is completely automated on both the School District’s end and the Library’s ILS’s end. Any new student is added by the school site into the Student Information System. All required student data is sent with the SQL Server Package nightly and anyone newly registered with the School District is now included.