



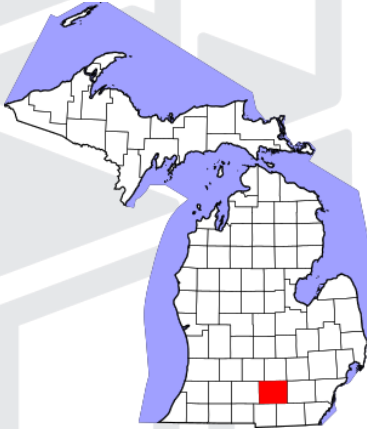
Library-School Partnerships: One Box At A Time

Gretchen Dula &
Carrie Gawne



JACKSON
DISTRICT
LIBRARY
A PLACE TO DISCOVER

Jackson District Library



Gretchen Dula – Youth Librarian
at Carnegie Library for 23 years

Carrie Gawne – Collection
Development Librarian

JDL serves a population of
160,000 across Jackson County

- 13 branches + 1 bookmobile

Jackson County has 19 school
districts

- Includes public, private,
religious, and charter schools



Program History



**Community
Action Agency**

Promoting Self-Sufficiency since 1965



- The Jackson District Library Juvenile Outreach Program started in the late 2000s because Head Start classes could no longer visit library branches
- Jackson County has between 20 & 25 Head Start classrooms every year
- At that time, our Children's Department had 3 FT and 1 PT staff members and could not visit all the classes
- The classes didn't have large libraries of their own
- Sending 25 books to each class monthly gave the children access to books

Program History

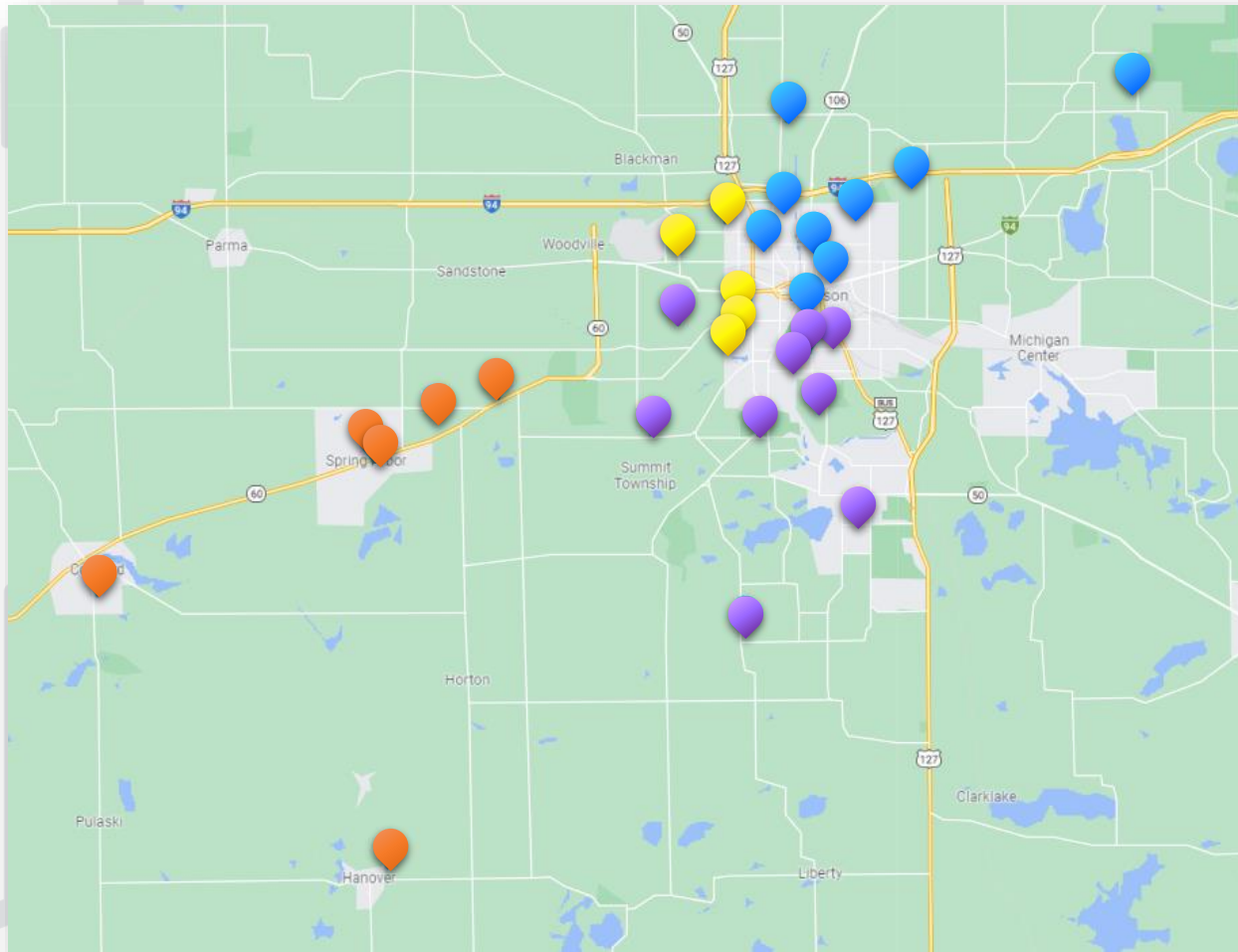
- Some of Jackson County's Head Start classes were in local elementary schools
- We quickly discovered teachers talk to each other and also shift classrooms
- We slowly added more schools and classrooms as teachers asked to be part of the program
- By 2015, Carnegie was delivering bins to 80 classes in a 4 week rotation with each class getting books once a month
- In 2017 the Spring Arbor, Concord and Hanover Branches were also delivering bins to their local schools.

Schools

- We serve Head Starts, Preschools, Day Cares, and Elementary Schools
- Send books to children from infants to 3rd grade
- Stop at 3rd grade as program is meant to support literacy efforts
- Schools are assigned to a weekly group based on geography and how many bins they require



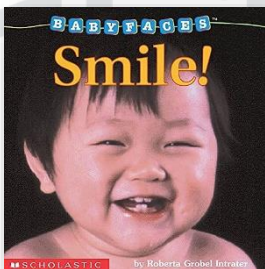
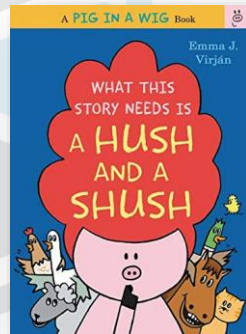
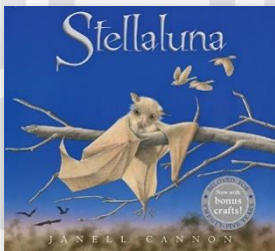
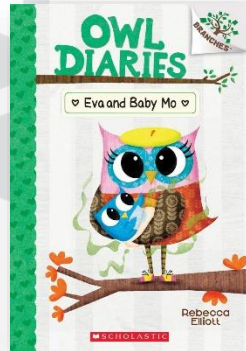
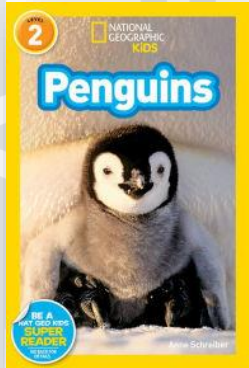
Where do we go?



Program Goals

- Program goals:
 - Curriculum Support
 - Reading Support
 - Pleasure Reading
- Books are age and grade appropriate
- Teachers can request topics or authors every month
 - We found between 2 and 4 fiction or nonfiction titles for them
 - Have to limit it as some topics are highly requested
 - Examples: seasons, ABC and counting, holidays, and social-emotional

What kinds of materials do we send?



25 books:

- 10 Non-fiction titles
- 15 Other books – picture books, easy readers, board books, chapter books, graphic novels
- Selections are based on teacher input and tailored to each classroom

Exception: Infant class gets only board books!

What kinds of materials do we send?

Format considerations:

- We select books only – no AV
- Hardcover is preferred for durability

Why just books?

- No player or headphones required
- No discs or pieces to get lost
- Avoid expensive formats like Wonderbooks



Collection & Budget Considerations

How we started:

- Goal was to make better use of the materials we already had at our main branch
- Easy to start small – pick a scale your collection can accommodate and grow slowly

How our program changed as it grew:

- Adding more classes meant pulling more materials from our smaller branches
- 98 classrooms x 25 books each = 2450 books each month!
- Began dedicating budget \$ in 2018 to build the Outreach Collection housed at Collection Services
- Curriculum needs shape collection development

A program like this can be sustainable at any budget level, just need to be mindful of the scale

Program Process

- Process starts with emailing principals, teachers and secretaries for schools we have worked with in the past
- Get a list of staff from our local ISD and from Community Action Agency
- Principal buy-in is important
- Getting the secretary on board to help is key to keeping track of everything



Yearly program at a glance

AUGUST:
Teachers
sign up

OCTOBER:
First delivery
cycle begins

SEPTEMBER:
Behind the
scenes work

- Plan weekly schedules
- Delivery routes designed
- Create automated email messages
- Update teacher cards and contact info
- Print bin and shelf labels

OCT-MAY:
4 week
cycle

- Branch staff selects books
- Books delivered to centralized hub
- Books checked out and bins packed centrally
- Delivery to schools
- Old bins unpacked and books checked in centrally
- Branches follow up with teachers re: any missing materials
- Automated email gathers requests for next month's bin
- Repeat for each of the 4 weekly groups

MAY:
Final pickup

Communication

- We use email as our main communication tool
 - Guidelines and schedules
 - Pickup reminders
 - Book request reminders
 - Non-returned books and bins
- Paper copies of guidelines, schedules, list of books and reminder sheet included in bins
- Microsoft Forms used during 2021-2022 school year for the first time.
 - Allows teachers to fill out a form when signing up to request topics for school year and book types wanted
 - New form for each month for additional requests

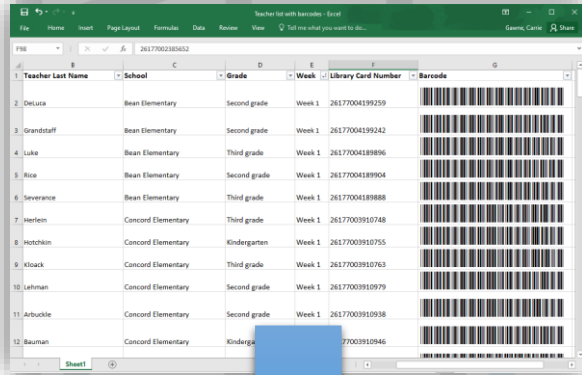


Organizing holds

Each classroom has a card
Automate wherever possible!

We added barcodes to our labels to make processing quicker and easier

- Create a spreadsheet with teacher information
- Microsoft Publisher and Word have “Mailings” function can convert that spreadsheet into formatted and collated labels
- Barcode font creates scannable labels
- Creating labels for new teachers is as simple as adding them to the spreadsheet and refreshing the label document



The screenshot shows an Excel spreadsheet with the following columns: Teacher Last Name, School, Grade, Week, Library Card Number, and Barcode. The data is as follows:

Teacher Last Name	School	Grade	Week	Library Card Number	Barcode
Deluca	Bean Elementary	Second grade	Week 1	26177004199259	[Barcode]
Grandstaff	Bean Elementary	Second grade	Week 1	26177004199242	[Barcode]
Luke	Bean Elementary	Third grade	Week 1	26177004189896	[Barcode]
Rice	Bean Elementary	Second grade	Week 1	26177004189904	[Barcode]
Severance	Bean Elementary	Third grade	Week 1	26177004189888	[Barcode]
Harlem	Concord Elementary	Third grade	Week 1	26177003910748	[Barcode]
Hotchkin	Concord Elementary	Kindergarten	Week 1	26177003910755	[Barcode]
Kloack	Concord Elementary	Third grade	Week 1	26177003910763	[Barcode]
Lehman	Concord Elementary	Second grade	Week 1	26177003910979	[Barcode]
Arbuckle	Concord Elementary	Second grade	Week 1	26177003910938	[Barcode]
Bauman	Concord Elementary	Kindergarten	Week 1	77003910946	[Barcode]



Organizing holds



How does the material move?

Pre-2020:

- Decentralized: Branch staff packed their own bins
- Delivered by our facilities crew in their cargo van
- Five day delivery cycle
 - Bins picked up from the schools on Thursday
 - Staff would check in old items and refill with new items over the weekend
 - Bins returned to the schools on Tuesday
 - Same bin reused for the same classroom each week
- Pros: Easier for branch staff to cycle materials between classrooms, fewer bins needed
- Cons: Extra mileage, almost a week without books, not as many bins fit



How does the material move?

2021 - 2022

- Centralized: Branch staff still select materials, but bins are packed and delivered from Collection Services
- Delivered by our 2-person delivery crew
- Single delivery day
 - Bins filled on Wednesday at Collection Services
 - Delivery on Thursday – swap with old bin
 - Old bins checked in on Friday at Collection Services
- Pros: No delay between deliveries, more efficient mileage, more consistent experience for teachers
- Cons: More bins needed (always need a week's extra), more materials moving between branches to Collection Services



How does the material move?



Guidelines



- Guidelines help make the program run smoothly
 - Help with safety and the few issues we have run into
- JDL Role:
 - Will send age and grade appropriate books
 - Books in good condition and noncontroversial
 - Will keep to schedule decided upon at beginning of school year
 - Will remind teachers of pickup date and give them time to request material
- Teacher Role:
 - Will have bin ready to be picked up in designated area with all books
 - Will model proper book treatment
 - Will only use JDL bin for JDL material

Guidelines

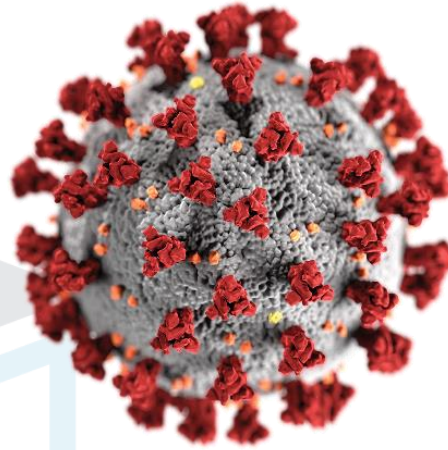
Consequences:

- Three strikes you're out! If bins are not returned multiple times, we will remove teacher from program
 - It's a 1-for-1 swap: We won't leave a new bin if we can't swap out your old one
 - Has only happened once

Lost and damaged books

- We note if books come back too damaged to circulate
- We do not charge schools for replacements or damage
- However, repeat offenders may get their selections adjusted to board books

Lockdown



- March 2020
 - Jackson County Schools and Jackson District Library shut down
 - When the library reopened worked with schools to retrieve bins
- 2020-2021 School Year
 - No Program
- 2021-2022 School Year
 - Program restarted with increased flexibility about bin pick-up to accommodate for Covid closures

Adapting to COVID



COVID Closures

- Flexibility helps everyone – we won't count a missed bin due to COVID closure as a "strike"
- Range from a few days to permanent depending on reason

Teacher resignations and changing classrooms

- Once service has been established, our practice has been to preserve the service to the classroom even if the teacher moves on
- Helps to have a good relationship with the school office

Adding new classrooms



New classroom requests

- We need to consider routes and how much room is on the truck
- New classrooms can be added to existing locations before December if there's room on the truck
- After January, no new additions, but try again next year

New location requests

- New locations considered in the first month before routes & schedules get solidified

Our investment in the program



Program scope:

- 98 classrooms at 29 schools
- Providing 2,445 books each month

Time

- Selection: Average 15 hours per week
- Communication with teachers: 1 hour per week
- Centralized processing: 12-16 hours per week
- Delivery: 4-5 hours per week

Budget: \$5000 Collections budget to support materials

Total staff: 13 public service staff, 4 collection services staff, 2 delivery drivers

Program Benefits

- Increased communication with the schools
- More opportunities for outreach
 - School Open Houses
 - Kindergarten Round-ups
 - Parent nights
 - Storytimes
- Better relationships with teachers and school staff

Future of Program

- Expand school participation rate
- Add 3rd Western Elementary School
- Expand to more schools
- Work with Jackson County ISD to help with delivery of books



Questions



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