SUMMER @ YOUR LIBRARY
in California

QUALITY PRINCIPLES AND INDICATORS
- Guide and Assessment Chart -

The enclosed Guide to Using the Summer @ Your Library Quality Principles and Indicators, and the companion assessment worksheet, have been designed to help librarians implement the Quality Principles and Indicators to develop and maintain quality summer programs, evaluate summer programming, and identify areas for improvement.

As 2017 is the pilot year of this Guide, project staff invites librarians to test it out during their summer planning process and to provide feedback and suggestions on how it can be improved to be the most effective. Please send comments to Shana Sojoyner, Summer @ Your Library Program Manager (Evaluation), at ssojoyner@cla-net.org.

QUALITY PRINCIPLES AND INDICATORS

California's quality principles and indicators have been developed to showcase summer programming in California's public libraries and to help library staff demonstrate and maintain the value and impact of their programs.

For additional background information about the Quality Principles and Indicators, please visit our website: http://calchallenge.org/resources/quality/

QUALITY PRINCIPLE #1
Summer @ Your Library
BUILDS STRONG COMMUNITIES

a. The program offers opportunities for community members to get involved in activities that benefit the community.
b. Staff engages community partners to enrich program offerings and increase the visibility, credibility, and reach of the library's efforts.
c. Staff offers elements of the program in locations beyond the walls of the library in order to reach as many people as possible.
d. All staff contribute to the program.

QUALITY PRINCIPLE #2
Summer @ Your Library
PROVIDES OPPORTUNITIES FOR LEARNING

a. The program includes a variety of activities that engage people who have different learning styles and interests.
b. Activities are designed with specific learning objectives in mind.
c. The program offers learning opportunities that are fun, inspirational, and informational.
d. The program encourages self-directed learning, discovery, and creativity.

QUALITY PRINCIPLE #3
Summer @ Your Library
CELEBRATES READING AND LITERACY

a. The library advocates that all reading is good reading.
b. The library enables people to set and meet individual reading and literacy goals.
c. The library connects people with a rich and diverse collection of reading materials in a variety of formats.
d. The library offers activities that extend the reading experience.

QUALITY PRINCIPLE #4
Summer @ Your Library
IS DESIGNED TO REACH AND ENGAGE EVERYONE

a. The program has something for all ages and all demographic groups in the community.
b. The program is responsive to the cultures, languages, abilities, and other diversities in the community.
c. The staff makes a special effort to reach people who have not previously taken part in the summer program.

A Guide to Using the Summer @ Your Library Quality Principles and Indicators to Develop Your Summer Program

The Summer @ Your Library quality principles and indicators, and the companion assessment worksheet, have been created by librarians for librarians as tools to help you:

- reflect on and communicate with colleagues about your summer programming;
- identify areas for improvement;
- develop and demonstrate strategies for developing and maintaining quality programs;
- evaluate your summer programming; and
- communicate to stakeholders about the impact of and goals for your program.

This guide provides suggestions for making the most of these tools to develop and improve your summer programming year after year.

USING THE SUMMER @ YOUR LIBRARY ASSESSMENT WORKSHEET

The assessment worksheet can be used to identify areas where your program is strong and areas that might benefit from improvement. It is important to remember that the principles are aspirational and intended to be used as a guide for planning, building capacity, evaluating, and communicating about your program. Only the most ideally-resourced libraries may be able to rate themselves highly in every indicator on the assessment worksheet.

- Encourage staff to fill out the worksheet and encourage them to be honest in their assessments.
- Ensure that all staff members have the opportunity to fill out the assessment worksheet to ensure maximum buy in and feedback.
- Provide time and space for staff to discuss their responses to the worksheet to foster conversation and reflection around summer program planning and implementation. Be sure to talk about both what went well and what was not successful (and why) to improve the program for next year.
- Record the collated responses to the worksheet each year to identify areas of improvement and change.
- Use the collated responses to the worksheet and the conversations to begin planning your next summer program.
- Make time to acknowledge and celebrate your successes!

IDENTIFYING INDICATORS AND PRINCIPLES TO FOCUS ON

Don't be too ambitious when using the principles and indicators to improve your program. Select a manageable number of indicators and principles to focus on. You can always work on others in future years.

- Use the responses to the worksheet and the results of reflective conversations with staff when deciding which principles and indicators to focus on.
- Incorporate feedback from conversations staff has had with community members about what matters to them in summer programs. Draw these comments out from staff at all levels when deciding what to change about summer programming.
- Think about what areas of improvement might be most urgent, what your community's priorities are, or where you have the resources to make change.
- Decide as a team which areas to focus on for next summer so that everyone is connected to and invested in the actions you will take.
- Once you've identified indicators and principles to focus on, discuss and decide on strategies for strengthening your program in those areas and create an action plan.

FORMULATING YOUR ACTION PLAN

Ask (and answer!) the following questions as you create your plan:

- What new programming and activities might you offer to help you strengthen your program in the targeted area(s)? What might you have to stop doing to allow staff to implement new activities?
- What research and best practices are available to help support and guide your program development?
- What support do you need (internally and outside the library) to make changes to your program? How will you be able to obtain that support?
- Are there organizations or people in the community who can help you develop your program in the targeted areas?
- How will you evaluate the success of your new activities?

IMPLEMENTING YOUR ACTION PLAN

Create a realistic and achievable action plan for implementing your strategy to ensure you are successful.

- Develop a plan and timeline and decide who will be responsible for implementing your strategy.
- Identify where staff might need training to implement programs that achieve the quality indicators and develop and implement a plan for providing that training.
- Plan to meet regularly with key stakeholders to stay on track and provide opportunities to share successes and troubleshoot any challenges you are facing.

EVALUATION

Use the quality principles and indicators framework to review and reflect on your program once again.

- At the end of the summer, complete the principles and indicators worksheet again and compare responses with those that staff gave the previous year to see where progress has been made.
- Take time for reflection. Talk about what worked and what didn't. Review your summer planning as well as the program itself.
- Collect community feedback in formal and informal ways and compare it to staff reflections. Reflect on the unique needs and priorities of the community as you evaluate progress made on existing goals and new goals for coming years.
- Decide whether you have achieved as much as you can or are able to with on your targeted indicators and determine whether to continue focusing on the same indicators for the coming year or focus on new areas.
- If you are using the Summer @ Your Library outcome statements as part of your summer program evaluation, combine your outcomes data with language and data from the principles and indicators framework to create a compelling and comprehensive picture of your summer program.

COMMUNICATION

The principles and indicators can provide you with content and language for conversations with staff, community members, funders, and other stakeholders about your program, its impact, and its direction.

- Use the language in the principles and indicators to frame your reflective conversations with staff.
- Take time to share success stories and lessons learned with staff not involved in summer programming and share and celebrate accomplishments with staff and stakeholders.
- Engage key stakeholders in ongoing conversations throughout the year about program quality to raise awareness of your programs, share strategies and resources, and strengthen partnerships.
- Use the principles to let stakeholders know not only the impact of what you're doing but also your goals for the program and the increased impact it can have with their support.

Summer @ Your Library Quality Principles and Indicators - Assessment Chart

A copy of the assessment chart is included below for reference. To download a PDF version of the chart, please visit http://calchallenge.org/evaluation/output-data/.

Summer @ Your Library Quality Principles and Indicators
Assessment Chart

Rating Scale - Definition Key

Agree Strongly: All library sites in our library jurisdiction accomplished this.
Agree: Many library sites in our library jurisdiction accomplished this.
Neither Agree or Disagree: Mixed results - Some of the library sites in our library jurisdiction accomplished this, some did not.
Disagree: Few library sites in our library jurisdiction accomplished this.
Disagree Strongly: No library sites in our library jurisdiction accomplished this.
Don't Know: No data or information available to make an assessment.

Quality Principles	Indicators	Agree Strongly	Agree	Neither Agree or Disagree	Disagree	Disagree Strongly	Don't Know	Indicator to Focus on?
1. Summer @ Your Library builds strong communities	1a. Our summer program provided opportunities for community members to get involved in activities that benefit the community.							
	1b. Staff engaged community partners to enrich program offerings and increase the visibility, credibility, and reach of the library's efforts.							
	1c. Staff offered elements of the summer program in locations beyond the walls of the library in order to reach as many people as possible.							
	1d. All staff contributed to the program.							
2. Summer @ Your Library provides opportunities for learning	2a. Our summer program included a variety of activities that engage people who have different learning styles and interests.							
	2b. Activities were designed with specific learning objectives in mind.							
	2c. Our summer program offered learning opportunities that were fun, inspirational, and informational.							
	2d. Our summer program encouraged self-directed learning, discovery, and creativity.							
3. Summer @ Your Library celebrates reading and literacy	3a. We advocated that all reading is good reading.							
	3b. Our summer program enabled people to set and meet individual reading and literacy goals.							
	3c. Our summer program connected people with a rich and diverse collection of reading materials in a variety of formats.							
	3d. Our summer program offered activities that extended the reading experience.							
4. Summer @ Your Library is designed to reach and engage everyone	4a. Our summer program included something for all ages and all demographic groups in the community.							
	4b. Our summer program was responsive to the cultures, languages, abilities, and other diversities in the community.							
	4c. Staff made a special effort to reach people who have not previously taken part in the summer program.							

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