

LMS:

DPS Five-Year Library Media Center Long-Range Plan (including Year 1 Action Plan FY14)

http://www.dedham.k12.ma.us/pages/Dedham_Public_Schools/Staff/Technology/Five-Year_Plan

<p>School Library Media Center Action Plan Dedham Public Schools (Year 3 of Five-Year School Library Media Center Long-Range Plan)</p> <p>Don Langenhorst dlangenhorst@dedham.k12.ma.us</p>	<p>FY15</p>
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Goal 1: Foster a love of reading

Objectives	Actions	What have we done?	What is the vision on this?	Timeframe for Activity	Evaluator y Data
Promote reading of high-interest materials	Continue to have students watch and make book trailers (within library classes).	Elementary students have watched and/or created book trailers and book talks with varying levels of success.	We see the <input type="checkbox"/> value in this as a method of promoting independent reading. Books that are individually promoted have higher rates of circulation.	ongoing	Each student at the minimum will have viewed at least one book trailer a week for the entire year - Grades 2-8. Students in grades 3-8 will create at least one book trailer by end of first semester

					and these will be posted on the library website by end of February. Expectation is 90% or more of students will get this completed.
	Include book reviews in library student newsletters.	Some of our libraries have included reviews in newsletters while others have promoted books through other venues such as blogs and book talks.	Audience needs to be determined at each school - are we targeting the teachers, students, or both? Identify targeted group and how best to communicate with them.	Monthly - Starting in October and ending in April.	Each newsletter will include one book review per issue.
	Increase use of Destiny for students to share/review books (library class supported).	Data was streamlined so all students have usernames/passwords for Destiny and updated daily. All librarians are	Continue use of Destiny with students and teachers to solicit student generated book reviews.	ongoing	Each student will post a book review on Destiny (Grades 4-8) by end of January. Possible

		using Destiny with appropriate grade levels/classes/teachers. The majority of librarians have solicited student-written book reviews.			exception of 7th grade.
	<p>Standardization of Reading Initiatives by grade level (Grades 1-5) - library classes supported).</p> <p>Dot Day - Sept.</p> <p>Fit & Lit ?? - Oct</p> <p>Picture Book Month - Nov</p> <p>Hour of Code - Dec</p> <p>Mock Caldecott - Jan</p> <p>OBOS - Feb</p> <p>World Read Aloud Day - Mar</p> <p>Poetry Month - April</p> <p>School Lunch Superhero Day - May</p>	<p>The majority of elementary LMS have held at least one reading initiative per month.</p> <p>Most libraries have participated in thematic events.</p> <p>Participation varied from displays to activities. The elementary school librarians submitted monthly press releases to the local media about activities.</p>	<p>Generate excitement around reading</p> <p>Host interactive activities to engage students and connect them with a larger community. Share these activities with the community via newspaper and social media.</p>	<p>One per month</p>	<p>Determined by consensus.</p> <p>Total of 9.</p> <p>Documentation used, products posted, and press release (written with two weeks of completion of initiative - each ELM will write two PRs - approved by Technology Director).</p>
	Hold two	The elementary	Coordinate	One in	Shared

	<p>reading incentive programs at each elementary school each year (school-wide; non- classroom activity)</p>	<p>schools hosted two reading celebrations a <i>month</i>. Reading incentives varied by school.</p>	<p>incentive programs with the reading specialists and school community for a more cohesive program.</p>	<p>the first half of the year; one in the second half of the year</p>	<p>responsibility with, LMS, Reading Specialists, English Department Head, and Principals.</p> <p>Product: Outline of plan including timelines and student participation data</p>
	<p>Continue to label/reorganize /display collection for improved access of material.</p>	<p>All libraries have made reorganization efforts.</p>	<p>Library organization is clearly labeled, visually appealing, and materials are easily accessible.</p>	<p>ongoing</p>	<p>All of the non-fiction section will be graphicly labeled via standard “Meghan-ized” system. Elementary LMCs - completed by the end of March.</p> <p>K-12 - There will always be books displayed on the top of the</p>

					shelves (replenished daily). These books will be updated at least monthly. The book displays will be theme based and updated every month.
	Lead Year 2 of the One Book, One School program but collaborate closely with Principals and Reading Specialists	Year one completed at elementary level. Students read, participated in school wide events and created a community video. No One Book, One School program yet at secondary level.	Students read the common book and build community through interactions with each other via school-wide activities and events.	Plan by the Fall 2015	Reach consensus about a standard type video to generate excitement about the OBOS program to the Dedham Community. Work with Dedham Education Channel. Completed by end of March
	Develop a shared Google Document for	The elementary LMS are in the beginning stages	The vision is to clearly articulate	May 2016	Posted reading lists and reading

	appropriate grade levels which will include creation and coordination of summer reading lists with reading specialists or English Dept. Head	of working with reading specialists. Secondary LMS are working with the English department head to coordinate, develop, and support summer reading.	reading expectations for students during the summer of 2016		expectations for students on website. Summary of contributions to collaborative efforts (details of summary to be determined).
Research, acquire, and promote high interest materials in electronic forms	Where a need is demonstrated purchase additional NOOKs and e-books for e-readers. Ensure that all students are aware that eReaders are available and timely install of eBooks can provide just in time reading material if desired.	Due to low interest, no additional NOOK eReaders have been purchased. New NOOK eBooks have been purchased as needed.	The vision on this is to promote with students that we can get reading material in extremely timely way.	Ongoing	Evidence needed of disseminating eReaders and the availability of eBooks Data about use by April 30
	Development of e-book collection at high school.	High school library has purchased a large collection of FollettShelf	Continue to expand both fiction and nonfiction eBook	Fall 2015	Report out the number of books and the circulation.

		eBooks for independent reading, numerous multi-user nonfiction eBooks for class projects, and continues to purchase individual title requests for the NOOKs.	collections on other platforms (only minimally on the NOOK).		Documentation of how this information is promoted (details of summary to be determined).
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Goal 2: Strengthen and extend services

Objectives	Actions	What have we done?	What is my vision on this?	Timeframe for Activity	Evaluator y Data
Strengthen and extend the library's presence in the community	Each LMS will develop an outline of support of students to encourage engagement with reading, writing or other related library services for the school year. Programming should be considered before school,	Some LMS have offered before and/or after school opportunities for groups.	Students, staff and community members will view the library as a resource for programming and academic needs.	Outline developed and submitted to Principal and Technology Director by October 15,	Outline Report on the activities including number of students served at the completion of programs.

	during activity blocks, homeroom, lunch periods or after-school. Consideration to promote equity for all students should be a leading focus.				
	Provide activities in the library during school events such as Parent/Teacher Conferences and PTO meetings	All libraries were open during school events but not all hosted activities during this time.	Libraries are open during evening events and host an activity appropriate to the targeted audience.	ongoing	Flyers, Post PR, and report to supervisors including numbers of participants.
	Introduce robotics and/or makerspaces (introduction during class periods & follow up outside of class periods).	All students in three of four elementary schools introduced all students to coding.	Students are introduced to coding to stimulate interest in the STEM fields.	Completed no later than end of January.	Lesson plan, flyers, report on participation including numbers (details of report to be provided).
	Use of remote learning opportunities	Half of the libraries have used Skype.	Librarians promote use of remote	Monthly - October through	Flyers, Post PR, and report to

	(e.g. Skype) will occur at least one a month from October through April. Special consideration will be given to promoting the STEM subject area.		learning software such as Skype with classes where mutual benefit is received or where class can benefit from an expert in the field or a virtual field trip.	April	supervisors including numbers of participants.
	Promote events with the other two major library groups in town (DPL and DLIT). One of these events must be a library card drive for all students to be completed by the end of January. At least one other event will be held in conjunction with these groups by each school - coordinated efforts for	Elementary schools hosted library card drives. High school coordinated mid-year exam study sessions with both organizations.	DPL, DLIT and school libraries promote one another's activities.	Library Card completed by end of January at the latest Other event completed by end of April.	Report summarizing library card drive and results (details to be determined). PR, Flyers, report of other events.

	schools is recommended.				
	Showcase student work on website	Varying degrees of work were posted.	Student work is posted and reviewed regularly.	Updated monthly. Beginning in October	Summary email at the end of each month detailing what student work has been added to the website.
	Submit press releases to local media regarding programming and library events	The elementary school librarians submitted monthly press releases to the local media about activities.	Regular press releases inform the community about what is happening in the school libraries.	Elementary libraries will coordinate and share this task once a month; MS and HS will each provide quarterly Press Releases.	Copies of press releases.
Strengthen and extend collaboration with classroom teachers	Provide PD opportunities to classroom teachers to introduce them to new technology that would benefit	Technology collaboration with classroom teachers (not specifically formal PD) has included a long list of technology	LMS are capable and willing to provide additional technology support coordinate	ongoing	Reports of collaborations with teachers will follow a standard format which will be

	<p>their students and could be used for joint classroom/library projects.</p> <p>One of the PD events will be a one-hour PD in IGNITE format. More details on next row.</p>	<p>tools. Format has included individual collaboration and formal PD through 'Appy Hours and 1:1 support.</p>	<p>with our Technology Integration staff to offer more PD opportunities in this area.</p>		<p>provided.</p>
	<p>Run at least one PD hour following the IGNITE format where teachers share projects created with LMS</p>	<p>No significant progress was made with offering PD in this format although the librarians have offered informal PD sessions where needed.</p>	<p>The vision is to provide a format for teachers to share with their colleagues and this is one way to do this. Timing for this likely is after the MassCUE conference.</p>	<p>Prior to the end of January</p>	<p>Posted outline and presentations and report of LMS work on this.</p>
	<p>Provide short video tutorials to teachers and students instructing them on how to use technology tools (including LibGuides, databases and</p>	<p>No significant progress made this year.</p>	<p>Although the LMS would like to create some basic videos, time constraints seems to be a factor. Ideas include: searching the</p>	<p>Creation of one clip bi-monthly minimum</p>	<p>Posted video clips</p>

	<p>library catalog). A minimum five video will be created by each LMS.</p>		<p>catalog, accessing eBooks, using databases, using EasyBib.</p>		
	<p>Strengthen and sustain current collaborations with teachers. Increase the number of collaborative projects with current collaborators and gain new collaborators.</p> <p>Minimum 12 classroom teachers or 80% (whichever is lower) and 4 specialist or 50% (whichever is lower).</p> <p>If this minimum is already met with existing collaborations the expectation is to increase</p>	<p>At all levels, the LMS continue to strengthen, sustain, and increase the number of collaborative projects and/or teachers with whom they collaborate.</p>	<p>Our vision is to continue and expand our collaboration. We see this as extremely important. It would be beneficial to have more formal opportunities to work on this.</p> <p>Collaborations are meant to support the current curriculum and classroom needs of the teacher.</p>	<p>50% of the required collaborations will be completed by the end of January and the rest will be completed by April 30.</p>	<p>A report on each collaborations will be provided by the LMS with specific data required.</p>

	collaborations by 10%.				
	Develop schedule to attend team, department or grade level meetings to support classroom curriculum.	Elementary LMS have met with teachers during grade level meetings, lunch, before/after school. Secondary teachers have met with teachers individually, as well as with some departments.	We would like to have more formal opportunities to meet with teachers.	October 15 for the schedule.	Schedule to be coordinated with the principals and department heads.

Goal 3: Update Library Media Center resources

Objectives	Actions	What have we done?	What is my vision on this?	Timeframe for Activity	Evaluatory Data
Update the student collection with current and appropriate high quality resources to meet current standards with available funding.	Best practices will be used to determine appropriate collection needs including conducting student and staff surveys regarding library collection and programming. Operating Funds	All LMS see this as valuable data. Elementary LMS have conducted annual surveys. Secondary LMS have conducted	Elementary LMS will continue with annual surveys. Secondary LMS see the need for this but need to institute a	Ongoing	Reports from Follett demonstrating new books entries from purchases.

	<p>available in September should be used by end of October.</p> <p>90% of other funds raised should be used within three months of receipt of money.</p>	<p>surveys but not on an annual basis (due to overlap with NEASC surveys).</p>	<p>regular survey schedule (there has been some conflict/overlap with NEASC surveys).</p>		
	<p>Weeding of outdated and low circulation titles through Titlewave Analyses</p> <p>This includes keeping only a small % of books that haven't circulated in the past 10 years. Special considerations will be considered if approved by supervisor.</p>	<p>Weeding continues at varying degrees at all schools.</p>	<p>Weeding continues to be an important process to maintain an accurate, current, and appealing collection. Our vision is to have our collections meet recommended standards.</p>	<p>50% of collection reviewed by end of January. Completion by April 30.</p>	<p>Reports from Follett demonstrating books weeded.</p> <p>Consideration of your body of weeding work over the past three years will be considered.</p>
	<p>Develop proposals to reconfigure library media center space to best meet the needs of today's students. Proposals may involve discussion with the Facilities Director.</p>	<p>We have some new schools and many older schools which have not had recently renovated</p>	<p>Create modern Library Media Centers/Commons.</p>	<p>First Draft by October 15.</p>	<p>Report on what LMS contributed to the plan.</p>

	Proposals will be vetted through the building principals and Technology Director.	LMCs.			
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