

**DEDHAM PUBLIC SCHOOLS**  
**FIVE-YEAR SCHOOL LIBRARY MEDIA CENTER**  
**LONG-RANGE PLAN**

**APPROVED BY JUNE DOE, SUPERINTENDENT**  
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**APPROVED BY MASSACHUSETTS BOARD OF LIBRARY COMMISSIONERS**  
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## COMMUNITY PROFILE

The suburban town of Dedham has a population of 25,000 and borders Boston on the northeast and east, Needham on the northwest, and Canton and Westwood on the south. Established in 1636, Dedham boasts strong roots to public education: the first tax-supported free public school in the United States and hometown of Horace Mann, American education reformer and abolitionist.

As the county seat for Norfolk County, government is an integral part of the local economy and personality of Dedham. Several historic courthouses, the Registry of Deeds, the Dedham House of Correction, the Norfolk County Sheriff's Office, are all based in the downtown area, fondly known as Dedham Square. Dedham has seen a resurgence of grass-roots initiatives driven by volunteer residents, such as Dedham Civic Pride, Dedham Square Circle, Mother Brook Community Group, Dedham Artists Guild and Dedham Shines. The common thread of these non-profits is they each strive to create a higher quality of life for the community and encourage residents to become engaged and connected to their neighbors.

Dedham places a high value on education. Since 2003, Dedham voters have approved financing for high school science labs, a middle school, a track and field facility and an elementary school. The Dedham Public Schools today serve 2800 students from a wide range of socioeconomic and ethnic backgrounds.

The school administrators and the town officials have a successful working relationship founded on mutual respect and trust. This professional relationship results in support for innovative programs and a results-driven curriculum. Due to the energy and efforts of the administration and teachers, Dedham High School was one of the first 14 schools selected to participate in the Massachusetts Math and Science Initiative. The number of AP class offerings has expanded and the number of students taking AP classes and those receiving qualifying scores has doubled. In 2011, Dedham High began a one-to-one initiative with the freshman class and will expand this to the sophomore class in 2012. The High School has also been ranked in the top 50 public schools by Boston Magazine.

The physical layout of the schools consists of seven separate buildings: the high school, a middle school, four elementary schools for grades one to five, and an early childhood center for pre-k and kindergarten students. A campus style setting includes the high school, middle school and the newest elementary school. A full-time librarian is on staff at the High School, Middle School, and all four elementary schools. In addition to PTOs and School Councils, Dedham has two active fundraising groups: the Dedham Education Foundation and the Dedham Education Partnership.

## PROFILE AND CURRENT STATUS

**Dedham High School** serves 800 students in grades 9-12. The library media center is open daily from 7 to 3:30. The library media center has a full time certified library media specialist and a full-time aide. The high school operates on a flexible schedule and teachers may book time in the five computer labs as well as use one of three remote wireless labs. Students may visit the library media center during the day with a pass from their teacher. The library media center has five Smartboards used for instruction and more than 100 computers available for student use, providing access to the Internet and the library catalog. The librarian collaborates with teachers on research projects providing websites that may be useful as well as databases and print sources. Databases available to students include Gale Virtual Reference Library, Biography Resource Center and Power Search. The students also have access to LibGuides, a web based pathfinder system that incorporates interactive web sites with digital resources. The librarians also encourage literacy by providing well reviewed materials and “high interest” materials. The print and resource budget is \$6,250.

**The Dedham Middle School** has 650 students. The library media center is staffed with a certified library media specialist as well as a part time aide. The library media center is open from 8 to 3:30 Monday and Friday and 8 to 4 Tuesday through Thursday. The middle school has a fixed/flexible schedule. The library media specialist teaches an eighth grade research class focused on information literacy. The course covers library organization, copyright, media literacy, research and study skills. The library media specialist also works collaboratively with classroom teachers on research projects for students. Students are welcome to visit the library independently with a pass from their teacher. The library media center is connected to a 60 seat amphitheater complete with distance learning capabilities, very large image projection and Smartboard. This room is used when combining classes for various purposes including guest speakers and for various district and community gatherings. The library media center has 21 computers that all have access to the Internet and the library catalog. The print and resource budget is \$6,250.

**The Avery School** serves students in grades one to five and has 230 students. Avery students come from a wide range of socioeconomic and ethnic backgrounds. 40% of students are English Language Learners and test as Limited English Proficient. Fourteen different languages are spoken at home. 52% of students receive free or reduced lunch. Avery School is the only Title 1 elementary school.

The new Avery Elementary School opened in April, 2012 and has a certified library media specialist. Volunteers assist with book check out and the shelving of books. Avery has fixed/flexible schedule with the classes coming weekly for literature, library and research lessons. Teachers may sign up for media time to collaborate with the library media specialist on technology projects or to use the computers for assessments. The library media specialist also has a daily reading group. The technology lab located in the library has 30 computers and each one has access to the Internet and the library catalog. In addition a mobile iPad cart is available for use or checkout from the library

media center. Both the technology lab and the library media center have Smartboards for group instruction. The school has 11,500 books and has a yearly budget of \$1,350 a year. The library has yearly book fairs to purchase additional books. Students participate in two school wide reading programs to foster a love of reading and build community. The library sponsors special events such as an end of the year book swap and a yearly author visit.

**The Greenlodge School** serves 300 students in grades one to five. The school has a certified library media specialist who is assisted by volunteers. The library media center has 11,379 holdings and a budget of \$1,350.00 for books and materials. All classrooms visit the library media center once a week for 40 minute lessons to learn information and technology literacy skills. In addition teachers come with their classes for a one hour block bi-weekly to use the computer lab. The facility offers 28 computer workstations with access to a central Smartboard for technology instruction. The library media specialist creates lessons to teach students research and technology skills and promotes these ideas to teachers via email and spot conferences. The library also sponsors a variety of programming to promote literacy, community, and funding.

**The Oakdale School** serves students in grades one through five and has 350 students. The school has a certified library media specialist who is assisted by many volunteers. Oakdale has a fixed/flexible schedule. Classes come to the library media center once a week for a 40 minute class for literature, library or research lesson based on the standards and to check out books. Teachers can also sign up for media time to collaborate with the library media center for projects integrating technology in the curriculum or to use the computers for targeted computer instruction and assessment. The library media center has a Smartboard for instruction and 28 computers for student use. All computers have access to the Internet and the library catalog. The Oakdale Library has 10,100 books and yearly budget of \$1,650.00. Oakdale students participate in a yearly reading incentive program and a yearly author visit. The Oakdale School has after school enrichment programs and the library media center is used for some of these programs such as Homework Club, Mystery Club, knitting, and Animation-ish (children create stories and animations using computer software).

**The Riverdale School** has 225 students in grades one to five. The school has a certified library media specialist. Parent volunteers help with administrative tasks such as book check out, shelving books and helping at the yearly book fair. The library media center has 11,000 books and the yearly book budget is \$1,350.00. The library has 27 computers for use by students with access to the Internet and the library catalog. The library has a Smartboard for instruction. Riverdale operates on a fixed/flexible schedule. Every class is scheduled to visit the library media center once a week. During the 40 minute library period, students check out books as well as have a literature lesson or are taught library or research skills based on standards. Teachers can also sign up for media time to collaborate with the library media specialist on technology projects or to use the computers for targeted computer instruction and assessments. Book groups are held during lunch time under the direction of the library media specialist. The fourth and fifth grade students participate in the

Massachusetts Children’s Book Awards and the younger students participate in a reading incentive program. The library also sponsors special events including author visits.

**The Early Childhood Education Center** has 300 students in the preschool and kindergarten programs. Some pre-school students attend two half-days each week while others are full time students. Kindergarten students are either half or full time students. A part-time library aide and trained volunteers provide services including read-alouds and book check-out for students and teachers. The library has 5,200 books.

## **DEDHAM PUBLIC SCHOOLS MISSION STATEMENT**

The mission of the Dedham Public Schools, in partnership with the community, is to promote excellence in learning, self-discipline, and motivation.

## **LIBRARY MEDIA CENTERS MISSION STATEMENT**

The mission of the Dedham Public School Library Media Centers is to promote a love of reading, support the school’s curriculum, and the ongoing development of 21st Century Skills using resources to access, evaluate, use and produce information in order to become self-directed, critical thinkers.

## **METHODOLOGY**

Long range planning began with the 2010-2011 school year. The middle school and high school library media specialists met regularly to begin discussion about long term planning. In the fall of 2011, the four elementary school library media specialists met weekly to continue preparations for creating and meeting with a Dedham Public Schools (DPS) Library Media Center Five-Year Plan Committee. (See Appendix A) All district library media specialists hosted and attended a Massachusetts Library System (MLS) workshop on long range planning on February 1, 2011.

Following the recommended MLS protocol for long range planning, we met four times over a period of three months. (See Appendix B)

The committee first met to discuss the purpose and long-range plan requirements, discuss the proposed meeting agendas, examined the Massachusetts School Library Association Model School Rubrics, examined example library mission statements and draft of survey questions. A mission statement was drafted. Surveys were created and administered to parents, teachers and students to assess library services and determine needs. Data was collected, evaluated, and utilized to drive the goal creation process. The committee created goals that align and support the library mission

statement. The committee identified required actions for the first year of the plan. The planning committee consisted of the following 23 members:

Holli Armstrong, Elementary Principal  
Susan Butler-Walko, School Committee  
Kathy Carten, High School English Teacher  
Tom Filbin, Community Business Member  
Wendy Garland, Library Media Specialist  
Debbie Gately, Secondary Principal  
Marianne Hage, High School Student  
Maureen Hanlon, Community Member/Finance Committee  
Bill Keegan, Town Administrator  
Cindy Kelly, Assistant Superintendent  
Julie Kilgoar, Elementary Teacher  
Don Langenhorst, Technology and Library Director  
Ingrid Mayyasi, Library Media Specialist  
Sarah Merritt, Elementary Teacher  
Kelly Metzger, Library Media Specialist  
Andy Morton, Secondary Department Head  
Meghan Nels, Library Media Specialist  
Betty Ouellette, Community and Retired Librarian  
Paul Reynolds, Community / Selectman / Business Owner  
Eleanor Rogers, Library Media Specialist  
Marueen Simonson, Elementary Reading Teacher  
Maureen Tannetta, Library Media Specialist  
Mary Ann Tricarico, Dedham Public Library Director

## NEEDS ASSESSMENT

Online surveys were made available to parents, students, and teachers during mid-March 2012. Elementary school students completed the survey during their library time. First and second grade students had the survey read aloud. They completed the final two open ended questions on paper. Secondary students were encouraged to complete their surveys during either library time or during an activity block. Teachers received an e-mail and email reminders to complete their surveys while the parents received three staggered phone messages encouraging them to respond. 1,748 surveys were completed by the following groups - 118 faculty, 258 parents, 331 students in grades 1-2, 593 students in grades 3-5, and 448 secondary students. The surveys expressed a need for improved collections, collaboration, services, and space. These developed into the goals: 1. Foster a love of reading, 2. Strengthen and extend services including the greater community and classroom teachers, 3. Update Library Media Center resources.

## GOALS AND FIRST YEAR ACTION PLAN

### Goal: Foster a love of reading

#### Promote reading of high interest materials

Strategy	Timeline
1. Reorganize collection for improved access of material	Year 1
2. Display books for patron ease	Year 1
3. Create suggested reading lists for students	Year 1
4. Make and promote book trailers for students	Year 1
5. Share book talks to and among students	Year 1
6. Hold events in libraries to increase the number of visitors (e.g. general welcome with refreshments on parent nights, author visits)	Year 1
7. Connect materials to special events (e.g. poetry month, American Library Week)	Year 1
8. Explore collaboration with other towns with one book, one town programs	Year 1
9. Hold two reading incentive programs at each school each year	Year 1

#### Research, acquire, and promote high interest materials in electronic forms

- Pilot the use of e-readers and e-books

Strategy	Timeline
10. Research e-readers and e-books	Year 1
11. Purchase small number of e-readers and e-books for school use	Year 1

- Analyze results and determine future needs

Strategy	Timeline
12. Survey parents, students, and teachers regarding the success of the pilot	Year 1
13. Analyze parent, student and teacher feedback to determine future needs and purchases	Year 1

- Expand the use of audio books

Strategy	Timeline
14. Pilot student created audio books	Year 1
15. Purchase small number of audio books for targeted populations	Year 1

## Goal: Strengthen and extend services

### Strengthen and extend the library's presence in the community

- Explore developing partnerships to create before-school, after-school, evening and summer programs (e.g. parent volunteers, high school community service students, YMCA, Senior Citizens, Dedham Public Library, grant partners)

Strategy	Timeline
1. Recruit interested parents and community members to form a Library Programs Committee	Year 1
2. Committee members meet with various community groups to develop a list of program needs and benefits.	Year 1

- Partner with the Dedham Public Library to promote school and community programs (e.g. summer reading, dissemination of Public Library cards, communication on projects, Massachusetts Children's Book Awards, homework helpers, book sales)

Strategy	Timeline
3. Develop meeting times with Dedham Public Library staff	Year 1
4. Begin promoting Dedham Public Library events and resources	Year 1
5. Encourage more groups to use school and public library space for educational purposes (e.g. tutoring, meetings, project planning)	Year 1

- Develop regular communication to the larger community to build awareness of programs
  - Provide a strong web presence including showcasing student work and school events

Strategy	Timeline
6. Submit student work for school websites	Year 1

- Develop regular newsletters promoting school libraries disseminated through multiple media including local newspapers

Strategy	Timeline
7. Distribute library newsletter to parents	Year 1
8. Submit press releases to local media regarding programming and library events	Year 1

- Seek additional avenues to build awareness of current programs and extend programs to larger community.

Strategy	Timeline
9. Explore community groups and events where school libraries might participate (e.g. James Joyce Ramble, North Star Run Children’s Ramble, visit Rotary, Cable TV programming).	Year 1

- Establish methods to gather regular advisory input from community (e.g. surveys, parent volunteers, PTO, Dedham Public Librarians, teachers, students, School Council, School Committee)

Strategy	Timeline
10. Perform student, teacher, and parent surveys (once per 5-year cycle)	Year 1
11. Analyze data	Year 1
12. Prioritize needs	Year 1

- Examine options for building additional community support (e.g. Development of a “Friends of the Dedham School Libraries,” attendance at Board of Library Trustee Meetings, regular partnership with Dedham Public Library Director and staff, partnerships with supporting organizations including the Dedham Education Foundation and Dedham Savings and support of innovative efforts)

Strategy	Timeline
13. Explore the development of a “Friends of the Dedham School Libraries” group	Year 1
14. Attend Board of Library Trustees meeting	Year 1
15. Submit grant requests to the Dedham Education Foundation	Year 1

- Re-establish Massachusetts Library System partnership to maximize access to free resources

Strategy	Timeline
16. Register all school libraries in the Mass Library System	Year 1

**Strengthen and extend collaboration with classroom teachers**

- Attend regular team/department/grade level meetings to support the classroom curriculum

Strategy	Timeline
17. Begin/continue attending team/department/grade level meetings	Year 1
18. Collaborate with classroom teachers on curriculum projects	Year 1

- Support teachers in the creation and use of LibGuides, databases, online library catalog and Google docs

Strategy	Timeline
19. Provide training to new staff on using LibGuides, databases, online library catalog, Google docs	Year 1
20. Provide instructional sessions to staff on individual topics (after school or faculty meetings)	Year 1

- Support teachers in integrating technology in collaboration with Technology Integration Specialist

Strategy	Timeline
21. Offer to team teach units involving new technology	Year 1
22. Follow up with teachers working with Technology Integration Specialist on specific requests	Year 1

**Goal: Update Library Media Center resources**

**Update the collection with current and appropriate high quality resources to meet current standards**

- With accurate current inventory, compare current status to desired status and prioritize needs

Strategy	Timeline
1. Perform Titlewave analysis of collection	Year 1
2. Analyze needs	Year 1

- Work with school and community partners to develop a fiscal plan to improve the quality of resources

Strategy	Timeline
3. Prepare a fiscal plan to update the collection over a period of five years	Year 1
4. Present fiscal plan to partners	Year 1
5. Research grants and sources of funds for needed purchases	Year 1

- Perform a comprehensive study of best databases for leveled reading and subject areas

Strategy	Timeline
6. Research best resources through reviews in education and technology journals	Year 1

**Analyze individual library media center uses to promote equity in technological and space issues and seek creative solutions.**

- Examine current use of library media centers including computer lab use and make recommended changes to ensure equity

Strategy	Timeline
7. Survey school staff regarding the current and future use of library and technology space	Year 1
8. Prepare proposal for new design	Year 1

- Examine current library media center facilities with an emphasis on facility size necessary to carry out an effective library media program

Strategy	Timeline
9. Survey school staff regarding the library's current size and correlating effectiveness	Year 1
10. Discuss results with building principals	Year 1

## **APPENDIX A**

### **Dedham Public School Libraries Five-Year Ad Hoc Planning Committee**

#### **Purpose**

The purpose of the Library Long-Range Planning Committee is to complete a five year long-range plan for the Dedham Public Schools Libraries. Completing and submitting a Long-Range Plan to the Massachusetts Board of Library Commissioners makes the district eligible to apply for any Direct Grants from the Massachusetts Board of Library Commissioners under the federal Library Services and Technology Act (LSTA) program or any state funded grants. The libraries hope to benefit from this experience by working with educational stakeholders from the schools and community to:

- Explain the library program
- Identify priorities, strengths and weaknesses
- Provide an anchor for the development of a budget
- Articulate connections with the larger organization
- Provide a blueprint for future development
- Create a clear sense of purpose
- Provide the basis for ongoing evaluation

#### **Long-Range Plan Requirements**

Although several formal planning approaches are available to libraries, no specific method is required. The Dedham School Librarians and Technology Director consulted with a Massachusetts Library System member on February 1, 2012 to gain guidance and support for the implementation of the planning process. As outlined by the Massachusetts Board of Library Commissioners at minimum, the plan must include:

- a mission statement;
- an assessment of user needs;
- multiyear goals and objectives;
- an action plan for at least the first year of the multi-year goals and objectives that includes activities, with specific timeframes and/or other means for measuring progress, for achieving objectives;
- a brief description of the planning methodology;
- approval of the governing board;
- Annually, by December 1 of each year, an update of the action plan for the following state fiscal year (July to June).

## APPENDIX B

### Ad Hoc Five-Year Plan District Library Planning Committee Agendas

#### **Before Meeting One:**

- Background documents
- Assessment questionnaire
- Outline of planning process
- Vision and mission statements samples
- Survey examples

#### **Meeting One (1 hour):**

- Introductions
- Review of background materials
- Review of committee and LMS assessments

#### **Between Meeting One and Two:**

- Compile assessment questionnaire results from committee.

#### **Meeting Two (1 hour):**

- Review results from assessment questionnaire results
- Review proposed Vision and Mission Statement
- Review proposed surveys for students, teachers, and parents

#### **Between Meeting Two and Three:**

- Conduct Surveys for students, teachers and parents

#### **Meeting Three (1 hour):**

- Review survey results
- Begin to craft goals for long range plan based upon needs and assessments

#### **Between Meeting Three and Four:**

- Draft goals for plan
- Draft assigned objectives to goals with actions

#### **Meeting Four (1 hour):**

- Review goals, objectives and initial action plan
- Approve long range plan

#### **After Meeting four:**

- Present to governing body and submit to MBLC.