

School Library Media Center Action Plan Dedham Public Schools (Year 4 of Five-Year School Library Media Center Long-Range Plan) Don Langenhorst dlangenhorst@dedham.k12.ma.us	FY17
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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	Evaluatory Data
Promote reading of high-interest materials	Develop strategies for elementary students to watch and create book trailers independently, in addition to a group setting. Pilot having students watch and make book trailers in various middle school and high school classes.	Elementary students have watched and/or created book trailers and book talks with varying levels of success.	Promote self-selection	ongoing	Elementary students will view one book trailer a month for the entire year - Grades 2-5. Participating secondary students at the minimum will have viewed or created at least one book trailer per quarter - Grades 6-12.
	Continue to share library materials through book	All librarians have promoted library material through book	Promote self-selection	ongoing	

	talks by librarians, teachers, students, and authors.	talks.			
	Include student-written and/or teacher-written book reviews in library student newsletters and Destiny.	Some of our libraries have included reviews in newsletters while others have promoted books through other venues such as blogs and book talks. Data was streamlined so all students have usernames/passwords for Destiny and updated daily. All librarians are using Destiny with appropriate grade levels/classes/teachers. The majority of librarians have solicited student-written book reviews.	Build a community of readers by promoting self-selection and encouraging communication (talking and writing) about reading.	Bi-monthly - Starting in October and ending in May.	Each newsletter will include one book review per issue.
	Elementary collaboration on reading initiatives	The majority of elementary LMS have held at least one reading	Generate excitement around reading	One per month	Determined by consensus.

	<p>(including the Reading Specialists).</p> <p>Dot Day - Sept.</p> <p>Read for the Record - Oct</p> <p>Picture Book Month/Mock Caldecott - Nov</p> <p>Hour of Code - Dec</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>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>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>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>
	<p>Hold two reading incentive programs at each elementary school each year (school-wide; non- classroom activity)</p> <p>One Book One School will be one of these programs.</p> <p>Hold two reading</p>	<p>The elementary schools hosted two reading celebrations a <i>month</i>. Reading incentives varied by school.</p> <p>The secondary schools have hosted a variety of incentive programs with varying levels of success, i.e. Blind Date with a Book, Book Spine</p>	<p>Coordinate incentive programs with the appropriate departments for a more cohesive program.</p>	<p>One in the first half of the year; one in the second half of the year</p>	<p>Shared responsibility with, LMS, Reading Specialists, English Department Head, and Principals.</p> <p>Product: Outline of plan including timelines and student participation</p>

	incentive programs at the secondary level each year (school-wide; non- classroom activity).	Poetry, etc.			data
	Lead Year 3 of the One Book, One School program but collaborate closely with Principals and Reading Specialists	Year two completed at elementary level. Students read, participated in school wide events. 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 2016	
	Develop a shared Google Document for appropriate grade levels which will include creation and coordination of summer reading lists with reading specialists or English Dept. Head	The elementary LMS are in the beginning stages of working with reading specialists. Secondary LMS worked with the English department head to coordinate, develop, and support summer reading.	The vision is to clearly articulate reading expectations for students during the summer of 2017	May 2017	Posted reading lists and reading expectations for students on website. Summary of contributions to collaborative efforts (details of summary to be determined).

<p>Research, acquire, and promote high interest materials in electronic forms</p>	<p>Where a need is demonstrated purchase additional NOOKs and e-books for e-readers.</p> <p>Ensure that all students are aware that eReaders are available and timely install of eBooks can provide just in time reading material if desired.</p> <p>Survey students to see if interest exists for NOOKs.</p>	<p>Due to low interest, no additional NOOK eReaders have been purchased. New NOOK eBooks have been purchased as needed.</p>	<p>The vision on this is to promote with students that we can get reading material in extremely timely way.</p>	<p>Ongoing</p>	<p>Evidence needed of disseminating eReaders and the availability of eBooks</p> <p>Data about use by April 30</p>
	<p>Investigate audiobook options and seek out funding.</p>	<p>HS has a small collection of digital audiobooks (and very few on CD). MS has some of the required reading titles available in CD format.</p>	<p>Aim to have books available in audio format for those that need and/or desire this format.</p>	<p>Spring 2017</p>	
	<p>Development of e-book</p>	<p>High school library has</p>	<p>Continue to expand both</p>	<p>Fall 2016</p>	<p>Report out the number</p>

	<p>collection.</p> <p>Survey students to see what types of eBooks and eBook platforms are of interest.</p> <p>Investigate other eBook options, such as the MLS Statewide eBook Project.</p> <p>Research the use of Epic for in-school electronic books.</p>	<p>purchased a large collection of FollettShelf eBooks for independent reading, numerous multi-user nonfiction eBooks for class projects, and continues to purchase individual title requests for the NOOKs.</p>	<p>fiction and nonfiction eBook collections on other platforms (only minimally on the NOOK).</p> <p>Promote this collection via newsletters and English classes.</p>		<p>of books and the circulation.</p> <p>Documentation of how this information is promoted (details of summary to be determined).</p>
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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 the library program in the district.	Plan a strategy for developing a new district 5 year plan.	For the past four years we have assessed and developed a new annual action plan.	Based on the success of the previous plan we would like to develop a new five year plan. This will outline our	June 2017	Outline of steps needed to develop this plan.

			goals and the steps needed to meet them to create a cohesive library program for the district.		
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, during activity blocks, homeroom, lunch periods or after-school. Consideration to promote equity for all students should be a leading focus.	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 by Fall 2016	Outline Report on the activities including number of students served at the completion of programs.
	Provide activities in the	All libraries were open during	Libraries are open during	ongoing	Flyers, Post PR, and

	library during school events such as Parent/Teacher Conferences and PTO meetings	school events.	evening events and when possible host an activity appropriate to the targeted audience.		report to supervisors including numbers of participants.
	Continue to offer makerspaces at all levels.	Libraries offered a variety of makerspace opportunities during lunch, recess, activity blocks, or after school.	Students are introduced to a variety of activities to stimulate interest in the STEAM fields.	Spring 2017	Report on participation including numbers (details of report to be provided).
	Use remote learning opportunities (e.g. Skype) to strengthen and extend the curriculum.	Half of the libraries have used Skype.	Librarians promote use of remote learning tools 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.	Where appropriate	Notification to supervisors, including numbers of participants.
	Host a library card drive	Elementary and secondary schools hosted library card	Assist students in acquiring a public library	Target populations that are not	Report summarizing library card drive and

		drives.	card in order to take advantage of the DPL's collection, programs, and services.	likely to have a library card (1st grade students, new students to the district). Library Card completed by end of January at the latest	results (details to be determined).
	Promote events with the other two major library groups in town (DPL and DLIT).	High school coordinated mid-year and final exam study sessions with both organizations. High school library and DPL promote each other's programs in their respective monthly newsletters.	DPL, DLIT and school libraries promote one another's activities.	June 2017	PR, Flyers, report of other events.
	Showcase student work on website	Varying degrees of work were posted.	Student work is posted and reviewed	Updated monthly. Beginnin	

			regularly.	g in October	
	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.	Libraries will coordinate and share this task as applicable.	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 their students and could be used for joint classroom/library projects.	Technology collaboration with classroom teachers (not specifically formal PD) has included a long list of technology tools. Format has included individual collaboration and formal PD through 'Appy Hours and 1:1 support.	LMS are capable and willing to provide additional technology support and will coordinate with our Technology Integration staff to offer more PD opportunities in this area.	ongoing	
	Run at least one PD hour in conjunction with the technology integrators (possibly following the IGNITE	This was done in 5 out of 6 schools.	The vision is to provide a format for teachers to share with their colleagues and this is one way to do	Prior to the end of January	Posted outline and presentations and report of LMS work on this.

	format) where teachers share projects and tools used.		this. Timing for this likely is after the MassCUE conference.		
	Develop a district-wide LibGuide page to post video tutorials (e.g. on how to use technology tools including LibGuides, databases and library catalog) created by all librarians thereby eliminating duplications in our efforts.	Some schools made videos last year.	Although the LMS would like to create some basic videos, time constraints seems to be a factor. Ideas include: searching the catalog, accessing eBooks, using databases, using EasyBib.	ongoing	Posted video clips
	Strengthen and sustain current collaborations with teachers. Increase the number of collaborative projects with current collaborators and gain new collaborators.	At all levels, the LMS continue to strengthen, sustain, and increase the number of collaborative projects and/or teachers with whom they collaborate.	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.	June 2017	A report on each collaborations will be provided by the LMS with specific data required.

			Collaborations are meant to support the current curriculum and classroom needs of the teacher.		
	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	Evaluator y Data
Draft a district-wide selection policy	Collaborate as a department to develop a selection policy to formally guide us in collection	To date, no formal selection policy exists. A draft was	An approved formal selection policy is	Policy draft by June 2017.	Data will include meeting dates/times as well

	development. Once the policy is written, the librarians would then seek approval from department head, the superintendent, and school committee.	begun several years ago which will serve as a starting point for a new policy.	needed to guide the district librarians in appropriate collection development for all materials and to inform others how these decisions are made. (i.e. purchases, weeding, challenges, gifts/donations).		as the selection policy draft.
Examine circulation and collection statistics to identify needs.	Determine what kind of data reports could/should be run, learn how to run them, analyze data, and share findings.	We have determined that there is a need to back funding requests with data.	Destiny's reports are not intuitive and often require a call to customer service. If we create a list of reports we need and divide the task of learning to do these	PD time	Data will include meeting dates/times as well as a report-out of findings.

			amongst librarians, we can learn from each other in a fraction of the time it would take to do this independently.		
Update the student collection with current and appropriate high quality resources to meet current standards with available funding.	<p>Best practices will be used to determine appropriate collection needs including conducting student and staff surveys regarding library collection and programming.</p> <p>Most operating funds available in July 1 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>All LMS see this as valuable data. Elementary LMS have conducted annual surveys. Secondary LMS have conducted surveys but not on an annual basis (due to overlap with NEASC surveys). High school library website has links to online suggestion forms for both program feedback and book</p>	<p>Elementary LMS will continue with annual surveys. Secondary LMS see the need for this but need to institute a regular survey schedule (there has been some conflict/overlap with NEASC surveys).</p>	Ongoing	<p>Reports from Follett demonstrating new books entries from purchases.</p>

		suggestions.			
Apply for outside grant funding to enhance/expand our collections and programs.	With approval from department head, principal(s), and superintendent, the librarians will continue to apply for outside grant funding in order to improve their collections and programs. Grant awards will be publicized in each library newsletter and local media.	The librarians have successfully written numerous grants and received funds for books, ebooks, makerspace supplies, etc. from local organizations such as DEF, DEP, DLIT, Dedham Junior Women's Club, and Dedham Institute for Savings Foundation. If grant opportunities become available at other organizations, the librarians will pursue these opportunities.	With no increase to operating funds over the past few years, this outside funding is vital to our program.	Deadlines vary by grant. All grant applications should be completed by June 2017 (with superintendent approval before submission).	List of grant applied for/awarded.
	Weeding of outdated and low circulation titles through	Weeding has been completed at 3	Weeding continues to be an	Ongoing - reports of progress	Reports from Follett

	<p>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>of the 4 elementary schools. Weeding is ongoing at the other elementary school as well as at the middle and high school.</p>	<p>important process to maintain an accurate, current, and appealing collection. Our vision is to have our collections meet recommended standards.</p>	<p>semi-annually.</p>	<p>demonstrating books weeded.</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>Proposals will be vetted through the building principals and Technology Director.</p>	<p>We have some new schools and many older schools which have not had recently renovated LMCs. The Greenlodge, Oakdale, Riverdale, and High Schools are most in need of renovation.</p> <p>High school submitted a proposal for consideration in 2015-16</p>	<p>Create modern Library Media Centers/Commons.</p>	<p>First Draft by October 15 at the latest. October 1 is a preferred deadline.</p>	<p>Report on what LMS contributed to the plan.</p> <p>Meetings of the Technology Director, School Principal, Director of Facilities, and the Librarian to discuss the library renovations for the</p>

		<p>which was not funded. The proposal will be resubmitted. HS will continue to rearrange existing furnishings to meet student and teacher needs, promote collection, and facilitate use of technology. Proposals to update the elementary school libraries</p>			<p>school capital budget.</p>
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