




Balanced Scorecard 2008

Library Media Department – Objectives, Lag / Lead Measures, Initiatives
Bismarck Public Schools

BPS District BSC Objectives / Library Media Objectives	Library Media Lag / Lead Measures	Library Media Initiatives
<p>1. Graduate students who are prepared for post-secondary education and the workplace.</p> <ul style="list-style-type: none"> ➤ Provide resources for students to support the curriculum. ➤ Collaborate with classroom teachers and specialists to teach curriculum. ➤ Provide instructional materials for teachers to support the curriculum. 	<ul style="list-style-type: none"> - Provide resources for student enjoyment reading, for research, and to support curriculum. Lag - Integrate teacher center and library media services at the district library media center. Lag - Provide staff development for teachers: databases, Lexile, technology integration, policies, etc. Lead - Collaborate with classroom teachers / specialists to teach the curriculum based on standards. Lead - Teach library media technology / literacy topics in orientation classes for students and staff. Lead - Create awareness of library services. Lead 	<ul style="list-style-type: none"> - Integrate 2007 Standards for 21st-Century Learner from American Association of School Librarians, creating a Standards Performance Guide for Library Literacy K–12. 2008 - 2009 - Develop and integrate a Scott Foresman Reading Street Timeline for Information Literacy Integration / Support K – 6. Implemented 2007-2008
<p>2. Graduate Students Who are Well-Rounded and Contributing Citizens</p> <ul style="list-style-type: none"> ➤ Provide resources and instruction for students to be independent, information-literate, lifelong learners. 	<ul style="list-style-type: none"> - Encourage sustained silent reading. Lead - Teach information literacy skills: ability to identify, retrieve, evaluate, use information. Lead - Teach use of library media resources, online databases, online teaching tools. Lead - Inform parents of online home access. Lead 	<ul style="list-style-type: none"> - Integrate the use of Turnitin www.turnitin.com as an online teaching tool to improve writing skills and prevent plagiarism. Implemented 2007-2008
<p>3. Maximize Learning for All Students</p> <ul style="list-style-type: none"> ➤ Collaborate with teachers. ➤ Ensure that students & staff have access to a balanced media collection. 	<ul style="list-style-type: none"> - Select resources for balanced library media collection development. Lag - Collaborate to create bibliographies of resources in all formats to supplement curriculum. Lead - Collaborate in teaching to meet standards. Lead 	<ul style="list-style-type: none"> - Develop information literacy knowledge assessments, example at <http://www.trails-9.org>. 2008 - 2009

<p>4. Create an Inviting and Nurturing School Culture & Climate</p> <ul style="list-style-type: none"> ➤ Update library media centers. ➤ Redesigned the District Library Media Center to integrate Teacher Center services. 	<ul style="list-style-type: none"> - Update to meet technology needs. Lag - Update to meet increased student enrollment. Lag - Maintain an inviting, enriching environment to attract students and educators. Lead 	
<p>5. Optimize Communication: Internally & Externally with Parents / Students / Patrons</p> <ul style="list-style-type: none"> ➤ Update library web pages. ➤ Email and create newsletters. ➤ Integrate teacher center services at district library. ➤ Give presentations on how library services contribute to improved student achievement. 	<ul style="list-style-type: none"> - Update user friendly library web pages. Lag - Create newsletters and send emails. Lag - Integrate teacher center services with district library media services to serve area schools. Lag - Display student art work / classroom projects. Lag - Encourage creation of brochures, pamphlets, and displays to advocate library services. Lead - Give presentations for community. Lead 	<ul style="list-style-type: none"> - Create new library web pages. Implemented 2007-2008 - Continue to host open houses in all school libraries. Implemented 2006-2008
<p>6. Engage Students in School and Community</p> <ul style="list-style-type: none"> ➤ Apply 21st century skills to academic and personal lives. ➤ Provide resources for school to work and community service. ➤ Facilitate reading groups. 	<ul style="list-style-type: none"> - Integrate literacy / technology skills during homebase / service learning activities. Lag - Encourage use of career materials, databases, online testing. Lead - Create interest for student participation in reading clubs, advisory boards, book buying trips. Lead - Present book talks. Lead 	
<p>7. Be Fiscally Responsible</p> <ul style="list-style-type: none"> ➤ Research, organize, develop, and promote library services on a budget. 	<ul style="list-style-type: none"> - Provide library resources based on a book budget for cataloged resources. Lag - Manage library based on a supplies budget. Lag 	<ul style="list-style-type: none"> -Pursue an increase in funding as enrollment increases. 2009-2010
<p>8. Standards-based Curriculum is Communicated, Aligned, and Flexible to Adapt for Challenge and Relevancy</p> <ul style="list-style-type: none"> ➤ Collaborate with teachers to increase student achievement.. 	<ul style="list-style-type: none"> - Integrate library skills to curriculum maps. Lag - Integrate library skills based on curriculum content standards. Lag - Teach to Benchmarks of the ND library / technology literacy standards. Lead - Teach to Benchmarks of ELA, Standard 1, students engage in the research process. Lead 	<ul style="list-style-type: none"> - Integrate 2007 Standards for 21st-Century Learner from American Association of School Librarians, creating a Standards Performance Guide for Library Literacy K–12. 2008 - 2009



<p>9. All Levels of the Organization are Accountable for Continuous Improvement in Instruction and Assessment Leading to Achievement for ALL Students</p> <ul style="list-style-type: none"> ➤ Participate in the Library Professional Excellence Program. ➤ Create an annual report. ➤ Provide staff development. 	<p>- Complete the library PEP to promote excellence in education, to support professional growth, to reach goals, and to enhance student learning through effective instructional practices. Lag</p> <p>- Share progress of Professional Excellence Program with library staff and administrators. Lag</p> <p>- Create an on-going overview of each school library with an annual report based on PEP. Lead</p> <p>- Facilitate / participate in book studies. Lead</p>	<p>- Provide staff development for library media staff to achieve a successful library media program which collaborates with teachers to improve student achievement. 2008-2009</p>
<p>10. Promote a Positive Working and Learning Environment</p> <ul style="list-style-type: none"> ➤ Provide a welcoming library media area in each school and at the district level. ➤ Provide customer service training for library media staff. 	<p>- Advertise resources and library services with displays, student projects, themes. Lead</p> <p>- Build a rapport with teachers by having open houses, by serving on building committees, by taking in service classes with teachers, by working with teams and departments. Lead</p>	<p>- Provide staff development on customer service for library media staff. Implemented 2007-2008</p>
<p>11. Provide Optimal Physical Space for Learning</p> <ul style="list-style-type: none"> ➤ Redesign space in school libraries. ➤ Redesigned the District Library Media Center. 	<p>School Library Media Centers:</p> <ul style="list-style-type: none"> - Provide more computers for student use. Lag - Provide classroom area for collaborating with teachers / teaching / integrating technology. Lag - Provide comfortable areas for reading. Lag <p>District Library Media Center:</p> <ul style="list-style-type: none"> - Provide area to preview resources. Lag - Provide equipment area for staff. Lag - Provide a table area for work and meetings. Lag 	<p>- Create a physical library area at South Central High School. Began in 2008.</p>
<p>12. Promote the Safety and Wellness of Students and Staff</p> <ul style="list-style-type: none"> ➤ Teach the iSafe program. ➤ Provide resources to teach safety and wellness. 	<p>- Host / attend Congressman Pomeroy's Child Safety Advisory Committee roundtables. Lag</p> <p>- Meet with school counselors & Bismarck Police Department to integrate the iSafe program. Lag</p> <p>- Provide resources for the anti-bullying initiative, to encourage safety, and to teach wellness. Lag</p> <p>- Communicate with iSafe professionals, community, educators, parents. Lead</p>	<p>- Integrate the iSafe curriculum K – 12 into a Standards Performance Guide for Library Literacy K – 12. Began in 2007-2008</p>

<p>13. Examine / Recommend / Implement Proven Instructional Delivery Models</p> <ul style="list-style-type: none"> ➤ Participate in research, recommendation, staff development, design, and implementation of school curriculum and standards performance guides. ➤ Provide resources and databases to supplement the curriculum. 	<ul style="list-style-type: none"> - Serve on committees to develop school curriculum and standards performance guides. Lag - Research and subscribe to databases to meet the curriculum needs, for critical thinking, and at the Lexile level of students. Lag - Collaborate and provide teacher staff development on using databases. Lead - Teach students to use the databases. Lead - Advertise home access to databases. Lead - Research new technologies and collaborate with teachers to integrate technology. Lead 	<ul style="list-style-type: none"> - Assess use of databases by compiling statistics provided by each database company. 2008 - 2009
<p>14. Identify, Implement, and Track Comprehensive Staff Development that Aligns with Strategic Objectives.</p> <ul style="list-style-type: none"> ➤ Provide and track library media staff development. 	<ul style="list-style-type: none"> - Participate in district staff development, local and state conferences and workshops, and national conferences such as American Association of School Librarians (AASL). Lead 	<ul style="list-style-type: none"> - Use staff tracker with library media staff development to achieve a successful library media program. 2008 - 2009
<p>15. Attract and Retain Highly Qualified and Effective Teachers, Administrations and Support Staff</p> <ul style="list-style-type: none"> ➤ Employ certified library media specialists and effective support staff. 	<ul style="list-style-type: none"> - Meet the needs of students and teachers. Lag - Provide highly qualified, certified library media specialists in the school libraries. Lead 	<ul style="list-style-type: none"> - Keep the ratio of library media specialists to students at a level which promotes collaborating with classroom teachers and teaching to maximize student achievement. 2008 – 2009

