

# PROGRAM EVALUATION

## Southern Boone County R-1 Schools

**Program Evaluated:** Library/Media

**Date Submitted to the Board of Education:** January 29, 2021

**Person(s) Responsible:**

Primary: Kim Taggart  
Elementary: Kaleigh Cerveny  
Middle School: Julie Chapman  
High School: Katie Dunne

### What data/evaluation criteria illustrate the effectiveness of this area?

Below, we have listed the seven [standards](#) developed by the Missouri Department of Elementary and Secondary Education and used by our school administrators to evaluate the work we do as school librarians."

**Standard #1 Teaching for Learning:** Applies knowledge of the academic, personal, social, and cultural characteristics of students and relates them to learning through effective instructional strategies and assessments. Collaborates effectively with classroom teachers and other educators. Documents and communicates the impact of instruction on student achievement.

- Primary - offers instruction with research databases (BrainPOP Jr., PebbleGO, BookFLIX) and independent practice, internet safety, instructs student presentations, year long [curriculum map](#)
- Elementary-collaborates with elementary teachers to support research instruction, using databases and text, that aligns with the building curriculum.
- Middle - collaborates with middle school teachers to be sure they have necessary print materials and web based materials to present units of instruction across the curriculum. Uses knowledge of middle school students characteristics and applies these to teaching and learning strategies in Publications and Coding classes as well as the Eagle Time class I have every morning for Mr. Marjamaa and the Eagle Time class I now also have on Monday afternoons for Rogers to complete Second Step lessons.
- High - collaborates with ELA teachers on teaching research skills and using databases for research papers; assists students with research projects and citations; prior to COVID, collaborated with ELA, SS, and Art teachers to offer breakout room activities to support classroom curriculum.

**Standard #2 Reading and Literacy:** Promotes and encourages reading for enjoyment, personal growth, and learning. Provides fiction and non-fiction literatures appropriate to the students and grade levels served. Selects reading materials in multiple formats to facilitate maximum access for all members of the school community. Models a variety of research-based literacy strategies. Advocates for students' intellectual freedom.

- Primary - reading incentives (Reading Circle & 6 Flags Read to Succeed) are introduced and encouraged through library classes, introduction of State Awards Titles and promotes voting for their favorites, after instruction all students are encouraged to check out a book of their personal interest, frequent examples of fiction and nonfiction titles and how to locate them in the library, students are always encouraged to "Choose their own path on their journey" at the Primary
- Elementary- Pizza Hut Book-It and reading circle program advertised throughout the school year.

Explore current and classic literature in multiple formats to help students choose text to meet personal, recreational or informational needs. Introduce and read State Award Titles to promote popular new titles. Students are able to explore library collection and put books on hold through Destiny.

- Middle - Increased use of signage to promote reading (including “bathroom blurbs”) as well as having a short book teaser on the morning announcements every day, keeping my website up to date with award nominees, rapid delivery of reading materials requested by students through holds placed in Destiny, completing a diversity audit and using it to research new titles to add to the middle school shelves.
- High - uses professional journals and student/teacher recommendations to add to the library’s collection; promotes reading through readers’ advisory services, physical displays in the library, and electronic displays via library website, Twitter, Instagram, and school daily announcement slideshow; selects nonfiction materials to support curriculum and student interest; will be conducting a diversity audit this year to ensure that the collection meets the needs of a range of students.

**Standard #3 Information and Knowledge:** Provides access to information for students, teachers, staff, and administrators to satisfy all learning needs. Teaches information literacy skills to build proficiency for student-driven research and individual creation of knowledge through critical thinking. Promotes equitable access to resources in a variety of formats and services for a variety of needs.

- Primary - provides and supports many of the building’s databases through Library Links, a slymbaloo with quick access to their links, online catalog, when researching students are taught to utilize print and digital resources.
- Elementary- quick access to online library catalog, building databases, virtual library, and elementary library website in Google Classroom.
- Middle - maintaining and constantly updating the middle school library website with award nominee book trailers, access to the online catalog detailing newly added and most popular titles, access to MoreNet databases and providing instruction for evaluating information and internet safety.
- High - maintains and frequently updates the high school website that provides access (including after hours/remote access) to the online catalog and online databases, as well as guidance on evaluating information, copyright, and fair use.

**Standard #4 Leadership and Advocacy:** Provides leadership by articulating ways in which school libraries contribute to student achievement. Advocates for dynamic school library programs and positive learning environments by collaborating and connecting with the school community.

- Primary - member of the Interview Committee for our building, sat on the Leadership committee for 4 years during our PLC evaluation to become an “Exemplary School”, completed Teacher Academy, meet monthly on our building Literacy committee, member of the districts Instructional Development Committee, vertical teaming with district librarians, eMints certified, offers tech support for teachers, maintains student devices, leads Children’s Book Week for our building at the end of each school year, promotes local author visits, issue devices and hotspots for students and faculty, maintain and troubleshoot student devices, requesting QNS service when warranted, issuing loaner devices and collecting them and reissuing original devices once originals have been fixed or replaced.
- Elementary- monthly meetings with the building Literacy committee, vertical team with district librarians, member of the districts Instructional Development Committee, tech support of teachers and students and maintains student devices providing tech support, troubleshooting, requesting QNS service when warranted, issuing loaner devices and collecting them and reissuing original devices once originals have been fixed or replaced.
- Middle- Member of district Instructional Development Committee, FY2019 eMints cohort, vertical

teaming with district librarians, maintains student devices providing tech support, troubleshooting, requesting QNS service when warranted, issuing loaner devices and collecting them and reissuing original devices once originals have been fixed or replaced.

- High - member of the district's Instructional Development Committee and FY2019 eMints cohort (although I'm taking a hiatus this year); meets monthly with school librarians across the district; maintains a positive working relationship with colleagues in the high school, with high school librarians in surrounding schools, and with employees at the local public library, maintains student devices providing tech support, troubleshooting, requesting QNS service when warranted, issuing loaner devices and collecting them and reissuing original devices once originals have been fixed or replaced.

**Standard #5 Program Management and Administration:** Administers the school library media program using research-based data to analyze and improve services in alignment with the school's mission to support student achievement. Selects, acquires, catalogs, retrieves, integrates, circulates, preserves, and deselects information resources. Manages fiscal, physical, and personnel resources. Practices professional ethics with regard to intellectual property and information privacy. Develops policies and procedures in support of the library program.

- Primary- manages the library budget and is responsible for selecting, purchasing, and cataloging new materials; routinely weeds damaged, disused, and outdated books from the collection, and runs reports to evaluate library statistics.
- Elementary- manages the library budget. Responsible for selecting, purchasing, and cataloging new literature. Weeds damaged and outdated books from the library collection. Currently arranging the fiction section by genre in order to help elementary students broaden their reading selection. Submitting fines, invoices, and receipts for damaged 1:1 electronic devices.
- Middle- Selects resources fitting middle school curricular needs, orders, catalogs, shelves, circulates, repairs, and deselects information resources. Manages fiscal budget and physical environment of the library and lab.
- High - manages the library budget and is responsible for for selecting, purchasing, and cataloging new materials; routinely weeds damaged, disused, and outdated books from the collection; arranged the fiction section by genre for ease of browsing by students who have limited time to come to the library; conducting a diversity audit of the collection this year.

**Standard #6 Technology Integration:** Provides equitable access to technology for the school community. Continually upgrades technological skills to enhance student and teacher learning. Integrates technology tools to communicate and facilitate learning. Promotes digital citizenship instruction to support appropriate academic use of information.

- Primary - the [library website](#) offers a symaloo, [Library Links](#), with ever changing digital resources, Cyber 5 and federal documents are provided for families promoting internet safety, with forever changing technology updates with our devices are encouraged, assignment of student devices and hotspots for families learning at home, copyright guidelines provided for students and staff
- Elementary- digital citizenship and internet safety taught throughout the year. Google Classroom, [library website](#), online databases and monthly choice boards provides information to teachers and students. Responsible for the management of the school's electronic device program (checking devices in/out, troubleshooting, submitting QNS tickets, adding fines for damaged devices.)
- Middle- maintains the middle school [library website](#) with tech links for teachers, students and parents. Manages the 1:1 device program providing tech support, troubleshooting, requesting QNS service when warranted, issuing loaner devices and collecting these and reissuing original devices once originals have been fixed or replaced. Adding fines and fees to SIS and resetting student passwords.
- High - responsible for the management of the school's electronic device program (checking

devices in/out, troubleshooting issues for students); maintains high school [library website](#), provides information to students and teachers on copyright and fair use guidelines; promotes remote access to online catalog and databases so students can utilize them at home.

**Standard #7 Professional Development:** Seeks opportunities to grow professionally by taking advantage of information, events and services provided by local, state, and national organizations. Seeks opportunities for service through professional associations.

- Primary - member of Missouri Association of School Librarians, Teacher Academy, Missouri State Teachers Association, attends MASL conferences, involved with our regional MASL midwest cohort, subscribed to Teaching Tolerance for national educators resisting bullying, Twitter and Facebook for librarians,
- Elementary-first year librarian. Member of the Missouri State Teacher Association, Member of CTA, Member of Teaching Tolerance, and in multiple Facebook groups for librarians.
- Middle- Member of Missouri Association for School Librarians, Mid-Missouri Association for School Librarians, Code.org Phoenix cohort, member of Institute for School Partnership at Washington University (St. Louis), and ISTE. Attends annual MASL conference and participates in PD tech sessions throughout the year.
- High - member of the American Library Association, American Association of School Librarians, Missouri Association of School Librarians, International Society for Technology in Education (ISTE), and National Association for Media Literacy Education; attends annual MASL conferences and online PD opportunities throughout the year; member of the MASL diversity task force

### **What has changed since the last program evaluation?**

#### **Administrative responsibilities added to the Library Media Specialists district wide**

##### **Primary School**

- Many more responsibilities based on virtual learning (Checking out student devices and hotspots)
- Maintaining student devices (checking out devices on Follett, logging serial #s, storing 1:1 user agreements, reporting damaged devices, issuing loaners, trouble shooting for devices)
- Student password support
- Responsible for assigning, distributing Hotspots, and storing the user agreement
- Increase of lost books due to quarantine
- Over 200 new books purchased
- Extreme decrease in Book Fair profit
- Weeded old titles out of the Fiction collection
- Improved age of the Fiction collection
- Classroom Bookroom titles have been added to our Follett check out system
- Taught in classrooms at the beginning of the year, grateful to be back in the library!

##### **Elementary**

- New Library/Media Specialist
- Adding genre labels to fiction books to make them more accessible to students.
- I have limited the number of books students can check out at a time, due to over 400 lost books during AMI instruction.
- Weeded old titles from the fiction collection.
- Improved age of collection.
- Book fair profit decreased due to Covid-19, we had a virtual book fair instead of an in school.
- Fewer books checked out per week due to the library being on a cart at the beginning of the year

and limiting the number of books students can check out at one time.

- Chromebook, hotspot and technology responsibilities have increased due to 1:1 device assignment.
- Maintaining 1:1 devices, issuing loaner devices, contacting QNS, and resetting student passwords.

### **Middle School**

- Coding and Publications classes have changed from year long to semester long.
- Publications class has added green screen daily announcements.
- Since Christmas Break 2019 the lab has been updated with 6 monitors with pod seating. Teachers may display the same content on each monitor or may connect individual chromebooks to the monitors for such activities as gallery walks, project monitoring (fantastic for yearbook class), etc.
- Working with the architect to help ensure that the new library addition will function well for the needs of our students and staff.
- Students cannot browse the collection for something they'd like to read and must "order" materials online and have them delivered to their ELA classrooms within 24 hours or sooner depending on when the hold is placed.
- Checking devices out to individual students
- Dividing chromebooks into their respective Eagle Time classes
- Troubleshooting chromebooks for students and requesting QNS support when warranted
- Sending students to administration when chromebooks are damaged and assigning loaner chromebooks once a payment plan has been discussed with parents or guardians
- Entering fines for damaged devices into SIS as well as payment when received.
- Resetting a massive number of passwords at the start of the school year and after Winter Break for students who don't remember the password they created.

### **High School**

- Positives
  - Improved age of the collection
  - Increased membership in library-related clubs
  - Transition of the student library club from an informal advisory committee to a chapter of the statewide Epsilon Beta (Keepers of the Library) organization
  - Collaboration with the English Department on the monthly Gateway Readers Book Club
  - Increased student navigation of Destiny Discover online catalog
  - Partnership with local bookstore (Skylark) in Columbia for book orders
  - Planning for diversity audit
- Opportunities for improvement
  - Lower book circulation (offset by higher tech circulation)
  - Fewer opportunities for students to come to the library for events (e.g., library orientation, genre-tasting, books speed-dates, curriculum-based escape rooms, etc. )
  - Less time for literacy-related activities due to time spent on tech duties

### **What next steps would better serve our students?**

### **Primary School**

- **Compensation, supplemental pay, or an additional position for the added technology responsibilities**
- A part time aide to help with checking books in, shelving, assigning devices, and support with troubleshooting student technology issues

- An additional Technology teacher for specials/26 classes:  
Students need much more technology instruction to meet our objectives and with the growing population of our district, we need more teachers to support more students (especially in specials)
- Supplemental pay for the different roles expected in addition to teaching
- Add the 1:1 user agreement device form to the online registration process in SIS
- As of now and in the past, Library Fees (paid by families for lost titles) is being deposited in the district's "General Fund". We aren't able to access this fund to purchase replacements for books that are lost.  
It would be helpful if we could have that money deposited back into our Library accounts so we can buy replacements.
- Printing capabilities for our students with iPads and Chromebooks since our computer tab was taken away

### **Elementary**

- Library aide to help with checking books in, re-shelving, assigning devices and troubleshooting devices. I am currently teaching 22 classes in a 4 day rotation with a 40 minute plan time daily. Daily my plan time consists of technology troubleshooting/chromebook problems. All my lesson planning and reshelving of books takes place before or after contract hours.
- Technology assistance for assigning individual devices, loaner and hotspots.
- Technology teacher to expose students to more technology, STEM and coding lessons.
- Add the individual tech form to the online registration process in SIS.
- Library Fees for lost books not deposited into Library account to purchase replacement books.

### **Middle School**

- With the additional responsibilities surrounding managing the chromebooks for the middle school, I find it overwhelming to teach and grade 6 classes.
- My enrollment is larger than many teachers in the building, meaning, essentially; that I am working two full-time jobs.
- During many classes, my instruction is interrupted by calls from teachers regarding student chromebooks or by students being sent to the library for immediate help putting my Coding and Publications students at a disadvantage, since I am not able to spend uninterrupted instructional time with them and cannot, in many cases, circulate to evaluate formative assessments and practice activities.
- My grading is perpetually behind which is stressful to my students and to me.
- Though I've greatly enjoyed teaching Publications and Coding, it is clear that the time has come for an additional hire to pick up my classes so that I can better support teachers and students through technology support and integration, research skills and digital citizenship instruction as well as reading promotion.
- Next year, I can mentor a new Coding and Publications instructor, while I have time to do so, before fifth grade is added to the middle school and I become part of the 5th and 6th grade Specials rotation.

### **High School**

- Include chromebook agreement form in SIS back to school forms (completed electronically before school starts).
- Distribute devices (and test student logins) before school starts so that students are ready to go with tech on day one.
- Explore setting aside time to collaborate with classroom teachers (currently difficult due to classroom teacher time constraints and librarian's need to staff the library).
- Provide the librarian with the ability to reset passwords on desktop computers (not sure this is

possible because it is currently a QNS duty).

**General**

- With the multiple roles that librarians play, it might be beneficial to discuss how the district would like to best utilize librarians' skill set in the years ahead. To teach classes? Collaborate with classroom teachers? Be responsible for tech? Manage the physical and digital library program? We don't believe it will be sustainable to have one person in each building simultaneously managing these roles going forward.





# SBC Primary Library

*Librarian, Teacher, Technology Support*

I envision our library as a hub of learning for our school. Our library is FUN and it's a priority that all students are excited to visit, while being exposed to a variety of literature and technology. My goal is to encourage a love for reading by helping students discover their personal interests and passions!

## Teacher

### Curriculum

- Literacy & Library Skills
- Research
- Presentations
- Study of all 7 continents
- STEM (coding & robotics)
- Maker Space

### 24 classes taught on a 4 day rotation

**Daily Schedule:** 7:45 temp check

8:10-8:50	2nd Grade	11:30-12:10	1st Grade/Lunch duty
9:00-9:40	2nd Grade	12:40-1:20	Kindergarten
9:50-10:30	1st/2nd Grade	1:30-2:10	Kindergarten
10:40-11:20	1st Grade	2:10-3:30	Plan period

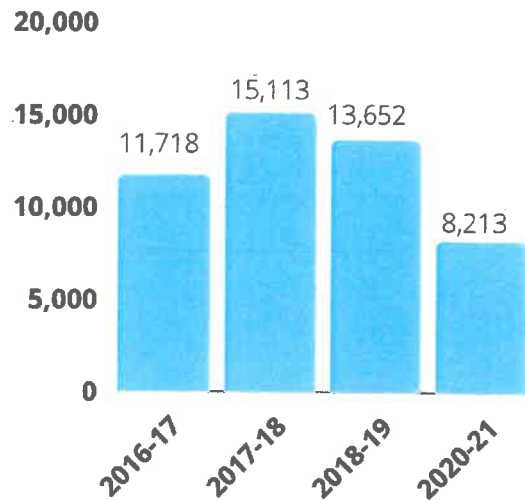
## TOP 10 TITLES

- Monster's New Undies
- Dog Man Grime and Punishment
- Cat Kid Comic Club
- Piggy and Elephant by Mo Willems
- The Legend of Rock, Paper & Scissors
- After the Fall
- Dinosaurs
- Pets
- Please Don't Eat Your Classmates
- Piranha's Don't Eat Bananas

## COLLECTION STATS

- 21,416 items
- 2,563 titles added
- 978 items weeded
- 2005 Avg. age of Fiction
- 2003 Avg. age of Nonfiction

## Circulation - Student Check out



## RECOMMENDATIONS

**Please consider adding staff to support new technology expectations and Library maintenance.**

- Add a Library Aide to check books in, shelf, and help with student devices
- Add a technology teacher to supplement tech objectives and provide more class time in our specials rotation
- Deposit Library fees (lost books) into our accounts so we can purchase replacements.



**864  
TECHNOLOGY  
CHECK OUTS**

# Elementary School Library

Board Report - January 2021

## Teaching

22 classes

Eight 3rd grade, seven 4th grade, seven 5th grade  
132 students (average) per day



## Curriculum

Information Literacy  
Digital Citizenship  
Computer Science - Coding  
STEM / STEAM  
Typing  
Research Skills

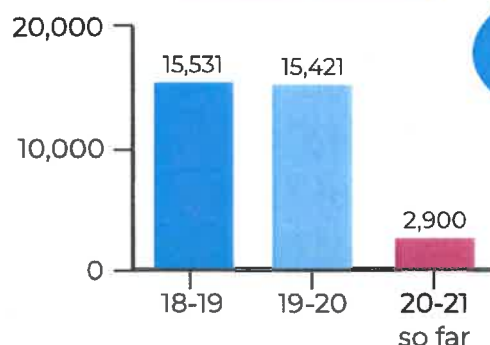


## Daily Schedule (M,T, Th, F)

7:45 - 8:10	Arrival Duty	12:10 - 12:30	Lunch duty
8:15 - 8:55	5th grade	12:30 - 1:10	Plan time
9:10 - 9:50	5th grade	1:15 - 1:55	3rd grade
10:05 - 10:45	4th grade	2:10 - 2:50	3rd grade
11:00 - 11:40	4th grade	3:00 - 3:20	Bus Duty
11:50 - 12:10	Lunch	10 min sanitation between classes	



## Circulation



Average books checked out per week 322

## Collection Stats

42% fiction 58% nonfiction

2007

Average Age of Collection

2008 - Fiction 2006 - Nonfiction

9,773 books in collection

1,592 weeded books

1,914 books added

## Top 10 Books This Year

Real Friends	The Baby-Sitters Club. 4
Sisters	Rowley Jefferson's Awesome Friendly Adventure
Ghosts	Front Desk
Smile	Diary of a Wimpy Kid: The Ugly Truth
Drama	Dog Man: For Whom the Ball Rolls

## Tech & Maker Items

Cubelets  
Spheros  
Makey Makey  
Hour of Code Activities  
Code.org  
Ozobots  
Breakout EDU  
Bloxels  
Merge Cubes  
Clear Touch Interactive

## Recommendations

- Add a Library Aide split between primary and elementary to help with library check-in and reshelving.
- Add a Technology Teacher to expose students to more technology, assign devices/hotspots, and troubleshoot.

Compiled by Kaleigh Cerveny, Southern Boone Elementary School Librarian

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<http://fsteelman.weebly.com/>

# Middle School Library

Board Report - January 2021

## Teaching



8th grade Yearbook & Publications  
6th and 7th grade Coding

## Curriculum



Information Literacy  
Digital Citizenship  
Computer Science - Coding  
STEM / STEAM  
Research Skills  
Photography  
Journalism  
Layout Design



## Daily Schedule

7:45 Eagle Time to eat breakfast, collect, devices, and hear announcements  
8:05 - 8:58 Run hold notices, deliver materials, prepare for class  
9:02 - 10:44 6th and 7th grade Coding Classes  
10:45 - 11:37 Run hold notices, deliver materials, prepare for class  
11:41 - 12:33 8th grade Publications class  
12:34 - 3:30 Run hold notices, deliver materials, review collection for areas needing additional resources, deselect outdated materials, catalog and prepare new materials for circulation, research possible purchases, repair damaged items, check in and shelve returned materials, print/deliver overdue notices, enter grades, handle tech issues.



## Circulation

2018 - 2019 3,300  
2019 - 2020 2,183 (quarantine most of 4th quarter)  
2020 - 2021 1,339 so far (tech was more than half with 724 tech checkouts)

## Collection Stats

44% fiction 56% nonfiction

Social and emotional support titles: 3,497

Diversity, equity, and inclusion titles: 3,349

1,742 books weeded

2003

Average Age of Collection

1,084 books added

8,832 books in collection

## Top 10 Books This Year

Sisters  
Divergent  
The benefits of being an octopus  
All the lovely bad ones  
The book thief

Breaking dawn  
Charlotte's web  
Diary of a wimpy kid: The getaway  
Diary of a wimpy kid: the ugly truth  
Eragon

## Top 10 Patrons This Year

Haynie, K  
Condron, K  
Cole, J  
Brown, L  
Basinger, C

Bowman, I  
Brooks, L  
Campbell, C  
Gerdtts, H  
Cunningham, L

## Memberships & PD

Code.org Teacher Con July 2018  
WashU Partner in Education Cohort  
Missouri Association of School Librarians  
Mid-Missouri Assn. of School Librarians - Treasurer  
2018-19 eMints learner member

## Recommendations

New teacher hire at the Middle School to teach Coding and Yearbook classes.

# Southern Boone High School Library

Board of Education Report  
January 2021



Meeting the literacy and technology needs of the Southern Boone High School community.

## As School Librarians, we are...

### Instructional Partners

- Collaborate with English I, II, and III teachers to promote student use of online library catalog and to offer print and digital materials to support the curriculum
- Partner with Dual Credit English teacher to plan instructional videos for research database usage
- Offer library orientation and genre-tasting events in the library to students in English classes
- Collaborate to offer curriculum-based escape room activities

### Teachers



- Create instructional videos about choosing keywords, using databases, conducting catalog searches, and caring for chromebooks
- Assist students and teachers with research and technology questions
- Offer library and book-based clubs for students: Epsilon Beta (Keepers of the Library), Gateway Readers Book Club, and, Manga Club
- Promote reading via book reviews on library website and social media



### Leaders

- Member of the district's Instructional Development Committee
- Member of the American Library Association, the American Association of School Librarians, the Missouri Association of School Librarians (MASL), the MASL Diversity Task Force, the International Society for Technology in Education (ISTE), and eMints FY 2019 cohort
- Reader/Selector for the Missouri Gateway Committee 2018 - present



### Information Specialists

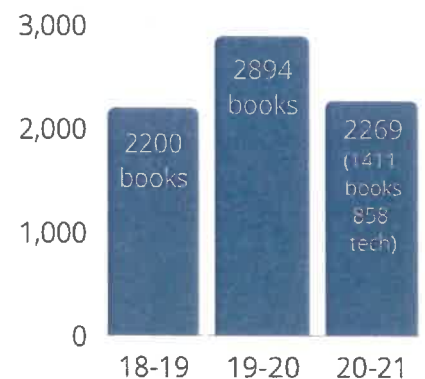
- Curate materials for student interest via digital and in-person book displays
- Provide readers advisory services to match students with books
- Promote reading and digital citizenship skills via website
- Deliver books to classrooms and provide curbside services when needed
- Communicate with library community via website, Google Meet, Remind, Twitter, and Instagram
- Plan to begin Google Level 1 Certification this spring



### Program Administrators

- Manage a collection of 6,710 print materials
- Books added since last board report - 974
- Books weeded since last board report - 1,281
- Online book requests fulfilled (this year) - 279
- Diversity, equity, and inclusion titles - 2,037 (~30% of collection)
- Social and emotional learning titles - 2,061 (~31% of collection)
- Of this year's top 10 books, seven are Gateway nominees!

### Circulation



### Average age of collection

Overall - 2003 (up from 1999)\*

Fiction - 2008 (up from 2004)

Nonfiction - 1999 (up from 1996)

\*compared with Jan. 2019



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I ♥ BOOKS