



# Standard Program and Service Evaluation Template

(Board of Education Approved on June 1, 2004)

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## I. Program/Service Information

Name of Program or Services:

Library Media Centers

Personnel Responsible for Evaluation (list):

Marsha L. Myers-Chair  
Principal-Litzsinger School

Date of Evaluation (Year/Duration):

June 2004-January 2005

Board Approved Question: Do the library media centers of Special School District meet the third cycle Missouri School Improvement Program (MSIP) standards?

Goal/Objective of Program/Services:

The goal of the library media centers is to: provide intellectual and physical free access to information resources in support of the curriculum for a culturally and socially diverse student body, build and maintain a collection that is current, culturally diverse, and easily accessible, provide access to learning experiences beyond the curriculum in support of the pursuit of individual goals, provide leadership and expertise in the use of informational and instructional technology, provide teachers, parents and administrators with materials to support the curriculum and to assist students in learning how to best use the library's informational resources, participate in networks that enhance access to resources outside the school, work cooperatively with colleagues and students to provide a secure, encouraging atmosphere for reading literacy and lifelong learning, work with other libraries in the district to effectively share information resources, and make use of appropriate funds and to secure the funding necessary to achieve current and future goals.

Brief description of relationship between program goals, CSIP and MSIP Standards:

MSIP: Standard 6.8 Library media center resources and services are an integral part of the instructional process.



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## Demographic Description of Program:

### Location(s)

North County Technical School  
South County Technical School  
Ackerman School  
Litzsinger School  
Southview School

### Number of staff

#### 3 certified library media specialists

1-North County Technical School

1-South County Technical School

1-Split among Ackerman, Litzsinger, Southview

#### 3 library media clerks

1-Ackerman School

1-Litzsinger School

1-Southview School

1 administrator (supervision provided to elementary school library media centers)

7 total

### Participants

Parents

Students

Teachers

Paraprofessionals

Administrators

### Length of program/service

The library media centers will be evaluated at least on a yearly basis.



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## II. Description of Stakeholders Engagement in Program Evaluation (check stakeholders utilized):

Marsha L. Myers-Chair  
Clarice Baum-Library Media Specialist-Special Education Schools  
Mary Schlueter-Library Media Specialist-South County Technical School  
John S. Newsham-Library Media Specialist-North County Technical School  
Janice Maloney-Library Media Specialist-Instructional Resource Center  
Depository  
Cheryl Smith-Library Media Clerk-Litzsinger School  
Pat Schmitt-Parent  
Camille A. -Student

## III. Evaluation Criteria for Programs/Services Offered (check type utilized)

Reference Collection Worksheets/LMC Planning and Evaluation worksheets-  
2001-2002, 2002-2003, 2003-2004  
MSIP Results from 2001  
MSIP Standards-Third Cycle

## IV. Data Collection Methodology (examples)

Staff/administrator survey-12-01-2004  
Completed library media center planning and evaluation worksheets/Core Data-  
2001-2002, 2002-2003, 2003-2004  
Self study from each library media center-Completed November 2004

## V. Results

Time spent on program evaluation:

Approximately 56 hours

Our committee met four times from September 2004 through January 2005. At the first meeting, the purpose of the committee was stated and introductions were made. At our second meeting, the library media specialists talked among themselves about Athena, the weeding process, etc. Each librarian completed a self-study about his or her library media center. At the last meeting, we compiled the findings and established our action plans. From the action plans, the written component of the evaluation was developed.



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## Strengths of program/service

**Special Education Schools:** The library media centers underwent construction in the summer of 2004 and as a result will meet the required space requirements. The work/storage space at each library media center has adequate work and storage space. Each elementary library is staffed full time during the school day by a library media clerk. The library media specialist is split among the three elementary schools. Each elementary school has a process in place to document student and staff usage. New shelving units, circulation desks, "reading" rugs, and tables have been purchased for each elementary library. Most shelving is secured to the floor/wall. There is seating space available for at least two average classes. In addition to the new furnishings, two new computer workstations have been added at each elementary library. Until the new Ferguson-Florissant library curriculum is available, the library media specialist utilizes the previous Ferguson-Florissant library curriculum. The library media center has cable connections at Litzsinger and Southview. All three library media centers use Athena as the electronic management system. All resources are catalogued, classified and processed on an ongoing basis. Each library media center has a process in place to annually review its resource collection.

Results of the Teacher/Administrator Survey report indicate 52% of teachers in the special education schools report that the library media center materials are current and in good condition.

**Technical Schools:** Both of the technical schools are staffed full time by a library media specialist. They both have appropriate facilities that are conducive to student use. They have age appropriate furnishings. The work/storage space is adequate. The shelving is secured. There is seating for two average size classes at South County Technical School. Each library media center has some computers connected to the Internet. Both schools use Athena as their electronic management system. All resources are catalogued, classified and processed. An evaluation process is in place. The print resources are age appropriate. Core data regarding professional materials was submitted by North Technical School in 2002-2003 and 2003-2004.

Results of the teacher/administrator survey report at the technical schools indicate that the librarian assists students and staff with individual class projects 80% of the time. 54% of the teachers reported there are sufficient library media materials to support their program. 50% of the teachers at the technical schools report that they have input into the selection of library materials.



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## Concerns regarding program/service

**Special Education Schools:** According to the teacher/administrator survey report from December 2004, 46% of the teachers reported that the librarian assists students and staff with individual class projects and only 45% of the teachers reported that they have input into the selection of library materials. The written procedural plan for the library media center has not been updated yet. Some shelving units need to be secured. Some shelving units are too high for students with special needs.

**Technical Schools:** Currently, there is seating for only one class in the library media center at North County Technical School.

## Recommendations regarding program/service

**Special Education Schools:** Each elementary school must establish a Library Advisory Committee to provide input into the selection of materials. The school librarian will need to continue to collaborate with the instructional staff to integrate library media resources into the curriculum. The written procedural plan will need to be revised to update the goals, mission and evaluation criteria of the library media centers. Resources of time, money and technology need to continue to be priorities for the library media center. The library media centers will need to be aligned with the district's technology plan. Library media specialists will continue to weed outdated materials to comply with MSIP standards and to continue to add updated materials. Evaluate the height of the shelving units to ensure all students can have access to materials. All shelves must be secured to the wall/floor.

**Technical Schools:** North County Technical School must increase the seating in the library to accommodate two average size classes. Technology should align with the district's technology plan. The "weeding" process of materials should continue to comply with MSIP standards.



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## VI. Action Plan for Recommendations as A Result of Program Evaluation

Person responsible to champion action plan

Marsha L. Myers  
Principal-Litzsinger School

Timeframe for reporting updates to Board of Education

Revise library media center handbook and submit to Joan Zavitsky by June 2005.

Library media specialists will continue to weed out of date materials by July 2006.

Encumber budget resources to the library media centers by December 2005.

Establish an administrative contact for the technical library media centers by June 2005.

Align with the district's technology plan by June 2005.

Establish a building collection plan/library advisory committee by May 2005.

Complete a work order to have all shelving secured by May 2005.

\_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Administrator Responsible for Chairing Evaluation