



**Special School District**

**Library Media Center  
Program Evaluation**

Marsha Myers, Chair

Board Approved: March 22, 2011



# Library Media Center Standard Program Evaluation

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## Executive Summary

As required by the Missouri School Improvement Plan (MSIP) standards, school districts must evaluate Library Media Centers biennially. The focus of the present report is: *Are the library media centers an integral part of the school based on customer satisfaction and in accordance with MSIP standards? Have the recommendations from the previous program evaluation been implemented?* Based on stakeholder review of the data, strengths, concerns and recommendations are noted.

### Strengths

- 92% of teachers surveyed responded that the library media collection meets teacher's needs.
  - Each LMS reviews its resource collection using the DESE guidelines.
  - 92% of teachers surveyed responded that the LMC meets the needs of students.
  - 100 % of staff surveyed responded that the LMS is helpful and respectful.
  - The LMS specialist assists all student populations and staff with individual and class projects.
  - 100% of teachers surveyed responded that the LMS collaborates with teachers.
  - Resources are selected by the LMS with input from staff and students.
  - The LMS and teachers plan and deliver instruction together to integrate information literacy skills into the curriculum.
  - The LMC handbook has been revised to include program objectives, evaluative criteria for the LMC program, and board-adopted policies.
  - 94% of staff responded that the hours of the LMC meets staff and student needs.
  - A flexible schedule allows staff and students to access the LMC throughout the school day, before and after the school day and throughout the school day.
  - 82% of staff surveyed responded that the computers and other technology in the library media center meet the needs of students.
  - Each LMC uses educational/informational technology to provide users access to resources.
  - Each LMC except South Tech has an interactive white board.
  - Visitors to the LMC have increased in all locations.
  - \*All staff and students can now access the library media collection from anywhere.
  - \*The library media center at Southview School now serves students K-12<sup>th</sup> grade.
  - \*There is a library media center at Neuwoehner School.
- (Items marked with an asterisk (\*) were listed as concerns in the previous program evaluation.)*



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## Concerns

- There is no LMC at Northview School.
- Each LMC should meet the premium work station level.
- Each collection (non-fiction, fiction, magazine print, visual material) should be at the premium level.

## Recommendations

- A library media center was requested in the Northview facility study.
- A request will be made for two more computers for the LMC at Litzsinger and Neuwoehner to meet the expanded level established by DESE.
- Increase each collection 20% over baseline.



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## Program Evaluation Question(s)

Are the library media centers an integral part of the school based on customer satisfaction and in accordance with MSIP standards? Have the recommendations from the previous program evaluation been implemented?

## I. Program/Service Information

1. Name of Program or Services:  
Library Media Center (LMC)
2. Personnel Responsible for Evaluation and Program (list):  
Marsha L. Myers
3. Demographic Description of Program:  
Location(s):  
Ackerman School  
Litzsinger School  
North Technical High School  
Neuwoehner School  
South Technical School  
Southview School  
Number of staff:  
3 Certified Library Media Specialists (LMS)  
3 Library Media Clerks  
Participants:  
Students  
Staff  
Families  
Length of program/service:  
The library media centers are open before and after school, during the school day and during the extended school year. The library media centers at the Technical Schools are open before and after school and open during the school year.
4. Date of Evaluation (Year/Duration):  
March 2009-February 2011
5. Goal/Objective of Program/Services:  
The library media centers will be an integral part of the school by helping all students achieve success, be effective users of information, and become lifelong learners. Through collection development, teacher collaboration, and student instruction, the library media staff will support the curriculum, teach literacy and technology skills and foster an appreciation of reading.



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6. Brief description of relationship between program goals, CSIP and MSIP Standards:
- Goal Area 1: Student Performance-Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.
  - Goal Area 2: Highly Qualified Staff-Recruit, attract, develop, and retain highly qualified staff to carry out the Local Education Agency (LEA) / District mission, goals, and objectives.
  - Goal Area 3: Facilities, Support and Instructional Resources- Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.
- MSIP Standard 3.1: Library Media/Staff-Certificated librarians and/or library media specialists are assigned consistent with the ratio based on student enrollment at each building.
- MSIP Standard: 6.8: Library Media Center resources and services are an integral part of the instructional program.

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

Other (list):  Staff/student survey, Core Data Reports, MSIP Indicators

## III. Description of Stakeholders Engagement in Program Evaluation:

Stefanie Conder-Parent  
Carolyn Eagle-Library Media Specialist  
Marsha Myers-Area Coordinator  
John Newsham-Library Media Specialist  
Jan O'Rourke-Library Media Specialist  
Loretta Schnurbusch-Library Media Specialist  
Cheryl Smith-Library Media Clerk

Our committee communicated through meetings and e-mail.

## IV. Results

DESE uses four indicators to determine if the library media centers are an integral part of the instructional program. These four indicators are:

6.8.1: The library media staff collaborates with the instructional staff to integrate library media resources into the curriculum.

6.8.2: The library media center policy and procedures handbook is cooperatively developed and includes:

- program objectives aligned with the district's CSIP and student performance data,
- evaluative criteria for the library media center,



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-Board-adopted policies for confidentiality, copyrights, selection, reconsideration, an acceptable use policy for accessing the Internet, and an intellectual access policy for all LMC resources which have been reviewed within the last five years.

6.8.3: Each library media center annually reviews its resource collection using the following guidelines:

- All materials are cataloged, classified and processed.
- An electronic catalog and circulation system is in place.
- Collection-analysis evaluation techniques, including culturally-diverse/equity criteria and criteria directly related to identified instructional needs, are used to identify specific strengths and weaknesses of the resource collection and to guide new purchases.
- The criteria outlined in the state's LMC standards publication are used to evaluate the collection and complete the Core Data reports about LMC resources.

6.8.4: The district addresses needs related to the library media center facilities, the resource collection, staffing, and research and information-skills instruction in its CSIP.

Implementation of these indicators at our schools is described below.

**6.8.1: Technical High Schools:** The library media specialist (LMS) uses a variety of methods to solicit input from staff and students including: surveys, patron suggestions, inquiry by the LMS, unfilled requests and tracking popularity of resource usage. When a student or staff member makes a request that the library is unable to fulfill, the item is researched and appropriate items are added to the order for the next year.

Special attention is paid to regularly assigned research topics from technical classes and curriculum areas. An attempt is made to enrich the availability of useful resources in these areas and to provide a variety of perspectives. Some examples of recently developed topics include: genocide, diseases, crime, sexually transmitted diseases, pollution, materials, careers, biomes, and biographies of the Harlem Renaissance.

The LMS works with Career and Technical teachers to develop resources in each of the school's technical areas. Out-of-date items are weeded and up-to-date replacements acquired. Resources are used by teachers in the classroom and by students for reference and career exploration.

DESE has established quantity tables for basic, expanded and premium levels at elementary, middle and high school LMCs. At both North and South Tech, the basic standard is met for the fiction, non-fiction, print magazines, and visual collection.



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DESE has a minimum and a desirable standard based on student enrollment for the assignment of a LMS to a school. There is a full time LMS at both of the Technical High Schools. The desirable standard is met at South Technical High School and the minimum standard is met at North Technical High School.

Joint lesson planning between the library media specialist and teachers helps to integrate information literacy skills into the curriculum. Instruction is directed toward development of student information skills in four main areas:

- 1) General use of library resources such as orientation to the library, policy, and procedures and location of resources.
- 2) Research skills including the use of tools for locating information such as Alexandria, Encyclopedia Britannica Online, Gale Databases, and the LMC web page are demonstrated along with effective use of online resources, search strategies, and proper citation of sources. The LMS has partnered with Language Arts teachers to teach research skills and teachers of a variety of classes to teach MLA citations.

Most instruction is given as part of a lesson or project which includes use of the new skill as part of the activity.

A web site has been developed for the North Tech LMC that helps students and teachers navigate the resources offered by the LMC and other community resources. The LMS at South Tech is developing a similar resource.

- 3) Effective use of software and technology with a focus on Microsoft Office. The LMS offers instruction in effective use of PowerPoint and provides support for Word, Microsoft publishing, and other software.
- 4) Promotion of reading and literature through participation in the Gateway Readers Award, book displays and timely book promotions such as African American authors during Black History Month.

All staff and students are considered patrons of the LMC. The LMC serves entire classes brought in by teachers and drop-in students working on individual projects. Both academic and technical classes use the LMC. Individual students come to the LMC throughout the day.

All seniors are required to complete a senior research project that includes background research, a formal paper, presentation and demonstration of a skill from their Career and Technical Area. The LMS works with technical area teachers as needed.



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The LMC loans computer hardware and audio-visual equipment such as laptops, data projectors, document cameras, displays, DVD players, etc. for teachers to use in the classroom. The LMS trains staff in using equipment, supports its use and guides staff in effective use.

DESE has established standards for basic, expanded and premium work stations. The basic level is the number of work stations equal to 33% of the number of students in the average classroom (ex. average class size equals 7;  $7 \times .33 = 2.31$ ; rounded to 3) work stations. Expanded work stations equal 50% of the number of students in the average size classroom and the premium level is the number of work stations equal to at least 100% of the number of students in the average size classroom. The technical schools meet the premium level for work stations.

The LMC is open and staffed for the entire school year from 7:00 am until 2:40 pm throughout the regular school day.

All LMC computers have access to Special School District network resources and the Internet. In addition to desktop computers, this year wireless capability was installed in the LMC and laptops made available for student checkout in the LMC at North Tech. Laptops have access to the network and the Internet. Most online resources are also available for students from throughout the school, from home or anywhere that students have Internet access.

A link to St. Louis County Library's catalog is available to students from the LMC web page. The LMS assists students using the County Library to locate materials. Students with County Library cards may request items for pickup at the branch of their choice. During the 2009-2010 school year the North and South Tech libraries participated in a program with the St. Louis County Library to promote the use of the County Library. Students who owed fines could have them forgiven so they could begin using the library again. Students and teachers could apply for St. Louis County Library cards at the North and South Tech LMCs.

When requested materials are not available, the LMS directs teacher to materials in local library systems. Many do not know that teachers in St. Louis County public schools can use local library systems even if they do not live within the district.

For the first time this year, access to Alexandria, the LMC online public access catalog, has been made available to students from home. Students may use any Internet computer to search the LMC catalog, reserve materials, and renew items that they have checked out.





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**6.8.1-Special Education Schools:** Input is sought out and collected from staff students and parents throughout the year in the following ways: emails sent periodically requesting suggestions, library suggestion slips available in the mailrooms and at the library desk, a library survey, and most importantly by keeping an open line of communication with students and staff throughout the school year. The library media clerk keeps all requests on file and orders the materials as soon as funding is available.

The LMC at Ackerman, Litzsinger and Southview meet the premium level for the fiction, non-fiction, print magazine, and visual collections. The collection at the Neuwoehner LMC is below the basic level because it is only in its second year.

The LMS uses the library curriculum as a guide for instruction as well as staff requests/input. Classroom teachers bring students to the LMC for recreational reading and for research based projects. The LMS assists all student populations with individual and class projects. Boardmaker, Pix Writer, and Intellitools are available to support students who use picture symbols for research projects. In addition to software, the library has adaptive switches for use. Although the LMS is always available to collaborate, the hour between 8:15 a.m. and 9:15 a.m. is set aside for staff to come in and discuss projects, purchases, etc. as well as make suggestions. The following incentive programs are in place to help increase recreational reading: Subway Reading Program, Book It through Pizza Hut, and Reading with the Rams. All of the LMCs participated in the St. Louis County Library card program for staff and student use of the local LMCs.

The Library Media Specialist serves four schools. Based on student enrollment, the ratio of the LMS meets the desirable standard at Ackerman, Litzsinger, and Neuwoehner School. The minimum standard is met at Southview. There is a full-time library media clerk at three of the four schools.

Each LMC is available and accessible to all students and staff throughout the school day (including before and after school and during lunch) and during the extended school year.

Alexandria, our new automation and management software, was purchased for each of the library media centers. Staff and students can access the library catalog from their own classroom. Additionally, students can access the catalog from home. SSD schools can access the catalog of another SSD school if they need a specific resource. Alexandria also has a feature called Sneak Peek. Sneak Peek allows the patron to see the following when looking up materials online: cover art, table of contents, summary, review, similar titles and kid safe website links. Other technology resources available are MOREnet, Mighty Book and Easy Learning Books, Tumble Books, World Book Online and Discovery Education.



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Using seven students as an average class size, Southview and Ackerman meet the premium work station level. Litzsinger and Neuwoehner meet the expanded level.

**6.8.2-Special Education and Technical Schools:** The policy and procedures handbook was cooperatively developed by the District Library Media Center Committee in March 2006 and was revised in March 2011. Board policies for confidentiality, copyrights, selection, reconsideration, acceptable use policy, and an intellectual access policy are included in the handbook; they have all been reviewed within the last five years.

An evaluation schedule has been established. The LMC program is evaluated biennially. Core Data Reports, Planning and Evaluation Worksheets are prepared annually. Circulation reports, collection analysis, and other statistical reports are performed as needed.

**6.8.3-Special Education and Technical Schools:** Each library media center annually reviews its resource collection. All materials are cataloged, classified, and processed according to current library standards. The electronic catalog and circulation system was updated this year to the current version of Alexandria. Alexandria is a web-based system available to staff and students via the Internet.

The collection is routinely reviewed in an effort to meet the diverse needs of the student population. Materials are selected with diversity in mind using specialized lists and awards (such as the Coretta Scott King Award) in an effort to select high-quality, diverse materials and resources.

The DESE standards and worksheets are used annually to analyze the collection and guide selection for the following year.

The LMS submits the collection to Titlewise each year for analysis and comparison to standard school collections. Titlewise analysis is used to determine age and balance of the collection – keeping in mind the specialized needs and interests of the students we serve.

The LMS consults recommended lists such as ALA lists and awards in an effort to acquire high-interest, high quality materials. Special interest is paid to acquisition of materials for all reading levels.

The LMS subscribes to and consults *School Library Journal* along with career and technical oriented periodicals such as *Tech Directions and Techniques* in an effort to select quality materials targeted at the specialized needs and interests of the technical school population.

Each year the LMC participates in the Gateway Readers award which is voted on by Missouri high school students who have read at least three of the nominated books.



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In an effort to meet instructional needs and interests, the LMS solicits recommendations and suggestions from teachers and students.

The state criteria are used to evaluate the LMC annually.

New furniture and shelving were added this year to improve the LMC environment and functionality. Student desktop computers were replaced with new ones last year. A video projector and smartboard were also added this year to expand presentation capabilities.

Administrative support for books, videos, periodicals, and other materials has been consistent from year to year. Even though the book collection is heavily weeded each year to improve the quality, it is growing in size. Increasing circulation supports its use. Opportunities were given this year to address the entire staff for professional development in the online resources available through the LMC.

The use of the LMC and its resources are encouraged by administration.

**6.8.4-Special Education and Technical Schools:** The District CSIP plan addresses needs related to the library media center facilities, the resources collection, staffing, and research and information-skills instruction in the following CSIP areas:

Goal Area 1: **Student Performance**-Develop and enhance quality educational/instructional programs to improve performance and enable students to meet their personal, academic, and career goals.

Goal Area 2: **Highly Qualified Staff**-Recruit, attract, develop and retain highly qualified staff to carry out the Local Education Agency (LEA) / District mission, goals, and objectives.

Goal Area 3: **Facilities, Support and Instructional Resources**-Provide and maintain appropriate instructional resources, support services, and functional and safe facilities.

In addition to the DESE indicators, staff and students completed a survey for the purpose of determining the strengths of the program and opportunities for improvement.

## 1. Strengths of program/service

- 92% of teachers surveyed responded that the library media collection meets teacher's needs.
- Each LMS reviews its resource collection using the DESE guidelines.
- 92% of teachers surveyed responded that the LMC meets the needs of students.
- 100 % of staff surveyed responded that the LMS is helpful and respectful.
- The LMS specialist assists all student populations and staff with individual and class projects.



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- 100% of teachers surveyed responded that the LMS collaborates with teachers.
- Resources are selected by the LMS with input from staff and students.
- The LMS and teachers plan and deliver instruction together to integrate information literacy skills into the curriculum.
- The LMC handbook has been revised to include program objectives, evaluative criteria for the LMC program, and board-adopted policies.
- 94% of staff responded that the hours of the LMC meets staff and student needs.
- A flexible schedule allows staff and students to access the LMC throughout the school day, before and after the school day and throughout the school day.
- 82% of staff surveyed responded that the computers and other technology in the library media center meet the needs of students.
- Each LMC uses educational/informational technology to provide users access to resources.
- Each LMC except South Tech has an interactive white board.
- Visitors to the LMC have increased in all locations.
- \*All staff and students can now access the library media collection from anywhere.
- \*The library media center at Southview School now serves students K-12<sup>th</sup> grade.
- \*There is a library media center at Neuwoehner School.

(Items marked with an asterisk (\*) were listed as concerns in the previous program evaluation.)

## 2. Concerns regarding program/service

Areas that were identified as opportunities for improvement are:

- There is no LMC at Northview School.
- Each LMC should meet the premium work station level.
- Each collection (non-fiction, fiction, magazine print, visual material) should be at the premium level.

## 3. Recommendations regarding program/service

- A library media center was requested in the Northview facility study.
- A request will be made for two more computers for the LMC at Litzsinger and Neuwoehner to meet the expanded level established by DESE.
- Increase each collection 20% over baseline.



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

Person responsible to champion action plan  
Marsha L. Myers-Area Coordinator

Timeframe for reporting updates to Board of Education  
Biennial

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