




Balanced Scorecard 2011-2012

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
1. Graduate students who are prepared for post-secondary education and the workplace. <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 - Provide staff development for teachers: databases, Lexile, technology integration, policies, etc. Lead - Collaborate with classroom teachers to teach the curriculum standards. Example: Scott Foresman Reading Street Timeline for Information Literacy Integration K – 6, developed in 2007-08. 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"> - Collaborate with the district technology department to teach staff and students the integration of technology in 21st century learning environments to prepare students and increase student achievement. <i>3-5 year vision</i> - Provide eBooks as a choice for staff and students. 2011-2013
2. Graduate Students Who are Well-Rounded and Contributing Citizens <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. Example: Turnitin www.turnitin.com as an online teaching tool to improve writing skills and prevent plagiarism, integrated in 2007-08. Lead - Inform parents of online home access. Lead 	<ul style="list-style-type: none"> - Teach students, staff, and parents how to access and evaluate online resources and how to access TutorND Live Homework Help to increase student achievement. 2011-2013
4. Create an Inviting and Nurturing School Culture & Climate <ul style="list-style-type: none"> ➤ Update library media centers. 	<ul style="list-style-type: none"> - Update to meet technology needs. Lag - Update to meet increased student enrollment. Lag - Maintain an inviting, enriching environment. 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 - Host open houses in all school libraries for grade levels, teams, departments. Lead 	
<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. 	<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 	
<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 	<p>- Collaborate to teach the Common Core as Curriculum Specialists, integrating technology, literacy, and research skills across the curriculum. <i>3-5 year vision</i></p>
<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 	<ul style="list-style-type: none"> - 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 - Share progress of Professional Excellence Program with library staff and administrators. Lag 	

<ul style="list-style-type: none"> ➤ Program. ➤ Create an annual report. ➤ Provide staff development. 	<ul style="list-style-type: none"> - Create an on-going overview of each school library with an annual report based on PEP. Lead - Facilitate / participate in book studies. Lead 	
<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. 	<ul style="list-style-type: none"> - Advertise resources and library services with displays, student projects, themes. Lead - 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 - Increase level of customer service. 	<ul style="list-style-type: none"> - Provide all library patrons with the level of customer service exhibited by highly successful organizations. <i>3-5 year vision</i>
<p>11. Provide Optimal Physical Space for Learning</p> <ul style="list-style-type: none"> ➤ Continue to redesign space in school libraries. ➤ Redesigned the District Library Media Center to offer Teacher Center services in 2006. ➤ Created a library at SCHS in 2009. 	<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>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. 	<ul style="list-style-type: none"> - Host / attend Congressman Pomeroy's Child Safety Advisory Committee roundtables. Lag - Meet with school counselors & Bismarck Police Department to integrate the iSafe program. Lag - Provide resources for the anti-bullying initiative, to encourage safety, and to teach wellness. Lag - Communicate with iSafe professionals, community, educators, parents. Lead 	
<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 	<ul style="list-style-type: none"> - Serve on committees prioritize benchmarks, and 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 	

<p>curriculum and standards performance guides.</p> <ul style="list-style-type: none"> ➤ Provide resources and databases to supplement the curriculum. 	<ul style="list-style-type: none"> - 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 	
<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"> - Provide staff development for library media staff to achieve a successful library media program, using <i>moodle</i> and collaborating with teachers to improve student achievement. <p>2011-2013</p>
<p>15. Attract and Retain Highly Qualified and Effective Teachers, Administrations and Support Staff</p> <ul style="list-style-type: none"> ➤ Employ highly qualified, certified library media specialists and effective library media support staff. 	<ul style="list-style-type: none"> - Keep ratio of library media specialists to students at a level which promotes collaborating with classroom teachers and teaching to maximize student achievement. Lag 	

