





Balanced Scorecard 2009 - 2010

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

<b>BPS District BSC Objectives / Library Media Objectives</b>	<b>Library Media Lag / Lead Measures</b>	<b>Library Media Initiatives</b>
1. Graduate students who are prepared for post-secondary education and the workplace. <ul style="list-style-type: none"> <li>➤ Provide resources for students to support the curriculum.</li> <li>➤ Collaborate with classroom teachers and specialists to teach curriculum.</li> <li>➤ Provide instructional materials for teachers to support the curriculum.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide resources for student enjoyment reading, for research, and to support curriculum. <b>Lag</b></li> <li>- Provide staff development for teachers: databases, Lexile, technology integration, policies, etc. <b>Lead</b></li> <li>- 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. <b>Lead</b></li> <li>- Teach library media technology / literacy topics in orientation classes for students and staff. <b>Lead</b></li> <li>- Create awareness of library services. <b>Lead</b></li> </ul>	<ul style="list-style-type: none"> <li>- Collaborate with the district technology department to teach staff and students the integration of technology in 21<sup>st</sup> century learning environments to prepare students and increase student achievement. <i>5 year vision</i></li> </ul>
2. Graduate Students Who are Well-Rounded and Contributing Citizens <ul style="list-style-type: none"> <li>➤ Provide resources and instruction for students to be independent, information-literate, lifelong learners.</li> </ul>	<ul style="list-style-type: none"> <li>- Encourage sustained silent reading. <b>Lead</b></li> <li>- Teach information literacy skills: ability to identify, retrieve, evaluate, use information. <b>Lead</b></li> <li>- Teach use of library media resources, online databases, online teaching tools. Example: Turnitin <a href="http://www.turnitin.com">www.turnitin.com</a> as an online teaching tool to improve writing skills and prevent plagiarism, integrated in 2007-08. <b>Lead</b></li> <li>- Inform parents of online home access. <b>Lead</b></li> </ul>	<ul style="list-style-type: none"> <li>- Provide information and training for staff, students, and parents to access online databases available to increase student achievement and Live Homework Help, an online partnership between BPS libraries and BPL. <b>2008-2010</b></li> </ul>
4. Create an Inviting and Nurturing School Culture & Climate <ul style="list-style-type: none"> <li>➤ Update library media centers.</li> </ul>	<ul style="list-style-type: none"> <li>- Update to meet technology needs. <b>Lag</b></li> <li>- Update to meet increased student enrollment. <b>Lag</b></li> <li>- Maintain an inviting, enriching environment. <b>Lead</b></li> </ul>	

<p>5. Optimize Communication: Internally &amp; Externally with Parents / Students / Patrons</p> <ul style="list-style-type: none"> <li>➤ Update library web pages.</li> <li>➤ Email and create newsletters.</li> <li>➤ Integrate teacher center services at district library.</li> <li>➤ Give presentations on how library services contribute to improved student achievement.</li> </ul>	<ul style="list-style-type: none"> <li>- Update user friendly library web pages. <b>Lag</b></li> <li>- Create newsletters and send emails. <b>Lag</b></li> <li>- Integrate teacher center services with district library media services to serve area schools. <b>Lag</b></li> <li>- Display student art work / classroom projects. <b>Lag</b></li> <li>- Encourage creation of brochures, pamphlets, and displays to advocate library services. <b>Lead</b></li> <li>- Give presentations for community. <b>Lead</b></li> <li>- Host open houses in all school libraries for grade levels, teams, departments. <b>Lead</b></li> </ul>	
<p>6. Engage Students in School and Community</p> <ul style="list-style-type: none"> <li>➤ Apply 21<sup>st</sup> century skills to academic and personal lives.</li> <li>➤ Provide resources for school to work and community service.</li> <li>➤ Facilitate reading groups.</li> </ul>	<ul style="list-style-type: none"> <li>- Integrate literacy / technology skills during homebase / service learning activities. <b>Lag</b></li> <li>- Encourage use of career materials, databases, online testing. <b>Lead</b></li> <li>- Create interest for student participation in reading clubs, advisory boards, book buying trips. <b>Lead</b></li> <li>- Present book talks. <b>Lead</b></li> </ul>	
<p>7. Be Fiscally Responsible</p> <ul style="list-style-type: none"> <li>➤ Research, organize, develop, and promote library services.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide library resources based on a book budget for cataloged resources. <b>Lag</b></li> <li>- Manage library based on a supplies budget. <b>Lag</b></li> </ul>	<p>-Pursue an increase in funding as enrollment increases. <b>2009-2010</b></p>
<p>8. Standards-based Curriculum is Communicated, Aligned, and Flexible to Adapt for Challenge and Relevancy</p> <ul style="list-style-type: none"> <li>➤ Collaborate with teachers to increase student achievement.</li> </ul> 	<ul style="list-style-type: none"> <li>- Integrate library skills to curriculum maps. <b>Lag</b></li> <li>- Integrate library skills based on curriculum content standards. <b>Lag</b></li> <li>- Teach to Benchmarks of the ND library / technology literacy standards. <b>Lead</b></li> <li>- Teach to Benchmarks of ELA, Standard 1, students engage in the research process. <b>Lead</b></li> </ul>	<p>- Prioritize benchmarks from the ND Library / Technology Literacy Curriculum Content Standards, integrating skills for 21<sup>st</sup>-Century Learner. <b>2008 - 2010</b></p> <p>- Attain the library media role of teaching and collaborating to increase student achievement. <b>5 year vision</b></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"> <li>- 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. <b>Lag</b></li> </ul>	<ul style="list-style-type: none"> <li>- Provide staff development for library media staff to achieve a successful library media program, collaborating with teachers to</li> </ul>

<ul style="list-style-type: none"> <li>➤ Participate in the Library Professional Excellence Program.</li> <li>➤ Create an annual report.</li> <li>➤ Provide staff development.</li> </ul>	<ul style="list-style-type: none"> <li>- Share progress of Professional Excellence Program with library staff and administrators. <i>Lag</i></li> <li>- Create an on-going overview of each school library with an annual report based on PEP. <i>Lead</i></li> <li>- Facilitate / participate in book studies. <i>Lead</i></li> </ul>	<p>improve student achievement. <i>2008-2010</i></p>
<p>10. Promote a Positive Working and Learning Environment</p> <ul style="list-style-type: none"> <li>➤ Provide a welcoming library media area in each school and at the district level.</li> <li>➤ Provide customer service training for library media staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Advertise resources and library services with displays, student projects, themes. <i>Lead</i></li> <li>- 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. <i>Lead</i></li> <li>- Increase level of customer service.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide all library patrons with the level of customer service exhibited by highly successful organizations. <i>5 year vision</i></li> </ul>
<p>11. Provide Optimal Physical Space for Learning</p> <ul style="list-style-type: none"> <li>➤ Continue to redesign space in school libraries.</li> <li>➤ Redesigned the District Library Media Center to offer Teacher Center services in 2006.</li> <li>➤ Created a library at SCHS in 2009.</li> </ul>	<p>School Library Media Centers:</p> <ul style="list-style-type: none"> <li>- Provide more computers for student use. <i>Lag</i></li> <li>- Provide classroom area for collaborating with teachers / teaching / integrating technology. <i>Lag</i></li> <li>- Provide comfortable areas for reading. <i>Lag</i></li> </ul> <p>District Library Media Center:</p> <ul style="list-style-type: none"> <li>- Provide area to preview resources. <i>Lag</i></li> <li>- Provide equipment area for staff. <i>Lag</i></li> <li>- Provide a table area for work and meetings. <i>Lag</i></li> </ul>	
<p>12. Promote the Safety and Wellness of Students and Staff</p> <ul style="list-style-type: none"> <li>➤ Teach the iSafe program.</li> <li>➤ Provide resources to teach safety and wellness.</li> </ul> 	<ul style="list-style-type: none"> <li>- Host / attend Congressman Pomeroy's Child Safety Advisory Committee roundtables. <i>Lag</i></li> <li>- Meet with school counselors &amp; Bismarck Police Department to integrate the iSafe program. <i>Lag</i></li> <li>- Provide resources for the anti-bullying initiative, to encourage safety, and to teach wellness. <i>Lag</i></li> <li>- Communicate with iSafe professionals, community, educators, parents. <i>Lead</i></li> </ul>	
<p>13. Examine / Recommend / Implement Proven Instructional Delivery Models</p> <ul style="list-style-type: none"> <li>➤ Participate in research, recommendation, staff</li> </ul>	<ul style="list-style-type: none"> <li>- Serve on committees prioritize benchmarks, and develop school curriculum and standards performance guides. <i>Lag</i></li> <li>- Research and subscribe to databases to meet the</li> </ul>	

<p>development, design, and implementation of school curriculum and standards performance guides.</p> <ul style="list-style-type: none"> <li>➤ Provide resources and databases to supplement the curriculum.</li> </ul>	<p>curriculum needs, for critical thinking, and at the Lexile level of students. <a href="#">Lag</a></p> <ul style="list-style-type: none"> <li>- Collaborate and provide teacher staff development on using databases. <a href="#">Lead</a></li> <li>- Teach students to use the databases. <a href="#">Lead</a></li> <li>- Advertise home access to databases. <a href="#">Lead</a></li> <li>- Research new technologies and collaborate with teachers to integrate technology. <a href="#">Lead</a></li> </ul>	
<p>14. Identify, Implement, and Track Comprehensive Staff Development that Aligns with Strategic Objectives.</p> <ul style="list-style-type: none"> <li>➤ Provide and track library media staff development.</li> </ul>	<ul style="list-style-type: none"> <li>- Participate in district staff development, local and state conferences and workshops, and national conferences such as American Association of School Librarians (AASL). <a href="#">Lead</a></li> </ul>	
<p>15. Attract and Retain Highly Qualified and Effective Teachers, Administrations and Support Staff</p> <ul style="list-style-type: none"> <li>➤ Employ highly qualified, certified library media specialists and effective library media support staff.</li> </ul>	<ul style="list-style-type: none"> <li>- Keep ratio of library media specialists to students at a level which promotes collaborating with classroom teachers and teaching to maximize student achievement. <a href="#">Lag</a></li> </ul>	

