

K-12 Library Media Program

Program Leader: Harriet Wallen

ORGANIZATION/PROGRAM DESCRIPTION

The Lexington Public Schools' Library Media program focuses on implementing a curriculum of problem solving, research, literary appreciation and lifelong learning skills. In accordance with our department's mission, we prepare our students to be informed, productive, and concerned citizens in an information-driven society. We collaborate with teachers to link twenty-first century information-seeking skills with the goals and objectives of all curricula and grade levels. Our collections, including our web pages, are continuously updated and reflect the diversity of our learners, the curriculum, and changes in technology. Information in all formats is easily available from our library web pages. Through them we provide students, teachers, and parents ready access to books, databases, e-books, and other materials. Library Media Specialists instruct individuals as well as groups in the use of all materials. In addition, we invite faculty to assist us in our collection development process to ensure its alignment with the district's academic goals and the Massachusetts Frameworks. The Lexington Public Schools' Library Media program is an integral part of the academic fiber of each school.

Grades K-5:

During an average week in an elementary school Library Media Center:

- Approximately 850 Patrons (students, teachers, staff and parents) visit the school's library media center to select materials for: research, reading, class instruction, computer use, and other types of assistance
- Every class visits the library for literature, book selection, research assignments and/or integrated curriculum lessons at least once
- Library media specialists teach research and book selection strategies and use of the elementary library web page to access web resources
- Library media specialists collaborate with classroom teachers to plan lessons that are integrated into the curriculum
- An average of 800 items circulate from the library
- Newly acquired items are cataloged and processed into the collection

In addition, elementary library media specialists prepare for class instruction; select and catalog materials for their school's collection; assist teachers, students, and parents on an individual basis with research, book selection and technological needs; collaborate with teachers on curriculum; and train and supervise library volunteers.

Grades 6-8:

During an average week, in each middle school, the Library Media Center:

- Approximately 800 patrons (students, teachers, staff) visit the school's library media center to select materials for research, reading, class instruction, computer use and other types of assistance.
- An average of 40 classes visit the library for book selection, research assignments and/or research skill lessons related to the curriculum. In addition, individuals consult with the library media specialist for readers' advisory and help with research projects.
- Library media specialists teach research strategies and how to use specific resources, how to cite sources, and how to evaluate web sites.
- Approximately 200 items circulate from each library.
- An average of 20 newly acquired items are cataloged and processed into the collection.

In addition, the middle school libraries are open before and after school for the benefit of students who cannot come during the school day for individual help and instruction. Middle school library media specialists prepare for class instruction; select and catalog materials for their schools' collections; assist teachers, students, and parents on an individual basis with research, book selection and technological needs; collaborate with teachers on curriculum; and train and supervise library volunteers. Additionally, school textbooks are cataloged by the middle school library media specialists.

Grades 9-12:

During an average week in the LHS Library Media Center:

- Approximately 600 patrons (students, teachers, staff and parents) enter the library media center each day to use library resources.
- Library Media Specialists assist patrons with the selection of materials for research, class use, and pleasure reading,
- Approximately 20 classes visit the library for specific instruction in support of curriculum-based research assignments.
- Library media specialists teach research strategies, correct bibliographic citation, evaluation of web resources, and appropriate and ethical use of technology.
- 150 items circulate from the library.
- An average of 55 newly acquired items are cataloged and processed into the collection.

In addition, high school library media specialists prepare for class instruction, select and catalog material for the collection, assist teachers and students on an individual basis with research and technological needs, present workshops for staff, and collaborate with teachers on curriculum.

FY 12 BUDGET & PROGRAM PRIORITIES

Over the past three years library budgets have decreased slightly. Though they have been adequate to support the needs of students and faculty, further reductions will not allow for the renewal and purchase of materials upon which students and faculty depend for instruction. At the same time, all library accounts have been centralized and distributed on a per pupil basis, thus providing a more equitable division of resources among the school libraries. The equipment repair budget was also consolidated, allowing all schools to have access throughout the year to equipment maintenance. In addition, \$17,000, earmarked specifically for the upkeep of LCD projectors was added, allowing for the servicing of these important and heavily used pieces of equipment. Priorities include the following:

1. Maintain and improve library materials and services available to the entire school population.
2. Increase spending for online resources in support of teachers' instructional needs and students' learning needs
3. Increase spending for new and replacement audio-visual equipment.
4. Increase spending for repair of equipment not currently budgeted (Elmo's, Smartboards, etc.)
5. Support changes in curricula with new print, web based, and online materials.
6. Continue to survey collections for currency and accuracy, and update collections and materials that have not been kept updated due to budget constraints.
7. Support district objectives by providing appropriate materials and strategies.
8. Support the district mandate to close the achievement gap with appropriate materials and strategies.

STAFFING DISTRIBUTION:

Elementary Schools

Each elementary school has 1.0 FTE Library Media Specialist. The six elementary school Library Media Specialists serve a student population of over 2,700 students and more than 440 professional staff members.

Middle Schools

Each middle school has 1.0 FTE Library Media Specialist. Diamond Middle School has a 1.0 FTE Library Aide while Clarke Middle School has a 0.5 Library Aide. The two middle school Library Media Specialists serve a student population of over 1,600 students and more than 150 professional staff members.

High School

The high school Library Media Center has 2 full-time (2.0 FTE) Library Media Specialists, 2.5 FTE Library Aides, and a 0.5 FTE AV Aide. The high school library media center has an extended day. It is open to staff and students from 7:00 am to 4:30 pm Monday through Thursday and 7:00 am to 4:00 pm on Friday. The staff of the high school Library Media Center serves more than 2,000 students and over 200 professional staff members.

FY12 Staffing:

The staffing level for FY 12 will most likely remain the same as the FY 10 staffing. We request, however, that the FTE 1.0 Library Aide position at Clarke be reinstated. The need for the reinstatement of this position has become more apparent due to the following:

- Diamond library is able to maintain longer hours because there is a full-time aide there. Reinstatement of the Clarke position would allow for equity between the two middle schools
- The Clarke Library Media Specialist has assumed the large task of cataloging all of the textbooks in the school. This takes time away from the library program. Reinstatement of the aide position would help support this task.

STAFFING SUMMARY:

Line No	DESE Func	JOB_DESC	Operating				Total Sum of FY11 FTE Budget	Total Sum of FY12 FTE	Total Sum of FTE Change	Total Sum of FY12 Budget
			FY11 FTE Budget	FY12 FTE	FTE Change	FY12 Budget				
1	2340	LIBRARIAN	10.00	10.00	0.00		10.00	10.00	0.00	
2	2340	LIB PD FAC	1.00	1.00	0.00		1.00	1.00	0.00	
4	2340	LIB SUPRT	4.52	4.52	0.00		4.52	4.52	0.00	
Grand Total			15.52	15.52	0.00	\$ 842,887	15.52	15.52	0.00	\$ 842,887

EXPENSE SUMMARY:

State Func - Seg 7	FY11 Func	ACCOUNT DESCRIPTION - new	Sum of FY09 YTD EXP/ENC	Sum of FY10 YTD EXPENDED	Sum of FY11 STM Budget	Sum of FY12 ATM Request	Sum of \$ Changed
2357	Professional Development Stipends, Providers and Expenses	PROFESSIONAL SERVICES	\$0	\$ -	\$ 852	\$ 852	\$ -
2415	Instructional Materials	INSTRUCTIONAL MEDIA	\$11,441	\$ 8,501	\$ 8,198	\$ 8,198	\$ -
		LIBRARY BOOKS AND CATALOGING	\$52,130	\$ 58,899	\$ 58,507	\$ 58,507	\$ -
		PRINTING/FORMS	\$0	\$ -	\$ -	\$ -	\$ -
		SUBSCRIPTIONS	\$25,910	\$ 22,857	\$ 13,560	\$ 13,560	\$ -
2420	Instructional Equipment	EQUIPMENT	\$30,600	\$ 24,171	\$ 33,525	\$ 33,525	\$ -
		EQUIP-SERVICE & REPAIR	\$24,187	\$ 24,206	\$ 36,230	\$ 36,230	\$ -
2430	General Supplies	SUPPLIES	\$0	\$ -	\$ -	\$ -	\$ -
		SUPPLIES & MATERIALS	\$10,303	\$ 10,966	\$ (2,150)	\$ 3,817	\$ 5,967
2440	Other Instructional Services	MEMBERSHIP/DUES/LICENSES & SUB	\$1,998	\$ 1,312	\$ 6,292	\$ 6,292	\$ -
		MILEAGE	\$0	\$ -	\$ -	\$ -	\$ -
		OUT OF STATE TRAVEL	\$0	\$ -	\$ -	\$ -	\$ -
2455	Instructional Software	COMPUTER SOFTWARE	\$0	\$ -	\$ -	\$ -	\$ -
Grand Total			\$156,569	\$ 150,912	\$ 155,014	\$ 160,981	\$ 5,967

- Per Pupil Allocation: The amount of money per student that is allocated to each program area for the acquisition of curriculum specific materials, supplies and equipment for the benefit of the students enrolled in the specific program. The per pupil allocations are determined for each program classification (i.e., K-5 Math, 6-8 Math, 9-12 Math, Special Education, English Language Learners), based on the official October 1 enrollment reported to the Department of Elementary and Secondary Education.