

Library Advisory Council Meeting
10-21-09 Meeting Agenda

Item	By	Notes
Meeting Norms 7 norms of Collaboration	Julie and Kim	<i>Promoting a spirit of inquiry</i> <i>Pausing</i> <i>Paraphrasing</i> <i>Probing for specificity</i> Putting ideas on the table - Ideas are the heart of meaningful dialogue and discussion. Label the intention of your comments. For example: "Here is one idea..." or "One thought I have is..." or "Here is a possible approach..." or "Another consideration might be...". Paying attention to self and others – Meaningful dialogue and discussion are facilitated when each group member is conscious of self and of others, and is aware of what (s)he is saying <u>and</u> how it is said as well as how others are responding. This includes paying attention to learning styles when planning, facilitating, and participating in group meetings and conversations. Presuming positive intentions - Assuming that others' intentions are positive promotes and facilitates meaningful dialogue and discussion, and prevents unintentional put-downs. Using positive intentions in speech is one manifestation of this norm.
The BIG Picture <i>How did we get here?</i> <i>Where are we?</i> <i>Where are we going?</i>	Julie	Organizational Chart
How will we get there?	Julie and Kim	Library Advisory Council (LAC) – Meetings schedule – December - April - February - as needed – Stipend – for sure this year; next year to be determined

Opportunities to be involved!	Kim	<p>Committees</p> <ul style="list-style-type: none"> • Card catalog system <ul style="list-style-type: none"> ○ Suggestion: Have students at each level look at the interface for the new system. How easy is it for students to navigate? • Adams 12 High Performing Library – standards <ul style="list-style-type: none"> ○ Could this be discussed at CAL? ○ Kim mentioned that the Power Library board is looking for districts to pilot a program that will have Power Librarians mentoring other libraries within their own district. She has volunteered Adams 12 to participate in this program. ○ If we had an Adams 12 Power Library mentor another Adams 12 library, then we could distribute the knowledge and skills of our Adams 12 Power Librarians . ○ Mentoring models – DPS has a mentoring program for the first two years a librarian is in their district. Induction program. • Evaluation rubric <ul style="list-style-type: none"> ○ Would the Power Library Rubric be a choice? • How to sell ourselves!
	Kim	<p>Elementary library cards –</p> <ul style="list-style-type: none"> • New library cards MUST be part of the new library automation system • Melissa needs to know the type of barcode used on library cards • Kim has contacted the vendors who take some of the photos for the students, and a few of the vendors are willing to provide picture IDs. • The IT Dept. is working to get the students’ photos out of Infinite Campus into the Destiny system. There are still hurdles to get over! <p>Committee work from last spring’s review of card catalog systems and update on new RFP</p> <ul style="list-style-type: none"> • Kim sent an email to every person who was on the committee last year to explain where the process is this year. • A new RFP is being developed with help from the Purchasing Department and Cristal Swain. We will use some of the criteria from the committee’s work last spring. The RFPs will be scored by 3-4 people and the top 3-4 vendors will be brought in to demo their products. All vendors will be asked to provide a data set in order to allow TLs to create reports, run through the processes. The goal is to have a selection made and

		<p>installed by late April so that TLs don't return in the fall and have to learn a new system at the beginning of the year.</p> <ul style="list-style-type: none"> <p>SIRSI issues</p> <ul style="list-style-type: none"> Kim has worked extensively with the IT side of the department to get issues resolved. At a meeting today with IT programmers, additional help was promised with the hope that TLs will not be burdened with any more problems. <p>Cataloging</p> <ul style="list-style-type: none"> Some people are interested in REALLY advanced Baker and Taylor training! A "Tips and Tricks" sheet might help people learn ways to get around some of the limitations of the Baker and Taylor ordering system – timing of releasing the carts, how to deal with backorders, etc... One suggestion was to create smaller carts and more carts so that they get shipped faster. Kim will clarify to everyone what happens to your backorders if you release the cart.
Vendors	Kim	<p>Maintaining contacts</p> <ul style="list-style-type: none"> Kim and Julie continue to meet with book vendors and are letting them know that we are currently in a one-year contract with Baker and Taylor. We don't want to burn any bridges. Some Advisory Council members mentioned that it has been easier to not have all of the vendors calling their library media center. Several members said that they are spending HOURS ordering books. It is much more efficient (in terms of time) to have vendors stop and show books than to have to go online and try to discern whether the book is the right fit for the collection. <p>RFP?</p> <ul style="list-style-type: none"> We have a one-year contract with Baker and Taylor. We are not opposed to preparing a RFP for a different vendor(s). <p>Combination possible?</p> <ul style="list-style-type: none"> Could we use a model like DPS uses? People can go to a book fair at the beginning of the year and order from a variety of vendors. After that, all order must go through a

		single vendor or a few vendors? We need to investigate alternative models this year.
Additional information	Julie	<p>Dept. of Justice order – info. from Julie Dutch AND Jenn A.’s information</p> <ul style="list-style-type: none"> • According to Julie Dutch, Director of Language Acquisition Services, the Dept. of Justice order suggested that TLs purchase books for ELLs at a rate proportionate to the school’s ELL population. Books for ELLs can include: <ul style="list-style-type: none"> ○ Simplified English ○ Appropriate for lower reading ability ○ Books written in other languages • We are investigating if every library MUST have a minimum level? What is that? • Julie D. recommended that all TLs keep records of the books ordered this year and how they relate to providing books for the ELLs in the school • We are going to check with neighboring districts to see if anyone has a “minimum” level formula or suggestions • The suggestion was made to have book boxes that contain books and materials appropriate for ELLs in a variety of different languages. The boxes would be stored at the ESC and checked out to TLs as necessary based on their ELL needs. We will check into establishing this. • The collections at the elementary level may be in fairly good shape due to the presence of picture books and easy reading materials. We may need to purchase more materials for the many different languages that are now in the district. • We would like clarification of what Julie Dutch’s philosophy is about the collections we should be maintaining. • We will investigate creating some reports in SIRSI that could be used to address any DOJ questions or concerns. <p>New superintendent</p> <ul style="list-style-type: none"> • Kim and Julie attended all interviews for the superintendent and are really excited about Chris G. being selected • Diane S. mentioned how much she has enjoyed working with Chris on Policy Council. <p>Professional development library</p> <ul style="list-style-type: none"> • Currently the PD collection is being analyzed in terms of publication date and circulation records. We don’t know exactly what is going to happen with the collection because it is so out of date.

		<ul style="list-style-type: none"> • There was discussion about whether PD collections in buildings get circulated very much. • There was also discussion about having a PD collection geared just for TLs.
Until next time	Julie & Kim	<p>Building walk thrus</p> <p>Highway 21</p> <p>Building funding choices</p> <p>Book challenge process</p>