

Date: October 31, 2003

To: Dan Keller, Principal

RE: The Library Media Program: Making a Difference in Student Learning

CC: Brier Leadership Team, Chris Keyes-Bach, Pam Hopkins, Lara Drew

### **First 10-Week Report (August 25 - October 31)**

The purpose of this memo is to highlight the major accomplishments of the Library Media Program during the first ten weeks of the school year and to describe the goals and plans for the next ten weeks.

This fall has been a busy time in the library at Brier Elementary. These have been some of the accomplishments:

- Rolled out the new closed circuit TV system developed over the summer by displaying visual morning announcements. This has helped visual learners during the intercom announcements see (and read) what they are hearing. In addition to the regular announcements, the visual announcements have also shared information on events in history, math facts, lifelong learning skills, and photos of school events and assemblies.
- Collaborated with Mrs. Gray on the sixth grade's ancient civilization project. Students learned how to use the World Book Online database in the library. Articles obtained by students were used in subsequent lessons in Mrs. Gray's classes. Also during this unit I conducted a dictionary lesson using Latin roots.
- Helped Mr. Consiglieri's class by developing the skills needed to create bibliographies for their owl pamphlets. I also linked web sites selected by the 5<sup>th</sup> grade teachers to the library web page.
- Read tall tales and folk tales to the 2<sup>nd</sup> grade classes and used questioning strategies before, during, and after the story. Students connected ideas in the story to their own lives. This questioning was also used at other grade levels and is a result of concern I have regarding recent WASL reading comprehension scores
- Worked with 3<sup>rd</sup> graders on items found on the title pages of books. Every student demonstrated the ability to locate the title page, title page items (title, author, illustrator, publisher, place of publication), and the copyright date.
- Made 378 new items ready for checkout. Depending on the item, this might include cataloging, bar coding, stamping, laminating covers, and/or taping.
- Strengthened the library recess helper program. Students completed job applications and have been trained in various library operations appropriate to their age and ability. Students receive stickers when they have completed training in a particular job. This year 20 students are participating in the program (up from 10 last year).
- Completed administrative tasks regarding the district Levels Testing in Reading and Math. This included administration of locator tests,

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distribution/ collection of test materials and retests, and giving information to teachers regarding Level Test results.

- Worked with the Brier Public Library to schedule an author (Margaret Read McDonald) visit for February 11, 2004.
- As a part of the school Literacy Team, I gathered support for the author visit. The Literacy Team will also be sponsoring the Read Across America Day Activities in March. I also helped format, print, and distribute the Literacy Team's fall writing assessment.
- Worked with our new district technology support technician, Richard DeBardi, to prioritize repair needs. I also learned how to use the new Help Desk Ticket program and received access to review all tickets in our building.
- Taught 30-minute classes, engaging students in library media learning (literacy, library skills/responsibilities, research, and technology), each week for the 17 classrooms at Brier.
- Checked out over 2500 books to Brier students (approximately 7.3 books per student).
- Created a letter that will be attached to public library card applications. This letter welcomes new family to Brier, stress the importance we place on literacy, and encourages the student to become a public library user.
- Maintained the school library web site, adding new links to support curriculum at various grade levels.

During the next 10 weeks (Nov. 1 – Jan. 23) I'll be working on the following activities:

- Matching library books with the supplemental reading lists in the new reading adoption at all grade levels.
- Creating learning experiences for all students before, during, and after the author visit.
- Revise and distribute the Brier resident expert sheet.
- Ordering books (PTA money).
- Roll out the Best Books 2004 reading advocacy program (gr. 4-6)
- Continue to collaborate with teachers to provide meaningful library experience for students.

I look forward to speaking to you about these items on Tuesday, November 4 at 11:00 am. Thank you for your continued support of our library media program.

Sincerely,

Dave Sonnen  
Library Media Specialist,  
Brier Elementary School

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