

Librarian Training Minutes October 10, 2006

For the Good of the Order:

February 1 plans for subs for Mike Eisenberg Big6 workshop were finalized with Nancy.

Claudia and Sharon shared the Sasquatch questions they developed.

The budget code to use for this meeting and the one in March is 0179-27-2011-000

Make sure your library server and circ station are in the same IP range. It will cut down indexing time. Be sure circ station has a static IP number.

1. Review Title V procedures

In our Title V grant application, we agreed to purchase in support of continuous improvement plans and curriculum. This includes CBAs, GLEs, and district assessments. As part of the grant we need to have an evaluation plan, so we will meet at end of the year and discuss what was purchased. Copies of invoices from Title V purchases are acceptable.

Remember to identify all Title V purchases with a Title V stamp and an entry in the MARC record in the 536 field or comments on the record.

Get all Title V purchase records to Ron by May 11.

2. Libraries online

Ron demonstrated Library Net which we are all able to use. The building will be charged \$200 per year, which is an additional \$40 to our current \$160 tech support payment. WHS has a card view, so all MARC records don't show which is better for kids. Teri will research and see if she can send the directions to us. If Lexile scores are put in 521 8a b fields, they will be searchable.

To get online, e-mail Ron after your library file and share point folder have the same name.

Jeanne has been using Libraryworld.net with a cost of \$195 per year and we looked at that interface. It has a little broader capability than Library Net.

We discussed that either of these products is a temporary way for us to get our libraries online until we can convert to a more robust library technology, i.e. Follett.

We should be ready to make a presentation to cabinet on the merits/reasons for converting to a new library system.

Since we were talking about online issues with our libraries, Don showed the group how to attach a URL to a MARC record. Author web sites and book sites can be attached to a record. Directions:

1. Using Camino put in author's name and get an author's web site.
2. Grab and drag web site address to desktop (it changes to the author's name).
3. Go to the library server and create a folder called websites.
4. Drag and drop your author sites from your desktop into the folder.
5. Open a catalog record by the author and click on the attachment paper clip, then click plus sign.
6. Don't use the URL button, click on Document.
7. Follow the pathway to the library folder, the websites folder, then the author, and click open.

You can follow the same process to attach lesson plans, questions about the book, book report form, picture of book, etc.

3. Video streaming and teacher features

We looked at new interface and features of United Streaming.

The most effective way to search is to search globally first, (type in your general topic in the search box), then on the left, narrow the results within the search.

Media Settings are in the lower left corner. There are 2 options for viewing: Windows Media or QuickTime. Quick Time is friendliest for Mac, it is already on our computers. Windows Media player will have to be installed. QuickTime displays in 320 x 240 pixel size window. Windows Media files display in 640 x 480. Windows Media has a higher resolution, will take longer to download, and take up more space after downloaded. QuickTime is good to stream and view to see if you want to use the video; use Windows Media to download for display.

Rename the video after it is downloaded and add running time. Keep your videos in the Movies file; create subfiles by grade or subject. After a video is on the screen ready to be shown, go to display and change to 640 x 480 so it displays bigger and has less distortion.

When you log in, go to preferences and choose the media settings you always want.

To share playlists we have made with others, put the videos in My Content. These can be shared in your school or they can be accessed through District Content. Once get a file in My Content, click on Edit and choose Share. Put it in School Content or District Content. (Contact Ron to get it into District Content. He can build district librarian folders so we can share: Librarian Primary, Librarian Intermediate, Librarian Middle/Secondary.

There is an AV adapter available to plug into computer and yellow plug to connect to TV with an RCA cable. It displays very well with little distortion. The AV adapter is specific to the kind of computer you will use it with, so take care when ordering.

We looked at Teacher Center and Professional Development features of United Streaming also. The Discovery Educator Network a great source for curriculum resources

4. NetSmartz resources for teaching Internet safety

We visited the web site<www.netsmartz.org> and looked at a few of the videos and activities for elementary and secondary students. The information is very grade appropriate and would be a good addition to library curriculum/lessons.

5. ESD funding

The rate the ESD charges is \$1.25 per FTE. By the end of October, we will know what the billing will be to our buildings and we should know what is left to be allocated to libraries for media purchases. Principals have ability/right to take that money. We need to work with principals to advocate that the money be used in the library. It is suggested that we do a staff survey for media needs and fill all those requests. Any money left over can be applied to other library materials.

6. Report on overload solutions for Washington and Mission View

Kathy Dorey met with Kevin and Joan. Nothing has been done yet. Kathy will contact the union representative for advice.

A discussion followed on our role as Teacher Librarians according to contract. Our next articulation meeting, November 20 will be devoted to developing a plan to take to bargaining. We will work on a Long Range Action Plan Summary

(3-5 year plan) for Wenatchee libraries. We will need to state our goals and how we will meet them. We will also need to gather data, statistics on collection size and age, compare the district vision with the support that is being given libraries to help make that vision happen, negotiate time for maintenance activities, and set a priority list of goals. With this in place, we can begin discuss particular bargaining concerns about overload language and remedies spelled out precisely in the contract. At some future time we should invite Noreen Horsel, the elementary negotiator, to our articulation meeting to explain the bargaining process.

When it comes time to present our proposal, one of us needs to be at a meeting with the negotiators to explain what we are talking about.

7. Anacortes' curriculum blueprint with scope and sequence

<http://mte.asd103.org/library/LC.htm> Anacortes. We briefly looked at what Anacortes has done in developing an instructional calendar. We should all review this for ideas before our articulation meeting.

8. Copyright DVD

We spent a few minutes reviewing a DVD for sale by Jennifer Maydole on copyright available to our schools.

9. Evaluation

Remember there is a librarian evaluation form in the contract appendix. It includes a management goal. If we make sure administrators use that form it could build support for management time as a necessary component of our job.