Westborough Public Schools
45 West Main Street
Westborough MA 01581
School Library
Long Range Plan
2012-2017

Westborough High School
Anita Cellucci, Library Teacher
508-836-7720

Sarah Gibbons Middle School
Linda Kimball, Library Teacher
508-836-7744

Mill Pond Elementary School
Geralyn Kohler, Library Teacher
508-836-7788

Armstrong Elementary School
Fales Elementary School
Hastings Elementary School
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Community Profile

Named as one of CNN/Money magazine’s Best Places to Live, Westborough, MA, established in 1717 as Massachusetts 100th Town is home to more than 18,000 residents. This community, located 12 miles east of Worcester and 29 miles west of Boston offers easy access to Route 495, the Massachusetts Turnpike and Route 9. Access to these major roads, commuter rail service plus high levels of community participation, good municipal services and an excellent school system make Westborough a very desirable place to live and work.

Town government includes a five member Board of Selectmen, and a Town Coordinator. A Town Meeting form of government brings Westborough citizens together at least once a year to decide on budgets, bylaws and appropriations.

A positive community climate attracts many businesses to the town, which include high technology, manufacturing, and a wide variety of commercial enterprises.

Westborough town officials, school administration, faculty and parents work together to offer the best educational programs and opportunities to all students. Through this joint commitment Westborough schools have been the recipient of many honors.

- Boston Magazine named Westborough High School in the top 20 performing schools in the state, three years in a row.
- The Town of Westborough named one of the Best Communities for Music Education in the country, and recognized by the Kennedy Center for the Arts for advocating for the Arts in our public schools
- Mill Pond School named as a National School of Character by the Character Education partnership in Washington, D.C. Mill Pond has been recognized and will serve as a model to other schools for their exemplary implementation of the Eleven Principles of Effective Character Education.
- Westborough’s ELL (English Language Learning Program) recognized by the MA Department of Education for the outstanding progress non English speaking students have demonstrated towards attaining competency in reading, listening, and speaking.
- Westborough Public School students continue to exceed state and national averages on local, state, and national assessments. The Westborough Public Schools educate 3,500 students in six separate buildings. Per student expenditure for 2010 was $13,559.

*Statistics found on Massachusetts Department of Elementary and Secondary Education

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Westborough Enrollment Data by Race/Ethnicity 2011-2012
### Westborough Enrollment Data by Gender (2011-2012)

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Vision Statement

The vision of the Westborough Schools Libraries is to inspire students to take a participatory attitude toward learning of digital, new media and information literacy skills as they are integrated into the curriculum through best practice collaborative partnerships with content teachers.

Mission Statement

The Westborough Public Schools' Libraries goals are integral to the overall district goals and support the mission of the school. The mission of the library is to advocate for academic excellence, facilitate collaboration and community, and to assist in developing learners within the school, with equitable access to ideas and information. The Libraries foster a love of reading and a respect of diverse opinions. Students are empowered to become compassionate life-long learners, globally responsible citizens, ethical users of technology and producers of information through collaborative teaching between the library faculty and the school community.
Profiles and Current Status

The library teachers serve on several professional learning committees within the school, participate in professional development, curricula creation, department meetings, as well as actively engages in community awareness of the library program. There are also ongoing collaborations between the library teachers and the public librarians to create programming, professional development and opportunities to conserve town resources.

The Westborough High School Library Media Center serves approximately 1200 students in grades 9 through 12 and over 100 staff members. The library staff consists of one full time certified school library teacher and one full time library paraeducator. Senior citizen volunteers from the community and WHS students also assist in keeping the library running smoothly. The library is open Monday through Thursday from 7:15 am until 3:30 pm and Friday from 7:15 am until 2:50 pm. Students may visit the library before school, during break and lunch, and after school without a pass. During the school day, students visit with a class or individually with a pass from a teacher.

The LMC is a participatory space with a focus on preparing students to be dynamic contributors in a global society. Approximately 18,000 items are available in the collection. The library is a member of the Massachusetts Library System and the American Library Association of School Librarians. The catalog and circulation system is fully automated through Follett Destiny. The library is available virtually 24/7, through a website and offers research guides and online assistance through LibGuides. LibGuides also promote the use of electronic resources; online databases, primary sources, periodicals, reference articles, podcasts, videos, images and statistics. Desktop computers and netbooks are available for individual and classes along with a fully equipped computer lab adjacent to the library.

The LMC schedule is completely flexible and allows for collaboration with all teachers for research and trans-literacy instruction and student production; with a focus on inquiry and information literacy. Students in all grades and disciplines are encouraged to utilize the programs and library instruction. Curriculum is developed collaboratively with content area teachers with support of the MSLA Recommended Standards for Information Literacy, AASL Standards for the 21st Century Learner and the Massachusetts Frameworks and Standards. Professional development is offered to content teachers, by the professional library staff, throughout the school year. Special events are offered to inspire students to read, think critically and to develop community within the school. A Teen Advisory Board Club is held weekly and is open to all grades to participate in creating a library that meets the needs of the school.

Sarah Gibbons Middle School, Westborough's middle school, serves 525 students in grades seven and eight. The Gibbons library is staffed by a full time certified library teacher. The LMC schedule is fully flexible with teachers signing up for library time that includes but is not limited to, library orientation, reading selection for pleasure and school, research projects, cooperative planned units, instructional use of databases and other research tools, and work cited creations. The LMC promotes the development of informational literacy skills using the Modern Language Association format for documenting sources.

The Gibbons collection consists of 11,000 print sources, 25 magazines, 3 newspapers, 145
The library contains over 20,000 books, 300 VHS and DVD’s, 15 on-line books, 15 on-line databases, and 1 on-line encyclopedia. All sources are accessible through the library’s on-line Public Access Catalog (OPAC) Destiny program. Students also have free access to electronic resources provided through the library’s membership in the Massachusetts Library System and the Massachusetts Board of Library Commissioners.

Students have access to 15 computers within the library and 28 computers in the adjacent computer lab. Laptop computers are available for signup by teachers from the computer lab.

The Mill Pond School was established in 2002. It is an intermediate school serving grades four, five and six. According to the Massachusetts Department of Education, Mill Pond School had 811 students enrolled for the year 2011-2012.

The school participates in the character education program, Keys to Success. This program consists of several components, all of which are intended to help reinforce the importance of good citizenry. Due to this program, in 2011 Mill Pond was named a National School of Character by the Character Education Partnership, a nonprofit organization based in Washington D.C.

The Ella Washington Griffin Library at Mill Pond is staffed by one full time certified library teacher and a part-time paraprofessional. Parent volunteers assist staff with shelving books and administration of a Birthday Book program.

Students participate in library classes on a fixed bi-weekly schedule. The library supports the Massachusetts Curriculum Frameworks and uses the MSLA Recommended Standards for PreK-12 Information Literacy Skills. Classes consist of 40-minute periods in which students develop skills in information literacy, which teaches them how to locate, evaluate, and effectively use information. During classes students also receive time to check out books.

The library, which contains three classroom instructional areas can accommodate up to 75 students. It is available during the day for study groups, book checkout, and computer usage. Story times are offered three times a week. The library runs reading incentive programs for both fifth and sixth grade students. Library staff is available to faculty for their informational needs, readers’ guides and assistance with research lessons.

The librarian incorporates the use of technology in lesson plans. Students in all grades learn to use the OPAC, Destiny, and various state and subscription databases and learn the basics of using and evaluating Internet websites. The library has 14 Internet connected computers available to students and two library staff work stations. An adjacent computer lab, containing 24 workstations can also be used for instruction. The library’s website is designed so that students can access the OPAC and other databases during after school hours.

Mill Pond currently has over 16,000 items in its collection, which consists of fiction and nonfiction books, magazines, audio books on CDs, and books in Spanish and Portuguese, movies in both VHS, and DVD formats.

Students in the sixth grade have the opportunity to join the Teen Advisory Board to the
Library (TAB). This program is a collaborative effort between the three school libraries, (Mill Pond, Gibbons Middle School Westborough High School and the Westborough Public Library.) It is made up of students in grades 6 – 12 who offer suggestions and recommendations to the libraries on behalf of the teen population in town. TAB members also participate in programs such as movie nights, book clubs and game days which are held throughout the year.

The Westborough Public Schools District consists of three K-3 schools, Fales, Armstrong and Hastings. The elementary schools have set library schedules and are staffed by a paraeducator who see each grade once weekly for 40 minutes. During this library time students check out books and may receive a lesson on information literacy. Books read during weekly library class are selected to encourage intellectual curiosity and promote a love of reading. The Elementary Libraries support the school’s curriculum by providing access to a variety of quality print resources for staff and students alike. One district certified Library Teacher is compensated for an average of 20 hours per year to oversee three elementary schools. There are no computers for student use within the library.

**Fales School** consists of 293 students. The Fales collection contains 9404 print sources including Easy readers, chapter books and informational texts. The collection has an average age of the 18 years.

**Armstrong School** consists of 404 students. The Armstrong collection contains 10,328 print sources including Easy readers, chapter books and informational texts. The collections has an average age of 16 years.

**Hastings School** includes the only pre-school classes in the district with a student enrollment of 451 students. The Hastings collection contains 9307 print sources including Easy readers, chapter books and informational texts. The collection has an average of 16 years.

**Westborough Public Libraries’ Budget**

All six of the school libraries’ budgets in the district have remained level funded for the past three years. The libraries receive funding from the school budget for materials and supplies. Materials include new books, magazine subscriptions, audio books, DVDs, and subscription databases. The four elementary schools, Armstrong, Fales, Hastings and Mill Pond, run a Birthday Book program that generates funds for the library’s collection. Parents make a donation to the library in celebration of their student’s birthday. The program brings in approximately 4% of the Mill Pond budget. The program generates approximately half of the book budget at the three elementary schools; Armstrong, Fales and Hasting. The elementary and the middle schools receive a small donation of books from the parent group book sales that are run annually.
Needs Assessment

The Westborough Public Schools' Libraries have a history of being strongly supported by the community and the school district. Three of the six libraries (high school, Grades 7-8, Grades 4-6) are currently staffed with certified library teachers. Each library is given a budget annually for supplies and curriculum materials. Three of the six libraries are well equipped with technology. There is also some cooperative planning and instruction, mainly taking place in the Grades 7-12. Four of the six schools are on a fixed schedule.

The needs assessment was developed through the collaboration of the long range planning committee along with the data from the survey’s administered to parents, students and faculty. The certified librarians worked together to categorize and prioritize the items before creating the goals and objectives for the plan.

The following areas were identified:

- Professional Development administered by library teachers for content teachers
- Align curriculum with Common Core and MA Frameworks and NEASC strands (HS)
- Align essential skills Grades K-12
- Strengthen collaboration between library teachers and content teachers
- Clarify, develop and plan for cooperation with the Technology Department
- Plan for integrating emerging technologies
- Schedule common planning time for certified Librarians
- Review staffing needs; especially for K-3 libraries
- Communication to parents, students, community and teachers
- Integration of a Learning Commons philosophy throughout the libraries
Goals and Objectives 2012 – 2017

Goal 1 Teaching & Learning (Information Literacy)

Objectives:
1. Provide professional development for faculty and staff regarding common core standards, and how it relates to inquiry research and library resources.
2. Establish new library curriculum for with formal crosswalks between the grade levels/schools. Example: Concepts learned in K-3, 4-6, 7-8, 9-12 in order to provide guaranteed curriculum for all students.
   a. Collaborate with teachers to integrate new literacies into curriculum.
   b. Develop strategies to inform parents, teachers, and students of library programs and services.

Action Plan and Performance Measures:
1. Focus on integrating new literacies represented in the Common Core Standards. (2012-ongoing)
2. Integrate these new literacies into appropriate disciplines across the grades. (2012-ongoing)
3. Provide Professional Development to all faculty and staff (2012-ongoing)
4. Adopt a district wide Inquiry Problem Solving Process (By June 2013)
5. HS: Work toward implementing curriculum and instructional practices that will move the library toward the goals for a 21st Century Transliteracy Library, while meeting the direct strands that target the library for NEASC (2012-ongoing)

Measurements:
CCSS - MSLA Analysis
LibGuides

Goal 2 Access and Delivery of Information

Objectives:
1. Integrate a Learning Commons philosophy to provide a participatory and collaborative environment for students and all staff. (2012-ongoing)
2. Provide sufficient staffing (certified school librarians) in each library to support the K-12 library program (Re-establish K-3 librarian position) (Completion by 2017)
3. Maintain current and varied collections through the continued support of the school budget. (2012-ongoing)
4. Provide opportunities for students to evaluate and use online resources effectively, efficiently and ethically, including but not limited to, Destiny Online Public Access Catalog(OPAC), online purchased databases and encyclopedias purchased by the school or provided at the state level and various other electronic formats. (2012-ongoing)
Action Plan and Performance Measures:

1. Create a written plan to move towards a Learning Commons model through the use of data collected via exemplary state programs, AASL, MSLA and various other professional organizations. *(June 2013)*
2. Create and submit a written proposal to administration to justify the need of a full time certified Librarian to oversee the three elementary schools *(June 2014)*
3. Examine, evaluate, and weed outdated materials and purchase Common Core related materials using Follett Destiny analysis *(June 2013 - Grades 4-12)*
4. Target the direct needs within each school to develop professional development. *(June 2013 - Grades 4-12)*
5. Develop formative and summative assessments to be used for the library program using grade appropriate tools. *(2012-ongoing)*

Performance Measures:
TRAILS
NoodleTools
EasyBib

Goal 3 Program Administration
Objectives:

1. Participate in district curriculum development “Common Core” and Department meetings in order for the schools’ professional librarians to become full contributors in the implementation of curricula.
2. Develop consistent communication with administration, staff, and parents to keep them informed about the Library program.
3. Continue consistent communications with Public Library and continue to establish outreach to the community.
4. Continue participation in the MSLA (Massachusetts School Library Association)/AASL (American Association of School Librarians) by attending conferences and professional development opportunities and taking on leadership roles when appropriate.

Action Plan and Performance Measures:

1. Identify and pursue potential opportunities to participate in district curriculum development *(2012-ongoing)*
2. Review current school and district web pages, virtual backpacks, and any other form of communications that will provide us with an opportunity to increase communication. *(2012-ongoing)*
3. Attend annual MSLA conference each year and other events such as: in Spring of 2013 and “School Librarians and the Common Core” professional Development meeting Sept. 22, 2012 *(2012-ongoing)*
4. Develop common time within the schedule of the certified librarians to continue collaboration, vision, and integration of LRP and action items *(2012-ongoing Grades 4-12)*
Performance Measures:
Needs of Individual schools
Documented participation

Goal 4 Technology
Objectives:

1. Maintain and continue to add appropriate technologies to provide equitable access; including but not limited to computers, smart technologies, etc.
2. Access to programs and administrative rights that will allow the libraries to stay current and supply access to students in a timely manner with formats, upgrades, programs, and services (ex. Destiny, Overdrive, etc.) Ensure all students within all libraries have access to computers and technologies (Example: K-3 libraries are currently without computers)

Action Plan and Performance Measures:

1. Maintain open communication with the Technology Director regarding the needs of the individual schools (2012-ongoing) through periodic reports to the Technology Director
2. Create and submit a formal proposal to administration regarding the need for access to programs and administrative rights to provide access to all students through the library programs (June 2013)
Methodology of planning process

In the fall of 2010, the Westborough school librarians met with Susan Babb of the Massachusetts Library Association (MLA) to develop a long-range plan. The plan, which would be filed with the Massachusetts Board of Library Commissioners, would allow the librarians to fully analyze the existing program. By identifying both strengths and weaknesses the librarians could then make improvements to the current program and plan for the future.

The Librarians spent the 2010-2011 school year attending professional development training led by Susan Babb with several other school librarians from around the state. In May of 2011 we received endorsements from our Superintendent, Marianne O’Connor and Assistant Superintendent, Daniel Mayer to create a committee and proceed with the writing process.

The Long Range Plan Committee was established in November of 2011, consisting of administration, faculty, students, parents, and school committee and community members. Throughout 2011-2012 work was done virtually with the use of Google Docs. Committee members read, reviewed and made suggestions to the plan. The three Librarians met regularly to create, revise and edit the goals and objectives.

Faculty, student and parent surveys were posted on-line during the first week of May, 2012. Results were compiled and an analysis was conducted over the summer of 2012. This analysis generated the Long Range Plan goals.

The committee made final edits on the document in late September, 2012 and submitted the final draft to the Superintendent of schools for approval. The development of the Long Range Plan for the Westborough Public Schools Libraries was completed using the School Library Media Center Long Range planning guide from the Massachusetts Board of Library Commissioners.
Westborough Public Schools
Library Long Range Planning Committee

Anita Cellucci
Westborough High School

Linda Kimball
Sarah Gibbons Middle School

Geralyn Kohler
Mill Pond School

Daniel Mayer
Assistant Superintendent, Westborough Public Schools

Bruce Tretter
School Committee

Maureen Ambrosino
Director Westborough Public Library

Westborough High School
Carol Cavanaugh WHS Assistant Principal
Jamie Gagliano WHS student
Marie Hopkinson Technology Integration Specialist (WHS/GMS)
Miriam Meyer WHS Special Education Chair
Brett Morganelli WHS Library Paraprofessional

Gibbons Middle School
Ann Benbenek English Teacher
Bruce Powers Social Studies Teacher
Amy Pascarella Parent Representative

Mill Pond
Donna Avery Mathematics Teacher
Amy D'Avia Instructional Technology Teacher
Roz Martin Paraprofessional Library
Michelle Scerbin Parent Representative
Jeff Slomski Assistant Principal

Westborough Elementary Schools
Diane Croft Paraprofessional Library
Karen Mele Paraprofessional Library
Mary Ann Manion Paraprofessional Library
Kim Martin-Girard Fales Parent Group President
Signature(s) of Library Coordinators/Committee Chairperson(s)

Signature of Anita Cellucci, Westborough High School, Library Teacher

Signature of Linda Kimball, Gibbons Middle School, Library Teacher

Signature of Geralyn Kohler, Mill Pond Elementary School, Library Teacher

Approval of Governing Board:

Signature of Dr. Daniel Mayer, Assistant Superintendent Date
Appendix
Survey Review

In order to better understand our patrons' needs, the district librarians surveyed all six schools. Westborough faculty, parents, and students received the surveys during the spring of 2012 regarding their knowledge and perceptions of each of the district libraries. The survey was conducted through the use of the online tool, Survey Monkey. A questionnaire format was employed and all responses were voluntary. Three different surveys were created to reflect the unique concerns of each subgroup (faculty, parent, and student). Participants were asked to check off the school that they were providing information for. A copy of each of the surveys follow.

Results of the surveys showed us that students are comfortable with using the resources found in the libraries. However they did mention that they would like more time available to them in order to visit the library more frequently.

Faculty surveys showed that teachers felt strongly that the library was an integral part of the school culture and that the library had adequate services and materials to support their curriculum. A large percentage, 64%, expressed interest in receiving professional development opportunities to learn more about the library's online resources.

The parent surveys indicated that parents were concerned about the lack of a certified school librarian in the elementary schools. Also, parents were not familiar with the online resources such as the online catalog Destiny or the many state databases that are available through the library’s websites.

The concerns found in the surveys have been incorporated into our goals and objectives for our Long Range Plan. We intend to focus on three items: (1) adding a certified school librarian to oversee the three elementary schools, (2) providing professional development on library resources to our colleagues, and (3) improving communication to faculty, parents and students.