



SCHOOL LIBRARY PROGRAM SCHOOL YEAR 2016 - 2019

REVISED

(AGUEDA I. JOHNSTON MIDDLE SCHOOL)

(DR. REBECCA PEREZ, PRINCIPAL)

(LOUISE TOGAWA, LIBRARIAN)

Agueda I. Johnston Middle School)
School Library Three Year Plan

Prepared by	Signature	Date
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School Library Annual Performance Report

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I. GDOE District State Strategic Plan

Guam Department of Education Vision:

“Every Student: Responsible, Respectful, and Ready for Life”

Guam Department of Education Mission:

“Our Educational Community Prepares All Students for Life, Promotes Excellence, and Provides Support”

Guam Department of Education State Strategic Plan:

- Goal #1: All Guam Department of Education students will graduate from high school prepared to pursue post-secondary education on- or off-island or to assume gainful employment within the public or private sector.
- Goal #2: All Guam Department of Education students will successfully progress from grade to grade and from one level of schooling to another in order to maximize the opportunities to successfully graduate from high school.
- Goal #3: All Guam Department of Education instructional personnel will meet high standards for qualifications and ongoing professional development and will be held accountable for all assigned responsibilities.
- Goal #4: All members of the Guam Department of Education Community will establish and sustain a safe, positive and supportive environment.
- Goal #5: All GDOE operations activities will maximize the critical uses of limited resources and meet high standards of accountability.

II. School Library Program Mission

School Mission

“Remember the past, embrace the present, engage the future”

Operating Assumptions

Our concern is the academic and social development of the students who attend our school. Our first order of business is to keep open a cheerful and nurturing media center where students may seek and find information from many sources to meet their academic and recreational needs. We want to foster the love for reading and help children develop skills for locating appropriate materials in the information age.

School Library Program Mission

The Guam Department of Education School Library Program Mission is to provide information to students, faculty, and staff in a variety of formats, teach the skills to use it, and instill the desire to read and explore as lifelong learners.

III. School Library Program Assumptions

The Guam Department of Education School Library Program will provide and establish guidelines in compliance with the following:

- A. Guam Public Law 28-45 “Every Child is Entitled to an Adequate Public Education Act”
- B. Guam Department of Education State Strategic Plan
- C. American Library Association (ALA) / American Association of School Librarians (AASL) 21st Century Standards

IV. School Library Program Goals and Objectives

The Guam Department of Education School Library Program will support student achievement, enhance learning resources and technology by having the following 4 components in the School Library Program Three Year Plan.

A. Curriculum

The curriculum promotes life-long learning through information literacy instruction, fosters the development of reading, writing, speaking, and listening skills and provides experiences that expand and reinforce classroom instruction. In order to foster connections with the larger learning community to provide students with the access to learning resources and activities beyond the school walls, the school librarian will collaborate with administrators, teachers, support staff, and parents.

- 1. ALA / AASL 21st Century Standards
- 2. Special Programs and/or Activities

B. Collection

The collection is one of the major strengths of the library. It must contain rich and abundant materials from print and non-print formats and equipment to meet the needs of the school community in support of literacy, research, teaching and learning. It should also reflect diversity and intellectual freedom principles.

1. Print and Non-Print
2. Maintenance

C. Technology

Technology in the school library transforms the teaching and learning experiences for school stakeholders. It allows the stakeholders to readily access, interact, analyze, synthesize, and present information for academic and personal achievement. The effective use of the integrated library system allows the school librarian to be accountable for the collection by generating reports and assessing current and future needs of the library.

1. Integrated Library System (Automation)
2. Equipment

D. Library Structure

The library should be welcoming, supportive, and a learner-centered environment. This will be accomplished by having a library structure (floor plan) that accommodates the needs of the school community.

V. School Library Resource Fund Guidelines

- A. **Collection** – The building of the school library collection is a continuous process. In order to maintain a rich and diverse collection, it's highly recommended that 30% of the school's library funding be allotted for print and non-print materials. This will accommodate school community members that have limited resources.
- B. **Technology** – The school library will provide the necessary basic knowledge and equipment for the school community to become effective users of technology. In order to integrate technology, it's highly recommended that 30% of the school's library funding

be allotted for print and non-print materials and equipment. This will accommodate the school community members that have limited access to technology.

- C. **Curriculum, Library Structure, and Other Resources** – The school library must be able to provide supplies, professional resource, and other necessary items in order to achieve the school library program goals and objectives. It’s highly recommended that the remaining 40% of the school’s library funding be allotted for curriculum, library structure, and other essential resources.

The school librarian, with the approval of the principal, will be able to make adjustments to the School Library Resource Fund based upon the input and needs of the stakeholders.

VI. School Library Program Three Year Plan

A. Curriculum			
Goal 1: Promote program component guidelines from the American Association of School Libraries			
<p>Objective: The American Library Association, and its sister organization, the American Association of School Librarians have long been information freedom advocates on behalf of school children. We wish to pattern our library program on the ideals championed by the AASL. We need to respect the wishes and wants of our students, allow them a variety of opinions and views and trust them to draw conclusions and make responsible choices. In order to properly champion these ideals, we need to teach our students how to locate, evaluate, and access information from a variety of sources, and of a variety of viewpoints.</p> <ol style="list-style-type: none"> 1. Inquire, think critically, and gain knowledge. 2. Draw conclusions, make informed decisions, apply knowledge to new situations, and create new knowledge. 3. Share knowledge and participate ethically and productively as members of our democratic society. 4. Pursue personal and aesthetic growth. 			
Action Steps	Resources	Timeline	Evidence of Success / Indication of Completion
Plan, Promote, and implement reading literacy programs throughout the year to include ALA (American Libraries Association) library events and 21 st AASL Standards.	-Library, Librarian, Passport Funds	SY2018-19	-PO for books, awards, and other resources. - Website promoting events
Purchase and promote resources and activities that require or encourage inquiry/critical thinking, ethical behaviors, and community services.	- Library, Librarian, Passport Funds \$1,500	SY2018-19	-PO for book resources. -Book Checkout (Data from Atrium)

B. Collection**Goal 1: Our library will expand our book collection and DVD resources, purchase eBooks and on-line Database subscription that support Common Core & STEM.****Objective:** Systematically weed, build, and maintain our book collections. In addition, we will subscribe to various on-line databases to support our school's curriculum and standards as well as fostering the love of reading.

Action Steps	Resources	Timeline	Evidence of Success / Indication of Completion
Systematically review books for removal	Librarian	SY2018-19	-Inventory of Surveyed Books
Purchase printed Non-Fiction, Fiction, References, and Graphic Novels based on students' interests and support of the content areas, Common Core, STEM, and AASL Standards.	Librarian and Passport Funds \$6,900.00	SY2018-19	-PO for Books
Purchase on-line subscription databases that support subject content areas, Common Core, and STEM.	Librarian and Passport Funds \$2,700.00	SY2018-19	-PO for database -Data of patron usage
Purchase eBooks to support the subject content areas, common core, STEM and AASL Standards.	- Library, Librarian, Passport Funds \$3,500	SY2018-19	-PO for on-line school subscription -PO for eBooks & accessible via Booksys Atrium

C. Technology			
Goal 1: To teach all students academic and technological skills through providing them with the use of different technology.			
Objective: To provide students with computers and new technology that will encourage our students to use and enhance their knowledge.			
Action Steps	Resources	Timeline	Evidence of Success / Indication of Completion
Purchase (15) fifteen N Computers to the existing (22) twenty-two computers on hand.	Librarian and Passport Funds \$6265.00	SY2018-19	-PO for N Computers -N Computers in place/inventory
Purchase New Technology as needed due to the evolving trends in today's changing world.	Librarian and Passport Funds \$1,535.00	SY2018-19	-PO for New Technology -Technology in place/inventory

D. Library Structure			
Goal 1: To maintain a clean, attractive, organized, and inviting virtual school library that is equipped with technology and various resources that will motivate our patrons to utilize our space to its full potential.			
Objective: To create a Maker Space in the library to support and enhance our school's curriculum and STEM activities. To set up a charging area (Café Corner) in the library for students to charge their technology devices and be able to access additional technology.			
Action Steps	Resources	Timeline	Evidence of Success / Indication of Completion
Purchase materials, supplies, and equipment for Maker Spaces in the library activities.	Librarian and Passport Funds \$4,000.00	SY2018-19	-PO for tools, materials, supplies, and equipment. -Items in place/inventory
Revamp our library space to maximize library space to accommodate additional technology, books, reading corner, and maker spaces.	Librarian and Passport Funds	SY2018-19	-Floor plan of before and current layout
Furniture (stools) for Café Corner Counters	Librarian and Passport Funds \$1,100.00	SY2018-19	-PO for stools -Counters and tools in place for student use.

VII. School Library Program Annual Performance Report

The Annual Performance Report (APR) reflects the School Library Three-Year Plan and shall be submitted at the end of each school year. The APR components will include, but not be limited, to the following three components: Expenditure and Usage Report, Inventory of Equipment, and End of the Year Report.

Expenditure and Usage			
Amount Allotted			
Purchase Order Number and Amounts			
Curriculum	Collection	Technology	Library Structure
Pending Requisition Numbers and Amounts			
Curriculum	Collection	Technology	Library Structure
Remaining Balance			

Inventory of Equipment
The school library program recognizes that all school libraries will be transitioning to the department’s standardized inventory format. The school librarian shall submit the Certification of Fixed Asset Inventory Report (Attachment A) and their current Fixed Asset Inventory (Attachment B). The inventory shall include items purchased specifically with the School Library Resource Fund.

End of the Year Report				
A. Curriculum Objective			TIMELINE P = Planning I = Implementing O = Ongoing	
Action Steps	Outcomes	Year 1	Year 2	Year 3

End of the Year Report				
B. Collection Objective			TIMELINE P = Planning I = Implementing O = Ongoing	
Action Steps	Outcomes	Year 1	Year 2	Year 3

End of the Year Report				
C. Technology Objective			TIMELINE P = Planning I = Implementing O = Ongoing	
Action Steps	Outcomes	Year 1	Year 2	Year 3

End of the Year Report				
D. Library Structure Objective			TIMELINE P = Planning I = Implementing O = Ongoing	
Action Steps	Outcomes	Year 1	Year 2	Year 3

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