



September 2022 @ 8:00am

Housekeeping items

Welcome

- Introductions, community building
- Norms

Review library department goals

Review library instructional vision

- Read and provide feedback
 - Anything need to be added? Changed? Deleted? Errors?
 - Alignment with department and district goals
 - Capture the essence of our school libraries?
 - Implementation

Social Studies alignment with Inquiry units

- Examples of LMS collaboration with these units

New library website (Christine)

Information & Updates

- PBL implementation
- One Book One School (continues)
- 20 Book Challenge (posters, bookmarks, sheets)
- IFC instruction a priority
- Social media bookmarks
- Tech integration (secondary)
- Summer PD courses
- Summer reading
- Schedules
- IFC binders
- Teen Book Fest
- Summer reading committee to select books for lists
- Swank request feature
- MPE
- Collection analysis

- Ideas for sub-committees
- Goal-setting for the school year
- 1:1 device implementation (HS)
- Advocacy
- Ed Law 2-D
- Budgets
- Updated contact list
- PD requests survey
- Fixed schedules submitted

IT Updates- presentation

Manami Tezuka

- Tech Integration Continuum
- 1:1 laptops and implications for k-12
- Typing.com
- Several questions from librarians

Discovery Education

Topic discussions

Questions

Closing



Library Council Meeting
March 9, 2023, 8am

1. Welcome/Call to order, take attendance
 - The meeting was called to order by Jen Montague at 8:06am
 - Attendees: Emily Z, Manami T, Jennifer M, Thad S, Andrea N, Cathy L, Megan H, Caitlin C, Carrie O'C, Susan L, Bettina B
2. Introductions and icebreaker activity
3. Agenda (shared): approved, no additions
4. Create meeting norms:
 - Please stay muted when not talking
 - Be considerate of others ideas and thoughts

- Presume good intent with comments
- 5. Council membership, bylaws and 90.18 regulations
 - 10 voting members, invite others as well
 - 3-year terms
 - Must meet at a minimum of 4 times/year
 - The council deals with planning, budget, Plan of Service, Report, etc.
- 6. Ideas for sub-committee
 - Possible ideas, will discuss more at the next meeting
 - Continuing Education/Professional Development
 - Awareness/Advocacy
 - Technology/Resources
 - Cataloging
 - Literacy Initiatives
 - Other ideas?
- 7. SLS Coordinator/Director Report
 - Asked for feedback from the group on current identified successes and challenges
 - Successes
 - Getting back to normal after Covid
 - Library PLC's are meeting
 - Challenges
 - Managing technology on top of library responsibilities has been hard
 - K-8 students do not have equal access to the library
 - Teachers have not been collaborating with librarians as much as in the past
 - Asked for feedback from the group on current status of morale
 - Depends on the day, can be hard to find balance
 - We would love to have more face-to-face/in-person collaborative opportunities as a department, but due to lack of substitutes this isn't possible
 - We could incorporate libraries into PLC's or PD (some sort of book browsing, book talk to be able to share books with colleagues and/or students)
 - We could make some marketing materials about librarians' role/opportunities in the library
 - Library website setbacks
 - We have done all we need to do, but have encountered some setbacks, as the person working on our customized Ebsco Discovery search platform is no longer with Ebsco
 - Emily is meeting with EBSCO today to determine status of our customized tool
 - Hopefully we can have the new website launch soon- only waiting on this customized Ebsco Discovery piece
 - We will be able to search everything in one spot, and be able to filter by school
 - Resource sharing: ILL, Sora
 - ILL
 - Sharon has made some one pagers and videos to help with the ILL procedures
 - We have a training this month
 - Sora

- Almost 7,000 checkouts this year
 - Grants
 - ARPA grant final report was submitted, there was positive feedback from survey
 - PD/Continuing Education
 - PD this year
 - Sphero, Library instructional PD's, TLC training, Collaborations with SS, CTE, NEO
 - At times attendance has been low
 - Monthly LMS meetings
 - Upcoming PD
 - Summer PD recommendations: 17 responses
 - Summer Reading
 - Books have all been ordered, the committee has been meeting
 - Next up is programming and data collection
 - Diversity Equity Belonging website
 - Book lists and resources are being put together by some librarians
 - Ed Elements- CB Framework
 - Walkthrough Tool
 - 6 components
 - Emily will be visiting libraries starting at the end of the month
 - Ed Law 2-D
 - Student privacy is important, and we need to be using only district apps and tools
 - Model compliance and continue to educate those around us about law
 - PLC opportunity
 - Sphero LittleBits program
 - Cohort 1 is almost done, there has been a lot of positive feedback, collaboration, and excitement
 - Revisit mission/vision
 - We will look at this to see if needs updating
- 8. Review of SCSD SLS Page
- 9. Discuss legislation impacting SLS
 - Library Advocacy Day was 2/28
- 10. Review SLS evaluations from previous year
 - Reviewed trends/patterns in 4 major categories (PD requests, most useful resources, resource requests, and what should we prioritize this year)
- 11. Review Plan of Service
 - Reviewed 4 areas in Plan of Service
 - Resource Sharing/ILL, Professional Development/Training, Collaborative Efforts with Other Library Systems, Special Client Groups
 - Discussed items in each category, including collaborations with OCPL
- 12. Other Business
 - Esports
 - We have a contract with Elite Gaming (next to the MOST) and will be starting an e-sports program for 9-12 grades
 - We need a minimum of 6 adults and 40 students
 - There will be paid PD (coming out soon)
- 13. Upcoming meeting dates
 - 3/28, 4/27, 5/30, 6/13

- Meetings will start at either 8am or 8:30am (alternating to accommodate schedules)
14. Meeting was adjourned at 9:23am.



Library Council Meeting, March 28, 2023 @ 8:30am

1. Welcome

- Andrea called meeting to order at 8:35am

2. Introductions, Icebreaker

- Everyone introduced themselves, shared their school and one thing they are looking forward to this spring
- Maggie Foster, from OCPL shared about her position

3. Review meeting norms

- The meeting norms were reviewed by all

4. Agenda*

- Emily asked if there were any additions to the agenda
- Megan Healy motioned to approve, Cathy Louer seconded and all members agreed

5. Meeting minutes*

- Changes?
- Megan Healy motioned to approve, Elizabeth Jurkewitz seconded and all members approved.

6. Library Coordinator/Director's Report

- Walkthroughs have started with the 6 criteria points Emily sent out and will continue until all libraries are visited
- 10,000 book challenge: The superintendent challenged the city to read 10,000 before the end of the school year, materials will be created that are similar to our 20 book challenge, more info coming
- Website update:
 - Ebsco customized the search tool, we provided everything they needed, tool should be ready in next week or two, and that means website is ready to go
 - How long should we provide notice to users that things will be changed? The committee discussed.
 - District email? Yes, but building librarians will also communicate to staff about features/new website

- We will be able to have access to the site beforehand, Emily will send out (sent during meeting)
- We should wait until Panaroma testing closing (Manami will find out the window closing date)
- Resource sharing: magazine through Sora (86 k-12 titles), simultaneous use (no holds), Approx two years of back issues, promotional materials online through Sora
- PD/continuing ed: nyla ssl conference- about 12 people interested (survey closes tomorrow afternoon), summer pd survey: #1 request is instruction/lesson planning and IFC skills, then digital tools and resources, then tlc and collection development, format varied
- Summer reading: April 14, deadline for programming, implementation, rewards, data collection
- Diversity, Equity and Belonging website: booklists of highlighted books in our collections, if anyone has recommendations, please reach out to Emily
- Ed Elements- CB framework: still working with them on this

7. OCPL Updates

- Maggie:
 - Maggie provides outreach and consulting for system libraries, assisting city branches, branch summer reading (8-week program) with a theme of “All Together Now”
 - She can come in and what explain what summer reading means, do introduction to the library
 - OCPL is working on a video to identify different libraries in the city
 - what is the best way to give school summer reading, in person, handouts, video?
 - There is a youth service librarian at all the branches
 - OCPL is fine free
 - Library cards: Students can get library cards for kids younger than 5, can hand out stuff to kids from us
 - OCPL can help with 10,000 book challenge
 - Jen and Andrea shared about their experience with signing students up for library cards
 - Maggie and Emily will meet today to discuss more with summer reading and 10,000 book challenge, but reach out to closest library youth librarian if you wish

8. Discuss potential Library Council sub-committees

- Sub-committees to take place next school year: continuing ed/pd, awareness and advocacy, tech/resources, cataloging, literacy initiatives, let Emily know if there are additional subcommittee to add

9. SCSD Libraries Mission and Vision statements

- Maybe stakeholder groups to update, 10 years old this year, want to revisit both, will discuss more next meeting

10. SLS End-of-Year Evaluation

- Review previous year questions, add more ill, catalog, communication, more about pd, initiatives, what else?, if anyone thinks of anything, let Emily know

11. Review upcoming meeting dates

- Any questions or thoughts?
- Next meeting is 4/28, 5/30. 6/13 (if needed)

12. Adjourn: Bettina made a motion, Jen seconded the motion and the meeting ended at 9:29am



Library Council Meeting, April 27, 2023 @ 8:00am

1. Welcome

- Jen called the meeting to order at 8:05am

2. Introductions, Icebreaker

- All members introduced themselves and shared summer plans
- Attendance: Thad S, Jen M, Emily Z, Andrea N, Elizabeth J, Cathy L, Megan H, Susan L, Ryan P (CLRC), Maggie F (OCPL)

3. Review meeting norms

- Norms were reviewed

4. Agenda

- Additions?

• Motion to approve: Jen motioned to approve the agenda and it was seconded by Elizabeth. All were in favor and the motion carried

5. Meeting minutes*

- Changes?

• Motion to approve: Jen motioned to approve the meeting minutes and it was seconded by Elizabeth. All were in favor and the motion carried

6. SCSD Library Coordinator/Director Updates

- School Library Month- share any plans with Emily
- Diversity, Equity and Belonging Day- Jen, Jenn and Kate did a great job on the PD
- SyraFuse- tonight, Colleen S will be presenting
- Sumer School Apps: due 5/1
- NYSUT Subject Area Committee vacancy: State-wide committee, with 1 person representing each library system. Former SCSD librarian Jean VD was our representative member, but that term ends this month (April 2023). Representatives inform NYSUT of items to discuss with NYS Regents. A representative must be a member of the union. Email Nicole Capesello (at STA) and email Emily if interested.
- OCPL books can be sent to PDC to return. Exchanges happen monthly.
- Summer reading: programming has been submitted, and books ordered, survey will be coming out for those on the committee to identify successes and opportunities for next year
- 10,000 book challenge- materials were submitted to our communications dept, getting ready to be printed, will start next month, district will communicate to staff and students, OCPL will have materials at the city branch with QR codes to submit books they are reading
- Library walkthroughs: paused for the remainder of the year, but will continue to be in libraries providing support
- June 1st- new library website, customized EBSCO Discovery search tool. Shout out to Christine Carnegie for her hard work on this project. The website should be more user friendly and will help students with ease of use of resources. We'll be sure to give users a couple weeks' notice and put something on the website to notify users of upcoming change.
- PD- NYLA SSL conference, 5 LMS's going
- Summer PD: 5-7 full day and one asynch course. Request was communicated for PreK PD
- Continuing to work with EdElements- CB Framework

7. OCPL Updates, Maggie Foster

- Summer reading, next month hopefully will have publicity to share, Emily has been meeting with OCPL to help promote each other's summer reading programs, and 10,000 book challenge

8. CLRC Updates, Ryan Perry

o CLRC (Central NY Library Resources Council)- Ryan shared works with all types of libraries, shared purchasing, continuing ed, advocacy (NYLA) funding and priorities, legislation to have certified school librarians in all schools, money to SCSD for ebooks and audiobooks through ARPA grant, consider the source, program worked to connect librarians and educators with historical repositories of primary sources, wrote lesson plans around primary source, Central Library genealogy dept, online lesson plans, creating exhibits, traveling posters, pop exhibit borrow for a month at a time, school librarians can request (better for middle and high schools)

9. Review of SCSD Libraries Mission and Vision statements

- Collected feedback, reported data to library council, 9/33 librarians responded, a brainstorming session be scheduled to fine tune things, possibly in the beginning of next year

10. PD Suggestions for next school year

o In person quarterly meetings are ideal, but unsure of format for next year at this time, current format is after school, or daytime monthly meetings (no subs so it's hard), attendance has been low for after-school PD- what barriers exist?, most requested PD topic is

Instruction/ifc/instruction then tools and resources so continue to offer those

11. Review council membership

- Terms ending for Bettina, Andrea, Elizabeth, Sue- will be filled by council based on the recommendations of the systems director
- Need 3 elementary librarians, 3 secondary librarians, 1 teacher rep, 1 private school, 1 ocpl, 1 clrc, 1 sls director

12. Set meeting dates for 2023-24 school year

- Fall, Winter, Early Spring, Late Spring- put off until school calendar comes out (next meeting)

13. Review upcoming meeting date(s)

- 5/30 and 6/13 (if needed)

14. Call to adjourn

- Jen set a motion to end the meeting and it was seconded by Elizabeth
- Meeting was adjourned at 8:52am



May 30, 2023

Library Council Meeting Notes

Attendees: Emily Z, Thad S, Caitlin C, Catherine L, Megan H, Bettina B, Maggie F, Ryan P, Elizabeth J, Jennifer M, Manami T, Andrea P

Introductions: Share anything exciting you are planning for next year OR tell us about a good book you recently read, Or share a positive experience from this year from your library.

Agenda overview: motion to accept Megan H, seconded by Maggie

Approval of Last meeting Minutes: motion to accept Maggie, seconded by: Andrea

SCSD Library Updates:

- NYLA SSL sharing;
- Andrea- Great Conference, many sessions to choose from.
- Elizabeth- overall great. Loved the time to talk with other librarians, keynotes were positive, attended collection development and library lessons for elementary sessions.
- Next NYLA SSL- Lake Placid
- Library Look Fors update: create a list of what you should see in school libraries when you walk into our libraries. Held focus groups with elementary, middle and high school librarians.
- NYSSA committee still vacant.
- Summer Reading update: books are in libraries. Jackie Frink will email everybody with what you have in the boxes you received.
- Materials have been submitted to print shop, should receive that soon.
- 10,000 Book Challenge- reached about the halfway point!
4 weeks left- thanks for promoting and contributing.
- Thanks to Christine Carnegie for creating guide and for doing the website.
- Upcoming PD opportunities. Tomorrow 4:15-6:15- lesson sharing and review of sessions over the school year.
- End of school year: How will you create materials from students, inventory and other end of school year tasks.
- Website update- goes live on June 1. PD would be helpful on the new website (Elizabeth J)

OCPL Update:

- Summer reading marketing
- Creating booklet for a 10 page booklet including program descriptions
- Maps indicating city branch locations.
- Met with youth services librarians and discussed if they will go visit schools. Reach out to Maggie and she will put LMS in touch with their closest librarians
- Working on video featuring each librarian to allow people to put faces to names.
- Promoting 10,000 book challenge to community members.
- Downtown Farmer's Market will take place downtown and will market the event there.
- If anyone is looking for outreach opportunities Maggie will include you
- Everyone is invited.
- Talked to branch libraries to put collection boxes to collect materials and exchange with new materials.
- Distribute reading lists and help promote summer reading accessibility.
- CLRC Update-

CLRC Updates:

- Consider the Source- grant, project that builds lesson plans and lessons to build lessons with first hand repositories : <https://drive.google.com/file/d/1YOq5jyBCNe5Z-oiFDbIT1pPAOEWypCa3/view>
- Link to flyer-
 - CTLE hours available registration link here if interested <https://www.mylearningplan.com/WebReg/ActivityProfile.asp?D=17335&I=4438891>

SLS evaluation content review

- 8 questions to answer
 - Meaningful feedback for upcoming year

Council membership, chairperson for 23-24 school year

- Four spots are expiring
- 3 Elementary
- 3 Secondary
- We need to add Teacher rep (Carrie O'Connor) 1 private (Sue Limpert), 1 rep from OPCL (Maggie Foster) 1 CLRC (Ryan)
- Nomination for Library Chairperson for upcoming year
 - Entails meeting with Emily to create agendas, etc.
 - Thad S nominated Jen M
 - No other nominations
 - Jen M accepted
- Dates for upcoming school year (may need to be adjusted):
 - Sept/Oct – Oct.11
 - Dec/Jan- Jan. 22
 - March/April- Mar 12
 - May/June- May 22
 - If needed June 13th

Suggestions for next school year for SLS

- None