



West Contra Costa Unified School District
District Library Department
LIBRARY DEPARTMENT MINUTES

Subject: District Meeting of Library Department Personnel (K-12)
Date: 12 October 2005
Place: Adams Middle School Library Media Center

WELCOME AND ANNOUNCEMENTS

The meeting was called to order at 2:15 p.m. by co-chairs Francie Kunaniec and Grace Murphy Jenkins.

ATTENDANCE

High School LMTs & Information

Literacy Assistants

De Anza HS – Mary Kuntz-Cote/
El Cerrito HS –Lannie Johnson/
Hercules MHS –Hilda Gracia/
Kathy Williams
Kennedy HS – Micah Estes/
Pinole Valley HS –Ethel Henderson/
Claire Wichelmann
Richmond HS –Ernestine Troutman/
Janice Guillen

Middle School LMTs & Information

Literacy Assistants

Adams MS – Francie Kunaniec/
Crespi JHS –Elayne Isaacs/
DeJean MS – Grace Murphy Jenkins/
Lynell Clutts
Helms MS – Marilyn Jaquith/
Pinole MS – Marva Rodgers/Dena Kirkland
Portola MS –Anne Milkie/Velta Rutkovskis

Elementary Library Assistants

Maria Chavez
Zettie Gooden
Paul Haxo
Blanca Henderson
Cheryl Meibos
Dolores Thompson
Jeanne Walker

INTRDUCTIONS AND WELCOME TO NEW MEMBERS

Our new librarians this year are Elayne Isaacs (Juan Crespi Junior High School), Mary Kuntz-Cote (De Anza High School), and Ethel Henderson (Pinole Valley High School). Anne Milkie has transferred to Portola Middle School. Micah Estes has transferred to John F. Kennedy High School. Carla Gee and Miriam Travis have both retired.



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GROLIER ONLINE DATABASES

Emily Vaughn-Henry, Director of Accountability and Information Services, wrote an Enhancing Education Through Technology grant (EETT) for our schools to have Grolier online databases. More information will follow about the installation and use of these new subscription databases. In setting up the Grolier databases, it has been suggested that the Information Services technicians receive some Follett training.

FOLLETT LIBRARY CONTRACTS

The district will pay for our 2006 Follett contracts through Measure B funds. A Follett survey page is included to show the Follett software for each school site. However, for those school libraries which have Web Collection Plus, they will not be able to be access the online catalog from computers off-site. Francie Kuaniec will send out verifications of Follett library software services to each school library site.

FINANCES

School and Library Improvement Plan, School Library Improvement Block Grant (SLIP/SLIB)

Francie Kuaniec reminded library personnel that each site must have a library plan in order to procure funding, which is expected to continue to decline. At this time California ranks last in state library funding. (The projected amount this 2005-2006 year is \$.70 per child.) Revisions to school site plans should be completed by November 15th.

To find out how much library funding is available for each site, look at line item 9904.

LIBRARY CONTINUUM

We are ready to revise the library skills section of the district library plan. Paul Haxo (Kensington Elementary) and Grace Murphy Jenkins (Lovonya DeJean Middle School) have volunteered to begin work on the revisions. The 2005-2009 district library plan was approved last spring by the school board and is now online at <http://www.wccusd.k12.ca.us>. From now on, Michael Jung, the new district webmaster, will post our minutes online.

The membership agreed that it was essential to update the skills section to ensure that our students are learning basic library information literacy skills, which are aligned to the state curriculum standards. The California School Library Association publication, *Standards and Guidelines for School Libraries*, will soon be available on the California Department of Education website. For more about this publication or related information, contact Barbara Jeffus, State Library Consultant.

In the meantime, the California Department of Education and the California School Library Association are working together to align curriculum and library skills standards. And the District Technology Plan now includes libraries. The curriculum/library skills



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aspect of our library plan will align themselves with the classroom content-based state standards as well as technology. All school site library plans will include the same.

LIBRARY CONSTRUCTION

There have been delays in the construction or remodeling of a number of libraries in the district. Dolores Thompson says that Castro's remodeling is still not complete. Paul Haxo says the same about Kensington. Seismic studies are slowing down construction at Portola. Hilda Gracia says there are still problems with the library services at Hercules Middle/High School. And Marva Rodgers reports that construction at Pinole Middle School will start in November.

TRAINING DAYS-ELEMENTARY AND SECONDARY

Francie Kuaniec has proposed that we have additional trainings throughout the year. (There will be no negative financial impact for the district.) With approval, there would be training for the Elementary Assistants November 1st at Adams Middle School, and training for the Library Media Teachers and Information Literacy Assistants (Secondary) January 23rd. She handed out a survey to all library personnel, asking them to indicate what type of training they would like to have.

SUNSHINE CLUB

Marva Rodgers began collecting dues for the Sunshine Social Club 2005-2006. Dues remain at the same amount as last year.

K-8 COMMITTEE

Grace Murphy Jenkins has been attending the district K-8 committee meetings, which are exploring the possibility of converting some elementary schools to K-8 schools. The school board authorized this K-8 study last spring. Any changes in school configurations, however, could impact middle school libraries. Grace Murphy Jenkins reported that the study is still in the exploratory stages. She will report back to the library committee at the next regularly scheduled library department meeting.

GOOD OF THE ORDER

Verde School Library

Cheryl Meibos has been visiting Verde School (K-5) to help in the school library. Principal Rosemary Mauldin is still in need of staffing for her library.



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District Library Media Plan

The WCCUSD Library Media Plan is now online. The "Continuum" part, however, is being updated and will be posted later.

Minutes Electronically Transmitted

District Library Department Minutes are now transmitted electronically to those with Internet access. If there are any questions or concerns, please contact the department co-chairman and acting secretary at 412.8321.

NEXT MEETING SCHEDULED

Our next district library meeting will be held Tuesday, 7 February 2006, 2:15 PM, at Hercules Middle/High School Library Media Center.

Respectfully submitted,
Grace Murphy Jenkins
Library Media Teacher
Lovonya DeJean Middle School

DISTRIBUTION: Library Media Teachers, Information Literacy Assistants, Library Assistants, Carolyn Gardner, Elementary Library Central; Emily Vaughn-Henry, Harlan Kerr, Pamela Blake; Cabinet; Principals, Vice Principals, and Necessary Small School Coordinators; Michael Jung