Library Plan
School District of Crandon
2023–2026

Library Mission

To empower and inspire lifelong learners in a safe school community

Library Vision

Learning Without Limits. Achievement for ALL

School Library Snapshot

IMC Space

Our district houses two separate libraries. One is in the elementary and one is shared between middle school/high school.

Books

Between both libraries, over 10,000 items are circulated annually.

Devices

1,006 devices are checked out, serviced and managed by our school libraries and technology department.

Library Lessons and Classroom Support

Library staff teaches 792 lessons a year in the elementary. We also support teachers of ELA and STEM across the building.

Digital Citizenship

In 2022, weekly digital citizenship lessons were added to grades 2-5. Keyboarding is also taught during this time.

Staff

The libraries are staffed by 3 FTE employees: a licensed media specialist and 2 paraprofessionals
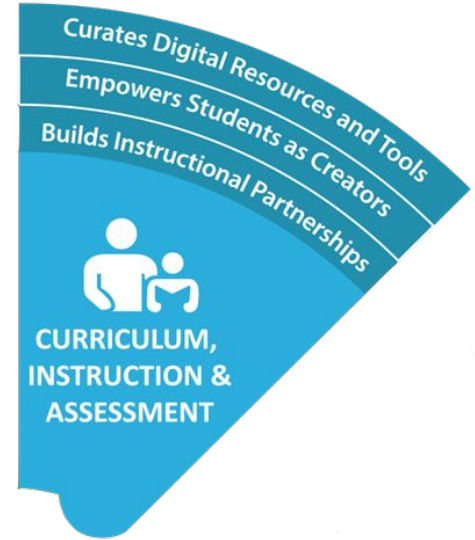
Planning with Future Ready Tools

Current Status:
Curriculum, Instruction & Assessment

Subscriptions

The library program purchases annual subscriptions to online resources with ebooks, video streaming, and reference databases.

Instructional Partners/Student Creation

-Promote reading and lifelong learning through library programming. We also host 2 Book Fairs a year to encourage reading at home.

-Provide support for research projects by curating resource lists for teachers, assisting students with item location, and offering lessons and support on the technology side for class projects.

-Assist ELA and STEM teachers with resource curation including reading selections and technology equipment such as 3D printers, Osmo Kits, and Robotics

-Facilitate collaborative learning within the IMC space. In 2023, we converted our chromebook lab into a MAC Studio with a Podcasting station.

Curates Digital Resources and Tools

Empowers Students as Creators

Builds Instructional Partnerships

CURRICULUM, INSTRUCTION & ASSESSMENT

5

Current Status:
Personalized Professional Learning

Staff:

-Surveyed staff in the Spring of 2023 to gain input on what professional development they are interested in and the format they would most like it offered in.

-District Media Specialist offers annual Professional Development on Google Classroom and Library Resources for new staff at new teacher orientation and refreshers during back to school inservice. If more assistance is needed or other topics need coverage, we move on to staff meeting presentations and peer coaching.

-District Media Specialist serves on building both building level teams known as BLTS, the technology planning team, and the district level team known as the DLT to gain insight on building and district needs and also offer suggestions for professional learning.
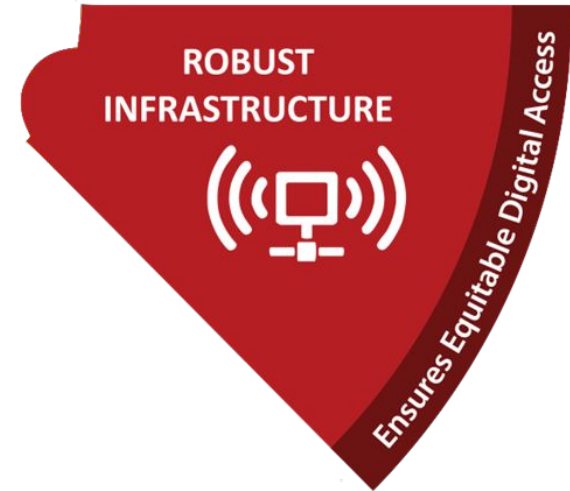
Current Status:
Robust Infrastructure

User Accounts:

Accounts more secure this year with the Clever Badge login for K-3 and Microsoft Azure logins for 4-12 and staff

1:1 Chromebooks:

All students K-12 have an individual device provided by the district. These devices are circulated and serviced via the school libraries.

Current Status:
Budget and Resources

Budget:

Utilizing Common School Funds to strategically improve our library collections and resources available. This is based on school and community needs.

Resources:

Analyzing online database usage reports to determine value of renewing subscriptions.

Support STEM and Fab Lab programs with technology purchases.

BUDGET & RESOURCES

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Invests Strategically in Digital Resources

Current Status:
Community Partnerships

-Forest County Potawatomi

Working with FCP Cultural Center and Library to improve overall library collection to be more culturally sensitive. FCP staff serves as a resource for book reviews and will hopefully help us source some items not available through mainstream vendors.

IMC space is used to house FCP tutoring or other community partners meeting with students.

-Rural Virtual Academy

RVA utilizes our space as a learning center for virtual students in need of a place to study or access the internet. IMC aide also is the assigned staff member to set-up courses and offer technical support.

-Nicolet College

IMC space is used all hours of the day as a room assignment for students taking college courses through Nicolet

-Forest County Public Libraries

District Media Specialist serves on the Forest County Board of Trustees, which governs the county portion of the budgets for all public libraries in the county.

COMMUNITY PARTNERSHIPS

Cultivates Community Partnerships

Current Status:
Data and Privacy

-Utilize FollowMe printing to ensure privacy with library records printed

-Subscription Evaluation ensuring student data is secure

-Teach Common Sense Digital Citizenship curriculum to grades 2 to 5. Lesson topics include internet safety, privacy, media balance, and cyberbullying.

-Prioritize purchasing digital resources that have Multi-Factor Authentication for users

DATA & PRIVACY

Advocates for Student Privacy

Current Status:
Collaborative Leadership

-Member of the following committees within the district:

Technology Planning Committee

ELEM Building Leadership Team

MS/HS Building Leadership Team

District Leadership Team

-Current District Media Specialist serves on the Forest County Library Board of Trustees

-Collaborate with numerous teachers to provide resources, instruction, and technology support.

Leads Beyond the Library

COLLABORATIVE LEADERSHIP

Current Status:
Use of Space & Time

-Monitor study halls and Nicolet/RVA credit students at MS/HS library for high school students during several periods.

-Facilitate FCP tutoring during and after school

-Conversion of MS/HS lab to Mac Lab and podcasting area

-Meeting space by sign-up

-Weekly library and digital citizenship lessons at the elementary level

Designs Collaborative Spaces

USE OF
SPACE & TIME
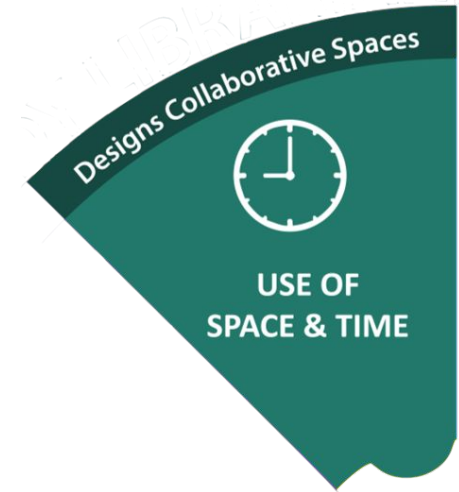
2023–2026 Action Plan

Collaborative Leadership

" Lead from all directions to set the tone of the library"

Leads Beyond the Library

COLLABORATIVE LEADERSHIP

Professional Development

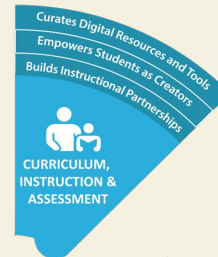Facilitates Professional Learning

PERSONALIZED PROFESSIONAL LEARNING

"Growing Together: Providing opportunities and participating in the growth of our professional staff"

Curriculum, Instruction, and Assessment

"Beyond the Classroom: Supporting the classroom initiatives with school library programming."

Curates Digital Resources and Tools
Empowers Students as Creators
Builds Instructional Partnerships

CURRICULUM, INSTRUCTION & ASSESSMENT

Collaborative Leadership

Objective #1

Develop library support staff onboarding plan

Activities:

1. Create Library and Technology Onboarding Guide
2. Incorporate RVA Study Site Expectations into Library Space and Daily Staff Expectations
3. Include New Library Support Staff in New Employee Mentee Program

Strategic Plan Alignment

Goal #1, #2, #5

Objective #1

Develop library support staff onboarding plan

Year 1: 2023-2024

Document new staff needs and collect materials shared during onboarding

- Work with building principals and Director of Curriculum and Instruction to define RVA responsibilities for support staff.
- This staff member will attend the required RVA professional development opportunities.
- District Media Specialist serves as district appointed mentor to new staff

Year 2: 2024-2025

- Begin creating Library and Technology Staff Onboarding Guide via a Google Document with the assistance of the Technology Director and Director of Instruction.
- Create a survey for RVA families to assess the RVA program to make any adjustments to service
- District Media Specialist serves as district appointed mentor to new staff if needed

Year 3: 2025-2026

- Finalize Library and Technology Staff Onboarding Guide and make any adjustments as needed throughout the school year. Guide will be presented to administration for feedback.
- Create a survey for RVA families to assess the RVA program to make any adjustments to service
- District Media Specialist serves as district appointed mentor to new staff if needed

Objective #2

Share and model how to use resources with an emphasis on Literacy and Digital Citizenship

Activities:

1. Explore and Implement Formal Digital Citizenship Curriculum
2. Model Read Alouds and Share Quality Book Choices with Staff to Support ARC Curriculum and 100 Book Challenge

Strategic Plan Alignment

Goal #1, #2, #5

Objective #2

Share and model how to use resources with an emphasis on Literacy and Digital Citizenship

Year 1: 2023-2024

- Survey other library programs on which curriculums they are using and how they are implementing digital literacy and citizenship
- Continue to use Common Sense Media as guide for developing current lessons
- Book Study on *Deepinging Digital Citizenship: A Guide to Systematic Policy and Practice* by Carrie Rogers-Whitehead
- Attend WEMTA conference to meet one-on-one on with multiple digital citizenship vendors
- Model read alouds for new staff
- Track weekly read alouds with a physical chart in the elementary library and a shared google document with staff.
- Use Common School Fund Budget to enhance library collection
- Supply each regular classroom teacher or middle school ELA teacher with the opportunity to check out the books from Wisconsin's First Nations recommended reading list to ensure they all have access to appropriate Indigenous resources

Objective #2

Share and model how to use resources with an emphasis on Literacy and Digital Citizenship

Year 2: 2024-2025

- Select a complete Digital Citizenship curriculum to implement in Fall 2024
- Provide teachers with information introducing new curriculum to families
- Use Common School Fund Budget to enhance library collection
- Supply each regular classroom teacher or middle school ELA teacher with the opportunity to check out the books from <u>Wisconsin's First Nations recommended reading list</u> to ensure they all have access to appropriate Indigenous resources, updating as titles are added to list
- Support any new district literacy needs with checkout or digital materials

Year 3: 2025-2026

- Assess Digital Citizenship curriculum with provided program analytics and explore a looping scope and sequence
- Use Common School Fund Budget to enhance library collection
- Supply each regular classroom teacher or middle school ELA teacher with the opportunity to check out the books from <u>Wisconsin's First Nations recommended reading list</u> to ensure they all have access to appropriate Indigenous resources, updating as titles are added to list
- Support any new district literacy needs with checkout or digital materials

Objective #1

Determine library and technology professional development needs and map out a year to year plan.

Activities:

1. Present at New Staff Orientation
2. Staff Led Trainings (PD Days)
3. Implement a STEM PLC Organized by Media Specialist and Technology Director
4. Develop and Coordinate a Staff Technology Conference Rotation

Strategic Plan Alignment

Goal #2, #5

Objective #1

Determine library and technology professional development needs and map out a year to year plan.

Year 1: 2023-2024

- ◉ Present at New Staff Orientation Fall 2023
- ◉ Media specialist will lead staff trainings during PD days and occasional staff meetings as requested by administration
- ◉ Identify staff members for a STEM PLC based on where they teach STEM concepts within teaching assignments

Year 2: 2024-2025

- ◉ Present at New Staff Orientation Fall 2024, moving presentation to day 2
- ◉ Media specialist will lead staff trainings during PD days and occasional staff meetings as requested by administration
- ◉ Begin quarterly meetings with STEM PLC, adjusting the schedule as needed

Year 3: 2025-2026

- ◉ Present at New Staff Orientation Fall 2025, moving presentation to day 2
- ◉ Media specialist will lead staff trainings during PD days and occasional staff meetings as requested by administration
- ◉ Make member adjustments to STEM PLC if assignments or staff members have changed

Objective #2

Library media specialist will seek professional development opportunities that emphasis best library media practices.

Activities:

1. Participate and Professional Learning Networks (PLNS)
2. Attend an annual conference or offsite professional development opportunity
3. Work with district stakeholders to re-develop budget for using Common School Funds.

Strategic Plan Alignment

Goal #2, #5

Objective #2

Library media specialist will seek professional development opportunities that emphasis best library media practices.

Year 1: 2023-2024

- ◉ Connect with CESA 8 to determine annual opportunities
- ◉ Follow online PLN groups to stay connected to other media specialists
- ◉ Attend an offsite professional development conference with a library media focus
- ◉ Participate in weekly or bi-weekly meetings with technology director or director of instruction to budget plan and assess district technology and curriculum needs

Year 2: 2024-2025

- ◉ Connect with CESA 8 to determine annual opportunities
- ◉ Follow online PLN groups to stay connected to other media specialists
- ◉ Attend an offsite professional development conference with an educational technology focus
- ◉ Participate in weekly or bi-weekly meetings with technology director or director of instruction to budget plan and assess district technology and curriculum needs

Year 3: 2025-2026

- ◉ Connect with CESA 8 to determine annual opportunities
- ◉ Follow online PLN groups to stay connected to other media specialists
- ◉ Attend an offsite professional development conference with a library media focus
- ◉ Participate in weekly or bi-weekly meetings with technology director or director of instruction to budget plan and assess district technology and curriculum needs

Objective #1

Work with Elementary Reading Interventionists, District Reading Specialist and Director of Curriculum and Instruction to determine how the school library can support the new approach to reading instruction as well as the American Reading Company (ARC) Implementation *Shifting the Balance: The Science of Reading (2021) and 6-12 content area teachers with support on research. And ELA department curriculum mapping.*

Activities:

1. Purchasing and providing additional research materials (K-5)
2. Coding Elementary Library System to match the IRLA Reading Level
3. Purchasing and providing research materials for 6-12 classrooms
4. Explore and Implement Formal Digital Citizenship Curriculum
5. Assist with ELA curriculum development and mapping K-12

Strategic Plan Alignment

Goal #1, #2, #5

Objective #1

Work with Elementary Reading Interventionists, District Reading Specialist and Director of Curriculum and Instruction to determine how the school library can support the new approach to reading instruction as well as the American Reading Company (ARC) Implementation *Shifting the Balance: The Science of Reading (2021) and 6-12 content area teachers with support on research. And ELA department curriculum mapping.*

Year 1: 2023-2024

- Work with Director of Curriculum and Instruction to determine which current resources need to be renewed and identify classroom research needs K-12
- Research how other libraries in schools with ARC reading curriculum align current library collection with IRLA Reading Levels
- Survey other library programs on which curriculums they are using and how they are implementing digital literacy and citizenship
- Continue to use Common Sense Media as guide for developing current lessons
- Book Study on *Deepinging Digital Citizenship: A Guide to Systematic Policy and Practice* by Carrie Rogers-Whitehead
- Attend WEMTA conference to meet one-on-one on with multiple digital citizenship vendors
- Model read alouds for new staff
- Work with ELA teachers and director of instruction to map K-12 ELA reading selections based on what was used during the 2023-2024 school year

Objective #1

Work with Elementary Reading Interventionists, District Reading Specialist and Director of Curriculum and Instruction to determine how the school library can support the new approach to reading instruction as well as the American Reading Company (ARC) Implementation *Shifting the Balance: The Science of Reading (2021) and 6-12 content area teachers with support on research. And ELA department curriculum mapping.*

Year 2: 2024-2025

- Renew selected digital resources and explore options to fill in curriculum gaps
- Begin implementation of IRLA reading levels within the library collection
- Select a complete Digital Citizenship curriculum to implement in Fall 2024
- Provide teachers with information introducing new curriculum to families
- Order additional copies needed of classroom reading selections based on curriculum map

Year 3: 2025-2026

- Renew selected digital resources
- Complete implementation of IRLA reading levels within the library collection
- Asses Digital Citizenship curriculum with provided program analytics and explore a looping scope and sequence
- Support any new district literacy needs with checkout or digital materials

Library Plan
School District of Crandon
2023–2026

Board Approved: 01/08/2024