Long Range Library Planning
January 2022-2027

The Long-Range Library Plan for the School District of Mellen has been prepared in conjunction with the Wisconsin Administrative Code, the Wisconsin Digital Plan, and Future Ready planning. The Plan includes goals and objectives based on information in the following areas:

- Personalized Professional Learning (Facilitating Professional Learning)
- Robust Infrastructure (Ensures Equitable Digital Access)
- Budget & Resources (Invests Strategically in Digital Resources)
- Community Partnerships (Cultivates Community Partnerships)
- Data & Privacy (Advocates for Student Privacy)
- Collaborative Leadership (Leads Beyond the Library)
- Use of Space & Time (Designs Collaborative Spaces)
- Curriculum, Instruction, & Assessment (Curates Digital Resources & Tools; Empowers Students as Creators; Builds Instructional Partnerships)

Board Approved: ____1/19/2022_____

Mission Statement

Work collaboratively in a respectful, responsible, safe, and ready environment to create an education where all students will succeed.

Vision Statement

To thrive as a public school to promote education, embrace community involvement and maximize available resources.

(h) *Library media services.* Each school district board shall:

1. Have on file a written, long-range plan for library services development which has been formulated by teachers, library and audiovisual personnel and administrators, and approved by the school district board.

2. Designate a licensed library media person to direct and coordinate the district's library media program.

3. Provide library facilities within the school building and make available to all pupils a current, balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

4. Provide library media services to all pupils as follows: to pupils in grades kindergarten through 6, library media services which are performed by or under the direction of licensed library and audiovisual personnel; and to pupils in grades 7 through 12, library media services which are performed by licensed library and audiovisual personnel.

Personalized Professional Learning

Facilitates Personalized Professional Learning

Leads professional learning to cultivate broader understanding of the skills that comprise success in a digital age (e.g., critical thinking, information literacy, digital citizenship, technology).

Current & Prior Practices

- There is a District Library webpage for access to LMC activities and materials.
- Professional development is available through meetings at CESA 12, SLATE, WEMTA, Life Skills, and technology conferences.
- The LMC has sufficient space and organization to handle various student activities including individualized study and class work.
- The LMS gathers information from teachers and students on types of materials to support learning and lifelong reading.

Possible Areas for Growth

- Increased opportunity for interaction with teaching staff supporting classroom and library skills, team teaching, all of which have been limited due to the pandemic.
- Support teachers with remote/blended learning.
- Lessons in the district include Internet safety.
- Provide lessons and library skills supporting student learning.
- More time devoted to LMC responsibilities, individual interactions with students and staff.

Goal(s)	Action(s)
Time during Early Release or Inservice Day for LMS to showcase paid database subscriptions and teach staff how to use them (Time needed: at least one hour ~ and/or split time: elementary and MS/HS so specific databases for grade levels can be shared to just those who would be using them.)	When planning Inservice Days, administration will reach out to LMS regarding the date/time allocated for sharing with staff Library Resources.
Continually reinforce digital citizenship within every	LMS should be part of the ELA PLC time and remind

lesson when students are researching.	staff to continually reinforce skills taught regarding being a good digital citizen.

Robust Infrastructure

Ensures Equitable Digital Access

Provides and advocates for equitable access to collection tools using digital resources, programming, and services in support of the school district's strategic vision.

Current & Prior Practices

- The district is 1:1 at grade levels 3 through 12. Technology is readily available.
- Provide 24/7 access to online databases and resources on our library webpage.
- Wireless and Internet access are good throughout our building.
- Equipment is updated as needed.
- Beyond the pandemic, there will be scheduled classes for the elementary in the LMC.
- There is a Reading Buddy system coordinated between Middle School and Elementary classes with the older students reading and interacting with the younger students.

Possible Areas for Growth

- Concern about the lack of open times in the LMC due to the pandemic.
- More opportunity to work with classes to ensure that materials are available.
- More time to focus on LMC requirements like working with individual students, or directing a library class.

Our Long-Range Library Plan aligns with District and Building plans with the district. District Belief Statements (from the Strategic Plan):

- Equip students to succeed in critical thinking, technological knowledge, and other 21st Century Skills after graduation.
- Recognize that students learn with individual styles.
- All students deserve a high quality and diversified education.
- We believe the District should seek and develop creative funding.

School + Community = Success

Goal(s)	Action(s)

| Provide more time for Library Aide to work directly with students. | Provide secondary students access to the LMC during 8th period. |

Budget and Resources

Invests Strategically in Digital Resources

Leverages an understanding of school and community needs to identify and invest in digital resources such as books and ebooks to support student learning.

Current & Prior Practices

- Maintain accurate records of spending
- Manage CSF to purchase resources across a variety of platforms including digital and print.
  - ☐ CSF Infographic
  - ☐ DPI CSF page
  - ☐ Board of Commissioners of Public Lands page
- Ongoing updating of our collections.
- Provide online databases regularly to help address curriculum needs.
- Working with teachers and students to give them a voice in the selection of new materials.
- Make the most efficient use of our Common School Funds (CSF).
- Suggest items to staff that would provide support for their curriculum.
- Annual book fairs through the LMC.
- Involvement with CESA 12 and DPI personnel.
- Regularly run reports on digital collections, both books and databases to monitor usage.

Possible Areas for Growth

- Promote resources provided by Badgerlink and WISELearn.
- We are unable to provide more MakerSpace opportunities due to a lack of storage and working space for those types of materials in the LMC. Consideration is being given to be able to accommodate this concept.
- Grant writing to address various needs.
- Provide the focus on having a strong central LMC rather than smaller classroom libraries.
- Legislative safeguarding of the CSF monies so that it doesn't get absorbed in the general fund since this is the primary source of local LMC funding.

2021 Budget Example

School District of Mellen Budget Draft 2020-2021

Library Media Services		
Acct. Description		Amount
342 Travel		
310 CESA Services		
411 Library Supplies		$500
360 Online Services*	CSF	$2,700
431 AV	CSF	$500
432 Books Print and/or Ebooks	CSF	$6,760
433 Newspapers	CSF	$350
434 Periodicals	CSF	$630
439 Reference/Realia	CSF	$300
483 Technology: Software for library programming	CSF	$800
482 Technology: Hardware for library programming (If over district capitalization fund, goes into code 581)	CSF	
483 Software for library programming	CSF	
	TOTAL CSF	$12,040

Mellen received $12,040 in CSF for 2020-2021.

Goal(s)	Action(s)
Complete Inventory of Library Collection	Inventory can begin at any time. Since it has not been done in many years, and there has been much turnover in the library, time with the para is required to go over how it is done.

Community Partnerships

Cultivates Community Partnerships

Cultivates partnerships within the school and local community (including families and caregivers, nonprofit organizations, government agencies, public and higher education libraries, businesses) to promote engagement and a community of readers.

Current & Prior Practices

- Teacher assistant opportunities are available for students to receive aide credit and assist in the LMC.
- Dr. Seuss activities. ReadaThon, and other activities to include students and teachers directed at strengthening library skills with support from the Home/School Association and Title I.
- Continued collaboration and communication with state and local agencies such as CESA and DPI
- Communicate with the Public Library about resources and programming.

Possible Areas for Growth

- More interaction and Collaboration with the public library.
- LMC staff work with teachers on supporting various activities although we would like to increase this area.

Goal(s)	Action(s)
LMS collaborates with staff to support curriculum by team teaching lessons when technology/Internet/Databases are used to meet objectives.	LMS meets with teachers during PLC time or prep time to team teach a lesson.
Monthly Newsletter from the library to share what is happening, identifying new databases, new books, online book options, etc.	Ongoing monthly doc easily accessed to add as new things happen in the library or when new resources arrive so that the families/communities know what

| | our library has to offer. |

Data and Privacy

Advocates for Student Privacy

Teaches and promotes student data and privacy through his or her instruction and role as an educational leader.

Current & Prior Practices

- Teaching about Digital Citizenship at elementary, middle school, and high school. Links to digital citizenship lessons/curriculum.
- Students in grades K-5 have structured lessons with the LMC paraprofessional regarding Digital Citizenship/Safety.
- Chromebooks prevent viruses/malware.
- Students have secure logins for online digital programs.

Board policies:
• po2416   Student Privacy and Parental Access to Information • po7540   Computer Technology Network, and Internet Acceptable Use and Safety • po7540.03   Student Technology Education and Acceptable Use • po7540.04   Staff Education and Acceptable Use

Possible Areas for Growth

- Increase understanding among staff, students, and parents about the privacy laws.
- Find new ways to reinforce and teach Digital Citizenship skills.

Goal(s)	Action(s)
~~Provide Digital Citizenship Lessons for grades 3-8 (to start with anyway)~~	~~LMS creates curriculum by pulling from various free online curriculums.~~
Students should be continuously reminded of digital citizenship skills they have learned in past lessons/grades to make it a natural part of the research process.	Make the digital citizenship topics/skills a part of every lesson (always reviewing) whenever students engage in creating and/or researching. This should be a priority for every teacher in every curriculum area when online resources are being used.

Collaborative Leadership

Leads Beyond the Library

Participates in setting the school district's vision and strategic plan for digital learning and fosters a culture of collaboration and innovation to empower teachers and learners.

Current & Prior Practices

- Serve on various local committees such as District Strategic Planning.
- CESA 12 Library Media Network Members.
- Time to meet with teachers and/or administrators if requested.
- Common Sense media scope and sequence strengthening digital literacy.
- Library curriculum focuses on ITL standards such as Digital citizenship, Research Skills, Keyboarding, Badgerlink, accessing databases, copyright laws, avoiding plagiarism, search strategies, identifying fake news versus legitimate sources, evaluating websites, etc.
- Supporting staff with their curriculum needs.
- Teaching students and teachers how to access LMC materials via Destiny.

Possible Areas for Growth

- Strengthening and building LMC curriculum and being fully aligned with Information and Technology Literacy Standards (ITLS).
- More time and/or personnel to focus on LMC needs, training, and teaching.
- Time at the beginning and end of the school year to pull and prepare LMC activities.

Goal(s)	Action(s)
Provide time for LMS to work "with" the classroom teacher to integrate ITL standards within the curriculum.	Time should be designated (summer curriculum building, Inservice days, PLC times, prep time, after school hours, etc.) for this to happen.
Staff should feel comfortable asking for help from the LMS and request the services of the LMS to help with the digital part of their lessons.	PROMOTE. PROMOTE. PROMOTE. Many teachers don't know what they don't know only because they have never had a LMS to work with.

	The LMS can assist them and their students in so many ways.

Use of Space and Time

Designs Collaborative Spaces

Provides flexible spaces that promote inquiry, creativity, collaboration, and community.
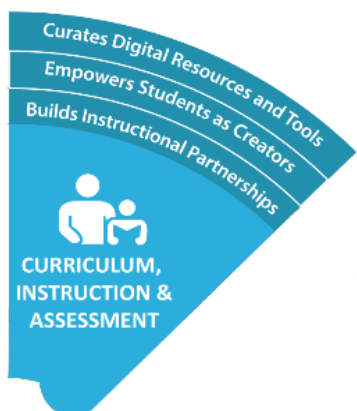
Current & Prior Practices

- Libraries are designed to be used for more than designated library times.
- Beyond the pandemic times, there are students and/or classes in the LMC throughout the day.
- Activities have been created to incorporate creativity and critical thinking.
- Spaces are designed to meet the needs of diverse learners. (quiet spaces, collaborative spaces)
- Rotate displays to promote curiosity and highlight new topics.
- Flexible seating in the library spaces.
- LMC personnel are dedicated and efficient.
- The space is accessible to the school community

Possible Areas for Growth

- Increase space options for collaboration, quiet reading and creativity. Planning for more differentiation in spaces to ensure there are spaces for working together in small groups, some additional display spaces, and more flexible furniture availability.
- More opportunity to work with teachers. Staff utilization could be improved.
- Continue to build collections and resources for center and maker activities.
- Library personnel are responsible for supervision as well as library duties and working with staff and students.

▪ Review the need for a security system.

Goal(s)	Action(s)
MS/HS: Scheduled ELA classes, weekly or biweekly for books check out/browsing; seeing what's new in the library, or mini lessons from the LMS on topics timely to current lessons. Anything to get our students "IN" and using the library and its resources.	Possible directive from administration to require ELA teachers to find a day of the week and a time (that doesn't overlap with elementary scheduled library times.) This would get students in the library, and possibly peak interest in resources that are there for them.

Curriculum, Instruction, and Assessment

Curates Digital Resources

Leads in the selection, integration, organization, and sharing of digital resources and tools to support transformational teaching and learning and develops the digital curation skills of others.

Builds Instructional Partnerships

Partners with educators to design and implement evidence-based curricula and assessments that integrate elements of deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, and the active use of technology.

Empowers Students as Creators

Encourages and facilitates students to become increasingly self-directed as they create digital products of their learning that engage them in critical thinking, collaboration, and authentic real-world problem solving.

Board Policies:

- ▪ po2521   Selection Policy

- ▪ po2531   Copyright

- ▪ po2260   Nondiscrimination and Equal Access to Educational Opportunity

- ▪ po2416   Student Privacy and Parental Access to Information

- ▪ po2525   Reconsideration of Instructional Materials

- po2527   Weeding of Library Collection

- po2529   Resource Sharing of Library Materials

Builds Instructional Partnerships

Current & Prior Practices

- Pull curricular materials for classroom teachers.
- Teach digital citizenship skills (including copyright, citing sources)

Possible Areas for Growth

- Participate in meetings to help inform instruction and provide support for students and teachers.
- Integrate information and technology literacy skills into the library.
- More time for a certified Library Media Specialist. We are presently contracted with CESA 12 for 16 days of a certified LMS time. We have contracted for 40 days for the upcoming year.
- Curate collections in Destiny Discover to support curricular units.
- Increasing staff awareness of LMC opportunities through professional development. Staff would benefit from training on LMC benefits as an extension of the classroom.
- Work with Instructional and Literacy Standards (ITL).
- Team teach lessons incorporating research skills into the curriculum

Curates Digital Resources

Current & Prior Practices

- Subscriptions to a variety of databases for all levels.
- Update library web page with new information and resources.
- Get input from teachers about resources needed to support curriculum.

Possible Areas for Growth

- Collect data annually about circulation and digital resources.
- Time to truly promote new materials.

Empowers Students as Creators

Current Practices

- ▪ Assessment is observation and growth. Work with students to effectively use print and nonprint materials.
- ▪ Ongoing work in progress is ethical use of nonprint materials.
- ▪ Provide age appropriate digital and print resources for all students.
- ▪ Provide a wide variety of reading materials for a wide range of reading levels.

Possible Areas for Growth

- ▪ Encourage students to use maker spaces to create products for their projects in class.
- ▪ Opportunities for organizing and integrating MakerSpaces.
- ▪ Teaching Digital Citizenship Safety to students.

Goal(s)	Action(s)
Every student should know how to access the Mellen School Library Page	LMS lesson within the first month of school.
Every student should know how to use the online (Destiny) catalog to find a book in the library.	"
Every student should know how to login/use OverDrive (SORA) to access the state-wide library catalog.	"
LMS meets and plans with Library para so the para can cover some of the ITL standards with elementary students	Time given for the two to meet and plan.

FUTURE READY LIBRARIANS™

Designs Collaborative Spaces

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

CURRICULUM, INSTRUCTION, & ASSESSMENT

USE OF SPACE & TIME

Facilitates Professional Learning

PERSONALIZED PROFESSIONAL LEARNING

Leads Beyond the Library

COLLABORATIVE LEADERSHIP

LEARNER CENTERED LITERACY

ROBUST INFRASTRUCTURE

Ensures Equitable Digital Access

DATA & PRIVACY

COMMUNITY PARTNERSHIPS

BUDGET & RESOURCES

Advocates for Student Privacy

Cultivates Community Partnerships

Invests Strategically in Digital Resources

Grade	Recommended Activities/Skills
4k	Exposure to LMC Care of materials Different parts of a book Checking out materials Difference between fiction and nonfiction Foster a love of reading
K	Digital Citizenship Shelving (where things are) Parts of a book. Care of a book ABC order (use student names) Fiction/Nonfiction E books (author/illustrator Shelf markers
1	Digital Citizenship Reinforcement Dictionary awareness

	Parts of a book reinforcement Fiction/Nonfiction ABC order Animal Research Whole library layout, shelf marker use
2	Digital Citizenship Folktales and fairy tales Exposure to poetry Intro. To Dewey Decimal Dictionary – guide words Biographies – posters Scavenger Hunt
3	Digital Citizenship Reinforcement Genres Basic country research Thesaurus Encyclopedia
4	Digital Citizenship Folk tales More Dewey Internet searches & safety Researching (connection to classroom studies)
5	Digital Citizenship Atlas Almanacs Biographical Summarizing Dewey Researching
6 7 8	Nonscheduled
9 10	English