

Three Lakes School District Library Plan



Why Do We Need A Library Plan?



- **Legislative requirement** in Wisconsin Administrative Code PI8.01(2)(h) is the foundation.
- **Alignment** of the library program with district priorities is the logic.
- **Best practice** is the inspiration.

Introduction

It is a requirement that the District Library Plan be written by a licensed Library Media Specialist. At the present time, Three Lakes School District does not have a licensed Library Media Specialist. We reached out to CESA 9 and connected with Beth Martin. Beth is a retired LMS who worked in the DC Everest School District for 36 years. She has experience at both the elementary level and the secondary level. We were able to hire Beth, in short term consultant capacity, to help us evaluate our program and assist us in writing our district library plan. Beth spent a day in the district in early October, visiting all three of our facilities and visiting with our library staff. After gathering the necessary information and meeting with district level administrators, Beth was able to identify several goals that will help us improve our existing program. It is our hope that soon we will once again have a licensed LMS on staff. Until we can hire an LMS, we plan to invest in developing the skills of the dedicated paraprofessionals that we currently have in place in our school libraries. We are also dedicated to making sure that they have the mentorship that they need to maintain this vital resource within our school district. This plan lays out the two goals that we have chosen, as well as the steps necessary to achieve those goals over the next three years. It is our sincere hope that this plan be approved by the Board of Education this evening.

Three Lakes School District Library Staff

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Library Plan Goal #1

The Library Paraprofessionals, under the guidance of a Licensed Library Media Specialist, will develop a balanced, current collection of print materials, that supports the curriculum of the Three Lakes School District.



District Library Collection Development Goal

Beginning in January 2025, the library paraprofessionals, with the guidance of a licensed Library Media Specialist, will develop a balanced, current collection of print materials, that supports the curriculum of the Three Lakes School District. This goal will be completed by December 2027.

- The average age of the collection will be updated by 5 years
- There will be a 30% increase in the number of award-winning books contained in the collection
- A 50% increase in the ability to fulfill patron requests
- A 20% average per pupil increase in the number of circulations for the 2026-2027 school year as compared to the 2024-2025 school year

District Library Collection Development Goal

Steps to Achieving This Goal:

- Evaluate the current print collection using collection analysis procedures and targeted reports within Follett Destiny Library Manager software
- Review and/or revise library policies and present to the Board of Education for approval if needed
- Identify existing gaps in the collection
- Collaborate with teachers
- Consult reputable review sources
- Use Common School Funds to support new book purchases
- Promote new materials

Library Plan Goal #2

With the assistance of a licensed Library Media Specialist, The Three Lakes School District will implement staff development opportunities to build the knowledge base and skills of our paraprofessional library staff



District Library Professional Development Goal

Beginning in January 2025, with the assistance of a licensed LMS, The Three Lakes School District will explore and implement staff development opportunities to build the knowledge base and skills of our paraprofessional library staff as they manage the district's three libraries. This goal will be completed by December 2027.

- Library staff will have district funds allocated in their library budget for the purpose of pursuing professional development opportunities
- Library staff will become proficient at running accurate reports within the Destiny Library Management Software
- Library staff will conduct an annual inventory
- Library staff will consult reputable review and information resources and will manage the library budget
- Library staff will meet on a regular basis

District Library Professional Development Goal

Steps to Achieving This Goal:

- Work with the District Business Manager to allocate funds for professional development
- Utilize the training resources available on the Follett Software website
- Maintain a regular meeting schedule
- Review all board policies that pertain to district libraries
- Consult licensed Library Media Specialist with any questions or concerns

Timeline for Implementation

January 1, 2025-June 1, 2025

- Utilize Destiny Library Manager training and customer service options
- Revise outdated library policies
- Conduct annual inventory (ongoing each May)
- Begin meeting at least monthly
- Explore collection development resources(CCBC, ALA, School Library Journal etc.)

September 1, 2025-June1, 2026

- Work with the District Business Manager to allocate funds for professional development (WEMTA)
- Collaborate with teachers on areas of greatest need
- Complete statistics reports for 2025 (circulation stats etc.)
- Review library board policies
- Allocate Common School Funds for collection development
- Conduct a collection analysis and identify existing gaps

Timeline for Implementation

September 1, 2026-June 1, 2027

- Continue to create target book lists and consult review sources
- Continue allocating CSF for collection development
- Transition to ordering fully processed books with full MARC records
- Create book displays featuring new books
- Empower patrons to create holds and renew books using the Destiny Library Catalog features

September 1, 2027-December 31, 2027

- Gather evidence to support collection development goal
- Gather evidence of increased knowledge due to formal and informal professional development opportunities

Areas of Future Growth

- Continue attempts to find a licensed Library Media Specialist to oversee the district libraries
- Explore collaboration opportunities with public library staff
- Evaluate current digital resources and make subscription changes if needed
- Explore avenues to providing information literacy instruction at the elementary level
- Explore opportunities to support the district's 1:1 technology implementation

Next Steps

- Board of Education approval of this Library Plan
- Submission of the plan, along with supporting documentation, to the Wisconsin Department of Public Instruction through the Administrative Portal
- Provide required information to the Wisconsin DPI, as needed, to receive Common School Funds annually to support our district libraries
- Update the Board of Education annually on the progress of these goals.