

Three Lakes School District Library Plan



Approved:
11/20/2024

Updated:
5/20/2026

Why Do We Need A Library Plan?

Review of 2025-2026



- **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.

2025-2026 Updates

https://docs.google.com/document/d/1MDI848xzwbspL3j3qdUiE7RLMK3_g2VlydnptTpm0gY/edit?tab=t.0

It is a requirement that the District Library Plan be written by a licensed Library Media Specialist.

- 2025-2026: Three Lakes School District hired a licensed Library Media Specialist, Beth Martin. As our consultant with 36 years experience, Beth was able to evaluate our program and assist us in writing our district library plan, as required by DPI. Beth was able to identify several goals that will help us improve our existing program.
- 2025-2026: Three Lakes School District hired licensed Library Media Specialist, Paula Hase. Paula holds 34 years of experience and is currently our Library Media Specialist.
- 2025-2026: Three Lakes Elementary and Sugar Camp Elementary libraries are under the direction of Kecia Hoger, in conjunction with Paula Hase, LMS.

THREE LAKES LIBRARY GOAL REVIEW UPDATE MAY 2026

https://docs.google.com/document/d/1MDI848xzwbspL3j3qdUiE7RLMK3_g2VlydnptTpm0gY/edit?tab=t.0

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Three Lakes School District Library Staff

- Three Lakes Junior/Senior High IMC
Paula Hase
phase@threelakesd.k12.wi.us
- Three Lakes Elementary School
Kecia Hoger
khoger@threelakesd.k12.wi.us
- Sugar Camp Elementary School
Kecia Hoger
khoger@threelakesd.k12.wi.us



Library Plan Goal #1 2025

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

TLSD 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 #1 2025-26 Update

Library Plan Goal #1 (Budget and Resources): Develop a balanced, current collection of print materials that support the curriculum for the Three Lakes School District.

- Purchased both teacher and student recommendations that fit our current collection policies.
- Promote new materials through book displays, gentrification, dynamic shelving, verbal and digital book talks.
- Utilized the CREW method (Continuous Review, Evaluation, and Weeding) to systematically keep the Three Lakes collection accurate, current, and relevant. This promotes regular "weeding" to save space, improve user experience, and ensure materials are not outdated.
- Systematically process the collection with date due slip (2500+), acquisition date, and Three Lakes stamp. Update copy record with subdivision location, lexile level, and series name and number, if needed (Over 250+ series)
- Utilize pre-processing through Follett (7% title discount) and Junior Library Guild (20% title discount).
- Expand digital resources through databases or eBooks that align with curricular needs at the junior high and high school level (i. e. American Civil War, pirates, ect.)
- Created a hunting/fishing, adventure, war and military section. Divided up the Realistic fiction section.

Why update collection?

A school library collection should support the school curriculum as well as reading for information and pleasure. A school library is not a museum and needs to be regularly weeded to maintain its accuracy, currency, and relevancy.

- Outdated: Snowboarding book
- Factually wrong: 2019 USSR became the Russian Federation
- Inaccurate (medical/scientific)
- Damaged



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

TLSD 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

Library Plan Goal #2 2025-2026 Update

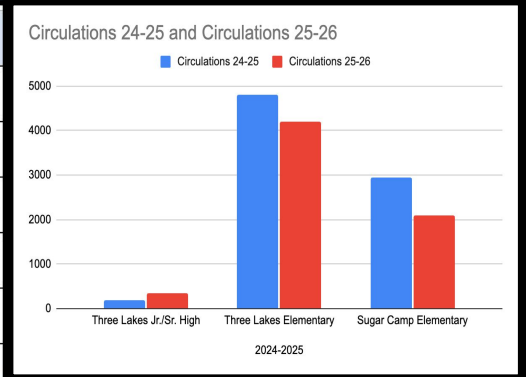
Library Plan Goal #2 (Personalized Professional Learning): Implement staff development opportunities to build the knowledge base and skills of our library staff.

- Conduct an annual inventory.
- Consult reputable sources like School Library Journal, CCBC, and Junior Library Guild to build a diverse collection.
- Set filters in Follett for “The Best of Titlewave” indicating two or more positive reviews to assist with the selection process.
- Regular meetings between library staff to troubleshoot preprocessing, patron management, collection development, ageism and circulation reports, incomplete call numbers and weeding guidelines.



Library Data Points 2025-2026 Update

Titles Acquired and Weeded 25-26 School Year		
School	# Titles Aquired	# Titles Weeded
Three Lakes Jr./Sr. High	1027	1335
Three Lakes Elementary	929	3109
Sugar Camp Elementary	547	809
Totals	2503	5253



Abbreviated Collection Analysis			
School: Comparing Last School to This School Year	Items in Collection (24-25/25-26)	Items per Student (24-25/25-26)	Average Age (24-25/25-26)
Three Lakes Jr./Sr. High	4641/3922	15.4/14.9	2014/2019
Three Lakes Elementary	11,050/8159	59.9/43	2008/2012
Sugar Camp Elementary	6732/6456	53/51.2	2008/2011

Circulation Statistics			
2024-2025 Circulation Statistics	Circulations 24-25	Circulations 25-26	% increase/decrease
Three Lakes Jr./Sr. High	196	338	28% increase
Three Lakes Elementary	4807	5597	16% increase
Sugar Camp Elementary	2953	2693	8% decrease
Totals	7956	8628	8.5% increase

Library Data Points 2025-2026 Update

Digital Access before 2025:

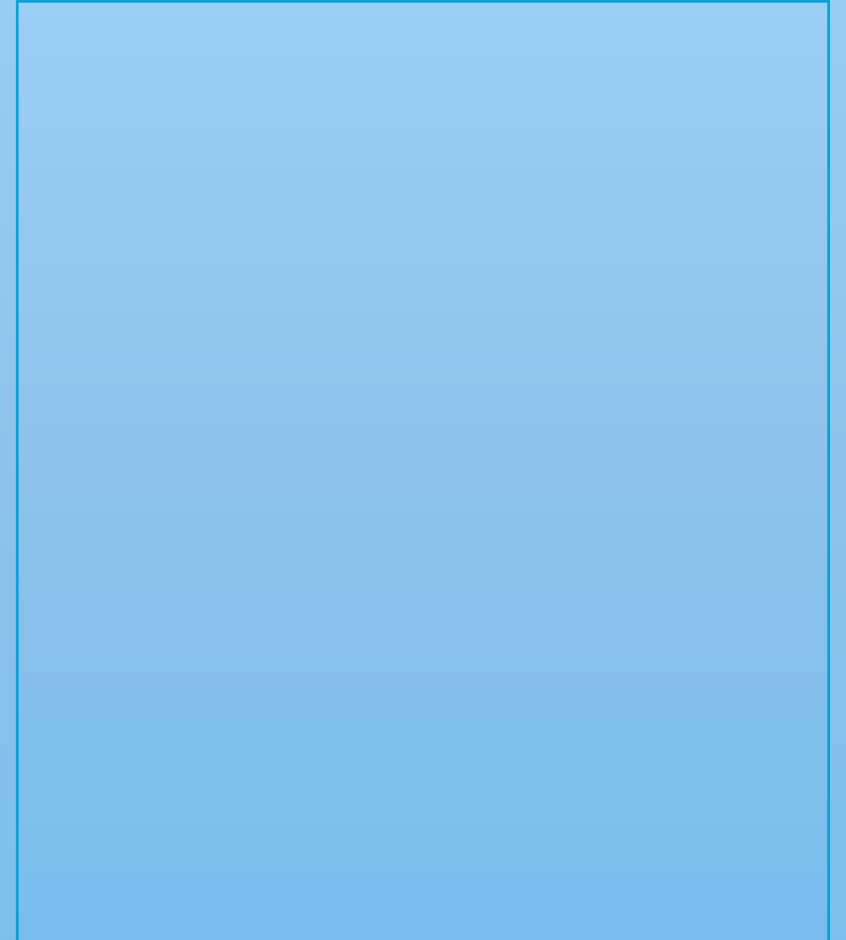
- Sora

Digital Access Added 25-26:

- Pebble Go/Pebble Go Next
- *NewsELA (discontinued due to cost and ROI)*
- Swank
- Opposing Viewpoints

Digital Access Additions for 26-27:

- Gale American History in Context
- Culturegrams
- ClickView



Timeline for Implementation

Review:

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-June 1, 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

Review

- 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

Possible Additions to Future School Library Plan Based on School Improvement Goals

Goal High Quality Instruction

Objective 1: Provide digital professional learning opportunities for educational staff.

- SWANK
- PebbleGo
- NewsELA (discontinue based on statistics and cost)
- Opposing Viewpoints: Continue based on cost; one Opposing Viewpoints book is approximately \$60))
- Creativebug (add on \$5 a month subscription): online arts and craft lessons
- ClickView (add on ~700): Provides vetted videos for instructional use.

Goal High Quality Instruction

Objective 2: Collaborate with teachers to develop and implement multiple methods of authentic assessment for students to demonstrate learning.

- Research, purchase and support makerspaces in the elementary classrooms.
- [Integrity](#)
- [Research Foundations](#)
- [ChatGPT](#)

Goal Positive School Culture

Objective 3: Promote school spirit and pride through student and staff involvement.

- [Case of the Missing Gnome](#)
- Design and offer games like BINGO run by students and Trivia written and run by students.
- Gather recommendations for Student of the Month; author staff poll of nominees, and create student certificates.
- Engage students to decorate the library with seasonal decorations.
- Offer informal polling questions for students to engage with and converse.
- Offer games for students to promote collaboration and cooperation.