Luxemburg-Casco Library Media Plan

Approved by the Luxemburg-Casco Board of Education: 12/17/2024

Through their professional practice, programs, and spaces, school librarians lead, teach, and support their school or district's Future Ready Schools® (FRS) goals. Derived from the FRS framework, the principles described in this document highlight how school librarians support schools in transitioning to student-centered learning and identify special ways librarians can become future ready. By aligning with strategic initiatives like FRS, librarians connect their practices, programs, and spaces to educational innovation in schools. Leveraging actions from the Future Ready Librarians framework puts school librarians on the leading edge of the digital transformation of learning.

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Use of Space & Time
Designs Collaborative Spaces
Provides flexible spaces that promote inquiry, creativity, collaboration, and community

Goal Statement

To continue to provide flexible learning spaces for students and staff PK-12 and to collect the data to document both use of space and staffing

Data Informing the Goal

At this time, we do not have consistent, definite data across the district to demonstrate the use of our space and/or programs. Part of the goal will be to develop a digital system to document and communicate to staff members.

Connection to District Planning and Vision

District Vision
Preparing our students to thrive in a global community by ensuring excellence in intellect and virtue. We are Spartans.

Our goal is to provide library space and time, which supports the district vision by providing an environment that stimulates learning, creativity and opportunities.

Objectives

1. Create or maintain a digital system and documentation per year for tracking the use of library spaces in order to evaluate and support learning opportunities with library space

2. Develop a job description with administration for library aides in order to provide an organized structure and explanation for staffing in libraries

3. Monitor use of the summer library programs using attendance and circulation data
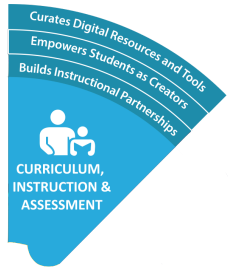
Curriculum, Instruction & Assessment

Provides flexible spaces that promote inquiry, creativity, collaboration, and community

Goal Statements

To continue to curate digital and print resources to support teaching and learning

To increase instructional partnerships with educators to implement curricula that integrates critical thinking, information literacy, digital citizenship, and creativity

To empower students as creators of both physical and digital products that demonstrate their learning and engage them in critical thinking, collaboration, and authentic real-world problem-solving

Data Informing the Goal

At this time, we do not have consistent, definite data to provide evidence of our work with students and teachers. Part of the goal will be to develop a digital system to document our time and evidence of lessons.
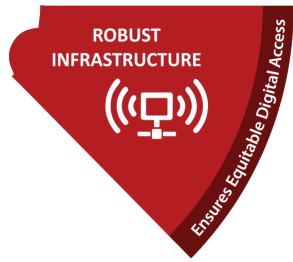
Connection to District Planning and Vision

District Vision

Preparing our students to thrive in a global community by ensuring excellence in intellect and virtue. We are Spartans.

Our goal directly connects to the district vision, as implementing the curriculum and providing services and space will stimulate learning, creativity, and opportunity.

Objectives

1. Continue to maintain both digital and print resources that support classroom and information literacy standards and curricula

2. Create and maintain a tracking system for library media support and material service requests

3. Use media platforms to showcase student work and connect to families in order to demonstrate creative and critical thinking skills directly related to library media and digital literacy

4. To continue to teach lessons based on Wisconsin's DPI Information Literacy and Technology Standards

Robust Infrastructure

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

Goal Statement

To continue to work with our technology director to maintain reliable technology resources including devices and online tools.

Data Informing the Goal

The school district has a five-year replacement cycle for devices in place. The district collection policy provides guidance in the acquisition of digital resources.

Connection to District Planning and Vision

District Vision

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Our goal provides equitable access to current, reliable technology resources.

Objectives

1. Continue to meet with district administration to make decisions for devices available to students

2. Continue to use the collection policy to acquire up-to-date and equitable resources

3. Continue to advocate for student access to one-to-one device access and wireless internet access at home

Budget & Resources

Leverages an understanding of school and community needs to identify and invest in print and digital resources to support student learning

Goal Statement

To continue to evaluate the library collections and update resources to support student needs and learning

Data Informing the Goal

In order to evaluate our collection and identify strengths and areas of need, we will continue to utilize the Follett Collection Analysis. This information will guide decisions regarding purchasing and weeding materials.

Connection to District Planning and Vision

District Vision
Preparing our students to thrive in a global community by ensuring excellence in intellect and virtue. We are Spartans.

Access to high-quality, current resources will support excellence for all students.

Objectives

1. Continue to utilize usage data and DPI guidelines for Common School Funds to guide purchasing decisions

2. Continue to work collaboratively with the district technology director to balance technology purchases with other library needs

3. Continue to keep administration and other stakeholders informed of library funding

Community Partnerships

Cultivates partnerships within the school and local community to promote engagement and a community of readers

Goal Statement

To continue to provide access to materials and meaningful programming through our summer library and after-school programs

Data Informing the Goal

In the absence of a local public library, the school district has supported continuous access to library materials through the summer library program. In addition, students and community members have access to the secondary library after school hours, in order to provide access to the collection and a quiet study environment.

Connection to District Planning and Vision

District Vision

Preparing our students to thrive in a global community by ensuring excellence in intellect and virtue. We are Spartans.

Providing access to digital and print resources both after school and in summer provides additional opportunities for students to further their academic success.

Objectives

1. Continue to provide after-school and summer access to school library materials

2. Continue to advocate for the use of our library spaces during summer and after-school programs, while also identifying the boundaries that exist as a part of the school library system

3. Continue to partner with local businesses to provide reading incentives for students

Data & Privacy

Advocates for student privacy and teaches student data and privacy through digital citizenship instruction

Goal Statement

To continue to work with our technology director to ensure that tools and resources used with students are compliant with FERPA and other state and national regulations for protecting student data, in addition to protecting student's right to privacy related to library materials

To continue teaching students the importance of protecting their information and identity in the digital world

Data Informing the Goal

While we do not have specific data defining a need for digital citizenship lessons around privacy and other issues, the culture of our schools and children as a whole demonstrates the need for instruction and discussion of the landscape of the digital world.

In the area of FERPA compliance, we work with the Digital Learning Team in our district to ensure that our teachers are using online tools that are compliant with age and usage restrictions.

Connection to District Planning and Vision

District Vision

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Considering technology has a direct connection to both the academic and nonacademic communities our students are a part of, our connection to the vision is clear.

Objectives

1. Continue to teach digital citizenship lessons to all students and reinforce main concepts of digital literacy in classrooms

2. Continue to communicate with our Digital Learning Team and reference the district list of compliant digital resources and tools utilized throughout the school are FERPA compliant

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

Goal Statement

To continue involvement in both building and district level committees

Data Informing the Goal

While we do not have specific data, the importance of participation and leadership around district initiatives is essential to the role of an active librarian.

Connection to District Planning and Vision

District Vision

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Quality professional development is key to quality educational opportunities for students; therefore, our goal directly connects to the district vision as we will provide leadership around areas of needed growth and change.

Objectives

1. Continue involvement in Digital Learning Team and incorporating library goals and initiatives

2. Continue involvement with curriculum focused committees

3. Continue involvement with nonacademic committees focused on school-wide initiatives

4. Continue involvement with data-driven building leadership

5. Continue to support the implementation of building or district level initiatives when applicable

6. Continue to work with administrators to review district policies and administrative guidelines to prepare for reconsideration requests or complaints

Personalized Professional Learning

Leads professional learning to cultivate a broader understanding of the skills that comprise success in a digital age

Goal Statement

To continue to work with the Digital Learning Team to participate in and offer professional learning opportunities

Data Informing the Goal

While we do not have specific data, the importance of participation and leadership around district initiatives is essential to the role of an active librarian.

Connection to District Planning and Vision

District Vision

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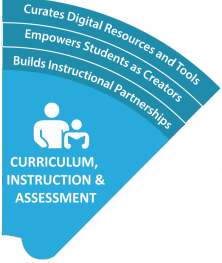
Providing professional development opportunities for staff ensures that instruction at Luxemburg-Casco reflects current best practices in education.
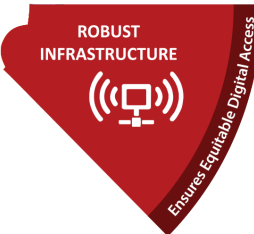
Objectives

1. Continue to offer professional learning opportunities for staff

2. Continue to support our colleagues during curriculum planning

3. Continue to infuse critical thinking, technology, and information literacy into both specific library lessons and those that are co-taught with classroom teachers

Luxemburg-Casco School District
Library Annual Implementation Plan

Future Ready Librarians	School District Objective	Action Steps for 2024-25	Action Steps for 2025-26	Action Steps for 2026-27	Evidence of Progress
Designs Collaborative Spaces — USE OF SPACE & TIME	Create or maintain a digital system and documentation per year for tracking the use of library spaces in order to evaluate and support learning opportunities with library space	1. Maintain a Google calendar for classes and reservations 2. Create a document for data collection	1. Survey teachers and staff for feedback on any adjustments. 2. Adjust library space reservations and improve collaborative opportunities based on data.	1. Create a sustainability plan for tracking space use and data collection. 2. Share results with district leadership to ensure library space is prioritized.	
Curates Digital Resources and Tools / Empowers Students as Creators / Builds Instructional Partnerships — CURRICULUM, INSTRUCTION & ASSESSMENT	Use media platforms to showcase student work and connect to families in order to demonstrate creative and critical thinking skills directly related to library media and digital literacy, in addition to curating and maintaining digital and print resources that support classroom curricula and information literacy standards.	1. Maintain a social media presence 2. Create posts to showcase student work and/or library programs and updates.	1. Maintain a social media presence 2. Review current collection for gaps in supporting curriculum. 3. Meet with departments or grade levels to identify resource needs. 4. Begin purchasing materials based on needs assessments.	1. Maintain a social media presence 2. Purchase materials based on needs assessments. 3. Implement a digital request system for teachers to request library resources and media support. 4. Use the tracking system to report on the frequency and types of resources used.	

ROBUST INFRASTRUCTURE *Ensures Equitable Digital Access*	Continue to use the collection policy to acquire up-to-date and equitable resources	Acquire additional online resources based on district collection policies	Continue to build a more diverse and updated collection, with an emphasis on both physical and digital formats.	Survey students and staff about the quality of our collection, both physical and digital	
BUDGET & RESOURCES $ *Invests Strategically in Digital Resources*	Continue to keep administration and other stakeholders informed of library funding	1. Set a virtual meeting with the Director of Business Services in fall (September) 2. Maintain library budget and spending throughout the year 3. Set a virtual meeting with the Director of Business Services in spring (March)	1. Continue to evaluate and update library collections using the Follett Collection Analysis to ensure they align with current curriculum needs. 2. Continue yearly meetings with the Director of Business Services	1. Align library resources with new curriculum changes and provide support for evolving student needs. 2. Continue yearly meetings with the Director of Business Services	
COMMUNITY PARTNERSHIPS *Cultivates Community Partnerships*	Continue to advocate for the use of our library spaces during summer programs, while also identifying the boundaries that exist as a part of the school library system	Create and maintain a social media presence to advertise summer and extended programming	1. Maintain a social media presence to advertise summer and extended programming 2. Continue to collaborate with local businesses to create reading incentive programs for students.	1. Maintain a social media presence to advertise summer and extended programming 2. Evaluate the effectiveness of summer programs and after school programs in supporting student achievement and engagement.	

DATA & PRIVACY *Advocates for Student Privacy*	Continue to communicate with our Digital Learning Team and reference the district list of compliant digital resources and tools utilized throughout the school are FERPA compliant	1. Work with Director of Technology to update FERPA compliance list 2. Work with the technology team to provide students with foundational knowledge about data privacy, including how personal information is collected, used, and protected in the digital world.	1. Collaborate with the Director of Technology to audit data privacy practices for both staff and students. 2. Continue to provide students with foundational knowledge about data privacy, including how personal information is collected, used, and protected in the digital world.	1. Strengthen partnerships with parents and the community to educate on digital privacy and data security. 2. Provide resources and guides for parents on how to safeguard student information.	
COLLABORATIVE LEADERSHIP *Leads Beyond the Library*	Continue involvement in Digital Learning Team and incorporating library goals and initiatives	Work with DLT to develop new committees and write new goals for digital learning in and out of the library, especially in the area of DLT	Attend and contribute to district meetings to bring the work of the DLT outside the committee, as we continue to develop digital learning and curriculum integration.	Lead at least one district-level initiative focused on integrating library and technology resources into the curriculum.	
PERSONALIZED PROFESSIONAL LEARNING *Facilitates Professional Learning*	Continue to support our colleagues during curriculum planning	1. Attend or plan meetings with teachers as needed 2. Lesson plan as needed	1. Continue communication that promotes the library as a partner in the educational process, ensuring colleagues are aware of the	1. Promote collaborative learning and peer mentoring among library staff to facilitate shared expertise and	

			library's resources and programs. 2. Continue lesson planning as needed	personalized growth. 2. Continue to lesson plan and co-teach with grade levels and departments	