Ripon Area School District

Long Range Library Plan
2024-2028

RASD Library Staffing

<u>Schools</u>

Ripon High School - Sarah Rieder

Ripon Middle School - Sarah Rieder

Murray Park Elementary School - Alison Ellis

Quest Elementary School - Alison Ellis

Barlow Park Elementary School - Angela Wiese

Odyssey Academy of Virtual Learning: K-12

<u>Resources</u>

Dr. Mary Whitrock, District Superintendent

Ripon Area School District

Ph. 920-748-4600

Licensed Library Media Consultant

Polly LaMontagne, RESI Library Services

Riverwood Educational Services, Inc. (RESI)

Ripon Area School District (RASD)

Key Elements of Future Ready Library Planning

A long-range library plan is aligned with the district's mission and vision. It allows for the library program to effectively increase student achievement, provide equitable access to digital tools, books and resources to all, and be a key collaborative part of district learning initiatives. The library plan creates goals based on evaluations, data, and the needs of the library program and the district.

Ripon Area School District's Mission
Empowering learners, engaging community, enriching the world.

Ripon Area School District's Vision
One of Wisconsin's finest school districts, fostering excellence for all through innovation.

Future Ready Library Planning

A district long-range plan for library services is required by [Wisconsin Administrative Code P18.01(2)(h) Library Media Services](#).

The Ripon Area School District Library Media Department embraces Future Ready Libraries.

Future Ready Librarians provide resources and strategies to work together with teachers and district leaders to promote and implement innovative learning opportunities, along with research and inquiry for students.

Future Ready Planning Tools

The Wisconsin DPI recommends the use of the Future Ready Librarian Framework to guide all library plans. The Future Ready framework connects directly to the Wisconsin Digital Learning Plan and allows us to share a common language.
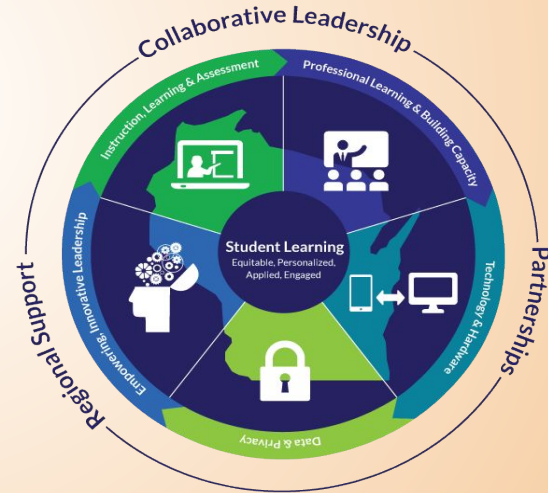
Current Status: Curriculum, Instruction & Assessment

Curates Resources, Builds Instructional Partnerships, Empower Students

- Curates for all grade levels a diverse collection of fiction and nonfiction print materials as well as access to age appropriate online resources.
- Curricular materials are gathered for classroom use as requested by teachers.
- Weekly library times are offered to students K-5. Students in grades 6-12 checkout as needed.
- The RASD Collection Development Plan includes selection criteria, tools, and processes for addressing a variety of formats including digital, print, ebook, reference books, and audiobooks.
- Materials are evaluated and curated based on recommendations from students, library assistants, and teachers as well as professional library reviewing sources.
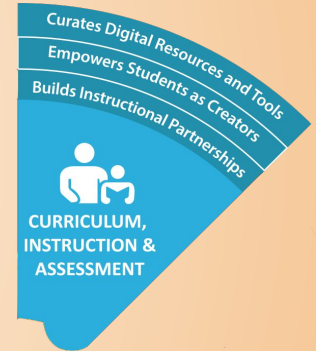
Curates Digital Resources and Tools
Empowers Students as Creators
Builds Instructional Partnerships

CURRICULUM, INSTRUCTION & ASSESSMENT

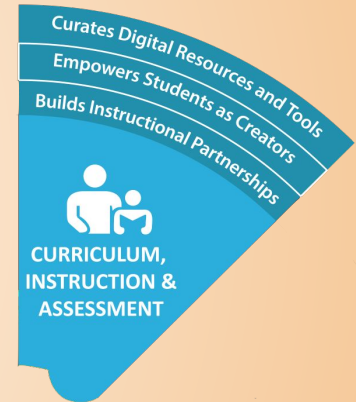# Current Status: Curriculum, Instruction & Assessment

Curates Resources, Builds Instructional Partnerships, Empower Students

- Resource availability is communicated to students and faculty through each school's Destiny Discover portal.
- The Director of Innovation & Technology provides Digital Citizenship lessons during student orientation.
- Students have access to ebooks and audiobooks via the Wisconsin Schools Digital Library Consortium through Sora (Overdrive).
- Technology and digital tools are made available:
  - To create green screen and video productions.
  - To enhance critical thinking skills through the use of robotics and coding activities.
  - To be innovative and creative with 360 cameras.

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

CURRICULUM, INSTRUCTION & ASSESSMENT
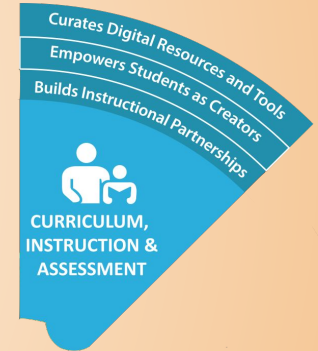
Goals: Curriculum, Instruction & Assessment

- Analyze book circulation and digital resource usage data to provide up-to-date resources.
- Continue selecting and reconsidering resources to reflect current district curriculum needs as well as student reading and research goals. If resources are not being used adequately, determine if they need to be promoted or replaced. (Add Deselection to the RASD - Collection Development Plan)
- Identify opportunities to collaborate with library media consultant and teachers to grow connections between classroom learning and the library:
  - Higher level research skills, Use of Databases
  - Citing Sources, Copyright, Identifying trustworthy resources
  - Digital Citizenship
- Continue to add STEM and MAKERSPACE activities to the libraries.
- Promote Intellectual Freedom with teachers and library staff during Banned Book Week.

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

CURRICULUM, INSTRUCTION & ASSESSMENT

Current Status: Personalized Professional Learning

Leads professional learning

- Professional learning is provided on an individual basis when teachers or students request support on various topics such as an app, a digital subscription, or how to access information.
- Library assistants have attended the Wisconsin Educational Media and Technology Association (WEMTA) conference to learn about the latest trends and issues with the library and technology.
- The Director of Innovation & Technology trains teachers on various types of technology. For example, this year lessons were conducted on how to use the new Smart Panels.

Facilitates Professional Learning

PERSONALIZED PROFESSIONAL LEARNING

Goals: Personalized Professional Learning

The district library assistants are interested in attending trainings to improve district library management and to be of further assistance to teachers and students.

Collaborate with library media consultant for new learning opportunities.

Monitor the [WI DPI Professional Learning for Library Staff Calendar](#).

Conferences and meetings of particular interest:

- 2025 - Wisconsin Educational Media and Technology Association Conference (WEMTA) - current, future and past educators share knowledge of library, technology, coaching and best practice topics.
- 2025 - Cooperative Children's Book Center (CCBC) - book presentations designed to help develop collections with high quality printed materials that are diverse and equitable.

Current Status: Robust Infrastructure

Provides and advocates for equitable access to connectivity, digital devices, information, resources, programming, and services in support of the district's strategic vision.

- District provides 1:1 devices for students in grades K-12. Library assistant catalogs devices, prepares them each year to assign to students and staff; as well as handles the repair process.
- Library provides loaner Chromebooks to students as needed.
- IT and CSFs leveraged to purchase HotSpots for student access to free district provided wifi. Cataloged through library system.
- Library maintains inventory of technology items that are available for checkout to both students and teachers to include:
  - Chromebooks, projector, green screen, video camera with tripod, presenter, camera, iPads, HotSpots, 360 cameras and more.

Current Status: Robust Infrastructure

Provides and advocates for equitable access to connectivity, digital devices, information, resources, programming, and services in support of the district's strategic vision.

- Library provides access to Destiny online catalog as well as online databases and resources on each school's Destiny Discover account.
- Maintains digital databases and subscriptions that support research and learning at multiple age levels.
- Access to Sora (through Wisconsin Schools Digital Library Consortium) to provide access to thousands of ebooks and audiobooks 24/7.

Goals: Robust Infrastructure

- Collaborate with Library Media Consultant to continue promote Sora (Overdrive) in order to emphasize its benefits:
  - Continue sharing links to Sora on each school's Destiny Discovery portal.
  - Provide training for teachers on how to incorporate the audiobooks, read-alongs, and text-to-speech capabilities to support their curriculum.
  - Create an instructional handout for parents and post on the district's social media.
- Promote the use of online databases at the middle and high school levels:
  - Provide instruction/refreshers to teachers and students on how to access the databases.
  - Collaborate with a teacher on using a database with one of their lessons.
- Consider purchasing replacement HotSpots for those broken or lost.
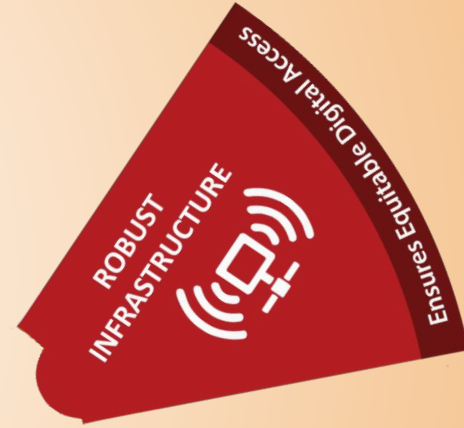
Current Status: Budget & Resources

- Library Assistant leverages [Common School Funds](#) to maintain current, relevant and diverse K-12 library collections in a variety of formats to meet the learning and accessibility needs of all learners:
    - Printed books, digital ebooks, audio books and magazines through Sora, as well as Playaways.
- Previously consulted with CESA 6 licensed library media specialist to invest Common School Funds to purchase subscriptions to online databases to support research and learning at multiple age levels. Digital resources are also made available to Odyssey Academy of Virtual Learning:
    - Bookflix, BrainPop, CultureGrams, Gale Opposing Viewpoints, PebbleGo&Next, PowerKids Science, World Books, Teen Health & Wellness.
- Library assistant maintains accurate spending records according to the budgetary allowances as mandated for Common School Funds by WI DPI. Planning and budget overseen by District Superintendent and Licensed Library Media Consultant.

BUDGET & RESOURCES

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Invests Strategically in Digital Resources

Goals: Budget & Resources

- Continue to evaluate and curate library materials based on recommendations from students, library assistants, and teachers using professional reviews and following the [Collection Development Plan](#) for collection development. (Add info about deselection/reconsideration)
- Continue to analyze annual usage and age statistics to determine the selection, renewal, and reconsideration needs of printed and digital resources. Promote those with low usage or consider replacing them.
- Promote free research sites provided through BadgerLink.
- Continue to work with the IT department to explore technology purchases that can be supported by Common School Funds in order to be used by all students to share their learning through media production.
- Continue to maintain library plans and records of purchases for reports made to the State Superintendent.
- Continue collaborating with Licensed Library Media Consultant regarding CSFs planning and budgeting.

BUDGET & RESOURCES

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Invests Strategically in Digital Resources

Financial Overview

2024-2025 LIBRARY BUDGET

PURCHASED SERVICES		
Software as a Service		$29,000
NON-CAPITAL OBJECTS		
General Supplies		1,300
Library Books		73,467
Newspapers		50
Equipment - Media Center		1,700
DISTRICT DUES & FEES		
Library Dues/ Fees		3,880
TOTAL:		**$109,397**

LIBRARY SPENDING 2023-2024

Pie chart: Computers & Related Hardware, 1.9%; General Supplies, 1.1%; Bookshelves & Other Non-Capital Equipment, 3.4%; Subscription Software, 25.6%; Murray Park/ Quest Books, 20.6%; Barlow Park/ Journey Books, 22.3%; Middle/ High School Books, 25.2%
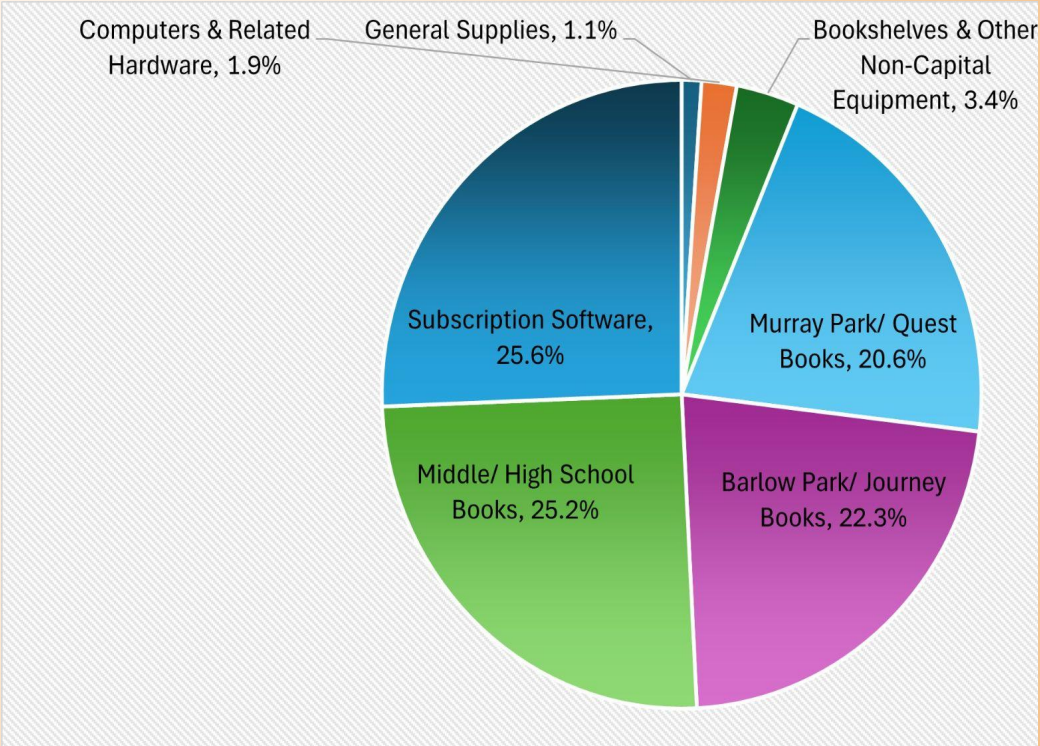
Current Status: Community Partnership

Cultivates partnerships within the school and local community to promote engagement and a lifelong learning process.

- Director of Technology is on the [Ripon Public Library](#) Board of Directors.
- Resources from the public library are checked out to support staff and students for both classroom and individual learning.
- Ripon Public Library community events are promoted:
  - To support literacy and STEAM education, Teen Escape Rooms, and Summer Reading Programs.
- Scholastic Book Fairs are hosted K-12 with parent volunteers.
- Newsletters sent out to parents at the elementary level include information about book check out at the end of the school year, so students will have books for summer reading.
- Library assistant supports book clubs through the GT Program.

COMMUNITY PARTNERSHIPS

Cultivates Community Partnerships

Goals: Community Partnership

- Continue to use the Ripon Public Library for resources to support students and teachers.
- Continue to promote activities hosted at the public library that support student learning.
- Promote the public library's Reading Education Assistance Dogs program when it begins again.
- Continue to host Scholastic Book Fairs at all levels.
- Continue to support book clubs through the GT Program.
- Use district's social media accounts to promote the school libraries.

COMMUNITY PARTNERSHIPS

Cultivates Community Partnerships

Current Status: Data & Privacy

Teaches and promotes student data privacy

- Director of Technology teaches students about Digital Citizenship during orientation.
- Library staff are knowledgeable of library related policies and procedures to maintain student privacy.
- Library provides access to trustworthy sources of information via age appropriate online databases.
- Utilize FollowMe printing to ensure privacy with library records printed.

Advocates for Student Privacy
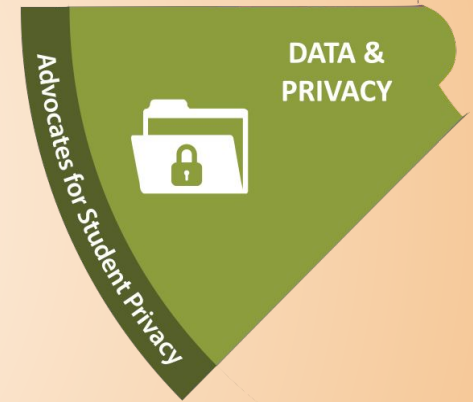
DATA & PRIVACY

Goals: Data & Privacy

- Continue to grow in understanding of Library Privacy Guidelines in K-12 Schools. https://www.ala.org/advocacy/privacy/guidelines/students
- Continue to work with the IT Department to gain knowledge of state and federal laws regarding library records, educational records (e.g., the Family Educational Rights and Privacy Act - FERPA), and the online activities of minors (e.g., the Child Online Privacy Protection Act - COPPA)
- Collaborate with library consultant and district admin and teachers to identify where Internet Safety skills are currently taught and creatively schedule time (Morning Meeting, Literacy or Library Classes) to methodically teach Digital Safety lessons to K-12 students.
- Explore the possibilities of artificial intelligence (AI), identify resources to empower teachers and students in the ethical use of AI while maintaining staff and student privacy: https://dpi.wi.gov/imt/empowering-lifelong-learning-ai-guidance-enhancing-k12-and-library-education

DATA & PRIVACY

Advocates for Student Privacy

Current Status: Collaborative Leadership

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

- Library Assistant collaborates with the IT department, District administrators, teachers, and library media consultant to stay up-to-date on district initiatives and technology advancements and to keep them informed about the library program.
- Provides technology support to teachers on an individual basis at a teacher's request.
- Works with teachers to seek recommendations for a library collection of print and digital resources that supports both students and teachers.
- Collaborates with library media consultant to prepare a long-range library plan to elevate program services and to inform the school board and WI DPI.

Leads Beyond the Library

COLLABORATIVE LEADERSHIP

Goals: Collaborative Leadership

- Library assistant will continue to collaborate with district personnel and library media consultant to stay up-to-date on district initiatives and technology advancements and to keep them informed about how the library is a resource that can enhance student achievement.
- Continue to gain knowledge about the use of technology in the district as well as how to best support the teachers and students.
- Continue to evaluate and analyze the library program through usage data and program statistics.
- Continue to collaborate with teachers to learn more about their curriculum and how the library can support their teaching with technology, print and digital resources, and the use of the library time and space.
- Attend professional development opportunities that will help to better develop and promote the district's libraries.

Leads Beyond the Library

COLLABORATIVE LEADERSHIP

Current Status: Use of Space & Time

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

- District libraries include physical spaces to include quiet areas and group work stations and a variety of seating options such as couches, individual seating, and high and low chairs to meet the needs of all students.
- The library is used for staff training events and after school activities throughout the year.
- Destiny Discover portals provide access to equitable and diverse reading and research resources 24/7.
- Elementary libraries often house makespace items.
- Rotational displays are used to promote new materials and topics.
- All 4K-12 students have access to check out library materials on a regularly scheduled basis.
- Libraries are staffed adequately to allow access to books, technology and other library resources.

Designs Collaborative Spaces
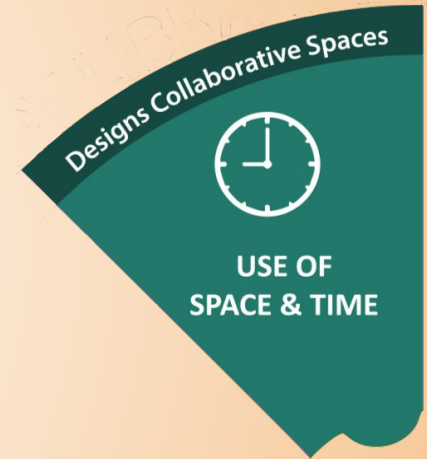
USE OF
SPACE & TIME

Goals: Use of Space & Time

- Continue to evaluate the physical space in the libraries and make adjustments and updates as needed.
- Work with high school teachers to schedule more regular visits to the library in order to allow students easy access to materials
- Explore the benefits of genrefying fiction books at MS and HS levels.
- Continue to evaluate, build and update print and digital resources.
- Explore more Makerspace and STEM options for all libraries.
- Collaborate with Library Media Consultant to find creative ways to incorporate library lessons and Digital Citizen Curriculum into currently scheduled check out times.

Designs Collaborative Spaces
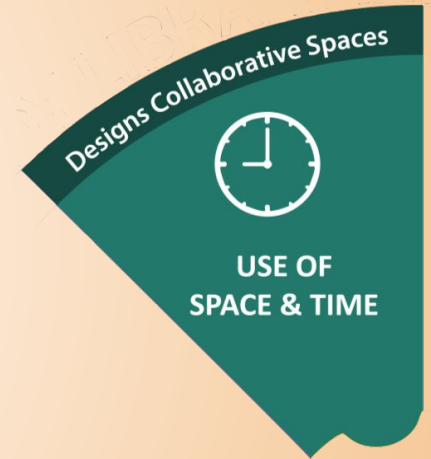
USE OF
SPACE & TIME

District Library and Technology Policies and Guidelines

Policy or Guideline #		District Policy or Guideline
2522	Policy	STUDENT USE OF LIBRARIES/MEDIA CENTERS
2522	Guideline	THE SELECTION AND DESELECTION OF LIBRARY MATERIALS
2531	Guideline	COPYRIGHTED WORKS
7540.01 - 7544	Policy	TECHNOLOGY PRIVACY, WEB CONTENT, APPS, AND SERVICES, ARTIFICIAL INTELLIGENCE (AI) USE OF SOCIAL MEDIA
9130	Policy	PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS

Additional Resources

[RASD - Technology Services and Resources](#)	[Wisconsin Statute 43.70 Common School Fund](#)
[Wisconsin Legislation for Library Media Services](#)	[Wisconsin's Common School Fund](#)
[Family Educational Rights and Privacy Act - FERPA)](#)	[Wisconsin Common School Fund Infographic](#)
[Child Online Privacy Protection Act - COPPA](#)	[Common School Fund Purchasing Guidelines](#)
[Children's Internet Protection Act (CIPA)](#)	[Wisconsin Schools Digital Library Consortium (WSDLC)](#)
[Protection of Pupil Rights Amendment (PPRA)](#)	[RASD Collection Development Plan](#)
[Wisconsin Student Privacy Alliance (WSPA)](#)	[CREW: A Weeding Manual for Modern Libraries](#)
[WI DPI: Data Security Resources](#)	[Artificial Intelligence (AI): Librarians Can Play a Key Role](#)
[CommonSense Everything You Need to Teach Digital Citizenship](#)	[WI DPI - AI Guidance for Enhancing K-12 and Library Education](#)

Additional Resources

[Wisconsin Standards for Information and Technology Literacy](#)	[American Library Association](#)
[Wisconsin Future Ready Library Planning](#)	[Association for Library Service to Children (ALSC)](#)
[Wisconsin Digital Learning Collaborative](#)	[National School Library Standards Crosswalk with Future Ready Librarian](#)
[Future Ready Library Planning Checklist](#)	[National School Library Standards crosswalk with ISTE Standards for Students and Educators](#)
[Future Ready Library Planning with Future Ready Tools: Program Review](#)	[CROSSWALK Future Ready Librarians (™) Framework and ISTE Standards for Educators](#)