

Walworth Jt. School District #1

District Library Plan 2023 - 2028

The District Library Plan is a five-year, comprehensive plan using the Future Ready Library tool as a foundation to align goals with the Future Ready Schools Framework and the current district goals.

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Introduction

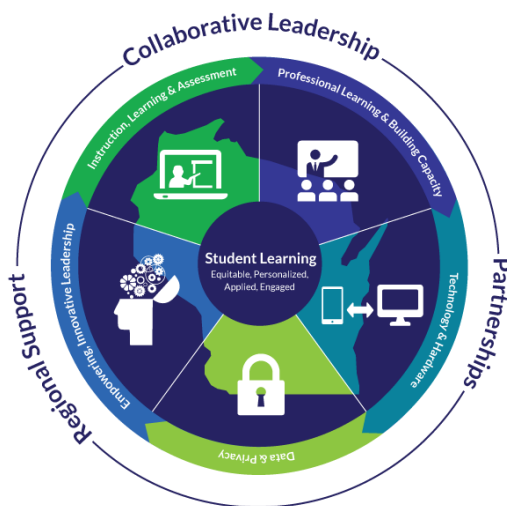
Vision Statement

The Walworth Joint School District #1 Library will maintain current, relevant, and enticing print, digital, and technological materials to provide our school community with diverse resources to support academic, emotional, and intellectual needs of all students, using the Future Ready Library Framework as a guide.

Overview



The Future Ready Library Framework identifies and cultivates Future Ready goals for the school and district in a variety of ways through professional practice, programs and spaces. Following this framework provides resources, strategies, and connections for district leaders and librarians to be able to work together to promote and implement innovative learning opportunities for students.



The Future Ready Library Framework is also aligned with the WI Digital Learning Plan. Both plans place the learner at the center and emphasize equitable, personalized, applied and engaged experiences for college, career and life readiness.

Contact Information

Phill Klamm, District Administrator, phill.klamm@walworth.k12.wi.us

Library Program Analysis

Library Program Current Status and Review with Future Ready Tools

- District Documents
 - [Previous District Library Plan](#)
 - [Board Policies](#)
 - [Library Budget](#)
- Collection Analysis and Statistics
 - Totals
 - Items in Collection
 - 20,088 items
 - Recommended minimum amount: 4,256
 - Current Average Age of Materials
 - Average Copyright: 1996 at start of 2022-2023 school year
 - ALA Recommends the average age be no more than 12 years from current date
 - 8% of materials are from 2018 or newer
 - 71% of materials are considered “Aged Titles” and weeding is recommended
 - Age-Sensitive Areas
 - Systems Data/Computer Programs: 100% considered “Aged”
 - Political Science: 87% considered “Aged”
 - Social Problems and Services: 99% considered “Aged”
 - Education: 94% considered “Aged”
 - Commerce, Communications, and Transportation: 100% considered “Aged”
 - Astronomy and Allied Sciences: 100% considered “Aged”
 - Life Sciences/Biology: 99% considered “Aged”
 - Medical Sciences/Medicine: 98% considered “Aged”
 - Geography, Maps, Atlases: 99% considered “Aged”
 - Weeding History and Plans
 - Intermittent Weeding
 - No evidence of a full collection analysis and weeding
 - Current weeding includes guidelines from the ALA and School Board Policy
 - Circulation Statistics
 - 2022-2023: 16,064 check-outs

- 44%: Everyone Materials
 - 21%: Fiction
 - 19%: Arts and Recreation & Graphic Novels
 - 6%: Natural Sciences and Mathematics
 - 3%: Technology/Applied Sciences
 - 5,674 items have not been checked out in 10+ years
- Diversity and Equity in Materials
 - Fiction: 49.33%, Average Age 2002
 - Non-Fiction: 48.94%, Average Age 2000
 - SEL Titles: 32%, Average Age 2003
 - Diverse Titles: 33%, Average Age 2005
- Diversity and Equity in Access
 - Grades JK, K, 2, 3, 4, 5, 6, 7, 8: scheduled access 1 time weekly
 - Grade 1: scheduled access 1-2 times weekly
- Library Program Curriculum
 - ELA
 - Encore
 - Reading X
- Use of Space
 - Use Data
 - Grades JK, K, 2, 3, 4, 5, 6, 7, 8: scheduled access 1 time weekly
 - Grade 1: scheduled access 1-2 times weekly with lesson
 - Inquiry Areas
 - No designated inquiry areas
 - Staffing of Space
 - One part-time paraprofessional
- Communication and Advocacy
 - Director of Instruction
 - Communicates with District Administrator
 - Advocates for funding, use of space

Determined Priority Areas Aligned with School and District Priorities

- Priority Area: Curriculum, Instruction, and Assessment
 - District Goal A: Student Achievement - The District is committed to the mission of *Providing the Best Education for All Students*. To that end, the District will set their priorities on improving student academic achievement in Math and Language Arts for all students while sustaining programs that support the well-being and development of the whole child.
- Priority Area: Use of Space and Time
 - District Goal C: Improvement and Maintenance of Facilities - The District is aware of the responsibility to provide and sustain a physical learning environment for all students that is accessible, safe, clean, and in good repair.
 - District Goal D: Procurement and Utilization of Resources - The District is well aware that providing the best education for all students must be balanced with fiscal responsibility and wise utilization of resources, including that of personnel, funds, materials, capital outlay, and facilities.

Library Plan Goals Addressing the Defined Priority Areas

1. Create an inclusive collection that acknowledges and celebrates diverse experiences by the end of the 2027-2028 school year, as measured by program analysis tools. Each year, the collection will be analyzed and necessary changes will be made within the confines of the budget.

(Curriculum, Instruction, and Assessment)

2. Provide flexible spaces that promote inquiry, creativity, collaboration, and community by the end of the 2027-2028 school year, as measured by frequency and purposeful use of space and time. Using the Future Ready Librarian Framework, the space will be improved and adapted each year with feedback from all stakeholders, and an analysis of the use of space and time within the library. (Use of Space and Time)

Budget including Common School Fund Spending

Goal 1: Create an inclusive collection that acknowledges and celebrates diverse experiences by the end of the 2027-2028 school year, as measured by program analysis tools. (Curriculum, Instruction, and Assessment)

- 2023-2024: \$5,000.00
- 2024-2025: \$5,000.00
- 2025-2026: \$5,000.00
- 2026-2027: \$5,000.00
- 2027-2028: \$5,000.00

Goal 2: Provide flexible spaces that promote inquiry, creativity, collaboration, and community by the end of the 2027-2028 school year, as measured by frequency and purposeful use of space and time. (Use of Space and Time)

- 2023-2024: \$500.00
- 2024-2025: \$500.00
- 2025-2026: \$500.00
- 2026-2027: \$500.00
- 2027-2028: \$500.00

District Policies and Procedures/Administrative Guidelines

The following policies at Walworth Joint School District #1 include guidelines connected to the library media center, selection and reconsideration of materials, pupil non-discrimination in access to library materials, and technology use.

2522 - LIBRARIES

The Board believes that school libraries are a fundamental part of the educational process by providing a place to foster independent and collaborative learning and information-seeking skills in students and staff. This is accomplished through timely access to services and resources that both reflect the student body, the cultural diversity and pluralistic nature of American society, and represent perspectives held in the world more broadly. Therefore, the Board shall provide sufficient materials and staff for libraries in each school in the District.

The District Administrator shall designate a licensed library media professional to direct or coordinate the District's library media program. The Board shall adopt a long-range plan for library media services developed by teachers and library and audiovisual personnel and administrators. The plan shall be reviewed periodically. The plan and any materials selection or review process shall be in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity.

The major goals of the District's school libraries are:

- A. To support and enrich the District's standards and benchmarks;
- B. To provide for personal interests, professional, educational, and recreational reading while promoting an appreciation of good literature;
- C. To provide a comprehensive and coordinated collection of current and accurate resources so that students and staff will conveniently and effectively use a wide variety of materials, including print and non-print media;
- D. To provide the appropriate technology and equipment for information retrieval, resource sharing, classroom instruction, and student and teacher use;
- E. To promote and support the appropriate use of technology for accessing, interpreting and communicating intellectual content;
- F. To provide instruction that advances student and staff literacy of print, digital, and other emerging information resources;

- G. To provide equitable and timely access to resources that support students' personal, academic, and life-long learning;
- H. To foster a love of reading, curiosity, and investigation by providing a space that is well-maintained, up-to-date, welcoming, and safe for all users

The District Administrator shall establish procedures related to the selection of materials, removal (weeding) of materials, inventory, and repair and/or replacement of materials. The use of the District's allocation from the Common School Fund for acquisitions, in accordance with DPI regulations, shall be a component of the foregoing procedures.

Reconsideration of School Library Materials

Parents of children attending school in the District and District residents may request formal reconsideration of the inclusion of specific material in a school library. Requests made under this policy relate to library materials only and not to curriculum-related materials. Complaints concerning curriculum-related materials, such as textbooks, are governed by Policy 9130 - Public Requests, Suggestions, or Complaints.

All requests for reconsideration of library materials under this policy shall be addressed as follows:

- A. Concerns about specific library materials should be raised first with the library media specialist, then with the building principal, if necessary, in an effort to resolve the matter informally. If a satisfactory resolution is not reached, requests for consideration of removal of any library materials shall be submitted in writing to the District Administrator.
- B. The request to the District Administrator shall be made in writing and shall include the following information:
 - 1. author;
 - 2. title;
 - 3. publisher;
 - 4. the individual's familiarity with the material;

5. for requests to reconsider materials, provide specific concerns upon which the request to reconsider is based. This should include a specific description of the offending material (e.g. contains content that is harmful to minors or prohibited under State law, violates the District's policy on nondiscrimination, is not for the grade level for which the material is used, or some other specified reason). This should include specific references to the text of the material by page number and excerpted text if known.

C. A Reconsideration Committee will be appointed by the District Administrator, upon receipt of the formal complaint, which shall consist of the following members:

1. a building-level administrator;
2. a teacher;
3. a school librarian;
4. a reading specialist or language arts teacher; and
5. a member of the community.

D. The procedures for the Reconsideration Committee will be as follows:

1. The chairperson will be the building-level principal or designee. The secretary of the committee will be elected at the first meeting.
2. The chairperson will call the meeting within ten (10) business days of the formation of the committee, which shall comply with the open meetings law.
3. The committee shall read and/or examine the challenged resource, read the written reconsideration form, and read copies of the professionally prepared reviews and list of awards provided by the school librarian on the committee. The chairperson should forward these materials to the committee members prior to the committee's initial meeting or as soon thereafter as pertinent materials become available.

4. The requestor may make an initial verbal presentation concerning the request or may choose to rely on the written request already submitted. The complainant is asked to provide sources for quotes used during this presentation.
5. During the initial or subsequent meetings, the committee will issue a majority-approved recommendation to the District Administrator whether to retain the materials, move the resources to a different level, or remove the resource.
6. The committee's recommendation shall be reported to the District Administrator in writing within five (5) business days following the committee's decision.

The District Administrator will advise the requestor, in writing, of the committee's recommendation and the District Administrator's decision. The District Administrator shall also advise the Board of the committee's recommendation and the decision.

- E. The requestor may submit an appeal of the District Administrator's decision in writing to the Board President within ten (10) business days of the date the decision is transmitted to the requestor. The written appeal and all written material relating to it shall be referred to the Board for consideration. The Board will review the appeal and may choose to receive additional information or to proceed on the record provided to it.
- F. The decision of the Board is final.

Material being reviewed based on a request under this policy shall remain available in the library during the review process unless the District Administrator determines that subject material does pose a threat of harm to students considering the grade level involved and provided the determination is solely because it presents ideas that may be unpopular or offensive to some. Any temporarily removed materials will be promptly returned if the final determination is to retain the material. Any action to remove material following a request reviewed under this policy will be explained in the review process records.

Decisions on reconsidered materials will stand for five (5) years before new requests for reconsideration of those items will be entertained.

Criteria for the Selection of Materials

Initial purchase suggestions for library materials may come from all personnel--teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The recommended purchase of library materials will be made by the library media specialist. The District Administrator will approve funds to be spent on materials.

The following criteria will be considered in reviewing suggestions for library materials or in evaluating whether to accept donations of materials. Some criteria may not apply in each situation and not all criteria need to be met in order to acquire and incorporate library materials. Materials should:

- A. support and enrich the curriculum and/or students' personal interests and learning;
- B. meet high standards in literacy, artistic, and aesthetic quality; technical aspects; and physical format;
- C. be appropriate for the subject area and for the age, emotional development, ability level, learning styles, and social, emotional, and intellectual development of the students for whom the materials are selected;
- D. incorporate accurate and authentic factual content from authoritative sources;
- E. earn favorable reviews in reviewing sources viewed as authoritative by library professionals;
- F. exhibit a high degree of potential user appeal and interest;
- G. represent differing viewpoints on issues of interest;
- H. provide a global perspective and promote cultural diversity and reflect the pluralistic nature of American society by including materials by authors and illustrators of all cultures;
- I. include a variety of resources in physical and virtual formats including print and non-print such as electronic and multimedia (i.e. online databases,

e-books, educational games, and other forms of emerging technologies) in accordance with technology software selection as per 7540.03 - Student Technology Acceptable Use and Safety Policy;

J. demonstrate physical format, appearance, and durability suitable for their intended use;

K. balance cost with need.

Selection is an ongoing process that should include removing materials that are no longer used or needed (weeding), adding materials, and replacing lost and worn materials that still have educational value.

2521 - SELECTION OF INSTRUCTIONAL MATERIALS AND EQUIPMENT

The Board of Education shall provide instructional materials and equipment, within budgetary constraints, to implement the District's educational goals and objectives and to meet students' needs. The primary objective of such instructional materials and equipment shall be to enrich, support, and implement the educational program of the school.

The Board does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in its selection of instructional materials and equipment.

The District Administrator shall periodically, provide for a systematic review District's educational resources in order to ensure that they are appropriate for the current educational program. Any revisions that occur should be a result of the school improvement process.

Students shall be held responsible for the cost of replacing any materials or properties which are lost or damaged through their negligence.

Cost of materials may be charged for materials used in those activities beyond the basic curriculum in which a student elects to participate, particularly in shop activities where the product becomes the property of the student.

5136.01 - **TECHNOLOGY RESOURCES AND OTHER ELECTRONIC EQUIPMENT**

While in some instances the possession and use of technology resources (as defined in Bylaw 0100) and other electronic equipment or devices by a student at school may be appropriate, the possession and use of such technology resources and other equipment or devices by students at school may also have the effect of distracting, disrupting and/or intimidating others in the school environment and leading to opportunities for academic dishonesty and other disruptions of the educational process.

Consequently, the Board of Education will supply any technology resources and other electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any technology resources and other electronic equipment or devices on school property or at any school-sponsored activity without the permission of the classroom teacher.

Examples of prohibited devices include, but are not limited to:

- A. cameras (photographic and/or video),
- B. laptops,
- C. tablets (e.g., iPad-like devices),
- D. smartphones,
- E. e-readers (e.g., Kindle-like devices),
- F. personal digital assistants (PDAs),
- G. lasers,
- H. laser pens or pointers,
- I. radios,
- J. "boom-boxes",
- K. portable CD/MP3 players,

- L. portable TV's,
- M. electronic games/toys,
- N. pagers/beepers, other paging devices.

However, the use of any communication functionally that is a part of or attached to the above-approved technology resources and other electronic equipment/devices is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's computer network.

The preceding prohibitions do not apply to Board-owned and issued laptops, tablets, e-readers, PDAs, or authorized assistive technology devices.

Students are prohibited from using technology resources and other electronic equipment or devices in a manner that may be physically harmful to another person (e.g. shining a laser in the eyes of another student). Further, at no time may any technology resources or other electronic equipment/device be utilized by a student in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using technology resources, a camera, or other electronic equipment/device to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex (including transgender identity, sexual orientation, and gender identity), age, disability, religion, or political beliefs; and (2) send, share, view or possess pictures, text messages, e-mails or other materials of a sexual nature (i.e., sexting) in electronic or any other form. Violation of these prohibitions shall result in disciplinary action.

Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are prohibited from using technology resources and other electronic equipment/devices to capture, record, or transmit test information or any other information in a manner constituting fraud, theft, or academic dishonesty. Similarly, students are prohibited from using technology resources and other electronic equipment and devices to capture, record, or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture and/or recording of such words or images. Using technology resources or other electronic equipment/devices to capture, record, or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted unless authorized by the building principal. Technology resources and other electronic equipment/devices are expressly banned from and may not be possessed,

activated, or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where possession of a camera or other electronic equipment/device is absolutely prohibited.

Unauthorized technology resources and other electronic equipment and devices will be confiscated from the student by school personnel and disciplinary action taken.

If technology resources or other electronic equipment/device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed.

Any technology resources or other electronic equipment/device confiscated by District staff will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian. Technology resources or other electronic equipment/devices in District custody will not be searched or otherwise tampered with unless school officials reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules (e.g. a student is observed using a camera in a prohibited area). Any search will be conducted in accordance with Policy 5771 – Search and Seizure.

Students are personally and solely responsible for the care and security of any technology resources and other electronic equipment or devices they bring to school. The Board assumes no responsibility for theft, loss, damage, or vandalism to electronic equipment and devices brought onto its property, or the unauthorized use of such devices.

Timeline for Implementation, Review, and Revision of Plan

- Program Goals to be fully achieved by the end of the 2027-2028 school year
- Board Presentations - one per school year
- Administrative Updates - no less than two per school year
 - Plan Review
 - Plan Revision
- Annual Reports - to be presented to District Administrator and the Board of Education in November of each year