



Library Action Plan

(School Board Approved on 6/5/24)

Wisconsin Administrative Code PI 8.01(2)(h) February 2020

1. Have on file a written, long-range plan for library services development which has been formulated by teachers, library and audiovisual personnel and administrators, and approved by the school district board.
2. Designate a licensed library media person to direct and coordinate the district's library media program.
3. Provide library facilities within the school building and make available to all pupils a current, balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.
4. Provide library media services to all pupils as follows: to pupils in grades kindergarten through 6, library media services which are performed by or under the direction of licensed library and audiovisual personnel; and to pupils in grades 7 through 12, library media services which are performed by licensed library and audiovisual personnel.

Guiding Frameworks and Standards

Future Ready Librarian (FRL) Framework

[The Wisconsin DPI recommends](#) the [FRL framework](#) in which to evaluate and plan in order to position the school library as a leader in literacy, personalized learning and equity. FRL is an “initiative aimed at raising awareness among district and school leaders about the valuable role librarians can play in supporting the Future Ready goals of their school and district. Two guiding questions are central to Future Ready Librarians®:

- How can librarians and libraries support Future Ready schools?
- How can librarians and libraries become more future ready?” (Alliance)

This long-range plan utilizes the resources and strategies outlined with this framework in order to ensure the library is leading or promoting the priorities set forth by the school district's Focus Plan (see below) and the Future Ready schools initiatives in literacy, personalized learning and equity.

National School Library Standards

[Crosswalk between the National School Library Standards and the International Society for Technology in Education \(ISTE\)](#)
[Crosswalk between the National School Library Standards and Future Ready Librarians \(FRL\)](#)

Wisconsin Information and Technology Literacy Standards

CREW Weeding Manual

Whitefish Bay School District's Guiding Documents

1. [District Focus Plan](#)

Our district prioritizes student empowerment, respect for diversity, and holistically addressing the needs of our students.

2. [Building Plans](#)

- [High School Action Plan](#)
- [Middle School Action Plan](#)
- [Cumberland Action Plan](#)
- [Richards Action Plan](#)

3. [2024-2026 Tech Plan](#)

- This library plan is intended to work in conjunction with our district tech plans.

4. [Board-approved Library Materials Selection policy](#)

Mission Statement

Our mission is to empower students and staff through literacy, inquiry, and collaboration. We curate collections of materials that reflect our global society and are tailored to our curriculum. By infusing inquiry-based learning practices, we cultivate a student-centered space that supports the social and emotional well-being of each individual. Through our welcoming and inspiring spaces, we aim to create lifelong learners who self-identify as readers and demonstrate curiosity in their work. Our impact extends to the greater community, as we strive to create a positive and transformative educational experience for all.

Library Staff, Spaces & Collections

[Current Status and Review of Program Document](#)

Library Staff & Schedules

Each school maintains one full-time librarian and one part-time paraprofessional.

At the elementary levels, every class visits the library once per week for library instruction and book checkout.

The middle school librarian teaches 4 sections of quarter long courses in computer science coding as a part of the middle school elective wheel. The library facilitates research in collaboration with core teachers, provides instructional materials and lessons around makerspaces (video and audio production).

The high school librarian works with departments and teachers on an as-needed basis for lesson planning, professional development, and instruction. Collaborations emphasize instruction in research skills, ethical use of information, multimedia production and literacy.

Physical Spaces

All buildings make spaces available for teachers using an online reservation system.

[Elementary Makerspaces Vision](#)

Library Action Plan

Goal #1 Statement:	If our librarians can create a school-wide culture of literacy, then our students will become lifelong readers filled with curiosity and imagination.			
Indicators of Progress:	<ul style="list-style-type: none"> - Circulation information (1, 3) - Professional learning meetings (5, 6) - Book displays (4) - Teacher promotion of reading (2) - Community events (7) 			
Action(s): How will you and others make this action a reality?	Who is Responsible?	Date(s)	Measure(s) of Progress	Future Ready Librarians Wheel(s)
1. Evaluate collection diversity and purchase new materials to enhance the collection	Librarians	Ongoing	Collection updated based on evaluation	<i>Curriculum, Instruction, & Assessment</i>
2. Help teachers promote their own independent reading	Librarians and all staff	2024-25 School Year	Teachers participating in sharing about their own reading - physical displays, bulletin boards, signs, digital signage, shelf talkers, etc.	<i>Personalized Professional Development</i>
3. Collaborate with classroom teachers to help promote more student book checkouts				<i>Curriculum, Instruction, & Assessment</i>
a. EL - Increase targeted strategies in upper grades to maintain the love of reading	Librarians collaboration with upper grade teachers	2024-2025 School Year	Student created materials, increased circulation	
b. MS - Schedule classes to come for book checkout	Librarian collaboration with core classes	Create revolving schedule by October of each year	Increased circulation	
c. HS - Curate updated library booklists for classes	Librarian collaboration with teachers	2024-2025 School Year	Increased circulation	
4. Create an initiative to promote diverse books through displays of cultural diversity, literature formats and informational texts	Librarians, library paraprofessionals, students	Scheduled displays - Ongoing	Bulletin boards, library newsletter, physical and digital book displays	<i>Curriculum, Instruction, & Assessment</i> <i>Use of Space & Time</i>
5. Develop an understanding of lateral reading (cross-checking information). Support teacher integration of this strategy to improve student ability to access and critically evaluate information.	Librarians, classroom teachers	Develop understanding - 2024-2025 school year Support teachers - 2025-2026 school year	Attend professional learning about lateral reading Meetings with teachers to support the integration of lateral reading.	<i>Curriculum, Instruction, & Assessment</i> <i>Personalized Professional Development</i>
6. Educate school community about the adaptable role of the librarians and how they can support curricular decisions	Librarians, teachers, administrators, support staff, District leadership, families	2025-2026 school year	Promotional materials, attending relevant curricular meetings	<i>Collaborative Leadership</i>
7. Cultivate community partnerships and collaboration to promote literacy beyond the school day.				<i>Community Partnerships</i>

a. EL - Plan and host a family literacy event	Librarians, paraprofessionals, school staff, students and families	2025-2026 school year	Event planned and completed	
b. MS - Connect with the public library for research support	Librarian, teachers, and public librarian	2025-2026 school year	Contact made	
c. HS - Create contact between students and university libraries (guided tour, workshop, scavenger hunt)	Librarians, library paraprofessionals, school staff, students, university staff	2025-2026 school year	Contact made	

Library Action Plan

Goal #2 Statement:	If our librarians can create a school-wide culture of inquiry, then our students will become critical thinkers, problem solvers, and lifelong learners.			
Indicators of Progress:	<ul style="list-style-type: none"> - Library space usage data (1) - Scope and sequences (2) - Budget information (3) - Student expectation guidelines (4) - Professional learning sessions (5) 			
Action(s): How will you and others make this action a reality?	Who is Responsible?	Date(s)	Measure(s) of Progress	Future Ready Librarians Wheel(s)
1. Assess library space usage to prioritize purposeful, inquiry-based learning	Librarians, library paraprofessionals	Ongoing, assess quarterly	Online space reservations system and observations	<i>Use of Space & Time</i>
2. Analyze the Wisconsin ITL Standards and incorporate them into a library scope and sequence	Coordinator of Instructional Technology, Librarians, School Staff	August 2024 - October 2024	Connections created between standards and current practices	<i>Curriculum, Instruction, & Assessment</i>
3. Collaborate with the Director of Business on streamlining a process to track Common School Funds in order to best spend the funds on tools and resources that support inquiry	Director of Business, Coordinator of Instructional Technology, Librarians	2024-2025 school year	Meetings with Director of Business and creation of CSF tracking process	<i>Budget and Resources</i>
4. Develop and implement consistent expectations for student device management to ensure students are using devices safely and effectively to support inquiry-based learning	Librarians, classroom teachers, Coordinator of Instructional Technology, Coordinator of Informational Technology	Develop understanding - 2024-2025 school year Implementations - 2025-2026 school year	Expectations are created and implemented	<i>Robust Infrastructure</i> <i>Budget and Resources</i> <i>Data and Privacy</i>
5. Facilitate professional learning sessions about relevant inquiry tools and strategies	Librarians, Coordinator of Instructional Technology, School Administration, Director of Teaching and Learning, Professional Development Coordinator	2024-2025 school year	Sessions are completed	<i>Curriculum, Instruction, & Assessment</i> <i>Personal Professional Learning</i>