Pierce Joint Unified School District Library Plan

2023/2024
School Year

Mission and Goals of the School Library Media Program

The mission of the library media program is to ensure that students and staff are effective users of ideas and information. This mission is accomplished by:

1. Providing intellectual and physical access to materials in all formats.

2. Providing instruction to foster competence and stimulate interest in reading, viewing, and using information and ideas.

3. Working with other educators to design learning strategies to meet the needs of individual students.

Library Plan Committee Members Present: Laura Hansen (AES/GIE Principal), Jessica Geierman (JJH Principal), Don Friel (AAHS/PHS Vice-Principal), Jacqueline Thomas (PJUSD Instructional Coach), Mary Grimmer (AES/JJH Librarian), and Allison Jansen (Library Committee Chairperson). Absent: Jane Hardy (GIE Librarian)

Goal 1:   **To provide the staffing necessary to implement an effective, district wide library media program.**

    1. Staffing to support enrollment (ADA) for each site.
        Responsible: Administration/Board
        Timeline: 2023/2024
        Evaluation: For the 2022/2023 school year, the district has two librarians. One librarian works 28 hours at Arbuckle Elementary and 7.0 hours at Johnson Jr. High weekly. The other librarian works 1.0 hour a week at Grand Island Elementary.

    2. A district wide library committee with representation from all sites will meet annually. For the 2022/2023 school year, the committee met on March 28, 2023.
        Responsible: Superintendent Designee
        Timeline: 2023/2024
        Evaluation: Recorded dates of meetings

Goal 2:   **To ensure that all students in the district have access to equally effective library media programs.**

    1. All TK-5 elementary students will have weekly classroom visits to library and material check out available by staff. For the 2022/2023 school year, the AES Library was open for students before and after school three days a week. The AES Library was open during breaks for the students at both AES and GIE to check out books.
        Responsible: Site Administrator
        Timeline: 2023/2024
        Evaluation: Circulation Statistics

    2. Johnson Junior High library is open for classroom visitation and access during school time.
        For the 2022/2023 school year, the library was open one day per week. The JJH Library was open after school one day a week.
        Responsible: Site Administrator
        Timeline: 2023/2024
        Evaluation: Circulation Statistics

    3. For the 2022/2023 school year, PHS students were able to check out books from teachers in the English Department using the PHS mobile library which was stationed in classrooms. PHS students could also request books through the AES/JJH librarian.
        Responsible: Site Administrator
        Timeline: 2023/2024
        Evaluation: Circulation Statistics

    4. The school district governing board will regularly review policies for library and instructional materials.
        Responsible: Superintendent/Board

Timeline: 2023/2024
Evaluation: Policies

5. Sites will continue to use Follett Library Software. Follett will manage software upgrades. All new materials will be categorized. PHS used the Follett Library Software to check in and out textbooks.
Responsible: District Technology Director and Librarians
Timeline: 2023/2024
Evaluation: Implementation

6. Library funding can come out of site allocations. District included library funding in 2022/2023 LCAP.
Responsible: Administration
Timeline: 2023/2024
Evaluation: LCAP Action

Goal 3: **To provide up-to-date relevant resources in a variety of formats and technologies to meet the diverse needs of all learners.**

1. The internet will be available for all students for computer research.
Responsible: District/County Librarians
Timeline: 2023/2024
Evidence: Research Projects done by students

2. Spanish library selections will be available in site library collections and K-8 classroom library selections. JJH will continue to build selection for Newcomers.
Responsible: Librarian/Classroom Teachers
Timeline: 2023/2024
Evaluation: Number of Spanish books available in each library

3. Trade books, representing grade level appropriate, narrative and expository text, and classroom sets will be purchased to enhance TK-8 classroom library collections and site libraries when funding allows.
Responsible: Grade Level Teams/Classroom Teacher
Timeline: 2023/2024
Evaluation: Books

4. Motivational/high interest books and books with character diversity that reflect student interest will be purchased for site libraries and classroom collections when funding allows. Teachers at each site could request money to purchase classroom library books.
Responsible: Grade Level Teams/Classroom Teacher
Timeline: 2023/2024
Evaluation: Books purchased on a yearly basis

5. Libraries TK-5, include an area in which books are shelved by Lexile number. In grades 6-8, books are organized by the Dewey Decimal System, Lexile number, alphabetical or by high interest. Classroom libraries at PHS are organized by the teacher.
Responsible: Librarians
Timeline: 2023/2024
Evaluation: Books

6. Using district funding, for example, quizzes for a reading motivational program, will be selected to coincide with themes for different reading levels for grades TK-6.
Responsible: District technology director and principals
Timeline: 2023/2024
Evaluation: Budget records

7. All materials purchased will be stamped as district property when received.
Responsible: Librarians/Site Staff
Timeline: 2023/2024
Evaluation: Books

8. The district library committee has set the following system to pull well-worn non-appealing materials; all books are examined for condition, copyright date, and circulation. Worn books will be replaced and obsolete books will be discarded when appropriate.
Responsible: Librarians
Timeline: 2023/2024
Evaluation: Books

9. The collection of Lexile level books over 1000 with appropriate content will be continually enhanced at the TK-8 site libraries.
Responsible: Librarians
Timeline: 2023/2024
Evaluation: Books purchased for each library

Goal 4: **To ensure ongoing administrative commitment for effective library media programs.**

1. The district will consider the district's library media program needs during the Local Control and Accountability Plan (LCAP) process and allocate necessary funds from the Local Control Funding Formula (LCFF).
Responsible: Superintendent/Board
Timeline: 2023/2024
Evaluation: Budget

2. The district will encourage schools to use available funds to continually upgrade library media resources.
Responsible: Superintendent-Principals
Timeline: 2023/2024
Evaluation: Budget

3. Students will receive training in handling of books; responsibility of the checking in and out of books; and the expected behavior conducive to a library environment.
Responsible: Librarians/Teachers

Timeline: 2023/2024
Evaluation: Number of lost books at the end of school year, weekly contests between classes on different categories each week with prizes to the weekly winner.

2. Lost/Damaged books will be replaced by fines and district funds.
   Responsible: Librarians, Principals
   Timeline: 2023/2024
   Evaluation: Budget

Goal 5: **To involve parents and community members in the development and support of library media programs for improved student learning.**

1. The district will encourage the continued use of public libraries by students and teachers.
   Responsible: Librarians/Teachers
   Timeline: 2023/2024
   Evaluation: Site Circulation Reports

2. An informal assessment survey of teachers, students and parents will be administered annually, i.e., teachers' meetings, School Site Council. Students will be involved in selection of books to support school site programs.
   Responsible: Librarians and Principals
   Timeline: Annually
   Evaluation: Needs assessment

Goal 6: **To provide appropriate facilities to meet the learning and teaching needs of an effective library media program.**

1. TK-8 school sites include library facilities.
   Responsible: Superintendent/Board Administration
   Timeline: Ongoing
   Evaluation: Building blue prints

2. The district facilities and maintenance plans will include the upgrading and renovation of school libraries.
   Responsible: Superintendent and Maintenance Director
   Timeline: Ongoing
   Evaluation: Facilities Report

Goal 7: **To ensure that the library media program serves as an essential catalyst for learning and teaching through comprehensive plans, policies, and ongoing program assessment.**

1. The district library committee will review and update district library plan annually.
   Responsible: Committee
   Timeline: Yearly
   Evaluation: Updated documents

Goal 8: **To ensure that the TK-8 classroom libraries serve as a catalyst for student reading, the following genres of literature and periodicals will be purchased:**

- Trade books, classroom sets, informational text, paperback or hardbound, representing grade-level-appropriate narrative and expository text, e.g., classic and contemporary literature

- Stand-alone literature titles not dependent upon instruction

- Literature aligned to student reading levels

- Literature sets for small groups, e.g., 5-8 copies

- Literature suggested as recreational or related to the reading program

- Literature in languages other than English

- Books to support a reading motivational program

1. Grade level teams will collaboratively select classroom materials that best suits the needs of the collective grade level.
   Responsible: Grade Level Teams, Principal
   Timeline: Yearly
   Funded: Site funds
   Evaluation: Books

2. The literature selected by grade level teams will be rotated between classes.
   Responsible: Grade Level Teams, Principals
   Timeline: Yearly
   Funded: Site Funds
   Evaluation: Books