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United Community Center Schools

District Library Plan

October 2023

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UCC Schools District Library Plan

I. Introduction

The United Community Center's (UCC) mission is to transform the lives of Hispanics, families and individuals of all ages by providing the highest quality comprehensive services in education, human services, health, community development and cultural arts. The UCC's vision is an empowered and thriving Hispanic community where all achieve their fullest potential.

The foundation of our services at the United Community Center is education. Our K4-8 schools of more than 1,600 students are the primary example of how we serve through education, and we truly believe we can lead the community to a better life through education.

Our UCC Schools are a non-sectarian, nonprofit, community-based charter school dedicated to creating an environment that fosters high expectations and excellence for all students. Our schools believe that hard work, strong parental involvement, high expectations, and knowledge of culture will lead all students to rigorous high schools and colleges and equip them with skills to be competitive in dynamic future job markets. UCC Schools provide students with a clear sense of identity, a positive attitude toward learning, and effective communication skills.

The purpose of the United Community Center (UCC) Schools District Library Plan is to outline the vision, goals, and activities for enhancing the K-8 library program across our UCC School system. This plan serves as a roadmap to demonstrate program growth, effectiveness, and alignment with the district's overall mission and goals. The plan emphasizes authentic implementation, stakeholder engagement, compliance with state and federal legislation, and adherence to professional standards. It will guide the library program's development, ensuring alignment with the district's vision, strategic plans, belief statements, school board policies, and curriculum standards.

District & Library Contacts:
- District Administrator - Director of Curriculum & Instruction
  - Shaba Martinez - Director of Academics & Technology - smartinez@bgcsedu.org
- Elementary School Library
  - Melanie Melville - Master of Library & Information Science (MLIS) - mmelvill@bgcsedu.org
- Middle School Library
  - Rachel Klug - Certified School Library Media Specialist - rklug@bgcsedu.org

II. Mission Statement

The library media program at UCC Schools is based on the concept of free access to information that reflects the cultural diversity and the pluralistic nature of a global society. This free access is available to all students and staff.

In support of this concept, the program seeks to foster inquiry and learning by enhancing the instructional program through information & digital literacy.

The ability to locate, evaluate, and apply information is necessary in order to be a productive citizen in our complex society. The library media center is the gateway to the array of information resources available.

The library media program is committed to the responsibility for ensuring that all students will become discerning information consumers and thereby perpetuate the goal of lifelong learning for every student.

III. Vision and Library Program Goals

The UCC Schools Library Media Centers provide materials to promote the love of reading, to support the curriculum and the Wisconsin Model of Academic Standards. UCC Library Media Centers will provide resources for students and staff in the form of print, non-print and electronic materials, in order to complete assignments, explore ideas, and find a wide variety of recreational reading on many levels and topics, so that students will become lovers of reading, independent library users, informed users of information, and life-long learners.

Vision: To create a dynamic and inclusive library program that fosters a lifelong love of learning, critical thinking, and digital literacy among students, empowering them to succeed in a globally connected world.

Library Program Goals:
- **Students are motivated and independent learners.**
  - Students successfully employ information literacy, technology, and critical thinking skills in subject-area learning experiences.
  - Students are engaged in independent reading and inquiry-based learning.
- **The library is a powerful intellectual and social space where students and teachers gather ideas, exchange points of view, and learn together.**
  - Students and teachers have access to a certified school library media specialist.
  - Students have equitable access to the library and its resources.
  - The library provides access to high-quality resources in a variety of formats that support curricular and instructional goals and respond to diverse student needs and interests.
  - The library facility is welcoming, with a climate conducive to individual and shared learning.
  - Current technology is available and operable to support multiple learning experiences in the library and remote access to library resources.
  - The collection of print and digital resources is expanded and evaluated on an ongoing basis, ensuring that library resources are current, diverse, and aligned with the curriculum standards.
  - The library provides a structured digital literacy curriculum, integrating information literacy skills into the core curriculum to prepare students for the digital age.
- **The library program supports a culture of literacy throughout the school.**
  - Teachers integrate resources and information-literacy skills into every classroom.
  - Teachers collaborate with the librarian and other teachers to optimize instruction & curriculum design.
- **The library fosters a professional learning community.**
  - Teachers, principals, and librarians engage in ongoing professional development to stay updated with emerging technologies, teaching methods, and educational trends.
  - The librarian facilitates professional dialogue and networking among teachers, principals, and other librarians to support continuous improvement of practice.
  - The library fosters partnerships with parents, teachers, and community organizations to promote reading, learning, and library use beyond school hours.

IV. UCC Schools Library Future Ready Framework

The UCC Schools District Library Plan as well as the district Digital Learning Plan also incorporates the Future Ready Schools and Librarians framework, and articulates the following key priorities to ensure learner centered literacy practices across our schools:

- **Literacy:** *inspires and supports the reading lives of both students and teachers*
  - Library collection of both print and digital resources will be assessed regularly to determine if the collection is meeting the needs and interests of students, staff, and our school community
- **Curriculum, Instruction, & Assessment:** *curates digital resources, builds instructional partnerships, empowers students as creators*
  - Library curriculum and instruction will support students digital curation skills, integrate deeper learning, critical thinking, information literacy, digital citizenship, creativity, innovation, collaboration, real-world problem solving, and the active use of technology
- **Personalized Professional Learning:** *facilitates personalized learning*
  - Library staff will provide asynchronous and synchronous professional learning opportunities for staff to build a broader understanding of the skills that comprise success in the digital age
- **Robust Infrastructure:** *ensures equitable digital access*
  - Library programming will provide and advocate for equitable access to collection tools and digital resources
- **Budget & Resources:** *invests strategically in digital resources*
  - Library program will leverage an understanding of the school and community needs to identify and invest in print and digital resources to support student learning.
- **Community Partnerships:** *cultivates community partnerships*
  - Library staff will cultivate partnership within the school and local community to promote engagement and a community of readers.
- **Data & Privacy:** *advocates for student privacy*
  - Library staff will teach and promise student data and privacy through their instruction and role as an education leader.
- **Use of Space & Time:** *designs collaborative spaces*
  - Library will provide flexible spaces within the library that promote inquiry, creativity, collaboration, and community.
- **Collaborative Leadership:** *leads beyond the library*
  - Library staff will participate in setting the district's vision and strategic plan for digital learning and fostering a culture of collaboration and innovation to empower teachers and learners.

V. District Library Documentation

Listed below are the current library policies and documentation:
- Library Mission & Goals
- Library Expectations
- Library Curriculum
- Library Procedures
- Library Calendar and Schedules
- Library Selection & Collection Development Policy
- Copyright & Fair Use Policy
- Library Standards
- Library Annual Reports
  - Includes circulation statistics and collection analysis

UCC Vision: An empowered and thriving Hispanic community where all achieve their fullest potential.

VI. Assessment of Current K-8 Library Program

A comprehensive assessment of the current K-8 library program will be conducted every 5 years to identify strengths, weaknesses, opportunities, and obstacles. This assessment will include evaluating existing resources, technology infrastructure, staff expertise, student needs, and community involvement. Input from teachers, students, parents, and other stakeholders will be gathered to inform the assessment process.

The assessment process will include:
- Stakeholder Engagement
- Resource Evaluation
- Staff Expertise
- Student Needs
- Community Involvement

The data analysis and reporting process will include:
- Data compilation
- SWOT (Strengths, Weaknesses, Opportunities, Threats)
- Report Generation

The recommendations and strategic planning process will include:
- Stakeholder feedback review
- Strategic planning workshop
- Implementation and monitoring

VII. School District & Library Priority Areas

Our UCC Schools district strategic plan goals are as follows:
- Offer effective programs to our families, students and alum.
- Reset the criteria to define our school's success based on both growth and achievement norms while offering robust programming in which students are given an academic foundation to excel.
- Employ, upscale and retain qualified, credentialed and quality staff.
- In collaboration with Finance and HR Department leaders: identify factors to ensure UCC is competitive with its benefits/compensation, reduce elementary class sizes and fund updated curriculum programs.
- Identify a strategy responsive to school growth for next three years and beyond.

In order to align our library goals and priorities with our school strategic goals, our library program will focus on the following priority areas:
- Providing equitable access to ALL our K4-8th grade students and staff to our library collection, services, and programming
- Ensuring that our library collection provides a wide range of resources, both print and digital materials, and meet the needs of our students, staff, and curriculum programs
- Library staff will participate in ongoing professional development and training to expand their knowledge and skills to better serve our school community
- Library staff will provide professional development and training to school staff regarding library services and programs 1-2 times throughout each school year
- Evaluate the library collection on an ongoing basis to ensure adequate resources are available to all students and staff as our schools continue to expand our enrollment and staff

VIII. District Library SMART Goals and Aligned Activities

SMART Goals that address the priority areas listed above:

- *By the end of the 2024-2025 school year, we aim to increase the overall engagement of K5-8th grade students and staff and families with the library collection, services, and programs, ensuring that each child receives access to the library at least 1 time each week, thereby ensuring equitable access and fostering a culture of learning and exploration within our school community.*
  - Adjust library schedule to ensure all students in grades K5-8th grade are provided with weekly access to library programming and services
  - Provide access to K4 students to experience the library environment and programming monthly or quarterly.
  - Adjust library staffing to allow for this level of programming
  - Ensure equitable division of library class instruction and responsibilities across library staff
  - Provide 3-5 events each year to families/students/community to engage the school community in library programming and access to literacy such as book talks, author visits, book fairs, battle of the books competitions, and other literacy activities

- *By the end of the 2024-2025 school year, our aim is to enhance each library collections with a minimum of 500 new resources, both print and digital, ensuring that they align with the curriculum requirements, align with current student needs (ELL and Special Education student populations), cater to diverse interests, and contribute significantly to the educational enrichment of our K4-8th grade students and staff.*
  - Weed resources from the collection that are not utilized, are irrelevant, inaccurate, inappropriate, or no longer align with school priorities and curriculum
  - Carefully review new resources added to the library collection to ensure they align with instructional programs and meet the needs of students and staff
  - Regularly review student demographics and needs, specifically student achievement data, English Language Learner population, Special Education population, and students receiving intervention services to ensure that the library collection provides resources that best meet the needs of these populations

- *By the end of the 2024-2025 school year, our objective is to organize a minimum of two professional development and training sessions each school year, empowering school staff with the necessary skills and knowledge to effectively utilize library services and programs in their teaching activities, thus enhancing the overall educational experience for our students.*
  - Library staff will work with school and district administrators to ensure they are allocated with time on the professional development schedule at least 2 times each year to provide training and resources to all school staff

- ***By the end of the 2024-2025 school year, our goal is to conduct annual evaluations of the library collection, assessing a minimum of 20% of the resources each time. These evaluations will ensure that the collection remains diverse, relevant, and aligned with curriculum standards, supports the demographics of our student population (ELL, special education students, etc), catering to the expanding enrollment and staff needs within our school community.***
    - Complete library inventory of all library materials at least once each 5 years to ensure accurate and complete library inventory record
    - During this process, school staff and leadership will weed any resources found that are inaccurate, irrelevant, or no longer in alignment with school curriculum and standards.
    - Using collection statistics and circulation data, determine if the current library collection meets the needs of current student population and instructional staff needs and curriculum.

IX. 5-Year District Library Plan

Year 1: Assess and Establish Foundations

Assessment and Needs Analysis:
- Conduct a comprehensive assessment of the existing library resources, staff expertise, technology infrastructure, and student needs.
- Gather input from teachers, students, parents, and community members to identify strengths, weaknesses, opportunities, and threats.

Professional Development:
- Provide training and professional development opportunities for library staff to enhance their skills in information literacy, technology integration, and community engagement.

Strategic Goal Setting:
- Develop clear, measurable goals and objectives based on the assessment findings and stakeholder input.
- Establish an action plan outlining specific initiatives to address identified areas for improvement.

Year 2: Enhance Resources and Infrastructure

Resource Enhancement:
- Expand and diversify the library's collection, including books, digital resources, and multimedia materials, to align with curriculum standards and student interests.
- Invest in educational tools, software, and online databases to support research and learning.

Technology Upgrade:
- Upgrade technology infrastructure, including computers, tablets, and networking equipment, to ensure seamless access to digital resources.
- Provide training for both staff and students on utilizing new technologies effectively.

Community Engagement:
- Foster partnerships with local organizations, authors, and experts to enhance community involvement in library programs and events.
- Organize outreach activities to promote the library's resources and services to parents and community members.

Year 3: Strengthen Information Literacy Skills

Information Literacy Curriculum:
- Develop a comprehensive information literacy curriculum that aligns with state standards and equips students with essential research and digital literacy skills.
- Collaborate with teachers to integrate information literacy lessons into the existing curriculum.

Library Instruction:
- Provide instruction for students on effective search strategies, evaluating online sources, and ethical use of information.
- Implement interactive learning activities and projects that reinforce information literacy skills..

Year 4: Promote Reading Culture and Lifelong Learning

Reading Programs:
- Launch reading programs, book clubs, and author visits to promote a love for reading among students.
- Create incentives and rewards to encourage students to participate actively in reading initiatives.

Lifelong Learning Workshops:
- Organize workshops for parents and community members on fostering literacy skills at home and promoting a culture of lifelong learning.

Digital Literacy for Parents:
- School staff or local community partnerships will provide workshops for parents on digital literacy, internet safety, and monitoring online activities to support their children's responsible use of technology.

Year 5: Evaluate, Adjust, and Plan for the Future

Evaluation and Feedback:
- Conduct a thorough evaluation of the implemented initiatives, gathering feedback from teachers, students, parents, and staff.
- Analyze the impact of the library program improvements on student learning outcomes, reading habits, and information literacy skills.
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Adjustment and Scaling:
- Adjust strategies and initiatives based on the evaluation results, focusing on strengthening successful programs and revising or discontinuing less effective ones.

- Consider scaling successful programs to other schools within the district, sharing best practices and resources.

Future Planning:
- Engage in long-term strategic planning sessions involving district administrators, library staff, and other stakeholders.
- Identify emerging trends in education, technology, and library sciences to anticipate future needs and plan for the continued enhancement of the district library program.

By following this 5-year plan, the K-8 district library can systematically improve its resources, enhance information literacy skills, promote a love for reading, and adapt to the evolving educational landscape, ensuring a vibrant and effective library program for students, teachers, and the community.

X. Budget for School Library Expenditures

United Community Center, Inc. is an independent 2r public charter school, authorized by the University of Wisconsin – Milwaukee. As a charter school, our schools are funded by DPI per pupil funding, as well as additional funds we bring in through annual fundraising efforts.

Our library budget at present for the 2022-2023 school year was approximately $30,000 for the library with total student enrollment of 1534 students, and 250 staff. $22,260 of this budget was for print materials and eBooks, $7732 of this budget was allocated for digital resources and subscriptions.

As our school enrollment and staff expands, our goal is to expand our library collection proportionally to the growth of our student and staff population, allocating at least $20 per student and staff member in the annual library budget.

This annual budget for our school libraries designates funds for the following purposes:
- Acquisition of Resources: 90% for purchasing new books, e-books, audiobooks, and digital resources.
  - *Print Resources, eBooks, & Audiobooks: approximately 70% of budget*
  - *Digital Resources: approximately 20% of budget*
- Professional Development: 3% for staff training and attendance at relevant conferences and workshops.
- Technology Enhancement: 2% for updating and maintaining library technology infrastructure, including computers and software.
- Community Engagement: 5% for organizing events, book fairs, and outreach programs to engage parents and the community.

XI. Reference and Review of Policies, Procedures, and Guidelines

Library policies, procedures, and guidelines will be reviewed annually to ensure alignment with district, state, and federal regulations. Any necessary revisions will be made promptly to maintain compliance and best practices.

Listed below are the current library policies and documentation:
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Bruce-Guadalupe Community School

United Community Center
Centro de la Comunidad Unida

United Community Center Acosta Middle School

XII. School Board Approval

Our UCC Schools are an independent public charter school, authorized by the University of Wisconsin-Milwaukee. As a public charter, we do not have a school board, rather our UCC Board of Directors has an Education Committee that operates as our "school board" reviewing and approving all school-based policies. This District Library Plan will be reviewed by our school district administrator (Director of Academics) and school principals, and will then be presented to the Education Committee (a sub-committee of our UCC Board of Directors) for approval during the Spring board meeting. Any feedback or recommendations from the board will be incorporated into the final plan.

XIII. Conclusion

By authentically implementing this District Library Plan, UCC will create a vibrant, responsive, and integrated library program that enriches the educational experience of all students. This plan not only aligns with federal and state legislation but also embodies the district's vision, strategic plans, belief statements, and curriculum standards. Through continuous assessment and adaptation, the library program will play a pivotal role in shaping lifelong learners prepared for the challenges of the 21st century.