

Duncanville Libraries

Monthly Library Statistics

April 2018



[Acton Elementary](#)

Alexander Elementary

[Bilhartz Elementary](#)

[Brandenburg Intermediate](#)

[Byrd Middle School](#)

[Central Elementary](#)

[Daniel Intermediate](#)

[Duncanville High School](#)

[Fairmeadows Elementary](#)

[Hardin Intermediate](#)

[Hastings Elementary](#)

Hyman Elementary

[Kennemer Middle School](#)

[Merrifield Elementary](#)

[Reed Middle School](#)

[Smith Elementary](#)

[What else does a Duncanville librarian do?](#)

[Description of Statistics](#)



Acton Library Business

Books/Materials circulated this month: 1,447	Classes in the library: 53
Classes in computer labs: 78	Individual students in the library (with passes): 28
Mobile lab check outs: Checked out to grades 2nd & 3rd	Collaboration sessions: 13
Book Carts and resource lists: 5	Extra hours the library was open: N/A
Days the library was closed: 4	Reason library was closed: TLA Conference



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	447	Safari Montage	108
GALE	1	Schoolwires – Library page	109
Britannica	0	Schoolwires – Campus	1,521



Technology and Web Presence

Total # of tech issues assisted by librarian: 5 Technology issues trends: Document camera/projector connectivity, HDMI cables, teacher laptops	Total posts on social media accounts: N/A Total time managing Schoolwires webpages: 90 min.
--	--



April Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Engineering club • 3rd & 4th gr. Book Clubs • On the spot gradebook trainings 	<ul style="list-style-type: none"> • Student of the month celebration • “Nacho Average” Family Night: public library visit • LMS monthly meeting @ Acton

Community Outreach:

- Partnership with Dallas Public Library: Promote summer reading program during family night & schedule visit to talk to all students on May 17

Other Campus Duties & Notable Information:

- Gradebook trainer
- Technology inventory, distribution and trouble shooting
- Translator for campus
- Campus Web Master
- Safari Montage digital signs in the library, office, cafeteria
- Student of the month coordinator
- Book Club during 3rd and 4th grade lunches
- Photographer for various events & email to Ms. Martin (Facebook)
- Input grades for vacant 2nd grade teacher position
- Sponsor Engineering Club
- Assisted with 4th grade STAAR Writing, Ms. Cabrera
- Part of 4th grade specials rotation in computer lab



Bilhartz Library Business

Books/Materials circulated this month: 1915	Classes in the library: 130
Classes in computer labs: 135	Individual students in the library (with passes): 25
Mobile lab check outs: 3 mobile laptop carts	Collaboration sessions: 10
Book Carts and resource lists: 15	Extra hours the library was open: 0
Days the library was closed: 0	Reason library was closed: 0



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	946	Safari Montage	199
GALE	17	Schoolwires – Library page	1899
Britannica	1106	Schoolwires – Campus	2897



Technology and Web Presence

Total # of tech issues assisted by librarian: 20 Technology issues trends: Laptops having log on or internet connection issues, or other issues	Total posts on social media accounts: 5 Total time managing Schoolwires webpages: 10
---	---



April Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Students in lab/and on computers for keyboard training/digital resources 	<ul style="list-style-type: none"> Set up Technology for Staff Meetings Set up Technology for ESL//GED training

Community Outreach:

Two hour lunch collaborating on author visits for next year
TLA Conference-collaborating with public libraries
Spring Carnival

Other Campus Duties & Notable Information:

Campus Webmaster
Campus Safari Montage Unit- announcements, information, etc.
Site improve
Add and maintain Digital Resources to the library page



Brandenburg Library Business

Books/Materials circulated this month: 1251	Classes in the library: 40
Classes in computer labs: 42 Individual Classes	Individual students in the library (with passes): 62
Mobile lab check outs: 6 (Checked out for the Year)	Collaboration sessions: 2
Book Carts and resource lists: 3	Extra hours the library was open: 2
Days the library was closed: April 3-April 6, April 10-April 12, April 18-19	Reason library was closed: 04/03-04/06- Attending TLA Conference, 04/10-04/12 STAAR Testing, 04/18-04/19- 6 th Grade Choice Sheets with Counselor



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	561
GALE	12	Schoolwires – Library page	1021
Britannica	2989	Schoolwires – Campus	1,667



Technology and Web Presence

Total # of tech issues assisted by librarian: 5 Technology issues trends: Problems with projection systems in classrooms. Problems with Ladybug not projecting properly. Problems with HDMI cords coming apart.	Total posts on social media accounts: 0 Total time managing Schoolwires webpages: 2 hours Siteimprove 1 hour
---	--



April Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Computer Lab Reading Enrichment every morning before school from 7:45 AM to 8:30AM. • Reading Aloud in Classroom 	<ul style="list-style-type: none"> • GATE Pullouts • Sunshine Luncheon • Small Group Testing • STAAR Training • Wedding Shower

Community Outreach:

Other Campus Duties & Notable Information:

Advisor for Youth in Government

GATE Club Sponsor

Month: April 2018

Library: Byrd

Library Media Specialist(s): Jan Brady



Byrd Library Business

Books/Materials circulated this month: 388	Classes in the library: 20
Classes in computer labs: 55	Individual students in the library (with passes): 50+
Mobile lab check outs: 189	Collaboration sessions: 20
Book Carts and resource lists: 0	Extra hours the library was open: 8
Days the library was closed: Parts of 4 days	Reason library was closed: STAAR testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	na	Safari Montage	108
GALE		Schoolwires – Library page	53
Britannica	87	Schoolwires – Campus	2448



Technology and Web Presence

Total # of tech issues assisted by librarian: 25ish Technology issues trends: <ul style="list-style-type: none"> • Password resets • AUP forms • Skyward Gradebook • Xerox 	Total posts on social media accounts: na Total time managing Schoolwires webpages: 4 hours Total time managing SiteImprove:
---	---



April Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • 1-on-1 as needed • Skyward Gradebook 	<ul style="list-style-type: none"> • Staff Meetings • Testing trainings • Lunch detentions • After school detentions • Saturday Schools • Tutoring sessions • Teacher Luncheon • District math PLC

Community Outreach: Weekly Newsletter; sent School Messenger emails to parents with need-to-know information; assisted parents with questions about things in the School Messenger emails

Other Campus Duties & Notable Information: Maintain Schoolwires and Outlook Calendars; weekly newsletter; LCD-TV; lamination; Xerox machines; testing team; cover classes as needed; Instructional Leadership Team; I do anything else that is asked of me



Central Library Business

Books/Materials circulated this month: 2,237	Classes in the library: 94
Classes in computer labs: 71	Individual students in the library (with passes): 25
Mobile lab check outs: 9	Collaboration sessions: 3
Book Carts and resource lists: 3	Extra hours the library was open: 10 hours
Days the library was closed: N/A	Reason library was closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	1,352	Safari Montage	345
GALE	117	Schoolwires – Library page	2,145
Britannica	1,3660	Schoolwires – Campus	2,226



Technology and Web Presence

Total # of tech issues assisted by librarian: 3	Total posts on social media accounts: 38 Total time managing Schoolwires webpages: 30 min. Total Time Managing Front Hallway LCD TV: 1 hrs.
--	--



March Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • School Wide Book Club: <ul style="list-style-type: none"> ○ Ordered & distributed books ○ Purchased & cared for school pet mouse ○ Organized Kick Off Ceremony ○ Coordinated Trivia, Coloring, Comic, Instagram, & Costume Contests ○ Distributed Information to parents & prizes to students • Student Technology Lessons for 2nd – 4th grades held 11 times weekly. 	<ul style="list-style-type: none"> • GATE Coordinator student meetings

Community Outreach: Little Free Library maintenance weekly; daily posts to keep parents involved in School Wide Book Club

Other Campus Duties & Notable Information:

Manage campus Google Calendars for lab, library, & mobile cart reservations. Manage front hallway LCD TV, manage all campus digital resources (Brain Pop, Education Galaxy, All In Learning, Math Seeds, Reading Counts, FASTT Math, Typing Club, & Education Galaxy), Campus Tech Cadre leader, CDAT & SBDM committee member



Daniel Library Business

Books/materials circulated this month: 969 (47 holds)	Classes in the library: 32
Classes in computer labs: 97	Individual students in the library (with passes): 135
Mobile lab check outs: 15 (Checked out to clusters/used daily)	Collaboration sessions: 1
Book Carts and resource lists: 1	Extra hours the library was open: 1
Days the library was closed: 6	Reason library was closed: STAAR Testing, TLA Conf.



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	NA	Safari Montage	177
GALE	114	Schoolwires – Library page	150
Britannica	2341	Schoolwires – Campus	2010



Technology and Web Presence

Total # of tech issues assisted by librarian: 4	Total posts on social media accounts: 0
Technology issues trends:	Total time managing Schoolwires webpages: 15 minutes



April Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • A Wrinkle in Time Book Club – 4/18 • Book Fair Preview – 4/16, 4/17 • Book Fair - 4/18–4/24 	<ul style="list-style-type: none"> • 4/10–4/12 – STAAR Testing • 4/16 – Team Huddle (Staff Meeting) • 4/25 – Transition to Middle School Parent Meeting • 4/30 – Team Huddle (Staff Meeting)

Community Outreach:

- Book Fair open to the Daniel community April 18-24.

Other Campus Duties & Notable Information:

- Spring Book Fair – Book Fair was delivered and set up on Friday, April 13. Students attended Preview Day on April 16th and 17th and then came back to make purchases April 18-24. The Book Fair sales generated about \$3,100 in Scholastic Dollars which will be used to purchase books for the library. Thanks to the generosity of the Daniel community at the Fall and Spring Book Fairs, we were able to double the money allocated in our book budget this year.
- A Wrinkle in Time Book Club – Fifteen 5th and 6th grade students signed up to participate in the book club which meets every Wednesday after school until we finish the book. April 18th was the final meeting.



DHS Library Business

Books/Materials circulated this month: 1860	Classes in the library: 256
Classes in computer labs: 152	Individual students in the library (with passes): 6,686
Mobile lab check outs: 172	Collaboration sessions: 59
Book Carts and resource lists: 19	Extra hours the library was open: 18 hours
Days the library was closed: 1	Reason library was closed: testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	182
GALE	11,308	Schoolwires – Library page	3531
Britannica	381,091	Schoolwires – Campus	12,420



Technology and Web Presence

Total # of tech issues assisted by librarian: 128 Technology issues trends: printer, projector, connection issues, Google apps, “no servers” issue, passwords, sound / headphones	Total posts on social media accounts: 30 Total time managing Schoolwires webpages: 2 hours Total time managing SiteImprove: 0
--	--



April Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Library Lead meeting Makerspace Mondays TED Talk Tuesdays Drop-in “tech” trainings Anime Club & officer meetings Book Club Staff Lunch Bunch Webbed Wednesdays-Google Classroom & Social Media Book Spine Poetry Poetry Slam Battle of the Books Library survey / National Library Week Late Night in the Library 	<ul style="list-style-type: none"> ELL “Blue Folders” Teacher of the Deaf Teacher of the Blind Site Based Committee Texas Workforce Mentor Meeting English Team Meetings TSI testing Grade repair Spanish lab TELPAS rating and testing Staff Development Job Fair All in Learning training

Community Outreach: Social Media Posts and marketing; Poetry Slam, Late Night in the Library (extended hours), Student and Staff surveys, Staff Webbed Wednesdays

Other Campus Duties & Notable Information: Proximity Learning Committee, SiteImprove & webmaster, Site Based committee, lead librarian duties, mentors, TLA Conference, served as TLA presenters



Fairmeadows Library Business

Classes in computer labs: Lab 108 – 89 Lab 109 – 94 Lab 109: holding area daily for 4 th grade 7:30-7:50 AM	Individual students in the library (with passes): 12
Mobile lab check outs: Carts A, B, D – Housed with grade level teams (yearly) Cart E – Housed in Lab 109 (yearly) Cart C - 0	Collaboration sessions: 3
Book Carts and resource lists: 5	Extra hours the library was open: Daily 7:30-7:50 – 3rd Grade Holding Area
Days the library was closed: 1	Reason library was closed: Writing STAAR 4th Grade
Classes in computer labs: Lab 108 – 89 Lab 109 – 94 Lab 109: holding area daily for 4 th grade 7:30-7:50 AM	Individual students in the library (with passes): 12



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	2,508	Safari Montage	632
GALE	1	Schoolwires – Library page	32
Britannica	544	Schoolwires – Campus	663



Technology and Web Presence

Total # of tech issues assisted by librarian: 8 Technology issues trends: N/A	Total posts on social media accounts: 3 Total time managing Schoolwires webpages: 30 mins Total time managing SiteImprove: 15 mins
---	---



April Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Drop in training (individual teachers)-Guillen 	<ul style="list-style-type: none"> Writing STAAR 4/10 Scholastic Book Fair April 16-20

Community Outreach: Scholastic Book Fair April 16-20

Other Campus Duties & Notable Information:

- Campus Admin/Leadership Team, Campus Data Analysis Team, Campus Facebook and Webmaster, Raz Plus/Learning A-Z Campus Admin, Education Galaxy Campus Admin, Imagine Math/TTM Campus Admin, PBIS Committee (Weekly Prize Cart)
- LMS PLC – 4/2; LMS Meeting 4/30; JLG Webinar – Stars so Far; STAAR Writing Test – Administrator; Meeting with Lead Librarian – 4/17; TLA Conference April 3-6



Hardin Library Business

Books/Materials circulated this month: 1114	Classes in the library: 48
Classes in computer labs: 53	Individual students in the library (with passes): 234
Mobile lab check outs: 11	Collaboration sessions: 8
Book Carts and resource lists: 8	Extra hours the library was open: 21
Days the library was closed:	Reason library was closed: STAAR Testing, TLA Conf.



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	n/a	Safari Montage	147
GALE	7	Schoolwires – Library page	3646
Britannica	708	Schoolwires – Campus	286



Technology and Web Presence

Total # of tech issues assisted by librarian: 125 Technology issues trends: computer password reset, Help tickets, computer repair/reset	Total posts on social media accounts: 6 Total time managing Schoolwires webpages:
--	---



April Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
•	<ul style="list-style-type: none"> • Teacher Meetings • STAAR training for teachers • Helped prepare materials for teachers

Community Outreach:

Other Campus Duties & Notable Information:

Helped with STAAR Testing & Make-Up Testing;

Attended TLA conference

Month: April 2018

Library: Hastings

Library Media Specialist(s): Sansom



Hastings Library Business

Books/Materials circulated this month: 1350	Classes in the library: 33
Classes in computer labs: n/a	Individual students in the library (with passes): 127
Mobile lab check outs: 2	Collaboration sessions: 2
Book Carts and resource lists: 9	Extra hours the library was open:
Days the library was closed: 8	Reason library was closed: TELPAS testing; STAAR testing; TLA



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	563	Safari Montage	128
GALE		Schoolwires – Library page	285
Britannica	203	Schoolwires – Campus	1344



Technology and Web Presence

Total # of tech issues assisted by librarian: 2	Total posts on social media accounts: 4
Technology issues trends:	Total time managing Schoolwires webpages: 3 hours



April Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
	STAAR Training

Community Outreach:

Little Free Library

Read-A-Thon

Reading Club

Book Fair

Other Campus Duties & Notable Information:

Morning/afternoon duty



Kennemer Library Business

Books/Materials circulated this month: 833	Classes in the library: 9
Classes in computer labs: 63	Individual students in the library (w/ passes): 345
Mobile lab check outs: 166	Collaboration sessions: 13
Book Carts and resource lists: 0	Extra hours the library was open: 0
Days the library was closed: 3	Reason library was closed: testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	37
GALE	1	Schoolwires – Library page	48
Britannica	0	Schoolwires – Campus	1221



Technology and Web Presence

Total # of tech issues assisted by librarian: 32 Technology issues trends: reset passwords, no log on servers	Total posts on social media accounts: Total time managing webpages: 1 hour Total time managing digital signs: 30 mins Total time managing Site Improve: 0
---	--



April Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
	<ul style="list-style-type: none"> • Faculty Meeting • PTA Meeting • ESL/GED classes • STAAR Testing • Youth & Government (YAG) practice • Math Lock-in • iStation testing

Community Outreach:

- Book giveaways to students

Other Campus Duties & Notable Information:

- Lead Librarian duties
- Attended Texas Library Association Annual Conference



Merrifield Library Business

Books/Materials circulated this month: 1,151	Classes in the library: 62
Classes in computer labs: 106	Individual students in the library (with passes): 55
Mobile lab check outs: Our 2 mobile carts are divided btw 1st and 2nd grade daily.	Collaboration sessions: Spencer, Orr, Villanueva
Book Carts and resource lists: 7	Extra hours the library was open: 4 hours
Days the library was closed: 8.5	Reason library was closed: TLA Conference, LMS Meeting, STAAR (Writing), family illness, Career Day



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	2,118	Safari Montage	210
GALE	1	Schoolwires – Library page	233
Britannica	51,762	Schoolwires – Campus	1,111



Technology and Web Presence

Total # of tech issues assisted by librarian: 21 Technology issues trends: Laptops, sound, ipad	Total posts on social media accounts: 3 Total time managing Schoolwires webpages: 20 mins
--	--



April & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Spring Creek 4/25/18 • Talent Show auditions 	<ul style="list-style-type: none"> •

Community Outreach:

- Set up and facilitated our Spring Creek Spirit Night
- Attended Rotary Club Appreciation Dinner

Other Campus Duties & Notable Information:

- TLA Conference 4/3/18-4/6/18
- Saturday School teacher
- Support team meeting
- Assisted with STAAR writing testing
- Media/technology Club and morning announcements
- Lunch Buddy Book Club
- Talent Show audition judge
- Managed field day and STAAR t-shirts



Reed Library Business

Books/Materials circulated this month: 1,120	Classes in the library: 30
Classes in computer labs: 25	Individual students in the library (with passes): 156
Mobile lab check outs: 13	Collaboration sessions: 6
Book Carts and resource lists: 0	Extra hours the library was open: 20
Days the library was closed: 5	Reason library was closed: STAAR testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	519
GALE	1	Schoolwires – Library page	634
Britannica	177	Schoolwires – Campus	1798



Technology and Web Presence

Total # of tech issues assisted by librarian: 17 Technology issues trends: Projector not working, mouse disappeared, Printers	Total posts on social media accounts: 5 Total time managing Schoolwires webpages: 45
---	---



April & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> 4-4 Testing Procedures Review 4-5 STAAR testing staff meeting 4-25 morning staff meeting 	<ul style="list-style-type: none"> 4-25 afternoon staff meeting 4-25 summer school meeting

Community Outreach:

Other Campus Duties & Notable Information: Testing coordinator, new teacher academy, cafeteria duty



Smith Library Business

Books/Materials circulated this month: 1061	Classes in the library: 36
Classes in computer labs:	Individual students in the library (with passes): 68
Mobile lab check outs: 5	Collaboration sessions: 3
Book Carts and resource lists: 10	Extra hours the library was open:
Days the library was closed: 8	Reason library was closed: TLA and Testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	263	Safari Montage	147
GALE	6	Schoolwires – Library page	42
Britannica	22	Schoolwires – Campus	872



Technology and Web Presence

Total # of tech issues assisted by librarian: 35	Total posts on social media accounts: 2
Technology issues trends: Ladibug; laptop	Total time managing Schoolwires webpages: 10 hour



April Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Staff Meeting • Committee Meeting • Testing 	<ul style="list-style-type: none"> •

Community Outreach:

Little Free Library

Other Campus Duties & Notable Information:

- Safari Montage training
- Gradebook Training
- Lunch Duty
- Technology Inventory
- TLA Conference

What Else Does a Duncanville Librarian Do?

Campus Duties

- Before and after school duty
- Lunch duty
- Assist with various campus activities

Library Management

- Catalog & process new books
- Repair books
- Weed out damaged or outdated books
- Print/distribute late and missing books notices to students
- Organize upcoming Book Fairs and library events
- Cultivate a welcoming & inviting library environment
- Curate library resources
- Request library resources from other district libraries
- Shelf books
- Inventory library resources
- Plan library lessons
- Record monthly statistics
- Report monthly statistics
- Analyze statistics
- Schedule classes in the library
- Create makerspaces
- Develop and distribute library brochures
- Manage library budget
- Create displays to promote reading
- Maintain and update library website
- Facilitate equal access to all library resources, including digital resources

Technology

- Troubleshoot technology for teachers, staff, and students
- Inventory classroom standards equipment
- Maintain records of technology inventory
- Organize, store, and distribute classroom standards equipment
- Order and replace classroom standards equipment
- Set-up technology for meetings and trainings
- Organize the collection and storage of surplus and salvage technology items
- Schedule classes in the computer labs
- Schedule distribution of laptop carts
- Run FERPA reports
- AUP Issue Resolution - Identified students with AUP issues and facilitated obtaining parental permission
- Screen and correct campus webpages for ADA compliance issues using Site Improve program
- Support and train teachers on the following programs: Skyward, Forethought, Strive, Google Classroom

Description of Statistics

Library Business

Books/Materials circulated this month – number of library materials circulated during a given period, includes technology

Classes in computer labs—number of classes in the computer lab(s) during a given period

Mobile lab check outs—number of times a lab was checked out during a given period

Book Carts and resource lists—number of times the librarian curated a list of digital resources, such as web links or database, or put together a book cart of physical library resources

Days the library was closed—number of days the library had to be closed during the month; reason is provided.

Classes in the library—number of classes in the library either with their teacher or under the librarian’s supervision

Individual students in the library (with passes)—Individual students visiting the library with a pass; students in library classes are not included in this count

Collaboration sessions—number of times a librarian collaborated with other staff members, librarians, or technology coordinators. Sessions may include lesson planning, co-teaching, one-to-one trainings (not tech troubleshooting), meeting with instructional teams, library resources instruction, etc.

Extra hours the library was open—total number of hours the library was open outside of the instructional day.

Digital Resources

Database statistics are based on the number of searches during a given time period.

PebbleGo—research databases for elementary students. (English and Spanish databases)

GALE—collection or research databases for K-12 (language may be changed to Spanish or other language)

Britannica / Britannica Moderna / Britannica Escolar—online encyclopedia, leveled and expanded as appropriate for elementary, middle grade and high school (translation options available)

Safari Montage—K-12 subscription service to various media, such as videos, websites, images, audio, etc.

Schoolwires—Schoolwires is the program we use to create our district webpages. Librarians report the number of visits to the campus page and to the library page.

Technology and Web Presence

Total # of tech issues assisted by librarian—this count includes any technology troubleshooting or helpdesk ticket submissions as well as equipment set-up.

Technology issues trends—list of top technology issues observed by the librarian. This information is shared with the technology department.

Total posts on social media accounts—includes counts for multi-media posts, social media submissions to the district sites, and maintenance of social media activity.

Total time managing Schoolwires webpages—reported in the amount of time the librarian spent updating and maintaining the school library webpage and the campus webpage.

Total time managing Site Improve—reported in the amount of time the librarian spent updating and correcting the school website via the program Site Improve. Site Improve is a program that alerts the user to errors on the website as well as ADA compliance issues.

Events and Trainings in the Library

Trainings/Events Led by the Librarians—this list includes all events, activities, and trainings led by or sponsored by the librarian. Examples: book club, website training, Google Classroom session, author visit, book fair, committee meeting (if led by librarian), etc.

Trainings/Events Facilitated (supported) by the Librarians—this list includes events, activities, and trainings that occur in the library or lab space. It may also include events outside of the library/lab space if the librarian helped set up technology or prepare for the session. Examples: staff development, staff meetings, small group lessons by a visiting teacher, clubs, parent meetings, committee meetings, etc.

Community Outreach

Community outreach efforts include the following event types:

- Any event that involves parents, community, businesses, organizations
- Book fairs, book drives, reading challenges, family nights
- Library events that are open to the community
- A relationship with a business or organization (such as Dollar General or public library)
- Volunteers in the library

Notable Information

Other Campus Duties & Notable Information: Librarians list anything of note here, such as committees he/she serves on, special projects or programs, grants, trainings attended, special campus assignments, etc.