

Duncanville Libraries

Monthly Library Statistics

December 2017



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Acton Library Business

Books/Materials circulated this month: 932	Classes in the library: 30
Classes in computer labs: 32	Individual students in the library (with passes): 12
Mobile lab check outs: checked out to 2nd grade team	Collaboration sessions: 4
Book Carts and resource lists: 2	Extra hours the library was open: N/A
Days the library was closed: 1	Reason library was closed: Prof. Dev.



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	14	Safari Montage	60
GALE	1	Schoolwires – Library page	73
Britannica	0	Schoolwires – Campus	1,032



Technology and Web Presence

Total # of tech issues assisted by librarian: 8	Total posts on social media accounts: N/A
Technology issues trends: Projector connections and document camera connection issues	Total time managing Schoolwires webpages: 60 min.
	Total Time managing SiteImprove: 0



December Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Pictures with Santa • Student of the Month celebration 	<ul style="list-style-type: none"> • Polar Express Family event

Community Outreach:

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
- Student of the month coordinator
- Book Club during 3rd and 4th grade lunches
- Photographer for various events & email to Ms. Martin (Facebook)
- Attended Safari Montage training Dec. 4 (AM)
- Attended Region 10 PD-Dec. 7
- Input grades for teacher on FMLA



Alexander Library Business

Books/Materials Circulated: 842	Classes Scheduled in Library: 57
Classes Scheduled in Computer Labs: 111	Students Visits to the Library (all): 1,140
Mobile Lab BOY Check Outs: 4 Carts 80 Computers	Collaboration Sessions: 5
Book Carts/Resource Lists: 10	Extra Hours Beyond School Day: 8
Days Library Closed: 0	Reason Library Closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	45	Safari Montage	31
GALE	0	Schoolwires – Library	346
Britannica	45	Schoolwires	1,343



Technology and Web Presence

Total # Tech Issues/Trends Assisted: 38 <i>Google Apps, Team/shared drive, projector, Safari, access, website, social media</i>	Total Time Schoolwires & Webpage Design: 3 hours Total time managing SiteImprove:
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Events, Lessons, Sessions & Trainings in the Library & Labs

Trainings/Events Led by the Librarian	Trainings/Events Facilitated by the Librarian
<ul style="list-style-type: none"> • 3 Classes= (2nd-4th) Online File Access • 23 Classes=460 Students (PK-4th) Character Ed. • Co-Teach Group= (1st) Descriptive Adjectives • Blended Co-Teaching Small Group (1st) • Enrichment Co-Teach=25 Students (4th) Spatial Visualization • 19 Classes= (PK-4th) Learning Center Resources • 8 Classes=(3rd-4th)Data Collection: Fact/Opinion • 7 Classes= (1st-2nd) Web Based Resources • 4 Classes= (PK-K) Keyboarding Basics • Co-Teach Group= (1st) Identifying Feelings • Co-Teaching Small Group (1st) Vocabulary • 4 Classes= (1st-3rd) Sorting & Classifying • 4 Classes=100 Students (1st-3rd) Basic Digital Products • Co-Teaching Small Group (1st) Phonics & More 	<ul style="list-style-type: none"> • Weekly Faculty Meeting • iStation Testing Schedule • Google Team Drive • Bright Bytes Student District Survey • 1st Grade Book Brigade • Legacy Council • Shelf Elves • Literacy Leaders • Library All Stars • PBIS Store

Other Campus Duties & Notable Information: Collection Management, Campus Webpage, Leadership Committee, PBIS Committee, Campus Inventory, Morning Cafeteria Duty/Afternoon Daycare Transportation, Skyward Grade Entry
Community Outreach: Toy/Book Drive Raffle



Bilhartz Library Business

Books/Materials circulated this month: 900	Classes in the library: 100
Classes in computer labs: 105	Individual students in the library (with passes): 10
Mobile lab check outs: 3	Collaboration sessions: 25
Book Carts and resource lists: 20	Extra hours the library was open: 3
Days the library was closed: 2	Reason library was closed: GATE testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	595	Safari Montage 329	276
GALE	37	Schoolwires – Library page	2160
Britannica	2971	Schoolwires – Campus	1275



Technology and Web Presence

Total # of tech issues assisted by librarian: 356	Total posts on social media accounts: 15
Technology issues trends: laptops, camera check outs	Total time managing Schoolwires webpages: 12 hours
	Total time managing SiteImprove: 2 hours



December Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Reading Information Night • Club 80 Party-on the committee 	<ul style="list-style-type: none"> • Set up Tech Materials for Staff Meetings • Set up Tech Materials, etc for Club Bilhartz party

Community Outreach: Reading Information night in the library-Information and computers were provided for Brightbytes surveys for parents and students on our 9 computers. The promethium board was available for interactive information on digital resources and reading materials. A variety of reading log ideas/handouts, and reading activities/handouts were labeled and provided on different tables, and a Bilhartz library program handout as well. The Dallas Public library program, and their program activities/handouts were labeled and displayed on a separate table. A Power Point was provided for a guide for parent choices about what all was available for them in the library during Reading information night. Project 80 party in the library-some parents attended. BrightBytes Survey

Other Campus Duties & Notable Information: Reading information night for families; Club 80 Committee; Campus Webmaster; Campus Safari Montage Unit- announcements, information, etc.; Site improve; Added Digital Resources to the library page and manage them; Students in lab for keyboard training and an opportunity to post to the Bilhartz Reading Blog; BrightBytes Survey



Brandenburg Library Business

Books/Materials circulated this month: 767	Classes in the library: 37
Classes in computer labs: 26 Individual Classes	Individual students in the library (with passes): 87
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: 6
Days the library was closed: 12/07	Reason library was closed: Library workshop



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	183
GALE	1	Schoolwires – Library page	68
Britannica	2510	Schoolwires – Campus	1992



Technology and Web Presence

Total # of tech issues assisted by librarian: 6 Technology issues trends: Problems with sound systems in classrooms, Aware scanner, toggling between presentation systems	Total posts on social media accounts: 2 Total time managing Schoolwires webpages: 2.5 hours Siteimprove 1 hour 30 minutes
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December Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Research project 	<ul style="list-style-type: none"> • Youth and Government Meetings • 403 B Investment Meeting • GATE Club • Donuts / hot chocolate with Moms • Faculty Meeting • Committee Meetings • Small Group Testing

Community Outreach:

Other Campus Duties & Notable Information:

Advisor for Youth in Government

GATE Club Sponsor



Byrd Library Business

Books/Materials circulated this month: 151	Classes in the library: 45
Classes in computer labs: 81	Individual students in the library (with passes): 40+
Mobile lab check outs: 121	Collaboration sessions: 15
Book Carts and resource lists:	Extra hours the library was open: 7 hours
Days the library was closed: 0	Reason library was closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	NA	Safari Montage	25
GALE	12	Schoolwires – Library page	6
Britannica	229	Schoolwires – Campus	1392



Technology and Web Presence

Total # of tech issues assisted by librarian: 20 Technology issues trends: Xerox, passwords, Skyward	Total posts on social media accounts: NA Total time managing Schoolwires webpages: 4 hours Total time managing SiteImprove: 1 hour
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December Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Skyward- one on one 	<ul style="list-style-type: none"> • Weekly Staff meeting • Picture retakes • Breakfast for staff • All Pro Dads • Holiday luncheon

Community Outreach: Weekly Newsletters, PTA, NJHS Field trip to Nursing home, World Vision, Went with choir to North Park Mall

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: 1379	Classes in the library: 81
Classes in computer labs: 70	Individual students in the library (with passes): 10
Mobile lab check outs: 9	Collaboration sessions: 2
Book Carts and resource lists:	Extra hours the library was open: 2 hrs.
Days the library was closed: 0	Reason library was closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	82	Safari Montage	133
GALE	6	Schoolwires – Library page	1300
Britannica	305	Schoolwires – Campus	2116



Technology and Web Presence

Total # of tech issues assisted by librarian: 3 Technology issues trends:	Total posts on social media accounts: 4 Total time managing Schoolwires webpages: 30 min.
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December Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Book Fair 12/1- 12/8 • GNR Book Fair Sale 6:30-9 p.m. • Student Librarians & 2 Book Clubs with meetings 4 times weekly. • Student Technology Lessons for 2nd – 4th grades held 11 times weekly. 	

Community Outreach:

- Campus Book Fair
- Little Free Library maintenance daily
- Campus Coordinator for Six Flags, Read to Succeed Program, Braum’s Reading Club, & Book It! Programs: enroll campus teachers, print, copy, and distribute reading logs for all classes, & communicate info to teachers.

Other Campus Duties & Notable Information:

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: 1407 Holds Placed: 87	Classes in the library: 27
Classes in computer labs: 23	Individual students in the library (with passes): 221
Mobile lab check outs: 15 (Checked out to clusters/used daily)	Collaboration sessions: 1
Book Carts and resource lists: 2	Extra hours the library was open: 5 hours
Days the library was closed: 3	Reason library was closed: Prof. dev., testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	NA	Safari Montage	100
GALE	0	Schoolwires – Library page	26
Britannica	5029	Schoolwires – Campus	1,341



Technology and Web Presence

Total # of tech issues assisted by librarian: 17 Technology issues trends: HDMI issues	Total posts on social media accounts: N/A Total time managing Schoolwires webpages: 55 min Total time managing SiteImprove:
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December Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Gradecam one-on-one training (throughout month) • Skyward Gradebook one-on-one training (throughout month)Bluebonnet Breakfast Bunch (Book Club) – Dec 5-8, 12-14, 19 	<ul style="list-style-type: none"> • Dec 5 – Greg Fields assembly • Dec 11 – Team Huddle (Staff Meeting) • Dec 15 – AllPro Dads

Other Campus Duties & Notable Information:

- Bluebonnet Breakfast Bunch - A before school club that meets every Tuesday-Friday (through February 2nd) from 8:00-8:30. Participating students are allowed to eat breakfast while reading and discussing the Bluebonnet Award nominated books in the library. Daily attendance averages about 30 students.
- BrightBytes technology survey – coordinated staff, student and parent surveys for campus. Promoted parent survey via the website and parent email.
- Winter Holiday Book Raffle - 24 copies of *The Getaway* (Diary of a Wimpy Kid) were given away to students on Wednesday, Dec 20. All students were welcome to enter to win the book on Dec. 18-19.
- Attended professional development: *Donalyn Miller: Reading the World: Promoting Awareness, Inclusivity, and Empathy* on Dec 7th
- Attended Safari Montage training on Dec 4th.



DHS Library Business

Books/Materials circulated this month: 917	Classes in the library: 172
Classes in computer labs: 141	Individual students in the library (with passes): 5419
Mobile lab check outs: 119	Collaboration sessions: 21
Book Carts and resource lists: 8	Extra hours the library was open: 16.5 hours
Days the library was closed: 5 (partial day)	Reason library was closed: EOC testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	n/a	Safari Montage	127
GALE	226	Schoolwires views – Library page	542
Britannica	32, 192	Schoolwires views – Campus	9143



Technology and Web Presence

Total # of tech issues assisted by librarian: 150 Technology issues trends: Chromebook delivery and set-up, connection issues, password reset	Total posts on social media accounts: 20 Total time managing Schoolwires webpages: 3 hours Total time managing SiteImprove: 30 min.
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December 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 w/ Ms. Bernard Lead Librarian Meeting Makerspace Mondays TED Talk Tuesdays Drop-in “tech” trainings Poetry Slam Anime Club & special holiday event Book Club Library Aide appreciation luncheon Staff Lunch Bunch Elf on a shelf contest 	<ul style="list-style-type: none"> ELL “Blue Folders” EOC Testing space / coordination Teacher of the Deaf Teacher of the Blind Site Based Committee All in Learning meeting Counselor training Band contest Texas Workforce Mentor Meeting

Community Outreach: Holiday card making; Poetry Slam; Twelve Days of “Duncanville” Video; “Making Technology Personal” training survey

Other Campus Duties & Notable Information: Region 10 Diversity in Libraries Training, Proximity Learning Committee, Strive Website training, SiteImprove & webmaster, Site Based committee, lead librarian duties, Testing PLC, BrightBytes survey promotion



Fairmeadows Library Business

Books/Materials circulated this month: 625	Classes in the library: 54
Classes in computer labs: Lab 108 – 63 Lab 109 – 72 Lab 109: holding area daily for 4 th grade 7:15-7:50 AM	Individual students in the library (with passes): 15
Mobile lab check outs: Carts A, B, D – Housed with grade level teams (yearly) Cart E – Housed in Lab 109 to accommodate large classes (yearly) Cart C - 0	Collaboration sessions: 6
Book Carts and resource lists: 4	Extra hours the library was open: Daily 7:30-7:50 – 3rd Grade Holding Area
Days the library was closed: 3	Reason library was closed: Testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	60	Safari Montage	34
GALE	0	Schoolwires – Library page	213
Britannica	0	Schoolwires – Campus	662



Technology and Web Presence

Total # of tech issues assisted by librarian: 15 Technology issues trends: N/A	Total posts on social media accounts: 7 Total time managing Schoolwires webpages: 1 hour Total time managing SiteImprove: 30 min.
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December Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Christmas sock gift exchange 	<ul style="list-style-type: none"> Administered 9 week assessments

Community Outreach: PTA Candy Fundraiser and Brightbytes Survey (Teachers, Students and Parents)

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)
- Christmas Sock Exchange for Staff, Assisted with Polar Express Tent Party and Campus Sing Along
- Chrome Training w/ D. Trujillo 12/6, Region X Workshop 12/7, Lead4Ward 12/11



Hardin Library Business

Books/Materials circulated this month: 1135	Classes in the library: 32
Classes in computer labs: 63	Individual students in the library (with passes): 995
Mobile lab check outs: 10	Collaboration sessions: 11
Book Carts and resource lists: 6	Extra hours the library was open: 15 hours
Days the library was closed: 1	Reason library was closed: 1 training



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	0	Safari Montage	162
GALE	0	Schoolwires – Library page	79
Britannica	264	Schoolwires – Campus	2397



Technology and Web Presence

Total # of tech issues assisted by librarian: 52	Total posts on social media accounts: 14
Technology issues trends:	Total time managing Schoolwires webpages: 3 hours
	Total time managing Site Improve:



December Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Coding Club sessions held weekly 	<ul style="list-style-type: none"> 2

Community Outreach:

Other Campus Duties & Notable Information: Helped with student of the month and end of semester activities

Month: December 2017

Library: Hastings

Library Media Specialist(s): Sansom



Hastings Library Business

Books/Materials circulated this month: 1128	Classes in the library: 38
Classes in computer labs: n/a	Individual students in the library (with passes): 131
Mobile lab check outs: 3	Collaboration sessions: 12
Book Carts and resource lists: 2	Extra hours the library was open:
Days the library was closed: 1	Reason library was closed: Librarians' meeting



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	51	Safari Montage	5069
GALE	6	Schoolwires – Library page	48
Britannica	225	Schoolwires – Campus	932



Technology and Web Presence

Total # of tech issues assisted by librarian: Technology issues trends:	Total posts on social media accounts: 4 Total time managing Schoolwires webpages: 40 min. Total time managing SiteImprove: 2 hours
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December Events & Trainings in the Library & Labs

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

Community Outreach:

Little Free Library

All Pro Dads donuts/dads hosted in library

Other Campus Duties & Notable Information:

Videotaped music program

225 students signed up and participating in Reading Club

BrightBytes promotion and survey complete with students



Kennemer Library Business

Books/Materials circulated this month: 718	Classes in the library: 58
Classes in computer labs: 39	Individual students in the library (with passes): 531
Mobile lab check outs: 128	Collaboration sessions: 3
Book Carts and resource lists: 2	Extra hours the library was open: 1 hour
Days the library was closed: 1	Reason library was closed: Illness



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	63
GALE	11	Schoolwires – Library page	41
Britannica	319	Schoolwires – Campus	1222



Technology and Web Presence

Total # of tech issues assisted by librarian: 42 Technology issues trends:	Total posts on social media accounts: 36 Total time managing webpages: 1 hour Total time managing digital signage: 2 hours Total time managing SiteImprove: n/a
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December Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Skyward – NEW button, resolving non-equal semester averages 	<ul style="list-style-type: none"> • Faculty Meeting • Youth & Government practice • Career Day

Community Outreach:

- Dallas Public Library Poetry contest

Other Campus Duties & Notable Information:

- Lead Librarian duties
- Attended the following webinars/workshops
 - LibraryCon Live
 - Reading the World: Promoting Awareness, Inclusivity, and Empathy (Region10)
 - Best Books of 2017 Webinar



Merrifield Library Business

Books/Materials circulated this month: 607	Classes in the library: 48
Classes in computer labs: 36	Individual students in the library (with passes): 8
Mobile lab check outs: Our 2 mobile carts are divided btw 1st and 2nd grade daily.	Collaboration sessions: 3
Book Carts and resource lists:	Extra hours the library was open: 0
Days the library was closed: 1 day	Reason library was closed: LMS Meeting



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	661	Safari Montage	53
GALE	1	Schoolwires – Library page	576
Britannica	43,303	Schoolwires – Campus	1595



Technology and Web Presence

Total # of tech issues assisted by librarian: 9 Technology issues trends: staff webpage, BrightBytes, Ladibug, computer lab	Total posts on social media accounts: 1 Total time managing Schoolwires webpages: 30 min. Total time managing SiteImprove:
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December & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Strive/Eduphoria Training for new teacher 	<ul style="list-style-type: none"> Campus Polar Express event

Community Outreach:

- Passed out December Pizza Hut Book It calendar

Other Campus Duties & Notable Information:

- Collected and organized fundraiser forms
- Assisted with setting up delivery fundraiser items
- Assisted 3rd and 4th grade students with completing Bright Bytes survey
- Donated books to campus parent liaison for parent reading event
- Assisted staff members in completing Bright Bytes survey
- Attended Safari Montage training at Reed
- Attended campus leadership meeting on 12/8/17
- Participated and assisted our leadership team with daily teacher treats/festivities 12/14-12/20.



Reed Library Business

Books/Materials circulated this month: 540	Classes in the library: 24
Classes in computer labs: 47	Individual students in the library (with passes): 97
Mobile lab check outs: 24	Collaboration sessions: 8
Book Carts and resource lists:	Extra hours the library was open: 11
Days the library was closed: 1	Reason library was closed: LMS Mtg.



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	0	Safari Montage	358
GALE	1	Schoolwires – Library page	695
Britannica	0	Schoolwires – Campus	21,316



Technology and Web Presence

Total # of tech issues assisted by librarian: 61 Technology issues trends: HDMI not working, no logon servers, passwords	Total posts on social media accounts: 51 Total time managing Schoolwires webpages: 45 min. Total time managing Site Improve: 15 min.
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December Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Excellence Club Field Trip December 20 • Study Island Training December 14-15 	<ul style="list-style-type: none"> • Multiple Reponse Strategies November 28-December 1 • U.S. History museum presentations • Istation Math and Reading December 4-13th

Community Outreach:

Other Campus Duties & Notable Information: Excellence Club, New Teacher Academy



Smith Library Business

Books/Materials circulated this month: 652	Classes in the library: 57
Classes in computer labs:	Individual students in the library (with passes): 40
Mobile lab check outs: 5	Collaboration sessions: 5
Book Carts and resource lists: 2	Extra hours the library was open:
Days the library was closed:	Reason library was closed: illness



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	123	Safari Montage	121
GALE	2	Schoolwires – Library page	476
Britannica	0	Schoolwires – Campus	848



Technology and Web Presence

Total # of tech issues assisted by librarian: 11	Total posts on social media accounts: 9
Technology issues trends: Ladibug, laptop	Total time managing Schoolwires webpages: 2 hours
	Total time managing SiteImprove:



December Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
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Community Outreach: Pictures with Santa; Little Free Library

Other Campus Duties & Notable Information:

Coordinator pictures with Santa, Chairperson for community wide- Free Little Library (Maintains Free Library for community)

Develop Safari and Pebble GO presentation at Staff Meeting

Facilitate Bright Bytes Survey

Code.org with students in grade 2-4

Coordinate Elf on the Shelf storyteller Grades K-2

GATE students

Safari Montage training

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.