

# Duncanville Libraries

## Monthly Library Statistics

February 2018



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***Acton Library Business***

Books/Materials circulated this month: <b>1,507</b>	Classes in the library: <b>53</b>
Classes in computer labs: <b>104</b>	Individual students in the library (with passes): <b>24</b>
Mobile lab check outs: <b>checked out to 2<sup>nd</sup> / 3<sup>rd</sup> grade teams</b>	Collaboration sessions: <b>12</b>
Book Carts and resource lists: <b>4</b>	Extra hours the library was open: <b>N/A</b>
Days the library was closed: <b>1</b>	Reason library was closed: <b>library mtg.</b>



***Digital Resources Statistics***

Database	# of Searches	Database	# of Searches
Pebble Go	<b>643</b>	Safari Montage	<b>64</b>
GALE	<b>204</b>	Schoolwires – Library page	<b>140</b>
Britannica	<b>596</b>	Schoolwires – Campus	<b>1,437</b>



***Technology and Web Presence***

Total # of tech issues assisted by librarian: <b>10</b> Technology issues trends: <b>Projector connections and document camera connection issues</b>	Total posts on social media accounts: <b>N/A</b> Total time managing Schoolwires webpages: <b>90 min.</b> Total Time managing SiteImprove:
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***February Events & Trainings in the Library & Labs***

<b>Trainings/Events Led by the Librarians</b>	<b>Trainings/Events Facilitated by the Librarians</b>
<ul style="list-style-type: none"> <li>• Book Fair Feb. 26-Mar. 6</li> <li>• Engineering Club</li> <li>• 3<sup>rd</sup> and 4<sup>th</sup> grade Book Clubs</li> </ul>	<ul style="list-style-type: none"> <li>• Student of the Month</li> <li>• TELPAS calibration proctor</li> <li>• Parent workshop facilitated and translated</li> </ul>

**Community Outreach:**

- Library parent volunteers
- Translate Parent workshop on self-esteem
- Book Fair

**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 3<sup>rd</sup> and 4<sup>th</sup> grade lunches
- Photographer for various events & email to Ms. Martin (Facebook)
- Input grades for teacher on FMLA
- Sponsor Engineering Club
- Assist Mrs. Rhodes with TELPAS



**Alexander Library Business**

Books/Materials Circulated: <b>2,935</b>	Classes Scheduled in Library: <b>81</b>
Classes Scheduled in Computer Labs: <b>132</b>	Students Visits to the Library (all): <b>1,513</b>
Mobile Lab BOY Check Outs: <b>4 Carts 80 Computers</b>	Collaboration Sessions: <b>10</b>
Book Carts/Resource Lists: <b>18</b>	Extra Hours Beyond School Day: <b>10</b>
Days Library Closed: <b>0</b>	Reason Library Closed: <b>N/A</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>1,799</b>	Safari Montage	<b>N/A</b>
GALE	<b>N/A</b>	Schoolwires – Library	<b>313</b>
Britannica	<b>5,048</b>	Schoolwires	<b>1,291</b>



**Technology and Web Presence**

Total # Tech Issues/Trends Assisted: <b>85</b> ( <i>Safari Montage, Schoolwires, WiFi, Tech Setup, Labs, TELPAS</i> )	Total Time Schoolwires & Webpage Design: <b>8 hours</b> 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"> <li>• 175 Students Scheduled-Order Identification</li> <li>• Alternative Co-Teach Group (1st) – 4 groups</li> <li>• Blended Co-Teaching Small Group (1<sup>st</sup>) – 4 groups</li> <li>• 475 Students Scheduled-Alphabetizing</li> <li>• 300 Scheduled Students-Syllable Poetry</li> <li>• 175 Scheduled Students-Letter Writing</li> <li>• Reading Enrichment (K)=14 Students</li> <li>• Identifying Emotions Created by a Story</li> <li>• Math Enrichment (K)=</li> <li>• Creating Geometric Shapes</li> <li>• 265 Scheduled Students-Procedural Text</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly Faculty Meeting</li> <li>• iStation Testing Schedule</li> <li>• Family Workshop</li> <li>• 1<sup>st</sup> Grade Book Brigade</li> <li>• Legacy Council</li> <li>• Shelf Elves</li> <li>• Literacy Leaders</li> <li>• Library All Stars</li> <li>• PBIS Store</li> </ul>

**Other Campus Duties & Notable Information:** Collection Management, Campus Webpage, Leadership Committee, PBIS Committee, Campus Inventory, Morning Cafeteria Duty/Afternoon Daycare Transportation

**Community Outreach:** Black History Month Hero Presentation, Family Engagement Technical Support, Facility Hosted Parent Workshop

Month: February 2018

Library: Bilhartz Elementary

Library Media Specialist: Ms. Wright



### *Bilhartz Library Business*

Books/Materials circulated this month: <b>1770</b>	Classes in the library: <b>130</b>
Classes in computer labs: <b>125</b>	Individual students in the library (with passes): <b>25</b>
Mobile lab check outs: <b>3</b>	Collaboration sessions: <b>2</b>
Book Carts and resource lists: <b>20</b>	Extra hours the library was open: <b>2</b>
Days the library was closed: <b>0</b>	Reason library was closed: <b>0</b>



### *Digital Resources Statistics*

Database	# of Searches	Database	# of Searches
Pebble Go	<b>1285</b>	Safari Montage 329	<b>208</b>
GALE	<b>44</b>	Schoolwires – Library page	<b>1678</b>
Britannica	<b>45</b>	Schoolwires – Campus	<b>2607</b>



### *Technology and Web Presence*

Total # of tech issues assisted by librarian: <b>35</b>	Total posts on social media accounts: <b>12</b>
Technology issues trends: Laptop logon issues	Total time managing Schoolwires webpages: <b>16 hours</b>
	Total time managing SiteImprove:



### *February Events & Trainings in the Library & Labs*

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• Book Fair</li> <li>• Learning Intervention for students in the lab-3<sup>rd</sup> grade</li> <li>• Club 80 event</li> </ul>	<ul style="list-style-type: none"> <li>• Set up Technology for Staff Meetings</li> <li>• Set up scheduled times for Gate testing in labs</li> <li>• Set up Technology for ESL//GED training</li> <li>• Set up equipment for Black History Month</li> </ul>

#### **Community Outreach:**

Book Fair

Collaborate with Dr Miner-community sponsor/citizen about author visits for the schools next year

Club 80 Event

PTA- specials worked together to highlight the clubs program with the PTA Meeting

#### **Other Campus Duties & Notable Information:**

Club 80 Committee

Campus Webmaster

Campus Safari Montage Unit- announcements, information, etc.

Site improve

Add and maintain Digital Resources to the library

Students in lab/and on computers for keyboard training



**Brandenburg Library Business**

Books/Materials circulated this month: <b>1211</b>	Classes in the library: <b>47</b>
Classes in computer labs: <b>32 Individual Classes</b>	Individual students in the library (with passes): <b>151</b>
Mobile lab check outs: <b>6 (Checked out for the Year)</b>	Collaboration sessions: <b>5</b>
Book Carts and resource lists: <b>3</b>	Extra hours the library was open: <b>2</b>
Days the library was closed: <b>2/12, 2/20, 2/23</b>	Reason library was closed: <b>YAG competition, workshop, jury duty</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	<b>47</b>
GALE	<b>22</b>	Schoolwires – Library page	<b>1146</b>
Britannica	<b>19,861</b>	Schoolwires – Campus	<b>28251</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>10</b> Technology issues trends: <b>Problems with sound systems in classrooms, charging blocks, projection systems and logging into computers</b>	Total posts on social media accounts: <b>2</b> Total time managing Schoolwires webpages: <b>2 hours</b> Siteimprove <b>1 hour 30 minutes</b>
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**February Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• Computer Lab Reading Enrichment every morning before school from <b>7:45 AM to 8:30AM.</b></li> <li>• Reading Aloud in Classroom</li> </ul>	<ul style="list-style-type: none"> <li>• Youth and Government Meetings</li> <li>• GATE Pullouts</li> <li>• Career Day</li> <li>• Committee Meetings</li> <li>• Small Group Testing</li> <li>• Building Self Esteem Parent Meeting</li> </ul>

**Other Campus Duties & Notable Information:**

Advisor for Youth in Government

GATE Club Sponsor



***Byrd Library Business***

Books/Materials circulated this month: <b>196</b>	Classes in the library: <b>73</b>
Classes in computer labs: <b>83</b>	Individual students in the library (with passes): <b>246+</b>
Mobile lab check outs: <b>227</b>	Collaboration sessions: <b>15+</b>
Book Carts and resource lists: <b>0</b>	Extra hours the library was open: <b>8</b>
Days the library was closed: <b>1</b>	Reason library was closed: <b>DHS Counselors</b>



***Digital Resources Statistics***

Database	# of Searches	Database	# of Searches
Pebble Go	<b>NA</b>	Safari Montage	<b>84</b>
GALE	<b>63</b>	Schoolwires – Library page	<b>78</b>
Britannica	<b>225</b>	Schoolwires – Campus	<b>2386</b>



***Technology and Web Presence***

Total # of tech issues assisted by librarian: 60+ Technology issues trends: <ul style="list-style-type: none"> <li>• Resent passwords</li> <li>• Xerox machine</li> <li>• Projectors</li> <li>• Skyward / gradebook</li> </ul>	Total posts on social media accounts: <b>NA</b> Total time managing Schoolwires webpages: <b>5 hours</b> Total time managing SiteImprove: <b>1 hour</b>
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***February Events & Trainings in the Library & Labs***

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• 1-on-1 as needed; gradebook</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Meeting</li> <li>• DHS Counselors for Choice Sheets</li> <li>• Placement Tests</li> <li>• Staff Luncheon</li> </ul>

**Community Outreach:** Weekly Newsletter; STAAR Night at Byrd; Sent SchoolMessenger 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: <b>2,415</b>	Classes in the library: <b>94</b>
Classes in computer labs: <b>71</b>	Individual students in the library (with passes): <b>18</b>
Mobile lab check outs: <b>9</b>	Collaboration sessions: <b>2</b>
Book Carts and resource lists: <b>5</b>	Extra hours the library was open: <b>20 hours</b>
Days the library was closed: N/A	Reason library was closed: N/A



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>2,059</b>	Safari Montage	<b>374</b>
GALE	<b>11</b>	Schoolwires – Library page	<b>15,749</b>
Britannica	<b>45,878</b>	Schoolwires – Campus	<b>25,176</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>5</b> Technology issues trends: <b>projector “No Signal” messages, ipad issues with iStation, laptops sent for reimaging (“No log on servers” after internet update)</b>	Total posts on social media accounts: <b>3</b> Total time managing Schoolwires webpages: <b>1 hr.</b> Total Time Managing Front Hallway LCD TV: <b>2 hrs.</b>
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**February Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• Student Librarians &amp; 5 Book Clubs with meetings once weekly.</li> <li>• Student Technology Lessons for 2<sup>nd</sup> – 4<sup>th</sup> grades held 11 times weekly.</li> </ul>	<ul style="list-style-type: none"> <li>• GATE Coordinator student meetings</li> <li>• Math Club after school meetings</li> <li>• Chess Club weekly meetings</li> </ul>

**Community Outreach:**

- Judge for Campus Black History Month Oratorical Contest
- Collection, organization, & submitting of Box Tops for Education for Campus
- Little Free Library maintenance weekly
- 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 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: <b>2,080</b> Holds Placed: <b>97</b>	Classes in the library: <b>25</b>
Classes in computer labs: <b>69</b>	Individual students in the library (with passes): <b>195</b>
Mobile lab check outs: <b>15</b> (Checked out to clusters/used daily)	Collaboration sessions: <b>4</b>
Book Carts and resource lists: <b>2</b>	Extra hours the library was open: <b>6 hours</b>
Days the library was closed: <b>1</b>	Reason library was closed: Student pictures



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>NA</b>	Safari Montage	<b>192</b>
GALE	<b>253</b>	Schoolwires – Library page	<b>52</b>
Britannica	<b>6446</b>	Schoolwires – Campus	<b>1,407</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>18</b> Technology issues trends:	Total posts on social media accounts: <b>N/A</b> Total time managing Schoolwires webpages: <b>80 min</b> Total time managing SiteImprove:
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**February Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>Virtual Field Trip to the Museum of the American Revolution hosted by Lauren Tarshis – 2/15</li> <li>One-on-one training with teachers</li> <li>A Wrinkle in Time Book Club – 2/23, 2/28</li> </ul>	<ul style="list-style-type: none"> <li>2/2 – All Pro Dad’s Cereal Bowl</li> <li>2/6 – Byrd Counselors meet with 6<sup>th</sup> Grade</li> <li>2/16 – Family Math Morning</li> <li>2/26 – Team Huddle</li> </ul>

**Other Campus Duties & Notable Information:**

- Bluebonnet Breakfast Bunch - A before school club that meets every Tuesday-Friday (through February 2<sup>nd</sup>) from 8:00-8:30. Participating students are allowed to eat breakfast while reading and discussing the Bluebonnet Award nominated books in the library. Final 2 meetings on 2/1-2/2.
- Collaborated with the faculty sponsors for the Daniel Media Club to plan for the club to setup equipment for recording video morning announcements.
- Hosted a Virtual Field Trip to the Museum of the American Revolution hosted by Lauren Tarshis for 5<sup>th</sup> Grade Social Studies (5A).
- A Wrinkle in Time Book Club – Fifteen 5<sup>th</sup> and 6<sup>th</sup> grade students signed up to participate in the book club which meets every Wednesday after school until we finish the book.





**DHS Library Business**

Books/Materials circulated this month: <b>1256</b>	Classes in the library: <b>282</b>
Classes in computer labs: <b>145</b>	Individual students in the library (with passes): <b>7,249</b>
Mobile lab check outs: <b>242</b>	Collaboration sessions: <b>47</b>
Book Carts and resource lists: <b>10</b>	Extra hours the library was open: <b>28 hours</b>
Days the library was closed: <b>0</b>	Reason library was closed: <b>n/a</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	158
GALE	5,187	Schoolwires – Library page	4079
Britannica	28,215	Schoolwires – Campus	13,711



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>225</b> <b>Technology issues trends:</b> printer, projector, connection issues, Google apps, Chromebook login, “no servers” issue, passwords, AUP, laptop repair tickets	Total posts on social media accounts: <b>13</b> Total time managing Schoolwires webpages: <b>1.5 hours</b> Total time managing SiteImprove: <b>1</b>
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**February Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>Library Lead meeting</li> <li>Makerspace Mondays</li> <li>TED Talk Tuesdays</li> <li>Drop-in “tech” trainings</li> <li>Anime Club &amp; officer meetings</li> <li>Book Club</li> <li>Staff Lunch Bunch</li> <li>Yoga</li> <li>Lunch and Learn-“Google Classroom”</li> <li>TECH Truck – Perot Museum</li> <li>Olympic Streaming</li> <li>Learn to Crochet meeting</li> </ul>	<ul style="list-style-type: none"> <li>ELL “Blue Folders”</li> <li>Teacher of the Deaf</li> <li>Teacher of the Blind</li> <li>Site Based Committee</li> <li>Texas Workforce</li> <li>Mentor Meeting</li> <li>GATE testing</li> <li>English Team Meetings</li> <li>TSI testing</li> <li>FAFSA registration</li> <li>Spanish lab</li> <li>TELPAS Calibration</li> </ul>

**Community Outreach:** Social Media Posts and marketing; March Madness, “Battle of the Books” nominations; Black History Month scrolling presentation; trivia contest, envelope journals, Late Night in the Library (extended hours)

**Other Campus Duties & Notable Information:** Proximity Learning Committee, Strive Website training, SiteImprove & webmaster, Site Based committee, lead librarian duties, Testing PLC



**Fairmeadows Library Business**

Books/Materials circulated this month: <b>1774</b>	Classes in the library: <b>104</b>
Classes in computer labs: <b>Lab 108 – 73</b> <b>Lab 109 – 80</b> Lab 109: holding area daily for 4 <sup>th</sup> grade 7:15-7:50 AM	Individual students in the library (with passes): <b>10</b>
Mobile lab check outs: <b>Carts A, B, D – Housed with grade level teams (yearly)</b> <b>Cart E – Housed in Lab 109 for large classes (yearly)</b> <b>Cart C - 0</b>	Collaboration sessions: <b>5</b>
Book Carts and resource lists: <b>5</b>	Extra hours the library was open: <b>Daily 7:30-7:50 – 3<sup>rd</sup> Grade Holding Area</b>
Days the library was closed: <b>½ day</b>	Reason library was closed: <b>Scholastic workshop</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>1452</b>	Safari Montage	<b>47</b>
GALE	<b>0</b>	Schoolwires – Library page	<b>35</b>
Britannica	<b>0</b>	Schoolwires – Campus	<b>985</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>32</b> Technology issues trends: <b>Comp. labs 108 &amp; 109 not working</b>	Total posts on social media accounts: <b>10</b> Total time managing Schoolwires webpages: <b>30 mins</b> Total time managing SiteImprove: <b>15 min.</b>
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**February Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>Drop-in training – PebbleGo and BrainPop</li> <li>Drop-in training –Library Catalog</li> </ul>	<ul style="list-style-type: none"> <li>Admin meeting w/ Mr. Nix 1/9</li> <li>Black History committee meeting 1/17 &amp; 1/31</li> </ul>
<ul style="list-style-type: none"> <li>Scholastic workshop</li> </ul>	<ul style="list-style-type: none"> <li>Staff Meeting 1/18</li> </ul>

**Community Outreach:** Scholastic Workshop (hosted in library) 2/7; PTA/Reading Night (book give away) 2/13; In-N-Out Burger Fundraiser Coordinator; Black History Assembly

**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)
- JLG Webinar – Using Award Winning Books in Your Library 2/8; LMS Meeting 2/9; Lead4Ward Rockin’ Review 2/13; BER Workshop – What’s New in Children’s Literature 2/14



***Hardin Library Business***

Books/Materials circulated this month: <b>1185</b>	Classes in the library: <b>54</b>
Classes in computer labs: <b>66</b>	Individual students in the library (with passes): <b>250</b>
Mobile lab check outs: <b>15</b>	Collaboration sessions: <b>7</b>
Book Carts and resource lists: <b>8</b>	Extra hours the library was open: <b>27</b>
Days the library was closed: <b>0</b>	Reason library was closed: <b>N/A</b>



***Digital Resources Statistics***

Database	# of Searches	Database	# of Searches
Pebble Go	<b>N/A</b>	Safari Montage	<b>88</b>
GALE	<b>0</b>	Schoolwires – Library page	<b>117</b>
Britannica	<b>9</b>	Schoolwires – Campus	<b>2631</b>



***Technology and Web Presence***

Total # of tech issues assisted by librarian: <b>59</b> Technology issues trends:	Total posts on social media accounts: <b>15</b> Total time managing Schoolwires webpages: <b>10 hours</b> Total time managing Site Improve:
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***February Events & Trainings in the Library & Labs***

<b>Trainings/Events Led by the Librarians</b>	<b>Trainings/Events Facilitated by the Librarians</b>
<ul style="list-style-type: none"> <li>1</li> </ul>	<ul style="list-style-type: none"> <li>5</li> </ul>

**Community Outreach:**

**Other Campus Duties & Notable Information:**

Month: February 2018

Library: Hastings

Library Media Specialist(s): Sansom



### *Hastings Library Business*

Books/Materials circulated this month: <b>1950</b>	Classes in the library: <b>56</b>
Classes in computer labs: n/a	Individual students in the library (with passes): <b>179</b>
Mobile lab check outs: <b>4</b>	Collaboration sessions: <b>2</b>
Book Carts and resource lists: <b>11</b>	Extra hours the library was open:
Days the library was closed: <b>1</b>	Reason library was closed: <b>Lib. Mtg.</b>



### *Digital Resources Statistics*

Database	# of Searches	Database	# of Searches
Pebble Go	<b>1055</b>	Safari Montage	<b>1082</b>
GALE	<b>193</b>	Schoolwires – Library page	<b>280</b>
Britannica	<b>90</b>	Schoolwires – Campus	<b>1185</b>



### *Technology and Web Presence*

Total # of tech issues assisted by librarian: <b>1</b>	Total posts on social media accounts: <b>2</b>
Technology issues trends:	Total time managing Schoolwires webpages: <b>2 hours</b>
	Total time managing SiteImprove: <b>15 min.</b>



### *February Events & Trainings in the Library & Labs*

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

#### **Community Outreach:**

Little Free Library

Read-a-thon fundraiser

Reading Club

#### **Other Campus Duties & Notable Information:**

Bus duty

GATE (3xweek)

Weeded nearly 700 old fiction and picture books



***Hyman Library Business***

Books/Materials circulated this month: <b>1627</b>	Classes in the library: <b>112</b>
Classes in computer labs: <b>84</b>	Individual students in the library (with passes): <b>74</b>
Mobile lab check outs: <b>9</b>	Collaboration sessions: <b>12</b>
Book Carts and resource lists: <b>7</b>	Extra hours the library was open: <b>4</b>
Days the library was closed: <b>6</b>	Reason library was closed: <b>Librarian out; book fair</b>



***Digital Resources Statistics***

Database	# of Searches	Database	# of Searches
Pebble Go	<b>714</b>	Safari Montage	<b>47</b>
GALE	<b>1</b>	Schoolwires – Library page	
Britannica	<b>11,804</b>	Schoolwires – Campus	<b>525</b>



***Technology and Web Presence***

Total # of tech issues assisted by librarian: <b>6</b> Technology issues trends:	Total posts on social media accounts: <b>28</b> Total time managing Schoolwires webpages: <b>5 hours</b> Total time managing SiteImprove:
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***February Events & Trainings in the Library & Labs***

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>Book Fair 2/26-3/2</li> </ul>	<ul style="list-style-type: none"> <li>Staff meeting – 13 &amp; 27</li> <li>Coding Club</li> <li>Bluebonnet Book Club</li> </ul>

**Community Outreach:**

Geography Bee Coordinator

**Other Campus Duties & Notable Information:**

6 Flags Reading Program

Kids Fit Club

Blue Bonnet Reading Club

Coding Club Start



***Kennemer Library Business***

Books/Materials circulated this month: <b>537</b>	Classes in the library: <b>93</b>
Classes in computer labs: <b>30</b>	Individual students in the library (w/ passes): <b>429</b>
Mobile lab check outs: <b>150</b>	Collaboration sessions: <b>6</b>
Book Carts and resource lists: <b>0</b>	Extra hours the library was open: <b>1.5</b>
Days the library was closed: <b>3</b>	Reason library was closed: <b>illness</b>



***Digital Resources Statistics***

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	17
GALE	35	Schoolwires – Library page	63
Britannica	12	Schoolwires – Campus	1128



***Technology and Web Presence***

Total # of tech issues assisted by librarian: Technology issues trends: <b>reset passwords, montage boxes</b>	Total posts on social media accounts: <b>28</b> Total time managing webpages: <b>45 min.</b> Total time managing digital signage: <b>2.5 hrs.</b> Total time managing SiteImprove: <b>2 hrs.</b>
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***February Events & Trainings in the Library & Labs***

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
•	<ul style="list-style-type: none"> <li>• Faculty Meeting</li> <li>• Youth &amp; Government practice</li> <li>• 8<sup>th</sup> grade Endorsement Night</li> <li>• Benchmark testing</li> </ul>

**Community Outreach:**

**Other Campus Duties & Notable Information:**

- Lead Librarian duties
- Administer benchmark tests
- Webinar: Using Award Winning Books in Your Library Program (Junior Library Guild)
- Webinar: Library Websites: The Good, the bad, and the Rest (Region 10)



**Merrifield Library Business**

Books/Materials circulated this month: <b>1044</b>	Classes in the library: <b>69</b>
Classes in computer labs: <b>89</b>	Individual students in the library (with passes): <b>12</b>
Mobile lab check outs: <b>Our 2 mobile carts are divided btw 1<sup>st</sup> and 2<sup>nd</sup> grade daily.</b>	Collaboration sessions: <b>2</b>
Book Carts and resource lists: <b>3</b>	Extra hours the library was open: <b>3</b>
Days the library was closed: <b>5</b>	Reason library was closed: <b>Field trip; personal days</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>1518</b>	Safari Montage	<b>47</b>
GALE	<b>1</b>	Schoolwires – Library page	<b>723</b>
Britannica	<b>716</b>	Schoolwires – Campus	<b>848</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>14</b> Technology issues trends: <b>Portable DVD, projectors, iPads&lt; Safari Montage</b>	Total posts on social media accounts: <b>4</b> Total time managing Schoolwires webpages: <b>15 min.</b> Total time managing SiteImprove:
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**February & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
•	<ul style="list-style-type: none"> <li>• Faculty Meeting 2/1</li> <li>• Faculty Meeting 2/15</li> </ul>

**Community Outreach:**

- Passed out February Pizza Hut Book It calendar
- Phone conference with Ms. Better, Scholastic rep
- Chaperon Big Kahuna Cici’s party bus trip

**Other Campus Duties & Notable Information:**

- Science fair photographer
- Support team meeting
- Saturday School teacher
- Girl Start field trip chaperon to UTA
- Black History committee member and meeting
- Attended Black History program
- Media/technology Club and morning announcements
- Lunch Buddy Book Club
- Created Hearts & Hands activity (mentor program)



**Smith Library Business**

Books/Materials circulated this month: <b>1051</b>	Classes in the library: <b>76</b>
Classes in computer labs: 82	Individual students in the library (with passes): <b>53</b>
Mobile lab check outs: <b>5</b>	Collaboration sessions: <b>3</b>
Book Carts and resource lists: <b>10</b>	Extra hours the library was open: <b>0</b>
Days the library was closed: <b>Feb. 26-28</b>	Reason library was closed: <b>Book Fair</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>203</b>	Safari Montage	<b>58</b>
GALE	<b>0</b>	Schoolwires – Library page	<b>38</b>
Britannica	<b>0</b>	Schoolwires – Campus	<b>515</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>13</b> Technology issues trends: <b>computer mouse issues, Ladibug, laptops, Safari Montage sign</b>	Total posts on social media accounts: Total time managing Schoolwires webpages: <b>3 hours</b> Total time managing SiteImprove:
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**February Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>Safari Montage</li> <li>Google Drive</li> <li>Gradebook</li> <li>ladibug</li> </ul>	<ul style="list-style-type: none"> <li>Staff Meeting</li> </ul>

**Community Outreach:**

Organize volunteer schedules, Organize Book Fair, Set up book fair. Advertise on Social Media,

**Other Campus Duties & Notable Information:**

Morning and after school duties as well as lunch duty twice a week and whenever needed to fill in.

Set up library for meetings

Campus photographer various events

Book Order Abdo Publishing, Kapco, and Scholastic

Create Safari Montage Digital Sign

Work with GATE students

Organize Read Across America Week

Little Free Library steward

Organizer for Six Flags reading Logs



# *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.