

Duncanville Libraries

Monthly Library Statistics

January 2018



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Acton Library Business

Books/Materials circulated this month: 1,786	Classes in the library: 62
Classes in computer labs: 57	Individual students in the library (with passes): 24
Mobile lab check outs: checked out to 2nd / 3rd grade teams	Collaboration sessions: 9
Book Carts and resource lists: 10	Extra hours the library was open: N/A
Days the library was closed: 1	Reason library was closed: library mtg.



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	211	Safari Montage	39
GALE	172	Schoolwires – Library page	308
Britannica	19, 278	Schoolwires – Campus	1,626



Technology and Web Presence

Total # of tech issues assisted by librarian: 13 Technology issues trends: Projector connections and document camera connection issues	Total posts on social media accounts: N/A Total time managing Schoolwires webpages: 90 min. Total Time managing SiteImprove:
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January Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Jan. 5 STEM kits workshop Jan. 12 Engineering Club Drop-in trainings for Gradebook & Website 	<ul style="list-style-type: none"> January Student of the Month

Community Outreach:

- Library parent volunteers

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 teacher on FMLA
- Sponsor Engineering Club



Alexander Library Business

Books/Materials Circulated: 1,898	Classes Scheduled in Library: 77
Classes Scheduled in Computer Labs: 124	Students Visits to the Library (all): 1,022
Mobile Lab BOY Check Outs: 4 Carts 80 Computers	Collaboration Sessions: 9
Book Carts/Resource Lists: 8	Extra Hours Beyond School Day: 6
Days Library Closed: 0	Reason Library Closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	1,653	Safari Montage	0
GALE	61	Schoolwires – Library	250
Britannica	7,839	Schoolwires	1,575



Technology and Web Presence

Total # Tech Issues/Trends Assisted: 64 (<i>Safari Montage, Schoolwires, WiFi, TeamDrive, Tech Setup, Destiny, Skyward, Google Doc, Labs, Projector</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"> • 18 Scheduled Classes (K-4th) Classifying Books • Co-Teach Group= Main Character Identification • Blended Co-Teaching Small Group (1st) 15 Scheduled Classes=(1st-4th) Accessing Online Resources • 4 Scheduled Classes= (PK-K) Internet Navigation • Co-Teach Group= (1st) Character Analysis • Blended Co-Teaching Small Group (1st) Matching Sounds • 12 Scheduled Classes= (K-4th) Order Identification • Alternative Teaching Co-Teach Group (1st) Blended Co-Teaching Small Group (1st) Vocabulary Connections 	<ul style="list-style-type: none"> • Weekly Faculty Meeting • iStation Testing Schedule • Google Team Drive • Skyward Assignment/Grade Input • Family Workshop • Geography Bee • 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: Family Engagement Workshop Technical Support, Facility Hosted Campus Science Fair, Campus Geography Bee Technology Arrangements



Bilhartz Library Business

Books/Materials circulated this month: 2148	Classes in the library: 90
Classes in computer labs: 120	Individual students in the library (with passes): 25
Mobile lab check outs: 3	Collaboration sessions: 24
Book Carts and resource lists: 19	Extra hours the library was open: 0
Days the library was closed: 4	Reason library was closed: Holidays



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	1498	Safari Montage 329	179
GALE	54	Schoolwires – Library page	1780
Britannica	45	Schoolwires – Campus	2290



Technology and Web Presence

Total # of tech issues assisted by librarian: 36	Total posts on social media accounts: 10
Technology issues trends: research databases	Total time managing Schoolwires webpages: 12
	Total time managing SiteImprove: 2 hours



January Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Tx Bluebonnet Voting for Students • Introduce how to utilize a scholastic online resource 	<ul style="list-style-type: none"> • Set up Technology for Staff Meetings • Set up scheduled times for Gate testing in labs • Set up Technology for ESL//GED training

Community Outreach:

Tx Bluebonnet Reading Voting for students-Texas Reading Program voted across the state
Met with community member about an author event

Other Campus Duties & Notable Information:

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/and on computers for keyboard training



Brandenburg Library Business

Books/Materials circulated this month: 1060	Classes in the library: 54
Classes in computer labs: 32 Individual Classes	Individual students in the library (with passes): 99
Mobile lab check outs: 6 (Checked out for the Year)	Collaboration sessions: 2
Book Carts and resource lists: 2	Extra hours the library was open: 6
Days the library was closed: 1/8, 1/16-1/19, 1/22	Reason library was closed: Mtg., illness, benchmark



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	114
GALE	0	Schoolwires – Library page	637
Britannica	0	Schoolwires – Campus	21,264



Technology and Web Presence

Total # of tech issues assisted by librarian: 10 Technology issues trends: Problems with sound systems in classrooms, projection systems and logging into computers	Total posts on social media accounts: 2 Total time managing Schoolwires webpages: 3 hours Siteimprove 1 hour 30 minutes
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January 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"> • Youth and Government Meetings • GATE Club • ALL PRO Dads Club • Faculty Meeting • Committee Meetings • Small Group Testing • Wedding Shower • Science Fair Projects Display

Community Outreach:

Other Campus Duties & Notable Information:

Advisor for Youth in Government

GATE Club Sponsor



Byrd Library Business

Books/Materials circulated this month: 79	Classes in the library: 32
Classes in computer labs: 41	Individual students in the library (with passes): 150
Mobile lab check outs: 167	Collaboration sessions: 18
Book Carts and resource lists: 0	Extra hours the library was open: 6
Days the library was closed: 2	Reason library was closed: testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	NA	Safari Montage	70
GALE	76	Schoolwires – Library page	1043
Britannica	2570	Schoolwires – Campus	2036



Technology and Web Presence

Total # of tech issues assisted by librarian: Technology issues trends: <ul style="list-style-type: none"> • Resent passwords • Projectors • Update classroom laptops 	Total posts on social media accounts: NA Total time managing Schoolwires webpages: 3 hours Total time managing SiteImprove: 1 hour
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January 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- FERPA, attendance, gradebook 	<ul style="list-style-type: none"> • Lunch Detention x 15 • Panther School Tutorials • Wednesday School Detention • Geography Bee • Band lessons • 8th grade Endorsement Night

Community Outreach:

- Weekly Newsletter
- 8th grade Endorsement night

Other Campus Duties & Notable Information:

- Maintain Schoolwires and Outlook Calendars
- Weekly Newsletter
- LCD-TV
- Lamination
- Xerox machines
- Testing team
- Cover classes as needed



Central Library Business

Books/Materials circulated this month: 2,222	Classes in the library: 81
Classes in computer labs: 70	Individual students in the library (with passes): 20
Mobile lab check outs: 9	Collaboration sessions: 4
Book Carts and resource lists: 4	Extra hours the library was open: 2 hrs.
Days the library was closed: N/A	Reason library was closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	1051	Safari Montage	221
GALE	5	Schoolwires – Library page	1,656
Britannica	0	Schoolwires – Campus	2,499



Technology and Web Presence

Total # of tech issues assisted by librarian: 5	Total posts on social media accounts: 2
Technology issues trends: projector “No Signal” messages, ipad issues with iStation, laptops sent for reimaging (“No log on servers” after internet update)	Total time managing Schoolwires webpages: 1 hr.
	Total time managing SiteImprove:



January Events & Trainings in the Library & Labs

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

Community Outreach:

- Judge for Campus Talent Show
- Library volunteer through Campus Parent Liaison
- 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: 2,155 Holds Placed: 106	Classes in the library: 35
Classes in computer labs: 69	Individual students in the library (with passes): 234
Mobile lab check outs: 15 (Checked out to clusters/used daily)	Collaboration sessions: 2
Book Carts and resource lists: 1	Extra hours the library was open: 7.5 hours
Days the library was closed: 4	Reason library was closed: LMS mtg., benchmark testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	NA	Safari Montage	85
GALE	44	Schoolwires – Library page	50
Britannica	330	Schoolwires – Campus	1,731



Technology and Web Presence

Total # of tech issues assisted by librarian: 28 Technology issues trends: HDMI issues; grade cam issues	Total posts on social media accounts: N/A Total time managing Schoolwires webpages: 45 min Total time managing SiteImprove:
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January Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> One-on-one training with teachers Bluebonnet Breakfast Bunch (Book Club) – Jan 9-12, 16-19, 23-26, 30-2/1 	<ul style="list-style-type: none"> 1/4 – Staff Development 1/18 – Geography Bee 1/19 – Reading Morning 1/22 – Team Huddle 1/29 – Kennemer Counselors meet with 6th Grade

Community Outreach:

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. Twenty students read at least the required five book minimum and voted on January 31.
- Campus Geography Bee - Prepared Mimio Vote Application for Campus Geography Bee. Also, coordinated technology equipment and instructed students on use of clickers for the Bee.
- Collaborated with the faculty sponsors for the Daniel Media Club to plan for the club and identify needs for implementing video morning announcements.
- Met with Ms. Edmondson, Kristi Bell and Tina Owens to plan for implementation of online parent education opportunities.



DHS Library Business

Books/Materials circulated this month: 608	Classes in the library: 221
Classes in computer labs: 119	Individual students in the library (with passes): 6,303
Mobile lab check outs: 171	Collaboration sessions: 57
Book Carts and resource lists: 3	Extra hours the library was open: 25 hours
Days the library was closed: 0	Reason library was closed: n/a



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	n/a	Safari Montage	127
GALE	3004	Schoolwires views – Library page	3622
Britannica	35,581	Schoolwires views – Campus	16,116



Technology and Web Presence

Total # of tech issues assisted by librarian: 200 Technology issues trends: printer, projector, Schoology, connection issues, Google apps, Chromebook login, “no servers” issue, passwords, AUP, Safari, Forethought, BYOD wifi, laptop repair tickets	Total posts on social media accounts: 15 Total time managing Schoolwires webpages: 1.75 hrs Total time managing SiteImprove: 0
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January 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 “Making Technology Personal,” staff dev. Yoga Book Bingo Skyward discipline referral training Lunch and Learn-“Digital Resources” 	<ul style="list-style-type: none"> ELL “Blue Folders” EOC Testing space / coordination Teacher of the Deaf Teacher of the Blind Site Based Committee LOTE training Band contest Texas Workforce Mentor Meeting HS Heroes GATE / CA information and registration Security training Benchmark training

Community Outreach: Planning meeting w/ Dr. Miner (community member); book festival planning committee members; Google teacher feedback survey; meeting w/ Follett rep.; book bingo; reading challenge; “Compliment Day”

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: 1975	Classes in the library: 109
Classes in computer labs: Lab 108 – 75 Lab 109 – 78 Lab 109: holding area daily for 4 th grade 7:15-7:50 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 to accommodate large classes (yearly) Cart C - 0	Collaboration sessions: 3
Book Carts and resource lists: 3	Extra hours the library was open: Daily 7:30-7:50 – 3rd Grade Holding Area
Days the library was closed: 0	Reason library was closed: n/a



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	248	Safari Montage	256
GALE	0	Schoolwires – Library page	39
Britannica	0	Schoolwires – Campus	569



Technology and Web Presence

Total # of tech issues assisted by librarian: 23 Technology issues trends: projector filter	Total posts on social media accounts: 5 Total time managing Schoolwires webpages: 15 mins Total time managing SiteImprove: 30 min.
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January Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Schoolwires training for Mr. Rivera 1/22 	<ul style="list-style-type: none"> Admin meeting w/ Mr. Nix 1/9 Black History committee meeting 1/17 & 1/31
<ul style="list-style-type: none"> See and Snack 1/18 	<ul style="list-style-type: none"> Staff Meeting 1/18

Community Outreach: Campus Science Fair Judge

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)
- CDAT Meeting 1/5, Black History Month Committee Meeting 1/17 & 1/31, Digital Sign Training with Trujillo 1/29, STAAR Shirts Coordinator (ordered), Book cover training for librarian, Posters for teachers and admin, Black History Month displays, New Reading Bingo Board for spring semester



Hardin Library Business

Books/Materials circulated this month: 1239	Classes in the library: 51
Classes in computer labs: 68	Individual students in the library (with passes): 405
Mobile lab check outs: 8	Collaboration sessions: 15
Book Carts and resource lists: 10	Extra hours the library was open: 17
Days the library was closed: 0	Reason library was closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	468
GALE	24	Schoolwires – Library page	103
Britannica	699	Schoolwires – Campus	2545



Technology and Web Presence

Total # of tech issues assisted by librarian: 55 Technology issues trends:	Total posts on social media accounts: 10 Total time managing Schoolwires webpages: 4 hours Total time managing Site Improve:
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January Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
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Community Outreach:

Other Campus Duties & Notable Information:

Month: January 2018

Library: Hastings

Library Media Specialist(s): Sansom



Hastings Library Business

Books/Materials circulated this month: 1036	Classes in the library: 56
Classes in computer labs: n/a	Individual students in the library (with passes): 114
Mobile lab check outs: 4	Collaboration sessions: 3
Book Carts and resource lists: 15	Extra hours the library was open:
Days the library was closed: 0	Reason library was closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	100	Safari Montage	1979
GALE		Schoolwires – Library page	1665
Britannica	229	Schoolwires – Campus	280



Technology and Web Presence

Total # of tech issues assisted by librarian: Technology issues trends:	Total posts on social media accounts: 6 Total time managing Schoolwires webpages: 60 min. Total time managing SiteImprove: 80 min.
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January Events & Trainings in the Library & Labs

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

Community Outreach:

Little Free Library

Other Campus Duties & Notable Information:

Reading Club

GATE (3xweek)

Preparation for upcoming Read-a-Thon



Hyman Library Business

Books/Materials circulated this month: 888	Classes in the library: 75
Classes in computer labs: 96	Individual students in the library (with passes): 64
Mobile lab check outs: 11	Collaboration sessions: 8
Book Carts and resource lists: 8	Extra hours the library was open: 2
Days the library was closed: 2	Reason library was closed: Librarian out – no coverage



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	555	Safari Montage	89
GALE	17	Schoolwires – Library page	7
Britannica	1151	Schoolwires – Campus	127



Technology and Web Presence

Total # of tech issues assisted by librarian: 7	Total posts on social media accounts: 17
Technology issues trends: projector connections	Total time managing Schoolwires webpages: 2 hours
	Total time managing SiteImprove:



January Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • 3rd Grade Book Clubs – Tues & Thursday • 4th Grade Book Clubs – Tues & Thursday 	<ul style="list-style-type: none"> • 1/9 Staff meeting • 1/23 Staff meeting • Geography Bee

Community Outreach:

Science Fair

Other Campus Duties & Notable Information:



Kennemer Library Business

Books/Materials circulated this month: 414	Classes in the library: 26
Classes in computer labs: 68	Individual students in the library (w/ passes): 498
Mobile lab check outs: 150	Collaboration sessions: 8
Book Carts and resource lists: 0	Extra hours the library was open: 2
Days the library was closed: 3.5	Reason library was closed: Testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	88
GALE	1	Schoolwires – Library page	53
Britannica	0	Schoolwires – Campus	1199



Technology and Web Presence

Total # of tech issues assisted by librarian: 116 Technology issues trends: reset passwords	Total posts on social media accounts: 17 Total time managing webpages: 45 min. Total time managing digital signage: 1.5 hrs. Total time managing SiteImprove: 1.5 hrs.
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January 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 • 8th grade Endorsement Night • Benchmark testing

Community Outreach:

- Dallas Public Library Poetry contest
- Met with Mountain Creek Public Library Youth Librarian

Other Campus Duties & Notable Information:

- Lead Librarian duties
- Administer benchmark tests
- Attended North Texas Teen Book Festival Teacher informational meeting



Merrifield Library Business

Books/Materials circulated this month: 856	Classes in the library: 64
Classes in computer labs: 64	Individual students in the library (with passes): 11
Mobile lab check outs: Our 2 mobile carts are divided btw 1st and 2nd grade daily.	Collaboration sessions: 2
Book Carts and resource lists: 6	Extra hours the library was open: 0
Days the library was closed: 6	Reason library was closed: LMS Meeting, Mock STAAR, district assessments



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	1119	Safari Montage	124
GALE	1	Schoolwires – Library page	126
Britannica	12,016	Schoolwires – Campus	964



Technology and Web Presence

Total # of tech issues assisted by librarian: 27	Total posts on social media accounts: 7
Technology issues trends: student laptops, projectors	Total time managing Schoolwires webpages: 30 min.
	Total time managing SiteImprove:



January & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Literacy Night w/ ea. grade level Trained on Eduphoria Trained on Strive 	<ul style="list-style-type: none">

Community Outreach:

- Passed out January Pizza Hut Book It calendar
- Hosted a literacy night and invited Ms. Hudson from the Duncanville Public Library to read
- Purchased books from Scholastic Warehouse for literacy night

Other Campus Duties & Notable Information:

- Campus rep for 2018-2019 supply list
- Assist with District Benchmarks and Mock STAAR
- Attended campus leadership meeting on 1/12/18
- Attended campus leadership meeting on 1/26/18
- Phone conference with Sharon Betters from Scholastics
- Writing Calibration 1/29/18
- Update and change digital sign
- Hosted a Bluebonnet voting party with 3rd & 4th grade book club members
- Created and updated parent liaison webpage



Reed Library Business

Books/Materials circulated this month: 1033	Classes in the library: 45
Classes in computer labs: 36	Individual students in the library (with passes): 103
Mobile lab check outs: 37	Collaboration sessions: 4
Book Carts and resource lists: 2	Extra hours the library was open: 15
Days the library was closed: 1	Reason library was closed: LMS Mtg.



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	n/a	Safari Montage	387
GALE	1	Schoolwires – Library page	712
Britannica	131	Schoolwires – Campus	22,540



Technology and Web Presence

Total # of tech issues assisted by librarian: 17 Technology issues trends: projectors not working, mouse not working	Total posts on social media accounts: 15 Total time managing Schoolwires webpages: 30 min. Total time managing Site Improve: 30 min.
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January Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> New Teacher Academy 1/17 	<ul style="list-style-type: none"> 8th grade assembly 1/11 8th Grade Endorsement Night 1/31

Community Outreach:

Other Campus Duties & Notable Information:

Benchmark testing coordinating



Smith Library Business

Books/Materials circulated this month: 1220	Classes in the library: 70
Classes in computer labs:	Individual students in the library (with passes): 68
Mobile lab check outs: 5	Collaboration sessions: 4
Book Carts and resource lists: 10	Extra hours the library was open: 0
Days the library was closed: 0	Reason library was closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	49	Safari Montage	144
GALE	6	Schoolwires – Library page	55
Britannica	0	Schoolwires – Campus	899



Technology and Web Presence

Total # of tech issues assisted by librarian: 40	Total posts on social media accounts: 2
Technology issues trends: Ladibug, laptops	Total time managing Schoolwires webpages: 1 hour
	Total time managing SiteImprove:



January Events & Trainings in the Library & Labs

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

Community Outreach:

Little Free Library

Other Campus Duties & Notable Information:

Chairperson for community wide- Free Little Library (Maintains Free Library for community)

GATE students

Safari Montage training

Gradebook Training

Lunch Duty

Technology Inventory

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.