

Duncanville Libraries

Monthly Library Statistics

March 2018



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Acton Library Business

Books/Materials circulated this month: 955	Classes in the library: 54
Classes in computer labs: 96	Individual students in the library (with passes): 12
Mobile lab check outs: checked out to 2nd / 3rd grade teams	Collaboration sessions: 8
Book Carts and resource lists: 7	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	66	Safari Montage	32
GALE	04	Schoolwires – Library page	41
Britannica	0	Schoolwires – Campus	1,141



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:



March Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Book Fair Feb. 26-Mar.6 • Engineering club • 3rd & 4th gr. Book Clubs • Read Across America Events March 2 • On the spot gradebook trainings 	<ul style="list-style-type: none"> • Student of the month celebration • All Pro Dads event: translated

Community Outreach:

- Library parent volunteers
- Book Fair
- Community Guest Readers for Read Across America Day: firefighters, mayor, DHS Pantherettes

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: 810	Classes Scheduled in Library: 60
Classes Scheduled in Computer Labs: 57	Students Visits to the Library (all): 1,060
Mobile Lab BOY Check Outs: 4 Carts 80 Computers	Collaboration Sessions: 7
Book Carts/Resource Lists: 10	Extra Hours Beyond School Day: 6
Days Library Closed: 5	Reason Library Closed: Testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	579	Safari Montage	86
GALE	6	Schoolwires – Library	250
Britannica	0	Schoolwires	1,160



Technology and Web Presence

Total # Tech Issues/Trends Assisted: 30 (<i>Mobile Carts, Class Laptops, Laptop Batteries, HelpDesk Tickets/Repairs, Temp Projector Setup, Desktop Headphone Sound, Skyward, Safari Montage, Schoolwires, Tech Setup, Labs, TELPAS, Google Calendar</i>)	Total Time Schoolwires & Webpage Design: 10 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"> • <i>Spring Break, TELPAS, Mock STAAR, Staff Workday</i> • 19 Scheduled Classes=380 Students (PK-4) Selecting Just Right Books • Alternative Co-Teach Group (1st)=21 • Book Review Examples of Elements • Reading Enrichment (K)= Summarizing a Story • 19 Scheduled Classes=380 Students (PK-4) Accepting & Respecting Differences • 3 Scheduled Classes=60 Students (K-2) Being Positive • Alternative Co-Teach Group (1st)=21 Differences Between Actions/Descriptions • Blended Co-Teaching Small Group (1st) Memorization Through Meaning • Reading Enrichment (K)=14 Students Independent Story Evaluation 	<ul style="list-style-type: none"> • Faculty Meetings- • iStation Testing Schedule • 1st Grade Book Brigade • 1st Grade Vocab Victors • Kinder Reading Rangers • Kinder Math Majors • PBIS Store • PBIS Celebration Water Madness • TELPAS Data Training • TELPAS Holistic/Writing Score Entry

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

Community Outreach: Spring Open House, Facility Hosted All-Pro Dads

Month: March 2018

Library: Bilhartz Elementary

Library Media Specialist: Ms. Wright



Bilhartz Library Business

Books/Materials circulated this month: 2127	Classes in the library: 135
Classes in computer labs: 130	Individual students in the library (with passes): 20
Mobile lab check outs: 3	Collaboration sessions: 15
Book Carts and resource lists: 20	Extra hours the library was open: 2
Days the library was closed: 0	Reason library was closed: 0



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	1994	Safari Montage 329	157
GALE	0	Schoolwires – Library page	1534
Britannica	0	Schoolwires – Campus	3528



Technology and Web Presence

Total # of tech issues assisted by librarian: 25	Total posts on social media accounts: 5
Technology issues trends: Laptop logon issues	Total time managing Schoolwires webpages: 12 hours
	Total time managing SiteImprove:



March Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Book Fair through March • Learning Intervention for students in the lab-third grade 	<ul style="list-style-type: none"> • Set up Technology for Staff Meetings • Set up Technology for ESL/GED training

Community Outreach:

Book Fair through March

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

Other Campus Duties & Notable Information:

Campus Webmaster

Campus Safari Montage Unit- announcements, information, etc.

Site improve

Add and maintain Digital Resources to the library page

Students in lab/and on computers for keyboard training



Brandenburg Library Business

Books/Materials circulated this month: 802	Classes in the library: 47
Classes in computer labs: 42 Individual Classes	Individual students in the library (with passes): 151
Mobile lab check outs: 6 (Checked out for the Year)	Collaboration sessions: 5
Book Carts and resource lists: 2	Extra hours the library was open: 2
Days the library was closed: 3/22	Reason library was closed: 5th grade planning



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	740
GALE	1	Schoolwires – Library page	36
Britannica	20,508	Schoolwires – Campus	1,431



Technology and Web Presence

Total # of tech issues assisted by librarian: 5 Technology issues trends: projection systems and logging into computers	Total posts on social media accounts: 2 Total time managing Schoolwires webpages: 2.5 hours Siteimprove 1 hour
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March Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Computer Lab Reading Enrichment every morning before school from 7:45 AM to 8:30AM. • Reading Aloud in Classroom • Book Fair 03/05-03/09 	<ul style="list-style-type: none"> • Youth and Government Meetings • GATE Pullouts • Committee Meetings • Small Group Testing • STAAR Training • Black History Luncheon

Community Outreach:

Other Campus Duties & Notable Information:

Advisor for Youth in Government

GATE Club Sponsor



Byrd Library Business

Books/Materials circulated this month: 108	Classes in the library: 19
Classes in computer labs: 44	Individual students in the library (with passes): 50+
Mobile lab check outs: 94	Collaboration sessions: 5
Book Carts and resource lists: 0	Extra hours the library was open: 4
Days the library was closed: 8	Reason library was closed: (2) Librarian out; 6 TELPAS



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	NA	Safari Montage	109
GALE	11	Schoolwires – Library page	33
Britannica	133	Schoolwires – Campus	1832



Technology and Web Presence

Total # of tech issues assisted by librarian: 60+	Total posts on social media accounts: NA
Technology issues trends: <ul style="list-style-type: none"> • Resent passwords • Xerox machine • AUP forms • Skyward / gradebook 	Total time managing Schoolwires webpages: 4 hours Total time managing SiteImprove: 1 hour



March Events & Trainings in the Library & Labs

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

Community Outreach: Weekly Newsletter; School Board Meeting recognizing our “Made with Pride” student; sent School Messenger emails to parents with need-to-know information; assisted parents with questions about things in the School Messenger emails

Other Campus Duties & Notable Information:

- Maintain Schoolwires and Outlook Calendars and create Weekly Newsletter
- LCD-TV
- Lamination and Xerox machines
- Testing team
- Cover classes as needed
- Instructional Leadership Team
- I do anything else that is asked of me

Month: March 2018

Library: CENTRAL

Library Media Specialist(s): Julie Barron



Central Library Business

Books/Materials circulated this month: 1,729	Classes in the library: 66
Classes in computer labs: 30	Individual students in the library (with passes): 10
Mobile lab check outs: 9	Collaboration sessions: 1
Book Carts and resource lists: 2	Extra hours the library was open: 10 hours
Days the library was closed: N/A	Reason library was closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	266	Safari Montage	3316
GALE	14	Schoolwires – Library page	1088
Britannica	4721	Schoolwires – Campus	1629



Technology and Web Presence

Total # of tech issues assisted by librarian: 3 Technology issues trends:	Total posts on social media accounts: 0 Total time managing Schoolwires webpages: 0 Total Time Managing Front Hallway LCD TV: 1 hr.
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March Events & Trainings in the Library & Labs

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

Community Outreach:

- Little Free Library maintenance weekly

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: 1,946; 98 hold	Classes in the library: 27
Classes in computer labs: 104	Individual students in the library (with passes): 273
Mobile lab check outs: 15 (Checked out to clusters)	Collaboration sessions: 2
Book Carts and resource lists: 1	Extra hours the library was open: 6 hours
Days the library was closed: 3	Reason library was closed: LMS Mtg.; testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	NA	Safari Montage	98
GALE	239	Schoolwires – Library page	90
Britannica	15,911	Schoolwires – Campus	2,281



Technology and Web Presence

Total # of tech issues assisted by librarian: 6	Total posts on social media accounts: N/A
Technology issues trends:	Total time managing Schoolwires webpages: 20 min.



March Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Spring Open House Book Raffle – 3/8 • Spring Break Book Raffle – 3/5-3/8 • A Wrinkle in Time Book Club – 3/7, 3/21, 3/28 	<ul style="list-style-type: none"> • 3/2 – Family STAAR Parent Meeting • 3/5 – Team Huddle (Staff Meeting) • 3/8 – Curriculum & Instruction Meeting • 3/8 – Spring Open House Book Raffle • 3/9 – All Pro Dads • 3/26 – STAAR Training

Community Outreach:

- Spring Open House Book Raffle – Thirty-six books (different titles) were given away to students who entered the raffle during Spring Open House on 3/8. Students entered to win the book of their choice.
- Met with Ms. Edmondson and Tiara Richard regarding establishing a campus YouTube page for disseminating information to parents.
- Book Fair Planning during the month

Other Campus Duties & Notable Information:

- Spring Break Book Raffle – Twenty-four students received copies of A Wrinkle in Time on 3/9. Students had the opportunity to enter the raffle 3/5-3/8.
- Submitted a request for and received \$1000 of additional funds to purchase books for the library.
- A Wrinkle in Time Book Club – Fifteen 5th and 6th grade students signed up to participate in the book club which meets every Wednesday after school until we finish the book.
- Setting up the 3-D printer that the campus received for the largest percentage of students who attended the CTE Career Expo on February 22.
- Attending training for TELPAS data entry and completed the campus TELPAS data entry.



DHS Library Business

Books/Materials circulated this month: 1689	Classes in the library: 163
Classes in computer labs: 134	Individual students in the library (with passes): 7,029
Mobile lab check outs: 158	Collaboration sessions: 56
Book Carts and resource lists: 18	Extra hours the library was open: 21.5 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	164
GALE	2633	Schoolwires – Library page	1534
Britannica	7573	Schoolwires – Campus	10,440



Technology and Web Presence

Total # of tech issues assisted by librarian: 125 Technology issues trends: printer, projector, connection issues, Google apps, Chromebook login, “no servers” issue, passwords, AUP, laptop repair tickets	Total posts on social media accounts: 13 Total time managing Schoolwires webpages: 1.5 hours Total time managing SiteImprove: 1
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March Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Library Lead meeting • Makerspace Mondays • TED Talk Tuesdays • Drop-in “tech” trainings • Anime Club & officer meetings • Book Club • Staff Lunch Bunch • Lunch and Learn-“Google Classroom” • Open House maker museum • March Madness Battle of the Books • Trivia Contest • English Escape • Yoga 	<ul style="list-style-type: none"> • ELL “Blue Folders” • Teacher of the Deaf • Teacher of the Blind • Site Based Committee • Texas Workforce • Mentor Meeting • English Team Meetings • TSI testing • Grade repair • Spanish lab • TELPAS rating and testing • Staff Development

Community Outreach: Social Media Posts and marketing; March Madness, “Battle of the Books” nominations; Women’s History Month trivia contest, Late Night in the Library (extended hours), Open House makerspace event, Staff Lunch Bunch and Lunch & Learn

Other Campus Duties & Notable Information: Proximity Learning Committee, SiteImprove & webmaster, Site Based committee, lead librarian duties, mentors, Google Classroom training



Fairmeadows Library Business

Books/Materials circulated this month: 1300	Classes in the library: 101
Classes in computer labs: Lab 108 – 52 Lab 109 – 58 (holding area daily for 4 th grade 7:15-7:50a)	Individual students in the library (with passes): 5
Mobile lab check outs: Carts A, B, D – Housed with grade level teams (yearly) Cart E – Housed in Lab 109 for large classes (yearly) Cart C - 0	Collaboration sessions: 5
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: 5	Reason library was closed: Mock STAAR 3/5-3/8 & picture day 3/30



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	477	Safari Montage	709
GALE	0	Schoolwires – Library page	556
Britannica	0	Schoolwires – Campus	21



Technology and Web Presence

Total # of tech issues assisted by librarian: 12 Technology issues trends: Comp. labs 108 & 109 not working	Total posts on social media accounts: 8 Total time managing Schoolwires webpages: 60 mins Total time managing SiteImprove: 30 min.
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March Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Drop-in training – Individual teachers 	<ul style="list-style-type: none"> Konnie’s characters (story time) 3/9 STAAR training 3/29 Picture day 3/30 Texas Culture Day meeting 3/29

Community Outreach: In N Out Burger Fundraiser (Event Coordinator)3/1; Konnie’s Characters Storytime for 1st Grade 3/9

Other Campus Duties & Notable Information:

- Campus Admin/Leadership Team, Campus Data Analysis Team, Campus Facebook and Webmaster, Raz Plus/Learning A-Z Campus Admin, Education Galaxy Campus Admin, Imagine Math/TTM Campus Admin, PBIS Committee (Weekly Prize Cart)
- LMS Meeting 3/5; JLG Webinar – Just the Facts: Nonfiction for everyone 3/21; Schoology Webinar – The what, how and why of digital citizenship



Hardin Library Business

Books/Materials circulated this month: 1132	Classes in the library: 55
Classes in computer labs: 51	Individual students in the library (with passes): 243
Mobile lab check outs: 11	Collaboration sessions: 6
Book Carts and resource lists: 10	Extra hours the library was open: 25
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	102
GALE	0	Schoolwires – Library page	144
Britannica	0	Schoolwires – Campus	2031



Technology and Web Presence

Total # of tech issues assisted by librarian: 98 Technology issues trends:	Total posts on social media accounts: 8 Total time managing Schoolwires webpages: 4 hours Total time managing Site Improve:
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March Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
•	• 5

Community Outreach:

Other Campus Duties & Notable Information:



Hastings Library Business

Books/Materials circulated this month: 1423	Classes in the library: 52
Classes in computer labs: n/a	Individual students in the library (with passes): 79
Mobile lab check outs: 2	Collaboration sessions:
Book Carts and resource lists: 4	Extra hours the library was open:
Days the library was closed: 6	Reason library was closed: Lib. Mtg.; TELPAS testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	518	Safari Montage	123
GALE	10	Schoolwires – Library page	849
Britannica	0	Schoolwires – Campus	76



Technology and Web Presence

Total # of tech issues assisted by librarian: Technology issues trends:	Total posts on social media accounts: 3 Total time managing Schoolwires webpages: 30 min. Total time managing SiteImprove: 45 min.
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March Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
	Writing Bootcamp (4 th grade)

Community Outreach:

Little Free Library

Open House: 22 families visited the library

Open eBooks: 6 families signed up

Book Fair

Read-A-Thon raised \$503.78 to purchase library books. 17 students participated by logging reading and obtaining sponsors.

Reading Club

Other Campus Duties & Notable Information:

GATE classes



Hyman Library Business

Books/Materials circulated this month: 1034	Classes in the library: 69
Classes in computer labs: 75	Individual students in the library (with passes): 48
Mobile lab check outs: 9	Collaboration sessions: 15
Book Carts and resource lists: 12	Extra hours the library was open:
Days the library was closed: 3	Reason library was closed: Librarian out; book fair



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	493	Safari Montage	107
GALE	4	Schoolwires – Library page	45
Britannica	0	Schoolwires – Campus	591



Technology and Web Presence

Total # of tech issues assisted by librarian: 7	Total posts on social media accounts: 15
Technology issues trends:	Total time managing Schoolwires webpages: 4 hours
	Total time managing SiteImprove:



March Events & Trainings in the Library & Labs

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

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: 826	Classes in the library: 26
Classes in computer labs: 18	Individual students in the library (w/ passes): 281
Mobile lab check outs: 159	Collaboration sessions: 8
Book Carts and resource lists: 0	Extra hours the library was open: 2.5
Days the library was closed: 8.5	Reason library was closed: testing



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	17
GALE	11	Schoolwires – Library page	52
Britannica	0	Schoolwires – Campus	1076



Technology and Web Presence

Total # of tech issues assisted by librarian: 26 Technology issues trends: reset passwords	Total posts on social media accounts: 6 Total time managing webpages: 1 hour Total time managing digital signage: 0 (not working) Total time managing SiteImprove: 1 hrs.
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March Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Skyward: New button • Skyward: Request a grade change 	<ul style="list-style-type: none"> • Faculty Meeting • PTA Meeting • ESL/GED classes • TELPAS Testing

Community Outreach: TLA Lonestar Reading List committee member

Other Campus Duties & Notable Information:

- Lead Librarian duties
- Attended webinar: The Newest Graphic Novels (Library Journal)
- TLA Lonestar Reading List committee member



Merrifield Library Business

Books/Materials circulated this month: 731	Classes in the library: 80
Classes in computer labs: 92	Individual students in the library (with passes): 45
Mobile lab check outs: Our 2 mobile carts are divided btw 1st and 2nd grade daily.	Collaboration sessions: 2
Book Carts and resource lists: 2	Extra hours the library was open: 5
Days the library was closed: 1	Reason library was closed: CPI training



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	364	Safari Montage	157
GALE	1	Schoolwires – Library page	176
Britannica	252	Schoolwires – Campus	813



Technology and Web Presence

Total # of tech issues assisted by librarian: 30 Technology issues trends: TestNav, projector pen, ipad, projectos	Total posts on social media accounts: 4 Total time managing Schoolwires webpages: 45 min. Total time managing SiteImprove:
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March & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
•	• All Pro Dads Breakfast

Community Outreach:

- Passed out March Pizza Hut Book It calendar
- Book Fair 3/5-3/9
- Applied for Education Foundation Grant

Other Campus Duties & Notable Information:

- Saturday School teacher
- Support team meeting
- Assisted with district benchmark testing
- Media/technology Club and morning announcements
- Lunch Buddy Book Club
- Assisted with Math Mania campus competition
- CPI Training
- Nominated Teacher of the Year



Reed Library Business

Books/Materials circulated this month: 252	Classes in the library: 5
Classes in computer labs: 23	Individual students in the library (with passes): 203
Mobile lab check outs: 31	Collaboration sessions: 5
Book Carts and resource lists: 1	Extra hours the library was open:
Days the library was closed: 10.5	Reason library was closed: TELPAS



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	449
GALE	1	Schoolwires – Library page	698
Britannica	136	Schoolwires – Campus	23,339



Technology and Web Presence

Total # of tech issues assisted by librarian: 24	Total posts on social media accounts: 9
Technology issues trends: No logon servers	Total time managing Schoolwires webpages: 25 min.
	Total time managing SiteImprove:



March & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Study Island training • TELPAS rating day 8th grade • TELPAS rating day 7th grade • New Teacher Meeting • Excellence Club • TELPAS testing 	<ul style="list-style-type: none"> • Small Group PD • STAAR security training

Community Outreach:

- Parent Symposium at the High School

Other Campus Duties & Notable Information:

- TELPAS Coordinator Writing/Listening and Speaking/Reading
- STAAR coordinator
- Excellence Club Coordinator



Smith Library Business

Books/Materials circulated this month: 679	Classes in the library: 54
Classes in computer labs: 63	Individual students in the library (with passes): 42
Mobile lab check outs: 5	Collaboration sessions: 3
Book Carts and resource lists: 8	Extra hours the library was open: 0
Days the library was closed: One week	Reason library was closed: Book Fair; staff surprise from principal



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	31	Safari Montage	76
GALE	0	Schoolwires – Library page	36
Britannica	0	Schoolwires – Campus	696



Technology and Web Presence

Total # of tech issues assisted by librarian: 4	Total posts on social media accounts: 23
Technology issues trends: Ladibug, laptop issues	Total time managing Schoolwires webpages: 5 hours
	Total time managing SiteImprove:



March Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Staff and committee meetings 	<ul style="list-style-type: none"> SafariMontage

Community Outreach:

Other Campus Duties & Notable Information:

- Organizing class schedules and volunteers for book fair
- Before, lunch, and after school duties,
- 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
- Media Magic Order
- Schedule and plan filming of Morning Announcements

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.