

Duncanville Libraries

Monthly Library Statistics

August – September 2017



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Acton Library Business

Books/Materials circulated this month: 912	Classes in the library: 48
Classes in computer labs: 115	Individual students in the library (with passes): 9
Mobile lab check outs: 0	Collaboration sessions: 6
Book Carts and resource lists: 14	Extra hours the library was open: N/A
Days the library was closed: 2	Reason library was closed: Librarian absent, at meeting



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	53	Safari Montage	101
GALE	0	Schoolwires – Library page	88
Britannica	0	Schoolwires – Campus	3,675



Technology and Web Presence

Total # of tech issues assisted by librarian: 31 Technology issues trends: Projector and gradebook issues	Total time managing Schoolwires webpages: 2 hours
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August / September Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Gradebook training • Schoolwires/Website training 	<ul style="list-style-type: none"> • Student of the Month Celebration

Community Outreach:

- Parent volunteer for the library
- Walmart Foundation Community Grant
- Student Letters for sailors aboard the USS

Other Campus Duties & Notable Information:

- Grant committee chairperson
- Great Day of Reading committee chairperson
- Student of the month coordinator
- Gradebook trainer
- Translator for campus
- Photographer for various events & email to Ms. Martin (Facebook)
- Fall 2017 book order from Follett and Capstone



Alexander Library Business

Books/Materials Circulated: 615	Classes Scheduled in Library: 76
Classes Scheduled in Computer Labs: 74	Individual students in the library (with passes): 80
Mobile Lab BOY Check Outs: 4 Carts 80 Computers	Collaboration Sessions: 21
Book Carts/Resource Lists:	Extra Hours Beyond School Day: 10
Days Library Closed: 0	Reason Library Closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	93	Safari Montage	70
GALE	10	Schoolwires – Library	3,744
Britannica	0	Schoolwires	682



Technology and Web Presence

Total #of tech issues assisted by librarian: 235 Technology issue trends: Classroom Standards Setup, Lab Computers Not Functioning, Student Lab Login, Skyward, Edivate, Projector Not Displaying Image, Google Drive & Docs, Google Calendar & Appointments, Google Forms, ClassLink, Printer, Tech Inventory, Teacher Laptops, Think Central Access & Content	Total posts on social media accounts: Total time managing Schoolwires webpages: 64 hours
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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"> 21 Scheduled Classes=420 Students (PK-4th) Introduction to Learning Resources 19 Scheduled Classes=380 Students (K-4th) Basic Computer Operations 11 Scheduled Classes=220 Students (2nd-4th) Website Introduction 17 Scheduled Classes=340 Students (K-4th) Beginning Information Science Skills 	<ul style="list-style-type: none"> New Teacher Introduction to Skyward Gradebook Skyward Attendance Basics/Refresher Returning Teacher Skyward Gradebook Refresher Introduction to Edivate Basics Google Calendars & Appointments Basics of Google Drive & Docs Google Technology Inventory Form Weekly Faculty Meeting

Community Outreach: Library pamphlet, Book Fair & fund raising planning, Meet the Teacher Night
Other Campus Duties & Notable Information: Campus Webpage, Leadership Committee, Collection Enhancement Bilingual Materials, PBIS Committee, Analysis of Entire Library Collection, Created Campus Testing & Assessment/Activities, Calendar manager, Book Buddies



Bilhartz Library Business

Books/Materials circulated this month: 1850	Classes in the library: 130
Classes in computer labs: 75	Individual students in the library (with passes): 5
Mobile lab check outs: 2	Collaboration sessions: 10
Book Carts and resource lists: 10	Extra hours the library was open: 2
Days the library was closed: 0	Reason library was closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	662	Safari Montage	233
GALE	64	Schoolwires – Library page	662
Britannica	2730	Schoolwires – Campus	2032



Technology and Web Presence

Total # of tech issues assisted by librarian: 40 Technology issues trends: projectors, lady bugs	Total posts on social media accounts: 6 Total time managing Schoolwires webpages: 15 hours
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August / September Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
☐ Open House Activities	Staff Meetings

Community Outreach: Open House

Other Campus Duties & Notable Information: Club 80



Brandenburg Library Business

Books/Materials circulated this month: 1700	Classes in the library: 54
Classes in computer labs: BOY Testing All Classes	Individual students in the library (with passes): 78
Mobile lab check outs: 6 (Checked out for the Year)	Collaboration sessions: 3
Book Carts and resource lists: 4	Extra hours the library was open: None
Days the library was closed: 09/11/17	Reason library was closed: Librarian Mtg. No Sub



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	200
GALE	1	Schoolwires – Library page	125
Britannica	1655	Schoolwires – Campus	9884



Technology and Web Presence

Total # of tech issues assisted by librarian: 8 Technology issues trends: Students locked out of accounts. Problems with sound systems in classrooms.	Total posts on social media accounts: 0 Total time managing Schoolwires webpages: 1 hours 45 minutes
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August / September 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 Training for Staff 	<ul style="list-style-type: none"> Professional Development for Staff (5 Days) Counselor Introductory Meeting for Students (3 Days) 503B Meeting PTA Committee Meeting Leadership Team Meeting Grandparents Day Lunch and Photo Op Faculty Meetings Testing

Community Outreach: Meet the Teacher Night

Other Campus Duties & Notable Information:

Coach for Youth in Government

Videographer for Special Events



Byrd Library Business

Books/Materials circulated this month: 684	Classes in the library: 24
Classes in computer labs: 129	Individual students in the library (with passes): 50+
Mobile lab check outs: 161	Collaboration sessions: 6
Book Carts and resource lists: -	Extra hours the library was open: 4
Days the library was closed: 5	Reason library was closed: Registration



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	NA	Safari Montage	85
GALE		Schoolwires – Library page	1128
Britannica	509	Schoolwires – Campus	7956



Technology and Web Presence

Total # of tech issues assisted by librarian: Technology issues trends: Tech Inventory Password Resets Xerox Machines Projector issues Equipment	Total posts on social media accounts: NA Total time managing Schoolwires webpages: 7+ hours
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August / September Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Initial Skyward training • 1 on 1 as needed: SOS Courses Schoolwires Skyward Classlink 	<ul style="list-style-type: none"> • Staff meetings 3 • Lunch Detention 14 • GradeCam training • District Sweets for 3 distinctions • Reception for Mrs. Harper • Social Studies Staff Development • “Ladies in Training” meeting

Community Outreach: Weekly newsletter, Hispanic Heritage Night, Special announcement about Orientation, Helped parents with Skyward login

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



Central Library Business

Books/Materials circulated this month: 1,953	Classes in the library: 96
Classes in computer labs: w/ librarian 60	Individual students in the library (with passes): 15
Mobile lab check outs: 8	Collaboration sessions: 5
Book Carts and resource lists: 2	Extra hours the library was open: 3
Days the library was closed: 0	Reason library was closed: N/A



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	2,708	Safari Montage	424
GALE	0	Schoolwires – Library page	7,835
Britannica	0	Schoolwires – Campus	18,579



Technology and Web Presence

Total # of tech issues assisted by librarian: 20 Technology issues trends: “Filter Change” error, equipment set up and issues – “no signal”, no sound, not projecting, microphone not charging, room wiring issue, phone manager issues, tower speaker, classroom standards teacher/grade level movement, printers, Campus LCD TV	Total posts on social media accounts: FB, Class Dojo, & School Messenger 10 Total time managing Schoolwires webpages: 1 hour
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August / September 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 Orientation for all classes Lab Orientation for all classes Skyward session for staff Tech Cadre – Google Classroom Parent Tech Assistance workshops (2) Classroom Standards technology distribution Voicemail training Website training 	<ul style="list-style-type: none"> Beginning of the year staff development Grand Parents Day Parent Orientation PTO Meeting

Community Outreach: Grandparents Day set up, sign in sheet, managed campus t-shirt sales, translation & distribution of Parent Partners flyer, serve as PTO Membership Chairperson, Parent Orientation – collaborated with Duncanville Public Library, parent tech assistance workshops

Other Campus Duties & Notable Information: distributed All In Clickers, manage front hallway LCD TV, manage campus digital resources, Reading Counts and FASTT Math coordinator, Typing Club & Education Galaxy coordinator, updated campus phone list & map for the new school year, Box Tops for Education Coordinator, Campus Tech Cadre leader



Daniel Library Business

Books/Materials circulated this month: 2398 Holds placed: 149	Classes in the library: 40
Classes in computer labs: 62	Individual students in the library (with passes): 374
Mobile lab check outs: 15 (Checked out to clusters/used daily)	Collaboration sessions: 11
Book Carts and resource lists: 4	Extra hours the library was open: 0
Days the library was closed: 2	Reason library was closed: LMS Meeting (9/11), personal illness (9/18)



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	NA	Safari Montage	52
GALE	13	Schoolwires – Library page	146
Britannica	15	Schoolwires – Campus	5488



Technology and Web Presence

Total # of tech issues assisted by librarian: 118 Technology issues trends:	Total posts on social media accounts: NA Total time managing Schoolwires webpages: 75 minutes
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August / September Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Technology/Library Services Overview and Skyward Gradebook Attendance review for teachers (8/23) • Library Orientation (9/11-9/15 and 9/18/22) 	<ul style="list-style-type: none"> • Staff Development/Design Days (8/14-8/25) • Student Registration (8/28-8/30) • Youth & Government student interest meeting (9/6) • Staff Meeting (9/11) • Youth & Government parent meeting (9/12) • Staff Meeting (9/18) • Staff Meeting 9/25)

Community Outreach:

- Meet the Teacher Night – Book Raffle for Daniel students
- Book Fair Planning
- Formation of campus Media Team to expedite sharing of information with Daniel community via website and social media

Other Campus Duties & Notable Information:

- LMS Job Alike and Monthly LMS Meeting
- Classroom Technology - Distribution, setup assistance, and inventory.
- Gradecam – Set up school access for teachers/classes.
- Great Day of Reading Planning group.
- School Video Announcements – planning with teachers.
- Campus Leadership Team



DHS Library Business

Books/Materials circulated this month: 1942	Classes in the library: 176
Classes in computer labs: 166	Individual students in the library (with passes): 6,345
Mobile lab check outs: 108	Collaboration sessions: 58
Book Carts and resource lists: 46	Extra hours the library was open: 30.5 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	30
GALE	1311	Schoolwires views – Library page	1,039
Britannica	9865	Schoolwires views – Campus	42,517



Technology and Web Presence

Total # of tech issues assisted by librarian: 387 Technology issues trends: Skyward login & gradebook, student passwords, TipWeb, Xerox printer errors, Schoology account set-up, projector issues, Edivate access, online registration, sound system, Outlook	Total posts on social media accounts: 36 Total time managing Schoolwires webpages: 12.5 hrs
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August / September Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • Anime Club • Book Club • Freshman Orientation – throughout month • Café Libro – book selection / book tasting • Skyward training • Schoolwires training • Forethought training • Equipment distribution and hook-up • Google Classroom student training • Bibliography, research, and digital resources student training – multiple sessions • District Librarian Meeting • Meetings with technology, Follett, and Advanced Academics • Mentor meetings w/ new librarians • BOY technology distribution 	<ul style="list-style-type: none"> • Bilingual testing – small groups • Teacher for the blind – small groups • Teacher for the deaf – small groups • Admin meetings • Staff development • PEIMS training • Panther Prints filming and interview • Turn Around Agenda student mentor program

Community Outreach: Meet the Teacher Night, book raffle, table activities, free book cart, Barnes and Noble collaboration, DISD Media Center Collaboration

Other Campus Duties & Notable Information: Strive training, Proximity learning committee, Collegiate Academy presentation, website clean-up team project, beginning of school student handbook presentation



Fairmeadows Library Business

Books/Materials circulated this month: 1,927	Classes in the library: 102
Classes in computer labs: Lab 108 – 81 Lab 109 – 81 Lab 109: holding area daily for 4 th grade 7:15-7:50 AM	Individual students in the library (with passes): 0
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: 12
Book Carts and resource lists: 8	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	132	Safari Montage	348
GALE	6	Schoolwires – Library page	87
Britannica	0	Schoolwires – Campus	2,572



Technology and Web Presence

Total # of tech issues assisted by librarian: 35 Technology issues trends: HDMI cords failing or broken	Total posts on social media accounts: 12 Total time managing Schoolwires webpages: 120 mins
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August / September 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 – Ms. Guillen – 9/6 Google Classroom (Ms. Brown’s Class) – Ms. Guillen – 9/25 	<ul style="list-style-type: none"> Staff Development – Admin Team – 8/14 – 8/25 Staff Meeting – Ms. Bell – 8/28
	<ul style="list-style-type: none"> Staff Meeting – Ms. Bell – 8/29
	<ul style="list-style-type: none"> PBIS Meeting – Committee – 9/1
	<ul style="list-style-type: none"> Staff Meeting – Ms. Bell – 9/7
	<ul style="list-style-type: none"> Hispanic Heritage Mtg – Committee – 9/7

Community Outreach: Meet the Teacher Night

Other Campus Duties & Notable Information: Campus Webmaster, Education Galaxy Campus Admin, Campus Admin/Leadership Team, Campus Facebook and Twitter, Campus Data Analysis Team, Campus Improvement Plan Committee, Raz Plus/Learning A-Z Campus Admin, PBIS Committee – Weekly prize cart duty, Hispanic Heritage Committee, Heart of Duncanville 5K Campus Coordinator



Hastings Library Business

Books/Materials circulated this month: 1789	Classes in the library: 58
Classes in computer labs:	Individual students in the library (with passes): 53
Mobile lab check outs: 2	Collaboration sessions: 3
Book Carts and resource lists: 11	Extra hours the library was open:
Days the library was closed: 4	Reason library was closed: 3 sick days; 1 PD day



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	191	Safari Montage	135
GALE	12	Schoolwires – Library page	2513
Britannica	110	Schoolwires – Campus	138



Technology and Web Presence

Total # of tech issues assisted by librarian: 4 Technology issues trends:	Total posts on social media accounts: 3 Total time managing Schoolwires webpages: 45 minutes
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August / September Events & Trainings in the Library & Labs

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

Community Outreach: Little Free Library, Meet the Teacher Night

Other Campus Duties & Notable Information:

GATE facilitator; GATE 2-4th met in library 4 times

Began Reading Club “Camp Read S’More”- Approximately 175 students have signed up.



Hyman Library Business

Books/Materials circulated this month: 990	Classes in the library: 32
Classes in computer labs: 72	Individual students in the library (with passes): 10
Mobile lab check outs: 9	Collaboration sessions: 14
Book Carts and resource lists: 5	Extra hours the library was open:
Days the library was closed:	Reason library was closed:



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	153	Safari Montage	135
GALE		Schoolwires – Library page	208
Britannica	98	Schoolwires – Campus	2028



Technology and Web Presence

Total # of tech issues assisted by librarian: 52	Total posts on social media accounts: 11
Technology issues trends:	Total time managing Schoolwires webpages: 55



August / September Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> • 8/17 – Gradebook Training • 8/21 – Technology Checkout • 8/24 – Ipad Checkout • 8/24 – Skyward App for Parents 	<ul style="list-style-type: none"> • 8/14-8/18 Staff Development • 8/28 – Registration • 9/12 – Faculty Meeting • 9/26 – Committee Meetings • 9/28 – Harvey School Supply Drive

Community Outreach:

- Harvey School Supply Drive
- Skyward App for Parents
- Save at School with Credit Union



Kennemer Library Business

Books/Materials circulated this month:	Classes in the library: 36
Classes in computer labs: 17	Individual students in the library (with passes): 981
Mobile lab check outs: 59	Collaboration sessions: 4
Book Carts and resource lists: 4	Extra hours the library was open: 30
Days the library was closed: 3	Reason library was closed: jury duty, library PLC, Region10



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	36
GALE	22	Schoolwires – Library page	107
Britannica	640	Schoolwires – Campus	1535



Technology and Web Presence

Total # of tech issues assisted by librarian: Technology issues trends: student password resets & accounts locked, no logon servers	Total posts on social media accounts: 52 Total time managing webpages: 1.5 hrs
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August / September 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 • Strive 	<ul style="list-style-type: none"> • Youth & Government Info Meeting/Practice • RTI informational meeting • Cheerleading informational meeting • Reading Center meeting

Community Outreach:

- parent help with Skyward
- book raffle on Meet the Teacher night

Other Campus Duties & Notable Information:

- maintain LCD screens around campus



Merrifield Library Business

Books/Materials circulated this month: 1,314	Classes in the library: 72
Classes in computer labs: 72	Individual students in the library (with passes): 12
Mobile lab check outs: Our 2 mobile carts are divided btw 1st and 2nd grade daily.	Collaboration sessions: 4
Book Carts and resource lists: 13	Extra hours the library was open: 1 hour
Days the library was closed: 1 day	Reason library was closed: LMS Meeting



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	32	Safari Montage	102
GALE	6	Schoolwires – Library page	260
Britannica	45	Schoolwires – Campus	2,294



Technology and Web Presence

Total # of tech issues assisted by librarian: 75 Technology issues trends: Projector, speakers, YouTube, sound, account lockout, HAC parents, Forethought planner, Aware, telephone, computer monitors, Skyward, printer	Total posts on social media accounts: Total time managing Schoolwires webpages: 1.5 hours
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August / September Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> Schoolwire training 9/27/17 	<ul style="list-style-type: none"> Faculty Meeting 9/7/17 Faculty Meeting 9/21/17 Girl Start 9/18/17 Girl Start 9/25/17

Community Outreach:

- Ordered and organized Pizza Hut Book It program
- Conferenced with Ms. Betters in regards to our fall book fair

Other Campus Duties & Notable Information:

- Schoolwire training
- Meet with Ms. Kelsi from Big Kahuna to set up our fall fundraiser.
- Organized campus wide Box Top program



Reed Library Business

Books/Materials circulated this month: 1341	Classes in the library: 62
Classes in computer labs: 21	Individual students in the library (with passes): 78
Mobile lab check outs: 29	Collaboration sessions: 5
Book Carts and resource lists: 0	Extra hours the library was open: 22
Days the library was closed: 2	Reason library was closed: library meeting, personal day



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	0	Safari Montage	463
GALE	0	Schoolwires – Library page	95
Britannica	4	Schoolwires – Campus	2833



Technology and Web Presence

Total # of tech issues assisted by librarian: 113 Technology issues trends: teacher computers not working, GradeCam issues	Total posts on social media accounts: 26 Facebook, 31 Twitter, 14 Instagram Total time managing Schoolwires webpages: 45
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August / September 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 technology Training • Skyward Training 	<ul style="list-style-type: none"> • Volleyball Parent Meeting • 7th grade schedule pick up • Staff meetings every other Tuesday • Parent Involvement Meeting

Community Outreach:

Other Campus Duties & Notable Information: Schedule Changes, PSAT helping



Smith Library Business

Books/Materials circulated this month: 1378	Classes in the library: 48
Classes in computer labs: 25	Individual students in the library (with passes): 35
Mobile lab check outs: 5	Collaboration sessions: 5
Book Carts and resource lists: 14	Extra hours the library was open:
Days the library was closed:	Reason library was closed:



Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	31	Safari Montage	26
GALE	0	Schoolwires – Library page	177
Britannica		Schoolwires – Campus	1245



Technology and Web Presence

Total # of tech issues assisted by librarian: 60 Technology issues trends: Ladibug Set up; Log into campus computers; Voicemail; projector	Total posts on social media accounts: 5 Total time managing Schoolwires webpages: 4 hours
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August / September 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 trainings 	<ul style="list-style-type: none"> Professional Development Staff Meeting 8/30- 9/20 Dyslexia Meeting

Community Outreach:

Other Campus Duties & Notable Information:

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. It also includes time spent updating and correcting ADA compliance suggestions via the Site Improve program.

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.