

# Duncanville Libraries

## Monthly Library Statistics

October 2017



[Acton Elementary](#)  
[Alexander Elementary](#)  
[Bilhartz Elementary](#)  
[Brandenburg Intermediate](#)  
[Byrd Middle School](#)  
[Central Elementary](#)  
[Daniel Intermediate](#)  
[Duncanville High School](#)  
[Fairmeadows Elementary](#)

[Hardin Intermediate](#)  
[Hastings Elementary](#)  
[Hyman Elementary](#)  
[Kennemer Middle School](#)  
[Merrifield Elementary](#)  
[Reed Middle School](#)  
[Smith Elementary](#)  
[What else does a Duncanville librarian do?](#)  
[Description of Statistics](#)



**Acton Library Business**

Books/Materials circulated this month: <b>1,940</b>	Classes in the library: <b>52</b>
Classes in computer labs: <b>104</b>	Individual students in the library (with passes): <b>69</b>
Mobile lab check outs: <b>checked out to 2<sup>nd</sup> grade team</b>	Collaboration sessions: <b>7</b>
Book Carts and resource lists: <b>11</b>	Extra hours the library was open: <b>N/A</b>
Days the library was closed: <b>0</b>	Reason library was closed: <b>N/A</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>202</b>	Safari Montage	<b>90</b>
GALE	<b>1</b>	Schoolwires – Library page	<b>48</b>
Britannica	<b>0</b>	Schoolwires – Campus	<b>1,614</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>15</b>	Total posts on social media accounts: <b>N/A</b>
Technology issues trends: <b>Projector connections and document camera connection issues</b>	Total time managing Schoolwires webpages: <b>60 minutes</b>
	Total Time managing SiteImprove: <b>1.5 hours</b>



**October Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• Gradebook training by request</li> <li>• Book Character Parade</li> <li>• Hispanic Heritage Night</li> <li>• Great Day of Reading and book parade</li> </ul>	<ul style="list-style-type: none"> <li>• Bananas for Reading Parent Workshop</li> <li>• Scholastic Book Fair Workshop</li> </ul>

**Community Outreach:**

- Open Ebook Access: provided pins/passcodes to parents during parent/teacher conference
- Letter to sailors on the USS America
- Book Fair

**Other Campus Duties & Notable Information:**

- Gradebook trainer
- Translator for campus
- Student of the month coordinator
- Campus Web Master
- Safari Montage digital signs in the library
- Book Club during 3<sup>rd</sup> and 4<sup>th</sup> grade lunches
- Photographer for various events & email to Ms. Martin (Facebook)
- Great Day of Reading committee chairperson
- Fall 2017 book order from Follett and Capstone
- Fall Book Fair
- Chaperone for GATE students to event at DHS



**Alexander Library Business**

Books/Materials Circulated: <b>556</b>	Classes Scheduled in Library: <b>99</b>
Classes Scheduled in Computer Labs: <b>124</b>	Students Visits to the Library (all): <b>1,980</b>
Mobile Lab BOY Check Outs: <b>4 Carts 80 Computers</b>	Collaboration Sessions: <b>15</b>
Book Carts/Resource Lists: <b>25</b>	Extra Hours Beyond School Day: <b>16</b>
Days Library Closed: <b>0</b>	Reason Library Closed: <b>N/A</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>495</b>	Safari Montage	<b>64</b>
GALE	<b>121</b>	Schoolwires – Library	<b>304</b>
Britannica	<b>23,793</b>	Schoolwires	<b>1,562</b>



**Technology and Web Presence**

Total # Tech Issues/Trends Assisted: <b>105</b> <i>Classroom Standards, Computer Lab, Online Resources, Skyward, FERPA, Google Apps, Desktop, Safari, AUP, Tech Inventory, Teacher Laptops, Mobile Projector</i>	Total Time Schoolwires & Webpage Design: <b>5.5 hours</b> Total time managing SiteImprove: <b>1.5 hours</b>
--	--



**Events, Lessons, Sessions & Trainings in the Library & Labs**

Trainings/Events Led by the Librarian	Trainings/Events Facilitated by the Librarian
<ul style="list-style-type: none"> <li>• 26 Scheduled Classes (K-4th) Learning Resource Literacy</li> <li>• Alternative Teaching Co-Teach Group=15 Students (1st) Material Selection &amp; Purpose</li> <li>• 25 Scheduled Classes=300 Students (K-4th) Personal Financial Literacy</li> <li>• Alternative Teaching Co-Teach Group=15 Students (1st) Making a Text Connection</li> <li>• 14 Scheduled Classes=280 Students (2nd-4th) Exploring Information Resources</li> <li>• 6 Scheduled Classes=120 Students (K-1st) Computer Literacy</li> <li>• Alternative Teaching Co-Teach Group=15 Students (1st) Drawing a Conclusion</li> </ul>	<ul style="list-style-type: none"> <li>• Skyward NEW Button</li> <li>• Skyward Reopen Gradebook/Grading Period</li> <li>• Skyward Printing Grade Verification Sheets</li> <li>• Skyward Reading Levels</li> <li>• Six Models of Co-Teaching Part I</li> <li>• Six Models of Co-Teaching Part II</li> <li>• Google Calendars &amp; Appointments</li> <li>• Weekly Faculty Meeting</li> <li>• iStation Testing Schedule for Next Month</li> <li>• Other Computer Lab Testing</li> <li>• Breakfast with Parents in Library</li> <li>• PBIS Character Mash-Up</li> </ul>

**Other Campus Duties & Notable Information:** Collection Management, Campus Webpage, Leadership Committee, PBIS Committee, Campus Inventory, Morning Cafeteria Duty/Afternoon Daycare Transportation Duty, Skyward DRA & Grade Entry, Legacy Council, Shelf Elves, Literacy Leaders

**Community Outreach:** Parent Teacher Conference Night, Book Fair, Parent Resource Center Desktop Computers, Correcting Skyward Student Image, Helped Facilitate Muffins with Mom/Donuts with Dad in Library, Operation Gratitude Letters to USS America Sailors



***Bilhartz Library Business***

Books/Materials circulated this month: <b>1896</b>	Classes in the library: <b>130</b>
Classes in computer labs: <b>95</b>	Individual students in the library (with passes): <b>4</b>
Mobile lab check outs: <b>3</b>	Collaboration sessions: <b>20</b>
Book Carts and resource lists: <b>10</b>	Extra hours the library was open: <b>6</b>
Days the library was closed: <b>0</b>	Reason library was closed: <b>N/A</b>



***Digital Resources Statistics***

Database	# of Searches	Database	# of Searches
Pebble Go	<b>987</b>	Safari Montage 329	<b>312</b>
GALE	<b>17</b>	Schoolwires – Library page	<b>1001</b>
Britannica	<b>2158</b>	Schoolwires – Campus	<b>2121</b>



***Technology and Web Presence***

Total # of tech issues assisted by librarian: <b>30</b>	Total posts on social media accounts: <b>10</b>
Technology issues trends: Cameras, microphones	Total time managing Schoolwires webpages: <b>14</b>
	Total time managing SiteImprove: <b>1.5 hours</b>



***October Events & Trainings in the Library & Labs***

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• Parent Information Night/Hispanic Heritage Celebration</li> <li>• Book Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Meetings</li> <li>• Boy Scouts Meeting</li> <li>• Club 80 event in the library</li> </ul>

**Community Outreach:**

Parent Information Night/Hispanic Heritage Celebration  
 Book Fair  
 Houston cards to students in Houston Texas

**Other Campus Duties & Notable Information:**

Club 80  
 Campus Webmaster  
 Campus Safari Montage Unit- announcements, information, etc.  
 Completed Site improve Course, General Digital Accessibility Basics  
 Added Digital Resources to the library page and manage them



**Brandenburg Library Business**

Books/Materials circulated this month:	Classes in the library: <b>54</b>
Classes in computer labs: <b>GATE Testing, 24 Individual Classes</b>	Individual students in the library (with passes): <b>115</b>
Mobile lab check outs: <b>6 (Checked out for the Year)</b>	Collaboration sessions: <b>2</b>
Book Carts and resource lists: <b>4</b>	Extra hours the library was open: <b>None</b>
Days the library was closed: <b>10/5, 10/6</b>	Reason library was closed: <b>Family Emergency</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	N/A	Safari Montage	<b>52</b>
GALE	<b>1</b>	Schoolwires – Library page	<b>671</b>
Britannica	<b>1628</b>	Schoolwires – Campus	<b>19596</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>8</b> Technology issues trends: <b>Problems with sound systems in classrooms.</b> <b>Broken HDMI Cords</b>	Total posts on social media accounts: <b>2</b> Total time managing Schoolwires webpages: <b>2 hours 15 minutes</b> Siteimprove <b>1 hour</b>
--	---



**October Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• Pumpkin Book Character Contest</li> <li>• Book Fair</li> </ul>	<ul style="list-style-type: none"> <li>• Youth and Government Meetings</li> <li>• Muffins with Mom</li> <li>• Cereal Dads</li> <li>• Faculty Meeting</li> <li>• Committee Meetings</li> <li>• Small Group Testing</li> </ul>

**Community Outreach:**

**Other Campus Duties & Notable Information:**

Coach for Youth in Government

Hispanic Heritage Committee Member



**Byrd Library Business**

Books/Materials circulated this month: <b>460</b>	Classes in the library: <b>94</b>
Classes in computer labs: <b>66</b>	Individual students in the library (with passes): <b>330</b>
Mobile lab check outs: <b>178</b>	Collaboration sessions: <b>30</b>
Book Carts and resource lists:	Extra hours the library was open: <b>10</b>
Days the library was closed: <b>1</b>	Reason library was closed: <b>Picture Day</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>NA</b>	Safari Montage	<b>39</b>
GALE	<b>39</b>	Schoolwires – Library page	<b>8</b>
Britannica	<b>1733</b>	Schoolwires – Campus	<b>4138</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>88</b> Technology issues trends: <b>Xerox, passwords, projectors</b>	Total posts on social media accounts: <b>NA</b> Total time managing Schoolwires webpages: <b>20</b> Total time managing SiteImprove: <b>1.5 hrs</b>
---	---



**October Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• 1-on-1 Schoolwires assistance</li> <li>• 1-on-1 Skyward/Gradebook assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Meetings x 3</li> <li>• Testing Training</li> <li>• ATPE meeting</li> <li>• Muffins for Mom</li> <li>• Truancy Meeting</li> <li>• AP Training by district</li> <li>• 3 Trainings by Janice Reynolds</li> <li>• Athletic Tutoring x 2</li> <li>• Wednesday School x 2</li> <li>• Vision and Hearing checks x 4 days</li> <li>• Youth and Government x 3</li> <li>• School Pictures</li> <li>• Lunch Detention x 18</li> <li>• Breakfast for staff</li> </ul>

**Community Outreach:** Skyward assistance on Parent/Teacher Conference Night; Digital Citizenship on Academic Night Academic Family Game Night; Coffee with T.E.A. (parent engagement Saturday); Weekly Newsletter

**Other Campus Duties & Notable Information:** Maintain Schoolwires and Outlook Calendars; Weekly Newsletter; LCD-TV Lamination; Xerox machines; Testing team; Instructional Leadership Team; I do anything else that is asked of me



**Central Library Business**

Books/Materials circulated this month: <b>2,214</b>	Classes in the library: <b>94</b>
Classes in computer labs: <b>71</b>	Individual students in the library (with passes): <b>15</b>
Mobile lab check outs: <b>5</b>	Collaboration sessions: <b>4</b>
Book Carts and resource lists: <b>3</b>	Extra hours the library was open: <b>10 hrs. 15 min.</b>
Days the library was closed: <b>0</b>	Reason library was closed: N/A



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>251</b>	Safari Montage	<b>306</b>
GALE	<b>0</b>	Schoolwires – Library page	<b>10,499</b>
Britannica	<b>18488</b>	Schoolwires – Campus	<b>20,179</b>



**Technology and Web Presence**

<p>Total # of tech issues assisted by librarian: <b>12</b></p> <p>Technology issues trends: Entered help tickets for equipment pick up &amp; reassign in equipment in TIPWEB after class leveling; inventoried and redistributed laptops, power cords, &amp; mice; resolved resolution issues; damaged microphone charging blocks; quotes for All in Learning purchase; set up Education Galaxy &amp; Reading Counts; worked with Deborah Trujillo and Safari Montage rep to set up Live Announcements; completed Site Improve Course and begin edits to campus webpages.</p>	<p>Total posts on social media accounts: <b>3</b></p> <p>Total time managing Schoolwires webpages: <b>30 min.</b></p> <p>Total time managing SiteImprove: <b>1.5 hrs.</b></p>
---	---



**October Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• Student Librarians &amp; 2 Book Clubs with meetings 4 times weekly.</li> <li>• Parent Tech Workshop during Parent Orientation Night</li> <li>• Student Technology Lessons for 2<sup>nd</sup> – 4<sup>th</sup> grades held 11 times weekly.</li> </ul>	

**Community Outreach:** Little Free Library maintenance daily; Campus Coordinator for Six Flags, Read to Succeed Program, Braum’s Reading Club, & Book It! programs; enroll campus teachers in programs, print, copy, and distribute reading logs for all classes, & communicate info to teachers. Collect, organize, & send in campus Box Tops for Education. Sponsored Parent Tech Workshop during Parent Orientation Night.

**Other Campus Duties & Notable Information:**

Manage front hallway LCD TV, manage all campus digital resources (Brain Pop, Education Galaxy, All In Learning, Math Seeds, Reading Counts, FASTT Math, Typing Club, & Education Galaxy), Campus Tech Cadre leader, CDAT & SBDM committee member

Month: October 2017

Library: Daniel Intermediate

Library Media Specialist(s): Marie Irwin



### Daniel Library Business

Books/Materials circulated this month: <b>2,105</b> Holds Placed: 155	Classes in the library: <b>38</b>
Classes in computer labs: <b>27</b>	Individual students in the library (with passes): <b>255</b>
Mobile lab check outs: <b>15</b> (Checked out to clusters/used daily)	Collaboration sessions: <b>2</b>
Book Carts and resource lists: <b>3</b>	Extra hours the library was open: NA
Days the library was closed: <b>1</b>	Reason library was closed: Picture Day



### Digital Resources Statistics

Database	# of Searches	Database	# of Searches
Pebble Go	NA	Safari Montage	78
GALE	0	Schoolwires – Library page	55
Britannica	11,119	Schoolwires – Campus	1,938



### Technology and Web Presence

Total # of tech issues assisted by librarian: <b>37</b> Technology issues trends: <b>Projector audio</b>	Total posts on social media accounts: <b>N/A</b> Total time managing Schoolwires webpages: <b>45 min</b> Total time managing SiteImprove: <b>1.5 hrs.</b>
---	---



### October Events & Trainings in the Library & Labs

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>Strive Staff Training – 10/16</li> <li>Book Fair Preview Days – 10/27-10/30</li> <li>Book Fair – 10/31-11/3</li> <li>Gradecam one-on-one training</li> </ul>	<ul style="list-style-type: none"> <li>Life Touch Pictures – 10/6</li> <li>Staff Meetings (Team Huddle) – 10/9</li> <li>Baby Shower – 10/10</li> <li>Staff Meetings (Team Huddle) – 10/16</li> <li>Professional Development – 10/23</li> </ul>

#### Community Outreach:

- Parent Teacher Conference Night 10/10
- Book Fair – Included parent shopping opportunities after school and during lunch on In-n-Out Burger Day. Total sales: \$4,671.18. Daniel community purchases generated over \$2,500 to be spent on books for the library.

#### Other Campus Duties & Notable Information:

- Completed Siteimprove Course, General Digital Accessibility Basics – 10/4
- Great Day of Reading Planning
- Planning and ordering books for Bluebonnet Breakfast Bunch – Kickoff planned for November
- Launched Online Computer Lab reservations
- Book Raffle – 24 copies of Nightmares! 2 were given away on the Great Day of Reading 10/27.
- Audited 15 Laptop Carts looking for damage and laptop issues





**DHS Library Business**

Books/Materials circulated this month: <b>1188</b>	Classes in the library: <b>54</b>
Classes in computer labs: <b>100</b>	Individual students in the library (with passes): <b>8,018</b>
Mobile lab check outs: <b>189</b>	Collaboration sessions: <b>27</b>
Book Carts and resource lists: <b>33</b>	Extra hours the library was open: <b>31.5 hours</b>
Days the library was closed: <b>1</b>	Reason library was closed: <b>testing</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	n/a	Safari Montage	<b>252</b>
GALE	<b>2233</b>	Schoolwires views – Library page	<b>2275</b>
Britannica	<b>26,263</b>	Schoolwires views – Campus	<b>14,903</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>146</b>	Total posts on social media accounts: <b>48</b>
Technology issues trends: <b>Xerox student printer, student passwords, Google Classroom, Schoology, SAT College board site, lock down browsers, AUP, Ladibug, student email accounts</b>	Total time managing Schoolwires webpages: <b>15.5 hours</b>
	Total time managing SiteImprove: <b>2.5 hours</b>



**October Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• Anime Club</li> <li>• Book Club</li> <li>• Bibliography, research, and digital resources student training – multiple sessions</li> <li>• District Librarian Meeting</li> <li>• Mentor meetings w/ new librarians</li> <li>• BOY technology distribution</li> <li>• Google Classroom</li> <li>• Lunch Bunch</li> <li>• Forethought training</li> <li>• Skyward training</li> <li>• District stats presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher for the blind – small groups</li> <li>• Teacher for the deaf – small groups</li> <li>• Admin meetings</li> <li>• Staff development</li> <li>• PEIMS training</li> <li>• Turn Around Agenda student mentor program</li> <li>• Asian Club</li> <li>• Debate club</li> <li>• PSAT Testing in the library</li> <li>• GATE testing in the library labs</li> <li>• Financial Aid workshop</li> <li>• Tutoring</li> </ul>

**Community Outreach:** Digital Citizenship family night, New Logo, lunch Bunch – teacher outreach

**Other Campus Duties & Notable Information:** Proximity Learning Committee, Strive Website training, Site Improve training, campus organizational chart, CBS Pep Rally Google Form, Site Based committee, lead librarian duties, Testing PLC



**Fairmeadows Library Business**

Books/Materials circulated this month: <b>2,123</b>	Classes in the library: <b>82</b>
Classes in computer labs: <b>Lab 108 – 95</b> <b>Lab 109 – 103</b> Lab 109: holding area daily for 4 <sup>th</sup> grade 7:15-7:50 AM	Individual students in the library (with passes): <b>15</b>
Mobile lab check outs: <b>Carts A, B, D – Housed with grade level teams (yearly)</b> <b>Cart E – Housed in Lab 109 to accommodate large classes (yearly)</b> <b>Cart C - 0</b>	Collaboration sessions: <b>17</b>
Book Carts and resource lists: <b>9</b>	Extra hours the library was open: <b>Daily 7:30-7:50 – 3<sup>rd</sup> Grade Holding Area</b>
Days the library was closed: <b>1</b>	Reason library was closed: <b>Picture Day</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>244</b>	Safari Montage	<b>83</b>
GALE	<b>1</b>	Schoolwires – Library page	<b>105</b>
Britannica	<b>1,501</b>	Schoolwires – Campus	<b>1,321</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>34</b> Technology issues trends: N/A	Total posts on social media accounts: <b>15</b> Total time managing Schoolwires webpages: <b>85 mins</b> Total time managing SiteImprove: <b>1.5 hrs.</b>
--	---



**October Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>Schoolwires Training – Ms. Guillen – 10/26</li> </ul>	<ul style="list-style-type: none"> <li>Staff Meeting – Ms. Bell – 10/5</li> <li>Staff Meeting – Ms. Bell – 10/26</li> </ul>

**Community Outreach:** Author visit: Don Tate, Great Day of Reading/Career Day: Volunteers signed up from district and Duncanville City employees, Parent/Teacher Conferences, Heart of Duncanville

**Other Campus Duties & Notable Information:** Campus Admin/Leadership Team, Campus Data Analysis Team (Met on 10/9, 10/10 and 10/11), CIP Committee (Met on 10/23), Campus Facebook, Campus Webmaster, Raz Plus/Learning A-Z Campus Admin, Education Galaxy Campus Admin, Imagine Math/TTM Campus Admin, PBIS Committee (Weekly Prize Cart), Hispanic Heritage Committee, Book Fair Workshop (attended 10/5), SiteImprove General Digital Accessibility (Basic Modules Complete), Raz Kids/Plus Webinar, Safari Montage Digital Signs Training, Met with Follett Rep W. Fields (10/26)



**Hardin Library Business**

Books/Materials circulated this month: <b>1534</b>	Classes in the library: <b>52</b>
Classes in computer labs: <b>96</b>	Individual students in the library (with passes): <b>105</b>
Mobile lab check outs: <b>6</b>	Collaboration sessions: <b>1</b>
Book Carts and resource lists: <b>2</b>	Extra hours the library was open: <b>25</b>
Days the library was closed: <b>5.5</b>	Reason library was closed: <b>2.5 Funeral, 3 Testing</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	n/a	Safari Montage	<b>148</b>
GALE	<b>11</b>	Schoolwires – Library page	<b>2514</b>
Britannica	<b>313</b>	Schoolwires – Campus	<b>127</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>71</b> Technology issues trends:	Total posts on social media accounts: <b>15 tweets, 6 FB</b> Total time managing Schoolwires webpages: <b>10 Hours</b> Total time managing Site Improve: <b>1.5 hours</b>
--	---



**October Events & Trainings in the Library & Labs**

<b>Trainings/Events Led by the Librarians</b>	<b>Trainings/Events Facilitated by the Librarians</b>
<ul style="list-style-type: none"> <li>1 during PLC on ebooks/library</li> </ul>	6

**Community Outreach:**

**Other Campus Duties & Notable Information:**

Month: October 2017

Library: Hastings

Library Media Specialist(s): Sansom



### *Hastings Library Business*

Books/Materials circulated this month: 2,439	Classes in the library:66
Classes in computer labs: n/a	Individual students in the library (with passes):182
Mobile lab check outs:3	Collaboration sessions: 2
Book Carts and resource lists: 22	Extra hours the library was open:
Days the library was closed: 1	Reason library was closed: Librarians' meeting



### *Digital Resources Statistics*

Database	# of Searches	Database	# of Searches
Pebble Go	<b>358</b>	Safari Montage	<b>688</b>
GALE	<b>18</b>	Schoolwires – Library page	<b>127</b>
Britannica	<b>661</b>	Schoolwires – Campus	<b>1830</b>



### *Technology and Web Presence*

Total # of tech issues assisted by librarian: <b>11</b>	Total posts on social media accounts: <b>6</b>
Technology issues trends:	Total time managing Schoolwires webpages: <b>60 min.</b>
	Total time managing SiteImprove: <b>1.5 hours</b>



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

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

#### **Community Outreach:**

Pumpkin Contest and Pencil Pull game raised \$43 for Hurricane Harvey  
 Parent/Teacher night: 17 parents stopped by the library to receive library information  
 Approximately 20 parents and teachers have received PIN numbers to use ebooks obtained from First Books.  
 Monthly library newsletter

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

GATE field trip to Coach Bell's farm  
 GATE Garden Club

Over 200 students have signed up to be the Camp Read S'More book club. Students have read and logged 115,476 minutes.



***Hyman Library Business***

Books/Materials circulated this month: <b>1361</b>	Classes in the library: <b>88</b>
Classes in computer labs: <b>96</b>	Individual students in the library (with passes): <b>145</b>
Mobile lab check outs: <b>11</b>	Collaboration sessions: <b>12</b>
Book Carts and resource lists: <b>4</b>	Extra hours the library was open: <b>2</b>
Days the library was closed: <b>2</b>	Reason library was closed: <b>Librarian out – no coverage</b>



***Digital Resources Statistics***

Database	# of Searches	Database	# of Searches
Pebble Go	<b>555</b>	Safari Montage	<b>59</b>
GALE	<b>0</b>	Schoolwires – Library page	<b>7</b>
Britannica	<b>251</b>	Schoolwires – Campus	<b>127</b>



***Technology and Web Presence***

Total # of tech issues assisted by librarian: <b>7</b>	Total posts on social media accounts: <b>25</b>
Technology issues trends: <b>projector connections</b>	Total time managing Schoolwires webpages: <b>5 hours</b>
	Total time managing SiteImprove: <b>1.5 hours</b>



***October Events & Trainings in the Library & Labs***

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• 10/10 Digital Citizenship for parents</li> <li>• 10/24-31 Book Fair</li> </ul>	<ul style="list-style-type: none"> <li>• 10/10 FACE</li> <li>• 10/17 Staff meeting</li> <li>• 10/23 Design Day</li> <li>• 10/24 Staff meeting</li> </ul>

**Community Outreach:**

Great Day of Reading – Families & Students

In & Out Fundraiser



***Kennemer Library Business***

Books/Materials circulated this month: <b>1033</b>	Classes in the library: <b>76</b>
Classes in computer labs: <b>13</b>	Individual students in the library (with passes): <b>1311</b>
Mobile lab check outs: <b>115</b>	Collaboration sessions: <b>9</b>
Book Carts and resource lists: <b>2</b>	Extra hours the library was open: <b>2</b>
Days the library was closed: <b>0</b>	Reason library was closed: <b>n/a</b>



***Digital Resources Statistics***

Database	# of Searches	Database	# of Searches
Pebble Go	<b>N/A</b>	Safari Montage	<b>32</b>
GALE	<b>1</b>	Schoolwires – Library page	<b>68</b>
Britannica	<b>272</b>	Schoolwires – Campus	<b>1547</b>



***Technology and Web Presence***

Total # of tech issues assisted by librarian: <b>60</b> Technology issues trends: -missing AUPs -reset passwords -no log on servers	Total posts on social media accounts: <b>60</b> Total time managing webpages: <b>4 hours</b> Total time managing digital signage: <b>3 hours</b> Total time managing SiteImprove: <b>1.5 hours</b>
---	---



***October Events & Trainings in the Library & Labs***

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• Skyward</li> <li>• Google Classroom (on demand)</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty Meetings</li> <li>• Youth &amp; Government practice</li> <li>• Notice &amp; Note Training</li> </ul>

**Community Outreach:**

- Teen Read Week: book giveaways, bookmark contest
- Skyward parent help
- District survey parent help

**Other Campus Duties & Notable Information:**

- attended Making Connections in the Library with Science and Social Studies
- Lead librarian duties



**Merrifield Library Business**

Books/Materials circulated this month: <b>689</b>	Classes in the library:
Classes in computer labs: <b>24 classes</b>	Individual students in the library (with passes): <b>33</b>
Mobile lab check outs: <b>Our 2 mobile carts are divided btw 1<sup>st</sup> and 2<sup>nd</sup> grade daily.</b>	Collaboration sessions: <b>3- (Liddick, Easley, Villanueva)</b>
Book Carts and resource lists: <b>8</b>	Extra hours the library was open: <b>1 hour</b>
Days the library was closed: <b>6.5 day</b>	Reason library was closed: <b>LMS Meeting, Book Fair, Book Fair Workshop</b>



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>185</b>	Safari Montage	<b>89</b>
GALE	<b>1</b>	Schoolwires – Library page	<b>263</b>
Britannica	<b>0</b>	Schoolwires – Campus	<b>1,713</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>14</b>	Total posts on social media accounts: <b>0</b>
Technology issues trends: <b>Laptop, ipad, projector</b>	Total time managing Schoolwires webpages: <b>20 minutes</b>
	Total time managing SiteImprove: <b>1.5 hours</b>



**October & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>• Carnival Committee Meeting 10/4/17</li> <li>• Held after school Schoolwire training</li> <li>• Fall Carnival</li> </ul>	<ul style="list-style-type: none"> <li>• Staff meeting 10/5/17</li> <li>• Staff Meeting 10/19/17</li> </ul>

**Community Outreach:**

- Organized and worked Spring Creek Spirit Night
- Facilitated Fall Carnival
- Hosted fall book fair
- Attended parent teacher conference event
- Participated in school wide breast cancer awareness
- Printed and passed out November’s Pizza Hut Book It calendars

**Other Campus Duties & Notable Information:**

- Attended Book Fair workshop at Acton Elementary



***Reed Library Business***

Books/Materials circulated this month: <b>745</b>	Classes in the library: <b>36</b>
Classes in computer labs: <b>72</b>	Individual students in the library (with passes): <b>197</b>
Mobile lab check outs: <b>9</b>	Collaboration sessions: <b>3</b>
Book Carts and resource lists: <b>2</b>	Extra hours the library was open: <b>15</b>
Days the library was closed: <b>1.5</b>	Reason library was closed: professional meeting, personal day



***Digital Resources Statistics***

Database	# of Searches	Database	# of Searches
Pebble Go	<b>0</b>	Safari Montage	<b>468</b>
GALE	<b>1</b>	Schoolwires – Library page	<b>736</b>
Britannica	<b>7</b>	Schoolwires – Campus	<b>21,730</b>



***Technology and Web Presence***

Total # of tech issues assisted by librarian: <b>9</b> Technology issues trends: projectors not working	Total posts on social media accounts: <b>52</b> Total time managing Schoolwires webpages: <b>30</b> Total time managing Site Improve: <b>1.5 hrs.</b>
--	---



***October Events & Trainings in the Library & Labs***

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>STRIVE, Measuring Up training</li> </ul>	<ul style="list-style-type: none"> <li>Staff Meetings (2)</li> <li>Data meetings (2)</li> </ul>

**Community Outreach:**

**Other Campus Duties & Notable Information:** Grades Report, Excellence Club Chair





**Smith Library Business**

Books/Materials circulated this month: <b>1485</b>	Classes in the library: <b>72</b>
Classes in computer labs: <b>59</b>	Individual students in the library (with passes): <b>50</b>
Mobile lab check outs: <b>5</b>	Collaboration sessions: <b>3</b>
Book Carts and resource lists: <b>6</b>	Extra hours the library was open: <b>0</b>
Days the library was closed: <b>none</b>	Reason library was closed:



**Digital Resources Statistics**

Database	# of Searches	Database	# of Searches
Pebble Go	<b>42</b>	Safari Montage	<b>13</b>
GALE	<b>13</b>	Schoolwires – Library page	<b>1027</b>
Britannica		Schoolwires – Campus	<b>86</b>



**Technology and Web Presence**

Total # of tech issues assisted by librarian: <b>98</b> Technology issues trends: <b>Ladibug and ceiling projectors</b> <b>Gradebook</b> <b>Skyward</b> <b>FERPA/AUP</b> <b>Computer Lab scheduling/computer lab computers needing repairs</b>	Total posts on social media accounts: <b>2/wk</b> Total time managing Schoolwires webpages: <b>10 hours</b> Total time managing SiteImprove: <b>1.5 hrs</b>
--	---



**October Events & Trainings in the Library & Labs**

Trainings/Events Led by the Librarians	Trainings/Events Facilitated by the Librarians
<ul style="list-style-type: none"> <li>Edivate basics</li> <li>Google Docs, and calendar</li> <li>Gradebook refresher/New teacher training</li> <li>Skyward attendance</li> </ul>	<ul style="list-style-type: none"> <li>Weekly librarian meetings</li> </ul>

**Community Outreach:** Book Fair, Breakfast with Books, PTO night, Red Ribbon Week flyer, Social Media Committee

**Other Campus Duties & Notable Information:** Before & After school duties, photographer for campus events, Maintain LCD TV 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.