

How to fill out the Librarian's State of the Library Report

It is recommended that you type this report.

1. To check a box, simply double click inside of it. This will open an options screen where you can simply click the circle next to "checked"
2. As you type, the boxes will expand as you need more space.

If you are not comfortable typing the report, you can print it out and handwrite it, though you may need to delete or white out the numbers in order to have enough space.

of Books per student: run a super summary report. Look at the total number of copies, and divide by the number of students enrolled in your school.

To run a Super Summary Report (version 6.1.1)

Go to: Tools → Reports

Choose Copies Tab → Collection Analysis sub-tab

Click on "Collection Analysis" Report name

Under the Selection Tab choose the following from the drop down bars:

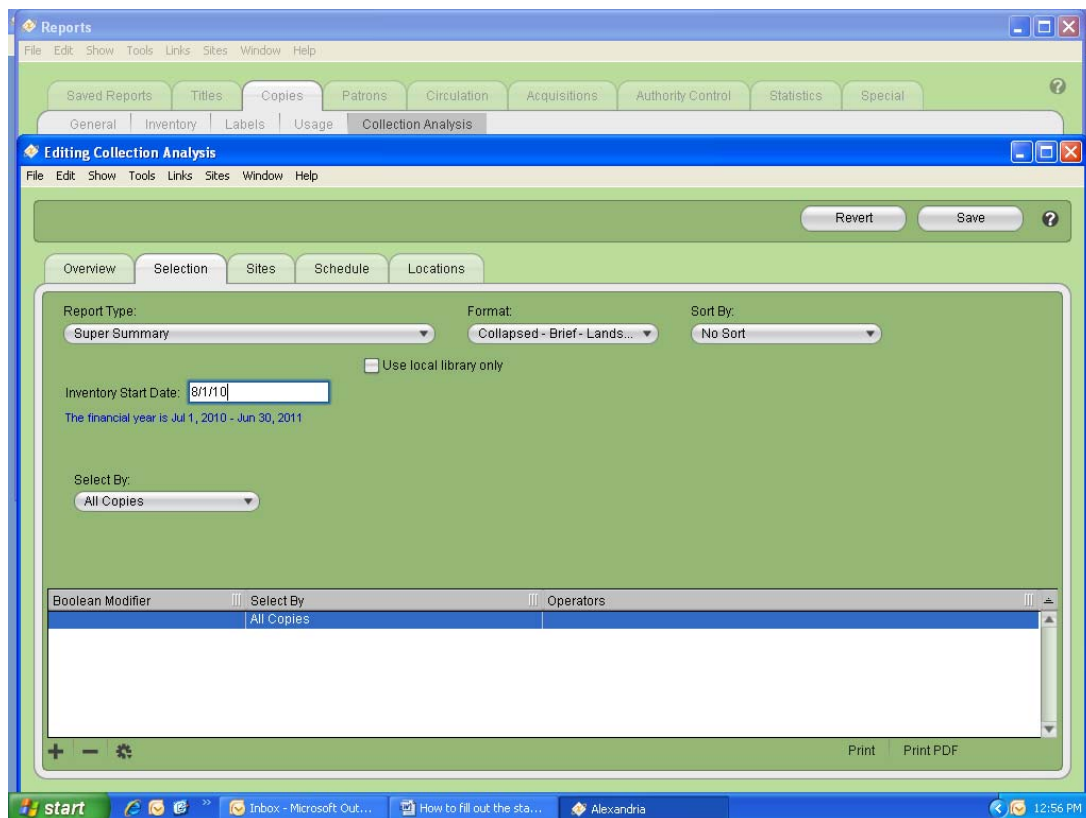
Report Type: Super Summary

Format: Collapsed-Brief-Landscape

Sort by: No Sort

Inventory Start date: 8/1/11

Select By: All Copies



Age of Collection: Found on the super summary report

Summary of Accomplishments: check the box next to every task you have done. If there are tasks that you do that are not on the list, simply add them in under the appropriate heading (library related or not library related).

Circulation and use statistics: Run the Statistics Records Report.

Go to: Tools → Reports

Choose Statistics Tab → Patron Usage sub-tab

Click on “Statistics – Usage by Patron-Item Policy” Report name

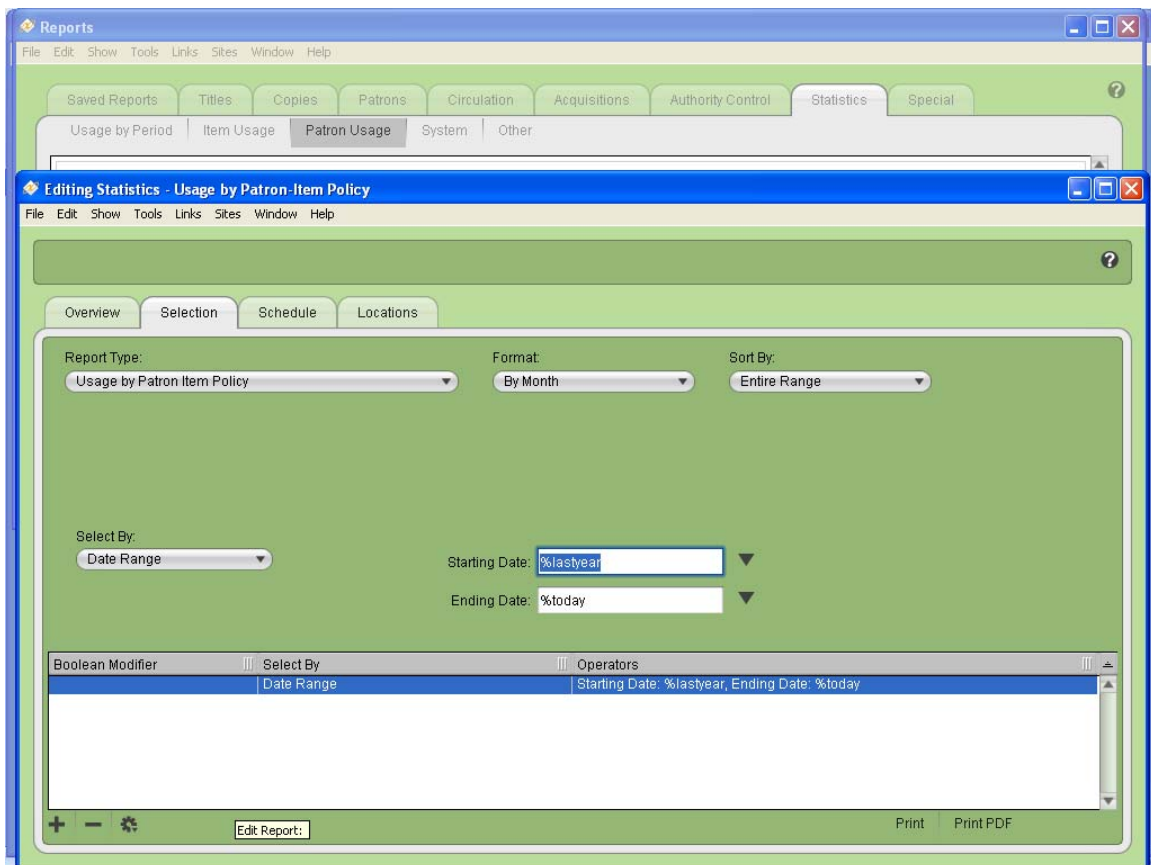
Under the Selection Tab choose the following from the drop down bars:

Report Type: Usage by Patron Item Policy

Format: By Month

Sort by: Entire Range

Select By: Date Range (8/1/11 – 11/10/11; 11/11/11 – 2/16/12; 2/17/12 – 6/25/12)



Days Closed: Count up the times the library was closed due to non-library related events (staff meeting, volunteer meeting, hall duty, etc). Report it in terms of days or half days only. If the library was closed Monday for an hour, and Tuesday for 2.5 hours that adds up to half a day.

TAKS/Curriculum Support: List the Library lessons you taught that directly support TAKS and/or district curriculum initiatives. Be sure to include the grade level, subject, and the TAKS or TEK objective targeted.

Lesson Planning: Add up the total number of lessons you taught for each area (collaborative, independent, assisted planning) and enter the number in the box next to it.

Library Programming: List any special programs you planned and held in the library (reading incentive, author visit, book fair, etc).

Library Publicity: List the ways you have publicized and marketed your library (newsletter, flyer, display, etc).

Technology Instruction: List and describe how you have taught staff and students about technology. This can include the online databases, United Streaming, applications like Microsoft Word, Outlook, Excel, Frontpage, or simply assisting with Smart boards or multimedia projects.

School/Community Involvement: List the ways you are involved in, around, and outside the library. What extra things do you do that make a difference?

Professional Activities: What do you do to extend your professional knowledge? Did you attend University courses, professional development courses, or conferences? Are you on any professional organization committees (TLA Bluebonnet, etc.)?