**IowaTown School Library**



**Annual Report June 20xx**

*The mission of the school library program is to provide an inviting, dynamic learning environment and services that support and enhance teaching, literacy and learning.*

**Using this Template**

*This template is intended to suggest areas that you might include in your annual report. Use it creatively to reflect your own program style, needs and goals. Include photos that show activities you are highlighting and web links that may help illustrate your progress. You may want to add attachments: the State Survey, samples of student work, professional development documentation. Share the report first with your principal, preferably in a one-on-one meeting with him/her, but also share it with parents, colleagues and the community. Post it on your website.*

***Delete these instructions by clicking on the line around the text and pressing the Delete key.***

**HIGHLIGHTS OF THE YEAR**

Choose five or six big events or accomplishments to substitute for these samples.

Served on Building Literacy Team; analyzed student data and helped complete action plan for eighth grade

Developed problem solving unit with eighth grade science teachers featuring use of EBSCO and information problem-solving model

Increase of 12 percent in use of video streaming

Sponsored author visit by Jane Josephson

Improved website by adding pages for individual units

Added 183 non-fiction books to support reading for information efforts

**Teaching and Learning**

List here events and accomplishments in the seven categories from the “Iowa School Library Program Guidelines” having to do with Teaching and Learning. Consider using charts and graphs from Excel or Impact to show curriculum integration, numbers of classes, subject areas, etc. Data can be pulled from your State Library Survey. Feature any volunteers, parents or others who made contributions.



Program and Evaluation

Teacher Librarian Staffing

Curriculum Support

Information Literacy Curriculum Collaboration

Technology and Learning

Reading and Literacy

Community Connections

**Library Management**

List here events and accomplishments in the categories from the Guidelines having to do with Library Management. Consider using charts and graphs from Excel or Impact to show collection and circulation numbers in various categories, database usage, how the budget was spent.

Feature any volunteers, parents or others who made contributions.



Collections

Electronic Resources

Computers

Updating Resources

Professional Development

Policies

Facilities

**Unmet Needs**

List areas where your program could not provide requested services and why.

**Goals For Next Year**

Briefly list the goals that you would set for yourself and your program for the coming year. If you have a library program development plan, these goals may come directly from that document. Goals may also reflect some of the unmet needs described above. You may want to list personal goals as well, e.g. “develop skill in using new databases” or “read two picture books per week to increase knowledge of children’s literature.”

**Library Statistics**

Add other categories significant in your setting.

**Circulation *(tab, then replaces xx’s with number)***

|  |  |
| --- | --- |
| Books and other print materials | xx |
| Non-print materials | xx |
| Total | xx |
| Books added | xx |
| Books weeded | xx |

**Library Usage by Students**

|  |  |
| --- | --- |
| Scheduled classes | xx |
| Average classes per day | xx |
| Number in scheduled classes | xx |
| Study hall/open hours | xx |
| Total students | xx |
| Average number: students per day | xx |

**Computer Use**

|  |  |
| --- | --- |
| Classes scheduled | xx |
| Average classes per day | xx |
| Number in scheduled classes | xx |
| Study hall/open hours | xx |
| Total using computer labs | xx |
| Average number: students per day | xx |
| **Average number of students using media**  **center per day:** | xx |