

CPS Librarian's Monthly Report (Sample)

School's Name: King School

Name: Barbara Fields

Month/Year: September 2003

<p>Summary of accomplishments: <i>Preparing for automation. Inventoried and prepared 300 titles, 4,500 more to go. Recruited 23 students for Mayor Daley's Book Club to meet every Wednesday after school (1st meeting 9/10/03). Processed 50 new books for shelves. Taught 100 scheduled library classes.</i></p>
<p>Circulation /use statistics): <i>Circulated 1,300 books in September.</i></p>
<p>Student activities (class visits, programs, etc.): <i>Pre-school class - Story time, After School Book Club, Ms. Taylor – Accelerated Reader Tests</i></p>
<p>Teacher collaboration: <i>Mrs. Collins – Halloween Celebrations. Mr. Hall – Online database research. Mr. Anderson – Native Americans – Blackfoot Indians. Ms. Jackson & Mr. Davis - Fables</i></p>
<p>New purchases/acquisitions: <i>World Book Encyclopedia, 14 periodicals, 75 non- fiction books gr. 4-8. 50 Accelerated Reader Books gr. 3rd-5th.</i></p>
<p>Technology update (online databases, automation system, etc.): <i>Follett Automation System software selected. Automation process to be <u>completed by June 2004.</u></i></p>
<p>Gifts/fund-raising: <i>Considering Book Fair in December.</i></p>
<p>Community Outreach: <i>Summer Reading Certificates from Avalon Park Public Library for 45 students. Certificates to be distributed at next assembly.</i></p>
<p>Volunteers: <i>Parent, (Ms. Hill) has volunteered one day a week in library for September. <u>More volunteers would accelerate the automation process.</u></i></p>
<p>Professional activities (conferences, committees, courses, etc.): <i>Planning on attending Illinois School Library Media Conference Nov.5-8, 2003 in Decatur, IL. (Conference request completed)</i></p>
<p>Publications & Displays (bibliographies, reviews, newsletters, etc): <i>Preparing newsletter for faculty for October. Bulletin Board: Welcome back to school & Halloween Book display.</i></p>
<p>Needs: <i>In dire need of <u>Science resources for Science Fair in January.</u> These materials should be ordered now so students will have available for research. (Suggested list of materials attached) <u>History Fair scheduled for February</u> – Need Research resources: Reference materials and online resources. Additional volunteers to help automate the library collection.</i></p>
<p>Comments: <i>Would like to establish a “ Library Advisory Committee” composed of teachers representative of all grades to insure that the Library Media Program supports the instructional program.</i></p>