WCPSS Library Media Services Annual Year-End Report

This document provides directions for completing the Annual Year-End Report. The data collected from this report informs professional learning and advocacy planning at the district level. The data will be synthesized and shared at AAT meetings at the start of next school year to facilitate reflection and goal-setting.

Directions

We recommend completing the form all in one sitting. For your convenience, the questions are provided in this document so that you can compile all necessary data before beginning the form. Make a copy of this document to use as a draft to record your answers for each question, then open and complete the form. All questions marked with an asterisk are required.

Once you complete and submit the form, you will receive an email confirmation with a record of your responses and a link to edit those responses if needed.

If you need to stop working in the form and return to it later, please enter "**X**" in any field you still need to complete and then click submit. You'll receive an email with a link that will allow you to edit your responses and continue working in the form. Using this strategy will allow Library Media Services to see that you have started the form but not yet completed it.

Due date:

Traditional and Modified Calendar: June 10th

Year-Round Calendar: June 17th

Link to form: 2021-2022 Year-End Report

Section 1: General Information

*School Name: _____

*School Level
- ❏ Academy
- ❏ Elementary
- ❏ Middle
- ❏ High

*Student Enrollment: _____
If you do not know your student enrollment number, ask your data manager.

*Which best describes your schedule this year?
- ❏ Fully Fixed
- ❏ Fully Flex
- ❏ Fixed/Flex Hybrid
- ❏ Other: _____

*Do you have an assistant?
- ❏ Yes
- ❏ No
- ❏ Other: _____

*In which additional roles do you serve? Check all that apply.
- ❏ Tech Contact
- ❏ School Improvement Chair
- ❏ Department/Grade Level Chair
- ❏ No additional roles
- ❏ Other: _____ List any additional committee memberships, clubs you sponsor, etc.

*Are you a member of NCSLMA?
- ❏ Yes
- ❏ No
- ❏ Other: _____ Please let us know if you hold a current leadership position with NCSLMA or serve on a committee.

Section 2: Collection

*Provide the link to your Collection Management Plan. (If you do not have a Collection Management Plan, type NO PLAN in the space below).

_____
You can learn more about Collection Management on the Library Media Services site:
https://sites.google.com/wcpss.net/library-media-services/collection-management

*Total number of print TITLES _____
In Destiny Library Manager, go to **Reports>Report Builder**. Run the report named ***1 Total book titles.** Download the Excel file for the report. Scroll down to view the number of books.The results of this report may need to be edited to eliminate any items that should not be identified as a book. You can also get this data from a recent collection analysis in Mackin or TitleWise.

*Total number of ebook TITLES _____
In Destiny Library Manager, go to **Reports>Report Builder**. Run the report named ***1 Total eBook titles.** Download the Excel file for the report. Scroll down to view the number of book and/or ebook titles. You can also get this data from a recent collection analysis in Mackin or Titlewise.

*If you have Follett ebooks in your collection, you will need to run a Titlewise analysis to see the total number of ebooks. Go to **Catalog>Titlewave**. Click submit to upload your collection for analysis. View the report in **Admin>Job Manager**.

*Average age _____
In Destiny Library Manager, go to **Reports>Report Builder**. Run the report named ***1 ave age of books/ebooks.** Some of the Excel spreadsheets may format the publication date as text instead of number, which blocks the ability to calculate an average. The fastest way to fix that is to highlight that column, click Data- Text To Columns- Finish.

*Average age nonfiction _____
In Destiny Library Manager, go to **Reports>Report Builder**. Run the report named ***1 ave age of non-fiction.** Some of the Excel spreadsheets may format the publication date as text instead of number, which blocks the ability to calculate an average. The fastest way to fix that is to highlight that column, click Data- Text To Columns- Finish.

*# of print titles weeded _____
In Destiny Library Manager, go to **Reports>Library Reports**. Run the **Weeding Log** report for the 2021-2022 school year.

*# of print titles added _____
In Destiny Library Manager, go to **Reports>Report Builder**. Run the report named ***1 book copies acquired 21-22. Delete entries for duplicates**

*# of ebook titles added _____
In Destiny Library Manager, go to **Reports>Report Builder**. Run the report named ***1 eBooks acquired 21-22**

Section 3: Access/Circulation

*Provide the link to your digital/virtual library site _____

*Which best describes your circulation policy?
- ❏ Unlimited
- ❏ With limits
- ❏ Other_____ If you check "with limits" please also check "other" and explain limits.

*Total student print circulation for 2021-2022 school year: _____
In Destiny Library Manager, go to **Reports>Patron Reports>Patron Statistics--Historical**
Fill in the date ranges from the first day of school to the date you are running the report.
Limit it to Circulations of Library Materials, Patron Type Student and Patron Status Active.

*Total student ebook checkouts for the 2021-2022 school year: _____
If you have Mackin ebooks in your collection, follow these instructions to run a usage report
for your site. Report the number of **Total Checkouts**.

If you have Follett ebooks in your collection, go to **Destiny Discover>Click on the three
horizontal lines in the upper left corner>Click on Admin**. Choose **Reports>eContent
Usage Statistics Report.** Report the total **eBook Checkouts** for this school year.

Other usage/access data you want to share _____
Use this space to share any additional information about usage and access that isn't
captured in the questions above. For example, you may wish to share a link to a report that
shows page views over time for your virtual library site or usage data from resources like
Epic!. This question is not required.

Section 4: Budget

If you did not keep records of your spending this year, ask your lead secretary to run reports
to help you answer these questions.

*Print book budget _____

*List print book budget funding source and amount (Fund 2, Fund 6, Title I, PTA, Grant,
New/Renovated school funds). _____
Example: Fund 6: $1000; PTA: $500

*Ebook budget _____

*List ebook budget funding source and amount (Fund 2, Fund 6, Title I, PTA, Grant, New/Renovated school funds). _____
Example: Fund 6: $1000; PTA: $500

*Subscription/database budget _____

*List subscription budget funding source and amount (Fund 2, Fund 6, Title I, PTA, Grant, New/Renovated school funds). _____
Example: Fund 6: $1000; PTA: $500

*Which subscriptions does your school purchase? Check all that apply.
- ❏ BrainPop
- ❏ PebbleGo
- ❏ JSTOR
- ❏ Gale
- ❏ None
- ❏ Other: _____ You can list "magazines" here, if applicable.

Explain any other significant purchases made for the library program this school year.

_____

Other budget data you want to share_____
Use this space to provide any other relevant budget information that isn't captured in the questions above. This question is not required.

Section 5: Inquiry-based Instruction

*Which research model do you use during instruction?
- ❏ eWISE
- ❏ I do not use a research model
- ❏ Other _____

*For which units of study did you provide instruction for information/research skills?_____

This question is asking about instruction. Do not include units for which you provided resources but not instruction.
Example: 5th grade social studies: American Revolution; 3rd grade science: Plants

*Other instruction data you want to share _____
Use this space to provide any other relevant data about library instruction that isn't captured in the questions above. This could include links to lessons or information about instruction that did not pertain to research skills (i.e.: digital portfolios).. This question is not required.

Section 6: Reading Promotion

*Which instructional strategies did you use to promote reading this school year?
- ❏ Book talks
- ❏ Book tastings
- ❏ Read aloud
- ❏ SSR/Independent reading
- ❏ Book reviews
- ❏ Other _____

*What programming did you use to promote reading this school year?
- ❏ Student book clubs
- ❏ Project LIT
- ❏ Author visit
- ❏ Family book clubs
- ❏ North Carolina Children's Book Award
- ❏ Other _____

*Other reading promotion data you want to share
Use this space to provide any relevant data about reading promotion that isn't captured in the questions above. This question is not required.

Section 7: Media & Technology Advisory Committee

*List names and departments of MTAC members _____
Example: Kendra Allen, SLMC; Stacy Symes, Art; Susan Bock, Special Programs

*How many times did your MTAC meet this year? _____

*How frequently did your MTAC meet?
- ❏ Monthly
- ❏ Quarterly
- ❏ As needed
- ❏ Other _____

*Which WakeForward Focus Area did you select this year?
- ❏ Curriculum & Instruction
- ❏ Equity & Cultural Competency
- ❏ Use of Space & Time
- ❏ Family & Community Partnerships
- ❏ Budget & Resources
- ❏ Professional Learning
- ❏ Technology & Infrastructure
- ❏ Data & Privacy
- ❏ Did not work on WakeForward this year

Learn more about WakeForward on the Library Media Services site:
https://sites.google.com/wcpss.net/library-media-services/wakeforward

*Provide the link to your WakeForward Digital Portfolio _____
Learn more about the WakeForward Digital Portfolio on the Library Media Services site:
https://sites.google.com/wcpss.net/library-media-services/wakeforward/mtac-digital-portfolio

Check your answers and then click SUBMIT. You'll receive an email confirmation with your responses. The confirmation will also have a link to edit your responses if needed.

If you have any questions please contact Stacy Symes ssymes@wcpss.net