

Summit Library
Aug. 15 – Sept. 27, 2018 (1st Six Weeks)

Librarian: Jeni Tahaney
Library Clerks: Phia Truong & Fay Walters

Library Business

*Books/Materials circulated: 1292	Classes in the Library/Library Labs: 193
*Books Currently Checked Out: 986	Individual Students in the library before school: 361
*Print/digital materials organized for Research/Projects/Events/Classes: 19	Individual students in the library during the day (with a pass): 1358
Collaboration/Dept./PLC Meetings: 12	Individual Students in the library after school: 56

Digital Resources

Type of Source	# of Searches/Check Outs
*Online Encyclopedia	16
*Online Journals, Magazines, and Newspapers	40
Online Test Preparation	0
*eBooks	8

Meetings, Trainings & Events held in the Library or a Library Lab

Week	Meeting, Training or Event
1	Student ID Pick up - library staff Online Registration - Counseling staff
2	Student ID Pick up - library staff Online Registration - Counseling staff Parent Conference - Pouncy PTSA Meeting - PTSA board AP Human Geography Meeting - Waneck
3	Data Talks -Day 1- District Admin Data Talks-Day 2- District Admin Meeting the Teacher Night **LEGO Club - Tahaney
4	Parent Meeting - Gillum Audio Therapy - Richards **LEGO Club - Tahaney
5	**LEGO Club - Tahaney Jag Overtime-Day 1 Jag Overtime-Day 2
6	**LEGO Club - Tahaney Jag Overtime-Day 1 Jag Overtime-Day 2 SBDM Mtg - Taylor Audio Therapy - Richards
7	**LEGO Club - Tahaney Jag Overtime-Day 1 Jag Overtime-Day 2 PTSA Mtg - PTSA board

Web Presence

Name	Hours/Minutes spent managing site
Summit Website	12 hours
SHS Library Facebook page	3 hours
SHS Library Twitter page	3 hours
SHS Library Instagram page	3 hours

Days the Library was closed

Date	Reason
Aug 15-17	Registration, TCC Classes, Office Aides Classes, Student IDs

Campus Business

- Distributed all IDs at the beginning of the year
- Registration in the library and labs at the beginning of the year
- Prepared weekly grades for all office aides
- Took daily attendance for office aides
- Took weekly attendance for all TCC students
- Made IDs for students & staff (daily)
- Laminated items for staff (daily)
- Made posters for staff (as needed)
- Updated Campus TV monitors and Outside Marquee (as needed)
- Ordered books from Title I budget to fund 9-12 classroom libraries

District Business

- **Extended Library hours: every Monday until 4pm and Tuesday/Thursday until 4:30pm
- Attended 2 District LITE meetings (August, September)
- Attended Website training (August)
- Attended Hypersign training (August)

Community Outreach

- Library Social Media accounts (Twitter, Facebook, and Instagram)
- *Family BINGO Reading Challenge
- Voter Registration Day - cards available in library