

# The School Library Monthly Update

from SD State Library School Library Services

DECEMBER 2022

## A LOOK BACK AT 2022

### Creating an End-of-Year Library Report (and Why it Matters)

I know, I know...it's only December. So, why am I bringing up an end-of-year report? Well, simply because it is never too early to start thinking about the statistics that you will want to compile. It may also be time to go back through the first few months of school to actually gather those statistics and put them into a spreadsheet. This will help you be better organized as you head into the second half of your school year and make it easier to create your report at the end of the year.

Since I offer services year-round as the SDSL School Library Coordinator, my year looks a little different than yours, and December is actually the perfect time for me to create my report. This also provides an opportunity to share it with you as an example (see below). I created my one page report in Canva, but you can use any design/report platform you feel comfortable using. If you'd like, you can also be more detailed in your report by providing as many statistics as make sense for your school library, pictures, and write-ups about your services and programs, etc. Whatever you include, consider adding visual elements and charts and being as concise as possible.

#### Here are some statistics you might want to consider including in your report:

- How many books were checked out (hard copy and ebook)?
- What was the most popular book?
- What grade or class checked out the most books?
- What types of books were checked out most (fiction, nonfiction, graphic novels, etc.)?
- How many books do you have in your library?
- What are the various resources that you offer (print books, magazines, DVDs, electronic resources, reference books, etc.)?
- What special collections/themes have you put on display?
- How many reference or reader advisory questions have you answered?
- How many patrons do you have?
- How many students participated in passive programming?
- How many students participated in active programming?

- How many website visitors have you had?
- How many students (on average) use the library every day/week/month?
- How many classes (on average) use the library every day/week/month?
- How many teachers did you collaborate with?
- How many lessons did you teach?
- What topics did you teach in your lessons?

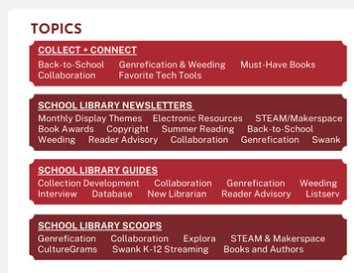
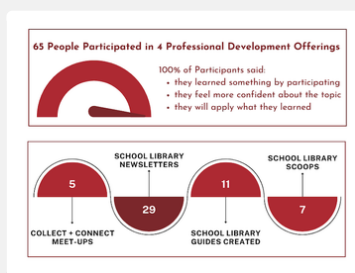
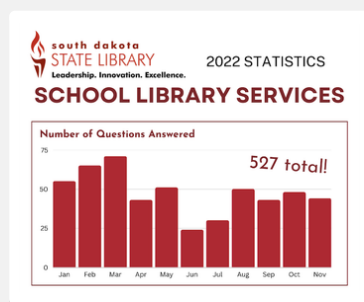
### Here are some tips for how to put together an effective report:

- Decide on your key message, and include your mission statement.
- Focus on your library's activities AND accomplishments.
- Use visuals to create infographic elements in your report.
- Decide what information can be combined.
- Include stories.
- Proofread and double-check your numbers.
- Share it with your students, parents, coworkers, and administrators. Shout to the rooftops how awesome your library is and everything it has to offer!

Whether your end-of-year report is short or long, there is no document that holds more value. It conveys to your stakeholders the value you provide as a professional and the importance of the library for both place and program. It is a chance to celebrate our impact on student learning and the school library's important role in providing a welcoming and safe environment for learners.

Yes, it can be a tedious process, but starting now will provide more peace of mind later. And that's something we could all use at the end of the school year.

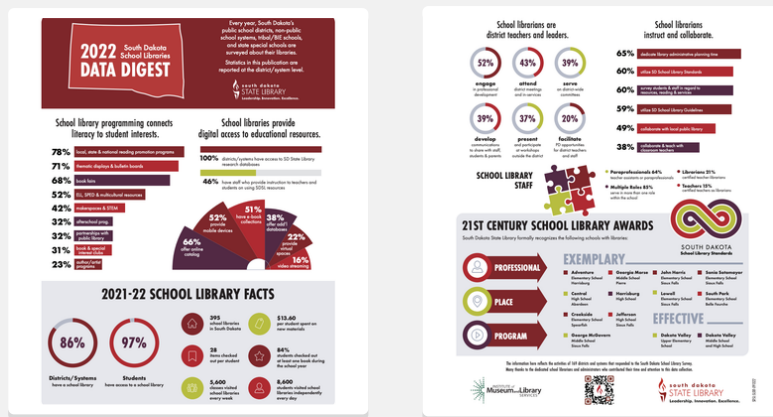
## SDSL School Library Services Statistics



Click the link below to view the full infographic.

# School Library Data Digest

Every year, South Dakota's public school districts, non-public school systems, tribal/BIE schools, and state special schools are surveyed about their libraries. The statistics are then reported in the School Library Data Digest. This is another example of a great infographic used to share statistics.



## More Inspiration

- [San Mateo County Libraries 2019-2020 Annual Report](#)
- [BVW Library Usage Report](#)
- [DCG Middle School Library Year in Review](#)
- [Sterling Junior/Senior High School 2021 End of Year Report](#)
- [Iroquois Middle School Monthly and Yearly Reports](#)
- [DHS 18-19 End of Year Report](#)

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## COLLECT + CONNECT

Join in the **SDSL School Library Collect + Connect Meet-up (Wednesday 12/7, 3:30pm MT/4:30pm CT)**! These meet-ups will be held monthly via Zoom and are an opportunity for school librarians across the state to gather, discuss, share, and learn. The format for December's session will be an open chat discussion about **MUST-HAVE BOOKS FOR THE NEW YEAR** and **ANY OTHER TOPIC**. [Pre-register for the meet-up HERE](#). Once registered, you will receive the Zoom link on the morning of the event.

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## Stay in the Know

Watch for the SDSL Weekly Update from Brenda Hemmelman every Tuesday!

In addition to SDSL Weekly Update and the School Library Monthly Update, there are a few more places that you may want to bookmark so that you are always in-the-know about important school library services and resources:

- [SDSL School Library Services Page on the SDSL Website](#)
- [SDSL School Library Resources Libguide](#)
- [SDSL School Library Services Digital Binder](#)
- [SDSL School Library Services Professional Development Website](#)



# School Library Services

Supporting South Dakota school librarians and educators by providing professional development, resources for teaching and learning, and opportunities for collaboration


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## ...from SDSL School Library Services

The Weekly Update is a correspondence from the South Dakota State Library focusing on current topics in school libraries, best practices, resources, professional development, and more.

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