

School Library Annual Report: Worked Example

To: The Board of Trustees, Harbour Lights School

NB: This is a mythical primary school.

Content	Example statements
Reading Programme	<ul style="list-style-type: none"> • In [date, year] AsTTle results showed that 30% of our Y 5-6 students are reading 2 years or below their CA. To support these students we focused on building up the Quick Reads collection, and have started to add more high interest non-fiction, and these have been used constantly. • The Reading Aloud programme adopted across the school this year has resulted in a 40% increase in borrowing, with duplicate copies being bought for the most popular titles, especially for authors whose books have been read aloud by teachers. • Five teachers in the middle school took part in our Summer Reading programme. Their enthusiasm for reading children's literature has resulted in some specific requests for purchases, and greater awareness of certain authors by their classes. • Our school took part in the Kids Lit Quiz for the first time this year, and although we did not win, it generated huge enthusiasm for reading and resulted in a lot of peer recommendations. This teacher intends to enter a team again next year. • Three teachers attended a National Library workshop on Reading to Write, in Term 2. As a result, the library has been asked to provide examples of specific types of text to support their writing programme.
Inquiry Learning	<ul style="list-style-type: none"> • The library team has been involved in collaborative planning with the team of teachers developing our Inquiry approach. • Students now come to the library to search for information to support their research, and use books as well as online information, especially digitised primary source material. • Library use has increased as students use the library throughout the day to support their inquiry learning • Library staff have run workshops for teachers on search strategies using our library catalogue, online subscription databases, and various sources of digitised New Zealand material.

The Library Collection	<ul style="list-style-type: none"> • The Buying Plan for [year] has focused on: <ul style="list-style-type: none"> ○ Quick Reads, and simple non-fiction to support recreational reading ○ Fiction for all levels, especially NZ authors ○ Good read-alouds (for all levels) ○ Filling some topic gaps identified by teachers as top priority: dinosaurs, electricity, recycling and the environment, nutrition and healthy eating, weather and the rocky shore • In addition to the \$5,000 book budget from the BOT, we received a grant of \$3,500 from the school fair. • We cache suitable websites and make them accessible via the Intranet for students to use, and have also promoted the EPIC databases, especially Encyclopaedia Britannica online.
Library usage	<ul style="list-style-type: none"> • The following graphs summarise the growth in library usage this year. The first shows the 40% increase in books issued, and the second shows the increase in class use during the school day. • Following the increase in staffed library hours, the library has been open for the full school day, and the increase in usage reflects the improved accessibility. Peak times have been 11.30-12.30, and 2.00-3.00pm. • 90% of our teachers now bring their classes to the library, an increase of 25% over last year. • Parents waiting to collect their children, especially from the Junior School, are now encouraged to wait in the library. This has resulted in increased borrowing from the picture book collection of 35%.
Library ICT	<ul style="list-style-type: none"> • The library is now using the latest version of our software. • We have continued to use SCIS for catalogue records, and have registered with SchoolsCat to access any records not available on SCIS. • Working closely with the school's ICT team, the library now has an improved presence on the school website, and contributes to the Intranet. • The request for an upgrade to the main library computer, and for two more computers for student use, has been made to the ICT team for inclusion in the budget for the coming year.

Library staffing	<ul style="list-style-type: none"> • The librarian’s hours were increased from 20 to 30 hours for [year] which has contributed to the increase in library usage. • The team of 10 student librarians from Year 7 and 8 have helped with a variety of tasks, including creating displays, and running a library quiz competition. • The extra help from our two regular volunteers has been valuable, averaging 5-8 total hours per week – especially keeping up with tasks like reshelving the books, now that the library is more heavily used. • The librarian has used the 0800 LIBLINE service several times this year for advice, and has attended: 2 SLANZA meetings, 2 meetings of the library software support group, one National Library Reading seminar, and SLANZA Conference. • The team of teachers who liaise with the librarian have provided key input into library developments, including the summer reading programme, and providing the reading test results summaries.
Library environment	<ul style="list-style-type: none"> • New shelving installed in Term 1 has enabled us to display our picture book collection face-out • Bilingual signs were installed in Term 2, following consultation with local iwi. • Displays in the library now appear on the website as well, and have involved input from student librarians. • Proposed new capital items are workstations for two new computers for student use.
Financial Management	<ul style="list-style-type: none"> • The Parent Support Group donated \$3,500 from the school fair • A financial report showing both budgeted expenditure and actual expenditure is attached.
Outside Resource Agencies	<ul style="list-style-type: none"> • Numbers of teachers using the National Library’s Curriculum Service has increased by 25% this year, following a staff meeting presentation by National Library staff. • The Year 7-8 classes have also used the local public library on a monthly basis, and almost 100% of the children are now library members. • Our budget proposal for next year includes joining The New Zealand Book Council Writers in Schools scheme so that we can have author visits to promote reading and writing.