Annual Library Report to the Principal

Purchased Books

* Through library funds
* Lost books account
* Grants
* Donations
* PTSA

Books

* Lost
* Still overdue
* Weeded

Monthly and Yearly Circulation Statistics

* Top books checked out throughout year

Inventory Records

Monthly Classes

* List of monthly classes offered
* How many of each grade took classes
* Other classes done/research time in library

Reading Incentives

* Programs offered and participants of each
  + Mystery House
  + Keeping Up with the Caldecotts/Newbery Newbies
  + Poetry Reading
  + Lucky Books
  + We the People program
* Love of Reading Week
* Read Across America
* Poetry month
  + Poem in Your Pocket Day
* Author visits
* Circulation awards for each month

Textbooks

* Lost per grade
* Ordered for next year
* Still overdue
* New adoption??
* Needs for next year

AR

* Quizzes purchased and through whom
* AR quizzes still needed to purchase
* Rewards awarded at each level
* Million Word Club
  + How many at each level per grade
  + Total number of books given out
* Changes for next year

Website

* Usage numbers
* Updates

Parent Contacts

Grants

* What was awarded
* How spent

PTSA

* Books for library
* AR quizzes
* AR rewards (mostly books)

Professional Growth

* Conferences and workshops attended
* Professional magazines/books read
* College classes taken
* Other opportunities

Needs

* Collection needs to be filled

Goals/Projects

* Projects/goals completed – value of project, completion date, and how long it was on-going
* Projects/goals in progress – value of project and updated completion date
* Future goals – value of project and estimated completion date

Next Year

* Events
* New ideas