

Library Media Program Monthly Report

School: Month: Year:

TO: , Principal
 FROM: , Library Media Specialist(s)

SUBJECT: LIBRARY MEDIA PROGRAM STATISTICAL HIGHLIGHTS

This report provides statistical data highlighting library media instructional activities and utilization of the library media center during the past month.

I. Instructional Activities

Collaborative Planning Sessions with classroom teachers:

Social Studies Language Arts/English Science Math Other:

Resources emphasized: Print Nonprint Internet Online Databases

Number of Reading Promotions: Contests / Book Fairs / Displays

Explanation of promotional events implemented:

II. Professional Development

Inservices/conferences/workshops attended Inservices/workshops taught

List inservices taught or attended:

III. Library Media Center Usage

Number of school days in current month Number of days the library media center was closed

Explanation for days the LMC was closed:

IV. Attendance

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Total student population	Total attendance	Average attendance per student

V. Circulation Statistics

Total circulations for each material type: Books Nonprint Equipment Total

Population total for each FCAT Level: Level 1 Level 2 Level 3 Level 4 Level 5

Print circulations for each FCAT Level: Level 1 Level 2 Level 3 Level 4 Level 5

Average for each FCAT Level: Level 1 Level 2 Level 3 Level 4 Level 5

Factors (postive or negative) that impacted circulations:

VI. Management

Total expenditures: Print Nonprint Equipment Total expenditure

Total weeded: Print Nonprint Equipment Total weeded

Major goal(s) for next month to continue improving the library media program:

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