Documentation should be items that library media specialists use regularly and also show evidence of their work.

**Budget Tracking Sheet**
- SLEI Standard 6: Program Planning and Administration
- SLEI Standard 8: Collection Development
- SLEI Standard 9: Professionalism

**Collection Analysis**
- SLEI Standard 6: Program Planning and Administration
- SLEI Standard 8: Collection Development
- SLEI Standard 9: Professionalism

**Email Collaboration**
- SLEI Standard 1: Instructional Partnership
- SLEI Standard 3: Information and Technology Literacy
- SLEI Standard 5: Effective Practices for Research
- SLEI Standard 10: Communication

**Mid-Year Formative Request for Data**
- All 10 SLEI Standards

**Library Media Specialist Blogs**
- All 10 SLEI Standards

**Library Media Specialist Social Media**
- All 10 SLEI Standards
### State Media Budget Tracking Sheet - 2017-2018

**8/8/17**

Enter Your Beginning Allotment in cell S6

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor</th>
<th>PO #</th>
<th>Description</th>
<th>Books &amp; Periodicals</th>
<th>Supplies</th>
<th>Supplies Technology Related</th>
<th>Software</th>
<th>Recurring Software License</th>
<th>Expendable Computer Equipment  $1000</th>
<th>Expendable Computer Equipment  $4999</th>
<th>Local/Mileage &amp; Employee Travel</th>
<th>Registration</th>
<th>PO Total</th>
<th>Balance</th>
<th>% Spent</th>
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<td>Printer for circ desk</td>
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<td>Demco</td>
<td>P card</td>
<td>Library supplies/Chair for Gresh</td>
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<td>UGA</td>
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<td>DVD replacements</td>
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<td>P card</td>
<td>headphone splitters</td>
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<td>2018 HRRB books-Difference payment with local funds</td>
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<td>101.28%</td>
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</tbody>
</table>

**Total by Object Code**

- Books & Periodicals: $4,344.90
- Supplies: $505.36
- Supplies Technology Related: $847.11
- Software: $4,016.68
- Recurring Software License: $0.00
- Expendable Computer Equipment: $1,399.18
- Expendable Computer Equipment: $0.00
- Local/Mileage & Employee Travel: $0.00
- Registration: $195.00
- PO Total: $11,308.23

**8/8/17**
School Library Collection
Grades K–5; 574 Students
MAY 20, 2019

Items in collection | Average age | Items per student
---|---|---
13,714 | 2000 | 23.8

99.6% Recognized Call Numbers
97.1% Matched in Titlewave
99.7% Recognized Publication Years
SACS: 10 ITEMS

Print, Audiovisual & Digital
Resource-rich school libraries play a key role in promoting both information literacy and reading for information and inspiration.

Physical vs. digital resources
99% Print
1% Digital
AVG. AGE: 2000
AVG. AGE: 2012

Fiction & Nonfiction
Reading comprehension requires more than just decoding and knowing the meanings of words — background knowledge is essential.

Literary vs. informational texts
36% Fiction
64% Nonfiction
AVG. AGE: 2003
AVG. AGE: 2001

Collection by Dewey classification

<table>
<thead>
<tr>
<th>Dewey</th>
<th>Avg. Age</th>
<th>Items</th>
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</thead>
<tbody>
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<td>000 Computer Science, Information &amp; General Works</td>
<td>2005</td>
<td>98</td>
</tr>
<tr>
<td>100 Philosophy &amp; Psychology</td>
<td>2000</td>
<td>83</td>
</tr>
<tr>
<td>200 Religion</td>
<td>1995</td>
<td>93</td>
</tr>
<tr>
<td>300 Social Sciences</td>
<td>1997</td>
<td>998</td>
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</table>

Collection by year

<table>
<thead>
<tr>
<th>Year</th>
<th>Items</th>
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</thead>
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<tr>
<td>7500</td>
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<td>6000</td>
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<tr>
<td>3000</td>
<td></td>
</tr>
<tr>
<td>1500</td>
<td></td>
</tr>
</tbody>
</table>
Reading Levels
Match students to texts that can be read with success, thus assisting them to grow as readers.

Collection by reading level

<table>
<thead>
<tr>
<th>Follett Reading Levels</th>
<th>Directed Reading</th>
<th>Lexile</th>
<th>Accelerated Reader</th>
</tr>
</thead>
<tbody>
<tr>
<td>5000</td>
<td>4000</td>
<td>3000</td>
<td>2000</td>
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<tr>
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<tr>
<td>2000</td>
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<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Get help using Titlewave — searching, working with lists, or analyzing your entire collection:
Contact our Titlewave Support Specialists by email, or call 888.511.5114 x7 (708.884.5051)

Questions about an existing order, a shipment or invoice, or processing returns:
Contact your dedicated Customer Service Representative, Adam Dunn, by email, or call 888.511.5114 x48033 (708.884.8033)

Find out more about our products or learn more about how Follett can help you and your school:
Contact your dedicated Sales Consultant, Adam Carruthers, by email, or call 888.511.5114 x46375

Copyright © 2019 Follett School Solutions, Inc. — 1340 Ridgeview Drive — McHenry, Illinois 60050
Phone: 888.511.5114 (708.884.5000) — Fax: 800.852.5458 (815.759.9831)
Let us know how we're doing.
This sample documentation includes emails that a library media specialist sent to teachers, and shows evidence of SLEI Standards 1, 3, 5, and 10.

Hey...,

First, I want to thank you for being such great customers! I really miss having my fifth graders so I appreciate you sharing yours with me! I have attached a SMART file I converted. I got this information from...in the SS dept. The file has some great teaching points for getting kids to think historically. I know Karen mentioned that you have to do RBQs or DBQs, and they will all have to do them next year. I would be happy to take them through this and practice with documents relevant to your SS standards. Used to love doing this with Civil War docs, but it can be done with anything. The Say, Mean, Matter document is awesome for helping students construct evidenced based responses.

Hey...,

I have a NearPod lesson for a lot of the information in their standards. Tomorrow, I will go through the Cherokee clans, clothing, and daily life. Throughout I have activities with fill in the blank, comparing their lives/homes/clothes to those of the Cherokee. The next section is on Sequoyah, and the last on the Creek. We will see how far we can get. ... is letting me borrow iPads again, so we should have enough for the class.

Hi...,

Here’s a collection I curated for the lesson. I will find more resources and edit as I go along. The new Destiny interface is like Pinterest for resources. Yes, the sub will be fine. I am very excited, this is what I live for and it gives me the opportunity to act like my old 5th grade teacher self! Love 5th grade standards!

Hi...,

Sure, I can do that. I do the lesson. Are they familiar with APA? Middle and High school use MLA, so just want to be sure you want APA. Do you want print and web resources? I can create a collection in Destiny Discover that they can use.

Hey...,

... asked me to provide you some idea of things I have done with first grade. Here is a list of some of the things. I am always happy to meet with you and hear what you have in your mind’s eye and then coming up with a plan to make it happen. I am awaiting a set of iPads so that I can come into classes with mine and using yours, the whole class will be able to have one to work with. Please let me know if you would like me to come to planning sometime to discuss any of this, or if you would like to meet individually that would be great too. Working in your classroom with teachers and the kids is the thing I love best.
MyStory app to create ebooks. Students type in text, illustrate, and narrate their work. Can be done with any published piece. Last year our K.5 class used MyStory to publish their animal projects. First grade used it to publish their narratives.

Touchcast – Create green screen videos to present projects.

Adobe Spark – Create video presentations using pictures, text, and narration. First grade used this for many activities, but the kids had a lot of fun creating book reviews/trailers. Also used this for poetry. Students illustrated a poem based on what imagery they thought of, typed in text, and narrated. Good for speaking standards.

Skitch – Take a photo and mark it up. Used this with first grade for labeling continents and oceans, nonfiction text features, creating how to images etc.

ChatterPix – Can use to take a picture of a character in the text and have them retell their side of the story. Used with fractured fairy tales with 1st grade last year.

Thinglink – Students take a picture and then embed links that explain details of the picture. They create an interactive image. Example: make a collage of their SS people and then recorded how things were different then compared to now. A recording for each person. (Example of what it looks like. Used this for 5th grade science https://www.thinglink.com/scene/743868695205380098)

Explain Everything – Basically an interactive whiteboard that kids can use to diagram, solve, etc and then explain their thinking. Had kids take a picture of a math model and then label and explain their thinking.

Padlet – An online post-it board. Pose questions; students respond with their thinking. It populates on an online bulletin board. Fun, engages the kids. Good for hooks with introducing content. Can embed pictures and links.

Kahoot – Great review and formative assessment tool that is a game like format.

NearPod – Created learning activities that engage the kids because they all have their own iPad to respond on. Can have questions embedded, they can draw, write, etc. Can be teacher or student paced. The program gathers the data so you can use it for centers and the kids are accountable because you can see what they have done. Good also for whole group to keep students focused on mini-lesson or in small group situations. Used a lot in math and science. Have a special subscription with virtual reality.

ReCap That – Another accountability program. Teachers create video lessons, journeys, and questions. Students respond through recording, video, selecting answers.
Mid-Year Formative

In this example, the headers are information that was requested by the evaluator for the mid-year formative assessment and conference. The bullet points are items that the library media specialist wanted to discuss and provide evidences of, if needed.

Lessons you’ve taught
- Sphero introduction with 5th grade
- Bee bots (work with the math teachers)
- Sight word search K/1
- CDL research resources/groups and databases 3rd-5th
- Green screen lessons and used for small groups (5th)/Bald Eagle research (K)
- 3rd grade lunch bunch/ and adding 5th grade bookclub for boys

Collaboration process with teachers
- Attend team meetings and PLC meetings
- Via E-mail
- Use/toss method to entice
- Spread word of mouth 4th, 5th, etc.
- Meeting before and after school
- Going into classrooms when my space isn’t available

Thoughts for future lessons and moving learning commons forward
- Small group focus (bookclub format moving forward)
- More informal booktalks/reading promotions
- Physical space still in the process (moving the teaching space and reading area)
- Small group/patron number checks

Anything else you would like to discuss.
- Budget: maker items?
  o Makerspace concentration?
  o Green screen area?
  o Broadcast room/IPTV
- Goal: numbers of lessons (10% increase 266, last year 242)
  o Currently: 154 as of December
- More PD opportunities with staff: similar to lunch and learn
- Professionalism: GAETC and Children’s conference, BLT, School Council, mentor media specialist, MLT (media leadership team member), CCALMS (Cobb County Association of Library Media Specialists) President
- Genrefication stats compare to last year
- Beginning chapter book section?
Harpin's Biblio-Techa

Mav Block Photo Editing

BY MRS. HARPIN - FEBRUARY 26, 2019

Option 1 (no green screen needed)

How to Virtually Place Yourself in Front of Any Landmark With
Our first blue ticket winner!! He checked out two books yesterday and each book had a little note from me! @bakerelmbears #learnGROWlead cobbLMS