

# The Annual Report Guide

by DEBRA E. KACHEL

The following chart, created by Debra E. Kachel, summarizes information addressed in her article “The Annual Report as an Advocacy Tool” on pages 27-29. School librarians can use the chart and article to guide the development of an annual report to be shared with others. It is an important advocacy tool that helps succinctly communicate what is being accomplished through the school library.

THE ANNUAL REPORT – Examples of Included Topics		
Objective (what you want to show)	Data or Collection Tools (what data you analyze)	Examples of Evidence/Outcomes (what goes in the report)
<b>TEACHING FOR LEARNING</b>		
Instruction of 21st-century skills that students need and use in all curricular areas and for lifetime learning	<ul style="list-style-type: none"> <li>• Results of standardized tests (particularly reading and writing)</li> <li>• Info Literacy Curriculum aligned to state and national standards</li> <li>• Assessment tool showing mastery level of targeted skills by grade level</li> </ul>	<ul style="list-style-type: none"> <li>• TEXT—Highlight one unit, listing info literacy skills and content standards assessed; improvements on reading test scores from previous years due to targeted, collaborative instruction</li> <li>• PERSONAL—Quotes from students about the skills they learned and used elsewhere</li> <li>• WEBSITE LINKS—Info lit curriculum and/or assessment tool (macro data only, no individual names of students or teachers)</li> </ul>
Instructional partnering with teachers to improve learning experiences for students	<ul style="list-style-type: none"> <li>• Recorded schedule of collaborative instruction and library activities (schedule book or online tool)</li> </ul>	<ul style="list-style-type: none"> <li>• VISUAL—Chart showing # of integrated lessons/units taught by subject and grade level</li> <li>• PERSONAL—Photo or video of students presenting and/or their completed projects</li> </ul>
<b>BUILDING THE LEARNING ENVIRONMENT</b>		
Instruction and support for teachers that improves instruction and student learning	<ul style="list-style-type: none"> <li>• Professional development completed by librarian</li> <li>• Staff development time spent teaching teachers</li> <li>• Technology</li> <li>• Resources</li> </ul>	<ul style="list-style-type: none"> <li>• TEXT—List of topics taught in afterschool sessions to teachers; webinars completed by the librarian</li> <li>• PERSONAL—Photo of teachers learning a new computer program with librarian instructing</li> <li>• WEBSITE LINKS—Teacher and librarian produced web quests, wikis, etc.</li> </ul>
Resources that improve students’ reading abilities and instill a habit of reading for pleasure and to learn	<ul style="list-style-type: none"> <li>• Collection and circulation data</li> <li>• Special reading promotions and activities</li> </ul>	<ul style="list-style-type: none"> <li>• TEXT—Short description of new units designed to address specific skills for which students tested poorly (i.e., identifying the main point, summarizing, etc.)</li> <li>• VISUAL—Photo of author visit or reading contest</li> <li>• WEBSITE LINKS—Posted “Best Reads” lists and student blog</li> </ul>
Economical use of funds to meet school and student needs	<ul style="list-style-type: none"> <li>• Budget and purchased resources</li> <li>• Needs assessment data (from students, teachers, curriculum mapping, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• TEXT—Summary of a student reading interest survey; trends in use of print vs. digital resources</li> <li>• VISUAL—Chart or bar graph of use of resources and technologies, etc.</li> </ul>
<b>EMPOWERING LEARNING THROUGH LEADERSHIP</b>		
Leadership in implementing school and library mission	<ul style="list-style-type: none"> <li>• Committee work of the librarian</li> <li>• Articles written</li> <li>• Grants and fundraising activities</li> </ul>	<ul style="list-style-type: none"> <li>• TEXT—List of committees and activities</li> <li>• WEBSITE LINKS—Links to articles placed in school newsletter or local paper by the librarian</li> </ul>
Achieving objectives; setting new objectives	<ul style="list-style-type: none"> <li>• Library use and circulation data</li> <li>• Student/teacher/parent surveys or focus groups</li> </ul>	<ul style="list-style-type: none"> <li>• TEXT—Assessment of needs and program trends; assessment of how well objectives have been met; state objectives for next year</li> </ul>

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