

Use this sample as a reference to help you gather the necessary information needed to complete the form while it is open for input (from May 12, 2025, to May 23, 2025).

Please note that the active form employs conditional logic, meaning that not all questions will be presented to you, depending on your previous responses.



## Annual Library Media Statistics Report

Covering August 15, 2024 - May 23, 2025

### School information:



Today's date

04-22-2025



Date

Location #

Grade Level

Please Select



School

Region

Please Select



Total student population:

e.g., 23

Principal's Name

Prefix

First Name

Last Name

Principal's email

Principal's email (calculated)



## Staffing



Was the media center open during this school year?

Yes

No

If no, why was the center closed?

Were you new to the position this year?

Yes

No

If yes, indicate when you were assigned.

MM-DD-YYYY



Date

I was...

a fully released Media Specialist

a Media Specialist with some teaching duties

a teacher with Media Specialist duties

Other

Media Personnel's name:

First Name

Last Name

Media Personnel's ID:

Media Personnel's job title:




Employee #

Media Personnel's email:

Example: myname@dadeschools.net

Please upload your profile picture



**Browse Files**

Drag and drop files here

jpg, png, or gif only

Was the media center staffed by more than one person?

 Yes No

Additional library staff

**Name (last- first)**

**ID**

**email**

What is your Job Description?

Were you assigned specific hours in the media center?

 Yes No

Assigned media center hours:

**Day**

**From**

**To**



Day	From	To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Save and Add Row"/>

Did you have students assigned?

- Yes  No

How many students were assigned to you?

How many hours in a day were you assigned to teach?

1-7

Based on an LOU, were you offered a supplement to perform the media specialist's tasks?

- Yes  No

Have you successfully completed those tasks?

- Yes  No

Have you received the supplement for those duties?

- Yes  No

Did you receive any other supplements?

- Yes  No

If so, for what?



### What other duties or assignments did you have during the school day?

- Activities Director
- Cover classes
- EESAC
- Gradebook Manager
- Interventionist
- Morning announcements
- Professional Learning Liaison
- Science Coach
- Testing Assistance
- Yearbook
- Other
- Asset Manager
- Club or Sports Sponsor
- FLVS
- ID pictures
- Math Coach
- OJT (on the job training)
- Reading Coach
- Test Chair
- VILS Assistance

### Elementary & K-8 daily teaching schedule

Day	Time	Grade	
			Save and Add Row

### Middle and High School daily teaching schedule

Day	Period	Subject	
			Save and Add Row

Do you have your Educational Media K-12 Certification.

- Yes
  No

If no, when do you anticipate getting the certification?

MM-DD-YYYY
📅

Date




Have you completed the State Mandated Library Media Specialist training the '24-'25 school year?

Yes

No

If the yearly state mandated training hasn't been completed for this school year, please explain why.

Upload a copy of your teaching schedule (DSIS) and your library schedule (pdf only)

  
**Browse Files**  
Drag and drop files here

### Library Promotion



Number of Reading Promotions: Contests/Book Fairs/Displays

If you held Book Fairs, what company did you use?

Scholastic

Literati

Both

N/A

Have you had an author visit?



## Resource Management



Enter your location code and most of the Destiny statistical data will prepopulate the fields below. Fields not prepopulated will need to be updated manually.

### Circulation - '24-'25:

Auto Complete

### Current print collection size:

Auto Complete

### Current age of print collection:

Auto Complete

### Current Overdue:

Auto Complete

### Number of Books Purchased



Books added (e.g., donated, transferred from another school):

Total books added:

Is a collection consideration file maintained?

Yes  No

Were overdue reports run?

Yes  No

Have you marked overdue items that are still checked out to students who have graduated, or left, as lost?

Yes  No

Are your middle school fiction books separated from the elementary fiction?

Yes  No  
 N/A

Have you completed your physical inventory?

Yes  No

If you haven't completed your inventory, please explain why.

Have you completed the "Classroom Library" Jotform survey?





If you haven't completed the Classroom Library survey, please explain why.

**Program Administration**



Do you have a Library Advisory Committee (LAC) in place?

Yes

No

If you don't have an LAC in place, please explain why.

Complete the form

[LAC Form](#)



from any source this school year?

Yes

No

Funding allocated to the media program:

	Funding amount
Book Fair	
EESAC	
Internal (e.g., Library Trust)	
Principal's 02	
State Allocated	
Title I	
Title IV	
PTSA	
Other	

Total funding

0

How do patrons PRIMARILY access the library collection?

Please Select ▼

Type of LMC Access:



Modified Access

Flexible Access

Was the media center closed for testing?

Yes

No

If yes, approximately how many days was the media center closed for testing?

e.g., 23

Was the media center closed for meetings or school events during the school day ?

Yes

No

If yes, approximately how many days was the media center closed for these events?

e.g., 23

## Technology



Are you assigned to distribute laptops/tablets for the mobile device initiative?

Yes

No

How many devices do you manage?

e.g., 23

Does your Media Center PRIMARILY use desktop or laptop computers?

Desktops

Laptops

Neither

How many desktops are in your Media Center for student use?

e.g., 23



- P.A. system       Google Meet Livestream       Eduvision (EOL)       C.C.T.V. system
- Other

**Was Accelerated Reader used?**

- Yes       No

**What was your total AR word count this year?**

e.g., 23

### Additional Information



**Submitted by:**

First Name

Last Name

**Submitted by Email**

example@example.com

**Comments:**



Empty text input area with a double-slash icon at the bottom right corner.

Submit



Large empty light blue rectangular area, likely a placeholder for a document or image.