

**Medford Area Public Schools  
District Libraries  
Medford Area Senior High School**

Monthly Report  
August/September 2014

Number of days open: August staff days 2; September 21 days

Circulation count: items 1140 items

Class & Library Use:

English 9/H. Eng. 9/ Read 180	Budzinski/Heikkinen /van der Berg	Freshmen Orientation	20 hours
Human Geography 9	Todd	Current Events	6 hours
English 10/H. Eng. 10	Budzinski/Smith	Destiny Resource List	7 hours
English Classes 9-12	all	Book Selection	

Projects:

Spoke to all study halls about expectations and consequences  
Began processing and cataloging new materials  
Updated freshmen orientation materials and worked with freshman English classes 2 days each  
Worked with teachers on computer issues  
Checked in summer magazines  
Opened and sorted summer mail  
Approved purchase orders for payment  
Updated staff changes in Destiny  
Added new students to Destiny  
Reviewed and discussed Telecommunications Code of Conduct with new students and Freshmen  
Reviewed library fine policy with new students and Freshmen  
Filed summer magazines  
Held first library club meeting  
Held first Battle of the Books meeting  
Began evening hours  
Cleaned out summer emails  
Collected date for SLO and PPG  
Worked with staff on using Safari Montage  
Worked with freshmen and new students on Internet access, gaggle, network and password issues  
Handed out revised paper copies of MASH Research Guide to Freshmen  
Began training new support staff

Plans:

Route new materials to staff  
Complete processing new materials  
Work on citing sources with core content teachers  
Work on bi-monthly newsletter due out October 10  
Prepare materials for Parent Teacher Conferences  
Work with library club to organize Barnes and Noble Bookfair fundraiser and events  
Work with Battle of the Books team  
Plan Technology Teasers  
Attend Technology Committee meeting and other meetings

Comments:

We had a smooth start to the school year. Evening hours started on September 4<sup>th</sup> and served 202 patrons this month. Copier counts including summer copies: 67,050 on the Konica 600 copier and 170,213 for the Konica 1050.