

Creating an Annual Report

Reprinted with permission from *School Library Information Centre Handbook*, TDSB

“In a systematic way we must share what we know and what we do. Then we can build a common cause in our schools and community from a common information base: That’s information power.”

~Doug Johnson (1998)*

The school library is a complex organization, and writing an annual report is one way to help build understanding about the multi-faceted role the teacher-librarian has in the school community. It is also a good opportunity to reflect and evaluate how well you achieved the goals set at the beginning of the year and to solidify your principal’s support.

Lesley Farmer, in her article, “The Multipurpose Annual Report” published in *Book Report* (Nov/Dec90, Vol. 9 Issue 3), summarizes the purposes of the annual report:

- Sell the library to students, administrators, teachers and the community
- Project a specific image of the library
- Educate the community about library services and use
- Highlight a unique service
- Recognize staff efforts and school and community support
- Demonstrate progress
- Point out needed changes
- Serve as evaluation tool

It is important to plan the annual report carefully. This document should be a well-crafted, succinct summary of the year without flowery passages, long descriptive details and emotional appeals. Think about the following questions:

- Who is the most important audience? Why? What do they want to know?
- What aspect of the school library program should receive the greatest emphasis? What was the greatest accomplishment this year? What direction does the school library intend to take next year? What role does the library play within the school and the community?

* Doug Johnson, “At the ends of our job: Using Planning and Reporting to Build Program Support” in *School Library Management*, 4th ed. Worthington, Ohio: Linworth, 1998.