

# Collegial Circle Final Report

Please complete all information on this form. After it is complete, send it to the Teacher Center along with other supporting documentation. Electronic copies are preferred whenever possible.

## COLLEGIAL CIRCLE INFORMATION

Title of Circle: Visual Representation of Library Statistics Standards Area: Library  
Facilitator: Danielle Read School(s): BRMS, CRMS, SHS, TRE  
Beginning Date: 1/9/25 Ending Date: 4/30/25 # of Hours: 6  
*Please submit copies of the following to this report:*

- ✓ Collegial Circle Attendance Log
- ✓ Collegial Circle Meeting Log
- ✓ Samples of strategies implemented, materials created, or student work samples where applicable
- ✓ Collegial Circle Reflection Sheets - completed by each participant

## COLLEGIAL CIRCLE DESCRIPTION

### What was the anticipated goal(s) of this Collegial Circle?

The goal of our collegial circle was to learn how to use new software to visually represent library statistics in order to report on the impact of our libraries to a variety of stakeholders. Here's an example of what we were looking to create: [KY Library Resources - Looker Studio Infographic](#). Another goal was to create a step-by-step guide for librarians who did not participate in the collegial circle to follow when creating their own reports.

### What grade level(s) and or subject area(s) will benefit from this Circle?

K-12 libraries, administration, and larger school community

### What level of Guskey's Professional Development Evaluation did you select for this Circle?

We selected Level 4: Participants' Use of Knowledge and Skills.

## FINAL REFLECTIONS

### Was the goal of your Collegial Circle met? Please explain.

The goal of the collegial circle was to learn how to use Looker Studio to create and display library statistics in an infographic format. We also needed to determine which statistics we would collect and how we would track them, creating tracking documents to help facilitate. Additionally, we wanted to create a step-by-step guide for other librarians in-district to use. But, once we got immersed in it and realized how involved this was, we decided that a summer PD would be a better way to teach it to all district librarians and that is what we plan to do.

### How did the members of this Collegial Circle assess whether the outcome was met? What evidence was utilized to assess your progress?

The reflection forms show that members felt the outcomes of the collegial circle were met. However, as a group we decided that the step-by-step guide should become a follow-up PD since the learning curve on this is steep and all the steps involved will be better served in a PD workshop rather than a simple guide. The evidence we gathered and created are: a hand tally tracking document, a tracking spreadsheet, a form for submitting monthly stats, and an example infographic. We also learned how to integrate the infographic picture into Looker Studio and then use Looker Studio to add the data boxes that will be populated from the data submission form. This full integration still needs to be completed and this is part of our goal for the summer PD time.

### How did your work impact teaching and learning? [Include student work samples, lesson plans, peer reviews, etc.]

We believe that it is critically important for faculty, admin, and district personnel to understand what our libraries do and how we impact students. These visual statistics displays will be a great way to show this.

### Did your work align with the Level of Evaluation you identified in your proposal? Please explain.

Yes. We were able to learn how to use the Looker Studio program and developed tracking instruments that would work seamlessly with that program to display our statistics. We brought our learning to the district librarians not participating in the collegial circle in order to collaborate on the statistics to be tracked and the methods of tracking. In April, collegial circle members started piloting the tracking of statistics to make sure it is manageable and efficient and make further adjustments as needed. All district libraries are tracking statistics in May so we have data to work with in our summer PD.

**Please included any additional comments you would like to share with the Collegial Circle Committee. This may include unanticipated outcomes, next steps, new learning, etc.**

Thank you for the opportunity to do this learning. We value collegial circle time and found this time to be extremely useful and directly applicable to understanding and demonstrating the impact of our libraries on students.