

**University High School Library Annual Report
2016-2017/FY2017
Prepared by DoMonique Arnold**

• **Unit Narrative**

1. Major activities and accomplishments

Teaching

Instruction and collaboration with teachers is a major component of library services at Uni High. The librarian meets with teachers to discuss learning goals of assignments and, when appropriate, to help design research-based units that embed information discovery, synthesis, and evaluation skill-building activities. This year, library staff met with a total of 74 classes outside of the computer literacy course sequence. Class project LibGuides (<http://www.library.illinois.edu/uni/classprojects/index.html>) were developed or revised, most notably: Subfreshman Interdisciplinary Flint Water Crisis Project, Freshman Interdisciplinary Boneyard Creek Project, Junior/Senior Interdisciplinary Thinking, Junior/Senior Utopias and Dystopias, Native American and Chicano Literature project, and Subfreshmen Banned Books Project.

For the Flint Water Crisis interdisciplinary project, the subfreshmen teachers for Science, Social Studies, and English teamed up, along with the librarian. The content of this section went over some critical race theory, what happened in Flint historically, how race and class played roles in what happened, and what happened scientifically with the tainting of the water. The librarian created the class project page, assisted with several of the English and Social Studies classes, and co-taught a small section of the Science class. We then presented our work and experiences at a workshop at Eastern Illinois University.

The computer literacy class count for the year was 108 sessions. The Computer Literacy 1 and 2 curricula undergo frequent revision, particularly for the librarian-led units on web searching, website evaluation, social information and communication tools, and ethics. Both classes include a heavy emphasis on “managing your digital footprint.” As a school without filtering software, Uni is in the unique position of engaging in direct discussion with students about managing their privacy and personal online interactions. Several of the librarian’s assignments for Computer Literacy 1 can be found at <http://www.uni.illinois.edu/library/computerlit/index.php>.

The Computer Literacy 2 teaching team continuously refines the requirements for the 10-week independent group projects. We have recently taken more time to help students not only with their project proposals, but with the formation of healthy group dynamics. Students groups design, research, and execute a project, culminating in an end-of-semester presentation to the class and invited guests. They use the computer software and skills covered in Computer Literacy 1 and 2 and must also learn a new piece of software or a technique that was not taught in class. Evaluation of student work is based heavily on how the groups organize their work, conduct and document their

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research, cooperate with others in the group, and how members teach and learn from one another. Each teacher supervises and grades a share of the student groups, using forum software to read and comment on required weekly progress reports. A course overview can be found at

<http://www.library.illinois.edu/uni/computerlit/description2.html>. This year the librarian directly supervised projects involving creating a website to solve Rubik's cubes, filming and editing of a documentary, creation of a short stop-motion film spoofing the Princess Bride, and an original hand drawn animation with original music.

Programming (more on what Graduate Assistant contributed/assisted with below; what follows is programming done by librarian)

- Weekly meetings of Book Club
- Weekly meetings of Girls Who Code
- Monthly meetings of SLAC'ers (the Student Library Advisory Committee)
- Bellydance instructional workshop
- Dialogue on Gender and Race
- Guest lecture by Mr. Leff, Social Studies teacher, on executive power and the immigration ban
- Self and community care
- Guest-teacher led Yoga in the Library
- Internet privacy in the United States
- Post-election aftermath and our Uni community
- Rockclimbing with alumni Fiona Weingartner
- Postcard writing session
- Mr. Sutton's Storytime
- 13 Reasons Why dialogue, co-sponsored by the Student Services Office

Technology

The library continues to be a major hub in the school for the circulation and basic management of a variety of mobile devices and other technology, yet does not receive any funds to support this technology. We were, fortunately, granted some donor money from the Dean of the Libraries this past year, to purchase seven new cameras, including one new DSLR camera. We continued to loan laptops, voice recorders, video and photo cameras, headphones, art supplies, and various A/V production and display accessories: VGA adaptors for various output configurations; SD cards and/or a USB card reader; audio connectors and cables; a tripod or desktop microphone stand. We also continued overseeing the loan of various "guest equipment": iPads (for faculty only), on behalf of Uni High Technology Committee; two cameras and two voice recorders on behalf of the Journalism Department; and a collection of high quality headphones on behalf of the Social Studies Department. The Journalism Department added five loanable SD cards to its collection.

There has been a decreased, yet still constant, need for Library loanable laptops (the

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decrease is due to the school's one-to-one laptop program), and there isn't as high a demand for personal portable digital devices. On the other hand, the demand for loanable headphones has increased. Students very frequently need to be prompted via locker note to return headphones and other A/V accessories.

In general, library staff act as go-to people for help with laptop questions, particularly when the shared services IT support staff member is not available. The library continued to maintain, upgrade, and circulate its video cameras and digital audio recording devices. Circulation statistics are listed in the statistics section below. A variety of classes made use of the Silhouette Cameo electronic cutting machine: the subfreshman continued to use it to personalize their school-issued laptops with vinyl stickers, a Computer Literacy 2 group used it for creation of their game board, and various art classes employed it in multimedia projects. It is expected that the library will increase its engagement in creation or "maker" activities such as this one.

New laptops for the library's loanable laptops will be purchased for the beginning of the 2017-2018 new school year. Uni High will fund four of them and Library IT contributed funds to purchase one. Based on use statistics over the past few years, the number of loanable laptops will decrease from eight to five.

The library's website was also just migrated to Wordpress. The librarian and senior library specialist have already been trained to use the website, and the newly hired graduate assistant will be trained at the beginning of the school year.

Collections

This year, an intentional push was made to order books that reflect the diverse interests and identities of the students at Uni High. The collection of fiction was already strong in terms of reflecting diverse interests, but there was room for growth for collecting works that reflected diverse identities. There is a constant effort to strike a balance between works that are popular and in demand, and also works that are valuable due to their narrative and uniqueness, and may not be as in demand yet. We have a special space at the front of the library where we highlight our new acquisitions. Many of our students specifically prefer physical books to electronic resources, and so they benefit from our physical collection. Due to budget cuts, the collection budget will be decreased next year, despite the fact that we used all of our collections money this past year. There is also a need for weeding, due to lack of shelf space and so that we can accommodate further growth in our collection.

Other activities of note: Please see *Physical Facility* in Section 2, below.

2. Major challenges faced

Budget

Uni High's considerable financial constraints have drastically reduced its monetary

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support of the library, the greatest impact of which has been felt in its support of library student workers. Traditionally, our unit has hired two Uni students to assist with clerical operations; their salaries have been paid by Uni High. Though their work has greatly benefitted the library, budget cuts mandated that we reduce to one paid student worker for FY16 (at \$650 for the year) and then use volunteers thereafter. This was manageable for FY16 due to Uni's .50 GA allocation, and now, thanks to the support of the University Library, we were able to hire and pay two student workers for the 2016-17 school year. Ongoing Library support for these two student workers and the .50% Graduate Assistant are critical in order to maintain operations at the Library.

Uni's budgetary challenges also mean that monetary support for library events is not feasible. Thanks to support from AUL JoAnn Jacoby, the library was able to host two key events: a Harry Potter release party in November and a library-themed Escape Room activity in April.

Physical facility

Space constraints (as well as pedagogical demands) require ongoing assessment of the library space and collections in light of patron needs. We also purchased new covers for the chairs in April 2017, and the floors were waxed during the summer of 2017.

3. Significant changes to unit operations, personnel, service profile, or program

Erin O'Neill stayed in her second year at Uni High. She was knowledgeable for Reader's Advisory issues and was definitely recognized for her creative talents in the areas of bulletin boards, displays, and leading of crafting sessions. However, she has graduated, and now Victoria Pietrus, hired in Spring 2017, will be the graduate assistant for the 2017-2018 school year. She has experience teaching as a high school English teacher through Teach for America at a charter school, and so has a good deal of experience working with

4. Contributions to Library-wide programs and public engagement

- The library continued with its participation in the Preservation Office's Integrated Pest Management program. Biology teacher Dave Stone contributes his expertise and labor in helping library staff identify specimens.
- The library shared a table with the UGL at a Friends donor event in November. The librarian and GA together selected items from the collection and other materials highlighting Uni's academic rigor and unique spirit.
- The librarian routinely responds to e-mail questions from other school librarians and school technology personnel requesting permission to use or adapt elements of the website, particularly from the Computer Literacy instructional material, the library's policy documents, and the library's use of Web 2.0 tools and social media. The librarian is also often called upon to share information about library services conducted in a school that provides open (i.e., unfiltered) access to the web.

5. Progress on last year's goals:

- With the nonfiction collection reduced by at least a quarter, if not a third, it is strongly recommended that the shelves be checked against Voyager records. Summer is the perfect time to clean up the database and ensure it accurately reflects holdings.

Unattempted, due to the onboarding of a new librarian, but will be attempted during the upcoming school year.

- It is strongly recommended that the library staff begin recording use statistics beyond those of Sweeps Week. In addition to hourly headcounts, recording of the types of activities occurring, as well as processing and repair stats, will more fully reflect the quantity and scope of the library's endeavors. These numbers may prove particularly meaningful as the school's need for additional space increases and the library's physical footprint potentially comes under scrutiny.

Somewhat successful. While there was additional recording of use statistics, it was neither as regular nor as well-categorized (e.g., activity type) as would be most useful. The new librarian will communicate to current library staff the importance of this activity, and a follow-up meeting will be rescheduled with Jen-chien Yu.

- The traffic flow in the library office needs to be addressed. As more equipment is circulated, passing periods have become logjams. Redesign of the space should be a high priority.

Largely unsuccessful, although this has become less of a problem with the decreased circulation of laptops.

6. Unit annual goals for FY18

The Uni High Librarian advises the following for 2017-2018.

- Building on last year's goal, it is strongly recommended that the library staff increase and routinize the recording of use statistics beyond those of Sweeps Week. In addition to hourly headcounts, recording of the types of activities occurring, as well as processing and repair stats, will more fully reflect the quantity and scope of the library's endeavors. These numbers may prove particularly meaningful as the school's need for additional space increases and the library's physical footprint receives additional scrutiny. This process will be addressed again by the new librarian in conjunction with Jen-chien Yu, as one consultation last year with has already occurred.
- The library website has migrated to Wordpress officially, and the library staff should

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take advantage of many of the new features offered in the new template. Soliciting student feedback is highly encouraged, as is liaising with the new User Experience Librarian so as to incorporate his/her expertise.

- Continuing the suggestion of the past two years (unaddressed in 2015 due to the cosmetic refresh of the library space and then in 2016 due to the librarian's impending departure), it is strongly recommended that an inventory of books in the collection be checked against Voyager records to ensure that the Library catalog accurately reflects holdings.
- We would like to further enrich our connection with University High School students in terms of programming, and increase the efficacy of our publicity efforts. With the help of the new graduate assistant, Vicki Pietrus, the library's approach to social media will be refreshed and revamped, so that we can use the Uni High blog, Uni High Reads, Instagram and Twitter to tell the story of what is happening at Uni Library, promote new books, and promote upcoming events.

7. Number of GAs

One .50 FTE graduate assistant

8. Funding source for GAs

State funds

9. Major responsibilities of the GA and an overview of contributions made

The Uni High Library graduate assistant essentially acts as assistant librarian. A unique requirement of this particular library is that undergraduate students cannot staff the position because the supervision of minor children is involved. Students form strong personal bonds with the graduate assistant, who serves as a role model and mentor.

The major responsibilities and contributions made by GA Erin O'Neill were as follows:

Library Administration

- Assisted with collection development
 - Weeding—fiction & non-fiction
 - Researching and recommending new acquisitions
- Occasionally updated Uni High Reads Blog
- Updated LibraryThing graphic novels catalog
- Maintained lists of books being phased out of the new books section

Instruction and Instruction Support

- Class projects and reserve cart

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- Assisted with LibGuides for Interdisciplinary Studies class; Pulled relevant materials from collection; Labeled relevant books for class projects with green sleeves/markers to be easily accessible to students
- Computer Literacy
 - Assisted with grading of assignments
- Entered teaching statistics
- Reference services to faculty/staff and students
 - Reader's Advisory
 - Scholarly materials—searching and retrieval (books and articles)

*LibGuide: <http://guides.library.illinois.edu/leffandmorford>

Events & Programming

A list of the events and programming from the past semester: Game Days; Relaxation Station—puzzles, quiet games, and coloring for final exam week; Slay the Dragon—posted daily trivia questions; Dungeons and Dragons – a series of workshops and one weekend event; Make your own Mask—workshop on mask-making for Halloween; March Madness book competition; Fantastic Beasts Release Party; Library-themed Escape Room; Mehndi Party; Crochet lessons; CD Scratch Art; Bad Date Stories

Interactive Bulletin Boards & Displays

- The students could actively participate in the following displays: **Ask the Dragon!**—August 2016-May 2017; **Blind Date with a Book**—books are wrapped in a brown paper with hints to their contents on the cover; **Famous Character Dating Profiles** – Famous characters (such as Storm from X-Men and Luna Lovegood from Harry Potter) were giving imaginary dating profiles. Note: all of the library staff contributed writing profiles for the display. Students were asked to vote which one was the funniest, the most romantic, and so forth; **Sneaky Cards** – The bulletin board had slots for cards that the students could take that had actions on them ('tell someone what character they would be in a movie') and they got circulated around the school; **Take What You Need** – positive, affirmative messages that the students could take with them

Non-Interactive Bulletin Boards, Displays, & Promotions

- Promotions/Campaigns
 - Assisted with signage for Agora Unleashed events (throughout year); Co-created display with the librarian for Library donor event to showcase Uni collection; Assisted in soliciting book reviews from students to put into

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the newsletter; Adventure with Travel-themed books (bulletin board);
Fantastic Beasts (bulletin board)

- Displays
 - New Books Wall—updated all year around; Belly Dancing, Bollywood, and more!; Talk Like a Pirate, ARRR!; National Novel Writing Month; Treat Yo Self: self-care books; Relax, take it easy; Books for Winter Break; Is it Summer Yet?; Warm up with a hot book; Martin Luther King Jr.; Let's play Sportsball!; Books to enjoy over Spring Break; Read Like a Girl

Statistical Profile

• Facilities

Total user seating:

4 rectangular tables that accommodate 4 people each
2 rectangular tables that accommodate 5 people each
1 rectangular table that accommodates 8 people
1 square table that accommodates 8 people
4 study carrels that accommodate 1 person each
1 individual desk that accommodates 1 person
4 public workstation or index tables that accommodate 1 person each
10 informal, individual chairs

Number of hours open to the public per week:

Summer II 2015: 0

Fall 2015: 42.5

Spring 2016: 42.5

Summer I 2016: 42.5, first 2 weeks, 0 hours thereafter

Note that the Uni calendar does not correspond exactly to the University calendar. Uni is still in full session (42.5 hours/week) during part of Summer I.

• Personnel

DoMonique Arnold (Academic Professional) (August 2016 – present)

Paul Kotheimer (Senior Library Specialist) (February 22, 2010 – present)

Erin O'Neall (Graduate Assistant) (50%) (August 17, 2015-May 23, 2017)

User Services

- **Gate count** (extrapolated from FY17 Sweeps Week DeskTracker report for Uni's 18-week semesters)
Fall 2016: 7,200
Spring 2017: 3,648

- **Circulation (from Voyager circulation reports)**

Charges: 2986

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Renewals: 3790 (up from 3356 in FY 16)

Discharges: 2960

- **Reference questions:** 32 (inaccurate due to lack of consistent use of Desk Tracker)

- **Circulation of electronic equipment**

In the 2016/2017 school year, we added several new loanable technology items: During Fall semester 2016, we received 6 SONY Bloggie handheld video cameras, donated to our unit from the Undergraduate Library's loanable technology collection. During Spring semester 2017, we started circulating our new Canon EOS Rebel t5i DSLR photo camera/camcorder with RODE VideoMic attachment, four new Canon Vixia camcorders, and 5 WACOM tablet-and-stylus digital illustration interfaces. It's of interest to note that the Canon DSLR camera (aptly nicknamed "TOTAL PRO") circulated more times in Spring Semester alone than all other camcorders and digital still cameras, both semesters, combined, and that our ZOOM H4n handheld audio recorder circulated more than twice as frequently as all other audio equipment combined.

In a busy and dynamic environment like ours, some portion of these transactions will always be impossible to tally, since these items are not in the library catalog. Because our equipment circulation is largely self-service, these numbers should be regarded as being on the low end. Also, the numbers do not reflect the many times that accessory items are circulated (e.g., external microphone, adapter cords, video signal connectors for external VGA monitors, audio output connectors for computer audio, etc.).

"TOTAL PRO" DSLR camera/camcorder	98
Other Canon Camcorders	55
Sony Bloggies	11
Camcorders, total	156
Headphones	422
Loanable laptops	310
ZOOM audio recorder	30
Other audio equipment + accessories	14
Art supplies	60
Digital still cameras	6
iPads (faculty use only)	2
Journalism class equipment	62
Social Studies class equipment	9

- **Presentations**

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Number of presentations to groups: 190 (including Computer Literacy 1 and 2)
(up by 21 from FY16)

Number of participants in group presentations: 4,743 (including Computer Literacy 1 and 2) (up by 630 from FY16)

New acquisitions –

Total new titles: 662

Total new items: 819

By sublocation:

Voyager Location and Format	Total New Titles	Total New Items
Uni High	662	819
-- Monographs		778
-- Serials		29