

SCHOOL LIBRARY PLANNER – PREVIEW

I created this planner specifically for school librarians. There are over 300 pages of both editable and non-editable documents. You can use these pages year after year.

When you download the planner you will receive two folders. One folder contains the .pdf documents. I did not combine the documents into one large file just for ease of use. The .pdf files can not be edited or changed.

The second folder has the editable PowerPoint documents. You can change 99% of the text in these documents (but you can not change any of the images due to copyright restrictions.) I embedded the fonts that I used in the planners into the PowerPoints. This means you do not have to install any fonts on your computer.

Many of the pages have a table of some kind (for lesson plans or calendars). The tables can be changed, re-sized, deleted etc. Before you start to make changes, I recommend saving a copy first.

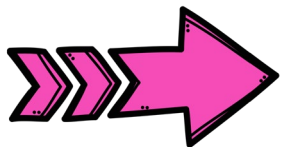
You will receive free updates to the planner for life. I only guarantee to update the calendars. Currently there are calendars that go through the 2024-2025 school year.

SCHOOL library Planner – Preview

- Cover pages for each section (14) EDITABLE INCLUDED
- Matching spine labels in 1½", 1 ½" and 3" EDITABLE INCLUDED
- 2-page monthly calendars from August 2020-July 2025 EDITABLE INCLUDED
- One-page monthly calendars from August 2020-July 2025
- Mini calendars (one page for each year)
- Dates and events to remember EDITABLE INCLUDED
- Monthly snapshot/overview EDITABLE INCLUDED
- Weekly snapshot/overview EDITABLE INCLUDED
- Lesson plan pages EDITABLE INCLUDED
 - 6 subject (2-page spread)
 - 8 subject (2-page spread)
 - 7 subject (2-page spread)
 - 9 period (2-page spread)
- Student behavior log EDITABLE INCLUDED
- Booked for birthdays program information
- Teacher/librarian collaboration forms EDITABLE INCLUDED
- Suggestion slips for students or teachers to request materials EDITABLE INCLUDED
- Sample library reports to keep track of statistics and library usage EDITABLE INCLUDED

SCHOOL LIBRARY PLANNER – PREVIEW

- Staff and student surveys
 - 2 staff surveys
 - 5 student surveys (to find out what books students are interested in and their reading habits. Two of the surveys are in pictures for younger students)
- Misc. Pages (color and black and white) EDITABLE INCLUDED
 - Library Schedule Template
 - About me page
 - Volunteer list
 - Password list
 - Professional development tracker
 - Meeting notes
 - Parent/home contact log
 - Yearly plan organizer for each grade level preK-6
 - Book fair planning pages
 - Ordering ideas
 - To do lists
 - Notes pages



Every page is not shown in the preview.

sample pages

2-page calendars through July 2025.

Each month has the same color/format.

In the editable PowerPoint, you can change the quote at the top left, change the table cells, change the font, insert text or images.

August 2020

| MONDAY | TUESDAY | WEDNESDAY | THURSDAY |
|--------|---------|-----------|----------|
| | | | |
| 3 | 4 | 5 | 6 |
| 10 | 11 | 12 | 13 |
| 17 | 18 | 19 | 20 |
| 24/31 | 25 | 26 | 27 |

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"A CHILDREN'S STORY THAT CAN ONLY BE ENJOYED BY CHILDREN IS NOT
A GOOD CHILDREN'S STORY IN THE SLIGHTEST." - C.S. Lewis

| FRIDAY | SATURDAY | SUNDAY | NOTES |
|--------|----------|--------|-------|
| | 1 | 2 | |
| 7 | 8 | 9 | |
| 14 | 15 | 16 | |
| 21 | 22 | 23 | |
| 28 | 29 | 30 | |
| | | | |

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sample pages

1-page calendars through July 2025.
Each month has the same color/format.
These are not editable.

| March 2022 | | | | | | |
|------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | | |
| 27 | 28 | 29 | 30 | 31 | | |

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| November 2024 | | | | | | |
|---------------|--------|---------|-----------|----------|--------|----------|
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

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sample pages

6 period lesson plan

Lesson Plans

For the week of:

| | SUBJECT GRADE | SUBJECT GRADE | SUBJECT GRADE |
|-----------|------------------|------------------|------------------|
| Monday | | | |
| Tuesday | | | |
| Wednesday | | | |
| Thursday | | | |
| Friday | | | |

Notes:

| SUBJECT GRADE | SUBJECT GRADE | SUBJECT GRADE |
|------------------|------------------|------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

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sample pages

7 period lesson plan

| Date: Week: | Subject/Grade | Subject/Grade | Subject/Grade |
|----------------|---------------|---------------|---------------|
| MONDAY | | | |
| TUESDAY | | | |
| WEDNESDAY | | | |
| THURSDAY | | | |
| FRIDAY | | | |

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| Subject/Grade | Subject/Grade | Subject/Grade | Subject/Grade |
|---------------|---------------|---------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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sample pages

8 period lesson plan

| Lesson Plans | | | | |
|--------------|---------------|---------------|---------------|---------------|
| Date: | Subject/Grade | Subject/Grade | Subject/Grade | Subject/Grade |
| Week: | | | | |
| Monday | | | | |
| Tuesday | | | | |
| Wednesday | | | | |
| Thursday | | | | |
| Friday | | | | |

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| Lesson Plans | | | | |
|---------------|---------------|---------------|---------------|-------------|
| Subject/Grade | Subject/Grade | Subject/Grade | Subject/Grade | Notes/To-Do |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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sample pages

9 period lesson plan

| Lesson Plans | | | |
|------------------------|--------|---------|-----------|
| For the week of: _____ | | | |
| | Monday | Tuesday | Wednesday |
| Period 1 | | | |
| Period 2 | | | |
| Period 3 | | | |
| Period 4 | | | |
| Period 5 | | | |
| Period 6 | | | |
| Period 7 | | | |
| Period 8 | | | |
| Period 9 | | | |

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| Thursday | Friday | To-Do List |
|----------|--------|------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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sample pages

Dates and events to remember. You can add text boxes in the editable PowerPoint.

The image displays two sample pages of a calendar template. Each page has a teal header with the text "Dates & Events to Remember". The left page features a vertical layout with months August, September, October, December, and February, each in a pink brushstroke box above a large white rectangular area for notes. The right page features a grid layout with months April, May, June, and July, each in a pink brushstroke box above a large white rectangular area for notes. A small copyright notice "©Staying Cool in the Library" is visible at the bottom right of each page.

Page 1: Dates & Events to Remember

- August
- September
- October
- December
- February

Page 2: Dates & Events to Remember

- April
- May
- June
- July

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sample pages

Monthly overview - the text in the green banner can be edited in the PowerPoint. You can also add text boxes.

A look at October

Special Events

Meetings

Curriculum Focus

Notes:

A look at June

Special Events

Meetings

Curriculum Focus

Collection Focus

Notes:

Notes:

A look at December

Special Events

Meetings

Curriculum Focus

Collection Focus

Notes:

Notes:

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sample pages

Weekly overview (2 versions). You can add text boxes in the editable PowerPoint.

For the week of:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

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#goals you GOT this DREAM

SATURDAY

SUNDAY

To Do List

Notes

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For the week of:

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

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like a BOSS! GOOD vibes MAKE today COUNT

SATURDAY

SUNDAY

To Do List

Notes

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sample pages

Miscellaneous pages. These are editable and come in black and white.

The image displays four sample pages for a library, each with a decorative border and a table for data entry.

Volunteers

| Volunteer name | Student's name | Phone number |
|----------------|----------------|--------------|
| | | |
| | | |
| | | |
| | | |

Passwords

| Website | Username | Password |
|---------|----------|----------|
| | | |
| | | |
| | | |
| | | |

Passwords

| Website | Username | Password |
|---------|----------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Volunteer List

| Volunteer name | Student's name/teacher | Contact Information | Assisted with |
|----------------|------------------------|---------------------|---------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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sample pages

Miscellaneous pages. These are editable and come in black and white.

About Me

Name: _____

School: _____

Address: _____

Phone: _____

Email: _____

Address: _____

Parent/Home Contact Log

Student: _____

Date: _____

Teacher/grade: _____

Person spoke to: _____

Reason for contact: _____

Notes: _____

Follow-up: _____

Professional Development

School year: _____

| Workshop or Conference | Date/Time | Points Earned |
|------------------------|-----------|---------------|
| | | |
| | | |
| | | |

Meeting Notes

Meeting Name: _____

Date: _____

Notes: _____

Reminders: _____

Meeting Notes

sample pages

Yearly plans - Prk-6th grade

Yearly Plan for Kindergarten

| | | |
|----------|-----------|---------|
| August | September | October |
| November | | |
| December | | |
| January | | |
| February | | |
| March | | |
| April | | |
| May | | |
| June | | |
| July | | |

Yearly Plan for Second Grade

| | | |
|----------|-----------|---------|
| August | September | October |
| November | | |
| December | | |
| January | | |
| February | | |
| March | | |
| April | | |
| May | | |
| June | | |
| July | | |

Yearly Plan for Fourth Grade

| | | |
|----------|-----------|---------|
| August | September | October |
| November | December | January |
| February | March | April |
| May | Jun | July |

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Book Fair

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Book Fair

| | |
|---------------------------------|--|
| Book fair set-up date and time | |
| Book fair pack-up date and time | |
| Book fair open dates | |
| Book fair open times | |
| Special event #1 | |
| Special event #2 | |
| Notes: | |

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sample pages

11 pages of ordering ideas. You can edit the text at the top so you can make these pages into whatever you would like.

What do I need to order?

What do I need to order?
Fiction

What do I need to order?
PROFESSIONAL

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

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Reports - fully editable

| | |
|------------------------|----|
| Fines/Fees | \$ |
| Damaged Books paid for | \$ |

| | | | |
|----------------------------|--|--------------------------|--|
| Total Books Added | | Total A/V Added | |
| Total Books Discarded/Lost | | Total A/V Discarded/Lost | |

[illegible]

Any special activities or programs list here:

sample pages

Spine labels in various sizes



sample pages

Staff surveys



STAFF SURVEY



Thank you for taking the time to fill out this survey. The questions below will provide me with information that I can use in many ways. I would like to know how I can assist you by identifying the topics you will teach involving library research, the book reports you will assign, and your suggestions for recreational and professional reading. Thank you.

1. Your name: _____
2. Grade level and/or subject: _____
3. List some topics or themes that you will teach this year that might require students to use the library for research purposes.

4. List any book reports (genre, theme, or topic) that you will be assigning this year.

5. List any recreational reading areas that you know your students enjoy reading (genre, theme, or topic). Specifically, are there any areas that you would like to see more of in the library collection?

6. List the other resources you would like to see in the library (books on CD, DVDs, magazines etc.) If applicable please include the topic/theme as well. For example: more DVDs on life cycles.

7. List any topics you would like to see added to the professional collection.

8. Are there any professional development areas that I can assist you with?
 - ☐ Using the online library catalog
 - ☐ Motivating students to read
 - ☐ Using online resources
 - ☐ Other _____
9. List possible activities or projects that you may want to work with me collaboratively on this year. This can include activities that I can do with your class during their scheduled library time.

10. List any other suggestions or ideas you have for the library.

Staff Survey



Dear Staff,

Thank you for taking the time to fill out this survey.

1. What grade do you teach?
2. How many times a month do you use the library for your own teaching needs?
3. About how many books do you check out of the library a month?
4. About how many videos do you check out/schedule a month?
5. I would like to see more books/materials on the following topic(s):

Staff Survey



Dear Staff,

Thank you for taking the time to fill out this survey.

1. What grade do you teach?
2. How many times a month do you use the library for your own teaching needs?
3. About how many books do you check out of the library a month?
4. About how many videos do you check out/schedule a month?
5. I would like to see more books/materials on the following topic(s):

sample pages

Student surveys (not editable)

Student Library Survey

Name: _____

Answer the questions below. Put a check in the box to show your answer.

- What do you do in your spare time?

| | |
|---|--|
| <input type="checkbox"/> Play sports | <input type="checkbox"/> Read |
| <input type="checkbox"/> Watch TV | <input type="checkbox"/> Spend time with Family |
| <input type="checkbox"/> Play video games | <input type="checkbox"/> Spend time with Friends |
| <input type="checkbox"/> Listen to music | <input type="checkbox"/> Watch movies |
- Do you enjoy reading?

| |
|---|
| <input type="checkbox"/> I love to read |
| <input type="checkbox"/> Reading is ok |
| <input type="checkbox"/> I prefer not to read |
- Do you prefer to read Fiction or nonfiction books?

| |
|-------------------------------------|
| <input type="checkbox"/> Fiction |
| <input type="checkbox"/> Nonfiction |
- Write the title of one of the best books you have ever read.

- Do you think of yourself as a good reader?

Student Library Survey

Name: _____

What is the title of one of your favorite books?

What is the name of one author that you really like?

What would you rather read. (circle one) Fiction Nonfiction

Do you read every day? _____

How do you feel about reading? (circle one)

I love it! It's all right. Do I have to read?

Circle the types of books you like to read.

Student Library Survey

Name: _____

The Library Media Center staff is here to help you. Please help us to better assist you by participating in this survey.

- When do you visit the Library Media Center? (check all that apply)
 ____ Before School ____ Lunch time ____ After School ____ With a class
- How many times do you visit the Library Media Center each month? ____

Please check all the reasons you visit the Library Media Center:

| |
|--|
| ____ To find materials for assignments |
| ____ To find books to read for fun |
| ____ To read magazines or newspapers |
| ____ To do homework or study |
| ____ To meet friends |
| ____ To use computers to search the Internet |
| ____ To use computers to type an assignment |
| ____ To prepare a multimedia presentation |
| ____ To get help on an assignment |
| ____ Other (please list) _____ |

Do you have enough time to visit the Library Media Center? ____ yes ____ no

Do you usually find the materials for which you are looking? ____ yes ____ no

Do you use other libraries? ____ yes ____ no

If you use other libraries, what libraries do you use? _____

Do you have a public library card? ____ yes ____ no







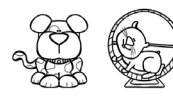

Are there any book titles you would like to have us order for the Library Media Center?
(write on the back of this paper)

Thank you for helping us by completing this survey.

Student Library Survey

Name: _____












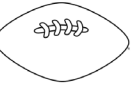
What kinds of books do you like? Color in the boxes to show your favorites.

| | |
|--|--|
| art  | science fiction  |
| holidays  | fairy tales  |
| military  | mystery  |
| pets  | funny stories  |

Student Library Survey

Name: _____

What kinds of books do you like? Color in the boxes to show your favorites.

| | | |
|---|--|---|
| dinosaurs  | famous people  | science  |
| transportation  | scary stories  | social studies  |
| drawing  | fairy tales  | superheroes  |
| animals  | funny stories  | sports  |

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