

District Library Coordinator

1.0 FTE

The District Library Coordinator administers the annual library plan for the District, overseeing staffing, collection development, technology upgrades, and professional development throughout the school library system. Through on-site visits, monthly meetings and periodic workshops, the District Library Coordinator guides the school level library staff in staying abreast of library and information literacy trends, and integrates districtwide initiatives into the library program. She collaborates with the Professional Development Coordinator and the Technology Director and Supervisor to help guide DigiTech, the District's Instructional Technology Team.

Teacher Librarians

7.0 FTE

Background information - Teacher Librarians hold two credentials: a California Teaching Credential, and a Teacher Librarian Services Credential. Our Teacher Librarians also have a Master in Library and Information Science. The following narrative describes the difference between the Elementary Teacher Librarians, which are District TSA positions, and the Secondary Teacher Librarians, which are school site-based positions.

Elementary - We will have 2.0 FTE certificated Teacher Librarian TSAs serving the 11 elementary schools in collaboration with the site-based classified Library Media Specialists. This represents an increase of 0.4 FTE and is funded by BSEP Professional Development as the Teacher Librarian TSAs are core participants the DigiTech Instructional Technology team. The Elementary Teacher Librarian TSAs develop lessons and resources aligned with the Common Core State Standards (CCSS), the CDE Model School Library Standards, the Teachers College Reading and Writing Program (TCRWP), and the DigiTech Digital Literacy Scope and Sequence, and model their use in instruction in our libraries and classrooms.

The Elementary Teacher Librarians are collaborating with site Library Media Specialists, classroom teachers and other District TSAs. We continue to align and update our school library resources with the standards, respond to districtwide initiatives such as Welcoming Schools, Toolbox and Gender Inclusive curriculum, participate in the We Need Diverse Books campaign, and integrate the strategic use of ebooks, audiobooks and academic databases in addition to our strong print resources. We are bringing consistency, equity and full implementation to our Digital Citizenship instruction. We need to teach skilled and responsible use of digital and online resources, and more fully integrate information and computer literacy instruction into all subject areas. Teacher Librarians have this cross-curricular, information and computer literate instruction as their core focus.

Secondary - Our middle and high school Teacher Librarians provide lessons in information literacy, research process, and digital citizenship; collaborate with classroom teachers on curricular units; offer guidance in reading selections and reading

promotions; manage library acquisitions and circulation; and oversee management of their site's textbook collection. For the 2018-19 school year, our secondary Teacher Librarian staffing ratio is shifting slightly. The middle schools and BHS will remain the same, with one Teacher Librarian at each middle school and two at BHS. At BTA, the position has been reduced from 0.2 FTE to zero. In consideration of the student and staff numbers and needs, we believe the library and information services of the combined BIS/BTA campus will be served with the flexible resources and coaching the Library Department Teacher Librarian TSAs will provide.

Library Media Specialists

9.70 FTE

At the elementary level, Library Media Specialists are responsible for managing their library's program, from class visits to acquisition to circulation and everything in between. Book circulation can run from 1,000 to over 2,000 books per month at each site. Library Media Specialists provide weekly class visits that include read-alouds and guidance in using the online library catalog and other digital resources. They are the primary point person for author visits and Berkeley Public Librarian visits, and often help coordinate instructional technology and digital citizenship lessons. They offer drop-in access during recess time when school schedules permit, with opportunities for coding, keyboarding, educational games, yoga and even extra reading. At the three smaller elementary schools, the positions are 0.8 FTE, the seven larger schools - including LeConte for the first time this year - are 0.9 FTE, and the largest school, Malcolm X, is a 1.0 FTE position.

Library Media Technicians

2.66 FTE

At the middle school level, the Library Media Technician assists the Teacher Librarian with much of the resource management, including textbooks. Longfellow and Willard continue to be served by a 0.53 Library Media Technician position, while King Middle School continues to have a 0.8 FTE Library Media Technician position.

At the high school level, the 0.8 FTE Library Media Technician position at BHS is an 11-month position in order to manage the entire textbook collection for the BHS campus. When the beginning and end of semester demand for textbook management has abated, the Library Media Technician resumes duties in the library.

Hourly Extra Duty

\$35,000

School Year Preparation

Two extra duty days at the start of the school year for the classified library staff allows them to be participants in the whole school initiatives that are developed during the staff meetings prior to the first day of school, enabling them to better tailor their library collections and programs to the needs at each school site.

Library Media Specialist Substitutes

We are able to train and provide substitutes for elementary Library Media Specialists. Otherwise Library services are suspended when an elementary Library Media Specialist is absent.

Summer Extended Day Library Program

The BEARS Summer School Library program will continue in the summer of 2018, with a Library Media Specialist at all three BEARS/ECE summer school sites (this year Malcolm X, Rosa Parks and Washington) for fifteen hours per week at each site for four weeks of summer school. The Library Media Specialists provide library visits, book circulation and special projects for the BEARS/ECE students and staff. This summer program supports our focus on literacy, and yields strong results by mitigating the common “summer slide”.

Early Childhood Education Instructional Assistants

The “Book Bag” Instructional Assistants at our three preschools provide weekly stories and book exchanges for their students. For 2018-19, their extra duty hours will be funded by library monies, which in earlier years were funded by the Early Childhood Department.

Professional Development \$9,000

Participating and presenting in library workshops and conferences strengthens instructional and managerial skills and helps library staff stay abreast of developing instructional and library technologies. Professional Development monies pay for registration fees and substitutes (if the workshops fall during the school day). Workshops can include: American Library Association (ALA) annual conference; Association of Children’s Librarians (ACL) Spring Institute; California School Library Association (CSLA) Annual Conference; Computer Using Educators (CUE) regional workshops; San Francisco Public Library workshops; San Mateo County Office of Education Library Staff Summer Training Program; extra duty hours for classified library media specialists and technicians to participate in professional development opportunities such as Cultural Competency Academies.

Collection and Resource Development \$134,450

School Library Collections

BUSD libraries provide print and digital resources for a broad range of reading levels and interests. We are committed to offering materials that reflect and expand the cultural diversity of our local and global community. From preschool through high school, titles are selected to be in alignment with curriculum content and library standards, and also are geared to stimulating students’ selections for free reading and pursuing individual interests. Ebooks and audiobooks provide different modes of accessing printed material. In addition, we’ve launched a strong collaboration with

Berkeley Public Library through their OverDrive Collection to expand our digital audiobook and ebook resources for our secondary schools.

We support reading promotions such as *We Need Diverse Books*, *California Young Reader Medal*, *Mock Newbery*, the *Cook Prize* for STEM picture books, and our curriculum initiatives such as *Welcoming Schools*, *Toolbox*, Gender Inclusive communities. Author and illustrator visits are supported with additional autographed print copies of their books in our libraries, often in collaboration with our local independent bookstores. We provide additional materials for students at our Bilingual and TWI schools who are studying core curriculum and pursuing free reading in Spanish.

Online Research Databases

Subscription online databases are designed with student learning in mind, and are essential for academic success throughout their lives. Linked on every school library website, these advertising-free resources offer high quality vetted information. An exciting and long-anticipated development going into effect for the 2018-19 school year is the statewide purchase of three major databases for California K-12 students via the California State Library. This means our K-12 subscription to *World Book Online* will be replaced by *Encyclopedia Britannica*, and our subscription to *TeachingBooks* will be covered. In addition, we are gaining full K-12 access to the *ProQuest* suite, previously only available at BHS. *Tales2Go* is our streaming audiobook service for all elementary students. The elementary *TrueFlix* subscription provides ebook versions of the printed nonfiction titles alongside a brief video introduction, “read to me” options and online dictionary definitions. At the middle school level, *ScienceFlix* follows a similar format, and adds science-focused career and “in the news” resources. Our high schools have access to additional research databases, such as *ABC-Clio*, *Opposing Viewpoints*, and *Teen Health and Wellness*. The additional high school databases costs are paid for by the Berkeley High site allocation for collection development. All BUSD students can seamlessly access these resources from any district-networked computer, and have password-protected access off campus.

District Library Services

\$35,000

Library and Textbook Management System

Our libraries use the Destiny Library and Textbook Management System from Follett School Solutions. The online catalog is accessible from any networked computer or mobile device at school, at home or on the road, and supports our ebook collections on the embedded Follett Shelf. Students and staff can view their own accounts, and our library staff uses it to manage patrons, materials and circulation. WebPath Express is an additional license for the elementary sites which guides students to age-appropriate vetted websites for information sources on the Internet. The annual license renewal fee includes technical support for all 16 school sites, the Central Media Library and the Music Library.

Technology Upgrades

Each library has student computer workstations and instructional technology equipment such as an LCD projector, projection cart, screen, and speakers. Some have a small collection of ipads and/or chromebooks. An ongoing cycle of maintenance and upgrade of this network of computers and other equipment is needed to keep our libraries responsive to patrons' needs, and is coordinated in conjunction with the Technology Department.

Library Services Office

The District Library Coordinator's office handles ongoing needs such as materials promoting author/illustrator visits, posters for the Mock Newbery, the California Young Reader Medal and the Cook Award for STEM Picture Books, brochures of resources, materials for professional development, reading promotions, and in-town transportation costs.

Additionally, the District Library maintains a web page of central services and school site library links for staff and families at library.berkeleyschools.net/. All of the library collections of the K-12 schools and the Central Media Library are searchable online. Each of those libraries maintains virtual library web pages guiding students to additional resources appropriate for their studies.

2018-19 SMART Goals Include:

1. **Independent Reading:** All library staff will promote independent reading through participation in at least two of the following: Audiobook awareness (Tales2Go and/or OverDrive), Battle of the Books, Family Literacy Night, Goodreads (student book reviews), Mock Newbery, Mock Sibert (most distinguished information book), Reading Recommendations distributed at parent conferences, school events and newsletters.
2. **Digital Citizenship:** All library staff, in coordination with classroom teachers and DigiTech, will lead at least one Digital Citizenship lesson per grade 3rd-9th. As technology use increases in the library and the classroom, the need for explicit Digital Citizenship instruction is ongoing.
3. **Using Technology to Bring the Outside World into the Library:** All library staff will integrate technology tools to deepen students' understanding of the worlds represented in the books being read and shared. Some examples include virtual author visits, curated playlists and book trailers, and image-based slideshows.

RESOURCE SUMMARY

The library allocation of BSEP revenue funds the Library Program Plan for 2018-19. We will maintain a fund balance to ensure the sustainability of the library program for the duration of the measure. In summary, the recommendation for the expenditure of the BSEP Library funds in FY 2018-19 is:

Revenue	2,153,100
Expense	
Library Staff	1,720,925
Hourly Extra Duty	35,000
Professional Development	9,000
Collection and Resource Development	134,450
District Library Services	35,000
Reserve for Personnel Variance	40,000
Indirect Cost (5.93%)	117,673
Total Expense	<u>2,092,048</u>
Net Change to Fund Balance	61,052
Beginning Fund Balance	77,000
Net Increase/(Decrease) in Fund Balance	<u>61,052</u>
Ending Fund Balance	138,052

Measure A Funds for Library Services

In addition to the expenditure of funds from BSEP Measure E1, the remaining fund balance from the BSEP Measure A resource for Libraries (Resource 0860) is sufficient to provide for these program needs for 2018-19:

Upgrade Presentation Equipment

As the largest classroom on campus, our libraries often host large gatherings for staff meetings, parent workshops, and community gatherings. We will resume upgrading our

presentation equipment with mounted projectors and screens at the 10 sites that do not have this installation currently. (Note: BHS, John Muir, Longfellow and Willard are set up already.)

**Budget Summary for Libraries in 2018-19
BSEP Measure A, Resource 0761**

Expense	
Materials & Installation	80,000
Indirect Cost	4,744
Total Expense	<u>84,744</u>
Net Change to Fund Balance	(84,744)
Fund Balance	
Beginning Fund Balance	120,446
Net Increase/(Decrease)	<u>(84,744)</u>
Ending Fund Balance	35,702