

## **Program Manager**

Jessica Lee, Library Services Coordinator

## **BSEP Measure E1 Stated Purpose and Uses?**

“Seven and a quarter percent (7.25%) of the Available Revenues shall be allocated annually to provide student access to quality school libraries, which shall be maintained by providing library staff to operate the District’s K-12 school and other specialized libraries, and by allocating revenues for books, materials, services and equipment for the school libraries.”

## **Rationale**

Research shows that a school library with the right staffing, funding, and a rich collection of books has a significant positive impact on student achievement. School libraries provide equitable access to a broad range of resources for every student. Additionally, California Education Code 18100 mandates that library services are required to be provided or contracted by the district, yet no funds from the General Fund support the library program.

## **Goal**

The goal of the library program is to foster curiosity, creativity, critical thinking, research skills and a love of reading.

## **Description**

Our library services provide a wide range of print and digital books, online resources, and curricular programming to address every student’s academic and independent reading needs, and foster a mindset of lifelong learning. We work with classroom teachers, staff and families to deepen reading engagement, build digital literacy and digital citizenship, and improve student achievement and engagement for each and every student.

The BUSD Library program serves all students, from Preschool to 12th grade. Policies ensure that every student has access to a variety of reading materials and participates fully in the library program. Additionally, library staff work directly with reading support staff to ensure that any struggling readers receive additional support and access to materials.

The library collections in every school reflect the rich diversity of our world. We strive to create inclusive collections by continuously looking for new books to bring into school libraries while

simultaneously taking a critical view of our current holdings. The BUSD Libraries support district-wide diversity initiatives by creating and publicizing book lists and purchasing books to directly support those initiatives.

Library staff - both classified and credentialed - have taken courses in auditing their library program for diversity. Staff share title recommendations regularly at staff meetings with an eye toward expanding our diverse collections. Featured title lists such as our “Black Lives Matter” and “Transgender Day of Remembrance” recommended reading lists support staff in finding excellent titles for their libraries and keep us all focused on ensuring that our collections reflect our students’ needs.

### ***Staffing***

The District Library Coordinator administers the annual library plan for the District, and oversees the school library system’s staffing, collection development, technology upgrades, and professional development. The District Library Coordinator guides the school-level library staff in staying abreast of library and information literacy trends and integrates district-wide initiatives into the library program. She collaborates with the Technology Director and Supervisor to help guide the District’s Instructional Technology Team.

The “Book Bag” Instructional Assistant provides weekly stories and book exchanges for the students at our three preschools. She also recommends books for purchase, processes books and maintains the collections. The two Teacher Librarian TSAs serve the 12 elementary schools. They collaborate with the site-based classified Library Media Specialists and classroom teachers to develop and model lessons and resources, in addition to providing ongoing coaching. The Library TSAs are core members of the Instructional Technology team and provide direct coaching to teachers. They also work directly with the K-8 Tech Teacher Leaders.

At the elementary level, Library Media Specialists are responsible for managing their library’s program, from class visits to acquisition to circulation. Book circulation can run from 1,000 to over 2,000 books per month at each site. Library Media Specialists host weekly class visits that include read-alouds and guidance in using the online library catalog and other digital resources. They also offer daily drop-in access and provide supplemental programs and book clubs. At Sylvia Mendez, the Library Media Specialist is responsible for a library collection and programming in both Spanish and English to support the Two-Way Immersion program. This position is paid a bilingual stipend in addition to the salary. In the elementary school, there is one Library Media Technician supporting elementary schools with higher enrollment and/or circulation as a 0.27 FTE position. The position was established in 2019-20.

Our 5 middle and high school Teacher Librarians are school-based positions. Teacher Librarians provide lessons in information literacy, research, and digital citizenship. They collaborate with classroom teachers on curriculum, promote and guide students' independent reading, manage library acquisitions and circulation, and oversee management of their site's textbook collection. At the middle school level, the Library Media Technicians assist the Teacher Librarians with resource management, including textbooks. At the high school level, the 1.0 FTE Library Media Technician is an 11-month position in order to manage the entire textbook collection for all high school students. When the beginning and end of semester demand for textbook management has abated, the Library Media Technician resumes duties in the library. Additionally, the high school LMT supports the library program at BIS/BTA one day each week.

### **School Year Preparation**

The classified staff have two extra duty days at the start of the school year in order to update library systems and participate in the school-wide professional development as well as department trainings. This enables them to better tailor their library collections and programs to the needs at each school site and be ready for students when the school year begins. Additionally, staff can be paid for time beyond their contracted hours for special programs such as family literacy nights.

### **Library Media Specialist Substitutes**

We are able to train and provide substitutes for elementary Library Media Specialists so that library services are not suspended when an elementary Library Media Specialist is absent.

### **Summer Extended Day Library Program**

The Summer School Library program will continue in the summer of 2024, with a Library Media Specialist working part-time at each of the three summer school sites for four weeks. The Library Media Specialists provide library visits, book circulation, and special projects for the BEARS/LEARNS students and staff.

### **Professional Development**

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, and also for extra duty hours for classified library media specialists and technicians so they participate in professional development opportunities as well.

### ***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. Titles for preschool through high school are selected to be in alignment with curriculum content and library standards, and also are geared to stimulating students' individual interests and pursuits. Schools are provided \$8 per pupil, plus \$6 per student enrolled in Two-Way Immersion to be spent on student resources.

The district office has additional funds to provide books to all schools in line with district initiatives and book club promotions and library needs. Additionally, we are always looking to replace culturally outdated books with materials that are by writers representing their own cultures and inclusive voices from periods in history.

Lost books - Library policies have shifted to allow for greater forgiveness of student losses. Additional funding is allocated specifically for replacement of titles to keep our collections robust.

### **Materials and Supplies**

Resources necessary for day-to-day library operations and book processing are included in this budget.

### ***Contracts and Databases***

#### **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 or off-campus, and supports our ebook and audiobook collections through the Destiny Discover interface. Students and staff can view their own accounts, and our library staff use it to manage patrons, materials and circulation. The annual license renewal fee includes technical support for 17 school sites and the Central Media Library.

#### **Online Databases**

Students and staff have access to online subscription databases that provide high quality, vetted information for research as well as instructional support materials. Ebooks, audiobooks, a video library as well as periodical articles are included through these subscriptions. Additionally, secondary databases selected by Berkeley High teacher librarians provide access to college-level resources and are funded from their \$8 per pupil allotment.

### ***Infrastructure Improvements***

#### **Library Technology Upgrade**

We are mid-way through our library technology upgrade project. In collaboration with the Technology Department and the Facilities Department, the libraries will receive upgrades in the form of either interactive whiteboards or ceiling-mounted projectors.

#### **Furnishings, Shelving and Signage**

Library furnishings and shelving will be refreshed. Many sites have spaces that were previously set up for desktop computers. With the widespread availability of Chromebooks, those spaces can now be repurposed. Libraries may be able to provide a better layout for instruction, a space for student projects, or additional shelving for books. Furnishings and shelving improvements are made in collaboration with the Facilities Department. Libraries are also improving signage throughout their collections to increase student access to materials.

### **Changes from Prior Year**

The library program will continue, essentially the same as previous years. Recent additions such as Swank streaming video and staffing increases will continue. Centralized book selection will focus on identifying and purchasing books for selective male readers in response to the data showing that boys check out fewer books than girls across the district.

### **Targeted Student Groups**

The BUSD Library program is universal. As such, we strive to ensure that every student is finding materials they are excited about in the collections. We will be targeting male students in grades 3-8 as we develop our library collections next year.

### **Offerings, Access and Participation**

Libraries are at every school site and are staffed every day. Library staff support reading initiatives, district-wide projects, and serve as experts to collaborate with teachers.

### **Resources and Information**

[BUSD Libraries Home Page](#)

[Arab American Heritage Reading List](#)

- [Asian American Pacific Islanders Reading List](#)
- [Black Lives Matter Reading List](#)
- [Indigenous Heritage Reading List](#)
- [Jewish American Heritage Reading List](#)
- [Latine/x Reading List](#)
- [Neurodiversity Reading List](#)
- [Transgender, Non-Binary and Gender Fluid Reading List](#)
- [Farmworker Labor Leaders in California](#)

### **Outcomes**

Student usage of BUSD school libraries is generally high with students in all grades and schools utilizing the libraries. Book circulation statistics taper off as students get older, as students read longer books and have more access to other sources of reading material. We have begun analyzing the data and have found that the biggest gap in circulation is by gender, particularly in middle school, whereas there are few variations between racial groups, special education students, multilingual students and other categories we compared.

### **Budget**

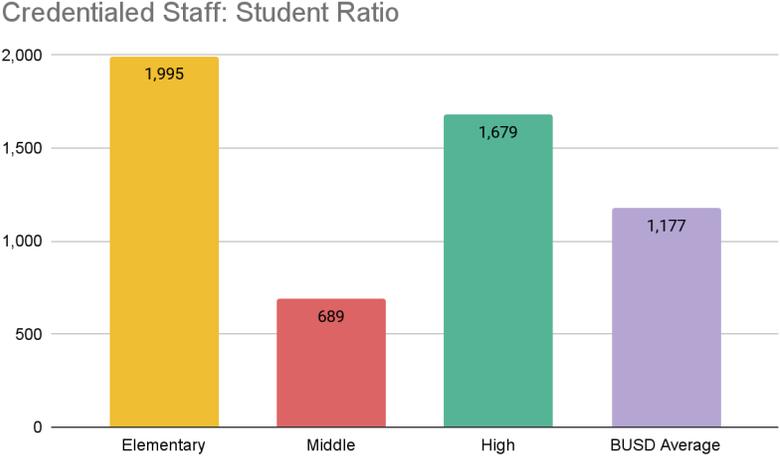
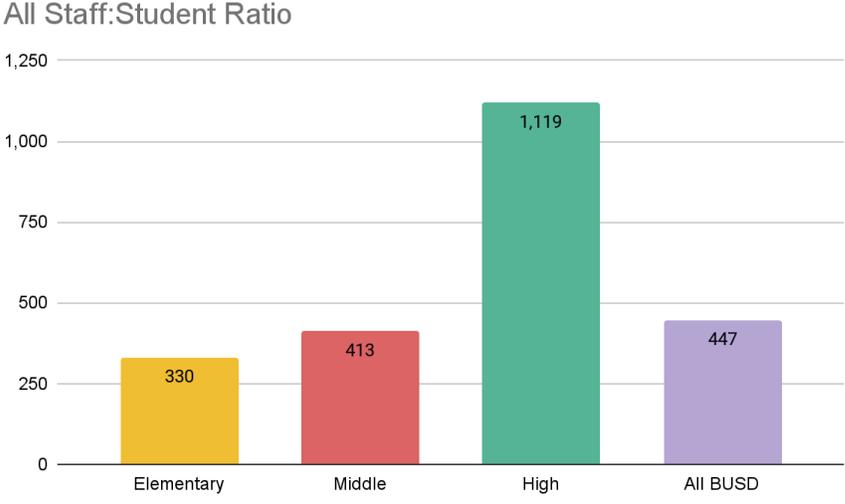
*Describe any changes to the budget, other funding sources, sustainability of funds, fund balance status, and any outstanding budget needs. Add any Additional Information on resources.*

The BUSD Library Program is funded almost entirely through BSEP Funds. Supplemental funds come from various granting organizations or from collaboration with other departments. The projected fund balance at the close of 2024-25 is \$387,285, ending Measure E1 with a positive balance.

**Data and Measures**

**Implementation and Participation Measures**

Library Program		2022-23								
Access and Participation <i>Staffing Allocations, Offerings and Activities, Participation rates</i>										
Schools with fully staffed library with resources and materials		100%								
TK-12 Circulation numbers per level	Total	282,181								
	elementary	236,978								
	middle schools	29,180								
	high schools	12,764								
	BHS database usage	37,809								
Library usage data - Average Classes per Week		240 classes per week across BUSD								
<p>Classes per Week</p> <table border="1"> <caption>Classes per Week Data</caption> <thead> <tr> <th>Level</th> <th>Average Classes per Week</th> </tr> </thead> <tbody> <tr> <td>Elementary</td> <td>16</td> </tr> <tr> <td>Middle</td> <td>12</td> </tr> <tr> <td>High</td> <td>22</td> </tr> </tbody> </table>		Level	Average Classes per Week	Elementary	16	Middle	12	High	22	
Level	Average Classes per Week									
Elementary	16									
Middle	12									
High	22									

Library Program	2022-23																				
<p>Ratios of staffing to student</p> <p>Credentialed Staff: Student Ratio</p>  <table border="1"> <caption>Credentialed Staff: Student Ratio</caption> <thead> <tr> <th>Level</th> <th>Ratio</th> </tr> </thead> <tbody> <tr> <td>Elementary</td> <td>1,995</td> </tr> <tr> <td>Middle</td> <td>689</td> </tr> <tr> <td>High</td> <td>1,679</td> </tr> <tr> <td>BUSD Average</td> <td>1,177</td> </tr> </tbody> </table> <p>All Staff: Student Ratio</p>  <table border="1"> <caption>All Staff: Student Ratio</caption> <thead> <tr> <th>Level</th> <th>Ratio</th> </tr> </thead> <tbody> <tr> <td>Elementary</td> <td>330</td> </tr> <tr> <td>Middle</td> <td>413</td> </tr> <tr> <td>High</td> <td>1,119</td> </tr> <tr> <td>All BUSD</td> <td>447</td> </tr> </tbody> </table>	Level	Ratio	Elementary	1,995	Middle	689	High	1,679	BUSD Average	1,177	Level	Ratio	Elementary	330	Middle	413	High	1,119	All BUSD	447	<p><b>State Average</b>  <b>1:7,187</b>  <b>credentialed staff:student</b></p> <p>No state-wide data tracked for combined staffing of school libraries.</p>
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Level	Ratio																				
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All BUSD	447																				
Number of new books purchased	18,951																				
Number of staff vacancies	0/24																				
TSA/Coordinator support for library staff consultations and coaching sessions (avg. per week)	13																				

Library Program	2022-23
Number of professional development offerings for library staff	29
Number of diversity reading lists offered	8
Amount spent on centrally-selected, diversity-focused book purchases (site book orders also include diverse books)	\$18,500
Number of visiting authors from diverse background with diversity content coordinated central office	11

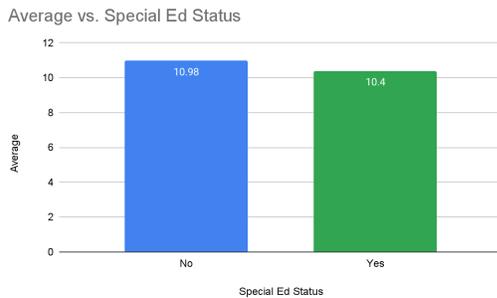
**LCAP Outcome Measures**

LCAP Goal	How does the program support LCAP Goals?
1 - High quality classroom instruction & curriculum	<i>The BUSD Library program supplements classroom instruction, providing students with supplemental resources and instruction in research skills.</i>
2 - Necessary and timely academic interventions	<i>The resources in our school libraries span a breadth of subjects and complexities, allowing students access to content at their grade level regardless of their reading skill. Additionally, audiobooks and other formats support various learners.</i>
3 - Safe, welcoming and inclusive climates	<i>The school libraries across BUSD provide a safe space for students both during classtime and as an alternative space during recesses. Staff trainings on school climate, gender spectrum, special education and ethnic studies have all been part of a professional development plan to support staff as they support a broad range of students. Additionally, we strive for our collections to reflect the broad range of student interests and experiences.</i>
4 - Use of local and state measures to track progress	<i>Library staff review literacy rates across the district and use that information to inform our practices.</i>
5 - Increase access to school for students experiencing homelessness	<i>Library policies reflect the McKinney-Vento Act and immediately forgive any library losses incurred by students experiencing homelessness. Additionally, general library policies have recently been adjusted to be more forgiving of all students regardless of their homed status. The school libraries are also the access point for</i>

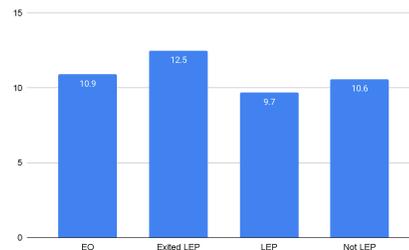
**Additional Outcome Measures**

Baseline data based on 2022-2023 school year circulation.

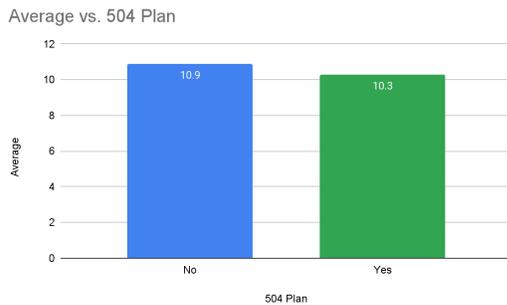
**Circulation by Special Education Status**



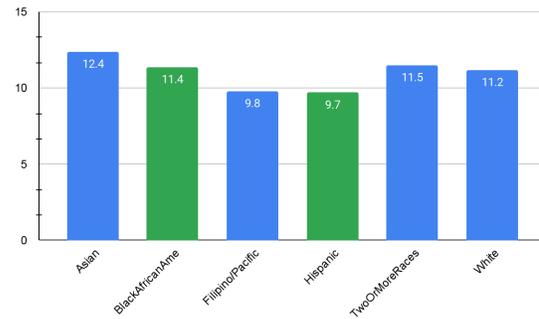
**Circulation by EL Status**



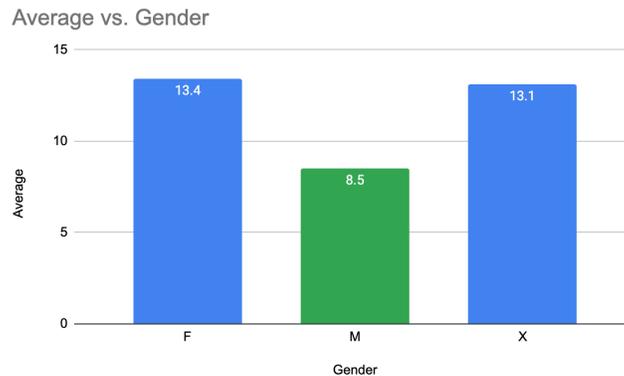
**Circulation by 504 Status**



**Circulation by Ethnicity**



**Circulation by Gender**



**Qualitative and Survey Data**

Library staff regularly collect information from teachers, students and the principal to determine collection needs as well as areas of instructional support. Additionally, the library coordinator works with administrators to identify needs and continue improvement in terms of programmatic support.

**Budget Details**

**Funding and Resources Overview**

Funding Source	2022-23	2023-24	2024-25 (Projected)
BSEP Budget (include use of Fund Balance)	2,594,119	2,821,471	\$2,978,635
Schools Fund	15,000	22,842	0
<b>Total</b>	<b>\$2,609,119</b>	<b>\$2,844,313</b>	<b>\$2,978,635</b>

**2024-25 BSEP Budget Overview - Proposed**

*Insert table from budget workbook*

<b>Budget Summary for Library Program 2024-25</b>	Year 8
<b>Measure E1, Resource 0761</b>	Measure E1
<b>Draft 3/12/24</b>	<b>3/12/24</b>
	2024-25
<b>Revenue</b>	\$ 2,734,637
<b>Expense</b>	
Staffing	2,212,720
Hourly Extra Duty	24,000
Professional Development	20,990
Collection and Resource Development	230,929
Contracts and Databases	63,000
Infrastructure Improvements	100,000
Reserve for Personnel Variance	111,986
Indirect Cost (7.78% for 24-25)	215,010
	<b>2,978,635</b>
<b>Net Change to Fund Balance</b>	<b>(243,998)</b>
<b>Beginning Fund Balance</b>	631,283
Net Increase/(Decrease) in Fund Balance	<b>(243,998)</b>
<b>Ending Fund Balance</b>	<b>387,285</b>

**2024-25 Budget Details - Proposed**

<b>Library Program 2024-25 Budget Details</b>	<b>Total Budget \$2,212,720</b>
<b>Staffing</b>	<b>FTE</b>
District Library Coordinator	1.0
Elementary Teacher Librarian/Instructional Tech TSAs	2.0
Middle School Teacher Librarians	3.0
BHS Teacher Librarians	2.0
Elementary Library Media Specialists	9.8
Elementary Library Media Technician	0.27
Middle School Library Media Technicians	2.0
HS Library Media Technician	1.0
Early Childhood Instructional Assistant	0.53
<b>Total</b>	<b>21.60</b>
<b>Extra Duty Hourly</b>	<b>Amount</b>
School Year Preparation	10,000
Substitutes	4,000
Summer Extended	10,000
<b>Total</b>	<b>24,000</b>
<b>Professional Development</b>	<b>Amount</b>
Registration and Travel	18,000
Certificated Subs (15 days)	1,150
Classified Subs (18 days)	1,840

<b>Library Program 2024-25 Budget Details</b>	<b>Total Budget \$2,212,720</b>
<b>Total</b>	<b>20,990</b>
<b>Collection and Resource Development, Supplies</b>	<b>Amount</b>
BHS Site allocation for Database	\$7,800
BHS Site allocations for Books	\$15,832
BHS Site allocations for supplies	\$2,000
School Library Collection (site allocations) 22-23	\$86,436
School Library Collections for sites	\$90,000
School Library Collections for central office	\$12,000
Library materials and supplies for sites	\$15,000
Library materials and supplies for central office	\$4,000
<b>Total</b>	<b>\$233,068</b>
<b>District Library Services</b>	<b>Amount</b>
Database	\$25,000
Swank	\$13,300
World Book Online Encyclopedia	\$5,000
E books	\$5,000
Noodle Tools	\$1,000
Additional Digital Resources	\$10,700
<b>Total</b>	<b>\$60,000</b>
<b>Infrastructure Improvements</b>	<b>Amount</b>
Supplies	20,000

<b>Library Program 2024-25 Budget Details</b>	<b>Total Budget \$2,212,720</b>
Supplies over \$500	50,000
Supplies and equipment over \$5000	25,000
Contracts	5,000
<b>Total</b>	<b>100,000</b>
<b>Reserve for Personnel Variance</b>	<b>111,986</b>
<b>Indirect Cost</b>	<b>214,943</b>
<b>Total</b>	<b>2,977,707</b>