

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** BSEP Planning and Oversight Committee  
**FROM:** Becca Todd, District Library Coordinator, and  
Pasquale Scuderi, Assoc. Superintendent for Educational Services  
**DATE:** March 26, 2019  
**SUBJECT:** Recommendation for Expenditure of BSEP Funds for Libraries in  
FY 2019-20

### **BACKGROUND INFORMATION**

According to Measure E1 of 2016, “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.”<sup>1</sup>

### **Program Objectives**

The library program fosters curiosity, creativity and critical thinking - and of course, a love of reading. 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.

### **BUDGET RECOMMENDATIONS FOR FY 2019-20**

The following recommendation is for the allocation of funds for the Purpose of Libraries in 2019-20 in accordance with BSEP Measure E1.

<b>Library Staffing</b>	<b>\$1,841,300</b>
● District Library Coordinator	1.00 FTE
● Elementary Teacher Librarian/DigiTech TSAs	2.00 FTE
● Elementary Library Media Specialists	9.70 FTE
● Elementary Library Media Technician	0.27 FTE
● Middle School Teacher Librarians	3.00 FTE
● Middle School Library Media Technicians	1.86 FTE
● BHS Teacher Librarians	2.00 FTE
● BHS Library Media Technician	0.80 FTE

<sup>1</sup> BSEP Measure E1 of 2016, Section 3.B.i

## **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 district-wide 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 Masters in Library and Information Science.

Elementary - We will have 2.0 FTE Teacher Librarian TSAs (LTSAs) serving the 11 elementary schools in collaboration with the site-based classified Library Media Specialists and classroom teachers. They develop lessons and resources, and model their use in instruction in our libraries and classrooms in addition to providing ongoing coaching. Lessons are aligned with the Common Core State Standards (CCSS), the CDE Model School Library Standards, the Teachers College Reading and Writing Program (TCRWP), and the Digital Citizenship curriculum in conjunction with the DigiTech Digital Literacy Scope and Sequence. The LTSAs are core members of the DigiTech Instructional Technology team and participate in the Professional Development Curriculum Council. They also work directly with the K-8 Tech Teacher Leaders.

Secondary - Our 5 middle and high school Teacher Librarians are school-based positions and 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. Teacher Librarian staffing at the secondary level remains the same as the previous year.

## **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 are 0.9 FTE, and the largest school, Malcolm X, is a 1.0 FTE position.

**Library Media Technicians**

**2.93 FTE**

At the elementary level, we are proposing to add an additional .27 FTE Library Media Technician to Malcolm X Library. As evidenced in the chart below, this brings the library staffing to student ratio into closer alignment with the other elementary schools.

<b>Location</b>	<b>FTE</b>	<b>Hours/Week</b>	<b># of Students</b>	<b>Time/Student</b>	<b>Minutes/Student</b>
John Muir (smaller school)	0.80	30.00	305	0.10	5.90
Thousand Oaks (average size)	0.90	33.75	403	0.08	5.02
Malcolm X - Current Staffing	1.00	37.50	557	0.07	4.04
Malcolm X - Proposed Staffing	1.27	47.63	557	0.09	5.13

At the middle school level, the Library Media Technician assists the Teacher Librarian with 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**

**\$20,000**

**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. This enables them to better tailor their library collections and programs to the needs at each school site. Often there are also library system updates that necessitate trainings during these two days before the start of school.

### **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 2019, with a Library Media Specialist at all three BEARS/ECE summer school sites (this year BAM, Sylvia Mendez 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 “Book Bag” Program**

The “Book Bag” Instructional Assistants at our three preschools provide weekly stories and book exchanges for their students. They are noted here as they are an important part of the library program, though their positions are funded by the Early Childhood Education 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). Workshop examples: 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 pursuing individual interests. We provide different formats of materials through our online catalog, such as ebooks and audiobooks. We also promote *Tales2Go*, BUSD’s streaming subscription

audiobook service for all elementary and middle school students. In that realm we're also substantially expanding our audiobook and ebook collection via the school library app Sora, and our collaboration with Berkeley Public Library (BPL). Sora allows our students to use their berkeley.net account to use BPL's OverDrive collection of ebooks and audiobooks without needing a BPL library card. This further strengthens the connection with public libraries as a resource they can turn to throughout their lives.

We advocate for reading promotions such as *We Need Diverse Books*, our *Mock Newbery Book Club*, the *Cook Prize* for STEM picture books, the statewide *California Young Reader Medal*, our *Battle of the Books*, and BUSD curriculum initiatives and programs such as College and Career Week, Welcoming Schools, Toolbox, and 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 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. The California State Library funded databases - *Encyclopedia Britannica*, *TeachingBooks* and the *ProQuest* suite - were launched statewide in 2018-19 for all California K-12 students and we are grateful to have these resources at our fingertips. In addition to those databases, our *TrueFlix* subscription for elementary students provides online versions of the printed nonfiction titles alongside a brief video introduction, "read to me" options and hyperlinked dictionary definitions. Middle Schools add *Teen Health and Wellness* to those core databases. Our high schools ramp it up another layer with *ABC-Clio* and *JSTOR*, while adding *NoodleTools* as a highly structured and supportive research tool for citations and the research process. These databases are at a college level caliber. The additional secondary databases are funded by Berkeley High's 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 and audiobook collections through the Destiny Discover interface. Students and staff can view their own accounts, and our library staff uses it to manage patrons, materials and circulation. The annual license renewal fee

includes technical support for 15 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 number of 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/](http://library.berkeleyschools.net/) and updates the [digitech.berkeley.net](http://digitech.berkeley.net) website of instructional technology resources. 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.

### **RESOURCE SUMMARY**

The library allocation of BSEP revenue funds the Library Program Plan for 2019-20. 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 2019-20 is:

**Budget Summary for Libraries in 2019-20**  
**BSEP Measure E1, Resource 0761**

<b>Revenue</b>	2,246,508
<b>Expense</b>	
Library Staff	1,841,300
Hourly Extra Duty	20,000
Professional Development	9,000
Collection and Resource Development	134,450
District Library Services	35,000
Reserve for Personnel Variance	56,400
Indirect Cost (5.31%)	<u>111,306</u>
<b>Total Expense</b>	<b>2,207,456</b>
<b>Net Increase/(Decrease) in Fund Balance</b>	<b>39,052</b>
<b>Beginning Fund Balance</b>	<b>206,998</b>
Net Increase/(Decrease) in Fund Balance	39,052
<b>Ending Fund Balance</b>	<b>246,050</b>

**Measure A Funds for Library Services**

In addition to the expenditure of funds from BSEP Measure E1, the fund balance from the BSEP Measure A resource for Libraries (Resource 0860) is providing for delayed maintenance upgrades to the circulation computers and library presentation equipment. It is anticipated that these funds will be depleted by the end of the 2018-19 school year. In the case of a shortage of adequate time to install the presentation equipment planned for all school libraries, the Measure A monies will continue to be applied for this purpose in the fall of 2019, and all funds from this resources will be depleted by the end of 2019-2020.

**Budget Summary  
 BSEP Measure A, Resource 0860**

<b>Revenue</b>	0
<b>Expense</b>	
Materials & Installation	75,017
Indirect Cost (5.31%)	3,983
<b>Total Expense</b>	<u>79,000</u>
<b>Net Increase/(Decrease) in Fund Balance</b>	<b>(79,000)</b>
<b>Beginning Fund Balance</b>	79,320
Net Increase/(Decrease) in Fund Balance	<u>(79,000)</u>
<b>Ending Fund Balance</b>	320