

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** BSEP Planning and Oversight Committee  
**FROM:** Jessica Lee, District Library Coordinator, and  
 Bajé Thiara, Assoc. Superintendent for Educational Services  
**DATE:** March 24, 2020  
**SUBJECT:** Recommendation for Expenditure of BSEP Funds for Libraries in  
 FY 2020-21

### **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 2020-21**

The following recommendation is for the allocation of funds for the Purpose of Libraries in 2020-21 in accordance with BSEP Measure E1.

<b>Library Staffing</b>	<b>\$1,902,500</b>
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● 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	2.00 FTE
● BHS Teacher Librarians	2.00 FTE
● BHS Library Media Technician	0.80 FTE
● Early Childhood Instructional Assistant (IA)	0.53 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, 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 Professional Development Coordinator and the Technology Director and Supervisor to help guide 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 have 2.0 FTE Teacher Librarian TSAs serving the 11 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. Lessons are aligned to national and state standards and district-adopted curricula. The Library TSAs 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. 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.

**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 host class visits that include read-alouds and guidance in using the online library catalog and other digital resources, seeing every class in all grades once a week. They offer drop-in access during recess time when school schedules permit, with opportunities for coding, keyboarding, educational games, creative projects and book clubs. 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**

In the elementary school, there is one Library Media Technician supporting Malcolm X Elementary as a 0.27 FTE position. The position was established in 2019-20 and will continue to provide support due to the size of the student population and the high usage of the library.

At the middle school level, the Library Media Technicians assist the Teacher Librarians with resource management, including textbooks. Longfellow and Willard have historically been served by a 0.53 Library Media Technician position, while King Middle School continues to have a 0.8 FTE Library Media Technician position. In 2020-21 I am recommending an increase at Willard to 0.67 FTE in response to their growing student population.

At the high school level, the 0.8 FTE Library Media Technician 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.

**Early Childhood Instructional Assistant for “Book Bag” Program**

The “Book Bag” Instructional Assistant at our three preschools provides weekly stories and book exchanges for the students. The program has previously been run by a variety of people as an hourly position. This year we are creating a .53 position to create stability in the program and incorporate the staff member more easily into staff development as part of the library department.

**Hourly Extra Duty****\$20,000****School Year Preparation**

The classified staff have two extra duty days at the start of the school year so they can 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.

**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 BEARS Summer School Library program will continue in the summer of 2021, with a Library Media Specialist working fifteen hours per week at each of the three BEARS/ECE summer school sites 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.”

### **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, and also for extra duty hours for classified library media specialists and technicians so they participate in professional development opportunities as well. Workshop examples include: 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; online webinars and courses; and district training such as Cultural Competency Academies.

### **Collection and Resource Development**

**\$138,368**

#### **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. Our online catalog provides diverse media formats, 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 students can turn to throughout their lives.

We advocate for reading promotions such as the *We Need Diverse Books* initiative, 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. We support author and illustrator visits 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 learning in mind, and are essential for academic success throughout students' 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 brief video introductions, "read to me" options, and hyperlinked dictionary definitions. Middle Schools add *Teen Health and Wellness* to those core databases. Our high schools ramp it by adding *ABC-Clio* and *JSTOR*, as well as *NoodleTools*, a highly structured and supportive research tool for citations and the research process. These are databases are of college level caliber. 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**

**\$66,600**

### **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 use 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 also have a small number of Chromebooks. This network of computers and other equipment requires an ongoing cycle of maintenance and upgrades 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 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 2020-21. 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 2020-21 is:

**Budget Summary for Libraries in 2020-21  
BSEP Measure E1, Resource 0761**

<b>Revenue</b>	2,300,384
<b>Expense</b>	
Library Staff	1,902,500
Hourly Extra Duty	20,000
Professional Development	9,000
Collection and Resource Development	138,368
District Library Services	66,600
Reserve for Personnel Variance	57,000
Indirect Cost (5.25%)	115,157
<b>Total Expense</b>	<u>2,308,625</u>
<b>Net Change to Fund Balance</b>	(8,241)
<b>Beginning Fund Balance</b>	<b>316,464</b>
Net Increase/(Decrease) in Fund Balance	(8,241)
<b>Ending Fund Balance</b>	<b>308,223</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) will be applied to mitigation of the impacts of the school closures on the library department such as loss of books, the cost of additional online resources, and potentially the purchase of additional technology either for libraries upon re-opening or to support library services in the event of an extended closure.

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

<b>Revenue</b>	0
<b>Expense</b>	
Materials & Installation	75,059
Indirect Cost (5.25%)	3,941
<b>Total Expense</b>	<u>79,000</u>
<b>Excess/(Deficiency) of Revenues Over Expense</b>	(79,000)
<b>Beginning Fund Balance</b>	88,668
Net Increase/(Decrease) in Fund Balance	<u>(79,000)</u>
<b>Ending Fund Balance</b>	9,668