

# SCHOOL LIBRARIES

BSEP Measure E1, Resource 0761

BSEP Measure A, Resource 0860

## ANNUAL REPORT: FY 2019-20 PROGRAM UPDATE: FY 2020-21

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### **Measure E1 Purpose:**

*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>*

**Budget Manager: Jessica Lee, District Library Coordinator**

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### **BACKGROUND**

BSEP funds provide the backbone for library staffing and resources throughout the Berkeley school system, with a core mission of addressing every student's academic and independent reading needs with a wide range of books, online resources and integrated programming all with an eye toward diversity.

### **Core Library Program [Pre-Pandemic]**

- Staffing for all libraries, open every school day.
- Materials for all students PreK- Grade 12 at \$8 per pupil.
- Book bag circulation program materials for all Early Childhood Education sites.
- Weekly visits at the elementary schools for all classes TK-5, including read-alouds, library lessons and time to select and check out books.
- At secondary sites, all teachers may schedule classes as needed to visit for the purposes of book talks, research lessons, and technology instruction in conjunction with their classroom curriculum.
- At Berkeley High School (BHS), the Teacher Librarians worked in collaboration with the U9 (Universal 9th Grade) to establish independent reading opportunities and curriculum, and establish common expectations around research protocols. All 9th grade classes visited the library at least 6 times.
- Two Teacher Librarians on Special Assignment (TSA) support the elementary library programs with resources and professional development as well as supporting the use of Instructional Technology throughout the district.

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

## **STATUS REPORT**

### **Highlights of the Library Program July 2019-March 2020 [pre-pandemic]**

- Over 215,000 items were circulated in the K-12 schools in 2019-20, about 85% of previous years - not surprising given the close of schools in March.
- A collaborative project with Berkeley Public Library brought audiobook and ebook access to all students in grades 3 – 12 via the *Sora* app.
- Author Vaunda Michaux Nelson visited eight elementary schools in December, bringing a focus to inquiry and research while talking about her non-fiction writing on Black History topics.
- Additional author visits included: Kwame Alexander at Thousand Oaks, Mac Barnett at BAM, Annie Barrows at Malcolm X, Judd Winick at Oxford, Saadia Faruqi at Malcolm X and Oxford, Stuart Gibbs at Malcolm X and Washington, Mae Respecio at Malcolm X and Washington, Jerry Craft at Longfellow and Willard, Nic Stone at BTA, NK Jemisin at BHS, and Padma Venkatraman’s virtual visit to the elementary Mock Newbery Clubs.
- Mock Newbery Book Clubs at all elementary schools and Battle of the Books at the three middle schools, along with additional book clubs and lunchtime events actively engage students in creating a “buzz” around books.
- An additional \$5000 was expended for Spanish language books for the Sylvia Mendez Elementary and Longfellow Middle School libraries which each provide Two-Way Immersion Spanish language programs at their sites.

### **Library Program Challenges and Achievements Spring 2020**

- On March 13, 2020 schools invited students to take as many books as they wanted home. Many of those books are still in homes.
- Due to fear of COVID spread via fomites, re-circulation of all library materials ceased during spring 2020.
- BCCE staff did not have an MOU (Memo of Understanding) for their work during the initial Shelter-in-Place, but all of them volunteered in some capacity.
- “Target Students” were identified, and books recommended for them. With partnership from the Berkeley Schools Fund, books were bought and mailed directly to their homes.
- The Library Coordinator and the Library Services TSAs make up a significant portion of BUSD’s Instructional Technology team. Supporting Distance Learning became their primary concern throughout the spring of 2020.

### **Program Update 2020-21 School Year:**

- All library staff are participating in distance learning - leading storytimes, meeting with teachers and students, supporting reading and research.
- Curbside book distribution is happening at every site, following safety guidelines approved by the City of Berkeley Department of Health.

### **Looking Ahead**

- 29,000 books are currently checked out; there is concern that many of those books will not be returned.

### **Equity Initiatives within BUSD Libraries**

- Professional development focuses on diversity and equity.
  - 12 staff members participated in a training in April 2020 “Evaluating, Auditing, and Diversifying Your Collections.”
- Monthly staff meetings include book shares with a focus on writers of color. Anti-racism teaching articles are shared with the staff and discussed during meetings.
- All author visits and special programs are developed with an eye toward diversity.
  - While we welcome a wide range of authors to BUSD schools, the ones who are paid to present to students are all authors of color. These writers and illustrators are actively sought out and promoted.
- Book lists and recommendations are developed to showcase a wide range of writers. Every list is reviewed with an eye toward diversity and intersectionality.

**BERKELEY UNIFIED SCHOOL DISTRICT  
 BERKELEY SCHOOLS EXCELLENCE PROGRAM (BSEP)  
 LIBRARY PROGRAM (Measure E1, Resource 0761)  
 Revenue and Expenditures  
 Comparison Report FY 2019-20**

**Purpose**

Seven and a quarter percent (7.25%) of revenues dedicated to the Programs to Enhance Student Learning 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.

**Budget Manager:** Bajé Thiara, Associate Superintendent for Educational Services  
 Jessica Lee, District Library Coordinator

|   | <b>Audited<br/>Actuals<br/>2018/19<br/>As of<br/>6/30/19</b> | <b>Adopted<br/>Budget<br/>2019/20<br/>As of<br/>7/1/19</b> | <b>2nd<br/>Interim<br/>Budget<br/>2019/20<br/>As of<br/>1/31/20</b> | <b>Unaudited<br/>Actuals<br/>2019/20<br/>As of<br/>6/30/20</b> | <b>2nd<br/>Interim<br/>Budget<br/>vs.<br/>Unaudite<br/>d Actuals<br/>2019/20</b> |
|---|--|--|---|--|--|
| <b>REVENUE</b>                          | 2,185,520  | 2,246,508  | 2,248,875   | 2,263,706  | 14,831   |
| <b>EXPENDITURES</b>                     |  |  |   |  |  |
| Certificated Salaries                   | 648,953  | 654,468  | 661,273   | 657,952  | (3,321)  |
| Classified Salaries                     | 627,069  | 595,139  | 623,939   | 618,698  | (5,241)  |
| Employee Benefits                       | 476,130  | 529,991  | 520,968   | 495,598  | (25,370)   |
| Books & Supplies                        | 101,195  | 114,869  | 121,191   | 79,299   | (41,892)   |
| Equipment                               | 0  | 5,000  | 5,000   | 2,129  | (2,871)  |
| Unallocated Reserve                     | 0  | 139,108  | 112,526   | 0  | (112,526)  |
| Services & Other Operating Expenses     | 41,926   | 57,575   | 78,896  | 64,337   | (14,559)   |
| Indirect Costs                          | 112,390  | 111,306  | 111,306   | 101,847  | (9,459)  |
| <b>TOTAL EXPENDITURES</b>               | <b>2,007,663</b>   | <b>2,207,456</b>   | <b>2,235,099</b>  | <b>2,019,860</b>   | <b>(215,239)</b>   |
| <b>NET INCREASE (DECREASE)</b>          | <b>177,857</b>   | <b>39,052</b>  | <b>13,776</b>   | <b>243,846</b>   | <b>230,070</b>   |
| <b>FUND BALANCE ANALYSIS</b>            |  |  |   |  |  |
| Beginning Fund Balance                  | 124,830  | 302,687  | 302,687   | 302,687  | 0  |
| Net Increase (Decrease) in Fund Balance | 177,857  | 39,052   | 13,776  | 243,846  | 230,070  |
| Ending Fund Balance                     | 302,687  | 341,739  | 316,463   | 546,533  | 230,070  |

- (1) Increased due to receipt of prior year and additional current year revenue in 2018-19
- (2) 1% salary increase for certificated staff and a 2% salary increase for classified staff
- (3) Unallocated Reserve was utilized for additional allocations for books, audiobooks, author visits, and

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|--|--|--|---|--|---|
| <b>REVENUE</b>                           |  |  |   |  |   |
| Revenue                                  | 0  | 0  | 0   | 0  | 0   |
| Contribution (To)/From Measure A Reserve | (1,421)  | 0  | 0   | (3,553)  | (3,553)   |
| <b>TOTAL REVENUE</b>                     | <b>(1,421)</b>   | <b>0</b>   | <b>0</b>  | <b>(3,553)</b>   | <b>(3,553)</b>  |
| <b>EXPENDITURES</b>                      |  |  |   |  |   |
| Certificated Salaries                    | 0  | 0  | 0   | 0  | 0   |
| Classified Salaries                      | 0  | 0  | 0   | 0  | 0   |
| Employee Benefits                        | 0  | 0  | 0   | 0  | 0   |
| Books & Supplies                         | 0  | 0  | 0   | 0  | 0   |
| Equipment                                | 0  | 75,017   | 75,017  | 0  | (75,017)  |
| Unallocated Reserve                      | 0  | 0  | 0   | 0  | 0   |
| Services & Other Operating Expenses      | 0  | 0  | 0   | 0  | 0   |
| Indirect Costs                           | 0  | 3,983  | 3,983   | 0  | (3,983)   |
| <b>TOTAL EXPENDITURES</b>                | <b>0</b>   | <b>79,000</b>  | <b>79,000</b>   | <b>0</b>   | <b>(79,000)</b>   |
| <b>NET INCREASE (DECREASE)</b>           | <b>(1,421)</b>   | <b>(79,000)</b>  | <b>(79,000)</b>   | <b>(3,553)</b>   | <b>75,447</b>   |
| <b>FUND BALANCE ANALYSIS</b>             |  |  |   |  |   |
| Beginning Fund Balance                   | 169,089  | 167,668  | 167,668   | 167,668  | 0   |
| Net Increase (Decrease) in Fund Balance  | (1,421)  | (79,000)   | (79,000)  | (3,553)  | 75,447  |
| Ending Fund Balance                      | 167,668  | 88,668   | 88,668  | 164,115  | 75,447  |

(1) Contribution to the Measure A reserve Resource transferred at closing