

**BSEP**  
**Library Program**  
**DRAFT Annual Plan**  
**2021-22**



**DRAFT March 23, 2021**

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# Library Program Overview

## 1. PROGRAM MISSION and VISION:

The library program fosters curiosity, creativity and critical thinking, and 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.

## 2. 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.”

## 3. BSEP FUND USE SUMMARY:

### Staff:

- |  |          |
|--|----------|
| ● District Library Coordinator                         | 1.00 FTE |
| ● Elementary Teacher Librarian/Instructional Tech 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 |
| ● HS Library Media Technician                          | 1.00 FTE |
| ● Early Childhood Instructional Assistant (IA)         | 0.53 FTE |

Collections and Resources \$138,368

District Library Services \$66,600

Hourly Extra Duty \$20,000

Professional Development \$9,000

#### 4. SUMMARY OF PROPOSED CHANGES OVER PRIOR YEAR PROGRAM:

Staffing Changes:

- Increase HS Library Tech from 4 days/week to 5 days/week (increase of .2 FTE) to provide one day a week of services at BTA/BIS for book circulation and textbook management.
- Increase Willard Library Media Tech from 4 hrs/day to 5 hrs/day (increase of .14 FTE) to align with increase in student population.
- Change the classification of the preschool library staff from a temporary, hourly position to a .53 FTE position.

Materials changes:

- Increase TWI Spanish materials allocation from \$4 per student to \$6 per student.

#### 5. BSEP BUDGET SUMMARY

#### BUSD CONTEXT

<b>REVENUE</b>	2,331,100	<p>The BUSD Library Program is funded almost entirely through BSEP Funds.</p> <p>Supplemental funds come from various granting organizations or from collaboration with other departments.</p> <p>For 2021-2022, the Berkeley Public Schools Fund is planning to help cover the cost of books lost when campuses were closed.</p>
<b>EXPENDITURES</b>		
Certificated Salaries	728,070	
Classified Salaries	670,118	
Employee Benefits	541,573	
Books & Supplies	174,438	
Equipment		
Unallocated Reserve	43,219	
Services & Other Operating Expenses	104,677	
Indirect Costs	107,675	
<b>TOTAL EXPENDITURES</b>	2,369,770	
<b>NET INCREASE (DECREASE)</b>	(38,670)	
<b>FUND BALANCE ANALYSIS</b>		
Beginning Fund Balance	500,611	
Net Increase (Decrease) in Fund Balance	(38,670)	
Ending Fund Balance	461,941	

LINKS:

[BUSD Libraries Home Page](#)  
[Mock Newbery Program](#)

# Library Program

## Equity and Quality Measures

### 1. PARTICIPATION and OUTREACH:

*How do programs address issues of equity, access, and opportunity, including targeted funding and supports?*

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.

### 2. REPRESENTATION, DIVERSITY and INCLUSION:

*How do programs reflect and support the diversity of our families and students?*

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.

### 3. STAFFING/PROFESSIONAL DEVELOPMENT:

*How does staffing and/or professional development address equity and district goals?*

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.

#### 4. DATA/OUTCOMES:

*What data/metrics could be used to report on outcomes? Are there SMART goals?*

We are currently collecting data on the books selected for read-alouds to elementary school students.

In the fall, we plan to do a review of circulation statistics with an eye toward race and grade-level.

#### 5. QUALITATIVE BENEFITS:

*What elements are not quantitative but of significant value to the program and/or district?*

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

The TSAs for library services support instructional technology throughout the district.

#### LINKS:

[Black Lives Matter Reading List](#)

[Farmworker Labor Leaders in California](#)

## Library Program 2021-22 Plan Details

The following recommendation is for the allocation of funds for the Purpose of Libraries in 2021-22 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/Instructional Tech 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 |

<b>District Library Coordinator</b>	<b>1.0 FTE</b>
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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.

<b>Teacher Librarians</b>	<b>7.0 FTE</b>
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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**

**3.27 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**

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**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.”

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## **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.

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## **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.