

SCHOOL LIBRARIES

BSEP Measure E1, Resource 0761

BSEP Measure A, Resource 0860

ANNUAL REPORT: FY 2020-21 PROGRAM UPDATE: FY 2021-22

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.¹

Budget Manager: Jessica Lee, District Library Coordinator

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

- Staffing for all school libraries every school day.
- Materials for all students TK-12th grade at \$8 per pupil.
- Circulation of materials to all students.
- 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.
- 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.
- 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.

¹ BSEP Measure E1, Section 3.B.i

STATUS REPORT

Highlights of the Library Program for the 2020-21 School Year

- Over 100,000 items were circulated in the K-12 schools in 2020-21, about 40% of previous years - not surprising given that schools were closed through much of the school year.
- While schools were closed, books were circulated via curbside pick-up at every school site. For elementary schools, every student was invited to come and pick up bags of books for their grade level. At middle and high schools, specific book requests were filled and librarians also provided “grab bags” of high interest books. Over \$8000 was spent to support circulation during distance learning to provide paper bags and outdoor book return bins.
- Library services were provided virtually. Elementary library specialists provided weekly storytimes for each class as part of the distance learning schedule. Secondary teacher librarians collaborated with teachers and joined Zoom classes as well as providing drop-in library time.
- The Library Coordinator and the Library Services TSAs make up a significant portion of BUSD’s Instructional Technology team. Supporting Distance Learning became a large percentage of their workload throughout the school year.
- Mock Newbery Book Clubs at all elementary schools and Battle of the Books at the three middle schools continued virtually. We added “Mock Newbery Nights” virtual author visits for 4th and 5th graders with Jessica Kim, Ernesto Cisneros and Amy Timberlake.
- Access to electronic resources expanded to all students, TK-12th grade. Audiobooks and ebooks were available through *Tales2Go*, *TumbleBooks* and the *Sora* app, supplemented by support for parents and teachers of the younger grades.
- Berkeley High School and Berkeley Public Library collaborated to bring “Stories for Change,” a series of virtual author visits featuring Aiden Thomas, Gene Luen Yang and Ibi Zoboi. Additionally, BPL resources were promoted with BHS students.
- Seven schools had parent outreach events or literacy nights with participation from library staff.
- Six diverse Recommended Reading Lists were published on websites for students, preschool through high school, on a variety of relevant themes.

Library Program Challenges and Achievements

- Virtual Instruction “Boot Camp” for library staff - a week of intensive training on virtual teaching tools to prepare classified staff for leading classes on Zoom.
- Curbside circulation, including preparing book bags, was labor intensive particularly because we had limited use of volunteers.
- Constantly shifting health guidelines caused anxiety and the need for frequent revisions of policies made long-term planning almost impossible.
- Library staff meetings were held weekly rather than our previous schedule of monthly.
- Significant losses from the library collections.

Fund Balance Management:

The fund balance grew due to changing needs during Distance Learning. Many regular annual purchases were deferred to the following year.

The intended uses of fund balance in 2021-22 and in subsequent years include:

- To maintain the budget for supplies and materials should personnel costs outpace revenue growth.
- Replace lost library books due to COVID closure. If other funding sources are not identified, the fund balance will be used to purchase replacements of the books lost during the 2020-21 school year.
- Upgrade library technology including circulation computers, student computers and presentation equipment.
- Facilities improvements including new shelving, signage and furniture, in collaboration with the Facilities Department and PTAs.

Program Update 2021-22 School Year:

- This school year saw a return to the core library program with in-person class visits at the start of the school year.
- Lunchtime and club activities are still limited such as restricted numbers of students, maintaining a log of all who enter the library, restrictions about mixing classes in elementary schools etc.
- One-time federal COVID funds replaced approximately \$150,000 worth of books lost during school closures.

Equity Initiatives within BUSD Libraries

- Book circulation model with books for EVERY student was unique to Berkeley, designed to get as many books to as many students as possible with no penalties for loss.
- Use of Task Runners via Berkeley School Volunteers to deliver books to target students.
- Programming audit, collecting data for elementary library read-alouds and booktalks.
- Professional development focuses on diversity and equity.
- All author visits and special programs are developed with an eye toward diversity.
- Book lists and recommendations are developed to showcase a wide range of writers. Every list is reviewed with an eye toward diversity and intersectionality.
 - [Asian American Pacific Islanders](#)
 - [Black Lives Matter](#)
 - [Labor Leaders of the Farm Workers Teaching Resources](#)
 - [Return to School \(Social-Emotional Resource\)](#)
 - [Transgender, Non-Binary and Gender Fluid](#)

BERKELEY UNIFIED SCHOOL DISTRICT
BERKELEY SCHOOLS EXCELLENCE PROGRAM (BSEP)
SCHOOL LIBRARY (Measure E1, Resource 0761)
Revenue and Expenditures
Comparison Report FY 2020-21

Purpose:

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Budget Manager: Jessica Lee, District Library Coordinator

	Adopted Budget 2020-21 as of 07/01/20	Unaudited Actuals 2020-21 as of 06/30/21	Adopted Budget vs. Unaudited Actuals 2020-21 Variance	Notes
REVENUE	2,300,384	2,344,146	43,762	<i>Revenue increases due to receipt of prior year and additional current year revenue in 2020-21</i>
EXPENDITURES				
Certificated Salaries	720,861	696,110	(24,751)	
Classified Salaries	663,483	648,231	(15,252)	
Employee Benefits	536,211	491,685	(44,526)	
Books & Supplies	164,357	136,891	(27,466)	<i>Some regular annual purchases were deferred</i>
Unallocated Reserve	42,791	0	(42,791)	<i>Reserved for Personnel Variance</i>
Contracted Services	76,025	73,723	(2,302)	
Indirect Costs	104,897	97,420	(7,477)	
TOTAL EXPENDITURES	2,308,625	2,144,060	(164,565)	
NET INCREASE (DECREASE)	(8,241)	200,087		
FUND BALANCE ANALYSIS				
Beginning Fund Balance	546,534	546,534	0	
Net Increase (Decrease) in Fund Balance	(8,241)	200,087	250,851	
Ending Fund Balance	538,293	746,621	250,851	<i>The fund balance grew due to changing needs during Distance Learning. Many regular annual purchases were deferred to the following year.</i>

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REVENUE	0	0	0	
EXPENDITURES				
Certificated Salaries	0	0	0	
Classified Salaries	0	0	0	
Employee Benefits	0	0	0	
Books & Supplies	75,410	1,434	73,976	<i>Set aside to cover book losses during school closure</i>
Unallocated Reserve and Carryover	0	0	0	
Contracted Services	0	0	0	
Indirect Costs	3,590	69	3,521	
TOTAL EXPENDITURES	79,000	1,503	77,497	
NET INCREASE (DECREASE)	(79,000)	(1,503)	(77,497)	
FUND BALANCE ANALYSIS				
Beginning Fund Balance	164,115	164,115	0	
Net Increase (Decrease) in Fund Balance	(79,000)	(1,503)	77,497	
Ending Fund Balance	85,115	162,612	77,497	