

# SCHOOL LIBRARIES

BSEP Measure E1, Resource 0761

BSEP Measure A, Resource 0860

## ANNUAL REPORT: FY 2021-22 PROGRAM UPDATE: FY 2022-23

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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

- 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.
- Ongoing collaboration with classroom teachers, literacy coaches and administration at every school.

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

## 2021-22 Highlights

- This school year saw a return to the core library program with in-person class visits at the start of the school year.
- Over 280,000 items were circulated in the TK-12 schools in 2021-22, a return to our circulation rates prior to the closure of the schools with a slight increase.
- Expanded library staffing to include a .2 staff member at BTA/BIS supporting those small programs.
- Virtual evening programs: Mock Newbery Nights with authors Cynthia Leitich Smith, Kyle Lukoff, Shing Yin Khor, and Nic Stone - a diverse case of authors!
- Virtual author visits during the school day included Saadia Faruqi at 6 elementary schools and Gene Luen Yang at Berkeley High in collaboration with Berkeley Public Library.
- A massive purchase of over \$150,000 in books at the start of the school year, paid from COVID Relief funds, replaced all books that had been lost during school closures.
- Book recommendation lists were generated and posted for Arab American, Asian-American and Pacific Islander, Indigenous Peoples, Jewish-American, and Latine/x Heritage. Additionally book recommendation lists were updated celebrating the themes Black Lives Matter, Climate Literacy, LGBTQI+ Pride, and Transgender, Non-Binary and Gender Fluid, and Summer Reading Lists by grade level.
- To support diversity in collections, new books supporting each heritage month or thematic book list were ordered for every school when the book recommendation list was publicly shared.
- Book clubs were held at every school including the Mock Newbery Club at every elementary school, the Battle of the Books at the middle schools and various clubs at BHS.
- Each school library's signage was analyzed and a plan developed to install new signs and navigation aids to improve students' ability to access books independently.

## 2021-22 Challenges

- Lunchtime and club activities were limited such as restricted numbers of students, maintaining a log of all who enter the library, restrictions about mixing classes in elementary schools etc.
- Health guidelines prevented in-person author visits, special events and evening family programs.
- Staffing shortages across the district pulled library staff into filling emergency openings, impacting some library programs.
- All district office library staff were reassigned to schools throughout the month of January due to the Omicron surge.

- Constantly shifting health-related guidelines caused anxiety and the need for frequent revisions of policies increased the workload and made planning meetings and clubs particularly challenging.

### **Fund Balance Management**

The Fund Balance grew due to increased revenue over the projected amount in the adopted budget and the salary variance reserve was not needed. A portion of the Fund balance is budgeted in 2022-23 to support:

- Upgraded library technology including circulation computers at every school except BHS and new student catalog computers in every school library.
- Facilities improvements including new shelving, signage and furniture, in collaboration with the Facilities Department and PTAs.

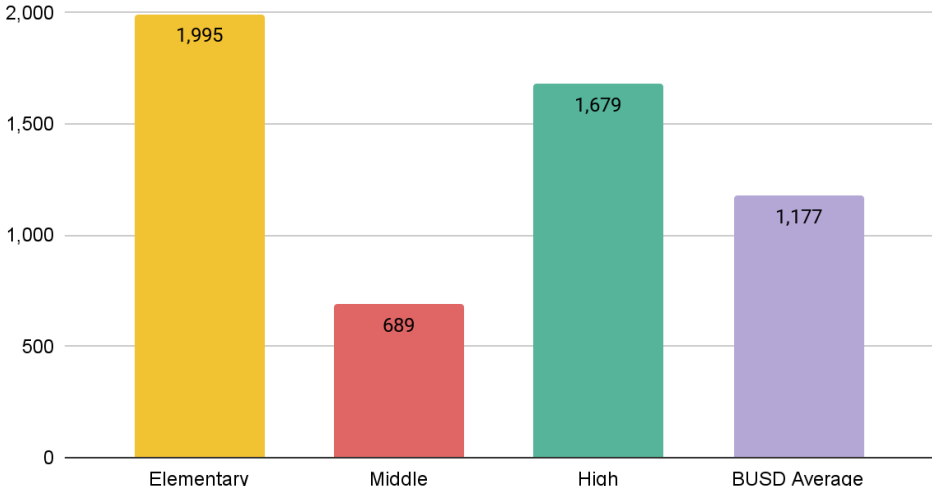
### **2022-23 Program Update**

- Staff position at Sylvia Mendez was modified to be bilingual, and a new bilingual library specialist was hired.
- Middle school libraries all now see every English and reading support class on a regular schedule.

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

- Book circulation policies ensure that every student has access to the library and is able to borrow books regardless of past lost books.
- 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. Books are purchased from the central office for every school to support the various focus lists.
- Collections of books in Spanish and in Arabic can be found at every library. Additional languages are available at the Central Media Library.
- Chromebooks for students in need were distributed through all the school libraries.

## Library Program Measures

		2021-22										
<b>Access and Participation</b> <i>Staffing Allocations, Offerings and Activities, Participation rates</i>												
Schools with fully staffed library with resources and materials		100%										
TK-12 Circulation numbers per level - Databases	elementary	228,545										
	middle schools	35,766										
	high schools	12,841										
	BHS database usage	37,809										
Library usage data (measure under development)		TBD										
<b>Ratios of staffing to student</b>  <b>Credentialed Staff: Student Ratio</b>  <table border="1"> <caption>Credentialed Staff: Student Ratio Data</caption> <thead> <tr> <th>Level</th> <th>Ratio</th> </tr> </thead> <tbody> <tr> <td>Elementary</td> <td>1,995</td> </tr> <tr> <td>Middle</td> <td>689</td> </tr> <tr> <td>High</td> <td>1,679</td> </tr> <tr> <td>BUSD Average</td> <td>1,177</td> </tr> </tbody> </table>		Level	Ratio	Elementary	1,995	Middle	689	High	1,679	BUSD Average	1,177	<b>State Average</b> <b>1:7,187</b> <b>credentialed staff:student</b>
Level	Ratio											
Elementary	1,995											
Middle	689											
High	1,679											
BUSD Average	1,177											

<p><b>All Staff:Student Ratio</b></p> <table border="1"> <caption>All Staff:Student Ratio Data</caption> <thead> <tr> <th>Level</th> <th>Ratio</th> </tr> </thead> <tbody> <tr> <td>Elementary</td> <td>330</td> </tr> <tr> <td>Middle</td> <td>413</td> </tr> <tr> <td>High</td> <td>1,119</td> </tr> <tr> <td>All BUSD</td> <td>447</td> </tr> </tbody> </table>	Level	Ratio	Elementary	330	Middle	413	High	1,119	All BUSD	447	<p>No state-wide data tracked for combined staffing of school libraries.</p>
Level	Ratio										
Elementary	330										
Middle	413										
High	1,119										
All BUSD	447										
<p>Number of new books purchased</p>	<p>18,951</p>										
<p>Professional Capacity <i>Staff Qualifications, knowledge, capacity, skills, and Recruitment and Retention</i></p>											
<p>Number of staff vacancies</p>	<p>0/24</p>										
<p>TSA/Coordinator support for library staff consultations and coaching sessions (avg. per week)</p>	<p>13</p>										
<p>Number of professional development offerings for library staff</p>	<p>29</p>										
<p>Diversity, Equity and Inclusion <i>Policies and programs that promote the representation and participation of different groups of individuals, including people of different ages, races and ethnicities, abilities and disabilities, genders, religions, cultures and sexual orientations.</i></p>											
<p>Number of diversity reading lists offered</p>	<p>8</p>										
<p>Amount spent on centrally-selected, diversity-focused book purchases (site book orders also include diverse books)</p>	<p>\$18,500</p>										
<p>Number of visiting authors from diverse background with diversity content coordinated central office</p>	<p>11</p>										

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**BERKELEY SCHOOLS EXCELLENCE PROGRAM (BSEP)**  
**SCHOOL LIBRARY (Measure E1, Resource 0761)**  
**Revenue and Expenditures**  
**Comparison Report 12/12/22**

**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.*

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

	<b>Adopted Budget 2020/21 as of 07/01/20</b>	<b>Unaudited Actuals 2020/21 as of 06/30/21</b>	<b>Adopted Budget 2021/22 as of 07/01/21</b>	<b>Unaudited Actuals 2021/22 as of 06/30/22</b>	<b>Adopted Budget vs. Unaudited Actuals 2021/22</b>	<b>Adopted Budget 2022/23 as of 07/01/22</b>	<b>1st Interim 2022/23 as of 10/31/2022</b>
<b>REVENUE</b>							
Parcel Tax Revenue	2,300,384	2,344,146	2,331,100	2,426,247	95,147	2,434,122	2,434,122
Parcel Tax Revenue-Prior Year	0	0	0	26,017	26,017	0	0
	2,300,384	2,344,146	2,331,100	2,452,263	121,163	2,434,122	2,434,122
<b>EXPENDITURES</b>							
Certificated Salaries	720,861	696,110	684,592	717,812	(33,220)	723,473	771,122
Classified Salaries	663,483	648,231	677,531	709,135	(31,604)	683,870	724,905
Employee Benefits	536,211	491,685	593,332	527,263	66,069	577,284	603,974
Books & Supplies	164,357	136,891	157,068	141,207	15,861	237,914	237,914
Unallocated Reserve	42,791	0	62,318	0	62,318	92,686	0
Contracted Services	76,025	73,723	75,625	40,495	35,130	96,938	109,162
Equipment	0	0	0	0	0	25,000	25,000
Indirect Costs	104,897	97,420	121,975	115,766	6,209	156,954	156,954
<b>TOTAL EXPENDITURES</b>	2,308,625	2,144,060	2,372,441	2,251,679	120,762	2,594,119	2,629,031
<b>NET INCREASE (DECREASE)</b>	<b>(8,241)</b>	200,087	<b>(41,341)</b>	200,584	241,925	<b>(159,997)</b>	<b>(194,909)</b>
<b>FUND BALANCE ANALYSIS</b>							
Beginning Fund Balance	316,464	546,534	495,770	746,621	250,851	615,330	947,205
Net Increase (Decrease) in Fund Balance	<b>(8,241)</b>	200,087	<b>(41,341)</b>	200,584	241,925	<b>(159,997)</b>	<b>(194,909)</b>
Ending Fund Balance	308,223	746,621	454,429	947,205	492,776	455,333	752,296

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<b>REVENUE</b>	0	0	0	0	0	0
<b>EXPENDITURES</b>						
Certificated Salaries	0	0	0	0	0	0
Classified Salaries	0	0	0	0	0	0
Employee Benefits	0	0	0	0	0	0
Books & Supplies	75,410	1,434	0	69,184	0	0
Unallocated Reserve	0	0	0	0	0	0
Contracted Services	0	0	0	0	0	0
Indirect Costs	3,590	69	0	3,750	0	0
<b>TOTAL EXPENDITURES</b>	79,000	1,503	0	72,934	0	0
<b>NET INCREASE (DECREASE)</b>	(79,000)	(1,503)	0	(72,934)	0	0
<b>FUND BALANCE ANALYSIS</b>						
Beginning Fund Balance	164,115	164,115	162,613	162,613	89,679	89,679
Net Increase (Decrease) in Fund Balance	(79,000)	(1,503)	0	(72,934)	0	0
Ending Fund Balance	85,115	162,612	162,613	89,679	89,679	89,679