

**SCHOOL LIBRARIES**  
BSEP Measure E1, Resource 0761  
**ANNUAL REPORT: FY 2022-23**  
**PROGRAM UPDATE: FY 2023-24**

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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 school libraries every school day. Exceptions include BTA and the preschools who have staffing weekly.
- Materials for all students TK-12th grade at \$8 per pupil, for collection development by the school staff.
- 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 and library lessons.
- At secondary sites, English teachers have regularly scheduled visits, and 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 as well as the Technology Department and Educational Services.

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

## 2022-23 Highlights

- Over 275,000 items were circulated in the TK-12 schools in 2022-23, similar to the prior year.
- Staff position at Sylvia Mendez was modified to be bilingual, and a new bilingual library specialist was hired.
- Virtual evening programs: Mock Newbery Nights with authors Johnnie Christmas, and Tracy Badua!
- Virtual author visit during the school day with Kelly Yang for all 5th grade classes in the district.
- Live author visits: Judd Winick, Angela Dalton, and Annie Barrows at the elementary schools. Dan Santat visited two middle schools. At BHS, Jetta Grace Martin and Dr. Waldo E. Martin Jr., Javier Zamora (in collaboration with BPL), and Maggie Tokuda-Hall visited.
- An infusion of non-fiction books on animals and biographies, primarily focused on people of color, for research projects in the elementary schools.
- Book recommendation lists were updated celebrating the themes Black Lives Matter, Latine/x Heritage, Arab-American Heritage, Indigenous Heritage, LGBTQI+ Pride, AAPI Heritage, Climate Literacy 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.
- Continued our project to improve signage by installing new signs and navigation aids to improve students' ability to access books independently.
- Upgraded library technology including circulation computers at every school and new student catalog computers in every school library. Some school libraries received Promethean boards.
- Librarians from Berkeley High School presented a learning session on independent reading support at the California School Library Association Conference. Fifteen staff members attended the conference.

## 2022-23 Challenges

- Flooding and water damage in numerous libraries.
- A streaming audiobook service, Tales2Go, went out of business and left a gap in our access to audio support.

## **Fund Balance Management**

The Fund Balance grew due to expended funds for capital improvements. The funds balance in 2023-24 is budgeted for:

- Upgraded instructional technology such as projectors or interactive boards.
- Facilities improvements including new shelving, signage and furniture, in collaboration with the Facilities Department and PTAs.

## **2023-24 Program Update**

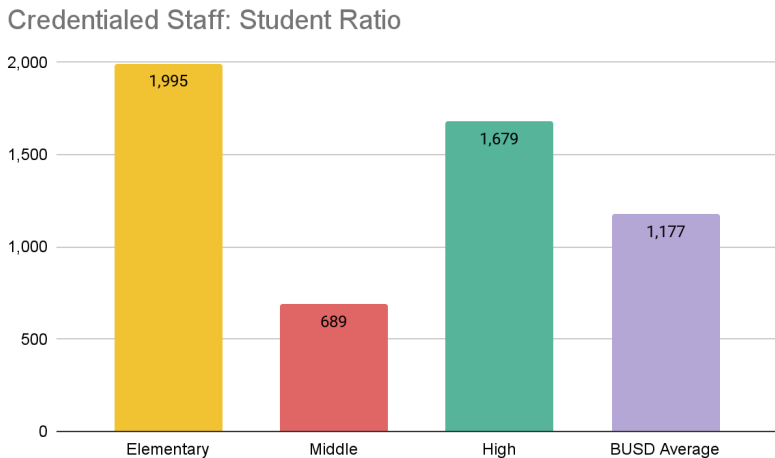
- Continue updating instructional technology in the libraries that weren't updated last year.
- \$20,000 to replace books lost by students in the last two years, to encourage generous lending policies.

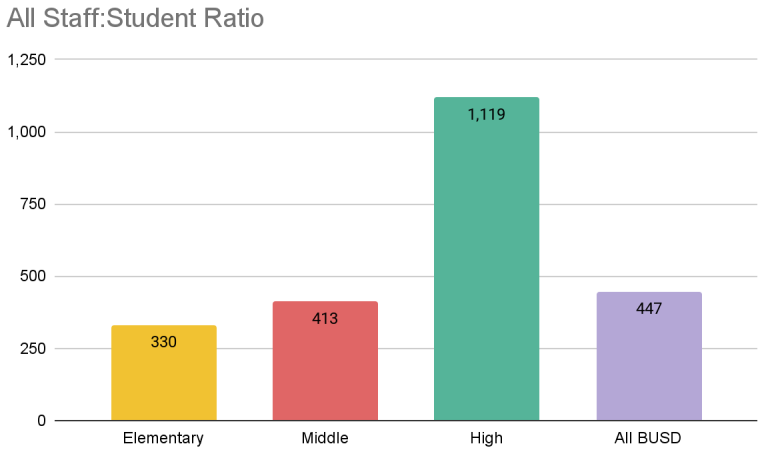
## **Equity Initiatives within BUSD Libraries**

- 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 are distributed through all the school libraries.

## Library Services 2022-23 BSEP Program Measures

Updated : December 2023

Library Services		2021-22	2022-23										
Access and Participation <i>Staffing Allocations, Offerings and Activities, Participation rates</i>													
Schools with fully staffed library with resources and materials		100%	100%										
TK-12 Circulation numbers per level - Databases	elementary	228,545	231,267										
	middle schools	35,766	27,596										
	high schools	12,841	12,489										
	BHS database usage	37,809	39,622										
Library usage: class visits per week on average		TBD	216										
Ratios of staffing to student   <p>Credentialed Staff: Student Ratio</p> <table border="1"> <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	<p><b>State Average</b> <b>1:7,187</b> credentialed staff:student</p>	
Level	Ratio												
Elementary	1,995												
Middle	689												
High	1,679												
BUSD Average	1,177												

Library Services	2021-22	2022-23										
<p>All Staff:Student Ratio</p>  <table border="1" data-bbox="228 241 982 688"> <caption>All Staff:Student Ratio</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>	18,951	13,060										
<p>Professional Capacity <i>Staff Qualifications, knowledge, capacity, skills, and Recruitment and Retention</i></p>												
<p>Number of staff vacancies</p>	0/24	0/24										
<p>TSA/Coordinator support for library staff consultations and coaching sessions (avg. per week)</p>	13	14										
<p>Number of professional development offerings for library staff</p>	29	39										
<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>	8	8										
<p>Amount spent on centrally-selected, diversity-focused book purchases (site book orders also include diverse books)</p>	\$18,500	\$24,897										
<p>Number of visiting authors from diverse background with diversity content coordinated central office</p>	11	15										

# Library Services Budget Report

**BERKELEY UNIFIED SCHOOL DISTRICT**  
**FUND 04 - BERKELEY SCHOOLS EXCELLENCE PROGRAM (BSEP)**  
**Revenue and Expenditures 04-0761 Library**  
**Comparison Report 12/4/23**

	Adopted Budget 2022/23	Unaudited Actuals 2022/23 as of 06/30/23	Adopted Budget 2023/24 as of 06/30/23	1st Interim Budget 2023/24 as of 10/31/23
<b>REVENUE</b>				
Parcel Tax Revenue	2,434,122	2,434,122	2,594,888	2,594,888
Parcel Tax Revenue-Prior Year	0	0	0	0
Interest	0	0	0	0
Interest-Prior Year	0	0	0	0
<b>NET REVENUE</b>	2,434,122	2,434,122	2,594,888	2,594,888
<b>EXPENDITURES</b>				
Certificated Salaries	723,473	773,846	836,004	837,854
Classified Salaries	683,870	722,219	754,975	753,315
Employee Benefits	577,284	628,592	692,566	692,376
Books & Supplies	237,914	141,862	224,340	216,540
Unallocated Reserve	92,686	0	41,369	41,369
Contracted Services	96,938	67,624	69,000	76,800
Capital Outlay	25,000	0	40,000	40,000
Indirect Costs	156,954	150,319	163,217	163,217
<b>TOTAL EXPENDITURES</b>	2,594,119	2,484,461	2,821,471	2,821,471
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	(159,997)	(50,339)	(226,583)	(226,583)
<b>NET INCREASE (DECREASE)</b>	(159,997)	(50,339)	(226,583)	(226,583)
<b>FUND BALANCE ANALYSIS</b>				
Beginning Fund Balance	615,330	947,205	752,296	896,865
Net Increase (Decrease) in Fund Balance	(159,997)	(50,339)	(226,583)	(226,583)
<b>Ending Fund Balance</b>	455,333	896,865	525,713	670,282