

Program Manager

Jessica Lee, Library Services Coordinator

BSEP Measure H (2024) 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.”

Rationale

Research shows that a school library with the right staffing, funding, and a rich collection of books has a significant positive impact on student achievement. School libraries provide equitable access to a broad range of resources for every student. Additionally, California Education Code 18100 mandates that library services are required to be provided or contracted by the district, yet no funds from the General Fund support the library program.

“Data from more than 34 statewide studies suggest that students tend to earn better standardized test scores in schools that have strong library programs.” (Lance & Kachel, 2018). Several new studies also show that strong school libraries are linked to graduation rates and mastery of academic standards. The researchers controlled for school and community socioeconomic factors, and the correlations “cannot be explained away by student demographics, school funding levels,” or similar factors (Lance & Kachel, 2018).¹

Strategic Plan Pillars	Program Actions
<p>Academic Excellence and Equitable Outcomes for All</p>	<p>School library collections support the core academic programs in the schools. Additionally, they provide access to materials for students who are struggling to read and students who read above the standard reading levels. Library staff are core literacy partners at the schools and provide specialized support to teachers in identifying supplemental resources and recommending reading materials for the classes. The resources in our school libraries span a breadth of subjects and complexities, allowing students access to content at their grade level</p>

¹ Lance, K. C., & Kachel, D. E. (2018). Why school librarians matter: What years of research tell us. Phi Delta Kappan, 99(7), 15-20. <https://doi.org/10.1177/0031721718767854>

Strategic Plan Pillars	Program Actions
	regardless of their reading skill. Additionally, audiobooks and other formats support various learners.
Wellness and Belonging	The school libraries are safe, welcoming and inclusive spaces that serve all students. The collections and displays strive to reflect a diversity of authors, experiences and student interests. Additionally, the library program houses materials for Toolbox Education and Welcoming Schools.
Partnership & Engagement	The school library hosts a range of community events -- staff meetings, PTA, community outreach, etc. all happen in our school libraries. The libraries are a collaborative space where the whole school community comes together. We have a number of strong community partnerships most notably the Berkeley Public Library and local bookstores.
Talent & Culture	The Library department has regular professional development with monthly staff meetings by grade band, and cross-band meetings multiple times a year to develop a strong community. Professional development focuses on cultural competency, student inclusion and collection development. Additionally, classified staff receive one-on-one support sessions weekly.
System Efficiency and Fiscal Responsibility	A centralized catalog tracks all of the library resources allowing access to crucial data around library usage as well as keeping track of these heavily used resources. Teacher Librarians on Special Assignment save hours of staff time by reviewing and recommending books for site staff; this is a task that will be particularly valuable as we develop lists of titles to support the new English Language Arts (ELA) elementary curriculum.

Goal

The goal is to provide a high quality library program that fosters curiosity, creativity, critical thinking, research skills and a love of reading. The libraries provide resources to supplement the core curriculum.

Description

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. The BUSD Library program serves all students, from Preschool to 12th grade.

We strive to create inclusive and diverse collections by continuously looking for new books to bring into school libraries while simultaneously taking a critical view of our current holdings. The BUSD Libraries support district-wide diversity initiatives by creating and publicizing book lists and purchasing books to directly support those initiatives. Library staff - both classified and credentialed - regularly audit their library program for diversity.

Staffing

- **District Library Coordinator (1 FTE)** - administers the annual library plan for the District, and oversees the school library system to ensure best practices in staffing, collection development, technology upgrades, and professional development. She collaborates with the Technology Director and Supervisor to help guide the District's Instructional Technology Team.
- **Teacher Librarian TSAs (2)** serve the 12 elementary schools, providing support for the library program and instructional technology. They develop district-wide reading lists and recommend books for purchase. They collaborate with the site-based classified Library Specialists and classroom teachers to develop and model lessons and resources, in addition to providing ongoing professional development.
- **Library Specialists (9.8)** are responsible for managing their library's program, from class visits to acquisition to circulation. Library Specialists host weekly class visits that include read-alouds and library skills instruction. They also offer daily drop-in access and provide supplemental programs and book clubs. At Sylvia Mendez, the Library Specialist is responsible for a library collection and programming in both Spanish and English to support the Two-Way Immersion program and is paid a bilingual stipend in addition to the salary.
- **Preschool Library Specialist (.4)** provides weekly stories and book checkouts for the students at our two preschool sites. She also recommends books for purchase, processes books and maintains the collections.

- **Teacher Librarians (5)** at the high school and middle schools 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 Technicians (3.27)** assist the Teacher Librarians with resource management, including textbooks. At the high school level, the 1.0 FTE Library Media Technician is an 11-month position in order to additionally manage the entire textbook collection for all high school students. The high school LMT also supports the library program at Berkeley Independent Study/Berkeley Technology Academy one day each week.

School Year Preparation

The classified staff have two extra duty days at the start of the school year in order to update library systems, prepare their libraries, and participate in the school-wide professional development as well as department trainings. Additionally, staff can be paid for time beyond their contracted hours for special programs such as family literacy nights.

Summer Extended Day Library Program

The Summer School Library program provides a Library Specialist working part-time at each of the elementary summer school sites for four weeks.

Professional Development

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.

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.

Lost books - Library policies have shifted to allow for greater forgiveness of student losses. Additional funding is allocated specifically for replacement of titles to keep our collections robust.

Materials and Supplies

Resources necessary for day-to-day library operations and book processing are included in this budget.

Software and Databases

Our libraries use the Destiny Library Management System from Follett School Solutions for our catalogs and circulation system.

Additionally, students and staff have access to online subscription databases that provide high quality, vetted information for research as well as instructional support materials. Ebooks, audiobooks, a video library as well as periodical articles are included through these subscriptions.

Infrastructure Improvements

Library Technology Upgrade

We are mid-way through our library technology upgrade project. In collaboration with the Technology Department and the Facilities Department, the libraries will receive upgrades in the form of either interactive whiteboards or ceiling-mounted projectors.

Furnishings, Shelving and Signage

Library furnishings and shelving will be refreshed. Furnishings and shelving improvements are made in collaboration with the Facilities Department. Libraries are also improving signage throughout their collections to increase student access to materials.

Changes from Prior Year

The library program will continue, essentially the same as previous years. There will be a slight reduction in books purchased. Infrastructure improvements such as new shelving and furniture will be put on hold. And the library staff will have more limited opportunities for professional learning.

Supplemental materials

Centralized book selection will focus on purchasing books that support the new English Language Arts curriculum for elementary grades, buying supplemental materials on the instructional themes. BSEP Library funds will **not** be used to purchase core texts for instructional purposes.

Focal Student Groups

The BUSD Library program is universal. As such, we strive to ensure that every student can find materials they are excited about in the collections. An analysis of circulation data has shown that in grades 3-8 boys check out fewer books than girls; we have been working on closing that gap through targeted book purchases.

Resources and Information

[BUSD Libraries Home Page](#)

Program Measures

Implementation Measures (Offerings, Access and Participation)

Library Program		2023-24	2024-25
Access and Participation			
TK-12 Books checked out per grade span	Total	278,629	281,347
	Elementary	239,331	242,721
	Middle schools	24,324	27,823
	High schools	10,463	10,803
Number of diversity reading lists offered		10	10

Outcomes

Student usage of BUSD school libraries is generally high with students in all grades and schools utilizing the libraries. Book circulation statistics taper off as students get older, as students read longer books and have more access to other sources of reading material.

Budget

The BUSD Library Program is funded almost entirely through BSEP Funds. Supplemental funds come from various granting organizations or from collaboration with other departments. The projected ending fund balance for Measure H at the close of 2025-26 is \$27,818 as well as \$326,584 projected for the carryover from Measure E1.

Measure E1 Fund Balance 2026-27 Plan

The Measure E1 Fund Balance will be used to purchase all expenditures beyond salaries. This includes books, supplies, software, hardware, pay for substitutes, additional hours for library staff for special projects and summer school, and professional development.

Budget Details

Resources Overview

Funding Source	2023-24	2024-25 (Actual)	2025-26	2026-27 (Projected)
BSEP (Measure H)	2,821,471	2,978,635	3,148,583	3,243,040
10% Set Aside				0
BSEP (Prior Measure)			\$737,537	569,989
Schools Fund	22,842	0	10,000	
Total	2,844,313	2,978,635	3,896,120	3,813,029

2026-27 BSEP Measure H Budget Summary

Budget Summary for Library Program 2026-27	Year 2
Measure H, Resource 0861	Measure H
	DRAFT
5/12/26	P&O 5/12/26
	2026-27
Revenue	\$ 3,243,040
Expense	
Staffing	2,620,441
Hourly Extra Duty	25,500
Professional Development	13,000
Collection and Resource Development	231,265
District Library Services	0
Infrastructure Improvements	40,000
Reserve for Personnel Variance 6%	158,756
Indirect Cost (4.66% for 26-27)	143,946
	3,232,908
Net Change to Fund Balance	10,132
Beginning Fund Balance	0
Net Increase/(Decrease) in Fund Balance	10,132
Ending Fund Balance	10,132

2026-27 BSEP Measure E1 Carryover Budget Summary

	DRAFT
	P&O 5/12/26
Measure E1 Carryover, Resource 0761	
5/12/26	
Revenue	\$ 569,989
Expense	
Hourly Extra Duty	0
Professional Development	0
Collection and Resource Development	0
District Library Services	136,561
Infrastructure Improvements	0
Reserve for Personnel Variance	0
Indirect Cost (4.66% for 26-27)	6,364
	142,925
Beginning Fund Balance	569,989
	(142,925)
Ending Fund Balance	427,064

2026-27 BSEP Budget Details

2026-27		26-27 Budget 5-12-26			Notes/comments
		Measure H	Measure E1	Total	
Revenue		3,243,040	569,989	3,813,029	
Expenses					
	Total Staffing	2,620,441	0	2,620,441	
	Hourly Extra Duty	25,500	0	25,500	
	School Year Preparation			0	
	Classified	5,000		5,000	
	Credentialed	5,000		5,000	
	Custodial Overtime	500		500	
	Substitutes	4,000		4,000	
	Summer Extended	11,000		11,000	
	Professional Development	13,000	0	13,000	
	Registration and Travel	10,000		4,000	
	Certificated Subs (15 days)	1,200		4,000	
	Classified Subs (18 days)	1,800		4,000	
	Collection and Resource Development	231,265	0	231,265	
	School Library Collection (site allocations)	152,265		152,265	
	School Library Collections - for sites	50,000		50,000	
	School Library Collections - for central office	10,000		10,000	
	library materials and supplies - for sites	15,000		15,000	
	library materials and supplies for central office	4,000		4,000	
				0	

	District Library Services	0	136,561	136,561	
	Follett Library Manager and Resource Manager		35,201	35,201	
	Districtwide Databases		101,360	101,360	
	Newsela		46,510		added 5/12/26
	World Book		5,000		
	Swank		14,000		
	Tumbleweed		850		
	Learning Ally		35,000		added 5/12/26
	Infrastructure Improvements	40,000	0	40,000	
	Supplies	25,000	0	25,000	
	Supplies over \$500	10,000	0	10,000	
	Supplies and equipment over \$5000				
	Contracts	5,000		5,000	
	Reserve for Personnel Variance 6%	158,756	0	\$158,756	
				\$0	
	Indirect Cost (4.66% for 26/27)	143,946	6,364	\$150,309	
				\$0	
	Expenses Total	3,232,908	142,925	\$3,375,833	
				0	
	Net Change to Fund Balance	10,132	(142,925)		
	Beginning Fund Balance	0	569,989	569,989	
	Net Increase (Decrease) in Fund Balance	10,132	(142,925)	(132,793)	
	Ending Fund Balance	10,132	427,064	437,196	