

## **BERKELEY UNIFIED SCHOOL DISTRICT**

**TO:** BSEP Planning and Oversight Committee  
**FROM:** Becca Todd, District Library Coordinator, and  
Pasquale Scuderi, Asst Superintendent for Educational Services  
**DATE:** April 25, 2017  
**SUBJECT:** Recommendation for Expenditure of BSEP Funds for Libraries in  
FY 2017-18

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### **BACKGROUND INFORMATION**

According to Measure E1 of 2016, “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.”<sup>1</sup>

### **Program Objectives**

The library program aims to foster curiosity, creativity and critical thinking - and of course, a love of reading. Our focus is to provide a wide range of print and digital books, online resources, and curricular programming to address every student’s academic and independent reading needs. We work with classroom teachers, staff and families to deepen reading engagement, build digital literacy and digital citizenship, and improve student achievement for each and every student.

### **BUDGET RECOMMENDATIONS FOR FY 2017-18**

The funding for libraries under Measure E1 remains at the same 7.25% allocation as under the prior Measure A of 2006. The proposed budget for 2017-18 takes into account the rise in staffing costs due to increases in the STRS and PERS retirement programs, as well as the small increases associated with a compensation and classification adjustment for some staff. This proposal maintains a similar level of funding for library materials and resources as the previous year.

The following recommendation is for the allocation of funds for the Purpose of Libraries in 2017-18 in accordance with BSEP Measure E1.

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<sup>1</sup> BSEP Measure E1 of 2016, Section 3.B.i

## **Library Staffing**

**\$1,711,000**

● District Library Coordinator	1.00 FTE
● Elementary Teacher Librarian TSAs	1.60 FTE
● Elementary Library Media Specialists	9.60 FTE
● Middle School Teacher Librarians	3.00 FTE
● Middle School Library Media Technicians	1.86 FTE
● BHS Teacher Librarians	2.00 FTE
● BHS Library Media Technician	0.80 FTE
● BTA Teacher Librarian	0.20 FTE

### **District Library Coordinator**

**1.0 FTE**

The District Library Coordinator administers the annual library plan for the District, overseeing staffing, collection development, technology upgrades, and professional development throughout the school library system. Through on-site visits, monthly meetings and periodic workshops, the District Library Coordinator guides the school level library staff in staying abreast of library and information literacy trends, and integrates districtwide initiatives into the library program. She collaborates with the Instructional Technology Coordinator to help guide DigiTech, the District's Instructional Technology Team.

### **Teacher Librarians**

**6.8 FTE**

Background information - Teacher Librarians hold two credentials: a California Teaching Credential, and a Teacher Librarian Services Credential. Our Teacher Librarians also have a Master in Library and Information Science. The following narrative describes the difference between the Elementary Teacher Librarians, which are District TSA positions, and the Secondary Teacher Librarians, which are school site-based positions.

Elementary - We will maintain the certificated staffing at the elementary level. In 2016-17, we had 1.6 Elementary Teacher Librarian TSAs serving the 11 elementary schools. The Elementary Teacher Librarian TSAs develop lessons and resources aligned with the Common Core State Standards (CCSS), the CDE Model School Library Standards, the Teachers College Reading and Writing Program (TCRWP), and the DigiTech Digital Literacy Scope and Sequence, and model their use in instruction in our libraries and classrooms.

The Elementary Teacher Librarians are collaborating with site Library Media Specialists, classroom teachers and other District TSAs, and are a core

component of the DigiTech Instructional Technology team. We continue to align and update our school library resources with the standards, respond to districtwide initiatives such as Welcoming Schools, Toolbox and Gender Inclusive curriculum, participate in the We Need Diverse Books campaign, and integrate the strategic use of ebooks, audiobooks and academic databases in addition to our strong print resources. We are bringing consistency, equity and full implementation to our Digital Citizenship instruction. We need to teach skilled and responsible use of digital and online resources, and more fully integrate information and computer literacy instruction into all subject areas. Teacher Librarians have this cross-curricular, information and computer literate instruction as their core focus.

Secondary - Our middle and high school Teacher Librarians provide lessons in information literacy, research process, and digital citizenship; collaborate with classroom teachers on curricular units; offer guidance in reading selections and reading promotions; manage library acquisitions and circulation; and oversee management of their site's textbook collection. For the 2017-18 school year, our secondary Teacher Librarian staffing ratio is shifting slightly. The middle schools and BHS will remain the same, with one Teacher Librarian at each middle school and two at BHS. At BTA, the position is reduced from 0.6 to 0.2 FTE, to be in better alignment with the size of the school and student population.

### **Library Media Specialists**

**9.60 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 provide weekly class visits that include read-alouds and guidance in using the online library catalog and other digital resources. They are the primary point person for author visits and Berkeley Public Librarian visits, and often help coordinate instructional technology and digital citizenship lessons. They offer drop-in access during recess time when school schedules permit, with opportunities for coding, keyboarding, educational games, yoga and even extra reading (shocking!). At the four smaller elementary schools, the positions are 0.8 FTE, the six larger schools are 0.9 FTE, and the largest school, Malcolm X, is a 1.0 FTE position.

### **Library Media Technicians**

**2.66 FTE**

At the middle school level, the Library Media Technician assists the Teacher Librarian with much of the resource management, including textbooks. Longfellow and Willard continue to be served by a 0.53 Library Media Technician position, while King Middle School continues to have a 0.8 FTE Library Media Technician position.

At the high school level, the 0.8 FTE Library Media Technician position 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.

At the Central Media Library, the shift in instructional practice toward incorporating interactive video clips embedded or streamed online has significantly reduced demand for instructional dvds. The small number of requests is easily handled via email and no longer justifies a salaried position, hence the Library Media Technician position is slated to be eliminated.

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<b>Hourly Extra Duty</b>	<b>\$16,000</b>
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**School Year Preparation**

Two extra duty days at the start of the school year for the classified library staff allows them to be participants in the whole school initiatives that are developed during the staff meetings prior to the first day of school, enabling them to better tailor their library collections and programs to the needs at each school site.

**Library Media Specialist Substitutes**

We are able to train and provide substitutes for elementary Library Media Specialists. Otherwise Library services are 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 2017, with a Library Media Specialist at all three BEARS/EDC summer school sites (this year LeConte, Rosa Parks and Washington) for fifteen hours per week at each site for four weeks of summer school. The Library Media Specialists provide library visits, book circulation and special projects for the BEARS/EDC 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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<b>Professional Development</b>	<b>\$4,500</b>
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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 (if the workshops fall during the school day). Workshops can include: San Mateo County Office of Education

Library Staff Summer Training Program; American Library Association (ALA) annual conference; Computer Using Educators (CUE) regional workshops; Association of Children's Librarians (ACL) Spring Institute; San Francisco Public Library workshops.

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**Collection and Resource Development****\$87,000**

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**School Library Collections**

BUSD libraries provide print and digital resources for a broad range of reading levels and interests. From preschool through high school, titles are selected to be in alignment with curriculum content and library standards, and also are geared to stimulating students' selections for free reading and pursuing individual interests. Ebooks and audiobooks provide different modes of accessing printed material. We support various reading promotions such as We Need Diverse Books, California Young Reader Medal, Mock Newbery, the Cook Prize for STEM picture books, and our curriculum initiatives such as Welcoming Schools, Toolbox, Gender Inclusive communities. Author and illustrator visits are supported with additional print copies of their books in our libraries. Outside of the BSEP library allocation, some lottery monies will provide the subscription services of Junior Library Guild, as well additional materials for students at our Bilingual and TWI schools who are studying core curriculum and pursuing free reading in Spanish, and increasing our resources in Arabic and other languages.

**Online Research Databases**

Subscription online databases are designed with student learning in mind, and are essential for academic success throughout their lives. Linked on every school library website, these advertising-free databases offer high-quality vetted information. Our K-12 subscription to *World Book Online* encompasses three reading levels and *Enciclopedia Estudiantil Hallazgos* in Spanish. The elementary *TrueFlix* subscription provides ebook versions of the printed nonfiction titles alongside a brief video introduction, "read to me" options and online dictionary definitions. Tales2Go is our streaming audiobook service for all elementary students. Our secondary schools have access to more research databases, such as *ABC-Clio*, *Opposing Viewpoints*, *ProQuest*, and *Teen Health and Wellness*. The secondary databases costs are paid for by the Berkeley High site allocation for collection development. All BUSD students can seamlessly access these resources from any district-networked computer, and have password-protected access off campus. Note: Three of these resources are on the second year of a two year subscription, so incur no direct cost this year, yet will need to be again factored in for the 2018-19 school year.

## **District Library Services**

**\$34,900**

### **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 collections on the embedded Follett Shelf. Students and staff can view their own accounts, and our library staff uses it to manage patrons, materials and circulation. WebPath Express is an additional license for the elementary sites which guides students to age-appropriate vetted websites for information sources on the Internet. The annual license renewal fee includes technical support for all 16 school sites, the Central Media Library and the Music Library. We are migrating the service to be hosted by Follett Destiny rather than maintained by our own server.

### **Technology Upgrades**

Each library has student computer workstations and instructional technology equipment such as an LCD projector, projection cart, screen, and speakers. Some have a small collection of ipads and/or chromebooks. An ongoing cycle of maintenance and upgrade of this network of computers and other equipment is needed 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/). All of the 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.

### **2017-18 SMART GOALS:**

In addition to the overall program goals and objectives of described above, following are a few specific, measurable, achievable, relevant and time-bound goals for the year 2017-18.

1. **Cultural Competency:** New library staff will attend a Cultural Competency Academy. All library staff will continue to participate in our

ongoing readings and dialogue about the nature of race, culture, education, and our libraries' role in pursuing that discussion, during staff meetings and via Library Conference.

2. **Independent Reading:** All library staff will promote independent reading through participation in at least one of the following: Mock Newbery, Battle of the Books, distributing reading recommendation lists at parent conferences and school events.
3. **Family Engagement:** At least 60% of K-8 library staff will collaborate with literacy coaches to coordinate family literacy nights to promote reading aloud at home and increase independent free reading and use of audiobooks.

### RESOURCE SUMMARY

The BSEP revenue combined with some material support from lottery monies funds the Library Program Plan for 2017-18. We are also maintaining a modest fund balance to ensure the sustainability of the library program for the duration of the measure. In summary, the recommendation for the expenditure of the BSEP Library funds in FY 2017-18 is:

<b>BSEP Revenue Allocation for FY 2017-18</b>	2,037,300
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#### Projected Expenditures

Library Staff	1,711,000
Hourly Extra Duty	16,000
Professional Development	4,500
Collection and Resource Development	87,000
District Library Services	34,900
Reserve for Personnel Variance	45,000
Indirect Cost of 5.96%	113,085
<b>Total Expenses</b>	<b>2,011,485</b>

<b>Net Change to Fund Balance</b>	<b>25,815</b>
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#### Fund Balance

Estimated Beginning Fund Balance	24,000
Net Increase/(Decrease)	25,815
<b>Projected Ending Fund Balance</b>	<b>\$49,815</b>