

BERKELEY UNIFIED SCHOOL DISTRICT

TO: BSEP P&O Committee
FROM: Becca Todd, District Library Coordinator
Pasquale Scuderi, Assistant Superintendent for Educational Services
DATE: April 14, 2015
RE: Recommendation for Expenditures in 2015-16 from the Library portion of the *Berkeley Public Schools Educational Excellence Act of 2006* (BSEP)

BACKGROUND INFORMATION:

The *Berkeley Schools Educational Excellence Act of 2006* allocates 7.25% of the available revenues 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.”

Program Objectives

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

Program Summary

BSEP monies fund the library staffing and resources throughout the Berkeley public school system. Recognizing the integral role school libraries play in our children’s education, the Berkeley Public Schools Educational Excellence Act of 2006 continues the successful stabilization of library staffing which began with Measure B of 2004. This improves the level of service and support in each of our school libraries with updated collections and ongoing professional development in current library and information literacy practices.

Our Library program aligns with BUSD’s Local Control and Accountability Plan by supporting high quality instruction with high quality materials; promoting racial and cultural diversity of characters and content in library books, programs and resources; and providing a safe, welcoming and inclusive climate in the library. We also incorporate the Model School Library Standards for California which are part of the content standards to be included in LCAP statewide.

Early Childhood Education Libraries

From their earliest ages, our students benefit from a print-rich and story-filled environment. Our preschools have lending libraries from which students borrow a book every week to take home as part of the Book Bag Program. BSEP site funds provide funding for preschool library staff, while BSEP Library funding provides the materials. We augment the lending library through author studies, special guest read-aloud days and family literacy fiestas in our preschools, coordinated in conjunction

Library Staffing**\$1,525,600**

The staffing model shown below, with 12.96 FTE classified staff and 8.2 FTE certificated staff, follows a similar overall structure as the previous year at the school site level. A district level shift is proposed to bring our credentialed Elementary Teacher Librarian staffing to 1.6 FTE, up from the current 0.5 FTE. This change will be discussed in detail in the subsequent narrative.

Elementary Teacher Librarian TSAs	1.60	FTE
Elementary Library Media Technicians/Specialists*	9.50	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		

There is a heightened urgency for increased Teacher Librarian instruction at the

Elementary - In recognition of their level of skill and responsibility as the solo library staff on site, the Classification and Compensation Study is recommending to upgrade the elementary library positions to be titled Library Media Specialist. At the time of this writing, the study's findings are pending, so the term "Technicians/Specialists" will be used in this proposal when referring to elementary library staff.

At the elementary level, the Library Media Technicians/Specialists are responsible for managing the circulation and reshelving of all materials, which can run from 1,000 to 2,000 books per month at each site. They provide weekly class visits, complete with read-alouds, booktalks, typing club opportunities and guidance in using the online catalog, as well as offering drop-in access during recess time when school schedules permit. Five elementary library staff work at 0.8 FTE at the smaller elementary schools, five larger schools work at 0.9 FTE, and Malcolm's library staff is 1.0 FTE.

Central Media Library - At the District Office, the Central Media Library (CML) Technician handles the circulation of the central collection of instructional DVDs, Systematic ELD Kits, science probes, historical stamp collections and other instructional materials. Greater capacity for general office support such as preparing requisitions and other documents is under development. In addition, the CML Technician spends a portion of every day at the elementary schools supporting the site library staff with collection management and special projects.

District Library Coordinator

1.0 FTE

The District Library Coordinator administers the annual library plan for the district,

Library Media Technician/Specialist Substitutes - \$3,000

With this small fund we are able to train and provide substitutes for elementary Library Media Technicians/Specialists. Otherwise Library services are suspended when an elementary Library Media Technician/Specialist is absent.

Professional Development

\$8,000

Participating 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 for substitut(l)12(l)10(e)-8(a)9(r)1sh(l)g-7(, a)-1echn, elf ahn-w -1ui2c 0 Tgmachneeh-7(. P(n)2(hn-w

Information Literacy and Access	\$26,000
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Library and Textbook Management System - \$18,200

Our libraries use the Destiny Library and Textbook Management System from Follet. 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 provides age-appropriate vetted websites for information sources beyond the book collection. The annual license renewal fee includes technical support for all 16 school sites, the Central Media Library and the Music Library.

Online databases - \$7,800

The Library Department provides online reference resources for students and their families through subscriptions to World Book Online. These digital resources, which are available to the entire PreK-12 student body and their families, have yearly subscription fees for access and maintenance. Linked on every school library website, they offer high quality vetted information that ensures a stable stepping stone along the path of information seeking projects. Additional subscription databases are carried by Berkeley High School for the secondary schools as part of their collection, such as ABC-Clio, Opposing Viewpoints, ProQuest, and Teen Health and Wellness.

District Library Services	\$47,500
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Technology Upgrades - \$25,000

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 - \$22,500

The District Library Coordinator's office handles ongoing needs such as materials promoting author/illustrator visits, posters for 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/. 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.

The Bay Area attracts many authors/illustrators on tour and we are often able to piggyback on those tours. While continuing to be alert to capitalize on these opportunities, we want to ensure that each school has a significant literary visitor in

the 2015-16 school year. We also want to amplify our commitment to bring forward diverse authors and illustrators. To that end, we are proposing to contract with two to three nationally renowned literary artist(s) to visit every campus during the 2015-16 school year and are budgeting \$17,500 for this program.

BUDGET SUMMARY

The BSEP revenue, combined with the fund balance, will allow the library program to continue through the end of the Measure in 2016-17. The increases in student population numbers, and in staffing costs and time, necessitate a substantial reliance on the fund balance, and will continue to be a balancing act for the life of the current BSEP Measure.

In summary, the recommendation for the expenditure of the BSEP Library funds in FY 2015-16 is:

BSEP Revenue Allocation for FY 2015-16 1,770,600

Projected Expenditures

Library Staff	1,525,600
Hourly Extra Duty	16,000
Professional Development	8,000
Collection and Resource Development	180,500
Information Literacy Access	26,000
District Library Services	47,500
Reserve for Personal Variance	45,000
Indirect Cost of 6.54%	<u>120,898</u>

Total Expenses 1,969,498

Net Change to Fund Balance (198,898)

Fund Balance

Estimated Beginning Fund Balance	419,000
Net Increase/(Decrease)	<u>(198,898)</u>

Ending Fund Balance (June 30, 2016) 220,102