



SCHOOL BOARD ACTION REPORT

DATE: 3/20/17
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1. TITLE

Contract for New Library Collections for Edmond S. Meany Middle, Robert Eagle Staff Middle, Cedar Park Elementary, Olympic Hills Elementary School, Decatur Elementary, and Licton Springs K-8

For Introduction: April 19, 2017
For Action: May 3, 2017

2. PURPOSE

This Board Action Report details the purchase of new library collections for Olympic Hills Elementary, Decatur Elementary, Cedar Park Elementary, Licton Springs K-8, Meany Middle School, and Eagle Staff Middle School for the start of the 2017-18 school year.

3. RECOMMENDED MOTION

I move that the School Board authorize the Superintendent to execute a contract with the following vendor, _____ (~~named through RFP process~~), Follett School Solutions, Inc., in the amount not to exceed \$1,100,000 for new library collections for Olympic Hills Elementary, Decatur Elementary, Cedar Park Elementary, Licton Springs K-8, Meany Middle School, and Eagle Staff Middle School in the form of the draft Agreement dated _____ April 28, 2017 and presented to the School Board, with any minor additions, deletions and modifications deemed necessary by the Superintendent, and to take any necessary actions to implement the contract.

4. BACKGROUND INFORMATION

a. Background

In the fall of 2017, SPS will be moving new or existing programs into new, renovated or existing sites for Olympic Hills Elementary, Decatur Elementary, Cedar Park Elementary, Licton Springs K-8, Meany Middle School, and Eagle Staff Middle School. Each of these sites will also have new or significantly renovated libraries that will require new library collections. Some key points:

- We are not required to put library collections out to bid, but in order to get best value we will use the request for proposal process (RFP). This is consistent with our previous practice when opening new or significantly renovated buildings with library programs.
- Decatur Elementary, Cedar Park Elementary, Meany Middle School, and Eagle Staff Middle School are all new programs that do not have existing libraries.
- Both Olympic Hills Elementary and Licton Springs K-8 have extremely outdated collections that have been substantially diminished to enable them to fit into their current temporary sites. It is strongly preferred that their collections be completely replaced at their new sites. While a complete new collection will be provided, schools at their discretion may bring existing titles or collections with them into their new building, as has been done with past library replacements.
- The contract provides for a diverse collection of approximately:
 - 16,000 volumes at the two middle schools
 - 11,500 volumes at Olympic Hills Elementary School consistent with last year's purchases for new elementary schools with capacity of over 600 students.
 - 8,000 volumes at Decatur Elementary and Cedar Park Elementary as both schools have a smaller current planned capacity of 300 students.
 - 6,000 volumes for Licton Springs K-8 with a smaller planned capacity of ~~200~~ 250 students.
- Our elementary schools typically range from 8,500 – 12,000 volumes and middle schools range from 11,500 to 19,000 volumes.
- Collection purchase includes help in developing the collection, processing of all books to a shelf-ready state (bar-coded and labeled), installation of books and removal of all packing materials.
- The collections will be developed through collaboration between SPS library services, the librarians at the impacted school and the chosen vendor who will provide professional collection development services. Collection development will follow Superintendent Procedure 2021 SP, Library Media Centers with additional guidance from the Race and Equity Toolkit.
- Timeline: Board Action May 3rd, collection development with vendor completed by June 15th, order placed by end of June, vendor installs libraries the last 2 weeks of August.

b. Alternatives

Do not purchase collections for new libraries.

This is not recommended. Libraries are the heart of our schools and are an essential element in supporting student achievement in reading and information literacy.

Board Policy No. 2021 requires Library Media Centers for all of our schools.

If the contract to purchase new collections is not approved, we will have invested in a library and staffed a librarian but the library will lack an adequate collection to make it functional.

c. Research

Elementary library collections in Seattle Public Schools range from 8,000 to 12,000 volumes, middle school collections range between 11,500 to 19,000 volumes. The requested collection sizes for the 5 programs impacted by this contract all fall within this range or are a little below when adjusted for school size.

The National Center for Education Statistics lists the average number of books per student in public schools at 2,015 per 100. This contract will allow for approximately 1900 to 2000 per 100 students for Meany, Eagle Staff and Olympic Hills. Decatur, Cedar Park and Licton Springs all have higher ratios, but the collection sizes reflect the need to have a minimum number of titles to cover all subject areas adequately.
(<https://nces.ed.gov/fastfacts/display.asp?id=42>)

While both Licton Springs and Olympic Hills have small existing collections, they are quite old. The average age of both collections is over 20 years old (1995, 1997) and neither school has more than 8% of their collections published after 2010 (Licton Springs 5% 2011 or newer, Olympic Hills 8% 2011 or newer).

5. FISCAL IMPACT/REVENUE SOURCE

Fiscal impact to this action will not exceed \$1,100,000

The revenue source for this motion is Building Excellence IV (BEX IV)

Expenditure: One-time Annual Multi-Year N/A

Revenue: One-time Annual Multi-Year N/A

6. COMMUNITY ENGAGEMENT

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

After reviewing the Community Engagement tool, it was determined that the primary stakeholders in the selection of a vendor for new collections would be the librarians and principals at the new schools. School staff and families will also have a large interest in the final collection developed by the librarians at each school and their input will influence the final selections made by the librarians at each site. For the selection of a vendor it was determined that Tier two involvement with librarians and planning principals was most appropriate.

Feedback was solicited from librarians that received new collections this year, the middle school librarian cohort and planning principals for next year's schools. Two key points were brought up; the need to do a better analysis of the chosen vendor's ability to provide a wide cross section of books both in final procurement and in the collection development process and the need to ensure a greater variety of ethnic and cultural diversity in the collection development process.

To address these issues the RFP process to select a vendor was changed in two ways. Vendors were required to provide at least 90% of the titles listed in the most current core collection from HW Wilson, a tool developed and updated by noted librarians that is commonly used by libraries and library schools to develop new collections. They were also required to list all of their titles by, about or featuring ethnically or culturally diverse authors, subjects or characters. The selection of the vendor was based on a mixture of price and the evaluation of the diversity and quantity of quality titles by a panel of district and school based staff.

7. EQUITY ANALYSIS

It is critical that students can clearly see themselves and their families in their school's library collection. Therefore, it is of primary concern that SPS purchase library collections that both reflect the diversity of the student population and community of the school they serve and provide all students with the range of views that books that include ethnically and culturally diverse authors, subjects and characters provide.

A major part of the selection criteria for a library collection vendor will be their ability to provide a diverse selection of books both for collection development and for final purchase. Librarians, Library Services, and central staff will be involved in the final selection of collections to ensure these principles are achieved.

8. STUDENT BENEFIT

Numerous studies have shown that well-funded and properly staffed school libraries are linked to improved student achievement in reading and information literacy as well as positive attitudes among students toward reading and lifelong learning. See attached infographics from the American Association of School Libraries and Library Research Service.

9. WHY BOARD ACTION IS NECESSARY

- Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)
- Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)
- Adopting, amending, or repealing a Board policy
- Formally accepting the completion of a public works project and closing out the contract
- Legal requirement for the School Board to take action on this matter
- Board Policy No. _____, [TITLE], provides the Board shall approve this item

Other: _____

10. POLICY IMPLICATION

Board Policy No. 6220, Procurement: All contracts for more than \$250,000 initial value, excluding sales tax and contingencies, and changes or amendments of more than \$250,000, excluding sales tax and contingencies, must be approved by the School Board.

Board Policy No. 2021, Library Media Centers: It is the policy of the Seattle School Board to establish and maintain a Library/Media center in each school, appropriate to the age groups served by that school.

Superintendent Procedure No. 2021 SP, Library Media Centers: This Superintendent Procedure guides how library collections are developed.

11. BOARD COMMITTEE RECOMMENDATION

This motion was discussed at the Curriculum & Instruction Policy Committee meeting on April 3, 2017. The Committee reviewed the motion and moved this item to the full Board with a recommendation for consideration.

12. TIMELINE FOR IMPLEMENTATION

Upon approval of this proposal, the contract for purchase of new library collections will go forward. The collections will be installed and ready for students by the first day of school fall 2017.

13. ATTACHMENTS

- ~~Contract for Library Collections Vendor (Contract will be available for Introduction on the 19th of April, currently in the RFP process)~~ Draft Purchase Order for Follett School Solutions, Inc.
- AASL infographic on library impact on student achievement
- School library impact on student achievement from Library Research Service