

**INTEROFFICE CORRESPONDENCE**  
**Los Angeles Unified School District**  
**Integrated Library & Textbook Support Services**

**TO:** Elementary School Principals

**DATE:** August 11, 2023

**FROM:** Frances Baez, PhD   
Chief Academic Officer

Christina Rico   
Director, Instructional Operations

**SUBJECT: ELEMENTARY LIBRARY COLLECTION REFRESH CARRYOVER**

The purpose of this correspondence is to inform elementary school principals that program 13911 has a carryover balance for the school year 2023-2024.

**Allocations - Program 13911 Elementary Library Resource:**

The funding may only be used for the following:

- updating the library collection to provide more diverse authors, topics, and reading levels. Paperback books are not recommended for purchase,
- purchasing new technology to assist with library book distribution (scanner [up to two], desktop workstation [one only], printer [one only]). Technology must remain in the library. Technology purchase(s) must not exceed \$8,000,
- schools with less than 500 students may fund up to 30 hours of overtime to be used by the library aide (or other classified staff) to shelve new books, and
- schools with 500 students or more may fund up to 60 hours of overtime to be used by the library aide (or other classified staff) to shelve new books.

Funding may NOT be used for the following:

- Classroom libraries
- Library supplies
- Library furniture

Please work with your Fiscal Specialist to obtain the school's available fund.

**Ordering:**

Go to [Updating Elementary Library Collections](#) to see curated book lists for assistance when ordering. When placing an order, schools should follow these steps:

1. Complete the school information, number of copies (no more than 3 copies of a single title), and indicate purchasing priority 1=first choice; 2=second choice (in case titles are not available).
2. When placing the order, the school should over-order by 15%. The purchase order should include a DNE limit (*Do Not Exceed* limit including shipping/handling and taxes). A PDF of the list of titles should be attached to the purchase order when entered in SAP.
3. Orders *must* be placed **NO LATER THAN DECEMBER 15, 2023**, to ensure delivery during the Spring semester. The "goods receipt" should be completed by June 30, 2024.

## **Additional Supports**

ILTSS is available to support by offering Zoom office hours – every Friday  
10:00 a.m. – 11:00 a.m. No need to pre-register, click [HERE](#) to access. Zoom: 86266871162

## **Other Resources:**

- [BUL-054698.2 Removal of Obsolete, Surplus, and/or Damaged Textbooks, Library Books, and Instructional Materials](#)
- Tutorials on Running a Shelf List, Weeding Guidance, Weeding Guide, Weeding Brochure, and Weed/Delete Library Materials are located at <https://achieve.lausd.net/Page/1422> in the Destiny Library Tutorials drop-down menu.
- Additional materials will be posted in the Updating Elementary Library Collections drop-down menu located at <https://achieve.lausd.net/Page/1422>

If you have any questions, please contact Kimberly Balala at (213) 241-0366 or via email at [kk3219@lausd.net](mailto:kk3219@lausd.net).

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