

# LIBRARY BUDGET REPORT

Library Monitoring Rubric - Section 2.4

Librarian Growth Rubric - Standard 5

School Library Guide - Section 6.2



## LIBRARY INFORMATION

<b>SCHOOL YEAR</b>	<b>GRADE LEVEL</b>	<b>NUMBER OF STUDENTS</b>
<b>ACCOUNT CODE</b>	<b>TOTAL ACCOUNT BUDGET \$</b>	<b>ADDITIONAL FUNDING \$</b>

Budget Area & Codes	Total Budget	Additional Funding and Justification	Estimated Costs
<b>430: Repairs and Maintenance</b> Library Equipment Repairs			
<b>580: Travel</b> LAMP, MLA, MegaResource, and AASL conferences and other professional meetings			
<b>610: Library Supplies</b> Barcodes, spine labels, book repair items, bookmarks, markers, etc			

<p><b>652: Books and Periodicals</b>  Fiction/Non-Fiction – new titles, replacement titles, ebooks  Periodicals - newspapers and magazines, including professional subscriptions</p>			
<p><b>735: Furniture and Equipment</b>  Digital cameras, DVD players, presentation projectors</p>			
<p><b>740: Non-Capitalized</b>  DVDs and other audiovisual materials, and online subscriptions</p>			

## LIBRARY BUDGET GUIDELINES

- **New titles or resources should equal to 2-3% of the collection added each year. This does not include replacements or reprints.**
- Include a brief justification for each line item that ties to the school's academic goals which is supported by the library. Attach Budget Expenditures showing how the funds were spent to yearly Library Budget Report. These annual reports and supplemental documents should be retained a minimum of 3 years.
- Classroom sets of chapter books, novels, or reference materials (atlas, dictionary, thesaurus) must not be purchased using 652 funds or any other designated library funds. The library can only count 5 copies of 1 title in the collection.
- Fundraisers, fines, and grant funds must be placed in the designated library account either at the district or school level.
- Supplies that are used ONLY in the library can be purchased with 610 funds or any other designated library funds. This does NOT include projector bulbs, lamination film, butcher paper, toner, die cut shapes, copy paper and any other instructional materials used by the entire school (students, teachers, administrators, and other faculty members).
- Anything purchased using Title or EEF funds must be kept for 5 years along with requisitions and/or receipts.
- A library's collection should only consists between 10-15% of trade paperbacks and mass-market paperbacks due to the books being easily damaged and they shall be weeded regularly. Paperback materials shall be fully processed and cataloged to make them available in the OPAC system.