

# BUDGET FORMS

Library Monitoring Rubric - Section 2.4

School Library Guide - Section 6.2

## 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, dictionaries, thesaurus) should not be purchased using book 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 supply 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 consist between 10-15% of trade paperbacks and mass-market paperbacks due to the books being easily damaged and they should be weeded regularly. Paperback materials should be fully processed and cataloged to make them available in the OPAC system.



**MS Department of Education**

SCHOOL LIBRARY PROGRAM

## SPECIFIC BUDGET REQUEST FORM

Standard	Current Status	Needs Assessment	Cost of Needs
<p><b>Section 1.1 Automated Management System</b></p> <p>All library collections shall be cataloged in a web-based automated system, including fiction, nonfiction, easy, reference, professional collection, and non-print items, including CDs/DVDs and eBooks. The school librarian shall barcode and place correct spine labels on the physical item and add all record information in the automated system.</p>			
<p><b>Section 1.2 General Collection</b></p> <p>Collection shall include nonfiction, fiction, and easy titles. The collection shall be consistently weeded, and assessments shall be used to guide selection of materials. Collection can also include ebooks that can be circulated or tracked through the library's automated system.</p>			
<p><b>Section 1.3 Reference Materials</b></p> <p>Collection shall include print and/or digital Encyclopedias, Dictionaries, Almanacs, Thesauruses, and Atlases. Print and/or non-print periodicals such as newspapers and magazines shall be included in this collection.</p>			
<p><b>Section 1.4 Non-print Resources</b></p> <p>Collection shall include internet resources, MAGNOLIA, audio/visual, technology, and digital and ebook subscriptions.</p>			
<p><b>Section 1.5 Professional Collection</b></p> <p>Resources shall support Mississippi Department of Education Professional Development Accountability Standard 15 {Miss. Code Ann. § 37-17-8} (7 Miss. Admin. Code Pt. 3, Ch. 44, R. 44.1) as well as the professional growth of teachers, administrators, and school librarians.</p>			
<p><b>Section 3 Library Facilities</b></p> <p>The school library shall be arranged to: (1) accommodate flexible access by classes and individual students; (2) perform basic functions of a curriculum integrated school library program; (3) provide a climate conducive to learning and student achievement; (4) provide equitable access to information and resources within the school, community, and global networks.</p>			

## BUDGET REPORT FORM

Budget Area & Codes	Total Budget	Additional Funding and Justification	Estimated Costs
<p><b>Books and Periodicals</b></p> <ul style="list-style-type: none"> <li>• Fiction/Nonfiction – new titles, replacement titles, ebooks</li> <li>• Periodicals - newspapers and magazines, including professional subscriptions</li> </ul>			
<p><b>Library Supplies</b></p> <ul style="list-style-type: none"> <li>• Barcodes</li> <li>• Spine labels</li> <li>• Book repair items</li> </ul>			
<p><b>Library Facilities</b></p> <ul style="list-style-type: none"> <li>• Repairs and Maintenance</li> <li>• Furniture</li> </ul>			
<p><b>Library Equipment</b></p> <ul style="list-style-type: none"> <li>• Digital cameras</li> <li>• Makerspace resources</li> </ul>			
<p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Conference fees</li> <li>• Travel</li> </ul>			

**BUDGET CONTROL FORM**

Vendor/Items Purchased	Date Ordered	PO Number	Amount Encumbered	Estimated Balance	Date Received	Actual Amount	Actual Balanced