

Library Media Budget Guidelines – Secondary Schools

Library Books – Legislative Budget (XX-XXX-XX-5810-2222-0644)

- This budget may only be used to purchase:
 - Library books
 - Electronic books
- Please make note of the number of fiction, nonfiction and electronic books purchased with these funds, as required by an annual report to the state.
- **Final Spending Deadline: December 15, 2011.**

Note: library budgets cannot be used to purchase non-library supplies (i.e. laminating film, ink, toner, or projector bulbs). Library funds do not provide for the purchasing of videos, textbooks, or AR quizzes.

Library Books Budget (XX-XXX-XX-932X-2222-0644)

- This budget may only be used to purchase:
 - Library books
 - Electronic books
- **Final Spending Deadline: March 1, 2012** (Funds should be half-spent before Jan 1.)

Media Center Supplies Budget (XX-XXX-XX-932X-2223-0660)

- This budget may only be used to purchase:
 - Book covers and book repair supplies
 - Shelving supplies
 - Signage
 - Posters and other literacy promotion supplies
 - Library books (excess funds may be transferred into Library Books budget)
- **Final Spending Deadline: March 1, 2012** (Funds should be half-spent before Jan 1.)

Library Media Periodicals Budget (XX-XXX-XX-932X-2222-0650)

- This budget may only be used to purchase:
 - Magazines, periodicals, and newspapers
 - Library books or library supplies (excess funds may be transferred into Library Books or Media Center Supplies budgets)
- **Do not spend from this budget until notified by the district media specialist.** The district-contracted vendor will have specific deadlines and instructions.

Library Fine Money

- Library fine money should be deposited into an in-school account specifically designated for the following uses:
 - Replacement of lost or damaged books
 - Updating library collections
 - Reading incentives and literacy promotion (*no* gift cards)
 - Library conference registration (UELMA, ALA, etc.)
- **No deadline! Fine money can be spent throughout the school year.**