

### SAMPLE Budget Worksheet for School Libraries

This will allow you to both break down the total you have been given to spend it most effectively, and to project for another year what you need to build your program.

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
<b>Student Education</b>													
-Classroom Materials (non-consumable)													
-Classroom Supplies (consumable)													
-Guest Authors/Performers/Speakers													
-Magazines & Periodicals													
-Snacks/Meals – Students													
-Textbooks and Worksheets													
-Database Services													
-Library Materials (Print and AV, including audiobooks)													
-Media Licenses													
<b>TOTAL ACADEMICS</b>													
	<p>Classroom Materials is a catchall for Libraries – but the Business Office always ends up charging a few things here because that is how they charge the same items to the classrooms.</p> <p>Classroom supplies is pencils and paper used by students.</p> <p>Media Licenses is like the Movie License.</p>												

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	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
<b>Classroom Furniture and Equipment</b>													
-AV Equipment													
-AV Repairs and Maintenance													
TOTAL AV													
	Every school handles AV Equipment differently, but in many schools the library circulates and maintains anything not attached to a wall.												
<b>Administrative</b>													
-Office Equipment													
-Office Furniture													
-Office Supplies													
TOTAL ADMIN													
	Office Equipment would be a copier, a pencil sharpener, etc. Office Furniture would be an office desk or file cabinet. Office Supplies, for the Library, includes all the specialized supplies we need: labels and label savers, mylar book jackets, genre stickers, etc.												

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	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	TOTAL
<b>Employee Travel</b>													
-Airfare													
-car rental													
-hotel													
-meals													
-Mileage reimbursement													
-parking, tolls, gas													
-shuttles, taxis, subways													
TOTAL Travel													
	Whenever possible, send yourself or a staff person to your state library conference, ALA Annual and/or AASL Biennial.												
<b>Professional Development</b>													
-Conferences, Training, Continuing Education													
-Dues													
TOTAL Prof. Development													
	Whenever possible, maintain memberships in your state library association and its school library division and ALA/AASL/ISS. These memberships are worth every penny.												
<b>TOTAL ACADEMICS</b>													
<b>TOTAL AV</b>													
<b>TOTAL ADMIN</b>													
<b>TOTAL Travel</b>													
<b>TOTAL Prof. Development</b>													
<b>TOTAL</b>													