

LIBRARY BUDGET SPENDING GUIDELINES

- **By the December holidays, ½ of all book, AV software, and database budgeted amounts should be encumbered.**
- **By Spring Break, the remainder of all book, AV software, and database budgeted amounts should be encumbered.**
- **Unspent book, AV software, and database library funds after Spring Break will be used for district initiatives instead of rolling over to the next year.**
- **By May 15, all remaining budgeted amounts should be encumbered. Exceptions should be discussed and approved by the director of Library Services.**
- **Unspent funds from all other categories that are not encumbered by May 15 will be used for district initiatives instead of rolling over to the next year.**