

4.2.4 WHERE TO FIND YOUR LIBRARY BUDGET ONLINE

To locate your budget:

1. Find the DOE Welcome Page for your school. (Type the number or name of your school in the find box on the DOE Welcome Page and click on it in the list that comes up.)
2. When you are on your school's Welcome Page, click on "Statistics" in the left hand column.
3. Scroll down and click on "Galaxy Budget Allocations."
4. Enter your 4-character School ID (borough + 3-digit school code: e.g., K046). Select the current fiscal year.
4. Scroll down and find the line that says: "TL NYSTL LIBRARY BOOKS."

How do I know if my budget is correct? The minimum school library budget is based on the state formula of \$6.25 per student recorded on your school's register (via the Basic Education Data System (BEDS) form) as of October 31 of the previous year. So if your student population is about 500, your budget would be about \$3125.00 (500 x \$6.25).