

FY2026 BUDGET FOR THE EXPENDITURE OF STATE AID

Library: _____

	REQUESTED BUDGET	REVISED BUDGET (Limited to three (3) per fiscal year, if necessary, on or before 5/15/2026)		
Books and Materials	_____	_____	_____	_____
Salaries (1)	_____	_____	_____	_____
Internet Access (2)	_____	_____	_____	_____
Equipment (3)	_____	_____	_____	_____
Furniture	_____	_____	_____	_____
Supplies (4)	_____	_____	_____	_____
Other (5)	_____	_____	_____	_____
Contractual Services (6)	_____	_____	_____	_____
Fellowship (7) Attach Application Forms	_____	_____	_____	_____
TOTALS	_____	_____	_____	_____

Signature of Library Director Date

Budget Approved, Library Development Date

NOTE: This section is to be used for any revisions made after your initial approved state aid budget has been returned to you. Please refrain from submitting more than three (3) budget revisions if possible during the current fiscal year.

Revised Budget Initials of Library Director:

Initial/Date Initial/Date Initial/Date

Revision Approved, Library Development:

Initial/Date Initial/Date Initial/Date

Two (2) copies of this form with original signatures must be received by the Library of Virginia **no later than August 15, 2025**. Return forms to ATTN: Paranita Carpenter, The Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-8000. It is not necessary to also email the completed form unless requested. Please complete the next page containing supplementary information. Please include both pages even if the second page is blank.

*****THIS FORM IS FOR STATE AID BUDGET ALLOCATIONS ONLY.*****
DO NOT INCLUDE AMOUNTS OR DESCRIPTIONS FROM LOCAL FUNDING SOURCES

1. List name, certificate number, and amount of state aid to be used for each certified librarian. Remember that up to 25% of the state aid grant may be used for salaries and benefits. DO NOT round dollars upward if you are using the entire 25%.
2. Include all computer hardware, software, and telecommunications fees used to provide Internet access for library patrons.
3. List new equipment having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.
4. Refer to *Instructions for Expenditure of State Aid Grants* for definition of allowable supplies.
5. List other planned uses of state aid which do not fall under the categories above. The Division will review the items for compliance. Funds may be used for staff development/continuing education fees for professional staff.
6. List all maintenance contracts for equipment by vendor name and amount.
7. List name and amount of state aid to be used for each fellowship.