### *ExC³EL – Expectations for Collaboration, Collections, and Connections to Enhance Learning: A Program Evaluation Rubric*

| Program Administration | *Technological processes and resources enhance learning and serve as an infrastructure for administering a properly staffed and well funded library media program.* |
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| Component | *Budgeting* |
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| Indicators | Evidence Suggestions |
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| School librarian annual budget based on school and library missions, as well as short and long-term goals. | ☐ Copy of written library program goals/objectives and mission statement<br>☐ Copy of annual library budget (3-5 years) |
| Complete budget is based on program and collection evaluation and developed with teacher/student input. | ☐ Copy of annual library budget (3-5 years)<br>☐ Copy of curriculum map<br>☐ Copy of collection map<br>☐ Copies of completed needs assessment surveys<br>☐ Current inventory and statistics report<br>☐ Printout from library circulation/management system of collection analysis |
| School library staff proactively request meeting with administration to explain and justify requests based on available data. | ☐ Emails/memorandums requesting meetings<br>☐ Notes/minutes from meeting(s) between school librarian and school administrator<br>☐ Copies of completed needs assessment surveys<br>☐ Current inventory and statistics report |
| Budget is sufficient to meet curricular and recreational needs. | ☐ Copy of annual school library budget (3-5 years)<br>☐ Documentation showing school library funding history/patterns<br>☐ Documentation showing per pupil expenditures<br>☐ Collection age analysis showing maintenance/enhancement of library collection |
| Monies from fund-raisers (book fairs, bake sales, etc.) are used to supplement (not supplant) the school library budget. | ☐ Copy of annual school library budget (3-5 years)<br>☐ Documentation showing library funding history/patterns |

**Notes/Other Evidence:**