



Managing Budgets and Finances: A How-to-Do-It Manual for Librarians and Information Professionals (How to Do It Manuals for Librarians, No. 138) (How to Do It Manuals for Librarians)

By Arlita W. Hallam, Teresa R. Dalston

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Tighter budgets. Shrinking resources. Pressures to do much more...with much less. That's the real world, and when you're managing your library's budgets and finances, this manual can be a life saver! It takes you through a step-by-step process detailing the nuts-and-bolts of staying on time and on budget by establishing a timeline for financial planning and tracking spending and fund allocation. With proven strategies, detailed examples, worksheets, handout forms, and tips, this guide covers what you need to know to save money, build resources, and handle every financial challenge. You'll also find software suggestions to build and track budgets and helpful Web resources. The appendices include a sample accounting manual, annual report form, request for proposal, lease agreement, and security guidelines.



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Editorial Review

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This budgeting manual, another in the Neal-Schuman group of How-To-Do-It guides, offers the new or seasoned library administrators, board members, department heads, or finance professionals a way to budget carefully and clearly by offering a variety of strategies, definitions, and suggestions. The manual is divided into three parts: basics for librarians, special topics in financial management for libraries, and alternative library funding. Each chapter is divided into an overview, subtopic, and a summary. Definitions of terms, examples of reports, sources, and detailed steps in budget preparation are just some of the helpful aspects of this book. Special topics include outsourcing, capital projects, contracts, and RFP. The appendixes include a sample accounting manual, annual report, and an RFP. This practical tool will enable readers to understand and prepare a budget, understand the fiscal matters, and be able to make decisions on funding or managing a capital project. *Patricia Hogan*

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Review

"...easy-to-understand...the nuts and bolts of budgets, including auditing processes, fund allocations, capital projects, insurance, and sources of funding." --American Libraries

"Highly recommended for all libraries as library school students, new managers, directors, and board members would benefit." --American Libraries

Highly recommended for all libraries as library school students, new managers, directors, and board members would benefit. --Library Journal

This practical tool will enable readers to understand and prepare a budget, understand the fiscal matters, and be able to make decisions on funding or managing a capital project. --Booklist

Users Review

From reader reviews:

Erica Dennis:

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Alisa Gordon:

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