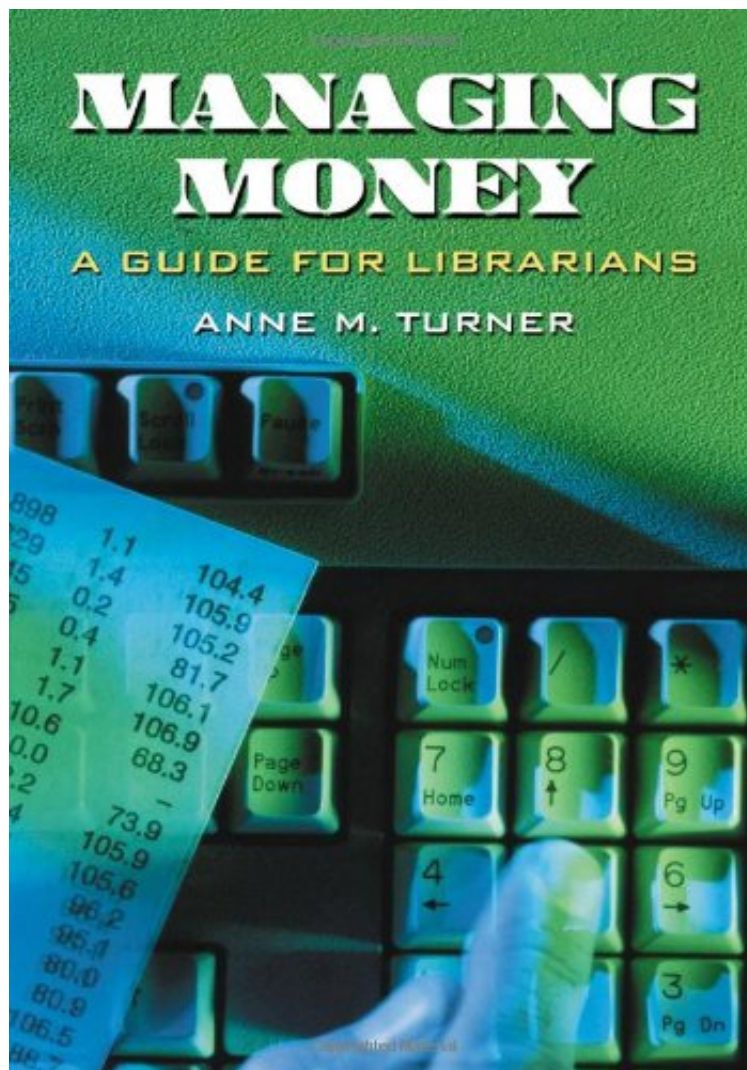


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Managing Money: A Guide for Librarians

Anne M. Turner

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The cataloging department insists that an unreasonable number of books be replaced. The children's department needs more money for summer reading programs. The maintenance director claims the HVAC system will not survive another year. What to do? Library directors today must create and maintain an intricate and continually challenging budget. Compiled from firsthand experience, this easy-to-read guide contains a plethora of information regarding the financial management of libraries. Beginning with creating an operating budget, the work discusses various revenue sources which may be useful. The reader is also walked through the intricacies of the purchasing process, from day-to-day supplies and books to major projects. Additional topics include building library facilities, the practical side of auditing, strategies for dealing with a limited budget, and dealing with budget cut requests. Appendices contain information on coding a line item budget and a copy of a library district gift policy. A must-read for any up-and-coming library administrator!

About the Author Anne M. Turner, director of the Santa Cruz City-County Library System, is also the author of *It Comes with the Territory: Handling Problem Situations in Libraries*, revised edition (2004) and *Vote Yes for Libraries* (2000), both from McFarland. She lives in Santa Cruz, California.