BUDGET AND FINANCE
COURSE CURRICULUM

DAY ONE

Module 1: Why Didn’t We Learn This in Library School? Understanding Budget Basics

Contact Hours: 1 hour and 45 minutes (10:00-12:00, one 15-minute break)

Learning Objectives:
- Assign budget responsibilities.
- Define budget categories and sources of funding.
- Identify data to be used to make budget decisions.

Agenda:
- 10:00  Introductions
- 10:15  Budget Basics
  - Budget Responsibilities
  - Budget Processes
  - Budget Cycle
  - Sources of Funds
  - Budget Categories
- 11:15  Data for Making Budget Decisions
- 12:00  Lunch

Case Study: Tree County Public Library Strategic Planning Process

Group Exercise:
- Reallocate materials budget as needed for 15% increase in preschool circulation.

Module 2: Is There More Than One Way? Comparing Four Types of Budgets

Contact Hours: 2 hours and 15 minutes (1:00-3:15, one 15-minute break)

Learning Objectives:
- Compare and contrast four kinds of budgets.
- Develop a program budget based on a line-item budget (convert a line-item budget to a program budget).
- Complete a gap analysis to identify the resources required to implement an activity or service.

Agenda:
- 1:00  Types of Budgets
  - Line Item
  - Program
  - Performance
  - Zero-Based
- 2:00  A Closer Look at Program Budgets
3:00 Break

Case Study: Tree County Public Library Strategic Planning Process

Group Exercise:
- Develop a program budget for preschool services.

Module 3: Budget for What? Supporting Library Priorities

Contact Hours: 1 hour and 45 minutes (3:15-5:00)

Learning Objectives:
- Describe the relationship between budgeting and overall planning for the organization’s goals and objectives.
- Link the library’s budget process to the library’s strategic planning priorities.
- Develop performance measures and operations indicators for specific library services.

Agenda:
3:15 Defining Library Priorities
3:30 Performance Measures
  - Number of People Served
  - How Well the Service Meets the Needs of the People Served
  - Number of Units of Service Provided by the Library
  - Outcome Measures
4:15 Operations Indicators
5:00 Adjourn

Case Study: Tree County Public Library Strategic Planning Process

Group Activities:
- Identify performance measures and operations indicators for the goals in the Tree County Strategic Plan.

DAY TWO

Module 4: How is the Money Being Spent? Monitoring and Adjusting Your Budget

Contact Hours: 2 hours and 15 minutes (8:30-11:00, one 15-minute break)

Learning Objectives:
- Establish fiscal controls to ensure that appropriated funds are expended correctly.
- Monitor cash flow and make adjustments as needed.
- Develop a request for a supplemental appropriation.

Agenda:
8:30 Monitoring Expenditures
  - Unit Budgets
  - Department Budgets
  - System Budgets
9:45 Making Adjustments
10:15 Supplemental Budget Requests

Case Study: Tree County Public Library Strategic Planning Process

Group Activities:
- Recommend adjustments based on the Maple Branch budget mid-year report.

Module 5: Is It Worth It? Doing Cost-Benefit Analyses

Contact Hours: 1 hour (11:00-12:00)

Learning Objective
- Perform a cost-benefit analysis for specific library services.

Agenda:

11:00 Cost-Benefit Analyses (CBA)
- CBA Elements
- CBA Challenges
- CBA and “Public Good”
12:00 Lunch

Case Study: Tree County Public Library Strategic Planning Process

Group Exercise:
- Complete a cost-benefit analysis of the Tree County Library’s online databases.

Module 6: Where Do We Get the Big Bucks? Funding Major Capital Projects

Contact Hours: 1 hour and 30 minutes (1:00-2:30)

Learning Objective
- Identify and evaluate the feasibility of using various potential sources of funding for a major capital project.

Agenda
1:00 What are Capital Expenses?
1:30 Sources of Funding for Capital Projects
- Local Funds Appropriation
- Bonds
- Grants
- Fund-Raising

Case Study: Tree County Public Library Strategic Planning Process

Module 7: How Can We Sell Our Story? Presenting Your Budget Requests Effectively

Contact Hours: 1 hour and 45 minutes (2:30-4:30, one 15-minute break)
Learning Objective
- Present a program budget or a capital budget and financing plan to the library’s governing authority or general government administrator.

Agenda:
2:30 How Do Government Officials Evaluate Budget Requests?
3:00 Preparing A Budget Presentation
  - Presentation Skills
  - Methods of Presenting Data
4:15 Review and Evaluation
4:30 Adjourn

Case Study: Tree County Public Library Strategic Planning Process

Individual Exercise:
- Develop a budget presentation for the Tree School preschool program.