

A young boy with dark hair is sitting at a round, light-colored table in a library. He is holding a blue book with white text that reads "ABC FOR WOLVES". A silver desk lamp with a black base is on the table in front of him. The background consists of several rows of bookshelves filled with books. The lighting is warm and focused on the boy and the table. The overall scene is a quiet library environment.

**MONEY MATTER\$: MANAGING
YOUR LIBRARY'S FINANCES**



"ALL LEADERS LEAD
BY EXAMPLE...
WHETHER THEY
INTEND TO OR NOT."

Unknown

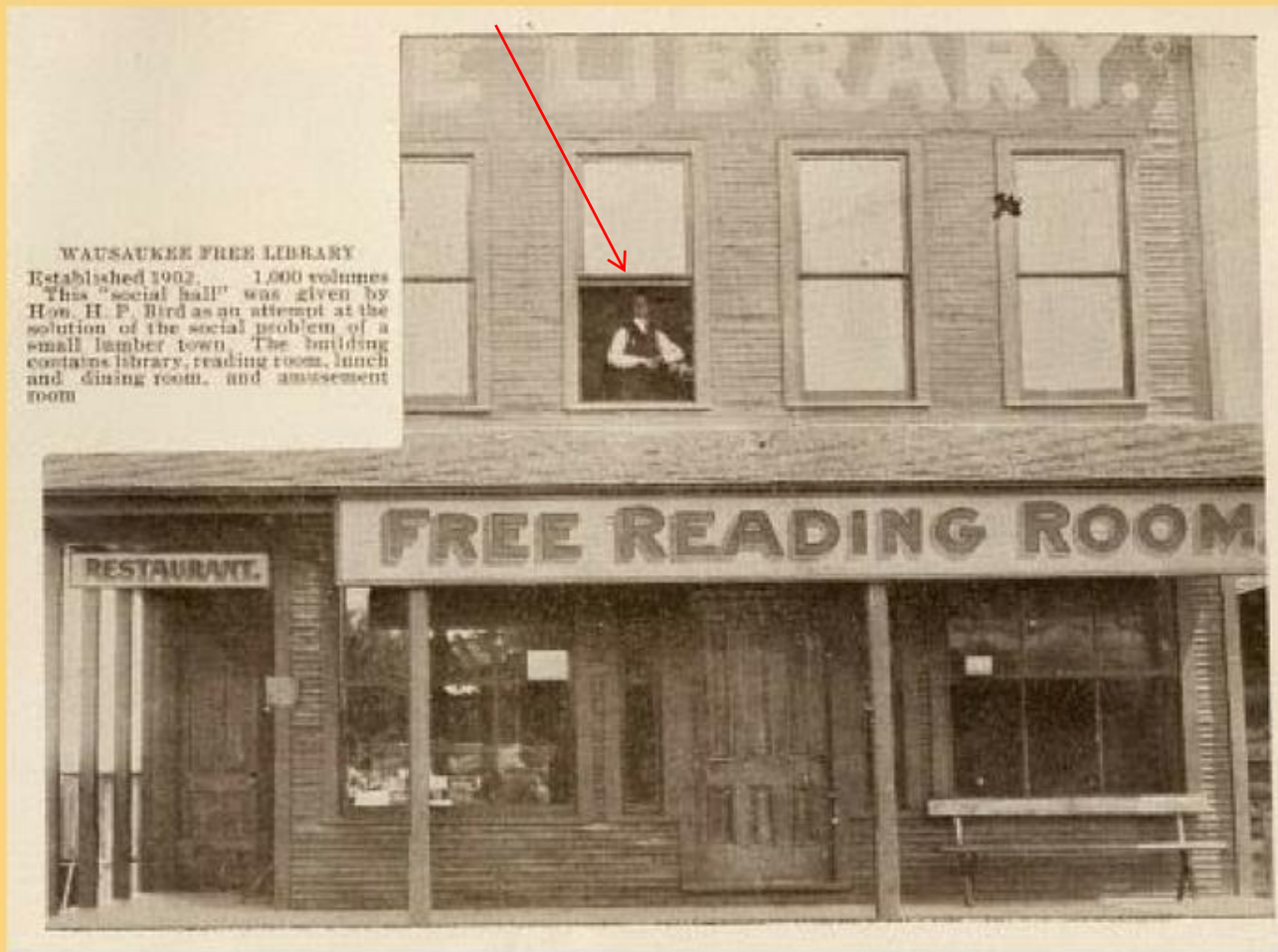


- Incremental
- [Priority](#)
- [Outcome](#) based ([example](#))

Goals

PRIORITIES
MUST DRIVE
EXPENDITURES

What, no plan?
Ask and ye shall find.
Listen and it will be
made known to you.



WAUSAU FREE LIBRARY
Established 1902. 1,000 volumes
This "social hall" was given by
Hon. H. P. Bird as an attempt at the
solution of the social problem of a
small lumber town. The building
contains library, reading room, lunch
and dining room, and amusement
room

<https://wilibrariesforeveryone.blogspot.com/search/label/Administration>
(Friday, March 27, 2015 – *The Annual Report, It's an Historic Document*)

Be accountable



Facts

- [Study, read](#) & reflect
- **Know** the relevant [statutes](#)
- Seek the advice of knowledgeable, trusted sources
- Rely on your respected board members for heavy lifting
- Create different budget [views](#) for different audiences



- Learn to use tools of the trade
 - Excel with links and pivot tables
 - Your financial system
 - Canva/Publisher
 - PowerPoint and Prezi
 - Facebook closed groups, Google+
 - Cute PDF/Adobe
 - Reports from your ILS
- Automate it, delegate it, but make sure you understand it

Date	Budget Category	Description	Amount (Plus or Minus)	Budget Category	Budget Amount	Expenditures	Remaining Balance
9/1/2016	Gifts	Donation from Friends of the Library	\$150.00	Gifts	\$15,000.00	\$150.00	\$15,150.00
9/1/2016	Books	Baker & Taylor	(\$2,300.00)	Books	\$75,000.00	(\$2,300.00)	\$72,700.00
9/2/2016	E-materials	WiLS	(\$5,800.00)	Periodicals	\$15,000.00	\$0.00	\$15,000.00
9/4/2016	Utilities	WEnergies	(\$3,000.00)	AV	\$30,000.00	(\$5,500.00)	\$24,500.00
9/9/2016	AV	Amazon	(\$2,500.00)	E-materials	\$50,000.00	(\$5,800.00)	\$44,200.00
9/10/2016	AV	Recorded Books	(\$3,000.00)	Utilities	\$12,000.00	(\$3,150.00)	\$8,850.00
9/11/2016	Utilities	AT&T	(\$150.00)	Supplies	\$10,000.00	\$0.00	\$10,000.00
9/14/2016	Contracted Services	Bridges Library System	(\$14,000.00)	Equipment	\$25,000.00	(\$7,500.00)	\$17,500.00
9/14/2016	Equipment	Dell	(\$7,500.00)	Software	\$15,000.00	\$0.00	\$15,000.00
				Maintenance	\$10,000.00	\$0.00	\$10,000.00
				Contracted Service	\$25,000.00	(\$14,000.00)	\$11,000.00
				Interdept. Charge	\$5,000.00	\$0.00	\$5,000.00
				Wages	\$400,000.00	\$0.00	\$400,000.00
				Benefits	\$100,000.00	\$0.00	\$100,000.00

See how to make this spreadsheet

<https://youtu.be/xf6zxbBM2Aw>

REVISED EDITION

How to Win Friends & Influence People

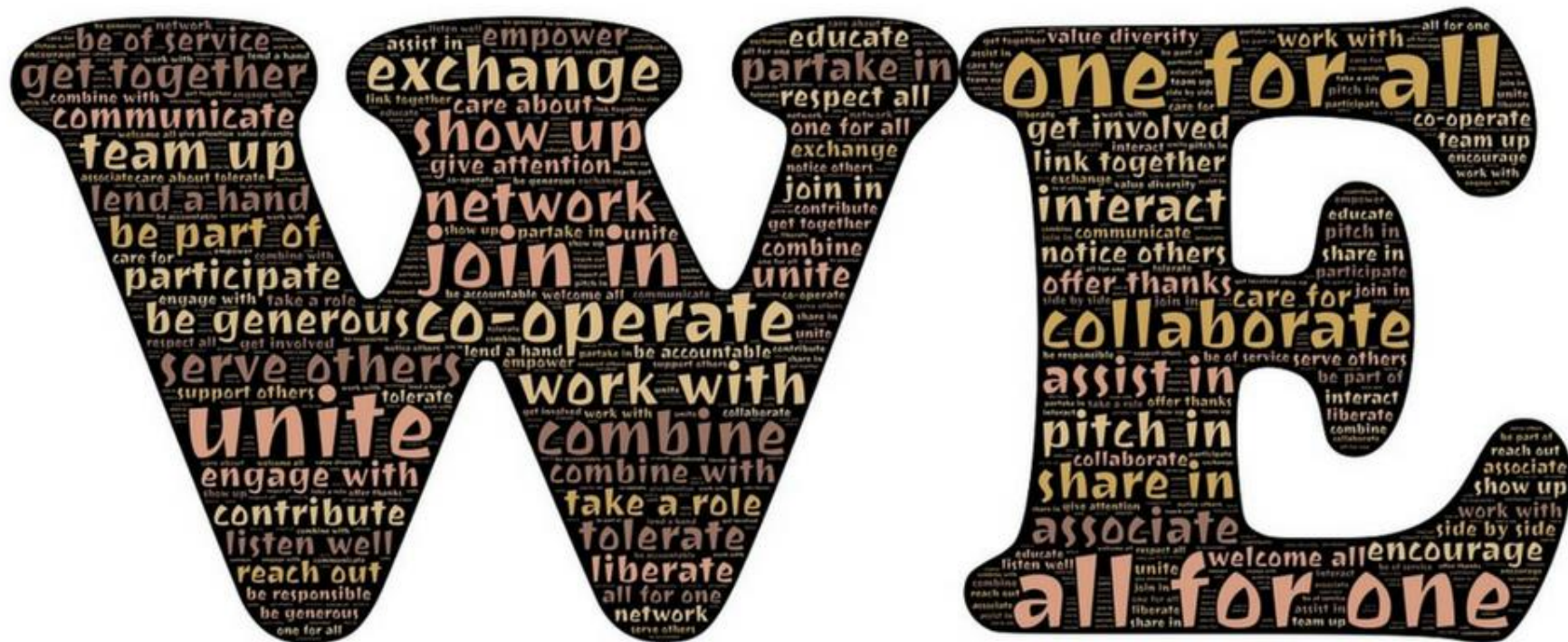
OVER
15,000,000
COPIES
SOLD

THE FIRST—AND STILL THE BEST—
BOOK OF ITS KIND—TO LEAD YOU TO SUCCESS

DALE
CARNEGIE



- Integrity + diligence + transparency = respect
- C³ - Communicate, communicate, communicate
- Focus on the important things, things that actually “move the needle”
- Think LEAN--teach your staff what that really means
- Give your board options; make sure they are accurate and grounded in facts and reality



- Always remember it's “we” not “me”
- Never forget you are part of a community that is more than the library
- Ask your staff for input early and often
- At the end of the day, come together



*“Mistakes are the
portals of discovery.”*

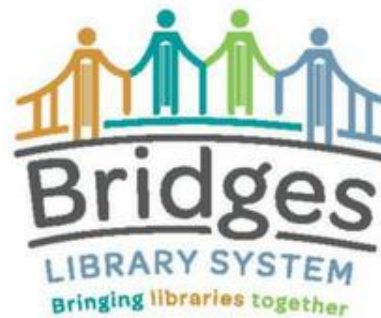
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