



Library Finances: Planning, Getting and Spending Your Budget

Pre-Conference

Date: Tuesday, October 29, 2002

Time: 9:00 am - 4:00 pm

Location: Marriott Madison West, Middleton

Fee: \$160 (lunch not included)

Registration deadline: October 13

CEUs: 0.7 Continuing Education Units

How much are library services and programs actually costing you? How can you realize - and justify - these costs when budgets are being cut? This pre-conference seminar examines the challenges and complexity of the library budget, and the range of activities for costing concepts and accounting practice within the framework of creative budgeting and the political process. Opportunity is provided for experiential learning through simulation exercises and discussions.

You learn:

- ✓ Key elements necessary to deal effectively with financial management
- ✓ To design budgets in the context of a community situation
- ✓ To prepare and defend a budget in a constantly changing political environment

Course outline:

- Introduction to elements and terms of financial management
- Costing concepts
- Budget creation and the planning process
- The political process

Course instructors:

Peter Hamon, Director, South Central Library System
Al Zimmerman, Consultant, Public Library System Administration and Finance, Wisconsin Department of Public Instruction, Division of Libraries and Community Learning

To register, please fill out the separate registration form and return to the Pyle Center Registration Office. Not part of WLA registration.

Please mail to:

Pyle Center Registration Office, Dept. 102

702 Langdon Street

Madison WI 53706-1487 USA

OR Fax (608) 265-3163 or 800-741-7416

OR Call (608) 262-7942

(Fax and phone registrations must include payment by credit card or purchase order)

Library & Information Studies Registration Form UW#L82

Please enroll me in: **Library Finances: Planning, Getting and Spending your Budget** (WLA Pre-Conference) October 29, 2002 (#1072), Fee: US \$160

Name: _____

Address: _____

Phone: _____

e-mail address: _____

Please enclose a check for the course fee payable to UW-Madison OR charge to the following account

Visa__ MasterCard__ American Express__ Purchase Order_____ Card (or P.O. Number)_____

Expiration date_____ Cardholder's name_____