

# DOWNLOAD PDF ACHIEVING A CURRICULUM-BASED LIBRARY MEDIA CENTER PROGRAM

## Chapter 1 : Counseling Department / SOL, SAT, and ACT Info

*Achieving a Curriculum-Based Library Media Center Program: The Middle School Model for Change. Smith, Jane Bandy*  
This book is a guide to the planning, implementation, and evaluation of a curriculum-based library media center program; although based on a middle school model, the tools are adaptable to any school setting.

The accounting methods must be capable of producing financial reports that conform with GAAP and with the legal requirements of each state. Keeping tabs on monies spent is a critical portion of your budgeting responsibility - - knowing how much money you have spent and how much is left to spend in the fiscal year. Its almost like your checkbook except that if money is not spent by a certain deadline, you lose the ability to spend it. Unspent money from most budget funds are returned to the general account at the school system level at the end of every school year. Except for a few special and rare situations, monies not spent during a fiscal year will not be available for your use the next budget year. What are account ledgers? Account ledgers record expenditures that have been made and help in the periodic process of balancing accounts. Ledgers were once handwritten, but today they can be easily kept on a computerized spreadsheet using software programs such MS Excel and Quicken. A ledger account works much like your own checking account record, when you write a check you record information. When you create a purchase order or requisition, you record to whom the order was place, what items were sought, how much was spent, the date the order was initiated, etc. Purchase order and invoice charges vary, so account ledgers must be updated in order to not overspend. Return to Top How do I check my records against the schools accounts? In some cases, individuals responsible for particular areas of the budget will receive periodic emails reminding them to check the accuracy of records. In some schools, your school library media center will receive a monthly budget printout for your accounts each month. Your center budget records should be updated and balanced with this printout. When this is done consistently, you can confidently know the remaining balances in all library media accounts. Check to see if you are overspending in any category of your budget. Return to Top What are budgeting methods? There are several broad types or methods used for school library budgets. Among the most common are the lump sum budget, line item budget, and program budget. Briefly, they are described as: Historically widely used, today lump sum budgets are rare. A lump sum budget is used when the principal would inform the librarian that they have a specific amount of money to operate the library for the entire year. The amount is not broken into expenditure areas and very little accountability is attached. A lump sum probably indicates little concern for the library media program. The lump sum budget does allow a conscientious and skilled library media specialist to totally decide its effective use. Line item budgets are based on expenditure types such as supplies, equipment, maintenance, or salaries. One might compare it to a personal checking account. An item budget allows less flexibility and controls the expenses necessary for center operation. The degree of accountability is slightly increased, and spending is not connected to identified needs or goals. A budget that relates expenditures to the programs they fund as opposed to the expenditure type Line Item above. The emphasis of a program budget is on output or benefits provided by each program. Library media specialists include written statements of justification for items or groups of items. These statements identify how the item s will help achieve library media program objectives. Records from previous years are generally used to project new budgets. These and other types of budget processes are used to formulate and administer budgets. General practices sometimes combine aspects of these budgeting methods. Often elements of a program budgeting method are required in planning and the results are converted to a line item budget for administering and accounting. Return to Top What are the key terms? Budgeting is full of interesting vocabulary. Form authorizing payment for goods, must be accompanied by itemized bill or invoice. Process securing competitive price quotations for supplies, materials, and equipment. Often limited to purchases over a certain amount. Notice of bids are published and acceptance of a bid constitutes a contract. Obligation in the form of purchase order, contract, or salary commitment that guarantees funds for a purchase. A reusable inventory

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item or system may be defined by a certain minimum cost Fiscal Year. A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year. Department that handles the paperwork and accounting within Business Office. Request form to purchase specific items. A written description of the material, equipment, or service being purchased. Price quotation for supplies, materials, and equipment. Return to Top What are funds and fund accounting? Use the following publication as a reference: The accounting system detailed in the Manual is intended to cover fund and appropriation accounting by program for any public school corporation in Indiana. A fund is money designated for specific school activities and for accounting funds are identified by a three digit number The General Fund, which is the largest of all the funds, is established for controlling most of the operating expenses of the school corporation. Included in the General Fund are appropriations for salaries and fringe benefits, instructional supplies, maintenance supplies, utilities, insurance, summer programs, and community service programs. Object numbering examples may be along these lines:

## Chapter 2 : Library Media Services

*Note: Citations are based on reference standards. However, formatting rules can vary widely between applications and fields of interest or study. The specific requirements or preferences of your reviewing publisher, classroom teacher, institution or organization should be applied.*

## Chapter 3 : The School Library Media Specialist: Program Administration

*Achieving a Curriculum-Based Library Media Center Program: The Middle School Model for Change (Children's, Young Adult, and School Services) Revised, Subsequent Edition.*