**Creating Needs Based Budget Proposals**

**Submitted by Laura Guest, ASD**

Session: Creating School Library Needs Based Budget Proposals –Presented by Ann Morgester

Creating a plan to spend your current budget is different from creating a needs-based budget. Both require studying your collection, and analysing the age and condition of each subsection. The first type of budget takes into condiseration all monies available for the current school year: school budget, fund raising and donations/grants. Purchasing items in a variety of areas including things such as the next book in a series, curriculum related books that are of student interest and new topics are important. The second budget type, needs-based, is a plan to overhaul one to two areas ranked in greatest need to request additional funding. Many principals have money left over that needs to be spent “right now” and it might come your way if they know you can spend it wisely and quickly!

Librarians should create a budget for the school year including library supplies (book tape, book jackets, labels), books and other items such as DVDs or magazine subscriptions. Identify the items that will be purchased out of the school budget, book fair profits, or through a grant such as donors choose and identify what items will need additional funding to purchase.

Next, create a short paragraph stating in detail why you need to purchase items in this extra area. The example Ann gave started with the analysis of the biography section stating how many iteme were in this collection as well as how many had been checked out in the last five years. Tying the biography subjects to grade level curriculumn helps express the need for newer books. For example 4th grade studies explorers and ours are at a much higher reading level or presidents are studied in 5th grade and therefore we need more materials on this topic.

A high interest area is sports, which has an average publication date of 2004 meaning many sports people are no longer playing! Specifying how many books you will need, identifying actual titles and how much they will cost shows you have done your research. The example Ann gave: Biography ($995 (46 books) 15 explorer biographies reading levels 3-7 @ $360, 20 biographies on current sports figures—balance for gender and sport @$375, 3 collected presidents books reflecting the most recent election @ $60 and updated books on the last 8 presidents @ $200 (past-presidents lives do not end when their term is up!)

If the needs budget does not get funded, these books or at least part of them, should show up on your budget for the next school year. If they are not, it might give the principal the impression they were not really that important.