BUDGETING FOR YOUR SCHOOL LIBRARY

- MHLE NKAMBULE
BUDGETING FOR YOUR SCHOOL LIBRARY

• Our curriculum is resource based
• School libraries need to have a variety of resources to support teaching and learning in schools
• Principals should support the school library as he/she has power to influence the development and status of the library
• Learners need to collect, analyse, organise and critically evaluate information
• Learners are given projects, assignments from different learning areas
• Well resourced school libraries are a foundation for quality education
FUNDING OBTAINED FROM ......

- 10% of your LTSM Norms and Standards allocation
- A flat rate per learner
- External grants
- Fundraising
WHY FUNDING IS NECESSARY

- Replace materials which are worn, outdated or unsuitable
- Fill gaps (e.g. not enough resource material to support the curriculum)
- Meet new demands
- Build up a balanced collection
- Construct or maintain a building
- Pay a librarian
PURPOSE OF BUDGET SUBMISSION IS TO ....

- Outline the needs of the library collection
- Provide a better understanding of the library’s needs by the Finance Committee of the School
- Demonstrate the outcomes which will be achieved through allocation of the requested budget
THE PHASES OF THE BUDGET ARE ....

- Needs analysis and planning
- Development of the budget submission statement
- Allocation of the budget funds
- Expenditure of the budget
- Review and publication of the outcomes
## EXAMPLE OF A LINE-ITEM BUDGET

### 2009 LIBRARY BUDGET

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>INCOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>New books</td>
<td>R10 000</td>
</tr>
<tr>
<td>Building maintenance</td>
<td>R3 000</td>
</tr>
<tr>
<td>Postage</td>
<td>R50</td>
</tr>
<tr>
<td>Software</td>
<td>R750</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>R14 000</strong></td>
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