

Building Leadership Skills: Strategic Financial Thinking: A Bibliography

Corbett, Michael F. *The Outsourcing Revolution; Why It Makes Sense to Do It Right*. Chicago: Dearborn Trade Publishing, 2004.

There are quite a few books on the market about outsourcing and contracting out, the vast majority aimed at the private sector. This one is useful because it offers the most straightforward how-to-do-it information.

Downes, John and Jordan Elliot Goodman. *Dictionary of Finance and Investment Terms*. 7th ed. New York: Barrons Educational Series, Inc., 2006.

Droms, William G. *Finance and Accounting for Nonfinancial Managers; All the Basics you Need to Know*. 5th Edition. Cambridge, MA: Basic Books, 2003.

Garner, Bryan A. Editor in Chief. *Black's Law Dictionary*. 2nd Pocket Edition. St. Paul, Minn., The West Group, 2001.

This handy little dictionary would have pride of place in any tool kit I presented to a new library director. The *Dictionary of Finance and Investment Terms* is also useful, but *Black's* is invaluable because it covers both the legal and financial worlds, and more besides.

Government Finance Officers Association. *An Elected Official's Guide* series Chicago: Government Finance Officers Association of the United States and Canada.

There are several titles in this series. Particularly useful are the following:

Gauthier, Stephen J. *An Elected Official's Guide to Fund Balance and Net Assets, using the GASB 34 Model, 2002*.

Gauthier, Stephen J. *An Elected Official's Guide to Auditing*. 2002.

Gauthier, Stephen J. *An Elected Official's Guide to the New Government Financial Reporting Model*. 2000.

See also the website www.GFOA.org

Hallam, Arlita W. and Teresa R. Dalston. *Managing Budgets and Finances : A How-to-Do-It Manual for Librarians and Information Professionals*. New York: Neal-Schuman Publishes, Inc., 2005

Hennen, Thomas J. Jr. "Library Impact Fees." *Public Libraries*, May/June 2005. p. 169-175.

McQuaig, Douglas J. and Patricia A. Bille. *College Accounting*. 7th edition
Boston: Houghton Mifflin Company, 2001.

Marshall, David H., Wayne William McManus, and Daniel Viele. *Accounting—What the Numbers Mean*. 4th ed. Boston: Irwin McGraw Hill, 1999. A 5th Edition was published in 2002.

There are dozens of accounting textbooks on the market, each one heavier, more expensive, and (frankly) more boring than the last. I find these two the most useful, primarily because neither assumes that the reader is aiming for a career in accountancy. The explanations are clear and down-to-earth. Both focus on private sector accounting, which means you have to look further to adapt the information to the public sector.

Rosen, Harvey S. *Public Finance*. 6th edition. New York: McGraw-Hill, Irwin, 2002.

Slemrod, Joel and Jon Bakija. *Taxing Ourselves. A Citizen's Guide to the Great Debate over Tax Reform* 3rd ed. Cambridge, MA: MIT Press, 2004

Smith, G. Stevenson. *Accounting for Libraries and Other Not-for-Profit Organizations*. 2nd ed. Chicago: American Library Association, 1999.

Turner, Anne M. *Managing Money: A Guide for Librarians*. Jefferson, North Carolina: McFarland Publishers, Inc., 2007.