



TS-SIS Program: Analyzing, Managing and Communication About Library Budgets: How Are You Doing it?

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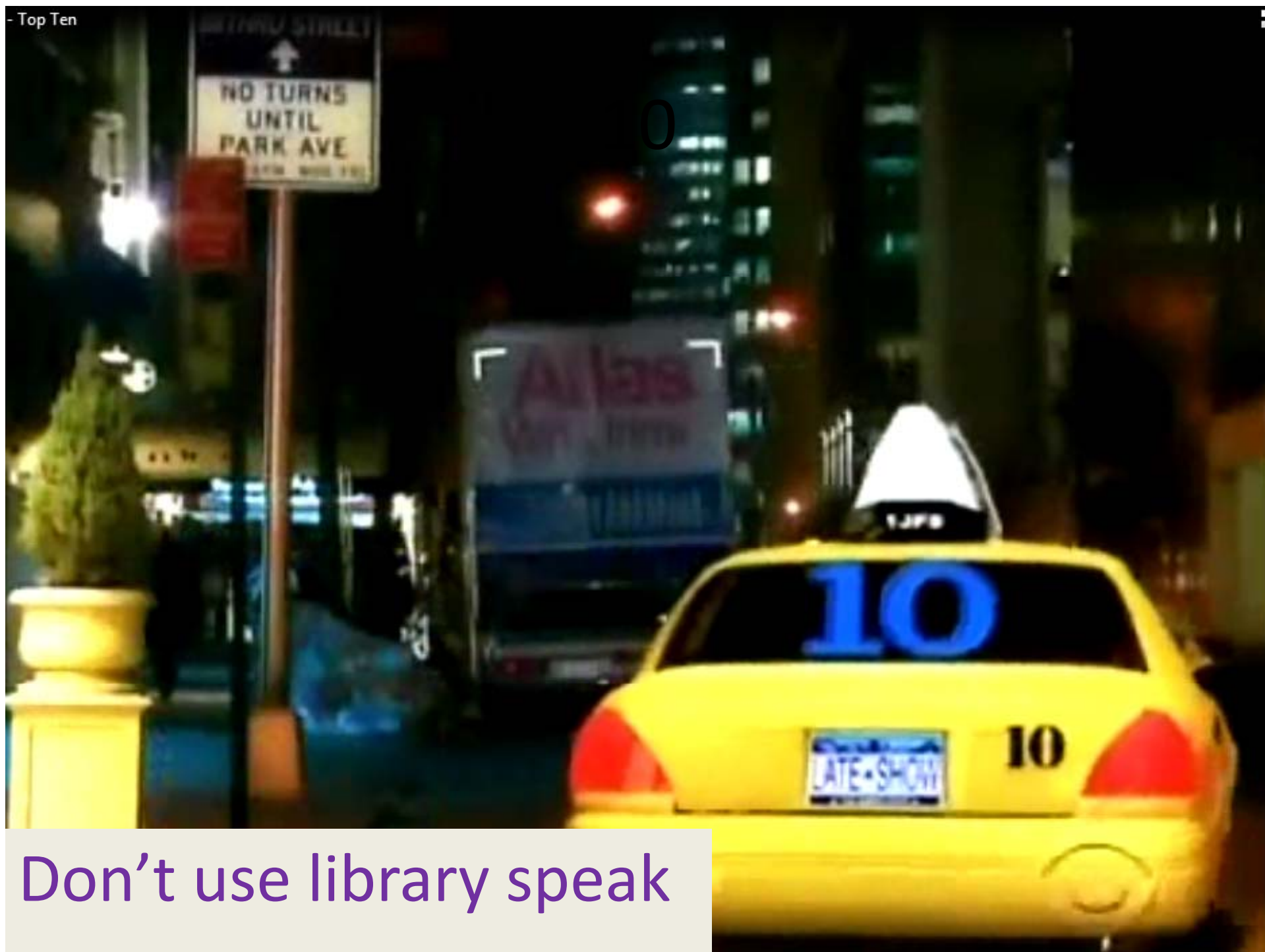
Carlton Fields PA

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8-10%





0

Don't use library speak

Learn how to write
a business case



Get projected
increases from
large vendors





7

Vendors have the goods in regards to needed information

7.00

6



Take CFO to lunch day

Take a Partner to lunch day





Need versus Desire

Less Is More



More is less



1

Simplify budgeting G/Ls



FYE 12/31/11 Library Budget

\$xxx: Proposed FYE 1/31/11 Budget Request

\$xxx: Jan-Aug plus Budgeted last 4 months

\$xxx: FYE 1/31/10 Budget

xxx% INCREASE from 2010 Jan-Aug plus Budgeted last 4 months

General Notes

- Used Jan-Aug actual numbers, plus adjusted budget for Sep-Dec.
- Dec-Jan are weighted more heavily for G/L 7000, all others are distributed evenly amongst 12 months

Subscriptions/Supplements/CD-Rom (7000) xxx% increase

- The typical price adjustments in the industry amount to 10-15%, but Library weeding and consolidations have helped keep us under budget so far in 2010, and we will continue to keep a sharp eye on all renewals for any opportunities for additional trimming. Budget amount influenced in part by information provided by CFO that January 2011 expenses- which may traditionally be included in Dec 2010 expenses-might end up hitting the 2011 budget after all.

Online Computer Services xxx% Increase

- Westlaw year 7 of 11, contract goes into effect in January 2011. Monthly increase of \$xxx.
- Lexis usage is estimated at avg \$xxx a month
- HR & Recruiting Pre-employment searches: \$xxx (projected xxx per Hiring Assumptions spreadsheet) employees, plus xxx Summer Associates @ app. \$xxx each)
- Dun & Bradstreet: \$xxx yearly Primarily used for Competitive Intelligence searches on behalf of the Marketing Department
- Hoovers: \$xxx yearly Primarily used for Competitive Intelligence searches on behalf of the Marketing Department. Also used heavily by Conflicts for ultimate parent searches
- Other Services: \$xxx. Includes Accurint, Misc FL Clerks of Court, CourtHouse News Service, WL Business, Courtlink, Pacer, Other

Library Filing Services xxx increase

- Projected to remain flat. As our collection gets to be more electronic and less traditional print, less outside services needed. Only category not allocated amongst all 7 offices (MIA & ATL don't use outside services)

Other Library Expenses xxx% decrease

- 2010 expenses were skewed when we absorbed expenses such as getting copyright clearance fees for CLEs. Professional Development will handle differently in 2011, and therefore we do not expect to incur these charges again.

