

AALL 2011 TS-SIS Program

**Analyzing, Managing, and Communicating
About Library Budgets: How are You Doing It?**

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MAY 2011	Fund ID	Account	Budgeted	Encumbered	Paid	Cash Bal (D-G)	Cash Bal%	Free Bal H-(F+E)	Free Bal%
Misc. Package Plans	BW4PLANM	10-473-00	\$ 3,100.00	\$ 275.00	\$ 1,858.80	\$ 1,241.20	40%	\$ 966.20	31%
PLI Package Plan	BW4PLANP	10-473-00	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
Postage-Continuations	BW4POSTC	10-473-00	\$ 34,713.21	\$ 2,850.00	\$ 25,234.77	\$ 9,478.44	27%	\$ 6,628.44	19%
Totals-Miscellaneous Materials			\$ 87,038.20	\$ 6,608.50	\$ 88,934.88	\$ (1,896.68)	-2%	\$ (8,505.18)	-10%
Separates									
Audio-Cassettes	BW5A VA	10-473-00	\$ 150.00	\$ -	\$ -	\$ 150.00	100%	\$ 150.00	100%
Interactive Video	BW5A VI	10-473-00	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
Computer Software	BW5A VS	10-473-00	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
Videocassettes	BW5A VV	10-473-00	\$ 1,600.00	\$ 12.99	\$ 546.14	\$ 1,053.86	66%	\$ 1,040.87	65%
Separates-Miscellaneous	BW5MIS	10-473-00	\$ -	\$ -	\$ (125.00)	\$ 125.00	-	\$ 125.00	-
Monographs-US Law	BW5MON1	10-473-00	\$ 50,000.00	\$ 9,624.97	\$ 52,110.69	\$ (2,110.69)	-4%	\$ (11,735.66)	-23%
Monographs-US Law Electronic	BW5MON1-E	10-473-00	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
Monographs-Foreign & Intl	BW5MON2	10-473-00	\$ 75,000.00	\$ 22,208.91	\$ 59,990.92	\$ 15,009.08	20%	\$ (7,199.83)	-10%
Monographs-Foreign & Intl Electronic	BW5MON2-E	10-473-00	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
Monographs-Non Law	BW5MON3	10-473-00	\$ 100.00	\$ -	\$ 279.65	\$ (179.65)	-180%	\$ (179.65)	-180%
Monographs-Microform	BW5MON4	10-473-00	\$ 500.00	\$ -	\$ 450.00	\$ 50.00	10%	\$ 50.00	10%
Postage-Separates	BW5POSTS	10-473-00	\$ 5,000.00	\$ -	\$ 2,355.09	\$ 2,644.91	53%	\$ 2,644.91	53%
Rare Books	BW5RAR	10-473-00	\$ -	\$ -	\$ -	\$ -	-	\$ -	-
Totals-Separates			\$ 132,350.00	\$ 31,846.87	\$ 115,607.49	\$ 16,742.51	13%	\$ (15,104.36)	-11%
Electronic Resources									
Databases	BW6DB1	10-473-00	\$ 364,000.00	\$ 17,935.51	\$ 388,113.51	\$ (24,113.51)	-7%	\$ (42,049.02)	-12%
Databases - EBooks	BW6DB2	10-473-00	\$ 533.00	\$ 25.00	\$ 13,209.85	\$ (12,676.85)	-2378%	\$ (12,701.85)	-2383%
Databases - EJournal	BW6DB3	10-473-00	\$ 41,000.00	\$ 7,530.00	\$ 37,736.52	\$ 3,263.48	8%	\$ (4,266.52)	-10%
Databases - EBooks/EJournal Combo	BW6DB4	10-473-00	\$ 4,000.00	\$ -	\$ 3,981.50	\$ 18.50	0%	\$ 18.50	0%
Databases - LexisNexis/Westlaw	BW6DB5	10-473-00	\$ 98,000.00	\$ -	\$ 87,991.30	\$ 10,008.70	10%	\$ 10,008.70	10%
Totals-Electronic Resources			\$ 507,533.00	\$ 25,490.51	\$ 531,032.68	\$ (23,499.68)	-5%	\$ (48,990.19)	-10%
10-473-00 Total			\$ 1,649,271.20	\$ 417,592.49	\$ 1,620,188.90	\$ 29,082.30	2%	\$ (388,510.19)	-24%
Grand Total			\$ 1,649,271.20	\$ 417,592.49	\$ 1,620,188.90	\$ 29,082.30	2%	\$ (388,510.19)	-24%

5/18/2011 - WHERE WE STAND	
Balance in SIRSI	\$141,740.13
Charges yet to be entered	-\$2,363.04
Invoices on hand	-\$12,360.73
Estimated West Invoice for May	<u>-\$25,000.00</u>
	\$102,016.36
Add back in from Income	\$5,258.00
Add back in from Salaries	\$22,000.00
Add back in from S&E	\$7,800.00
Add back in from Capital Equipment	<u>\$3,400.00</u>
	\$38,458.00
	\$102,016.36
	<u>\$38,458.00</u>
Approx. remainig to be spent	\$140,474.36
Possible Purchases:	
FastCase - waiting on contract	\$3,000.00
MOML PS2 - second half	\$18,300.00
ORIL	\$6,510.00
BNA ALL - 2011/12	\$80,544.00
Leg. Insight 2nd installment	\$20,000.00
Leg. Insight 3rd Installment	\$20,000.00
Digital Commons - 2011/12	\$22,000.00
Hague Academy HOL	\$4,995.00
History of Int. Law HOL	<u>\$1,390.00</u>
	\$176,739.00
Spent - MONOGRAPHS	
BW5MON1	\$51,812.82
BW5MON2	\$59,685.17
Cancellations - Since July1	\$37,387.00



Approx. remaining to be spent

- Know the details of your budget and know your organization's budget policies.
- Know your audience.
- Set a goal of getting everyone on the same page.
- Keep it simple.
- Educate the people you regularly communicate with about budgets, so you don't have to re-educate them time and time again.