

WFPL Budget Process (future)

Budget Team: Commissioners – finance and library portfolio holders, Library Board representative, Library Director, City Administrator, Finance Director

1. **February 1-15:** Library Budget Team meeting
 - a. Review 5-year needs projection for staffing, capital, and other operational impacts
 - b. Review revenue projection
2. **February 15-March 15:** Library Director, Deputy Director, and Managers draft the budget request
3. **March 15-31:** Library Budget Team reviews draft budget request
4. **April 15:** Library Director submits budget request worksheet to Finance Department
5. **May:** Library Director presents draft budget to full Library Board
6. **May 15-June 1:** (Optional) Library Budget Team reviews draft budget request again after Board revisions
7. **June:** Library Director presents revised budget to full Library Board for approval
8. **July:** Library budget request included in proposed City budget presented to City Commission

2021 Budget Team meetings

Meeting 1 (April 1-15)

Review goals of Budget Team & proposed annual process

Review 5-year needs projection for staffing, capital, and other operational impacts

Meeting 2 (May 15-June 1)

Follow-ups from last discussion of long-term financial planning

Library Budget Team reviews draft 2022 budget request

Discuss mill reduction history and solutions

Meeting 3 (June 15-July 1)

(Optional) Library Budget Team reviews draft budget request again after Board revisions