

FY27 Budget Planning Dates

When	Task	What	Who Assigned	Due Date	Status
January					
1/2/2026	Begin CIP Budget	Update project sheets, create sheets for new projects.	Teri and Library Budget Committee	Draft CIP due to Finance: 2/6/26	
1/26/2026	Begin Operational Budget	Go through Fund 2220, 4020 and 7055 line by line and compare spending.	Budget Committee and Teri	Due by 3/27/26 (Library Board Approves at March 26th meeting)	
February					
2/6/2026	Submit CIP project sheets	Teri and Board reviews sheets and finalize	Teri will submit to Finance	2/6/2026	
2/23/2026	Performance Measures	Teri -Update Performance measures and work place indicators	Teri- Will submit to Finance	3/23/2026	
3/9/2026	Salary Spreadsheet	Update and check for accuracy in salary spreadsheet	Teri will update and finalize		
March					
3/27/2026	Submit Operational Budget on March 27th.	Submit Budget to Finance with any updates or changes from the Board.	Teri	3/27/26- Budget Entry Shut Off 5pm.	
April					
4/6/2026	Admin Reviews	Meeting with Pete Melnick and Finance Team	Finance Committee and Teri	Date TBD	
4/24/2026	Sidebar Due to Finance	Any sidebar requests such as additional FTE or projects.	Finance Committee and Teri	4/24/2026	
May					
5/4/2026	Commissioner Budget Reviews	Present Budget and Sidebars to County Commission	Finance Committee and Teri	Date TBD	Commissioner Chambers
5/14/2026	Commissioners Review Sidebar Requests	Commissioners meet to discuss and decide on Sidebar requests from county departments.			
June					
6/30/2026	Prelim Adoption of Budget				