



Illinois Heartland Library System

MEMO TO: Executive Committee
FROM: Leslie Bednar
DATE: April 9, 2018
RE: IHLS Budgeting Process

Background

The Illinois Heartland Library System (IHLS) submits its annual budget to the Illinois State Library (ISL) each spring by June 1 as part of the System Area and Per Capita (SAPG) grant application.

Prior to submission to ISL, the budget is heavily considered internally, and also reviewed by the IHLS Board and subcommittees. In order to meet the June 1 date with all of us on the same page, I developed a schedule we will all follow. And, while we are getting a bit of a late start this year, next year (2019) we will bring the budget to our internal meeting table in February at the latest.

Teamwork

The budget is developed with heavy lifting by the finance team led by the Chief Fiscal Officer. All department heads, program and grant managers provide input regarding specific components of the budget. These components are closely tied to the Operational Plan, and staff responsibilities are the same. (Please see FY2019 IHLS Budget Blueprint for budget areas of responsibility.)

The Executive Director is the ultimate authority regarding the proposed budget, and is responsible for binding the Operational Plan and Budget together into a cohesive member service proposal for the upcoming fiscal year. The IHLS Board of Directors proffers advice and considerations during budget development, as well as formal approval of the budget prior to submission to the ISL.

No budget is final without approval from the Illinois State Library. This approval is based on General Assembly appropriations for the fiscal year.

What is due and when?

The schedule on the following page illustrates the benchmarks and activities to move the budget process along smoothly.

Benchmark	Activity	Staff	Detail
April 9 – 13	Finance staff meet with all stakeholders	Finance staff, department heads, program and grant managers, Leslie	Communicate with each other in advance, ask lots of questions!
April 10: Finance Committee Meeting	Review budget schedule	Leslie	
April 11: Executive Committee Meeting	Review budget schedule	Leslie	
April 16	Stakeholder budget proposals due to finance	All stakeholders	Use Budget Submission form for ongoing and new budget items, and Budget Justification form for new items.
April 19	Leslie – final draft budget decisions	Finance team and Leslie	
April 23	Final draft to board for April 26 meeting	Stacie/Finance team	
May 2	Incorporate changes from meeting feedback. Updated draft to IHLS Finance and Executive Committees, and SHARE budget to SHARE Executive Committee	Stacie/Finance team/Cassandra	
May 15	All changes from committee meetings incorporated. Final proposal to IHLS Board for May meeting	Stacie/Leslie	