**University Financial Management Activities**

- Receive final FY20 cost pool allocation
- FY19 Q2 local financial forecasts for the period ending December 31st are due

**January 2019**

- FY19 Q2 local financial forecasts for the period ending December 31st are due
- Directors strategic plans due March 28th
- Sabbatical Report to Sr VPAA 11/1
- Collections Activities
  - IPEDS Library Survey Opens

**February 2019**

- Preliminary FY20 budget detail due
- Local Units conduct strategic planning
- IPEDS Library Survey Opens
- ARL Salary Survey opens

**March 2019**

- Submit FY21 estimated budget
- Directors strategic plans due March 28th
- Directors adjust and finalize FY20 plans and submit detailed budgets for FY20 including workforce details
- Directors FY19 Q2 local financial forecasts for the period ending March 31st are due April 12th.

**April 2019**

- Retreat May 14, 2019 – review plans for FY20 based on available capacity. Finalize Library-wide goals and metrics for the University.
- Directors and central units evaluate activities that could not be included in FY20 plan and begin to develop a budget request for FY21 that will be submitted in October.
- 3rd Quarter Library Quarterly Report released.

**May 2019**

- Retreat May 14, 2019 - initial presentation of two year plans (July 2019-June2021) plans.
- Propose FY20 Library-wide goals and metrics for the University
- Central Unit develop report on capacity to manage proposed priorities
- 3rd Quarter Library Quarterly Report released.

**June 2019**

- Retreat April 16, 2019 - final presentation of two year plans (July 2019-June2021) plans.
- Propose FY20 Library-wide goals and metrics for the University
- Central Unit develop report on capacity to manage proposed priorities
- 3rd Quarter Library Quarterly Report released.

**June/July 2019**

- Throughout the summer, Directors meet with CFOs to discuss local priorities for FY21 (October submission).
- FY20 Library goals and metrics are submitted to SvPAA
- 4th Quarter Library Quarterly Report released
- MPSL and Sr Administrators complete self-appraisal
- 60-Day Notices to Reappt TT Candidates
- Performance appraisal for MPSC and Senior Administrators completed
- Complete AAUP-BHSNJ Librarian evaluations (?)

**July 2019**

- Retirement Planning and Retirement Fund
- ARL Source of Funds Surveys Open
- Fiscal year end rollover

**August 2019**

- Cabinet Team Development Retreat (TBD)
- Finalize anticipated FY21 budget requests
- ARL Source of Funds Survey Closes. AALS Annual Survey Open
- SRA App Review
- Complete Form 5 for TT Promo/Tenure
- 30-Day Notices to Reappt TT Candidates
- TT Post Tenure Review Candidate Notice 10/1

**September 2019**

- Official request for FY21 budget due
- FY20 Q1 local financial forecasts due for the period ending September 30th
- TT Tenure/Promotion Packets to OQ
- ARL Source of Funds Survey Closes. Analytics Librarian begins collecting data from departments.
- Compile data and complete statistical assessment of FY19 finances and activities.
- Sabbatical Report to Sr VPAA 11/1
- AY2020 statistics and assessment

**October 2019**

- ACRL Metrics Survey Opens
- Communications gathers stats for Annual Report
- Journal renewals/cancellations

**November 2019**

- FY20 Q2 local financial forecasts for the period ending December 31st are due
- ACRL Survey opens
- Journal renewals/cancellations
- Make year-end purchases

**December 2019**

- FY20 Q2 local financial forecasts for the period ending December 31st are due
- ARL Salary Survey Opens
- AY2020 statistics and assessment
- Budget approval for FY2021
- Make year-end purchases

**January 2020**

- IPEDS Library Survey Opens
- Perform CY2018 collections and LIL cost assessment
- Finalize anticipated FY21 budget requests
- CAB Team Development Retreat (TBD)