

	A	B
1		Time Line for 2024 Budget
2	1/3/2023	Revised PC & MY PC support fees due to KG from VTL
3		
4	1/6/2023	Prepared by client list provided to SCLS by Baker Tilly
5		
6	1/10/2023	All annual tech fees invoiced to members by KG. This is for fees voted on in July
7		
8	1/13/2023	Additional PC & MyPC support fees (added July-Dec) due to KG invoiced separately as they were not voted on by members in July. KG will send invoices by the end of 1/2023
9		
10		
11	1/19/2023	AC Meeting - Technology Services Cost Formula Work Group reporting for 2024 fees
12		
13	1/26/2023	BOT Meeting Pre-audit email already sent to BOT from Baker Tilly
14		Foundation Meeting 1:30
15		
16	1/27/2023	Preliminary information to Baker Tilly including general ledger
17		
18	1/31/2023	SCLSF tax organizer spreadsheet to SCLS from Baker Tilly
19		
20	2/1/2023	ILS Committee meeting; Review cataloging agreement. Approve at April meeting.
21		
22	2/14/2023	SCLS Audit begins (2/14 -2/17)
23		
24	2/16/2023	AC Meeting
25		Annual Report done and sent to BOT except financials
26	2/20/2023	Final trial balance & general ledger to Baker Tilly from SCLS
27		
28	2/21/2023	State annual report financial page done (goes out with BOT financials)
29		
30	2/23/2023	BOT meeting: approve system annual report
31		
32	2/28/2023	System Annual Report dueto DPI
33		SCLSF tax organizer spreadsheet 990 info to Baker Tilly from SCLS
34		
35	3/1/2023	Budget Webinar Put link to webinar in Top 5 Jean
36	3/1/2023	Draft Management Discussion & Analysis (audit) to SCLS
37		
38	3/6/2023	Draft Management Discussion & Analysis (audit) returned to Baker Tilly
39		
40	3/9/2023	All Directors agenda out
41		
42	3/10/2023	SCLSF Open items & follow up questions due to client from Baker Tilly
43		
44	3/15/2023	Coordinators Meeting Discuss wage grid
45		
46	3/16/2023	All Directors (virtual) 2024 Service Priorities. Coordinators attend from their offices.
47		
48	3/17/2023	Draft Management Discussion & Analysis (MD&A) (audit) from Baker Tilly to SCLS

	A	B
49	3/17/2023	Draft MD&A in SCLS BOT packet for review - agenda discussion item
50		
51	3/23/2023	BOT meeting
52		
53	3/24/2023	MD&A returned to auditor with any changes (no BOT review or approval needed)
54		Management representation letter returned to Baker Tilly
55		
56	3/29/2023	ILS Agenda out with cataloging contract, draft ILS budget
57	3/29/2023	Tech Agenda out with draft budget
58		Contact MAD about 2024 Resource Library agreements
59		
60	3/30/2023	Final MD&A (audit) issued by Baker Tilly
61		
62	4/5/2023	ILS Meeting: Approve Cataloging Contract; Discussion of Service Priorities; Budget for AD
63		Tech Meeting: Discussion of Service Priorities; Budget for All Directors
64		
65	4/7/2023	Draft Foundation 990 to SCLS for review from auditor - MVP review
66		
67	4/10-4/14	SCLSF reviews Form 990 and any updates are sent to Baker Tilly (if applicable)
68		
69	4/13/2023	AC agenda out Revised Tech Agreement
70	4/13/2023	Delivery Meeting: Discussion of Service Priorities & budget for May All Directors
71		
72	4/14/2023	2024 Staffing needs to KG Decision on wage increases, reclasses
73		
74	4/17/2023	Supported devices & PC counts delivered to members
75		
76	4/17-4/20	Baker Tilly makes changes to SCLSF 990
77		
78	4/20/2023	AC Meeting: Review Resource Library contracts; Review Technology Services Cost Formula
79	4/20/2023	Tech agreement with new cybersecurity language
80	4/20/2023	Management Discussion & Analysis final to BOT in packet
81	4/20/2023	SCLSF Final 990 in packet with agenda
82		MVP send contracts to MAD BOT
83		
84	4/21/2023	Cataloging fees; health care costs; pension; wage grid & projections draft done by KG
85		
86	4/27/2023	BOT Meeting Auditor presents audit & BOT votes to approve
87	4/27/2023	SCLSF 990 Form approved and signed
88		
89	4/28/2023	MVP emails audit to DPI & Final 990 filed
90		
91	5/1/2023	Adm, Tech, ILS, Del, Consultant 2024 budget drafts done by Coords & in shared drive
92	5/1/2023	Supported device & PC count deadline given by VTL to members in memo
93	5/1/2023	WI Dept of Financial Institutions Form 1952 signed
94		
95	5/4/2023	MPL BOT votes to approve Cataloging contract & Resource Library Agreements
96		

	A	B
97	5/11/2023	All Directors agenda out with draft budgets scenarios (% up or down) wage increases
98		
99	5/12/2023	Supported device & PC counts due to SCLS from members (actual deadline)
100		
101	5/17/2023	Departments provide 2023 Mid-Year Budget adjustments to MVP & KG by noon
102		
103	5/18/2023	May All Directors Meeting (): Draft budgets shared, cost formula discussion
104	5/18/2023	SCLS compiles May All Directors discussion information to share with committees
105		
106	5/25/2023	BOT meets. Revised Tech agreement
107		SCLS BOT Approves Cataloging and Resource Library contracts contract says before 7/1)
108		
109	5/29/2023	2023 Mid-Year Budget adjustment for SCLS BOT done
110		
111	6/7/2023	ILS Committee Meeting Final budget due
112	6/7/2023	Technology Committee Meeting Final budget due
113		
114	6/8/2023	Delivery Committee meets to review final budget & AC agenda out with voting shares
115	6/8/2023	Final ILS, Technology, Delivery 2024 fees & budget documents to MVP & KG shared drive
116		
117	6/14/2023	SCLS BOT Finance & Personnel meets to review 2023 Mid-year budget
118		Preliminary 2024 budget and wage grid
119		
120	6/15/2023	AC Meeting: Weighted voting for fees
121	6/15/2023	ILS/Tech contract amendments if any
122	6/15/2023	SCLS BOT agenda out with 2023 Mid-year budget
123		
124	6/19/2023	Notice of July All Directors sent out
125		
126	6/22/2023	SCLS BOT votes on 2023 Mid-Year Budget adjustments;
127	6/22/2023	System Director 6 month check in prior to mtg
128		
129	7/6/2023	Post All Directors fees, budgets and agenda
130	7/6/2023	Budget docs done for All Directors
131	7/6/2023	Fees sent out: www.scls.info/committees/governance-summary.html (2 wks notice)
132	7/6/2023	AD agenda sent: vote weighting, Fees: Tech,ILS,Del, OverDrive, Advantage & budgets
133		
134	7/20/2023	All-Directors (): Fees voting in morning
135	7/20/2023	BOT meeting agenda out
136		
137	7/21/2023	Members informed of 2024 ILS/Tech fees by SCLS (8/1 in contract)
138		
139	7/27/2023	BOT
140		
141	8/7/2023	2024 Draft System Plan out to Coordinators
142		
143	8/15/2023	Written notice due to SCLS from any member withdrawing from ILS/Tech for 2024 (CL)
144		

	A	B
145	8/16/2023?	SCLS BOT Meeting Finance Committee review 2024 budget prior to BOT meeting
146		
147	8/17/2023	AC Meeting: System Plan ideas for discussion
148		
149	8/24/2023	SCLS BOT Meeting
150		
151	9/5/2023	System Plan information due to MVP from Coordinators except KG (10/3)
152		
153	9/14/2023	AC agenda out; SCLS 2024 budget & system plan
154		
155	9/21/2023	AC recommend approval of SCLS 2024 budget & system plan
156	9/21/2023	SCLS BOT agenda and final SCLS 2024 budget & system plan sent to SCLS BOT*
157		
158	9/28/2023	SCLS BOT approve budget & system plan *final budget sheet can't be done until after vote
159		
160	10/9/2023	System plan final budget sheet due to MVP from KG*
161	10/9/2023	Projected fees SCLS fees are posted to SCLS website
162		
163	10/13/2023	SCLS 2024 budget & system plan due to DPI
164		
165	11/9/2023	All Directors Agenda out
166		
167	11/16/2023	All Directors