

	A	B
1		Time Line for 2025 Budget
2	End of 2023	Prepared by client list provided to SCLS by Baker Tilly
3		
4	1/2/2024	Revised PC & MY PC support fees due to KG from VTL
5		
6	1/12/2024	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 1/2024
7		
8		
9	1/18/2024	AC Meeting - Technology Services Cost Formula Work Group reporting for 2025 fees
10		
11	1/25/2024	Board of Trustees (BOT) meeting Pre-audit email already sent to BOT from Baker Tilly
12		Foundation Meeting 1:30
13		
14	1/26/2024	Preliminary information to Baker Tilly including general ledger
15		
16	1/31/2024	All annual tech fees invoiced to members by KG. This is for fees voted on in July
17		SCLSF tax organizer spreadsheet to SCLS from Baker Tilly
18		
19	2/7/2024	ILS Committee meeting; Review cataloging agreement. Approve at April meeting.
20		
21	2/12/2024	SCLS Audit begins (2/12 -2/16)
22		
23	2/15/2024	AC Meeting
24		Annual Report done and sent to BOT except financials
25		
26	2/9/2024	Final trial balance & general ledger to Baker Tilly from SCLS
27		
28	2/20/2024	State annual report financial page done (goes out with BOT financials)
29		
30	2/22/2024	BOT meeting: approve system annual report
31		
32	2/29/2024	System Annual Report due to DPI. Send copy to Baker Tilly
33		SCLSF tax organizer spreadsheet 990 info to Baker Tilly from SCLS
34		
35	3/1/2024	Budget Webinar Put link to webinar in Top 5 Jean
36		
37	3/13/2024	Coordinators Meeting Discuss wage grid
38		
39	3/14/2024	All Directors agenda out
40		
41	3/15/2024	SCLSF Open items & follow up questions due to client from Baker Tilly
42		
43	3/21/2024	All Directors 2025 Service Priorities
44		Draft Management Discussion (1 pg) & Financial Statement (whole package) to SCLS
45		
46	3/27/2024	ILS Agenda out with cataloging contract, draft ILS budget
47		Tech Agenda out with draft budget
48		

	A	B
49	3/28/2024	BOT meeting
50		SCLSF Open items & follow up questions due to Baker Tilly from SCLSF
51		Draft Management Discussion & Financial Statement returned to Baker Tilly
52		
53	4/1/2024	Contact MAD about 2025 Resource Library agreements
54		
55	4/3/2024	ILS Meeting: Approve Cataloging Contract; Discussion of Service Priorities; Budget for AD
56		Tech Meeting: Discussion of Service Priorities; Budget for All Directors
57		
58	4/5/2024	Draft Foundation 990 to SCLS for review from Baker Tilly - MVP review
59		SCLSF reviews Form 990 and any updates are sent to Baker Tilly (if applicable)
60		
61	4/11/2024	Final Draft Management Discussion & Financial Statement from Baker Tilly to SCLS
62		AC agenda out
63		Delivery Meeting: Discussion of Service Priorities & budget for May All Directors
64		
65	4/12/2024	2025 Staffing needs to KG Decision on wage increases, reclasses
66	4/12-4/17	Baker Tilly makes changes to SCLSF 990
67	4/12/2024	Management representation letter returned to Baker Tilly
68	4/12/2024	Management Discussion & Financial Statement from Baker Tilly to SCLS
69		
70	4/17/2024	Supported devices & PC counts delivered to members
71		
72	4/18/2024	AC Meeting: Review Resource Library contracts; Review Technology Services Cost Formula
73		Management Discussion & Financial Statement final to BOT in packet
74		SCLSF Final 990 from Baker Tilly and in packet with agenda
75		
76	4/19/2024	MVP send contracts to MAD BOT
77		Cataloging fees; health care costs; pension; wage grid & projections draft done by KG
78		
79	4/25/2024	BOT Meeting Auditor presents Financial Statement (audit) & BOT votes to approve
80		SCLSF 990 Form approved and signed at SCLSF meeting
81		
82	4/26/2024	MVP emails audit to DPI & Final 990 filed
83		
84	5/1/2024	Adm, Tech, ILS, Del, Consultant 2025 budget drafts done by Coords & in shared drive
85		Supported device & PC count deadline given by VTL to members in memo
86		WI Dept of Financial Institutions Form 1952 signed
87		
88	5/2/2024	MPL BOT votes to approve Cataloging contract & Resource Library Agreements
89		
90	5/9/2024	All Directors agenda out with draft budgets scenarios (% up or down) wage increases
91		
92	5/10/2024	Supported device & PC counts due to SCLS from members (actual deadline)
93		
94	5/16/2024	Departments provide 2024 Mid-Year Budget adjustments to MVP & KG by noon
95		May All Directors Meeting (): Draft budgets shared, cost formula discussion
96		SCLS compiles May All Directors discussion information to share with committees

	A	B
97	5/23/2024	BOT meets
98		SCLS BOT Approves Cataloging and Resource Library contracts contract says before 7/1)
99		
100	5/29/2024	2024 Mid-Year Budget adjustment for SCLS BOT done
101		
102	6/5/2024	ILS & Technology Committee Meetings Final budget due
103		
104	6/7/2024	Final ILS, Technology, Delivery 2024 fees & budget documents to MVP & KG shared drive
105		
106	6/13/2024	Delivery Committee meets to review final budget & AC agenda out with voting shares
107		
108	6/13/2024?	SCLS BOT Finance & Personnel meets to review 2024 Mid-year budget
109		Preliminary 2024 budget and wage grid
110		
111	6/17/2024	Notice of July All Directors sent out
112		
113	6/20/2024	AC Meeting: Weighted voting for fees
114		ILS/Tech contract amendments if any
115		SCLS BOT agenda out with 2024 Mid-year budget
116		
117	6/27/2024	SCLS BOT votes on 2024 Mid-Year Budget adjustments;
118		System Director 6 month check in prior to mtg
119		
120	7/3/2024	Post All Directors fees, budgets and agenda
121		Budget docs done for All Directors
122		Fees sent out: www.scls.info/committees/governance-summary.html (2 wks notice)
123		AD agenda sent: vote weighting, Fees: Tech,ILS,Del, OverDrive, Advantage & budgets
124		
125	7/18/2024	All-Directors (): Fees voting in morning
126		BOT meeting agenda out
127		
128	7/19/2024	Members informed of 2024 ILS/Tech fees by SCLS (8/1 in contract)
129		
130	7/25/2024	SCLS BOT meeting
131		
132	8/9/2024	2025 Draft System Plan out to Coordinators
133		
134	8/15/2024	Written notice due to SCLS from any member withdrawing from ILS/Tech for 2025 (CL)
135		
136	8/15/2024?	SCLS BOT Meeting Finance Committee review 2024 budget prior to BOT meeting
137		
138		AC Meeting: System Plan ideas for discussion
139		
140	8/22/2024	SCLS BOT Meeting
141		
142	9/6/2024	System Plan information due to MVP from Coordinators except KG (10/04)
143		
144	9/12/2024	AC agenda out; SCLS 2024 budget & system plan

	A	B
145		
146	9/19/2024	AC recommend approval of SCLS 2025 budget & system plan
147		SCLS BOT agenda and final SCLS 2025 budget & system plan sent to SCLS BOT*
148		
149	9/26/2024	SCLS BOT approve budget & system plan *final budget sheet can't be done until after vote
150		
151	10/10/2024	System plan final budget sheet due to MVP from KG*
152		
153	10/11/2024	Projected fees SCLS fees are posted to SCLS website
154		
155	10/15/2024	SCLS 2025 budget & system plan due to DPI
156		
157	11/14/2024	All Directors Agenda out
158		
159	11/21/2024	All Directors