

Library of Michigan Public Library Financial Management Cohort

2024 TIMELINE

September 2023

- Cohort meeting schedule arrangements and messaging
- LM Cohort Introduction Webinar – 09/21/23

October 2023

- Welcome Meeting with Tracy – 10/02/23
- **Budgeting for Libraries Class** – 4 weeks
 - Start date: 10/02/23
 - End date: 10/27/23
- Budgeting for Libraries Class instructor review meeting – 10/12/23
- Cohort meeting and LM State Aid webinar - 10/26/23

November 2023

- **Purchasing for Libraries Class** – 4 weeks
 - Start date: 11/06/23
 - End date: 12/01/23
- Purchasing Class instructor review meeting - 11/15/23
- Cohort meeting and LM Purchasing in Michigan webinar – 11/16/23

December 2023

- Holiday Break

January & February 2024

- **Governmental Accounting for Libraries Class** – 9 weeks
 - Start date: 01/02/24
 - End date: 03/01/24
- Governmental Accounting for Libraries Class Instructor review meeting #1 – 01/24/24
- Governmental Accounting for Libraries Class Instructor review meeting #2 – 02/14/24
- Cohort meeting and LM Penal Fines webinar – 01/18/24

March 2024

- **Internal Control for Libraries Class** – 4 weeks
 - Start date: 03/11/24
 - End date: 04/05/24
- Internal Control for Libraries Class instructor review meeting - 03/27/24
- Cohort meeting and LM Personal Property Tax webinar – 03/14/24

April 2024

- **Payroll Administration for Libraries Class** – 4 weeks
 - Start date: 04/15/24
 - End date: 05/10/24
- Payroll Administration Class instructor review meeting – 05/01/24
- Cohort meeting and LM Grant Accounting webinar – 04/18/24

May 2024

- **Writing Financial Policies Class for Libraries** – 4 weeks
 - Start date: 05/20/24
 - End date: 06/14/24
- Writing Financial Policies Class instructor review meeting – 5/29/24

June 2024

- Cohort meeting and Policy Revision Project Discussion – 06/13/24

July 2024

- Financial Policy project
- Final Project Due: 07/26/24

August 2024

- Final Cohort meeting – Wrap Up and Comments – 08/08/24
- Graduation! – 08/28/24