

## TIMELINE FOR 2026 BUDGET

	A	B
1	End of 2024	Prepared by client list provided to SCLS by Baker Tilly
2		
3	1/2/2025	Revised PC & MY PC support fees due to KG from VTL
4		
5	1/9/2025	Additional PC & MyPC support fees (added July-Dec) due to KG invoiced separately as they were not voted on by members in July. KG send Tech/ILS Member Fees invoices by this date.
6		
7		
8	1/16/2025	AC Meeting: <del>Technology Services Cost Formula Work Group reporting for 2026 fees</del> (not in 2025)
9		Cluster training at AC
10		
11	1/23/2025	SCLS Board (BOT) meeting: officer election, committee appointments, meeting dates
12		Pre-audit email already sent to BOT from Baker Tilly
13		SCLS meeting: officer election, Cornerstone nominees
14		
15	1/31/2025	All annual tech fees invoiced to members by KG. This is for fees voted on in July
16		SCLS tax organizer spreadsheet for the Foundation 990 to SCLS from Baker Tilly
17		
18	2/3/2025	Preliminary information to Baker Tilly including general ledger
19		Final trial balance & general ledger to Baker Tilly from SCLS
20		
21	2/5/2025	ILS Committee meeting; Review cataloging agreement. (Will approve at April meeting.)
22		Cluster training for ILS Committee, Tech Committee
23		
24	2/10/2025	SCLS Audit begins (2/10 -2/14)
25		
26	2/20/2025	AC Meeting
27		
28	2/27/2025	BOT meeting
29		
30	2/28/2025	SCLS tax organizer spreadsheet 990 info to Baker Tilly from SCLS
31		
32	3/7/2025	SCLS Open items & follow up questions due to client from Baker Tilly
33		
34	3/12/2025	Coordinators Meeting Discuss wage grid
35		
36	3/13/2025	All Directors agenda out
37	3/13/2025	Budget Webinar: Re-record and post no later than March All Directors
38		
39	3/14/2025	Draft Management Discussion Analysis & Financial Statement (whole package) to SCLS
40		
41	3/20/2025	All Directors: 2026 Service Priorities; ILS Evaluation Update
42		Annual Report done and sent to BOT
43		
44	3/22/2025	SCLS Open items & follow up questions due to Baker Tilly from SCLS
45		
46	3/26/2025	ILS Agenda out with cataloging contract, draft ILS budget

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47	3/26/2025	Tech Agenda out with draft tech budget
48		
49	3/27/2025	BOT meeting: approve System Annual Report
50		
51	3/30/2025	System Annual Report due to DPI. Send copy to Baker Tilly.
52		
53	3/31/2025	Contact MAD about 2026 Resource Library agreements
54		
55	4/1/2025	Draft Management Discussion Analysis & Financial Statement returned to Baker Tilly
56		
57	4/2/2025	ILS Meeting: Approve Cataloging Contract; Discussion of Service Priorities for AD; Draft Budget
58		Tech Meeting: Discussion of Service Priorities for AD; Draft Budget
59		
60	4/4/2025	Draft Foundation 990 to SCLSF for review from Baker Tilly - SMS review
61		
62	4/7/2025	Final Draft Management Discussion & Analysis from Baker Tilly to SCLS
63	4/7-4/11/25	SCLSF reviews Form 990 and any updates are sent to Baker Tilly (if applicable)
64		
65	4/8/2025	Management representation letter returned to Baker Tilly
66		
67	4/10/2025	AC agenda out
68		Delivery Meeting: Discussion of Service Priorities & budget for May All Directors
69		Financial statement issued to SCLS by Baker Tilly
70		
71	4/11/2025	2026 Staffing needs to KG including proposed wage increases, reclasses
72	4/11-4/16/25	Baker Tilly makes changes to SCLSF 990
73		
74	4/16/2025	Supported devices & PC counts delivered to members
75		
76	4/17/2025	AC Meeting: Review RL contracts; <del>Review Technology Services Cost Formula</del> (not in 2025)
77		SCLSF Final 990 from Baker Tilly and in packet with agenda
78		
79	4/18/2025	SMS send contracts to MAD BOT
80		Health care costs; pension; wage grid & projections draft done by KG
81		
82	4/24/2025	BOT Meeting
83		SCLSF 990 Form approved and signed at SCLSF meeting
84		
85	4/28/2025	WI Dept of Financial Institutions Form 1952 signed, Final 990 filed
86		
87	4/30/2025	Adm, Tech, ILS, Del, Consultant 2026 budget drafts done by Coords & in shared drive
88		
89	5/1/2025	Supported device & PC count deadline given by VTL to members in memo (external deadline)
90		MPL BOT votes to approve Cataloging contract & Resource Library Agreements
91		
92	5/8/2025	All Directors agenda out with draft budgets scenarios (% up or down)

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93		
94	5/9/2025	Supported device & PC counts due to SCLS from members (internal deadline)
95		
96	5/15/2025	Departments provide 2025 Mid-Year Budget adjustments to SMS & KG by noon
97		May All Directors Meeting: Draft budgets shared, cost formula discussion
98		SCLS compiles May All Directors discussion information to share with committees
99		Board Agenda out. Post final draft audit documents.
100		
101	5/15/2025	Management Discussion & Analysis and Financial Statement final draft to BOT in packet
102		
103	5/22/2025	BOT Meeting: Approves Cataloging and Resource Library contracts (contract says before 7/1)
104		BOT approves the audit/auditors presentation of the audit
105		Board Appreciation Potluck/50th Anniversary Party
106		SMS emails final audit to DPI
107		
108	5/28/2025	2025 Mid-Year Budget adjustment for SCLS BOT done
109		
110	6/4/2025	ILS & Tech Committee meetings approve final budget
111		
112	6/6/2025	Final ILS, Technology, Delivery 2026 fees & budget documents to SMS & KG shared drive
113		Prep voting shares using the 2025 budget
114		
115	6/9-6/18/25	Personnel/B&F meet to review 2025 Mid-year budget, prelim 2026 budget, wage grid
116		System Director 6-month check in on goals with personnel committee
117		
118	6/12/2025	Delivery Committee meets to review final budget & AC agenda out with voting shares
119	6/12/2025	Voting shares for fees ready, OverDrive fees ready
120		
121	6/16/2025	Notice of July All Directors sent out
122		
123	6/19/2025	AC Meeting: Weighted voting for fees
124		ILS/Tech contract amendments if any
125		SCLS BOT agenda out with 2025 Mid-year budget
126		
127	6/26/2025	SCLS BOT votes on 2025 Mid-Year Budget adjustments
128		
129	7/2/2025	Post All Directors fees, budgets and agenda
130		Budget docs done for All Directors
131		Fees sent out: <a href="http://www.scls.info/committees/governance-summary.html">www.scls.info/committees/governance-summary.html</a> (2 wks notice)
132		AD agenda sent: vote weighting, Fees: Tech,ILS,Del, OverDrive, Advantage & budgets
133		
134	7/17/2025	All-Directors: Fees voting in morning
135		BOT meeting agenda out
136		
137	7/18/2025	Members informed of 2026 ILS/Tech fees by SCLS ( 8/1 in contract)
138		

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	A	B
139	7/24/2025	BOT meets: review draft strategic plan
140		SCLSF meeting: finalize Cornerstone, begin discussion about 2027 officers
141		
142	8/14-8/18/25	BOT Personnel/B&F Committees review final draft 2026 budget, wage grid prior to BOT meeting
143		
144	8/15/2025	Written notice due to SCLS from any member withdrawing from ILS/Tech for 2026 (CL)
145		
146	8/21/2025	AC Meeting: System Plan ideas for discussion
147		
148	8/28/2025	SCLS BOT Meeting
149		
150	9/8/2025	SMS shares 2026 system plan info/reminder to Coordinators
151		
152	9/11/2025	AC agenda out with SCLS 2026 draft budget
153		
154	9/18/2025	AC meeting: Recommend approval of SCLS 2026 budget <i>^ARSL conference is this week</i>
155		SCLS BOT agenda and final SCLS 2026 budget sent to SCLS BOT
156		
157	9/25/2025	SCLS BOT meeting: Approve 2026 budget
158		
159	10/3/2025	System Plan information due to SMS from Coordinators
160		
161	10/9/2025	AC agenda out with 2026 system plan
162		
163	10/10/2025	Projected fees SCLS fees are posted to SCLS website
164		
165	10/16/2025	AC meeting: recommend approval of the 2026 annual system plan to the SCLS BOT
166		Board agenda out with System Plan
167		
168	10/23/2025	SCLS BOT meeting: approve the 2026 system plan
169		SCLSF meeting: Cornerstone debrief, slate of officers
170		
171	10/30/2025	SCLS 2026 budget & system plan due to DPI
172		
173	11/13/2025	All Directors Agenda out
174		
175	11/20/2025	All Directors (SCLS HQ)
176		
177	11/21/2025	SCLS BOT meeting: approve 26-29 strategic plan if not done earlier
178		
179	12/11/2025	AC agenda out
180		
181	12/12/2025	SCLS BOT agenda out
182		
183	12/18/2025	AC meeting
184		

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	A	B
185	12/19/2025	SCLS BOT meeting
186		
187	12/26/2025	Prep PC & MY PC support fees for invoicing in 1/2026