

**Present:** Marsha Hoefts, Chair; Michael Poradek; Rebecca Berger (Ex-Officio); Jon Swanson (CLA); Tracy Vreeke (NFLS); Maryssa Paulsen (NFLS)

**Excused:** Corrie Campbell

**Absent:** Cheryl Maxwell

### **Minutes**

1. **Call to Order.** The meeting was called to order at 12:04 pm by Chair Marsha Hoefts.
2. **Agenda Revisions.** None.
3. **Open Forum.** None.
4. **Approval of the February 14, 2023 Minutes.**

Member Poradek makes a motion to approve the minutes from the February 14, 2023 meeting. Seconded by Member Berger. Motion carried.

5. **Approval of the 2022 Audit Report by CLA.**

Jon Swanson summarizes a clean opinion and recognizes two common, recurring weaknesses: preparation of annual financial statements and segregation of duties, regarding minimal staff and lack of a billing department. Both are usual for organizations of NFLS' size.

Member Poradek makes motion to approve. Seconded by Member Berger. Motion carried.

6. **2023 Mid-Year Budget Review.**

NFLS Director Vreeke reviews revenues and expenses through June 2023. Discussion regarding adding a Short-Term Reserve to accommodate surpluses. This would allow tracking of revenue & expenses within rather than outside of the budget. It would allow for added efficiency and transparency.

7. **Review of the 2024 Draft Budget.**

Director Vreeke highlights the state budget increase for 2024-25 for \$6,000,000 for the biennium for WI library systems. Director Vreeke reviews anticipated increases for Staff Services, Operating Expenses, Travel & Training, Contracted Services, Library Development, as well as the

addition of the Short-Term Reserve line item and expected revenues & expenditures for LSTA Sparsity Grant and Professional Learning Grant.

**8. Adjourn.**

Member Poradek made a motion to adjourn, seconded by Member Berger.

**Meeting adjourned at 12:57pm.**

Respectfully Submitted,

Maryssa Paulsen, Administrative Assistant at NFLS