

**Minutes of the  
Nicolet Federated Library System  
Finance Committee  
Thursday, February 4, 2021 at 12:00 p.m., via Zoom**

**Present via Zoom:** Marsha Hoeffs, Co-Chair; Kathy Pletcher, Co-Chair; Paul Gustafson; Ken Harter; Cheryl Maxwell; Anthony Yaggie (Ex-Officio)

**Absent:** Corrie Campbell

**Also Present via Zoom:** Tracy Vreeke, Director (NFLS), Hannah Good Zima (NFLS)

1. **Welcome & Introductions.** The meeting was called to order by Co-Chair Hoeffs at 12:06 p.m.
2. **Agenda Revisions.** None.
3. **Open Forum.** None.
4. **Approval of September 24, 2020 Minutes.**

Member Harter made a motion to approve the minutes. Member Gustafson seconded the motion. **Motion carried.**

5. **Year-End Budget Review for 2020.**

Director Vreeke reviewed the year end totals for 2020 revenue and expenses, explaining why some funds were over budget given the change in operations due to the pandemic.

Director Vreeke also provided a summary of the 2020 Year End Budget. There are \$22,222 in budget surplus funds from 2020 and unencumbered carryover funds in the amount of \$766.58, totaling \$22,998.58.

Co-Chair Pletcher recommended transferring the total into the Long-Term Reserve account given uncertainty of future state aid.

Member Harter made a motion to transfer the total of \$22,988.58, representing \$22,222 in 2020 budget surplus and \$766.58 in unencumbered carryover funds from 2018-2020, into the Long-Term Reserve account. Member Maxwell seconded the motion. **Motion carried.**

6. **Review of Three Quotes for General Insurance Coverage.**

Co-Chair Pletcher moved to approve the continued insurance coverage through Auto-Owners Insurance Company. Member Gustafson seconded the motion. **Motion carried.**

7. **Discussion of Strategies for Balancing Future Budgets.**

Co-Chair Pletcher discussed the budget gap of about \$40,000. In order to balance the 2021 budget, it was required to borrow from the long-term reserve fund in order to cover expenses. The goal of the Finance Committee this year is to provide the full Board with recommendations on how to reduce expenditures so that use of reserve funds is not necessary for 2022 and beyond.

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Director Vreeke discussed the following areas that could be adjusted to reduce expenditures:

- NFLS currently pays out about \$45,000 in Collection Development grants. NFLS is the only system still providing collection grants. DPI has opined that collection development is the responsibility of the library's municipality. The Grant Committee will be reviewing this grant to either reduce the amount given, end the grant, or possibly restructure the grant to encompass more library services.
- Delivery costs – Delivery services are a large expense for all systems. PLSR is currently looking at ways to consolidate delivery systems and reduce costs statewide.
- Rent / Office Space – NFLS currently pays \$45,000 in rent. Director Vreeke would like to develop a three year plan for office space. In looking at restructuring delivery statewide, PLSR had determined that a delivery hub would need to be located in the Green Bay area. This may provide NFLS with an opportunity to use the same office space as the delivery hub. It may also benefit NFLS to possibly share office space with other systems like OWLS, Manitowoc, Winnefox. Would it be beneficial for NFLS to buy a property? Could NFLS possibly rent out unused office space in our current Allouez Ave location as a cost-savings measure?
- OWLSnet Budget – NFLS and OWLS will be discussing reducing our system fee now that ILS merger is complete. OWLSnet currently has a sizable reserve account.
- Cut travel reimbursement for OWLSnet meetings, Advisory Committee meetings, and Board meetings by continuing to hold meetings virtually even after the pandemic.

**8. Approval of Meeting Dates for March, August and September 2021.**

Co-Chair Pletcher proposed and the Committee agreed to the following schedule of meetings:

March 25 - Review budget reduction strategies to bring to April Board meeting

August 5 – Mid-year budget review, initial budget prep and Audit Review

September 30 – Employee Salary Recommendations and Final Budget recommendations to Board for October approval

**9. Adjourn.**

Member Maxwell made a motion to adjourn. Member Pletcher seconded the motion. **Motion carried.** The meeting was adjourned at 1:24 p.m.

Respectfully Submitted,  
Hannah Good Zima, Reporting Secretary