

**Minutes of the  
Nicolet Federated Library System  
Finance Committee  
Thursday, August 5, 2021 at 12:00 p.m., via Zoom**

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

**Excused:** Paul Gustafson

**Absent:** Corrie Campbell

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

**MINUTES**

1. **Welcome & Introductions.** The meeting was called to order at 12:01 p.m.
2. **Agenda Revisions.** None.
3. **Open Forum.** None.
4. **Approval of February 4, 2021 Minutes.**

Member Harter made a motion to approve the minutes. Co-Chair Pletcher seconded the motion. **Motion carried.**

**5. Approval of the 2020 Audit Report by CLA.**

Jon Swanson from CLA provided the committee with a review of the 2020 audit report and findings. Again this year, NFLS has achieved an unmodified opinion which is the gold standard for audit findings. There were no issues of accuracy or non-compliance that were found during the audit. The Board can be confident that it reviews clean and accurate financial reports.

Member Maxwell moved to approve the report and recommend adoption by the full Board of Trustees. Co-Chair Pletcher seconded the motion. **Motion carried.**

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

The Committee reviewed the financial reports through the end of May 2021. The reports through the end of June 2021 will be provided for the Board at the August 12 meeting.

Director Vreeke reported that due to some savings and additional grant funding, it is unlikely that we will have the full \$40,000 deficit that was anticipated. Currently, there continue to be savings due to limited travel. Otherwise, income and expenses are trending as expected.

**7. Review of the 2022 Draft Budget.**

Director Vreeke presented the Draft 2022 System Budget to the Committee, highlighting the following increases:

- 5.5% increase to staff salaries for a cost-of-living adjustment
- 9% increase for delivery costs

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- Increased Member Library Workshops (6240) by \$4000 due to need to increase in Youth and Inclusive Services. Will look into contracting with BCL to provide those services.
- NFLS & Member Library Memberships increased by \$3000 as NFLS will likely purchase library association institutional memberships for member libraries.
- Library development increased due to renewal of data contracts for hotspots.
- \$20,000 was added for the Improvement and Innovation Grant to make it an annual grant, as recommended by the Grant Committee.

Director Vreeke will continue to revise the numbers as more information becomes available. Several additional items she will be looking at include funding member library use of OWLS Print Shop, possibly sharing an IT staff person with OWLS/OWLSnet, updating office phones, future costs for statewide server relocation, and future costs for consulting services.

**8. Adjourn.**

Member Maxwell made a motion to approve the minutes. Member Poradek seconded the motion. **Motion carried.** The meeting was adjourned at 1:39 p.m.

Respectfully Submitted,  
Hannah Good Zima, Reporting Secretary