

**Minutes of the Nicolet Federated Library System  
Finance Committee  
Thursday, June 4, 2020 at 11:00 a.m., via Zoom**

**Present via Zoom:** Kathy Pletcher, Tony Yaggie, Corrie Campbell, Paul Gustafson, Ken Harter

**Excused:** Julia Wallace (ex officio), Cheryl Maxwell

**Also Present via Zoom:** Tracy Vreeke, Director, Hannah Zima

1. **Call to Order.** The meeting was called to order at 11:05 a.m.
2. **Determination of Quorum.** A quorum was determined.
3. **Approval of Minutes from the February 6, 2019 Finance Committee Meeting.** Member Yaggie moved to approve the minutes. Member Campbell seconded the motion. **Motion carried.**
4. **Additions to the Agenda.** None.
5. **Approve Recommendation of the 2020 Improvement and Innovation Grant Applications to the Board of Trustees.**
  - a) Shawano County Library request for videographer for “Isolation Stories”
    1. Member Yaggie expressed concern regarding Shawano County’s request. The project will involve interviewing members of the public about their experience during the Coronavirus pandemic and there is a risk that individuals may express political views. Libraries are too valuable to have them come under attack because of people trying to push their own personal agenda.
    2. Member Campbell stated that censoring individual statements raise additional issues. The library should include a statement at the beginning of the video that states that the views expressed by members of the public are not shared or indorsed by the library or the system.
    3. Director Vreeke will consult with attorney to get sample language which the library could use. She will also speak with Shawano County Library’s Director about the concerns.
  - b) Half of the budget for I&I grants will be left over.
    1. Chair Pletcher suggested possibly doing a second round of grant applications for those libraries who may have been unable to submit an application amid the COVID crisis. However, there is some history of system funding reductions. WLA submitted request to DPI in an attempt to restore system budgets to levels they should be at. System budget comes from Universal Service Fund which is more stable than the general fund and we hope that we do not see the same type of cuts that other departments will see given the reduction in the general revenue fund.
    2. Director Vreeke spoke about several possibilities for the surplus. A portion of the money could be used to purchase laptops and Chromebooks for the mobile hotspot lab if grant funding is not awarded. The lab would be set up as a Wi-Fi access point in areas of a community that does not have access to reliable or affordable internet. Wi-Fi and devices could be utilized by students, people needing to file for unemployment, used for social connections, etc. The Board could also wait to see what additional needs may arise for member libraries as they face reopening in new environment with new requirements. Additionally, the Board could hold off on allocating the money given possible budget cuts in the State’s biennial budget beginning in 2022.
    3. Member Harter suggested holding onto this surplus given future budget cuts.
    4. Chair Pletcher stated that the Committee could make a recommendation Board during mid-year budget review that money is moved into the Long-Term Reserve Fund.

**6. First Quarter Budget Review.**

- a) Statement of Revenue and Expenses for January to March. There was a small salary savings because new administrative assistant did not start working until February. Total funds for payroll will likely be expended going forward.
- b) Contracted Services – already spent half the budget after only the first quarter. However, several larger bills were paid and Director Vreeke is not concerned that we will have overage.
- c) Insurance is showing over budget but this is due to money in the fund being mislabeled. This will be corrected in mid-year report.
- d) Overage in IT because of the need for new platforms for virtual workspaces right now.
- e) We will not see any savings from delivery. All libraries are honoring their contractual obligations for their delivery services. During the down period, Waltco provided additional services by storing and sanitizing all of our bins. Waltco also provided extra services in getting bins redistributed once we opened. There are not a lot of delivery options so we are heavily invested in keeping them in business and continuing to have services from them when we open again.
  - a. Member Yaggie suggested that during the next contract negotiation that we include a term that we are not obligated to pay when we do not receive services due to disaster situations. However, we should honor the agreement we are currently under.
  - b. Director Vreeke stated that before she was hired, NFLS conducted a delivery study to see if there were delivery options which could reduce costs. However, they were unable to find a better deal. Director Vreeke and staff are beginning to look at different delivery scenarios to reduce costs for the next budget cycle. We are working with OWLS to rework routes to see if there would be any cost savings there. Also working with Winnefox, who run their own delivery, to see if that would be an option for us as well.
- f) Revenue:
  - a. Received both payments for State Aid at this point and have 100% of funding.
  - b. A little ahead of projection for interest income.
  - c. Paid OWLSnet and electronic books bills.
  - d. Carryover from Prior Budget Year (2018) – Was set aside for new Invoicing System which was postponed given closures.
- g) Mid-year budget review will occur at next meeting.

**7. Other Business.** None.

**8. Next meeting:** Tuesday, August 4, 2020 at 10:00 a.m.

**9. Adjourn.** Meeting adjourned at 11:49 a.m.

Respectfully Submitted:  
Hannah Zima, Reporting Secretary  
6/4/2020