

**Minutes of the  
Nicolet Federated Library System Finance Committee  
Monday, August 5, 2019 at 10:00 a.m.,  
at the Nicolet Federated Library System office**

**Present:**

Paul Gustafson, Kathy Pletcher, Tony Yaggie, Julia Wallace, Corrie Campbell

**Present via GoToMeeting:**

Cheryl Maxwell

**Excused:**

Ken Harter

**Also present:**

Megan Theys (NFLS), Tracy Vreeke (NFLS), Josh Swanson (CLA)

1. **Call to Order.** Pletcher called the meeting to order at 10:03 a.m.
2. **Determination of quorum.** A quorum was determined.
3. **Approval of Minutes from the June 6, 2019 Finance Committee meeting.** Maxwell moved to approve the minutes; Yaggie seconded. **Motion carried.**
4. **Additions to the agenda.** No revisions were made.
5. **Review annual audit report--presentation of draft audit by CLA (CliftonLarsonAllen, LLP).**
  - Josh Swanson (from CLA) handed out a draft of the 2019 NFLS audit. The final copy should be available in late August and there shouldn't be any major changes to it. If there are any changes he will point them out at that time.
  - Swanson went through the draft audit with the Committee.
  - The corrective action plan items are the same as last year and are common with a business of NFLS's size. The corrective items need to be considered in terms of cost versus benefit of the correction (segregation of duties).
  - There are no compliance issues.
  - The fund balance is going in the right direction.
  - The Committee will report to the Board on the findings of the audit next week. The Board will receive the full audit at the October meeting.
6. **Review of 2020 draft budget.**
  - Vreeke went through the 2020 preliminary budget.
  - She planned for a new person in the Admin Assistant position and dropped the benefits amount because it was over budgeted in the past.
  - NFLS no longer has a free month of rent (due to a move-in agreement) so rent went up. She increased the Miscellaneous Admin amount because it was used a

lot this year (lawyer's fees for the Employee handbook, Cadre fees for hiring Baumgart).

- NFLS is the only system that systematically gives out Collection Development grants. DPI and other library systems believe that collection development should be locally funded. The Committee will take a look at this in the future -possibly phasing this out and using those funds to better serve the libraries. They would consult with the library directors in this as well. It's not changing in this cycle (2020) but Vreeke wants to start the discussions.
- Yaggie asked if the Friends groups know that NFLS has a marketing person now. Vreeke will mention this to Baumgart and have her bring it up in her marketing cohort. Right now Baumgart might be too busy but it's worth mentioning and having her pass it on to her marketing cohort.
- There's a new line item - Intersystem Agreement Expenditures. Due to the statues and intersystem agreements, since Shawano is consolidated now NFLS will need to pay for part of cross county library payments. This will be an annual payment and not something NFLS can change. Yaggie suggested bringing a copy of the agreement to the Board meeting. The Committee wants to look at the agreements at a future meeting.
- Maxwell also wants to look at the Brown County Resource Library Agreement (RLA) and its amounts.
- The draft budget will be shared with the Board next week and the final budget will be presented at the October meeting.
- Maxwell complimented Vreeke on the budget.

**7. Other Business.** Nothing was reported.

**8. Adjourn.** Meeting adjourned at 11:24 a.m.