

**Minutes of the
Nicolet Federated Library System Finance Committee
Thursday, February 7, 2019 at 10:30 a.m.,
at the Nicolet Federated Library System office**

Present: Julia Wallace

Present via GoToMeeting: Kathy Pletcher, Cheryl Maxwell, Corrie Campbell, Tony Yaggie

Unexcused: Ken Harter

Also Present: Megan Theys (NFLS), Tracy Vreeke (NFLS)

AGENDA

1. **Call to order.** Pletcher called the meeting to order at 10:31 a.m.
2. **Determination of quorum.** A quorum was determined.
3. **Approval of Minutes from the December 18, 2018 Finance Committee meeting.** Campbell motioned to approve the minutes; Maxwell seconded.
Motion carried.
4. **Additions to the agenda.** No additions were made. Maxwell moved to approve; Campbell seconded. **Motion carried.**
5. **Small Public Library Strategic Plan Grants** - Vreeke explained that WiLS has set up a small pilot project to assist small libraries in creating strategic plans at a smaller cost than usual. The meetings will be mostly by phone and few will be in person. Each library participating will have a WiLS consultant. By the end of the year, the library will have a strategic plan. Kewaunee and Lena would like to participate this year and others are interested in future years. This year, it will start in March and end in November. NFLS is willing to fund 50% of the costs for Kewaunee and Lena. Pletcher said WiLS does a great job with strategic planning. They did NFLS's strategic plan a few years ago. Campbell motioned to approve funding half of the costs of the WiLS pilot project for Kewaunee and Lena. Maxwell seconded. **Motion carried.**
6. **Marketing Wish List** - After meeting with the OWLS marketing person, Lori Baumgart put together a wish list of items she would like for her role as NFLS

marketer. She would like to get Adobe Software, Cannon Deluxe, a green screen, and a lighting kit. Maxwell motioned to approve the marketing equipment purchases up to \$1800. Campbell seconded. **Motion carried.**

7. Great Plains Invoicing Module - The Great Plains Invoicing Module will have a one-time cost of approximately \$10,000. This program will allow NFLS to have automated invoices and purchase orders (currently, these are done by hand and paper copies are stored in binders). This will allow the invoicing process more efficient and easier to track and report. Vreeke will get final cost in a few weeks. Maxwell moved to invest up to \$11,000 in the Great Plains Invoicing Module. Campbell seconded. Maxwell asked Vreeke to find out how much of the accountant's time would be saved with this program. Yaggie agreed, saying we should know the return on the investment. Once Vreeke has the final cost, she will pass the proposal onto the finance committee. Yaggie motioned to table the original motion until they have a firm price. Pletcher seconded. **Motion carried.**

8. NFLS Reserve Fund discussion - NFLS has an end of the year balance of \$94,000. Pletcher recommended taking \$31,000 of the end of the year balance and transfer it to the long term reserve fund, which would get the fund to 10%. Reserve funds are not built into the 2019 budget. The Finance Committee will start doing quarterly reviews of the budget and will build reserve funds into the 2020 budget. Maxwell said in the future she would like something in writing about the long term reserve fund goals and budget.

Pletcher also recommended holding \$10,000 for the Great Plains Invoicing Module, \$1,875 for the Kewaunee and Lena to participate in the WiLS strategic planning, and \$1,650 for marketing materials, which leaves \$49,000. She would like to allocate this out to libraries for lifetime learning, technology, and workforce development. Wallace suggest breaking up Pletcher's proposal into two parts: the long term reserve fund and other allocations and then the library grants. Maxwell agreed. Maxwell motioned to take \$31,000 of the 2018 end of the year balance and transfer it to the long term reserve fund, holding \$10,000 for the Great Plains Invoicing Module, \$1,875 for the Kewaunee and Lena to participate

in the WiLS strategic planning, and \$1,800 for marketing materials. Yaggie seconded. **Motion carried.**

9. Year End (one time) Library Grants The NFLS Collection Development Grants are based off of population; Pletcher suggested doing the same with the remaining \$49,000 end of the year balance for the libraries. Wallace said it's an excellent idea. Yaggie said he would like to have the libraries apply for grants to give more to smaller libraries (have libraries propose/apply for grants). Wallace suggested creating an ad-hoc committee to decide how to distribute the funds. Campbell feels it is a Finance Committee issue. Yaggie and Maxwell agreed. Pletcher said they could present the two ideas to the board and get feedback from them. Vreeke can gather ideas from other systems. Maxwell motioned to recommend to the Board that the funding is available through grant applications from NFLS. Campbell seconded. The Board will come up with the criteria for judging grant applications. Pletcher said part of the criteria should be that the grants be for lifelong learning, technology, or workforce development. Pletcher can work with Vreeke to come up with a draft application. **Motion carried.**

10. Other Business. Wallace said at the last Board meeting, it was made clear that in 2016 the Board agreed to fund the long term reserve fund at 20%. She suggested making it clear what the current Finance Committee wants. Maxwell said to leave it for now until they come up with a better rationale for the long term reserve fund. Yaggie and Campbell agree. The Finance Committee will recommend to the Board that it be left at 20% for now. Once they have firmer numbers and a better rationale, they can look at it again.

11. Adjourn. Campbell motioned to adjourn at 11:41 a.m.; Yaggie seconded. **Motion carried.**