

**Minutes of the  
Nicolet Federated Library System Financial Committee  
Tuesday, December 18, 2018, 10:30 a.m.  
Nicolet Federated Library System Office**

**Present:** Corrie Campbell, Kathy Pletcher, Tony Yaggie, Cheryl Maxwell

**Also Present:** Ken Harter, Tracy Vreeke (NFLS), Megan Theys (NFLS)

1. **Call to order.** – Pletcher called the meeting to order at 10:42 a.m.
2. **Determination of quorum.** A quorum was determined.
3. **Approval of Minutes from the August 6, 2018 Finance Committee meeting.** Yaggie motioned to approve the minutes. Harter seconded. **Motion carried.**
4. **Additions to the agenda.** No additions were made.
5. **NFLS Reserve Fund discussion.**
  - Vreeke handed out what the other systems use their reserve funds for and how much is in them. Most plan for “going out of business” funds. Vreeke said another way to think about it would be funds needed to merge with another system.
  - There are currently five accounts for NFLS: General, Technology, Payroll Liability, Long Term Reserve, and Capital Project-Automation.
  - Payroll Liability will need to be increased to accommodate for the 2% pay raises of employees. This will be done each year as part of the budget process.
  - The Capital Project Automation was determined to be left over from previous years. Campbell said she thought that they had already moved to merge the Capital Project Automation with the Reserve fund. Vreeke and Theys will look at the past minutes to determine if this had already been voted on. Payroll Liability and General will remain separate. If not found in minutes, Maxwell motions to merge the Technology and Capital Project-Automation fund into Long Term Reserve fund, with the requirement that any funding coming from the account have board approval, and an explanation of what the fund is for. Yaggie seconded. **Motion carried.**
  - Maxwell wants a definition of all the funds, but especially the Reserve fund, and what it is to be used for. Vreeke said it should have money for opportunities and “going out of business.” Maxwell also wants to include money for obligations, such as leaving leases or contracts early. Campbell also warned about the bad perception from the public about having a large reserve fund.
  - The Committee tentatively came up with the following definition of the Reserve fund: The Reserve fund shall be used: to buy out contracts; to close out business; for funding for mergers/acquisitions (3 months expenditures); for capital equipment; and for technology (major technology upgrades).
  - There will be savings from this year. Vreeke will send the final number of savings to the committee next week after she gets them from the accountant. Vreeke will send out the list of office needs (Great Plains) and the rest of the money will be split between library use and the reserve account. She will also send out information on the current contracts that NFLS has and inquire as to the technology reserve held by OWLSnet. Maxwell wants to

have this information before making a decision. Pletcher said the Committee will report to the Board in January, have another meeting in January, and come with a full recommendation for the Board in February.

- Pletcher suggested writing a proposal form for the libraries to fill out to apply for the money. The form would focus on the libraries' need in workforce development, lifelong literacy, or technology. There will be a winner in each category and they will be featured on NFLS's social media. This will be a one-time grant. Vreeke will ask Glen what the best way is to set up the fund for the grant.
  - The Board members will also work on matching grants. Howard-Suamico received \$10,000 in grants from the Optimist Club. Maxwell will email out the newsletter for the Bay Lake Regional Planning because they have grants available. Campbell will mention libraries at Tiletown Tech.
6. **Other business.** Yaggie suggested having a letter of the month to inform the public of the services and value of libraries and library systems (such as cross-county payments). The next meeting Financial Committee meeting will be February 7 at 10:30 a.m.
7. **Adjourn.** Maxwell motioned to adjourn at 12:20 p.m.; Harter seconded. **Motion carried.**

Megan Theys, Recording Secretary  
December 18, 2018