

**Minutes of the
Finance Committee
Nicolet Federated Library System
Wednesday, August 7, 2024**

Present: Marsha Hoeffs, Chair; Connie Meyer; Michael Poradek; Rebecca Berger (Ex-Officio)

Excused: Corrie Campbell

Also Present: Tracy Vreeke (NFLS), Hannah Good Zima (NFLS)

MINUTES

1. Welcome & Introductions.

The meeting was called to order at 12:02 p.m.

2. Agenda Revisions.

None.

3. Open Forum.

None.

4. Approval of April 3, 2024 Minutes.

Poradek made a motion to approve the April 3, 2024 Minutes. Berger seconded the motion.

Motion carried.

5. Update on the 2023 Audit Report.

Vreeke offered an update as to the progress of the audit. There are no issues of concern, but the process has taken longer due to the use of two different accounting systems last year. CLA is aware of the October deadline to submit report to DPI.

6. Approval to Fund Assistant Director and ILL/Delivery Assistant Positions.

Given the departure of the Administrative Assistant, job descriptions were revised to better staff the system to meet the needs of our member libraries in the best way possible. Will outline in the job description that NFLS offers a flexible job structure.

Poradek made a motion to fund the Assistant Director and ILL/Delivery Assistant positions.

Meyer seconded the motion. **Motion carried.**

7. Approval to Access Short-Term Reserve Funds for Hiring Prior to 2025.

Poradek made a motion to access the Short-Term Reserve fund up to \$20,000 for the Assistant Director position. Meyer seconded the motion. **Motion carried.**

8. Mid-Year Budget Review for 2024.

Vreeke provided a review of the budget for 2024 as for the first half of the year. Expenses are trending as expected.

9. Discussion of 2025 Draft Budget.

Vreeke discussed the proposed budget for 2025, highlighting any significant changes from 2024.

10. Adjourn.

Meyer moved to adjourn the meeting, seconded by Poradek. The meeting was adjourned at 12:50 p.m.

Respectfully Submitted,

Hannah Good Zima