



**PrairieCat Administrative Council
Minutes
July 1, 2022**

The Council met on Friday, July 1st, 2022, 10 am –1 pm
In person at the Freeport Public Library,
100 E. Douglas Str., Freeport, IL

The meeting will also be available online via Zoom:

https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQ_eyaOWELi-tuB5BdBk_k9

I. Call to order, Welcome and Introductions

Present at Freeport Public Library: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Laura Long (EM), Kimberly Brozovich (RP), Laura Watson (HC), Ashley Huffines (FP), Penny Bryant (PT)

Present via Zoom: Elizabeth Smith (PrairieCat), Kelly McCully (BD), Victoria Blackmer (CV), Sharon Swanson (RAILS)

Absent: Emily Faulkner (DK), Beth Ryan (JO), Michelle Krooswyk (NL)

Huffines (Vice Chair-FP) called the meeting to order at 10:00am.

II. Introduction of Visitors and Public Comments

There were no visitors or public comments.

III. Review Agenda for Additions/Changes

Coulter (PrairieCat) added the topic of a special election under Administrative Issues and corrected the redundancy of item b under Administrative Issues.

MOTION #1

Watson (HC) moved and Bryant (PT) seconded to approve the agenda changes as stated. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 6

Nays: 0

Abstentions: 0

Discussion:

IV. Consent Agenda

- a. Approve minutes for June 3rd, 2022, PrairieCat Administrative Council meeting
- b. Approve financial report for May 2022
- c. Approve check register
- d. Statistical reports

MOTION #2

Bryant (PT) moved and Brozovich (RP) seconded to approve the

consent agenda as presented. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 6

Nays: 0

Abstentions: 0

Discussion:

V. Membership Update

a. Update on new and upgrading members

Smith (PrairieCat) refreshed the Council on new and departing members. North Boone Community Unit School District left PrairieCat as of today, July 1, 2022. They were a Union List member who now plans to use the ILL Barcode Program as needed. Mt. Carroll Public Library is upgrading from Union List to Basic Online. Hinckley Public Library District is upgrading from Basic Online to Fully Participating.

Smith stated there are a couple members making additions. Putnam County School District is adding their primary school. They did receive a grant allowing them to work on adding items during the summer. Rock Island Public Library is adding the Rock Island Watts-Midtown Branch. They will be working on adding items and hope to go live in Fall 2022.

Smith continued with the new membership additions to PrairieCat. Lostant Community Library is currently adding items and has more than 25% added. North Chicago Public Library is doing a full migration from TLC to Sierra including bibs, items, patrons and circulation data. PrairieCat staff will have weekly meetings with Innovative project management staff and weekly meetings with North Chicago library staff. North Chicago is projected to Go Live in October/November 2022.

- Update on current training and engagement projects

Smith (PrairieCat) gave an update on training and engagement. When it comes to New Directors, PrairieCat sends a welcome packet via email and US mail. PrairieCat also hosts New Director Welcome Meetings with one currently scheduled for July 14, 2022. Site visits either virtual or in person, are also encouraged. PrairieCat tracks the new directors and vacant positions in order to follow up as needed. Smith also stated there have been 17 new directors since July 2021 and there are 5 more retirements happening in the next month. We hope to have a New Director Mentorship Network and New Director Resources on the new website soon.

Smith shared the upcoming member events. A Back to School session for PrairieCat school libraries will be held in September. The annual PUG Day event is scheduled virtually for September 22-23, 2022. The event has 10 sessions scheduled and registration should be open in the next two weeks. Having the event virtually allows us to have no limits on registrations and no attendance fees. There will be a Resource Sharing Summit coming this fall, Delegates Assembly every quarter and Member Updates which were held this Spring. The Engagement Committee is also discussing in person regional events and PrairieCat hopes to include forums on the new website.

Smith stated PrairieCat continues to offer our social media pages and our monthly newsletter that has over 440 subscribers. Our online training platform is TalentLMS and here are a few statistics regarding TalentLMS:

- 859 Learner Accounts
- 560 Courses in Progress
- 50 Courses Available
- 6,641 Completed Courses since TalentLMS launched Feb. 2019

And in the past 30 days there have been:

- 19 New Users
- 72 Logged In Users
- 310 Log Ins
- 209 Courses Completed

Smith mentioned Create List Classes were launched last fall so Fully Participating libraries can complete that training online. There have been 16 completions so far. We also have our Item Entry Certification available online and have about 100 completions. On Demand trainings are also available. These are more advanced topics and in the past several months, here are some examples of the topics covered:

- PrairieCat Cataloging / OCLC Connexion Training
- Item Entry Refresher or Worksop
- MARC Training
- Serials: Checkin Cards -Editing & Utilizing
- Create Lists Workshop
- Decision Center Review

The PrairieCat staff have provided up to 10 training session each month for members. These sessions are, typically, one-to-one or small group trainings.

VI. Administrative Issues

- a. Welcome new Administrative Council members, committee designations
Coulter (PrairieCat) welcomed the two new Council members, Brozovich (RP) and McCully (BD). Coulter explained there are two board committees, the Resource Sharing Committee and the Finance Committee. Members of these committees are appointed by the board and both committees have openings. There are two vacant positions in Resource Sharing and one vacant spot in Finance. Bryant (PT) suggested Krystal Waugamon from Pecatonica Public Library for the Resource Sharing Committee. Huffines (FP) stated anyone willing to volunteer we won't disagree with so putting a call out would be best. Coulter stated we will put a call out to tier 2 and tier 3 libraries for the other Resource Sharing opening.

Coulter went over the Finance Committee members, noting the representation of several larger libraries. She suggests putting a call out to the tier 2 and 3 libraries for this vacancy as well. The Council agrees.

- b. ACTION: Election of OMA and FOIA officers
Coulter (PrairieCat) explained she is usually the OMA and FOIA officer with a member of the Council as a backup.

MOTION #3

Watson (HC) moved and Bryant (PT) seconded to approve the election of Coulter (PrairieCat) and Long (EM) as OMA and FOIA officers. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 7

Nays: 0

Abstentions: 0

Discussion:

- c. ACTION: Approve Pay Scale for FY23
Coulter (PrairieCat) asked the Council if they need to pass the Pay Scale to the Delegates Assembly or if they can approve it themselves since the Delegates have approved the budget. Huffines (FP) believes that if the pay scale falls within the budget, it makes sense to approve at the Administrative Council level. The Council agrees. Coulter stated that HR Source recommended the pay scale increase by 1.7%.

MOTION #4

Bryant (PT) moved and McCully (BD) seconded to approve the pay scale for FY23 as presented. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 7

Nays: 0

Abstentions: 0

Discussion:

- d. Review of Administrative Council Manual and signature cards for officers
DeSplinter (PrairieCat) explained the Administrative Council Manual will be updated and posted to the PrairieCat Support Site this month now that FY23 has started. She continued to explain the new members of the Executive Committee will be needing to complete a couple forms for BankOrion to become authorized signatories for PrairieCat.
- e. ACTION: Review, discussion and decision, CD investments and IL Fund investment options
Coulter (PrairieCat) introduced Sharon Swanson, RAILS Finance Manager, who manages PrairieCat's accounting along with Elena Mendoza, RAILS Staff Accountant.

Swanson (RAILS) stated As of December 2019, the PrairieCat Administrative Council decided to open an account with Illinois Funds due to the combination of attractive interest rates (then at 1.72%) as well as the liquidity of a money market account that is also considered fully secured under the Illinois Public Funds Investment Act. In March of 2020, the Federal Reserve lowered interest rates to zero in an effort to protect

the economy from the impact of COVID-19. Unfortunately, the interest rate at Illinois Funds fell since those actions and is only becoming attractive again in recent months. When interest rates at Illinois Funds fell below the rate offered at Bank Orion, the PrairieCat Finance Committee and Administrative Council directed that the balance of the Illinois Funds account be transferred back to Bank Orion leaving a remaining balance of \$176.36 to keep the account open for future flexibility should interest rates rise. To increase investment earnings, PrairieCat staff reached out to several banks regarding investment options, and the ultimate recommendation and decision of the Finance Committee and Administrative Council was to open a \$500,000 12-month Certificate of Deposit (CD) with Bank Orion at .75%. This investment amount was based on PrairieCat's need to maintain a \$500,000 minimum balance in the checking account to qualify for the interest rate of .30%, and the need to have a target liquid balance of \$650,000 to cover operational expenses. This first CD matured, and it was determined that renewing the CD at a rate of .50% was the best option, given the declining outlook for interest rates. The current CD with Bank Orion once again matures on August 7, and PrairieCat staff have reached out to Bank Orion and researched Illinois Funds' current rates.

During times of very low interest, Bank Orion has stably maintained their interest rates. PrairieCat is currently earning above the money market rates on their checking account. The rates on money market accounts can change by the hour but reports from the Federal Open Market Committee indicate that they are expected to raise interest rates by .50% at their September meeting. Their expected end of calendar year rate goal is 2%. The Federal Reserve needs to be cautious about raising interest rates too fast during a period of rising inflation to avoid throwing the country into a recession.

Swanson continued, locking in interest rates in a CD right now, given current knowledge of the Federal Reserves' projections of interest rate increases, would seem to lock PrairieCat in at a rate that would remain below market rates. Our recommendation would be to move a total of \$700,000 from Bank Orion to Illinois Funds for the higher interest rates. The CD would be redeemed upon maturity in August, and these funds would be moved prior to that to take advantage of the higher rates. This would leave a large enough balance to cover expenses before the quarterly member fees begin to come in. We have been assured by BankOrion that we would still earn the .30% rate, and they would contact us if that changed. As a precautionary statement, this does not rule out the possibility that the interest rate outlook could change very rapidly, but with the liquidity that the Illinois Funds offers, the opportunity to re-evaluate investment options is always open.

MOTION #5

Watson (HC) moved and Bryant (PT) seconded to approve moving \$700,000 from BankOrion to Illinois Funds for a higher interest rate and redeem the \$500,000 CD from BankOrion when it comes due on August 7, 2022. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 7

Nays: 0

Abstentions: 0

Discussion:

- f. Discussion, Special Election for Administrative Council, Technical Services and Circulation Committees
Coulter (PrairieCat) stated that Charm Ruhnke has decided to step down from the board due to earlier retirement. We also have a position in the Technical Services and Circulation committees that will need to be filled through the special election. We will do a call for nominations and set a time frame for the special election.

- g. Review of Delegates Assembly agenda for July 27, 2022
Coulter (PrairieCat) stated, as previously discussed, we have taken away action item nine and made it a discussion topic. We should insert a discussion about the investment decision that was just made, as well. Coulter asked if there were any ideas for presentations. Huffines (FP) suggested having a presentation from Fine Free libraries discussing how they convinced their boards to move to fine free. Long (EM) stated it would be good to know the logistics of going Fine Free. Smith (PrairieCat) stated she could work with Melissa Landis to gather volunteers from Fine Free libraries to present at Delegates. Coulter also stated we can go over how Fine Free works for the patrons.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – No Report

- b. Finance Committee – Report from June 16th, 2022

Coulter (PrairieCat) stated the Finance Committee went over the investments the Council previously heard and voted for.

VIII. Review of Meeting – what worked and what didn't

The meeting went well.

IX. Public Comments

There were no public comments.

X. Adjournment

The meeting adjourned at 10:59 am.

XI. Next Meeting – Friday, August 5, 2022, Pecatonica Public Library

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