



**PrairieCat Administrative Council
Minutes
October 7th, 2022**

The Council met on Friday, October 7th, 2022, 10 am –1 pm
In person at the Rock Island Public Library,
401 19th St, Rock Island, IL 61201
The meeting will also be available online via Zoom:

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

I. Call to order, Welcome and Introductions

Present at Rock Island Public Library: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Laura Long (EM), Ashley Huffines (FP), Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP)

Present via Zoom: Kelly McCully (BD), Victoria Blackmer (CV), Michelle Krooswyk (NL), Megan Gove (TF), Penny Bryant (PT), Laura Watson (HC), Beth Ryan (JO), Devin Wood (JO), Jamie Wilkey (Lauterbach & Amen), Sharon Swanson (RAILS), Elena Mendoza (RAILS)

Absent: Emily Faulkner (DK)

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

II. Introduction of Visitors and Public Comments

There were no public comments. Ryan (JO) introduced Devin Wood, Johnsbury Public Library's Young Adult Librarian. She is working toward her master's degree and part of the program includes shadowing Library Director, Beth Ryan. Jamie Wilkey from Lauterback & Amen introduced herself. Sharon Swanson, RAILS staff accountant, introduced herself.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for August 5th, 2022, PrairieCat Administrative Council meeting
- b. Approve financial report for July 2022 and August 2022
- c. Approve check registers
- d. Statistical reports

MOTION #1

Ryan (JO) moved and Gove (TF) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

V. Membership Update

- a. Update on new and upgrading members
Smith (PrairieCat) stated PrairieCat is in the process of adding Putnam County School's primary school. Lostant is continuing to add items and they are at about 40% of their items added. The migration of North Chicago is moving along nicely, and their Go Live date is set for October 26, 2022. North Chicago will be joining PrairieCat as a fine free library.

Coulter (PrairieCat) stated that RAILS has sent a letter to Lostant stating that they missed their grant report deadline. RAILS extended their deadline but if the report is not turned in, they will have to repay their grant and they have already paid their PrairieCat fees using that grant money. Coulter has reached out to the Lostant board treasurer who is the signatory on the grant and cannot reach her. Long (EM) asked if they could designate a signatory? Coulter responded yes, but she cannot get a hold of the Lostant Library Board. Long suggested having the State Library look into Lostant's IPLAR. This would be a good starting point. Coulter will look for Lostant's IPLAR.

- b. Update on current training and engagement projects
Smith (PrairieCat) stated we wrapped up PUG Day 2022. We hosted nine sessions, one of those was hosted by PrairieCat libraries. There were 434 total attendees which was a 58% attendance rate. 67 PrairieCat libraries attended and six outside libraries attended. The Engagement Committee will be meeting next week to go over the survey results and begin working on our in-person PUG Day 2023. Coulter (PrairieCat) encouraged the Council and membership to step up and conduct presentations for in-person PUG Day. Ryan (JO) said she has a couple programs for the in-person event.
Smith also mentioned PrairieCat hosted a Back-to-School Event in September. This was a three hour virtual event for our school members. We have 32 school members in PrairieCat and 11 schools participated. This is an encouraging participation rate and we will be doing a Back-to-School even again next year with some improvement and program refinements.

VI. Administrative Issues

- a. ACTION: Discussion, review, and approval of FY22 audit
Swanson (RAILS) introduced Jamie Wilkey with Lauterbach & Amen. Wilkey gave a brief overview of the FY22 audit. Lauterbach & Amen has issued an unmodified or clean audit. As of June 30, 2022, PrairieCat's total net position was \$1,828,506. Net position increased \$222,581 for the year ended June 30, 2022, as PrairieCat had net operating income of \$208,221 and investment income of \$6,169. This increase in net position was \$217,479 above the increase anticipated in the budget. This is a result of PrairieCat generating more revenue than expected and having lower expenditures than budgeted in FY22.

MOTION #2

Brozovich (RP) moved and Watson (HC) seconded to approve Fiscal Year 22 audit. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10
Nays: 0
Abstentions: 0
Discussion:

- b. ACTION: Approve benefit renewals, LIMRICC DeSplinter (PrairieCat) went through the LIMRICC benefit changes for 2023. The premiums for vision and life plans will remain the same for 2023. The PPO, HMO and HDHP premiums will increase 10% for 2023. A change in Rx to move to Advanced Control Drug Formulary and add a specialty drug copay for the plans reduces the increase to a blended 10%. This change increase the specialty drug copay for the HMO plan to \$125 and the copay for the PPO plan to \$100. DPPO premiums will increase 4.81%. DHMO premiums will increase 11.38%.

MOTION #3

Gove (TF) moved and Bryant (PT) seconded to approve LIMRICC benefit renewal for 2023. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10
Nays: 0
Abstentions: 0
Discussion:

- c. Discussion and review, FY24 draft budget and fees
Coulter (PrairieCat) explained the FY24 draft budget. This draft includes a 4% staff salary increase (COLA), 3.5% increases to per library charges and capital reserves for fully participating and basic online members, and a 5% increase in hosting charges for fully participating and basic online members. The budget assumes that we will receive \$564.277 in grant funding from RAILS, the amount we received in FY23. Because we are uncertain what in-kind services will cost us at this time, we are uncertain what the final amount of expenditures for financial services and facilities will be in FY24. There is some uncertainty, too, about the amount of ongoing costs for IT services, software and hardware, as we are still in the process of migrating from the RAILS infrastructure at this time. Coulter continued, A capital reserves savings of \$10K is reflected in the budget. A 4% staff salary increase for all staff is included, as well as a 1% merit increase. This was requested by the Administrative Council. The 4% amount is based on information received from HR Source regarding average payroll increases in libraries. The per-library fee for both fully participating and basic online circulating members has been increased. The FY23 levels were \$3328 FP/\$2329 BO. A 3.5% increase was added to the FP cost and the BO also adjusted, to bring the new per library charge to \$3427 FP/\$2399 BO. Our inflationary percentile of the ILS contract did decrease with the new Innovative contract, but it was suggested that we retain the 3.5% in these fees as well as the Capital reserve fees for FY24 at this time. This "evens out" the costs to smaller and larger libraries more equitably and helps absorb the doubt digit increases we are seeing in insurance and other costs, as well. Capital reserves costs were also adjusted up 3.5%. Hosting fees were adjusted up 5%, as the Finance Committee desires to recoup this cost in the fee formula. Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy

Manual. An in-person PUG Day is reflected, as was instructed by Administrative Council at their last meeting. This was based on feedback we have received from members via the recent Strategic Planning survey that reflected a desire to return to in-person conferences. At this point, Administrative Council would like to return to an every-other year in person structure. Increases to insurance that we experienced in FY23 are reflected, as well as an estimate of a 10% increase in the last six months of FY24. This budget also includes short term disability insurance. This budget reflects our new IMRF rate for FY24, which will be 12.92%, a reduction from the 14.02% we have had in the previous year. Ryan (JO) said the budget looks good and understands the increases.

- d. Discussion and review, FY23 Resource Sharing summit proposal. Coulter (PrairieCat) stated that Amanda Standerfer will be facilitating the Summit again this year. It will be on November 3rd at Dekalb Public Library. This year's topic will center around coming back from COVID and re-engaging the patrons. There is a meeting set with Standerfer next Friday, October 14th to gather more specifics on the Summit. Smith (PrairieCat) said we will have a more defined topic and agenda to share with the membership after the meeting with Standerfer.
- e. Discussion, potential changes to Bylaws concerning schedule of draft budget presentation to Delegates Assembly
Coulter (PrairieCat) pointed out that every year, according to the guidelines established in our bylaws, we present a draft budget for the coming year to the Delegates Assembly at their October meeting. Since this draft is due in October, it must be completed by September for review by the Finance Committee, and then again by the Administrative Council at their October meeting before presentation at Delegates. Because of the timeline, we are presenting a budget that can only estimate some principal elements of our revenues and expenses. Most importantly, the amount of the RAILS grants to LLSAPs (which accounts for approximately 30% of our revenues) is not available until late October or early November. This leads to estimates every year, which may vary significantly from the final amounts. Coulter would like to discuss the possibility of amending the bylaws to move this draft budget to the January Delegates assembly. Doing so would provide them with a budget that would reflect a more accurate picture of our revenues and expenditures for the coming year. Issues around budget year for membership may preclude this change, but thinks the discussion is warranted. Long (EM) stated the current timeline goes along with the levies that the libraries must follow. This could be one reason why for the current bylaws. Huffines (FP) suggested, instead of doing an entire budget, can you give a percentage range for the membership fees. Ryan (JO) agrees with Huffines suggestion.

The Council agrees to add this discussion at the October Delegates Assembly.

- f. Appointment, Administrative Council Treasurer

MOTION #4

Brozovich (RP) moved and Watson (HC) seconded to appoint Beth Ryan as the Administrative Council Treasurer. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

- g. Discussion and review, Delegates Assembly agenda for October 26, 2022
Coulter (PrairieCat) reviewed the Delegates Assembly agenda, adding the previously discussed potential changes to the bylaws concerning schedule of the draft budget presentation to Delegates Assembly. Coulter also considered having Matt Maturo, PrairieCat Systems Coordinator, doing a presentation for the email server change to Office 365 and other IT changes happening throughout PrairieCat. The Council agrees this would be a good presentation. Long (EM) suggested moving the start time back to 10:30 for the Delegates Assembly. Coulter agreed to look at moving the time back for the January Delegates Assembly.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – update on IT services bid
Coulter (PrairieCat) stated that we only received one response to our RFP. We extended our deadline and she has reached out to the remaining three companies who turned in RFIs but has not heard back. Once the new deadline of November 1, 2022 hits, we will discuss the RFP(s) and moving forward with a contract with the Resource Sharing Committee.
- b. Finance Committee – no report
Coulter (PrairieCat) reported that the Finance Committee went over the draft budget that was presented and the timing of presenting the draft budget was also discussed.

VIII. Review of Meeting – what worked and what didn't
The meeting went well.

IX. Public Comments

Sharon Swanson (RAILS) thanked Elena Mendoza for her hard work on the audit and making it successful.

X. Adjournment

The meeting adjourned at 11:05 am.

XI. Next Meeting – Friday, November 4th, 2022, Highland Community College Library, Freeport, IL.