



**PrairieCat Finance Committee  
Agenda  
Thursday, June 15th, 2023  
10:00 a.m. – 11:00 a.m.**

The committee will meet in person at the Moline Public Library,  
3210 41<sup>st</sup> Street, Moline, IL 61265  
And online via Zoom

**PUBLIC COMMENT:** Members of the public will be able to chat or speak during the meeting or the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@railslibraries.info at least two hours before the meeting.

Register online at L2 or at the following URL for Zoom online registration:

1. Call to Order, introductions.
2. Introduction of Guests and Public Comment
3. Approve minutes of March 16th, 2023, meeting
4. Review and discussion, investment strategy for FY24, recommendations to Administrative Council
5. Review and discussion, increasing credit card balance for PrairieCat staff from \$10,000 (combined for all cards) to \$15,000 (combined), recommendation to Administrative Council.
6. Review and discussion, adding temporary part time hours for cataloging services, recommendation to Administrative Council.
7. Adjournment

Next meeting: September 21st, 2023, 10:00am – 11:00am, Highland Community College, Freeport, IL and online.



**PrairieCat Finance Committee  
Minutes  
Thursday, March 16th, 2023  
10:00 a.m. – 11:00 a.m.**

The committee met virtually due to the coronavirus pandemic in accordance with SB 2135.

**PUBLIC COMMENT:** Members of the public will be able to chat or speak during the meeting or the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@railslibraries.info at least two hours before the meeting.

Register online at L2 or at the following URL for Zoom online registration:

<https://railslibraries.zoom.us/meeting/register/tJAodOqsrDgoH9Vqz94mCPpfyIR7a35UEqi7>

1. Call to Order, introductions.  
Present via Zoom: Angela Campbell (RP), Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Elizabeth Smith (PrairieCat), Lauren Offerman (TC), Michael Skwara (HC), Nick Weber (WO), Beth Ryan (Chair-JO), Rene Leyva (FR),  
  
Absent: Bryon Lear (MX), Maria Meachum (WL), Penny Bryant (PT),  
  
Ryan (JO) called the meeting to order at 10:03 am.
2. Introduction of Guests and Public Comment  
There were no guests or public comments.
3. Approve minutes of December 15th, 2022, meeting  
  
**Motion #1: Skwara (HC) moved and Offerman (TC) seconded to approve the December 15, 2022 meeting minutes as presented. There was no discussion on the motion. Motion carried by roll call.**
4. Review and discussion, final FY24 budget and membership fees  
Coulter (PrairieCat) shared the FY24 budget and membership fees with the Committee. She explained 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. The merit increase 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 (FP) and basic online (BO) circulating members has been increased. The FY23 levels were \$3328 FP/\$2329 BO. A 3.5% increase was added to the fully participating cost and the basic online 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 Coulter suggests we retain the 3.5% in these fees as well as the Capital reserve fees for FY24. 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. 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. 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. The new IMRF rate is included, which will be 12.92%, a reduction from the 14.02% we have had in the previous year. This budget reflects costs for the addition of Vega Discover as our production online catalog, per our contract with Innovative. I have also included the cost for Encore hosting (aprox. \$8,600) in case we wish to keep Encore up for an extended period. This does not include, however, Syndetics Unbound (book covers, add-value content) for Encore if we do this. That cost (\$39,000) seemed exorbitant to maintain for a secondary catalog interface. Weber (WO) appreciates keeping Encore while we transition to Vega and agrees Syndetics Unbound is not necessary to keep.

The Committee agrees to send the FY24 budget to Administrative Council.

5. Discussion, eRead Illinois membership for PrairieCat consortium  
Coulter (PrairieCat) reviewed and continued discussions around joining eRead Illinois membership. The Administrative Council decided to find out how the schools were feeling about eRead before taking it to a vote, so we sent out a survey to all our school members. About half of the fully participating schools and about a third of the basic online schools responded. From those responses, all the schools appear to be keeping eRead despite the increased cost. Ryan (JO) stated that the Administrative Council was a little bit surprised by the school responses, but even so, we are not happy with eRead charging schools per building. Smith (PrairieCat) said the Council also agreed that the discount being offered to join as a consortium is not significant enough to cause

problems among the membership. They also felt that since the majority of PrairieCat members are in eRead it is worth exploring, especially if the remaining PrairieCat members have considered or are not opposed to joining eRead. Coulter said according to our bylaws, this type of decision requires a 2/3 majority vote to pass, but 2/3 of our members are already in eRead so the members who are not in eRead would then be forced to join and incur those additional costs. Perhaps we should consider making this a unanimous vote, to avoid causing problems within the membership. Leyva (FR) agrees. He is not comfortable charging members to be a part of eRead if they do not want to participate. Coulter agreed. Ryan (JO) also agrees. Stating she understands that some libraries do not have any extra money in their budget, and she would not want to force this expense on them. She also asked since the bylaws say we need a 2/3 vote to pass, can we require a unanimous vote. Coulter replied that is a good point and she does not think we can. Offerman (TC) suggested gauging interest before deciding to take this to a vote, to see if there are members adamantly against joining. Leyva (FR) recommended sending a survey before the Delegates Assembly to get a feel of how the membership is leaning and give us a better idea if this should be brought to a vote. The Committee agrees. Coulter will send out a survey to the circulating membership.

#### 6. Adjournment

The meeting adjourned at 10:42am.

Next meeting: June 15, 2023, 10:00am – 11:00am, Moline Public Library, Moline, IL and online.



**Date:** 6/15/2023

**To:** PrairieCat Finance Committee

**From:** Elena Mendoza, RAILS Staff Accountant, and Sharon Swanson, RAILS Finance Manager

**Re:** Investment Analysis and Options

**Background:** PrairieCat has historically maintained an interest-bearing checking account with Bank Orion, the balance of which is currently \$1,302,811 as of June 7. The current rate of earnings on the checking account is equal to the rate offered by Bank Orion for money market accounts (.30%). The Illinois Funds money market account balance is currently \$723,818 and has earned year-to-date interest of \$23,641.

PrairieCat last opened a CD on August 7, 2021 (\$503,758.76), with Bank Orion for 12 months at a .50% rate. Prior to this CD maturing, the RAILS Finance and PrairieCat staff reached out to Bank Orion and researched Illinois Funds' current rates (then at .935%). Bank Orion offered a .50% rate if PrairieCat renewed the CD for another 12 months, which was well below the market rates. Locking in interest rates in a CD during that time of rising interest rates was not favorable. At the July 1, 2022 meeting, the Administrative Council voted to re-invest in Illinois Funds. They made this decision based on the current market rate projections as well as the recommendation from the PrairieCat Finance Committee on June 16, 2022. On July 6, 2022, \$700,000 was moved from PrairieCat's checking account at Bank Orion to Illinois Funds to take advantage of the higher interest rates. Later when the CD matured with Bank Orion on August 7, 2022, the funds were redeemed and deposited in the checking account with Bank Orion to replenish the checking account.

The RAILS Finance and PrairieCat staff have once again reached out to several financial institutions to inquire about investment options. As we re-evaluate investment options this year, we must consider the Federal Reserve's expectations for interest rate increases to be at an end as well as their projections for the expected rate goal to decrease to 4.3% and 3.1% at the end of calendar years 2024 and 2025, respectively.

**Analysis:** After speaking with representatives at several area banks as well as a bank which RAILS has a current relationship with, all of which comply with the Illinois Public Funds Investment Act, the quotes received for CD investments were as follows:

<u>Bank/Investment Group Name</u>	<u>11 or 12-month CD @ \$500,000</u>	<u>24-month CD @ \$500,000</u>
Bank Orion	12-month CD at 4.600% - \$23,000	24-month CD at 3.750% - \$37,500
PMA (Traditional CD – is placed directly with the bank by PMA)	12-month CD at 5.093% - \$25,450	24-month CD at 4.941% - \$49,400
PMA (DTC CD – is placed with the bank through a broker)	12-month DTC CD at 5.178% - \$25,900	24-month CD at 4.906-4.756% - \$49,050 - \$47,550
Blackhawk Bank & Trust	12-month CD at 1.850% - \$9,250	24-month CD at 2.000% - \$20,000
Quad City Bank & Trust	11-month CD at 4.750% - \$21,800	24-month CD at 0.700% - \$7,000
American Bank & Trust	12-month CD at 2.970% - \$14,850	24-month CD at 1.500% - \$15,000

Please note that these interest rates are adjusted as often as daily, biweekly, or monthly and float with the market. The three highest rates were received from PMA: 12-month DTC-type CD's at 5.178%, PMA 12-month traditional CD's at 5.093%, and PMA 24-month traditional CD's at 4.941%.

**Considerations:** PrairieCat has a long relationship with Bank Orion, and, over the years, they steadily maintained their interest rates despite times of very low interest. The rates they offered for both the 12-month and 24-month CDs, unfortunately, came in significantly lower than PMA.

PMA (Prudent Man Advisors) works with BMO Harris N.A. as their depository institution and is a family of financial services companies that helps thousands of municipalities, school districts, local government investment pools, individuals, insurance companies, and other institutions by providing investment, financial management and fund administration services. They are FDIC insured and are fully compliant with the Illinois Public Funds Investment Act for security, oversight, and collateralization. Their iPrime program operates as a local government investment pool with the deposits spread between banks that are a part of the IntraFi Network Deposits program to maintain the balances under the \$250,000 FDIC insurance threshold. RAILS currently utilizes them as one of their depositories, investing in both treasury notes and CD's. Recently, in January 2023, RAILS locked in four two-year DTC-type CD's with PMA at a 4.32% rate. If PrairieCat chose to invest with PMA, an iPrime Insured Cash Sweep (ICS) account would be required, and is primarily used for coupon interest deposits that are earned from the investments. There is no minimum balance that is required to be maintained in the iPrime account, and it works similarly to the Illinois Funds account that PrairieCat currently has with interest rates fluctuate daily and tracking very closely with the Illinois Funds rates.

As mentioned earlier, interest rates change very often, but reports from the Federal Open Market Committee indicate that the Federal Reserve will not be expecting to raise the interest rates for the remainder of the calendar year and are projecting decreases at the end of calendar years 2024 and 2025. Of course, this could shift very unexpectedly depending on the inflation rate. CD's do offer less

flexibility in that an early cancellation of the CD would result in an interest penalty, but they do lock-in higher rates during periods of declining rates.

**Recommendation:** Since interest rate projections by the Federal Reserve are predicted to decrease in the next two calendar years, taking advantage of locking in a 24-month CD at this peak in rates would be beneficial for the long-term. Our recommendation would be to secure two \$250,000 traditional or DTC-type CDs with PMA, whichever yields a higher rate at the time. Securing two \$250,000 CDs vs one \$500,000 CD would split the investment between two banks to take advantage of the \$250,000 FDIC insurance. If PrairieCat were to open one \$500,000 CD in one bank, PrairieCat would have to pay to collateralize it which typically makes the net return lower than it would have been by securing two separate CDs. The \$500,000 to secure the two CDs (\$250,000 each) would be transferred from Illinois Funds to Bank Orion, and then Bank Orion to the PMA iPrime account. This would leave a liquid balance of \$223,818 in Illinois Funds that would be available for PrairieCat's immediate use, if needed.



Date: 06/15/2023

To: PrairieCat Finance Committee

From: Carolyn Coulter, Director

Re: Expanding credit on staff credit cards

**Executive Summary:**

Staff recommends extending the available credit for staff credit cards to \$15,000 (combined for all cards) from the existing \$10,000.

**Detailed description:**

Currently, we have a total of \$10,000 of credit that is shared among three credit cards from Bank Orion. The limits on these cards are currently \$5,000 for the director, \$5,000 for the Training and Outreach Coordinator, and \$1,000 for the Systems Manager.

Given that we are now responsible for paying for software and IT services that previously were paid for by RAILS, we find that we do not have enough available credit to cover online subscriptions for some services on a monthly basis. In addition, our costs for travel due to conferences and meetings has increased as we begin to recover from COVID shutdowns. In the last month, we did incur a credit card overage fee of approximately \$40.00 due to inadvertently charging too much on the System Manager's credit card.

The recommendation to Finance and the Administrative Council would be to expand the credit limit on all cards (combined) to \$15,000, and to increase the limit on the System Manager's card to \$5,000.





Date: 06/15/2023

To: PrairieCat Finance Committee

From: Carolyn Coulter, Director

Re: Part time hours for cataloging cleanup

**Executive Summary:**

Cataloging staff recommends that we provide funding for a temporary part-time cataloging position to help with cleanup projects.

**Detailed description:**

Due to issues that have come to light since working with Vega in addition to cleanups needed after libraries have been added to PrairieCat, Cataloging staff feel that it would be very beneficial for them to have a temporary part time position funded to assist with this work.

Cataloging Manager Magda Bonny submitted a job description for this position based on the current Senior Data Specialist position. Using our current approved pay scale, the minimum for a similar position would be \$18.19/hour, and mid-point of the scale would be \$22.74/hour. Based on those figures, the cost to provide 17 hours a week for 51 weeks would be as follows:

Min: 17 hours/week, 48 weeks: \$14,843.04, SS/M: \$1,135.49, Total: \$15,978.53

Mid: 17 hours/week, 48 weeks: \$18,555.84, SS/M: \$1,419.52, Total: \$19,975.36

If we stay under 19 hours/week for 12 months or less, we do not have to include IMRF retirement costs or healthcare costs. We would need to reimburse for telecommunications costs. Based on an average cost of \$80/month for a full time person (which we saw during COVID), I would estimate this cost to be around \$2,000 for the duration of employment.

Please see the attached job description.



## **Part-Time Data Specialist**

**(Non-Exempt, Temporary Part-Time)**

**Current Pay Grade: 2**

**Reports To: Library Services Manager**

### **Summary:**

The part-time Data Specialist assists with ensuring the quality and integrity of the integrated library system's bibliographic database, bibliographic records, and digitally archived records. This position is a member of the Library Services Team.

The term of this position will not exceed 17 hours a week for a total of 48 weeks.

### **Responsibilities:**

- Perform copy cataloging on behalf of PrairieCat member libraries.
- Perform duties relating to record cleanup to maintain the integrity of the database and accuracy of holdings, including error correction, duplicate removal, and record upgrades.
- Load records into the database on behalf member libraries.
- Work independently with little to no supervision during part of the working day
- Collaborate with PrairieCat and member library staff on the efficient and effective cleanup and maintenance of the PrairieCat catalog.
- Assist with completion of support tickets on an as needed basis
- Participate in special projects as directed.
- Responsible for maintaining timely and transparent member and staff communication about special projects.

### **Knowledge and Experience:**

- Associate's degree required, LTA preferred
- 2 years library technical services experience; customer service experience preferred
- Experience working with an integrated library system
- Knowledge of MARC cataloging and current cataloging standards, call number classification systems, bibliographic subject headings, and popular cataloging tools including OCLC Connexion
- Some knowledge of RDA (RESOURCE DESCRIPTION AND ACCESS), FRBR (FUNCTIONAL REQUIREMENTS FOR BIBLIOGRAPHIC RECORDS), FRAD (FUNCTIONAL REQUIREMENTS FOR AUTHORITY RECORDS), metadata, and linked data preferred
- Familiarity with OPACs (Online Public Access Catalogs)

- Ability to use extensive workplace technology including email, Internet, office software, remote collaboration tools, and other software.

**Skills and Abilities:**

- Strong customer service orientation
- Excellent written and oral communication skills
- Ability to work effectively and collaboratively with member library staff and colleagues
- Ability to take direction, exercise initiative and good judgment, make recommendations, and work without close supervision
- Ability to be meticulous and detail-oriented
- Ability to effectively organize
- Ability to propose creative solutions and effectively resolve problems

**Working Conditions and Physical Requirements:**

- Normal office working environment
- Ability to communicate in person and via phone, videoconferencing, and email
- Must be able to input data, read computer screens and printed material, type, file, and operate office equipment
- Ability and willingness to work varied hours.
- Primarily sedentary work, but also requires standing, sitting, walking, stooping or crouching, kneeling, reaching, pushing and/or pulling, talking, hearing, grasping, lifting and carrying light to moderate weight such as books, supplies, and file boxes.
- This position works remotely and does not have an office space assigned. The position will be provided with necessary computer software, hardware and supplies in order to fulfil the job requirements. The candidate must provide available high speed internet connectivity from their remote workplace; however, internet costs will be reimbursed by PrairieCat on a pro-rated basis provided that the candidate supplies PrairieCat with copies of their internet billing.