



**PrairieCat Finance Committee
Minutes**

**Thursday, March 21, 2024
10:30 a.m. – 12:00 p.m.**

The committee met in person at DeKalb Public Library,
309 Oak Street, DeKalb, IL 60115
And online via Zoom

<https://prairiecat-org.zoom.us/meeting/register/tZwudeChqzsrHNRgoytvYGHstgSS-nFJmQDI#/registration>

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@prairiecat.org at least two hours before the meeting.

We require an in-person quorum for this meeting.

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

1. Call to Order, introductions.
Present at Dekalb PL: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Beth Ryan (Chair-JO), Lauren Offerman (TC), Rene Leyva (FR), Elizabeth Smith (PrairieCat), Angela Campbell (RP), Michael Skwara (HC)

Present via Zoom:

Absent: Maria Meachum (WL), Nick Weber (WO), Penny Bryant (PT), Bryon Lear (MX)

Ryan (JO) called the meeting to order at 10:30 am

2. Introduction of Guests and Public Comment
There were no guest or public comments.
3. Approve minutes of December 21st, 2023, meeting

Motion #1: Offerman (TC) moved and Campbell (RP) seconded to approve the June 15, 2023 meeting minutes as presented. There was no discussion on the motion. Motion carried by vocal affirmation.

4. Review and discussion, FY25 budget and membership fees
Coulter (PrairieCat) stated that this is the same budget that was presented at the December meeting with two minor adjustments. The first is the line item for in-kind services. The second thing is the staff salaries due to the benchmarking we will be discussing later. PrairieCat staff and the accountants have reviewed this budget, and we believe these numbers are as accurate as possible.

Coulter also said the accountants explained why we cannot have a separate Capital Reserves budget as previously discussed by this Committee. PrairieCat is treated as a business and not a library, so our budget follows the rules according to GASB.

Campbell (RP) asked about having a line item for vehicle replacement, should that be added in to the budget? Coulter will talk to the accountants and figure out how to budget for either a leased vehicle or purchased vehicle.

5. Discussion, PrairieCat compensation benchmarking study and compensation plan
Coulter (PrairieCat) explained that PrairieCat staff met with Leyva (FR), representative from the Finance Committee, and discussed how to best address salary adjustments considering the study results. The decision from this group was to move forward with bringing the two staff members who were at or below the minimum of their paygrade to ½ way between minimum and midpoint in FY25. All other staff members were either over or at ½ way between minimum and midpoint of their paygrade with the FY25 budget COLA adjustments and merit increases. One other staff member was also adjusted up to the same pay level as the two that were raised, as well. Even though this staff member is a lower grade, the staff member has more seniority, and it was deemed appropriate to bring them up to the same level.

In FY26, all staff members that are below midpoint of their paygrade will then be brought up to midpoint. The attached spreadsheet reflects the approximate cost over and above the costs of regular COLA and merit increases that this would entail. This assumes a 3% COLA increase in FY26, and a 2.5% increase to the pay scale.

The Committee agrees to send this budget along with this new compensation plan to Administrative Council.

6. Adjournment
The meeting adjourned at 10:59am.

Next meeting: June 20, 2024, 10:30am – 12:00am, DeKalb Public Library and online