



**PrairieCat Administrative Council
Agenda
April 12th, 2024**

The Council met on Friday, April 12th, 2024, 10:30 am – 1 pm
In person at the Reddick Public Library District, 1010 Canal Street,
Ottawa, IL

The meeting will also be available online via Zoom:

<https://prairiecat-org.zoom.us/meeting/register/tZUqf-mtrDstHNeWUPipGNhGb58b55U0MI8i#/registration>

I. Call to order, Welcome and Introductions

Present at Reddick: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Megan Gove (TF), Laura Watson (HC), Julie Wayland (PR), Beth Ryan (JO), Ashley Huffines (FP), Michelle Krooswyk (NL)

Present via Zoom: Kelly McCully (BD),

Absent: Victoria Blackmer (CV), Kimberly Brozovich (RP), Penny Bryant (PT), Emily Faulkner (DK)

Huffines (Chair-FP) called the meeting to order at 10:32 am.

II. Introduction of Visitors and Public Comments

There were no visitors or public comments.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for March 1st, 2024, PrairieCat Administrative Council meeting.
- b. Approve financial report for February 2024
- c. Approve check registers.
- d. Statistical reports

MOTION #1

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

***Motion carried by vocal affirmation**

Ayes: 7

Nays: 0

Abstentions: 0

V. Membership Update

- a. Update on new and upgrading members.
Smith (PrairieCat) stated that Mills and Petrie is upgrading their membership to Basic Online. The current interim director is doing an excellent job. Toluca Public Library has been sent a quote. They are a

standalone, very small library. We sent the pricing on Union List and circulating membership as well as Find More Illinois information. Manhattan Elwood, a current circulating member, is moving forward with opening an Elwood branch. This will just entail some configuration for PrairieCat staff when the branch is opened.

- b. Update on current training and engagement projects
Smith (PrairieCat) informed the Council that PUG Day 2024 will be September 26-27, 2024. This will be a virtual conference. We are currently accepting program proposals for this event. We have confirmed eight sessions so far.

Smith continued, stating Member Updates are scheduled for the second week of May. There will be four in person updates throughout the PrairieCat territory and one virtual update.

- c. Report, Percentage of budget vs. Fees for FY25
Smith (PrairieCat) shared the Membership Levels and Eligibility Report with the Council. She explained that PrairieCat reviews this annually. The report is a three-year average of the total operating expenditures as reported by the libraries. Most libraries are spending two to five percent of their operating expenditures on PrairieCat fees.

VI. Administrative Issues

- a. Benchmarking report and review of FY25 PayScale
Coulter (PrairieCat) presented the final Benchmarking study done for PrairieCat by HR Source. We have some staff members below midpoint on the salary range, and two staff members that are at or below the minimum of their ranges.

PrairieCat staff met with Rene Leyva, 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 spreadsheet in the packet 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.

- b. Review of final FY25 budget and fees
Coulter (PrairieCat) stated that the budget in the packet is not up to date. After the packet was posted, we made a few adjustments. We hired a new Systems Supervisor. It was an internal hire, and the decision has been made to leave the previous position unfilled and instead hire a User Experience Specialist to work under the Member Services Administrator.

Making these changes has lowered the budget by almost \$19,000. This also lowered the percentile on the App A. We were at a 4.35% change and now we are at a 3.16% change.

Vega Promote was not included in this budget. We know that we will need to implement the LX Starter notices product in FY25, and it was felt that we may not have time to implement Promote for FY25 as well. If the membership decides to move forward with Promote, we will bring it to Delegates for a separate vote and fund through reserves, if needed. The assumption would be that we may begin implementation in FY25, but most likely will go live on Promote in FY26.

- c. Review of FY25 membership level tiers
Coulter (PrairieCat) discussed the FY25 tier levels. There were a few adjustments. Yorkville moved up to a tier one library and LaSalle moved down to a tier three.
- d. Review of contract amendments for new phone notification system (budgeted for FY25)
Coulter (PrairieCat) stated that the packet includes a contract amendment to add the new Innovative hosted phone notification system for inbound and outbound phone notifications. Like the current iTiva phone system, this new system will notify patrons of holds and overdue materials, as well as allow patrons to call in and check their materials and holds and renew their materials. The contract below also includes a Scope of Work and quote for implementation of this new system. Moving to this new system will allow us to decommission the old server currently in use at the RAILS datacenter. This fulfills another goal in PrairieCat's long term plan of moving completely out of the RAILS IT environment. These costs are incorporated into the FY25 budget as currently presented.
- e. Review of Mills and Petrie IGA for upgrading from Union List to Basic Online level
Coulter (PrairieCat) said PrairieCat has received the IGA for upgrading from Union List to Basic Online for Mills and Petrie. This will go to the Delegates Assembly for approval later this month.
- f. Review of Delegates Assembly agenda for April 24
Coulter (PrairieCat) reviewed the April 24, 2024, Delegates Assembly meeting agenda. There will not be a formal presentation at this meeting because there is a lot of content to cover, we are serving lunch and have a Resource Sharing Committee Meeting afterwards.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – Review of Resource Sharing Summit
Smith (PrairieCat) stated that the Resource Sharing Summit on March 7, 2024, was successful. There were 40 attendees plus PrairieCat staff and presenters. She highlighted the positive feedback from attendees, particularly the representation of the State Library.
- b. Finance Committee – Review of March 21 meeting
Ryan (JO) stated that the Finance Committee discussed the benchmarking results and the FY25 draft budget. They also discussed how they would like to make changes to Capital Reserves in the upcoming fiscal year. Coulter (PrairieCat) stated that she also suggested doing a director salary

comparative with other consortia.

- 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 11:14 am.

Next Meeting – Friday, May 3, Sandwich Public Library District

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