



**PrairieCat Administrative Council
Minutes
October 4th, 2024**

The Council met on Friday, October 4th, 10:30 am – 1 pm
In person at the LaSalle Public Library, 305 Marquette, Street,
LaSalle, IL

The meeting will also be available online via Zoom:

<https://prairiecat-org.zoom.us/meeting/register/tZwtdOitrzgsHtTYhG84rZnvBg8DUa7XjqtV#/registration>

I. Call to order, Welcome and Introductions

Present in LaSalle: Carolyn Coulter (PrairieCat), Kimberly Brozovich (RP), Emily Faulkner (DK), Megan Gove (TF), Michelle Krooswyk (NL), Julie Wayland (PR), Jenna Diedrich (GA), Kelly McCully (BD), Barbara Posinger (SA), Ashley Huffines (FP),

Present via Zoom: Shelby O'Hara (PrairieCat), Chelsey Knippel (PrairieCat), Elena Mendoza (RAILS), Sharon Swanson (RAILS), Joseph Laudont (Lauterbach & Amen)

Absent: Beth Ryan (JO)

Krooswyk (Chair-NL) called the meeting to order at 10:31 am.

II. Introduction of Visitors and Public Comments

There were no public comments. Sharon Swanson with RAILS introduced herself. Elena Mendoza with RAILS introduced herself. Joseph Laudont with Lauterbach & Amen introduced himself.

III. Review Agenda for Additions/Changes

Coulter (PrairieCat) added two topics of discussion under Administrative Issues: Maple Park IGA and fire monitoring at Coal Valley.

IV. Consent Agenda

- a. Approve minutes for August 9, 2024, PrairieCat Administrative Council meeting.
- b. Approve financial report for August 2024
- c. Approve check registers.
- d. Statistical reports

MOTION #1

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

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

V. Membership Update

a. Update on new and upgrading members.

Smith (PrairieCat) stated that Mills and Petrie is in the process of upgrading from Union List to Basic Online.

- Review Compliance Report

Smith (PrairieCat) reviewed the biannual compliance report, stating Upon review of FY24 statistics (July 1, 2023 – June 30, 2024), five Union Listing School members are out of compliance with item entry requirements. Smith contacted the libraries to see if there were any extenuating circumstances and they cited staffing issues and/or lack of new items because of limited collection budgets. PrairieCat recommends no action be taken for these libraries.

Please note, at the last compliance review in Feb 2024, that three Union List members were out of compliance and had a backlog of items to add. Since then, these libraries have resolved the issue. However, in Feb 2024, Kirkland Public Library was also out of compliance and has not resolved the issue. The library added 0 items during FY24, and they were notified about the compliance issue in Feb 2024. PrairieCat recommends a compliance letter be sent to this library by the Administrative Council.

Smith also mentioned that PrairieCat had a call with Plano Schools, a fully participating member. They are struggling with staffing and time. PrairieCat staff recommended they reach out to other fully participating school members for workflow ideas/suggestions.

- Review annual report (ROI report)

Smith (PrairieCat) shared the Annual Report with the Council. She explained this is a nice, at-a-glance, overview of the fiscal year. The report includes statistics on meetings, events, training, user experience and governance.

b. Update on current training and engagement projects

Smith (PrairieCat) stated that we just wrapped up PUG Day 2024. We will have numbers, statistics and feedback gathered for the November Administrative Council meeting. The attendance rate was 60% based on registration numbers. We are now beginning the planning for the in-person PUG Day 2025. As soon as we have a venue and a date, we will let everyone know.

Smith also mentioned that PrairieCat will be sending out the Annual Strategic Plan Survey next week. We do encourage responses to the survey. PrairieCat is also actively testing the Vega Discover user roles and permissions which will allow library staff to manage their own collection and kiosk sites. They will also be able to use the homepage builder to customize their homepages.

VI. Administrative Issues

a. ACTION: Discussion, review, and acceptance of FY24 audit

Laudont (Lauterbach & Amen) discussed the completion of the fiscal year

2024 financial audit for PrairieCat. He presented the required communications by the State of Illinois. The SAS 114 letter is in accordance with accounting standard 114, in which we are required to disclose any disagreements that occurred with the management during the course of the audit process. Lauterbach & Amen did not have any disagreements with PrairieCat this year. The next piece of required communication is the actual annual financial report. This has a few different purposes. First, it explains what management's responsibility is during the course of the audit process, which is to prepare the financial statements. The next thing it does is discuss what the auditor's responsibility, which is to generate an opinion on those financial statements. The last thing it does is generate your opinion. For fiscal year 2024, the opinion is unmodified. This is the cleanest and highest form of assurance that they can provide to PrairieCat.

MOTION #2

Huffines (FP) moved and Faulkner (DK) seconded to accept the FY24 audit. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- b. ACTION: Approve benefit renewals, LIMRICC
Knippel (PrairieCat) went over the LIMRiCC benefit renewal for 2025. Hartford Life/AD&D, Voluntary Life/AD&D, Voluntary Critical Illness, Voluntary Accident and Voluntary Hospital Indemnity plans are under rate guarantee until 1/1/2027. VSP extended a 2-year rate pass on the vision plan. The premiums will stay the same until 1/1/2026. Dental coverage will be moving to BlueCross BlueShield (BCBS) effective 1/1/2025. Aetna medical projected increase for 2025 was 21%, BCBS medical projected increase was 9.69%. Medical coverage will be moving to BCBS effective 1/1/2025. All plan designs remain the same, with a minimal network disruption.

MOTION #3

Gove (TF) moved and Faulkner (DK) seconded to approve the LIMRiCC benefit renewal. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- c. ACTION: Approve changes to the Uniform Circulation Rules regarding 3-day pickup rule.
Coulter (PrairieCat) explained the recommended changes to the Uniform Circulation Rules. Several libraries have asked for a 3-day hold pickup for their hotspots. The libraries have a limited number of these available and they typically have high demand, and lengthy holds lists. A shorter pickup time would allow them to cycle through the holds list more efficiently. The Circulation Committee approved this change and allowed the wording that the 3-day limit would apply only to special item types, such as hotspots or possibly stem kits or library of things items, if those have

lengthy holds lists. The intention of this change is that it would not apply to print materials at this time.

MOTION #4

Huffines (FP) moved and Posinger (SA) seconded to approve changes to the to the 3-day pickup rule in PrairieCat's Uniform Circulation Rules. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- d. Discussion, new member of Finance Committee to replace departing member.
Coulter (PrairieCat) stated that Rene Leyva has resigned from the Finance Committee and replacement member is needed. We have had a couple of replacement suggestions, Kim Halsey from Sycamore or Resa Mai from Morris. The Council agreed to reach out to them and see if they would be willing to join the Finance Committee.
- e. Discussion, mobile app demonstration and survey
Coulter (PrairieCat) explained that Innovative held a mobile app demo a few weeks ago. It went well, but the biggest concern is that the search is not integrated into the app. It goes out to a Vega instance to do a search which isn't a great process. We are working on getting a test user account set up so we can have the UX Committee members download the app on their phones and really see how it works. There are some nice features with the Innovative app, one of which would be the support. OCLC support is not good. It is very difficult for the staff to get OCLC to respond to them. McCully (BD) asked if we are looking outside OCLC and Innovative. Coulter is getting contact information for Communico.
- f. Discussion, Maple Park IGA
Coulter (PrairieCat) explained that Maple Park reached out to her about downgrading their membership from Fully Participating to Basic Online. This will need to be approved by the Delegates Assembly and will be added to the agenda for the October 30th meeting.
- g. Discussion, fire monitoring at Coal Valley
Coulter (PrairieCat) stated that RAILS reached out to her to let her know that they are cancelling the fire monitoring at Coal Valley. We have looked into fireproof filing cabinets, but those are very expensive. Another option would be digitizing files, which we have discussed in the past and is something that needs to be done. Krooswyk (NL) suggested getting quotes for an offsite, climate-controlled storage rental. The Council agreed to needing more clarification from RAILS about this decision. Coulter will reach out to RAILS.
- h. Discussion and review, Delegates Assembly agenda for October 30, 2024
Coulter (PrairieCat) restated the addition of the Maple Park IGA to the agenda. RAILS has asked to do a presentation about a new continuing education deal with Udemy. Krooswyk (NL) asked if we should add something else to incentivize people to attend. Wayland (PR) suggested

Stephanie Nisson from Rockford University. Her PUG Day session on AI was excellent. Faulkner (DK) suggested having Ann with RAILS talk about broadband. She would like to have someone come in and talk about grants that are available or someone to do a Narcan training. Coulter will start with the AI presentation and keep the other ideas for future meetings.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – no report
- b. Finance Committee – Report from 9/19/2024 meeting

Coulter (PrairieCat) reminded the Council that it had been decided that were going change the way we are handling reserves. Previously, anything that went into capital reserves was going into capital and then it was being counted against revenues. We are trying to fix this situation, and coupled with the staff salary realignment and in person PUG Day has our fees higher than usual. The fees are not bad for the smaller and medium sized libraries, but the larger libraries are showing 8-11% increase in fees. We are considering our options, such as, lowering the contribution to reserves from 2% to 1%. We are also looking into changing the way we are allocating the matrix of circ, item, patron numbers. However, some Committee members question if we should change the formula if this is going to be just a one-time bad year. Coulter ran some very rough numbers, and it appears that the increases for FY27 would be about 3% for everyone. Huffines (FP) suggested having a Tier 1 meeting before presenting the draft budget at Delegates Assembly if the numbers cannot be brought down for this year. Coulter and the Council agreed.

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 11:33 am.

XI. Next Meeting – Friday, Sandwich Public Library District, Sandwich IL

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