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PrairieCat Finance Committee Minutes December 19, 2024

The Committee met on Thursday, December 19, 2024, 10:30 am – 12:00 pm in person at the Dekalb Public Library, 309 Oak Street, Dekalb, IL 60115-3369. The meeting will also be available online via Zoom.

[Register to attend the meeting \(https://support.prairiecat.info/events/prairiecat-finance-committee-meeting-2024-12-19\)](https://support.prairiecat.info/events/prairiecat-finance-committee-meeting-2024-12-19)

We require an in-person quorum for this meeting.

1. Call to order, introductions

Present at Dekalb: Carolyn Coulter (PrairieCat), Bryon Lear (MX) Beth Ryan (Chair-JO), Megan Gove (TF), Michael Skwara (HC), Lauren Offerman (TC), Angela Campbell (RP), Kim Halsey (SY)

Present via Zoom: Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat)

Absent: Maria Meachum (WL), Nick Weber (WO),

Ryan (JO) called the meeting to order at 10:33 am

2. Introduction of guests and public comments

There were no guests or public comments.

3. Approve minutes from September 19, 2024, meeting

Motion #1: Offerman (TC) moved and Gove (TF) seconded to approve the September 19, 2024 meeting minutes as presented. There was no discussion on the motion. Motion carried by vocal affirmation.

4. Review and discussion, draft budget considering proposed changes to reserves structure and hosting fees

Coulter (PrairieCat) discussed the Rate History by library report. To view your specific library's history, check out the spreadsheet that is posted in the additional files under the Finance Committee Meeting Event on the PrairieCat website.

Coulter presented the draft FY26 budget. She explained that this budget has a 3% staff salary increase for all staff is included, as well as a 1% merit increase. The 3% amount is based on estimations from HR Source on average salary increases. These increases are only applied to those staff members who did not receive a salary adjustment due to the benchmarking survey, since those adjustments are more than the 4% increases. As discussed last year, our benchmarking survey showed that we needed to adjust some staff salaries up. All those that were not at midpoint were adjusted to midpoint in this fiscal year, and one staff member who has significant years of service was placed that the top of the pay scale for their job. The per-library fee for both fully participating and basic online circulating members has been increased. In addition, the hosting charge was combined with the per library charge, and both charges were adjusted up 5% in FY26. Reserves costs were calculated at 2% of total expenditures. 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. This was calculated on the per-library fee and does not include the hosting fees that are incorporated for circulating members. An in-person PUG Day is reflected, as was instructed by Administrative Council. This decision was based on feedback we have received from members via Strategic Planning surveys that reflect a desire to alternate between in-person and remote events. Increases to health insurance that we experienced in FY25 are reflected, as well as an estimate of a 10% increase in the last six months of FY26. This budget also includes short term disability insurance. Other insurance increases are reflected based on FY25 numbers. This budget reflects our IMRF rate of 11.29%, a decrease from our current FY25 rate of 11.9%. This budget reflects the RAILS grant award amount for FY26. The budget shows a Reserves expenditure for replacement laptops and associated hardware and software that will be needed in FY26.

Coulter continued stating that the draft budget is missing two expenses. The first is Marcive,

who does our authority control work and our MARC record cleanup is going out of business at the end of December 2024. There are two companies we are looking at for this work. Auto-Graphics is one company, and we are still waiting on a quote from them. The other is Backstage. We have gotten a quote from them, and it is about double what we are currently paying. There is also about a \$5,700 setup cost, but that cost would come out of this year's budget. RAILS has a good deal with Auto-Graphics so we are hopeful they might give us a good deal as well. The other expense that is not included in the draft FY26 budget is the cost of the mobile app.

5. Review and discussion, Innovative mobile app demonstration and pricing

Coulter (PrairieCat) explained that way PrairieCat has handled the mobile app is that it is an opt-in service. PrairieCat gets charged for the app then we turn around and charge the libraries. As our contract with Capira expires in October of 2025, we have been looking at demonstrations and pricing from other app vendors. Coulter is requesting these vendors send quotes based on the opt-in option we currently use and a costing model where PrairieCat would give this service to all circulating members and the cost would be rolled into the fees. This is something that would have to be approved by the membership, however, we would like to have the pricing if that is the way we decide to go.

Coulter stated that PrairieCat has seen app demonstrations from Innovative, Bibliocommons and Communico. We have a demonstration with our current vendor, Capira, on January 9, 2025. We have received pricing from Bibliocommons and Communico. We had pricing from Innovative, but it included renegotiating our current contract which we are not willing to do. They are working on getting us new pricing. The User Experience Committee likes the Innovative and Communico apps best so far. We will keep you updated as we move forward.

6. Adjournment

The meeting adjourned at 11:01 am.

Next meeting: March 20, 2025, 10:30 am – 12:00 pm at the Sycamore Public Library, 103 East State Street, Sycamore, IL 60178-1440 and online via Zoom