



## **PrairieCat Delegates Assembly**

**January 27, 2021**

**10:00 a.m. – 3:00 p.m.**

**Online via Zoom**

**Registration:**

**Minutes**

The Delegates Assembly met on Wednesday, January 27, 2021, 10 a.m. – 3:00 p.m. via Zoom meeting software. Delegates must attend and vote via Zoom. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

**Please visit L2 to register or click on the link below:**

**[https://railslibraries.zoom.us/webinar/register/WN\\_fRnyVdkmQzayjWEzKtL9DA](https://railslibraries.zoom.us/webinar/register/WN_fRnyVdkmQzayjWEzKtL9DA)**

**Public can also dial in at: US: +1929-205-6099, Webinar ID: 981 3364 2457**

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

**PUBLIC COMMENT: Public comments may be submitted via email to [Carolyn.coulter@railslibraries.info](mailto:Carolyn.coulter@railslibraries.info) at least two hours before the beginning of the meeting.**

### I. Call to order and welcome

Introductions and welcome new delegates or alternates

**Present via Zoom:** Annette Davis, Kim Scace, Resa Mai, Renee Kozeal, Janice May, Amanda Standerfer, Beth Tepen, Pennie Miller, Julie Wayland, Lauren Offerman, Shayne Phillips, Rylie Roubal, Rici Dale, Sheree Kozel-La Ha, Michelle Krooswyk, Debbie Griggs, Sandra Wood, Janet Clark, Charm Ruhnke, Julie Harte, April Hoste, Jeannie Barry, Leah Bill, Laura Crisp, Laurel Reiss, Noreen Bormet, Emily Kofoid, Jill Shevokas, Jennifer Bilyeu, Nancy Ashbrook, Jessica Urbanowski, Angela Campbell, Kelly James, John Slanicky, Carolyn Mesick, Kim Brozovich, Carol McSweeney, Jim Kregor, Brittany Gaulrapp, Bryon Lear, Jessica Dellorto, Kristi Scherer, Tari Sangston, Sondra Terry, Laura Long, Barb Posinger, Lynette Heiden, Karen Lonergan, Patricia Smith, Heather Black, Margie Nolan, Claire Crawford, Brenda Weinberg, Anna Allison, Linda Schreiber, Michelle Krooswyk, Maria Meachum, Joanna Kluever, Jolene Franciskovich, Michele Arms, Jacqy Peterson, Molly DeBernardi, Megan Gove, Ellen Finfrock, Jenna Diedrich, Jennifer Mullin, Dixie DeBord, Kimberly Martin, Meridith Layne, Paige Frechmann, Lou Carlile, Ann Jenkins, Kelly McCully, Beth Ryan, Britni Hartman, Karen Sutera, Cathy Palmer, Teri Schwenneker, Deanna Howard, Emily Faulkner, Jane Lenser, Deborah Wunsch, Jason Jensen, Mary Wilkening, Karyn Bowman, Denise Tollensdorf, Cynthia Cole, Victoria Blackmer, Andrew Hettinger, Jamie Lockwood, Sarah Flanagan, Brandon Holland, Mary Cheatwood, Mary Petro, Hilaree Lombardo, Randy Stevens, Cynthia Maxwell, Jeffrey Munson, Nick Weber, Julie Voss, Leann Bredberg, Jennifer Barton, Cristy Stupegia, Sandy Tedder, Valerie Woodley, Michelle Bailey, Brandy Marsden, Andy Newgren, Sharon Swanson, Melissa Landis, Jodie DePatis, Laura Watson, Ashley Hopper, Jeffrey Sullivan, Penny Bryant, Jim Kregor, Amy Walsh, Magda Bonny, Emily Porter, Sharon Swanson, Carolyn Coulter, Elizabeth Smith, Chelsey DeSplinter

**Libraries represented:** See vote and quorum sheet.

Bryant (Chair-PT) started the meeting at 10:00 am. Bryant welcomed everyone. The Delegates Assembly met virtually due to the public health emergency.

- II. Introductions and welcome new delegates or alternates  
Coulter (PrairieCat) introduced a new alternate from Rockford University, Andy Newgren.
- III. Introduction of Guests  
There were no guests
- IV. Review of agenda for additions/changes  
There were no revisions.
- V. Public Comments via Zoom Meeting  
There were no public comments.
- VI. Consent Agenda
  - a. Approve minutes for October 28, 2020 PrairieCat Delegates Assembly meeting
  - b. Central Site report including financial and statistical reports
  - c. ACTION: Approve Marengo-Union Township Library IGA for membership in PrairieCat
  - d. ACTION: Approve PrairieCat Strategic Plan, FY22-24

**Motion #1: Watson (HC) moved and Krooswyk (NL) seconded to approve the consent agenda as presented including approval of Marengo-Union Township Library IGA for membership and PrairieCat Strategic Plan, FY22-24. There was no discussion on the motion. Motion carries on a roll call.**

**Ayes: 89**

**Nays: 0**

**Abstentions: 0**

- VII. Administrative Council Report
  - a. Finance Committee Report – Report from December 17, 2020  
Coulter (PrairieCat) addressed the report in the packet. There were no questions or comments.
  - b. Resource Sharing Committee Report – Report from October 28, 2020  
Coulter (PrairieCat) addressed the report in the packet. There were no questions or comments.
- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)

Coulter (PrairieCat) gave a membership update stating Lostant is in the process of completing their Sierra Training. Marengo-Union, which was just approved, will now be a fully participating member. Coulter also mention Putnum County will be adding their primary school to their membership. Their membership will now include all of the schools in their district.

Smith (PrairieCat) reminded the membership to subscribe to the newsletter and put a

call out for the member spotlight. Any member interested should reach out to Smith at [elizabeth.smith@railslibraries.info](mailto:elizabeth.smith@railslibraries.info).

Smith updated the Delegates on Training and TalentLMS:

- Course Catalog, Filter by Category
- Sierra Essentials – 10 courses on navigation, searching, holds, and Encore.
- Circulation – 7 courses plus advanced tips
- Technical Services – 12 courses including cataloging / item entry, quick click acquisitions, and serials.

TalentLMS has 553 learner accounts, 288 course in progress, and 42 active courses. There have been 2,619 completed courses since the launch of TalentLMS in February of 2019. Smith also shared the ongoing projects in TalentLMS, which include Core Competencies Checklists and Learning Pathways, Create Lists on LMS and Refining the current course offerings.

Smith asked the Delegates to save the date for the upcoming PrairieCat Member Update which is scheduled for March 11, 2021 from 10:00am-11:00am via Zoom.

- IX. ACTION: Discussion and vote, PrairieCat IMRF participation for PrairieCat staff  
Coulter (PrairieCat) introduced Randy Stevens from IMRF and Sharon Swanson our accountant from RAILS.

Coulter stated PrairieCat moved to staff independence in July 2018, IMRF would not consider our membership due to our finances at the time. PrairieCat had not funded staff through the PrairieCat budget in the past, and our audited financials at that time did not meet IMRF requirements. However, since we have become independent, our finances reflect sufficient revenues and expenditures to meet IMRF requirements, and they have invited us to apply. We did so, and have worked over the last year to meet their needs. PrairieCat has entered into an Intergovernmental Agreement with RAILS to cover unfunded contributions if PrairieCat ceases operations in the future.

When considering PrairieCat staff membership in IMRF, the Delegates should take into account the following:

- Although unlikely, RAILS may dissolve. This would leave unfunded contributions to the plan up to the responsibility of our members. Though this cost would be limited to the amount of contributions owed at the time of dissolution and would not be an ongoing liability, it is worth considering.

Meachum (WL) asked if the 14.02% rate could go up or down? Coulter answered, yes, that is correct. IMRF reevaluates the contribution rate yearly. Meachum pointed out that PrairieCat joining IMRF is better for everyone who is already participating in IMRF.

- If we join IMRF and PrairieCat staff who are eligible to retire decide to do so before we have a sufficient reserve built up with IMRF, PrairieCat may be liable for additional costs to cover our portion of the retirement costs. If we intend to join IMRF, however, we should do so as soon as possible, since our exposure to the amount of funding needed grows the longer we stay out of the fund.
- The rate of employer contributions varies from year to year, based on IMRF actuarial analysis. Our rate could go up or down. There is no guarantee from year to year what it will be.

- Once an entity joins IMRF, the entity cannot withdraw from membership. Regardless of cost or any other factor, once in IMRF, always in IMRF.
- The first year employer contribution is quoted at 14.02%. This is 4.02% more than our current contribution to the ICMA-RC 401(a) plan for PrairieCat staff, currently funded at 10%.
- The fee rate letter attached stipulates that membership timeline is dependent on the IMRF board. Should we accept membership, it is unclear when PrairieCat would be required to join. It is our hope that IMRF would allow us to join on our fiscal year, July 1, 2021.
- Employee contributions would remain the same for staff at 4.5% of salary.
- Membership in IMRF would be very beneficial to PrairieCat staff. Many staff are already vested, and most have some service years with IMRF already. Staff would be able to "buy" the time we were out of the plan if they so desire.
- Membership in IMRF provides disability insurance, which PrairieCat pays for separately now. We would be able to drop our current long and short term disability coverage (currently approx. \$5,000)
- Membership in IMRF makes PrairieCat highly desirable as an employee, and is a benefit sought after by most staff in Illinois. Membership would make PrairieCat a more attractive employer and would encourage employee longevity.

Flanagan (FL) agrees the plan looks good. The only concern is if both RAILS and PrairieCat goes under, how would the members rate be figured and can we use tax dollars to pay our fees? Coulter answered the payment would only be an amount split between the membership to cover the uncovered months of PrairieCat's participation as a company. Coulter also stated the membership is already paying for PrairieCat's staff participation in a 10% 401(a) plan through membership fees. If PrairieCat joins IMRF those funds would go to IMRF instead of the 401(a).

Miller (PP) asked would that include Full, Basic, and Union list libraries of PrairieCat or just Full and Basic? Coulter answered it would include all levels of membership.

Tepen (UT) asked if you estimate what an increase to our member fees will be? Coulter responded that the IMRF participation is already included in the draft budget for FY22, which has been presented to the Delegates at a previous meeting and will be voted on in April.

**Motion #4: Gove (TF) moved and Kluever (MS) seconded to approve IMRF participation for PrairieCat staff. There was no discussion on the motion. Motion carries on a roll call.**

**Ayes: 90**

**Nays: 1**

**Abstentions: 0**

- I. Discussion, power plant closures and FAIRCOM support (Emily Porter, Byron Public Library)  
Porter (BY) explained Exelon is closing the Byron and Dresden nuclear plants. The closing of these plants creates an incredible hardship for both towns involved, as well as the surrounding areas. There is still hope to lessen repercussions of the closings or delay the closings altogether. Climate Jobs Illinois has several initiatives. One of those is a soft transition from nuclear where they will help small communities slowly adjust

to the financial hit from these closures. Another initiative is to keep the power plants open while transitioning to renewable energy to reduce a major economic hit from closing the nuclear plants. FAIRCOM has aligned with Climate Jobs Illinois. Porter is asking everyone to show support for FAIRCOM and Climate Jobs Illinois to help save the nuclear plants.

- II. Presentation: School/Public Library Partnerships (Ashley Hopper, Manhattan-Elwood Public Library District, Amy Walsh, Joliet Township High SD #204 (Joliet West)) Walsh (JW) and Hopper (MT) presented on Collaboration Between Public and School Libraries. The presentation focused on the reciprocal importance of public libraries working together with school libraries and encouraged the collaboration amongst the membership.
- I. Public Comments via previously submitted email (see above) or online  
There were no public comments.
- II. Adjournment  
The meeting adjourned at 12:06 pm.
- III. Next regularly scheduled meeting, April 28, 2021, Online via Zoom or 220 W. 23<sup>rd</sup> Ave, Coal Valley, IL.