



**PrairieCat Administrative Council
Minutes
August 6, 2021**

The Council met on Friday, August 6th, 2021, 10 am –1 pm
In person at the Byron Public Library District,
100 South Washington Street,
Byron, IL 61010-1460

The meeting will also be available online via Zoom:
Join Zoom Meeting

<https://railylibraries.zoom.us/j/99633058897?pwd=M2RwbjNkWkJCdJuekU1ZW5PY00vdz09>

The public can also dial in at: +1 312 626 6799
Meeting ID: 996 3305 8897

Please Register at:

<https://librarylearning.org/event/11617/register>

I. Call to order, Welcome and Introductions

Present in Cherry Valley: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Beth Ryan (JO), Patricia Smith (Chair-RO), Laura Watson (HC), Emily Porter (BY), Penny Bryant (PT), Ashley Huffines (FP), Laura Long (EM), Charm Ruhnke (PU)

Present via Zoom: Chelsey DeSplinter (PrairieCat)

Absent: Victoria Blackmer (CV), Emily Faulkner (DK)

Ruhnke (Vice-Chair-PU) called the meeting to order at 10:01 am.

II. Introduction of Visitors and Public Comments

There were no public comments. Sharon Swanson (RAILS) joined via zoom.

III. Review Agenda for Additions/Changes

There were no revisions or changes.

IV. Consent Agenda

- a. Approve minutes for July 2nd, 2021 PrairieCat Administrative Council meeting
- b. Approve financial report for June 2021
- c. Approve check register for 6/28/21 to 7/27/21
Statistical reports

MOTION #1

Long (EM) moved and Porter (BY) seconded to approve the consent agenda as presented. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 7
Nays: 0
Abstentions: 0

Discussion: Page 5 of the minutes has a typo of strategic plan.

- V. Membership Update : Report from Consortia Committee meeting, 7/19/2021
Coulter (PrairieCat) updated that Marengo-Union has gone live and that project wrap-up went smoothly. PrairieCat staff had a kick-off call with Lostant. The director Kim is actively working on Item Entry certification.

Coulter shared that she is going to the board meeting at the North Chicago Library. They are weighing the advantages of being in PrairieCat or being a standalone library. The quote was reasonable, and Coulter is hopeful they will see the advantages of joining.

Coulter shared Ladd Public Library reached out about a quote. The library is in LaSalle County. The board requested information on how much it would cost to join PrairieCat. Ladd PL has purchased barcodes for holds. Ruhnke (PU) said she can call the co-director, Shari, to discuss the benefits of PrairieCat. Ladd is not currently an OCLC member so Coulter would need to get a quote on that as well.

Coulter shared the Consortia Committee was on 7/19/2021 and Emily Faulkner was there as well. Coulter stated that RAILS is investigating how to fund the LLSAPs going forward. RAILS is charging the LLSAP for in kind services such as accounting and buildings. RAILS is looking for an equitable way to fund the LLSAPs and move the LLSAPs towards more independence. The committee also discussed alternatives to OCLC but there are not a lot of options.

Coulter said right now, most of our members do not allow out-of-state ILL. If Find More IL expanded, then PrairieCat could purchase it instead of OCLC if it is a solid source of bibliographic records. Some larger publics and academic libraries may still maintain OCLC membership. The Innovative product SkyRiver is a legacy product so it won't be further developed.

Coulter is serving on the Consortia Committee as well as the sustainability-working group.

Ruhkne asked if there is a deadline to report back to the Consortia Committee. Coulter said PrairieCat has a financial sustainability plan to follow if RAILS services go quicker than anticipated. Ruhnke referred to the Resource Sharing Summit and asked if this topic about sustainability is something we want to discuss with the membership. That is why Ruhnke was asking if the Consortia Committee has a timeline. Coulter said there's probably at least a year on this project, but is uncertain of a definite timeline.

Coulter said she is still working with Innovative on the quotes on the Engagement Suite. Coulter said she is putting the Discover module in the FY23 budget. If we went with Discover, there are several other costs that would not be needed such as Mobile Worklists, Encore, Encore hosting, and Syndetics Unbound.

- VI. Administrative Issues

- a. Discussion, CD renewals and options for alternate investments
Swanson (RAILS) shared PrairieCat has maintained a checking account with BankOrion. In Dec 2019, interest rates at the IL Funds were higher than the checking account, so PrairieCat opened up a money market with IL Funds. However, in 2020 interest rates started plummeting due to the pandemic, so PrairieCat investigated CD options and ultimately opened a CD with BankOrion. Since the CD matures 8/7/2021, PrairieCat needs to make a decision on what to do next.

Swanson investigated several other options that are outlined in the packet. Swanson said these interest rates quoted are adjusted frequently. The potential interest earnings ranges from \$6,500-9,000. Swanson said IH Mississippi Valley did offer a high interest rate, however, PrairieCat would be the first public funds. It was difficult to get a hold of a customer service representative at American Bank & Trust, and IH Mississippi Valley were also not very responsive.

Swanson shared BankOrion has been a responsive and reliable banking partner. The fees are also affordable. The potential to earn significant interest on investment options is low due to the current climate. The penalty for early withdrawal is 3 months interest penalty. Swanson recommends renewing the CD with BankOrion and continuing that relationship.

Coulter said she agrees with Swanson's recommendation. Porter (BY) also agrees.

MOTION #2

Long (EM) moved and Porter (BY) seconded to renew the BankOrion CD for another 12 months. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 7

Nayes: 0

Abstentions: 0

Discussion:

- b. Discussion, compliance in coming year
Smith (PrairieCat) shared the details of the compliance report.

Coulter (PrairieCat) asked if we want to enforce compliance in FY22 as far as Delegates Assembly attendance and compliance rules. Huffines (FP) recommended holding off on the enforcement of compliance, especially considering the schools issues.

Ruhnke (PU) said she is in favor of holding off on compliance, but this should not be view as reason to stop doing your responsibilities to the consortium. She recommends sending a message explaining this and signed by the chair.

- c. Discussion, adding Juneteenth to official days off, FY22 and beyond
Coulter (PrairieCat) said Juneteenth was declared a Federal and State holiday. Coulter asked if RAILS will be closing, but they have yet to make

a decision. CCS and SWAN will not take it as a vacation day. Ryan (JO) said it should be recognized as holiday, but said most libraries will remain open. Ruhnke (PU) said most libraries are often open when schools and other businesses are closed.

The Council agreed PrairieCat should remain open as most libraries will remain open.

- d. Discussion, Administrative Council subcommittee for contract negotiations
Coulter (PrairieCat) explained she has been working with Innovative on contract negotiations. Coulter would like a small subcommittee to work with her on the negotiations. Ryan (JO) volunteered to be on the committee. Ruhnke (PU) and Blackmer (CV) will also serve on the subcommittee, as they are the chairs of the Resource Sharing and Finance Committees.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – Report from Summit meetings with Amanda Standerfer

Ruhnke (PU) shared PrairieCat will be hosting a Resource Sharing Summit on October 21, 2021 at Faranda's in DeKalb. Amanda Standerfer will facilitate. Coulter (PrairieCat) said the main topics of discussion will be PrairieCat Plus with enhanced member benefits such as patron engagement. A survey will be sent out prior to the summit to get feedback on some of these topics.

Porter (BY) and Ryan (JO) said their Axis360 circulation numbers have increased. The collection is much better now and RAILS received the grant last year to invest in the collection. Axis360 is managed by a dedicated RAILS staff so the collection is improving. OMNI is managed by volunteers so it makes it a lot more difficult to manage the collection.

- b. Finance Committee – no report

VIII. Review of Meeting – what worked and what didn't
The meeting went well.

Porter (BY) shared she purchased a piece of video conferencing equipment called an Owl and will let us know how that works.

Coulter (PrairieCat) thanked Swanson for her time and work on the Finance Report.

IX. Public Comments
There were no public comments.

X. Adjournment
The Council adjourned at 11:06.

Next Meeting – Friday, September 3, 2021, East Moline Public Library, 740 15th Ave., East Moline, IL