



**PrairieCat Finance Committee
Minutes
Thursday, September 16, 2021
10:00 a. m. – 12:00 p.m.**

The committee met virtually due to the coronavirus pandemic in accordance with rules and procedures contained in section 7(e) of the OMA as (1) there is a state-issued disaster declaration related to public health concerns in place over all or part of the jurisdiction of the public body; (2) the head of the public body determines that an in-person meeting is not practical or prudent because of the disaster

PUBLIC COMMENT: Members of the public will be able to chat or speak during the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@railslibraries.info at least two hours before the meeting.

Attendees register using the Zoom link:
<https://railslibraries.zoom.us/join/98998889300>

The public can also dial in at +1 312 626 6799
Meeting ID: 989 9888 9300

1. Call to Order, introductions
Present via Zoom: Angela Campbell (RP), Carolyn Coulter (PrairieCat), Maria Meachum (WL)Chelsey DeSplinter (PrairieCat), Michael Skwara (HC), Penny Bryant (PT), Bryon Lear (MX)

Absent: Jay Kalman (UE), Elizabeth Smith (PrairieCat), Victoria Blackmer (Chair-CV), Lauren Offerman (TC), Nick Weber (WO), Laura Watson (HC), Coulter (PrairieCat) called the meeting to order at 10:00 am.
2. Introduction of Guests and Public Comment
There were no guests or public comments.
3. Approve minutes of June 17, 2021 meeting
Motion #1: Meachum (WL) moved and Bryant (PT) seconded to approve the June 17, 2021 meeting minutes as presented. There was no discussion on the motion. Motion carries by vocal affirmation.

4. Review and discussion, New Innovative Contract

Coulter (PrairieCat) discussed the new Innovative contract. Coulter and a sub-committee from the Administrative Council, which includes Victoria Blackmer, Charm Ruhnke and Beth Ryan, have been in negotiations with III. It appears we will be getting 2% annual inflation increase, which is down from our current contract set at 3.5%. The 2% will be locked in for five years. This contract is still with Innovative. Coulter stated we did get the agreement to move to Vega Discover. This would replace Encore. That contract is currently with our lawyers. The cost for the first year would be \$93,647. We will take money out of Capital Reserves in January or February 2022 to cover this cost. This cost will be offset by not having to pay for Encore, Encore hosting and dropping Mobile Worklists, which is about \$45,000. Coulter also said PrairieCat is co-termining all of their agreements. This will help on the accounting side and will help with the budget for FY23. We will only be budgeting half of the \$93,647 for next year and picking up the full cost in FY24. This should help lessen the impact on FY23. The Vega Discover contract will be brought to Administrative Council at the October meeting and it will be on the October Delegates Agenda as a motion.

Campbell (RP) said the software is very customer friendly. Coulter agreed and said the roll ups this software does is very nice. It will combine several versions of one book into one tab. It also allows us to integrate all of our individual eResources into the catalog. Ingests and converts our MARCs to Bib Frame. That means we create linked data, which, in the long run, allows patrons to search Google for a title and provide a direct link into our catalog.

Meachum (WL) asked if there would be grant opportunities to offset some of the cost. Coulter answered not at this time, but stated she is on a grant committee to help decide how RAILS will fund the LLSAPs in the future, with non-operational grants and operational grants.

5. Review and discussion, FY23 draft budget

Coulter (PrairieCat) presented two different draft budgets. Because RAILS will be charging us for in kind services, those costs will be deducted from PrairieCat's grant money. Since we have not received the costs for these services, we have to make some estimates past on past charges. The first draft budget has the RAILS grant at \$450,000, which is about \$110,000 lower in revenue. It includes a 2% staff salary increase, 1% staff merit increase, 3.5% increases to Union List member costs, 3.5% increases to per library charges and capital reserves for fully participating and basic online members, and a 5% increase in hosting charges for fully participating and basic online members. This also assumes virtual PUG day next year but Coulter included a little more in to account for in person meetings for Delegates and Administrative Council. The budget includes a \$25,000 contribution to capital reserves.

The second budget was built on assuming PrairieCat only receives \$400,000 from RAILS, a \$160,000 reduction. This budget keeps the staff salary increases at 2% and only a \$10,000 savings goes into capital reserves. Everything else remained nearly the same.

Meachum (WL) asked if we would know the RAILS grant before Delegates Assembly in October. Coulter replied RAILS is saying they will know the numbers at the end of October. It could be in time for Delegates Assembly, but we can't be sure. Coulter also stated Blackmer suggested sharing the second budget, the worst case scenario, with the Delegates. Meachum agreed. Coulter stated her agreement as well, since this is just a draft budget. Lear (MX) and Campbell (RP) also agree. Meachum would like to see the second budget include the 3% staff salary increases instead of the 2%. Coulter will present the budget with 3% salary increases to Administrative Council.

Coulter asked the Committee if the budget should reflect the current 3.5% increases per library charges and capital reserves or do we lower it to 2%? Meachum asked if we could split the difference and make it a 3% increase. Coulter stated it can be changed to 3%. She also asked if we should do the same for Union List members. The committee agrees to use the 3% increase for both.

6. Adjournment

The meeting adjourned at 10:56

Next meeting: December 16, 2021, 10:00 – 12:00pm, Moline Public Library, 3210 41st St, Moline, IL 61265 or online via Zoom.