



**PrairieCat Administrative Council  
Minutes  
October 1, 2021**

The Council met on Friday, October 1, 2021, 10 am – 12 pm  
At the Princeton Public Library, 698 E Peru St, Princeton, IL  
In person meeting registration via L2 at <https://librarylearning.org/event/11621/register>

The council also 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

Register for the Zoom meeting at:

<https://railslibraries.zoom.us/join/8kpOLxKFerwrYBsH>

PUBLIC COMMENT: Members of the public will be able to chat or speak during the virtual Zoom meeting or in person during the 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 meeting.

I. Call to order, Welcome and Introductions

Present in Princeton: Carolyn Coulter (PrairieCat), Beth Ryan (JO), Laura Long (EM), Emily Porter (BY), Charm Ruhnke (PU), Emily Faulkner (DK)

Present via Zoom: Laura Watson (HC), Michelle Krooswyk (NL), Elizabeth Smith (PrairieCat), Chelsey DeSplinter (PrairieCat), Victoria Blackmer (CV), Patricia Smith (Chair-RO), Sharon Swanson (RAILS), Jamie Wilkey (Lauterbach and Amen), Penny Bryant (PT),

Absent: Ashley Huffines (FP)

Smith (Chair-RO) called the meeting to order at 10:00 am.

II. Introduction of Visitors and Public Comments

There were no public comments. Sharon Swanson with RAILS Accounting and Jamie Wilkey, partner with Lauterbach and Amen were introduced.

III. Review Agenda for Additions/Changes

Ruhnke (PU) added a report from the Resource Sharing Committee to the agenda.

IV. Consent Agenda

- a. Approve minutes for September 3, 2021 PrairieCat Administrative Council meeting
- b. Approve financial report for August 2021
- c. Approve check register
- d. Statistical reports

**MOTION #1**

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

**Motion carried by roll call.**

**Ayes: 8**

**Nays: 0**

**Abstentions: 0**

**Discussion:**

V. Membership Update

Coulter (PrairieCat) stated she made a presentation on behalf of PrairieCat to Ladd Public Library Board. Ladd has not given a timeline for making a decision about joining PrairieCat. If they do become a member, they will be Basic Online. North Chicago is planning to join PrairieCat and Coulter said this would be effective about April 2022.

Smith (PrairieCat) gave a recap of the 2021 PUG Day event. Over two weeks, there were 13 sessions. PUG Day is a free event for PrairieCat members. Smith stated there were 92 libraries represented by over 400 attendees. Based on the registrations, there was a 45% attendance rate. Now, a week later, there have already been 200 views of the recorded sessions. The top attended sessions were "Get Back In Here!" and "The Library After COVID." It was a very successful event. Krooswyk (NL) said she appreciates the recordings since scheduling conflicts did not allow her to attend some sessions live.

VI. Administrative Issues

- a. ACTION: Review and approval of draft FY21 audit (Lauterbach and Amen)  
Wilkey (Lauterbach and Amen) presented the draft FY21 audit for the Council. Wilkey stated the financial statements show PrairieCat's fund balance, fiscal year 2021 change in net position, and the sources of the cash flows for the fiscal year. PrairieCat added \$107,707 to its net position for the fiscal year ended June 30, 2021, mostly due to savings from under-budget travel, meeting, and vehicle expenses due to the pandemic as well as lower than expected personnel costs due to staff turnover. This increase was \$87,604 above the increase anticipated in the fiscal year 2021 budget. For the fiscal year ended, June 30, 2021, PrairieCat added \$55,850 to its cash and investment balance. It was another clean audit in the opinion of the auditors.

**MOTION #2**

**Porter (BY) moved and Blackmer (CV) seconded to approve the draft FY21 audit pending any changes. There was no discussion on the motion.**

**Motion carried by roll call.**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

**Discussion:**

- b. Review and discussion, Vega Discover contract

Coulter (PrairieCat) summarized the Vega Discover contract stating the agreement would have PrairieCat upgrade to Vega targeted for January 2022. It is a five-year agreement and includes a 2% annual inflationary increase. Innovative has waived the cost of implementation due to our early adoption and our participation as a development partner for their Vega patron engagement modules. The contract is currently with PrairieCat's lawyers but expect it back next week. The Delegates will vote on this contract if the Administrative Council

agrees to send it. The Council agrees.

- c. Review and discussion, new Innovative Interfaces contract  
Coulter (PrairieCat) stated the Innovative Interfaces contract has not been sent from Innovative yet, but the Contract Negotiation Committee has met with Innovative and it looks like we will get 2% inflationary increase over the next five years. It will also allow us to co-term all of our contracts. Once we receive it from Innovative, it will go to PrairieCat lawyers and it will be discussed with the Finance Committee then brought to the Administrative Council.
- d. Review of FY23 draft budget, membership fees, capital reserves and hosting fees  
Coulter (PrairieCat) said the Finance Committee met on the 16<sup>th</sup> and discussed the FY23 draft budget. There are two major questions with the draft budget. The first question is what the amount of the RAILS grant will be. This year PrairieCat received \$563,000, however, RAILS will be charging us for in kind services (accounting services, building fees, IT support, etc.) in FY23. Since we do not have those charges yet, we can only estimate the cost of those services. The Finance committee suggested presenting the worst-case scenario to the Delegates Assembly. Until we know the true numbers, the budget where the RAILS grant comes in at \$400,000 should be presented.

Coulter continued, stating the second question is what to use a flat rate increase for Library fees and Capital Reserves. We used a rate of 3.5% in previous years. But this year, our overall inflationary increase is 2%. Since PrairieCat's increase is only 2%, do we lower those the 3.5% for Library Fees and Capital Reserves? The Finance Committee recommended splitting the difference by lowering the rate from 3.5% to 3%. Hosting is still at 5% since we are trying to recoup that cost. This budget would still assume a \$10,000 overage to Capital Reserves. Long (EM) asked what the goal balance is for Capital Reserves. Coulter responded that the goal, according to the bylaws, to have six months' of operating expenses in the reserves. We have that, but if we want to buy anything, we would not have the required six months of reserves.

Coulter stated the draft budget for FY23 also assumes another virtual PUG Day. There are still cuts in the travel category because we foresee less travel even if the pandemic drastically improves. In addition, there is a 10% increase to insurance premiums across the board. Budget shows a 5.71% aggregate increase. Council is comfortable presenting this draft budget as is.

- e. ACTION: LIMRiCC insurance renewal, 2022  
Coulter (PrairieCat) gave an update on the changes happening with LIMRiCC insurance for 2022. PrairieCat offers three health plans: HMO, PPO 1500, High Deductible with HSA. The premiums for the PPO plans are increasing by 9% and the HMO premium will increase by 10%. The two dental plans will also be increasing. Dental HMO will go up 5%, while the dental PPO will go up 2.5%. The vision and life premiums will not have an increase and all coverages remain the same. Coulter recommends renewing.

**MOTION #1**

**Ryan (JO) moved and Faulkner (DK) seconded to approve LIMRiCC insurance renewal. There was no discussion on the motion.**

**Motion carried by roll call.**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

**Discussion:**

- f. Review Delegates Assembly agenda  
Coulter (PrairieCat) presented the upcoming Delegates Assembly agenda. The Council agreed to rearrange the agenda. The new order will be:
- Audit
  - Budget
  - Demo
  - Vega Contract Vote
  - Patricia Smith presentation
- Coulter removed the draft budget as an Action Item.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – Ruhnke (PU) reminded the Council of the upcoming Resource Sharing Summit on October 21<sup>st</sup>. Ruhnke, Coulter and Smith (PrairieCat) met with Amanda Standerfer to review the survey that will be sent to membership to gather information for the Summit. The survey will be sent out on Monday, October 4<sup>th</sup>. They also reviewed the agenda for the Summit and walked through the timing. As of Tuesday, there were 41 people registered to attend.

Ryan (JO) asked about a reciprocal borrower, she will be sending her specific issue to Ruhnke to look over.

- b. Finance Committee – Report from 9/16/2021

Coulter (PrairieCat) stated the Finance Committee discussed and brought forth suggestions previously stated during the draft budget discussion.

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 Council adjourned at 11:06 am.

Next Meeting – Friday, November 5, 2021, at Freeport Public Library, 100 E. Douglas St., Freeport, IL 61032 and online via Zoom