



**PrairieCat Finance Committee  
Agenda  
Thursday, June 20, 2019  
2:00 p. m. – 3:30 p.m.**

Registration URL: <https://attendee.gototraining.com/r/2739678803295887874>

1. Call to Order, introductions
2. Welcome new members
3. Introduction of Guests and Public Comment
4. Approve minutes of March 21<sup>st</sup> meeting (pp. 2-3)
5. Discussion and appointment of hot team to consider potential alternate fee structures
6. Discussion of expenses on the horizon, and budget ramifications in years to come (p. 4)
7. Adjournment

Next meeting: September 19, 2019, 3:00 – 4:00pm via GoToMeeting.



**PrairieCat Finance Committee  
Agenda  
Thursday, March 21, 2019  
3:00 p. m. – 4:30 p.m.**

Registration URL: <https://attendee.gototraining.com/r/2051679192763873282>

1. Call to Order, introductions  
Present via GoToMeeting: Carolyn Coulter (PrairieCat), Michael Skwara (HC), Angela Campbell (RP), Cindy Bahr (FO), Julie Wayland (PR), Amanda Augsburger (PrairieCat)

Absent: Jay Kalman (UE), Maria Meachum (WL), Charm Ruhnke (PU), Elizabeth Smith (PrairieCat)

Skwara (Chair – HC) called to order at 2:58 p.m.

2. Introduction of Guests and Public Comment  
There were no guests or public comments.
3. Approve minutes of January 15<sup>th</sup> meeting  
**Motion #1: Bahr (FO) moved and Campbell (RP) seconded to approve the 1/15/2019 meeting minutes. There was no discussion on the motion. Motion carries by voice affirmation.**

4. Discussion and recommendation, final FY20 PrairieCat budget  
Coulter (PrairieCat) shared two versions of the FY20. The first has a \$50,000 reserve, and the second has a \$60,000 reserve. Coulter (PrairieCat) said that she has some fear that there will be some sticker shock next year because we're going to have to absorb the cost of server. When PrairieCat went independent, the goal was to reserve about \$25,000 per year. Due to going independent, PrairieCat did not add to the reserves in FY19. With \$50,000 in reserves for FY20, this will help make up for the lack of reserves for FY19. Coulter (PrairieCat) pointed out that a couple of library's fees will go up by about 5% in FY20 with the \$50,000 reserves. The concern is that without the increase in FY20, there may be a more drastic increase in the future, rather than a gradual increase.

Wayland (PR) expressed that she believes that is still in an acceptable range. She always has an idea what her fees will look like for the following year. The increase with a \$50,000 reserve is just a bit over what she normally presents to her board. Campbell (RP) said that Rock Island usually plans for a 3-5% increase in just about everything. Their portion, depending on whether the board goes with a \$50,000 or \$60,000 increase, will be a 5-6% increase. Coulter (PrairieCat) says that the budget could include a smaller reserve, like \$30,000 or \$25,000, since the PrairieCat bylaws only require a \$25,000 reserve per fiscal year.

Campbell (RP) said that she sees the value of having a strong reserve, so she is not opposed to the \$50,000 or \$60,000 reserve. She is also wondering that if at

the end of the year if PrairieCat will have excess line-item expenditures that will add up to the \$50,000 for reserves.

Coulter (PrairieCat) said that if the committee decided to go with \$25,000 in reserves instead of \$50,000 or \$60,000 it would change the FY21 and FY22 budgets and result in a bigger increase for some libraries during those years. But there are options to shave off the money for special projects. Since PrairieCat will be doing some work on moving servers to a hosted solution in the next few years, that money could come out of capital reserve savings.

Skwara (HC) expressed that he is leaning toward the budget with \$50,000 in reserve, because he likes the idea of making up what we didn't save in FY19. He thinks it is worth doing for FY20 and then seeing how things go for special projects in the future. After the \$50,000 reserve for FY20, PrairieCat can then go back to \$25,000 in reserves in future budgets. Campbell (RP) and Wayland (PR) agree and recommend asking for the whole \$50,000. Wayland (PR) says that this will put us in the most comfortable position.

Coulter (PrairieCat) asked if committee members recommend showing the full budget with FY20, FY21, and FY22 at Delegates Assembly. Campbell (RP) thought that it might be confusing to show all three years, since they will only be voting on FY20's budget. Skwara (HC) agreed and said that the budgets for FY21 and FY22 are a shot in the dark right now anyway. Wayland (PR) said that it would be too much information to show all three years for anyone not following budget discussions closely. Bahr (FO), agreed, because PrairieCat doesn't know what the future will be. Coulter (PrairieCat) said that she will take the \$50k suggestion to Admin council on Friday, April 5.

5. Public Comments  
No Public comments.

6. Adjournment  
The meeting adjourned at 3:18 p.m.

Next meeting: June 20, 2019, 2:00 – 4:00pm via GoToMeeting.

Item	estimated cost	year					
Cataloging tools	\$550.00	FY21					
Office/exchange email/file space	\$2,500.00	FY21	\$12.50/user/month (online pricing, plus domain costs/certs?)				
Website hosting	\$1,000.00	FY22					
Website (support site) design		FY22	TBD				
Online meeting software	\$240.00	FY22	zoom, \$19.99/month 1000 users				
hosted server, Zimbra	\$2,000.00	FY23	Move to hosted exchange?				
hosted server, listserv/mailman	\$2,000.00	FY23					
hosted server, data exchange	\$2,000.00	FY23					
hosted server, print server	\$2,000.00	FY23					
hosted server, domain controller	\$2,000.00	FY23	Not sure if needed				
Printers		FY23	check if RAILS will sell/donate current				
Phone service (web VOIP)		FY23					
Hardware (laptops, monitors, docking stations)		FY23	check if RAILS will sell/donate current				
Hosting dialer/iTiva phone system		FY23	Stay onsite at RAILS or another partner? Phone line costs?				
Copiers		FY23					
Helpdesk ticketing system	\$0.00	FY23	spiceworks- free online				