



**PrairieCat Administrative Council
Agenda
July 1, 2022**

The Council will meet on Friday, July 1st, 2022, 10 am –1 pm
In person at the Freeport Public Library,
100 E. Douglas Str., Freeport, IL

The meeting will also be available online via Zoom:

https://raillibraries.zoom.us/meeting/register/tJItcuquqjsjHdQeyaOWELi-tuB5BdBk_k9

- I. Call to order, Welcome and Introductions
- II. Introduction of Visitors and Public Comments
- III. Review Agenda for Additions/Changes
- IV. Consent Agenda (pp. 2-15)
 - a. Approve minutes for June 3rd, 2022, PrairieCat Administrative Council meeting
 - b. Approve financial report for May 2022
 - c. Approve check register
 - d. Statistical reports
- V. Membership Update
 - a. Update on new and upgrading members
 - b. Update on current training and engagement projects
- VI. Administrative Issues
 - a. Welcome new Administrative Council members, committee designations
 - b. Review of Administrative Council manual
 - c. ACTION: Election of OMA and FOIA officers
 - d. ACTION: Approve Pay Scale for FY23 (p. 16)
 - e. Review of Administrative Council Manual and signature cards for officers
 - f. ACTION: Review, discussion and decision, CD investments and IL Fund investment options (pp. 17-18)
 - g. Review of Delegates Assembly agenda for July 27, 2022 (p. 19)
- VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – no report
 - b. Finance Committee – Report from June 16th, 2022
- VIII. Review of Meeting – what worked and what didn't
- IX. Public Comments
- X. Adjournment
- XI. Next Meeting – Friday, August 5, 2022, Pecatonica Public Library

220 W. 23rd Avenue
Coal Valley, IL 61240
(877) 542-7257
<http://support.prairiecat.info>



PrairieCat Administrative Council

Minutes

June 3, 2022

The Council met on Friday, June 3, 2022, 10 am – 12 pm

The council met in person at the Byron Public Library, 100 S Washington Street, Byron, IL

The Council also met virtually via Zoom.

Register for the Zoom meeting at:

<https://railslibraries.zoom.us/meeting/register/tJ0rdOqoqzMiE90c4Vqq8kpOLxKFerwrYBsH>

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

I. Call to order, Welcome and Introductions

Present at Byron Public Library: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Emily Faulkner (DK), Laura Long (EM), Emily Porter (BY), Penny Bryant (PT), Beth Ryan (JO), Kimberly Brozovich (RP), Charm Ruhnke (PU), Laura Watson (HC), Kelly McCully (BD)

Present via Zoom: Michelle Krooswyk (NL), Elizabeth Smith (PrairieCat), Patricia Smith (Chair-RO), Ashley Huffines (FP),

Absent: Victoria Blackmer (CV),

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

II. Introduction of Visitors and Public Comments

There were no public comments. Kelly McCully from Bourbonnais Public Library and Kim Brozovich from Rock Island Public Library introduced themselves.

III. Review Agenda for Additions/Changes

There were no revisions

IV. Consent Agenda

- a. Approve minutes for May 6, 2022, PrairieCat Administrative Council meeting
- b. Approve financial report for April 2022
- c. Approve check register
- d. Statistical reports

MOTION #1

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

***Motion carried by roll call.**

Ayes: 9

Nays: 0

Abstentions: 0

Discussion:

V. Membership Update

- a. Update, Mt. Carroll, and North Chicago projects
Coulter (PrairieCat) stated we are continuing to move forward with both Mt. Carroll and North Chicago. PrairieCat just received our project manager for North Chicago. We will be working with Emanuel from Innovative, who we have worked with before.

Coulter also gave an update on Lostante's progress, saying they are doing well adding materials. According to PrairieCat's rules, when a library has added a quarter of their materials, they are required to start placing holds. However, because Lostante only has one employee to work on this, we are afraid they will fall behind on adding materials if we require them to place holds at this time. Coulter asked the Council if it would be ok to delay Lostante's requirement of placing holds. The Council agrees Lostante will not have to place holds until Fiscal Year 2023.

VI. Administrative Issues

- a. Welcome new members and recognize departing members
Coulter (PrairieCat) welcomed the new Administrative Council members, Kelly McCully (BD) from Bourbonnais Public Library and Kim Brozovich (RP) from Rock Island Public Library. Emily Faulkner (DK) and Laura Watson (HC) were congratulated on starting their second term on the Administrative Council. Coulter thanked Emily Porter (BY) and Patricia Smith (RO) for their service on the Administrative Council
- b. ACTION: Elect officers and appoint check signers
Emily Faulkner (DK) has agreed to serve as Chair. The Council nominated Ashley Huffines (FP) as Vice-Chair; Laura Long (EM) as Secretary; and Victoria Blackmer (CV) as Treasurer. The Council appointed Beth Ryan (JO) as chair of the Resource Sharing Committee.

MOTION #2

Ruhnke (PU) moved and Porter (BY) seconded to approve the Administrative Council Officers, Faulkner (DK) as Chair; Huffines (FP) as Vice-Chair; Long (EM) as Secretary; and Blackmer (CV) as Treasurer; Ryan (JO) Resource Sharing Chair. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

- c. ACTION: Approve Meeting dates

MOTION #3

Ryan (JO) moved and Bryant (PT) seconded to approve the FY23 meeting dates as presented. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

- d. Review closed session recordings for possible release or deletion (after 18 months)
Coulter (PrairieCat) stated PrairieCat's only closed session recording is from June 2020. This closed session is the director's yearly performance review. The Council agrees to delete the June 2020 closed session.

- e. ACTION: Approve change to General Policy Manual regarding system membership requirement for ILL barcode program
Coulter (PrairieCat) mentioned that after a recent review brought on by an inquiry from a non-RAILS library, it was noticed that our ILL Barcode policy in the General Policy Manual does not specify that a library must be a member of the appropriate library system to participate. It is suggested to bring the General Policy Manual in line with the circulation manual (as well as the original intent of the policy) by specifying RAILS/system membership requirement for participation.

Long (EM) asked if we should specifically name RAILS or simply say statewide system. Porter (BY) suggested leaving it specifically RAILS, saying if a library from another state system wants to buy a barcode, the Council can reassess at that time. The Council agrees to keep the wording specific to RAILS.

MOTION #4

Porter (DK) moved and Watson (HC) seconded to approve change to General Policy Manual regarding system membership requirement for ILL barcode program. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

- f. Discussion: reinstating compliance rules for FY23
Smith (PrairieCat) stated that twice a year, usually in August and February, we review member compliance. We look at lending materials, OCLC membership, and item entry. PrairieCat also requires the Delegates to attend at least two of the four Delegate Assembly's and at least one of those attendances has to be in-person, if a library does not meet this requirement, they can be fined \$150. Because of the Pandemic, PrairieCat has been reviewing the compliance reports, but has not been enforcing the compliance rules. Should these rules be enforced again in Fiscal Year 23?

Faulkner (DK) stated that as long as Zoom attendance counts for quorum, PrairieCat should not enforce the in-person attendance. However, if Illinois goes back to requiring an in-person quorum, PrairieCat should then enforce in person attendance for the Delegates Assembly meetings. The Council agrees to only require in-person attendance when in-person quorum is required. PrairieCat will also begin enforcing compliance rules for Fiscal Year 2023.

- g. IGA for upgrade from BO to FP, Hinckley Public Library
Coulter (PrairieCat) said, due to an increased budget, Hinckley Public Library must upgrade from Basic Online to a Fully Participating membership. The Council agrees to recommend upgrading Hinckley Public Library to Fully Participating to the Delegates Assembly.

- VII. Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

MOTION #5

Ruhnke (PU) moved and Faulkner (DK) seconded to adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

The Council entered the closed session at 10:42 am and ended it at 11:06 am.

- VIII. Ad Hoc Committee Updates

a. Resource Sharing Committee – Report from 5/18/2022

Ruhnke (PU) stated the Resource Sharing Committee met via Zoom on May 18, 2022. At this meeting they reviewed the RFIs from the IT companies. The RFIs were narrowed down from three to two. In order to better assess the needs of the membership, PrairieCat will be sending survey only to those who expressed interest an IT cooperative proposal from PrairieCat Plus.

b. Finance Committee – No report

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

- X. Public Comments
There were no public comments

- XI. Adjournment
The meeting adjourned at 11:11 am.

- XII. Next Meeting – Friday, July 1, 2022, at the Freeport Public Library, Freeport, IL and online via Zoom

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FY2022 PrairieCat Administrative Council MOTIONS July 2021 - June 2022				M – Motion made by Y - Yes Abstain - Abs A - Absent 2nd – Motion seconded by N - No NA - No Answer NP - Not present										
Meeting Date: 06/03/2022	Vote Summary			Votes										
MOTION	Aye	Nay	Abstention	Victoria Blackmer (CV)	Penny Bryant (PT)	Emily Faulkner (DK)	Ashley Huffines (FP)	Laura Long (EM)	Emily Porter (BY)	Charm Ruhnke (PU)	Beth Ryan (JO)	Patti Smith (RO)	Laura Watson (HC)	Michelle Krooswyk (NL)
to approve the consent agenda as presented.	9	0	0	A	Y	NP	Y	Y	Y	M Y	2ND Y	Y	Y	Y
to elect officers and appoint check signers	10	0	0	A	Y	Y	Y	Y	2ND Y	M Y	Y	Y	Y	Y
to approve meeting dates	10	0	0	A	2ND Y	Y	Y	Y	Y	Y	M Y	Y	Y	Y
to approve change to General Policy Manual regarding system membership requiremnet for ILL barcode program.	10	0	0	A	Y	Y	Y	Y	M Y	Y	Y	Y	2ND Y	Y
to adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body	10	0	0	A	Y	2ND Y	Y	Y	Y	M Y	Y	Y	Y	Y



Date: 7/1/2022
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – May 2022

Please find attached the PrairieCat Financial Reports for the month of May 2022. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of May 26 through June 15.

As of May 31, of the total cash balance of \$1,420,429, \$824,208 was undesignated working cash, \$581,667 was designated for capital reserves, and \$14,554 was eCommerce receipts payable to the membership. Cash decreased \$19,905 during the month of May primarily due to payroll and payroll-related expenses as well as April's credit card expenses.

The balance of working cash was sufficient to fund 5.5 months of budgeted FY2022 operating expenses, and the capital reserves amount could fund an additional 3.9 months of budgeted operating expenses. The \$503,759 principle of PrairieCat's CD would be sufficient to fund an additional 3.4 months of budgeted operating expenses.

Total revenues through May of \$1,677,248 were above budgeted amounts mostly due to the addition of the Marengo-Union membership fees (\$3,550 quarterly), which were included in the budget at the lower Union List membership level (\$906) to allow for some uncertainty with their go-live date at the Fully Participating membership level. The reimbursement revenues are also above budget due to one-time system set-up fees for Marengo-Union (\$6,400). The Fully Participating and Basic Online Capital Reserve Contribution account are above budget from the one-time capital reserve contribution from Mount Carroll (\$3,500). These above budget revenues were partially offset by a decrease in the expected renewals for the member curbside subscriptions. The curbside subscription revenues do not add to PrairieCat's net asset balance since they are completely offset by the corresponding vendor expense recorded in Information Service Costs.

Total year-to-date interest as of the end of May was \$5,642, which was \$1,517 above the year-to-date budgeted amount of \$4,125. The IL Funds interest rate began to rise in October and has continued to rise since, with the daily rate at .979% as of June 16. As of August 7, 2021, PrairieCat renewed the CD with Bank Orion for 12 months at a .50% rate. The Federal Reserve raised interest rates in March (.25%), May (.50%), and June (.75%). They are expected to raise interest rates .50% at their meeting in

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September with an expected rate goal of 2% by the end of the calendar year. Prior to January 2022, the interest rates were not expected to increase until July 2022. The Federal Reserve needs to raise interest rates cautiously to avoid causing a recession.

Total expenses through May of \$1,536,336 were \$102,062 below budget mostly due to under budget Personnel costs (\$49,891), Contractual Services expenses (\$21,666), Professional Services costs (\$5,097), Supplies, Postage and Printing costs (\$4,647), Travel and Continuing Education costs (\$4,280), Vehicle expenses (\$4,188), and nearly every other cost category. Personnel expenses were under budget mostly due to delayed hiring for the Systems Coordinator position, lower than budgeted retirement benefits since the IMRF rate was unavailable at the time that the budget was finalized, and no unemployment insurance expenses through May. Contractual Services expenses are under budget mostly due to the credit for the mobile worklist product and lower than budgeted curbside subscription renewals. Travel and Continuing Education is expected to increase due to the purchase of discounted ILS training for PrairieCat staff that is being paid for with the credit from Innovative Interfaces for six months of its mobile worklist product. Professional Services costs are under budget due to a lower than budgeted need for legal services through the first three quarters of the fiscal year. Travel and vehicle expenses are expected to rise with the return to in-person member and governance meetings. Supplies, Postage, and Printing costs were under budget due to lower than expected computer supplies and subscription expenses through the first portion of the fiscal year.

**PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING May 31, 2022**

Beginning Cash Balance	\$ 1,440,334.10
Cash Received	
Payments from Member Libraries, etc.	75,005.91
Interest - BankORION	374.69
Interest - Illinois Funds	0.05
eCommerce Receipts Payable	6,572.38
Total Cash Received	<u>81,953.03</u>
Expenses Paid	
Checks and Vendor ACH Payments	26,375.65
Payroll and Retirement Contributions	72,737.87
ACH Credit Card Payments	2,324.76
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	419.96
Total Disbursements	<u>101,858.24</u>
Ending Cash Balance	<u><u>\$ 1,420,428.89</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	14,553.94
Capital Reserve Designation	581,667.27
Working Cash	824,207.68

TOTAL CASH \$ 1,420,428.89

PAYPAL FUNDS DETAILS:

May PayPal Receipts in Transit to Bank	\$323.14
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CD INVESTMENT DETAILS:

CD Principal	\$503,758.76
CD Interest Since Renewal @ .50%	\$2,053.28

TOTAL CD INVESTMENT VALUE \$ 505,812.04

Invested in Capital Assets Balance as of May 2022	\$2,697.53
Unrestricted Fund Balance as of May 2022	\$1,783,970.41

FY22 operating expenses excluding planned capital reserve designation:	\$ 1,797,080.08
Working Cash % of operating expenses:	45.86%

PrairieCat
Balance Sheet
As of 5/31/2022

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,420,252.42
Cash - Illinois Funds	176.47
PayPal Funds	331.24
Total Cash & cash equivalents	1,420,760.13
Investments	505,812.04
Accounts receivables	4,300.00
Other Receivables	
PayPal Funds Receivable	8.10
Total Other Receivables	8.10
Prepaid expenses	87,753.65
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Accumulated Depreciation	(297,310.97)
Total Capital Assets, net	2,697.53
Total Assets	2,021,331.45
Liabilities	
Accrued liabilities	0.90
eCommerce Receipts Payable	14,893.28
Payroll	
Pension Payable	10,748.06
Total Payroll	10,748.06
Deferred revenue	167,588.97
Compensated absences	41,432.30
Total Liabilities	234,663.51
Net Assets	
Beginning Net Assets	1,645,756.09
Current YTD Net Income	140,911.85
Total Net Assets	1,786,667.94
Total Liabilities and Net Assets	2,021,331.45

PrairieCat

Statement of Revenues and Expenses - FY22 is 91.67% Completed
From 5/1/2022 Through 5/31/2022

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,353.00	25,883.00	26,546.00	97.50%	28,960.00	89.37%
Fully Participating and Basic Online Member Revenue	88,612.91	974,742.01	962,660.25	101.25%	1,050,175.08	92.81%
ILL Barcode Revenue	400.00	4,900.00	6,416.00	76.37%	7,000.00	70.00%
Fully Participating & Basic Online - CR Contribution	8,085.59	53,941.49	49,918.00	108.06%	54,457.00	99.05%
Union List - CR Contribution	591.50	6,506.50	6,673.00	97.50%	7,280.00	89.37%
Total Fees for Services and Materials	<u>100,043.00</u>	<u>1,065,973.00</u>	<u>1,052,213.25</u>	<u>101.31%</u>	<u>1,147,872.08</u>	<u>92.87%</u>
Reimbursements						
Reimbursements	0.00	21,588.81	17,416.00	123.95%	19,000.00	113.62%
Reimbursements - Hosting Fee	3,694.99	40,644.92	40,232.50	101.02%	43,890.00	92.60%
Reimbursements - Capira Mobile App	2,688.81	30,610.23	36,300.00	84.32%	39,600.00	77.29%
Total Reimbursements	<u>6,383.80</u>	<u>92,843.96</u>	<u>93,948.50</u>	<u>98.82%</u>	<u>102,490.00</u>	<u>90.59%</u>
Investment Income	589.44	5,641.56	4,125.00	136.76%	4,500.00	125.36%
Other						
Other Grants	0.00	0.00	1,832.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	46,601.50	512,616.50	512,616.50	100.00%	559,218.00	91.66%
Other Revenue	2.50	172.48	916.00	18.82%	1,000.00	17.24%
Total Other	<u>46,604.00</u>	<u>512,788.98</u>	<u>515,364.50</u>	<u>99.50%</u>	<u>562,218.00</u>	<u>91.21%</u>
Total REVENUES	<u>153,620.24</u>	<u>1,677,247.50</u>	<u>1,665,651.25</u>	<u>100.70%</u>	<u>1,817,080.08</u>	<u>92.30%</u>
EXPENSES						
Personnel						
Other Professionals	47,999.16	529,875.55	556,896.00	95.14%	624,109.48	84.90%
Support Services	10,036.51	115,298.97	116,430.00	99.02%	130,482.65	88.36%
Social Security Taxes	4,086.37	46,066.22	51,508.00	89.43%	57,726.30	79.80%
Unemployment Insurance	0.00	0.00	3,209.00	0.00%	3,500.00	0.00%
Worker's Compensation	108.42	884.62	1,450.00	61.00%	1,581.65	55.93%
Retirement Benefits	8,136.58	88,876.03	101,892.00	87.22%	114,188.82	77.83%
Health, Dental And Life Insurance	12,827.29	128,516.51	126,842.00	101.32%	138,373.52	92.87%
Other Fringe Benefits	0.00	820.45	916.00	89.56%	1,000.00	82.04%
Tuition Reimbursements	0.00	0.00	458.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	0.00	916.00	0.00%	1,000.00	0.00%
Recruiting	0.00	287.91	0.00	0.00%	0.00	0.00%
Total Personnel	<u>83,194.33</u>	<u>910,626.26</u>	<u>960,517.00</u>	<u>94.81%</u>	<u>1,072,462.42</u>	<u>84.91%</u>
Buildings and Grounds						
Property Insurance	203.84	2,189.68	1,559.00	140.45%	1,700.00	128.80%
Total Buildings and Grounds	<u>203.84</u>	<u>2,189.68</u>	<u>1,559.00</u>	<u>140.45%</u>	<u>1,700.00</u>	<u>128.80%</u>
Vehicle Expenses						
Fuel	36.08	735.38	1,833.00	40.11%	2,000.00	36.76%

PrairieCat

Statement of Revenues and Expenses - FY22 is 91.67% Completed

From 5/1/2022 Through 5/31/2022

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Repairs And Maintenance	0.00	544.97	2,750.00	19.81%	3,000.00	18.16%
Vehicle Insurance	388.25	2,274.05	2,291.00	99.26%	2,500.00	90.96%
Vehicles Leasing And Rent	0.00	0.00	458.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	277.10	687.00	40.33%	750.00	36.94%
Total Vehicle Expenses	424.33	3,831.50	8,019.00	47.78%	8,750.00	43.79%
Travel and Continuing Education						
In-State Travel	405.39	867.01	4,583.00	18.91%	5,000.00	17.34%
Out-Of-State Travel	0.00	281.95	6,416.00	4.39%	7,000.00	4.02%
Registrations And Meeting, Other Fees	4,676.13	14,718.91	6,416.00	229.40%	7,000.00	210.27%
Conferences And Continuing Education Meetings	0.00	2,309.38	4,583.00	50.39%	5,000.00	46.18%
Public Relations	0.00	0.00	459.00	0.00%	500.00	0.00%
Total Travel and Continuing Education	5,081.52	18,177.25	22,457.00	80.94%	24,500.00	74.19%
Commercial Insurance	723.33	6,130.79	5,958.00	102.90%	6,500.00	94.31%
Supplies, Postage and Printing						
Computers, Software And Supplies	408.06	3,960.85	9,166.00	43.21%	10,000.00	39.60%
General Office Supplies And Equipment	0.00	741.80	184.00	403.15%	200.00	370.90%
Total Supplies, Postage and Printing	408.06	4,702.65	9,350.00	50.30%	10,200.00	46.10%
Telephone and Telecommunications	0.00	157.16	0.00	0.00%	0.00	0.00%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	80.95	890.40	2,750.00	32.37%	3,000.00	29.68%
Total Equipment Repair and Maintenance	80.95	890.40	2,750.00	32.38%	3,000.00	29.68%
Professional Services						
Legal	1,507.50	3,566.70	9,166.00	38.91%	10,000.00	35.66%
Accounting	0.00	4,500.00	4,583.00	98.18%	5,000.00	90.00%
Consulting	0.00	1,535.00	2,291.00	67.00%	2,500.00	61.40%
Payroll Service Fees	553.74	7,067.81	5,727.00	123.41%	6,249.18	113.09%
Total Professional Services	2,061.24	16,669.51	21,767.00	76.58%	23,749.18	70.19%
Contractual Services						
Information Service Costs	39,393.39	492,115.87	507,382.00	96.99%	553,508.40	88.90%
Outside Printing Services	0.00	0.00	916.00	0.00%	1,000.00	0.00%
Other Contractual Services	7,225.84	78,583.34	84,067.50	93.47%	91,710.08	85.68%
Total Contractual Services	46,619.23	570,699.21	592,365.50	96.34%	646,218.48	88.31%
Depreciation	(7,983.97)	(3,902.57)	4,489.54	(86.92)%	4,897.60	(79.68)%
Professional Association Membership Dues	89.17	1,507.33	1,834.00	82.18%	2,000.00	75.36%
Miscellaneous	77.25	1,067.50	2,291.00	46.59%	2,500.00	42.70%
Miscellaneous - eCommerce Fees	342.71	3,588.98	5,041.00	71.19%	5,500.00	65.25%
Total EXPENSES	131,321.99	1,536,335.65	1,638,398.04	93.77%	1,811,977.68	84.79%

PrairieCat

Statement of Revenues and Expenses - FY22 is 91.67% Completed
From 5/1/2022 Through 5/31/2022

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>22,298.25</u>	<u>140,911.85</u>	<u>27,253.21</u>	<u>517.04%</u>	<u>5,102.40</u>	<u>2,761.67%</u>

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 5/26/2022 Through 6/15/2022

Vendor Name	Effective Date	Check Amount
Paycom Payroll LLC	5/26/2022	276.87
Paycom Payroll LLC	5/26/2022	18,720.04
Paycom Payroll LLC	5/26/2022	7,455.23
ICMA Retirement Corporation	5/27/2022	1,183.84
Bank Orion	5/31/2022	57.25
Innovative Interfaces Inc	6/1/2022	363,010.14
MerchantE	6/3/2022	271.75
First Bankcard	6/7/2022	3,187.84
LIMRICC	6/8/2022	17,022.45
Bank Orion	6/9/2022	30.00
Paycom Payroll LLC	6/9/2022	289.87
Paycom Payroll LLC	6/9/2022	18,783.44
Paycom Payroll LLC	6/9/2022	7,509.04
Illinois Municipal Retirement Fund	6/10/2022	10,748.21
ICMA Retirement Corporation	6/13/2022	1,183.84
CHELSEY DESPLINTER	6/15/2022	64.64
Travelers Insurance	6/15/2022	<u>1,307.00</u>
Report Total		<u><u>451,101.45</u></u>

	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	Apr 2021	May 2022	May 2021	4th Qtr FY22 to date	4th Qtr FY21 to date	FY22 Totals to date	FY21 Totals to date	FY Totals % of change
General																		
Bibliographic records	1,219,827	1,219,551	1,218,858	1,218,899	1,214,203	1,215,929	1,215,549	1,211,935	1,211,811	1,211,957	1,210,343	1,212,231	1,209,763	1,212,231	1,219,920	1,212,231	1,219,920	-0.63%
Item records	5,183,607	5,185,390	5,174,748	5,173,253	5,124,506	5,141,132	5,140,373	5,128,923	5,134,041	5,131,604	5,132,491	5,141,509	5,130,627	5,141,509	5,184,969	5,141,509	5,184,969	-0.84%
Patron records	360,659	364,275	367,132	370,335	372,876	373,837	376,417	378,177	381,027	380,683	382,834	352,866	365,577	352,866	353,632	352,866	353,632	-0.22%
Total circulation	418,632	333,010	363,808	363,451	350,707	316,891	348,886	341,979	407,844	375,654	328,208	355,427	316,133	731,081	1,073,607	3,976,289	3,911,945	1.64%
ILL transactions on LLSAP	53,375	53,992	55,717	53,538	50,390	46,571	57,347	51,800	60,229	53,906	55,645	47,037	49,350	100,943	158,540	583,902	682,215	-14.41%
Reciprocal borrowing	45,706	42,743	39,897	39,998	37,412	34,708	38,206	38,152	46,092	42,902	35,890	40,896	35,551	83,798	120,503	446,712	417,643	6.96%
Training, Outreach and Engagement																		
Training events	2	1	1	3	1	2	8	3	9	7	1	2	2	9	6	39	45	-13.33%
Training participants	6	2	9	8	2	4	23	6	21	21	2	4	15	25	32	106	175	-39.43%
Training contact hours	14	1	27	18	3	5	29	5	26	39	4	8	26	47	55	174	350	-50.21%
TalentLMS Course Completions	370	181	233	353	247	162	275	145	253	209	366	213	355	422	1,017	2,641	2,801	-5.71%
Site visits	4	5	3	5	1	4	3	7	4	3	2	6	2	9	7	45	17	164.71%
Member Meetings/Events	6	6	19	8	4	3	6	4	6	13	10	2	6	15	29	77	94	-18.09%
Meeting/Event participants	155	72	455	283	100	32	179	66	57	349	258	25	81	374	523	1,773	2,126	-16.60%
Meeting/Event contact hours	259	92	446	428	113	56	242	66	68	649	351	39	87	688	679	2,456	2,971	-17.34%
Troubleshooting																		
HelpDesk Calls Opened	236	327	312	322	259	250	271	361	383	350	262	270	273	620	792	3,341	3,148	6.13%
HelpDesk Calls Closed	248	303	303	282	240	342	278	345	407	344	230	274	273	618	719	3,366	3,332	1.02%
Database Enrichment																		
Bibload records loaded - PC staff	1,351	955	1,353	1,410	1,587	851	1,349	1,323	1,278	1,587	1,251	1,401	1,303	2,988	3,905	14,445	15,694	-7.96%
Bibload records loaded - MARC catalogers	1,497	1,549	2,331	1,813	2,085	2,285	2,491	1,877	1,939	1,734	1,549	1,779	3,933	4,932	21,800	18,677	16.72%	
Cleanup/overlays/merges - PC staff	4,236	846	633	632	626	1,101	885	4,102	1,988	945	2,387	1,187	3,324	2,132	6,045	17,181	42,276	-59.36%
Cleanup/overlays/merges - MARC catalogers	916	1,293	702	931	1,192	798	1,004	1,046	414	454	1,008	942	1,165	1,296	3,369	9,692	12,165	-20.33%
Enhancements/corrections - PC staff	15	37	3	29	-	30	28	41	38	-	27	21	26	21	71	242	299	-19.06%
Enhancements/corrections - MARC catalogers	6	153	175	133	222	107	216	117	4	3	90	105	166	108	370	1,241	681	82.23%
Authority records created/loaded	-	12	19	11	17	-	-	-	33	27	-	-	-	27	-	119	-	#DIV/0!
Authority records removed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Original catalogings - PC staff	35	53	36	14	-	39	35	32	37	3	46	42	36	45	103	326	333	-2.10%
Original catalogings - MARC catalogers	13	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13	160	-91.88%
Serial records created	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	72,677	47,901	16,903	88,045	7,078	45,433	126,286	49,757	54,232	39,276	44,781	42,395	53,087	81,671	115,436	589,983	419,158	40.75%
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov																		

PrairieCat

Pay Grade Assignments Based on 37.5 Hour Workweek Effective: July 1, 2022

Pay Grade	FLSA	Job Title	FY23 (rounded)	FY23 Range Midpoint (rounded)	FY23 Maximum (rounded)
7	E	Systems Manager	\$59,099.24	\$73,863.58	\$88,648.86
			\$30.31	\$37.88	\$45.46
6	E	Systems Coordinator	\$53,361.04	\$66,701.30	\$80,041.56
	E	Library Services Manager	\$27.36	\$34.21	\$41.05
	E	Training and Outreach Coordinator			
5	E	Cataloging and Database Coordinator	\$48,188.29	\$60,230.13	\$72,271.96
	E	Library Systems and Data Coordinator	\$24.71	\$30.89	\$37.06
4	NE	Senior Systems Specialist	\$43,497.21	\$54,387.22	\$65,256.28
			\$22.31	\$27.89	\$33.46
3	NE	HR and Administrative Assistant	\$39,287.80	\$49,109.75	\$58,910.76
			\$20.15	\$25.18	\$30.21
2			\$35,476.30	\$44,334.90	\$53,193.50
	NE	Senior Data Specialist	\$18.19	\$22.74	\$27.28
1	NE	Administrative Assistant	\$32,020.81	\$40,020.78	\$48,041.69
			\$16.42	\$20.52	\$24.64



Date: 7/1/2022

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant for PrairieCat, and Sharon Swanson, RAILS Finance Manager

Re: Investment Funds Analysis

Background: PrairieCat has historically maintained an interest-bearing checking account with Bank Orion, the balance of which is currently \$1,423,897 as of June 8, not including the annual Innovative Interfaces payment and other invoice payments totaling approximately \$400,000. The current rate of earnings on the checking account is .30% which is .05% above the current rate offered by Bank Orion for money market accounts.

As of December 2019, the PrairieCat Administrative Council decided to open an account with Illinois Funds due to the combination of attractive interest rates (then at 1.72%) as well as the liquidity of a money market account that is also considered fully secured under the Illinois Public Funds Investment Act. In March of 2020, the Federal Reserve lowered interest rates to zero in an effort to protect the economy from the impact of COVID-19. Unfortunately, the interest rate at Illinois Funds fell since those actions and is only becoming attractive again in recent months.

When interest rates at Illinois Funds fell below the rate offered at Bank Orion, the PrairieCat Finance Committee and Administrative Council directed that the balance of the Illinois Funds account be transferred back to Bank Orion leaving a remaining balance of \$176.36 to keep the account open for future flexibility should interest rates rise. To increase investment earnings, PrairieCat staff reached out to several banks regarding investment options, and the ultimate recommendation and decision of the Finance Committee and Administrative Council was to open a \$500,000 12-month Certificate of Deposit (CD) with Bank Orion at .75%. This investment amount was based on PrairieCat's need to maintain a \$500,000 minimum balance in the checking account to qualify for the interest rate of .30%, and the need to have a target liquid balance of \$650,000 to cover operational expenses.

This first CD matured, and it was determined that renewing the CD at a rate of .50% was the best option, given the declining outlook for interest rates. The current CD with Bank Orion once again matures on August 7, and PrairieCat staff have reached out to Bank Orion and researched Illinois Funds' current rates.

Analysis: Given our history of research into financial institutions that can comply with the Illinois Public Funds Investment Act, it seemed most expeditious to check for a CD renewal rate with PrairieCat’s current bank, Bank Orion, as well as interest rates at Illinois Funds to compare options:

<u>Bank/Investment Group Name</u>	<u>12-month CD @ \$700,000</u>	<u>Money Market Account</u>	<u>Collateral</u>
Bank Orion	0.50%	.30% for balances at or above \$500,000	Backed by pledged securities
Illinois Funds	N/A	.935% and currently rising with the market rate	Fully insured per the Illinois Public Funds Investment Act

Please note that Illinois Funds interest rates are adjusted daily and float with the market. Assuming the checking account balance is left with \$500,000 at the point of any investment decision and the pattern of spending for this next 12 months is identical to FY22, the checking account balance would be expected to fluctuate between \$500,000 and \$800,000 over the course of the next 12 months. It is possible, if the expenses differ from last year’s amounts and patterns, that the checking account could dip below \$500,000 for a short period of time, in which case the interest rate on the checking account for that period would fall to .20%.

Considerations: During times of very low interest, Bank Orion has stably maintained their interest rates. PrairieCat is currently earning above the money market rates on their checking account.

The rates on money market accounts can change by the hour but reports from the Federal Open Market Committee indicate that they are expected to raise interest rates by .50% at their September meeting. Their expected end of calendar year rate goal is 2%. The Federal Reserve needs to be cautious about raising interest rates too fast during a period of rising inflation to avoid throwing the country into a recession.

Recommendation: Interest rates are rising market-wide and are expected to continue to rise. Locking-in interest rates in a CD right now, given current knowledge of the Federal Reserves’ projections of interest rate increases, would seem to lock PrairieCat in at a rate that would remain below market rates. Our recommendation would be to move a total of \$700,000 from Bank Orion to Illinois Funds for the higher interest rates. The CD would be redeemed upon maturity in August, and these funds would be moved prior to that to take advantage of the higher rates. This would leave a large enough balance to cover expenses before the quarterly member fees begin to come in. We have been assured by Bank Orion that we would still earn the .30% rate, and they would contact us if that changed. As a precautionary statement, this does not rule out the possibility that the interest rate outlook could change very rapidly, but with the liquidity that the Illinois Funds offers, the opportunity to re-evaluate investment options is always open.



PrairieCat Delegates Assembly

July 27, 2022

10:00 a.m. – 12:00 p.m.

In person at Senica's Oak Ridge Golf Club, 658 US-6, Lasalle, IL 61301

and

Online via Zoom

Please visit L2 for in person registration or click on the link below:

<https://librarylearning.org/event/15007/register>

Please use the link below to register online via Zoom:

https://railslibraries.zoom.us/webinar/register/WN_vKKjGLaRRgyghgrLm6iwtQ

Agenda

The Delegates Assembly will meet on Wednesday, July 27, 10 a.m. – 12:00 p.m. 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.

PUBLIC COMMENT: Public comments may be submitted via email to Carolyn.coulter@prairiecat.info at least two hours before the beginning of the meeting.

- I. Call to order and welcome
- II. Introductions and welcome new delegates or alternates
- III. Introduction of Guests
- IV. Review of agenda for additions/changes
- V. Public Comments via Zoom Meeting
- VI. Consent Agenda
 - a. Approve minutes for April 27, 2022, PrairieCat Delegates Assembly meeting
 - b. Central Site report including financial and statistical reports
- VII. Administrative Council Report
 - a. Finance Committee Report – Report from June 16, 2022
 - b. Resource Sharing Committee Report – Report from Resource Sharing meeting, April 27, 2022 and May 18, 2022.
- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)
- IX. ACTION: Discussion and vote, Hinckley Public Library IGA for upgrade to Fully Participating membership level
- X. ACTION: Discussion and vote, FY23 payscale
- XI. Presentations: ??
 - I. Public Comments via previously submitted email (see above), in person or online
 - II. Adjournment
 - III. Next regularly scheduled meeting, October 26, 2022, Senica's Oak Ridge Golf Club and online via Zoom.