



**PrairieCat Administrative Council
Minutes
November 4th, 2022**

The Council met on Friday, November 4th, 2022, 10 am –1 pm
In person at the Clarence Mitchell Library-Highland
Community College, 2998 West Pearl City
Road, Freeport, IL 61032-9338

The meeting was also available online via Zoom:

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

I. Call to order, Welcome and Introductions

Present at Highland Community College: Carolyn Coulter (PrairieCat),
Chelsey DeSplinter (PrairieCat), Laura Long (EM), Ashley Huffines (FP),
Penny Bryant (PT), Laura Watson (HC), Beth Ryan (JO)
Present via Zoom: Kelly McCully (BD), Victoria Blackmer (CV), Kimberly
Brozovich (RP), Devin Wood (JO), Emily Faulkner (DK), Megan Gove (TF),
Absent: Elizabeth Smith (PrairieCat), Michelle Krooswyk (NL),
Huffines (Vice Chair-FP) called the meeting to order at 10:04 am.

II. Introduction of Visitors and Public Comments
Devin Wood introduced herself.

III. Review Agenda for Additions/Changes
There were no revisions

IV. Consent Agenda

- a. Approve minutes for October 7th, 2022, PrairieCat Administrative Council meeting
- b. Approve financial report for September 2022
- c. Approve check registers
- d. Statistical reports

MOTION #1

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

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Coal Valley, IL 61240
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<http://support.prairiecat.info>

***Motion carried by roll call.**

Ayes:9

Nays: 0

Abstentions: 0

V. Membership Update

a. Update on new and upgrading members

Coulter (PrairieCat) stated North Chicago Public Library went Live with PrairieCat on October 26th. Everything went smoothly. Lostant is supposed to start filling holds next week. Because the signatory for Lostant is leaving and the librarian is new, Coulter is trying to reach out to other board members but is having difficulty reaching them. Long (EM) asked if there is a nearby Library that would be willing to sit down and work with the Lostant Library Director. Faulkner (DK) stated that Julie Wayland from Princeton would be the best director to work with them. Coulter will reach out to Julie to see if she would be willing to talk with the Lostant Librarian.

b. Update on current training and engagement projects

Coulter (PrairieCat) continued stating the Resource Sharing Summit was held yesterday and will be discussed later in the meeting. Coulter said most training topics are centered around Vega right now. PrairieCat is exploring the possibility of adding Vega trainings to TalentLMS, specifically featuring showcases. We are having the first in person staff meeting since the pandemic started on November 9th. We are excited to see everyone.

VI. Administrative Issues

a. Discussion and review, FY23 Resource Sharing summit

Coulter (PrairieCat) said yesterday was the Annual Resource Sharing Summit. Several of the Administrative Council members attended. Ryan (JO) thought it went well and she came away with some new ideas. Bryant (PT) was impressed with the positivity about moving forward. Gove (TF) thought it was great. Coulter agreed that it went well and she was overwhelmed with the positivity amongst the group. Ryan commented that Amanda Standerfer did a great job facilitating the event.

b. ACTION: Changes to employee handbook telecommuting and COVID policies, other corrections

Coulter (PrairieCat) and DeSplinter (PrairieCat) summarized changes to the PrairieCat Employee Handbook as the company moves toward a remote workforce.

- Policy: Types of Flexible Work Options – Remove the third option for telecommuting
- Policy: Remote Work Conduct Policy – Add to the manual
- Policy: Telecommuting – Remove this policy
- Policy: Weather Closings – Change name to Emergency/Weather Conditions and edit for loss of power/internet

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- Policy: Travel Reimbursement – add a mileage reimbursement statement for employees who must go into the RAILS or other flex offices, add GSA per diem travel rates
- Policy: Disability Benefits – edit to remove Long Term Disability and include the disability benefits provided by IMRF.
- Policy: Illegal Drugs and Alcohol/Drug Free Workplace – edit for remote work
- Policy: General Rules and Guidelines – edit for remote work
- Policy: COVID-19 Vaccination – Remove this policy, effective immediately

It is recommended to make the above changes effective 7/1/2023 with the exception of the COVID-19 Vaccination policy being removed immediately.

MOTION #2

Gove (TF) moved and Huffines (FP) seconded to approve changes to the employee handbook telecommuting, effective July 1, 2023 and COVID policies, effective immediately. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

Discussion:

VII. Ad Hoc Committee Updates

- Resource Sharing Committee – update on October 26th, 2022 meeting Ryan (JO) stated the committee met after the Delegates Assembly on October 26th and discussed both the Summit and the two RFPs we have received. Coulter (PrairieCat) stated the two companies who turned in RFPs are Stratus and ABS. Both companies were sent a costing analysis to help the membership decide if they can afford the IT Support services of PrairieCat Plus. Stratus and ABS have until November 18th to respond. Both companies have plans to reach the entire PrairieCat territory.

- Finance Committee – no report

VIII. Review of Meeting – what worked and what didn't

McCully (BD) brought up adding the Delegates Assembly time and location to the agenda for next month's topic, as well as the in person requirement.

Long (EM) asked if we should discuss changing the time of the Administrative Council meetings to 10:30. Coulter stated this will need to be an action item for next month.

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Ryan (JO) stated Johnsburg's library website that will be published on Monday.

IX. Public Comments
There were no public comments.

X. Adjournment
The meeting adjourned at 10:59am

Next Meeting – Friday, December 2nd, 2022, RAILS Coal Valley Service Center,
220 W. 23rd Ave, Coal Valley, IL

FY2023 PrairieCat Administrative Council MOTIONS July 2022 - June 2023			M – Motion made by Y - Yes Abstain - Abs A - Absent 2nd – Motion seconded by N - No NA - No Answer NP - Not present												
Meeting Date: 11/4/2022	Vote Summary			Votes											
MOTION	Aye	Nay	Abstention	Victoria Blackmer (CV)	Kim Brozovich (RP)	Penny Bryant (PT)	Emily Faulkner (DK)	Megan Gove (TF)	Ashley Huffines (FP)	Michelle Krooswyk (NL)	Laura Long (EM)	Kelly McCully (BD)	Beth Ryan (JO)	Laura Watson (HC)	
to approve the consent agenda as presented.	9	0	0	Y	Y	2ND Y	NP	Y	Y	A	Y	Y	M Y	Y	
to approve changes to the employee handbook telecommuting and COVID policy edits.	10	0	0	Y	Y	Y	Y	M Y	2ND Y	A	Y	Y	Y	Y	



Date: 12/2/2022
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – October 2022

Please find attached the PrairieCat Financial Reports for the month of October 2022. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of October 22 through November 16.

As of October 31, of the total cash balance of \$1,833,722, \$1,218,139 was undesignated working cash, \$610,778 was designated for capital reserves, and \$4,805 was eCommerce receipts payable to the membership. Cash increased \$290,573 during the month of October primarily due to the receipt of the RAILS quarterly LLSAP support grant payment (\$141,069) and the receipt of nearly 89% of the invoiced second quarter member fees (\$265,568), these receipts were partially offset by the annual OCLC mobile app and curbside renewals (\$28,193), monthly LIMRICC health insurance expense (\$17,022), quarterly ProQuest syndetics unbound subscription (\$10,043), monthly payroll and payroll-related expenses, as well as several other vendor expenses.

The balance of working cash was sufficient to fund 7.5 months of budgeted FY2023 operating expenses, and the capital reserves amount could fund an additional 3.8 months of budgeted operating expenses.

Total revenues through October of \$638,152 were \$13,108 above the budget primarily due to the one-time capital reserve contribution billed to the new member of PrairieCat, North Chicago Public Library (\$5,000) as well as the receipt of PrairieCat's 401a forfeiture payout (\$4,034), the plan of which was terminated on June 30, 2021 and replaced by the Illinois Municipal Retirement Fund (IMRF) as of July 1, 2021. Other above budget revenues included investment income and reimbursements for self-check station license billings to members.

Total year-to-date interest as of the end of October was \$6,408, which was \$4,575 above the year-to-date budgeted amount of \$1,833. The Illinois Funds interest rate began to rise in October 2021 and has continued to rise since, with the daily rate at 3.620% as of November 17. During the November meeting, the Federal Reserve raised the interest rate 75 basis points. It's expected rate goal is 4.4% by the end of the calendar year 2022 and is now projecting 5% by the end of the following calendar year.

Total expenses through October of \$560,922 were \$70,436 below budget mostly due to under budget Personnel costs (\$22,908), Supplies, Postage and Printing costs (\$22,480), Contractual Services expenses (\$17,517), Travel and Continuing Education costs (\$2,537), Vehicle expenses (\$2,182), and under budget expenses in nearly every other cost category. Personnel expenses were under budget mostly due to a staff member being out on short term leave, as well as not having yet incurred unemployment insurance, fringe benefits, and tuition reimbursement expenses through October. Supplies, Postage and Printing costs were under budget mostly due to the budgeted website upgrade and redesign costs, IT migration costs, and domain server purchase that have not yet occurred. Contractual Services expenses were temporarily under-budget due to timing differences between the monthly budgeted amounts and the receipt and payment of vendor invoices. Travel and Continuing Education costs were below budget through October but are expected to rise as AISLE expenses are being processed, and other conferences take place throughout the fiscal year. Vehicle expenses were below budget mostly due to the FY22 sale of the PrairieCat vehicle that was assigned to Bolingbrook as well as less than budgeted travel during the first few months of the year that resulted in lower than budgeted expenses for insurance, repairs and maintenance, fuel, and other vehicle expenses through October.

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

Beginning Cash Balance	\$ 1,543,148.83
Cash Received	
Payments from Member Libraries, etc.	436,924.53
Interest - BankORION	263.05
Interest - Illinois Funds	1,828.79
eCommerce Receipts Payable	5,298.26
Total Cash Received	<u>444,314.63</u>
Expenses Paid	
Checks and Vendor ACH Payments	78,974.02
Payroll and Retirement Contributions	70,607.67
ACH Credit Card Payments	3,709.58
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	450.15
Total Disbursements	<u>153,741.42</u>
Ending Cash Balance	<u><u>\$ 1,833,722.04</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	4,805.20
Capital Reserve Designation	610,778.18
Working Cash	1,218,138.66
TOTAL CASH	<u><u>\$ 1,833,722.04</u></u>

PAYPAL FUNDS DETAILS:

October PayPal Receipts in Transit to Bank	\$687.05
Invested in Capital Assets Balance as of October 2022	\$1,659.98
Unrestricted Fund Balance as of October 2022	\$1,904,075.03
FY23 operating expenses excluding planned capital reserve designation:	\$ 1,940,141.92
Working Cash % of operating expenses:	62.79%

PrairieCat
Balance Sheet
As of 10/31/2022

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,128,178.54
Cash - Illinois Funds	705,543.50
PayPal Funds	709.55
Total Cash & cash equivalents	1,834,431.59
Accounts receivables	40,024.76
Other Receivables	
PayPal Funds Receivable	22.50
Total Other Receivables	22.50
Prepaid expenses	392,978.33
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Accumulated Depreciation	(298,348.52)
Total Capital Assets, net	1,659.98
Other Assets	
Deferred Outflows - Pension	440,899.93
Total Other Assets	440,899.93
Total Assets	2,710,017.09
Liabilities	
eCommerce Receipts Payable	5,537.25
Payroll	
Pension Payable	10,481.73
Total Payroll	10,481.73
Deferred revenue	368,269.96
Compensated absences	32,804.14
Net Pension Liability	384,005.00
Other long-term obligations	
Deferred Inflows - OPEB	3,184.00
Total Other long-term obligations	3,184.00
Total Liabilities	804,282.08
Net Assets	
Beginning Net Assets	1,828,504.41
Current YTD Net Income	77,230.60
Total Net Assets	1,905,735.01
Total Liabilities and Net Assets	2,710,017.09

PrairieCat

Statement of Revenues and Expenses - FY23 is 33.33% Completed
From 10/1/2022 Through 10/31/2022

	<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	2,300.17	9,200.68	9,200.00	100.00%	27,602.00	33.33%
Fully Participating and Basic Online Member Revenue	92,213.25	368,852.99	368,853.00	99.99%	1,106,558.92	33.33%
ILL Barcode Revenue	100.00	1,400.00	1,000.00	140.00%	3,000.00	46.66%
Fully Participating & Basic Online - CR Contribution	4,778.51	24,114.03	19,053.00	126.56%	57,160.00	42.18%
Union List - CR Contribution	576.58	2,306.32	2,306.00	100.01%	6,919.00	33.33%
Total Fees for Services and Materials	99,968.51	405,874.02	400,412.00	101.36%	1,201,239.92	33.79%
Reimbursements						
Reimbursements	1,335.39	7,841.56	6,555.00	119.62%	19,665.00	39.87%
Reimbursements - Hosting Fee	3,925.58	15,702.31	15,653.00	100.31%	46,960.00	33.43%
Reimbursements - Capira Mobile App	2,349.38	9,829.21	11,500.00	85.47%	34,500.00	28.49%
Total Reimbursements	7,610.35	33,373.08	33,708.00	99.01%	101,125.00	33.00%
Investment Income	2,091.84	6,407.98	1,833.00	349.58%	5,500.00	116.50%
Other						
Other Grants	0.00	0.00	666.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	47,023.08	188,092.33	188,092.00	100.00%	564,277.00	33.33%
Other Revenue	250.00	4,404.86	333.00	1,322.78%	1,000.00	440.48%
Total Other	47,273.08	192,497.19	189,091.00	101.80%	567,277.00	33.93%
Total REVENUES	156,943.78	638,152.27	625,044.00	102.10%	1,875,141.92	34.03%
EXPENSES						
Personnel						
Other Professionals	49,439.16	200,228.60	202,705.00	98.77%	642,723.00	31.15%
Support Services	6,937.51	28,266.89	42,516.00	66.48%	134,805.00	20.96%
Social Security Taxes	3,973.24	16,273.76	18,749.00	86.79%	59,450.00	27.37%
Unemployment Insurance	0.00	0.00	1,167.00	0.00%	3,500.00	0.00%
Worker's Compensation	658.60	985.36	543.00	181.46%	1,629.10	60.48%
Retirement Benefits	7,904.00	32,035.04	34,362.00	93.22%	108,953.00	29.40%
Health, Dental And Life Insurance	12,632.48	52,325.73	52,369.00	99.91%	157,108.92	33.30%
Other Fringe Benefits	0.00	0.00	333.00	0.00%	1,000.00	0.00%
Tuition Reimbursements	0.00	0.00	166.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	220.00	333.00	66.06%	1,000.00	22.00%
Total Personnel	81,544.99	330,335.38	353,243.00	93.52%	1,110,669.02	29.74%
Buildings and Grounds						
Property Insurance	203.84	815.36	833.00	97.88%	2,500.00	32.61%
Total Buildings and Grounds	203.84	815.36	833.00	97.88%	2,500.00	32.61%
Vehicle Expenses						
Fuel	38.66	217.36	666.00	32.63%	2,000.00	10.86%
Repairs And Maintenance	99.95	99.95	666.00	15.00%	2,000.00	4.99%

PrairieCat

Statement of Revenues and Expenses - FY23 is 33.33% Completed
From 10/1/2022 Through 10/31/2022

	<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>
Vehicle Insurance	199.67	81.68	833.00	9.80%	2,500.00	3.26%
Vehicles Leasing And Rent	0.00	0.00	166.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	250.00	0.00%	750.00	0.00%
Total Vehicle Expenses	338.28	398.99	2,581.00	15.46%	7,750.00	5.15%
Travel and Continuing Education						
In-State Travel	0.00	0.00	1,666.00	0.00%	5,000.00	0.00%
Out-Of-State Travel	1,163.73	1,513.60	2,000.00	75.68%	6,000.00	25.22%
Registrations And Meeting, Other Fees	1,829.00	4,247.37	3,000.00	141.57%	9,000.00	47.19%
Conferences And Continuing Education Meetings	200.00	200.00	1,666.00	12.00%	5,000.00	4.00%
Public Relations	0.00	0.00	166.00	0.00%	500.00	0.00%
Total Travel and Continuing Education	3,192.73	5,960.97	8,498.00	70.15%	25,500.00	23.38%
Commercial Insurance	640.00	2,560.00	2,500.00	102.40%	7,500.00	34.13%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,083.57	14,498.09	37,333.00	38.83%	112,000.00	12.94%
General Office Supplies And Equipment	193.93	422.18	67.00	630.11%	200.00	211.09%
Total Supplies, Postage and Printing	1,277.50	14,920.27	37,400.00	39.89%	112,200.00	13.30%
Telephone and Telecommunications	0.00	0.00	1,433.00	0.00%	4,300.00	0.00%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	39.05	281.91	1,000.00	28.19%	3,000.00	9.39%
Total Equipment Repair and Maintenance	39.05	281.91	1,000.00	28.19%	3,000.00	9.40%
Professional Services						
Legal	517.50	832.50	2,333.00	35.68%	7,000.00	11.89%
Accounting	4,600.00	4,600.00	2,333.00	197.17%	7,000.00	65.71%
Consulting	0.00	0.00	833.00	0.00%	2,500.00	0.00%
Payroll Service Fees	547.34	2,483.72	2,167.00	114.61%	6,500.00	38.21%
Total Professional Services	5,664.84	7,916.22	7,666.00	103.26%	23,000.00	34.42%
Contractual Services						
Information Service Costs	41,609.40	167,732.13	186,064.00	90.14%	558,193.90	30.04%
Outside Printing Services	0.00	0.00	666.00	0.00%	2,000.00	0.00%
Other Contractual Services	6,668.05	26,657.23	25,176.00	105.88%	75,529.00	35.29%
Total Contractual Services	48,277.45	194,389.36	211,906.00	91.73%	635,722.90	30.58%
Depreciation	207.51	830.04	1,632.32	50.85%	4,897.00	16.94%
Professional Association Membership Dues	204.58	529.78	666.00	79.54%	2,000.00	26.48%
Miscellaneous	99.25	431.50	166.00	259.93%	500.00	86.30%
Miscellaneous - eCommerce Fees	999.90	1,551.89	1,833.00	84.66%	5,500.00	28.21%
Total EXPENSES	142,689.92	560,921.67	631,357.32	88.84%	1,945,038.92	28.84%

PrairieCat

Statement of Revenues and Expenses - FY23 is 33.33% Completed
From 10/1/2022 Through 10/31/2022

	<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>14,253.86</u>	<u>77,230.60</u>	<u>(6,313.32)</u>	<u>(1,223.29)%</u>	<u>(69,897.00)</u>	<u>(110.49)%</u>

PrairieCat
 Check/Voucher Register
 1000 - Cash - Bank Orion
 From 10/22/2022 Through 11/16/2022

Vendor Name	Effective Date	Check Amount
WEX Bank	10/24/2022	38.66
Paycom Payroll LLC	10/27/2022	273.67
Paycom Payroll LLC	10/27/2022	18,087.23
Paycom Payroll LLC	10/27/2022	7,295.10
ICMA Retirement Corporation	10/28/2022	1,197.75
Bank Orion	10/31/2022	79.25
Bank Orion	11/1/2022	30.00
MerchantE	11/3/2022	268.86
Illinois Municipal Retirement Fund	11/8/2022	10,481.89
ELIZABETH SMITH	11/9/2022	190.00
JanWay Company	11/9/2022	532.30
Klein, Thorpe and Jenkins, Ltd.	11/9/2022	247.50
LIMRICC	11/9/2022	17,022.45
Bank Orion	11/9/2022	30.00
Paycom Payroll LLC	11/9/2022	273.67
Paycom Payroll LLC	11/9/2022	18,087.21
Paycom Payroll LLC	11/9/2022	7,295.15
ICMA Retirement Corporation	11/10/2022	1,197.75
First Bankcard	11/16/2022	<u>2,426.31</u>
Report Total		<u><u>85,054.75</u></u>

	July 2021	July 2022	Aug 2021	Aug 2022	Sept 2021	Sept 2022	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022	FY22 Totals to date	FY23 Totals to date
General														
Bibliographic records	1,219,827	1,211,017	1,219,551	1,209,331	1,218,858	1,206,499	1,218,899	1,226,849	1,214,203	-	1,215,929	-	1,210,847	1,226,849
Item records	5,183,607	5,142,475	5,185,390	5,141,450	5,174,748	5,118,515	5,173,253	5,170,302	5,124,506	-	5,141,132	-	5,136,754	5,170,302
Patron records	360,659	349,095	364,275	354,815	367,132	358,694	370,335	371,248	372,876	-	373,837	-	345,140	371,248
Total circulation	418,632	442,427	333,010	431,013	363,808	392,512	363,451	386,612	350,707	-	316,891	-	4,450,516	1,652,564
ILL transactions on LLSAP	53,375	52,033	53,992	57,066	55,717	54,709	53,538	52,583	50,390	-	46,571	-	638,373	216,391
Reciprocal borrowing	45,706	49,276	42,743	48,160	39,897	43,301	39,998	43,631	37,412	-	34,708	-	499,632	184,368
Training, Outreach and Engagement														
Training events	2	7	1	2	1	7	3	4	1	-	2	-	43	20
Training participants	6	23	2	12	9	17	8	202	2	-	4	-	185	254
Training contact hours	14	33	1	18	27	25	18	301	3	-	5	-	221	376
TalentLMS Course Completions	370	292	181	420	233	302	353	302	247	-	162	-	2,871	1,316
Site visits	4	1	5	4	3	-	5	5	1	-	4	-	47	10
Member Meetings/Events	6	10	6	9	19	10	8	10	4	-	3	-	88	39
Meeting/Event participants	155	183	72	129	455	406	283	201	100	-	32	-	1,905	919
Meeting/Event contact hours	259	257	92	184	446	85	428	322	113	-	56	-	2,605	847
Troubleshooting														
HelpDesk Calls Opened	236	242	327	388	312	236	322	291	259	-	250	-	3,595	1,157
HelpDesk Calls Closed	248	225	303	385	303	193	282	281	240	-	342	-	3,696	1,084
Database Enrichment														
Bibload records loaded - PC staff	1,351	1,980	955	1,620	1,353	1,751	1,410	1,520	1,587	-	851	-	15,983	6,871
Bibload records loaded - MARC catalogers	1,497	1,968	1,549	2,173	2,331	2,481	1,813	2,273	2,085	-	2,285	-	22,791	8,895
Cleanup/overlays/merges - PC staff	4,236	704	846	2,712	633	1,417	632	3,051	626	-	1,101	-	18,603	7,884
Cleanup/overlays/merges - MARC catalogers	916	825	1,293	1,142	702	1,320	931	913	1,192	-	798	-	9,788	4,200
Enhancements/corrections - PC staff	15	22	37	43	3	48	29	49	-	-	30	-	291	162
Enhancements/corrections - MARC catalogers	6	116	153	188	175	159	133	75	222	-	107	-	1,241	538
Original catalogings - PC staff	35	26	53	29	36	34	14	53	-	-	39	-	387	142
Original catalogings - MARC catalogers	13	36	-	-	-	-	-	-	-	-	-	-	13	36
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	72,677	68,998	47,901	29,015	16,903	64,216	88,045	126,732	7,078	-	45,433	-	647,359	288,961
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov														



Date: 12/2/2022

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Changes to PrairieCat Bylaws

Executive Summary:

As discussed at the October PrairieCat Delegates Assembly meeting, Administrative Council needs to review changes to the Bylaws, Article VI, Section I to move the presentation of the draft budget and fees from the October Delegates Assembly meeting to the January Delegates Assembly meeting, effective in FY24.

Existing text in Bylaws:

SECTION 1. BUDGET. In October of each year, the Council shall prepare and submit a proposed budget for the forthcoming fiscal year to the Delegates Assembly. PRAIRIECAT's fiscal year shall commence on July 1 and conclude on June 30 of the next succeeding calendar year. The fiscal year of PRAIRIECAT may be changed from time to time by written resolution of the Administrative Council.

Suggested Changes:

SECTION 1. BUDGET. In January of each year, the Council shall prepare and submit a proposed budget for the forthcoming fiscal year to the Delegates Assembly. In October, a draft of the working budget and fees will be posted to the PrairieCat support site to provide members with an idea of their fees for the coming year. PRAIRIECAT's fiscal year shall commence on July 1 and conclude on June 30 of the next succeeding calendar year. The fiscal year of PRAIRIECAT may be changed from time to time by written resolution of the Administrative Council.

Recommendation:

Staff recommends Administrative Council send the changes above to Delegates Assembly for acceptance at their January meeting, making the changes effective 7/1/2024.



Date: 12/2/2022

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Providing RDA Toolkit software for MARC catalogers, FY24

Executive Summary:

It has been suggested that PrairieCat should pay for the RDA Toolkit software licenses for our MARC catalogers, as they are performing cataloging work for the consortium.

Background:

Currently, 18 member libraries perform cataloging work for the consortium, which benefits all members. The cataloging software, RDA Toolkit, is currently being used by PrairieCat staff and some MARC catalogers. PrairieCat staff have suggested that it would be beneficial to pay for RDA Toolkit for all MARC library members. The currently FY23 cost of this software is \$160.95 per license. If this expense is approved, the additional cost to PrairieCat will be approximately \$2,898.00.

Recommendation:

Staff recommends Administrative Council approve paying for RDA toolkit licenses for MARC cataloging libraries in FY24.