PrairieCat Administrative Council
Agenda
January 6th, 2023

The Council will meet on Friday, January 6th, 2023, 10:30 am –1 pm
In person at the Talcott Free Library District, 101 E Main St, Rockton, IL
The meeting will also be available online via Zoom:

https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQ
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I.   Call to order, Welcome and Introductions
II.   Introduction of Visitors and Public Comments
III.   Review Agenda for Additions/Changes
IV.   Consent Agenda (pp. 2-20)
        a. Approve minutes for December 2nd, 2022, and December 6th, 2022
           PrairieCat Administrative Council meetings
        b. Approve financial report for November 2022
        c. Approve check registers
        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. Discussion, changes to eRead Illinois costs for members
        b. Discussion, plan for ongoing Delegates Assembly meetings (p. 21)
        c. Discussion, Vega rollout plans for patrons
        d. Discussion and review, RAILS facilitated meeting with RSA and PrairieCat
        e. Discussion and review, PrairieCat Delegates Assembly meeting for
           January 25th, 2023 (p. 22)
VII.   Ad Hoc Committee Updates
        a. Resource Sharing Committee
           • ACTION: Review of contract for opt-in IT services for members,
             approval (pp. 23-27)
        b. Finance Committee – Report from meeting Dec. 15th, 2022
VIII.   Review of Meeting – what worked and what didn't
IX.   Public Comments
X.   Adjournment
        Next Meeting – Friday, February 3rd, 2023, DeKalb Public Library, DeKalb, IL

PrairieCat Administrative Council
Minutes
December 2nd, 2022
The Council met on Friday, December 2nd, 2022, 10 am –1 pm
In person at the RAILS Coal Valley Service Center, 220 W.
23rd Ave, Coal Valley, IL 61240
The meeting will also be available online via Zoom:

https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQ
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I.   Call to order, Welcome and Introductions
        Present at Coal Valley: Chelsey DeSplinter (PrairieCat), Laura Long (EM),
        Ashley Huffines (FP), Elizabeth Smith (PrairieCat), Emily Faulkner (DK),
        Kimberly Brozovich (RP)

        Present via Zoom: Victoria Blackmer (CV), Megan Gove (TF), Penny Bryant
        (PT), Laura Watson (HC), Michelle Krooswyk (NL)

        Absent: Beth Ryan (JO), Carolyn Coulter (PrairieCat), Kelly McCully (BD)

        Faulkner (Chair-DK) called the meeting to order at 10:01 am.

II.   Introduction of Visitors and Public Comments
        There were no visitors or public comments.

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

IV.   Consent Agenda
        a. Approve minutes for November 4th, 2022, PrairieCat Administrative
           Council meeting
        b. Approve financial report for October 2022
        c. Approve check registers
        d. Statistical reports

        MOTION #1
        **Gove (TF) moved and Bryant (PT) seconded <u>to approve the
        consent agenda as presented</u>. There was no discussion on the
        motion.**

        *Motion carried by roll call.
        Ayes: 9
        Nays: 0

Abstentions: 0

V. Membership Update
    a. Update on new and upgrading members
Smith (PrairieCat) stated the North Chicago project has been officially closed with Innovative. Putnam and Rock Island are adding locations. Brozovich (RI) said Rock Island is getting closer to opening. She is hopeful they will be able to be in the building around December 12th. Smith continued, stating Mt. Carroll is upgrading from Union List to Basic Online and are projected to Go Live in January. Lostant continues to add items and are now live for holds. They are not live for circulation yet. Coulter will be attending the Lostant January Board meeting to emphasize the importance of communication and completing tasks for their grant. Byron Schools has had some ongoing issues. They are a Union List member who joined in 2018 and have not made much progress on their record cleanup since adding all of the records in 2018.

    b. Update on current training and engagement projects
Smith (PrairieCat) said planning has begun for in person PUG Day. We have reached out to venues to set a date. The new website is under development. Cherry Hill is not quite as far along in building the site as we had hoped, but maybe by January they will be far enough along that PrairieCat staff can begin adding/uploading our content. All the training manuals, user manuals, various pdfs will be available directly on the website, so it will be a large project for the staff to complete. Smith and Coulter had a meeting with eRead Illinois about their changes to the fee structure. RAILS will be putting out a formal announcement soon and the plan is to include this on January's Administrative Council agenda.

VI. Administrative Issues
    a. Review, bylaws changes to move draft budget presentation to January Delegates meeting. Bylaws changes need approval of the Delegates Assembly.
Faulkner (DK) said moving the draft budget presentation from the October Delegates Assembly to the January Delegates Assembly so that the numbers are more accurate. It appeared at the last Delegates Assembly that everyone agreed to making this change. The Council agreed to send the bylaws changes to the Delegates Assembly for a vote in January.

    b. ACTION: Discussion and vote to move Delegates Assembly meeting times to 10:30

MOTION #2
Huffines (FP) moved and Gove (TF) seconded <u>to approve changing the Delegates Assembly meeting time to 10:30am.</u> There was no discussion on the motion.

*Motion carried by roll call.

Ayes: 9
Nays: 0
Abstentions: 0

c. Discussion, moving Delegates Assembly meeting locations to various locations
Long (EM) suggested moving the meetings to different areas of the PrairieCat territory, but keeping it in the same areas for the specific monthly meetings. For example, the April meeting will be at the Oak Ridge Golf Club, the July meeting will be in the Quad Cities, etcetera. This would allow for various locations and less confusion at the same time. Huffines (FP) said since we now have the hybrid option, we have not had very many Delegates attend in person, at least not the 50 plus required for quorum. Would it make more sense to utilize member libraries for some of the Delegates Assembly meetings? Smith (PrairieCat) said that is a good option to pursue. Gove (TF) agrees with moving the meetings around and utilizing member libraries to help limit the burden on PrairieCat staff. She also agrees that a static location for each month makes the most sense. Watson (HC) said as long as the communication about this is clear, it would be a good way to move forward. Krooswyk (NL) gave the suggestion of using the Golf Club for two of the meetings and moving the other two meetings around the PrairieCat territory. As a consideration, New Lenox Library would be able to accommodate the Delegates Assembly. Long likes Krooswyk's proposal, keeping two meetings at the Golf Club, for example the fall and the spring meetings. Bryant (PT) agrees to moving the meetings around. The Council would like PrairieCat to come up a proposal for FY24 meeting locations and present it at the January Administrative Council meeting.

d. ACTION: Discussion and vote, moving Administrative Council meeting times to 10:30
Faulkner (DK) explained because the Administrative Council meetings have been running shorter, moving the start time back by half an hour gives everyone more time to arrive at the meeting and will lessen the downtime between the meeting and lunch.

MOTION #3
Gove (TF) moved and Bryant (PT) seconded <u>to approve changing the Administrative Council meeting time to 10:30am</u>. There was no discussion on the motion.

*Motion carried by roll call.
Ayes: 9
Nays: 0
Abstentions: 0

e. ACTION: Discussion and vote, PrairieCat funding for RDA Toolkit software for MARC Cataloging libraries
Faulkner (DK) said since the MARC catalogers are doing work for PrairieCat,

PrairieCat will pay for the RDA Toolkit software required to do the work. Long (EM) agreed with this idea. Gove (TF) said the cost seems reasonable. Huffines (FP) asked if PrairieCat believes this is a small expense. Smith (PrairieCat) replied this expense does fit in PrairieCat's budget.

MOTION #4
Brozovich (RP) moved and Huffines (FP) seconded <u>to approve PrairieCat funding the RDA Toolkit software for MARC Cataloging libraries</u>. There was no discussion on the motion.

*Motion carried by roll call.
Ayes: 9
Nays: 0
Abstentions: 0

VII.   Ad Hoc Committee Updates
   a. Resource Sharing Committee – report on RFP for IT Services
      Smith (PrairieCat) gave the update from the Resource Sharing Committee. The committee reviewed the RFPs and cost analysis from Stratus and ABS earlier this week. Both companies priced out small, medium, and large libraries. ABS came in at a lower cost that the Committee agreed to move forward with. Coulter will be reaching out to ABS to construct a contract. Brozovich (RI) added that Coulter emailed her to let her know there is a contract meeting set up with ABS for Monday, December 5th.

      Faulkner (DK) said it has been recommended to appoint Sondra Terry from Marengo-Union Library to the Resource Sharing Committee to fill the current vacancy.

      MOTION #5
      Gove (TF) moved and Watson (HC) seconded <u>to approve the appointment of Sondra Terry to the Resource Sharing Committee</u>. There was no discussion on the motion.

      *Motion carried by roll call.
      Ayes: 9
      Nays: 0
      Abstentions: 0

   b. Finance Committee – no report

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 meeting adjourned at 10:28 am.

        Next Meeting – Friday, January 6th, 2023, Talcott Free Library District, 101 E Main
        St, Rockton, 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: 12/2/2022	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	Y	M Y	Y	Y	Y	A	A	Y
to approve changing the Delegates Assembly meeting time to 10:30am.	9	0	0	Y	Y	Y	Y	2ND Y	M Y	Y	Y	A	A	Y
to approve changing the Administrative Council meeting time to 10:30am.	9	0	0	Y	Y	2ND Y	Y	M Y	Y	Y	Y	A	A	Y
to approve PrairieCat funding for RDA Toolkit softward for MARC Cataloging libraries.	9	0	0	Y	M Y	Y	Y	Y	2ND Y	Y	Y	A	A	Y
to approve the appointment of Sondra Terry to the Resource Sharing Committee.	9	0	0	Y	Y	Y	Y	M Y	Y	Y	Y	A	A	2ND Y

PrairieCat Administrative Council
Minutes
December 6th, 2022
The Council met on Tuesday, December 6th, 2022, 8 am –11 am
Online via Zoom:
https://railslibraries.zoom.us/s/97888264951

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, Welcome and Introductions
      Present via Zoom: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Laura
      Long (EM), Ashley Huffines (FP), Laura Watson (HC), Beth Ryan (JO), Michelle
      Krooswyk (NL), Kimberly Brozovich (RP), Emily Faulkner (DK),

      Absent: Chelsey DeSplinter (PrairieCat), Kelly McCully (BD), Victoria Blackmer
      (CV), Penny Bryant (PT), Megan Gove (TF)

      Carolyn Coulter (PrairieCat) called the meeting to order at 8:05 am.

II.   Introduction of Visitors and Public Comments
      There were no public comments. Visitors included Emily Fister (RAILS), Kendal
      Orrison (RSA), Genna Buhr (RSA), Alissa Williams (RSA), Heidi Rhea (RSA), Anne
      Slaughter (RAILS), Monica Harris (RAILS), Jenny Sevier (RSA), Beth Duttlinger
      (RSA), John Newton

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

IV.   Facilitated discussion, RSA and PrairieCat partnership potential in the future
      Objectives – RAILS
      Anne Slaughter (RAILS) provided background information on the system history
      and the ways RAILS has supported LLSAPs in the past. RSA receives the most
      financial and in kind support from RAILS. SWAN and PrairieCat have made moves
      toward sustainability and independence during the past several years. Slaughter
      said RAILS does not have an end goal in mind for potential partnerships, but does
      think there may be shared goals between the organizations.

      Approach – John Newton
      John Newton facilitated the discussion. Newton has experience with human
      resources, strategic planning, and organizational planning. Newton shared some
      strategies for a successful meeting such as remaining positive and strategic as the
      organizations discuss.

      RSA sharing

Kendal Orrison (RSA) shared the current status of RSA and thoughts about the possible ways of RSA gaining independence from RAILS. Is it possible for RSA to partner (in some way) with other consortia. Orrison said he wants to keep in mind what the future in 5 or 10 years' time will look like for library service and how that may impact strategic planning. Orrison said at minimum RSA will mirror what SWAN and PrairieCat have done and move toward independence such as becoming an Illinois intergovernmental instrumentality and aiming to join LIMRICC and IMRF. However, he thinks some form of partnership may make sense.

PrairieCat sharing
Coulter (PrairieCat) shared some of the big picture process of PrairieCat's move toward independence including the transitions to LIMRICC, IMRF, and now IT infrastructure. Coulter shared some of the challenges of the process were administrative such as joining IMRF. Coulter shared about 30% of PrairieCat's support comes from the RAILS LLSAP grant. She shared a positive was that the membership has really taken ownership of the organization through independence and understand it is a member-driven organization. Smith shared another positive has been strong staff cohesion during the past few years as the organization has been more independent.

Challenges and concerns
Orrison (RSA) shared some of Resource Sharing Alliance history. The organization began as a way to get records into OCLC. It continued to expand and in the 90s, library systems joined around RSA. The goal was to automate the libraries within RSA. The RSA membership includes publics and schools, mostly small and rural publics. RSA only has 4 union listing libraries.

Orrison shared in a perfect world, they would continue on with what they are doing now. Orrison said he would like to maintain as much of their culture as they can such as allowing very small libraries to join. Orrison said getting into IMRF is a must for his staff so therefore the organization needs to change from a 501c3 to an Illinois intergovernmental instrumentality. Orrison said another option is to piggy back on another organization. RSA can't piggy back on RAILS anymore so are looking to see if partnering with PrairieCat is an option.

Some members of RSA shared their opinions and highlighted that retaining their members especially the small ones was important for them.

Coulter (PrairieCat) shared that member sustainability is important and PrairieCat evaluates that when accepting new members. Coulter pointed out the RAILS project with Find More Illinois may be a solution for some of those smaller libraries. Slaughter (RAILS) explained the status of the Find More Illinois service. This is an ILL service but is missing a circulation component. So one goal is to provide an ILS software to libraries that are not automated or under automated. RAILS would have eligibility requirements for libraries that would want to join at low cost. This project is in the very early stages. The gray area of eligibility is libraries that are currently in LLSAPs and brings up questions of LLSAP sustainability. RAILS is not looking to compete with LLSAPs for membership but do acknowledge that some of these libraries need this support.

Orrison (RSA) said that RSA does not want to lose members because they can't afford an independent RSA. Orrison said next year's project is to build a new

pricing model. Orrison said there are two options: Option 1 (RSA independence) and Option 2 (PrairieCat partnership). Orrison said he just wanted to see if Option 2 has any traction; if so, then he wants to start incorporating that into RSA's planning. Coulter shared the google data dashboard that shows fees as a percentage of operating expenditures:
https://datastudio.google.com/reporting/80246fbf-f41b-41e2-aead-88bb5a82e3ab/page/p_0rutoi16oc

After a short break, Monica Harris (RAILS) shared that core services and support that RAILS provides for LLSAPs. Slaughter (RAILS) shared RAILS plans to continue LLSAP grants, however, the program will continue to evolve as needed.

Newton (facilitator) said we have identified two big picture options. Now, let's focus on Option 2 (PrairieCat partnership). What would be the benefits of a partnership between the organizations. Orrison said a benefit would be that as large organizations there would be vendor appeal and ways to save money. Coulter (PrairieCat) said larger organizations can also help determine development direction for new products. Orrison said RSA and PrairieCat are on different systems, but RSA is not opposed to changing their vendor. Another positive would possibly be a larger staff with room for reorganization and growth. Duttlinger (RSA) said it increases cooperative opportunities between libraries (expands our "neighborhood"). Slaughter (RAILS) said that there is more consistency in the patron experience.

Faulkner (PrairieCat) asked about the pricing structure for RSA libraries. It doesn't seem to be sustainable for option 1 or 2. Orrison said the 4 Union List libraries are charged 1,200. Basic online are charged 1,700. Orrison also pointed out that PrairieCat incorporates the OCLC fees. RSA does not deal with OCCL fees. Slaughter (RAILS) clarified that the google dashboard is used specifically for the RAILS grant. Slaughter said that if we want to look at this data for this project we can use a different lens to get a better picture. Orrison said not all libraries are OCLC members, but RSA does charge a 10% fee if a library is not a part of OCLC. Orrison said in their contract with SirsiDynix, they removed language regarding tier limitations. Orrison said RSA is in the process of changing the fee structure.

The group moved on to identify more potential challenges to a partnership.

Governance - Williams (RSA) said any type of partnership would be a large process. For either option, the RSA membership is not very active so both options would be a challenge. The governance structures are very different for both organizations. Strategic plan considerations.

Systems - Another challenge would be that both organizations are on different ILS systems.

Administrative - Coulter (PrairieCat) said I see four major issues of "burden of scale", including administrative. It is challenging to work with so many members to be nimble in regards to decision-making and especially with innovation on new technologies.

IT infrastructure – This would be a challenge to implement across a large partner organization.

Communication – Huffines (PrairieCat) said that communication among such a large membership organization would be challenging.

Sustainability – Krooswyk (PrairieCat) noted that sustainability of such a large organization would need to be considered.

Orrison (RSA) said timing may be dependent on contracts with vendors and RAILS expectations.

Faulkner (PrairieCat) said there seems to be a lack of enthusiasm and support from the membership and was pointing out that support from both RSA and PrairieCat members would be important for a successful partnership. Although most people are averse to change in the beginning.

Orrison (RSA) said that even if RSA goes with Option 1 there may be room for cooperation in the future.

Next steps
Newton summarized that the group captured the challenges and potential benefits. Newton suggests digging into those categories more in depth to discuss at a later meeting. RAILS will work with RSA and PrairieCat to facilitate a follow-up discussion.

V.   Public Comments
There were no public comments.

VI.   Adjournment
Meeting is adjourned at 10:57 p.m.

  Next Meeting – Friday, January 6th, 2023, Talcott Free Library District, 101 E Main St, Rockton, IL

Date: 1/6/2023

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Subject: PrairieCat Financial Report – November 2022

Please find attached the PrairieCat Financial Reports for the month of November 2022. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of November 17 through December 15.

As of November 30, of the total cash balance of $1,778,591, $1,156,458 was undesignated working cash, $611,504 was designated for capital reserves, and $10,629 was eCommerce receipts payable to the membership. Cash decreased $55,131 during the month of November primarily due to the monthly payroll and payroll-related expenses, as well as several other vendor expenses partially offset by the receipt of all but three remaining invoiced quarterly and annual member fees.

The balance of working cash was sufficient to fund nearly 7.2 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 November of $809,240 were $27,937 above budgeted amounts primarily due to the addition of the North Chicago Public Library system migration and data scoping fees ($12,200) as well as their one-time capital reserve contribution ($5,000). The migration and data scoping 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. Other above budget revenues included 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, as well as investment income, reimbursements for self-check station license billings to members, and the first quarter of North Chicago Public Library's member fees.

Total year-to-date interest as of the end of November was $8,769, which was $6,478 above the year-to-date budgeted amount of $2,291. The Illinois Funds interest rate began to rise in October 2021 and has continued to rise since, with the daily rate at 3.816% as of December 14. During the December meeting, the Federal Reserve raised its benchmark interest rate by 50 basis points, bringing the rate to its highest level in 15 years. Their expected targeted range is between 4.25% and 4.5% by the end of the calendar

year 2022, and they are now projecting 5.1% by the end of the following calendar year with no expected reductions in interest rates until calendar year 2024.

Total expenses through November of $708,530 were $78,850 below budget mostly due to under budget Supplies, Postage and Printing costs ($29,385), Personnel costs ($28,303), Contractual Services expenses ($10,041), Travel and Continuing Education costs ($4,095), Vehicle expenses ($2,431), and under budget expenses in nearly every other cost category. 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. 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 and tuition reimbursement expenses through November. 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 November but are expected to rise as 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 November.

PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING November 30, 2022

Beginning Cash Balance	$ 1,833,722.04
Cash Received	
Payments from Member Libraries, etc.	34,231.34
Interest - BankORION	283.31
Interest - Illinois Funds	2,078.08
eCommerce Receipts Payable	5,823.83
Total Cash Received	42,416.56
Expenses Paid	
Checks and Vendor ACH Payments	30,389.69
Payroll and Retirement Contributions	64,346.65
ACH Credit Card Payments	2,426.31
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	384.61
Total Disbursements	97,547.26
Ending Cash Balance	$ 1,778,591.34

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	$ -
eCommerce Cash Receipts Payable	10,629.03
Capital Reserve Designation	611,503.68
Working Cash	1,156,458.63
TOTAL CASH	$ 1,778,591.34

PAYPAL FUNDS DETAILS:

November PayPal Receipts in Transit to Bank	$601.35

Invested in Capital Assets Balance as of November 2022	$1,452.47
Unrestricted Fund Balance as of November 2022	$1,927,761.34
FY23 operating expenses excluding planned capital reserve designation:	$ 1,940,141.92
Working Cash % of operating expenses:	59.61%

PrairieCat

Balance Sheet

As of 11/30/2022

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,070,969.76
Cash - Illinois Funds	707,621.58
PayPal Funds	601.35
Total Cash & cash equivalents	1,779,192.69
Accounts receivables	21,109.76
Prepaid expenses	342,944.16
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Accumulated Depreciation	(298,556.03)
Total Capital Assets, net	1,452.47
Other Assets	
Deferred Outflows - Pension	440,899.93
Total Other Assets	440,899.93
Total Assets	2,585,599.01
Liabilities	
eCommerce Receipts Payable	11,230.38
Payroll	
Pension Payable	10,481.70
Total Payroll	10,481.70
Deferred revenue	214,679.98
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	656,385.20
Net Assets	
Beginning Net Assets	1,828,504.41
Current YTD Net Income	100,709.40
Total Net Assets	1,929,213.81
Total Liabilities and Net Assets	2,585,599.01

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,300.17	11,500.85	11,500.00	100.00%	27,602.00	41.66%
Fully Participating and Basic Online Member Revenue	93,852.75	462,705.74	461,066.25	100.35%	1,106,558.92	41.81%
ILL Barcode Revenue	200.00	1,600.00	1,250.00	128.00%	3,000.00	53.33%
Fully Participating & Basic Online - CR Contribution	4,879.85	28,993.88	23,816.00	121.74%	57,160.00	50.72%
Union List - CR Contribution	576.58	2,882.90	2,882.00	100.03%	6,919.00	41.66%
Total Fees for Services and Materials	101,809.35	507,683.37	500,514.25	101.43%	1,201,239.92	42.26%
Reimbursements						
Reimbursements	13,535.39	21,376.95	8,193.75	260.89%	19,665.00	108.70%
Reimbursements - Hosting Fee	4,008.74	19,711.05	19,566.00	100.74%	46,960.00	41.97%
Reimbursements - Capira Mobile App	2,349.42	12,178.63	14,375.00	84.72%	34,500.00	35.30%
Total Reimbursements	19,893.55	53,266.63	42,134.75	126.42%	101,125.00	52.67%
Investment Income	2,361.39	8,769.37	2,291.00	382.77%	5,500.00	159.44%
Other						
Other Grants	0.00	0.00	832.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	47,023.08	235,115.41	235,115.00	100.00%	564,277.00	41.66%
Other Revenue	0.00	4,404.86	416.00	1,058.86%	1,000.00	440.48%
Total Other	47,023.08	239,520.27	236,363.00	101.34%	567,277.00	42.22%
Total REVENUES	171,087.37	809,239.64	781,303.00	103.58%	1,875,141.92	43.16%
EXPENSES						
Personnel						
Other Professionals	49,439.16	249,667.76	252,145.00	99.01%	642,723.00	38.84%
Support Services	6,937.52	35,204.41	52,886.00	66.56%	134,805.00	26.11%
Social Security Taxes	3,984.46	20,258.22	23,322.00	86.86%	59,450.00	34.07%
Unemployment Insurance	0.00	0.00	1,459.00	0.00%	3,500.00	0.00%
Worker's Compensation	143.09	1,128.45	678.75	166.25%	1,629.10	69.26%
Retirement Benefits	7,904.00	39,939.04	42,743.00	93.43%	108,953.00	36.65%
Health, Dental And Life Insurance	12,542.31	64,868.04	65,461.00	99.09%	157,108.92	41.28%
Other Fringe Benefits	146.00	146.00	416.00	35.09%	1,000.00	14.60%
Tuition Reimbursements	0.00	0.00	208.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	220.00	416.00	52.88%	1,000.00	22.00%
Total Personnel	81,096.54	411,431.92	439,734.75	93.56%	1,110,669.02	37.04%
Buildings and Grounds						
Property Insurance	203.84	1,019.20	1,041.00	97.90%	2,500.00	40.76%
Total Buildings and Grounds	203.84	1,019.20	1,041.00	97.91%	2,500.00	40.77%
Vehicle Expenses						
Fuel	197.44	414.80	833.00	49.79%	2,000.00	20.74%
Repairs And Maintenance	0.00	99.95	833.00	11.99%	2,000.00	4.99%

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Vehicle Insurance	199.67	281.35	1,041.00	27.02%	2,500.00	11.25%
Vehicles Leasing And Rent	0.00	0.00	208.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	312.00	0.00%	750.00	0.00%
Total Vehicle Expenses	397.11	796.10	3,227.00	24.67%	7,750.00	10.27%
Travel and Continuing Education						
In-State Travel	910.57	910.57	2,083.00	43.71%	5,000.00	18.21%
Out-Of-State Travel	0.00	1,513.60	2,500.00	60.54%	6,000.00	25.22%
Registrations And Meeting, Other Fees	(1,142.21)	3,105.16	3,750.00	82.80%	9,000.00	34.50%
Conferences And Continuing Education Meetings	0.00	200.00	2,083.00	9.60%	5,000.00	4.00%
Public Relations	799.83	799.83	208.00	384.53%	500.00	159.96%
Total Travel and Continuing Education	568.19	6,529.16	10,624.00	61.46%	25,500.00	25.60%
Commercial Insurance	640.00	3,200.00	3,125.00	102.40%	7,500.00	42.66%
Supplies, Postage and Printing						
Computers, Software And Supplies	2,331.52	16,829.61	46,666.00	36.06%	112,000.00	15.02%
General Office Supplies And Equipment	112.82	535.00	84.00	636.90%	200.00	267.50%
Total Supplies, Postage and Printing	2,444.34	17,364.61	46,750.00	37.14%	112,200.00	15.48%
Telephone and Telecommunications	0.00	0.00	1,791.00	0.00%	4,300.00	0.00%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	323.94	605.85	1,250.00	48.46%	3,000.00	20.19%
Total Equipment Repair and Maintenance	323.94	605.85	1,250.00	48.47%	3,000.00	20.20%
Professional Services						
Legal	247.50	1,080.00	2,916.00	37.03%	7,000.00	15.42%
Accounting	0.00	4,600.00	2,916.00	157.75%	7,000.00	65.71%
Consulting	0.00	0.00	1,041.00	0.00%	2,500.00	0.00%
Payroll Service Fees	547.34	3,031.06	2,709.00	111.88%	6,500.00	46.63%
Total Professional Services	794.84	8,711.06	9,582.00	90.91%	23,000.00	37.87%
Contractual Services						
Information Service Costs	53,785.02	221,517.15	232,580.00	95.24%	558,193.90	39.68%
Outside Printing Services	0.00	0.00	833.00	0.00%	2,000.00	0.00%
Other Contractual Services	6,668.05	33,325.28	31,470.00	105.89%	75,529.00	44.12%
Total Contractual Services	60,453.07	254,842.43	264,883.00	96.21%	635,722.90	40.09%
Depreciation	207.51	1,037.55	2,040.40	50.85%	4,897.00	21.18%
Professional Association Membership Dues	94.58	624.36	833.00	74.95%	2,000.00	31.21%
Miscellaneous	115.75	547.25	208.00	263.10%	500.00	109.45%
Miscellaneous - eCommerce Fees	268.86	1,820.75	2,291.00	79.47%	5,500.00	33.10%
Total EXPENSES	147,608.57	708,530.24	787,380.15	89.99%	1,945,038.92	36.43%

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	23,478.80	100,709.40	(6,077.15)	(1,657.18)%	(69,897.00)	(144.08)%

Vendor Name	Effective Date	Check Amount
Paycom Payroll LLC	11/23/2022	273.67
Paycom Payroll LLC	11/23/2022	18,197.26
Paycom Payroll LLC	11/23/2022	7,342.30
ICMA Retirement Corporation	11/25/2022	1,197.75
WEX Bank	11/28/2022	197.44
INNOVATIVE INTERFACES INCORPORATED	11/30/2022	12,200.00
Bank Orion	11/30/2022	55.75
First Bankcard	12/1/2022	3,311.17
MerchantE	12/5/2022	259.26
INNOVATIVE INTERFACES INCORPORATED	12/7/2022	1,050.00
LIMRICC	12/7/2022	17,022.45
Illinois Municipal Retirement Fund	12/7/2022	10,481.89
Paycom Payroll LLC	12/8/2022	286.67
Paycom Payroll LLC	12/8/2022	18,087.19
Paycom Payroll LLC	12/8/2022	7,295.18
ICMA Retirement Corporation	12/9/2022	1,197.75
Epignosis LLC	12/9/2022	4,668.00
Bank Orion	12/9/2022	30.00
MerchantE	12/14/2022	12.00
Report Total		103,165.73

	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	1,225,612	1,215,929	-	1,210,847	1,225,612
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	5,164,903	5,141,132	-	5,136,754	5,164,903
Patron records	360,659	349,095	364,275	354,815	367,132	358,694	370,335	371,248	372,876	372,189	373,837	-	345,140	372,189
Total circulation	418,632	442,427	333,010	431,013	363,808	392,512	363,451	386,612	350,707	379,399	316,891	-	4,450,516	2,031,963
ILL transactions on LLSAP	53,375	52,033	53,992	57,066	55,717	54,709	53,538	52,583	50,390	52,224	46,571	-	638,373	268,615
Reciprocal borrowing	45,706	49,276	42,743	48,160	39,897	43,301	39,998	43,631	37,412	42,487	34,708	-	499,632	226,855
Training, Outreach and Engagement														
Training events	2	7	1	2	1	7	3	4	1	7	2	-	43	27
Training participants	6	23	2	12	9	17	8	202	2	16	4	-	185	270
Training contact hours	14	33	1	18	27	25	18	301	3	21	5	-	221	396
TalentLMS Course Completions	370	292	181	420	233	302	353	302	247	184	162	-	2,871	1,500
Site visits	4	1	5	4	3	-	5	5	1	2	4	-	47	12
Member Meetings/Events	6	10	6	9	19	10	8	10	4	6	3	-	88	45
Meeting/Event participants	155	183	72	129	455	406	283	201	100	80	32	-	1,905	999
Meeting/Event contact hours	259	257	92	184	446	85	428	322	113	251	56	-	2,605	1,098
Troubleshooting														
HelpDesk Calls Opened	236	242	327	388	312	236	322	291	259	384	250	-	3,595	1,541
HelpDesk Calls Closed	248	225	303	385	303	193	282	281	240	364	342	-	3,696	1,448
Database Enrichment														
Bibload records loaded - PC staff	1,351	1,980	955	1,620	1,353	1,751	1,410	1,520	1,587	1,801	851	-	15,983	8,672
Bibload records loaded - MARC catalogers	1,497	1,968	1,549	2,173	2,331	2,481	1,813	2,273	2,085	2,266	2,285	-	22,791	11,161
Cleanup/overlays/merges - PC staff	4,236	704	846	2,712	633	1,417	632	3,051	626	2,537	1,101	-	18,603	10,421
Cleanup/overlays/merges - MARC catalogers	916	825	1,293	1,142	702	1,320	931	913	1,192	1,178	798	-	9,788	5,378
Enhancements/corrections - PC staff	15	22	37	43	3	48	29	49	-	9	30	-	291	171
Enhancements/corrections - MARC catalogers	6	116	153	188	175	159	133	75	222	113	107	-	1,241	651
Original catalogings - PC staff	35	26	53	29	36	34	14	53	-	24	39	-	387	166
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	48,009	45,433	-	647,359	336,970
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov														

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Date: 12/7/2022

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Proposed Delegates Assembly meeting locations for FY24

Executive Summary:

As discussed at the October PrairieCat Delegates Assembly meeting and at the December Administrative Council meeting, PrairieCat should consider moving the Delegates Assembly meeting locations around PrairieCat's large territory to help accommodate the membership. The PrairieCat staff asks the Council to consider the proposed location plan for FY24 and moving forward.

Delegates Assembly Meeting Locations:

July Meetings: North Suburban Public Library District, Loves Park, IL

October Meetings: Senica's Oak Ridge Golf Club, LaSalle, IL

January Meetings: New Lennox Public Library/Moline Public Library
(The plan here would be to have the January meeting at New Lennox one year and the next year's January meeting would be at Moline)

April Meetings: Senica's Oak Ridge Golf Club, LaSalle, IL

Recommendation:

Staff recommends Administrative Council approve the proposed meeting locations for the Delegates Assembly in FY24.

PrairieCat Delegates Assembly
January 25, 2023
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:

Please use the link below to register online via Zoom:

Agenda

The Delegates Assembly will meet on Wednesday, January 25, 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 October 26, 2022, PrairieCat Delegates Assembly meeting
    b. Central Site report including financial and statistical reports
VII. Administrative Council Report
    a. Finance Committee Report – Report from Finance Committee meeting, December 15, 2022
    b. Resource Sharing Committee Report – Report from Resource Sharing meeting, November 29, 2022.
VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)
IX. ACTION: Change to bylaws regarding timing of draft budget presentation to Delegates Assembly
X.   Discussion, eRead Illinois participation for PrairieCat members
XI. Review, compliance process for PrairieCat
I.   Presentations: ?
II. Public Comments via previously submitted email (see above), in person or online
III. Adjournment
IV. Next regularly scheduled meeting, April 26, 2023, Senica's Oak Ridge Golf Club and online via Zoom.

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NETWORK SUPPORT AGREEMENT
February 1, 2022 – January 31, 2023 (sample dates)

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1.   NETWORK MANAGEMENT AGREEMENT

1.1. OFFICE SPECIALISTS and COVERED ENTITY agree that the following terms and conditions will apply to services under this Agreement, or to any other services that may be provided hereunder by OFFICE SPECIALISTS via authorized Addendum to this Agreement, or to any COVERED ENTITY order accepted by OFFICE SPECIALISTS to provide services.

1.2. This Agreement shall remain in force from this day forward and end upon termination, as elsewhere so provided herein.

2.   ON-SITE/REMOTE/PHONE SUPPORT SERVICES

2.1 Technical Support Services shall consist of OFFICE SPECIALISTS providing network technical support to COVERED ENTITY in the resolution of network and/or network related problems via remote control software over the Internet, TELNET sessions to network devices, or on-site visits.

2.2 OFFICE SPECIALISTS will use its best efforts to perform procedures and services to maintain the computer network at optimal operating efficiency so as to mitigate the frequency and severity of computer network problems or inadequate performance that compromise COVERED ENTITY ability to conduct its business in a manner and to the standards required by COVERED ENTITY

2.3 OFFICE SPECIALISTS shall act as a liaison between COVERED ENTITY and designated software and hardware manufacturer(s) for problem resolution. In the event services are required from the manufacturer, it shall be the responsibility of COVERED ENTITY to pay the manufacturer for such services. In the event a manufacturer provides OFFICE SPECIALISTS with a "fix" and OFFICE SPECIALISTS installs such fix, upon COVERED ENTITY request and OFFICE SPECIALISTS acceptance, COVERED ENTITY will be billed by OFFICE SPECIALISTS for such installation service at its then current hourly rates and terms in effect.

3.   NETWORK DEVICE MONITORING

3.1 OFFICE SPECIALISTS will monitor the Server devices on your network 24 hours a day, 7 days a week via an Internet connection from our Cloud partner Ingram Micro.

3.2. All Devices under this agreement will be monitored for up/down status (HEARTBEAT). Should a device go off-line, OFFICE SPECIALISTS will notify the COVERED ENTITY as soon as possible during normal business hours.

3.3 Network Device Monitoring services are not billed on an hourly basis. OFFICE SPECIALISTS has provided COVERED ENTITY with a proposed fee schedule and is currently in place.   This service is part of the quoted amount.

3.4 Please see attached Excel spreadsheet for existing covered devices under NETWORK DEVICE MONITORING contract. This contract is in effect 02/01/2022 – 01/31/23. Attachment 1 lists all systems, servers and peripherals being covered. This list can change as you add or delete systems.   Price is $ per month for current systems.

This contract covers the following for each covered item;
  Standard daily maintenance of systems, servers and peripherals
  Hardware and Software problems
  Virus remediation
  Spam remediation

Not covered under this contract;
  Cabling Projects if required
  System or Server Replacements
  Hardware Parts
  Travel Charges to Remote Offices

Once a device is installed it can then be covered under the umbrella contract.

4. CHARGES

4.1 Services rendered pursuant to this Agreement shall be billed by OFFICE SPECIALISTS at the rate of $105 per hour, except where indicated otherwise as in a blanket labor contract. The hourly rate may be changed at any time by providing 30 days written notice, including email, to COVERED ENTITY.

4.1 OFFICE SPECIALISTS will invoice <each contracting> PRAIRIECAT <member> for all approved services, charges, hardware and software when work is complete. Form of payment will be determined before contract is drawn up. Options are hourly, monthly, or an annual support rate.

4.2 All invoices and payments are due according to pre-approved terms by OFFICE SPECIALISTS, Net 10.

5. IT IS THE RESPONSIBILITY OF COVERED ENTITY TO ENSURE THAT PRESCRIBED BACKUP OPERATIONS PERFORMED INHOUSE BY COVERED ENTITY ARE ADEQUATE, IF APPLICABLE. OFFICE SPECIALISTS WILL NOT BE RESPONSIBLE FOR COVERED ENTITY'S FAILURE TO DO SO, NOR FOR THE COST OF RECONSTRUCTING DATA STORED ON DISK FILES, TAPES, MEMORIES, ETC., LOST DURING THE PERFORMANCE OF SERVICE PERFORMED HEREUNDER.

5.1 IF THERE IS A DATA BREACH COVERED ENTITY WILL NOT HOLD OFFICE SPECALISTS, INC RESPONSIBLE IN ANY WAY, WHETHER SAID BREACH IS BY REMOTE OR PHYSICAL MEANS.

6. DEFAULT AND TERMINATION

6.1 OFFICE SPECIALISTS or COVERED ENTITY may terminate this Agreement at any time with a thirty (30) days written notice to the other party.

7. LIMITED LIABILITY AND INDEMNIFICATION.

7.1   COVERED ENTITY agrees that OFFICE SPECIALISTS shall not be liable to COVERED ENTITY, or any third party, for (1) any claims, damages, losses, or expenses of any kind; (2) any incidental or consequential damages; or (3) any punitive damages,

arising directly or indirectly out of services provided herein. Incidental or consequential damages shall include, but not be limited to, loss of anticipated revenues, income, profits or savings; loss of or damage to business reputation or good will; loss of COVERED ENTITYs; loss of business or financial opportunity; or any other indirect or special damages of any kind categorized as consequential or incidental damages under the law of the State of Illinois. OFFICE SPECIALISTS liability for any damages hereunder shall in no event exceed the amount of fees paid by COVERED ENTITY to OFFICE SPECIALISTS, INC. as of the date the alleged damages were incurred.

7.2 COVERED ENTITY agrees to indemnify and hold OFFICE SPECIALISTS harmless against any liabilities, claims, losses, damages (consequential or otherwise) or expenses, or actions in respect thereof, asserted or brought against OFFICE SPECIALISTS by or in right of third parties as a result of services rendered under this Agreement. OFFICE SPECIALISTS shall promptly notify COVERED ENTITY in writing of a claim or suit and provide reasonable cooperation and full authority to defend or settle the claim or suit. The COVERED ENTITY shall have no obligation to indemnify OFFICE SPECIALISTS under any settlement made without the COVERED ENTITY'S written consent.

COVERED ENTITY Is responsible for making management decisions and performing management functions.

-------------- Acceptance ---------------

Signature: _____

Name: _____

Title: _____

Date: _____

Trent Pearson, Manager, Office Specialists, Is responsible for making management decisions and performing management functions.

-------------- Acceptance ---------------

Signature: _____

Name: _____

Title: _____

Date: _____

Travel charges will be determined by distance and can be written into each contract.

Response times are generally going to be next day. In the event of an emergency the next available technician will respond to the service call. Server or network completely down is an example of an emergency. I would say the standard will be within 12 business hours unless an emergency.

Remote work – We would prefer remote work versus onsite. If a client is not within an hour of our office we would prefer remote. If a system is down and needs hardware repair the unit can be shipped to us via Fed Ex or UPS.

Hourly rate is $105 per hour at this time. Customer can choose hourly or the contract rate which will be determined by the size of the library's technology.

Labor can be purchased in many ways including Pre-Purchase Hours or Contract Hourly, Monthly or Annual.

Office Specialists is a USAC vendor with a SPIN number. We can assist staff with information regarding grant writing. Specifically answering question related to the grant. Not writing the grant itself.

If a library wants to sign up Office Specialists will make a site visit to review and create an inventory list. If a library needs work to bring it up to our standards this work will be billable. In other words, if everything is out of date we will need to get it all up to date in order to start a contract. Virus protection, Firewall, Windows updates, etc.

Section 2.3 is addressing the scenario where we will work with your software or phone vendors (example) for technical support. If a purchase is required the vendor can bill us or you. If they bill us we will bill you for the service. We would prefer they bill you directly.

Section 3.4 – The list would be created after a site visit.