PrairieCat Administrative Council
Agenda
March 3rd, 2023

The Council will meet on Friday, March 3rd, 2023, 10:30 am –1 pm
In person at the East Moline Public Library, 745 16th Ave, East Moline, 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. 2-17)
      a. Approve minutes for February 3rd, 2023 PrairieCat Administrative Council
         meetings
      b. Approve financial report for January 2023
      c. Approve check registers
      d. Statistical reports
V.   Membership Update
      a. Update on new and upgrading members
         • Update on current training and engagement projects
VI.   Administrative Issues
      a. ACTION: PrairieCat audit contract RFP decision (pp. 18-20)
      b. ACTION: Appoint nominating committee for Administrative Council election
      c. Review of Delegates Assembly discussion regarding eRead Illinois (pp. 21-28)
      d. Update, Vega Discovery progress (pp. 29-33)
      e. Discussion, Roll call voting (pp. 34-37)
VII. Ad Hoc Committee Updates
      a. Resource Sharing Committee – No report
      b. Finance Committee – no report
VIII. Review of Meeting – what worked and what didn't
IX.   Public Comments
X.   Adjournment
Next Meeting – Friday, April 7th, 2023, Bourbonnais Public Library District, Bourbonnais, IL

PrairieCat Administrative Council
Minutes
February 3rd, 2023

The Council met on Friday, February 3rd, 2023, 10:30 am –1 pm
In person at the DeKalb Public Library, 309 Oak Street, DeKalb, 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
     Present at Dekalb: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat),
     Laura Long (EM), Ashley Huffines (FP), Elizabeth Smith (PrairieCat), Emily
     Faulkner (DK), Beth Ryan (JO), Megan Gove (TF),

     Present via Zoom: Laura Watson (HC), Michelle Krooswyk (NL), Kelly McCully
     (BD), Kimberly Brozovich (RP), Victoria Blackmer (CV), Penny Bryant (PT)

     Absent:

     Faulkner (Chair-DK) called the meeting to order at 10:34 am.

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

III. Review Agenda for Additions/Changes
     Gove (TF) added discussion about roll call voting and collection agency policy
     amongst PrairieCat libraries.

IV. Consent Agenda
     a. Approve minutes for January 6th, 2023 PrairieCat Administrative
        Council meetings
     b. Approve financial report for December 2022
     c. Approve check registers
     d. Statistical reports

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

     *Motion carried by roll call.
     Ayes: 11

Nays: 0
Abstentions: 0

V.   Membership Update
   a. Update on new and upgrading members
       Smith (PrairieCat) stated there is not any new updates since the
       Delegates Assembly. As a recap, Putnam County Schools is adding their
       primary school, Rock Island is adding their Watts-Midtown branch, Mt.
       Carroll is upgrading from Union List to Basic Online and Lostant is joining
       as a Basic Online member.

   b. Update on current training and engagement projects
       Smith (PrairieCat) said the main project focus for the staff is the new
       website. There will be a meeting with Cherry Hill to help train the staff
       and get more content uploaded to the new site. PrairieCat is working on
       an at-a-glance FAQ for Vega Discover for the patrons. The Training
       Committee will be looking this over and giving their feedback.

VI.   Administrative Issues
   a. Membership compliance report
       Smith (PrairieCat) explained that twice a year she provides the
       membership compliance report based on OCLC membership, item entry,
       and adding and lending items. Smith shared an example of a compliance
       letter used by PrairieCat.

       Smith continued by going through the updated compliance report.
       Alleman High School was out of compliance last August. There is now a
       new librarian on board who has made progress and they are no longer on
       the compliance list. Byron schools have had continued compliance issues,
       but at the end of 2022 and into 2023 they have begun their record
       cleanup. Dakota Schools has been on the compliance list for quite some
       time. They were given a deadline of the end of 2022 to complete Item
       Entry Certification. The Librarian completed the course work but did not
       pass but is working with the PrairieCat staff to resubmit. FHN is a medical
       library. They are currently in discussions about whether PrairieCat is a
       good fit. Once we know how they plan to move forward, we will revisit
       their compliance if necessary. Galena schools was sent a compliance
       letter in August, but nothing has been completed. Smith recommends
       sending another compliance letter. Coulter (PrairieCat) suggested sending
       the compliance letter to the librarian as well as the Superintendent. The
       Council agrees. Plano Schools has a newer librarian, but PrairieCat staff
       have gotten her up to speed and she is aware of what needs to be done.
       Polo Schools will also need a compliance letter. The secretary at Polo is
       the one who is Item Entry Certified so doing a training with the secretary
       and the librarians as a group could be beneficial. Rockford University has
       a newer librarian who will be working to complete the item entry training.
       Warren Schools has had long-standing issues with compliance. They have
       not made progress since 2021.

The Council determines that the second letters sent to schools should always copy the principal and/or superintendent of the school.

b. Review of Delegates Assembly discussion regarding eRead Illinois
Coulter (PrairieCat) stated that after the discussion at Delegates, she had a conversation with Anne and Leila about eRead Illinois, suggesting ramping in the costs for the schools. RAILS is not willing to make any exceptions. If PrairieCat approves joining eRead Illinois, maybe we split out the discount to give a larger discount to the schools and a lesser discount to the public libraries for the first year, easing the schools into the new fee rate. Gove (TF) stated she does not feel we should even vote to join eRead Illinois after seeing the high costs to the school members. Faulkner (DK) mentioned it would be fairer to charge the schools based on their collection budgets versus the school budget. Doing so would drastically drop the fees for the school members. Huffines (FP) suggested advocating on behalf of the schools to RAILS. Long (EM) agreed. A letter from Administrative Council will be sent to the RAILS board expressing our belief that the new eRead Illinois fee structure for schools is unfair. The letter will strongly encourage RAILS to base rates for the schools on their collection budget instead of the school budget. Coulter also suggested sending a survey to the membership to get feedback on their views of joining eRead and how they feel about the new fee structure for the schools.

The Council agrees that if RAILS does not adjust the school fee structure for eRead Illinois and a survey to membership reveals distaste for joining while potentially hurting the schools, there will not be a vote at Delegates Assembly in April.

c. Update, Vega Discovery progress
Coulter (PrairieCat) went over the results from the survey linked on the Vega sites. Most patrons are finding Vega easier to use than Encore. It appears that the patrons who are having difficulties finding things is because they do not know how to find what they are looking for. This is one of the big reasons why we need to get those patron training materials put together and distributed.

Coulter mentioned that a librarian had commented that the age facets in Vega were confusing. This was discussed at the last Resource Sharing Committee meeting and was discovered to be a cataloging issue. It will now go to Tech Services Committee to work out a fix. In the meantime, Coulter did remove the ages from the age search descriptions, so it is less confusing.

Coulter received another suggest about replacing labels. Instead of listing an item as "on shelf at" to "available for checkout." If an object is reference object and it does not circulate, it does not mean that it is not

available, it just means that it is not available for checkout. We are working on refining some aspects of Vega to make it more clear for the patrons.

Faulkner (DK) asked if there is an expected time where we will switch completely over to Vega. Coulter responded that once eMaterials are completely integrated and working as we need them to, we should make a decision on whether to cut over and begin using Vega as our production software.

d. Discussion, Listening session feedback
Krooswyk (NL) said the listening session went really well. One of the big highlights was the customer service at PrairieCat. Everyone raved about the wonderful service they receive. There were a few times the discussion trailed into library specific issues and Krooswyk had to steer the conversation back on track. There were not any negative reactions to PrairieCat, Innovative or Sierra. Long (EM) asked how many libraries participated. DeSplinter (PrairieCat) said there were 13 attendees.

e. Update, RSA/RAILS meeting feedback
Coulter (PrairieCat) told RAILS about the Administrative Council's desire to discontinue discussions about combining PrairieCat and RSA. RAILS accepted this and agreed to bring this to a close.

f. Review, RFP for auditing services
Coulter (PrairieCat) shared the RFP written by PrairieCat's accountants at RAILS. We need to put a bid out for auditing services because our current bid expired after the last audit. This RFP is asking for a five-year agreement and will be sent to Lauterbach and Amen, Sikich, Carpentier Mitchell Goddard and Company, PKF Mueller, Baker Tilly, Selden Fox, and RSM US McGladrey.

g. Discussion, Roll call voting
Gove (TF) has looked into the rules for roll call voting and has discovered we do not have to do roll call voting if we have physical quorum. When we have an online meeting the roll call is required, but when have the in-person meeting with a physical quorum, it is PrairieCat's resolution and bylaws that are making the roll call necessary. Gove suggests changing the resolution. Coulter (PrairieCat) stated we have asked our lawyers about this in the past and they have always told us we have to do roll call. Now, however, a newer lawyer is telling us we do not have to do roll call voting unless we are under the disaster proclamation. Knowing this, Coulter started looking through our resolution and noticed, under section 4, points A, B, and C are not being enforced by PrairieCat.
- We are not making sure those who wish to attend via electronic means shall give notice to the Chair not less than forty-eight hours before the meeting date.
- We are not putting the names of any members who will

participate via electronic means on the agenda and the agenda shall state whether the member is participating via video or audio conference. In all other cases, the member presiding at the meeting shall announce the name of the member participating via electronic means, the members method of participation and indicate the qualifying reason for it in the record before roll call is taken.

- We are not enforcing in person attendance with the exception of personal illness or disability, employment purposes, absence due to PrairieCat business, or family or other emergency.

Coulter said enforcing these rules will hurt our members. Long (EM) explained that the four excuses for not participating in person is a rule of the Open Meetings Act (OMA). It is Long's understanding that you can participate in the meeting remotely, but you cannot vote, if it's for a reason other than the four listed. Faulkner (DK) agreed, stating that is her understanding as well. Coulter said, if that is the case, she fears we will never get 2/3 vote to approve a budget. Faulkner said her board does a roll call vote when there is money involved. She was under the impression this was a requirement from OMA. Ryan (JO) said her board does the same thing. Long also agreed. Gove stated she never does a roll call vote. Section A which requires notice if a member is going to attend electronically, is an OMA requirement, so that section should stay in PrairieCat's resolution. Section C which lists the excused absence reasons is also required by OMA. Gove believes the roll call voting is only required during a disaster proclamation. Long (EM) mentioned Governor Pritzker announced he is ending the disaster proclamation in May. Huffines (FP) said the part we need more information on is the roll call voting.

The Council agrees to edit the resolution, eliminating part B and asking the lawyers if a roll call vote is required when money is in volved and if virtual attendees are allowed to vote. The Council will revisit after hearing from the lawyers.

h. Discussion, Collection Policy for Member Libraries
Gove (TF) explained a NSLD patron used Talcott library to check out Talcott items and they are now billed. They do not use a collection agency at her library, but NSLD does. Because that patron's home library is NSLD she got sent to collections (including a $10 fee) even though the items billed are only Talcott items. It doesn't seem right but can also see the other side of it that if a Talcott patron has a bunch of NSLD items billed they will never be sent collections because Talcott does not do that.

Coulter (PrairieCat) explained that this happens because the system follows the patron not the item. This issue has been brought up before with the Resource Sharing Committee and they concluded the best way to avoid this is to have a library review their patrons before turning them

over to collections. However, not all libraries will do this. Coulter has asked that this goes to the Circulation Committee for review because the policy is very cursory. They will look this over and be able to describe what happens on the technical side. The Circulation Committee's decisions/advice will then come back to the Administrative Council for review.

VII. Ad Hoc Committee Updates
    a. Resource Sharing Committee – report from 1/25/2023
    Ryan (JO) stated the Committee discussed the age facet in Vega. The facet was giving inaccurate results and the Committee decided to take it back to Innovative for suggestions. Coulter (PrairieCat) talked with Innovative and they cannot fix it on their end which is why PrairieCat will fix it in cataloging.

    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 12:02 pm.

 Next Meeting – Friday, March 3rd, 2023, East Moline Public Library, East Moline, 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: 2/3/2023	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.	11	0	0	Y	Y	Y	Y	M Y	2ND Y	Y	Y	Y	Y	Y

PrairieCat

Date: **3/3/2023**

To: **PrairieCat Administrative Council**

From: **Elena Mendoza, RAILS Staff Accountant**

Subject: **PrairieCat Financial Report – January 2023**

Please find attached the PrairieCat Financial Reports for the month of January 2023. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of January 21 through February 22.

As of January 31, of the total cash balance of $2,009,959, $1,380,827 was undesignated working cash, $622,522 was designated for capital reserves, and $6,610 was eCommerce receipts payable to the membership. Cash increased $298,595 during the month of January primarily due to the receipt of 86% of the invoiced third quarter member fees ($259,928) and the receipt of the quarterly RAILS support grant payment ($141,069). These receipts were partially offset by the monthly payroll and payroll-related expenses, monthly LIMRICC health insurance expense ($19,870), second quarter eCommerce pay-outs to members ($15,609), third quarter ProQuest Syndetics Unbound subscription ($10,444), as well as several other vendor expenses.

The balance of working cash was sufficient to fund 8.5 months of budgeted FY2023 operating expenses, and the capital reserves amount could fund an additional 3.9 months of budgeted operating expenses.

Total revenues through January of $1,127,896 were $34,067 above budgeted amounts primarily due to the addition of the North Chicago Public Library migration, data scoping fees, and annual Sierra subscription ($14,000), their second and third quarter member fees ($2,736 quarterly), and their one-time capital reserve contribution ($5,000). The migration, data scoping, and 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. 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 and reimbursements for self-check station license billings to members.

Total year-to-date interest as of the end of January was $14,235, which was $11,027 above the year-to-date budgeted amount of $3,208. The Illinois Funds interest rate has continued to rise with the daily rate at 4.526% as of February 22. During the February 1 meeting of the Federal Reserve, the benchmark interest rate was raised by a quarter percentage point, bringing the targeted range between 4.5% and 4.75%. This is the eighth increase since March 2022. The Federal Reserve anticipates ongoing incremental increases and are uncertain when they will end.

Total expenses through January of $1,018,018 were $117,789 below budget mostly due to under budget Supplies, Postage and Printing costs ($45,363), Personnel costs ($35,122), Contractual Services expenses ($19,598), Travel and Continuing Education costs ($6,916), Vehicle expenses ($3,009), 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 for the majority of the first half of the fiscal year, returning in early December, as well as not having yet incurred unemployment insurance and tuition reimbursement expenses through January. Contractual Services expenses were temporarily under-budget due to timing differences between the monthly budgeted amounts and the receipt and payment of vendor invoices, as well as not having yet incurred outside printing expenses through January. Travel and Continuing Education costs were below budget through January but are expected to rise as other conferences take place throughout the fiscal year. Vehicle expenses were below budget mostly due to the FY2022 sale of the PrairieCat vehicle that was assigned to Bolingbrook, which resulted in lower than budgeted expenses for insurance, repairs and maintenance, fuel, and other vehicle expenses through January.

PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING January 31, 2023

Beginning Cash Balance	$ 1,711,364.19
Cash Received	
Payments from Member Libraries, etc.	405,269.50
Interest - BankORION	291.52
Interest - Illinois Funds	2,543.50
eCommerce Receipts Payable	7,054.34
Total Cash Received	415,158.86
Expenses Paid	
Checks and Vendor ACH Payments	46,222.76
Payroll and Retirement Contributions	66,927.25
ACH Credit Card Payments	2,992.32
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	421.99
Total Disbursements	116,564.32
Ending Cash Balance	$ 2,009,958.73

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	$ -
eCommerce Cash Receipts Payable	6,609.58
Capital Reserve Designation	622,522.40
Working Cash	1,380,826.75
TOTAL CASH	$ 2,009,958.73

PAYPAL FUNDS DETAILS:

January PayPal Receipts in Transit to Bank	$694.59

Invested in Capital Assets Balance as of January 2023	$1,037.45
Unrestricted Fund Balance as of January 2023	$1,937,345.01
FY23 operating expenses excluding planned capital reserve designation:	$ 1,940,141.92
Working Cash % of operating expenses:	71.17%

PrairieCat
Balance Sheet
As of 1/31/2023

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,297,431.35
Cash - Illinois Funds	712,527.38
PayPal Funds	694.59
Total Cash & cash equivalents	2,010,653.32
Accounts receivables	41,805.60
Prepaid expenses	259,890.53
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Accumulated Depreciation	(298,971.05)
Total Capital Assets, net	1,037.45
Other Assets	
Deferred Outflows - Pension	440,899.93
Total Other Assets	440,899.93
Total Assets	2,754,286.83
Liabilities	
eCommerce Receipts Payable	7,304.17
Payroll	
Salaries Payable	19,082.77
PR Tax Withheld Payable	5,401.00
Pension Payable	15,680.54
Retirement Payable	1,202.75
PR Tax Expense Payable	2,080.20
Total Payroll	43,447.26
Deferred revenue	345,159.80
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	815,904.37
Net Assets	
Beginning Net Assets	1,828,504.41
Current YTD Net Income	109,878.05
Total Net Assets	1,938,382.46
Total Liabilities and Net Assets	2,754,286.83

	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	16,101.19	16,101.00	100.00%	27,602.00	58.33%
Fully Participating and Basic Online Member Revenue	93,033.00	648,771.73	645,492.75	100.50%	1,106,558.92	58.62%
ILL Barcode Revenue	0.00	2,000.00	1,750.00	114.28%	3,000.00	66.66%
Fully Participating & Basic Online - CR Contribution	4,829.17	38,652.21	33,343.00	115.92%	57,160.00	67.62%
Union List - CR Contribution	576.58	4,036.06	4,035.00	100.02%	6,919.00	58.33%
Total Fees for Services and Materials	100,738.92	709,561.19	700,721.75	101.26%	1,201,239.92	59.07%
Reimbursements						
Reimbursements	1,335.39	25,847.73	11,471.25	225.32%	19,665.00	131.44%
Reimbursements - Hosting Fee	3,967.16	27,645.37	27,393.00	100.92%	46,960.00	58.87%
Reimbursements - Capira Mobile App	2,349.42	16,877.47	20,125.00	83.86%	34,500.00	48.92%
Total Reimbursements	7,651.97	70,370.57	58,989.25	119.29%	101,125.00	69.59%
Investment Income	2,835.02	14,235.11	3,208.00	443.73%	5,500.00	258.82%
Other						
Other Grants	0.00	0.00	1,166.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	47,023.08	329,161.58	329,161.00	100.00%	564,277.00	58.33%
Other Revenue	0.00	4,567.96	583.00	783.52%	1,000.00	456.79%
Total Other	47,023.08	333,729.54	330,910.00	100.85%	567,277.00	58.83%
Total REVENUES	158,248.99	1,127,896.41	1,093,829.00	103.11%	1,875,141.92	60.15%
EXPENSES						
Personnel						
Other Professionals	49,439.16	373,265.66	375,746.00	99.33%	642,723.00	58.07%
Support Services	10,336.51	59,346.19	78,809.00	75.30%	134,805.00	44.02%
Social Security Taxes	4,160.38	30,528.62	34,755.00	87.83%	59,450.00	51.35%
Unemployment Insurance	0.00	0.00	2,042.00	0.00%	3,500.00	0.00%
Worker's Compensation	143.09	1,414.63	950.25	148.86%	1,629.10	86.83%
Retirement Benefits	7,723.02	59,665.84	63,696.00	93.67%	108,953.00	54.76%
Health, Dental And Life Insurance	14,510.46	89,084.91	91,646.00	97.20%	157,108.92	56.70%
Other Fringe Benefits	275.00	453.00	583.00	77.70%	1,000.00	45.30%
Tuition Reimbursements	0.00	0.00	291.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	220.00	583.00	37.73%	1,000.00	22.00%
Total Personnel	86,587.62	613,978.85	649,101.25	94.59%	1,110,669.02	55.28%
Buildings and Grounds						
Property Insurance	203.84	1,426.88	1,458.00	97.86%	2,500.00	57.07%
Total Buildings and Grounds	203.84	1,426.88	1,458.00	97.87%	2,500.00	57.08%
Vehicle Expenses						
Fuel	56.40	471.20	1,166.00	40.41%	2,000.00	23.56%
Repairs And Maintenance	11.25	274.98	1,166.00	23.58%	2,000.00	13.74%

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Vehicle Insurance	199.67	680.69	1,458.00	46.68%	2,500.00	27.22%
Vehicles Leasing And Rent	0.00	0.00	291.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	82.50	437.00	18.87%	750.00	11.00%
Total Vehicle Expenses	267.32	1,509.37	4,518.00	33.41%	7,750.00	19.48%
Travel and Continuing Education						
In-State Travel	0.00	910.57	2,916.00	31.22%	5,000.00	18.21%
Out-Of-State Travel	0.00	1,513.60	3,500.00	43.24%	6,000.00	25.22%
Registrations And Meeting, Other Fees	199.57	3,491.87	5,250.00	66.51%	9,000.00	38.79%
Conferences And Continuing Education Meetings	0.00	1,241.46	2,916.00	42.57%	5,000.00	24.82%
Public Relations	0.00	799.83	291.00	274.85%	500.00	159.96%
Total Travel and Continuing Education	199.57	7,957.33	14,873.00	53.50%	25,500.00	31.21%
Commercial Insurance	640.00	4,480.00	4,375.00	102.40%	7,500.00	59.73%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,371.36	19,243.25	65,333.00	29.45%	112,000.00	17.18%
General Office Supplies And Equipment	249.42	843.72	117.00	721.12%	200.00	421.86%
Total Supplies, Postage and Printing	1,620.78	20,086.97	65,450.00	30.69%	112,200.00	17.90%
Telephone and Telecommunications	0.00	0.00	2,508.00	0.00%	4,300.00	0.00%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	39.05	683.95	1,750.00	39.08%	3,000.00	22.79%
Total Equipment Repair and Maintenance	39.05	683.95	1,750.00	39.08%	3,000.00	22.80%
Professional Services						
Legal	242.50	1,322.50	4,083.00	32.39%	7,000.00	18.89%
Accounting	0.00	4,600.00	4,083.00	112.66%	7,000.00	65.71%
Consulting	0.00	800.00	1,458.00	54.86%	2,500.00	32.00%
Payroll Service Fees	562.72	4,161.81	3,792.00	109.75%	6,500.00	64.02%
Total Professional Services	805.22	10,884.31	13,416.00	81.13%	23,000.00	47.32%
Contractual Services						
Information Service Costs	41,772.62	304,577.73	325,613.00	93.53%	558,193.90	54.56%
Outside Printing Services	0.00	0.00	1,166.00	0.00%	2,000.00	0.00%
Other Contractual Services	6,668.05	46,661.38	44,058.00	105.90%	75,529.00	61.77%
Total Contractual Services	48,440.67	351,239.11	370,837.00	94.72%	635,722.90	55.25%
Depreciation	207.51	1,452.57	2,856.56	50.85%	4,897.00	29.66%
Professional Association Membership Dues	94.58	1,188.52	1,166.00	101.93%	2,000.00	59.42%
Miscellaneous	103.00	731.50	291.00	251.37%	500.00	146.30%
Miscellaneous - eCommerce Fees	318.99	2,399.00	3,208.00	74.78%	5,500.00	43.61%
Total EXPENSES	139,528.15	1,018,018.36	1,135,807.81	89.63%	1,945,038.92	52.34%

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	18,720.84	109,878.05	(41,978.81)	(261.74)%	(69,897.00)	(157.19)%

Vendor Name	Effective Date	Check Amount
WEX Bank	1/24/2023	54.40
First Bankcard	1/30/2023	2,620.58
Bank Orion	1/31/2023	73.00
Paycom Payroll LLC	2/2/2023	448.26
Paycom Payroll LLC	2/2/2023	19,082.77
Paycom Payroll LLC	2/2/2023	7,481.20
ICMA Retirement Corporation	2/3/2023	1,202.75
MerchantE	2/3/2023	307.78
Illinois Municipal Retirement Fund	2/7/2023	10,453.85
LIMRICC	2/8/2023	19,870.20
Bank Orion	2/9/2023	20.00
MerchantE	2/13/2023	107.00
INNOVATIVE INTERFACES INCORPORATED	2/15/2023	1,050.00
Paycom Payroll LLC	2/16/2023	281.36
Paycom Payroll LLC	2/16/2023	19,082.78
Paycom Payroll LLC	2/16/2023	7,481.18
ICMA Retirement Corporation	2/17/2023	1,202.75
John Slanicky	2/22/2023	13.12
Report Total		90,832.98

	July 2021	July 2022	Aug 2021	Aug 2022	Sept 2021	Sept 2022	Oct 2021	Oct 2022	Nov 2021	Nov 2022	Dec 2021	Dec 2022	Jan 2022	Jan 2023	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	1,224,624	1,215,549	1,223,124	1,210,847	1,223,124
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	5,160,306	5,140,373	5,155,078	5,136,754	5,155,078
Patron records	360,659	349,095	364,275	354,815	367,132	358,694	370,335	371,248	372,876	372,189	373,837	372,299	376,417	374,606	345,140	374,606
Total circulation	418,632	442,427	333,010	431,013	363,808	392,512	363,451	386,612	350,707	379,399	316,891	329,603	348,886	404,704	4,450,516	2,766,270
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	45,731	57,347	62,328	638,373	376,674
Reciprocal borrowing	45,706	49,276	42,743	48,160	39,897	43,301	39,998	43,631	37,412	42,487	34,708	36,391	38,206	45,815	499,632	309,061
Training, Outreach and Engagement																
Training events	2	7	1	2	1	7	3	4	1	7	2	8	8	6	43	41
Training participants	6	23	2	12	9	17	8	202	2	16	4	64	23	17	185	351
Training contact hours	14	33	1	18	27	25	18	301	3	21	5	73	29	25	221	494
TalentLMS Course Completions	370	292	181	420	233	302	353	302	247	184	162	126	275	228	2,871	1,854
Site visits	4	1	5	4	3	-	5	5	1	2	4	2	3	1	47	15
Member Meetings/Events	6	10	6	9	19	10	8	10	4	6	3	9	6	7	88	61
Meeting/Event participants	155	183	72	129	455	406	283	201	100	80	32	154	179	165	1,905	1,318
Meeting/Event contact hours	259	257	92	184	446	85	428	322	113	251	56	197	242	276	2,605	1,570
Troubleshooting																
HelpDesk Calls Opened	236	242	327	388	312	236	322	291	259	384	250	285	271	247	3,595	2,073
HelpDesk Calls Closed	248	225	303	385	303	193	282	281	240	364	342	251	278	248	3,696	1,947
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	1,562	1,349	1,857	15,983	12,091
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	1,688	2,491	1,750	22,791	14,599
Cleanup/overlays/merges - PC staff	4,236	704	846	2,712	633	1,417	632	3,051	626	2,537	1,101	1,226	885	1,656	18,603	13,303
Cleanup/overlays/merges - MARC catalogers	916	825	1,293	1,142	702	1,320	931	913	1,192	1,178	798	896	1,004	906	9,788	7,180
Enhancements/corrections - PC staff	15	22	37	43	3	48	29	49	-	9	30	26	28	50	291	247
Enhancements/corrections - MARC catalogers	6	116	153	188	175	159	133	75	222	113	107	67	216	114	1,241	832
Original catalogings - PC staff	35	26	53	29	36	34	14	53	-	24	39	34	35	40	387	240
Original catalogings - MARC catalogers	13	36	-	-	-	-	-	31	-	36	-	19	-	-	13	122
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	46,693	126,286	89,781	647,359	473,444
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov																

Memo: **Award for Financial Accounting Contract, Fiscal Years 2023-2027**

To: **PrairieCat Administrative Council**

From: **Carolyn Coulter, PrairieCat Director**

Date: **March 3, 2023**

PrairieCat issued an RFQ for audit services on February 6, 2023. Bids were solicited from our current auditor as well as five other well-known auditing firms who have done business with libraries in Illinois. The deadline for submissions was February 17, 2023.

PrairieCat received two responses to our RFQ, from Lauterbach and Amen, LLP (our current auditor) and Selden Fox Ltd. Both responses were read and reviewed by both the PrairieCat Director and the RAILS Finance Office. RAILS Finance provided detailed scoring (attached, below) and a cost comparison, as well as a comparison to historical costs for PrairieCat audit contracts.

Given the outcome of both the cost analysis and scoring, it is recommended to contract with Lauterbach and Amen, LLP, for fiscal years 2023-2027 (five-year agreement).

Audit Proposal Fees:
N/A = Did not bid

	Lauterbach	Sikich	PRAIRIECAT Carpentier	PKF Mueller	Selden Fox	RSM US
FY 2023	$ 4,800.00				$ 14,000.00	
FY 2024	$ 4,950.00				$ 14,500.00	
FY 2025	$ 5,100.00	N/A	N/A	N/A	$ 15,000.00	N/A
FY 2026	$ 5,250.00				$ 15,500.00	
FY 2027	$ 5,400.00				$ 16,000.00	
Total Five Year Cost	$ 25,500.00	$ -	$ -	$ -	$ 75,000.00	$ -

Historical Audit Fees:

	Lauterbach	PRAIRIECAT Carpentier
FY 2011		$ 5,000.00
FY 2012		$ 5,750.00
FY 2013		$ 4,750.00
FY 2014		$ 4,750.00
FY 2015	$ 4,250.00	
FY 2016	$ 4,340.00	
FY 2017	$ 4,430.00	
FY 2018	$ 4,200.00	
FY 2019	$ 4,300.00	
FY 2020	$ 4,400.00	
FY 2021	$ 4,500.00	
FY 2022	$ 4,600.00	
Total Costs	$ 35,020.00	$ 20,250.00

10 = Top score
0 = Lowest score
N/A = Did not bid

	Lauterbach	Sikich	Carpentier	PKF Mueller	Selden Fox	RSM US
			PRAIRIECAT			
Ability to complete the audit in a timely manner	10				9	
Inclusion of all financial reports listed in bid item #2	7				7	
Inclusion of all report requirements	7				7	
Compliance with number of copies request	8				3	
Auditor will prepare the financial statements	10				10	
Are licensed by the Illinois State Board of Accountants	10				10	
Experienced in relation to the scope of audits	10				8	
Provided list of similar libraries, govts or pertinent accts	10				8	
Provided staff assignments and availability to complete	10	N/A	N/A	N/A	9	N/A
Provided participation of senior audit personnel	10				9	
Provided frequency of contact with fiscal personnel	10				10	
Provided availability of staff to respond to questions	10				10	
Provided audit firm staff stability history	10				9	
Provided procedures used to transmit audit adjustments	10				9	
Provided detailed audit plan	10				9	
Provided fee proposal and additional billing criteria	10				4	
Provided copy of firm's most recent peer review & letters	9				9	
Additional non-required features, such as continuing educ.	10				7	
Total	170	0	0	0	143	0

Date: 3/3/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: eRead Illinois participation discussion

Executive Summary:

To inform our ongoing discussion regarding consortium membership in eRead Illinois and the impact of new eRead pricing structures on school library members, we conducted a survey of school members of all membership levels. Below please find the responses that we have received from members.
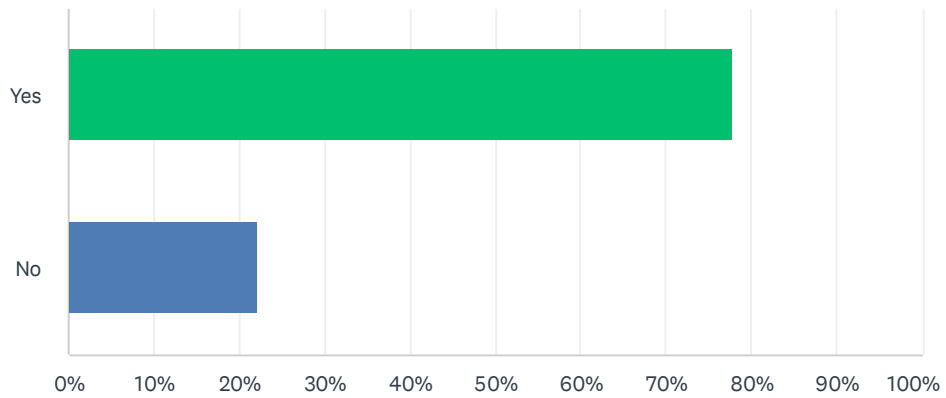
Q1 What is your membership level in PrairieCat?

Answered: 9   Skipped: 0
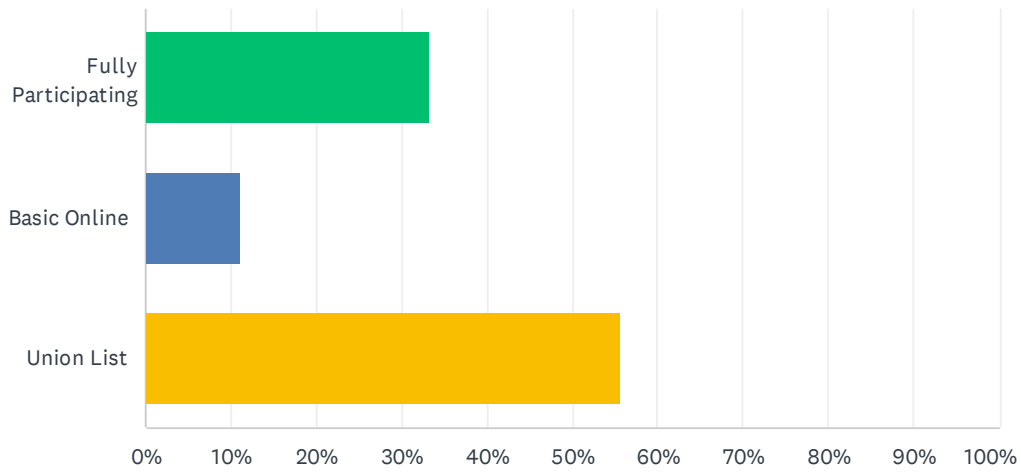
ANSWER CHOICES	RESPONSES	
Fully Participating	33.33%	3
Basic Online	11.11%	1
Union List	55.56%	5
TOTAL		9

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Q2 Is your school currently an eRead Illinois member?

Answered: 9   Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes	77.78%	7
No	22.22%	2
Total Respondents: 9		

Q3 Current members: How significantly will the fee change impact your school?

Answered: 7   Skipped: 2
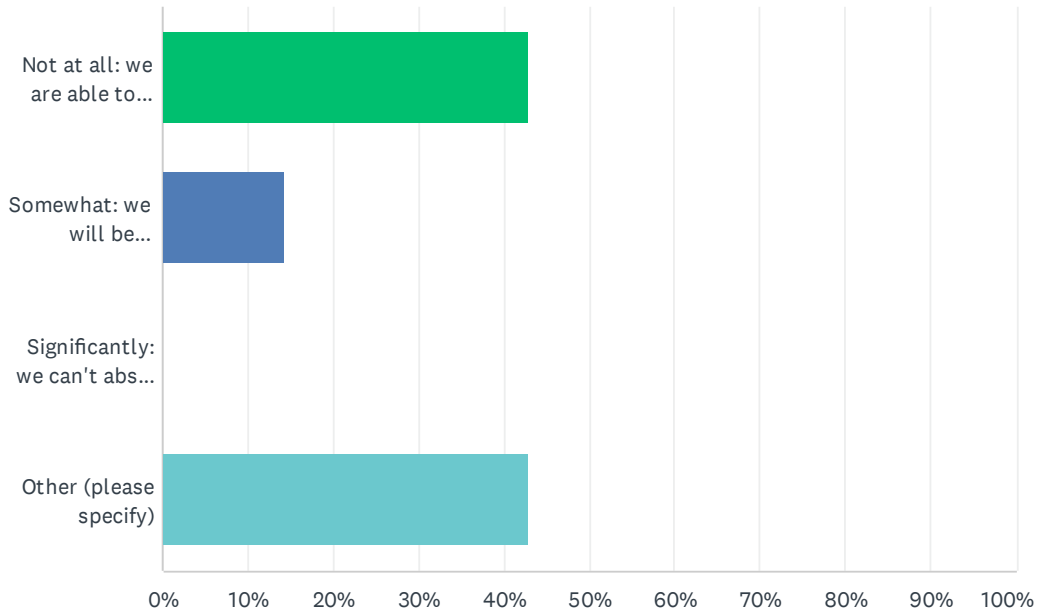
ANSWER CHOICES	RESPONSES	
Not at all: we are able to absorb the cost increases	42.86%	3
Somewhat: we will be impacted, but will be able to absorb the increases with some difficulty	14.29%	1
Significantly: we can't absorb these increases	0.00%	0
Other (please specify)	42.86%	3
TOTAL		7

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Q4 Current members: Considering the cost increases described, does your school plan to:

Answered: 7   Skipped: 2
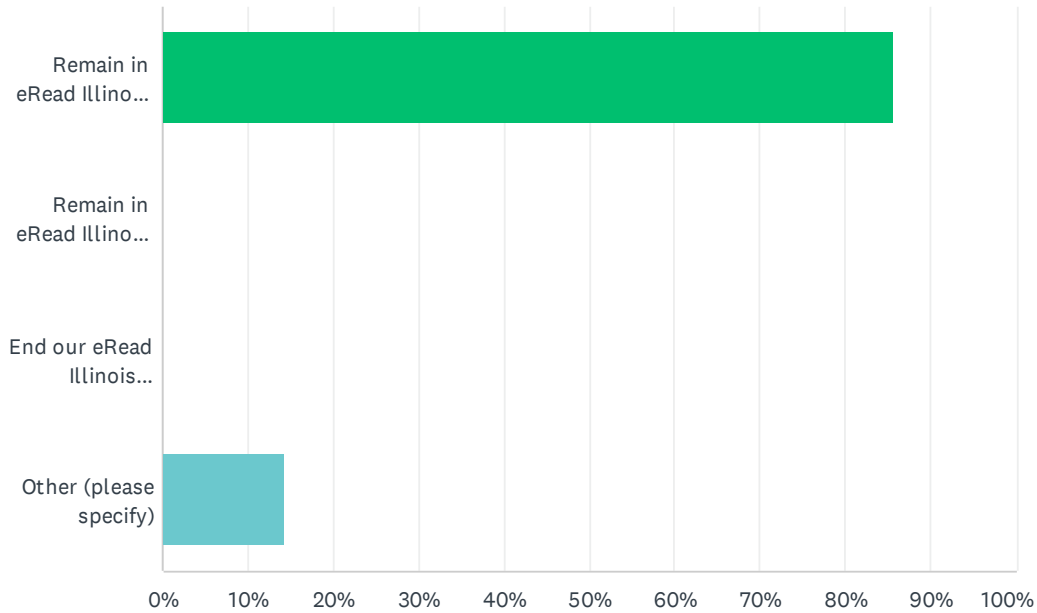
ANSWER CHOICES	RESPONSES	
Remain in eRead Illinois with no changes to our participation	85.71%	6
Remain in eRead Illinois, but may need to eliminate participation at some schools	0.00%	0
End our eRead Illinois participation	0.00%	0
Other (please specify)	14.29%	1
TOTAL		7

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Q5 If you are not currently an eRead Illinois member, do/did you have plans to join in the coming year?

Answered: 3   Skipped: 6
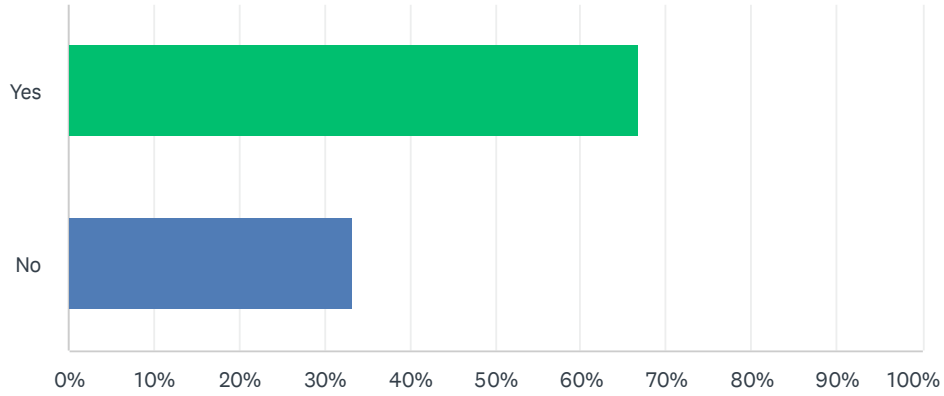
ANSWER CHOICES	RESPONSES	
Yes	66.67%	2
No	33.33%	1
Total Respondents: 3		

Q6 If you are not currently an eRead Illinois member, does the fee structure increase change your plans?

Answered: 2   Skipped: 7
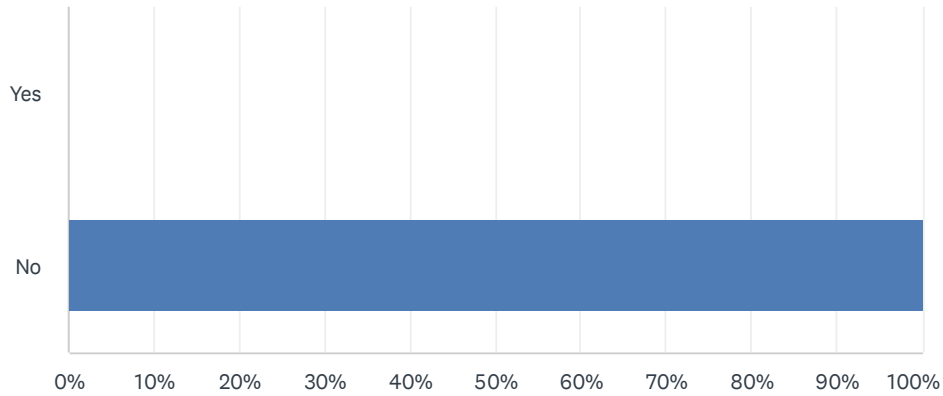
ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	2
Total Respondents: 2		

Any additional comments?
Open-Ended Response
Most students in our school that e-read, have parents that also e-read. Students have not shown any interest in e-books.
I talked with Anna Behm and Leila Heath from eRead IL and one thing they said that made me say, "Oh!" was: "How many actual books would this money buy?" I can get so many more ebooks through eRead IL.
For schools with multiple buildings, the cost increase is significant and concerning. Our district is a single-building, so we are affected less.
We wish the change was per district, rather than per building. The district can more easily afford a slight increase versus both increasing and being charged that new amount per building.

Date: 3/3/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Vega patron survey results

Executive Summary:

Current results of the ongoing patron survey for Vega Discovery are below. I am providing summary data as well as individual responses to the free text questions. Feedback is being monitored and is taken into account when we communicate issues with Innovative, or request enhancements or changes.

Q1 What task did you perform using the NEW library catalog today?

Answered: 160   Skipped: 1
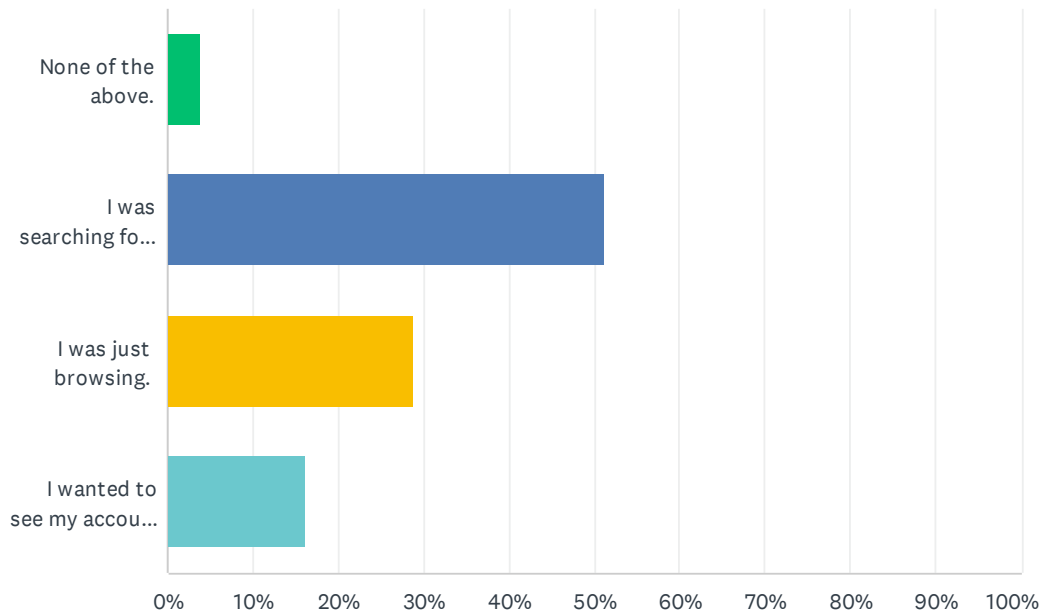
| ANSWER CHOICES	RESPONSES	
None of the above.	3.75%	6
I was searching for a specific title.	51.25%	82
I was just browsing.	28.75%	46
I wanted to see my account details - what I have checked out, when materials are due etc.	16.25%	26
TOTAL		160

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Q2 I could easily find what I was looking for today.

Answered: 159   Skipped: 2

Legend:
- Strongly ag...
- Agree
- Neither agr...
- Disagree
- Strongly dis...
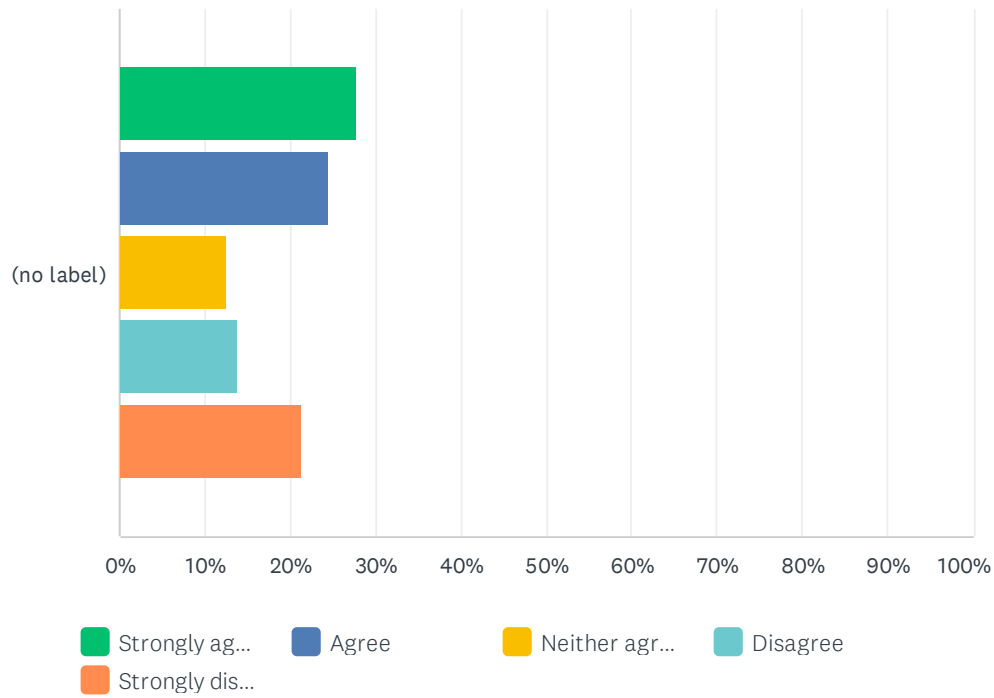
	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
(no label)	27.67% 44	24.53% 39	12.58% 20	13.84% 22	21.38% 34	159	3.23

Q3 Compared to the previous online catalog, this NEW online catalog is...

Answered: 158   Skipped: 3
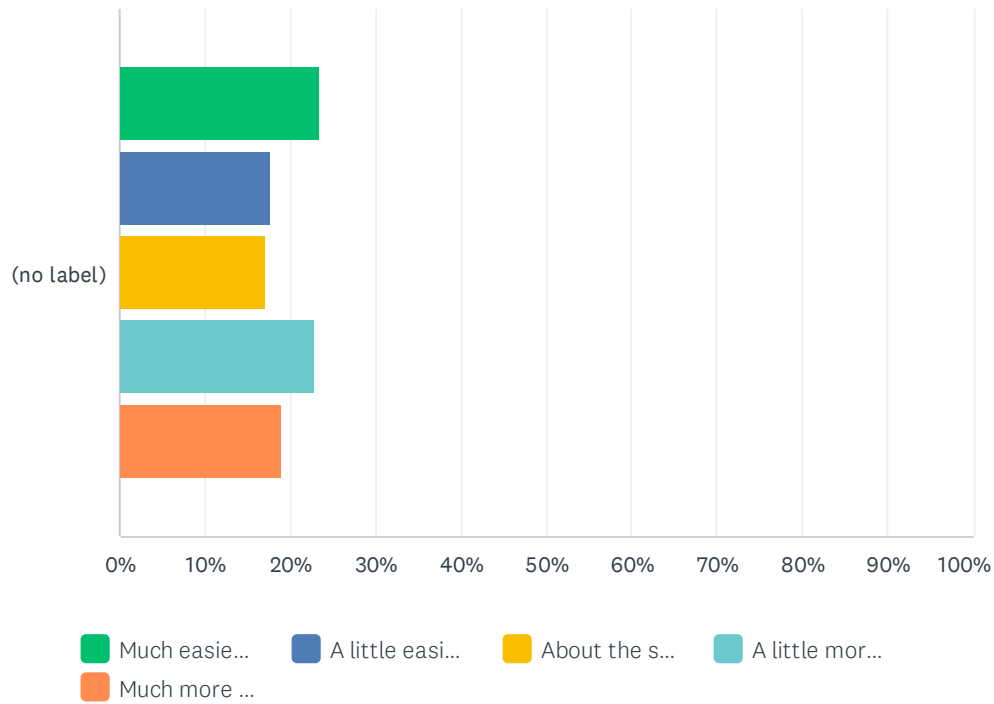
	MUCH EASIER TO USE	A LITTLE EASIER TO USE	ABOUT THE SAME	A LITTLE MORE DIFFICULT TO USE	MUCH MORE DIFFICULT TO USE	TOTAL	WEIGHTED AVERAGE
(no label)	23.42% 37	17.72% 28	17.09% 27	22.78% 36	18.99% 30	158	3.04

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What did you like about the new catalog?	What did you find difficult or confusing in the new catalog?
Open-Ended Response	Open-Ended Response
It is generally very easy to use.	I was searching for a DVD series I know is available. DVD did not appear in the format options.
Word suggestions like modern browsers for title searches	It spins and spins and never gets my results. Series links are inaccurate.
Clean, modern look.	Where are the subject headings to click on? I used them all the time.
Easy access.	Nothing!
really clear search bar, very "clean" looking	A couple things - the search bar doesn't tell me what I'm searching for - am I just searching library books or does that include journals and databases too? Also, the first time I did a title search I struggled to find the search bar again, I finally saw "back" on the left and the magnifying glass on the right. I clicked the magnifying glass and when I did another search the search bar stayed at the top of the search results which was awesome.
The interface.	The interface.
Not cluttered	Not obvious where the menu items are located.
It was easy to navigate all of the tabs from reading history to bookmarks	Adding qualifier to my search (ie movie) made it more difficult to actually find the movie!
I like the filters, but...	I don't like that I can't use an "advanced" search feature where I specify my search filters at the same time as entering my search term. ALSO: I want to be able to modify a search, changing the search term OR certain filters while leaving the rest already set. The search function is now TOO basic, requiring more tedious clicking.
	I had a hard time figuring out if the book I was interested in was at my library, Marengo-Union. I finally figured out how to do it, but it was through many unnecessary steps.
I like the new layout	I picked up the holds I have, but it keeps it in the hold category instead of moving it to the checked out category.
Bigger print, moves more quickly from screen to screen.	After a very short learning curve I like it!
Interface is clean.	In the new catalog, I could not see "my account" so see which books I have checked out & when they are due. It showed basic information, not specific.
Nothing	Had to go back to the start and reenter the title to get the book info so I could put it on hold.
very little.	So many things about using the catalog are not made obvious or easy. How do I search by Author?
Updated old phone number in Profile, and automatically Renewed items instead of checking boxes and going to a different screen and then another screen to show new due date.	N/A
Easy to maneuver between screens	I don't like having to go to location, then type it, then select it, then apply to search for my home library.
I was able to place a hold on the title I wanted. In the old format, it was not letting me do that tonight.	Nothing
Very little	Does the word concepts fill in for the term subjects. Why date newest and new materials? I felt like I was just wondering around instead of finding something .. I doubt that patrons want to browse among 378 titles.
Really like how you can narrow down the age groups. I was searching for spring books for my young kids, and that helped a lot!	
I like that I could search very specifically to our library first before it expanded the search to other libraries.	
updated design, photos of materials in catalog search, tiled display of reading history, added information about local library (staff, hours, closings)	to find my account information at first. found it first by clicking on my name (after clicking on other icons) found it second when I discovered "my bookshelf". when doing a search for materials, my library (Galena) didn't show up as a "location" option to refine results.
not much	Where is the new search button? Where is the link to a list of other books by the author (not cover photos) The only information on the search screen that indicates you might have the right title is the photo of the cover. When there is no photo, you have to click on each one to see if you are even close. If I chose all, the results ignored the subject headings. This might be because I didn't put in (Ill.)? See my search results for Woodstock--History. Please put more information on the results screen.
grouping of records	Sometimes you can't find a title you know you have. Case in point - Eleanor Oliphant is completely fine shows up in Encore but not in Vega. Also, if patron just places a hold, the hold goes to the most recent record instaed of the record most likely to be fulfilled.
	I could not find my want to read list
	not user friendly

Date: 3/3/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Roll call voting in Delegates Assembly

Executive Summary:

As discussed at the February Administrative Council meeting, Council is investigating the need to do roll call voting at Delegates (and at Administrative Council). We have reached out to our lawyer at Klein, Thorpe and Jenkins for advice in this matter, and have ascertained the following:

- According to our lawyers, the requirement to do a roll call is not part of the Open Meetings Act language before the declaration of the COVID disaster. The COVID disaster rules that were put in place to accommodate remote meetings do require roll call voting, but the original language does not. In May, the Governor has declared that he will not renew the disaster proclamation, thus we will revert to pre-COVID rules. When that occurs, voice voting would be allowed.
- The current General Policy Manual board resolution in place in PrairieCat, however, does specify that roll call voting must be used. To revert to voice votes at Delegates or at Administrative Council, the board would need to revise the existing resolution. The suggested changes are attached and have been vetted through the lawyer.

  From the lawyer: "...the bylaws *(General Policy Manual-Carolyn)* are even worse than OMA because it requires roll call votes every time anyone is participating electronically, even for normal meetings. OMA doesn't require this much. For normal meetings at which electronic participation is allowed, voice votes are ok. You don't even need to do a roll call for those participating online, although I would be sure to record yeas and nays if there isn't unanimity. There IS an additional requirement for doing everything by roll call when you are operating under the disaster declaration section of the rules. This is a separate section that was enacted after the start of the COVID pandemic and that just says roll calls for every vote, no exceptions. So, you definitely need to update the bylaws *(GPM)* first in order to do anything; but you do not have to worry about OMA if you are meeting normally.

- Although a voice vote would be allowable in financial matters, the lawyer stated that: "The financial decisions roll call vote may be required by your bylaws, that is very common practice. *(Our bylaws do not specify this-Carolyn)* I always recommend that it is done that way. I also always recommend a roll call vote if there is a supermajority needed for any reason *(Our bylaws specify 2/3 majority on the budget, changes to the bylaws, and all contracts over $5,000, as well as dissolution of PrairieCat-Carolyn)* However, I do not know of any statute that specifically requires roll call if there is another accurate method of voting (say a voice vote where you are unanimous or only have an identifiable dissent)."
- The lawyer also said that we "can take in the member votes prior to the meeting by electronic vote or balloting and then have the Board acknowledge or adopt a record of the vote so that the actual final action is done during a meeting but the lengthy member roll call can be avoided? That would be acceptable."
- She also stated: "I am familiar with public bodies that have, in their bylaws or procedures, balloting requirements/procedures for member votes. Then the Board will adopt an Ordinance/ Resolution which recites the member vote, but the Ordinance/Resolution is the actual item adopted by the Board and so the entire roll call isn't necessary during the public meeting. Although the ones I have experience with are paper balloting, there is no distinction between paper and electronic balloting from a legal sense (it's just that electronic balloting is newer tech). You'd definitely want to make sure that you have a secure and identity-confirming electronic balloting process. And I'd want to see what the bylaws say if you put a procedure like that in place, because you wouldn't want the Board to be able to disregard or override the member vote. But if you are finding that you can't get a member quorum to conduct business or you can't address the things you want to because it's too unwieldy to consider the "public body" the full membership and impose the attendance/voting requirements on that, then there may be a workaround in considering the Board only the "public body" and run the votes through them."

Recommendation:

The Administrative Council should discuss and edit the existing board resolution, General Policy Manual, and Bylaws as needed to comply with the determinations of the lawyer as well as our need to provide fair and representative voting for our members.

Resolution Establishing The Process For Participation By Electronic Means In Meetings

WHEREAS, the Open Meetings Act, 5 ILCS 120/1 *et seq.*, allows for participation of members of a public body in a meeting via electronic means in certain circumstances; and

WHEREAS, electronic participation, which includes video or audio conference, is allowed if a quorum of the members of the public body is physically present at the location of an open or closed meeting; and

WHEREAS, in order to permit electronic attendance at meetings, the public body must pass rules regarding when electronic participation is permitted; and

WHEREAS, the Administrative Council desires to allow for electronic attendance in certain circumstances and in accordance with state law.

NOW, THEREFORE, BE IT RESOLVED by the Chair and Administrative Council of PRAIRIECAT, as follows:

SECTION 1: That the recitals set forth above are incorporated as Section 1 of this Resolution.

SECTION 2: Notices of meetings to be conducted in which an Administrative Council member, Delegates Assembly member, Executive Committee member or Standing Group member participates by electronic means shall be given in accordance with the Open Meetings Act. Minutes of such meetings shall reflect which member(s) attended via electronic means.

SECTION 3: A quorum of each body (Administrative Council, Delegates Assembly, Executive Committee and Standing Group) must be physically present at the location of its meeting.

SECTION 4: The following rules shall apply for the conduct of any meeting at which any such member participates via video or audio conference:

A. Except where it is not practicable, the member who cannot be physically present at a meeting for one of the reasons described below and who wishes to attend via electronic means shall give notice to the Chair not less than forty-eight (48) hours before the meeting date.

B. If the member provides notice of electronic participation before the meeting agenda is posted, the names of any members who will participate via electronic means shall be listed on the agenda and the agenda shall state whether the member is participating via video or audio conference. In all other cases, the member presiding at the meeting shall announce the name of the member participating via electronic means, the member's method of participation and indicate the qualifying reason for it in the record before roll call is taken.

BC. Members may participate in a meeting via electronic means if the members are prevented from physically attending for any of the following reasons:

       1. Personal illness or disability;
       2. Employment purposes;
       3. Absence due to PRAIRIECAT business; or
       4. Family or other emergency

D. ~~At all meetings where a member participates via electronic means, all votes shall be taken by roll call vote.~~ The member, if participating via audio conference, must, each time he/she wishes to speak, identify himself/herself by name and be recognized by the presiding officer before speaking.

E. The member participating electronically and other members of the Administrative Council, Delegates Assembly, Executive Committee and Standing Group must be able to communicate effectively, and any members of the audience at the meeting in question must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, PRAIRIECAT shall provide electronic communication equipment adequate to accomplish this objective at the meeting site.

SECTION 5: That the Chair is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

SECTION 6: This Resolution shall be in full force and effect immediately upon its passage.

ADOPTED by PRAIRIECAT this _6th day of _October , 2010.

Revised: <date>