PrairieCat Administrative Council
Agenda
May 5th, 2023

The Council will meet on Friday, May 5th, 2023, 10:30 am –1 pm
In person at the New Lenox Public Library District, 120 Veterans Pkwy, New Lenox, IL

The meeting will also be available online via Zoom:

https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQeyaOWELi-tuB5BdBk_k9-#/registration

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 April 7th, 2023, PrairieCat Administrative Council meetings
    b. Approve financial report for March 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: Approve final election slate for Administrative Council and standing committees (p. 21)
    b. ACTION: Approve changes to General Policy Manual Appendix A: Membership Tiers, Fee Structure and Eligibility (p. 22)
    c. ACTION: Approve changes to Marc cataloger member guidelines (p. 23)
    d. ACTION: Review and discussion, changes to collection policy and procedures of the circulation manual (pp. 24-27)
    e. Review: Strategic Plan workplan for FY24 (pp. 28-33)
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, June 2nd, 2023, Johnsburg Public Library

PrairieCat Administrative Council
Agenda
April 7th, 2023

The Council met on Friday, April 7th, 2023, 10:30 am –1 pm
In person at the Bourbonnais Public Library District, 250 W John Casey Rd, Bourbonnais, IL

The meeting will also be available online via Zoom:

https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQ
eyaOWELi-tuB5BdBk_k9-

I.   Call to order, Welcome and Introductions
     Present at Bourbonnais: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Kelly McCully (BD), Emily Faulkner (DK), Beth Ryan (JO)

     Present via Zoom: Laura Watson (HC), Ashley Huffines (FP), Kimberly Brozovich (RP), Megan Gove (TF), Victoria Blackmer (CV), Michelle Krooswyk (NL), Melissa Landis (PrairieCat)

     Absent: Laura Long (EM), Penny Bryant (PT),

     Faulkner (Chair-DK) called the meeting to order at 10:30 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 March 3rd, 2023 PrairieCat Administrative Council meetings
     b. Approve financial report for February 2023
     c. Approve check registers.
     d. Statistical reports

     MOTION #1
     McCully (BD) moved and Ryan (JO) 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.
      • Update on current training and engagement projects
        Smith (PrairieCat) gave an update on the Membership. She
        explained that Lostant's Go Live was successful and they are
        officially a Basic Online member of PrairieCat. Coulter plans to
        attend Lostant's board meeting to make a connection with
        Lostant's board and answer any questions they may have. The
        Byron Schools project has been moving along. They have been
        meeting their goals, which is great. PrairieCat has a follow-up
        meeting with them in May. Mt. Carroll is in the process of
        upgrading their membership to Basic Online. They are amid a
        construction project so that has caused some delays in their Go
        Live. Freeport Memorial Hospital has not sent a formal notice to
        cancel their membership, but we still foresee that happening.

        PUG Day has been scheduled for September 29, 2023 at
        Wabaunsee Community College. This is a one day, in person
        conference. Smith put a call out for program proposals and
        encouraged the Council and their libraries to submit program
        proposals. Faulkner (DK) asked if there were topics that people
        want to see. Smith responded that the survey results showed
        customer service, ED&I, and leadership and management. People
        are always interested in programming sessions, as well.

        Smith said the new PrairieCat website is moving along. Cherry
        Hill has told us they will have it completed by the end of April. We
        hope to have a launch date toward the end of May.

        Coulter (PrairieCat) mentioned Winnebego Public Library is
        entertaining joining PrairieCat. They would come in as a Fully
        Participating member. They are near Pecatonica and planned on
        calling Penny Bryant at Pecatonica to find out more information.
        Coulter will be going to their board meeting on April 20, 2023.

VI.   Administrative Issues
   a. Review of Delegates Assembly discussion regarding eRead Illinois
      Coulter (PrairieCat) asked the Council if they still want to bring eRead
      Illinois to a vote. The Council did not object. eRead Illinois will be put up
      for a vote at the Delegates Assembly meeting on April 26, 2023.

   b. Update, Vega Discovery progress
      Coulter (PrairieCat) stated that PrairieCat is currently working on

eMaterial integration. We have five libraries that are integrated with OverDrive: Johnsburg, Dekalb, East Moline, Freeport and Princeton. The next round of libraries will be Bourbonnais, Rock Island, Byron and New Lennox. We could take one more if anyone would like to volunteer. PrairieCat is still meeting with Innovative every one to two weeks depending on any concerns we have as we go. We are in continued contact with their project manager, Samantha. We are making progress. Coulter would really like to step up our efforts with the pushing the membership to link the Vega catalog on their websites and encourage their patrons to try it out. Coulter added we have left Encore in the budget for FY24 as a reference tool. Faulkner (DK) asked if keeping Encore would only be short term. Coulter replied, yes, we will only keep Encore for the short term. Gove (TF) stated she is waiting to post the Vega catalog to her patrons until eCommerce is integrated. Coulter explained we are holding off on eCommerce integration because we want to avoid causing potential problems with Vega eCommerce conflicting with Encore. This is something that we need clarification on. She will discuss it with Innovative.

Coulter said we will add the survey links to the collection sites instead of only on the kiosk sites. We will also add questions to the survey to include eMaterials. Some of the survey results have relayed confusion regarding the kiosk sites and their restriction to only search materials found in that library, not throughout PrairieCat. Our patrons are used to being able to search all PrairieCat. It might be best to forego the kiosk sites and only use the collection sites. Faulkner agreed, especially for small library patrons, it would be nice to know the book they want might not be at the library, but they can still get it in a couple days. Ryan (JO) countered that it would still be helpful to know what is in the library if the patron really needs the material quickly. Coulter said this is a decision each individual library can make for themselves. Faulkner asked if the "Concepts" description could change to "Subject" in Vega. Coulter can make that change. Coulter brought up that when checking out an eBook it says "Get It Now." Should that be changed the "Check Out Now"? The Council agreed to this change. Faulkner asked if there is a patron help page for Vega. Coulter answered yes, but believes that help PDF should be linked on each library's Vega Collection site and there should be a separate help document for eMaterials. Watson (HC) said she would be interested in joining the next round of libraries to ingest eMaterials from OverDrive into Vega.

c. Review of final FY24 budget and fees
Coulter (PrairieCat) shared the draft budget for FY24. She mentioned a capital reserves savings of $10K is reflected in the budget. A 4% staff salary increase for all staff is included, as well as a 1% merit increase. The merit line was requested by the Administrative Council. The 4% amount is based on information received from HR Source regarding average payroll increases in libraries. The per-library fee for both fully

participating and basic online circulating members has been increased. The FY23 levels were $3328 Fully Participating/$2329 Basic Online. A 3.5% increase was added to the Fully Participating cost and the Basic Online also adjusted, to bring the new per library charge to $3427 Fully Participating/$2399 Basic Online. Our inflationary percentile of the ILS contract did decrease with the new Innovative contract, but Coulter suggested we retain the 3.5% in these fees as well as the Capital Reserve fees for FY24. This "evens out" the costs to smaller and larger libraries more equitably and helps absorb the doubt digit increases we are seeing in insurance and other costs, as well. Capital reserves costs were also adjusted up 3.5%.

Hosting fees were adjusted up 5%, as the Finance Committee desires to recoup this cost in the fee formula. Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual. This budget reflects increased amounts for Delegates Assembly and Administrative Council, both of which will be held in person for FY24. An in-person PUG Day is reflected, as was instructed by Administrative Council. This was based on feedback we have received from members via the recent Strategic Planning survey that reflected a desire to return to in-person conferences. At this point, Administrative Council would like to return to an every-other-year in person structure for PUG Day. Increases to insurance that we experienced in FY23 are reflected, as well as an estimate of a 10% LIMRICC increase in the last six months of FY24. This budget also includes short term disability insurance. This budget reflects our new IMRF rate for FY24, which will be 12.92%, a reduction from the 14.02% we have had in the previous year. It also reflects costs for the addition of Vega Discover as our production online catalog, per our contract with Innovative. Also included is the cost for Encore hosting (approximately $8,600) in case we wish to keep Encore up for an extended period. This does not include, however, Syndetics Unbound (book covers, add-value content) for Encore if we do this. That cost (approximately $41,000) seemed exorbitant to maintain for a secondary catalog interface. All of this results in an aggregate increase of 8.13% for FY24.

Faulkner (DK) stated the budget seems very reasonable considering the other cost increases that have happened around the nation. The Council agrees to send the FY24 budget to the Delegates Assembly for approval.

d. Review of membership level eligibility, FY24
Smith (PrairieCat) stated that The Administrative Council annually reviews Membership Levels and Eligibility as outlined in governance documents. All public libraries are in the appropriate membership level based on their eligibility. The exception is Mt. Carroll Public Library; however, this library is already upgrading to Basic Online membership with an expected Go Live in 2023 so no action is needed. All school libraries are in the appropriate membership level based on their eligibility, so no action is

needed at this time. It is recommended to clarify the language regarding the school eligibility at an upcoming meeting. For public libraries, the report details the 3-year average of total operating expenditures as reported in the IPLAR. The PrairieCat fees as a percentage of that is also shown. Most libraries that spend more than 5% of their operating expenditures on PrairieCat fees are eligible for a lower level of PrairieCat membership yet are choosing the higher level for the services it provides. All Fully Participating members spend less than 5% of their operating expenditures on PrairieCat fees, with an average of 2%.

For school libraries, the report details the 3-year average of enrollment. Membership eligibility for schools is based on the following from GPM Appendix A:

> *-School libraries with a housing count (students) of 1400 or more are eligible for Basic Online or Fully Participating membership.*
> *-School libraries with a housing count (students) of 1399 or fewer are eligible for Union Listing membership, Basic Online or Fully Participating membership.*
> *-If a school district consists of multiple member schools and is already using a shared circulation system, admission to PrairieCat at union list level is allowed despite student body size.*

e. ACTION: Approve Public Library representation levels (Tiers) for FY24
Coulter (PrairieCat) explained that tiers are how libraries vote and represent the membership based on each library's fees. A few libraries will be moving around this year. Reddick will move from Tier 2 to Tier 1. Kankakee will be moving down from Tier 1 to Tier 2. Flagg-Rochelle will move up from Tier 3 to Tier 2. Lastly, Harvard Diggins will move down from Tier 2 to Tier 3. There are 13 libraries in Tier 1, 26 in Tier 2 and 52 in Tier 3. We are moving a couple libraries around, but maintaining the balance.

MOTION #2
Gove (TF) moved and Brozovich (RP) seconded <u>to approve FY24 Public Library representation levels (tiers)</u>. There was no discussion on the motion.

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

f. ACTION: Approve changes to General Policy Manual regarding eCommerce Chargeback policy
Smith (PrairieCat) explained that every month we process the eCommerce report and we reconcile the payments with the payments we have received via PayPal. Our policy is that we do not do credit card refunds. However, chargebacks where the patron is disputing the charge

with their bank is happening more often. Our policy does not address chargebacks and RAILS Accounting has said that we can accept these, it just needs to be updated in the General Policy Manual. It is recommended to add the following regarding chargebacks: *Chargebacks occur when a cardholder asks their bank to reverse a transaction. PRAIRIECAT will not dispute chargebacks of Ecommerce payments. PrairieCat will accept the chargeback, notify the member library, and direct the member library to discuss the issue with the cardholder. PrairieCat will deduct the chargeback from the ecommerce pay-out in which the chargeback occurred.*

MOTION #3
Ryan (JO) moved and McCulley (BD) seconded <u>to approve changes to the General Policy Manual regarding eCommerce Chargeback policy</u>. There was no discussion on the motion.

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

g. ACTION: Approve changes to the Circulation Manual regarding collection agency policies
Landis (PrairieCat) stated that it was recently brought to our attention that the existing policy regarding collection agency use in the PrairieCat Circulation Policies and Procedures Manual did not address the process whereby one library would submit another library's patrons to collections. The Circulation Committee took up this discussion and arrived at the recommended adding in the following to the Collection Agency Policy:

-PrairieCat libraries can choose to have their patrons submitted automatically to a collection agency regardless of the materials' owning library.
-Libraries can also submit patrons to a collection agency manually using the following guidelines:
  -A library can submit another library's patron if the patron owes $50.00 or more on the submitting library's materials. The $50.00 threshold is for materials owned by the submitting library only. Collection fees and fines are not included in the threshold amount.
  -The submitting library is not required to contact the patron's home library regarding the patron's collection status.
  -No patron under the age of 18 without a parent's name on the account will be submitted for collections.
  -Libraries may purge/waive collection fees owed to other libraries only if the fee is 7 or more years old. It is best practice to notify the submitting library of the waiver and the patron's name.

  Gove (TF) commented that the first part of the policy where patrons

are submitted automatically regardless of the materials' owning library. She has surrounding libraries' patrons that solely visit her library and use her materials and because those patrons' home library has a collection policy, they get sent to collections even though her library does not send patrons to collections. Landis replied that there is no way in Sierra to base collections on the owning library's materials. It can only be based on the patron and their home library. Faulkner (DK) asked, for example, a Dekalb patron who only visits Talcott library owes $50.00 on Talcott materials, why are they being sent to collections if Talcott does not care if they owe on their materials. Landis explained that it is because Talcott is not the patron's home library. Faulkner asked if we should take out the automatic and make it so a library must manually send patrons to collections. Coulter (PrairieCat) said making it manual may upset and create a lot of work on the bigger libraries. Landis agreed. Faulkner asked if this change is up to the Council to approve. Coulter replied yes, and you do not have to approve it, but that does not change the problem at hand. Faulkner asked if anyone else experiences this problem. Huffines (FP) said she is in the position where this situation could arise but has not had complaints regarding this. Brozovich (RP) explained that Rock Island was one of the first PrairieCat members to join and use collections. The logic behind sending a patron to collections based on the home library instead of the owning library of the materials was that the home library is paying for this patron's membership fee. Gove asked how many people are sent to collections and would this be a lot of work to manually go through those. Ryan (JO) said when she worked at Woodstock, it was a considerable amount of people sent to collections each month. But at Johnsburg we probably have 1 person a month sent to collections. Brozovich stated that Rock Island went Fine Free at the beginning of the year, so our collections have reduced, but in March only 15 people were sent to collections. Manually going through 15 people would be manageable, however, 50 would be very time consuming. Gove asked if Unique Collection Agency could send a verification spreadsheet to the libraries so they can confirm the submissions. Ryan answered that is probably would not matter. The libraries would probably just confirm and not go through the list.

Coulter suggested reaching out to the 16 libraries who are using the automatic collection process and gage how they feel about switching the policy from automatic to manual.

MOTION #4 to approve changes to the Circulation Manual regarding collection agency policies was tabled until next month's meeting.

h. Approve board resolution for voting procedures
Coulter (PrairieCat) stated the voting resolution was drafted by our

lawyers and if agreed upon by the Council, this will go to Delegates Assembly for approval. The Council agrees to send the change to Delegates.

i. ACTION: Approve changes to Resolution Establishing The Process For Participation By Electronic Means In Meetings
Coulter (PrairieCat) explained we would like to change "The Process for Participation By Electronic Means in Meetings" To clarify the rules regarding remote attendance at PrairieCat meetings. The existing resolution includes some language that is more restrictive than the Illinois Open Meetings Act, and thus precludes voting changes that the Council would like to make. We removed the requirement to do roll call voting if there is anyone attending remotely and removed the requirement to list and announce the names of those attending remotely. These changes have been reviewed by our lawyer and meet the requirements of the Illinois Open Meetings Act.

MOTION #
Gove (TF) moved and Huffines (FP) seconded <u>to approve changes to Resolution establishing the process for participation by electronic means in meetings.</u> There was no discussion on the motion.

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

j. Review of Delegates Assembly Agenda
Coulter (PrairieCat) shared the agenda for the Delegates Assembly. This will now include the voice affirmation voting as previously discussed. Coulter asked if there was any presentation the Council would like to present at the meeting. The Council suggested having Monica Harris with RAILS and introduce herself to the membership and go over the new RAILS website. McCulley (BD) suggested showing how the integration of OverDrive and eMaterials with Vega looks. Coulter will start by reaching out to Monica Harris.

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.
   The meeting went well.

IX. Public Comments
   There were no public comments.

X.	Adjournment
	The meeting adjourned at 12:00pm.

	Next Meeting – Friday, May 5th, 2023, New Lenox Public Library, New Lenox, IL

9220 W. 23rd Avenue
Coal Valley, IL 61240
(877) 542-7257
http://support.prairiecat.info

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: 4/7/2023	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.	9	0	0	Y	Y	A	Y	Y	Y	Y	A	M Y	2ND Y	Y
to approve Public Library representation levels (Tiers) for FY24.	9	0	0	Y	2ND Y	A	Y	M Y	Y	Y	A	Y	Y	Y
to approve changes to General Policy Manual regarding eCommerce Chargeback policy.	9	0	0	Y	Y	A	Y	Y	Y	Y	A	2ND Y	M Y	Y
to approve changes to the Circulation Manual regarding collection agency policies.				**TABLED**							A			
to approve changes to resolution establishing the process for participation by electronic means in meetings	9	0	0	Y	Y	A	Y	M Y	2ND Y	Y	A	Y	Y	**Y**

Date: **5/5/2023**

To: **PrairieCat Administrative Council**

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

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

Please find attached the PrairieCat Financial Reports for the month of March 2023. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of March 24 through April 21.

As of March 31, of the total cash balance of $1,847,008, $1,211,836 was undesignated working cash, $616,054 was designated for capital reserves, and $19,118 was eCommerce receipts payable to the membership. Cash decreased $112,989 during the month of March primarily due to three payroll periods and payroll-related expenses as well as February and March's credit card expenses which included three annual vendor subscription renewals.

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

Total revenues through March of $1,445,720 were $39,366 above the 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 per quarter); 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 March was $20,134, which was $16,009 above the year-to-date budgeted amount of $4,125. The Illinois Funds interest rate has continued to rise with the daily rate at 4.892% as of April 20. The Federal Reserve has raised the interest rates nine times since March 2022, although they expressed that future increases could be near an end. The expected rate goal is 5.1% by the end of calendar year 2023, decreasing to 4.3% and 3.1% at the end of calendar years 2024 and 2025, respectively.

Total expenses through March of $1,305,704 were $142,158 below budget mostly due to under budget Supplies, Postage and Printing costs ($59,119), Personnel costs ($32,441), Contractual Services expenses ($24,918), Travel and Continuing Education costs ($10,594), Professional Services ($4,116), 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 March. 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 March. Travel and Continuing Education costs were below budget through March but are expected to rise slightly as conferences continue to occur. Professional Services costs were below budget primarily due to a lower than budgeted need for legal services and consulting through March.

PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING March 31, 2023

Beginning Cash Balance	$ 1,959,997.11
Cash Received	
Payments from Member Libraries, etc.	10,585.77
Interest - BankORION	302.57
Interest - Illinois Funds	2,851.32
eCommerce Receipts Payable	7,089.86
Total Cash Received	20,829.52
Expenses Paid	
Checks and Vendor ACH Payments	22,309.18
Payroll and Retirement Contributions	97,861.41
ACH Credit Card Payments	13,326.90
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	320.96
Total Disbursements	133,818.45
Ending Cash Balance	$ 1,847,008.18

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	$ -
eCommerce Cash Receipts Payable	19,117.66
Capital Reserve Designation	616,054.26
Working Cash	1,211,836.26
TOTAL CASH	$ 1,847,008.18

PAYPAL FUNDS DETAILS:

March PayPal Receipts in Transit to Bank	$689.40
Invested in Capital Assets Balance as of March 2023	$622.43
Unrestricted Fund Balance as of March 2023	$1,967,897.99
FY23 operating expenses excluding planned capital reserve designation:	$ 1,940,141.92
Working Cash % of operating expenses:	62.46%

PrairieCat
Balance Sheet
As of 3/31/2023

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,129,180.30
Cash - Illinois Funds	717,827.88
PayPal Funds	707.20
Total Cash & cash equivalents	1,847,715.38
Accounts receivables	2,628.72
Other Receivables	
PayPal Funds Receivable	17.80
Other Receivables	1,250.00
Total Other Receivables	1,267.80
Prepaid expenses	165,496.83
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Accumulated Depreciation	(299,386.07)
Total Capital Assets, net	622.43
Other Assets	
Deferred Outflows - Pension	440,899.93
Total Other Assets	440,899.93
Total Assets	2,458,631.09
Liabilities	
eCommerce Receipts Payable	19,842.66
Payroll	
Pension Payable	15,680.52
Total Payroll	15,680.52
Deferred revenue	34,594.35
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	490,110.67
Net Assets	
Beginning Net Assets	1,828,504.41
Current YTD Net Income	140,016.01
Total Net Assets	1,968,520.42
Total Liabilities and Net Assets	2,458,631.09

	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	20,701.53	20,701.00	100.00%	27,602.00	75.00%
Fully Participating and Basic Online Member Revenue	93,032.99	834,837.72	829,919.25	100.59%	1,106,558.92	75.44%
ILL Barcode Revenue	0.00	2,200.00	2,250.00	97.77%	3,000.00	73.33%
Fully Participating & Basic Online - CR Contribution	4,829.18	48,310.56	42,870.00	112.69%	57,160.00	84.51%
Union List - CR Contribution	576.58	5,189.22	5,188.00	100.02%	6,919.00	74.99%
Total Fees for Services and Materials	100,738.92	911,239.03	900,928.25	101.14%	1,201,239.92	75.86%
Reimbursements						
Reimbursements	1,422.89	29,306.01	14,748.75	198.70%	19,665.00	149.02%
Reimbursements - Hosting Fee	3,967.16	35,579.69	35,220.00	101.02%	46,960.00	75.76%
Reimbursements - Capira Mobile App	2,349.42	21,576.31	25,875.00	83.38%	34,500.00	62.54%
Total Reimbursements	7,739.47	86,462.01	75,843.75	114.00%	101,125.00	85.50%
Investment Income	3,153.89	20,133.55	4,125.00	488.08%	5,500.00	366.06%
Other						
Other Grants	0.00	0.00	1,500.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	47,023.09	423,207.75	423,207.00	100.00%	564,277.00	75.00%
Other Revenue	109.89	4,677.85	750.00	623.71%	1,000.00	467.78%
Total Other	47,132.98	427,885.60	425,457.00	100.57%	567,277.00	75.43%
Total REVENUES	158,765.26	1,445,720.19	1,406,354.00	102.80%	1,875,141.92	77.10%
EXPENSES						
Personnel						
Other Professionals	49,439.16	472,143.98	474,626.00	99.47%	642,723.00	73.45%
Support Services	10,336.50	80,019.20	99,549.00	80.38%	134,805.00	59.35%
Social Security Taxes	4,366.66	39,055.64	43,901.00	88.96%	59,450.00	65.69%
Unemployment Insurance	0.00	0.00	2,625.00	0.00%	3,500.00	0.00%
Worker's Compensation	143.09	1,700.81	1,221.75	139.21%	1,629.10	104.40%
Retirement Benefits	7,723.02	75,111.88	80,458.00	93.35%	108,953.00	68.93%
Health, Dental And Life Insurance	17,346.36	120,941.73	117,831.00	102.63%	157,108.92	76.97%
Other Fringe Benefits	0.00	453.00	750.00	60.40%	1,000.00	45.30%
Tuition Reimbursements	0.00	0.00	375.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	220.00	750.00	29.33%	1,000.00	22.00%
Total Personnel	89,354.79	789,646.24	822,086.75	96.05%	1,110,669.02	71.10%
Buildings and Grounds						
Property Insurance	203.84	1,834.56	1,875.00	97.84%	2,500.00	73.38%
Total Buildings and Grounds	203.84	1,834.56	1,875.00	97.84%	2,500.00	73.38%
Vehicle Expenses						
Fuel	2.00	517.84	1,500.00	34.52%	2,000.00	25.89%
Repairs And Maintenance	0.00	274.98	1,500.00	18.33%	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	1,080.03	1,875.00	57.60%	2,500.00	43.20%
Vehicles Leasing And Rent	0.00	0.00	375.00	0.00%	500.00	0.00%
Other Vehicle Expenses	100.00	182.50	562.00	32.47%	750.00	24.33%
Total Vehicle Expenses	301.67	2,055.35	5,812.00	35.36%	7,750.00	26.52%
Travel and Continuing Education						
In-State Travel	0.00	910.57	3,750.00	24.28%	5,000.00	18.21%
Out-Of-State Travel	0.00	1,513.60	4,500.00	33.63%	6,000.00	25.22%
Registrations And Meeting, Other Fees	573.57	4,065.44	6,750.00	60.22%	9,000.00	45.17%
Conferences And Continuing Education Meetings	0.00	1,241.46	3,750.00	33.10%	5,000.00	24.82%
Public Relations	0.00	799.83	375.00	213.28%	500.00	159.96%
Total Travel and Continuing Education	573.57	8,530.90	19,125.00	44.61%	25,500.00	33.45%
Commercial Insurance	640.00	5,760.00	5,625.00	102.40%	7,500.00	76.80%
Supplies, Postage and Printing						
Computers, Software And Supplies	3,530.65	23,543.11	84,000.00	28.02%	112,000.00	21.02%
General Office Supplies And Equipment	630.86	1,474.58	150.00	983.05%	200.00	737.29%
Postage	0.00	13.12	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	4,161.51	25,030.81	84,150.00	29.75%	112,200.00	22.31%
Telephone and Telecommunications	0.00	0.00	3,225.00	0.00%	4,300.00	0.00%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	39.05	762.05	2,250.00	33.86%	3,000.00	25.40%
Total Equipment Repair and Maintenance	39.05	762.05	2,250.00	33.87%	3,000.00	25.40%
Professional Services						
Legal	454.50	1,777.00	5,250.00	33.84%	7,000.00	25.38%
Accounting	0.00	4,600.00	5,250.00	87.61%	7,000.00	65.71%
Consulting	0.00	800.00	1,875.00	42.66%	2,500.00	32.00%
Payroll Service Fees	1,065.26	5,956.69	4,875.00	122.18%	6,500.00	91.64%
Total Professional Services	1,519.76	13,133.69	17,250.00	76.14%	23,000.00	57.10%
Contractual Services						
Information Service Costs	44,692.29	391,143.36	418,645.00	93.43%	558,193.90	70.07%
Outside Printing Services	0.00	0.00	1,500.00	0.00%	2,000.00	0.00%
Other Contractual Services	7,400.53	60,729.96	56,646.00	107.20%	75,529.00	80.40%
Total Contractual Services	52,092.82	451,873.32	476,791.00	94.77%	635,722.90	71.08%
Depreciation	207.51	1,867.59	3,672.72	50.85%	4,897.00	38.13%
Professional Association Membership Dues	94.58	1,377.68	1,500.00	91.84%	2,000.00	68.88%
Miscellaneous	71.50	875.75	375.00	233.53%	500.00	175.15%
Miscellaneous - eCommerce Fees	249.46	2,956.24	4,125.00	71.66%	5,500.00	53.74%
Total EXPENSES	149,510.06	1,305,704.18	1,447,862.47	90.18%	1,945,038.92	67.13%

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	9,255.20	140,016.01	(41,508.47)	(337.31)%	(69,897.00)	(200.31)%

Vendor Name	Effective Date	Check Amount
WEX Bank	3/24/2023	2.00
Paycom Payroll LLC	3/30/2023	295.12
Paycom Payroll LLC	3/30/2023	21,170.57
Paycom Payroll LLC	3/30/2023	8,435.55
STERICYCLE, INC	3/30/2023	732.48
ICMA Retirement Corporation	3/31/2023	1,202.75
Bank Orion	3/31/2023	51.50
First Bankcard	3/31/2023	8,692.78
MerchantE	4/3/2023	295.76
Illinois Municipal Retirement Fund	4/5/2023	15,680.78
Innovative Users Group	4/5/2023	1,250.00
LOSTANT COMMUNITY LIBRARY	4/5/2023	1,237.75
ProQuest LLc	4/5/2023	41,776.80
Bank Orion	4/10/2023	30.00
Klein, Thorpe and Jenkins, Ltd.	4/13/2023	236.50
LIMRICC	4/13/2023	18,985.51
Paycom Payroll LLC	4/13/2023	295.12
Paycom Payroll LLC	4/13/2023	19,149.68
Paycom Payroll LLC	4/13/2023	7,511.02
ICMA Retirement Corporation	4/14/2023	1,202.75
Selective Insurance	4/17/2023	5,179.00
Matt Maturo	4/19/2023	187.33
Report Total		153,600.75

	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	Feb 2022	Feb 2023	Mar 2022	Mar 2023	3rd Qtr FY22	3rd Qtr FY23	3rd Qtr % of change	FY22 Totals	FY23 Totals to date	FY Totals % of change
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	1,211,935	1,221,543	1,211,811	1,221,663	1,211,811	1,221,663	0.81%	1,210,847	1,221,663	0.89%
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	5,128,923	5,142,598	5,134,041	5,142,184	5,134,041	5,142,184	0.16%	5,136,754	5,142,184	0.11%
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	378,177	377,525	381,027	380,479	381,027	380,479	-0.14%	345,140	380,479	10.24%
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	341,979	378,131	407,844	432,486	1,098,709	1,215,321	10.61%	4,450,516	3,576,887	-19.63%
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	51,800	55,892	60,229	63,062	169,376	181,282	7.03%	638,373	495,628	-22.36%
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	38,152	44,489	46,092	50,995	122,450	141,299	15.39%	499,632	404,545	-19.03%
Training, Outreach and Engagement																								
Training events	2	7	1	2	1	7	3	4	1	7	2	8	8	6	3	6	9	3	20	15	-25.00%	43	50	16.28%
Training participants	6	23	2	12	9	17	8	202	2	16	4	64	23	17	6	14	21	14	50	45	-10.00%	185	379	104.86%
Training contact hours	14	33	1	18	27	25	18	301	3	21	5	73	29	25	5	20	26	22	60	66	10.92%	221	535	142.40%
TalentLMS Course Completions	370	292	181	420	233	302	353	302	247	184	162	126	275	228	145	192	253	207	673	627	-6.84%	2,871	2,253	-21.53%
Site visits	4	1	5	4	3	-	5	5	1	2	4	2	3	1	7	2	4	1	14	4	-71.43%	47	18	-61.70%
Member Meetings/Events	6	10	6	9	19	10	8	10	4	6	3	9	6	7	4	9	6	7	16	23	43.75%	88	77	-12.50%
Meeting/Event participants	155	183	72	129	455	406	283	201	100	80	32	154	179	165	66	140	57	46	302	351	16.23%	1,504	1,905	-21.05%
Meeting/Event contact hours	259	257	92	184	446	85	428	322	113	251	56	197	242	276	66	214	68	55	376	545	45.01%	2,605	1,839	-29.41%
Troubleshooting																								
HelpDesk Calls Opened	236	242	327	388	312	236	322	291	259	384	250	285	271	247	361	320	383	327	1,015	894	-11.92%	3,595	2,720	-24.34%
HelpDesk Calls Closed	248	225	303	385	303	193	282	281	240	364	342	251	278	248	345	512	407	339	1,030	1,099	6.70%	3,696	2,798	-24.30%
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	1,323	1,532	1,278	1,774	3,950	5,163	30.71%	15,983	15,397	-3.67%
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	2,491	1,750	1,877	1,909	1,939	2,722		6,381	6,307	-1.16%	22,791	19,230	-15.62%
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	4,102	1,499	1,988	1,717	6,975	4,872	-30.15%	18,603	16,519	-11.20%
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	1,046	767	414	1,026	2,464	2,699	9.54%	9,788	8,973	-8.33%
Enhancements/corrections - PC staff	15	22	37	43	3	48	29	49	-	9	30	26	28	50	41	8	38	8	107	66	-38.32%	291	263	-9.62%
Enhancements/corrections - MARC catalogers	6	116	153	188	175	159	133	75	222	113	107	67	216	114	117	97	4	169	337	380	12.76%	1,241	1,098	-11.52%
Original catalogings - PC staff	35	26	53	29	36	34	14	53	-	24	39	34	35	40	32	2	37	21	104	63	65.08%	387	263	-32.04%
Original catalogings - MARC catalogers	13	36	-	-	-	-	-	31	-	36	-	19	-	-	-	-	-	-	-	-	#DIV/0!	13	122	838.46%
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	49,757	93,886	54,232	53,236	230,275	236,903	2.88%	647,359	620,566	-4.14%

To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov

Date: May 5, 2025
From: Carolyn Coulter, Director
To: PrairieCat Administrative Council
Re: FY24 PrairieCat election slate

Administrative Council:

At Large (3 Seats)
Megan Gove, Library Director, Talcott Free PL
Michelle Krooswyk, Library Director, New Lenox PL
Rene Leyva, Library Director, Fossil Ridge, PL
Julie Wayland, Library Director, Princeton PL

Circulation Committee:

Tier 1	Tier 2 (1 seat)	At Large (2 seats)	Academic/Special/School (1 seat)
Carrie Zamorano, Circulation Manager, Woodstock PL	Devin Wood, Young Adult Librarian, Johnsburg PLD	Tari Sangston, Library Director, Richard A. Mautino ML	Lisa Elsner, Library Specialist: Circulation & Technical Services, Highland Community College
		Shannon Snidanko, Help Desk, Homer Township PLD	

Technical Services Committee:

Tier 1 (1 Seat)	At Large (2 Seats)
Deborah Shippy, Cataloging & Acquisitions Coordinator, Moline PL	Tricia Dean, Technical Services Coordinator, Wilmington PLD
	Eric Linnell, Circulation & Technical Services Supervisor, Bourbonais PLD

Date: 5/5/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, PrairieCat Director

Re: Changes to General Policy Manual Appendix A: Membership Tiers, Fee Structure and Eligibility

Executive Summary:

To clarify the current language around school eligibility for Union List membership, it is suggested that the current General Policy Manual statement be edited as shown below:

"If a school district consists of multiple member schools ~~and~~ or is already using a shared circulation system, admission to PrairieCat at union list level is allowed despite student body size."

Date: 5/5/2023

To: PrairieCat Administrative Council

From: Sandy Tedder, PrairieCat Cataloging and Database Coordinator

Re: Additions to the Technical Services Manual regarding MARC cataloger requirements

Executive Summary:

There is an increased number of library members, including those from Union List libraries, interested in becoming MARC members. It takes approximately six months to one year to go through all the varying platforms and software.

Typically, after the various courses are taught, PrairieCat staff and the library member would meet once a week for a two-hour hands-on session via Zoom to answer any questions or to clarify any topic that was not clear.   In the past, it was doable to begin training immediately after the library member completed the prerequisites, but this can potentially become arduous if training multiple people concurrently.

At the last Technical Services Committee meeting on April 9, 2023, this topic was brought up and discussed. As a result, it went for a vote and the proposal was passed unanimously to offer MARC training twice per year. One session will be held in January and one in June. We also agreed on restricting MARC members to only staff members of basic online and fully participating libraries. Union List members have minimal access to the database and are permitted to only add and edit items. As such, if a Union List library is going online and is interested in becoming a MARC member, it would have to wait until its "go live" to start the training to allow the staff some time to get familiar with the software.

MARC Member Guidelines Proposed Updates/Requirements –

- MARC training will be offered twice per year in January and June.

- Only staff members of basic online and fully participating libraries are eligible to become MARC members.

PrairieCat

Date: 5/5/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, PrairieCat Director

Re: Collection Agency Policy revision

Executive Summary:

At the Administrative Council meeting on April 7th, 2023, the need for further refinement to our PrairieCat Collections policy of the Circulation Policies and Procedures Manual was discussed. It was felt by Council that the current policy did not address the process whereby one library would submit a patron who owed fines on another library's materials to collections. The Circulation Committee took up this discussion and arrived at the recommended additions to the existing policy below, which were discussed at the Administrative Council meeting:

Current Policy:

Procedure for section XV.C:

When reimbursing money to another library, please use the PrairieCat Library Reimbursement Form (available on the PrairieCat website), fill it out as completely as possible, and include with payment.

A. *Patrons seeking a refund from payment for a lost item must negotiate directly with the owning library. (Approved 8/22/07)*
B. *When patrons are sent to collection agency, all collection agency report charge <u>fees</u> must be paid to the library that sent them to collections. Libraries may collect payment for another library's item or any collection fees, but those payments must be sent to the appropriate owning library of the item or the library that sent the patron to collections. (Approved 8/22/07)*

Suggested Addition to above language:

C. *PrairieCat libraries can choose to have their patrons submitted automatically to a collection agency regardless of the materials' owning library.*

D. *Libraries can also submit patrons to a collection agency manually using the following guidelines:*

   1. *A library can submit another library's patron if the patron owes $50.00 or more on the submitting library's materials. The $50.00 threshold is for materials owned by the submitting library only. Collection fees and fines are not included in the threshold amount.*
   2. *The submitting library is not required to contact the patron's home library regarding the patron's collection status.*
   3. *No patron under the age of 18 without a parent's name on the account will be submitted for collections.*
   4. *Libraries may purge/waive collection fees owed to other libraries only if the fee is 7 or more years old. It is best practice to notify the submitting library of the waiver and the patron's name.*

Further Information:

Council felt that this approach did not address the issue of a library turning over their patron for money owed for another library's materials. It was determined that for such a process to occur, libraries that currently turn over their patrons automatically (without reviewing what materials they owe for, etc.) would need to move to a manual review process. There was some concern, however, that libraries who utilize an automatic process for turning over patrons to collections may find switching to a manual process onerous.

There are currently 11 libraries utilizing the automatic process with UMS for collections. These libraries were contacted and ask if a manual process would be workable for them, and for any other comments they had on the issue. Below are the resulting communications we have received from these libraries:

1. "To be honest, I don't know how Unique's manual process works so it's difficult to gauge how onerous it would be. But I believe we would have the capacity to do it knowing Moline is likely to move to fine free in the future and many of the libraries around us have already made the move. I would guess that we would be referring a lot fewer accounts to Unique after dropping fines. I totally see the challenge that the scenario you suggested presents."

2. "The way the process currently works is once a patron reaches the limit for amount due and hasn't paid it within the given time frame (I would have to look up both those figures for exact amounts), the patron is sent to Unique by an automatic process between Sierra and Unique. Without that automatic process occurring, library staff would have to keep an eye on the accounts and paperwork manually. Given our volume of accounts, that would be almost impossible. Also, if the patron in question is being sent to collections on items from another library, we would then have to contact that library and ask them if they wanted to patron sent to collections or not. Again, given NSLD's volume, it would be a poor use of staff time and resources. These are the main points in why North Suburban would prefer for the process of patrons being sent to collections to remain as it is currently, automatic. To my understanding that is one of the options being considered – making that a manual process."

3. "I cancelled our service with Unique. I didn't realize how few libraries were using it anymore-I think it's one of those things that "everyone did" and it just doesn't make sense for us-we use it so infrequently and half the time we would have made exceptions for the people that are getting automatically sent."

4. "Having never done the process manually, it is really hard for me to answer this question fully. Hypothetically, if doing it manually is a very easy, and doesn't take up much staff time, we could make that work. However, if it ends up being a lot of additional work, we would not be able to do it because of our limited staff."

5. "So when a library is fine free and has overdue notices sent from another library that is not fine free and doesn't use a collection agency, I would think the final or bill notice that the patron was sent would have wording stating that if they did not return the items, their account could be turned over to a collection agency.   We are a fine free library and our notices say this. I used to do collections manually with DPS.   I have never done the collection manually with Unique and because it is automatic it is very convenient.   I am not sure what it would entail for me to do them manually. It was very time consuming in the past and would rather keep things as they are. "

6. "I understand the issue but one of the main reasons I switched our library to UMS was because of the capability of automated submissions. As a small library with only 8 staff, it would just be too time consuming for us to do it manually. I hope this issue can get resolved without having to do the manual process."

7. "So there is a lot at play here but the bottom line is if someone else's patron is going to collections from a fine free library it is most definitely because they got billed for failure to return or damaged materials (or in our case because they owed on items we don't have set as fine free.) It is because they have ignored many previous notices generated by Sierra, or because they could not be reached because the notices went to incorrect patron addresses, etc. People don't get sent straight to collections immediately. So asking all other libraries to do a lot of extra manual labor because one patron is upset they got sent to collections is really not a decision you get to make for another library. The fines and fees are set by the lending library. Not the borrower or the home library of the borrower. It's not their materials that were not returned in a timely manner. It's not a bill we send to the library and expect the library to pay. Nor is it a fee we actually get back from the home library if their patron pays it in person with cash at the home library because those fines stay at point of payment. We submit things to Unique Collections because we are trying, after various other efforts, to get our stuff back. We have to pay them for their work in getting our stuff back. If the Complaining library wants to avoid this at all costs try running a report on patrons with fines over $25 and make some calls to their offenders. It may be easy to say "of well" when your materials don't come back but smaller libraries can't always afford to replace materials that have been involuntarily taken out of circulation by a reciprocal borrower. Also don't confuse fines with fees. We agreed to waive late fees and even after a very long time when a patron returns a billed item all the fines and the bill disappears as soon as it is returned. What we don't get back is the lending we could have done with the item had the patron simply followed the loan rules. It's fine free. Not Scot free."

8. *"If the rules change and Unique can't automatically submit patrons, then I will probably cancel the service. Honestly, I'm not sure if it's really necessary anyway. I only send one or two patrons a month. If you need a vote, I vote to keep it the way that it is."*

9. *"Our patrons go over the $10.00 threshold very quickly, so I think the automatic submissions are best for our library. I'm not sure we would have the time to go review and submit them manually, but maybe the process is easier than I imagine. I'd be curious to know the average number of patrons libraries are sending to collections. We've sent around 70 patrons this year so far, which honestly is a lot less than our previous years (thanks to fine free.) It seems like the libraries who keep track of theirs manually are the smaller libraries, so maybe they just don't see the same amount of patrons we do."*

PrairieCat
Activity Plan
FY2022-2024

ENGAGEMENT

Goal 1: Members feel informed and connected through targeted communications.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Track PrairieCat Newsletter open rates	Liz	Ongoing	New stats sheet completed, tracking newsletter open rates and social media engagement, results to be presented in annual report
Track social media engagement	Liz	Ongoing	See above
Create social media voice/style that encourages member sharing (member takeovers, sharing peer news, etc.	Liz	Ongoing	Tbd
Develop infographic/FAQs about different levels of membership to increase member/prospect knowledge	Liz/Carolyn	FY22	
Consider developing special eNewsletters targeted to specific groups (supervisors, schools, etc.)	Liz/Carolyn/Chelsey	FY23-24	
Develop and implement external Communications and Marketing Plan	Liz/Carolyn/Chelsey	FY22	

Goal 2: Members have strong relationships through personal connections and peer networks.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Develop online peer forums	Liz/Carolyn	FY22-23	forums included in new website, live May '23
Engage members through weekly questions in forums	Liz/Carolyn	FY23-24	Pending website redesign

Create ad hoc committee to research and recommend mentoring program structure	Training Committee	FY22	In discussion with committees, project is stalled
Implement mentoring program and accepted recommendations	Training Committee	FY23-24	In discussion with committees, project is stalled
Continue regional networking/member groups (try virtual)	All PrCat staff	Ongoing	Scheduling for Spring
Develop special interest groups based on member recommendations	All PrCat staff	FY22-23	fulfilled by member forums in new website
Keep list of networking groups in PrairieCat to give to new members	Chelsey/Liz	Ongoing	fulfilled by member forums in new website
Conduct annual member satisfaction survey	Chelsey/Liz	ongoing	Survey completed for FY22, template created for ongoing surveys

Goal 3: Members are empowered, feel valued, and actively participate.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Create leadership pipeline through mentoring program	Training Committee/Liz	FY23-24	In discussion
Report on member recruitment pipeline at Delegates	Carolyn	FY23-24	
Assign members to potential members for peer networking	Training Committee/Liz	FY23-24	
New member on-boarding includes several networking "touches" to encourage participation	All PrCat staff, coordinated by Liz	FY22 and ongoing	In progress
PrairieCat staff meet with school administrators / school boards (as invited)	Carolyn/Liz	ongoing	
Re-configure PUG Day committee to member engagement committee	Liz and PUG Day committee	FY22	Completed FY22

GOVERNANCE

Goal 1: PrairieCat is sustainable and continues to pursue organizational growth and independence.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Form ad hoc Task Force to engage in discussions with RSA about potential collaboration and present recommendations	Carolyn	FY22	Discussed with RSA board, RAILS and PrCat board. Issue is now suspended.
Continue to work with RAILS on independence measures, including increased technical independence	Carolyn/All PrCat staff (tech: Andrew/Systems staff/Carolyn)	ongoing	In process: all but PrCat Zoom up and running, go live on PrCat zoom and cut-over to Prcat laptops set for 5/15.
Develop FAQ or infographic about PC/RAILS relationship to promote better understanding	Carolyn/Liz	FY22	Tbd-complete by June
Review funding formula every other year	Carolyn	ongoing	
Create member dashboard to show statistics / Review internal statistics tracking / Explore CRM options	Liz, Carolyn, tech staff	FY23	CRM funded in FY24 budget (LIbGuides, CRM)

Goal 2: PrairieCat has a learning culture supported by continuous improvement.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Staff members have individual professional development plans	Carolyn/Magda/Andrew	FY22	Part of annual reviews
Staff members report in Newsletter about key takeaways from trainings attended	All PrCat staff	FY22 and ongoing	Initiative stalled, but will begin after IUG FY23
Track FAQs from members/tickets and include responses in PrairieCat Newsletter	Andrew/Systems staff; Magda/staff	FY22 and ongoing	tbd

Goal 3: PraireCat is innovative and creates an inspiring vision for members.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Create innovation sharing section of member forum	Carolyn/Andrew/Magda	FY23-24	
Staff and members share innovation ideas in PrairieCat newsletter	All PrCat staff	FY22 and ongoing	

TRAINING

Goal 1: Training opportunities are well advertised and materials are easily accessible.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Continue to enhance Talent LMS	Magda/staff, Liz; Training committee	Ongoing	
Create one-on-one virtual training opportunities	Magda/staff, Liz; Training Committee	FY22	In progress
Continue to offer in-person training sessions for complex or higher-level topics	Staff/Liz, training committee	Ongoing	
Leverage peer training volunteers to enhance training opportunities for members	Training committee, coordinated by Liz	FY23-24	
Develop new staff orientation and ongoing refresher programs for existing staff	Magda/Staff, training committee	FY22 and ongoing	Developed/developing in TalentLMS

Goal 2: A mix of training and continuing education is provided to enhance member knowledge.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Annually survey members about training and CE needs/interests	Liz/Chelsey	FY22 and ongoing	In progress

Continue to develop PUG Day as networking/peer learning event	Liz/Carolyn/Chelsey/PUG day committee	Ongoing	
Revise Training Plan to include new strategic goals/activities	Liz and PrCat staff	FY22-FY23	Tbd-moving to FY23

Goal 3: Training content and materials are regularly evaluated to ensure their quality and effectiveness.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Create learning objectives / core competencies checklists for each training class	Training Committee	FY22	completed
Annually evaluate training content and materials and create plan for updating on a regular basis	Training Committee	ongoing	
Increase PrCat staff training for Drupal and other useful applications/functions	Andrew/Systems staff	FY22 and ongoing	New website should launch in May/June

END USER EXPERIENCE

Goal 1: Services are focused on meeting user needs and improving user engagement.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Explore group purchases for online training content (Niche Academy)	Carolyn/Liz/UX committee	FY23	
Continue to explore group purchasing for other products or services beneficial to membership	Carolyn/UX committee	ongoing	FMI for IT support services issued FY22

Goal 2: PrairieCat seeks opportunities to enhance services to further meet the needs of diverse users.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Create brief "how to" videos on using the ILS and other PC services for members to use with their community	Training Committee/PrCat staff	FY23-24	

Goal 3: PrairieCat pursues vendor relationships to offer expanded services to end users.			
Activity	**Person/Group Responsible**	**Timeline**	**Update**
Seek out ILS enhancements to offer members	PrCat staff	ongoing	
Continue to add app functionality	Carolyn/PrCat staff/UX committee	ongoing	
Enhance security on member connectivity	Andrew/Systems staff	FY22 and ongoing	working on MFA with new Office 365 implementation/sharepoint implementation, go live May '23.