



**PrairieCat Administrative Council
Minutes
May 5th, 2023**

The Council met 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/tJIItcuquqjsjHdQeyaOWELi-tuB5BdBk_k9-#/registration

I. Call to order, Welcome and Introductions

Present at New Lenox: Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Kelly McCully (BD), Emily Faulkner (DK), Beth Ryan (JO), Megan Gove (TF), Laura Long (EM), Ashley Huffines (FP), Michelle Krooswyk (NL)

Present via Zoom: Carolyn Coulter (PrairieCat), Laura Watson (HC), Kimberly Brozovich (RP), Victoria Blackmer (CV)

Absent: Penny Bryant (PT)

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

Coulter (PrairieCat) added two topics to Administrative Issues: letter f, an accounting error in library fees and letter g, an overage cost for the website development. Faulkner (DK) added a discussion about mature audience labels on books.

IV. Consent Agenda

- 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

MOTION #1

Gove (TF) moved and Huffines (FP) seconded to approve the consent agenda as presented. There was no discussion on the motion.

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***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

V. Membership Update

a. Update on new and upgrading members.

Smith (PrairieCat) stated Byron Schools is making progress on their item clean up. They are hoping to have the middle school finished this fall and the elementary school finished by the end of the next school year. Mt. Carroll is waiting for some renovations before they set their Go Live date. We have not heard from FHN. They are aware they need to send in a letter to formally withdraw from PrairieCat, but so far, we have not gotten anything. Coulter (PrairieCat) said she has taken them out of the FY24 Budget.

- Update on current training and engagement projects

Smith (PrairieCat) stated that PUG Day has been sent for September 29, 2023. This one day, in-person event will be held at Waubensee Community College in Sugar Grove, IL. The Engagement Committee is currently accepting program proposals for the event. We have received one program proposal, but still need a few more to fill the day. Faulkner (DK) asked if there was a specific topic/s for programs submissions. Smith replied that there is not a need for topics around leadership and management, but programs for front line staff or librarians, summer reading, and programming are always popular.

Smith continued, stating the launch date for the new PrairieCat support site has been set for May 24th. A few members from the Training Committee logged into the new site to test everything which has been helpful. Another exciting development is that PrairieCat is going to purchase a Customer Relationship Management (CRM) software called LibConnect. This will help us centralize all our membership data making it easier to track interactions, meeting attendance, etc. Coulter (PrairieCat) mentioned that the CRM is part of PrairieCat's strategic plan, so this fills the need we identified.

VI. Administrative Issues

a. ACTION: Approve final election slate for Administrative Council and standing committees

Coulter (PrairieCat) shared the FY24 Election Nominations with the Council.

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MOTION #2

Huffines (FP) moved and McCully (BD) seconded to approve final election slate for Administrative Council and standing committees. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

- b. ACTION: Approve changes to General Policy Manual Appendix A: Membership Tiers, Fee Structure and Eligibility
Coulter (PrairieCat) explained that a few years ago, the Administrative Council changed the language of this policy so that school members can remain at Union List membership level if they have multiple members or are already using a shared circulation system. When we made these changes, we accidentally added the word "and" instead of "or."

"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."

Coulter stated this motion will change the "and" to "or" if approved.

MOTION #3

Gove (TF) moved and Ryan (JO) seconded to approve changes to General Policy Manual Appendix A: Membership Tiers, Fee Structure and Eligibility. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 10

Nays: 0

Abstentions: 0

- c. ACTION: Approve changes to Marc cataloger member guidelines
Coulter (PrairieCat) stated that, normally, the Technical Services Committee can make changes to the Technical Services Manual. However, since this change, they are recommending would involve all Union List libraries we are bringing it to Council to decide.

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

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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.

The Council agrees that the decision made by the Technical Services Committee stands.

- d. ACTION: Review and discussion, changes to collection policy and procedures of the circulation manual
Coulter (PrairieCat) reviewed the comments and input given by the libraries using the automatic process with UMS for collections. Gove (TF) asked about a comment, are libraries using a \$10.00 threshold for collections. Brozovich (RP) said that UMS has two levels, a low balance and a larger balance, so maybe both are being used. Faulkner (DK) asked if we should change the policy to say a library has to manually process collections unless it is for more than \$50. Long (EM) guessed that a change like this would have to be something done on the side of UMS. Faulkner elaborated that if you UMS does have the two thresholds, we put in the policy that if a library wants to use the automatic process, they must use the higher threshold. Gove suggested talking with a UMS representative. Faulkner suggested talking to the nine libraries using the automatic process to find out what they would be comfortable changing. The Council is not ready to decide on this policy. Coulter will talk to UMS first and see what they can do on a technical level and then reach out to the libraries and explain their options.
- e. Review: Strategic Plan workplan for FY24
Coulter (PrairieCat) shared the Strategic Plan workplan. The new website is about to launch which will meet a few different requirements under our second goal. Smith (PrairieCat) said there is quite a bit of interest in some sort of mentoring program. PrairieCat has not gotten very far with this due to other large projects, but anyone willing to share some

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mentoring programs they have experienced or would like to suggest should reach out to Smith.

f. Discussion: Accounting Error on Library Fees

Coulter (PrairieCat) stated there was a typing error on the Library Fees spreadsheet that was discovered after the Fees were approved by the Delegates Assembly. Bourbonnais Public Library was under charged by \$99. This impacts all libraries by \$0.98. We can correct this error, but it would have to go back to the Delegates Assembly for approval. Coulter suggests writing it off as a negligible accounting error and waive the \$99 for Bourbonnais. The Council agrees.

g. Discussion: Overage on New Website

Coulter (PrairieCat) had a meeting with Cherry Hill, the developers for the new support site. PrairieCat was told that Cherry Hill is significantly over their hours and budget for developing this site, \$20,000 over. This is 50% over cost. Coulter has asked for an accounting of their hours. Faulkner (DK) said there was clearly no project management being done. Gove (TF) said this is an error on their part for significantly underbidding the project. She asked if the contract has anything written in it regarding overages. Coulter said no. Gove suggests waiting for a direct invoice. Krooswyk (NL) asked if the contract included a statement that requires approval for any overages or work done outside of the contract. Coulter said there is not but should have been. Huffines (FP) stated we need to find out how they are charging us. If we are out of hours and they are continuing to charge us, we need to know about it, and they need approval to do so.

The Council is not onboard with going over the project plan budget that was submitted but will wait to see what the total hours are and what the final overage will be.

h. Discussion: Mature Audience Labels on Books

Faulkner (DK) explained there was a complaint that a library was labeling its books with mature audience stickers. They thought it should be brought to the Council that libraries should not label their books with mature audience stickers. Long (EM) stated that we cannot tell libraries where to put the bar code stickers on books, they will never be onboard with us dictating how they can and cannot sticker their books. Krooswyk (NL) agreed, stating this is completely up to individual libraries and what's best for their patron base. The Council agreed they will not dictate how the membership chooses to label their items.

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.

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The meeting went well.

IX. Public Comments
There were no public comments.

X. Adjournment
The meeting adjourned at 11:39 am.

Next Meeting – Friday, June 2nd, 2023, Johnsburg Public Library

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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: 5/5/2023	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.	10	0	0	Y	Y	A	Y	M Y	2ND Y	Y	Y	Y	Y	Y	
to approve final election slate for Administrative Council and standing committees.	10	0	0	Y	Y	A	Y	Y	M Y	Y	Y	Y	2ND Y	Y	
to approve changes to General Policy Manual Appendix A: Membership Tiers, Fee Structure and Eligibility.	10	0	0	Y	Y	A	Y	M Y	Y	Y	Y	Y	2ND Y	Y	



Date: 6/2/2023
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – April 2023

Please find attached the PrairieCat Financial Reports for the month of April 2023. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of April 22 through May 24.

As of April 30, of the total cash balance of \$2,081,199, \$1,451,134 was undesignated working cash, \$625,321 was designated for capital reserves, and \$4,744 was eCommerce receipts payable to the membership. Cash increased \$234,191 during the month of April primarily due to payments from member libraries (\$248,339) as well as the receipt of the RAILS quarterly support grant payment (\$141,069). These payments from members and other receipts were partially offset by payroll-related expenses (\$71,998), the annual ProQuest syndetics unbound subscription (\$41,777), quarterly member eCommerce pay-outs (\$19,579), the monthly LIMRICC health insurance expense (\$18,986), as well as several other vendor expenses.

The balance of working cash was sufficient to fund 9 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 April of \$1,602,706 were \$40,092 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, third, and fourth 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 April was \$23,324, which was \$18,741 above the year-to-date budgeted amount of \$4,583. The Illinois Funds interest rate has continued to rise with the daily rate at 5.143% as of May 24. The Federal Reserve has raised the interest rates ten times since March

2022, although they expressed that future increases are at 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 April of \$1,444,590 were \$159,287 below budget mostly due to under budget Supplies, Postage and Printing costs (\$66,801), Personnel costs (\$33,310), Contractual Services expenses (\$29,298), Travel and Continuing Education costs (\$12,422), Professional Services (\$5,206), 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 April. Contractual Services expenses were temporarily under-budget due to timing differences between the monthly budgeted amounts and the receipt and payment of vendor invoices. Travel and Continuing Education costs were below budget through April 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 April.

**PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING April 30, 2023**

Beginning Cash Balance	\$ 1,847,008.18
Cash Received	
Payments from Member Libraries, etc.	390,658.37
Interest - BankORION	317.29
Interest - Illinois Funds	2,873.38
eCommerce Receipts Payable	5,205.66
Total Cash Received	<u>399,054.70</u>
Expenses Paid	
Checks and Vendor ACH Payments	88,529.73
Payroll and Retirement Contributions	71,997.98
ACH Credit Card Payments	3,939.97
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	395.76
Total Disbursements	<u>164,863.44</u>
Ending Cash Balance	<u><u>\$ 2,081,199.44</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	4,743.92
Capital Reserve Designation	625,321.44
Working Cash	1,451,134.08
TOTAL CASH	<u><u>\$ 2,081,199.44</u></u>

PAYPAL FUNDS DETAILS:

April PayPal Receipts in Transit to Bank	\$824.43
Invested in Capital Assets Balance as of April 2023	\$414.92
Unrestricted Fund Balance as of April 2023	\$1,986,205.68
FY23 operating expenses excluding planned capital reserve designation:	\$ 1,940,141.92
Working Cash % of operating expenses:	74.80%

PrairieCat
Balance Sheet
As of 4/30/2023

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,360,498.18
Cash - Illinois Funds	720,701.26
PayPal Funds	824.43
Total Cash & cash equivalents	2,082,023.87
Accounts receivables	54,059.35
Prepaid expenses	165,638.23
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Accumulated Depreciation	(299,593.58)
Total Capital Assets, net	414.92
Other Assets	
Deferred Outflows - Pension	440,899.93
Total Other Assets	440,899.93
Total Assets	2,743,036.30
Liabilities	
eCommerce Receipts Payable	5,568.35
Payroll	
Pension Payable	10,453.58
Total Payroll	10,453.58
Deferred revenue	320,400.63
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	756,415.70
Net Assets	
Beginning Net Assets	1,828,504.41
Current YTD Net Income	158,116.19
Total Net Assets	1,986,620.60
Total Liabilities and Net Assets	2,743,036.30

PrairieCat

Statement of Revenues and Expenses - FY23 is 83.33% Completed
From 4/1/2023 Through 4/30/2023

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,859.67	23,561.20	23,001.00	102.43%	27,602.00	85.36%
Fully Participating and Basic Online Member Revenue	90,710.25	925,547.97	922,132.50	100.37%	1,106,558.92	83.64%
ILL Barcode Revenue	500.00	2,700.00	2,500.00	108.00%	3,000.00	90.00%
Fully Participating & Basic Online - CR Contribution	4,509.67	52,820.23	47,633.00	110.88%	57,160.00	92.40%
Union List - CR Contribution	716.83	5,906.05	5,765.00	102.44%	6,919.00	85.35%
Total Fees for Services and Materials	99,296.42	1,010,535.45	1,001,031.50	100.95%	1,201,239.92	84.12%
Reimbursements						
Reimbursements	1,422.89	30,728.90	16,387.50	187.51%	19,665.00	156.26%
Reimbursements - Hosting Fee	3,703.16	39,282.85	39,133.00	100.38%	46,960.00	83.65%
Reimbursements - Capira Mobile App	2,349.42	23,925.73	28,750.00	83.21%	34,500.00	69.34%
Total Reimbursements	7,475.47	93,937.48	84,270.50	111.47%	101,125.00	92.89%
Investment Income	3,190.67	23,324.22	4,583.00	508.92%	5,500.00	424.07%
Other						
Other Grants	0.00	0.00	1,666.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	47,023.08	470,230.83	470,230.00	100.00%	564,277.00	83.33%
Other Revenue	0.00	4,677.85	833.00	561.56%	1,000.00	467.78%
Total Other	47,023.08	474,908.68	472,729.00	100.46%	567,277.00	83.72%
Total REVENUES	156,985.64	1,602,705.83	1,562,614.00	102.57%	1,875,141.92	85.47%
EXPENSES						
Personnel						
Other Professionals	49,439.16	521,583.14	524,066.00	99.52%	642,723.00	81.15%
Support Services	10,336.51	90,355.71	109,919.00	82.20%	134,805.00	67.02%
Social Security Taxes	4,174.55	43,230.19	48,474.00	89.18%	59,450.00	72.71%
Unemployment Insurance	0.00	0.00	2,917.00	0.00%	3,500.00	0.00%
Worker's Compensation	143.09	1,843.90	1,357.50	135.83%	1,629.10	113.18%
Retirement Benefits	7,723.02	82,834.90	88,839.00	93.24%	108,953.00	76.02%
Health, Dental And Life Insurance	13,805.13	134,746.86	130,923.00	102.92%	157,108.92	85.76%
Other Fringe Benefits	0.00	453.00	833.00	54.38%	1,000.00	45.30%
Tuition Reimbursements	0.00	0.00	416.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	220.00	833.00	26.41%	1,000.00	22.00%
Total Personnel	85,621.46	875,267.70	908,577.50	96.33%	1,110,669.02	78.81%
Buildings and Grounds						
Property Insurance	203.76	2,038.32	2,083.00	97.85%	2,500.00	81.53%
Total Buildings and Grounds	203.76	2,038.32	2,083.00	97.86%	2,500.00	81.53%
Vehicle Expenses						
Fuel	97.44	615.28	1,666.00	36.93%	2,000.00	30.76%
Repairs And Maintenance	0.00	274.98	1,666.00	16.50%	2,000.00	13.74%

PrairieCat

Statement of Revenues and Expenses - FY23 is 83.33% Completed

From 4/1/2023 Through 4/30/2023

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Vehicle Insurance	199.63	1,279.66	2,083.00	61.43%	2,500.00	51.18%
Vehicles Leasing And Rent	0.00	0.00	416.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	182.50	625.00	29.20%	750.00	24.33%
Total Vehicle Expenses	297.07	2,352.42	6,456.00	36.44%	7,750.00	30.35%
Travel and Continuing Education						
In-State Travel	187.33	1,097.90	4,166.00	26.35%	5,000.00	21.95%
Out-Of-State Travel	0.00	1,513.60	5,000.00	30.27%	6,000.00	25.22%
Registrations And Meeting, Other Fees	107.75	4,173.19	7,500.00	55.64%	9,000.00	46.36%
Conferences And Continuing Education Meetings	0.00	1,241.46	4,166.00	29.79%	5,000.00	24.82%
Public Relations	0.00	799.83	416.00	192.26%	500.00	159.96%
Total Travel and Continuing Education	295.08	8,825.98	21,248.00	41.54%	25,500.00	34.61%
Commercial Insurance						
Supplies, Postage and Printing	640.00	6,400.00	6,250.00	102.40%	7,500.00	85.33%
Computers, Software And Supplies	1,583.17	25,126.28	93,333.00	26.92%	112,000.00	22.43%
General Office Supplies And Equipment	85.41	1,559.99	167.00	934.12%	200.00	779.99%
Postage	0.00	13.12	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	1,668.58	26,699.39	93,500.00	28.56%	112,200.00	23.80%
Telephone and Telecommunications	0.00	0.00	3,583.00	0.00%	4,300.00	0.00%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	39.05	801.10	2,500.00	32.04%	3,000.00	26.70%
Total Equipment Repair and Maintenance	39.05	801.10	2,500.00	32.04%	3,000.00	26.70%
Professional Services						
Legal	236.50	2,013.50	5,833.00	34.51%	7,000.00	28.76%
Accounting	0.00	4,600.00	5,833.00	78.86%	7,000.00	65.71%
Consulting	0.00	800.00	2,083.00	38.40%	2,500.00	32.00%
Payroll Service Fees	590.24	6,546.93	5,417.00	120.85%	6,500.00	100.72%
Total Professional Services	826.74	13,960.43	19,166.00	72.84%	23,000.00	60.70%
Contractual Services						
Information Service Costs	41,590.03	432,733.39	465,161.00	93.02%	558,193.90	77.52%
Outside Printing Services	337.79	337.79	1,666.00	20.27%	2,000.00	16.88%
Other Contractual Services	6,668.05	67,398.01	62,940.00	107.08%	75,529.00	89.23%
Total Contractual Services	48,595.87	500,469.19	529,767.00	94.47%	635,722.90	78.72%
Depreciation	207.51	2,075.10	4,080.80	50.85%	4,897.00	42.37%
Professional Association Membership Dues	94.58	1,472.26	1,666.00	88.37%	2,000.00	73.61%
Miscellaneous	100.00	975.75	416.00	234.55%	500.00	195.15%
Miscellaneous - eCommerce Fees	295.76	3,252.00	4,583.00	70.95%	5,500.00	59.12%
Total EXPENSES	138,885.46	1,444,589.64	1,603,876.30	90.07%	1,945,038.92	74.27%

PrairieCat

Statement of Revenues and Expenses - FY23 is 83.33% Completed
From 4/1/2023 Through 4/30/2023

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>18,100.18</u>	<u>158,116.19</u>	<u>(41,262.30)</u>	<u>(383.19)%</u>	<u>(69,897.00)</u>	<u>(226.21)%</u>

PrairieCat
 Check/Voucher Register
 1000 - Cash - Bank Orion
 From 4/22/2023 Through 5/24/2023

Vendor Name	Effective Date	Check Amount
WEX Bank	4/24/2023	97.44
Mills & Petrie Memorial Library	4/26/2023	(1.40)
Mills & Petrie Memorial Library	4/26/2023	(6.95)
Bourbonnais Public Library District	4/26/2023	306.35
Bradley Public Library District	4/26/2023	71.90
Byron Public Library District	4/26/2023	30.29
Cherry Valley Public Library District	4/26/2023	285.30
Clinton Township Public Library	4/26/2023	88.40
Colona District Public Library	4/26/2023	35.99
Cortland Community Library	4/26/2023	43.60
Creston-Dement Public Library	4/26/2023	32.59
DeKalb Public Library	4/26/2023	574.21
East Moline Public Library	4/26/2023	27.25
Earlville Public Library District	4/26/2023	25.50
Ella Johnson Memorial Public Library District	4/26/2023	706.08
Flagg-Rochelle Public Library District	4/26/2023	770.93
Fossil Ridge Public Library District	4/26/2023	25.00
Franklin Grove Public Library	4/26/2023	20.70
Freeport Public Library	4/26/2023	737.74
Galena Public Library District	4/26/2023	234.79
Geneseo Public Library District	4/26/2023	279.84
Genoa Public Library District	4/26/2023	943.63
Graves-Hume Public Library District	4/26/2023	17.40
Harvard Diggins Library	4/26/2023	116.15
Highland Community College Library	4/26/2023	17.00
Hinckley Public Library District	4/26/2023	753.81
Homer Township Public Library District	4/26/2023	19.95
Homer Township Public Library District	4/26/2023	141.40
Ida Public Library	4/26/2023	232.20
Johnsburg Public Library District	4/26/2023	535.35
Julia Hull District Library	4/26/2023	233.80
Kankakee Public Library	4/26/2023	130.90
LaSalle Public Library	4/26/2023	36.09
Lena Community District Library	4/26/2023	31.06
Limestone Township Library	4/26/2023	23.70
Manhattan-Elwood Public Library District	4/26/2023	541.05
Manteno Public Library District	4/26/2023	284.10
Marengo-Union Public Library District	4/26/2023	30.70
Marseilles Public Library	4/26/2023	52.20
Mills & Petrie Memorial Library	4/26/2023	1.40
Mills & Petrie Memorial Library	4/26/2023	6.95
Mills & Petrie Memorial Library	4/26/2023	8.00
Mokena Community Public Library District	4/26/2023	168.68
Moline Public Library	4/26/2023	1,517.79
Morris Area Public Library	4/26/2023	101.00
New Lenox Public Library	4/26/2023	338.60
Nippersink Public Library District	4/26/2023	241.17
NORTH CHICAGO PUBLIC LIBRARY	4/26/2023	23.35
North Suburban Library District	4/26/2023	501.03
North Suburban Library District	4/26/2023	485.13
Odell Public Library	4/26/2023	504.05
Oregon Public Library District	4/26/2023	25.15
Pecatonica Public Library District	4/26/2023	54.10
Peotone Public Library District	4/26/2023	340.45
Peru Public Library	4/26/2023	34.05

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 4/22/2023 Through 5/24/2023

Vendor Name	Effective Date	Check Amount
Plano Community Library District	4/26/2023	35.10
Princeton Public Library	4/26/2023	403.40
Putnam County Public Library District	4/26/2023	0.40
Putnam County Public Library District	4/26/2023	11.90
Putnam County Public Library District	4/26/2023	3.00
Putnam County Public Library District	4/26/2023	0.40
Putnam County Public Library District	4/26/2023	3.00
Raymond A. Sapp Memorial Township Library	4/26/2023	18.30
Reddick Public Library District	4/26/2023	424.95
Richard A. Mautino Memorial Library	4/26/2023	39.45
River Valley District Library	4/26/2023	40.18
Robert R. Jones Public Library District	4/26/2023	21.65
Robert W. Rowe Public Library District	4/26/2023	27.05
Rock Island Public Library	4/26/2023	306.27
Rock Island Public Library	4/26/2023	26.00
Rock Island Public Library	4/26/2023	80.40
Rockford University	4/26/2023	28.75
Sandwich Public Library District	4/26/2023	184.70
Schmaling Memorial Public Library District	4/26/2023	53.94
Seneca Public Library District	4/26/2023	148.60
Sherrard Public Library District	4/26/2023	45.59
Silvis Public Library	4/26/2023	69.30
Somonauk Public Library District	4/26/2023	397.40
Streator Public Library	4/26/2023	75.80
Sycamore Public Library	4/26/2023	1,395.08
Talcott Free Library District	4/26/2023	36.10
Three Rivers Public Library	4/26/2023	65.30
Three Rivers Public Library	4/26/2023	13.30
Warren CUSD #205	4/26/2023	20.00
Wilmington Public Library District	4/26/2023	331.15
Woodstock Public Library	4/26/2023	110.67
Yorkville Public Library	4/26/2023	2,382.77
Paycom Payroll LLC	4/27/2023	295.12
Paycom Payroll LLC	4/27/2023	19,149.64
Paycom Payroll LLC	4/27/2023	7,511.12
First Bankcard	4/27/2023	3,939.97
ICMA Retirement Corporation	4/28/2023	1,202.75
Bank Orion	4/30/2023	70.00
Mel Foster Co. Insurance	5/1/2023	6,326.00
Klein, Thorpe and Jenkins, Ltd.	5/3/2023	387.00
Marcive, Inc.	5/3/2023	329.88
MerchantE	5/3/2023	261.41
Illinois Municipal Retirement Fund	5/4/2023	10,453.85
Bank Orion	5/9/2023	20.00
LIMRICC	5/10/2023	18,985.51
SANDY TEDDER	5/10/2023	847.70
SPRINGSHARE LLC	5/10/2023	3,799.00
Paycom Payroll LLC	5/11/2023	295.12
Paycom Payroll LLC	5/11/2023	19,149.67
Paycom Payroll LLC	5/11/2023	7,511.04
ICMA Retirement Corporation	5/12/2023	1,202.75
CAROLYN COULTER	5/17/2023	28.00
Melissa Landis	5/23/2023	273.67
SANDY TEDDER	5/23/2023	178.73
Report Total		121,894.77

PrairieCat Election Summary
Election Held May 8 - May 19 , 2023
FY23 Administrative Council, Circulation Committee, and Technical Services Committee

Seat	Candidate	Vote Count
Administrative Council		
At Large Seat (3 year term)	Megan Gove, Talcott Free Public Library	40
At Large Seat (3 year term)	Michelle Krooswyk, New Lenox Public Library	42
At Large Seat (3 year term)	Julie Wayland, Princeton Public Library	34
	Rene Leyva, Fossil Ridge Public Library	33
Circulation Committee		
Public Library Tier 1 Seat (3 year term)	Carrie Zamorano, Woodstock Pulbic Library	8
Public Library Tier 2 Seat (3 year term)	Devin Wood, Johnsburg Public Library	16
At Large Seat (3 year term)	Tari Sangston, Richard A. Mautino	48
At Large Seat (3 year term)	Shannon Snidanko, Homer Township Public Library	49
Academic/Special/School Representative (3 year term)	Lisa Elsner, Hihghland Community College	3
Technical Services Committee		
Public Library Tier 1 Seat (3 year term)	Deborah Shippy, Moline Public Library	8
At Large Seat (3 year term)	Tricia Dean, Wilmington Public Library District	49
At Large Seat (3 year term)	Eric Linnell, Bourbonnais Public Library	48

Library Type	Ballots Cast	Libraries Eligible to Vote
Public Library Tier 1	8	13
Public Library Tier 2	16	26
Public Library Tier 3	23	52
Academic/Special/School	3	10
Union List Representatives	1	4
Total Submissions	51	105
Total Participation	49%	

ADMINISTRATIVE COUNCIL

This governing body consists of 11 elected representatives from the Delegates Assembly. The group sets policy, receives and approves recommendations from the Ad Hoc and Standing Committees, and approves recommendations to go to the Delegates Assembly including new members, contracts, the budget and major purchases outside the budget.

FY2024 Officers:
 Chair: Ashley Huffines (FP)
 Vice-Chair:

Secretary:
 Treasurer:

Monthly meetings on 1st Fridays (*2nd Fridays if Holiday or when Delegates Assembly is the same week). All meetings are In person and held from 10:00am-1:00pm. Rotating locations of council members' libraries. Participation also available via conference call.

PC Host: Carolyn Coulter Alternate Host: Chelsey DeSplinter, Elizabeth Smith

Who should attend: members of the Council and any other interested parties

Date	Location	Time	Format
Jul 7, 2023	Freeport PL	10:30am-1:00pm	In person
Aug 4, 2023	Princeton PL	10:30am-1:00pm	In person
Sep 1, 2023	Rock Island PL Downtown	10:30am-1:00pm	In person
Oct 6, 2023	Talcott Free LD	10:30am-1:00pm	In person
Nov 3, 2023	Bourbonnais PL	10:30am-1:00pm	In person
Dec 1, 2023	Pecatonica PL	10:30am-1:00pm	In person
Jan 5, 2024	New Lenox PL	10:30am-1:00pm	In person
Feb 9, 2024	Dekalb PL	10:30am-1:00pm	In person
Mar 1, 2024	RAILS Coal Valley	10:30am-1:00pm	In person
Apr 5, 2024	Highland Community College	10:30am-1:00pm	In person
May 3, 2024	Sandwich PL	10:30am-1:00pm	In person
Jun 7, 2024	Rock Island PL Watts-Midtown	10:30am-1:00pm	In person



Date: 6/2/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, PrairieCat Director

Re: Review closed meeting session recordings for deletion or retention

Executive Summary:

Every year, the Administrative Council reviews closed meeting session recordings eligible for deletion. These recordings must be over 18 months old.

Currently, we only have one recording eligible for deletion, which is Carolyn Coulter's review from 6/4/2021. It is recommended that this recording be deleted.



Date: 6/2/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, PrairieCat Director

Re: Review of ILL barcode policy

Executive Summary:

Every year, the Administrative Council reviews the ILL barcode policy. The current policy is below. Currently, no changes are recommended by staff.

**ILL
Barcode**

Effective July 1, 2013, the PRAIRIECAT ILL barcode will be sold in blocks of 100 holds for \$100, as many blocks as requested. No refunds or discounts will be permitted. Participants must be a RAILS member library, and not a member of a consortium that allow for direct requests by other RAILS member libraries.

Approved by the Administrative Council on 6/7/2013 and re-confirmed on 6/5, 2015.

Revised by the Administrative Council, 6/3/2022



Date: 6/2/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, PrairieCat Director

Re: Collection Agency Policy revision

Executive Summary:

At the Administrative Council meeting on May 5th, 2023, the need for further refinement to our PrairieCat Collections policy of the Circulation Policies and Procedures Manual was again discussed. It was decided that Carolyn Coulter and Jason Jensen, PrairieCat staff member who usually works with the UMS collection agency, would meet with UMS representatives and discuss if there are options beyond forcing a change from automatic submission to manual review for those libraries who use automatic submission for collections reporting currently.

Outcome of Discussion:

After a lengthy discussion with the UMS technician, it was ascertained that there is no way, other than reviewing each patron and their outstanding materials in Sierra, to prevent a patron's home library from turning over their own patrons from owing for materials from another library. This process would entail a manual review of each patron and all the materials they are being charged, and then marking the patron for exemption before the report is submitted to UMS. The library staff member would have to look up each patron in Sierra, see the location for the material in arrears, ascertain if the patron should be exempted, and then mark the record from deletion on the report before it is submitted. This would be quite a lot of work if there are several patrons being reported and would need to be done regularly.

Collection processing being governed by the patron's home library is the result of the way Sierra handles collections systematically, and cannot be changed.

One other thing that we did discover during this process is that a patron's library can create a note in the patron's record to exempt them from all collections. This would not satisfy the complaint about a patron being submitted for another library's materials, however, since it would just exempt the patron from all collections.

Further Information:

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

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

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.”*

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 fees 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 from the Circulation Committee:

- 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.*