



**PrairieCat Administrative Council  
Agenda  
July 7, 2023**

The Council will meet on Friday, July 7th, 2023, 10:30 am –12:00 pm  
In person at the Freeport Public Library,  
100 E. Douglas Str., Freeport, IL

The meeting will also be available online via Zoom:

<https://prairiecat-org.zoom.us/meeting/register/tZUqf-mtrDstHNeWUPipGNhGb58b55U0MI8i#/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. 2-16)
  - a. Approve minutes for June 2nd, 2023, PrairieCat Administrative Council meeting.
  - b. Approve financial report for May 2023
  - c. Approve check register.
  - d. Statistical reports
- V. Membership Update (pp. 17-25)
  - a. Update on new and upgrading members.
  - b. Update on current training and engagement projects
- VI. Administrative Issues
  - a. Welcome new Administrative Council members
  - b. ACTION: Review, discussion and decision, investment options for PrairieCat funds (pp. 26-37)
  - c. Committee designations for new Administrative Council members
  - d. Review of Administrative Council Manual and signature cards for officers
  - e. ACTION: Approve salary adjustment for Director as discussed at 6/2/2023 meeting
  - f. ACTION: Election of OMA and FOIA officers
  - g. Discussion and recommendation, Pay Scale for FY24 (pp. 38-40)
  - h. ACTION: Review, discussion and decision, credit card limit increase for PrairieCat staff credit cards (p. 41)
  - i. Review of Delegates Assembly agenda for July 26, 2023 (p. 42)
- VII. Ad Hoc Committee Updates
  - a. Resource Sharing Committee – No report
  - b. Finance Committee – Report from June 15<sup>th</sup>, 2023
- VIII. Review of Meeting – what worked and what didn't.
- IX. Public Comments
- X. Adjournment
- XI. Next Meeting – Friday, August 4, 2023, Princeton Public Library



**\*Motion carried by vocal affirmation**

**Ayes: 11**

**Nays: 0**

**Abstentions: 0**

V. Membership Update

a. Update on new and upgrading members.

Smith (PrairieCat) stated that Mt. Carroll is upgrading from Union List to Basic Online and are set to Go Live on Monday, June 5<sup>th</sup>. FHN has given their official notice of withdrawal from PrairieCat, which was expected. As of June 30<sup>th</sup>, they will no longer be a member of PrairieCat. Putnam County Schools is adding their primary school and will be working on adding items throughout the year. Winnebago Public Library is considering joining PrairieCat. Coulter (PrairieCat) has been in contact with the director and has spoken to the library board. Winnebago is supposed to vote on joining at their June 15<sup>th</sup> board meeting.

- Update on current training and engagement projects  
Smith (PrairieCat) said PrairieCat staff continues work with Cherry Hill on the new website project. The launch of the new site is on hold until Cherry Hill can get the Statistics and Reports page working. There are also a few problems with permissions on the new site that need to be corrected as well.

Coulter (PrairieCat) explained that this fiscal year, we decided we would be enforcing the Delegates Assembly attendance policy without the in-person requirement. Smith continued, saying according to the bylaws, a library's Delegate or Alternate must attend at least two of the four Delegates Assembly meetings. If they do not, they will be fined \$150. Four libraries did not meet this requirement. Elizabeth Township Library attended one meeting, Lena Community District Library attended one meeting, Polo Public Library District attended one meeting and Walnut Public Library District did not attend any of the Delegates Assembly meetings in FY23. Smith asked the Council if we they want to enforce this rule and fine those who did not attend the required two meetings. Krooswyk (NL) does not think it is fair to all the libraries who did attend the meetings to not fine the four libraries who did not. Smith explained that Polo Public Library District did have a new director in November 2022. The Council agrees to give a pass to Polo and send more communication about attendance expectations going forward. They also agreed to fine the other 3 noncompliant libraries.

VI. Administrative Issues

a. Recognize departing Council members

2220 W. 23rd Avenue  
Coal Valley, IL 61240  
(877) 542-7257  
<http://support.prairiecat.info>

Coulter (PrairieCat) thanked and congratulated Long (EM) on her service on the Council over the last six years.

**b. ACTION: Elect FY24 officers**

FY24 Executive Committee  
Chair: Huffines (FP)  
Vice Chair: Krooswyk (NL)  
Secretary: Brozovich (RP)  
Treasurer: Beth Ryan (JO)

**MOTION #**

**Gove (TF) moved and Watson (HC) seconded to approve FY24 Administrative Council officers. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation.**

**Ayes: 11**

**Nays: 0**

**Abstentions: 0**

**c. ACTION: Approve check signers, FY24**

**MOTION #3**

**McCully (BD) moved and Bryant (PT) seconded to approve FY24 Executive Committee as check signers. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation.**

**Ayes: 11**

**Nays: 0**

**Abstentions: 0**

**d. ACTION: Approve meeting dates, FY24**

**MOTION #4**

**Huffines (FP) moved and Ryan (JO) seconded to approve FY24 meeting dates as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 11**

**Nays: 0**

**Abstentions: 0**

**e. ACTION: Review closed session meeting recordings for release or deletion for recordings over 18 months old**

3220 W. 23rd Avenue  
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(877) 542-7257  
<http://support.prairiecat.info>

**MOTION #5**

**Long (EM) moved and Krooswyk (NL) seconded to approve the deletion of closed session recordings over 18 months old. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation.**

**Ayes: 11**

**Nays: 0**

**Abstentions: 0**

- f. Review ILL Barcode Policy, FY24  
Coulter (PrairieCat) explained that every year, the Administrative Council reviews the ILL Barcode Policy. The staff have no recommended revisions to this policy. Gove (TF) suggested changing the policy to review as needed versus annually. Coulter will make these changes.
  
- g. ACTION: Review and discussion, changes to collection policy and procedures of the circulation manual  
Coulter (PrairieCat) said 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. Gove (TF) suggested upping the limit on when a patron is sent to collections. Coulter answered that we cannot add this as a policy because we cannot fiscally bind libraries, but the policy can recommend setting a \$50 threshold. After reviewing policy, the Council would like to change: D. 1. to C.1, D. 2. to E., D.3 to F., D. 4. to G.

**MOTION #6**

**Bryant (PT) moved and Krooswyk (NL) seconded to approve the changes to the collection policy and procedures in the circulation manual. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation.**

**Ayes: 11**

**Nays: 0**

**Abstentions: 0**

4220 W. 23rd Avenue  
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**h. Discussion, Consortia Committee**

Coulter (PrairieCat) stated that Faulkner (DK) is currently PrairieCat's voting member on the RAILS Consortium Committee. She asked Faulkner if she wanted to remain PrairieCat's voting member. Faulkner agreed.

- i. Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.**

**MOTION #7**

**Ryan (JO) moved and Gove (FT) seconded to adjourn to closed session. There was no discussion on the motion.**

**\*Motion carried by roll call**

**Ayes: 11**

**Nays: 0**

**Abstentions: 0**

The Council adjourned to closed session at 11:07 am and it ended at 11:50 am.

Faulkner (DK) reported from the closed session stating the Council would like to grant a 4% cost of living increase and 1% merit increase to Coulter (PrairieCat). They would also like to add an additional 37.5 hours of vacation time to Coulter in FY24. The Council will vote on this in July.

**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.**

Faulkner (DK) said to be sure to add the vote to approve Coulter's salary increase to the agenda next year.

**IX. Public Comments**

There were no public comments.

**X. Adjournment**

The meeting adjourned at 11:57 pm.

Next Meeting – Friday, July 7, 2023, Freeport Public Library

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: 6/2/2023	Vote Summary			Votes											
MOTION	Aye	Nay	Abstention	Victoria Blackmer (CV)	Kim Brozovich (RP)	Penny Bryant (PT)	Emily Faulkner (DK)	Megan Gove (TF)	Ashley Huffines (FP)	Michelle Krooswyk (NL)	Laura Long (EM)	Kelly McCully (BD)	Beth Ryan (JO)	Laura Watson (HC)	
to approve the consent agenda as presented.	11	0	0	Y	Y	Y	Y	M Y	Y	Y	Y	2ND Y	Y	Y	
to approve FY24 Administrative Council officers.	11	0	0	Y	Y	Y	Y	M Y	Y	Y	Y	Y	Y	2ND Y	
to approve FY24 check signers.	11	0	0	Y	Y	2ND Y	Y	Y	Y	Y	Y	M Y	Y	Y	
to approve FY24 meeting dates.	11	0	0	Y	Y	Y	Y	Y	M Y	Y	Y	Y	2ND Y	Y	
to approve the deletion of closed session recordings over 18 months old.	11	0	0	Y	Y	Y	Y	Y	Y	2ND Y	M Y	Y	Y	Y	
to approve the changes to the collection policy and procedures in the circulation manual.	11	0	0	Y	Y	M Y	Y	Y	Y	2ND Y	Y	Y	Y	Y	



**Date:** 7/7/2023  
**To:** PrairieCat Administrative Council  
**From:** Elena Mendoza, RAILS Staff Accountant  
**Subject:** PrairieCat Financial Report – May 2023

Please find attached the PrairieCat Financial Reports for the month of May 2023. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of May 24 through June 28.

As of May 31, of the total cash balance of \$1,657,936, \$1,024,727 was undesignated working cash, \$622,279 was designated for capital reserves, and \$10,930 was eCommerce receipts payable to the membership. Cash decreased \$423,264 during the month of May primarily due to the FY2024 annual Innovative Interfaces maintenance payment (\$374,308), monthly payroll and payroll-related expenses, monthly LIMRICC health insurance expense (\$18,986), April and May's credit card expenses, as well as several other vendor expenses.

The balance of working cash was sufficient to fund 6.3 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 May of \$1,761,875 were \$43,001 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 May was \$26,792, which was \$21,751 above the year-to-date budgeted amount of \$5,041. The Illinois Funds interest rate has continued to rise with the daily rate at 5.211% as of June 28. The Federal Reserve has raised the interest rates ten times since March 2022. During the Federal Reserve's June meeting, they anticipated another two potential quarter percentage point increases before the end of the year, bringing the expected rate goal to 5.6% by the end of



calendar year 2023. This is expected to decrease to 4.6% and 3.4% at the end of calendar years 2024 and 2025, respectively.

Total expenses through May of \$1,594,280 were \$165,619 below budget mostly due to under budget Supplies, Postage and Printing costs (\$73,325), Personnel costs (\$34,180), Contractual Services expenses (\$33,924), Professional Services (\$6,144), Travel and Continuing Education costs (\$5,935), 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 May. Contractual Services expenses were under-budget due to the Vega Discovery project not having yet gone live. Professional Services costs were below budget primarily due to a lower than budgeted need for legal services and consulting through May. Travel and Continuing Education costs were below budget through May but are expected to rise slightly as in-person member and governance meetings occur.

**PRAIRIECAT  
CASH REPORT  
FOR THE PERIOD ENDING May 31, 2023**

Beginning Cash Balance	\$ 2,081,199.44
Cash Received	
Payments from Member Libraries, etc.	47,797.35
Interest - BankORION	350.97
Interest - Illinois Funds	3,116.32
eCommerce Receipts Payable	6,185.51
Total Cash Received	<u>57,450.15</u>
Expenses Paid	
Checks and Vendor ACH Payments	405,527.75
Payroll and Retirement Contributions	66,771.07
ACH Credit Card Payments	8,078.58
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	336.66
Total Disbursements	<u>480,714.06</u>
Ending Cash Balance	<u><u>\$ 1,657,935.53</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	10,929.43
Capital Reserve Designation	622,279.03
Working Cash	1,024,727.07
<b>TOTAL CASH</b>	<u><u>\$ 1,657,935.53</u></u>

**PAYPAL FUNDS DETAILS:**

May PayPal Receipts in Transit to Bank	\$788.12
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Invested in Capital Assets Balance as of May 2023	\$207.41
Unrestricted Fund Balance as of May 2023	\$1,995,891.67
FY23 operating expenses excluding planned capital reserve designation:	\$ 1,940,141.92
Working Cash % of operating expenses:	52.82%

**PrairieCat**  
Balance Sheet  
As of 5/31/2023

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	934,117.95
Cash - Illinois Funds	723,817.58
PayPal Funds	788.12
Total Cash & cash equivalents	1,658,723.65
Accounts receivables	16,196.00
Prepaid expenses	496,869.51
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Accumulated Depreciation	(299,801.09)
Total Capital Assets, net	207.41
Other Assets	
Deferred Outflows - Pension	440,899.93
Total Other Assets	440,899.93
Total Assets	2,612,896.50
<b>Liabilities</b>	
eCommerce Receipts Payable	11,717.55
Payroll	
Pension Payable	10,453.57
Total Payroll	10,453.57
Deferred revenue	174,633.16
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	616,797.42
<b>Net Assets</b>	
Beginning Net Assets	1,828,504.41
Current YTD Net Income	167,594.67
Total Net Assets	1,996,099.08
Total Liabilities and Net Assets	2,612,896.50

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 91.67% Completed  
From 5/1/2023 Through 5/31/2023

	<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>
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,300.17	25,861.37	25,301.00	102.21%	27,602.00	93.69%
Fully Participating and Basic Online Member Revenue	93,033.00	1,018,580.97	1,014,345.75	100.41%	1,106,558.92	92.04%
ILL Barcode Revenue	200.00	2,900.00	2,750.00	105.45%	3,000.00	96.66%
Fully Participating & Basic Online - CR Contribution	4,829.17	57,649.40	52,396.00	110.02%	57,160.00	100.85%
Union List - CR Contribution	576.58	6,482.63	6,342.00	102.21%	6,919.00	93.69%
<b>Total Fees for Services and Materials</b>	<b>100,938.92</b>	<b>1,111,474.37</b>	<b>1,101,134.75</b>	<b>100.94%</b>	<b>1,201,239.92</b>	<b>92.53%</b>
Reimbursements						
Reimbursements	1,422.89	32,151.79	18,026.25	178.36%	19,665.00	163.49%
Reimbursements - Hosting Fee	3,967.16	43,250.01	43,046.00	100.47%	46,960.00	92.09%
Reimbursements - Capira Mobile App	2,349.42	26,275.15	31,625.00	83.08%	34,500.00	76.15%
<b>Total Reimbursements</b>	<b>7,739.47</b>	<b>101,676.95</b>	<b>92,697.25</b>	<b>109.69%</b>	<b>101,125.00</b>	<b>100.55%</b>
Investment Income	3,467.29	26,791.51	5,041.00	531.47%	5,500.00	487.11%
Other						
Other Grants	0.00	0.00	1,832.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	47,023.08	517,253.91	517,253.00	100.00%	564,277.00	91.66%
Other Revenue	0.00	4,677.85	916.00	510.68%	1,000.00	467.78%
<b>Total Other</b>	<b>47,023.08</b>	<b>521,931.76</b>	<b>520,001.00</b>	<b>100.37%</b>	<b>567,277.00</b>	<b>92.01%</b>
<b>Total REVENUES</b>	<b>159,168.76</b>	<b>1,761,874.59</b>	<b>1,718,874.00</b>	<b>102.50%</b>	<b>1,875,141.92</b>	<b>93.96%</b>
<b>EXPENSES</b>						
Personnel						
Other Professionals	49,439.16	571,022.30	573,506.00	99.56%	642,723.00	88.84%
Support Services	10,336.51	100,692.22	120,289.00	83.70%	134,805.00	74.69%
Social Security Taxes	4,174.57	47,404.76	53,047.00	89.36%	59,450.00	79.73%
Unemployment Insurance	0.00	0.00	3,209.00	0.00%	3,500.00	0.00%
Worker's Compensation	143.09	1,986.99	1,493.25	133.06%	1,629.10	121.96%
Retirement Benefits	7,723.02	90,557.92	97,220.00	93.14%	108,953.00	83.11%
Health, Dental And Life Insurance	13,805.13	148,551.99	144,015.00	103.15%	157,108.92	94.55%
Other Fringe Benefits	0.00	453.00	916.00	49.45%	1,000.00	45.30%
Tuition Reimbursements	0.00	0.00	458.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	220.00	916.00	24.01%	1,000.00	22.00%
<b>Total Personnel</b>	<b>85,621.48</b>	<b>960,889.18</b>	<b>995,069.25</b>	<b>96.57%</b>	<b>1,110,669.02</b>	<b>86.51%</b>
Buildings and Grounds						
Property Insurance	232.08	2,270.40	2,291.00	99.10%	2,500.00	90.81%
<b>Total Buildings and Grounds</b>	<b>232.08</b>	<b>2,270.40</b>	<b>2,291.00</b>	<b>99.10%</b>	<b>2,500.00</b>	<b>90.82%</b>
Vehicle Expenses						
Fuel	64.24	679.52	1,833.00	37.07%	2,000.00	33.97%
Repairs And Maintenance	1,561.99	1,836.97	1,833.00	100.21%	2,000.00	91.84%

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 91.67% Completed

From 5/1/2023 Through 5/31/2023

	<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	121.83	1,401.49	2,291.00	61.17%	2,500.00	56.05%
Vehicles Leasing And Rent	0.00	0.00	458.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	182.50	687.00	26.56%	750.00	24.33%
<b>Total Vehicle Expenses</b>	<b>1,748.06</b>	<b>4,100.48</b>	<b>7,102.00</b>	<b>57.74%</b>	<b>7,750.00</b>	<b>52.91%</b>
<b>Travel and Continuing Education</b>						
In-State Travel	782.97	1,880.87	4,583.00	41.04%	5,000.00	37.61%
Out-Of-State Travel	4,592.82	6,106.42	5,500.00	111.02%	6,000.00	101.77%
Registrations And Meeting, Other Fees	3,237.35	7,410.54	8,250.00	89.82%	9,000.00	82.33%
Conferences And Continuing Education Meetings	0.00	1,241.46	4,583.00	27.08%	5,000.00	24.82%
Public Relations	0.00	799.83	458.00	174.63%	500.00	159.96%
<b>Total Travel and Continuing Education</b>	<b>8,613.14</b>	<b>17,439.12</b>	<b>23,374.00</b>	<b>74.61%</b>	<b>25,500.00</b>	<b>68.39%</b>
<b>Commercial Insurance</b>	<b>604.83</b>	<b>7,004.83</b>	<b>6,875.00</b>	<b>101.88%</b>	<b>7,500.00</b>	<b>93.39%</b>
<b>Supplies, Postage and Printing</b>						
Computers, Software And Supplies	2,825.51	27,951.79	102,666.00	27.22%	112,000.00	24.95%
General Office Supplies And Equipment	0.00	1,559.99	184.00	847.82%	200.00	779.99%
Postage	0.00	13.12	0.00	0.00%	0.00	0.00%
<b>Total Supplies, Postage and Printing</b>	<b>2,825.51</b>	<b>29,524.90</b>	<b>102,850.00</b>	<b>28.71%</b>	<b>112,200.00</b>	<b>26.31%</b>
<b>Telephone and Telecommunications</b>	<b>0.00</b>	<b>0.00</b>	<b>3,941.00</b>	<b>0.00%</b>	<b>4,300.00</b>	<b>0.00%</b>
<b>Equipment Repair and Maintenance</b>						
Equipment Repair And Maintenance Agreements	39.05	840.15	2,750.00	30.55%	3,000.00	28.00%
<b>Total Equipment Repair and Maintenance</b>	<b>39.05</b>	<b>840.15</b>	<b>2,750.00</b>	<b>30.55%</b>	<b>3,000.00</b>	<b>28.01%</b>
<b>Professional Services</b>						
Legal	387.00	2,400.50	6,416.00	37.41%	7,000.00	34.29%
Accounting	0.00	4,600.00	6,416.00	71.69%	7,000.00	65.71%
Consulting	0.00	800.00	2,291.00	34.91%	2,500.00	32.00%
Payroll Service Fees	590.24	7,137.17	5,959.00	119.77%	6,500.00	109.80%
<b>Total Professional Services</b>	<b>977.24</b>	<b>14,937.67</b>	<b>21,082.00</b>	<b>70.86%</b>	<b>23,000.00</b>	<b>64.95%</b>
<b>Contractual Services</b>						
Information Service Costs	41,683.09	474,416.48	511,677.00	92.71%	558,193.90	84.99%
Outside Printing Services	0.00	337.79	1,833.00	18.42%	2,000.00	16.88%
Other Contractual Services	6,668.05	74,066.06	69,234.00	106.97%	75,529.00	98.06%
<b>Total Contractual Services</b>	<b>48,351.14</b>	<b>548,820.33</b>	<b>582,744.00</b>	<b>94.18%</b>	<b>635,722.90</b>	<b>86.33%</b>
<b>Depreciation</b>	<b>207.51</b>	<b>2,282.61</b>	<b>4,488.88</b>	<b>50.85%</b>	<b>4,897.00</b>	<b>46.61%</b>
<b>Professional Association Membership Dues</b>	<b>94.58</b>	<b>1,566.84</b>	<b>1,833.00</b>	<b>85.47%</b>	<b>2,000.00</b>	<b>78.34%</b>
<b>Miscellaneous</b>	<b>114.25</b>	<b>1,090.00</b>	<b>458.00</b>	<b>237.99%</b>	<b>500.00</b>	<b>218.00%</b>
<b>Miscellaneous - eCommerce Fees</b>	<b>261.41</b>	<b>3,513.41</b>	<b>5,041.00</b>	<b>69.69%</b>	<b>5,500.00</b>	<b>63.88%</b>
<b>Total EXPENSES</b>	<b>149,690.28</b>	<b>1,594,279.92</b>	<b>1,759,899.13</b>	<b>90.59%</b>	<b>1,945,038.92</b>	<b>81.97%</b>

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 91.67% Completed  
From 5/1/2023 Through 5/31/2023

	<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><del>9,478.48</del></u>	<u><del>167,594.67</del></u>	<u><del>(41,025.13)</del></u>	<u><del>(408.51)%</del></u>	<u><del>(69,897.00)</del></u>	<u><del>(239.77)%</del></u>

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 5/24/2023 Through 6/28/2023

Vendor Name	Effective Date	Check Amount
WEX Bank	5/24/2023	64.24
Paycom Payroll LLC	5/25/2023	295.12
Paycom Payroll LLC	5/25/2023	19,149.63
Paycom Payroll LLC	5/25/2023	7,511.14
ICMA Retirement Corporation	5/26/2023	1,202.75
INNOVATIVE INTERFACES INCORPORATED	5/31/2023	374,308.02
Bank Orion	5/31/2023	55.25
First Bankcard	5/31/2023	4,432.20
First Bankcard	5/31/2023	3,646.38
MerchantE	6/2/2023	263.54
LIMRICC	6/7/2023	18,985.51
Illinois Municipal Retirement Fund	6/7/2023	10,453.85
Paycom Payroll LLC	6/8/2023	295.12
Paycom Payroll LLC	6/8/2023	19,149.68
Paycom Payroll LLC	6/8/2023	7,511.04
ICMA Retirement Corporation	6/9/2023	1,202.75
Bank Orion	6/9/2023	20.00
NETGATE	6/14/2023	1,021.56
Guardian	6/19/2023	4,093.44
Paycom Payroll LLC	6/22/2023	308.12
Paycom Payroll LLC	6/22/2023	19,149.64
Paycom Payroll LLC	6/22/2023	7,511.12
ICMA Retirement Corporation	6/23/2023	1,202.75
WEX Bank	6/26/2023	86.11
ASSOCIATION FOR RURAL & SMALL LIBRARIES	6/28/2023	295.00
Jason Jensen	6/28/2023	111.74
John Slanicky	6/28/2023	31.11
Waubonsee Community College	6/28/2023	3,900.00
Report Total		506,256.81

	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	Apr 2022	Apr 2023	May 2022	May 2023	FY22 Totals	FY23 Totals to date	FY Totals % of change
<b>General</b>																									
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	1,211,957	1,222,047	1,212,231	1,220,995	1,210,847	1,220,995	0.84%
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	5,131,604	5,148,380	5,141,509	5,140,536	5,136,754	5,140,536	0.07%
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	380,683	366,283	352,866	349,172	345,140	349,172	1.17%
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	375,654	373,796	355,427	368,789	4,450,516	4,319,472	-2.94%
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	53,906	51,601	47,037	49,798	638,373	597,027	-6.48%
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	42,902	43,442	40,896	43,343	499,632	491,330	-1.66%
<b>Training, Outreach and Engagement</b>																									
Training events	2	7	1	2	1	7	3	4	1	7	2	8	8	6	3	6	9	3	7	3	2	8	43	61	41.86%
Training participants	6	23	2	12	9	17	8	202	2	16	4	64	23	17	6	14	21	14	21	6	4	18	185	403	117.84%
Training contact hours	14	33	1	18	27	25	18	301	3	21	5	73	29	25	5	20	26	22	39	6	8	26	221	566	156.69%
TalentLMS Course Completions	370	292	181	420	233	302	353	302	247	184	162	126	275	228	145	192	253	207	209	192	213	236	2,871	2,681	-6.62%
Site visits	4	1	5	4	3	-	5	5	1	2	4	2	3	1	7	2	4	1	3	4	6	5	47	27	-42.55%
Member Meetings/Events	6	10	6	9	19	10	8	10	4	6	3	9	6	7	4	9	6	7	13	9	2	9	88	95	7.95%
Meeting/Event participants	155	183	72	129	455	406	283	201	100	80	32	154	179	165	66	140	57	46	349	219	25	123	1,905	1,846	-3.10%
Meeting/Event contact hours	259	257	92	184	446	85	428	322	113	251	56	197	242	276	66	214	68	55	649	459	39	174	2,605	2,471	-5.14%
<b>Troubleshooting</b>																									
HelpDesk Calls Opened	236	242	327	388	312	236	322	291	259	384	250	285	271	247	361	320	383	327	350	263	270	312	3,595	3,295	-8.34%
HelpDesk Calls Closed	248	225	303	385	303	193	282	281	240	364	342	251	278	248	345	512	407	339	344	256	274	274	3,696	3,328	-9.96%
<b>Database Enrichment</b>																									
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	1,587	1,372	1,401	1,728	15,983	18,497	15.73%
Bibload records loaded - MARC catalogers	1,497	1,968	1,549	2,173	2,331	2,481	1,813	2,273	2,085	2,266	2,285	1,688	2,491	1,750	1,877	1,909	1,939	2,222	1,734	2,250	2,199	2,347	22,791	23,827	4.55%
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	945	931	1,187	960	18,603	18,410	-1.04%
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	454	1,068	942	936	9,788	10,977	12.15%
Enhancements/corrections - PC staff	15	22	37	43	3	48	29	49	-	9	30	26	28	50	41	8	38	8	-	14	21	11	291	288	-1.03%
Enhancements/corrections - MARC catalogers	6	116	153	188	175	159	133	75	222	113	107	67	216	114	117	97	4	169	3	79	105	108	1,241	1,285	3.55%
Original catalogings - PC staff	35	26	53	29	36	34	14	53	-	24	39	34	35	40	32	2	37	21	3	4	42	13	387	280	-27.65%
Original catalogings - MARC catalogers	13	36	-	-	-	-	-	31	-	36	-	19	-	-	-	-	-	-	-	-	-	-	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	39,276	42,387	42,395	36,958	647,359	699,911	8.12%
To see the full statistical spreadsheet, visit: <a href="https://support.prairiecat.info/gov">https://support.prairiecat.info/gov</a>																									





### New or Upgrading Library Profile

<b>Library Name:</b>	<b>Winnebago Public Library</b>
Current PrairieCat membership level	Non-member
New PrairieCat membership level	Fully Participating
Type / Tier	Public Library – Tier 2
Community	Winnebago
County	Winnebago
Buildings	1
Population	7,299
Registered cardholders	4,652
Total FTE	2
Total operating income	\$342,513
Total collection	50,894
Total circulation	34,259
FY22 OCLC fee	\$830.69
Projected FY24 PrairieCat fee w/OCLC	\$13,895

**SECOND AMENDED INTERGOVERNMENTAL AGREEMENT ESTABLISHING  
PRAIRIECAT AND  
AUTHORIZING MEMBERSHIP IN PRAIRIECAT**

**FULLY PARTICIPATING**       **BASIC ONLINE**  
 **UNION LISTING**  
**(Check appropriate participation level)**

WHEREAS, each of the entities listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq., a school district established pursuant to state statute or another entity with a library organized and existing under the laws of the state of Illinois; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the public libraries, library districts and school districts are established, the Governing Body of each of the said entities is empowered and authorized to enter into intergovernmental contracts and agreements for library services and the other entities with a library have the authority to contract for library services; and

WHEREAS, the Libraries that have signed this Agreement have determined that it is in their best interest to join together to provide the services outlined in this Agreement and have decided to create an intergovernmental entity called "PRAIRIECAT," voluntarily established by contracting Public Libraries, Library Districts and other entities with libraries to provide the services and automated library system described and set forth in this Agreement; and

WHEREAS, PRAIRIECAT was initially established in December, 2010 and it has permitted new members to join subsequent to its establishment.

NOW, THEREFORE, in consideration of the agreements hereinafter provided, and in further consideration of the execution of this Agreement by two-thirds of the libraries listed on Exhibit A, the Governing Board of the Winnebago Public Library, (hereinafter referred to as "Library" or "Member") agree as follows:

1. Incorporation of Preambles. The above and foregoing preambles are incorporated herein and constitute a part of this Agreement.
2. Establishment of PRAIRIECAT. The Libraries that have signed this Agreement hereby establish an intergovernmental entity, as contemplated by the Intergovernmental Cooperation Act, which shall be known as the PRAIRIECAT for the purpose set forth in the next section.

3. Purpose. The purpose of PRAIRIECAT is to provide cost-effective and efficient resource discovery and acquisition for patrons of PrairieCat member libraries.

4. Definitions.

"Member" - Any library, library district or other entity with a library which has executed an agreement which is accepted by PRAIRIECAT on substantially the same terms as this Agreement.

"Integrated Library System" or "ILS" - The integrated library system used by PRAIRIECAT including all equipment and software that is used for automation of library functions.

"Fully Participating Member" - A library that has use of all existing application programs as described in Exhibit B, Functionality by Membership Level and whose users have full access to the benefits of the ILS. Fully Participating members are voting members and may hold any office.

"Basic Online Member" - A library that has limited use of existing application programs as described in Exhibit B, Functionality by Membership Level and whose users have limited access to the benefits of the ILS. Basic Online members are voting members and may hold any office.

"Union Listing Member" - A library that contributes its holdings to the database for resource sharing activities only and has limited use of existing application programs, as described in Exhibit B, Functionality by Membership Level. Patrons of the library are not included as part of the patron database of the ILS. Union listing members may not hold any office. The Union Listing standing group will select four representatives to be the group's co-chairs. Each of the four representatives will have voting privileges at Delegates Assembly meetings. No alternates may be designated.

5. PRAIRIECAT Administrative Council. There is hereby established a board of directors which shall be called the PRAIRIECAT Administrative Council ("Council"). The Bylaws contain the details regarding membership on the Council, elections, meetings, duties, operation and voting of the Council.

6. Obligations/Duties of Members. The obligations and duties of Members are as follows:

- A. To comply with such other reasonable rules and regulations, including but not limited to the Bylaws, as amended, as may be established by PRAIRIECAT for the administration of the Agreement and ILS as well as all policies of PRAIRIECAT, as amended.

- B. To appropriate or budget annually its liabilities for participation in PRAIRIECAT and the ILS and to meet its obligations hereunder.
- C. To cooperate fully with any agent, employee, officer or independent contractor of PRAIRIECAT in any matter relating to the purpose and powers of PRAIRIECAT.
- D. To make payments promptly to PRAIRIECAT as established in the Bylaws and this Agreement.
- E. To execute any agreement or other documents with Vendors, such as a confidentiality agreement, required for operation of or participation in the ILS.
- F. To act promptly on all matters requiring approval by the Members and to not withhold such approval unreasonably or arbitrarily.
- G. To make its library materials available for interlibrary loan in accordance with the ILLINET Interlibrary Loan Code and to enter its collection into the ILS database.
- H. To take responsibility for purchasing and maintaining all equipment and telecommunications services necessary for access/connectivity to the PRAIRIECAT system. All such equipment must be compatible with PRAIRIECAT's system, as well as vendor and PRAIRIECAT guidelines.
- I. To acknowledge that the vendors of the ILS have or may have certain proprietary rights in connection with the ILS and to assume and accept responsibilities/liabilities related to any violation of said proprietary rights by its patrons or users.
- J. To take no action inconsistent with this Agreement as originally written or hereafter amended.
- K. To attend Delegates Assembly meetings (Fully Participating and Basic Online members and Union Listing representatives).

7. Powers and Duties of PRAIRIECAT. PRAIRIECAT may exercise any power, privilege, or authority, to perform and accomplish the purposes set forth in this Agreement and shall exercise such powers, privileges and authority through the PRAIRIECAT Administrative Council:

- A. To administer and supervise the ILS.
- B. To adopt Bylaws consistent with law and with this Agreement to govern its operation, which Bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting,

operational services, committees, budgeting, assessment of fees and other policies.

- C. To employ or contract with agents, employees, vendors, independent contractors or other entities, including legal counsel, accountants and such other persons as may be necessary to provide any services required for the ILS or its implementation, to store any of the equipment required to carry out the services outlined in this Agreement and to accomplish the purposes of PRAIRIECAT.
- D. To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the ILS.
- E. To collect payments and assessments from Members.
- F. To procure insurance for the ILS against risks of loss or damage for an amount equal to the replacement cost of the equipment, subject to the usual conditions, stipulations and exceptions.
- G. To hold title to the ILS, except for any equipment held solely by a Member.
- H. To pass an annual budget.
- I. To carry out such other activities as are necessarily implied or required to carry out the purposes of the ILS.

8. Use of ILS. The Members will jointly determine the use of the ILS. PRAIRIECAT does not warrant or guarantee the ILS, nor shall PRAIRIECAT be liable for any damages resulting from the malfunction of the ILS.

9. LIMITATION OF LIABILITY/DAMAGES.

A. ANY SPECIFICATION, DESCRIPTION, OR OBJECTIVE IN THIS AGREEMENT CONCERNING THE OPERATION OF THE ILS IS A STATEMENT OF THE UNDERSTANDING OF THE PARTIES AS TO THE DESIGN AND SERVICE OBJECTIVES OF THE ILS, AND DOES NOT CREATE AN EXPRESS OR IMPLIED WARRANTY THAT THE ILS DOES OR WILL ALWAYS CONTINUE TO OPERATE AS DESCRIBED.

B. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, NEITHER PRAIRIECAT NOR ITS OFFICERS, ADMINISTRATIVE COUNCIL MEMBERS, EMPLOYEES OR AGENTS SHALL BE LIABLE TO OR THROUGH THE MEMBER FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT (WITH THE EXCEPTION OF PERSONAL INJURY AND PROPERTY DAMAGE DIRECTLY CAUSED BY WILLFUL AND WANTON CONDUCT), INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOST REVENUES OR FAILURE TO REALIZE EXPECTED

SAVINGS) SUSTAINED OR INCURRED IN CONNECTION WITH THE PERFORMANCE OR NONPERFORMANCE OF SERVICES UNDER THIS AGREEMENT, AND ANY AMENDMENTS THERETO, OR THE PROVISION, USE OR OPERATION OF THE ILS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT AND ANY AMENDMENTS THERETO, REGARDLESS OF THE FORM OF ACTION AND WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE.

C. NEITHER PARTY TO THIS AGREEMENT, INCLUDING THEIR OFFICERS, ADMINISTRATIVE COUNCIL MEMBERS, EMPLOYEES AND AGENTS, SHALL BE LIABLE IN ANY WAY FOR DELAYS, FAILURE IN PERFORMANCE, LOSS OR DAMAGE DUE TO FORCE MAJEURE CONDITIONS OR CAUSES BEYOND SUCH PARTY'S REASONABLE CONTROL.

D. ANY ACTION IN LAW OR IN EQUITY ARISING FROM OR IN CONNECTION WITH ANY MATTER UNDER THIS AGREEMENT MUST BE BROUGHT WITHIN TWO YEARS AFTER THE CAUSE OF ACTION HAS ACCRUED.

E. EXCEPT AS SET FORTH EXPRESSLY IN THIS AGREEMENT, NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE MADE BY PRAIRIECAT.

F. THE TERMS AND CONDITIONS IN THIS SECTION 9 SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

10. Notices. All notices of claims or any other notice required to be given pursuant to this Agreement, shall be in writing, shall be sent by certified mail and shall be addressed to or to such address or such other parties as the Parties may from time to time designate by notice as provided herein:

PRAIRIECAT  
c/o RAILS  
220 W 23<sup>rd</sup> Ave  
Coal Valley, IL 61240  
Attention: PRAIRIECAT Chair

And to:  
(Insert address and contact for Member)

Library name: \_\_\_\_\_

Address: \_\_\_\_\_

Attention: \_\_\_\_\_

11. Payments by Members – Assessments. Each Member shall pay all fees set forth on the PRAIRIECAT Annual Budget, Fee Schedule or any other costs and fees determined by the Members. Any Library joining PRAIRIECAT whose records must be migrated or entered into PRAIRIECAT must pay impact fees for joining PRAIRIECAT.

12. Rights of Members. Rights of each Member of PRAIRIECAT shall include the following:

- A. To enforce the obligations of PRAIRIECAT as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by PRAIRIECAT itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the Members set forth herein.
- B. To participate on uniform and nondiscriminatory terms.

13. Amendments. The PRAIRIECAT Administrative Council may propose amendments to this Agreement at any time. The proposed amendment must be approved by a vote of at least two-thirds (2/3) of PRAIRIECAT Delegates Assembly Representatives.

14. Waiver. The waiver by any Library signing this Agreement or by PRAIRIECAT of any breach or violation of any provision of this Agreement shall not be deemed to be a waiver or a continuing waiver of any subsequent breach or violation of the same or any other provision of this Agreement.

15. Execution of Agreement. This Agreement may be executed in counterparts, each of which will be signed by one Member Library, and each separate Agreement and all such collectively constitute one original. Facsimile signatures shall be sufficient.

16. Financial Arrearages. In the event that a Member Library fails to meet any of its financial obligations, the Administrative Council may suspend participation of the Library and terminate integrated library services to the Library, including denial of access of the Library's computers to the database, until the Library makes payment. If such Member Library fails to make full payment within ninety (90) days after such termination of services, it shall be deemed to have voluntarily terminated and withdrawn from PRAIRIECAT, and shall be subject to the provisions of Section 18, with specific recognition of the continuing obligation of the Library to make payments, among any other payments due at the time of withdrawal, to the end of the PRAIRIECAT fiscal year in which the withdrawal occurs.

17. Assignment. Under no circumstances shall this Agreement be assigned by any party or be construed as one of agency, partnership, joint venture or employment between the Parties. The Parties shall each be solely responsible for the conduct of their respective officers, employees and agents in connection with the performance of their obligations under this Agreement.

18. Effective Date. Effective Date shall be the first day of the calendar month next following the month in which both the Member and the Delegates Assembly have duly approved and executed this Agreement or a substantially similar agreement. The contract shall be terminated at the end of the contract year, which is June 30.

19. Term and Termination. This contract shall be effective when signed by the Member and be in effect through June 30, 20\_\_\_. After the initial contract period, the contract shall be automatically extended for successive one-year periods. Termination of contract requires notification to the Chair of the Delegates Assembly at least 180 days in advance of the next fiscal year. If the Agreement is terminated, the Member must pay all unpaid costs incurred up to and including the time of termination. The obligation to pay all such costs survives the termination of this Agreement. If the Member terminates the Agreement, the Member shall pay all costs incurred by PRAIRIECAT due to the Member's decision to leave PRAIRIECAT, including any work performed by PRAIRIECAT employees or agents after the termination of the Agreement. The process for withdrawal from PRAIRIECAT is outlined in the Bylaws.

20. Dissolution. PRAIRIECAT may be dissolved by a two-thirds (2/3) vote of the Delegates Assembly. If PRAIRIECAT dissolves, PRAIRIECAT will first offer title to all system hardware and software to any entity that is composed of at least 2/3 of all Delegates Assembly Members that had an executed agreement with PRAIRIECAT when the vote to dissolve was passed. If there is no such entity, Members shall have the right of first refusal regarding the purchase of all equipment, property and other assets of PRAIRIECAT and shall share in the proceeds, if any, in accordance with the Member's proportionate share of capital contributions, purchases, or balance on account. Surplus funds, if any, shall be distributed in the same manner.

21. Section Headings. The section headings inserted in this Agreement are for convenience only and are not intended to and shall not be construed to limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

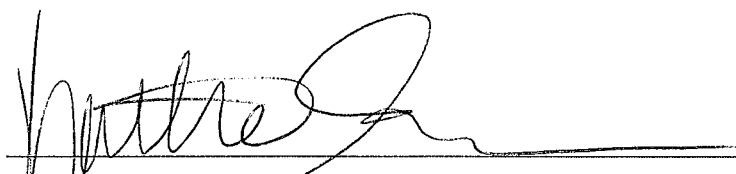
22. Validity and Savings Clause. In the event that any provision of this Agreement shall be declared by a final judgment of a court of competent jurisdiction to be unlawful or unconstitutional or invalid as applied to any Member, the lawfulness, constitutionality or validity of the remainder of this Agreement shall not be deemed affected thereby.

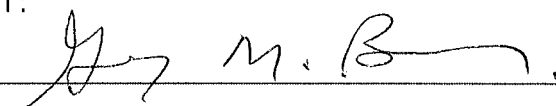
23. Governing Law. This Agreement shall be construed in accordance with the Constitution and laws of the State of Illinois.

**IN WITNESS WHEREOF**, the Library whose signature is set forth below, acting under the authority of its Governing Body, has caused this Agreement to be executed by its duly authorized officer. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement shall collectively constitute one original.

Name of Member: Winnebago Public Library  
BY: Katherine Schroyer, Director



  
\_\_\_\_\_  
(print name and title of representative authorized to execute this Agreement)

ATTEST:  
BY:  \_\_\_\_\_

Gary M. Brown - President Library Board  
\_\_\_\_\_  
(print name and title)

APPROVED THIS 20 DAY OF June, 2023

PRAIRIECAT:  
BY: \_\_\_\_\_

(PrairieCat Chair)

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

**Adopted by the PrairieCat Delegates Assembly on 10/6/10**  
**Revised by the PrairieCat Delegates Assembly on 1/26/2011**  
**Revised by the PrairieCat Delegates Assembly on 1/23/2013**  
**Revised by the PrairieCat Delegates Assembly on 4/17/2013**



**Date:** 7/7/2023

**To:** PrairieCat Administrative Council

**From:** Elena Mendoza, RAILS Staff Accountant, and Sharon Swanson, RAILS Finance Manager

**Re:** Investment Analysis and Options

**Background:** PrairieCat has historically maintained an interest-bearing checking account with Bank Orion, the balance of which is currently \$1,256,435 as of June 27. The current rate of earnings on the checking account is equal to the rate offered by Bank Orion for money market accounts (.30%). The Illinois Funds money market account balance is currently \$723,818 as of May 31 and has earned interest of \$23,641 as of May 31.

PrairieCat last opened a CD on August 7, 2021 (\$503,758.76), with Bank Orion for 12 months at a .50% rate. Prior to this CD maturing, the RAILS Finance and PrairieCat staff reached out to Bank Orion and researched Illinois Funds' current rates (then at .935%). Bank Orion offered a .50% rate if PrairieCat renewed the CD for another 12 months, which was well below the market rates. Locking in interest rates in a CD during that time of rising interest rates was not favorable. At the July 1, 2022 meeting, the Administrative Council voted to re-invest in Illinois Funds. They made this decision based on the current market rate projections as well as the recommendation from the PrairieCat Finance Committee on June 16, 2022. On July 6, 2022, \$700,000 was moved from PrairieCat's checking account at Bank Orion to Illinois Funds to take advantage of the higher interest rates. Later when the CD matured with Bank Orion on August 7, 2022, the funds were redeemed and deposited in the checking account with Bank Orion to replenish the checking account.

The RAILS Finance and PrairieCat staff have once again reached out to several financial institutions to inquire about investment options. As we re-evaluated investment options this year, we considered the Federal Reserve's expectations for interest rates in the future. During the Federal Reserve's June meeting, they anticipated another two potential quarter percentage point increases before the end of the year, bringing the expected rate goal to 5.6% by the end of calendar year 2023. This is expected to decrease to 4.6% and 3.4% at the end of calendar years 2024 and 2025, respectively.

**Analysis:** After speaking with representatives at several area banks as well as a bank which RAILS has a current relationship with, all of which comply with the Illinois Public Funds Investment Act, the quotes received for CD investments were as follows:

<u>Bank/Investment Group Name</u>	<u>11 or 12-month CD @ \$500,000</u>	<u>24-month CD @ \$500,000</u>
Bank Orion	12-month CD at 4.600% - \$23,000	24-month CD at 3.750% - \$37,500
PMA (Traditional CD – is placed directly with the bank by PMA)	12-month CD at 5.093% - \$25,450	24-month CD at 4.941% - \$49,400
PMA (DTC CD – is placed with the bank through a broker)	12-month DTC CD at 5.178% - \$25,900	24-month CD at 4.906-4.756% - \$49,050 - \$47,550
Blackhawk Bank & Trust	12-month CD at 1.850% - \$9,250	24-month CD at 2.000% - \$20,000
Quad City Bank & Trust	11-month CD at 4.750% - \$21,800	24-month CD at 0.700% - \$7,000
<u>Bank/Investment Group Name</u>	<u>11 or 12-month CD @ \$500,000</u>	<u>24-month CD @ \$500,000</u>
American Bank & Trust	12-month CD at 2.970% - \$14,850	24-month CD at 1.500% - \$15,000

Please note that these interest rates are adjusted as often as daily, biweekly, or monthly and float with the market. The three highest rates were received from PMA: 12-month DTC-type CD's at 5.178%, PMA 12-month traditional CD's at 5.093%, and PMA 24-month traditional CD's at 4.941%.

**Considerations:** PrairieCat has a long relationship with Bank Orion, and, over the years, they steadily maintained their interest rates despite times of very low interest. The rates they offered for both the 12-month and 24-month CDs, unfortunately, came in significantly lower than PMA.

PMA (Prudent Man Advisors) works with BMO Harris N.A. as their depository institution and is a family of financial services companies that helps thousands of municipalities, school districts, local government investment pools, individuals, insurance companies, and other institutions by providing investment, financial management and fund administration services. They are FDIC insured and are fully compliant with the Illinois Public Funds Investment Act for security, oversight, and collateralization. Their iPrime program operates as a local government investment pool with the deposits spread between banks that are a part of the IntraFi Network Deposits program to maintain the balances under the \$250,000 FDIC insurance threshold. RAILS currently utilizes them as one of their depositories, investing in both treasury notes and CD's. Recently, in January 2023, RAILS locked in four two-year DTC-type CD's with PMA at a 4.32% rate. If PrairieCat chose to invest with PMA, an iPrime Insured Cash Sweep (ICS) account would be required and is primarily used for coupon interest payments from the investments. There is no minimum balance that is required to be maintained in the iPrime account, and it works similarly to the Illinois Funds account that PrairieCat currently has with interest rates fluctuating daily and tracking very closely with the Illinois Funds rates.

As mentioned earlier, interest rates change very often, but reports from the Federal Open Market Committee indicate that the Federal Reserve will be raising interest rates minimally for the remainder of the calendar year and are projecting decreases at the end of calendar years 2024 and 2025. Of course,

this could shift very unexpectedly depending on the inflation rate. CD's do offer less flexibility in that an early cancellation of the CD would result in an interest penalty, but they do lock-in higher rates during periods of declining rates.

**Recommendation:** Since interest rate projections by the Federal Reserve are predicted to decrease in the next two calendar years, taking advantage of locking in a 24-month CD at this peak in rates would be beneficial for the long-term. Our recommendation would be to secure two \$250,000 traditional or DTC-type CDs with PMA, whichever yields a higher rate at the time. Securing two \$250,000 CDs vs one \$500,000 CD would split the investment between two banks to take advantage of the \$250,000 FDIC insurance. If PrairieCat were to open one \$500,000 CD in one bank, PrairieCat would have to pay to collateralize it which typically makes the net return lower than it would have been by securing two separate CDs. The \$500,000 to secure the two CDs (\$250,000 each) would be transferred from Illinois Funds to Bank Orion, and then Bank Orion to the PMA iPrime account. This would leave a liquid balance of \$223,818 in Illinois Funds that would be available for PrairieCat's immediate use, if needed.

During PrairieCat's Finance Committee meeting on June 15, the committee agreed to forward our recommendation to the Administration Council with a request for a presentation from Courtney Soesbe, Senior Relationship Manager from PMA.



**PMA**<sup>™</sup>  
SECURITIES

Investment Services for:

  
**PrairieCat**

**Courtney E. Soesbe**

Vice President, Sr. Relationship Manager  
PMA Financial Network

July 7, 2023



# About PMA

## Serving the Public Sector for over 39 Years

- PMA Financial Network has been a leading provider of financial services to public entities since 1984

## The PMA Companies (under common ownership)

- **PMA Financial Network, LLC**
- **PMA Asset Management, LLC** (SEC registered investment advisor)
- **PMA Securities, LLC** (Registered broker-dealer and municipal advisor member (FINRA and SIPC))

## PMA Statistics

- Work almost exclusively with public funds
- PMA has over 150 employees with offices in 7 states

## Assets Under Administration

- The PMA Companies has over \$39.1 billion in assets under administration (*as of 3/31/2023*)

\*Total assets under administration include both money market pool assets for which the PMA Companies serve as fund administrator/accountant, marketer/distributor, fixed income program provider (brokerage services), and/or investment advisory, or separate institutional accounts.



# About IPRIME

## IPRIME Stats

- 155 Fund Participants in IPRIME
- 27 of these are Libraries
- \$1.633B Under Management (*as of 05/31/23*)

## IPRIME Benefits

- Multiple Sub-Accounts under One Master Account
- On-line Governmental Portfolio Systems (GPS) Access
- ACH Deposits of State & Local Revenues
- On-line Wire Transfers and Internal Transfers
- Sweep of Cash into IPRIME ISC

## IPRIME Liquid (ISC)

- IPRIME – AAAM rated
  - Current Return of 5.076%, w/Daily Liquidity (*as of 06/28/23*)





# About PMA

## Conservative Approach To Investing

### Adherence to the **Prudent Person Rule**

- Safety, Liquidity, Yield

### High Quality **Investment Options**

- Strict compliance with State Statutes
- Further restricted by client investment policy
- Has to meet PMA credit standards

### **Credit & Risk Management Group**

- Quarterly bank credit review process
- Monthly collateral monitoring (perfected collateral)





# About PMA/IPRIME Investment Products

## Full-Service Broker-Dealer

- Government Treasury, Government Agencies and Municipal Securities

## Variety of CD Product – 1,000+ Bank Relationships

- \$250k FDIC Insured Deposits (Direct & Brokered)
- CDARS Deposits (for over \$250K)
- Collateralized Deposits (for over \$250K)
- Term Series Deposits - *\*Coming Soon*

## Liquid Options

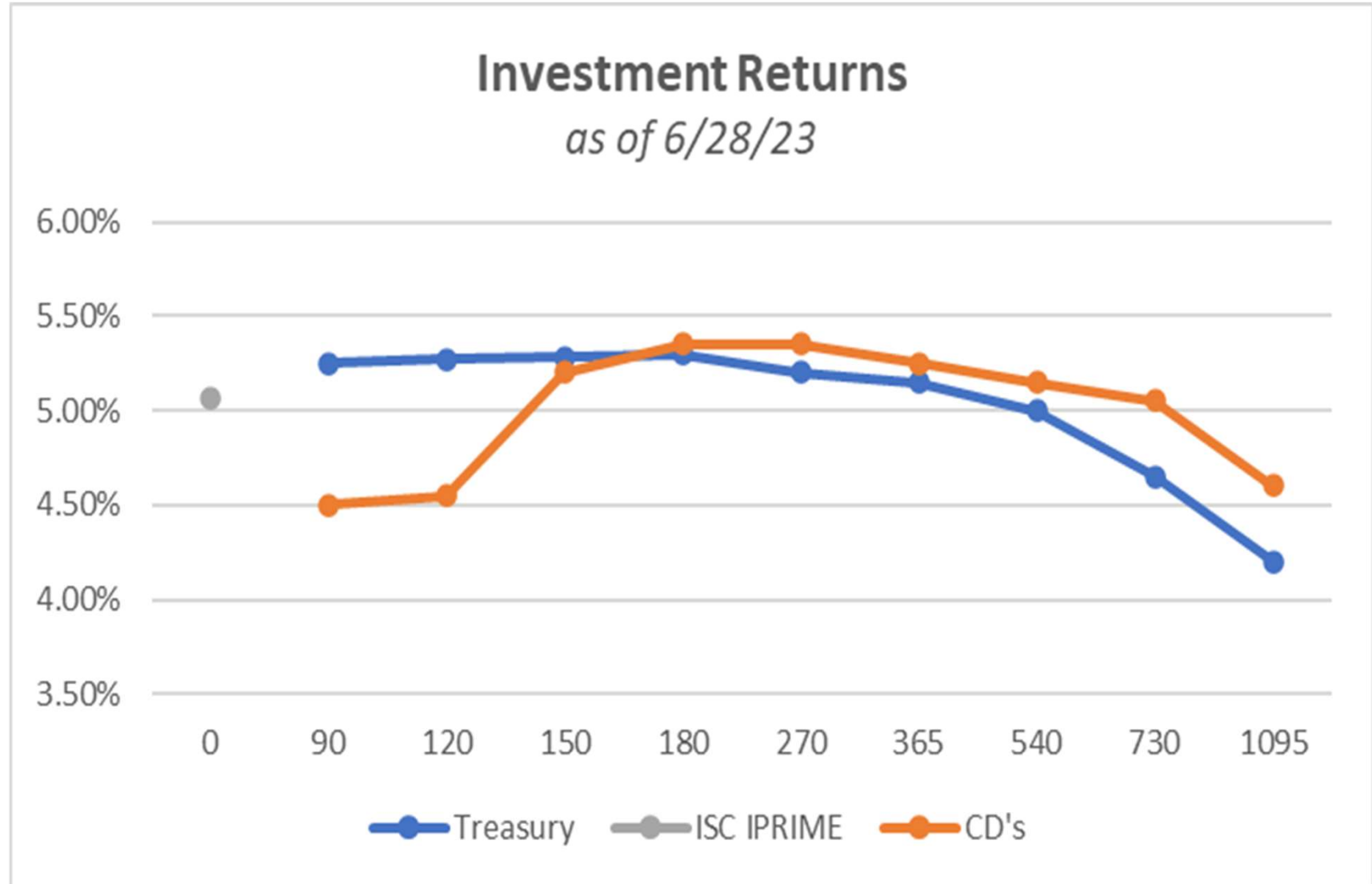
- IPRIME ISC – Liquid LGIP with a Stable NAV
- IPRIME LTD – Mid-term Duration LGIP with Floating NAV





## Investment Returns

*as of 6/28/23*

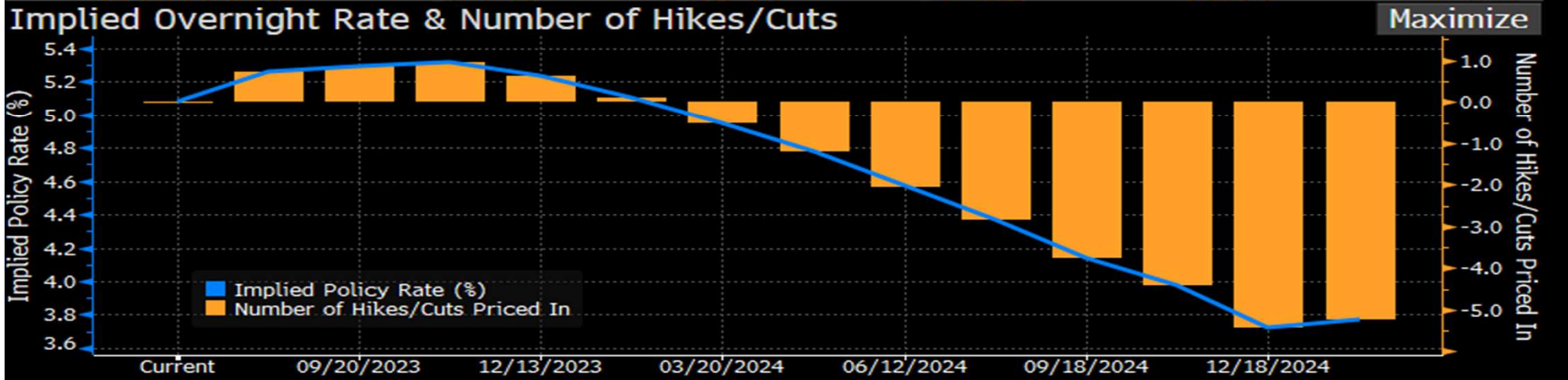




# Fed Funds Rate Hike/Cut Probability

(as of 06-26-23)

Meeting	#Hikes/Cuts	%Hike/Cut	Imp. Rate Δ	Implied Rate	A.R.M. ▲
07/26/2023	+0.715	+71.5%	+0.179	5.258	0.250
09/20/2023	+0.845	+13.0%	+0.211	5.290	0.250
11/01/2023	+0.959	+11.3%	+0.240	5.318	0.250
12/13/2023	+0.639	-32.0%	+0.160	5.238	0.250
01/31/2024	+0.115	-52.4%	+0.029	5.108	0.250
03/20/2024	-0.505	-62.0%	-0.126	4.953	0.250
05/01/2024	-1.207	-70.3%	-0.302	4.777	0.250
06/12/2024	-2.040	-83.3%	-0.510	4.569	0.250
07/31/2024	-2.855	-81.4%	-0.714	4.365	0.250
09/18/2024	-3.745	-89.0%	-0.936	4.142	0.250
11/07/2024	-4.426	-68.1%	-1.106	3.972	0.250





## Benefits of IPRIME/PMA

- ▶ Diversified portfolio structure
- ▶ Dedicated investment professional
- ▶ Daily liquidity in the IPRIME liquid account
- ▶ Enhanced online capabilities
- ▶ Automatic sweep of all cash balances into IPRIME ISC
- ▶ ACH direct deposits of state and local revenues accepted
- ▶ Can create multiple sub-account under one master account
- ▶ Value added services
  - ▶ (cash flow analysis, bond proceeds management, investment policy review)



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For more information visit [www.pmanetwork.com](http://www.pmanetwork.com)

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Date: 7/7/2023  
 To: PrairieCat Administrative Council  
 From: Carolyn Coulter, Director, PrairieCat  
 Re: FY24 Pay Scale

Summary: Every year, we review the pay scale for PrairieCat. Per recommendations from HR Source, the scale was adjusted up 2.65% for FY24 to avoid compression. The final pay scale will be presented for vote by the Delegates assembly at their July meeting. The proposed FY24 scale is presented below:


**PrairieCat  
 Pay Grade Assignments Based on 37.5 Hour Workweek Effective: July 1,  
 2023**

Pay Grade	FLSA	Job Title	FY24 Range Minimum (rounded)	FY24 Range Midpoint (rounded)	FY24 Range Maximum (rounded)
7	E	Systems Manager	\$60,665.37	\$73,820.96	\$90,998.05
		(hourly rate)	\$31.11	\$38.88	\$46.67
6	E	Systems Coordinator	\$54,775.11	\$68,468.89	\$82,162.67
		(hourly rate)	\$28.009	\$35.11	\$42.13
	E	Library Services Manager			
	E	Training and Outreach Coordinator			
5	E	Cataloging and Database Coordinator	\$49,465.28	\$61,826.22	\$74,187.17
		(hourly rate)	\$25.37	\$31.71	\$38.04
	E	Library Systems and Data Coordinator			
4	NE	Senior Systems Specialist	\$44,649.88	\$55,828.48	\$66,985.57
		(hourly rate)	\$22.90	\$28.63	\$34.35
3	NE	HR and Administrative Assistant	\$40,328.93	\$50,411.16	\$60,471.89
		(hourly rate)	\$20.68	\$25.85	\$31.01
2	NE	Senior Data Specialist	\$36,416.42	\$45,509.78	\$54,603.13
		(hourly rate)	\$18.68	\$23.34	\$28.00
1	NE	Administrative Assistant	\$32,869.37	\$41,081.33	\$49,314.80
		(hourly rate)	\$16.86	\$21.07	\$25.29



(../..../..../hrs)

# HR Source™

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## 2023 Structure Adjustments

By Kathryn O'Connor  
(mailto:koconnor@hrsource.org),  
PHR, SHRM-CP, CCP, GRP,  
Director, Compensation Services  
Published November 15, 2022



Most compensation systems include a market-based compensation structure. The compensation structure contains several pay grades, each identifying the minimum, midpoint, and maximum pay rate for each grade.

The compensation structure must be maintained and adjusted regularly. Compensation structure adjustments keep the structure competitive with the external labor market, especially in the years between comprehensive market studies.

For those organizations that manage their compensation programs on a calendar year, now is the time when data is collected, and decisions are made regarding compensation structure adjustments for the upcoming year.

HR Source structure adjustment recommendations are compiled using data from employer surveys of compensation practices. As always, HR Source has gathered and analyzed data from both internal and external sources to provide the following **general industry structure** adjustment recommendations for 2023:

- Compensation structures specifically covering production, service, and maintenance positions: 2.6% increase.
- Compensation structures specifically covering non-exempt office and technical positions: 2.7% increase.
- Compensation structures specifically covering exempt professional and managerial positions: 2.7% increase.
- Compensation structures including two or more of the previously identified groups: 2.7% increase.

Because HR Source collects, analyzes, and publishes select industry-specific compensation surveys, we are also able to share 2023 structure adjustment recommendations for the following industries:

- Non-Profit Organizations: 2.3% increase
- Public Libraries: 2.65% increase
- Park and Recreation Agencies: 2.5% increase

Structure adjustments are a perfectly acceptable and recommended pay practice, but they have a critical flaw; structure adjustments assume that all jobs in a particular structure are increasing at the same rate in the market. Currently, employers are still in a tight competitive market for talent, dealing with significant minimum wage increases, and coping with a high level of inflation. As such, employers should be aware that formal benchmarking may need to be performed more frequently. If you are concerned about your compensation structure being aligned with the current market, please contact the Compensation Department at 800-448-4584 to speak with one of our professionals or email us at [info@hrsourc.org](mailto:info@hrsourc.org) (<mailto:info@hrsourc.org>).

Share this page:





Date: 07/7/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Expanding credit on staff credit cards

**Executive Summary:**

Staff recommends extending the available credit for staff credit cards to \$15,000 (combined for all cards) from the existing \$10,000.

**Detailed description:**

Currently, we have a total of \$10,000 of credit that is shared among three credit cards from Bank Orion. The limits on these cards are currently \$5,000 for the director, \$5,000 for the Training and Outreach Coordinator, and \$1,000 for the Systems Manager.

Given that we are now responsible for paying for software and IT services that previously were paid for by RAILS, we find that we do not have enough available credit to cover online subscriptions for some services on a monthly basis. In addition, our costs for travel due to conferences and meetings has increased as we begin to recover from COVID shutdowns. In the last month, we did incur a credit card overage fee of approximately \$40.00 due to inadvertently charging too much on the System Manager's credit card.

The recommendation to the Administrative Council would be to expand the credit limit on all cards (combined) to \$15,000, and to increase the limit on the System Manager's card to \$5,000. This recommendation was reviewed and approved by the Finance Committee at their June 15 meeting.



## **PrairieCat Delegates Assembly**

**July 26, 2023**

**10:30 a.m. – 12:00 p.m.**

**In person at the New Lenox Public Library, 120 Veterans Parkway, New Lenox, IL**

**Online via Zoom**

**Please visit L2 for in person registration or click on the link below:**

**Please use the link below to register online via Zoom:**

### **Agenda**

The Delegates Assembly will meet on Wednesday, July 26, 10:30 a.m. – 12:00 p.m. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

**PUBLIC COMMENT: Public comments may be submitted via email to:**  
[carolyn.coulter@prairiecat.org](mailto:carolyn.coulter@prairiecat.org) **at least two hours before the beginning of the meeting.**

- I. Call to order and welcome
- II. Introductions and welcome new delegates or alternates
- III. Introduction of Guests
- IV. Review of agenda for additions/changes
- V. Public Comments via Zoom Meeting
- VI. Consent Agenda
  - a. Approve minutes for April 26, 2023, PrairieCat Delegates Assembly meeting
  - b. Central Site report including financial and statistical reports
- VII. Administrative Council Report
  - a. Finance Committee Report – Report from June 15, 2023
  - b. Resource Sharing Committee Report – No report.
- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)
- IX. ACTION: Approve Winnebago Public Library IGA for Fully Participating membership in PrairieCat
- X. ACTION: Discussion and vote, FY24 PrairieCat payscale
- XI. Review, investment decision for PrairieCat funds
- XII. Presentations:
  - a. Monica Harris, Introduction and RAILS update
  - b. Kate Hall and Kelly Durov, Northbrook Public Library: Intellectual Freedom and First Amendment Audits
  - I. Public Comments via previously submitted email (see above), in person or online
  - II. Adjournment
  - III. Next regularly scheduled meeting, October 25, 2023, Senica’s Oak Ridge Golf Club and online via Zoom.