



**PrairieCat Administrative Council  
Agenda  
August 4, 2023**

The Council will meet on Friday, August 4th, 2023, 10:30 am –12:00 pm  
In person at the Princeton Public Library,  
698 E. Peru Street, Princeton, 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. 2-20)
  - a. Approve minutes for July 7th, 2023, PrairieCat Administrative Council meeting.
  - b. Approve financial report for June 2023
  - c. Approve check register.
  - d. Statistical reports
- V. Membership Update
  - a. Update on new and upgrading members.
  - b. Update on current training and engagement projects
- VI. Administrative Issues
  - a. Updates to Administrative Council emergency contact information
  - b. ACTION: Discussion to approve additional temporary cataloging position(s) to help with record cleanup projects (pp. 21-24)
- VII. Vote to Adjourn to closed session pursuant to 5 ILCS 120/1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.
- VIII. Reconvene from closed session
- IX. ACTION: Vote on outcome of salary adjustment discussion from closed session.
- X. Ad Hoc Committee Updates
- XI. Resource Sharing Committee – Report from July 26<sup>th</sup>, 2023
- XII. Finance Committee – No report
- XIII. Review of Meeting – what worked and what didn't.
- XIV. Public Comments
- XV. Adjournment
- XVI. Next Meeting – Friday, September 1, 2023, Rock Island Public Library, Main branch

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



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

The Council met 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

Present at Freeport: Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Emily Faulkner (DK), Beth Ryan (JO), Ashley Huffines (FP), Michelle Krooswyk (NL), Kimberly Brozovich (RP), Laura Watson (HC), Penny Bryant (PT), Julie Wayland (PR)

Present via Zoom: Kelly McCully (BD), Elena Mendoza (RAILS), Sharon Swanson (RAILS), Courtney E. Soesbe (PMA Financial Network)

Absent: Carolyn Coulter (PrairieCat), Victoria Blackmer (CV), Megan Gove (TF)

Huffines (Chair-FP) called the meeting to order at 10:30 am.

II. Introduction of Visitors and Public Comments

There were no public comments. Huffines (FP) introduced Elena Mendoza and Sharon Swanson, RAILS Accountants, and Courtney E. Soesbe, Vice President, Sr. Relationship Manager with PMA Financial Network.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- 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

**MOTION #1**

**Krooswyk (NL) moved and Ryan (JO) seconded to approve the consent agenda as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

V. Membership Update

- a. Update on new and upgrading members.  
Smith (PrairieCat) stated that Mt. Carroll Public Library went live on June 5<sup>th</sup>. They upgraded from Union List to Basic Online membership. There are four post Go Live meetings scheduled to touch base with the library and answer any questions. FHN has ended its membership. Staff is working on extracting their data and getting them their information.

Smith gave the Council some exciting news. Winnebago Public Library has decided to join PrairieCat. Their IGA will be up for approval at the July Delegates Assembly meeting. Ryan (JO) asked if they have two employees. Smith believes the director is the one full time employee and there are two part time employees that work at the library.

- b. Update on current training and engagement projects  
Smith (PrairieCat) reminded the Council about the ability to customize Vega homepages. If you would like carousels added to your homepage, please put in a help desk ticket. We are still working on setting up eCommerce on Vega Discover.

Smith said the new website launched a few weeks ago. Aside from the L2 log in issues at launch, which were quickly addressed and fixed, everything has run smoothly. PrairieCat staff are working with Cherry Hill to prioritize a few fixes while keeping within a very limited budget.

## VI. Administrative Issues

- a. Welcome new Administrative Council members  
Huffines (FP) welcomed three new Administrative Council member: Michelle Krooswyk, Julie Wayland and Megan Gove.
- b. ACTION: Review, discussion and decision, investment options for PrairieCat funds  
Mendoza (RAILS) stated that PrairieCat reviews their investment strategy annually. RAILS finance and PrairieCat staff reached out to several financial institutions to inquire about investment options this year. As we evaluated the investment options, we did consider the Federal Reserve's expectations in the future. The interest rates are projected to decrease in the next two calendar years. We recommend 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.

presentation.

**MOTION #2**

**Faulkner (DK) moved and Krooswyk (NL) seconded to approve the investment of PrairieCat funds in a traditional or DTC CD with PMA including opening an iPrime account. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

- c. Committee designations for new Administrative Council members  
Smith (PrairieCat) went over the current committee designations.  
Resource Sharing – Ryan (JO) (chair) and Brozovich (RP)  
Finance – Ryan (JO) (chair) and Bryant (PT)  
Consortia Working Group – Faulkner (DK)
- d. Review of Administrative Council Manual and signature cards for officers  
Knippel (PrairieCat) stated that the FY24 Administrative Council Board Manual can be found on the PrairieCat Support Site under governance, <https://support.prairiecat.info/governance>. The new officers for the Administrative Council will be needing to sign a few forms with BankOrion this month so they can become official check signers.
- e. ACTION: Approve salary adjustment for Director as discussed at 6/2/2023 meeting  
Smith (PrairieCat) recapped last month’s discussion, stating Faulkner (DK) reported from the closed session that 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. Smith asked the Council if the 37.5 hours of vacation was a one-time allotment or added onto Coulter’s vacation annually. The Council agreed to give the additional time annually. Knippel (PrairieCat) clarified that Coulter would receive 25 days of vacation every year going forward.

**MOTION #3**

**Bryant (PT) moved and Krooswyk (NL) seconded to approve the 5% salary increase and additional 37.5 hours of vacation for PrairieCat Director. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

- f. ACTION: Election of OMA and FOIA officers  
Smith (PrairieCat) explained PrairieCat needs two OMA and FOIA officers. Typically, Coulter (PrairieCat) is one of the officers and then a member of Council is the other. Huffine (FP) volunteered to be the OMA and FOIA officer.

**MOTION #4**

**Ryan (JO) moved and Bryant (PT) seconded to approve the election of Coulter (PrairieCat) and Huffines (FP) as the OMA and FOIA officers. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

- g. Discussion and recommendation, Pay Scale for FY24  
Smith (PrairieCat) shared the proposed pay scale for FY24. 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.
- h. ACTION: Review, discussion and decision, credit card limit increase for PrairieCat staff credit cards  
Smith (PrairieCat) explained, currently, we have a total of \$10,000 of credit that is shared among three credit cards from BankOrion. 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.

**MOTION #5**

**Faulkner (DK) moved and Brozovich (RP) seconded to approve the credit card limit increase to \$15,000 for staff credit cards. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

- i. Review of Delegates Assembly agenda for July 26, 2023  
Smith (PrairieCat) reviewed the agenda for the upcoming Delegates Assembly meeting. The Council had no revisions to the agenda and agreed to move forward as is.

VII. Ad Hoc Committee Updates

a. Resource Sharing Committee – No report

b. Finance Committee – Report from June 15<sup>th</sup>, 2023

Ryan (JO) stated that the Finance Committee met in-person at Moline Public Library on June 15<sup>th</sup>, 2023. The bulk of the meeting was discussing investment strategies. We also discussed an increase of credit card limits which was previously discussed at this meeting also. The third topic was about adding a part-time cataloger to help with record clean up. It was suggested in the meeting to hire two to three part-timers to get the clean up done quicker. Coulter will be bringing this to the Administrative Council at the August meeting.

VIII. Review of Meeting – what worked and what didn't.

The meeting went well

IX. Public Comments

There were no public comments

X. Adjournment

The meeting adjourned at 11:39am.

XI. Next Meeting – Friday, August 4, 2023, Princeton Public Library

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220 W. 23rd Avenue  
Coal Valley, IL 61240  
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<http://support.prairiecat.info>





**Date:** 8/4/2023

**To:** PrairieCat Administrative Council

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

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

Please find attached the PrairieCat Financial Reports for the month of June 2023, the conclusion of FY2023. These reports are preliminary and unaudited, and, as such, these results could change pending the completion of the audit and any adjustments that the auditors see fit to recommend. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of June 29 through July 26.

As of June 30, of the total cash balance of \$1,585,200, \$947,395 was undesignated working cash, \$618,910 was designated for capital reserves, and \$18,895 was eCommerce receipts payable to the membership. Cash decreased \$72,736 during the month of June primarily due to the monthly payroll and payroll-related expenses, as well as several smaller vendor expenses partially offset by the receipt of all but two remaining invoiced quarterly member fees.

The balance of working cash was sufficient to fund 5.7 months of budgeted FY2024 operating expenses, and the capital reserves amount could fund an additional 3.7 months of budgeted operating expenses.

The Governmental Accounting Standards Board (GASB) established a new statement, GASB Statement No. 96, which provides guidance on the accounting and financial reporting for Subscription-Based Information Technology Arrangements (SBITAs) for government end users. The requirements of this statement become effective for PrairieCat in FY2023, and the June financial statements reflect this implementation. The statement defines a SBITA as a contract that conveys control of the right to use another party's information technology software, alone or in combination with tangible capital assets, as specified in the contract for a period of time (exceeding 12 months) in an exchange or exchange-like transaction. Under this statement, PrairieCat would record a right-to-use subscription asset and a corresponding subscription liability at the present value of subscription payments expected to be made during the subscription term. The subscription payments would need to include the discounted interest rate the SBITA vendor charges the government, or the government's incremental borrowing rate. This interest rate attempts to approximate the vendor's profit margin. In addition, PrairieCat would record amortization expense of the discount on the subscription liability during the subscription term.

In communication with PrairieCat's auditors, we have reviewed all possible material SBITAs and determined that Innovative Interfaces' five-year contract with PrairieCat for Sierra software and hosting



subscription would fall under this statement. The June Balance Sheet includes additional accounts related to the implementation of this standard, including: the asset account for these SBITAs, offsetting accumulated amortization as of the end of FY2023 for this asset, and the liability for the remaining amount due to Innovative Interfaces for these SBITAs. The June Statement of Revenues and Expenses shows the amortization and interest expense for these SBITAs for FY2023.

Total revenues through June of \$1,921,646 were \$46,504 above the budgeted amounts primarily due to year-to-date interest as of the end of June (\$30,191), which was \$24,691 above the year-to-date budgeted amount of \$5,500. The Illinois Funds interest rate has continued to rise with the daily rate at 5.436% as of July 29. The Federal Reserve has raised the interest rates eleven times since March 2022 or a total of 525 basis points. During the Federal Reserve's July meeting, they approved the anticipated quarter percentage point increase and expect another quarter percentage increase before the end of the calendar 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. To take advantage of this current peak in rates, PrairieCat will be securing two \$250,000 24-month CDs with PMA (Prudent Man Advisors). This requires PrairieCat to open an iPrime insured cash sweep (ICS) account. The paperwork was submitted in July to PMA to open the iPrime account and is now pending review. Once open, PrairieCat will move \$500,000 from IL Funds to fund this investment. This will leave the remaining liquid balance of \$226,902 in IL Funds to float with the market rate and be available for PrairieCat's immediate use, if needed.

Revenues were also above budget 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 reimbursements for self-check station license billings to members.

Total expenses through June of \$1,919,992 were \$25,047 below budget mostly due to under budget Contractual Services expenses (\$59,954), Supplies, Postage and Printing costs (\$38,881), Professional Services (\$7,259), Travel and Continuing Education costs (\$4,919), and Vehicles expenses (\$3,432). Contractual Services expenses were under budget due to the Vega Discovery project not having gone live during the fiscal year. Supplies, Postage and Printing costs were under budget primarily due to a lower than budgeted need for computers, software and supplies during the fiscal year. Professional Services costs were below budget primarily due to a lower than budgeted need for legal, accounting, and consulting services during the fiscal year, and partially offset by higher than projected payroll services fees. Travel and Continuing Education costs as well as Vehicle expenses were under budget during the fiscal year mostly due to lower than budgeted conferences and continuing education meetings costs, and lower than budgeted expenses for insurance, repairs and maintenance, fuel, and other vehicle expenses. These below budget costs were partially offset by above budget interest expense related to the SBITAs discussed above.

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

Beginning Cash Balance	\$ 1,657,935.53
Cash Received	
Payments from Member Libraries, etc.	11,637.25
Interest - BankORION	315.42
Interest - Illinois Funds	3,083.89
eCommerce Receipts Payable	7,976.02
Total Cash Received	<u>23,012.58</u>
Expenses Paid	
Checks and Vendor ACH Payments	28,524.47
Payroll and Retirement Contributions	66,784.07
ACH Credit Card Payments	-
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	439.54
Total Disbursements	<u>95,748.08</u>
Ending Cash Balance	<u><u>\$ 1,585,200.03</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	18,895.45
Capital Reserve Designation	618,909.59
Working Cash	947,394.99

**TOTAL CASH** \$ 1,585,200.03

**PAYPAL FUNDS DETAILS:**

June PayPal Receipts in Transit to Bank	\$569.50
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Invested in Capital Assets Balance as of June 2023	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of June 2023	\$1,313,242.00
Unrestricted Fund Balance as of June 2023	\$516,916.44

FY24 operating expenses excluding planned capital reserve designation:	\$ 1,992,687.41
Working Cash % of operating expenses:	47.54%

**PrairieCat**  
Balance Sheet  
As of 6/30/2023

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	858,298.56
Cash - Illinois Funds	726,901.47
PayPal Funds	569.50
Total Cash & cash equivalents	1,585,769.53
Accounts receivables	5,429.38
Prepaid expenses	453,477.07
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Subscription Based IT Arrangements	1,641,552.00
Accumulated Depreciation	(300,008.50)
Accumulated Amortization - Subscription Based IT Arrangement	(328,310.00)
Total Capital Assets, net	1,313,242.00
Other Assets	
Deferred Outflows - Pension	507,441.62
Total Other Assets	507,441.62
Total Assets	3,865,359.60
<b>Liabilities</b>	
Accounts payable	42,064.28
Accrued liabilities	3,291.30
eCommerce Receipts Payable	19,464.95
Payroll	
Salaries Payable	19,149.64
PR Tax Withheld Payable	5,423.82
Pension Payable	15,680.77
Retirement Payable	1,202.75
PR Tax Expense Payable	2,087.30
Total Payroll	43,544.28
Deferred revenue	19,131.64
Compensated absences	36,203.28
Net Pension Liability	481,796.00
Other long-term obligations	
Deferred Inflows - Pension	1,647.00
Deferred Inflows - OPEB	6,003.00
Subscription Based IT Arrangements Payable	1,382,055.43
Total Other long-term obligations	1,389,705.43
Total Liabilities	2,035,201.16
<b>Net Assets</b>	
Beginning Net Assets	1,828,504.41
Current YTD Net Income	1,654.03
Total Net Assets	1,830,158.44
Total Liabilities and Net Assets	3,865,359.60

**PrairieCat**  
 Statement of Revenues and Expenses - FY23 is 100% Completed  
 From 6/1/2023 Through 6/30/2023

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,300.13	28,161.50	27,602.00	102.02%	27,602.00	102.02%
Fully Participating and Basic Online Member Revenue	93,033.03	1,111,614.00	1,106,558.92	100.45%	1,106,558.92	100.45%
ILL Barcode Revenue	100.00	3,000.00	3,000.00	100.00%	3,000.00	100.00%
Fully Participating & Basic Online - CR Contribution	4,829.10	62,478.50	57,160.00	109.30%	57,160.00	109.30%
Union List - CR Contribution	576.62	7,059.25	6,919.00	102.02%	6,919.00	102.02%
<b>Total Fees for Services and Materials</b>	<b>100,838.88</b>	<b>1,212,313.25</b>	<b>1,201,239.92</b>	<b>100.92%</b>	<b>1,201,239.92</b>	<b>100.92%</b>
Reimbursements						
Reimbursements	1,422.89	33,574.68	19,665.00	170.73%	19,665.00	170.73%
Reimbursements - Hosting Fee	3,967.24	47,217.25	46,960.00	100.54%	46,960.00	100.54%
Reimbursements - Capira Mobile App	2,349.42	28,624.57	34,500.00	82.96%	34,500.00	82.96%
<b>Total Reimbursements</b>	<b>7,739.55</b>	<b>109,416.50</b>	<b>101,125.00</b>	<b>108.20%</b>	<b>101,125.00</b>	<b>108.20%</b>
Investment Income	3,399.31	30,190.82	5,500.00	548.92%	5,500.00	548.92%
Other						
Other Grants	0.00	0.00	2,000.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	47,023.09	564,277.00	564,277.00	100.00%	564,277.00	100.00%
Other Revenue	770.63	5,448.48	1,000.00	544.84%	1,000.00	544.84%
<b>Total Other</b>	<b>47,793.72</b>	<b>569,725.48</b>	<b>567,277.00</b>	<b>100.43%</b>	<b>567,277.00</b>	<b>100.43%</b>
<b>Total REVENUES</b>	<b>159,771.46</b>	<b>1,921,646.05</b>	<b>1,875,141.92</b>	<b>102.48%</b>	<b>1,875,141.92</b>	<b>102.48%</b>
<b>EXPENSES</b>						
Personnel						
Other Professionals	74,158.74	645,181.04	642,723.00	100.38%	642,723.00	100.38%
Support Services	15,504.78	116,197.00	134,805.00	86.19%	134,805.00	86.19%
Compensated Absences - Vacation Expense	3,399.14	3,399.14	0.00	0.00%	0.00	0.00%
Social Security Taxes	6,261.86	53,666.62	59,450.00	90.27%	59,450.00	90.27%
Unemployment Insurance	0.00	0.00	3,500.00	0.00%	3,500.00	0.00%
Worker's Compensation	143.01	2,130.00	1,629.10	130.74%	1,629.10	130.74%
Retirement Benefits	11,584.82	102,142.74	108,953.00	93.74%	108,953.00	93.74%
Health, Dental And Life Insurance	11,139.94	159,691.93	157,108.92	101.64%	157,108.92	101.64%
Net Pension Expense	29,805.31	29,805.31	0.00	0.00%	0.00	0.00%
Other Post-Employment Benefits	5,910.00	5,910.00	0.00	0.00%	0.00	0.00%
Other Fringe Benefits	0.00	453.00	1,000.00	45.30%	1,000.00	45.30%
Tuition Reimbursements	0.00	0.00	500.00	0.00%	500.00	0.00%
Staff Professional Memberships	51.68	271.68	1,000.00	27.16%	1,000.00	27.16%
<b>Total Personnel</b>	<b>157,959.28</b>	<b>1,118,848.46</b>	<b>1,110,669.02</b>	<b>100.74%</b>	<b>1,110,669.02</b>	<b>100.74%</b>
Buildings and Grounds						

PrairieCat

Statement of Revenues and Expenses - FY23 is 100% Completed

From 6/1/2023 Through 6/30/2023

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Property Insurance	232.08	2,502.48	2,500.00	100.09%	2,500.00	100.09%
Total Buildings and Grounds	232.08	2,502.48	2,500.00	100.10%	2,500.00	100.10%
Vehicle Expenses						
Fuel	86.11	765.63	2,000.00	38.28%	2,000.00	38.28%
Repairs And Maintenance	10.00	1,846.97	2,000.00	92.34%	2,000.00	92.34%
Vehicle Insurance	121.83	1,523.32	2,500.00	60.93%	2,500.00	60.93%
Vehicles Leasing And Rent	0.00	0.00	500.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	182.50	750.00	24.33%	750.00	24.33%
Total Vehicle Expenses	217.94	4,318.42	7,750.00	55.72%	7,750.00	55.72%
Travel and Continuing Education						
In-State Travel	896.30	2,777.17	5,000.00	55.54%	5,000.00	55.54%
Out-Of-State Travel	1,035.08	7,141.50	6,000.00	119.02%	6,000.00	119.02%
Registrations And Meeting, Other Fees	1,210.93	8,621.47	9,000.00	95.79%	9,000.00	95.79%
Conferences And Continuing Education Meetings	0.00	1,241.46	5,000.00	24.82%	5,000.00	24.82%
Public Relations	0.00	799.83	500.00	159.96%	500.00	159.96%
Total Travel and Continuing Education	3,142.31	20,581.43	25,500.00	80.71%	25,500.00	80.71%
Commercial Insurance	604.83	7,609.66	7,500.00	101.46%	7,500.00	101.46%
Supplies, Postage and Printing						
Computers, Software And Supplies	43,589.74	71,541.53	112,000.00	63.87%	112,000.00	63.87%
General Office Supplies And Equipment	203.98	1,763.97	200.00	881.98%	200.00	881.98%
Postage	0.00	13.12	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	43,793.72	73,318.62	112,200.00	65.35%	112,200.00	65.35%
Telephone and Telecommunications	0.00	0.00	4,300.00	0.00%	4,300.00	0.00%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	248.05	1,088.20	3,000.00	36.27%	3,000.00	36.27%
Total Equipment Repair and Maintenance	248.05	1,088.20	3,000.00	36.27%	3,000.00	36.27%
Professional Services						
Legal	0.00	2,400.50	7,000.00	34.29%	7,000.00	34.29%
Accounting	200.00	4,800.00	7,000.00	68.57%	7,000.00	68.57%
Consulting	0.00	800.00	2,500.00	32.00%	2,500.00	32.00%
Payroll Service Fees	603.24	7,740.41	6,500.00	119.08%	6,500.00	119.08%
Total Professional Services	803.24	15,740.91	23,000.00	68.44%	23,000.00	68.44%
Contractual Services						
Information Service Costs	(231,392.88)	243,023.60	558,193.90	43.53%	558,193.90	43.53%
Outside Printing Services	0.00	337.79	2,000.00	16.88%	2,000.00	16.88%
Other Contractual Services	(69,968.58)	4,097.48	75,529.00	5.42%	75,529.00	5.42%
Amortization - Subscription Based IT Arrangements	328,310.00	328,310.00	0.00	0.00%	0.00	0.00%

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 100% Completed

From 6/1/2023 Through 6/30/2023

	<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>
Total Contractual Services	<u>26,948.54</u>	<u>575,768.87</u>	<u>635,722.90</u>	<u>90.57%</u>	<u>635,722.90</u>	<u>90.57%</u>
Depreciation	207.41	2,490.02	4,897.00	50.84%	4,897.00	50.84%
Professional Association Membership Dues	94.62	1,661.46	2,000.00	83.07%	2,000.00	83.07%
Interest	90,778.00	90,778.00	0.00	0.00%	0.00	0.00%
Miscellaneous	91.00	1,181.00	500.00	236.20%	500.00	236.20%
Miscellaneous - eCommerce Fees	591.08	4,104.49	5,500.00	74.62%	5,500.00	74.62%
Total EXPENSES	<u>325,712.10</u>	<u>1,919,992.02</u>	<u>1,945,038.92</u>	<u>98.71%</u>	<u>1,945,038.92</u>	<u>98.71%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>(165,940.64)</u>	<u>1,654.03</u>	<u>(69,897.00)</u>	<u>(2.36)%</u>	<u>(69,897.00)</u>	<u>(2.36)%</u>

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash - Bank Orion  
 From 6/29/2023 Through 7/26/2023

Preliminary and Unaudited

Vendor Name	Effective Date	Check Amount
Bank Orion	6/30/2023	105.00
Bank Orion	6/30/2023	51.00
MAGDA BONNY	7/5/2023	1,144.34
MAGDA BONNY	7/5/2023	793.94
MerchantE	7/5/2023	327.54
Travelers Insurance	7/5/2023	1,725.00
Paycom Payroll LLC	7/6/2023	295.12
Paycom Payroll LLC	7/6/2023	19,095.85
Paycom Payroll LLC	7/6/2023	7,511.08
Illinois Municipal Retirement Fund	7/6/2023	10,453.85
First Bankcard	7/6/2023	6,154.67
ICMA Retirement Corporation	7/7/2023	1,202.75
Bank Orion	7/10/2023	20.00
LIMRICC	7/12/2023	19,093.11
United States Treasury	7/12/2023	81.00
ILLINOIS LIBRARY ASSOCIATION	7/19/2023	350.00
Elizabeth Township Public Library	7/19/2023	(10.40)
Rockford University	7/19/2023	(32.30)
Julia Hull District Library	7/19/2023	(101.50)
Andalusia Township Library	7/19/2023	3.70
Annawan-Alba Township Library	7/19/2023	5.00
Bertolet Memorial Library District	7/19/2023	15.00
Bourbonnais Public Library District	7/19/2023	149.30
Boylan Central Catholic High School	7/19/2023	0.60
Bradley Public Library District	7/19/2023	11.00
Bureau Valley CUSD #340	7/19/2023	0.40
Byron CUSD #226	7/19/2023	1.00
Byron Public Library District	7/19/2023	100.80
Charles B. Phillips Public Library District	7/19/2023	52.20
Cherry Valley Public Library District	7/19/2023	241.20
Clinton Township Public Library	7/19/2023	18.59
Coal City Public Library District	7/19/2023	144.31
Colona District Public Library	7/19/2023	11.10
Cordova District Library	7/19/2023	18.20
Cortland Community Library	7/19/2023	30.30
Creston-Dement Public Library	7/19/2023	3.40
Community Unit School District #2	7/19/2023	3.20
Dakota CUSD #201	7/19/2023	2.20
Dakota CUSD #201	7/19/2023	2.20
DeKalb Public Library	7/19/2023	185.84
East Moline Public Library	7/19/2023	87.70
Earlville Public Library District	7/19/2023	186.50
East Dubuque District Library	7/19/2023	32.30
Eastland Junior And Senior High School	7/19/2023	0.30
Eastland Junior And Senior High School	7/19/2023	1.10
Elizabeth Township Public Library	7/19/2023	10.40
Elizabeth Township Public Library	7/19/2023	13.90
Ella Johnson Memorial Public Library District	7/19/2023	900.78
Erie Public Library District	7/19/2023	18.65
FHN Health Science Library	7/19/2023	4.20
Flagg-Rochelle Public Library District	7/19/2023	362.63
Forreston Public Library	7/19/2023	9.49
Fossil Ridge Public Library District	7/19/2023	111.85
Franklin Grove Public Library	7/19/2023	66.00
Freeport Public Library	7/19/2023	1,040.28

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash - Bank Orion  
 From 6/29/2023 Through 7/26/2023

Preliminary and Unaudited

Vendor Name	Effective Date	Check Amount
Galena Public Library District	7/19/2023	28.70
Galena Unit SD #120	7/19/2023	1.00
Galena Unit SD #120	7/19/2023	5.20
Geneseo Public Library District	7/19/2023	116.34
Genoa Public Library District	7/19/2023	1,037.29
Grant Park Public Library	7/19/2023	8.10
Graves-Hume Public Library District	7/19/2023	2.10
Hanover Township Library	7/19/2023	11.40
Harvard Diggins Library	7/19/2023	53.69
Henry C. Adams Memorial Library	7/19/2023	2.40
Hiawatha CUSD #426	7/19/2023	0.20
Highland Community College Library	7/19/2023	4.90
Hinckley Public Library District	7/19/2023	382.44
Homer Township Public Library District	7/19/2023	17.99
Homer Township Public Library District	7/19/2023	236.79
Ida Public Library	7/19/2023	176.80
Johnsburg Public Library District	7/19/2023	660.00
Joliet Township HSD #204	7/19/2023	20.00
Joliet Township HSD #204	7/19/2023	4.00
Julia Hull District Library	7/19/2023	101.50
Julia Hull District Library	7/19/2023	224.73
Kankakee Public Library	7/19/2023	333.10
LaSalle Public Library	7/19/2023	192.32
Lena Community District Library	7/19/2023	1.10
Limestone Township Library	7/19/2023	235.10
LOSTANT COMMUNITY LIBRARY	7/19/2023	0.30
Malta Township Public Library	7/19/2023	12.80
Manhattan-Elwood Public Library District	7/19/2023	437.00
Manteno Public Library District	7/19/2023	241.80
Maple Park Public Library	7/19/2023	107.80
Marengo-Union Public Library District	7/19/2023	61.50
Marseilles Public Library	7/19/2023	117.44
Mazon-Verona-Kinsman ESD #2C	7/19/2023	6.99
Meridian CUSD #223	7/19/2023	0.30
Meridian CUSD #223	7/19/2023	7.35
Meridian CUSD #223	7/19/2023	0.40
Meridian CUSD #223	7/19/2023	11.19
Mills & Petrie Memorial Library	7/19/2023	0.30
Mineral Gold Public Library District	7/19/2023	1.80
Mokena Community Public Library District	7/19/2023	123.24
Moline School District #40	7/19/2023	3.60
Moline Public Library	7/19/2023	1,177.87
Moore Memorial Library District	7/19/2023	0.90
Morris Area Public Library	7/19/2023	103.25
Mount Carroll Township Public Library	7/19/2023	1.65
Mount Morris Public Library	7/19/2023	113.65
New Lenox Public Library	7/19/2023	375.90
Nippersink Public Library District	7/19/2023	251.99
NORTH CHICAGO PUBLIC LIBRARY	7/19/2023	8.60
North Suburban Library District	7/19/2023	464.07
North Suburban Library District	7/19/2023	321.18
Odell Public Library	7/19/2023	429.90
Oglesby Public Library District	7/19/2023	2.20
Oregon Public Library District	7/19/2023	5.80
Pankhurst Memorial Library	7/19/2023	8.09



**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash - Bank Orion  
 From 6/29/2023 Through 7/26/2023

**Preliminary and Unaudited**

Vendor Name	Effective Date	Check Amount
Pearl City CUSD #200	7/19/2023	7.10
Pearl City Public Library District	7/19/2023	16.10
Pecatonica CUSD #321	7/19/2023	3.20
Pecatonica Public Library District	7/19/2023	32.50
Peotone Public Library District	7/19/2023	321.60
Peru Public Library	7/19/2023	142.15
Plano Community Library District	7/19/2023	71.40
Plano CUSD #88	7/19/2023	2.20
Polo CUSD #222	7/19/2023	1.00
Polo Public Library District	7/19/2023	5.30
Princeton Township High School	7/19/2023	0.40
Princeton Public Library	7/19/2023	281.45
Prophetstown-Lyndon-Tampico CUSD #3	7/19/2023	4.99
Prophetstown-Lyndon-Tampico CUSD #3	7/19/2023	1.00
Putnam County CUSD # 535	7/19/2023	4.05
Putnam County CUSD # 535	7/19/2023	5.50
Putnam County Public Library District	7/19/2023	0.70
Putnam County Public Library District	7/19/2023	1.90
Putnam County Public Library District	7/19/2023	0.50
Reddick Public Library District	7/19/2023	436.30
Richard A. Mautino Memorial Library	7/19/2023	14.50
River Bend Community Unit School District 2	7/19/2023	4.05
River Ridge CUSD #210 Library	7/19/2023	3.70
River Valley District Library	7/19/2023	32.80
Robert R. Jones Public Library District	7/19/2023	11.60
Robert W. Rowe Public Library District	7/19/2023	0.30
Rochelle Twp. HSD #212	7/19/2023	0.20
Rock Island Public Library	7/19/2023	204.08
Rock Island Public Library	7/19/2023	97.33
Rock Island Public Library	7/19/2023	25.99
Rock Island School District #41	7/19/2023	0.60
Rockford University	7/19/2023	32.30
Rockford University	7/19/2023	12.20
Sandwich Public Library District	7/19/2023	83.59
Scales Mound CUSD #211	7/19/2023	46.24
Schmaling Memorial Public Library District	7/19/2023	17.69
Seneca Public Library District	7/19/2023	321.05
Sheffield Public Library	7/19/2023	2.40
Sherrard Public Library District	7/19/2023	12.64
Silvis Public Library	7/19/2023	68.40
Somonauk Public Library District	7/19/2023	121.30
South Beloit Public Library	7/19/2023	34.80
Stockton Township Public Library	7/19/2023	16.85
Streator Public Library	7/19/2023	252.20
Sycamore Public Library	7/19/2023	934.28
Talcott Free Library District	7/19/2023	96.60
Three Rivers Public Library	7/19/2023	19.35
Three Rivers Public Library	7/19/2023	43.70
United Township High School Library #30	7/19/2023	14.30
Walnut Public Library District	7/19/2023	18.90
Warren Township Public Library	7/19/2023	12.55
Western District Library	7/19/2023	40.40
Wilmington Public Library District	7/19/2023	389.19
Winnebago CUSD #323	7/19/2023	0.80
Woodstock Public Library	7/19/2023	123.92

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 6/29/2023 Through 7/26/2023

**Preliminary and Unaudited**

Vendor Name	Effective Date	Check Amount
York Township Public Library	7/19/2023	1.50
Yorkville Public Library	7/19/2023	3,055.84
Bank Orion	7/19/2023	0.10
Paycom Payroll LLC	7/20/2023	295.12
Paycom Payroll LLC	7/20/2023	20,113.53
Paycom Payroll LLC	7/20/2023	8,021.85
ICMA Retirement Corporation	7/21/2023	1,226.84
WEX Bank	7/24/2023	2.00
Cherry Hill Company	7/26/2023	40,000.00
Menard Consulting, Inc.	7/26/2023	200.00
Report Total		157,728.64

	Apr 2022	Apr 2023	May 2022	May 2023	June 2022	June 2023	4th Qtr FY22 to date	4th Qtr FY23 to date	4th Qtr% of change	FY22 Totals	FY23 Totals	FY Totals % of change
<b>General</b>												
Bibliographic records	1,211,957	1,222,047	1,212,231	1,220,995	1,210,847	1,219,011	1,210,847	1,219,011	0.67%	1,210,847	1,219,011	0.67%
Item records	5,131,604	5,148,380	5,141,509	5,140,536	5,136,754	5,129,702	5,136,754	5,129,702	-0.14%	5,136,754	5,129,702	-0.14%
Patron records	380,683	366,283	352,866	349,172	345,140	329,824	345,140	329,824	-4.44%	345,140	329,824	-4.44%
Total circulation	375,654	373,796	355,427	368,789	474,227	472,168	1,205,308	1,214,753	0.78%	4,450,516	4,791,640	7.66%
ILL transactions on LLSAP	53,906	51,601	47,037	49,798	54,471	55,074	155,414	156,473	0.68%	638,373	652,101	2.15%
Reciprocal borrowing	42,902	43,442	40,896	43,343	52,920	55,008	136,718	141,793	3.71%	499,632	546,338	9.35%
<b>Training, Outreach and Engagement</b>												
Training events	7	3	2	8	4	3	13	14	7.69%	43	64	48.84%
Training participants	21	6	4	18	79	22	104	46	-55.77%	185	425	129.73%
Training contact hours	39	6	8	26	47	14	93	45	-51.61%	221	580	162.81%
TalentLMS Course Completions	209	192	213	236	230	196	652	624	-4.29%	2,871	2,877	0.21%
Site visits	3	4	6	5	2	1	11	10	-9.09%	47	28	-40.43%
Member Meetings/Events	13	9	2	9	11	8	26	26	0.00%	88	103	17.05%
Meeting/Event participants	349	219	25	123	132	86	506	428	-15.42%	1,905	1,932	1.42%
Meeting/Event contact hours	649	459	39	174	149	106	837	738	-11.78%	2,605	2,577	-1.08%
<b>Troubleshooting</b>												
HelpDesk Calls Opened	350	263	270	312	254	302	874	877	0.34%	3,595	3,597	0.06%
HelpDesk Calls Closed	344	256	274	274	330	292	948	822	-13.29%	3,696	3,620	-2.06%
<b>Database Enrichment</b>												
Bibload records loaded - PC staff	1,587	1,372	1,401	1,728	1,538	1,879	4,526	4,979	10.01%	15,983	20,376	27.49%
Bibload records loaded - MARC catalogers	1,734	2,250	2,199	2,347	991	2,153	4,924	6,750	37.08%	22,791	25,980	13.99%
Cleanup/overlays/merges - PC staff	945	931	1,187	960	1,422	711	3,554	2,602	-26.79%	18,603	19,121	2.78%
Cleanup/overlays/merges - MARC catalogers	454	1,068	942	936	96	975	1,492	2,979	99.66%	9,788	11,952	22.11%
Enhancements/corrections - PC staff	-	14	21	11	49	7	70	32	-54.29%	291	295	1.37%
Enhancements/corrections - MARC catalogers	3	79	105	108	-	107	108	294	172.22%	1,241	1,392	12.17%
Original catalogings - PC staff	3	4	42	13	61	24	106	41	-61.32%	387	304	-21.45%
Original catalogings - MARC catalogers	-	-	-	-	-	-	-	-	#DIV/0!	13	122	838.46%
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	39,276	42,387	42,395	36,958	57,376	39,952	139,047	119,297	-14.20%	647,359	739,863	14.29%
To see the full statistical spreadsheet, visit: <a href="https://support.prairiecat.info/gov">https://support.prairiecat.info/gov</a>												

	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	June 2022	June 2023	4th Qtr FY22 to date	4th Qtr FY23 to date	4th Qtr % of Change	FY22 Totals	FY23 Totals	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	1,219,011	1,210,847	1,219,011	0.67%	1,210,847	1,219,011	0.67%		
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	5,129,702	5,136,754	5,129,702	-0.14%	5,136,754	5,129,702	-0.14%		
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	329,824	345,140	329,824	-4.44%	345,140	329,824	-4.44%		
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	355,227	368,789	474,227	472,168	1,205,308	1,214,753	0.78%	4,450,516	4,781,640	7.66%		
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	54,471	55,074	155,414	155,473	0.68%	638,373	652,101	2.15%		
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	52,920	55,008	136,718	141,793	3.71%	499,632	546,338	9.35%		
<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	4	3	13	14	7.69%	43	64	48.84%		
Training participants	6	23	2	12	9	17	8	202	2	16	4	64	23	17	6	14	21	14	21	6	4	18	79	22	104	46	-55.77%	185	425	129.73%		
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	47	14	93	45	-51.61%	221	580	162.81%		
Talent/MS Course Completions	370	292	181	420	233	302	353	302	247	184	162	126	275	228	145	192	253	207	209	192	213	236	230	196	652	624	-4.29%	2,871	2,877	0.21%		
Site visits	4	1	5	4	3	-	5	5	1	2	4	2	3	1	7	2	4	1	3	4	6	5	2	1	11	10	-9.09%	47	28	-40.43%		
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	11	8	26	26	0.00%	88	103	17.05%		
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	132	86	506	428	-15.32%	1,905	1,932	1.41%		
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	149	106	837	738	-11.78%	2,605	2,577	-1.08%		
<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	254	302	874	877	0.34%	3,595	3,597	0.06%		
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	330	292	948	822	-13.29%	3,696	3,620	-2.06%		
<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	1,538	1,879	4,526	4,979	10.01%	15,983	20,376	27.49%		
Bibload records loaded - MARC catalogers	1,497	1,968	1,549	2,173	2,331	2,481	1,813	2,273	2,085	2,266	2,285	2,331	2,491	1,750	1,877	1,909	1,939	2,722	1,734	2,250	2,199	2,347	991	2,153	4,924	6,750	37.08%	22,791	25,980	13.99%		
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	1,422	711	3,554	2,602	-26.79%	18,603	19,121	2.78%		
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	96	975	1,492	2,979	99.66%	9,788	11,952	22.11%		
Enhancements/corrections - PC staff	15	22	37	43	3	48	29	49	-	9	30	26	28	50	41	8	38	8	-	14	21	11	49	7	70	32	-54.29%	291	295	1.37%		
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	-	107	108	294	172.22%	1,241	1,392	12.17%		
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	61	24	106	41	-61.32%	387	304	-21.45%		
Original catalogings - MARC catalogers	13	36	-	-	-	-	-	31	-	36	-	19	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!	13	122	838.46%	
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	72,677	68,998	47,901	29,015	16,903	64,216	88,045	126,732	7,078	48,009	45,433	46,693	126,286	89,781	49,757	93,886	54,232	53,236	39,276	42,387	42,395	36,958	57,376	39,952	139,047	119,297	-14.20%	647,359	739,863	14.29%		

To see the full statistical spreadsheet, visit: <https://support.prairirecat.info/gov>



Date: 8/4/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Part time hours for cataloging cleanup

**Executive Summary:**

Cataloging staff recommends that we provide funding for a temporary part-time cataloging position to help with cleanup projects.

**Detailed description:**

Due to issues that have come to light since working with Vega in addition to cleanups needed after libraries have been added to PrairieCat, Cataloging staff feel that it would be very beneficial for them to have a temporary part time position funded to assist with this work.

Cataloging Manager Magda Bonny submitted a job description for this position based on the current Senior Data Specialist position. Using our current approved pay scale, the minimum for a similar position would be \$18.68/hour, and mid-point of the scale would be \$23.34/hour. Based on those figures, the cost to provide 17 hours a week for 40 weeks would be as follows:

Min: 17 hours/week, 40 weeks: \$12,702.40, SS/M: \$971.73, Total: \$13,674.13

Mid: 17 hours/week, 40 weeks: \$15,871.20, SS/M: \$1,214.15, Total: \$17,085.35

This was discussed at the Finance Committee meeting on 6/15/2023, and they suggested that we consider two positions for 20 weeks duration. Such a configuration may allow the cleanup to go quicker and may also give us more choice in potential job candidates. This is also acceptable to the PrairieCat cataloging staff. Below are the figures for the position assuming a 20-week duration:

Min: 17 hours/week, 20 weeks: \$6,351.20, SS/M: \$485.87, Total: \$6,837.07

Mid: 17 hours/week, 20 weeks: \$7,935.60; SS/M: \$607.07; Total: \$8,542.67

If we approach this as a 20-week position, I suggest we hire one cataloger and see how it goes. If needed, we could then hire another or extend the duration, depending on the situation.

If we stay under 19 hours/week for 12 months or less, we do not have to include IMRF retirement costs or healthcare costs.

Please see the attached job description.



## **Part-Time Data Specialist**

**(Non-Exempt, Temporary Part-Time)**

**Current Pay Grade: 2**

**Reports To: Library Services Manager**

### **Summary:**

The part-time Data Specialist assists with ensuring the quality and integrity of the integrated library system's bibliographic database, bibliographic records, and digitally archived records. This position is a member of the Library Services Team.

The term of this position will not exceed 17 hours a week for a total of 48 weeks.

### **Responsibilities:**

- Perform copy cataloging on behalf of PrairieCat member libraries.
- Perform duties relating to record cleanup to maintain the integrity of the database and accuracy of holdings, including error correction, duplicate removal, and record upgrades.
- Load records into the database on behalf member libraries.
- Work independently with little to no supervision during part of the working day
- Collaborate with PrairieCat and member library staff on the efficient and effective cleanup and maintenance of the PrairieCat catalog.
- Assist with completion of support tickets on an as needed basis
- Participate in special projects as directed.
- Responsible for maintaining timely and transparent member and staff communication about special projects.

### **Knowledge and Experience:**

- Associate's degree required, LTA preferred
- 2 years library technical services experience; customer service experience preferred
- Experience working with an integrated library system
- Knowledge of MARC cataloging and current cataloging standards, call number classification systems, bibliographic subject headings, and popular cataloging tools including OCLC Connexion
- Some knowledge of RDA (RESOURCE DESCRIPTION AND ACCESS), FRBR (FUNCTIONAL REQUIREMENTS FOR BIBLIOGRAPHIC RECORDS), FRAD (FUNCTIONAL REQUIREMENTS FOR AUTHORITY RECORDS), metadata, and linked data preferred
- Familiarity with OPACs (Online Public Access Catalogs)

- Ability to use extensive workplace technology including email, Internet, office software, remote collaboration tools, and other software.

**Skills and Abilities:**

- Strong customer service orientation
- Excellent written and oral communication skills
- Ability to work effectively and collaboratively with member library staff and colleagues
- Ability to take direction, exercise initiative and good judgment, make recommendations, and work without close supervision
- Ability to be meticulous and detail-oriented
- Ability to effectively organize
- Ability to propose creative solutions and effectively resolve problems

**Working Conditions and Physical Requirements:**

- Normal office working environment
- Ability to communicate in person and via phone, videoconferencing, and email
- Must be able to input data, read computer screens and printed material, type, file, and operate office equipment
- Ability and willingness to work varied hours.
- Primarily sedentary work, but also requires standing, sitting, walking, stooping or crouching, kneeling, reaching, pushing and/or pulling, talking, hearing, grasping, lifting and carrying light to moderate weight such as books, supplies, and file boxes.
- This position works remotely and does not have an office space assigned. The position will be provided with necessary computer software, hardware and supplies in order to fulfil the job requirements. The candidate must provide available high speed internet connectivity from their remote workplace; however, internet costs will be reimbursed by PrairieCat on a pro-rated basis provided that the candidate supplies PrairieCat with copies of their internet billing.