



**PrairieCat Administrative Council
Agenda
November 3rd, 2023**

The Council will meet on Friday, November 3rd, 2023, 10:30 am –1 pm
In person at the DeKalb Public Library, 309 Oak St, DeKalb, 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. 2-18)
 - a. Approve minutes for October 6th, 2023, PrairieCat Administrative Council meeting.
 - b. Approve financial report for September 2023
 - c. Approve check registers.
 - 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. ACTION: Discussion and Approval, PrairieCat Years of Service Program (p. 19)
 - b. Review and discussion, FY24/FY25 action workplan (pp. 20-25)
 - c. Review and discussion, FY24 Annual Member Satisfaction Survey
- VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – no report
 - b. Finance Committee – no report
- VIII. Review of Meeting – what worked and what didn't.
- IX. Public Comments
- X. Adjournment
- XI. Next Meeting – Friday, December 1st, LaSalle Public Library

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



**PrairieCat Administrative Council
Agenda
October 6th, 2023**

The Council will meet on Friday, October 5th, 2023, 10:30 am –1 pm
In person at the Talcott Free Library District, 101 East Main
Street, Rockton, 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 Talcott Free: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Ashley Huffines (FP), Kimberly Brozovich (RP), Megan Gove (TF), Laura Watson (HC), Penny Bryant (PT), Julie Wayland (PR)

Present via Zoom: Michelle Krooswyk (NL), Emily Faulkner (DK), Kelly McCully (BD), Elizabeth Smith (PrairieCat), Elena Mendoza (RAILS), Ann Scales (Lauterbach & Amen)

Absent: Beth Ryan (JO), Victoria Blackmer (CV),

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

II. Introduction of Visitors and Public Comments

There were no public comments. Elena Mendoza, Staff Accountant with RAILS introduced herself. Ann Scales with Lauterbach & Amen introduced herself.

III. Review Agenda for Additions/Changes

There were no revision.

IV. Consent Agenda

- a. Approve minutes for September 1, 2023, PrairieCat Administrative Council meeting.
- b. Approve financial report for August 2023
- c. Approve check registers.
- d. Statistical reports

MOTION #1

Watson (HC) moved and Gove (TF) 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 the Winnebago project is going strong. There are weekly calls with PrairieCat and Innovative in regard to Winnebago's migrations, as well as, weekly calls with PrairieCat staff and their library staff. The training with the library is taking a little more time, but the target Go Live date is still January 2024.

- Review annual report (ROI report)
Smith (PrairieCat) shared the Annual Report (ROI report) with the Council. She explained that this is a summary of core services PrairieCat provides to the membership and a snapshot of last fiscal year. This is organized around our strategic goals as an organization. This report will be included in the Delegates Assembly packet and shared with the membership after that meeting.

b. Update on current training and engagement projects

Smith (PrairieCat) reviewed PUG Day 2023 with the Council. There were 264 attendees, 284 registered, so those are good numbers. There were 19 sessions plus a keynote presentation. Five of the 19 sessions were hosted by PrairieCat libraries. 67 member libraries were represented at this year's PUG Day conference, which is on par with past years. PrairieCat budgeted \$15,000 for the in person event and, without having all the final numbers, we are right around the \$15,000 mark. Overall, the survey results have shown a positive experience.

VI. Administrative Issues

- a. ACTION: Discussion, review, and approval of FY23 audit
Scales (Lauterbach & Amen) presented the FY23 annual audit results. Lauterbach & Amen has issues an unmodified opinion which is the best that can be issued by auditors.

MOTION #2

Gove (TF) moved Faulkner (DK) and seconded to accept the results of the FY23 audit. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

b. ACTION: Approve benefit renewals, LIMRiCC

Coulter (PrairieCat) explained that the Council needs to approve the new LIMRiCC increases for calendar year 2024. She explained that health insurance increased by almost 11%, dental increase about 7% and vision has been locked into the same rate for the next two years.

MOTION #3

Gove (TF) moved Bryant (PT) and seconded to approve LIMRiCC benefit renewals for 2024. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

- c. ACTION: Approve resolutions concerning changes to LIMRiCC IGA, administrative and substantive changes
Coulter (PrairieCat) stated that the LIMRiCC board has asked members of the insurance cooperative to adopt two new resolutions concerning the Intergovernmental Agreement that we have with the organization. They also ask that we then cast two votes to formally adopt the new language of the revised IGA. The first resolution includes 31 purely administrative changes to the IGA, such as spelling/grammatical errors.

MOTION #4

Wayland (PR) moved and Watson (HC) seconded to approve LIMRiCC resolution for administrative changes to their IGA. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

Coulter continued, explaining the second resolution is for substantive changes to the IGA. Some of the substantive changes are:

- Removing the distinction between PHIP and SHIP. It will now be referred to as HIP (Health Insurance Plan)
- Adding the words "and dental insurance for insured participants." Dental insurance wasn't part of the package included in the wording before.

MOTION #5

Watson (HC) moved and Gove (TF) seconded to approve LIMRiCC resolution for substantive changes to their IGA. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

- d. ACTION: Approve additional unbudgeted funding for website maintenance
Coulter (PrairieCat) stated in the last fiscal year we completely redesigned and upgraded our support website, leveraging our website hosting firm, Cherry Hill, to perform this work. As the project completed, we found that we had come up with several enhancements that were outside of the original scope of work. Nevertheless, we feel that these enhancements and refinements are needed. After discussion with Cary Gordon from Cherry Hill, we agreed that we could slot 4 hours of development and support time per month to these needs over the next 12 months. At a rate of \$195/hour, this would come to \$9,360.00 for the full 12-month period. PrairieCat staff would like to request that Administrative Council approve \$8,000 for enhancements and support for the remaining 8 months of FY24, as this amount is unbudgeted and the PrairieCat director cannot approve any amounts over \$5,000. In FY25, we will budget enough money to continue to support and develop the website ongoing.

MOTION #6

Brozovich (RP) moved and Bryant (PT) seconded to approve additional, unbudgeted funding for website maintenance. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

- e. Discussion and review, FY24 Resource Sharing summit proposal
Coulter (PrairieCat) shared the proposal from Amanda Standerfer for the Resource Sharing Summit PrairieCat plans to host in March of 2024. The Resource Sharing Committee has decided on the topic of Serving the Unserved for the Summit. Wayland (PR) asked if we have defined serving the unserved. Coulter stated that it is something the Resource Sharing Committee needs to define. It could be reciprocal borrowing, nonresident cards, paper library districts, etc. Wayland said she pictures it as people who have no access to library cards whatsoever. Huffines (FP) replied that is a big issue, but it's more than just those with no access.
- f. Discussion and recommendation to Delegates Assembly, potential changes to Bylaws concerning treasurer's bond.
Coulter (PrairieCat) explained that currently, our PrairieCat Bylaws require that we bond our Administrative Council Treasurer. When speaking with our accountants from RAILS, they felt that this is unnecessary as the PrairieCat Treasurer does not handle any funds, and our requirements to have two signatures on all checks would sufficiently prohibit any possible malfeasance. After speaking with our lawyer at Klein, Thorpe and Jenkins, we have verified that as an intergovernmental instrumentality we are not required by statute to bond our treasurer. The Treasurer's bond that we have obtained in the past has cost PrairieCat \$1,000. Given that this is not required and does involve significant and intrusive questions to the Treasurer, it is felt that we could drop this requirement from the Bylaws. The Council agrees to recommend the Delegates Assembly votes to approve the removal of the requirement to bond PrairieCat's treasurer.
- g. Discussion and review, Delegates Assembly agenda for October 18, 2023
Coulter (PrairieCat) shared the agenda for the October 18, 2023 Delegates Assembly agenda. There is not much on the agenda for this meeting. We have the audit review and then the approval of the change to the Bylaws that was just discussed. Coulter asked for any presentation suggestions from the Council. Gove (TF) asked if there was a session at PUG Day that could be redone for the Delegates. Smith (PrairieCat) stated that the Library of Things topic interested a lot of people and since it was a 30-minute session, there was not time to address the PrairieCat side of a Library of Things. Faulkner (DK) stated this would be really helpful because her library is having a hard time figuring out how to do it, where to put things, etc. Huffines (FP) said another topic for presentations could be the ongoing bomb threat problem amongst libraries. Coulter suggested sticking with the Library of Things presentation instead of the bomb threats, due to the heavy, depressing nature of the topic. Bryant (PT) agreed saying it would be best to keep it positive. The Council agreed. Coulter will ask RAILS to do a discussion for

the PrairieCat membership on the bomb threats happening amongst libraries.

- VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – no report
 - b. Finance Committee – no report
- VIII. Review of Meeting – what worked and what didn't.
The meeting went well
- IX. Public Comments
There were no public comments.
- X. Adjournment
The meeting adjourned at 11:24am.
- XI. Next Meeting – Friday, November 3rd, 2023, DeKalb Public Library

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



Date: 11/3/2023
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – September 2023

Please find attached the PrairieCat Financial Reports for the month of September 2023. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of September 23 through October 25.

As of September 30, of the total cash balance of \$1,149,511, \$492,736 was undesignated working cash, \$639,180 was designated for capital reserves, \$17,594 was eCommerce receipts payable to the membership, and \$1 was a member library overpayment of their first quarter member fees. Cash decreased \$65,471 during the month of September primarily due to the monthly payroll and payroll-related expenses, monthly LIMRiCC health insurance expense, as well as other vendor expenses.

The balance of working cash was sufficient to fund 3 months of budgeted FY2024 operating expenses, and the capital reserves amount could fund an additional 3.9 months of budgeted operating expenses. The \$452,200 principal of PrairieCat's CDs would be sufficient to fund an additional 2.7 months of budgeted operating expenses.

Total revenues through September of \$494,047 were \$9,124 below budget primarily due to the budgeted amount of the RAILS support grant which included the in-kind services that RAILS provides PrairieCat. These services are deducted from the total grant support allocation, the net of which is recorded as support grant revenue. This below budgeted amount is partially offset by above budget investment income through September.

Total year-to-date interest as of the end of September was \$10,040, which was \$5,540 above the year-to-date budgeted amount of \$4,500. During the Federal Reserve's September meeting, they chose not to raise the interest rate, but indicated there might be one more increase before the end of the calendar year, keeping the expected rate goal to 5.6% by the end of calendar year 2023. Their projections for the following two calendar years show fewer reductions in interest rates than previously mentioned, bringing the expected rates to 5.1% and 3.9% at the end of calendar years 2024 and 2025, respectively. The next Federal Reserve meeting will occur on November 1. The average September interest rates were 5.512% and 5.267% for the IL Funds and iPrime money market (ISC) accounts, respectively, which marginally increased from the August average interest rates of 5.454% and 5.250%.

Total expenses through September of \$460,757 were \$21,050 below budget primarily due to under budget Contractual Services expenses (\$24,613), Professional Services (\$5,575), Supplies, Postage and

Printing costs (\$1,990), and Travel and Continuing Education costs (\$1,745). Contractual Services expenses were under budget mostly due to the way that the Innovative Interfaces Sierra software and hosting subscriptions are required to be recorded under the Governmental Accounting Standards Board's (GASB's) new standard, 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 became effective for PrairieCat in FY2023. Under this statement, PrairieCat records monthly amortization expense of the total amount due for the entire contractual agreement as well as interest expense over the subscription term, at the present value of subscription payments. The goal of this statement is to recognize that the signing of these agreements constitutes a right to use asset which should be expensed as though this is a financing arrangement with an interest expense component, capitalized similarly to other assets, and depreciated (amortized) over the term of the agreement. Formerly, the Sierra software and hosting subscription expense were expensed to information service costs and other contractual services, respectively. Professional Services costs were below budget primarily due to the budgeted RAILS accounting service costs. These in-kind services are deducted from the overall total support grant allocation and are not invoiced to PrairieCat. These in-kind services are partially offset by above budget consulting costs for programming support for PrairieCat's new website. Other under budget supplies, postage and printing costs were due to a lower than anticipated need for computers, software, and supplies through September. Travel and Continuing Education costs were below budget through September but are expected to continue to rise as conferences and in-person member and governance meetings take place throughout the fiscal year. These below budget costs were partially offset by above budget interest expense related to the SBITAs discussed above. If the SBITA Interest expense was combined with the Contractual Services expenses, Contractual Services would only be \$6,959 below the budgeted year-to-date expense amount.

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

Beginning Cash Balance	\$ 1,214,981.88
Cash Received	
Payments from Member Libraries, etc.	26,607.28
Interest - BankORION	228.81
Interest - Illinois Funds	1,053.28
Interest - PMA	208.56
eCommerce Receipts Payable	6,070.21
Total Cash Received	<u>34,168.14</u>
Expenses Paid	
Checks and Vendor ACH Payments	23,826.87
Payroll and Retirement Contributions	75,409.64
ACH Credit Card Payments	-
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	403.00
Total Disbursements	<u>99,639.51</u>
Ending Cash Balance	<u><u>\$ 1,149,510.51</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ 0.75
eCommerce Cash Receipts Payable	17,593.81
Capital Reserve Designation	639,180.34
Working Cash	492,735.61

TOTAL CASH

\$ 1,149,510.51

PAYPAL FUNDS DETAILS:

September PayPal Receipts in Transit to Bank	\$653.44
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CD INVESTMENT DETAILS:

Cornerstone Bank: 24-month CD Principal @ 5.112% Interest 8/30/2023 - 8/27/2025	\$ 226,050.00
Financial Federal Bank: 24-month CD Principal @ 5.250% Interest 8/30/2023 - 8/27/2025	\$ 226,150.00
Accrued Investment Income as of September 2023	\$ 1,990.09

TOTAL CD INVESTMENT VALUE UPON MATURITY

\$ 454,190.09

Invested in Capital Assets Balance as of September 2023	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of September 2023	\$1,231,164.49
Unrestricted Fund Balance as of September 2023	\$726,016.89

FY24 operating expenses excluding planned capital reserve designation:	\$ 1,992,687.41
Working Cash % of operating expenses:	24.73%

PrairieCat
Balance Sheet
As of 9/30/2023

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	867,563.69
Cash - Illinois Funds	233,563.52
Cash - PMA	48,383.30
PayPal Funds	653.44
Total Cash & cash equivalents	1,150,163.95
Investments	452,200.00
Accounts receivables	6,845.60
Accrued investment income	1,990.09
Prepaid expenses	443,652.39
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	(410,387.51)
Total Capital Assets, net	1,231,164.49
Other Assets	
Deferred Outflows - Pension	507,441.62
Total Other Assets	507,441.62
Total Assets	3,793,458.14
Liabilities	
eCommerce Receipts Payable	18,247.25
Payroll	
Pension Payable	16,555.85
Total Payroll	16,555.85
Deferred revenue	59,396.72
Compensated absences	36,203.28
Net Pension Liability	481,796.00
Other long-term obligations	
Deferred Inflows - Pension	1,647.00
Deferred Inflows - OPEB	2,819.00
Subscription Based IT Arrangements Payable	1,219,611.66
Total Other long-term obligations	1,224,077.66
Total Liabilities	1,836,276.76
Net Assets	
Beginning Net Assets	1,923,891.64
Current YTD Net Income	33,289.74
Total Net Assets	1,957,181.38
Total Liabilities and Net Assets	3,793,458.14

PrairieCat

Statement of Revenues and Expenses - FY24 is 25.00% Completed

From 9/1/2023 Through 9/30/2023

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,499.58	7,498.74	7,499.00	99.99%	29,995.00	24.99%
Fully Participating and Basic Online Member Revenue	101,859.67	305,578.99	305,579.00	99.99%	1,222,316.14	24.99%
ILL Barcode Revenue	200.00	1,000.00	750.00	133.33%	3,000.00	33.33%
Fully Participating & Basic Online - CR Contribution	5,033.18	15,099.52	15,099.00	100.00%	60,398.00	25.00%
Union List - CR Contribution	457.92	1,373.76	1,374.00	99.98%	5,495.00	25.00%
Total Fees for Services and Materials	110,050.35	330,551.01	330,301.00	100.08%	1,321,204.14	25.02%
Reimbursements						
Reimbursements	1,540.60	4,621.80	5,088.00	90.83%	20,353.28	22.70%
Reimbursements - Hosting Fee	4,197.34	12,592.02	12,592.00	100.00%	50,368.00	25.00%
Reimbursements - Capira Mobile App	2,349.42	7,048.26	8,625.00	81.71%	34,500.00	20.42%
Total Reimbursements	8,087.36	24,262.08	26,305.00	92.23%	105,221.28	23.06%
Investment Income	3,416.55	10,039.99	4,500.00	223.11%	18,000.00	55.77%
Other						
Other Grants	0.00	0.00	500.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,064.70	129,194.10	141,315.00	91.42%	565,262.00	22.85%
Other Revenue	0.00	0.00	250.00	0.00%	1,000.00	0.00%
Total Other	43,064.70	129,194.10	142,065.00	90.94%	568,262.00	22.73%
Total REVENUES	164,618.96	494,047.18	503,171.00	98.19%	2,012,687.42	24.55%
EXPENSES						
Personnel						
Other Professionals	52,417.54	156,279.38	155,163.00	100.71%	672,370.57	23.24%
Support Services	10,857.03	32,571.07	32,571.00	100.00%	141,146.97	23.07%
Social Security Taxes	4,667.90	13,491.52	14,361.00	93.94%	62,234.09	21.67%
Unemployment Insurance	0.00	0.00	875.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	(122.01)	430.00	(28.37)%	1,720.00	(7.09)%
Retirement Benefits	8,175.10	24,399.54	24,255.00	100.59%	105,106.47	23.21%
Health, Dental And Life Insurance	16,110.12	43,724.65	42,715.50	102.36%	170,861.58	25.59%
Other Fringe Benefits	0.00	178.00	250.00	71.20%	1,000.00	17.80%
Tuition Reimbursements	0.00	0.00	125.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	258.32	250.00	103.32%	1,000.00	25.83%
Total Personnel	92,396.02	270,780.47	270,995.50	99.92%	1,159,439.68	23.35%
Buildings and Grounds						
Property Insurance	232.08	696.24	625.00	111.39%	2,500.00	27.84%
Total Buildings and Grounds	232.08	696.24	625.00	111.40%	2,500.00	27.85%
Vehicle Expenses						
Fuel	33.81	129.27	500.00	25.85%	2,000.00	6.46%
Repairs And Maintenance	0.00	0.00	500.00	0.00%	2,000.00	0.00%

PrairieCat

Statement of Revenues and Expenses - FY24 is 25.00% Completed

From 9/1/2023 Through 9/30/2023

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Vehicle Insurance	121.83	365.49	500.00	73.09%	2,000.00	18.27%
Vehicles Leasing And Rent	0.00	0.00	125.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	187.00	0.00%	750.00	0.00%
Total Vehicle Expenses	155.64	494.76	1,812.00	27.30%	7,250.00	6.82%
Travel and Continuing Education						
In-State Travel	0.00	0.00	1,250.00	0.00%	5,000.00	0.00%
Out-Of-State Travel	520.75	520.75	1,750.00	29.75%	7,000.00	7.43%
Registrations And Meeting, Other Fees	295.00	705.86	2,500.00	28.23%	10,000.00	7.05%
Conferences And Continuing Education Meetings	5,443.89	5,524.76	3,750.00	147.32%	15,000.00	36.83%
Public Relations	0.00	879.01	125.00	703.20%	500.00	175.80%
Total Travel and Continuing Education	6,259.64	7,630.38	9,375.00	81.39%	37,500.00	20.35%
Commercial Insurance	604.83	1,814.49	2,850.00	63.66%	11,400.00	15.91%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,754.75	6,189.82	7,621.50	81.21%	30,486.00	20.30%
General Office Supplies And Equipment	0.00	66.77	625.00	10.68%	2,500.00	2.67%
Total Supplies, Postage and Printing	1,754.75	6,256.59	8,246.50	75.87%	32,986.00	18.97%
Telephone and Telecommunications	0.00	154.24	1,375.00	11.21%	5,500.00	2.80%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	88.15	264.43	750.00	35.25%	3,000.00	8.81%
Total Equipment Repair and Maintenance	88.15	264.43	750.00	35.26%	3,000.00	8.81%
Professional Services						
Legal	129.00	129.00	1,750.00	7.37%	7,000.00	1.84%
Accounting	0.00	4,800.00	13,900.00	34.53%	55,600.00	8.63%
Consulting	4,942.50	5,692.50	625.00	910.80%	2,500.00	227.70%
Payroll Service Fees	603.24	2,078.84	2,000.00	103.94%	8,000.00	25.98%
Total Professional Services	5,674.74	12,700.34	18,275.00	69.50%	73,100.00	17.37%
Contractual Services						
Information Service Costs	19,378.74	58,047.40	143,602.95	40.42%	574,411.73	10.10%
Outside Printing Services	0.00	0.00	500.00	0.00%	2,000.00	0.00%
Other Contractual Services	255.00	765.00	21,400.00	3.57%	85,600.00	0.89%
Amortization - Subscription Based IT Arrangements	27,359.17	82,077.51	0.00	0.00%	0.00	0.00%
Total Contractual Services	46,992.91	140,889.91	165,502.95	85.13%	662,011.73	21.28%
Professional Association Membership Dues	99.58	340.62	500.00	68.12%	2,000.00	17.03%
SBITA Interest	5,884.75	17,654.25	0.00	0.00%	0.00	0.00%
Miscellaneous	84.75	338.00	125.00	270.40%	500.00	67.60%

PrairieCat

Statement of Revenues and Expenses - FY24 is 25.00% Completed
From 9/1/2023 Through 9/30/2023

	<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>
Miscellaneous - eCommerce Fees	318.25	742.72	1,375.00	54.01%	5,500.00	13.50%
Total EXPENSES	<u>160,546.09</u>	<u>460,757.44</u>	<u>481,806.95</u>	<u>95.63%</u>	<u>2,002,687.41</u>	<u>23.01%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>4,072.87</u>	<u>33,289.74</u>	<u>21,364.05</u>	<u>155.82%</u>	<u>10,000.01</u>	<u>332.89%</u>

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 9/23/2023 Through 10/25/2023

Vendor Name	Effective Date	Check Amount
WEX Bank	9/25/2023	33.81
Paycom Payroll LLC	9/28/2023	308.12
Paycom Payroll LLC	9/28/2023	22,574.41
Paycom Payroll LLC	9/28/2023	9,247.25
ICMA Retirement Corporation	9/29/2023	1,226.84
Bank Orion	9/30/2023	54.75
MerchantE	10/3/2023	338.72
MerchantE	10/3/2023	45.21
FREEDOM LIFTED	10/3/2023	2,578.34
Klein, Thorpe and Jenkins, Ltd.	10/4/2023	465.50
REULAND FOOD SERVICE INC	10/4/2023	5,185.00
First Bankcard	10/5/2023	5,741.99
Illinois Municipal Retirement Fund	10/6/2023	16,555.76
LIMRICC	10/10/2023	18,222.19
Bank Orion	10/10/2023	30.00
Paycom Payroll LLC	10/12/2023	295.12
Paycom Payroll LLC	10/12/2023	20,469.60
Paycom Payroll LLC	10/12/2023	8,218.60
ICMA Retirement Corporation	10/13/2023	1,226.84
Marengo-Union Public Library District	10/18/2023	(30.70)
Bourbonnais Public Library District	10/18/2023	125.74
Bradley Public Library District	10/18/2023	135.25
Byron Public Library District	10/18/2023	151.91
Charles B. Phillips Public Library District	10/18/2023	60.60
Cherry Valley Public Library District	10/18/2023	272.80
Clinton Township Public Library	10/18/2023	23.60
Coal City Public Library District	10/18/2023	156.91
Colona District Public Library	10/18/2023	82.44
Cortland Community Library	10/18/2023	193.25
DeKalb Public Library	10/18/2023	195.86
East Moline Public Library	10/18/2023	199.75
Earlville Public Library District	10/18/2023	24.50
Ella Johnson Memorial Public Library District	10/18/2023	999.28
Flagg-Rochelle Public Library District	10/18/2023	392.68
Fossil Ridge Public Library District	10/18/2023	37.80
Freeport Public Library	10/18/2023	1,110.93
Galena Public Library District	10/18/2023	141.16
Geneseo Public Library District	10/18/2023	109.45
Genoa Public Library District	10/18/2023	435.02
Graves-Hume Public Library District	10/18/2023	34.39
Harvard Diggins Library	10/18/2023	94.30
Highland Community College Library	10/18/2023	52.00
Hinckley Public Library District	10/18/2023	591.71
Homer Township Public Library District	10/18/2023	23.00
Homer Township Public Library District	10/18/2023	280.96
Ida Public Library	10/18/2023	141.25
Johnsburg Public Library District	10/18/2023	564.35
Julia Hull District Library	10/18/2023	337.22
Kankakee Public Library	10/18/2023	414.15
LaSalle Public Library	10/18/2023	100.69
Limestone Township Library	10/18/2023	236.20
Manhattan-Elwood Public Library District	10/18/2023	362.40
Manteno Public Library District	10/18/2023	466.72
Maple Park Public Library	10/18/2023	77.30
Marengo-Union Public Library District	10/18/2023	30.70

PrairieCat
 Check/Voucher Register
 1000 - Cash - Bank Orion
 From 9/23/2023 Through 10/25/2023

Vendor Name	Effective Date	Check Amount
Marengo-Union Public Library District	10/18/2023	29.05
Marseilles Public Library	10/18/2023	101.15
Mokena Community Public Library District	10/18/2023	117.39
Moline Public Library	10/18/2023	567.09
Morris Area Public Library	10/18/2023	140.80
Mount Morris Public Library	10/18/2023	65.05
New Lenox Public Library	10/18/2023	292.00
Nippersink Public Library District	10/18/2023	203.74
North Suburban Library District	10/18/2023	342.48
North Suburban Library District	10/18/2023	262.68
Odell Public Library	10/18/2023	663.60
Peotone Public Library District	10/18/2023	321.40
Peru Public Library	10/18/2023	181.73
Plano Community Library District	10/18/2023	15.05
Princeton Public Library	10/18/2023	269.48
Reddick Public Library District	10/18/2023	645.94
River Valley District Library	10/18/2023	49.76
Robert R. Jones Public Library District	10/18/2023	72.30
Robert W. Rowe Public Library District	10/18/2023	23.40
Rock Island Public Library	10/18/2023	138.89
Rock Island Public Library	10/18/2023	32.50
Rock Island Public Library	10/18/2023	21.99
Rockford University	10/18/2023	75.10
Sandwich Public Library District	10/18/2023	141.30
Schmaling Memorial Public Library District	10/18/2023	100.89
Seneca Public Library District	10/18/2023	60.55
Sherrard Public Library District	10/18/2023	80.88
Silvis Public Library	10/18/2023	56.30
Somonauk Public Library District	10/18/2023	925.99
Streator Public Library	10/18/2023	119.20
Sycamore Public Library	10/18/2023	525.55
Talcott Free Library District	10/18/2023	101.30
Three Rivers Public Library	10/18/2023	139.20
Three Rivers Public Library	10/18/2023	46.50
Wilmington Public Library District	10/18/2023	361.30
Woodstock Public Library	10/18/2023	136.42
Yorkville Public Library	10/18/2023	2,047.83
KATHERINE A PARKER	10/25/2023	500.00
KATHRYN HALL	10/25/2023	500.00
WEX Bank	10/25/2023	113.18
Report Total		132,032.58

FY2024 PC Statistics

	July 2023	July 2022	Aug 2023	Aug 2022	Sept 2023	Sept 2022	1st Qtr FY24 To Date	1st Qtr FY23 To Date	1st Qtr % of change
General									
Bibliographic records	1,218,077	1,211,017	1,217,302	1,209,331	1,216,208	1,206,499	1,216,208	1,206,499	0.80%
Item records	5,130,722	5,142,475	5,129,098	5,141,450	5,123,012	5,118,515	5,123,012	5,118,515	0.09%
Patron records	335,278	349,095	341,166	354,815	342,997	358,694	342,997	358,694	-4.38%
Total circulation	444,070	442,427	416,179	431,013	386,250	392,512	1,246,499	1,265,952	-1.54%
ILL transactions on LLSAP	52,525	52,033	56,782	57,066	57,359	54,709	166,666	163,808	1.74%
Reciprocal borrowing	49,484	49,276	47,347	48,160	44,004	43,301	140,835	140,737	0.07%
Training, Outreach and Engagement									
Training events	6	7	10	2	6	7	22	16	37.50%
Training participants	80	23	74	12	20	17	174	52	234.62%
Training contact hours	132	33	92	18	38	25	261	75	248.00%
TalentLMS Course Completions	228	292	265	420	283	302	776	1,014	-23.47%
Site visits	2	1	1	4	1	-	4	5	-20.00%
Member Meetings/Events	5	10	13	9	9	10	27	29	-6.90%
Meeting/Event participants	150	183	172	129	348	406	670	718	-6.69%
Meeting/Event contact hours	393	257	230	184	1,740	85	2,363	525	350.10%
Troubleshooting									
HelpDesk Calls Opened	186	242	307	388	242	236	735	866	-15.13%
HelpDesk Calls Closed	227	225	298	385	231	193	756	803	-5.85%
Database Enrichment									
Bibload records loaded - PC staff	1,701	1,980	1,537	1,620	1,793	1,751	5,031	5,351	-5.98%
Bibload records loaded - MARC catalogers	2,093	1,968	2,955	2,173	2,708	2,481	7,756	6,622	17.12%
Cleanup/overlays/merges - PC staff	1,189	704	748	2,712	988	1,417	2,925	4,833	-39.48%
Cleanup/overlays/merges - MARC catalogers	864	825	852	1,142	1,291	1,320	3,007	3,287	-8.52%
Enhancements/corrections - PC staff	8	22	12	43	37	48	57	113	-49.56%
Enhancements/corrections - MARC catalogers	105	116	182	188	190	159	477	463	3.02%
Original catalogings - PC staff	11	26	11	29	53	34	75	89	-15.73%
Original catalogings - MARC catalogers	45	36	29	-	18	-	92	36	155.56%
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	57,887	68,998	11,635	29,015	45,667	64,216	115,189	162,229	-29.00%
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov									

	July 2023	July 2022	Aug 2023	Aug 2022	Sept 2023	Sept 2022	1st Qtr FY24 To Date	1st Qtr FY23 To Date	1st Qtr % of change	Oct 2023	Oct 2022	Nov 2023	Nov 2022	Dec 2023	Dec 2022	Jan 2024	Jan 2023	Feb 2024	Feb 2023	Mar 2024	Mar 2023	Apr 2024	Apr 2023	May 2024	May 2023	June 2024	June 2023	FY23 Totals	
General																													
Bibliographic records	1,218,077	1,211,017	1,217,302	1,209,331	1,216,208	1,206,499	1,216,208	1,206,499	0.80%	-	1,226,849	-	1,225,612	-	1,224,624	-	1,223,124	-	1,221,543	-	1,221,663	-	1,222,047	-	1,220,995	-	1,219,011	-	1,219,011
Item records	5,130,722	5,142,475	5,129,098	5,141,450	5,123,012	5,118,515	5,123,012	5,118,515	0.09%	-	5,170,302	-	5,164,903	-	5,160,306	-	5,155,078	-	5,142,598	-	5,142,184	-	5,148,380	-	5,140,536	-	5,129,702	-	5,129,702
Patron records	335,278	349,095	341,166	354,815	342,997	358,694	342,997	358,694	-1.38%	-	371,248	-	372,189	-	372,299	-	374,606	-	372,189	-	380,479	-	366,283	-	349,172	-	329,824	-	329,824
Total circulation	444,070	442,427	416,179	431,013	386,250	392,512	1,246,499	1,255,952	-1.54%	-	386,612	-	379,399	-	329,603	-	404,704	-	378,131	-	432,486	-	373,796	-	368,789	-	472,168	-	4,791,640
ILL transactions on LLSAP	52,525	52,033	56,782	57,066	57,359	54,709	166,666	163,808	1.74%	-	52,583	-	52,224	-	45,731	-	62,328	-	55,892	-	63,062	-	51,601	-	49,798	-	55,074	-	652,101
Reciprocal borrowing	49,484	49,276	47,347	48,160	44,004	43,301	140,835	140,737	0.07%	-	43,631	-	42,487	-	36,391	-	45,815	-	44,489	-	50,995	-	43,442	-	43,343	-	55,008	-	546,338
Training, Outreach and Engagement																													
Training events	6	7	10	2	6	7	22	16	37.50%	-	4	-	7	-	8	-	6	-	6	-	3	-	3	-	8	-	3	-	54
Training participants	80	23	74	12	20	17	174	52	234.62%	-	202	-	16	-	64	-	17	-	14	-	14	-	6	-	18	-	22	-	425
Training contact hours	132	33	92	18	38	25	261	75	248.00%	-	301	-	21	-	73	-	25	-	20	-	22	-	22	-	6	-	26	-	580
Talent/MS Course Completions	228	292	265	420	283	302	776	1,014	-23.47%	-	302	-	184	-	126	-	228	-	192	-	207	-	192	-	236	-	196	-	2,877
Site visits	2	1	1	4	1	-	4	5	-20.00%	-	5	-	2	-	2	-	1	-	2	-	1	-	4	-	5	-	1	-	28
Member Meetings/Events	5	10	13	9	9	10	27	29	-6.90%	-	10	-	6	-	9	-	7	-	9	-	7	-	9	-	9	-	8	-	103
Meeting/Event participants	150	183	172	129	348	406	670	718	-6.69%	-	201	-	80	-	154	-	165	-	140	-	140	-	46	-	219	-	123	-	86
Meeting/Event contact hours	393	257	230	184	1,740	85	2,363	525	350.10%	-	322	-	251	-	197	-	276	-	214	-	55	-	459	-	174	-	106	-	2,577
Troubleshooting																													
HelpDesk Calls Opened	186	242	307	388	242	236	735	866	-15.13%	-	291	-	384	-	285	-	247	-	320	-	327	-	263	-	312	-	302	-	3,597
HelpDesk Calls Closed	227	225	298	385	231	193	756	803	-5.85%	-	281	-	364	-	251	-	248	-	512	-	339	-	256	-	274	-	292	-	3,620
Database Enrichment																													
Bibload records loaded - PC staff	1,701	1,980	1,537	1,620	1,793	1,751	5,031	5,351	-5.98%	-	1,520	-	1,801	-	1,562	-	1,857	-	1,532	-	1,774	-	1,372	-	1,728	-	1,879	-	20,376
Bibload records loaded - MARC catalogers	2,093	1,968	2,955	2,173	2,708	2,481	7,756	6,622	17.12%	-	2,273	-	2,266	-	1,688	-	1,750	-	1,909	-	2,722	-	2,250	-	2,347	-	2,153	-	25,980
Cleanup/overlays/merges - PC staff	1,189	704	748	2,712	988	1,417	2,925	4,833	-39.48%	-	3,051	-	2,537	-	1,226	-	1,656	-	1,499	-	1,717	-	931	-	960	-	711	-	19,121
Cleanup/overlays/merges - MARC catalogers	864	825	852	1,142	1,291	1,320	3,007	3,287	-8.52%	-	913	-	1,178	-	896	-	906	-	767	-	1,026	-	1,068	-	936	-	975	-	11,952
Enhancements/corrections - PC staff	8	22	12	43	37	48	57	113	-49.56%	-	49	-	9	-	26	-	50	-	8	-	8	-	14	-	11	-	7	-	295
Enhancements/corrections - MARC catalogers	105	116	182	188	190	159	477	463	3.02%	-	75	-	113	-	67	-	114	-	97	-	169	-	79	-	108	-	107	-	1,392
Original catalogings - PC staff	11	26	11	29	53	34	75	89	-15.73%	-	53	-	24	-	34	-	40	-	2	-	21	-	4	-	13	-	24	-	304
Original catalogings - MARC catalogers	45	36	29	-	18	-	92	36	155.56%	-	31	-	36	-	19	-	-	-	-	-	-	-	-	-	-	-	-	-	122
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	57,887	68,998	11,635	29,015	45,667	64,216	115,189	162,229	-29.00%	-	126,732	-	48,009	-	46,693	-	89,781	-	93,886	-	53,236	-	42,387	-	36,958	-	39,952	-	739,863
To see the full statistical spreadsheet, visit: https://support.prairirecat.info/gov																													

Years of Service Program

PRAIRIECAT aims to acknowledge years of service, providing staff with recognition and thanks for their continued support and commitment to the organization and its members. The service award will be paid to the employee each year after achieving five (5) years of service, and the monetary award will increase in five (5) year increments as outlined below to encourage employee retention. Part-time employees working 20 or more hours per week will be eligible for a prorated award amount. An employee who changes between full-time and part-time or vice versa will be paid based on a years of service calculation. The award will be paid on the final pay date in June of every year that the program is in effect. The employee must be employed by PRAIRIECAT at the time of payout to be eligible for the monetary payment. Employees who reach the following milestones will be rewarded as stated below.

- 5 years – \$100
- 10 years – \$200
- 15 years – \$300
- 20 years – \$400
- 25 years – \$500
- 30 years – \$600
- 35 years – \$700
- 40 years – \$800
- 45 years – \$900
- 50 years – \$1,000

The years of service program will not change the employee's base wage, is subject to statutory deductions, and will only be categorized as a service award. Therefore, the monetary payment will not be used in any calculations associated with wage adjustments such as raises. The amounts listed above are the net amounts that will be issued to employees via check. (PRAIRIECAT will gross up the awards in order for employees to receive the amounts listed above)



PrairieCat
Activity Plan
 FY2022-2024

ENGAGEMENT

Goal 1: Members feel informed and connected through targeted communications.

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

Goal 2: Members have strong relationships through personal connections and peer networks.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Develop online peer forums	Liz/Carolyn	FY22-23	forums will be developed shortly, part of website enhancement work

Engage members through weekly questions in forums	Liz/Carolyn	FY23-24	Pending website enhancement
Create ad hoc committee to research and recommend mentoring program structure	Training Committee	FY22	In discussion with committees, project is stalled
Implement mentoring program and accepted recommendations	Training Committee	FY23-24	In discussion with committees, project is stalled
Continue regional networking/member groups (try virtual)	All PrCat staff	Ongoing	
Develop special interest groups based on member recommendations	All PrCat staff	FY22-23	fulfilled by member forums in new website
Keep list of networking groups in PrairieCat to give to new members	Chelsey/Liz	Ongoing	fulfilled by member forums in new website
Conduct annual member satisfaction survey	Chelsey/Liz	ongoing	Template created for ongoing surveys. Current 2023 survey out

Goal 3: Members are empowered, feel valued, and actively participate.

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

GOVERNANCE

Goal 1: PrairieCat is sustainable and continues to pursue organizational growth and independence.			
Activity	Person/Group Responsible	Timeline	Update
Form ad hoc Task Force to engage in discussions with RSA about potential collaboration and present recommendations	Carolyn	FY22	Discussed with RSA board, RAILS and PrCat board. Issue is now suspended.
Continue to work with RAILS on independence measures, including increased technical independence	Carolyn/All PrCat staff (tech: Andrew/Systems staff/Carolyn)	ongoing	All cutover of IT completed aside from phone dialer and two small servers. The phone dialer is hopefully budgeted to move to the cloud in FY25, and we will be moving the remaining two servers to the cloud this year.
Develop FAQ or infographic about PC/RAILS relationship to promote better understanding	Carolyn/Liz	FY22	
Review funding formula every other year	Carolyn	ongoing	
Create member dashboard to show statistics / Review internal statistics tracking / Explore CRM options	Liz, Carolyn, tech staff	FY23	CRM configuration underway (LibGuides, CRM)

Goal 2: PrairieCat has a learning culture supported by continuous improvement.			
Activity	Person/Group Responsible	Timeline	Update
Staff members have individual professional development plans	Carolyn/Magda/Andrew	FY22	Part of annual reviews
Staff members report in Newsletter about key takeaways from trainings attended	All PrCat staff	FY22 and ongoing	Reports from multiple staff conference attendance have been done in 2023. Will continue ongoing
Track FAQs from members/tickets and include responses in PrairieCat Newsletter	Andrew/Systems staff; Magda/staff	FY22 and ongoing	Including "Did you know" in newsletter (FAQ)

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

TRAINING

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

Goal 2: A mix of training and continuing education is provided to enhance member knowledge.			
Activity	Person/Group Responsible	Timeline	Update

Annually survey members about training and CE needs/interests	Liz/Chelsey	FY22 and ongoing	Part of annual survey
Continue to develop PUG Day as networking/peer learning event	Liz/Carolyn/Chelsey/PUG day committee	Ongoing	
Revise Training Plan to include new strategic goals/activities	Liz and PrCat staff	FY22-FY23	Tbd-moving to FY24

Goal 3: Training content and materials are regularly evaluated to ensure their quality and effectiveness.

Activity	Person/Group Responsible	Timeline	Update
Create learning objectives / core competencies checklists for each training class	Training Committee	FY22	completed
Annually evaluate training content and materials and create plan for updating on a regular basis	Training Committee	ongoing	
Increase PrCat staff training for Drupal and other useful applications/functions	Andrew/Systems staff	FY22 and ongoing	New website launched, staff continue training when needed

END USER EXPERIENCE

Goal 1: Services are focused on meeting user needs and improving user engagement.

Activity	Person/Group Responsible	Timeline	Update
Explore group purchases for online training content (Niche Academy)	Carolyn/Liz/UX committee	FY23	Needs attention, potentially after RS summit
Continue to explore group purchasing for other products or services beneficial to membership	Carolyn/UX committee	ongoing	FMI for IT support services issued FY22

Goal 2: PrairieCat seeks opportunities to enhance services to further meet the needs of diverse users.			
Activity	Person/Group Responsible	Timeline	Update
Create brief “how to” videos on using the ILS and other PC services for members to use with their community	Training Committee/PrCat staff	FY23-24	Needs attention, perhaps after Vega go-live

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