



**PrairieCat Administrative Council  
Agenda  
December 1st, 2023**

The Council will meet on Friday, December 1st, 2023, 10:30 am – 1 pm  
In person at the LaSalle Public Library, 305 Marquette Street, LaSalle, IL

The meeting will also be available online via Zoom:

[https://prairiecat-org.zoom.us/meeting/register/tZUqf-mtrDstHNeWUPipGNhGb58b55U0MI8i#/registration](https://prairiecat-org.zoom.us/j/91234567890)

- I. Call to order, Welcome and Introductions
- II. Introduction of Visitors and Public Comments
- III. Review Agenda for Additions/Changes
- IV. Consent Agenda
  - a. Approve minutes for November 3rd, 2023, PrairieCat Administrative Council meeting.
  - b. Approve financial report for October 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
  - b. ACTION: Review, discussion, and approval, compensation for redlined staff members
- 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, January 5<sup>th</sup>, Reddick Public Library District, Ottawa, IL

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



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

The Council met 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

Present at DeKalb: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Ashley Huffines (FP), Kimberly Brozovich (RP), Megan Gove (TF), Laura Watson (HC), Penny Bryant (PT), Julie Wayland (PR), Emily Faulkner (DK), Beth Ryan (JO), Kelly McCully (BD)

Present via Zoom: Victoria Blackmer (CV)

Absent: Michelle Krooswyk (NL)

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

II. Introduction of Visitors and Public Comments

There were no visitors or public comments.

III. Review Agenda for Additions/Changes

There were no revisions. Coulter added the discussion of the RAILS grant.

IV. Consent Agenda

- 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

**MOTION #1**

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

**\*Motion carried by vocal affirmation**

**Ayes: 8**

**Nays: 0**

**Abstentions: 0**

V. Membership Update

- a. Update on new and upgrading members.  
Smith (PrairieCat) stated that Putnam County primary school has been working on adding their collection to the database and they are ready to go live and circulate at that location. We have set the goal Go Live date for the week of January 8, 2024. PrairieCat staff is working on scheduling

a few calls with them over the next several weeks to prepare for the Go Live. Winnebago's migration continues to move forward, and they are projected to Go Live around January 22, 2024.

Smith explained that compliance letters were sent out. Since then, Rockford University has hired a staff person who is already item entry certified, so they have met their requirement. Galena schools has been the big outstanding compliance concern. We sent them a letter and Coulter called to explain they had a deadline of October 13<sup>th</sup> to begin working toward compliance. The librarian at Galena explained she is only allowed to work 2-3 hours/week on library issues and does not have time to complete the item entry certification training. The school administration will not approve added time for her to do the training. As a work around, the librarian has facilitated with Galena Public Library to add the school's items for them until she can complete the training.

- b. Update on current training and engagement projects  
Smith (PrairieCat) stated that we are working on the CRM project, which is an internal software to help keep track of member relations. We are also working on adding Vega training to TalentLMS. There has been a request for onsite training for Vega so that will be happening this month as well.

## VI. Administrative Issues

- a. ACTION: Discussion and Approval, PrairieCat Years of Service Program  
Knippel (PrairieCat) explained that we put together a draft Years of Service Program policy. We took the wording directly from RAILS' policy, so we know it's legally ok. The dollar amounts are calculated as \$20/year. Coulter (PrairieCat) stated that she would like to see something added to the recognition of 30 plus years of service. The Council agreed to add gifts on top of the money for 20 years, 30 years, 40 years and 50 years of service. The gifts will be of the employee's choosing from an online catalog at a preset dollar amount:  
20 Years-\$200 from the catalog  
30 Years-\$400 from the catalog  
40 Years-\$600 from the catalog  
50 Years-\$1,000 from the catalog  
PrairieCat will add these changes and bring it back to the Council for approval in December.
- b. Discussion, RAILS Grant  
Coulter (PrairieCat) shared the RAILS grant that came in for FY25. PrairieCat has received \$568,723. We will need to pay for financial services and the phone dialer at their server. The phone dialer will probably be going away after FY25 since the plan is to move to a cloud-based solution. The net amount is \$515,237. This grant, considering the midyear increase we received this year, is only \$1,539 less than what we received last year.
- c. Review and discussion, FY24/FY25 action workplan  
Coulter (PrairieCat) reviewed the FY24/FY25 activity plan that stems from the PrairieCat Strategic Plan. Many of the projects in the activity plan are currently in progress, such as, the website upgrade which includes the forums, the CRM implementation, Vega Discover and Promote. Some of these projects have been pushed to the back burner simply due to a lack

of staff time. We will work on these once some of the other projects are completed.

- d. Review and discussion, FY24 Annual Member Satisfaction Survey  
Smith (PrairieCat) presented the results of the annual member satisfaction survey. Overall, there were no major problems or issues with PrairieCat. Many of the comments revolved around travel and attending in person meetings. Unfortunately, due to OMA, Delegates Assembly MUST be in person. We are moving the location of those meetings around the PrairieCat territory to help accommodate all 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 11:20 am.

XI. Next Meeting – Friday, December 1<sup>st</sup>, LaSalle Public Library

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

Beginning Cash Balance	\$ 1,149,510.51
Cash Received	
Payments from Member Libraries, etc.	425,039.10
Interest - BankORION	269.27
Interest - Illinois Funds	1,097.18
Interest - PMA	216.46
eCommerce Receipts Payable	6,127.52
Total Cash Received	<u>432,749.53</u>
Expenses Paid	
Checks and Vendor ACH Payments	45,665.56
Payroll and Retirement Contributions	77,171.57
ACH Credit Card Payments	5,741.99
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	491.68
Total Disbursements	<u>129,070.80</u>
Ending Cash Balance	<u><u>\$ 1,453,189.24</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	5,617.98
Capital Reserve Designation	652,627.34
Working Cash	794,943.92

**TOTAL CASH** \$ 1,453,189.24

**PAYPAL FUNDS DETAILS:**

October PayPal Receipts in Transit to Bank	\$288.80
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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 October 2023	\$ 3,988.67

**TOTAL CURRENT CD INVESTMENT VALUE** \$ 456,188.67

Invested in Capital Assets Balance as of October 2023	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of October 2023	\$1,203,805.32
Unrestricted Fund Balance as of October 2023	\$765,282.26

FY24 operating expenses excluding planned capital reserve designation:	\$ 1,992,687.41
Working Cash % of operating expenses:	39.89%

**PrairieCat**  
Balance Sheet  
As of 10/31/2023

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	1,169,928.78
Cash - Illinois Funds	234,660.70
Cash - PMA	48,599.76
PayPal Funds	288.80
Total Cash & cash equivalents	1,453,478.04
Investments	452,200.00
Accounts receivables	47,407.60
Accrued investment income	3,988.67
Prepaid expenses	391,285.69
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	(437,746.68)
Total Capital Assets, net	1,203,805.32
Other Assets	
Deferred Outflows - Pension	507,441.62
Total Other Assets	507,441.62
Total Assets	4,059,606.94
<b>Liabilities</b>	
eCommerce Receipts Payable	5,906.78
Payroll	
Pension Payable	11,086.76
Total Payroll	11,086.76
Deferred revenue	355,337.47
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	1,195,723.07
Total Other long-term obligations	1,200,189.07
Total Liabilities	2,090,519.36
<b>Net Assets</b>	
Beginning Net Assets	1,923,891.64
Current YTD Net Income	45,195.94
Total Net Assets	1,969,087.58
Total Liabilities and Net Assets	4,059,606.94

**PrairieCat**

Statement of Revenues and Expenses - FY24 is 33.33% Completed  
From 10/1/2023 Through 10/31/2023

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,499.58	9,998.32	9,998.00	100.00%	29,995.00	33.33%
Fully Participating and Basic Online Member Revenue	101,859.66	407,438.65	407,439.00	99.99%	1,222,316.14	33.33%
ILL Barcode Revenue	0.00	1,000.00	1,000.00	100.00%	3,000.00	33.33%
Fully Participating & Basic Online - CR Contribution	10,033.17	25,132.69	20,132.00	124.83%	60,398.00	41.61%
Union List - CR Contribution	457.92	1,831.68	1,832.00	99.98%	5,495.00	33.33%
<b>Total Fees for Services and Materials</b>	<b>114,850.33</b>	<b>445,401.34</b>	<b>440,401.00</b>	<b>101.14%</b>	<b>1,321,204.14</b>	<b>33.71%</b>
Reimbursements						
Reimbursements	1,540.60	6,162.40	6,784.00	90.83%	20,353.28	30.27%
Reimbursements - Hosting Fee	4,197.34	16,789.36	16,789.00	100.00%	50,368.00	33.33%
Reimbursements - PUG Day/DA Fees	3,234.00	3,234.00	0.00	0.00%	0.00	0.00%
Reimbursements - Capira Mobile App	2,349.38	9,397.64	11,500.00	81.71%	34,500.00	27.23%
<b>Total Reimbursements</b>	<b>11,321.32</b>	<b>35,583.40</b>	<b>35,073.00</b>	<b>101.46%</b>	<b>105,221.28</b>	<b>33.82%</b>
Investment Income	3,581.49	13,621.48	6,000.00	227.02%	18,000.00	75.67%
Other						
Other Grants	0.00	0.00	666.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,064.70	172,258.80	188,420.00	91.42%	565,262.00	30.47%
Other Revenue	0.00	0.00	333.00	0.00%	1,000.00	0.00%
<b>Total Other</b>	<b>43,064.70</b>	<b>172,258.80</b>	<b>189,419.00</b>	<b>90.94%</b>	<b>568,262.00</b>	<b>30.31%</b>
<b>Total REVENUES</b>	<b>172,817.84</b>	<b>666,865.02</b>	<b>670,893.00</b>	<b>99.40%</b>	<b>2,012,687.42</b>	<b>33.13%</b>
<b>EXPENSES</b>						
Personnel						
Other Professionals	52,539.20	208,818.58	206,884.00	100.93%	672,370.57	31.05%
Support Services	10,857.03	43,428.10	43,428.00	100.00%	141,146.97	30.76%
Social Security Taxes	4,499.40	17,990.92	19,148.00	93.95%	62,234.09	28.90%
Unemployment Insurance	0.00	0.00	1,167.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	46.32	573.00	8.08%	1,720.00	2.69%
Retirement Benefits	8,190.83	32,590.37	32,340.00	100.77%	105,106.47	31.00%
Health, Dental And Life Insurance	13,310.09	57,034.74	56,954.00	100.14%	170,861.58	33.38%
Other Fringe Benefits	279.00	457.00	333.00	137.23%	1,000.00	45.70%
Tuition Reimbursements	0.00	0.00	166.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	258.32	333.00	77.57%	1,000.00	25.83%
<b>Total Personnel</b>	<b>89,843.88</b>	<b>360,624.35</b>	<b>361,326.00</b>	<b>99.81%</b>	<b>1,159,439.68</b>	<b>31.10%</b>
Buildings and Grounds						
Property Insurance	232.08	928.32	833.00	111.44%	2,500.00	37.13%
<b>Total Buildings and Grounds</b>	<b>232.08</b>	<b>928.32</b>	<b>833.00</b>	<b>111.44%</b>	<b>2,500.00</b>	<b>37.13%</b>
Vehicle Expenses						



**PrairieCat**

Statement of Revenues and Expenses - FY24 is 33.33% Completed

From 10/1/2023 Through 10/31/2023

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Fuel	113.18	242.45	666.00	36.40%	2,000.00	12.12%
Repairs And Maintenance	99.95	99.95	666.00	15.00%	2,000.00	4.99%
Vehicle Insurance	(33.17)	332.32	666.00	49.89%	2,000.00	16.61%
Vehicles Leasing And Rent	0.00	0.00	166.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	250.00	0.00%	750.00	0.00%
<b>Total Vehicle Expenses</b>	<b>179.96</b>	<b>674.72</b>	<b>2,414.00</b>	<b>27.95%</b>	<b>7,250.00</b>	<b>9.31%</b>
<b>Travel and Continuing Education</b>						
In-State Travel	0.00	0.00	1,666.00	0.00%	5,000.00	0.00%
Out-Of-State Travel	326.23	846.98	2,333.00	36.30%	7,000.00	12.09%
Registrations And Meeting, Other Fees	1,135.80	1,841.66	3,333.00	55.25%	10,000.00	18.41%
Conferences And Continuing Education Meetings	9,002.94	14,527.70	5,000.00	290.55%	15,000.00	96.85%
Public Relations	348.08	1,227.09	166.00	739.21%	500.00	245.41%
<b>Total Travel and Continuing Education</b>	<b>10,813.05</b>	<b>18,443.43</b>	<b>12,498.00</b>	<b>147.57%</b>	<b>37,500.00</b>	<b>49.18%</b>
<b>Commercial Insurance</b>						
Supplies, Postage and Printing	604.83	2,419.32	3,800.00	63.66%	11,400.00	21.22%
Computers, Software And Supplies	4,122.12	10,311.94	10,162.00	101.47%	30,486.00	33.82%
General Office Supplies And Equipment	119.20	185.97	833.00	22.32%	2,500.00	7.43%
<b>Total Supplies, Postage and Printing</b>	<b>4,241.32</b>	<b>10,497.91</b>	<b>10,995.00</b>	<b>95.48%</b>	<b>32,986.00</b>	<b>31.83%</b>
<b>Telephone and Telecommunications</b>						
Equipment Repair and Maintenance	77.12	231.36	1,833.00	12.62%	5,500.00	4.20%
<b>Equipment Repair and Maintenance</b>						
Equipment Repair And Maintenance Agreements	49.09	313.52	1,000.00	31.35%	3,000.00	10.45%
<b>Total Equipment Repair and Maintenance</b>	<b>49.09</b>	<b>313.52</b>	<b>1,000.00</b>	<b>31.35%</b>	<b>3,000.00</b>	<b>10.45%</b>
<b>Professional Services</b>						
Legal	465.50	594.50	2,333.00	25.48%	7,000.00	8.49%
Accounting	0.00	4,800.00	18,533.00	25.89%	55,600.00	8.63%
Consulting	0.00	5,692.50	833.00	683.37%	2,500.00	227.70%
Payroll Service Fees	590.24	2,669.08	2,667.00	100.07%	8,000.00	33.36%
<b>Total Professional Services</b>	<b>1,055.74</b>	<b>13,756.08</b>	<b>24,366.00</b>	<b>56.46%</b>	<b>73,100.00</b>	<b>18.82%</b>
<b>Contractual Services</b>						
Information Service Costs	19,335.52	77,382.92	191,470.60	40.41%	574,411.73	13.47%
Outside Printing Services	0.00	0.00	666.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	1,026.67	28,533.00	3.59%	85,600.00	1.19%
Amortization - Subscription Based IT Arrangements	27,359.17	109,436.68	0.00	0.00%	0.00	0.00%
<b>Total Contractual Services</b>	<b>46,956.36</b>	<b>187,846.27</b>	<b>220,669.60</b>	<b>85.13%</b>	<b>662,011.73</b>	<b>28.38%</b>
Professional Association Membership Dues	99.58	440.20	666.00	66.09%	2,000.00	22.01%
SBITA Interest	5,884.75	23,539.00	0.00	0.00%	0.00	0.00%

**PrairieCat**

Statement of Revenues and Expenses - FY24 is 33.33% Completed  
From 10/1/2023 Through 10/31/2023

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Miscellaneous	(159.25)	178.75	166.00	107.68%	500.00	35.75%
Miscellaneous - eCommerce Fees	1,033.13	1,775.85	1,833.00	96.88%	5,500.00	32.28%
Total EXPENSES	<u>160,911.64</u>	<u>621,669.08</u>	<u>642,399.60</u>	<u>96.77%</u>	<u>2,002,687.41</u>	<u>31.04%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>11,906.20</u>	<u>45,195.94</u>	<u>28,493.40</u>	<u>158.61%</u>	<u>10,000.01</u>	<u>451.95%</u>

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash - Bank Orion  
 From 10/26/2023 Through 11/9/2023

Vendor Name	Effective Date	Check Amount
Paycom Payroll LLC	10/26/2023	295.12
Paycom Payroll LLC	10/26/2023	20,677.78
Paycom Payroll LLC	10/26/2023	8,205.91
ICMA Retirement Corporation	10/27/2023	1,226.84
Bank Orion	10/31/2023	77.75
ANDREW HETTINGER	11/1/2023	61.83
ANDREW HETTINGER	11/1/2023	80.14
CAROLYN COULTER	11/1/2023	134.38
CAROLYN COULTER	11/1/2023	69.26
CHELSEY KNIPPEL	11/1/2023	410.42
CHELSEY KNIPPEL	11/1/2023	72.91
EDWARD ZANELLI	11/1/2023	180.65
EDWARD ZANELLI	11/1/2023	33.04
ELIZABETH SMITH	11/1/2023	78.08
ELIZABETH SMITH	11/1/2023	53.27
JASON JENSEN	11/1/2023	59.74
JASON JENSEN	11/1/2023	44.46
MAGDA BONNY	11/1/2023	118.42
MATTHEW MATURO	11/1/2023	131.00
MATTHEW MATURO	11/1/2023	47.95
MELISSA LANDIS	11/1/2023	137.55
MELISSA LANDIS	11/1/2023	42.78
ROY AREY	11/1/2023	226.63
ROY AREY	11/1/2023	60.60
SANDRA TEDDER	11/1/2023	148.03
SANDRA TEDDER	11/1/2023	39.96
MerchantE	11/2/2023	326.69
MerchantE	11/2/2023	44.95
First Bankcard	11/2/2023	3,291.77
Illinois Municipal Retirement Fund	11/3/2023	11,086.61
Bank Orion	11/7/2023	30.00
MAGDA BONNY	11/8/2023	(1,144.34)
MAGDA BONNY	11/8/2023	(793.94)
LIMRICC	11/8/2023	18,222.19
MAGDA BONNY	11/8/2023	1,144.34
MAGDA BONNY	11/8/2023	793.94
Paycom Payroll LLC	11/8/2023	295.12
Paycom Payroll LLC	11/8/2023	20,500.23
Paycom Payroll LLC	11/8/2023	8,135.54
Bank Orion	11/9/2023	20.00
Report Total		94,667.60

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	Oct 2023	Oct 2022
<b>General</b>											
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%	1,216,495	1,226,849
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%	5,125,136	5,170,302
Patron records	335,278	349,095	341,166	354,815	342,997	358,694	342,997	358,694	-4.38%	347,210	371,248
Total circulation	444,070	442,427	416,179	431,013	386,250	392,512	1,246,499	1,265,952	-1.54%	397,018	386,612
ILL transactions on LLSAP	52,525	52,033	56,782	57,066	57,359	54,709	166,666	163,808	1.74%	56,523	52,583
Reciprocal borrowing	49,484	49,276	47,347	48,160	44,004	43,301	140,835	140,737	0.07%	44,064	43,631
<b>Training, Outreach and Engagement</b>											
Training events	6	7	10	2	6	7	22	16	37.50%	7	4
Training participants	80	23	74	12	20	17	174	52	234.62%	23	202
Training contact hours	132	33	92	18	38	25	261	75	248.00%	45	301
TalentLMS Course Completions	228	292	265	420	283	302	776	1,014	-23.47%	237	302
Site visits	2	1	1	4	1	-	4	5	-20.00%	1	5
Member Meetings/Events	5	10	13	9	9	10	27	29	-6.90%	10	10
Meeting/Event participants	150	183	172	129	348	406	670	718	-6.69%	208	201
Meeting/Event contact hours	393	257	230	184	1,740	85	2,363	525	350.10%	339	322
<b>Troubleshooting</b>											
HelpDesk Calls Opened	186	242	307	388	242	236	735	866	-15.13%	301	291
HelpDesk Calls Closed	227	225	298	385	231	193	756	803	-5.85%	285	281
<b>Database Enrichment</b>											
Bibload records loaded - PC staff	1,701	1,980	1,537	1,620	1,793	1,751	5,031	5,351	-5.98%	1,817	1,520
Bibload records loaded - MARC catalogers	2,093	1,968	2,955	2,173	2,708	2,481	7,756	6,622	17.12%	2,491	2,273
Cleanup/overlays/merges - PC staff	1,189	704	748	2,712	988	1,417	2,925	4,833	-39.48%	840	3,051
Cleanup/overlays/merges - MARC catalogers	864	825	852	1,142	1,291	1,320	3,007	3,287	-8.52%	1,087	913
Enhancements/corrections - PC staff	8	22	12	43	37	48	57	113	-49.56%	39	49
Enhancements/corrections - MARC catalogers	105	116	182	188	190	159	477	463	3.02%	134	75
Original catalogings - PC staff	11	26	11	29	53	34	75	89	-15.73%	77	53
Original catalogings - MARC catalogers	45	36	29	-	18	-	92	36	155.56%	43	31
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%	46,694	126,732
To see the full statistical spreadsheet, visit: <a href="https://support.prairiecat.info/gov">https://support.prairiecat.info/gov</a>											

## 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

In addition to the monetary awards listed above, employees will also be given a “choose your award” gift on significant milestone anniversaries. Recognition will take place during an appropriate quarterly meeting of the Delegates Assembly. The following amounts will be awarded on these specific anniversaries:

10 years: Certificate for \$100

20 years: Certificate for \$200

30 years: Certificate for \$300

40 years: Certificate for \$400


50 years: Certificate for \$500

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)



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## Red Means Stop! Administration of Red-Circled Employees

By Kathryn O'Connor (<mailto:koconnor@hrssource.org>), PHR, SHRM-CP, CCP, GRP, Director, Compensation Services

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When an employee's rate of pay is above the maximum salary identified for the position, the employee is considered "red-circled."

Typically, we find red-circled employees when putting a new compensation plan in place. There are a number of reasons an employee may be red-circled, including:

- The employer failed to know the appropriate rate for the job and set a pay rate too high.
- The employee progressed beyond the top of the pay range due to merit or seniority, and the employer did not cap pay.



- The market rate for the job fell significantly, resulting in a new, lower pay range for the job.
- The employer failed to administer to its pay plan.

An employer with red-circled employees finds itself in a difficult situation. They are over-paying for the job, which can be both a financial and a policy issue. First, paying employees over the top of the pay range can have an impact on the payroll budget. Second, the employer may not be following its own compensation philosophy. Paying rates that extend beyond the pay range maximum can lead to internal inequities and raise concerns about why pay rates are inconsistent among employees. This can lead to equal pay issues and claims.

Employers typically address red-circled employees using one of the four following options:

1. Cut the employee's pay to fall within the range (Management Association does **not** recommend using this option).
2. Freeze the employee's pay. With time, your annual structure adjustments will move the pay range upwards, and eventually the employee will fall back within the pay range. At that time the employee can resume receiving regular pay increases.
3. Freeze the employee's pay, and provide the employee a lump sum bonus in lieu of traditional pay increase. This allows you to reward the employee monetarily, without giving base pay increases which compound over time.
4. Freeze the employee's pay, and give a non-monetary reward (such as extra vacation time) in lieu of a traditional pay increase.

In our experience, most employers choose options #2 or #3 above. Furthermore, employers often allow deserving red-circled employees to train for higher paid positions in hopes of promoting them when opportunities become available.

For additional assistance in developing pay ranges and handling red-circled employees, please contact our Compensation Department at 800-448-4584 or [info@hrsresource.org](mailto:info@hrsresource.org) (<mailto:info@hrsresource.org>).

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