



**PrairieCat Administrative Council
Agenda
February 9th, 2024**

The Council will meet on Friday, February 9th, 2024, 10:30 am –1 pm
In person at the DeKalb Public Library, 309 Oak Street
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 January 5th, 2024, PrairieCat Administrative Council meeting.
 - b. Approve financial report for December 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. Update, FY26 budget revision discussions
 - b. ACTION: Approve changes to GPM policies, Cafeteria Options and FOIA Policy (pp. 19-20)
 - c. ACTION: Approve changes to the Vacation Leave policy of the Employee manual (p. 21)
 - d. Update, Syndetics cover art extension for Encore
 - e. Discussion, Delegates Assembly topics from 1/31
- VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – report from January 31st, 2024
 - b. Finance Committee – no report
- VIII. Review of Meeting – what worked and what didn't.
- IX. Public Comments
- X. Adjournment
- XI. Next Meeting – Friday, March 1st, LaSalle Public Library

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



PrairieCat Administrative Council

Minutes

January 5th, 2024

The Council met on Friday, January 5th, 2024, 10:30 am –1 pm
In person at the Reddick Public Library District, 1010 Canal Street,
Ottawa, 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 Reddick: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Ashley Huffines (FP), Kimberly Brozovich (RP), Megan Gove (TF), Laura Watson (HC), Julie Wayland (PR), Beth Ryan (JO), Kelly McCully (BD), Michelle Krooswyk (NL), Emily Faulkner (DK),

Present via Zoom: Victoria Blackmer (CV), Alice Groth (EM)

Absent: Penny Bryant (PT)

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

Coulter (PrairieCat) changed item B under Administrative Issues from saying closed meeting minutes to closed meeting recordings.

IV. Consent Agenda

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

MOTION #1

Gove (TF) 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) Putnam County Primary School Goes Live on Monday,

January 8th. Winnebago will Go Live during the week of January 22nd. Everything is going well as Winnebago progresses. Huffines (FP) stated that the Winnebago Director reached out to her and is very happy with the progress of joining PrairieCat and how helpful the PrairieCat staff has been throughout the transition.

- b. Update on current training and engagement projects
Smith (PrairieCat) stated that the Knippel (PrairieCat) and herself continue to work on loading information into the new CRM, LibConnect. This is an internal tool for the staff to help better track member engagement. We are hoping to launch it to the rest of the staff in February/March.

Coulter (PrairieCat) mention that Smith, Knippel and herself did a site visit at Clinton Township Public Library after the Finance Meeting in December. They have a relatively new Director.

VI. Administrative Issues

- a. Review and discussion, FY25 draft budget
Coulter (PrairieCat) discussed the FY25 draft budget. The revenue this year is about equal to what we receive in FY24 from RAILS. However, we have to deduct for accounting services and the phone dialer implementation provided by RAILS. After those deductions, we are about \$1,600 short from last year. The accountants want us to present the cash revenues from the RAILS grant but not present the accounting services or phone dialer in the expenditures. The Finance Committee did not like this lack of transparency and have requested we have a meeting with the accountants to better understand their reasoning.

Coulter continued stating this budget includes a 3% staff salary increase for all staff is included, as well as a 1% merit increase. The 3% amount is based on early estimations. RAILS is using a 3% estimate, as well. We are currently benchmarking our positions and waiting for that information to come back before making a final decision, however these percentiles are a "good guess". The per-library fee for both fully participating and basic online circulating members has been increased. The FY24 levels were \$3427 FP/\$2399 BO. A 5% increase was added to the FP cost and the BO also adjusted, to bring the new per library charge to \$3618 FP/\$2533 BO. Although we have kept this increase at 3.5% over the last few years, we were seeing an imbalance between larger and smaller library fee increases. This higher flat-fee increase is intended to "even out" the costs to smaller and larger libraries more equitably and helps absorb the doubt digit increases we are seeing in insurance and other costs, as well. Capital reserves costs were held at the FY24 level. According to our bylaws, we are required to contribute at least \$25,000. Given that we have been contributing well over that for several years, and are again contributing well over that threshold, it was felt that we could leave this number flat for FY25. This will help with the overall increase across the entire consortium. This is another area that the Finance Committee had questions. They have requested that we look into pulling Capital Reserves out of the operating budget and have it maintain its own budget. Hosting fees were adjusted up 5%, as the Finance Committee desires to recoup this cost in the fee formula. Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual. A remote PUG Day is reflected, as was instructed by

Administrative Council. This decision was based on feedback we have received from members via the recent Strategic Planning survey that reflected a desire to alternate between in-person and remote events. Administrative Council would like to return to an every-other-year in person structure. Increases to insurance that we experienced in FY24 are reflected, as well as an estimate of a 10% increase in the last six months of FY25. This budget also includes short term disability insurance. This budget reflects our new IMRF rate for FY24, which will be 11.9%, a reduction from the 12.92% we have had in the previous year. This budget reflects costs for the addition of the upgraded, cloud-hosted phone notification system from Innovative. I have also included the cost for Encore hosting (aprox. \$8,900) as it was shown that members wish to keep Encore up for an extended period. I have not included the cost for Vega Promote in this budget. We know that we will need to implement the LX Starter notices product in FY25, and it was felt that we may not have time to also implement Promote for FY25 as well. If the membership decides to move forward with Promote, we will bring it to Delegates for a separate vote and fund through capital reserves, if needed. My assumption would be that we may begin implementation in FY25, but most likely will go live on Promote in FY26.

Krooswyk (NL) asked what is included in the Consulting line item. Coulter replied those are for fees for Amanda Standerfer when she facilitates events, such as the Resource Sharing Summit, for PrairieCat. Krooswyk also asked what the Public Relations line is. Coulter said she would have to double check but believes this is for PrairieCat branded shirts/jackets for the staff. Huffines suggested presenting more detail on the membership fees and how it is calculated at Delegates Assembly to help everyone have a better understanding. Coulter and the Council agreed.

- b. ACTION: Review closed meeting minutes, approve any appropriate for deletion

Coulter (PrairieCat) stated that the only closed meeting recording from 18 months ago is Coulter's annual performance review from June of 2022. This is the only meeting up for recording deletion and its recommended the Council approves the recording deletion.

MOTION #2

Gove (TF) moved and Faulkner (DK) seconded to approve the deletion of eligible closed meeting recordings. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- c. ACTION: Review, discussion, and approval, change to remote work policy
Coulter (PrairieCat) explained that in the PrairieCat Employee Handbook, under the General Expectation of the Remote Work Conduct Policy, we would like to add the line that states:

If you intend to work from a location that is not your remote location and outside of our service area, you must clear this with your supervisor and

the Director first. Working from a remote area outside of the PrairieCat service area is permissible on special occasions and for a specific delimited time. Preapproval is required.

MOTION #3

Gove (TF) moved and McCully (BD) seconded to approve the changes made to the Remote Work Policy. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- d. ACTION: Review, discussion, and approval, compensation policy for redlined staff members
Coulter (PrairieCat) stated, as discussed at the last Administrative Council meeting, we have added a paragraph to the Performance Reviews/Salary Adjustments Policy in the Employee Handbook regarding red-circled employees. It states:

An employee with an annual compensation above the approved pay scale after regular annual salary increases, is "Red-Circled". To create an equal and consistent pay structure, any percentage amount over the top of the pay scale for that year will be awarded to the employee in a lump sum payment on the first payroll after the salary increases go into effect. This will also include any merit increases that are awarded and earned by the employee.

MOTION #4

Wayland (PR) moved and Ryan (JO) seconded to approve changes to the Performance Reviews/Salary Adjustment policy to include "red-circled" employees. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- e. Review and discussion, Delegates Assembly agenda
Coulter (PrairieCat) presented the agenda for the January 31, 2024 Delegates Assembly meeting. A "Review of Budget Design" will be added in before the "Review, PrairieCat Draft FY25 Budget and Fees" as discussed earlier in the meeting. The Council agrees to the agenda with the addition.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – no report
b. Finance Committee – report from December 21st, 2023
Coulter (PrairieCat) explained that the Finance Committee met on December 21st and discussed the draft FY25 budget. The Committee recommended looking into pulling Capital Reserves out of the operating budget and move it to its own separate budget. The Committee also wanted clarification from accounting on why the in-kind services from RAILS were not reflected as a

line item on the budget and the RAILS grant was lessened that amount.

- 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 11:36 am.
- XI. Next Meeting – Friday, February 9th, DeKalb Public Library

220 W. 23rd Avenue
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FY2024 PrairieCat Administrative Council MOTIONS July 2023 - June 2024				M – Motion made by Y - Yes Abstain - Abs A - Absent 2nd – Motion seconded by N - No NA - No Answer NP - Not present										
Meeting Date: 1/5/2024	Vote Summary			Votes										
MOTION	Aye	Nay	Abstention	Victoria Blackmer (CV)	Kim Brozovich (RP)	Penny Bryant (PT)	Emily Faulkner (DK)	Megan Gove (TF)	Ashley Huffines (FP)	Michelle Krooswyk (NL)	Kelly McCully (BD)	Beth Ryan (JO)	Julie Wayland (PR)	Laura Watson (HC)
to approve the consent agenda as presented.	9	0	0	Y	Y	A	NP	M Y	Y	Y	Y	2ND Y	Y	Y
to approve the deletion of eligible closed meeting recordings.	10	0	0	Y	Y	A	2ND Y	M Y	Y	Y	Y	Y	Y	Y
to approve the change to the Remote Work Conduct policy.	10	0	0	Y	Y	A	M Y	Y	Y	Y	2ND Y	Y	Y	Y
to approve the Performance Reviews/Salary Adjustment policy to include "red-circled" employees.	10	0	0	Y	Y	A	Y	Y	Y	Y	Y	2ND Y	M Y	Y



Date: 2/9/2024
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – December 2023

Please find attached the PrairieCat Financial Reports for the month of December 2023. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of December 14 through January 24.

As of December 31, of the total cash balance of \$1,226,150, \$554,895 was undesignated working cash, \$656,574 was designated for capital reserves, and \$14,681 was eCommerce receipts payable to the membership. Cash decreased \$162,443 during the month of December primarily due to the first year's annual payment to Innovative Interfaces for the Vega Discover online catalog platform (\$93,647), the monthly LIMRiCC health insurance premiums (\$18,222), the monthly payroll and payroll-related expenses, as well as several smaller vendor expenses.

The balance of working cash was sufficient to fund 3.3 months of budgeted FY2024 operating expenses, and the capital reserves amount could fund an additional 4.0 months of budgeted operating expenses. In addition, 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 December of \$997,028 were \$9,316 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 December, the one-time capital reserve contribution billed to the new member of PrairieCat, Winnebago Public Library (\$5,000), and reimbursements for PrairieCat's User Group Day (PUG Day) catering costs which are partially offset by the corresponding vendor expenses recorded in conferences and continuing education meetings.

Total year-to-date interest as of the end of December was \$20,730, which was \$11,730 above the year-to-date budgeted amount of \$9,000 and \$9,330 above the year-to-date interest earned as of one year ago (December 2022). During the Federal Reserve's January meeting, they chose for the fourth consecutive time to hold the interest rate steady. Their December meeting projections for calendar year

2024 and 2025 rates are 4.6% and 3.6%, respectively, and their next meeting will occur on March 20. The average December interest rates were 5.462% and 5.294% for the IL Funds and iPrime money market (ISC) accounts, respectively, which slightly decreased for IL Funds but slightly increased for iPrime from the November average interest rates of 5.519% and 5.288%.

Total expenses through December of \$966,180 were \$35,162 below budget primarily due to under budget Contractual Services expenses (\$40,750), Professional Services (\$21,447), Personnel Costs (\$3,453), Vehicle expenses (\$2,216), and Commercial Insurance expenses (\$2,071). Contractual Services expenses were under budget primarily due to the way that the Innovative Interfaces Sierra software, Vega Discover, and hosting subscriptions are required to be recorded under the Governmental Accounting Standards Board's Statement No. 96, which provides guidance on the accounting and financial reporting for Subscription-Based Information Technology Arrangements (SBITAs) for government end-users. Under this statement, PrairieCat records monthly amortization expense of the total amount of each contractual agreement as well as interest expense over the subscription terms, 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 the asset/subscription in question. These assets are now expensed as though they are being purchased under 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, Vega Discover, and hosting subscription expense were expensed to information service costs and other contractual services.

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. Personnel expenses were under budget mostly due to timing differences between the budgeted health, dental, and life insurance costs and actual health insurance expenses. Other below budget expenses were due to a lower than budgeted need during the first half of the fiscal year for vehicle repairs and maintenance, fuel, vehicle insurance, and vehicle leasing and rent, as well as not having yet incurred other vehicle expenses through December. Commercial insurance expenses were below budget through December due to lower than budgeted premium costs for cyber liability, director and officers, and general liability coverage during the first half of the fiscal year.

These below budget costs were partially offset by above budget travel and continuing education meetings expenses primarily due to PrairieCat's Users Group Day (PUG Day). Meeting costs are budgeted evenly throughout the fiscal year, but some expenses are incurred during the first half of the fiscal year. Additional above budget costs are due to the 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 \$5,519 below the budgeted year-to-date expense amount.

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

Beginning Cash Balance	\$ 1,388,593.39
Cash Received	
Payments from Member Libraries, etc.	16,642.00
Interest - BankORION	274.03
Interest - Illinois Funds	1,093.56
Interest - PMA	219.43
eCommerce Receipts Payable	5,074.75
Total Cash Received	<u>23,303.77</u>
Expenses Paid	
Checks and Vendor ACH Payments	113,063.29
Payroll and Retirement Contributions	72,292.45
ACH Credit Card Payments	-
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	391.10
Total Disbursements	<u>185,746.84</u>
Ending Cash Balance	<u><u>\$ 1,226,150.32</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	14,681.36
Capital Reserve Designation	656,574.25
Working Cash	554,894.71

TOTAL CASH \$ 1,226,150.32

PAYPAL FUNDS DETAILS:

December PayPal Receipts in Transit to Bank	\$983.28
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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 December 2023	\$ 7,947.22

TOTAL CURRENT CD INVESTMENT VALUE \$ 460,147.22

Invested in Capital Assets Balance as of December 2023	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of December 2023	\$1,576,433.81
Unrestricted Fund Balance as of December 2023	\$378,305.30
FY24 operating expenses excluding planned capital reserve designation:	\$ 1,992,687.41
Working Cash % of operating expenses:	27.85%

PrairieCat
Balance Sheet
As of 12/31/2023

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	940,301.10
Cash - Illinois Funds	236,818.79
Cash - PMA	49,030.43
PayPal Funds	988.68
Total Cash & cash equivalents	1,227,139.00
Investments	452,200.00
Accounts receivables	4,609.44
Other Receivables	
PayPal Funds Receivable	5.40
Total Other Receivables	5.40
Accrued investment income	7,947.22
Prepaid expenses	401,338.03
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Subscription Based IT Arrangements	2,076,142.00
Accumulated Depreciation	(300,008.50)
Accumulated Amortization - Subscription Based IT Arrangement	(499,708.19)
Total Capital Assets, net	1,576,433.81
Other Assets	
Deferred Outflows - Pension	507,441.62
Total Other Assets	507,441.62
Total Assets	4,177,114.52
Liabilities	
Accrued liabilities	499.00
eCommerce Receipts Payable	15,675.44
Payroll	
Salaries Payable	20,619.27
PR Tax Withheld Payable	5,761.20
Pension Payable	16,630.19
Retirement Payable	1,289.16
PR Tax Expense Payable	2,249.23
Total Payroll	46,549.05
Deferred revenue	62,773.17
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	1,574,413.47
Total Other long-term obligations	1,578,879.47
Total Liabilities	2,222,375.41
Net Assets	
Beginning Net Assets	1,923,891.64
Current YTD Net Income	30,847.47
Total Net Assets	1,954,739.11
Total Liabilities and Net Assets	4,177,114.52

PrairieCat

Statement of Revenues and Expenses - FY24 is 50.00% Completed

From 12/1/2023 Through 12/31/2023

	<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>
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,499.58	14,997.48	14,997.00	100.00%	29,995.00	49.99%
Fully Participating and Basic Online Member Revenue	101,859.67	611,157.98	611,158.00	99.99%	1,222,316.14	49.99%
ILL Barcode Revenue	500.00	1,800.00	1,500.00	120.00%	3,000.00	60.00%
Fully Participating & Basic Online - CR Contribution	5,033.18	35,199.04	30,199.00	116.55%	60,398.00	58.27%
Union List - CR Contribution	457.92	2,747.52	2,748.00	99.98%	5,495.00	50.00%
Total Fees for Services and Materials	110,350.35	665,902.02	660,602.00	100.80%	1,321,204.14	50.40%
Reimbursements						
Reimbursements	1,540.60	9,243.60	10,176.50	90.83%	20,353.28	45.41%
Reimbursements - Hosting Fee	4,197.34	25,184.04	25,184.00	100.00%	50,368.00	50.00%
Reimbursements - PUG Day/DA Fees	0.00	3,234.00	0.00	0.00%	0.00	0.00%
Reimbursements - Capira Mobile App	2,474.17	14,345.98	17,250.00	83.16%	34,500.00	41.58%
Total Reimbursements	8,212.11	52,007.62	52,610.50	98.85%	105,221.28	49.43%
Investment Income	3,602.94	20,730.10	9,000.00	230.33%	18,000.00	115.16%
Other						
Other Grants	0.00	0.00	1,000.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,064.70	258,388.20	282,631.00	91.42%	565,262.00	45.71%
Other Revenue	0.00	0.00	500.00	0.00%	1,000.00	0.00%
Total Other	43,064.70	258,388.20	284,131.00	90.94%	568,262.00	45.47%
Total REVENUES	165,230.10	997,027.94	1,006,343.50	99.07%	2,012,687.42	49.54%
EXPENSES						
Personnel						
Other Professionals	78,808.80	340,166.58	336,185.00	101.18%	672,370.57	50.59%
Support Services	17,485.54	71,985.67	70,573.00	102.00%	141,146.97	51.00%
Social Security Taxes	6,788.52	29,273.94	31,117.00	94.07%	62,234.09	47.03%
Unemployment Insurance	0.00	0.00	1,750.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	382.98	860.00	44.53%	1,720.00	22.26%
Retirement Benefits	12,286.23	53,067.42	52,553.00	100.97%	105,106.47	50.48%
Health, Dental And Life Insurance	10,329.53	80,674.36	85,431.00	94.43%	170,861.58	47.21%
Other Fringe Benefits	0.00	457.00	500.00	91.40%	1,000.00	45.70%
Tuition Reimbursements	0.00	0.00	250.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	258.32	500.00	51.66%	1,000.00	25.83%
Total Personnel	125,866.95	576,266.27	579,719.00	99.40%	1,159,439.68	49.70%
Buildings and Grounds						
Property Insurance	232.08	1,392.48	1,250.00	111.39%	2,500.00	55.69%
Total Buildings and Grounds	232.08	1,392.48	1,250.00	111.40%	2,500.00	55.70%
Vehicle Expenses						

PrairieCat

Statement of Revenues and Expenses - FY24 is 50.00% Completed
From 12/1/2023 Through 12/31/2023

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Fuel	89.62	483.72	1,000.00	48.37%	2,000.00	24.18%
Repairs And Maintenance	0.00	214.94	1,000.00	21.49%	2,000.00	10.74%
Vehicle Insurance	121.83	575.98	1,000.00	57.59%	2,000.00	28.79%
Vehicles Leasing And Rent	0.00	134.38	250.00	53.75%	500.00	26.87%
Other Vehicle Expenses	0.00	0.00	375.00	0.00%	750.00	0.00%
Total Vehicle Expenses	211.45	1,409.02	3,625.00	38.87%	7,250.00	19.43%
Travel and Continuing Education						
In-State Travel	0.00	1,927.62	2,500.00	77.10%	5,000.00	38.55%
Out-Of-State Travel	0.00	1,881.49	3,500.00	53.75%	7,000.00	26.87%
Registrations And Meeting, Other Fees	0.00	2,688.78	5,000.00	53.77%	10,000.00	26.88%
Conferences And Continuing Education Meetings	0.00	14,527.70	7,500.00	193.70%	15,000.00	96.85%
Public Relations	0.00	1,200.56	250.00	480.22%	500.00	240.11%
Total Travel and Continuing Education	0.00	22,226.15	18,750.00	118.54%	37,500.00	59.27%
Commercial Insurance	604.83	3,628.98	5,700.00	63.66%	11,400.00	31.83%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,831.15	14,807.40	15,243.00	97.14%	30,486.00	48.57%
General Office Supplies And Equipment	0.00	232.96	1,250.00	18.63%	2,500.00	9.31%
Total Supplies, Postage and Printing	1,831.15	15,040.36	16,493.00	91.19%	32,986.00	45.60%
Telephone and Telecommunications	0.00	929.97	2,750.00	33.81%	5,500.00	16.90%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	49.09	696.59	1,500.00	46.43%	3,000.00	23.21%
Total Equipment Repair and Maintenance	49.09	696.59	1,500.00	46.44%	3,000.00	23.22%
Professional Services						
Legal	0.00	594.50	3,500.00	16.98%	7,000.00	8.49%
Accounting	0.00	4,800.00	27,800.00	17.26%	55,600.00	8.63%
Consulting	0.00	5,692.50	1,250.00	455.40%	2,500.00	227.70%
Payroll Service Fees	619.38	4,016.44	4,000.00	100.41%	8,000.00	50.20%
Total Professional Services	619.38	15,103.44	36,550.00	41.32%	73,100.00	20.66%
Contractual Services						
Information Service Costs	20,095.63	117,307.56	287,205.90	40.84%	574,411.73	20.42%
Outside Printing Services	0.00	0.00	1,000.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	1,550.01	42,800.00	3.62%	85,600.00	1.81%
Amortization - Subscription Based IT Arrangements	34,602.34	171,398.19	0.00	0.00%	0.00	0.00%
Total Contractual Services	54,959.64	290,255.76	331,005.90	87.69%	662,011.73	43.84%
Professional Association Membership Dues	99.58	1,084.36	1,000.00	108.43%	2,000.00	54.21%
SBITA Interest	5,884.75	35,308.50	0.00	0.00%	0.00	0.00%

PrairieCat

Statement of Revenues and Expenses - FY24 is 50.00% Completed
From 12/1/2023 Through 12/31/2023

	<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	75.75	375.75	250.00	150.30%	500.00	75.15%
Miscellaneous - eCommerce Fees	315.35	2,462.84	2,750.00	89.55%	5,500.00	44.77%
Total EXPENSES	<u>190,750.00</u>	<u>966,180.47</u>	<u>1,001,342.90</u>	<u>96.49%</u>	<u>2,002,687.41</u>	<u>48.24%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>(25,519.90)</u>	<u>30,847.47</u>	<u>5,000.60</u>	<u>616.87%</u>	<u>10,000.01</u>	<u>308.47%</u>

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 12/14/2023 Through 1/24/2024

Vendor Name	Effective Date	Check Amount
INNOVATIVE INTERFACES INCORPORATED	12/20/2023	93,647.00
Paycom Payroll LLC	12/21/2023	316.19
Paycom Payroll LLC	12/21/2023	20,849.83
Paycom Payroll LLC	12/21/2023	8,216.54
ICMA Retirement Corporation	12/22/2023	1,226.84
WEX Bank	12/29/2023	89.62
Bank Orion	12/31/2023	55.75
First Bankcard	1/3/2024	2,307.49
MerchantE	1/3/2024	291.70
MerchantE	1/3/2024	194.90
Paycom Payroll LLC	1/4/2024	303.19
Paycom Payroll LLC	1/4/2024	20,619.27
Paycom Payroll LLC	1/4/2024	8,010.43
ICMA Retirement Corporation	1/5/2024	1,289.16
Illinois Municipal Retirement Fund	1/5/2024	11,086.61
Bank Orion	1/9/2024	20.00
Cherry Hill Company	1/10/2024	2,340.00
LIMRICC	1/10/2024	20,326.02
Limestone Township Library	1/10/2024	499.00
Paycom Payroll LLC	1/18/2024	303.19
Paycom Payroll LLC	1/18/2024	20,627.97
Paycom Payroll LLC	1/18/2024	8,001.73
ICMA Retirement Corporation	1/19/2024	1,289.16
Ida Public Library	1/21/2024	117.60
Ida Public Library	1/21/2024	10.95
Johnsburg Public Library District	1/21/2024	407.75
Joliet Township HSD #204	1/21/2024	11.80
Joliet Township HSD #204	1/21/2024	25.00
Julia Hull District Library	1/21/2024	196.55
Kankakee Public Library	1/21/2024	120.00
LaSalle Public Library	1/21/2024	96.15
Flagg-Rochelle Public Library District	1/21/2024	388.94
Fossil Ridge Public Library District	1/21/2024	27.20
Freeport Public Library	1/21/2024	1,071.17
Galena Public Library District	1/21/2024	62.12
Geneseo Public Library District	1/21/2024	421.83
Genoa Public Library District	1/21/2024	545.16
Harvard Diggins Library	1/21/2024	57.20
Hinckley Public Library District	1/21/2024	237.68
Homer Township Public Library District	1/21/2024	543.80
Cherry Valley Public Library District	1/21/2024	329.10
Clinton Township Public Library	1/21/2024	42.60
Coal City Public Library District	1/21/2024	191.08
Colona District Public Library	1/21/2024	51.99
Cortland Community Library	1/21/2024	79.50
Creston-Dement Public Library	1/21/2024	64.85
DeKalb Public Library	1/21/2024	336.43
East Moline Public Library	1/21/2024	67.80
Earlville Public Library District	1/21/2024	28.79
Bourbonnais Public Library District	1/21/2024	260.03
Bradley Public Library District	1/21/2024	91.00
Byron Public Library District	1/21/2024	54.78
Charles B. Phillips Public Library District	1/21/2024	103.20
Elizabeth Township Public Library	1/21/2024	19.90
Ella Johnson Memorial Public Library District	1/21/2024	1,036.98

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 12/14/2023 Through 1/24/2024

Vendor Name	Effective Date	Check Amount
Pecatonica Public Library District	1/21/2024	52.00
Peotone Public Library District	1/21/2024	196.65
Peru Public Library	1/21/2024	16.30
Plano Community Library District	1/21/2024	51.65
Polo CUSD #222	1/21/2024	18.32
Princeton Public Library	1/21/2024	374.90
Reddick Public Library District	1/21/2024	146.10
River Valley District Library	1/21/2024	29.38
Robert W. Rowe Public Library District	1/21/2024	30.55
Rock Island Public Library	1/21/2024	108.86
Rock Island Public Library	1/21/2024	33.24
Rock Island Public Library	1/21/2024	48.39
Rock Island Public Library	1/21/2024	47.95
Meridian CUSD #223	1/21/2024	2.20
Meridian CUSD #223	1/21/2024	1.10
Meridian CUSD #223	1/21/2024	1.20
Meridian CUSD #223	1/21/2024	24.40
Mills & Petrie Memorial Library	1/21/2024	18.40
Mokena Community Public Library District	1/21/2024	166.23
Moline Public Library	1/21/2024	501.46
Morris Area Public Library	1/21/2024	129.15
New Lenox Public Library	1/21/2024	111.40
Nippersink Public Library District	1/21/2024	108.84
North Suburban Library District	1/21/2024	286.15
North Suburban Library District	1/21/2024	133.79
Odell Public Library	1/21/2024	528.80
Oglesby Public Library District	1/21/2024	18.90
Limestone Township Library	1/21/2024	251.00
Wilmington Public Library District	1/21/2024	272.85
Woodstock Public Library	1/21/2024	148.25
Yorkville Public Library	1/21/2024	1,858.12
LOSTANT COMMUNITY LIBRARY	1/21/2024	18.39
Malta Township Public Library	1/21/2024	24.04
Manhattan-Elwood Public Library District	1/21/2024	436.75
Manteno Public Library District	1/21/2024	376.31
Maple Park Public Library	1/21/2024	42.40
Marengo-Union Public Library District	1/21/2024	80.19
Marseilles Public Library	1/21/2024	73.05
Sandwich Public Library District	1/21/2024	33.20
Schmaling Memorial Public Library District	1/21/2024	84.54
Seneca Public Library District	1/21/2024	212.10
Sherrard Public Library District	1/21/2024	104.71
Silvis Public Library	1/21/2024	67.19
Somonauk Public Library District	1/21/2024	160.30
South Beloit Public Library	1/21/2024	36.80
Streator Public Library	1/21/2024	67.85
Sycamore Public Library	1/21/2024	522.77
Talcott Free Library District	1/21/2024	90.40
Three Rivers Public Library	1/21/2024	98.90
Three Rivers Public Library	1/21/2024	109.44
MATTHEW MATURO	1/24/2024	133.23
MATTHEW MATURO	1/24/2024	47.95
MELISSA LANDIS	1/24/2024	96.68
MELISSA LANDIS	1/24/2024	43.29
MAGDA BONNY	1/24/2024	383.79

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 12/14/2023 Through 1/24/2024

<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
JASON JENSEN	1/24/2024	47.92
ROY AREY	1/24/2024	41.92
ROY AREY	1/24/2024	65.13
SANDRA TEDDER	1/24/2024	39.96
CHELSEY KNIPPEL	1/24/2024	83.98
CHELSEY KNIPPEL	1/24/2024	471.95
CAROLYN COULTER	1/24/2024	71.97
EDWARD ZANELLI	1/24/2024	180.52
EDWARD ZANELLI	1/24/2024	45.46
ELIZABETH SMITH	1/24/2024	36.16
ELIZABETH SMITH	1/24/2024	56.60
Report Total		239,212.89

	July 2023	July 2022	Aug 2023	Aug 2022	Sept 2023	Sept 2022	Oct 2023	Oct 2022	Nov 2023	Nov 2022	Dec 2023	Dec 2022	2nd Qtr FY24 To Date	2nd Qtr FY23 To Date	2nd Qtr % of change
General															
Bibliographic records	1,218,077	1,211,017	1,217,302	1,209,331	1,216,208	1,206,499	1,216,495	1,226,849	1,216,364	1,225,612	1,216,365	1,224,624	1,216,365	1,224,624	-0.67%
Item records	5,130,722	5,142,475	5,129,098	5,141,450	5,123,012	5,118,515	5,125,136	5,170,302	5,124,224	5,164,903	5,127,210	5,160,306	5,127,210	5,160,306	-0.64%
Patron records	335,278	349,095	341,166	354,815	342,997	358,694	347,210	371,248	349,926	372,189	352,763	372,299	352,763	372,299	-5.25%
Total circulation	444,070	442,427	416,179	431,013	386,250	392,512	397,018	386,612	380,267	379,399	333,404	329,603	1,110,689	1,095,614	1.38%
ILL transactions on LLSAP	52,525	52,033	56,782	57,066	57,359	54,709	56,523	52,583	55,202	52,224	48,482	45,731	160,207	150,538	6.42%
Reciprocal borrowing	49,484	49,276	47,347	48,160	44,004	43,301	44,064	43,631	42,949	42,487	37,062	36,391	124,075	122,509	1.28%
Training, Outreach and Engagement															
Training events	6	7	10	2	6	7	7	4	6	7	7	8	20	19	5.26%
Training participants	80	23	74	12	20	17	23	202	23	16	22	64	68	282	-75.89%
Training contact hours	132	33	92	18	38	25	45	301	48	21	31	73	123	394	-68.87%
TalentLMS Course Completions	228	292	265	420	283	302	237	302	247	184	141	126	625	612	2.12%
Site visits	2	1	1	4	1	-	1	5	2	2	3	2	6	9	-33.33%
Member Meetings/Events	5	10	13	9	9	10	10	10	7	6	7	9	24	25	-4.00%
Meeting/Event participants	150	183	172	129	348	406	210	201	55	80	60	154	325	435	-25.29%
Meeting/Event contact hours	393	257	230	184	1,740	85	343	322	53	251	75	197	470	769	-38.95%
Troubleshooting															
HelpDesk Calls Opened	186	242	307	388	242	236	301	291	276	384	268	285	845	960	-11.98%
HelpDesk Calls Closed	227	225	298	385	231	193	285	281	256	364	336	251	877	896	-2.12%
Database Enrichment															
Bibload records loaded - PC staff	1,701	1,980	1,537	1,620	1,793	1,751	1,817	1,520	1,914	1,801	1,753	1,562	5,484	4,883	12.31%
Bibload records loaded - MARC catalogers	2,093	1,968	2,955	2,173	2,708	2,481	2,491	2,273	2,100	2,266	1,525	1,688	6,116	6,227	-1.78%
Cleanup/overlays/merges - PC staff	1,189	704	748	2,712	988	1,417	840	3,051	847	2,537	724	1,226	2,411	6,814	-64.62%
Cleanup/overlays/merges - MARC catalogers	864	825	852	1,142	1,291	1,320	1,087	913	902	1,178	586	896	2,575	2,987	-13.79%
Enhancements/corrections - PC staff	8	22	12	43	37	48	39	49	56	9	93	26	188	84	123.81%
Enhancements/corrections - MARC catalogers	105	116	182	188	190	159	134	75	120	113	105	67	359	255	40.78%
Original catalogings - PC staff	11	26	11	29	53	34	77	53	65	24	62	34	204	111	83.78%
Original catalogings - MARC catalogers	45	36	29	-	18	-	43	31	32	36	14	19	89	86	3.49%
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	57,887	68,998	11,635	29,015	45,667	64,216	46,694	126,732	12,309	48,009	31,555	46,693	90,558	221,434	-59.10%
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov															



Date: 2/09/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Revisions to the General Policy Manual

Executive Summary:

Upon review of the General Policy Manual, it was found that changes need to be made to the following:

1. Cafeteria Options for Member Services: add the mobile application
2. FOIA policy: Clean up policy to reflect current relationship with RAILS, add grant funding, remove Judy Hutchinson's name

Suggested changes can be found below in red.

Detailed description:

Cafeteria Options for Member Services

If fewer than 33% of fully participating members are using a service then it is considered a cafeteria option and not included in the full PRAIRIECAT budget unless the service benefits PRAIRIECAT as a whole. (i.e. Acquisitions)

FY16 PRAIRIECAT Cafeteria Options: Express Lane; **Mobile application**

Approved by the Delegates Assembly, 1/25/2012

Freedom of Information Act (FOIA)

I. A brief description of our public body is as follows:

A consortium of libraries that share an integrated library system.

B. An organizational chart is below.

C. ~~The total amount of our operating budget for FY 2012/2013 is: \$798,629.~~ Funding sources are **grants**, membership fees and service charges.

D. The office is located at this address: 220 W. 23rd Avenue, Coal Valley, IL 61240. E. We have approximately the following number of persons employed:

1. Full-time 12
2. Part-time 0

PRAIRIECAT contracts for services from the Reaching Across Illinois Library System. ~~The RAILS employees assigned to the PRAIRIECAT contract are delineated in the organizational chart below.~~

F. The following organization exercises control over our policies and procedures: *The PRAIRIECAT Administrative Council*, which meets monthly on the 1st Friday of each month at 9:30 AM at various member library buildings

G. We are required to report and be answerable for our operations to the PRAIRIECAT Delegates Assembly.

II. You may request the information and the records available to the public in the following manner:

A. Submit a written request. You may use the attached request form.

B. Your request should be directed to the ~~following individual: Judy Hutchinson~~, FOIA Officer.

C. You must indicate whether you have a "commercial purpose" in your request.

D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.

E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

There is a \$1.00 charge for each certification of records.

There is no charge for the first fifty (50) pages of black and white text either letter or legal size;

There is a \$.15 per page charge for copied records in excess of 50 pages;

The actual copying cost of color copies and other sized copies will be charged.

There is a charge of \$10.00 per hour for each hour of searching and retrieval in excess of eight hours.

The actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage

company under contract with the library will be charged for commercial purpose requests.

F. If the records are kept in electronic format, you may request a specific format and *if feasible* they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.

H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

I. You have a right to appeal the denial of your request to the Public Access Counselor ("PAC") at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to: Sarah Pratt, Acting Public Access Counselor, Office of the Attorney General, 500 South 2nd Street, Springfield, Illinois 62706, E-mail: publicaccess@atg.state.il.us. You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS

140/11. The place and times where the records will be available are as follows:

9:00 A.M. to 5:00 P.M. Monday through Friday

Coal Valley Service Center, Reaching Across Illinois Library System

III. Certain types of information maintained by us are exempt from inspection and copying.

However, the following types or categories of records are maintained under our control:

A. Monthly Financial Statements

C. Operating Budgets

D. Annual Audits

E. Minutes of the Administrative Council and Delegates Assembly

F. Policies

H. Adopted Resolutions of the Administrative Council

IV. Please see the included PRAIRIECAT/RAILS Organizational Chart.

Approved by the Administrative Council on 4/5/2013



Date: 2/09/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Revisions to the Employee Manual Vacation Policy

Executive Summary:

In order to comply with new legislation regarding vacation leave for all employees, the following changes are needed to our Vacation Policy. See below for additions/deletions in red:

Vacation

Because PRAIRIECAT recognizes the importance of vacation time in providing the opportunity for rest, recreation, and personal activities, PRAIRIECAT provides paid vacation time, which accrues on a bi-weekly basis (every pay period). The rate at which employees accrue vacation depends on their length of service as of their anniversary date. Part-time employees ~~who work at least 20 hours per week on a consistent basis~~ are eligible to accrue pro-rated paid vacation, depending on the number of hours worked per week. For example, an employee who works ~~3 days~~ 20 hours per week is eligible to accrue ~~3/5~~ .533 (20/37.5) of what a full-time employee accrues (i.e., if a full-time employee accrues 15 days a year, an employee working 20 hours ~~3 days~~ per week will earn ~~9~~ 8 days(15 x (20/37.5) ~~3/5~~ = 9 8 days)).

Vacation time will not accrue during any unpaid leave of absence of 10 days or more.

Eligibility for vacation for full-time employees is as follows:

<u>Years of Service:</u>	<u>Accrual Per Pay Period</u>	<u>Accrual Per Year</u>
0 – less than 10 years of service	4.33 hours	15 days
More than 10 years of service	5.77 hours	20 days