



**PrairieCat Administrative Council  
Agenda  
May 3rd, 2024**

The Council will meet on Friday, May 3rd, 2024, 10:30 am – 1 pm  
In person at the Sandwich Public Library District, 925 S. Main Street,  
Sandwich, IL

<https://librarylearning.org/event/18802/register>

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. 2-17)
  - a. Approve minutes for April 12th, 2024, PrairieCat Administrative Council meeting.
  - b. Approve financial report for March 2024
  - c. Approve check registers.
  - d. Statistical reports
  - e. FY25 meeting dates
- V. Membership Update
  - a. Update on new and upgrading members.
  - b. Update on current training and engagement projects
- VI. Administrative Issues
  - a. Review final election slate
  - b. Review progress on strategic plan (pp. 18-23)
  - c. ACTION: Approve revisions to General Policy Manual, eligibility requirements for school libraries, other clean up (p. 24)
  - d. ACTION: Approve changes to the "years of service" policy (pp. 25-26)
  - e. ACTION: Discussion and approval, changes to bills notices process per recommendation from the Circulation committee (p. 27)
- VII. Ad Hoc Committee Updates
  - a. Resource Sharing Committee – Review of 4/24/24 meeting
  - b. Finance Committee – No report
- VIII. Review of Meeting – what worked and what didn't.
- IX. Public Comments
- X. Adjournment

Next Meeting – Friday, June 7<sup>th</sup>, DeKalb Public Library



**PrairieCat Administrative Council  
Agenda  
April 12th, 2024**

The Council met on Friday, April 12th, 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), Megan Gove (TF), Laura Watson (HC), Julie Wayland (PR), Beth Ryan (JO), Ashley Huffines (FP), Michelle Krooswyk (NL)

Present via Zoom: Kelly McCully (BD),

Absent: Victoria Blackmer (CV), Kimberly Brozovich (RP), Penny Bryant (PT), Emily Faulkner (DK)

Huffines (Chair-FP) called the meeting to order at 10:32 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.

- IV. Consent Agenda
- Approve minutes for March 1st, 2024, PrairieCat Administrative Council meeting.
  - Approve financial report for February 2024
  - Approve check registers.
  - 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: 7**

**Nays: 0**

**Abstentions: 0**

- V. Membership Update
- Update on new and upgrading members.  
Smith (PrairieCat) stated that Mills and Petrie is upgrading their membership to Basic Online. The current interim director is doing an excellent job. Toluca Public Library has been sent a quote. They are a <sup>2</sup>

standalone, very small library. We sent the pricing on Union List and circulating membership as well as Find More Illinois information. Manhattan Elwood, a current circulating member, is moving forward with opening an Elwood branch. This will just entail some configuration for PrairieCat staff when the branch is opened.

- b. Update on current training and engagement projects  
Smith (PrairieCat) informed the Council that PUG Day 2024 will be September 26-27, 2024. This will be a virtual conference. We are currently accepting program proposals for this event. We have confirmed eight sessions so far.

Smith continued, stating Member Updates are scheduled for the second week of May. There will be four in person updates throughout the PrairieCat territory and one virtual update.

- c. Report, Percentage of budget vs. Fees for FY25  
Smith (PrairieCat) shared the Membership Levels and Eligibility Report with the Council. She explained that PrairieCat reviews this annually. The report is a three-year average of the total operating expenditures as reported by the libraries. Most libraries are spending two to five percent of their operating expenditures on PrairieCat fees.

## VI. Administrative Issues

- a. Benchmarking report and review of FY25 PayScale  
Coulter (PrairieCat) presented the final Benchmarking study done for PrairieCat by HR Source. We have some staff members below midpoint on the salary range, and two staff members that are at or below the minimum of their ranges.

PrairieCat staff met with Rene Leyva, representative from the Finance Committee, and discussed how to best address salary adjustments considering the study results. The decision from this group was to move forward with bringing the two staff members who were at or below the minimum of their paygrade to ½ way between minimum and midpoint in FY25. All other staff members were either over or at ½ way between minimum and midpoint of their paygrade with the FY25 budget COLA adjustments and merit increases. One other staff member was also adjusted up to the same pay level as the two that were raised, as well. Even though this staff member is a lower grade, the staff member has more seniority, and it was deemed appropriate to bring them up to the same level.

In FY26, all staff members that are below midpoint of their paygrade will then be brought up to midpoint. The spreadsheet in the packet reflects the approximate cost over and above the costs of regular COLA and merit increases that this would entail. This assumes a 3% COLA increase in FY26, and a 2.5% increase to the pay scale.

- b. Review of final FY25 budget and fees  
Coulter (PrairieCat) stated that the budget in the packet is not up to date. After the packet was posted, we made a few adjustments. We hired a new Systems Supervisor. It was an internal hire, and the decision has been made to leave the previous position unfilled and instead hire a User Experience Specialist to work under the Member Services Administrator.

Making these changes has lowered the budget by almost \$19,000. This also lowered the percentile on the App A. We were at a 4.35% change and now we are at a 3.16% change.

Vega Promote was not included 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 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 reserves, if needed. The assumption would be that we may begin implementation in FY25, but most likely will go live on Promote in FY26.

- c. Review of FY25 membership level tiers  
Coulter (PrairieCat) discussed the FY25 tier levels. There were a few adjustments. Yorkville moved up to a tier one library and LaSalle moved down to a tier three.
- d. Review of contract amendments for new phone notification system (budgeted for FY25)  
Coulter (PrairieCat) stated that the packet includes a contract amendment to add the new Innovative hosted phone notification system for inbound and outbound phone notifications. Like the current iTiva phone system, this new system will notify patrons of holds and overdue materials, as well as allow patrons to call in and check their materials and holds and renew their materials. The contract below also includes a Scope of Work and quote for implementation of this new system. Moving to this new system will allow us to decommission the old server currently in use at the RAILS datacenter. This fulfills another goal in PrairieCat's long term plan of moving completely out of the RAILS IT environment. These costs are incorporated into the FY25 budget as currently presented.
- e. Review of Mills and Petrie IGA for upgrading from Union List to Basic Online level  
Coulter (PrairieCat) said PrairieCat has received the IGA for upgrading from Union List to Basic Online for Mills and Petrie. This will go to the Delegates Assembly for approval later this month.
- f. Review of Delegates Assembly agenda for April 24  
Coulter (PrairieCat) reviewed the April 24, 2024, Delegates Assembly meeting agenda. There will not be a formal presentation at this meeting because there is a lot of content to cover, we are serving lunch and have a Resource Sharing Committee Meeting afterwards.

## VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – Review of Resource Sharing Summit  
Smith (PrairieCat) stated that the Resource Sharing Summit on March 7, 2024, was successful. There were 40 attendees plus PrairieCat staff and presenters. She highlighted the positive feedback from attendees, particularly the representation of the State Library.
- b. Finance Committee – Review of March 21 meeting  
Ryan (JO) stated that the Finance Committee discussed the benchmarking results and the FY25 draft budget. They also discussed how they would like to make changes to Capital Reserves in the upcoming fiscal year. Coulter (PrairieCat) stated that she also suggested doing a director salary

comparative with other consortia.

- 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 11:14 am.

Next Meeting – Friday, May 3, Sandwich Public Library District

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

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:04/12/2024	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.	7	0	0	A	A	A	A	M Y	Y	Y	Y	2ND Y	Y	Y	



**Date:** 5/3/2024  
**To:** PrairieCat Administrative Council  
**From:** Elena Mendoza, RAILS Staff Accountant  
**Subject:** PrairieCat Financial Report – March 2024

Please find attached the PrairieCat Financial Reports for the month of March 2024. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of March 20 through April 17.

As of March 31, of the total cash balance of \$1,387,392, \$699,677 was undesignated working cash, \$671,516 was designated for capital reserves, and \$16,199 was eCommerce receipts payable to the membership. Cash decreased \$82,033 during the month of March primarily due to the monthly payroll and payroll-related expenses, monthly LIMRiCC health insurance expense (\$16,909), annual Zoom Communications subscription renewal (\$4,217), as well as other vendor expenses.

The balance of working cash was sufficient to fund 4.2 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 March of \$1,509,280 were \$234 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 budget amount is partially offset by the above budget addition of the Winnebago Public Library migration and data scoping fees (\$14,000); their one-time capital reserve contribution (\$5,000); and their third quarter member fees (\$3,474). The migration and data scoping revenues do not add to PrairieCat's net asset balance since they are completely offset by the corresponding vendor expense recorded in information service costs. Other above budget revenues included investment income through March, as well as 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 March was \$31,424, which was \$17,924 above the year-to-date budgeted amount of \$13,500 and \$11,290 above the year-to-date interest earned as of one year

ago (March 2023). During the Federal Reserve's March meeting, they chose for the fifth consecutive time to hold the interest rate steady but expressed that they plan to do three potential quarter-percentage cuts by the end of calendar year 2024. Their projections for calendar year 2024 and 2025 rates are 4.6% and 3.6%, respectively, and their next meeting will occur on May 1. The average March interest rates were 5.403% and 5.206% for the IL Funds and iPrime money market (ISC) accounts, respectively, which slightly increased for IL Funds but slightly decreased for iPrime from the February average interest rates of 5.399% and 5.247%.

Total expenses through March of \$1,439,504 were \$43,646 below budget primarily due to under budget Professional Services (\$29,900), Contractual Services expenses (\$29,786), Personnel Costs (\$20,020), Supplies, Postage and Printing costs (\$3,768), and Vehicle expenses (\$3,302). 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. This below budget amount is also due to a lower than budgeted need for legal services through March, partially offset by above budget consulting costs for programming support for PrairieCat's new website, and HR Source benchmarking project expenses.

Contractual Services expenses were under budget primarily due to the way that the Innovative Interfaces Sierra, 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, Vega Discover, and hosting subscriptions were expensed to information service costs and other contractual services.

Personnel expenses were under budget mostly due to the current open position and favorable to budget staff health insurance elections. Supplies, Postage and Printing costs were under budget mostly due to the lower than budgeted cost of and need for computer equipment and software, and office supplies and equipment through March. Other below budget expenses were due to a lower than budgeted cost of and need for vehicle repairs and maintenance, fuel, vehicle insurance, vehicle leasing and rent, and other vehicle expenses through March.

These below budget costs were partially offset by above budget conferences and continuing education meetings expense primarily due to PrairieCat's Users Group Day (PUG Day). Meeting costs are budgeted evenly throughout the fiscal year, but some expenses are incurred primarily during the first half of the fiscal year. Additional above budget costs are due to the interest expense related to the SBITAs discussed above.



**PRAIRIECAT  
CASH REPORT  
FOR THE PERIOD ENDING March 31, 2024**

Beginning Cash Balance	\$ 1,469,424.61
Cash Received	
Payments from Member Libraries, etc.	10,821.00
Interest - BankORION	296.59
Interest - Illinois Funds	1,096.34
Interest - PMA	218.64
eCommerce Receipts Payable	4,488.99
Total Cash Received	<u>16,921.56</u>
Expenses Paid	
Checks and Vendor ACH Payments	26,965.76
Payroll and Retirement Contributions	68,748.77
ACH Credit Card Payments	2,850.15
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	389.70
Total Disbursements	<u>98,954.38</u>
Ending Cash Balance	<u><u>\$ 1,387,391.79</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	16,198.72
Capital Reserve Designation	671,516.50
Working Cash	699,676.57

**TOTAL CASH** \$ 1,387,391.79

**PAYPAL FUNDS DETAILS:**

March PayPal Receipts in Transit to Bank	\$1,165.52
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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 March 2024	\$ 13,916.62

**TOTAL CURRENT CD INVESTMENT VALUE** \$ 466,116.62

Invested in Capital Assets Balance as of March 2024	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of March 2024	\$1,472,626.79
Unrestricted Fund Balance as of March 2024	\$521,041.54

FY24 operating expenses excluding planned capital reserve designation:	\$ 1,992,687.41
Working Cash % of operating expenses:	35.11%

**PrairieCat**  
Balance Sheet  
As of 3/31/2024

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	1,097,696.97
Cash - Illinois Funds	240,020.88
Cash - PMA	49,673.94
PayPal Funds	<u>1,168.52</u>
Total Cash & cash equivalents	1,388,560.31
Investments	452,200.00
Accounts receivables	3,433.34
Other Receivables	
PayPal Funds Receivable	<u>3.00</u>
Total Other Receivables	3.00
Accrued investment income	13,916.62
Prepaid expenses	224,131.81
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	<u>(603,515.21)</u>
Total Capital Assets, net	1,472,626.79
Other Assets	
Deferred Outflows - Pension	<u>507,441.62</u>
Total Other Assets	<u>507,441.62</u>
<b>Total Assets</b>	<b><u>4,062,313.49</u></b>
<b>Liabilities</b>	
eCommerce Receipts Payable	17,370.24
Payroll	
Pension Payable	<u>14,094.37</u>
Total Payroll	14,094.37
Deferred revenue	36,334.83
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	<u>1,478,380.44</u>
Total Other long-term obligations	<u>1,482,846.44</u>
<b>Total Liabilities</b>	<b><u>2,068,645.16</u></b>
<b>Net Assets</b>	
Beginning Net Assets	1,923,891.64
Current YTD Net Income	<u>69,776.69</u>
<b>Total Net Assets</b>	<b><u>1,993,668.33</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>4,062,313.49</u></b>

**PrairieCat**

Statement of Revenues and Expenses - FY24 is 75.00% Completed  
From 3/1/2024 Through 3/31/2024

	<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	22,496.22	22,496.00	100.00%	29,995.00	74.99%
Fully Participating and Basic Online Member Revenue	102,921.58	919,922.72	916,737.00	100.34%	1,222,316.14	75.26%
ILL Barcode Revenue	100.00	2,500.00	2,250.00	111.11%	3,000.00	83.33%
Fully Participating & Basic Online - CR Contribution	5,085.59	50,455.81	45,298.00	111.38%	60,398.00	83.53%
Union List - CR Contribution	457.92	4,121.28	4,122.00	99.98%	5,495.00	75.00%
<b>Total Fees for Services and Materials</b>	<b>111,064.67</b>	<b>999,496.03</b>	<b>990,903.00</b>	<b>100.87%</b>	<b>1,321,204.14</b>	<b>75.65%</b>
Reimbursements						
Reimbursements	1,540.60	27,865.40	15,264.50	182.55%	20,353.28	136.90%
Reimbursements - Hosting Fee	4,241.00	37,907.06	37,776.00	100.34%	50,368.00	75.26%
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	21,768.49	25,875.00	84.12%	34,500.00	63.09%
<b>Total Reimbursements</b>	<b>8,255.77</b>	<b>90,774.95</b>	<b>78,915.50</b>	<b>115.03%</b>	<b>105,221.28</b>	<b>86.27%</b>
Investment Income	3,653.66	31,424.07	13,500.00	232.77%	18,000.00	174.57%
Other						
Other Grants	0.00	0.00	1,500.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,064.70	387,582.30	423,946.00	91.42%	565,262.00	68.56%
Other Revenue	3.03	3.03	750.00	0.40%	1,000.00	0.30%
<b>Total Other</b>	<b>43,067.73</b>	<b>387,585.33</b>	<b>426,196.00</b>	<b>90.94%</b>	<b>568,262.00</b>	<b>68.21%</b>
<b>Total REVENUES</b>	<b>166,041.83</b>	<b>1,509,280.38</b>	<b>1,509,514.50</b>	<b>99.98%</b>	<b>2,012,687.42</b>	<b>74.99%</b>
<b>EXPENSES</b>						
Personnel						
Other Professionals	46,173.31	483,680.02	491,348.00	98.43%	672,370.57	71.93%
Support Services	11,657.04	106,896.76	103,144.00	103.63%	141,146.97	75.73%
Social Security Taxes	4,256.83	42,048.42	45,478.00	92.45%	62,234.09	67.56%
Unemployment Insurance	0.00	0.00	2,625.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	887.97	1,290.00	68.83%	1,720.00	51.62%
Retirement Benefits	6,786.66	73,482.80	76,808.00	95.67%	105,106.47	69.91%
Health, Dental And Life Insurance	14,780.61	122,983.28	128,146.50	95.97%	170,861.58	71.97%
Other Fringe Benefits	0.00	457.00	750.00	60.93%	1,000.00	45.70%
Tuition Reimbursements	0.00	0.00	375.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	258.32	750.00	34.44%	1,000.00	25.83%
<b>Total Personnel</b>	<b>83,822.78</b>	<b>830,694.57</b>	<b>850,714.50</b>	<b>97.65%</b>	<b>1,159,439.68</b>	<b>71.65%</b>
Buildings and Grounds						
Property Insurance	232.08	2,088.72	1,875.00	111.39%	2,500.00	83.54%
<b>Total Buildings and Grounds</b>	<b>232.08</b>	<b>2,088.72</b>	<b>1,875.00</b>	<b>111.40%</b>	<b>2,500.00</b>	<b>83.55%</b>
Vehicle Expenses						

**PrairieCat**

Statement of Revenues and Expenses - FY24 is 75.00% Completed  
From 3/1/2024 Through 3/31/2024

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Fuel	131.63	706.29	1,500.00	47.08%	2,000.00	35.31%
Repairs And Maintenance	25.00	239.94	1,500.00	15.99%	2,000.00	11.99%
Vehicle Insurance	121.83	941.47	1,500.00	62.76%	2,000.00	47.07%
Vehicles Leasing And Rent	0.00	134.38	375.00	35.83%	500.00	26.87%
Other Vehicle Expenses	0.00	112.80	562.00	20.07%	750.00	15.04%
<b>Total Vehicle Expenses</b>	<b>278.46</b>	<b>2,134.88</b>	<b>5,437.00</b>	<b>39.27%</b>	<b>7,250.00</b>	<b>29.45%</b>
<b>Travel and Continuing Education</b>						
In-State Travel	0.00	3,683.35	3,750.00	98.22%	5,000.00	73.66%
Out-Of-State Travel	0.00	1,881.49	5,250.00	35.83%	7,000.00	26.87%
Registrations And Meeting, Other Fees	408.88	3,476.13	7,500.00	46.34%	10,000.00	34.76%
Conferences And Continuing Education Meetings	0.00	14,527.70	11,250.00	129.13%	15,000.00	96.85%
Public Relations	0.00	1,664.24	375.00	443.79%	500.00	332.84%
<b>Total Travel and Continuing Education</b>	<b>408.88</b>	<b>25,232.91</b>	<b>28,125.00</b>	<b>89.72%</b>	<b>37,500.00</b>	<b>67.29%</b>
<b>Commercial Insurance</b>						
Supplies, Postage and Printing	604.83	5,443.47	8,550.00	63.66%	11,400.00	47.74%
Computers, Software And Supplies	1,718.95	20,463.12	22,864.50	89.49%	30,486.00	67.12%
General Office Supplies And Equipment	139.26	414.15	1,875.00	22.08%	2,500.00	16.56%
Postage	5.44	94.44	0.00	0.00%	0.00	0.00%
<b>Total Supplies, Postage and Printing</b>	<b>1,863.65</b>	<b>20,971.71</b>	<b>24,739.50</b>	<b>84.77%</b>	<b>32,986.00</b>	<b>63.58%</b>
<b>Telephone and Telecommunications</b>						
Equipment Repair and Maintenance	77.37	1,744.27	4,125.00	42.28%	5,500.00	31.71%
<b>Equipment Repair and Maintenance</b>						
Equipment Repair And Maintenance Agreements	49.09	843.86	2,250.00	37.50%	3,000.00	28.12%
<b>Total Equipment Repair and Maintenance</b>	<b>49.09</b>	<b>843.86</b>	<b>2,250.00</b>	<b>37.50%</b>	<b>3,000.00</b>	<b>28.13%</b>
<b>Professional Services</b>						
Legal	94.00	860.50	5,250.00	16.39%	7,000.00	12.29%
Accounting	0.00	4,800.00	41,700.00	11.51%	55,600.00	8.63%
Consulting	5,162.00	13,194.50	1,875.00	703.70%	2,500.00	527.78%
Payroll Service Fees	778.21	6,070.24	6,000.00	101.17%	8,000.00	75.87%
<b>Total Professional Services</b>	<b>6,034.21</b>	<b>24,925.24</b>	<b>54,825.00</b>	<b>45.46%</b>	<b>73,100.00</b>	<b>34.10%</b>
<b>Contractual Services</b>						
Information Service Costs	19,610.67	189,182.17	430,808.85	43.91%	574,411.73	32.93%
Outside Printing Services	0.00	0.00	1,500.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	2,335.02	64,200.00	3.63%	85,600.00	2.72%
Amortization - Subscription Based IT Arrangements	34,602.34	275,205.21	0.00	0.00%	0.00	0.00%
<b>Total Contractual Services</b>	<b>54,474.68</b>	<b>466,722.40</b>	<b>496,508.85</b>	<b>94.00%</b>	<b>662,011.73</b>	<b>70.50%</b>
<b>Professional Association Membership Dues</b>						
Professional Association Membership Dues	99.58	1,383.10	1,500.00	92.20%	2,000.00	69.15%

**PrairieCat**

Statement of Revenues and Expenses - FY24 is 75.00% Completed  
From 3/1/2024 Through 3/31/2024

	<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>
SBITA Interest	5,884.75	52,962.75	0.00	0.00%	0.00	0.00%
Miscellaneous	69.73	789.82	375.00	210.61%	500.00	157.96%
Miscellaneous - eCommerce Fees	317.95	3,565.99	4,125.00	86.44%	5,500.00	64.83%
Total EXPENSES	<u>154,218.04</u>	<u>1,439,503.69</u>	<u>1,483,149.85</u>	<u>97.06%</u>	<u>2,002,687.41</u>	<u>71.88%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>11,823.79</u>	<u>69,776.69</u>	<u>26,364.65</u>	<u>264.66%</u>	<u>10,000.01</u>	<u>697.76%</u>

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 3/20/2024 Through 4/17/2024

Vendor Name	Effective Date	Check Amount
WEX Bank	3/25/2024	131.63
Paycom Payroll LLC	3/28/2024	462.02
Paycom Payroll LLC	3/28/2024	20,296.34
Paycom Payroll LLC	3/28/2024	8,237.01
ICMA Retirement Corporation	3/29/2024	1,289.16
Bank Orion	3/31/2024	51.75
MerchantE	4/2/2024	302.59
MerchantE	4/2/2024	44.95
First Bankcard	4/2/2024	8,598.30
LIMRICC	4/9/2024	16,908.93
Illinois Municipal Retirement Fund	4/9/2024	14,094.00
Bank Orion	4/9/2024	30.00
Paycom Payroll LLC	4/11/2024	295.12
Paycom Payroll LLC	4/11/2024	18,577.76
Paycom Payroll LLC	4/11/2024	7,512.76
ICMA Retirement Corporation	4/12/2024	1,289.16
Cherry Hill Company	4/16/2024	2,340.00
Klein, Thorpe and Jenkins, Ltd.	4/16/2024	470.00
LaSalle Public Library	4/17/2024	(192.32)
NORTH CHICAGO PUBLIC LIBRARY	4/17/2024	(8.60)
Bertolet Memorial Library District	4/17/2024	19.60
Bourbonnais Public Library District	4/17/2024	233.60
Bradley Public Library District	4/17/2024	61.45
Byron Public Library District	4/17/2024	110.86
Charles B. Phillips Public Library District	4/17/2024	38.60
Cherry Valley Public Library District	4/17/2024	282.33
Clinton Township Public Library	4/17/2024	31.70
Coal City Public Library District	4/17/2024	203.89
Colona District Public Library	4/17/2024	72.40
Cordova District Library	4/17/2024	29.00
Cortland Community Library	4/17/2024	44.20
Community Unit School District #2	4/17/2024	9.69
Community Unit School District #2	4/17/2024	6.90
Community Unit School District #2	4/17/2024	0.80
DeKalb Public Library	4/17/2024	482.01
East Moline Public Library	4/17/2024	50.90
East Dubuque District Library	4/17/2024	29.85
Elizabeth Township Public Library	4/17/2024	55.35
Ella Johnson Memorial Public Library District	4/17/2024	247.95
Flagg-Rochelle Public Library District	4/17/2024	425.61
Forreston Public Library	4/17/2024	15.05
Fossil Ridge Public Library District	4/17/2024	15.30
Franklin Grove Public Library	4/17/2024	15.10
Freeport Public Library	4/17/2024	953.89
Galena Public Library District	4/17/2024	129.19
Geneseo Public Library District	4/17/2024	224.49
Genoa Public Library District	4/17/2024	886.80
Grant Park Public Library	4/17/2024	27.65
Harvard Diggins Library	4/17/2024	192.97
Hinckley Public Library District	4/17/2024	1,256.37
Homer Township Public Library District	4/17/2024	30.99
Homer Township Public Library District	4/17/2024	320.49
Ida Public Library	4/17/2024	185.70
Johnsburg Public Library District	4/17/2024	671.01
Julia Hull District Library	4/17/2024	143.45

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 3/20/2024 Through 4/17/2024

Vendor Name	Effective Date	Check Amount
Kankakee Public Library	4/17/2024	108.35
LaSalle Public Library	4/17/2024	192.32
LaSalle Public Library	4/17/2024	133.75
Limestone Township Library	4/17/2024	21.00
Malta Township Public Library	4/17/2024	26.70
Manhattan-Elwood Public Library District	4/17/2024	234.10
Manteno Public Library District	4/17/2024	298.09
Maple Park Public Library	4/17/2024	105.90
Marengo-Union Public Library District	4/17/2024	86.20
Mokena Community Public Library District	4/17/2024	163.42
Moline Public Library	4/17/2024	312.75
Morris Area Public Library	4/17/2024	153.14
Mount Morris Public Library	4/17/2024	20.80
New Lenox Public Library	4/17/2024	381.75
Nippersink Public Library District	4/17/2024	193.24
NORTH CHICAGO PUBLIC LIBRARY	4/17/2024	8.60
NORTH CHICAGO PUBLIC LIBRARY	4/17/2024	37.08
North Suburban Library District	4/17/2024	621.36
North Suburban Library District	4/17/2024	361.62
Odell Public Library	4/17/2024	707.40
Oglesby Public Library District	4/17/2024	78.00
Oregon Public Library District	4/17/2024	18.30
Pearl City Public Library District	4/17/2024	16.25
Pecatonica Public Library District	4/17/2024	31.30
Peotone Public Library District	4/17/2024	191.50
Peru Public Library	4/17/2024	96.00
Plano Community Library District	4/17/2024	33.10
Princeton Public Library	4/17/2024	155.90
Prophetstown-Lyndon-Tampico CUSD #3	4/17/2024	16.99
Reddick Public Library District	4/17/2024	472.75
Robert R. Jones Public Library District	4/17/2024	61.00
Rock Island Public Library	4/17/2024	139.18
Rock Island Public Library	4/17/2024	1.60
Rock Island Public Library	4/17/2024	139.93
Rock Island Public Library	4/17/2024	68.28
Sandwich Public Library District	4/17/2024	45.85
Schmaling Memorial Public Library District	4/17/2024	16.20
Seneca Public Library District	4/17/2024	167.10
Sherrard Public Library District	4/17/2024	114.77
Silvis Public Library	4/17/2024	36.20
Somonauk Public Library District	4/17/2024	214.95
South Beloit Public Library	4/17/2024	21.60
Stockton Township Public Library	4/17/2024	22.50
Streator Public Library	4/17/2024	304.65
Sycamore Public Library	4/17/2024	377.00
Talcott Free Library District	4/17/2024	174.34
Three Rivers Public Library	4/17/2024	72.55
Three Rivers Public Library	4/17/2024	11.30
Walnut Public Library District	4/17/2024	22.10
Western District Library	4/17/2024	148.66
Wilmington Public Library District	4/17/2024	424.80
Woodstock Public Library	4/17/2024	137.17
Yorkville Public Library	4/17/2024	1,901.68
Report Total		118,136.77

	July 2023	July 2022	Aug 2023	Aug 2022	Sept 2023	Sept 2022	Oct 2023	Oct 2022	Nov 2023	Nov 2022	Dec 2023	Dec 2022	Jan 2024	Jan 2023	Feb 2024	Feb 2023	Mar 2024	Mar 2023	3rd Qtr FY24	3rd Qtr FY23	3rd Qtr % of change
<b>General</b>																					
Bibliographic records	1,218,077	1,211,017	1,217,302	1,209,331	1,216,208	1,206,499	1,216,495	1,226,849	1,216,364	1,225,612	1,216,365	1,224,624	1,222,886	1,223,124	1,222,565	1,221,543	1,221,501	1,221,663	1,221,501	1,221,663	-0.01%
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	5,155,545	5,155,078	5,149,712	5,142,598	5,144,970	5,142,184	5,144,970	5,142,184	0.05%
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	358,333	374,606	361,629	377,525	366,184	380,479	366,184	380,479	-3.76%
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	393,151	404,704	386,659	378,131	405,374	432,486	1,185,184	1,215,321	-2.48%
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	58,226	62,328	58,046	55,892	56,412	63,062	172,684	181,282	-4.74%
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	45,596	45,815	44,333	44,489	48,419	50,995	138,348	141,299	-2.09%
<b>Training, Outreach and Engagement</b>																					
Training events	6	7	10	2	6	7	7	4	6	7	7	8	5	6	6	6	10	3	21	15	40.00%
Training participants	80	23	74	12	20	17	23	202	23	16	22	64	25	17	25	14	53	14	103	45	128.89%
Training contact hours	132	33	92	18	38	25	45	301	48	21	31	73	62	25	45	20	107	22	214	66	223.48%
TalentLMS Course Completions	228	292	265	420	283	302	237	302	247	184	141	126	313	228	265	192	221	207	799	627	27.43%
Site visits	2	1	1	4	1	-	1	5	2	2	3	2	3	1	1	2	2	1	6	4	50.00%
Member Meetings/Events	5	10	13	9	9	10	10	10	7	6	7	9	11	7	7	9	9	7	27	23	17.39%
Meeting/Event participants	150	183	172	129	348	406	210	201	55	80	60	154	188	165	146	140	99	46	433	351	23.36%
Meeting/Event contact hours	393	257	230	184	1,740	85	343	322	53	251	75	197	310	276	187	214	261	55	758	545	39.12%
<b>Troubleshooting</b>																					
HelpDesk Calls Opened	186	242	307	388	242	236	301	291	276	384	268	285	281	247	401	320	330	327	1,012	894	13.20%
HelpDesk Calls Closed	227	225	298	385	231	193	285	281	256	364	336	251	313	248	341	512	345	339	999	1,099	-9.10%
<b>Database Enrichment</b>																					
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	1,322	1,857	1,412	1,532	1,387	1,774	4,121	5,163	-20.18%
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	1,928	1,750	2,548	1,909	2,790	2,722	7,266	6,381	13.87%
Cleanup/overlays/merges - PC staff	1,189	704	748	2,712	988	1,417	840	3,051	847	2,537	724	1,226	1,686	1,656	2,909	1,499	1,136	1,717	5,731	4,872	17.63%
Cleanup/overlays/merges - MARC catalogers	864	825	852	1,142	1,291	1,320	1,087	913	902	1,178	586	896	789	906	908	767	1,073	1,026	2,770	2,699	2.63%
Enhancements/corrections - PC staff	8	22	12	43	37	48	39	49	56	9	93	26	26	50	35	8	41	8	102	66	54.55%
Enhancements/corrections - MARC catalogers	105	116	182	188	190	159	134	75	120	113	105	67	102	114	109	97	156	169	367	380	-3.42%
Original catalogings - PC staff	11	26	11	29	53	34	77	53	65	24	62	34	58	40	62	2	102	21	222	63	252.38%
Original catalogings - MARC catalogers	45	36	29	-	18	-	43	31	32	36	14	19	35	-	38	-	32	-	105	-	#DIV/0!
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	25,804	89,781	72,374	93,886	58,879	53,236	157,057	236,903	-33.70%
To see the full statistical spreadsheet, visit: <a href="https://support.prairiecat.info/gov">https://support.prairiecat.info/gov</a>																					



**ADMINISTRATIVE COUNCIL**

This governing body consists of 11 elected representatives from the Delegates Assembly. The group sets policy, receives and approves recommendations from the Ad Hoc and Standing Committees, and approves recommendations to go to the Delegates Assembly including new members, contracts, the budget and major purchases outside the budget.

FY2025 Officers: Chair: Michelle Krooswyk (NL) Vice-Chair:	Secretary: Kim Brozovich (RP) Treasurer: Beth Ryan (JO)
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Monthly meetings on 1st Fridays (\*2nd Fridays if Holiday or when Delegates Assembly is the same week). All meetings are In person and held from 10:00am-1:00pm. Rotating locations of council members' libraries. Participation also available via conference call.

PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith

**Who should attend:** members of the Council and any other interested parties

Date	Location	Time	Format
Jul 12, 2024	Princeton PL	10:30am-1:00pm	In person
Aug 9, 2024	Reddick PL	10:30am-1:00pm	In person
Sep 6, 2024	Franklin Grove PL	10:30am-1:00pm	In person
Oct 4, 2024	LaSalle PL	10:30am-1:00pm	In person
Nov 8, 2024	Sandwich PLD	10:30am-1:00pm	In person
Dec 6, 2024	Princeton PL	10:30am-1:00pm	In person
Jan 3, 2025	Reddick PL	10:30am-1:00pm	In person
Feb 7, 2025	Seneca PL	10:30am-1:00pm	In person
Mar 7, 2025	LaSalle PL	10:30am-1:00pm	In person
Apr 4, 2025	Dekalb PL	10:30am-1:00pm	In person
May 9, 2025	Princeton PL	10:30am-1:00pm	In person
Jun 6, 2025	Peru PL	10:30am-1:00pm	In person



**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	Completed, tracking newsletter open rates and social media engagement, results to be presented in annual report
Track social media engagement	Liz	Ongoing	Completed, 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	In progress, FY24
Consider developing special eNewsletters targeted to specific groups (supervisors, schools, etc.)	Liz/Carolyn/Chelsey	FY23-24	Tbd, reevaluate need
Develop and implement external Communications and Marketing Plan	Liz/Carolyn/Chelsey	FY22	Completed, ongoing

**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	Forum development budgeted for FY25
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	FY25	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	Completed, template created for ongoing surveys.

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

<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
Create leadership pipeline through mentoring program	Training Committee/Liz	FY23-24	In discussion
Report on member recruitment pipeline at Delegates	Carolyn	FY23-24	Membership updates provided quarterly
Assign members to potential members for peer networking	Training Committee/Liz	FY23-24	Completed, ongoing
New member on-boarding includes several networking “touches” to encourage participation	All PrCat staff, coordinated by Liz	FY22 and ongoing	Completed, ongoing
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.**

<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
Form ad hoc Task Force to engage in discussions with RSA about potential collaboration and present recommendations	Carolyn	FY22	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	The phone dialer is 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	FY24	Completed
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	Completed, CRM in use

**Goal 2: PrairieCat has a learning culture supported by continuous improvement.**

<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
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 2024. 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.**

<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
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.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
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	Ongoing for CE
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.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
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	In progress

<b>Goal 3: Training content and materials are regularly evaluated to ensure their quality and effectiveness.</b>			
<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
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

<b>Goal 1: Services are focused on meeting user needs and improving user engagement.</b>			
<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
Explore group purchases for online training content (Niche Academy)	Carolyn/Liz/UX committee	FY24	Stalled, should reevaluate
Continue to explore group purchasing for other products or services beneficial to membership	Carolyn/UX committee	ongoing	FMI for IT support services issued FY22

<b>Goal 2: PrairieCat seeks opportunities to enhance services to further meet the needs of diverse users.</b>			
<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
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 LX Starter go-live

<b>Goal 3: PrairieCat pursues vendor relationships to offer expanded services to end users.</b>			
<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>

Seek out ILS enhancements to offer members	PrCat staff	ongoing	Currently working with Innovative on Vega Promote, starting LX Starter beta with Innovative
Continue to add app functionality	Carolyn/PrCat staff/UX committee	ongoing	Will shortly begin evaluation of mobile app OCLC vs. Vega
Enhance security on member connectivity	Andrew/Systems staff	FY22 and ongoing	IP and 2FA completed



**Date: 5/3/2024**

**To: PrairieCat Administrative Council**

**From: Carolyn Coulter, Director**

**Re: Revisions to the General Policy Manual**

The following revisions are suggested to the General Policy Manual.

Page 2: Remove references to Tech Users Group:

Strike:

~~The Tech Users Group (referred to as "Computer Keepers") shall consider issues of hardware, software, telecommunications and other related matters and make appropriate recommendations to the Administrative Council.~~

Page 23: Remove references to contacting Judy and John. Omit this altogether.

Strike:

~~Contact Judy Hutchinson at [judy.hutchinson@railslibraries.info](mailto:judy.hutchinson@railslibraries.info), or John Slanicky at [john.slanicky@railslibraries.info](mailto:john.slanicky@railslibraries.info) or at 877-542-7257 to begin the conversation about your library's withdrawal.~~

Page 28: Remove references to the FY18 public library tier amounts and levels.

Strike:

~~The FY18 public library constituencies are:~~

~~Tier 1 - \$15,000+ (12 members) - 2 representatives~~

~~Tier 2 - \$8,500 - \$14,999 (22 members) - 2 representatives~~

~~Tier 3 - \$0 - \$8,499 (45 members) - 2 representatives~~

Page 35: Clarify language on schools with existing ILS and multiple buildings:

If a school district consists of multiple member schools ~~and or~~ is already using a shared circulation system, admission to PrairieCat at union list level is allowed despite student body size.





Date: 5/3/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Revision to the Years of Service Plan

**Summary:**

Upon review of the Years of Service plan previously approved by the Administrative Council, it was found that the language would require PrairieCat to award the monetary bonus in the policy every year. This was not the intention of the original policy, so the revisions below are suggested to remedy this situation.

## 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 and be paid out 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)



Date: 5/3/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director, and Melissa Landis, Circulation and Data Coordinator

Re: Sierra 6.1 Upgrade Repeated Bill Notices

**Summary:**

Currently, replacement bills are mailed to patrons at 21 or 28 days after the due date (for fine-free libraries) or 44 days after the due date (for non-fine-free libraries). Once the replacement bill has been generated, no further bills are produced.

This new option will allow us to send additional bills to patrons after the replacement bill has been sent. For example, we could choose to send 2 additional bills 30 days apart.

Libraries can choose to have these additional bills sent or not; however, the number of bills and the timeframe for sending them is a consortium-wide setting and cannot be customized for individual libraries.

Prior to releasing this functionality to all PrairieCat libraries, we need:

- A consensus from the Circulation Committee about the number of additional bills to be sent
- A consensus from the Circulation Committee about the timeframe
- Several volunteers to test this feature for approximately 6 months before we make it available to all libraries
- Woodstock and Freeport offered to test.

The Committed voted and approved 2 additional bills, each 30 days apart. They ask that the Administrative Council approve their decision, as this impacts all PrairieCat members.