



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

The Council will meet on Friday, June 7th, 2024, 10:30 am –12:00 pm
In person at the Princeton Public Library, 698 E. Peru Street, Princeton, IL

The meeting will also be available online via Zoom:

<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2024-07-12>

- I. Call to order, Welcome and Introductions
- II. Introduction of Visitors and Public Comments
- III. Review Agenda for Additions/Changes
- IV. Consent Agenda (pp. 2-16)
 - a. Approve minutes for June 7th, 2024, PrairieCat Administrative Council meetings.
 - b. Approve financial report for May 2024
 - 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. (pp. 17-19)
- VI. Administrative Issues
 - a. Welcome new Administrative Council members.
 - b. Committee designations for new Administrative Council members
 - c. Review of Administrative Council Manual and signature cards for officers
 - d. ACTION: Election of OMA and FOIA officers
 - e. Review of Delegates Assembly attendance and non-attendance fines (pp. 20-21)
 - f. Discussion, Mobile app contract
 - g. Review of Delegates Assembly agenda for July 31, 2024 (p. 22)
- VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – Report from 4/24/2024
 - b. Finance Committee – no report.
- VIII. Public Comments
- IX. Adjournment
Next Meeting – Friday, August 9th, 2024, Reddick Public Library

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



**PrairieCat Administrative Council
Minutes
June 7th, 2024**

The Council met on Friday, June 7th, 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/tZUgf-mtrDstHNeWUPipGNhGb58b55U0MI8i#/registration>

I. Call to order, Welcome and Introductions

Present at DeKalb: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Ashley Huffines (FP), Kimberly Brozovich (RP), Emily Faulkner (DK), Megan Gove (TF), Beth Ryan (JO), Michelle Krooswyk (NL), Laura Watson (HC), Julie Wayland (PR), Barbara Posinger (SA)

Present via Zoom: Victoria Blackmer (CV), Jenna Diedrich (GA)

Absent: Kelly McCully (BD), Penny Bryant (PT)

Huffines (Chair-FP) called the meeting to order at 10:33 am.

II. Introduction of Visitors and Public Comments

Jenna Diedrich (GA) introduced herself as the Director at Galena Public Library
Barbara Posinger (SA) introduced herself

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for May 3rd, 2024 PrairieCat Administrative Council meetings
- b. Approve financial report for April 2024
- c. Approve check registers
- d. Statistical reports

MOTION #1

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

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

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V. Membership Update

- a. Update on new and upgrading members
Smith (PrairieCat) stated that Mills and Petrie is our only new or upgrading member. PrairieCat staff continues to work with the library staff on clean up.
- b. Update on current training and engagement projects
Smith (PrairieCat) explained that we have begun working with Innovative on the testing of user roles in Vega Admin. We have also started working with Cherry Hill, our website provider, on the forums page on our website. As you know, this was pushed to the back burner for budgeting reasons, but now we have more hours available and can begin focusing on getting the forums up and running. Smith also stated that we have hired a new User Experience Specialist. She will be starting at the end of June, and we hope to include her in the next couple of Delegates Assembly meetings so the membership can meet her.

VI. Administrative Issues

- a. Review election results
Coulter (PrairieCat) congratulated Huffines (FP) and Ryan (JO) on their re-election to the Administrative Council. Congratulations to the new members of the Administrative Council, Diedrich (GA) and Posinger (SA).
- b. Recognize departing Council members
Coulter (PrairieCat) thanked Blackmer (CV) and Bryant (PT) for their dedication to PrairieCat and their service to the membership.
- c. ACTION: Elect FY25 officers
Chair: Michelle Krooswyk
Vice-Chair: Megan Gove
Secretary: Kim Brozovich
Treasurer: Beth Ryan

MOTION #2

Wayland (PR) moved and Faulkner (DK) seconded to approve the FY25 Administrative Council officers as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

- d. ACTION: Approve check signers, FY25
Chair: Michelle Krooswyk
Vice-Chair: Megan Gove
Secretary: Kim Brozovich

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Treasurer: Beth Ryan

MOTION #3

Wayland (PR) moved and Gove (TF) seconded to approve the FY25 check signers as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

- e. ACTION: Review closed session meeting recordings for release or deletion for recordings over 18 months old
Coulter (PrairieCat) stated there are no closed session recordings over 18 months old to review.
- f. ACTION: Appoint Committee chairs, Finance and Resource Sharing Committees and voting representative to the RAILS Consortia Committee
Finance Committee Chair: Beth Ryan
Resource Sharing Committee Chair: Beth Ryan
RAILS Consortia Committee Representative: Emily Faulkner

MOTION #4

Gove (TF) moved and Watson (HC) seconded to approve the appointment of Ryan (JO) as chair of the Finance and Resource Sharing Committees and Faulkner (DK) as the RAILS Consortia Committee representative. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

- g. Discussion, Mobile App RFI/RFP
Coulter (PrairieCat) discussed the current mobile app contract with Capira/OCLC, set to expire in October 2025. She proposed the idea of exploring other options after the first fiscal year in July, following a suggestion from Innovative, who might be interested in purchasing the current contract. Coulter emphasized the need for fairness to all potential bidders and the importance of considering the benefits of streamlining services. She also expressed a desire to provide a cost-effective app solution for all consortium members, if feasible.
- h. Discussion and review, proposed bylaws changes and corrections
Coulter (PrairieCat) in our ongoing effort to clarify and update our governance documents, the following changes to the PrairieCat bylaws

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are suggested. These bylaw changes will need to be approved at the next Delegates Assembly after review by the Administrative Council. Most deal with how PrairieCat handles our standing groups.

As previously updated in the General Policy Manual, the Technology standing committee/"Computer Keepers" has been discontinued. Other changes are suggested to the representation of the Circulation and Technical Services committees. Given the ongoing issues we have had filling these "tiered" seats, it is felt that moving more seats to at large, and expanding the number of terms an individual can serve may help with this issue. Faulkner (DK) suggested adjusting the wording from "the size of the committee can be adjusted" to "the size of the committee shall be adjusted" and to include "appointments may be made by the committee to fill vacant seats." Coulter will make the edits. The Council agrees to send the changes to the Delegates Assembly for approval.

Coulter also mentioned that the User Experience Committee has been disbanded due to low participation. We will reconstitute this committee after the User Experience Specialist starts and can take leadership of the committee.

- i. Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

MOTION #5

Gove (TF) moved and Faulkner (DK) seconded to adjourn to closed session. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

VII. Reconvene

- a. ACTION: Approve outcome of closed session discussion, including compensation decisions.

MOTION #6

Gove (TF) moved and Krooswyk (NL) seconded to approve the 11.39% salary increase for the Cataloging and Database Coordinator. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

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MOTION #7

Gove (TF) moved and Ryan (JO) seconded to approve the 4% salary increase for the Director. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

VIII. Ad Hoc Committee Updates

a. Resource Sharing Committee – No report

b. Finance Committee – no report

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

The meeting went well.

X. Public Comments

There were no public comments.

XI. Adjournment

The meeting adjourned at 11:48 am.

Next Meeting – Friday, July 12, 2024, Princeton Public Library

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:06/07/2024	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	Y	2ND Y	Y	M Y	A	Y	Y	Y	
to approve FY25 Administrative Council Officers as presented.	9	0	0	Y	Y	A	2nd Y	Y	Y	Y	A	Y	M Y	Y	
to approve FY25 check signers as presented.	9	0	0	Y	Y	A	Y	2ND Y	Y	Y	A	Y	M Y	Y	
to approve Ryan (JO) as the Finance Committee Chair and the Resource Sharing Committee Chair and Faulkner (DK) as the RAILS Consortia Committee representative.	9	0	0	Y	Y	A	Y	M Y	Y	Y	A	Y	Y	2ND Y	
to approve to adjourn to closed session.	9	0	0	Y	Y	A	2nd Y	M Y	Y	Y	A	Y	Y	Y	
to approve the 11.39% salary increase for the Cataloging and Database Coordinator.	9	0	0	Y	Y	A	Y	M Y	Y	2ND Y	A	Y	Y	Y	



Date: 7/12/2024
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – May 2024

Please find attached the PrairieCat Financial Reports for the month of May 2024. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of May 16 through June 21.

As of May 31, of the total cash balance of \$1,638,437, \$941,798 was undesignated working cash, \$686,773 was designated for capital reserves, and \$9,866 was eCommerce receipts payable to the membership. Cash decreased \$37,377 during the month of May primarily due to the monthly payroll and payroll-related expenses as well as several other vendor expenses. These expenses were partially offset by the receipt of all but two remaining invoiced fourth quarter member fees, bringing PrairieCat to a total of 97% of the quarterly fees received to date.

The balance of working cash was sufficient to fund 5.7 months of budgeted FY2024 operating expenses, and the capital reserves amount could fund an additional 4.1 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 May of \$1,842,216 were \$2,744 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 and fourth quarter member fees (\$3,474 per quarter). 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 May, 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 May was \$38,748, which was \$22,248 above the year-to-date budgeted amount of \$16,500 and \$11,956 above the year-to-date interest earned as of one year ago

(May 2023). During the Federal Reserve's June meeting, they chose for the seventh consecutive time to hold the interest rate steady and expressed just one possible .25% rate cut before the end of the calendar year. They also anticipate four total cuts in calendar year 2025 totaling a full percentage point, bringing the projected rates to 4.6% for calendar year 2024 and between 3.6% to 3.9% for calendar year 2025. Their next meeting will be on July 31. The average May interest rates were 5.422% and 5.204% for the IL Funds and iPrime money market (ISC) accounts, respectively, which remained the same for IL Funds but slightly increased for iPrime from the April average interest rates of 5.422% and 5.201%.

Total expenses through May of \$1,738,274 were \$66,070 below budget primarily due to under budget Personnel Costs (\$37,482), Professional Services (\$36,574), Contractual Services expenses (\$36,313), Vehicle expenses (\$4,168), and Travel and Continuing Education costs (\$3,984). Personnel expenses were under budget mostly due to the current open position and favorable to budget staff health insurance elections. 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 May, partially offset by above budget consulting costs for programming support for PrairieCat's new website as well as HR Source benchmarking project and director's compensation survey 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 treated 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.

Vehicle expenses were under budget mostly 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 May. Travel and Continuing Education costs were overall below budget through May but are expected to rise slightly as conferences and in-person member and governance meetings continue to occur through the end of the fiscal year. These below budget costs were partially offset by above budget conferences and continuing education meetings and public relations expenses primarily due to PrairieCat's Users Group Day (PUG Day) expenses including PrairieCat branded notebooks for member libraries and PrairieCat branded items for staff for these events. These below budget costs were partially offset by above budget interest expense related to the SBITAs discussed above.

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

Beginning Cash Balance	\$ 1,675,814.09
Cash Received	
Payments from Member Libraries, etc.	51,224.75
Interest - BankORION	349.54
Interest - Illinois Funds	1,110.18
Interest - PMA	220.47
eCommerce Receipts Payable	4,579.61
Total Cash Received	57,484.55
Expenses Paid	
Checks and Vendor ACH Payments	23,550.47
Payroll and Retirement Contributions	64,824.67
ACH Credit Card Payments	6,116.43
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	370.44
Total Disbursements	94,862.01
Ending Cash Balance	\$ 1,638,436.63

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	9,865.70
Capital Reserve Designation	686,773.25
Working Cash	941,797.68

TOTAL CASH \$ 1,638,436.63

PAYPAL FUNDS DETAILS:

May PayPal Receipts in Transit to Bank	\$960.80
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CD INVESTMENT DETAILS:

Cornerstone Bank: 24-month CD Principal @ 5.112% Interest 8/30/2023 - 8/27/2025	\$ 226,050.00
Financial Federal Bank: 24-month CD Principal @ 5.250% Interest 8/30/2023 - 8/27/2025	\$ 226,150.00
Accrued Investment Income as of May 2024	\$ 17,961.34

TOTAL CURRENT CD INVESTMENT VALUE \$ 470,161.34

Invested in Capital Assets Balance as of May 2024	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of May 2024	\$1,403,422.11
Unrestricted Fund Balance as of May 2024	\$624,410.69
FY24 operating expenses excluding planned capital reserve designation:	\$ 1,992,687.41
Working Cash % of operating expenses:	47.26%

PrairieCat
Balance Sheet
As of 5/31/2024

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,346,129.32
Cash - Illinois Funds	242,200.56
Cash - PMA	50,106.75
PayPal Funds	960.80
Total Cash & cash equivalents	1,639,397.43
Investments	452,200.00
Accounts receivables	14,851.09
Accrued investment income	17,961.34
Prepaid expenses	132,408.91
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	(672,719.89)
Total Capital Assets, net	1,403,422.11
Other Assets	
Deferred Outflows - Pension	507,441.62
Total Other Assets	507,441.62
Total Assets	4,167,682.50
Liabilities	
Accrued liabilities	0.22
eCommerce Receipts Payable	10,826.50
Payroll	
Pension Payable	9,461.21
Total Payroll	9,461.21
Deferred revenue	182,738.07
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	1,414,358.42
Total Other long-term obligations	1,418,824.42
Total Liabilities	2,139,849.70
Net Assets	
Beginning Net Assets	1,923,891.64
Current YTD Net Income	103,941.16
Total Net Assets	2,027,832.80
Total Liabilities and Net Assets	4,167,682.50

PrairieCat

Statement of Revenues and Expenses - FY24 is 91.67% Completed
From 5/1/2024 Through 5/31/2024

	<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>
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,499.58	27,495.38	27,495.00	100.00%	29,995.00	91.66%
Fully Participating and Basic Online Member Revenue	102,921.58	1,125,765.88	1,120,457.00	100.47%	1,222,316.14	92.10%
ILL Barcode Revenue	200.00	3,000.00	2,750.00	109.09%	3,000.00	100.00%
Fully Participating & Basic Online - CR Contribution	5,085.59	60,626.99	55,364.00	109.50%	60,398.00	100.37%
Union List - CR Contribution	457.92	5,037.12	5,038.00	99.98%	5,495.00	91.66%
Total Fees for Services and Materials	<u>111,164.67</u>	<u>1,221,925.37</u>	<u>1,211,104.00</u>	<u>100.89%</u>	<u>1,321,204.14</u>	<u>92.49%</u>
Reimbursements						
Reimbursements	1,540.60	30,946.60	18,656.50	165.87%	20,353.28	152.04%
Reimbursements - Hosting Fee	4,241.01	46,389.08	46,170.00	100.47%	50,368.00	92.10%
Reimbursements - PUG Day/DA Fees	0.00	3,234.00	0.00	0.00%	0.00	0.00%
Reimbursements - Capira Mobile App	3,014.75	27,257.41	31,625.00	86.18%	34,500.00	79.00%
Total Reimbursements	<u>8,796.36</u>	<u>107,827.09</u>	<u>96,451.50</u>	<u>111.79%</u>	<u>105,221.28</u>	<u>102.48%</u>
Investment Income	3,740.00	38,748.35	16,500.00	234.83%	18,000.00	215.26%
Other						
Other Grants	0.00	0.00	1,832.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,064.70	473,711.70	518,156.00	91.42%	565,262.00	83.80%
Other Revenue	0.00	3.03	916.00	0.33%	1,000.00	0.30%
Total Other	<u>43,064.70</u>	<u>473,714.73</u>	<u>520,904.00</u>	<u>90.94%</u>	<u>568,262.00</u>	<u>83.36%</u>
Total REVENUES	<u>166,765.73</u>	<u>1,842,215.54</u>	<u>1,844,959.50</u>	<u>99.85%</u>	<u>2,012,687.42</u>	<u>91.53%</u>
EXPENSES						
Personnel						
Other Professionals	46,568.32	576,520.45	594,790.00	96.92%	672,370.57	85.74%
Support Services	11,697.01	130,250.80	124,858.00	104.31%	141,146.97	92.28%
Social Security Taxes	4,122.95	50,282.36	55,052.00	91.33%	62,234.09	80.79%
Unemployment Insurance	0.00	0.00	3,209.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	1,224.63	1,576.00	77.70%	1,720.00	71.19%
Retirement Benefits	6,833.64	87,114.84	92,978.00	93.69%	105,106.47	82.88%
Health, Dental And Life Insurance	12,311.17	147,605.62	156,623.50	94.24%	170,861.58	86.38%
Other Fringe Benefits	0.00	637.00	916.00	69.54%	1,000.00	63.70%
Tuition Reimbursements	0.00	0.00	458.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	258.32	916.00	28.20%	1,000.00	25.83%
Total Personnel	<u>81,701.42</u>	<u>993,894.02</u>	<u>1,031,376.50</u>	<u>96.37%</u>	<u>1,159,439.68</u>	<u>85.72%</u>
Buildings and Grounds						
Property Insurance	252.83	2,573.67	2,291.00	112.33%	2,500.00	102.94%
Total Buildings and Grounds	<u>252.83</u>	<u>2,573.67</u>	<u>2,291.00</u>	<u>112.34%</u>	<u>2,500.00</u>	<u>102.95%</u>
Vehicle Expenses						

PrairieCat

Statement of Revenues and Expenses - FY24 is 91.67% Completed

From 5/1/2024 Through 5/31/2024

	<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>
Fuel	101.54	809.02	1,833.00	44.13%	2,000.00	40.45%
Repairs And Maintenance	0.00	241.69	1,833.00	13.18%	2,000.00	12.08%
Vehicle Insurance	114.67	1,178.01	1,833.00	64.26%	2,000.00	58.90%
Vehicles Leasing And Rent	0.00	134.38	458.00	29.34%	500.00	26.87%
Other Vehicle Expenses	0.00	112.80	687.00	16.41%	750.00	15.04%
Total Vehicle Expenses	216.21	2,475.90	6,644.00	37.27%	7,250.00	34.15%
Travel and Continuing Education						
In-State Travel	0.00	4,904.04	4,583.00	107.00%	5,000.00	98.08%
Out-Of-State Travel	0.00	1,881.49	6,416.00	29.32%	7,000.00	26.87%
Registrations And Meeting, Other Fees	3,050.98	6,660.91	9,166.00	72.66%	10,000.00	66.60%
Conferences And Continuing Education Meetings	28.22	15,278.37	13,750.00	111.11%	15,000.00	101.85%
Public Relations	0.00	1,664.24	458.00	363.37%	500.00	332.84%
Total Travel and Continuing Education	3,079.20	30,389.05	34,373.00	88.41%	37,500.00	81.04%
Commercial Insurance						
Supplies, Postage and Printing	620.33	6,668.67	10,450.00	63.81%	11,400.00	58.49%
Computers, Software And Supplies	2,232.09	25,798.92	27,945.50	92.31%	30,486.00	84.62%
General Office Supplies And Equipment	135.51	567.65	2,291.00	24.77%	2,500.00	22.70%
Postage	0.00	94.44	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	2,367.60	26,461.01	30,236.50	87.51%	32,986.00	80.22%
Telephone and Telecommunications						
Equipment Repair and Maintenance	154.74	2,414.94	5,041.00	47.90%	5,500.00	43.90%
Equipment Repair And Maintenance Agreements	49.09	942.04	2,750.00	34.25%	3,000.00	31.40%
Total Equipment Repair and Maintenance	49.09	942.04	2,750.00	34.26%	3,000.00	31.40%
Professional Services						
Legal	517.00	1,847.50	6,416.00	28.79%	7,000.00	26.39%
Accounting	0.00	4,800.00	50,966.00	9.41%	55,600.00	8.63%
Consulting	1,000.00	16,534.50	2,291.00	721.71%	2,500.00	661.38%
Payroll Service Fees	590.24	7,250.72	7,334.00	98.86%	8,000.00	90.63%
Total Professional Services	2,107.24	30,432.72	67,007.00	45.42%	73,100.00	41.63%
Contractual Services						
Information Service Costs	16,451.55	223,262.29	526,544.15	42.40%	574,411.73	38.86%
Outside Printing Services	0.00	0.00	1,833.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	2,858.36	78,466.00	3.64%	85,600.00	3.33%
Amortization - Subscription Based IT Arrangements	34,602.34	344,409.89	0.00	0.00%	0.00	0.00%
Total Contractual Services	51,315.56	570,530.54	606,843.15	94.02%	662,011.73	86.18%
Professional Association Membership Dues						
Professional Association Membership Dues	99.58	1,582.26	1,833.00	86.32%	2,000.00	79.11%

PrairieCat

Statement of Revenues and Expenses - FY24 is 91.67% Completed
From 5/1/2024 Through 5/31/2024

	<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	64,732.25	0.00	0.00%	0.00	0.00%
Miscellaneous	76.77	968.09	458.00	211.37%	500.00	193.61%
Miscellaneous - eCommerce Fees	295.69	4,209.22	5,041.00	83.49%	5,500.00	76.53%
Total EXPENSES	<u>148,221.01</u>	<u>1,738,274.38</u>	<u>1,804,344.15</u>	<u>96.34%</u>	<u>2,002,687.41</u>	<u>86.80%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>18,544.72</u>	<u>103,941.16</u>	<u>40,615.35</u>	<u>255.91%</u>	<u>10,000.01</u>	<u>1,039.41%</u>

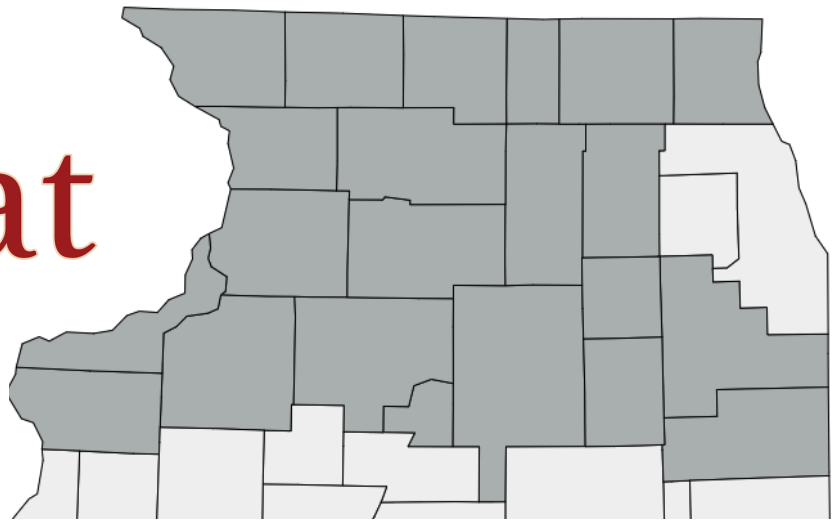
PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 5/16/2024 Through 6/21/2024

Vendor Name	Effective Date	Check Amount
HR Source	5/22/2024	1,000.00
OCLC, INC	5/22/2024	499.00
OCLC, INC	5/22/2024	499.00
Paycom Payroll LLC	5/23/2024	295.12
Paycom Payroll LLC	5/23/2024	18,518.87
Paycom Payroll LLC	5/23/2024	7,504.87
ICMA Retirement Corporation	5/24/2024	1,408.91
WEX Bank	5/28/2024	101.54
First Bankcard	5/29/2024	3,412.60
Bank Orion	5/31/2024	54.75
OCLC, INC	6/4/2024	194.49
RAILS	6/4/2024	50.00
MerchantE	6/4/2024	238.63
MerchantE	6/4/2024	44.95
Paycom Payroll LLC	6/6/2024	306.49
Paycom Payroll LLC	6/6/2024	18,309.13
Paycom Payroll LLC	6/6/2024	7,456.26
ICMA Retirement Corporation	6/7/2024	1,408.91
Bank Orion	6/10/2024	20.00
LIMRICC	6/11/2024	16,908.93
Klein, Thorpe and Jenkins, Ltd.	6/18/2024	564.00
Illinois Municipal Retirement Fund	6/18/2024	9,460.78
Guardian	6/19/2024	3,517.69
Paycom Payroll LLC	6/20/2024	319.49
Paycom Payroll LLC	6/20/2024	22,238.51
Paycom Payroll LLC	6/20/2024	8,910.71
ICMA Retirement Corporation	6/21/2024	<u>1,590.05</u>
Report Total		<u><u>124,833.68</u></u>

	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	Apr 2024	Apr 2023	May 2024	May 2023	
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	1,222,886	1,223,124	1,222,565	1,221,543	1,221,501	1,221,663	1,219,816	1,222,047	1,219,647	1,220,995	
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	5,135,471	5,148,380	5,135,182	5,140,536	
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	365,986	366,283	352,710	349,172	
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	399,412	373,796	376,198	368,789	
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	56,066	51,601	51,015	49,798	
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	46,229	43,442	43,184	43,343	
Training, Outreach and Engagement																							
Training events	6	7	10	2	6	7	7	4	6	7	7	8	5	6	6	6	10	3	7	3	10	8	
Training participants	80	23	74	12	20	17	23	202	23	16	22	64	25	17	25	14	53	14	44	6	37	18	
Training contact hours	132	33	92	18	38	25	45	301	48	21	31	73	62	25	45	20	107	22	93	6	64	26	
TalentLMS Course Completions	228	292	265	420	283	302	237	302	247	184	141	126	313	228	265	192	221	207	231	192	259	236	
Site visits	2	1	1	4	1	-	1	5	2	2	3	2	3	1	1	2	2	1	1	4	3	5	
Member Meetings/Events	5	10	13	9	9	10	10	10	7	6	7	9	11	7	9	9	7	7	7	9	8	9	
Meeting/Event participants	150	183	172	129	348	406	210	201	55	80	60	154	188	165	146	140	99	46	227	219	110	123	
Meeting/Event contact hours	393	257	230	184	1,740	85	343	322	53	251	75	197	310	276	187	214	261	55	371	459	114	174	
Troubleshooting																							
HelpDesk Calls Opened	186	242	307	388	242	236	301	291	276	384	268	285	281	247	401	320	330	327	367	263	272	312	
HelpDesk Calls Closed	227	225	298	385	231	193	285	281	256	364	336	251	313	248	341	512	345	339	333	256	287	274	
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	1,322	1,857	1,412	1,532	1,387	1,774	1,534	1,372	1,715	1,728	
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	2,414	2,250	2,393	2,347	
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	979	931	822	960	
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	865	1,068	1,440	936	
Enhancements/corrections - PC staff	8	22	12	43	37	48	39	49	56	9	93	26	26	50	35	8	41	8	38	14	51	11	
Enhancements/corrections - MARC catalogers	105	116	182	188	190	159	134	75	120	113	105	67	102	114	109	97	156	169	138	79	82	108	
Original catalogings - PC staff	11	26	11	29	53	34	77	53	65	24	62	34	58	40	62	2	102	21	67	4	86	13	
Original catalogings - MARC catalogers	45	36	29	-	18	-	43	31	32	36	14	19	35	-	38	-	32	-	30	-	17	-	
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	53,314	42,387	36,251	36,958	
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov																							



PrairieCat



Membership

138 MEMBER LIBRARIES

By Library Type

- 2 academic libraries
- 104 public libraries
- 31 school agencies
- 1 special library

By Membership Level

83 Fully Participating

- 2 academic libraries
- 76 public libraries
- 5 school agencies

20 Basic Online

- 17 public libraries
- 3 school agencies

35 Union Listing (non-circulating)

- 11 public libraries
- 23 school agencies
- 1 special library

Governance

PrairieCat is governed by two bodies. The Delegates Assembly includes a delegate from each circulating member and the four Union List representatives.

The Administrative Council is an 11-member board elected by the library delegates.

Twelve staff support the members, maintain the systems, and administer the organization.

Access

5,129,702 items owned within the system
 1,219,011 unique titles within the system
 329,824 total patrons

Resource Sharing

4,791,640 items circulated
 652,101 interlibrary holds filled
 546,338 reciprocal borrowing transactions between PrairieCat libraries

Shared Technology

Members share an integrated library system, Sierra from Innovative, to provide automation for daily library operations including circulation, cataloging, reporting, and more.

End users have access to 5.1 million items through the shared catalog, Vega Discover from Innovative.

Funding

PrairieCat is funded primarily through membership fees. The governing bodies annually review and vote on the organization budget and members fees.

PrairieCat also applies for an annual grant from RAILS to provide services and support to member libraries.



What are the differences?

Reaching Across Illinois Library System (RAILS) is a government agency that provides services to libraries in the northern and west-central areas of Illinois.

RAILS is one of three state-funded regional library systems in Illinois (the other two are the Illinois Heartland Library System and Chicago Public Library).



PrairieCat is a consortium of libraries that share an integrated library system (ILS).

PrairieCat is also a government agency. Member libraries each have a legal intergovernmental agreement (IGA) with the other PrairieCat members to share services and the ILS.

RAILS is governed by a 12-member board, elected by member libraries.



PrairieCat is governed by two bodies. The Delegates Assembly includes a delegate from each circulating member and the four Union List representatives.

The Administrative Council is an 11-member board elected by the library delegates.

RAILS is a multitype library system serving more than 1,250 academic, public, school, and specialized libraries.



PrairieCat is a multitype system serving 138 academic, public, school, and specialized member libraries.

Two levels of membership use the PrairieCat for circulation and patron empowerment features. The third level, Union List, only uses the system for interlibrary loan.

All member libraries must comply with requirements as defined by Administrative Code Rules, Illinois Library System Act ([23 Ill.Admin. Code 3030.200](#)).



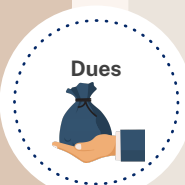
All member libraries must comply with requirements as defined in the IGA and organization bylaws. RAILS membership is required to be a PrairieCat member.

RAILS receives most of its budget through the Illinois State Library, a part of the Illinois Secretary of State's Office.



PrairieCat receives a grant from RAILS to provide services and support to member libraries, which covers approximately 30% of PrairieCat costs.

RAILS members do not pay dues to be part of the system.



PrairieCat libraries pay membership fees which cover about 70% of the costs to operate the consortium. The Delegates Assembly approves the budget and member fees based on a formula.

RAILS has around 80 staff members based out of five locations around northern Illinois. Around half of RAILS staff members are involved with interlibrary loan delivery services.



PrairieCat has 12 full-time staff members that maintain and support the system and run the organization.

PrairieCat Benefits:

PrairieCat manages the ILS (Sierra and Vega Discover) for member libraries. That includes cataloging and database management, reports, notices, training, and communication with Innovative and other vendors. PrairieCat also provides **continuing education**, and **shared technology** through e-commerce and an optional mobile app.

The website is a great starting point and provides links for the help desk and online forms: support.prairiecat.info

RAILS Benefits:

Delivery of interlibrary loan materials – System members can get interlibrary loan materials delivered to and from any other Illinois library for free. This includes books, movies, music, and more.

Continuing education – RAILS holds frequent low cost/no cost webinars and workshops on topics related to libraries (i.e. library programming, collection development, increasing circulation). Most events are archived and available to watch at any time.

Grants – RAILS offers a number of grants for members including the Continuing Education Event Grant, which allows members to host their own professional development at no cost, and the My Library Is... Grant, which helps fund programs that promote library services.

Deals and discounts – RAILS offers members a number of cooperative purchasing programs and vendor discounts at no cost.

Support for e-books – Any system member can participate in a fee-based program called eRead Illinois, which offers affordable access to Baker & Taylor's Boundless platform.

Email lists and networking groups – Members also have the opportunity to connect and discuss new ideas and best practices. Any staff from any library can join one of our 40+ email lists or meet up with a networking group in their area.



June 19, 2024

Address

Dear Name;

Attendance at Delegates Assembly is required of all Fully Participating and Basic Online PrairieCat members and the four Union Listing representatives, per the PrairieCat Intergovernmental Agreement. PrairieCat is subject to the Open Meetings Act, and to ensure quorum Non-Attendance Fines were added to the Bylaws. Member libraries should plan to have the delegate or alternate attend all Delegates Assembly meetings.

Members were notified that non-attendance fines would be applied in Fiscal Year 2024. There are four meetings scheduled in each fiscal year and the meetings are listed in L2 and on the PrairieCat website.

Upon review of attendance for the FY24 meetings, the delegate or alternate for your library did not meet the attendance requirements and will be assessed a fine of \$150:

- July 26, 2023 – did not attend
- October 18, 2023 – attended via Zoom
- January 31, 2024 – did not attend
- April 24, 2024 – did not attend

The attendance rules are below, and can be found on page 9 of the bylaws, which are posted on the PrairieCat website under the About section.

- *If a member library or Union List Delegate is not represented by their Delegate or Alternate at **two of the four** scheduled Delegates Assembly meetings, a fine in the amount of \$150 will be assessed to that member library.*
- *If a member library is not represented at the Delegates Assembly by their Delegate or Alternate **in person at least once a year**, a fine in the amount of \$150 will be assessed to that member library. This requirement is waived for Union List Delegates.*
- *The maximum annual fine for non-attendance for each member library will be \$150.*

If you have questions about the non-attendance fine or questions on how to resolve these issues, please reach out or contact director@prairiecat.org.

Sincerely,

Carolyn Coulter
PrairieCat Director
Phone: 877.542.7257
Email: director@prairiecat.org

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

Name	Type(s)	Library Type	Delegates Assembly 07/26/2023	Delegates Assembly 10/18/2023	Delegates Assembly 1/31/2024	Delegates Assembly 4/24/2024	Notes
Andalusia Township Library	Basic Online	Public		In Person	In Person	In Person	
Bertolet Memorial Library District	Basic Online	Public	In Person	In Person	In Person	In Person	
Bourbonnais Public Library District	Fully Participating	Public	In Person	Virtual	Virtual	In Person	
Bradley Public Library District	Fully Participating	Public	In Person	In Person	Virtual	In Person	
Byron Public Library District	Fully Participating	Public	In Person	In Person	In Person	In Person	
Charles B. Phillips Public Library District	Fully Participating	Public	In Person		In Person		
Cherry Valley Public Library District	Fully Participating	Public	Virtual	Virtual	In Person		
Clinton Township Public Library	Fully Participating	Public	In Person	Virtual			
Coal City Public Library District	Fully Participating	Public	In Person	In Person	Virtual	Virtual	
Colona District Public Library	Fully Participating	Public	Virtual	In Person	Virtual	Virtual	
Cordova District Library	Fully Participating	Public	In Person	In Person	Virtual		
Cortland Community Library	Fully Participating	Public	In Person	In Person		In Person	
Creston-Dement Public Library District	Basic Online	Public	Virtual	In Person	In Person	Virtual	
DeKalb Public Library	Fully Participating	Public		In Person	In Person	In Person	
Earlville Public Library District	Basic Online	Public	Virtual	Virtual	Virtual	In Person	
East Dubuque District Library	Fully Participating	Public	Virtual	Virtual	Virtual	Virtual	Non-Compliance
East Moline Public Library	Fully Participating	Public	In Person	In Person	In Person	In Person	
Elizabeth Township Public Library	Fully Participating	Public	In Person	In Person	In Person		Fined in FY23
Ella Johnson Memorial Public Library District	Fully Participating	Public		In Person	In Person	In Person	
Erie Public Library District	Fully Participating	Public	Virtual	Virtual	Virtual	In Person	
Flagg-Rochelle Public Library District	Fully Participating	Public	Virtual	In Person		Virtual	
Forreston Public Library	Union List	Public	Virtual	In Person	In Person	Virtual	Union List Rep - No in person requirement
Fossil Ridge Public Library District	Fully Participating	Public	In Person	Virtual	In Person		
Franklin Grove Public Library	Fully Participating	Public	Virtual	In Person	Virtual	Virtual	
Freeport Public Library	Fully Participating	Public	In Person	In Person	In Person	In Person	
Galena Public Library District	Fully Participating	Public	In Person	In Person	In Person	In Person	
Geneseo Public Library District	Fully Participating	Public	In Person	In Person	In Person	In Person	
Genoa Public Library District	Fully Participating	Public	Virtual	Virtual	In Person	In Person	
Grant Park Public Library	Basic Online	Public	In Person	Virtual			
Graves-Hume Public Library District	Fully Participating	Public	Virtual	In Person	Virtual	In Person	
Hanover Township Library	Basic Online	Public	Virtual	Virtual	In Person	Virtual	
Harvard Diggins Library	Fully Participating	Public	Virtual	Virtual	In Person	In Person	
Henry C. Adams Memorial Library	Basic Online	Public		Virtual		Virtual	Non-Compliance
Highland Community College	Fully Participating	Academic	In Person	In Person	In Person	In Person	
Hinckley Public Library District	Fully Participating	Public	In Person		In Person	Virtual	
Homer Township Public Library District	Fully Participating	Public	Virtual	Virtual	Virtual	In Person	
Ida Public Library	Fully Participating	Public	In Person	Virtual	In Person	In Person	
Johnsburg Public Library District	Fully Participating	Public	In Person	In Person	In Person	In Person	
Joliet Township High SD #204 (Joliet Central High School)	Fully Participating	School		Virtual	Virtual	In Person	
Julia Hull District Library	Fully Participating	Public		In Person	In Person	In Person	
Kankakee Public Library	Fully Participating	Public	Virtual	In Person		Virtual	
LaSalle Public Library	Fully Participating	Public	In Person			In Person	
Lena Community District Library	Fully Participating	Public	Virtual		Virtual		Non-Compliance, Fined in FY23 - attended 1 meeting virtually
Limestone Township Library District	Fully Participating	Public	Virtual	Virtual	Virtual	Virtual	Non-Compliance
Lostant Community Library	Basic Online	Public	Virtual	In Person	Virtual	In Person	
Malta Township Public Library	Fully Participating	Public	In Person	In Person	In Person		
Manhattan-Elwood Public Library District	Fully Participating	Public	In Person	In Person	In Person	Virtual	
Manteno Public Library District	Fully Participating	Public	In Person	Virtual	Virtual	In Person	
Maple Park Public Library District	Fully Participating	Public	Virtual	In Person	In Person	In Person	
Marengo-Union Public Library District	Fully Participating	Public	In Person		In Person	In Person	
Marseilles Public Library	Basic Online	Public	In Person			In Person	
Meridian CUSD #223 (Stillman Valley High School)	Fully Participating	School		In Person	In Person		
Mineral-Gold Public Library District	Union List	Public					New Union List Representative - Jan 2024
Mokena Community Public Library District	Fully Participating	Public	In Person	Virtual	Virtual	Virtual	
Moline Public Library	Fully Participating	Public	In Person	In Person	In Person	In Person	
Morris Area Public Library District	Fully Participating	Public	In Person	In Person	In Person	In Person	
Mount Carroll District Library	Basic Online	Public		In Person		Virtual	
Mount Morris Public Library	Basic Online	Public	In Person	In Person	In Person	In Person	
New Lenox Public Library District	Fully Participating	Public	In Person	In Person	In Person	In Person	
Nippersink Public Library District	Fully Participating	Public	Virtual	Virtual	In Person	In Person	
North Chicago Public Library	Fully Participating	Public	In Person	In Person	In Person	In Person	
North Suburban Public Library District	Fully Participating		In Person	In Person	In Person	In Person	
Odell Public Library	Fully Participating	Public	Virtual	In Person	Virtual	In Person	
Oglesby Public Library District	Fully Participating	Public	Virtual	In Person	In Person	In Person	
Oregon Public Library District	Fully Participating	Public	In Person	Virtual	In Person	Virtual	
Pearl City Public Library District	Fully Participating	Public	In Person	In Person		In Person	
Pecatonica Public Library District	Fully Participating	Public	In Person	In Person	In Person	In Person	
Peotone Public Library District	Fully Participating	Public	In Person	Virtual	Virtual	In Person	
Peru Public Library	Fully Participating	Public	In Person	In Person	In Person		
Plano Community Library District	Fully Participating	Public	In Person	In Person	In Person		
Plano CUSD 88 (Plano High School)	Fully Participating	School	Virtual		In Person		
Polo Public Library District	Basic Online	Public		In Person	Virtual	In Person	
Princeton Public Library	Fully Participating	Public	In Person	In Person	In Person	In Person	
Princeton Township High SD 500	Basic Online	School			Virtual	In Person	
Prophetstown-Lyndon-Tampico CUD 3 (6-12 Campus)	Basic Online	School	Virtual	In Person	Virtual	Virtual	
Putnam County Public Library District	Fully Participating	Public	Virtual	In Person	Virtual	In Person	
Putnam County SD 535 (Putnam County High School)	Fully Participating	School	In Person		Virtual	In Person	
Reddick Public Library District	Fully Participating	Public	In Person	In Person		In Person	
Richard A. Mautino Memorial Library	Basic Online	Public	In Person	In Person	In Person		
River Valley District Library	Fully Participating	Public	In Person	Virtual	In Person	In Person	
Robert R. Jones Public Library District	Fully Participating	Public		Virtual	In Person		
Robert W. Rowe Public Library District	Fully Participating	Public	In Person	In Person	In Person	In Person	
Rochelle Township High School District # 212	Union List	School	Virtual		Virtual		Union List Rep - No in person requirement
Rock Island Public Library	Fully Participating	Public	In Person	In Person	In Person	In Person	
Rockford University	Fully Participating	Academic	In Person	In Person	In Person	In Person	
Rockridge Community Unit School District #300	Union List	School			Virtual	Virtual	Union List Rep - No in person requirement
Sandwich Public Library District	Fully Participating	Public	In Person	Virtual	In Person	In Person	
Schmaling Memorial Public Library District	Basic Online	Public	Virtual	In Person	Virtual	In Person	
Seneca Public Library District	Fully Participating	Public	In Person	Virtual	In Person	Virtual	
Serena Community Unit School District #2 (Serena High School)	Basic Online	School	In Person	In Person	In Person	In Person	
Sherrard Public Library District	Fully Participating	Public	Virtual	In Person	Virtual	In Person	
Silvis Public Library	Fully Participating	Public		Virtual	In Person	Virtual	
Somonauk Public Library District	Fully Participating	Public		Virtual	Virtual	Virtual	Non-Compliance
South Beloit Public Library	Fully Participating	Public	Virtual	In Person	In Person	In Person	
Stockton Township Public Library	Basic Online	Public					Non-Compliance, emailed 2/20/24 registered f
Streator Public Library	Fully Participating	Public	In Person	In Person	Virtual	In Person	
Sycamore Public Library	Fully Participating	Public		In Person (not DA)	In Person (not DA)		Per Carolyn do not fine for FY24, send reminder Mary Holtrc
Talcoff Free Library District	Fully Participating	Public	In Person	In Person	In Person		
Three Rivers Public Library District	Fully Participating	Public	In Person	In Person	In Person	In Person	
United Township High School District #30	Fully Participating	School	In Person	In Person	In Person	In Person	
Walnut Public Library District	Basic Online	Public	Virtual	In Person	Virtual	In Person	Fined in FY23
Warren Township Public Library	Basic Online	Public	Virtual	Virtual	Virtual	In Person	
Western District Library	Fully Participating	Public	In Person	In Person	In Person		
Wilmington Public Library District	Fully Participating	Public	In Person	In Person		In Person	
Winnebago Public Library District	Fully Participating	Public	Virtual		In Person		Went live Jan 2024
Woodstock Public Library	Fully Participating	Public	In Person	Virtual	In Person	Virtual	
Yorkville Public Library	Fully Participating	Public	In Person	In Person	Virtual	In Person	



**PrairieCat Delegates Assembly
July 31, 2024
10:30 a.m. – 12:00 p.m.
In person at Moline Public Library, Moline, IL
And Online via Zoom**

Please visit L2 for in person registration or click on the link below:

<https://librarylearning.org/event/2024-07-31/prairiecat-delegates-assembly-meeting/register>

Agenda

The Delegates Assembly will meet on Wednesday, July 31st, 10:30 a.m. – 12:00 p.m. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

PUBLIC COMMENT: Public comments may be submitted via email to:
carolyn.coulter@prairiecat.org at least two hours before the beginning of the meeting.

- I. Call to order and welcome.
- II. Introductions and welcome new delegates or alternates
- III. Introduction of Guests
- IV. Review of agenda for additions/changes
- V. Public Comments via Zoom Meeting
- VI. Consent Agenda
 - a. Approve minutes for April 24th, 2024, PrairieCat Delegates Assembly meeting.
 - b. Central Site report including financial and statistical reports.
- VII. Administrative Council Report
 - a. Finance Committee Report – No report.
 - b. Resource Sharing Committee Report – Report from 4/24/24.
- VIII. PrairieCat Membership Update, Training and Outreach report
- IX. ACTION: Approve bylaws changes regarding standing groups, other administrative changes.
- X. Report and discussion, PrairieCat Passport program (Elizabeth Smith)
- XI. Presentation and Q and A, new ADA requirements for online resources in libraries (Klein Thorpe and Jenkins)
 - I. Public Comments via previously submitted email (see above), in person or online.
 - II. Adjournment
- III. Next regularly scheduled meeting, October 30th, New Lenox Public Library, and online via Zoom.