



**PrairieCat Administrative Council  
Agenda  
November 8th, 2024**

The Council will meet on Friday, November 8th, 10:30 am – 1 pm  
In person at the Sandwich Public Library District, 925 South Main  
Street, Sandwich, IL

The meeting will also be available online via Zoom:

<https://librarylearning.org/event/2024-11-08/prairiecat-administrative-council-meeting/register>

- 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 October 4, 2024, PrairieCat Administrative Council meeting.
  - b. Approve financial report for September 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
- VI. Administrative Issues
  - a. Update, Coal Valley file planning considering fire monitoring
  - b. Update, Mobile app review process
  - c. Update, Marcive record processing ending business and alternatives (p. 17)
  - d. Discussion, Exception to Delegates attendance requirements due to disability
  - e. Discussion, strategic planning process (pp. 18-21)
- VII. Ad Hoc Committee Updates
  - a. Resource Sharing Committee – Report from Oct. 30
  - b. Finance Committee – No report
- VIII. Review of Meeting – what worked and what didn't.
- IX. Public Comments
- X. Adjournment
- XI. Next Meeting – Friday, Princeton Public Library, Princeton, IL

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



**PrairieCat Administrative Council  
Minutes  
October 4th, 2024**

The Council met on Friday, October 4th, 10:30 am – 1 pm  
In person at the LaSalle Public Library, 305 Marquette, Street,  
LaSalle, IL

The meeting will also be available online via Zoom:

<https://prairiecat-org.zoom.us/meeting/register/tZwtdOitrzgsHtTYhG84rZnvBg8DUa7XjqtV#/registration>

I. Call to order, Welcome and Introductions

Present in LaSalle: Carolyn Coulter (PrairieCat), Kimberly Brozovich (RP), Emily Faulkner (DK), Megan Gove (TF), Michelle Krooswyk (NL), Julie Wayland (PR), Jenna Diedrich (GA), Kelly McCully (BD), Barbara Posinger (SA), Ashley Huffines (FP),

Present via Zoom: Shelby O'Hara (PrairieCat), Chelsey Knippel (PrairieCat), Elena Mendoza (RAILS), Sharon Swanson (RAILS), Joseph Laudont (Lauterbach & Amen)

Absent: Beth Ryan (JO)

Krooswyk (Chair-NL) called the meeting to order at 10:31 am.

II. Introduction of Visitors and Public Comments

There were no public comments. Sharon Swanson with RAILS introduced herself. Elena Mendoza with RAILS introduced herself. Joseph Laudont with Lauterbach & Amen introduced himself.

III. Review Agenda for Additions/Changes

Coulter (PrairieCat) added two topics of discussion under Administrative Issues: Maple Park IGA and fire monitoring at Coal Valley.

IV. Consent Agenda

- a. Approve minutes for August 9, 2024, PrairieCat Administrative Council meeting.
- b. Approve financial report for August 2024
- c. Approve check registers.
- d. Statistical reports

**MOTION #1**

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

**\*Motion carried by vocal affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

## V. Membership Update

### a. Update on new and upgrading members.

Smith (PrairieCat) stated that Mills and Petrie is in the process of upgrading from Union List to Basic Online.

- Review Compliance Report

Smith (PrairieCat) reviewed the biannual compliance report, stating Upon review of FY24 statistics (July 1, 2023 – June 30, 2024), five Union Listing School members are out of compliance with item entry requirements. Smith contacted the libraries to see if there were any extenuating circumstances and they cited staffing issues and/or lack of new items because of limited collection budgets. PrairieCat recommends no action be taken for these libraries.

Please note, at the last compliance review in Feb 2024, that three Union List members were out of compliance and had a backlog of items to add. Since then, these libraries have resolved the issue. However, in Feb 2024, Kirkland Public Library was also out of compliance and has not resolved the issue. The library added 0 items during FY24, and they were notified about the compliance issue in Feb 2024. PrairieCat recommends a compliance letter be sent to this library by the Administrative Council.

Smith also mentioned that PrairieCat had a call with Plano Schools, a fully participating member. They are struggling with staffing and time. PrairieCat staff recommended they reach out to other fully participating school members for workflow ideas/suggestions.

- Review annual report (ROI report)

Smith (PrairieCat) shared the Annual Report with the Council. She explained this is a nice, at-a-glance, overview of the fiscal year. The report includes statistics on meetings, events, training, user experience and governance.

### b. Update on current training and engagement projects

Smith (PrairieCat) stated that we just wrapped up PUG Day 2024. We will have numbers, statistics and feedback gathered for the November Administrative Council meeting. The attendance rate was 60% based on registration numbers. We are now beginning the planning for the in-person PUG Day 2025. As soon as we have a venue and a date, we will let everyone know.

Smith also mentioned that PrairieCat will be sending out the Annual Strategic Plan Survey next week. We do encourage responses to the survey. PrairieCat is also actively testing the Vega Discover user roles and permissions which will allow library staff to manage their own collection and kiosk sites. They will also be able to use the homepage builder to customize their homepages.

## VI. Administrative Issues

### a. ACTION: Discussion, review, and acceptance of FY24 audit

Laudont (Lauterbach & Amen) discussed the completion of the fiscal year

2024 financial audit for PrairieCat. He presented the required communications by the State of Illinois. The SAS 114 letter is in accordance with accounting standard 114, in which we are required to disclose any disagreements that occurred with the management during the course of the audit process. Lauterbach & Amen did not have any disagreements with PrairieCat this year. The next piece of required communication is the actual annual financial report. This has a few different purposes. First, it explains what management's responsibility is during the course of the audit process, which is to prepare the financial statements. The next thing it does is discuss what the auditor's responsibility, which is to generate an opinion on those financial statements. The last thing it does is generate your opinion. For fiscal year 2024, the opinion is unmodified. This is the cleanest and highest form of assurance that they can provide to PrairieCat.

**MOTION #2**

**Huffines (FP) moved and Faulkner (DK) seconded to accept the FY24 audit. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

- b. ACTION: Approve benefit renewals, LIMRICC  
Knippel (PrairieCat) went over the LIMRiCC benefit renewal for 2025. Hartford Life/AD&D, Voluntary Life/AD&D, Voluntary Critical Illness, Voluntary Accident and Voluntary Hospital Indemnity plans are under rate guarantee until 1/1/2027. VSP extended a 2-year rate pass on the vision plan. The premiums will stay the same until 1/1/2026. Dental coverage will be moving to BlueCross BlueShield (BCBS) effective 1/1/2025. Aetna medical projected increase for 2025 was 21%, BCBS medical projected increase was 9.69%. Medical coverage will be moving to BCBS effective 1/1/2025. All plan designs remain the same, with a minimal network disruption.

**MOTION #3**

**Gove (TF) moved and Faulkner (DK) seconded to approve the LIMRiCC benefit renewal. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

- c. ACTION: Approve changes to the Uniform Circulation Rules regarding 3-day pickup rule.  
Coulter (PrairieCat) explained the recommended changes to the Uniform Circulation Rules. Several libraries have asked for a 3-day hold pickup for their hotspots. The libraries have a limited number of these available and they typically have high demand, and lengthy holds lists. A shorter pickup time would allow them to cycle through the holds list more efficiently. The Circulation Committee approved this change and allowed the wording that the 3-day limit would apply only to special item types, such as hotspots or possibly stem kits or library of things items, if those have

lengthy holds lists. The intention of this change is that it would not apply to print materials at this time.

**MOTION #4**

**Huffines (FP) moved and Posinger (SA) seconded to approve changes to the to the 3-day pickup rule in PrairieCat's Uniform Circulation Rules. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

- d. Discussion, new member of Finance Committee to replace departing member.  
Coulter (PrairieCat) stated that Rene Leyva has resigned from the Finance Committee and replacement member is needed. We have had a couple of replacement suggestions, Kim Halsey from Sycamore or Resa Mai from Morris. The Council agreed to reach out to them and see if they would be willing to join the Finance Committee.
- e. Discussion, mobile app demonstration and survey  
Coulter (PrairieCat) explained that Innovative held a mobile app demo a few weeks ago. It went well, but the biggest concern is that the search is not integrated into the app. It goes out to a Vega instance to do a search which isn't a great process. We are working on getting a test user account set up so we can have the UX Committee members download the app on their phones and really see how it works. There are some nice features with the Innovative app, one of which would be the support. OCLC support is not good. It is very difficult for the staff to get OCLC to respond to them. McCully (BD) asked if we are looking outside OCLC and Innovative. Coulter is getting contact information for Communico.
- f. Discussion, Maple Park IGA  
Coulter (PrairieCat) explained that Maple Park reached out to her about downgrading their membership from Fully Participating to Basic Online. This will need to be approved by the Delegates Assembly and will be added to the agenda for the October 30<sup>th</sup> meeting.
- g. Discussion, fire monitoring at Coal Valley  
Coulter (PrairieCat) stated that RAILS reached out to her to let her know that they are cancelling the fire monitoring at Coal Valley. We have looked into fireproof filing cabinets, but those are very expensive. Another option would be digitizing files, which we have discussed in the past and is something that needs to be done. Krooswyk (NL) suggested getting quotes for an offsite, climate-controlled storage rental. The Council agreed to needing more clarification from RAILS about this decision. Coulter will reach out to RAILS.
- h. Discussion and review, Delegates Assembly agenda for October 30, 2024  
Coulter (PrairieCat) restated the addition of the Maple Park IGA to the agenda. RAILS has asked to do a presentation about a new continuing education deal with Udemy. Krooswyk (NL) asked if we should add something else to incentivize people to attend. Wayland (PR) suggested

Stephanie Nisson from Rockford University. Her PUG Day session on AI was excellent. Faulkner (DK) suggested having Ann with RAILS talk about broadband. She would like to have someone come in and talk about grants that are available or someone to do a Narcan training. Coulter will start with the AI presentation and keep the other ideas for future meetings.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – no report
- b. Finance Committee – Report from 9/19/2024 meeting

Coulter (PrairieCat) reminded the Council that it had been decided that were going change the way we are handling reserves. Previously, anything that went into capital reserves was going into capital and then it was being counted against revenues. We are trying to fix this situation, and coupled with the staff salary realignment and in person PUG Day has our fees higher than usual. The fees are not bad for the smaller and medium sized libraries, but the larger libraries are showing 8-11% increase in fees. We are considering our options, such as, lowering the contribution to reserves from 2% to 1%. We are also looking into changing the way we are allocating the matrix of circ, item, patron numbers. However, some Committee members question if we should change the formula if this is going to be just a one-time bad year. Coulter ran some very rough numbers, and it appears that the increases for FY27 would be about 3% for everyone. Huffines (FP) suggested having a Tier 1 meeting before presenting the draft budget at Delegates Assembly if the numbers cannot be brought down for this year. Coulter and the Council agreed.

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 11:33 am.

XI. Next Meeting – Friday, Sandwich Public Library District, Sandwich IL

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**Date:** 11/8/2024  
**To:** PrairieCat Administrative Council  
**From:** Elena Mendoza, RAILS Staff Accountant  
**Subject:** PrairieCat Financial Report – September 2024

Please find attached the PrairieCat Financial Reports for the month of September 2024. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of September 19 through October 17.

As of September 30, of the total cash balance of \$1,124,418, \$408,200 was undesignated working cash, \$700,341 was designated for capital reserves, and \$15,877 was eCommerce receipts payable to the membership. Cash decreased \$177,215 during the month of September primarily due to the annual payment to Innovative Interfaces for the Vega Discover online catalog platform (\$95,520), the monthly payroll and payroll-related expenses (\$77,416), the monthly LIMRiCC health insurance expense (\$17,812), as well as several other vendor expenses. These vendor expenses were partially offset by the receipt of all but seven remaining invoiced annual Union List member fees.

The balance of working cash was sufficient to fund 2.4 months of budgeted FY2025 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 September of \$509,671 were \$1,194 above budget primarily due to the one-time capital reserve contribution billed to Mills & Petrie Memorial Library (\$3,500) who are upgrading from Union List membership to Basic Online membership, as well as above budget investment income through September. These above budget revenues are partially offset by the reimbursements for self-check station license fees that have not yet been billed to participating members.

Total year-to-date interest as of the end of September was \$11,133, which was \$4,383 above the year-to-date budgeted amount of \$6,750 and \$1,093 above the year-to-date interest earned as of one year ago (September 2023). During their September meeting, the Federal Reserve reduced the interest rate by half of a percentage point, and a second half of a percentage point cut is projected prior to the end of calendar year 2024. Their projections for calendar year 2024 and 2025 rates are 4.4% and 3.4%, respectively. Their next meeting will occur on November 7. The average September interest rates were



5.229% and 5.030% for the IL Funds and iPrime money market (ISC) accounts, respectively, which slightly decreased from the August average interest rates of 5.373% and 5.154%.

Total expenses through September of \$369,715 were \$121,863 below budget primarily due to under budget Contractual Services expenses (\$108,354), Personnel Costs (\$5,778), Travel and Continuing Education costs (\$4,388), and Supplies, Postage and Printing costs (\$2,905). Contractual Services expenses were under budget primarily due to not having yet recorded the Innovative Sierra, hosting, and phone alerts system subscriptions monthly entries through September. These are being held until the contract amendment is signed and a revised invoice is received from Innovative Interfaces which adds additional review files to the five-year Innovative Interfaces maintenance contract. This budget to actual variance is also due to the way that the Innovative Interfaces Sierra, Vega Discover, hosting, and phone alerts system subscriptions are required to be recorded under the Governmental Accounting Standards Board's Statement No. 96 for Subscription-Based Information Technology Arrangements (SBITAs). 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 the 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. Since these contracts are paid over the term of the agreements, these assets are treated as though they are being purchased under a financing arrangement with an interest expense component. They are capitalized similarly to other assets and depreciated (amortized) over the term of the agreement. Formerly, the Sierra, Vega Discover, hosting, and phone alerts system subscriptions were expensed to information service costs and other contractual services.

Personnel expenses were under budget mostly due to timing differences between the budgeted and actual health, dental, and life insurance costs, as well as not having yet incurred unemployment insurance and staff tuition costs through September. Travel and continuing education costs were below budget through September but are expected to end the year much closer to budget as staff mileage and conferences reimbursements are received and in-person member and governance meetings take place throughout the fiscal year. Supplies, postage and printing costs were under budget due to a lower than anticipated need for computers, software, and supplies through September.

**PRAIRIECAT  
CASH REPORT  
FOR THE PERIOD ENDING September 30, 2024**

Beginning Cash Balance	\$ 1,301,633.40
Cash Received	
Payments from Member Libraries, etc.	13,702.75
Interest - BankORION	262.11
Interest - Illinois Funds	1,054.95
Interest - PMA	209.87
eCommerce Receipts Payable	5,976.65
Total Cash Received	<u>21,206.33</u>
Expenses Paid	
Checks and Vendor ACH Payments	119,210.57
Payroll and Retirement Contributions	77,415.90
ACH Credit Card Payments	1,415.17
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	379.61
Total Disbursements	<u>198,421.25</u>
Ending Cash Balance	<u><u>\$ 1,124,418.48</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	15,876.96
Capital Reserve Designation	700,341.34
Working Cash	408,200.18

**TOTAL CASH** \$ 1,124,418.48

**PAYPAL FUNDS DETAILS:**

September PayPal Receipts in Transit to Bank	\$422.43
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**CD INVESTMENT DETAILS:**

Cornerstone Bank: 24-month CD Principal @ 5.112% Interest 8/30/2023 - 8/27/2025	\$ 226,050.00
Financial Federal Bank: 24-month CD Principal @ 5.250% Interest 8/30/2023 - 8/27/2025	\$ 226,150.00
Accrued Investment Income as of September 2024	\$ 26,156.39

**TOTAL CURRENT CD INVESTMENT VALUE** \$ 478,356.39

Invested in Capital Assets Balance as of September 2024	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of September 2024	\$1,347,090.30
Unrestricted Fund Balance as of September 2024	\$747,158.55
FY25 operating expenses excluding planned capital reserve designation:	\$ 2,033,911.63
Working Cash % of operating expenses:	20.07%

**PrairieCat**  
Balance Sheet  
As of 9/30/2024

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	826,880.92
Cash - Illinois Funds	246,564.05
Cash - PMA	50,973.51
PayPal Funds	429.63
Total Cash & cash equivalents	1,124,848.11
Investments	452,200.00
Accounts receivables	11,230.50
Other Receivables	
PayPal Funds Receivable	7.20
Other Receivables	(40.00)
Total Other Receivables	(32.80)
Accrued investment income	26,156.39
Prepaid expenses	638,189.34
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	(729,051.70)
Total Capital Assets, net	1,347,090.30
Other Assets	
Deferred Outflows - Pension	434,543.03
Deferred Outflows - OPEB	29.00
Total Other Assets	434,572.03
<b>Total Assets</b>	<b>4,034,253.87</b>
<b>Liabilities</b>	
eCommerce Receipts Payable	16,313.79
Payroll	
Pension Payable	10,600.36
Total Payroll	10,600.36
Deferred revenue	48,058.72
Compensated absences	32,000.99
Net Pension Liability	417,319.00
Post-Employment Benefits	41,274.00
Other long-term obligations	
Deferred Inflows - Pension	9,911.00
Deferred Inflows - OPEB	6,547.00
Subscription Based IT Arrangements Payable	1,357,980.16
Total Other long-term obligations	1,374,438.16
<b>Total Liabilities</b>	<b>1,940,005.02</b>
<b>Net Assets</b>	
Beginning Net Assets	1,954,292.17
Current YTD Net Income	139,956.68
<b>Total Net Assets</b>	<b>2,094,248.85</b>
<b>Total Liabilities and Net Assets</b>	<b>4,034,253.87</b>

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 25.00% Completed  
From 9/1/2024 Through 9/30/2024

	<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	2,638.13	7,914.39	7,914.00	100.00%	31,658.00	24.99%
Fully Participating and Basic Online Member Revenue	106,476.59	319,429.75	319,431.00	99.99%	1,277,724.10	24.99%
ILL Barcode Revenue	300.00	900.00	750.00	120.00%	3,000.00	30.00%
Fully Participating & Basic Online - CR Contribution	5,069.93	18,709.77	15,210.00	123.00%	60,839.00	30.75%
Union List - CR Contribution	457.92	1,373.76	1,374.00	99.98%	5,495.00	25.00%
<b>Total Fees for Services and Materials</b>	<b>114,942.57</b>	<b>348,327.67</b>	<b>344,679.00</b>	<b>101.06%</b>	<b>1,378,716.10</b>	<b>25.26%</b>
Reimbursements						
Reimbursements	0.00	0.00	5,266.00	0.00%	21,065.64	0.00%
Reimbursements - Hosting Fee	4,432.07	13,296.23	13,296.00	100.00%	53,185.00	24.99%
Reimbursements - Capira Mobile App	2,554.65	7,663.95	8,927.00	85.85%	35,707.50	21.46%
<b>Total Reimbursements</b>	<b>6,986.72</b>	<b>20,960.18</b>	<b>27,489.00</b>	<b>76.25%</b>	<b>109,958.14</b>	<b>19.06%</b>
Investment Income	3,555.33	11,133.05	6,750.00	164.93%	27,000.00	41.23%
Other						
Other Grants	0.00	0.00	500.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,083.44	129,250.34	128,809.00	100.34%	515,237.39	25.08%
Other Revenue	0.00	0.00	250.00	0.00%	1,000.00	0.00%
<b>Total Other</b>	<b>43,083.44</b>	<b>129,250.34</b>	<b>129,559.00</b>	<b>99.76%</b>	<b>518,237.39</b>	<b>24.94%</b>
<b>Total REVENUES</b>	<b>168,568.06</b>	<b>509,671.24</b>	<b>508,477.00</b>	<b>100.23%</b>	<b>2,033,911.63</b>	<b>25.06%</b>
<b>EXPENSES</b>						
Personnel						
Other Professionals	48,611.32	148,223.23	145,335.00	101.98%	629,783.41	23.53%
Support Services	15,760.53	47,281.58	49,386.00	95.73%	214,005.87	22.09%
Social Security Taxes	4,576.34	14,099.58	14,895.00	94.65%	64,549.88	21.84%
Unemployment Insurance	0.00	0.00	875.00	0.00%	3,500.00	0.00%
Worker's Compensation	17.33	353.99	525.00	67.42%	2,100.00	16.85%
Retirement Benefits	7,660.26	23,265.10	23,172.00	100.40%	100,410.93	23.16%
Health, Dental And Life Insurance	12,986.07	41,517.56	46,156.00	89.95%	184,624.44	22.48%
Other Fringe Benefits	0.00	180.00	250.00	72.00%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	125.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	270.00	250.00	108.00%	1,000.00	27.00%
<b>Total Personnel</b>	<b>89,611.85</b>	<b>275,191.04</b>	<b>280,969.00</b>	<b>97.94%</b>	<b>1,201,474.53</b>	<b>22.90%</b>
Buildings and Grounds						
Property Insurance	252.83	758.49	700.00	108.35%	2,800.00	27.08%
<b>Total Buildings and Grounds</b>	<b>252.83</b>	<b>758.49</b>	<b>700.00</b>	<b>108.36%</b>	<b>2,800.00</b>	<b>27.09%</b>
Vehicle Expenses						
Fuel	2.00	91.59	375.00	24.42%	1,500.00	6.10%
Repairs And Maintenance	0.00	0.00	500.00	0.00%	2,000.00	0.00%

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 25.00% Completed

From 9/1/2024 Through 9/30/2024

	<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>
Vehicle Insurance	114.67	344.01	500.00	68.80%	2,000.00	17.20%
Vehicles Leasing And Rent	0.00	0.00	125.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	87.00	0.00%	350.00	0.00%
<b>Total Vehicle Expenses</b>	<b>116.67</b>	<b>435.60</b>	<b>1,587.00</b>	<b>27.45%</b>	<b>6,350.00</b>	<b>6.86%</b>
<b>Travel and Continuing Education</b>						
In-State Travel	58.58	58.58	1,750.00	3.34%	7,000.00	0.83%
Out-Of-State Travel	0.00	768.66	1,500.00	51.24%	6,000.00	12.81%
Registrations And Meeting, Other Fees	357.19	822.40	2,250.00	36.55%	9,000.00	9.13%
Conferences And Continuing Education Meetings	0.00	0.00	1,250.00	0.00%	5,000.00	0.00%
Public Relations	0.00	962.74	250.00	385.09%	1,000.00	96.27%
<b>Total Travel and Continuing Education</b>	<b>415.77</b>	<b>2,612.38</b>	<b>7,000.00</b>	<b>37.32%</b>	<b>28,000.00</b>	<b>9.33%</b>
Commercial Insurance	620.33	1,860.99	2,500.00	74.43%	10,000.00	18.60%
<b>Supplies, Postage and Printing</b>						
Computers, Software And Supplies	1,748.23	5,070.07	7,778.00	65.18%	31,112.25	16.29%
General Office Supplies And Equipment	67.79	274.77	500.00	54.95%	2,000.00	13.73%
Postage	15.98	28.33	0.00	0.00%	0.00	0.00%
<b>Total Supplies, Postage and Printing</b>	<b>1,832.00</b>	<b>5,373.17</b>	<b>8,278.00</b>	<b>64.91%</b>	<b>33,112.25</b>	<b>16.23%</b>
Telephone and Telecommunications	630.73	1,408.60	2,042.00	68.98%	8,165.22	17.25%
<b>Equipment Repair and Maintenance</b>						
Equipment Repair And Maintenance Agreements	24.53	122.71	500.00	24.54%	2,000.00	6.13%
<b>Total Equipment Repair and Maintenance</b>	<b>24.53</b>	<b>122.71</b>	<b>500.00</b>	<b>24.54%</b>	<b>2,000.00</b>	<b>6.14%</b>
<b>Professional Services</b>						
Legal	1,927.00	1,927.00	875.00	220.22%	3,500.00	55.05%
Accounting	3,950.00	5,750.00	1,750.00	328.57%	7,000.00	82.14%
Consulting	0.00	1,000.00	2,750.00	36.36%	11,000.00	9.09%
Payroll Service Fees	625.98	2,166.81	2,250.00	96.30%	9,000.00	24.07%
<b>Total Professional Services</b>	<b>6,502.98</b>	<b>10,843.81</b>	<b>7,625.00</b>	<b>142.21%</b>	<b>30,500.00</b>	<b>35.55%</b>
<b>Contractual Services</b>						
Information Service Costs	15,842.87	47,258.94	155,718.00	30.34%	622,875.64	7.58%
Outside Printing Services	0.00	0.00	500.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.63	784.97	21,909.00	3.58%	87,633.99	0.89%
Amortization - Subscription Based IT Arrangements	7,243.17	21,729.51	0.00	0.00%	0.00	0.00%
<b>Total Contractual Services</b>	<b>23,347.67</b>	<b>69,773.42</b>	<b>178,127.00</b>	<b>39.17%</b>	<b>712,509.63</b>	<b>9.79%</b>
Professional Association Membership Dues	105.00	315.00	500.00	63.00%	2,000.00	15.75%
Miscellaneous	84.00	376.00	375.00	100.26%	1,500.00	25.06%

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 25.00% Completed  
From 9/1/2024 Through 9/30/2024

	<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>
Miscellaneous - eCommerce Fees	295.61	643.35	1,375.00	46.78%	5,500.00	11.69%
Total EXPENSES	<u>123,839.97</u>	<u>369,714.56</u>	<u>491,578.00</u>	<u>75.21%</u>	<u>2,043,911.63</u>	<u>18.09%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>44,728.09</u>	<u>139,956.68</u>	<u>16,899.00</u>	<u>828.19%</u>	<u>(10,000.00)</u>	<u>(1,399.56)%</u>

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash - Bank Orion  
 From 9/19/2024 Through 10/17/2024

Vendor Name	Effective Date	Check Amount
Klein, Thorpe and Jenkins, Ltd.	9/24/2024	1,927.00
WEX Bank	9/25/2024	2.00
Paycom Payroll LLC	9/26/2024	319.49
Paycom Payroll LLC	9/26/2024	20,619.74
Paycom Payroll LLC	9/26/2024	8,392.66
ICMA Retirement Corporation	9/27/2024	1,432.25
Bank Orion	9/30/2024	54.00
Lauterbach & Amen, LLP	10/2/2024	1,000.00
MerchantE	10/2/2024	355.70
MerchantE	10/2/2024	59.90
First Bankcard	10/3/2024	6,380.31
BECKY SPRATFORD	10/8/2024	700.00
CAROLYN COULTER	10/8/2024	56.17
CHELSEY KNIPPEL	10/8/2024	50.68
CHELSEY KNIPPEL	10/8/2024	398.11
EDWARD ZANELLI	10/8/2024	156.24
EDWARD ZANELLI	10/8/2024	36.73
ELIZABETH SMITH	10/8/2024	202.88
ELIZABETH SMITH	10/8/2024	61.87
KELLY JENSEN	10/8/2024	400.00
Klein, Thorpe and Jenkins, Ltd.	10/8/2024	164.50
LIMRICC	10/8/2024	17,811.63
MELISSA LANDIS	10/8/2024	44.09
MELISSA LANDIS	10/8/2024	47.34
ROY AREY	10/8/2024	50.79
ROY AREY	10/8/2024	66.98
SANDRA TEDDER	10/8/2024	184.92
SANDRA TEDDER	10/8/2024	40.58
SHELBY O'HARA	10/8/2024	221.11
Bank Orion	10/9/2024	20.00
Paycom Payroll LLC	10/10/2024	306.49
Paycom Payroll LLC	10/10/2024	20,619.74
Paycom Payroll LLC	10/10/2024	8,392.70
ICMA Retirement Corporation	10/11/2024	1,432.25
OCLC, INC	10/15/2024	740.18
OCLC, INC	10/15/2024	(499.00)
Report Total		92,250.03

FY2025 PC Statistics

	July 2023	July 2024	Aug 2023	Aug 2024	Sept 2023	Sept 2024	1st Qtr FY24 To Date	1st Qtr FY25 To Date	1st Qtr % of change	FY24 Totals	FY25 Totals to date
<b>General</b>											
Bibliographic records	1,218,077	1,216,828	1,217,302	1,216,401	1,216,208	1,215,783	1,216,208	1,215,783	-0.03%	1,216,394	1,215,783
Item records	5,130,722	5,132,031	5,129,098	5,127,833	5,123,012	5,122,725	5,123,012	5,122,725	-0.01%	5,131,528	5,122,725
Patron records	335,278	347,042	341,166	352,809	342,997	357,587	342,997	357,587	4.25%	347,572	357,587
Total circulation	444,070	466,283	416,179	401,094	386,250	380,458	1,246,499	1,247,835	0.11%	4,771,368	1,247,835
ILL transactions on LLSAP	52,525	56,019	56,782	58,113	57,359	56,804	166,666	170,936	2.56%	660,524	170,936
Reciprocal borrowing	49,484	53,251	47,347	45,776	44,004	43,843	140,835	142,870	1.44%	545,042	142,870
<b>Training, Outreach and Engagement</b>											
Training events	6	2	10	4	6	14	22	20	-9.09%	84	20
Training participants	80	4	74	12	20	42	174	58	-66.67%	448	58
Training contact hours	132	3	92	17	38	43	261	63	-75.86%	796	63
TalentLMS Course Completions	228	223	265	349	283	372	776	944	21.65%	2,950	944
Site visits	2	7	1	1	1	-	4	8	100.00%	21	8
Member Meetings/Events	5	5	13	6	9	6	27	17	-37.04%	100	17
Meeting/Event participants	150	153	172	124	348	658	670	935	39.55%	1,816	935
Meeting/Event contact hours	393	306	230	164	1,740	4,609	2,363	5,078	114.90%	4,140	5,078
<b>Troubleshooting</b>											
HelpDesk Calls Opened	186	295	307	352	242	270	735	917	24.76%	3,457	917
HelpDesk Calls Closed	227	302	298	344	231	273	756	919	21.56%	3,507	919
<b>Database Enrichment</b>											
Bibload records loaded - PC staff	1,701	1,414	1,537	1,518	1,793	1,535	5,031	4,467	-11.21%	19,477	4,467
Bibload records loaded - MARC catalogers	2,093	2,895	2,955	2,209	2,708	2,154	7,756	7,258	-6.42%	27,073	7,258
Cleanup/overlays/merges - PC staff	1,189	1,563	748	537	988	794	2,925	2,894	-1.06%	14,797	2,894
Cleanup/overlays/merges - MARC catalogers	864	765	852	1,303	1,291	1,059	3,007	3,127	-3.84%	11,532	3,127
Enhancements/corrections - PC staff	8	29	12	27	37	28	57	84	47.37%	464	84
Enhancements/corrections - MARC catalogers	105	120	182	48	190	157	477	325	-31.87%	1,487	325
Original catalogings - PC staff	11	72	11	50	53	62	75	184	145.33%	722	184
Original catalogings - MARC catalogers	45	24	29	30	18	29	92	83	-9.78%	356	83
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	57,887	31,857	11,635	33,449	45,667	48,798	115,189	114,104	-0.94%	506,580	114,104
To see the full statistical spreadsheet, visit: <a href="https://support.prairiecat.info/gov">https://support.prairiecat.info/gov</a>											





**Date: 11/8/2024**

**To: PrairieCat Administrative Council**

**From: Magda Bonny; Library Services Supervisor**

**Re: Marcive replacement**

For many years, MARCIVE has been the leading provider of cataloging solutions and services to libraries across the United States. They have supplied authorities processing and MARC record enrichment for PrairieCat. However, MARCIVE has recently announced its closure at the end of December 2024.

In light of this development, PrairieCat is actively seeking a new provider for these essential services. Staff are working on developing a list of our requirements and needs and are also looking into our options with existing vendors such as Backstage Library Works (<https://bslw.com>). Given that other consortia are also exploring similar options, we hope to collaborate with them with the help of RAILS to negotiate a deal with one of the potential providers, which may help alleviate costs. Once a decision is finalized, PrairieCat will promptly communicate the outcome to its membership.

Goal	Activity	Rating
<b>Engagement: members feel informed and connected through targeted communications</b>		
	Continue to develop website/newsletter/meeting reminders	6
	Send email to all staff instead of just directors (send newsletter to PrCat email addresses)	6
	Solicit input from schools for newsletter/find someone to write for newsletter from schools	4
	Interface engagement: puzzles, trivia, etc (gamify)	4
	Targeted newsletters to targeted groups	2
	Use desktop notification system, similar to OCLC "message of the day"	1
	Promote mailing lists	1
<b>Engagement: Members have strong relationships through personal connections and peer networks</b>		
	Promote/use forums	10
	"Meetups" among staff groups: childrens, youth , ref, tech, etc	7
	"Buddy system"/mentoring with new members and staff	5
	Encourage libraries to visit one another (library passport/roadtrip)	3
	Encourage library sharing at meetings	2
	Encourage regional meetings	1
<b>Engagement: Member s are empowered, feel valued, and actively participate.</b>		
	Scheduled site visits to non-compliant libraries	6
	Keep "Library spotlight" in newsletter	4
	Target non-member libraries, invite to meetings	4
	Encourage PUG Day/member presentation	3
	Survey new members after implementation: what went well, what didn't?	3
	Mentoring/buddy system (for implementation)	3
	Libraries encouraged to share in meetings	2
	meetings and lists for non-directors	2

	Survey target small libraries/small number of staff	1
<b>Governance: Prairiecat is sustainable and continues to pursue organizational growth and independence</b>		
	Formalize succession planning and documentation reviews	7
	Re-evaluate fee structure	5
	Keep up multi-year budget forecasting	5
	invite new membership	5
	Review membership levels (FP/BO/UL) and what each membership level entails	4
	RFI for ILS in 2 years-task force to undertake	2
<b>Governance: PrairieCat has a learning culture supported by continuous improvement</b>		
	Keep up training funding, invest in Udemy, others	6
	"suggestion box" form on website for anonymous comments/suggestions	6
	Bonus/rewards for achieving training goals for staff	2
	Host open forum for member feedback	1
	Expand training committee	1
	Crosstraining for staff (inter-departmental)	1
<b>Governance: PrairieCat is innovative and creates an inspiring vision for members</b>		
	Create and promote "innovation" forum on website	5
	Staff should keep up with library innovative, pass on to members, focus on being "influencers"	4
	Be more conservative on rollouts	3
	Create easy-to-follow workflow with as little disruption as possible (when rolling out new software/services)	2
	Know that innovation causes some distress, be ready for it	2
	staff should welcome new innovations	1

<b>Training: Training opportunities are well advertised and materials are easily accessible</b>		
	Include changes to training in newsletter	4
	review participation after 1 month registration in LMS	4
	Foster "refresher" idea for LMS use	4
	Desktop alerts/OCLC "message of the day" for upcoming training	3
	Feature training module in each newsletter	3
	Keep up newsletter/email notices/websites	2
	Continue to improve and evaluate LMS	1
<b>Training: A mix of training and continuing education is provided to enhance member knowledge</b>		
	Staff keep virtual "office hours"	6
	Expan circ training targeting supervisors	5
	Required CE credits for circ and tech workers	3
	Communicate "live" and "in-person" zoom options better	2
	Use CMC training/cross promote rails trainings	2
<b>Training: Training content and materials are regularly evaluated to ensure their quality and effectiveness</b>		
	Peer review/committee review of training before release	6
	Review by training committee every 2 years	6
	(Related) Review 1 module a week on rotating schedule after publication	1
	Create training for mobile app/documentation	4
	add LMS questions to annual survey so we don't miss needs	2
<b>UX (Patron): Services are focused on meeting user needs and improving user engagement</b>		
	develop ILS tips/topics members can use on their social media	7
	continue to advocate for vega enhancements	6
	patron-facing training videos	6

	survey catalog annually/ILS survey annually	3
	Implement user roles in Vega	3
<b>Ux (Patron): PrairieCat seeks opportunities to enhance services to further meet the needs of diverse users</b>		
	update/review authorities for dated or problematic language	9
	Survey for problems (patrons and staff)	4
<b>UX(Patron): PrairieCat pursues vendor relationships to offer expanded services to end users</b>		
	Mobile app for all	11
	more vendor demos	6
	keep up with beta involvement	2
	provide more vendor feedback	2
<b>UX(Library Staff): New goal</b>		
	survey for reporting needs. Are they being met?	9
	Keep up with ILS updates	7
	"gamify" -"find and seek" on website	3
	survey for roadblocks caused by ILS configurations	2
	create advanced-level training, offer certifications	2
	communicate ILS changes to members better	1