

**PrairieCat Administrative Council  
Agenda  
January 3, 2025**

The Council will meet on Friday, January 3, 2025, 10:30 am – 1:00 pm in person at the Reddick Public Library, 1010 Canal Street, Ottawa, IL 61350-4899. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-01-03) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-01-03).

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 3-26)
  - 4.1. Approve minutes for November 8, 2024, PrairieCat Administrative Council meeting
  - 4.2. Approve financial report for October and November 2024
  - 4.3. Approve check registers
  - 4.4. Statistical reports
5. Membership update
  - 5.1. Update on new and upgrading members
  - 5.2. Update on current training and engagement projects
6. Administrative issues
  - 6.1. Review closed session recording from June 2, 2023
  - 6.2. Review and discussion, strategic planning progress (pp. 27-70)
  - 6.3. Review and discussion, Bylaws/IGA changes regarding in-person attendance at Delegates Assembly and reserves spending (pp. 71-73)
  - 6.4. Review, discussion and approval of changes to the General policy Manual regarding reserves spending (pp. 74-83)
  - 6.5. Review and discussion, moving Resource Sharing Committee from a board committee to a standing group, review General Policy Manual changes needed to do so (pp. 84-85)



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- 6.6. Review and discussion, adding Resource Sharing committee member to replace departing member
- 6.7. Review of FY26 draft budget and fees (pp. 86-87 and attachments)
- 6.8. Review Delegates Assembly agenda (p. 88)
7. Ad Hoc Committee updates
  - 7.1. Resource Sharing Committee – no report
  - 7.2. Finance Committee – report from Dec. 19, 2024
8. Review of meeting, what worked and what did not
9. Public comments
10. Adjournment
11. Next meeting - Friday, February 7th, 2025, at Seneca Public Library District



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

The Council met 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  
Present in LaSalle: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Chelsey Knippel (PrairieCat), Kimberly Brozovich (RP), Emily Faulkner (DK), Julie Wayland (PR), Kelly McCully (BD), Barbara Posinger (SA), Ashley Huffines (FP), Beth Ryan (JO), Laura Watson (HC)

Present via Zoom: Shelby O'Hara (PrairieCat), Jenna Diedrich (GA)

Absent: Megan Gove (TF), Michelle Krooswyk (NL)

Ryan (Treasurer-JO) called the meeting to order at 10:31 am.

- II. Introduction of Visitors and Public Comments  
There were no visitors or public comments.

- III. Review Agenda for Additions/Changes  
Coulter (PrairieCat) added the Kirkland Public Library compliance letter under Membership Update. She also corrected the agenda, stating there is no report from the Resource Sharing Committee because the meeting was cancelled.

- IV. Consent Agenda
- 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

**MOTION #1**

**Watson (HC) moved and Posinger (SA) seconded to approve the consent agenda as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 8**

**Nays: 0**

**Abstentions: 0**

- V. Membership Update
- a. Update on new and upgrading members.

Smith (PrairieCat) stated that PrairieCat staff had a meeting with Mills and Petrie on Thursday, November 7, 2024. They hired a new library director back in July 2024 and she has been adding items. They had a lot of cataloging questions yesterday, so that's been our focus. We are still in the beginning stages of their upgrade. Smith also said that the Elwood branch of the Manhattan Elwood Library will be opening at the end of November.

b. Kirkland Public Library Letter

Smith (PrairieCat) explained that Kirkland Public Library was the one library we sent an out of compliance letter to after the semi-annual compliance review. They responded to us after receiving the letter and explained that there has been staff turnover and staff personal issues. In October they added 72 items, so they are getting back on track. Smith suggested responding to them stating that we understand their circumstances and can see that they are working on getting back on track. We will also stress the importance of keeping up with communication to PrairieCat when such circumstances arise. The Council agreed.

c. Update on current training and engagement projects

Smith (PrairieCat) gave an update on the PrairieCat Passport program. In Moline, there were 21 people who stayed and joined the library tour and 4 people visited area libraries. In New Lenox, we had 15 people participate in the hosting library tour and 3 people visit the area libraries. Smith is happy that members are participating.

Smith stated that the Vega Discover course has been reposted and updated on Talent LMS due to constant changes to the platform. The UX and Training Committees have been testing the user roles and permissions project on the Vega Staff Admin side. We are also working on the Kids Cat and there are several things the staff and Innovative need to discuss before we move forward.

VI. Administrative Issues

a. Update, Coal Valley file planning considering fire monitoring

Coulter (PrairieCat) talked with RAILS, and they are willing to store our files in Burr Ridge. We will be working on boxing up files and sending them to be stored. We are also working with RAILS IT on scanning the membership files, so we have those stored digitally as well.

b. Update, Mobile app review process

Coulter (PrairieCat) reminded the Council that PrairieCat and some members of the UX and Training Committees demoed the Innovative mobile app in September. Everyone who attends the demos is asked to fill out a survey that ranks the elements of the mobile app. There were initial concerns about the Innovative demo, however, Coulter was able to get a test user from a library currently using the Innovative app and it looks much better than the demo. We have upcoming demos with BiblioCommons and Communico and a conversation scheduled with Capira. We hope to be able to narrow down the app options to two companies and then create a list of questions for them to answer regarding their app and its functionality. From there, we hope to be able

to bring a final recommendation to the Council.

c. Update, MARCIVE record processing ending business and alternatives  
Coulter (PrairieCat) updated the Council on MARCIVE. 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. Considering 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.

d. Discussion, Exception to Delegates attendance requirements due to disability  
Coulter (PrairieCat) explained that one of our libraries has requested an exception to the in-person attendance at Delegates due to a hearing disability. The Director prefers Zoom because it has closed captioning. Coulter believes this is a legitimate reason to grant a waiver of the in-person attendance requirement at Delegates Assembly. The Council agreed. Huffines (FP) asked if there was anything in the Bylaws regarding disability when it comes to in person attendance. Coulter will investigate it and, perhaps, draft an exception to be added to the Bylaws if there is not one already.

e. Discussion, strategic planning process  
Coulter (PrairieCat) explained that at the in-person staff meeting last month, she conducted an exercise that rated new activity items under each of our strategic plan goals. We plan to keep the current goals and add one more that is UX for library staff. Our current goal is UX for patrons. Our strategic plan survey for the membership closed last Friday. Smith (PrairieCat) stated we will have those results for you, along with a multi-year comparison of survey results, at the December Administrative Council meeting.

Coulter continued, saying now that we have the feedback from the PrairieCat staff and the membership, we would like a couple of volunteers from the Council to help us write the plan. These meetings will be held via Zoom. Ryan (JO) and Diedrich (GA) volunteered to be a part of strategic planning process.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – No Report
- b. Finance Committee – No report

VIII. Review of Meeting – what worked and what didn't.  
The meeting went well.

IX. Public Comments  
There were no public comments.

X. Adjournment

The meeting adjourned at 11:06 am.

XI. Next Meeting – Friday, December 6, 2024, Princeton Public Library, Princeton, IL

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FY2024 PrairieCat Administrative Council MOTIONS July 2024 - June 2025			M – Motion made by      Y - Yes      Abstain - Abs      A - Absent 2nd – Motion seconded by      N - No      NA - No Answer      NP - Not present												
Meeting Date:11/08/2024	Vote Summary			Votes											
MOTION	Aye	Nay	Abstention	Kim Brozovich (RP)	Jenna Diedrich (GA)	Emily Faulkner (DK)	Megan Gove (TF)	Ashley Huffines (FP)	Michelle Krooswyk (NL)	Kelly McCully (BD)	Barbara Posinger (SA)	Beth Ryan (JO)	Julie Wayland (PR)	Laura Watson (HC)	
to approve the consent agenda as presented.	8	0	0	Y	Y	NP	A	Y	A	Y	2ND Y	Y	Y	M Y	



**Date:** 12/6/2024  
**To:** PrairieCat Administrative Council  
**From:** Elena Mendoza, RAILS Staff Accountant  
**Subject:** PrairieCat Financial Report – October 2024

Please find attached the PrairieCat Financial Reports for the month of October 2024. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of October 18 through November 19.

As of October 31, of the total cash balance of \$1,455,694, \$737,385 was undesignated working cash, \$714,857 was designated for capital reserves, and \$3,452 was eCommerce receipts payable to the membership. Cash increased \$331,276 during the month of October primarily due to the receipt of nearly 90% of the invoiced second quarter member fees (\$308,814) as well as the receipt of the RAILS quarterly LLSAP support grant payment (\$129,251). These receipts were partially offset by the monthly payroll and payroll-related expenses (\$72,103), the monthly LIMRiCC health insurance premiums (\$17,812), the first quarter eCommerce pay-outs to members (\$16,192), the August/September credit card payment (\$6,380), as well as several other vendor expenses.

The balance of working cash was sufficient to fund 4.4 months of budgeted FY2025 operating expenses, and the capital reserves amount could fund an additional 4.2 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 October of \$678,087 were \$117 above budget primarily due to above budget investment income through October as well as 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. 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 October was \$14,736, which was \$5,736 above the year-to-date budgeted amount of \$9,000 and \$1,115 above the year-to-date interest earned as of one year ago (October 2023). During their November meeting, the Federal Reserve made their second consecutive interest rate cut by a quarter of a percentage point. Their projections for calendar year 2024 and 2025 rates are 4.4% and 3.4%, respectively. Their next meeting will occur on December 18. The average



October interest rates were 4.957% and 4.760% for the IL Funds and iPrime money market (ISC) accounts, respectively, which decreased from the September average interest rates of 5.229% and 5.030%.

Total expenses through October of \$495,308 were \$160,122 below budget primarily due to under budget Contractual Services expenses (\$143,975), Personnel Costs (\$9,670), Travel and Continuing Education costs (\$3,259), and Supplies, Postage and Printing costs (\$2,867). 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 October. These are being held until the 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/purchase of 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 budgeted increases in health insurance rates for calendar year 2025, as well as not having yet incurred unemployment insurance and staff tuition costs through October. Travel and continuing education costs were below budget through October but are expected to rise as staff mileage reimbursements, conferences, in-person member and governance meetings continue to occur. Supplies, postage and printing costs were under budget due to a lower than anticipated need for computers, software, and supplies through October.

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

Beginning Cash Balance	\$ 1,124,418.48
<b>Cash Received</b>	
Payments from Member Libraries, etc.	443,671.60
Interest - BankORION	254.53
Interest - Illinois Funds	1,037.57
Interest - PMA	206.07
eCommerce Receipts Payable	3,767.34
Total Cash Received	448,937.11
<b>Expenses Paid</b>	
Checks and Vendor ACH Payments	38,668.01
Payroll and Retirement Contributions	72,102.65
ACH Credit Card Payments	6,380.31
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	510.60
Total Disbursements	117,661.57
Ending Cash Balance	\$ 1,455,694.02

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	3,451.74
Capital Reserve Designation	714,857.59
Working Cash	737,384.69

**TOTAL CASH**

**\$ 1,455,694.02**

**PAYPAL FUNDS DETAILS:**

October PayPal Receipts in Transit to Bank	\$302.59
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**CD INVESTMENT DETAILS:**

Cornerstone Bank: 24-month CD Principal @ 5.112% Interest 8/30/2023 - 8/27/2025	\$ 226,050.00
Financial Federal Bank: 24-month CD Principal @ 5.250% Interest 8/30/2023 - 8/27/2025	\$ 226,150.00
Accrued Investment Income as of October 2024	\$ 28,261.33

**TOTAL CURRENT CD INVESTMENT VALUE**

**\$ 480,461.33**

Invested in Capital Assets Balance as of October 2024	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of October 2024	\$1,339,847.13
Unrestricted Fund Balance as of October 2024	\$797,223.77
FY25 operating expenses excluding planned capital reserve designation:	\$ 2,033,911.63
Working Cash % of operating expenses:	36.25%

**PrairieCat**  
Balance Sheet  
As of 10/31/2024

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	1,156,912.82
Cash - Illinois Funds	247,601.62
Cash - PMA	51,179.58
PayPal Funds	302.59
Total Cash & cash equivalents	1,455,996.61
Investments	452,200.00
Accounts receivables	39,547.25
Accrued investment income	28,261.33
Prepaid expenses	613,145.43
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	(736,294.87)
Total Capital Assets, net	1,339,847.13
Other Assets	
Deferred Outflows - Pension	434,543.03
Deferred Outflows - OPEB	29.00
Total Other Assets	434,572.03
<b>Total Assets</b>	<b>4,363,569.78</b>
<b>Liabilities</b>	
eCommerce Receipts Payable	3,754.33
Payroll	
Pension Payable	10,600.43
Total Payroll	10,600.43
Deferred revenue	355,234.39
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	1,349,857.74
Total Other long-term obligations	1,366,315.74
<b>Total Liabilities</b>	<b>2,226,498.88</b>
<b>Net Assets</b>	
Beginning Net Assets	1,954,292.17
Current YTD Net Income	182,778.73
<b>Total Net Assets</b>	<b>2,137,070.90</b>
<b>Total Liabilities and Net Assets</b>	<b>4,363,569.78</b>

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 33.33% Completed  
From 10/1/2024 Through 10/31/2024

	<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	2,638.13	10,552.52	10,552.00	100.00%	31,658.00	33.33%
Fully Participating and Basic Online Member Revenue	106,476.58	425,906.33	425,908.00	99.99%	1,277,724.10	33.33%
ILL Barcode Revenue	100.00	1,000.00	1,000.00	100.00%	3,000.00	33.33%
Fully Participating & Basic Online - CR Contribution	5,069.92	23,779.69	20,280.00	117.25%	60,839.00	39.08%
Union List - CR Contribution	457.92	1,831.68	1,832.00	99.98%	5,495.00	33.33%
<b>Total Fees for Services and Materials</b>	<b>114,742.55</b>	<b>463,070.22</b>	<b>459,572.00</b>	<b>100.76%</b>	<b>1,378,716.10</b>	<b>33.59%</b>
Reimbursements						
Reimbursements	0.00	0.00	7,022.00	0.00%	21,065.64	0.00%
Reimbursements - Hosting Fee	4,432.08	17,728.31	17,728.00	100.00%	53,185.00	33.33%
Reimbursements - Capira Mobile App	2,554.60	10,218.55	11,903.00	85.84%	35,707.50	28.61%
<b>Total Reimbursements</b>	<b>6,986.68</b>	<b>27,946.86</b>	<b>36,653.00</b>	<b>76.25%</b>	<b>109,958.14</b>	<b>25.42%</b>
Investment Income	3,603.11	14,736.16	9,000.00	163.73%	27,000.00	54.57%
Other						
Other Grants	0.00	0.00	666.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,083.45	172,333.79	171,746.00	100.34%	515,237.39	33.44%
Other Revenue	0.00	0.00	333.00	0.00%	1,000.00	0.00%
<b>Total Other</b>	<b>43,083.45</b>	<b>172,333.79</b>	<b>172,745.00</b>	<b>99.76%</b>	<b>518,237.39</b>	<b>33.25%</b>
<b>Total REVENUES</b>	<b>168,415.79</b>	<b>678,087.03</b>	<b>677,970.00</b>	<b>100.02%</b>	<b>2,033,911.63</b>	<b>33.34%</b>
<b>EXPENSES</b>						
Personnel						
Other Professionals	48,611.32	196,834.55	193,780.00	101.57%	629,783.41	31.25%
Support Services	15,760.54	63,042.12	65,848.00	95.73%	214,005.87	29.45%
Social Security Taxes	4,576.32	18,675.90	19,860.00	94.03%	64,549.88	28.93%
Unemployment Insurance	0.00	0.00	1,167.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	522.32	700.00	74.61%	2,100.00	24.87%
Retirement Benefits	7,660.26	30,925.36	30,896.00	100.09%	100,410.93	30.79%
Health, Dental And Life Insurance	12,986.07	54,503.63	61,541.00	88.56%	184,624.44	29.52%
Other Fringe Benefits	0.00	180.00	333.00	54.05%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	166.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	270.00	333.00	81.08%	1,000.00	27.00%
<b>Total Personnel</b>	<b>89,762.84</b>	<b>364,953.88</b>	<b>374,624.00</b>	<b>97.42%</b>	<b>1,201,474.53</b>	<b>30.38%</b>
Buildings and Grounds						
Property Insurance	252.83	1,011.32	933.00	108.39%	2,800.00	36.11%
<b>Total Buildings and Grounds</b>	<b>252.83</b>	<b>1,011.32</b>	<b>933.00</b>	<b>108.39%</b>	<b>2,800.00</b>	<b>36.12%</b>
Vehicle Expenses						
Fuel	41.66	133.25	500.00	26.65%	1,500.00	8.88%
Repairs And Maintenance	399.40	399.40	666.00	59.96%	2,000.00	19.97%

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 33.33% Completed

From 10/1/2024 Through 10/31/2024

	<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>
Vehicle Insurance	114.67	458.68	666.00	68.87%	2,000.00	22.93%
Vehicles Leasing And Rent	0.00	0.00	166.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	116.00	0.00%	350.00	0.00%
<b>Total Vehicle Expenses</b>	<b>555.73</b>	<b>991.33</b>	<b>2,114.00</b>	<b>46.89%</b>	<b>6,350.00</b>	<b>15.61%</b>
<b>Travel and Continuing Education</b>						
In-State Travel	1,306.25	1,364.83	2,333.00	58.50%	7,000.00	19.49%
Out-Of-State Travel	0.00	768.66	2,000.00	38.43%	6,000.00	12.81%
Registrations And Meeting, Other Fees	1,055.00	1,877.40	3,000.00	62.58%	9,000.00	20.86%
Conferences And Continuing Education Meetings	1,100.00	1,100.00	1,667.00	65.98%	5,000.00	22.00%
Public Relations	0.00	962.74	333.00	289.11%	1,000.00	96.27%
<b>Total Travel and Continuing Education</b>	<b>3,461.25</b>	<b>6,073.63</b>	<b>9,333.00</b>	<b>65.08%</b>	<b>28,000.00</b>	<b>21.69%</b>
Commercial Insurance	620.33	2,481.32	3,333.00	74.44%	10,000.00	24.81%
<b>Supplies, Postage and Printing</b>						
Computers, Software And Supplies	2,746.26	7,816.33	10,371.00	75.36%	31,112.25	25.12%
General Office Supplies And Equipment	50.89	325.66	666.00	48.89%	2,000.00	16.28%
Postage	0.00	28.33	0.00	0.00%	0.00	0.00%
<b>Total Supplies, Postage and Printing</b>	<b>2,797.15</b>	<b>8,170.32</b>	<b>11,037.00</b>	<b>74.03%</b>	<b>33,112.25</b>	<b>24.67%</b>
Telephone and Telecommunications	1,039.98	2,448.58	2,722.00	89.95%	8,165.22	29.98%
<b>Equipment Repair and Maintenance</b>						
Equipment Repair And Maintenance Agreements	88.54	211.25	666.00	31.71%	2,000.00	10.56%
<b>Total Equipment Repair and Maintenance</b>	<b>88.54</b>	<b>211.25</b>	<b>666.00</b>	<b>31.72%</b>	<b>2,000.00</b>	<b>10.56%</b>
<b>Professional Services</b>						
Legal	164.50	2,091.50	1,167.00	179.22%	3,500.00	59.75%
Accounting	1,000.00	6,750.00	2,333.00	289.32%	7,000.00	96.42%
Consulting	0.00	1,000.00	3,667.00	27.27%	11,000.00	9.09%
Payroll Service Fees	612.98	2,779.79	3,000.00	92.65%	9,000.00	30.88%
<b>Total Professional Services</b>	<b>1,777.48</b>	<b>12,621.29</b>	<b>10,167.00</b>	<b>124.14%</b>	<b>30,500.00</b>	<b>41.38%</b>
<b>Contractual Services</b>						
Information Service Costs	16,249.18	63,508.12	207,625.00	30.58%	622,875.64	10.19%
Outside Printing Services	0.00	0.00	666.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	1,046.64	29,211.00	3.58%	87,633.99	1.19%
Amortization - Subscription Based IT Arrangements	7,243.17	28,972.68	0.00	0.00%	0.00	0.00%
<b>Total Contractual Services</b>	<b>23,754.02</b>	<b>93,527.44</b>	<b>237,502.00</b>	<b>39.38%</b>	<b>712,509.63</b>	<b>13.13%</b>
Professional Association Membership Dues	325.00	640.00	666.00	96.09%	2,000.00	32.00%
Miscellaneous	93.99	469.99	500.00	93.99%	1,500.00	31.33%

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 33.33% Completed  
From 10/1/2024 Through 10/31/2024

	<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>
Miscellaneous - eCommerce Fees	1,064.60	1,707.95	1,833.00	93.17%	5,500.00	31.05%
Total EXPENSES	<u>125,593.74</u>	<u>495,308.30</u>	<u>655,430.00</u>	<u>75.57%</u>	<u>2,043,911.63</u>	<u>24.23%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>42,822.05</u>	<u>182,778.73</u>	<u>22,540.00</u>	<u>810.90%</u>	<u>(10,000.00)</u>	<u>(1,827.78)%</u>

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 10/18/2024 Through 11/19/2024

Vendor Name	Effective Date	Check Amount
Illinois Municipal Retirement Fund	10/18/2024	10,600.29
Silvis Public Library	10/21/2024	(67.19)
Bertolet Memorial Library District	10/21/2024	22.20
Bourbonnais Public Library District	10/21/2024	153.60
Bradley Public Library District	10/21/2024	27.20
Byron Public Library District	10/21/2024	28.59
Charles B. Phillips Public Library District	10/21/2024	55.70
Cherry Valley Public Library District	10/21/2024	251.40
Coal City Public Library District	10/21/2024	300.24
Colona District Public Library	10/21/2024	17.60
Cortland Community Library	10/21/2024	55.00
DeKalb Public Library	10/21/2024	219.87
East Moline Public Library	10/21/2024	61.40
Ella Johnson Memorial Public Library District	10/21/2024	152.32
Flagg-Rochelle Public Library District	10/21/2024	421.62
Fossil Ridge Public Library District	10/21/2024	148.70
Freeport Public Library	10/21/2024	1,003.37
Geneseo Public Library District	10/21/2024	220.70
Genoa Public Library District	10/21/2024	743.28
Harvard Diggins Library	10/21/2024	25.40
Hinckley Public Library District	10/21/2024	367.66
Homer Township Public Library District	10/21/2024	43.99
Homer Township Public Library District	10/21/2024	274.15
Ida Public Library	10/21/2024	95.00
Johnsburg Public Library District	10/21/2024	500.30
Julia Hull District Library	10/21/2024	284.76
Kankakee Public Library	10/21/2024	71.80
Limestone Township Library	10/21/2024	318.90
LOSTANT COMMUNITY LIBRARY	10/21/2024	17.99
Manhattan-Elwood Public Library District	10/21/2024	433.80
Manteno Public Library District	10/21/2024	324.75
Maple Park Public Library	10/21/2024	95.00
Marengo-Union Public Library District	10/21/2024	57.60
Marseilles Public Library	10/21/2024	94.85
Mokena Community Public Library District	10/21/2024	213.41
Moline Public Library	10/21/2024	313.32
Morris Area Public Library	10/21/2024	66.29
Mount Morris Public Library	10/21/2024	104.50
New Lenox Public Library	10/21/2024	292.10
Nippersink Public Library District	10/21/2024	72.33
NORTH CHICAGO PUBLIC LIBRARY	10/21/2024	24.29
North Suburban Library District	10/21/2024	75.60
North Suburban Library District	10/21/2024	314.08
Odell Public Library	10/21/2024	899.90
Oregon Public Library District	10/21/2024	62.80
Pecatonica Public Library District	10/21/2024	36.30
Peotone Public Library District	10/21/2024	327.60
Peru Public Library	10/21/2024	67.38
Plano Community Library District	10/21/2024	52.85
Princeton Public Library	10/21/2024	339.90
Reddick Public Library District	10/21/2024	216.20
River Valley District Library	10/21/2024	67.67
Robert R. Jones Public Library District	10/21/2024	41.00
Robert W. Rowe Public Library District	10/21/2024	26.30
Rock Island Public Library	10/21/2024	103.30

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 10/18/2024 Through 11/19/2024

Vendor Name	Effective Date	Check Amount
Rock Island Public Library	10/21/2024	89.20
Rock Island Public Library	10/21/2024	30.29
Rockford University	10/21/2024	76.40
Sandwich Public Library District	10/21/2024	147.00
Schmaling Memorial Public Library District	10/21/2024	124.69
Seneca Public Library District	10/21/2024	184.85
Sherrard Public Library District	10/21/2024	140.78
Silvis Public Library	10/21/2024	67.19
Silvis Public Library	10/21/2024	61.15
Somonauk Public Library District	10/21/2024	992.90
South Beloit Public Library	10/21/2024	55.20
Stockton Township Public Library	10/21/2024	27.60
Streator Public Library	10/21/2024	30.80
Sycamore Public Library	10/21/2024	173.25
Talcott Free Library District	10/21/2024	366.26
Three Rivers Public Library	10/21/2024	196.30
Three Rivers Public Library	10/21/2024	91.90
Western District Library	10/21/2024	42.10
Wilmington Public Library District	10/21/2024	395.60
WINNEBAGO PUBLIC LIBRARY DISTRICT	10/21/2024	29.69
Woodstock Public Library	10/21/2024	106.85
Yorkville Public Library	10/21/2024	2,222.88
WEX Bank	10/24/2024	41.66
Paycom Payroll LLC	10/24/2024	306.49
Paycom Payroll LLC	10/24/2024	20,619.74
Paycom Payroll LLC	10/24/2024	8,392.70
ICMA Retirement Corporation	10/25/2024	1,432.25
OCLC, INC	10/29/2024	499.00
Bank Orion	10/31/2024	75.00
MerchantE	11/4/2024	220.76
MerchantE	11/4/2024	59.90
Cherry Hill Company	11/5/2024	2,340.00
Paycom Payroll LLC	11/7/2024	306.49
Paycom Payroll LLC	11/7/2024	20,619.70
Paycom Payroll LLC	11/7/2024	8,392.78
ICMA Retirement Corporation	11/8/2024	1,432.25
Cherry Hill Company	11/11/2024	3,753.75
LIMRICC	11/11/2024	17,811.63
Bank Orion	11/12/2024	20.00
First Bankcard	11/12/2024	2,604.90
Illinois Municipal Retirement Fund	11/14/2024	10,600.29
INNOVATIVE INTERFACES INCORPORATED	11/19/2024	4,118.41
Report Total		130,439.54





**Date:** 1/3/2025  
**To:** PrairieCat Administrative Council  
**From:** Elena Mendoza, RAILS Staff Accountant  
**Subject:** PrairieCat Financial Report – November 2024

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

As of November 30, of the total cash balance of \$1,380,769, \$653,599 was undesignated working cash, \$719,678 was designated for capital reserves, and \$7,492 was eCommerce receipts payable to the membership. Cash decreased by \$74,925 during November primarily due to monthly payroll and payroll-related expenses, as well as several other vendor expenses partially offset by the receipt of all but one remaining invoiced quarterly member fee.

The balance of working cash was sufficient to fund 3.9 months of budgeted FY2025 operating expenses, and the capital reserves amount could fund an additional 4.2 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 November of \$852,473 were \$5,012 above budget primarily due to above budget investment income through November as well as 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. These above budget revenues are partially offset by the reimbursements for the annual Capira mobile application fees that were billed to participating members in early December.

Total year-to-date interest as of the end of November was \$18,299, which was \$7,049 above the year-to-date budgeted amount of \$11,250 and \$1,172 above the year-to-date interest earned as of one year ago (November 2023). During their December meeting, the Federal Reserve made their third consecutive interest rate cut by another quarter of a percentage point. They anticipate two additional interest rate cuts for the calendar year 2025, which is half the number they were previously projecting. The Federal Reserve's next meeting is scheduled for January 29. The average November interest rates were 4.797% and 4.610% for the IL Funds and iPrime money market (ISC) accounts, respectively, which decreased as expected from the October average interest rates of 4.957% and 4.760%.

Total expenses through November of \$656,040 were \$202,049 below budget primarily due to under budget Contractual Services expenses (\$180,861), Personnel Costs (\$16,616), Travel and Continuing Education costs (\$3,984), and Supplies, Postage and Printing costs (\$3,712).

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 November. PrairieCat has received the revised invoice from Innovative Interfaces, which added additional review files to the five-year Innovative Interfaces maintenance contract. This amendment and the previous replacement of the iTiva phone system with Innovative's phone alerts will change the subscription asset, liability, and amortization expense recorded during the subscription term. Due to these amendments and the nuances of the Governmental Accounting Standards Board's Statement No. 96 for Subscription-Based Information Technology Arrangements (SBITAs) for various situations and agreement changes, we have contacted PrairieCat's auditors to ensure that both amendments are being treated appropriately. 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 this same accounting standard. 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 purchase of the right to use the asset over the period of time in the agreement. 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 primarily due to blended increases in health insurance rates that were budgeted for calendar year 2025 as well as not having yet incurred unemployment insurance and staff tuition costs through November. Travel and continuing education costs were below budget through November but are expected to rise as staff mileage reimbursements, conferences, and in-person member and governance meetings continue to occur 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 November.

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

Beginning Cash Balance	\$ 1,455,694.02
Cash Received	
Payments from Member Libraries, etc.	37,203.48
Interest - BankORION	282.23
Interest - Illinois Funds	1,040.82
Interest - PMA	193.93
eCommerce Receipts Payable	4,040.63
Total Cash Received	<u>42,761.09</u>
Expenses Paid	
Checks and Vendor ACH Payments	42,631.57
Payroll and Retirement Contributions	72,095.49
ACH Credit Card Payments	2,604.90
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	353.66
Total Disbursements	<u>117,685.62</u>
Ending Cash Balance	<u><u>\$ 1,380,769.49</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	7,492.37
Capital Reserve Designation	719,678.34
Working Cash	653,598.78

**TOTAL CASH** \$ 1,380,769.49

**PAYPAL FUNDS DETAILS:**

November PayPal Receipts in Transit to Bank	\$281.04
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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 November 2024	\$ 30,307.34

**TOTAL CURRENT CD INVESTMENT VALUE** \$ 482,507.34

Invested in Capital Assets Balance as of November 2024	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of November 2024	\$1,332,604.00
Unrestricted Fund Balance as of November 2024	\$818,121.94

FY25 operating expenses excluding planned capital reserve designation:	\$ 2,033,911.63
Working Cash % of operating expenses:	32.14%

**PrairieCat**  
Balance Sheet  
As of 11/30/2024

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	1,080,753.54
Cash - Illinois Funds	248,642.44
Cash - PMA	51,373.51
PayPal Funds	281.04
Total Cash & cash equivalents	1,381,050.53
Investments	452,200.00
Accounts receivables	22,380.96
Accrued investment income	30,307.34
Prepaid expenses	604,972.62
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	(743,538.00)
Total Capital Assets, net	1,332,604.00
Other Assets	
Deferred Outflows - Pension	434,543.03
Deferred Outflows - OPEB	29.00
Total Other Assets	434,572.03
<b>Total Assets</b>	<b>4,258,087.48</b>
<b>Liabilities</b>	
eCommerce Receipts Payable	7,773.41
Payroll	
Salaries Payable	20,612.54
PR Tax Withheld Payable	6,104.52
Pension Payable	15,915.14
Retirement Payable	1,432.25
PR Tax Expense Payable	2,288.14
Total Payroll	46,352.59
Deferred revenue	204,448.19
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	1,341,735.36
Total Other long-term obligations	1,358,193.36
<b>Total Liabilities</b>	<b>2,107,361.54</b>
<b>Net Assets</b>	
Beginning Net Assets	1,954,292.17
Current YTD Net Income	196,433.77
<b>Total Net Assets</b>	<b>2,150,725.94</b>
<b>Total Liabilities and Net Assets</b>	<b>4,258,087.48</b>

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 41.67% Completed

From 11/1/2024 Through 11/30/2024

	<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	13,190.65	13,190.00	100.00%	31,658.00	41.66%
Fully Participating and Basic Online Member Revenue	106,476.58	532,382.91	532,385.00	99.99%	1,277,724.10	41.66%
ILL Barcode Revenue	400.00	1,400.00	1,250.00	112.00%	3,000.00	46.66%
Fully Participating & Basic Online - CR Contribution	5,069.92	28,849.61	25,350.00	113.80%	60,839.00	47.41%
Union List - CR Contribution	457.92	2,289.60	2,290.00	99.98%	5,495.00	41.66%
<b>Total Fees for Services and Materials</b>	<b>115,042.55</b>	<b>578,112.77</b>	<b>574,465.00</b>	<b>100.63%</b>	<b>1,378,716.10</b>	<b>41.93%</b>
Reimbursements						
Reimbursements	8,182.15	8,182.15	8,777.00	93.22%	21,065.64	38.84%
Reimbursements - Hosting Fee	4,432.08	22,160.39	22,160.00	100.00%	53,185.00	41.66%
Reimbursements - Capira Mobile App	83.16	10,301.71	14,879.00	69.23%	35,707.50	28.85%
<b>Total Reimbursements</b>	<b>12,697.39</b>	<b>40,644.25</b>	<b>45,816.00</b>	<b>88.71%</b>	<b>109,958.14</b>	<b>36.96%</b>
Investment Income	3,562.99	18,299.15	11,250.00	162.65%	27,000.00	67.77%
Other						
Other Grants	0.00	0.00	832.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,083.45	215,417.24	214,682.00	100.34%	515,237.39	41.80%
Other Revenue	0.00	0.00	416.00	0.00%	1,000.00	0.00%
<b>Total Other</b>	<b>43,083.45</b>	<b>215,417.24</b>	<b>215,930.00</b>	<b>99.76%</b>	<b>518,237.39</b>	<b>41.57%</b>
<b>Total REVENUES</b>	<b>174,386.38</b>	<b>852,473.41</b>	<b>847,461.00</b>	<b>100.59%</b>	<b>2,033,911.63</b>	<b>41.91%</b>
<b>EXPENSES</b>						
Personnel						
Other Professionals	72,916.98	269,751.53	266,447.00	101.24%	629,783.41	42.83%
Support Services	23,640.83	86,682.95	90,541.00	95.73%	214,005.87	40.50%
Social Security Taxes	6,864.52	25,540.42	27,309.00	93.52%	64,549.88	39.56%
Unemployment Insurance	0.00	0.00	1,459.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	690.65	875.00	78.93%	2,100.00	32.88%
Retirement Benefits	11,490.39	42,415.75	42,481.00	99.84%	100,410.93	42.24%
Health, Dental And Life Insurance	10,426.72	64,930.35	76,926.00	84.40%	184,624.44	35.16%
Other Fringe Benefits	0.00	180.00	416.00	43.26%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	208.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	270.00	416.00	64.90%	1,000.00	27.00%
<b>Total Personnel</b>	<b>125,507.77</b>	<b>490,461.65</b>	<b>507,078.00</b>	<b>96.72%</b>	<b>1,201,474.53</b>	<b>40.82%</b>
Buildings and Grounds						
Property Insurance	252.83	1,264.15	1,166.00	108.41%	2,800.00	45.14%
<b>Total Buildings and Grounds</b>	<b>252.83</b>	<b>1,264.15</b>	<b>1,166.00</b>	<b>108.42%</b>	<b>2,800.00</b>	<b>45.15%</b>
Vehicle Expenses						
Fuel	185.64	318.89	625.00	51.02%	1,500.00	21.25%
Repairs And Maintenance	0.00	399.40	833.00	47.94%	2,000.00	19.97%

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 41.67% Completed

From 11/1/2024 Through 11/30/2024

	<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	573.35	833.00	68.82%	2,000.00	28.66%
Vehicles Leasing And Rent	0.00	0.00	208.00	0.00%	500.00	0.00%
Other Vehicle Expenses	14.40	14.40	145.00	9.93%	350.00	4.11%
<b>Total Vehicle Expenses</b>	<b>314.71</b>	<b>1,306.04</b>	<b>2,644.00</b>	<b>49.40%</b>	<b>6,350.00</b>	<b>20.57%</b>
<b>Travel and Continuing Education</b>						
In-State Travel	788.63	2,153.46	2,916.00	73.84%	7,000.00	30.76%
Out-Of-State Travel	0.00	768.66	2,500.00	30.74%	6,000.00	12.81%
Registrations And Meeting, Other Fees	156.13	2,033.53	3,750.00	54.22%	9,000.00	22.59%
Conferences And Continuing Education Meetings	663.89	1,763.89	2,084.00	84.63%	5,000.00	35.27%
Public Relations	0.00	962.74	416.00	231.42%	1,000.00	96.27%
<b>Total Travel and Continuing Education</b>	<b>1,608.65</b>	<b>7,682.28</b>	<b>11,666.00</b>	<b>65.85%</b>	<b>28,000.00</b>	<b>27.44%</b>
<b>Commercial Insurance</b>	<b>620.33</b>	<b>3,101.65</b>	<b>4,166.00</b>	<b>74.45%</b>	<b>10,000.00</b>	<b>31.01%</b>
<b>Supplies, Postage and Printing</b>						
Computers, Software And Supplies	1,839.39	9,655.72	12,964.00	74.48%	31,112.25	31.03%
General Office Supplies And Equipment	60.76	386.42	833.00	46.38%	2,000.00	19.32%
Postage	14.60	42.93	0.00	0.00%	0.00	0.00%
<b>Total Supplies, Postage and Printing</b>	<b>1,914.75</b>	<b>10,085.07</b>	<b>13,797.00</b>	<b>73.10%</b>	<b>33,112.25</b>	<b>30.46%</b>
<b>Telephone and Telecommunications</b>	<b>785.19</b>	<b>3,233.77</b>	<b>3,403.00</b>	<b>95.02%</b>	<b>8,165.22</b>	<b>39.60%</b>
<b>Equipment Repair and Maintenance</b>						
Equipment Repair And Maintenance Agreements	70.83	282.08	833.00	33.86%	2,000.00	14.10%
<b>Total Equipment Repair and Maintenance</b>	<b>70.83</b>	<b>282.08</b>	<b>833.00</b>	<b>33.86%</b>	<b>2,000.00</b>	<b>14.10%</b>
<b>Professional Services</b>						
Legal	0.00	2,091.50	1,459.00	143.35%	3,500.00	59.75%
Accounting	0.00	6,750.00	2,916.00	231.48%	7,000.00	96.42%
Consulting	6,093.75	7,093.75	4,584.00	154.75%	11,000.00	64.48%
Payroll Service Fees	612.98	3,392.77	3,750.00	90.47%	9,000.00	37.69%
<b>Total Professional Services</b>	<b>6,706.73</b>	<b>19,328.02</b>	<b>12,709.00</b>	<b>152.08%</b>	<b>30,500.00</b>	<b>63.37%</b>
<b>Contractual Services</b>						
Information Service Costs	14,985.08	78,493.20	259,531.00	30.24%	622,875.64	12.60%
Outside Printing Services	0.00	0.00	833.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	1,308.31	36,514.00	3.58%	87,633.99	1.49%
Amortization - Subscription Based IT Arrangements	7,243.13	36,215.81	0.00	0.00%	0.00	0.00%
<b>Total Contractual Services</b>	<b>22,489.88</b>	<b>116,017.32</b>	<b>296,878.00</b>	<b>39.08%</b>	<b>712,509.63</b>	<b>16.28%</b>
<b>Professional Association Membership Dues</b>	<b>105.00</b>	<b>745.00</b>	<b>833.00</b>	<b>89.43%</b>	<b>2,000.00</b>	<b>37.25%</b>
<b>Miscellaneous</b>	<b>74.01</b>	<b>544.00</b>	<b>625.00</b>	<b>87.04%</b>	<b>1,500.00</b>	<b>36.26%</b>

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 41.67% Completed  
From 11/1/2024 Through 11/30/2024

	<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	280.66	1,988.61	2,291.00	86.80%	5,500.00	36.15%
Total EXPENSES	<u>160,731.34</u>	<u>656,039.64</u>	<u>858,089.00</u>	<u>76.45%</u>	<u>2,043,911.63</u>	<u>32.10%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>13,655.04</u>	<u>196,433.77</u>	<u>(10,628.00)</u>	<u>(1,848.26)%</u>	<u>(10,000.00)</u>	<u>(1,964.33)%</u>

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 11/20/2024 Through 12/17/2024

Vendor Name	Effective Date	Check Amount
Paycom Payroll LLC	11/21/2024	306.49
Paycom Payroll LLC	11/21/2024	20,612.50
Paycom Payroll LLC	11/21/2024	8,392.74
ICMA Retirement Corporation	11/22/2024	1,432.25
BEND XPO	11/26/2024	1,000.00
INNOVATIVE INTERFACES INCORPORATED	11/26/2024	13,422.14
WEX Bank	11/26/2024	185.64
Bank Orion	11/30/2024	53.00
MerchantE	12/2/2024	120.00
MerchantE	12/3/2024	261.38
MerchantE	12/3/2024	59.90
Cherry Hill Company	12/4/2024	2,000.00
Paycom Payroll LLC	12/5/2024	306.49
Paycom Payroll LLC	12/5/2024	20,612.54
Paycom Payroll LLC	12/5/2024	8,392.66
ICMA Retirement Corporation	12/6/2024	1,432.25
Bank Orion	12/9/2024	20.00
LIMRICC	12/10/2024	17,811.63
OCLC, INC	12/10/2024	29,690.00
Illinois Municipal Retirement Fund	12/10/2024	10,607.51
First Bankcard	12/10/2024	4,083.78
EDWARD ZANELLI	12/17/2024	(156.24)
EDWARD ZANELLI	12/17/2024	(36.73)
EDWARD ZANELLI	12/17/2024	156.24
EDWARD ZANELLI	12/17/2024	36.73
RAILS	12/17/2024	1,400.00
Report Total		142,202.90



FY2025 PC Statistics

	July 2023	July 2024	Aug 2023	Aug 2024	Sept 2023	Sept 2024	Oct 2023	Oct 2024	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	1,216,495	1,214,175	1,216,394	1,214,175
Item records	5,130,722	5,132,031	5,129,098	5,127,833	5,123,012	5,122,725	5,125,136	5,111,539	5,131,528	5,111,539
Patron records	335,278	347,042	341,166	352,809	342,997	357,587	347,210	364,435	347,572	364,435
Total circulation	444,070	466,283	416,179	401,094	386,250	380,458	397,018	399,870	4,771,368	1,647,705
ILL transactions on LLSAP	52,525	56,019	56,782	58,113	57,359	56,804	56,523	59,435	660,524	230,371
Reciprocal borrowing	49,484	53,251	47,347	45,776	44,004	43,843	44,064	46,961	545,042	189,831
<b>Training, Outreach and Engagement</b>										
Training events	6	2	10	4	6	14	7	5	84	25
Training participants	80	4	74	12	20	42	23	13	448	71
Training contact hours	132	3	92	17	38	43	45	20	796	83
TalentLMS Course Completions	228	223	265	349	283	372	237	251	2,950	1,195
Site visits	2	7	1	1	1	-	1	2	21	10
Member Meetings/Events	5	5	13	6	9	6	10	7	100	24
Meeting/Event participants	150	153	172	124	348	658	210	151	1,816	1,086
Meeting/Event contact hours	393	306	230	164	1,740	4,609	343	254	4,140	5,332
<b>Troubleshooting</b>										
HelpDesk Calls Opened	186	295	307	352	242	270	301	275	3,457	1,192
HelpDesk Calls Closed	227	302	298	344	231	273	285	256	3,507	1,175
<b>Database Enrichment</b>										
Bibload records loaded - PC staff	1,701	1,414	1,537	1,518	1,793	1,535	1,817	1,679	19,477	6,146
Bibload records loaded - MARC catalogers	2,093	2,895	2,955	2,209	2,708	2,154	2,491	2,569	27,073	9,827
Cleanup/overlays/merges - PC staff	1,189	1,563	748	537	988	794	840	516	14,797	3,410
Cleanup/overlays/merges - MARC catalogers	864	765	852	1,303	1,291	1,059	1,087	1,167	11,532	4,294
Enhancements/corrections - PC staff	8	29	12	27	37	28	39	21	464	105
Enhancements/corrections - MARC catalogers	105	120	182	48	190	157	134	122	1,487	447
Original catalogings - PC staff	11	72	11	50	53	62	77	71	722	255
Original catalogings - MARC catalogers	45	24	29	30	18	29	43	26	356	109
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	57,887	31,857	11,635	33,449	45,667	48,798	46,694	47,820	506,580	161,924
To see the full statistical spreadsheet, visit: <a href="https://support.prairiecat.info/gov">https://support.prairiecat.info/gov</a>										

	July 2023	July 2024	Aug 2023	Aug 2024	Sept 2023	Sept 2024	Oct 2023	Oct 2024	Nov 2023	Nov 2024	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	1,216,495	1,214,175	1,216,364	1,214,175	1,216,394	1,214,175
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Patron records	335,278	347,042	341,166	352,809	342,997	357,587	347,210	364,435	349,926	364,435	347,572	364,435
Total circulation	444,070	466,283	416,179	401,094	386,250	380,458	397,018	399,870	380,267	367,890	4,771,368	2,015,595
ILL transactions on LLSAP	52,525	56,019	56,782	58,113	57,359	56,804	56,523	59,435	55,202	52,555	660,524	282,926
Reciprocal borrowing	49,484	53,251	47,347	45,776	44,004	43,843	44,064	46,961	42,949	42,821	545,042	232,652
<b>Training, Outreach and Engagement</b>												
Training events	6	2	10	4	6	14	7	5	6	2	84	27
Training participants	80	4	74	12	20	42	23	13	23	4	448	75
Training contact hours	132	3	92	17	38	43	45	20	48	6	796	89
TalentLMS Course Completions	228	223	265	349	283	372	237	251	247	140	2,950	1,335
Site visits	2	7	1	1	1	-	1	3	2	2	21	13
Member Meetings/Events	5	5	13	6	9	6	10	7	7	3	100	27
Meeting/Event participants	150	153	172	124	348	658	210	151	55	28	1,816	1,114
Meeting/Event contact hours	393	306	230	164	1,740	4,609	343	254	53	31	4,140	5,362
<b>Troubleshooting</b>												
HelpDesk Calls Opened	186	295	307	352	242	270	301	275	276	246	3,457	1,438
HelpDesk Calls Closed	227	302	298	344	231	273	285	256	256	237	3,507	1,412
<b>Database Enrichment</b>												
Bibload records loaded - PC staff	1,701	1,414	1,537	1,518	1,793	1,535	1,817	1,679	1,914	1,053	19,477	7,199
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Original catalogings - PC staff	11	72	11	50	53	62	77	71	65	21	722	276
Original catalogings - MARC catalogers	45	24	29	30	18	29	43	26	32	4	356	113
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	57,887	31,857	11,635	33,449	45,667	48,798	46,694	47,820	12,309	46,462	506,580	208,386
To see the full statistical spreadsheet, visit: <a href="https://support.prairiecat.info/gov">https://support.prairiecat.info/gov</a>												

**Strategic Plan Multi-Year Summary  
2021-2024**



**Vision:** To satisfy individual and library needs through equitably shared resources.

**Mission:** We engage members in sharing resources effectively and equitably, expanding the quality and quantity of information accessible to our library users.

**ENGAGEMENT**  
Members are actively engaged at all levels, which creates connections and advances the organization.

**GOALS**

- Members feel informed and connected through targeted communications.
- Members have strong relationships through personal connections and peer networks.
- Members are empowered, feel valued, and actively participate.

**GOVERNANCE**  
Leadership is transparent, responsive, innovative, and accountable.

**GOALS**

- PrairieCat is sustainable and continues to pursue organizational growth and independence.
- PrairieCat has a learning culture supported by continuous improvement.
- PrairieCat is innovative and creates an inspiring vision for members.

**TRAINING**  
Learning opportunities equip members to provide excellent service to end users.

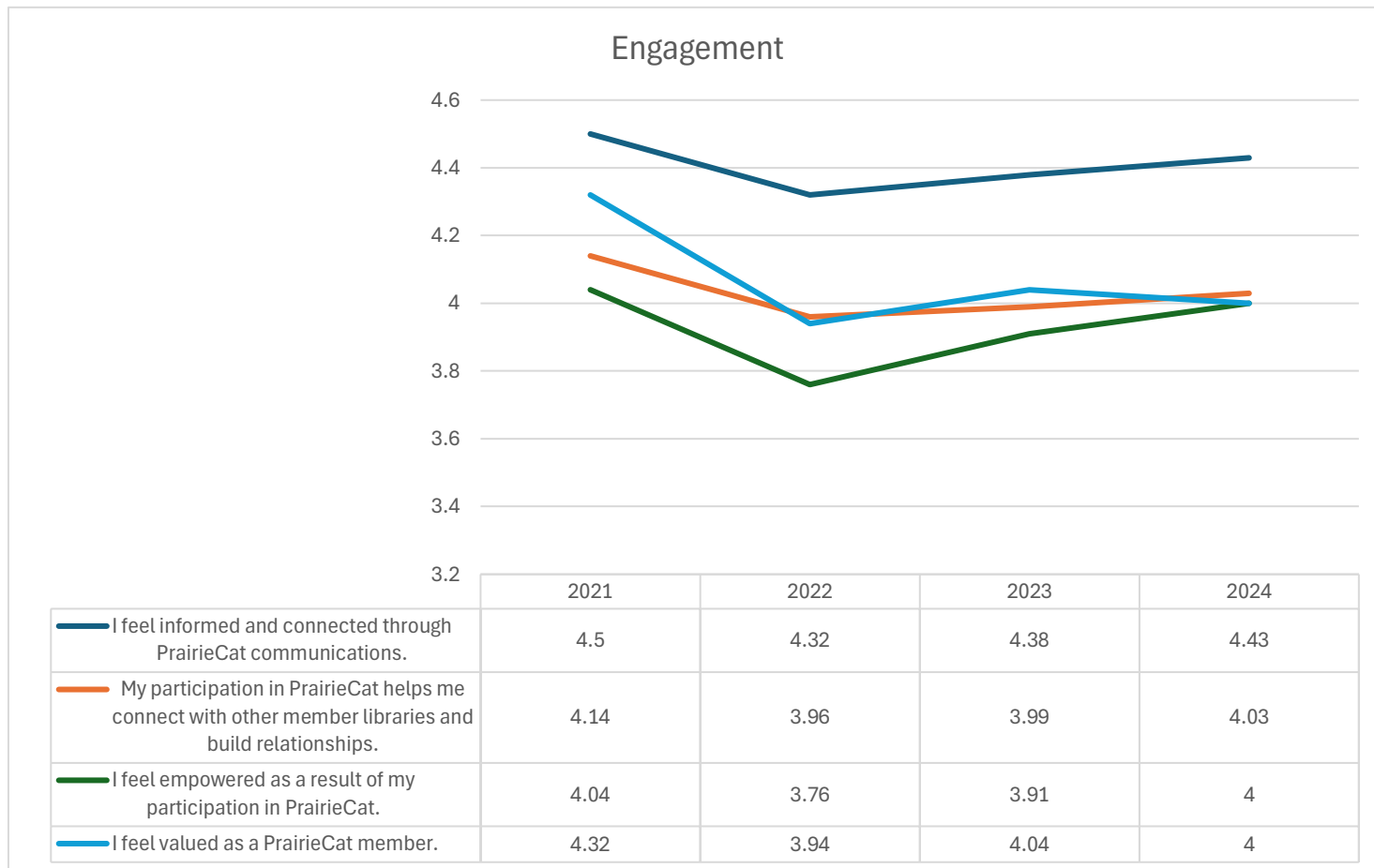
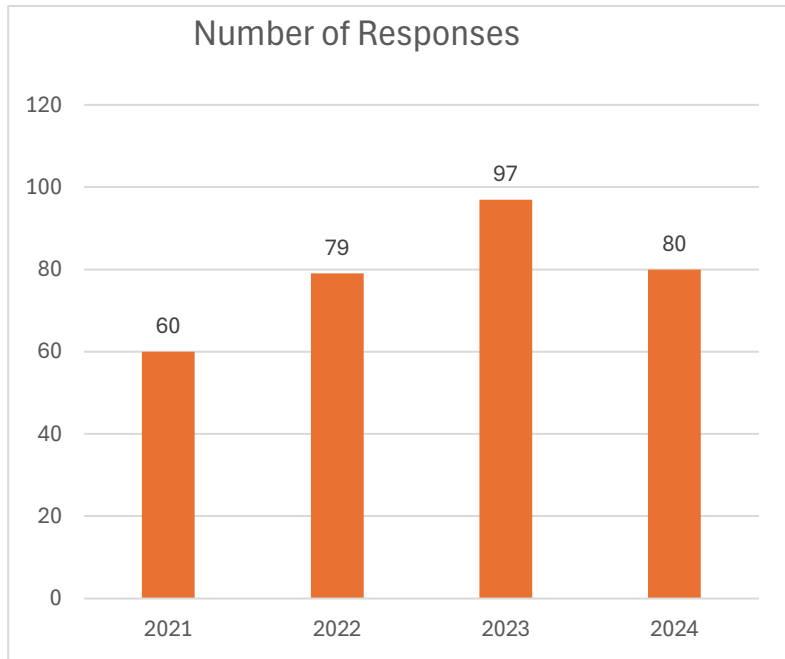
**GOALS**

- Training opportunities are well advertised and materials are easily accessible.
- A mix of training and continuing education is provided to enhance member knowledge.
- Training content and materials are regularly evaluated to ensure their quality and effectiveness.

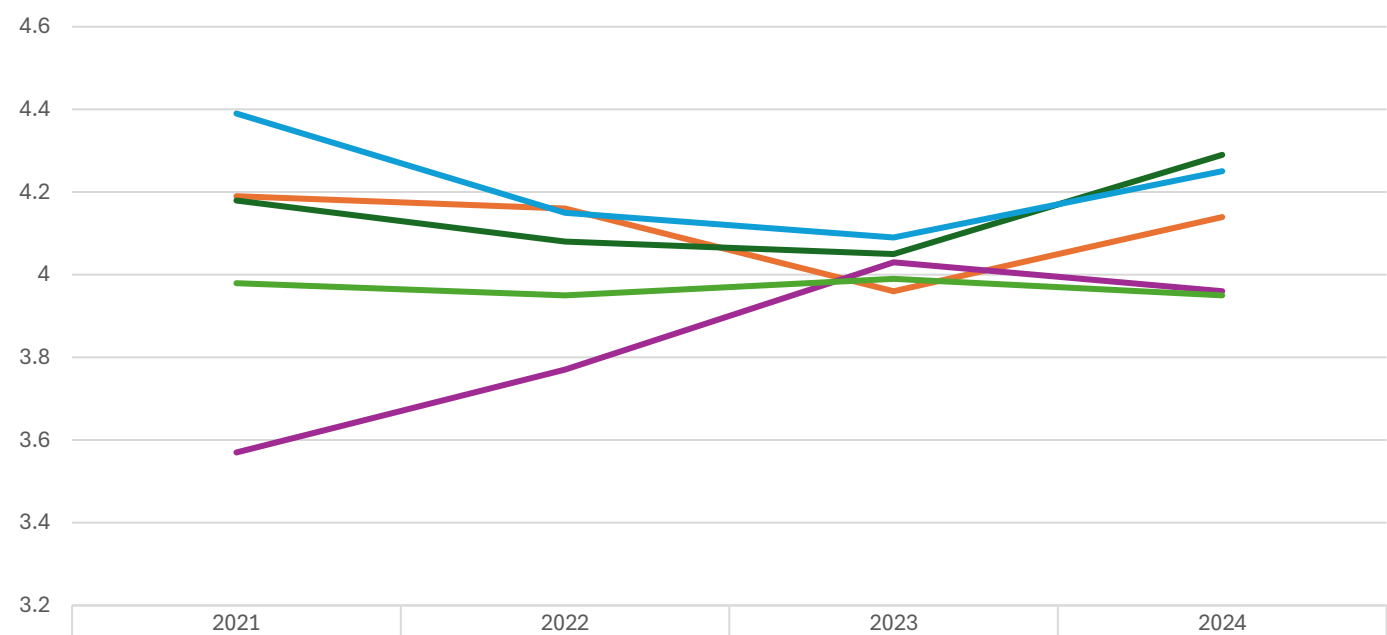
**END USER EXPERIENCE**  
Members are supported in their efforts to provide exceptional service to end users.

**GOALS**

- Services are focused on meeting user needs and improving user engagement.
- PrairieCat seeks opportunities to enhance services to further meet the needs of diverse users.
- PrairieCat pursues vendor relationships to offer expanded services to end users.

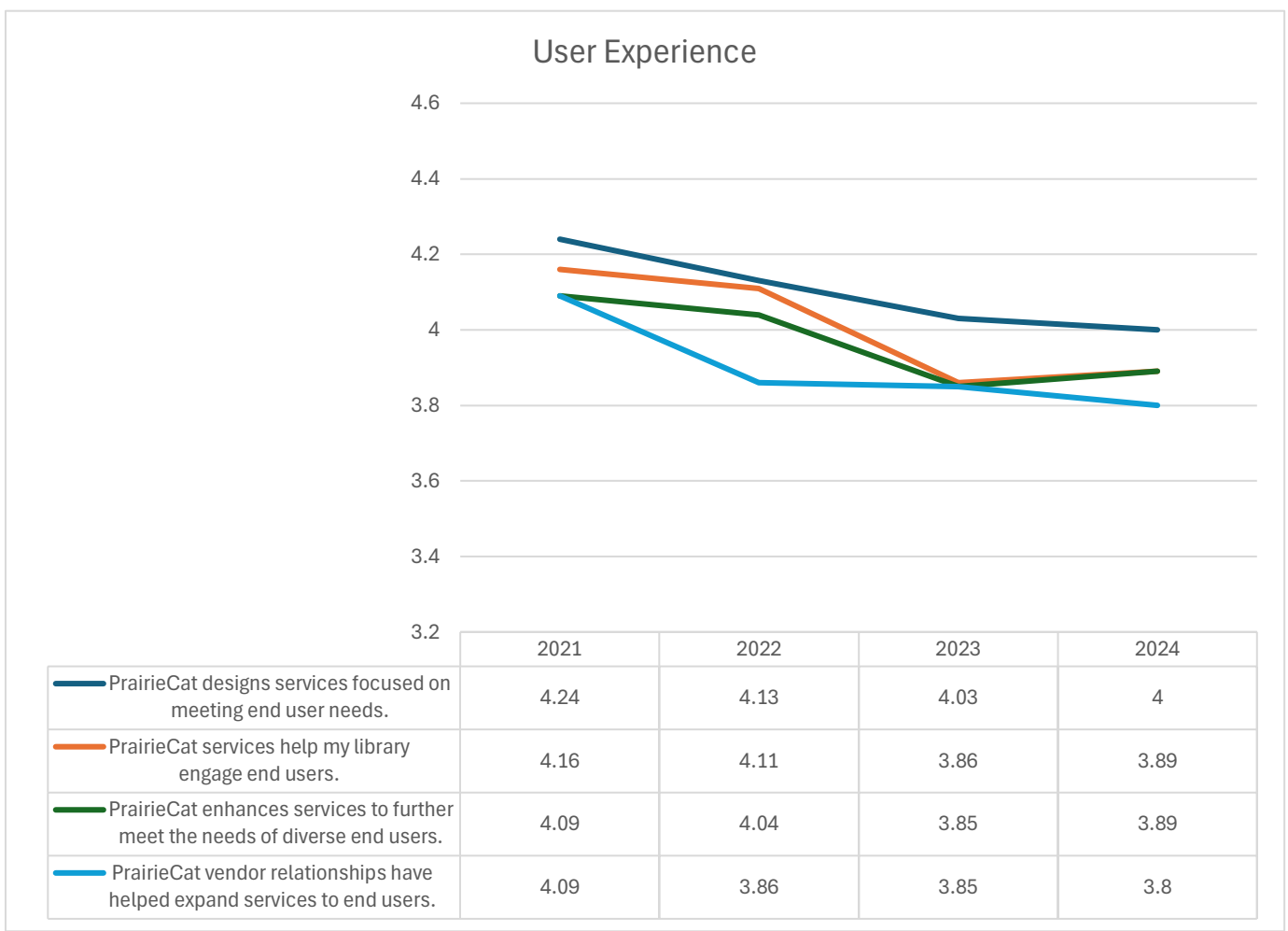
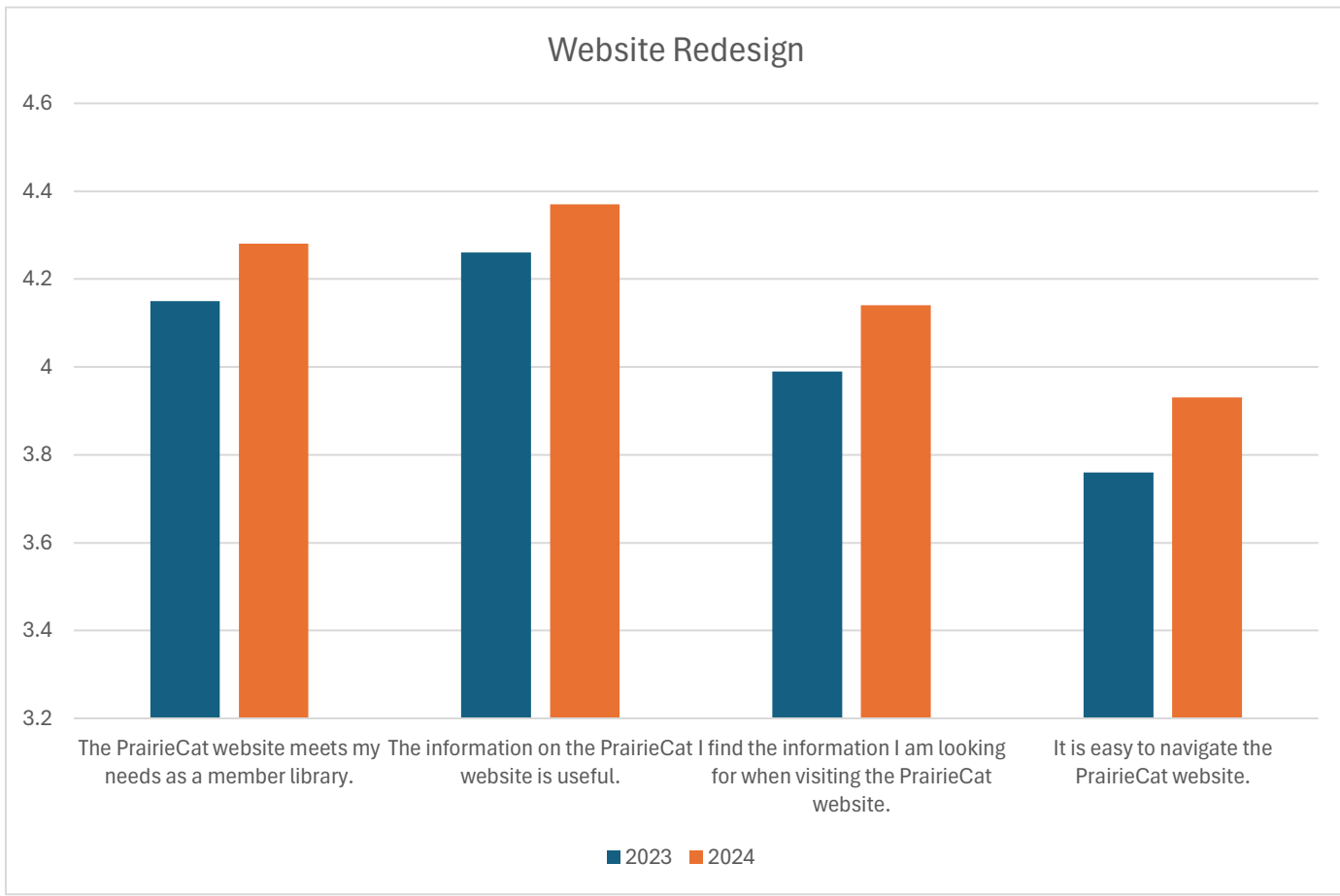
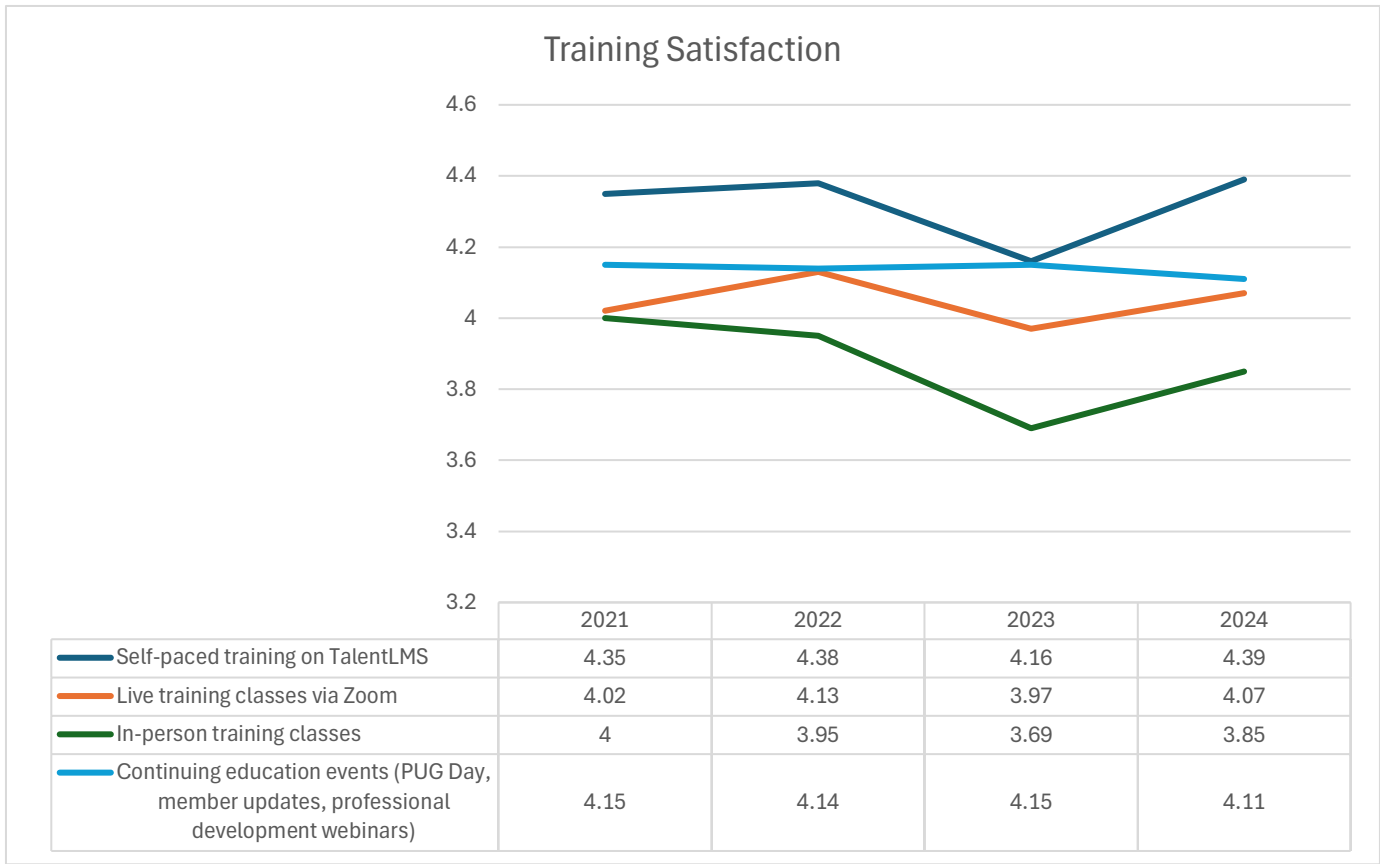


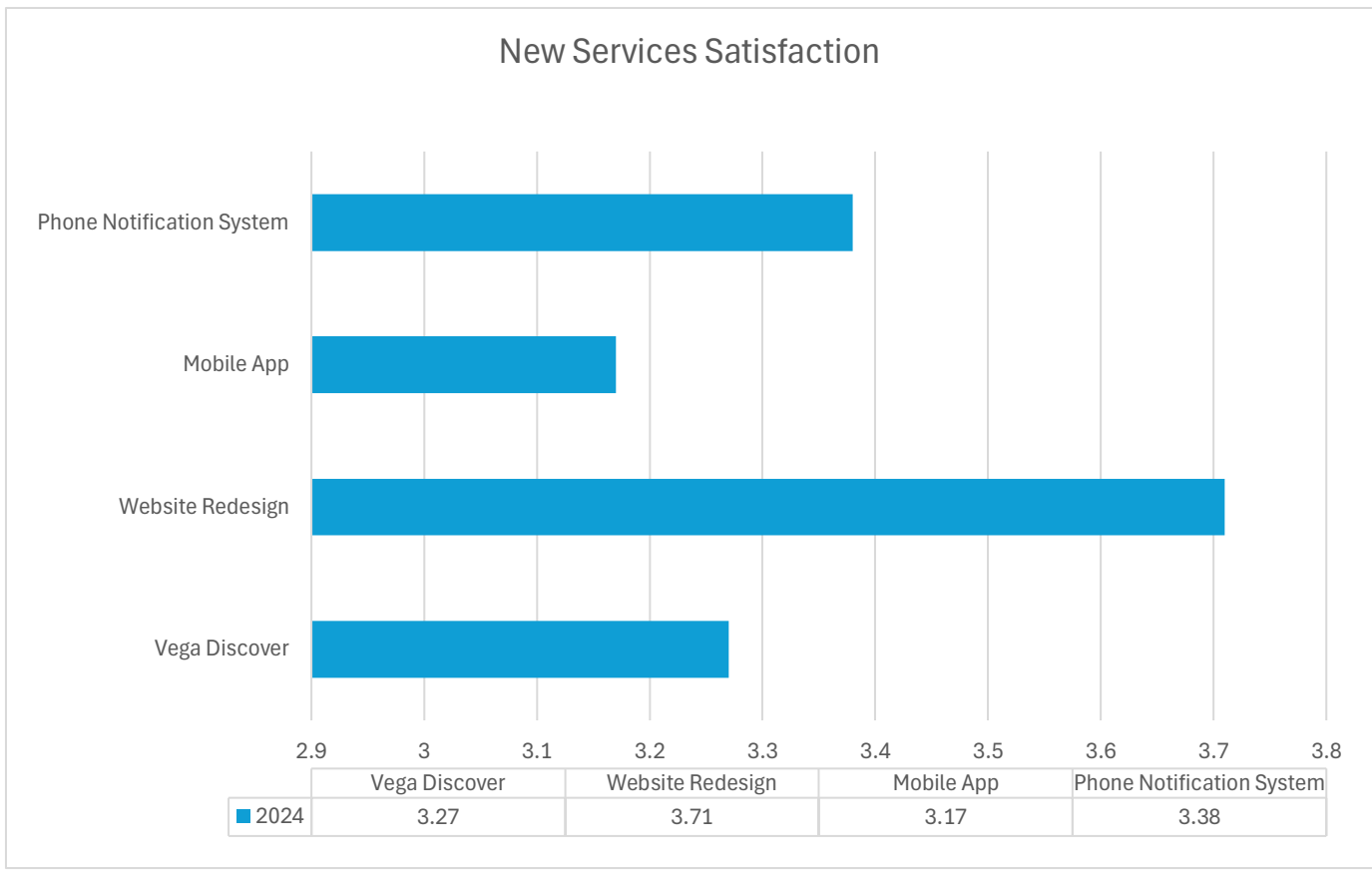
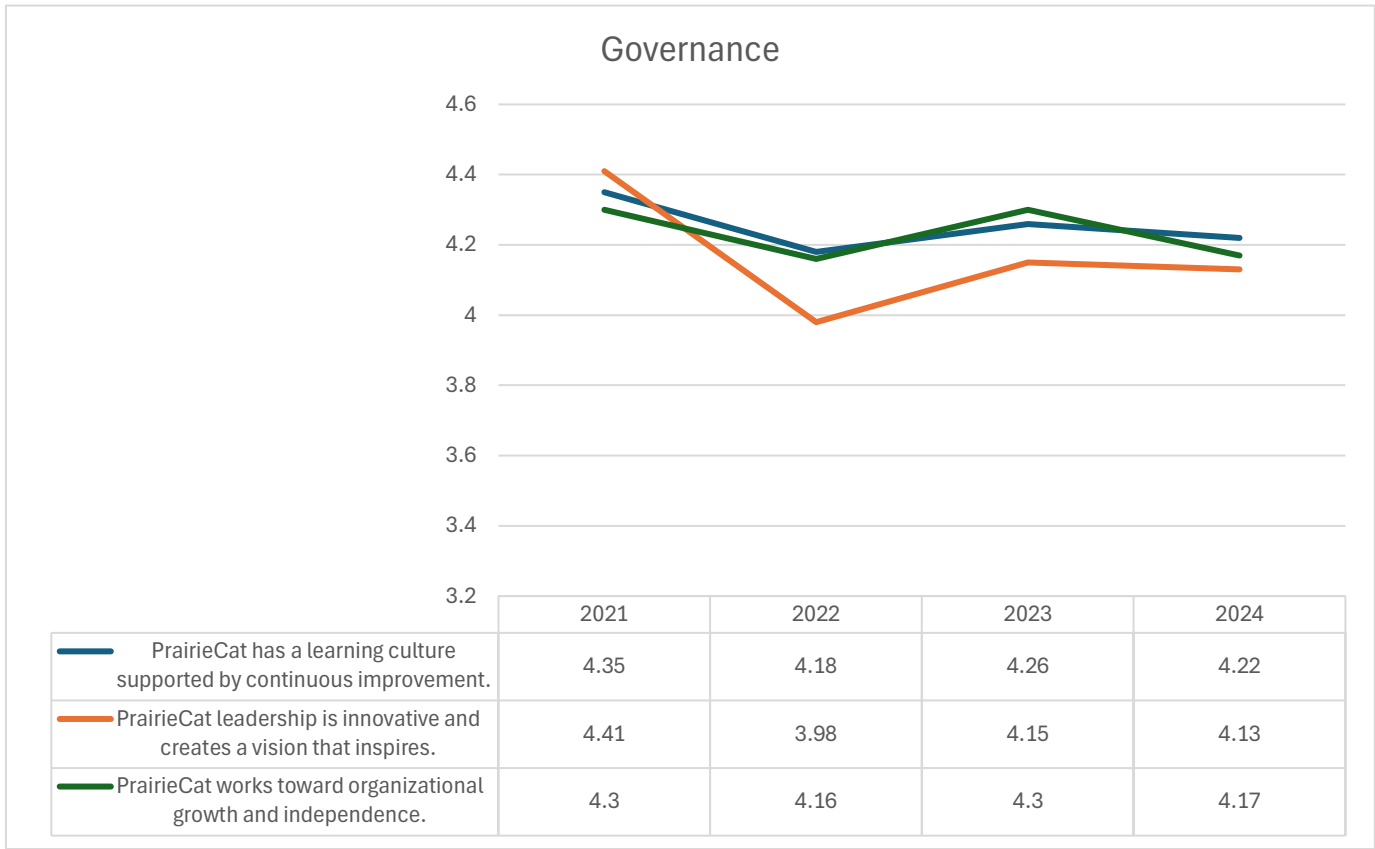
### Training



	2021	2022	2023	2024
Training opportunities such as TalentLMS courses and live training classes are communicated effectively.	4.19	4.16	3.96	4.14
I am satisfied with the quantity of PrairieCat training opportunities that are offered.	4.18	4.08	4.05	4.29
My library uses PrairieCat training classes to help train new staff or teach new skills to current staff.	4.39	4.15	4.09	4.25
Training materials and resources are easy to find on the PrairieCat website.	3.57	3.77	4.03	3.96
Training manuals, technical bulletins, and other training resources are easy to use. (revised to Training materials and resources such as policies and procedures documentation are easy to use in 2023)	3.98	3.95	3.99	3.95

2024: I am aware of the training options available to me, including self-paced courses and live sessions (virtual or in person) 4.28

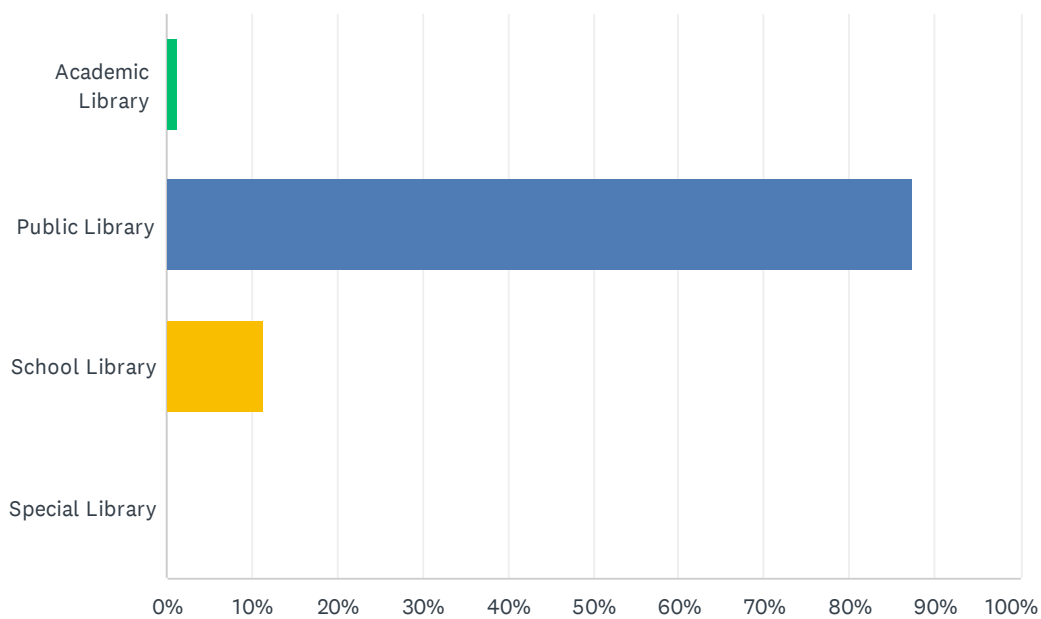




PrairieCat Strategic Plan Evaluation - Mult-Year Summary 2021-2024	2021	2022	2023	2024				
<b>Number of Responses</b>	60	79	97	80				
<b>Engagement</b>								
I feel informed and connected through PrairieCat communications.	4.5	4.32	4.38	4.43				
My participation in PrairieCat helps me connect with other member libraries and build relationships.	4.14	3.96	3.99	4.03				
I feel empowered as a result of my participation in PrairieCat.	4.04	3.76	3.91	4				
I feel valued as a PrairieCat member.	4.32	3.94	4.04	4				
<b>Training</b>								
Training opportunities such as TalentLMS courses and live training classes are communicated effectively.	4.19	4.16	3.96	4.14				
I am satisfied with the quantity of PrairieCat training opportunities that are offered.	4.18	4.08	4.05	4.29				
My library uses PrairieCat training classes to help train new staff or teach new skills to current staff.	4.39	4.15	4.09	4.25				
Training materials and resources are easy to find on the PrairieCat website.	3.57	3.77	4.03	3.96				
Training manuals, technical bulletins, and other training resources are easy to use. (revised to Training materials and resources such as policies and procedures documentation are easy to use in 2023)	3.98	3.95	3.99	3.95				
I am aware of the training options available to me, including self-paced courses and live sessions (virtual or in person).	NA	NA	NA	4.28				
<b>Please rate your level of satisfaction with the types of training and events offered:</b>								
Self-paced training on TalentLMS	4.35	4.38	4.16	4.39				
Live training classes via Zoom	4.02	4.13	3.97	4.07				
In-person training classes	4	3.95	3.69	3.85				
Continuing education events (PUG Day, member updates, professional development webinars)	4.15	4.14	4.15	4.11				
<b>Website Redesign</b>								
The PrairieCat website meets my needs as a member library.	NA	NA	4.15	4.28				
The information on the PrairieCat website is useful.	NA	NA	4.26	4.37				
I find the information I am looking for when visiting the PrairieCat website.	NA	NA	3.99	4.14				
It is easy to navigate the PrairieCat website.	NA	NA	3.76	3.93				
<b>User Experience</b>								
PrairieCat designs services focused on meeting end user needs.	4.24	4.13	4.03	4				
PrairieCat services help my library engage end users.	4.16	4.11	3.86	3.89				
PrairieCat enhances services to further meet the needs of diverse end users.	4.09	4.04	3.85	3.89				
PrairieCat vendor relationships have helped expand services to end users.	4.09	3.86	3.85	3.8				
<b>Governance</b>								
PrairieCat has a learning culture supported by continuous improvement.	4.35	4.18	4.26	4.22				
PrairieCat leadership is innovative and creates a vision that inspires.	4.41	3.98	4.15	4.13				
PrairieCat works toward organizational growth and independence.	4.3	4.16	4.3	4.17				
<b>PrairieCat has added new technologies or services over the last few years. Please rate your level of satisfaction for each addition.</b>								
Vega Discover				3.27				
Website Redesign				3.71				
Mobile App				3.17				
Phone Notification System				3.38				

### Q1 Select your library's type:

Answered: 80 Skipped: 0

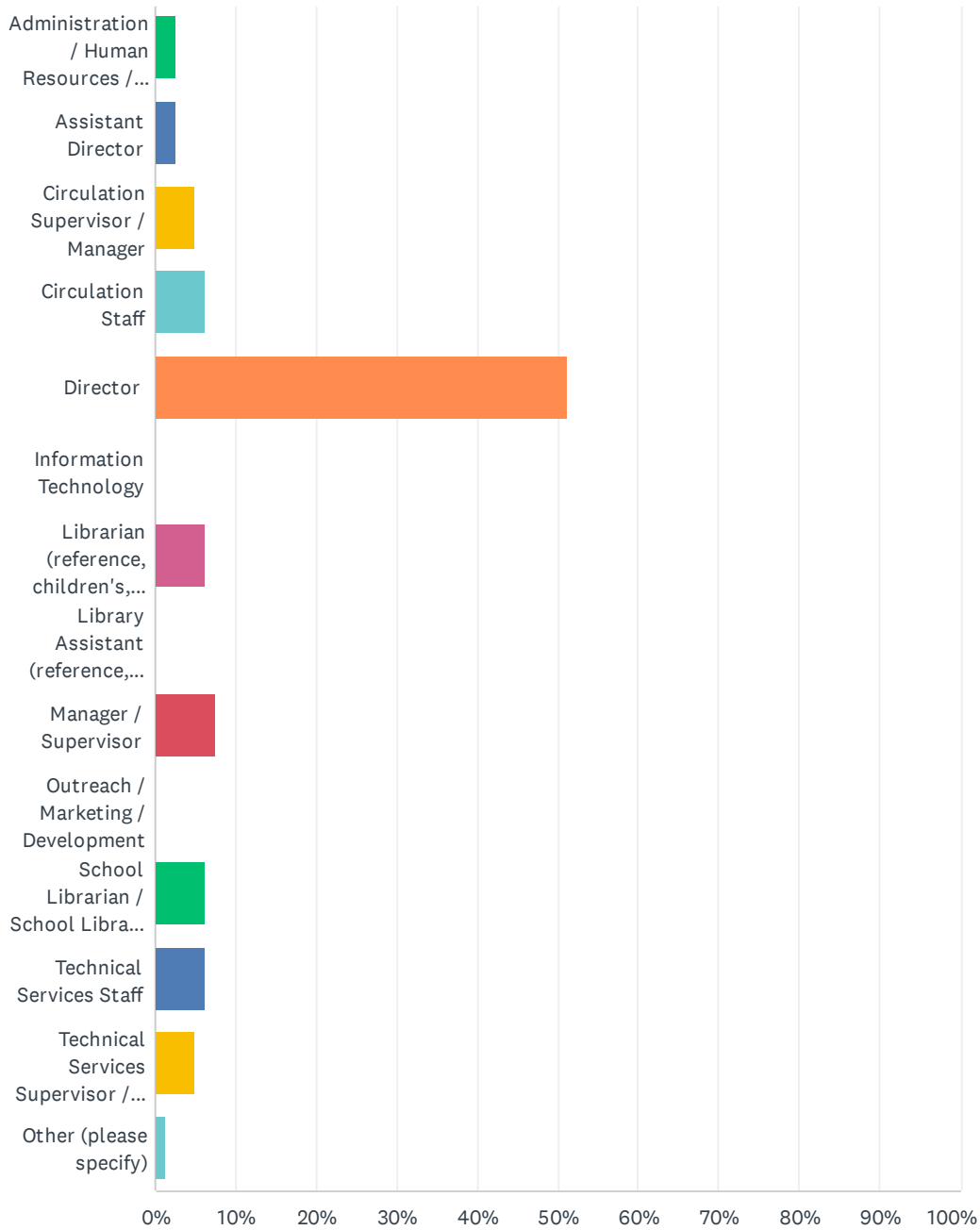


ANSWER CHOICES	RESPONSES	
Academic Library	1.25%	1
Public Library	87.50%	70
School Library	11.25%	9
Special Library	0.00%	0
TOTAL		80



## Q2 What is your library position? (Please select the option that best describes your position)

Answered: 80 Skipped: 0



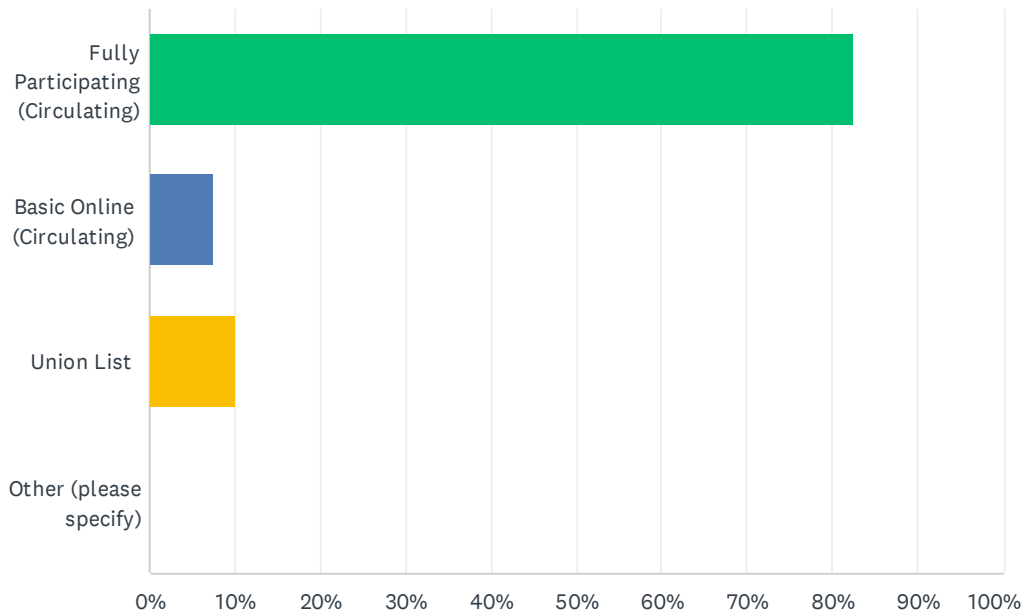
Strategic Plan Evaluation: Member Survey | 2024

ANSWER CHOICES	RESPONSES	
Administration / Human Resources / Finances	2.50%	2
Assistant Director	2.50%	2
Circulation Supervisor / Manager	5.00%	4
Circulation Staff	6.25%	5
Director	51.25%	41
Information Technology	0.00%	0
Librarian (reference, children's, youth services, etc.)	6.25%	5
Library Assistant (reference, children's, youth services, etc.)	0.00%	0
Manager / Supervisor	7.50%	6
Outreach / Marketing / Development	0.00%	0
School Librarian / School Library Staff	6.25%	5
Technical Services Staff	6.25%	5
Technical Services Supervisor / Manager	5.00%	4
Other (please specify)	1.25%	1
<b>TOTAL</b>		<b>80</b>

#	OTHER (PLEASE SPECIFY)	DATE
1	Circulation and technical services manager	10/15/2024 8:32 AM

### Q3 Select your library's PrairieCat membership level:

Answered: 80 Skipped: 0

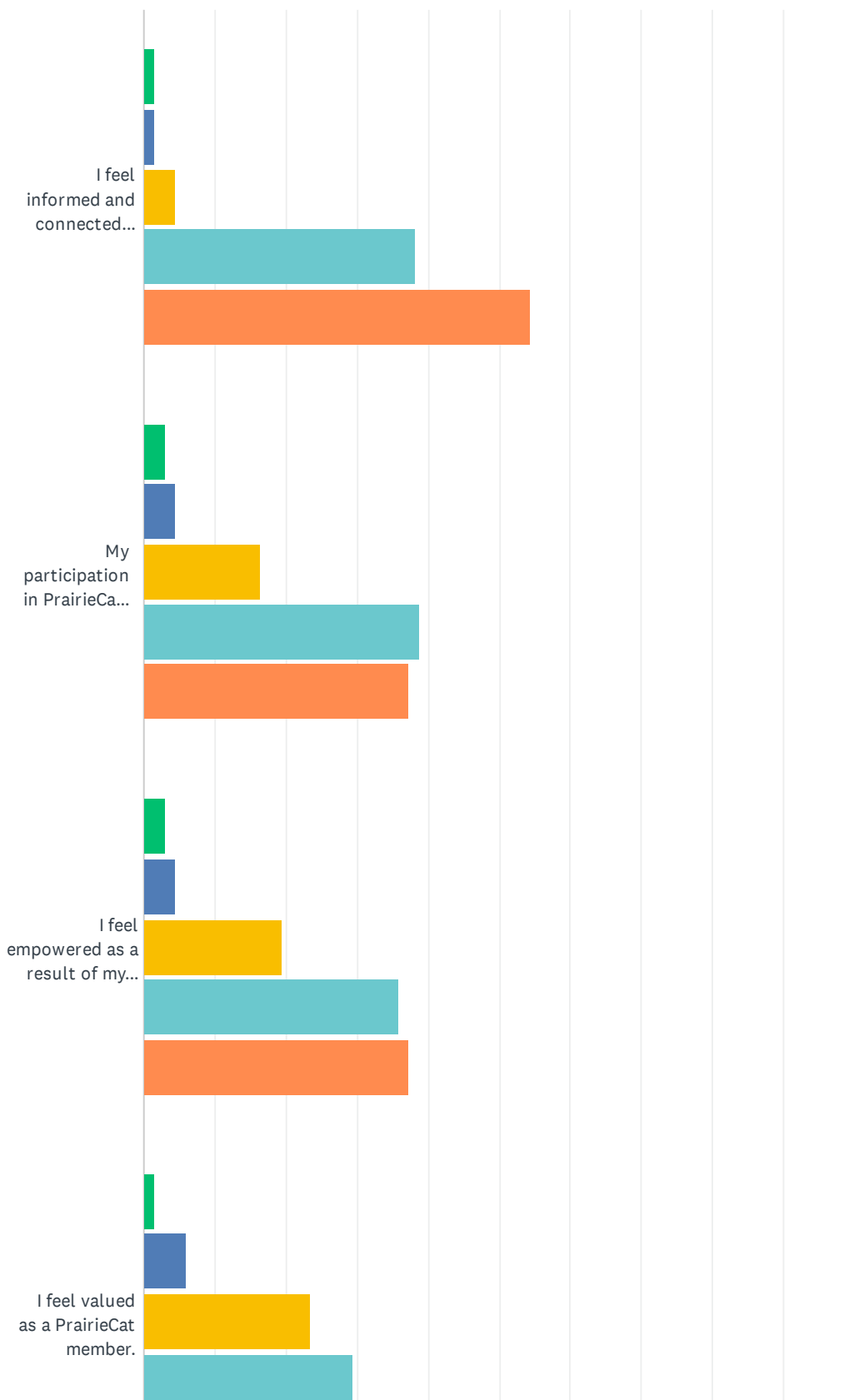


ANSWER CHOICES	RESPONSES
Fully Participating (Circulating)	82.50% 66
Basic Online (Circulating)	7.50% 6
Union List	10.00% 8
Other (please specify)	0.00% 0
<b>TOTAL</b>	<b>80</b>

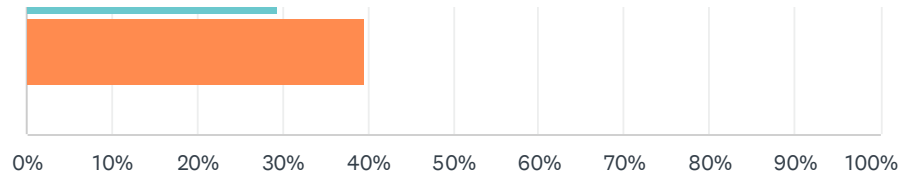
#	OTHER (PLEASE SPECIFY)	DATE
	There are no responses.	

### Q4 Please rate your level of agreement with the following statements:

Answered: 68 Skipped: 12



## Strategic Plan Evaluation: Member Survey | 2024



■ Strongly Di...   
 ■ Disagree - 2   
 ■ Neutral - 3   
 ■ Agree - 4  
■ Strongly Ag...

	STRONGLY DISAGREE - 1	DISAGREE - 2	NEUTRAL - 3	AGREE - 4	STRONGLY AGREE - 5	TOTAL	WEIGHTED AVERAGE
I feel informed and connected through PrairieCat communications.	1.47% 1	1.47% 1	4.41% 3	38.24% 26	54.41% 37	68	4.43
My participation in PrairieCat helps me connect with other member libraries and build relationships.	2.99% 2	4.48% 3	16.42% 11	38.81% 26	37.31% 25	67	4.03
I feel empowered as a result of my participation in PrairieCat.	2.99% 2	4.48% 3	19.40% 13	35.82% 24	37.31% 25	67	4.00
I feel valued as a PrairieCat member.	1.47% 1	5.88% 4	23.53% 16	29.41% 20	39.71% 27	68	4.00

#	COMMENTS / OTHER (PLEASE SPECIFY)	DATE
1	The new marketing handouts (Annual Report, RAILS vs. PrairieCat, Organizational History and such) are very well done.	10/31/2024 2:54 PM
2	The Prairie Cat staff go out of their way to help each and every library in the system. I cannot say enough good things about them.	10/14/2024 2:10 PM

## Q5 How can PrairieCat better engage and communicate with member libraries?

Answered: 10 Skipped: 70

#	RESPONSES	DATE
1	Member libraries/members: I'd say to continue to explore grants from RAILS (other agencies) to support marketing of the consortium. This goes to support advocacy, marketing, and promotion of libraries.	10/31/2024 2:54 PM
2	As a relatively new director I'm so grateful for the help with IPLAR - the IPLAR workshop was beneficial.	10/28/2024 11:31 AM
3	I do not have any suggestions.	10/16/2024 3:22 PM
4	I think PC does a great job - at some level, each library is responsible for engaging as well. I understand this is easier said than done for many.	10/15/2024 12:00 PM
5	they do a great job now!	10/15/2024 9:25 AM
6	I am not sure if it was some setting that I missed but I only receive the listserv emails at the end of the day. If the system is running poorly or any other problem arises, I am not made aware of it unless I go on the PC website and search for news. I would like some sort of communication from PC when the issue is occurring.	10/15/2024 8:58 AM
7	More structured networking opportunities at Delegates Assembly meetings. We're driving pretty far away, may as well take advantage of the in-person meeting.	10/15/2024 8:53 AM
8	I find the member engagement days very valuable.	10/14/2024 3:46 PM
9	Continue with the open line of communications that PrairieCat staff and member libraries are using.	10/14/2024 1:33 PM
10	I think PrairieCat is doing a great job	10/14/2024 11:09 AM

## Q6 Are there any barriers to your participation that PrairieCat can remove?

Answered: 15 Skipped: 65

#	RESPONSES	DATE
1	Increase access to cataloging training.	10/31/2024 2:54 PM
2	it's been difficult to make the Delegates Assembly meetings in person in part due to distance, but PrairieCat's geographic area is large, and i understand that. i also appreciate that the locations are moved each quarter so everyone hopefully has a chance to easily attend in person.	10/29/2024 11:28 AM
3	The most difficult part for us small libraries is getting to the in-person meetings, due to staffing issues.	10/28/2024 2:47 PM
4	Automatic renewals	10/28/2024 2:06 PM
5	Zoomed meetings and workshops are often the only way to we can participate.	10/28/2024 11:31 AM
6	Not all library staff know about the information and training that PrairieCat has to offer.	10/16/2024 7:19 PM
7	No	10/16/2024 3:22 PM
8	Yes, locations of meetings are generally an hour or more away.	10/15/2024 2:32 PM
9	I wish we could be exempted from OMA forever, but I know that's not possible.	10/15/2024 12:18 PM
10	None for me at this time, but I would imagine staffing/scheduling would be a factor.	10/15/2024 12:00 PM
11	Don't think so?	10/15/2024 9:25 AM
12	no	10/15/2024 8:58 AM
13	Online meetings would be much better and encourage more participation. Perhaps lobby someone at the state to make it possible, similar to what RAILS does with their committees?	10/15/2024 8:53 AM
14	N/A	10/14/2024 1:33 PM
15	n/a	10/14/2024 11:09 AM

## Q7 Please share any other comments about member engagement here.

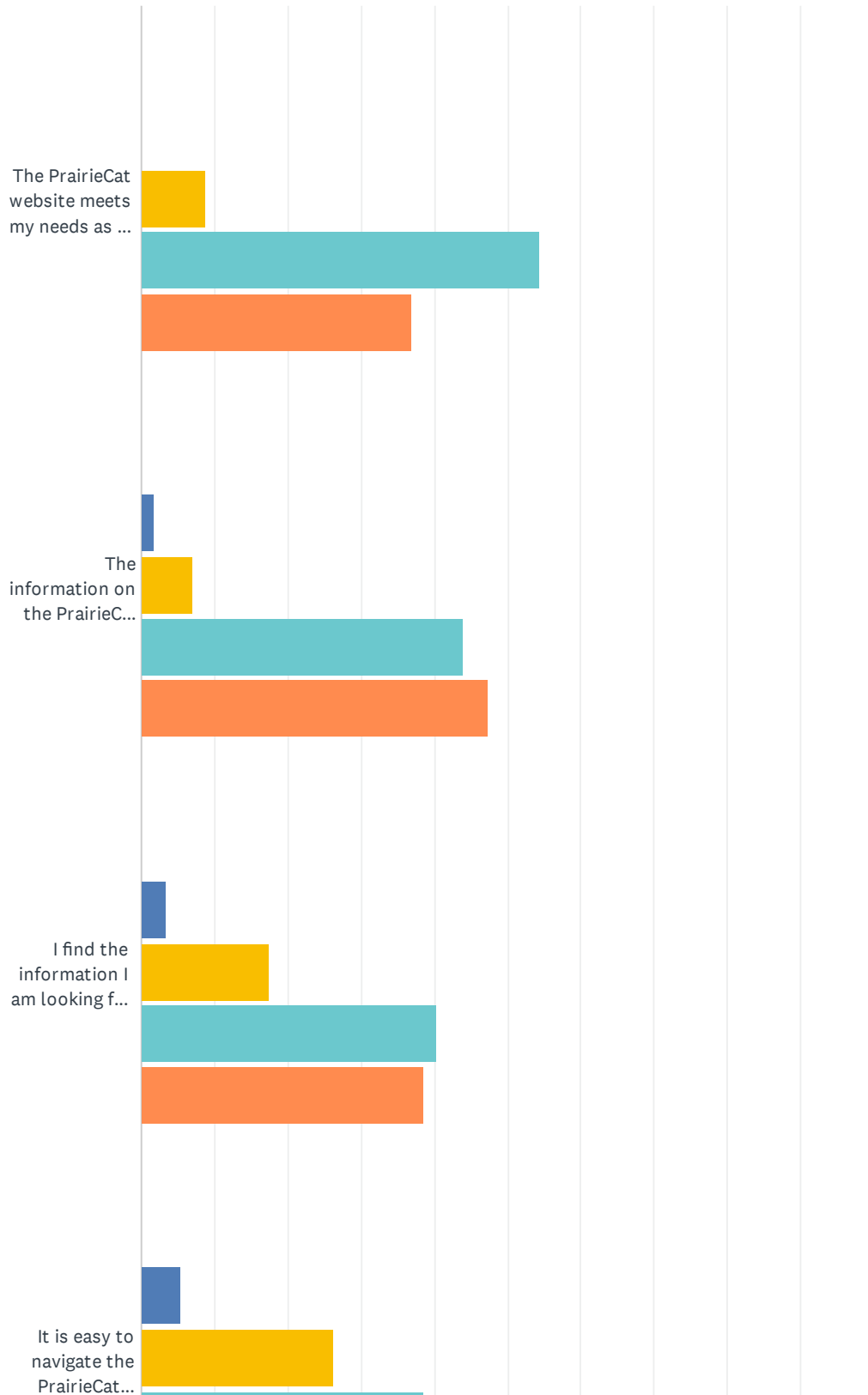
Answered: 9 Skipped: 71

#	RESPONSES	DATE
1	Good work on the progress in supporting the members through your work~	10/31/2024 2:54 PM
2	Maybe make a break out session with similar size/type of library's available after the meeting.	10/28/2024 2:47 PM
3	I am new to this position this school year so I just don't feel like I've been doing this long enough to have a full opinion.	10/28/2024 10:08 AM
4	I feel we need more training on some things and would like to have someone come to the library to help us.	10/16/2024 11:16 AM
5	Everyone on staff is so helpful when you have a question or a problem! Union list always seems to have problem, not being automated!	10/15/2024 9:25 AM
6	Library tour hops throughout the year. Would be fun!	10/15/2024 8:53 AM
7	I feel that you do very well in this area. It's nice that you have moved Delegates and PUG Day around to try to lessen the travel times for everyone.	10/14/2024 3:46 PM
8	N/A	10/14/2024 1:33 PM
9	n/a	10/14/2024 11:09 AM

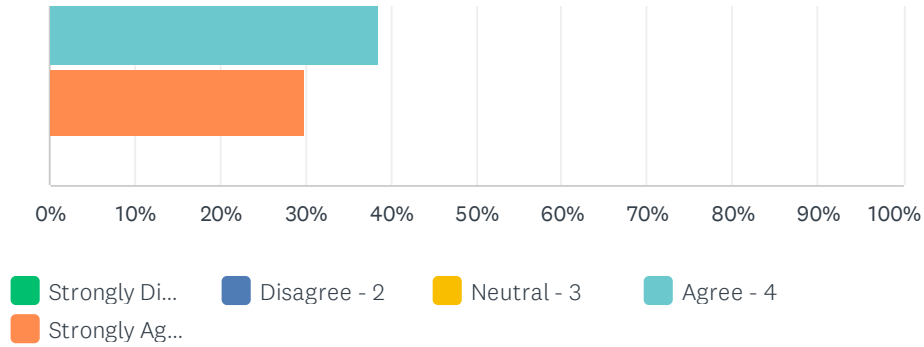


### Q8 Please rate your level of agreement with the following statements about the PrairieCat website support.prairiecat.info:

Answered: 57 Skipped: 23



## Strategic Plan Evaluation: Member Survey | 2024



	STRONGLY DISAGREE - 1	DISAGREE - 2	NEUTRAL - 3	AGREE - 4	STRONGLY AGREE - 5	TOTAL	WEIGHTED AVERAGE
The PrairieCat website meets my needs as a member library.	0.00% 0	0.00% 0	8.77% 5	54.39% 31	36.84% 21	57	4.28
The information on the PrairieCat website is useful.	0.00% 0	1.75% 1	7.02% 4	43.86% 25	47.37% 27	57	4.37
I find the information I am looking for when visiting the PrairieCat website.	0.00% 0	3.51% 2	17.54% 10	40.35% 23	38.60% 22	57	4.14
It is easy to navigate the PrairieCat website.	0.00% 0	5.26% 3	26.32% 15	38.60% 22	29.82% 17	57	3.93

#	COMMENTS / OTHER (PLEASE SPECIFY)	DATE
1	The Policies and Procedures Documentation setup is a little confusing at first.	10/28/2024 10:30 AM
2	I don't use the website as much as I should. I still have a little trouble finding what I am looking for.	10/16/2024 11:26 AM
3	Sometimes I can't find the agenda and documents for meetings. I'm unsure if this is me, or if it's something more people struggle to find.	10/15/2024 7:52 PM
4	I am just new to the position and don't know where all the things are yet.	10/15/2024 8:43 AM
5	I often have to call or put in a help desk ticket to find information on the website. It seems some things are almost hidden.	10/14/2024 2:13 PM

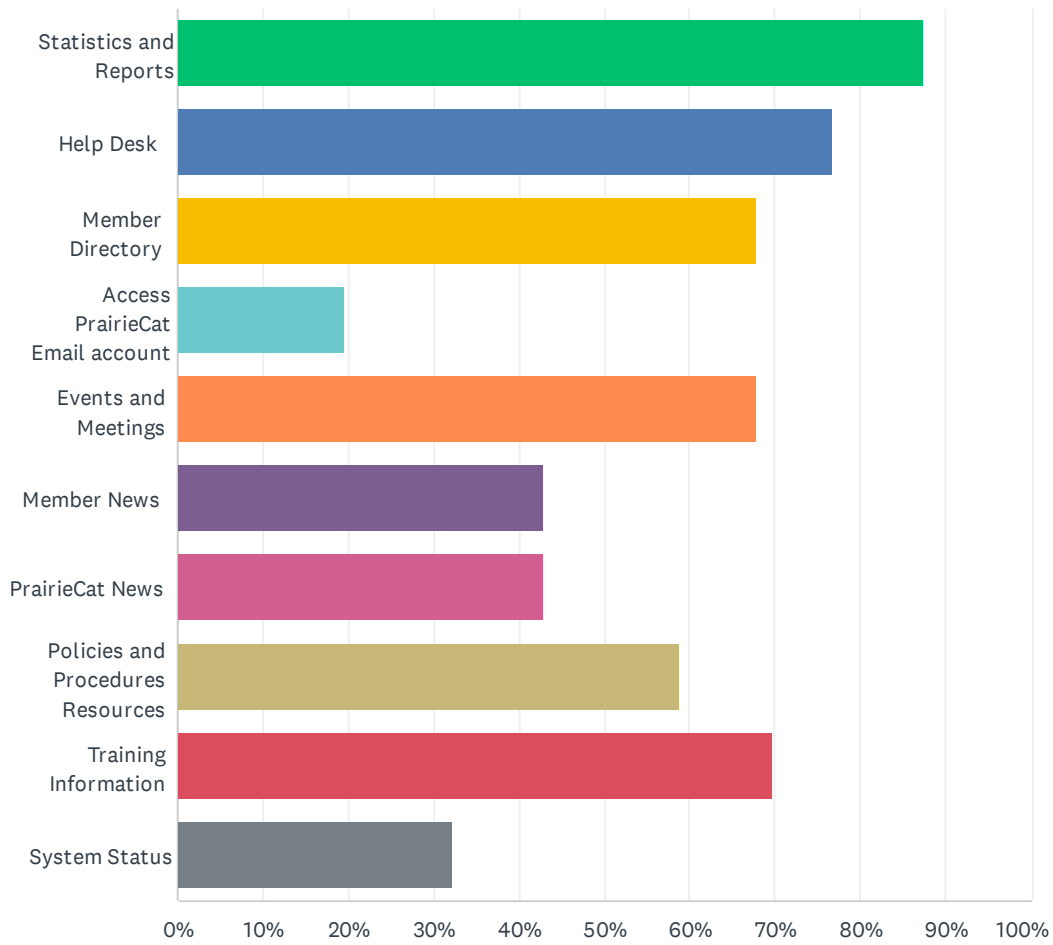
## Q9 Are there any features you wish the PrairieCat website had?

Answered: 6 Skipped: 74

#	RESPONSES	DATE
1	Easier to find links for training videos.	10/29/2024 8:32 AM
2	It would be cool to have a live chat option or a general FAQ	10/28/2024 10:30 AM
3	Nothing additional I can think of at this time.	10/15/2024 12:02 PM
4	?	10/15/2024 9:31 AM
5	N/A	10/14/2024 1:36 PM
6	A better search function to help me more quickly find the specific information I'm looking for.	10/14/2024 10:32 AM

## Q10 I use the PrairieCat website for (check all that apply)

Answered: 56 Skipped: 24



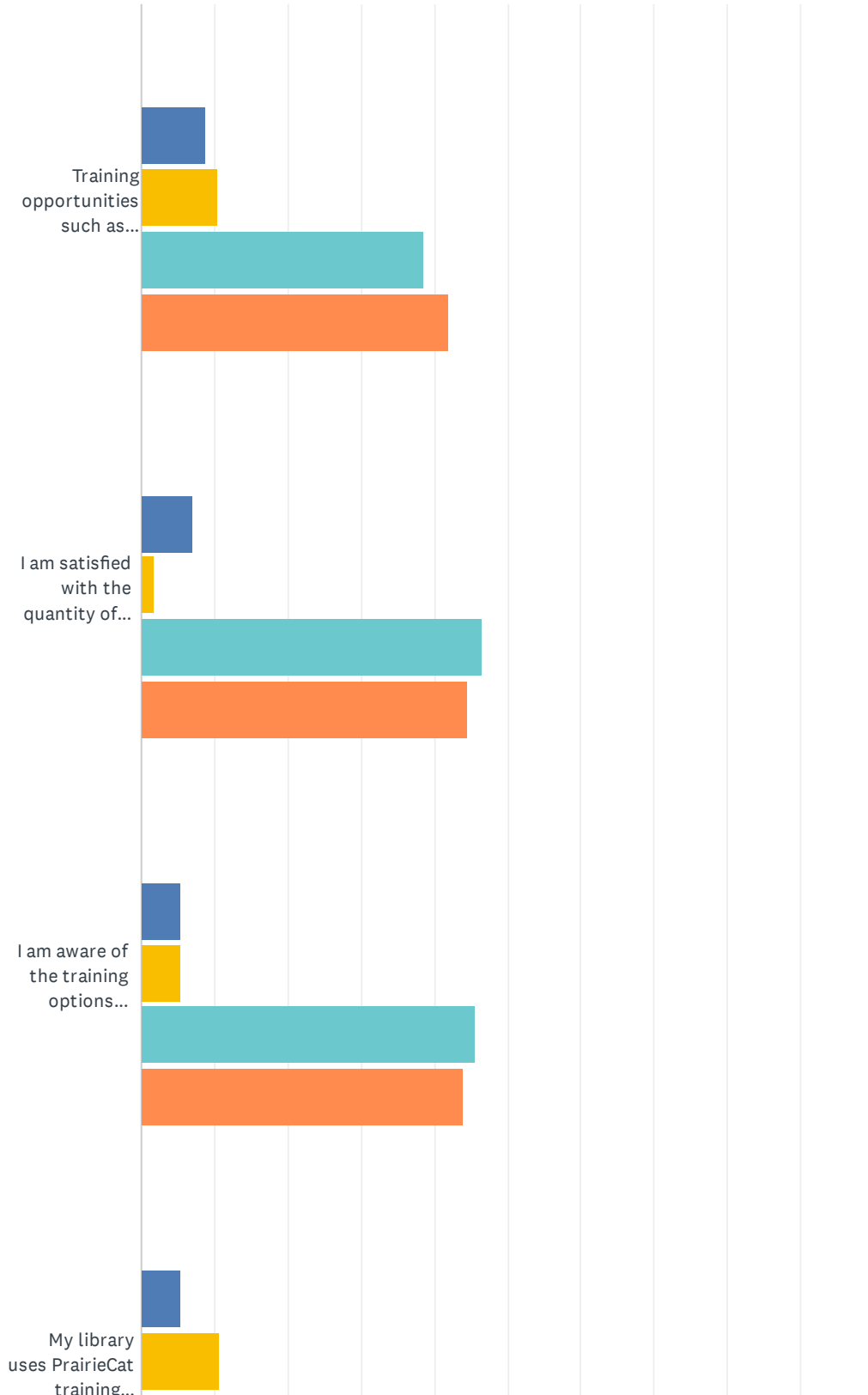
Strategic Plan Evaluation: Member Survey | 2024

ANSWER CHOICES	RESPONSES
Statistics and Reports	87.50% 49
Help Desk	76.79% 43
Member Directory	67.86% 38
Access PrairieCat Email account	19.64% 11
Events and Meetings	67.86% 38
Member News	42.86% 24
PrairieCat News	42.86% 24
Policies and Procedures Resources	58.93% 33
Training Information	69.64% 39
System Status	32.14% 18
Total Respondents: 56	

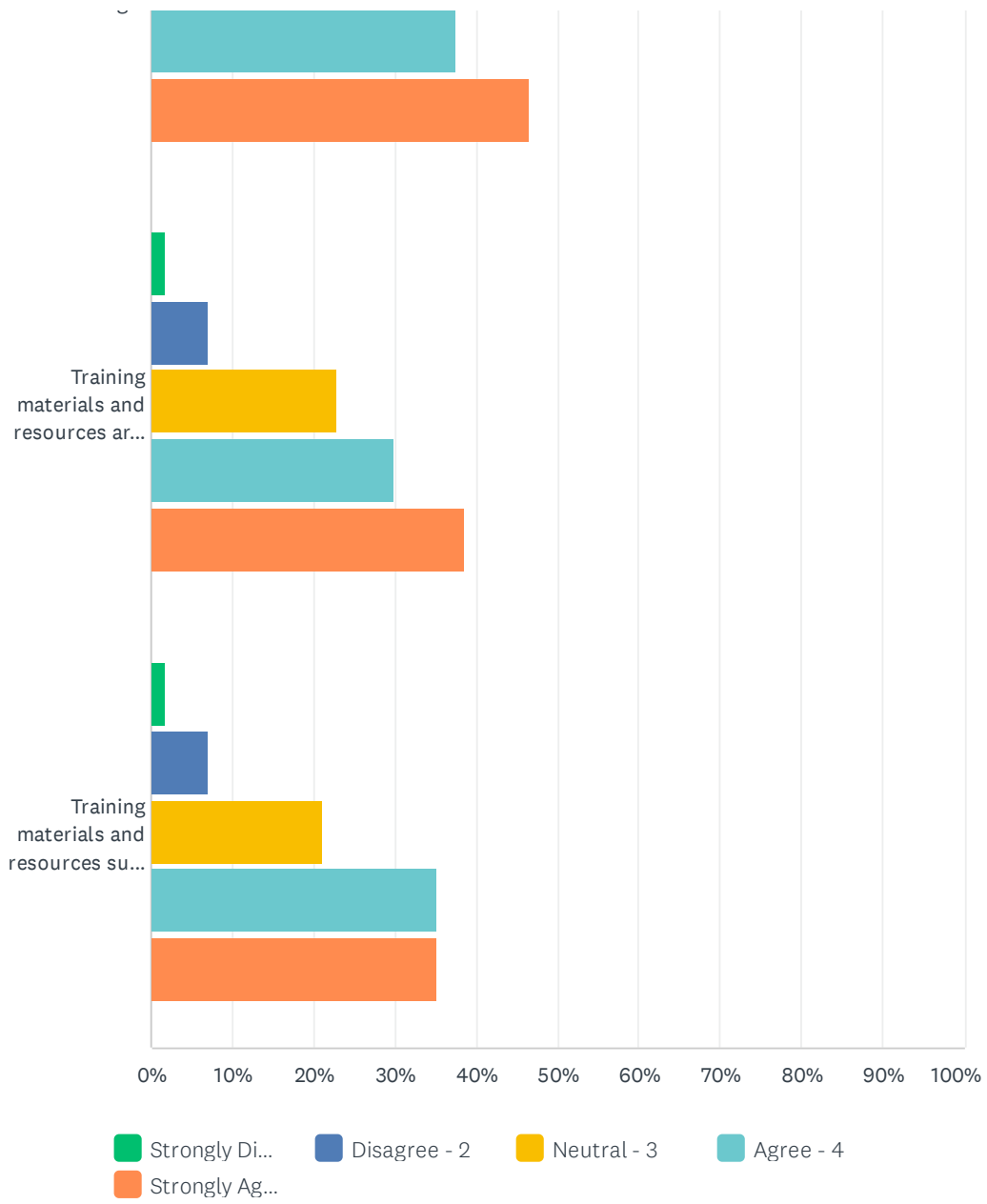
#	OTHER (PLEASE SPECIFY)	DATE
1	The green lights indicating system status are nice.	10/31/2024 3:33 PM

### Q11 Please rate your level of agreement with the following statements about PrairieCat provided Sierra/Discover Training:

Answered: 57 Skipped: 23



# Strategic Plan Evaluation: Member Survey | 2024



Strategic Plan Evaluation: Member Survey | 2024

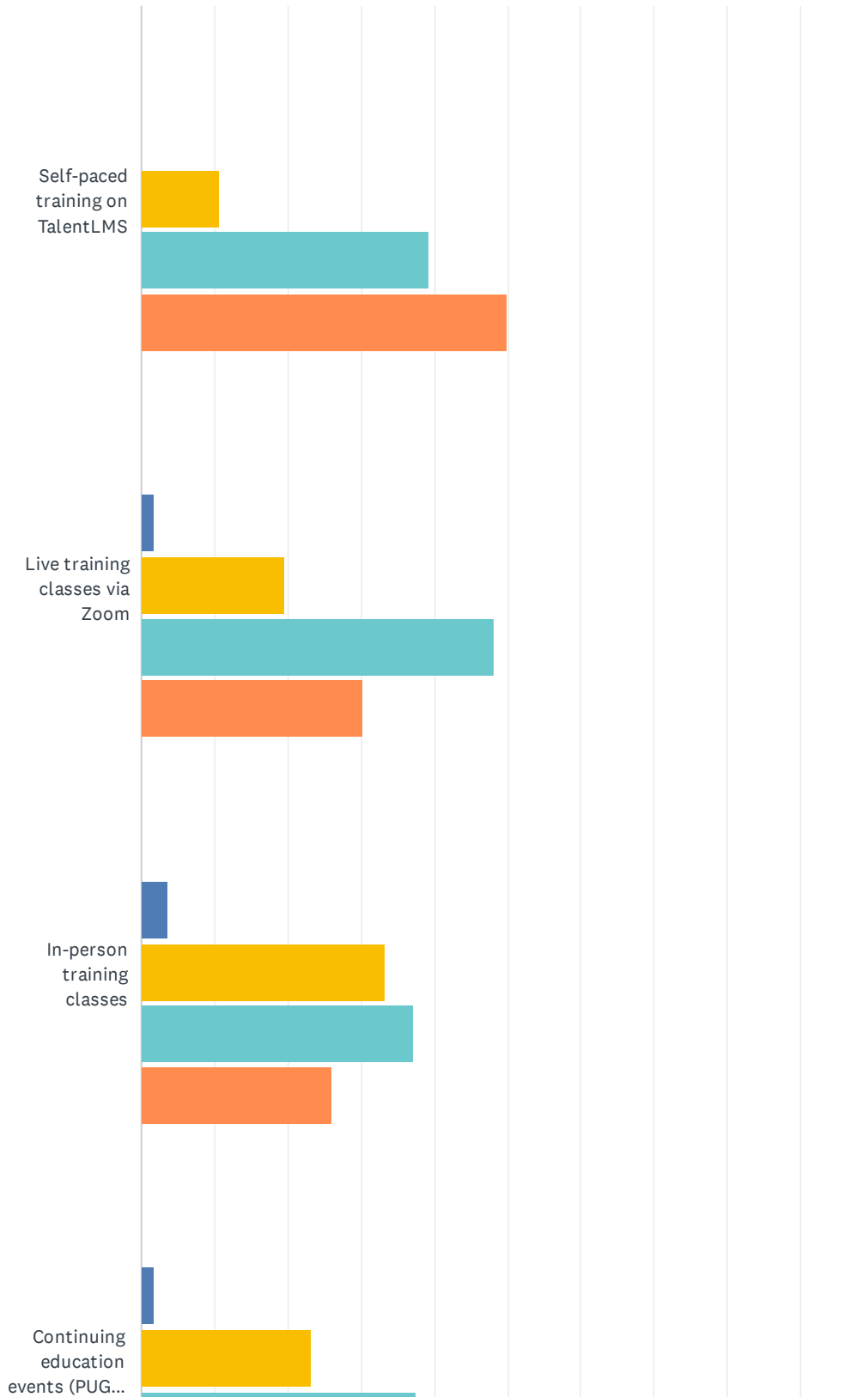
	STRONGLY DISAGREE - 1	DISAGREE - 2	NEUTRAL - 3	AGREE - 4	STRONGLY AGREE - 5	TOTAL	WEIGHTED AVERAGE
Training opportunities such as TalentLMS courses and live training classes are communicated effectively.	0.00% 0	8.77% 5	10.53% 6	38.60% 22	42.11% 24	57	4.14
I am satisfied with the quantity of PrairieCat training opportunities that are offered.	0.00% 0	7.14% 4	1.79% 1	46.43% 26	44.64% 25	56	4.29
I am aware of the training options available to me, including self-paced courses and live sessions (virtual or in person).	0.00% 0	5.26% 3	5.26% 3	45.61% 26	43.86% 25	57	4.28
My library uses PrairieCat training classes to help train new staff or teach new skills to current staff.	0.00% 0	5.36% 3	10.71% 6	37.50% 21	46.43% 26	56	4.25
Training materials and resources are easy to find on the PrairieCat website.	1.75% 1	7.02% 4	22.81% 13	29.82% 17	38.60% 22	57	3.96
Training materials and resources such as policies and procedures documentation are easy to use.	1.75% 1	7.02% 4	21.05% 12	35.09% 20	35.09% 20	57	3.95

#	COMMENTS / OTHER (PLEASE SPECIFY)	DATE
1	I recently set up a staff member to start catalog training and it was slightly challenging to decipher which courses belonged to that training series. I only knew where to start having taken the courses before and knowing the verbiage used to describe them. I think more obvious headings and groups of related classes (pre-requisites listed) would make the site easier to navigate. Having to locate and add each class that comes next in the series separately is cumbersome.	10/28/2024 11:24 AM
2	The Policies and Procedures Documentation setup is a little confusing at first.	10/28/2024 10:30 AM
3	Some classes are hard to figure out what you need in order to get certain certifications.	10/16/2024 7:24 PM
4	I haven't used talent LMS much recently and always forget how to get a person signed up to take classes. I usually don't take the time to look up policies, etc. and usually just email someone for the answer.	10/16/2024 11:26 AM

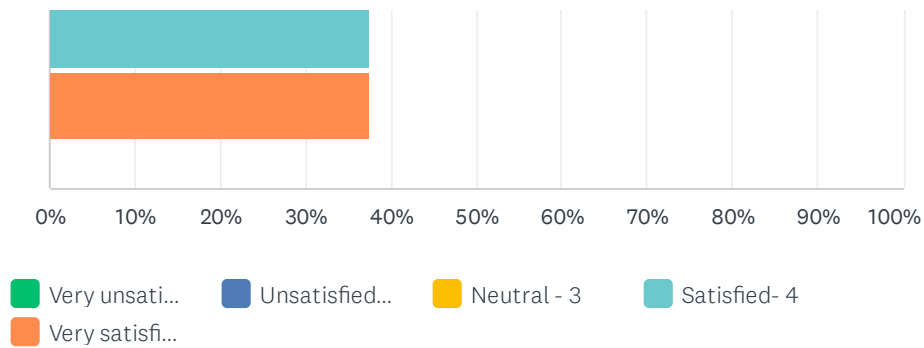


# Q12 Please rate your level of satisfaction with the types of training and events offered:

Answered: 57 Skipped: 23



## Strategic Plan Evaluation: Member Survey | 2024



	VERY UNSATISFIED - 1	UNSATISFIED- 2	NEUTRAL - 3	SATISFIED- 4	VERY SATISFIED - 5	TOTAL	WEIGHTED AVERAGE
Self-paced training on TalentLMS	0.00% 0	0.00% 0	10.71% 6	39.29% 22	50.00% 28	56	4.39
Live training classes via Zoom	0.00% 0	1.79% 1	19.64% 11	48.21% 27	30.36% 17	56	4.07
In-person training classes	0.00% 0	3.70% 2	33.33% 18	37.04% 20	25.93% 14	54	3.85
Continuing education events (PUG Day, member updates, professional development webinars)	0.00% 0	1.79% 1	23.21% 13	37.50% 21	37.50% 21	56	4.11

#	COMMENTS / OTHER (PLEASE SPECIFY)	DATE
1	Due to our size we do have a need for more training in some areas. These tend to be the areas that have longer training.	10/31/2024 3:33 PM
2	My "Neutral" responses are due to me never having used/experienced those trainings/classes.	10/28/2024 12:23 PM
3	PUG Day was more effective in person.	10/17/2024 8:46 AM
4	I wish there were more training on certain situations you come across in sierra or just in circulation in general.	10/16/2024 7:24 PM
5	I love that every other year Pug Day is offered online. The only problem is that this year some of the classes that I signed up for were on a Monday or Friday and I couldn't attend. It is also hard to do online if we are open and a patron comes in. I know that these are recorded, but it seems that I am so busy that I never take the time to go back and watch them.	10/16/2024 11:26 AM
6	PUG Day is great!	10/15/2024 8:55 AM
7	I have not had any in-person trainings or PUG days yet.	10/15/2024 8:43 AM
8	We don't use the 2 middle ones	10/14/2024 3:49 PM
9	I get so much out of PUG Day. I love attending in person. I get more out of it in person. This year it seems like many of the training sessions I wanted to attend were taking place at the same time. That was kind of frustrating.	10/14/2024 2:13 PM

## Q13 What can PrairieCat do to improve Sierra/Discover training?

Answered: 8 Skipped: 72

#	RESPONSES	DATE
1	Make sure it stays as current and updated as possible to include current practices and policies and is aligned with the current functionality of Sierra and Vega Discover	10/28/2024 10:30 AM
2	When I went through the training, it just seemed hard to navigate what I was supposed to be taking, what superseded what. It was more of an organizational issue.	10/28/2024 10:10 AM
3	n/a	10/15/2024 12:02 PM
4	It would be nice if the Talent LMS site was more accessible to new employees. I find it is too dense for initiation purposes.	10/15/2024 9:50 AM
5	?	10/15/2024 9:31 AM
6	Have online "office hours" where PC members can log in and ask a quick question. Anything that takes longer can then be referred to the HelpDesk. Might cut down on tickets.	10/15/2024 8:55 AM
7	I feel like the Talent LMS class is too short	10/14/2024 3:49 PM
8	N/A	10/14/2024 1:36 PM

## Q14 What continuing education or Sierra/Discover training would you like to see offered?

Answered: 7 Skipped: 73

#	RESPONSES	DATE
1	I have been curious about becoming an original cataloger - if that's even possible. I don't quite know how to go about that or even what courses to look for (what they are called, etc...) if they are already there.	10/28/2024 11:24 AM
2	Training on working the back end of Vega Discover (personalization, showcases, reports, etc.)	10/28/2024 10:30 AM
3	maybe go over the policy and procedures in a training so it certain sections can be explained in more detail and examples given.	10/16/2024 7:24 PM
4	I would like to have training on cataloging (library of things) items. Our library started getting things such as games, kits, etc. and we are not sure how to put them into the system. Do we put them in separately or make a library of things that they all get categorized under.	10/16/2024 11:26 AM
5	Can't think of anything additional at this time.	10/15/2024 12:02 PM
6	?	10/15/2024 9:31 AM
7	N/A	10/14/2024 1:36 PM

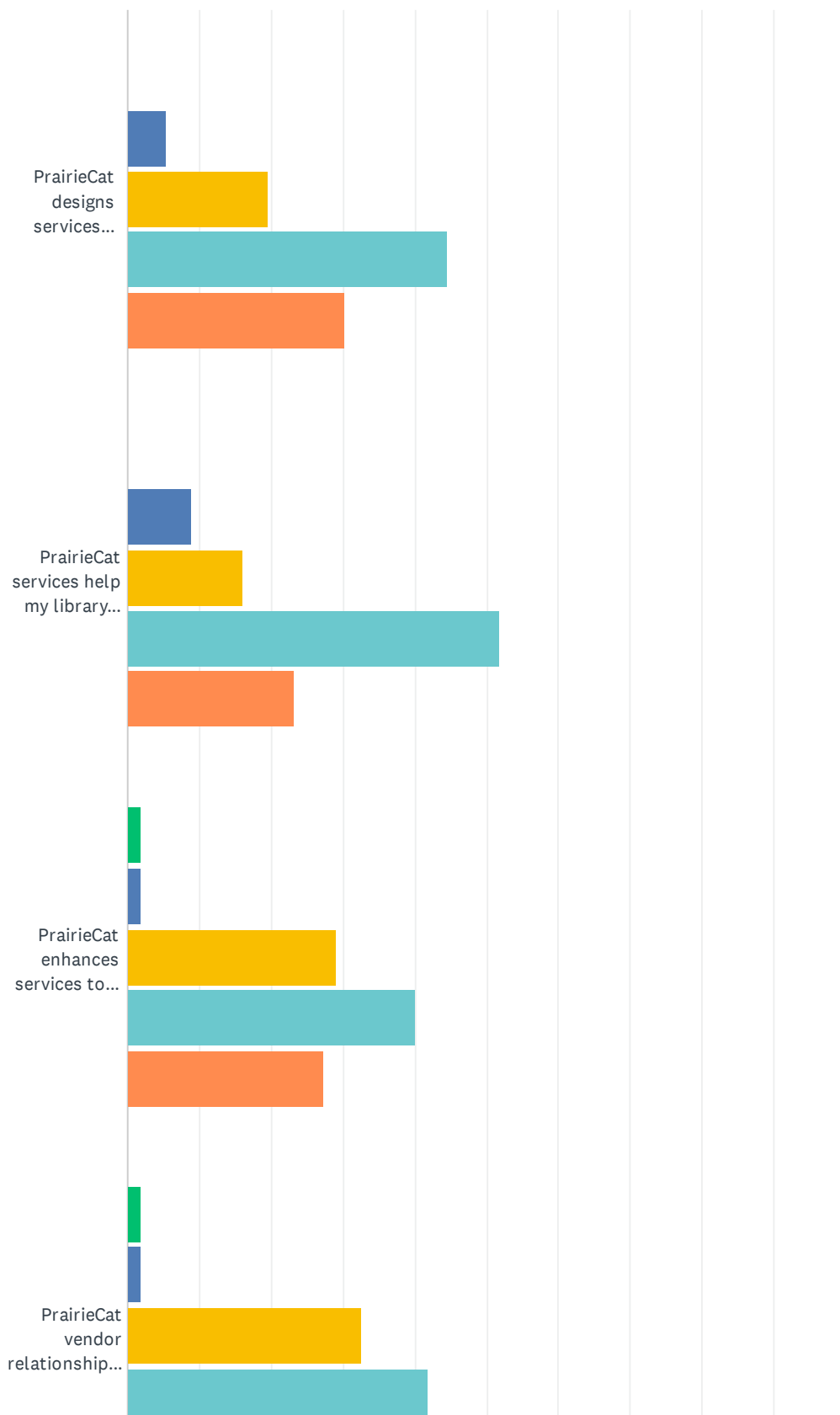
## Q15 Please share any other comments about training and continuing education here.

Answered: 2 Skipped: 78

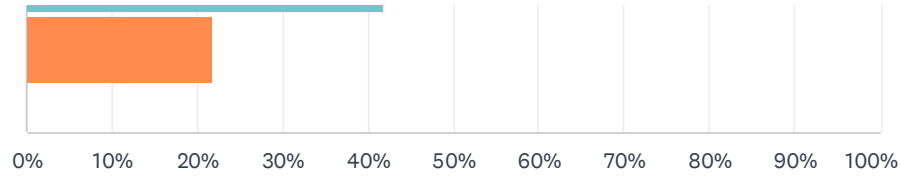
#	RESPONSES	DATE
1	We continue to have issues with multiple holds for book groups - this includes random and holiday titles. We would like training to navigate and understand our systems algorithm.	10/28/2024 11:50 AM
2	It is so handy for small Library's to be able to do alot of the training online. We don't have monies to travel very far, so doing it online is a big help to us! We really appreciate all of the people that answer all of our questions, and are always so nice when helping out! Our little Library is very lucky to be a part of PrairieCat!!	10/15/2024 9:31 AM

### Q16 Please rate your level of agreement with the following statements:

Answered: 56 Skipped: 24



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■ Strongly Di...   
 ■ Disagree - 2   
 ■ Neutral - 3   
 ■ Agree - 4  
■ Strongly Ag...

	STRONGLY DISAGREE - 1	DISAGREE - 2	NEUTRAL - 3	AGREE - 4	STRONGLY AGREE - 5	TOTAL	WEIGHTED AVERAGE
PrairieCat designs services focused on meeting end user needs.	0.00% 0	5.36% 3	19.64% 11	44.64% 25	30.36% 17	56	4.00
PrairieCat services help my library engage end users.	0.00% 0	8.93% 5	16.07% 9	51.79% 29	23.21% 13	56	3.89
PrairieCat enhances services to further meet the needs of diverse end users.	1.82% 1	1.82% 1	29.09% 16	40.00% 22	27.27% 15	55	3.89
PrairieCat vendor relationships have helped expand services to end users.	1.82% 1	1.82% 1	32.73% 18	41.82% 23	21.82% 12	55	3.80

#	COMMENTS / OTHER (PLEASE SPECIFY)	DATE
1	You seem more concerned with giving Innovative business than serving members.	10/15/2024 9:51 AM

## Q17 What can PrairieCat do to improve end user experience?

Answered: 8 Skipped: 72

#	RESPONSES	DATE
1	The switch to Vega has been challenging. Our patrons continue to struggle with the move and we find it more challenging to navigate. I think we lost some users while we were in-between. We don't always see accurate search results even as staff using the site. I personally miss using our c: 40 search code while I'm away from my library computers to quickly search our own inventory. This was a frustrating change for us as we continue to see the site have issues and the staff rarely uses it since we can't count on its accuracy.	10/28/2024 11:29 AM
2	The searching on Vega is a problem for a lot of patrons and staff.	10/28/2024 10:09 AM
3	Patrons are asking for a more descriptive catalogue. Especially when it comes to dvds. e.g. film dates (versions), actors.	10/15/2024 3:50 PM
4	n/a	10/15/2024 12:03 PM
5	Hold Innovative accountable for the promises they make.	10/15/2024 9:51 AM
6	?	10/15/2024 9:31 AM
7	I think our ILS is so concerned for the end-user experience that they don't focus on how awful their product is for staff.	10/15/2024 8:57 AM
8	N/A	10/14/2024 1:36 PM



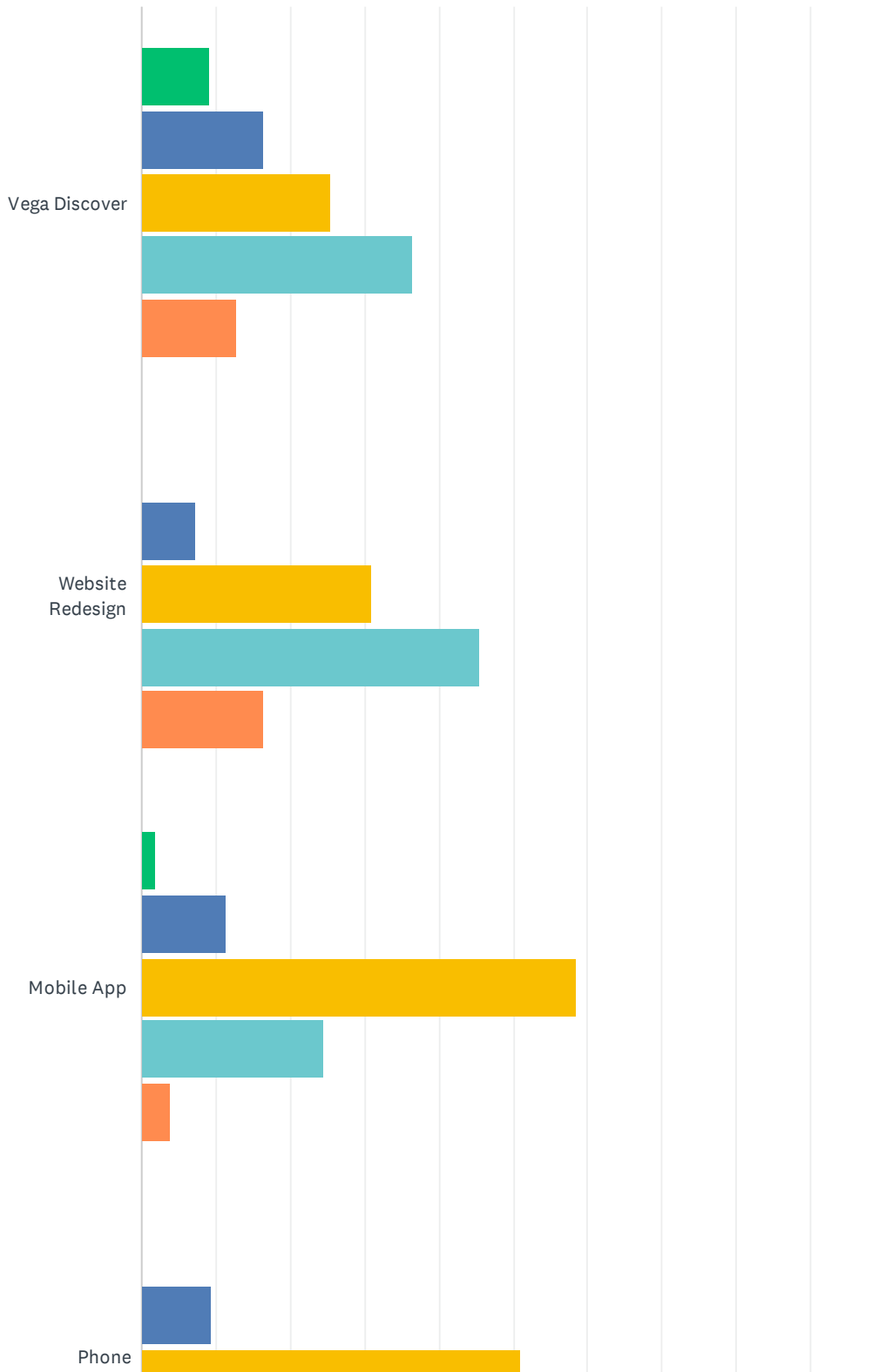
## Q18 Please share any other comments about end user experience here.

Answered: 4 Skipped: 76

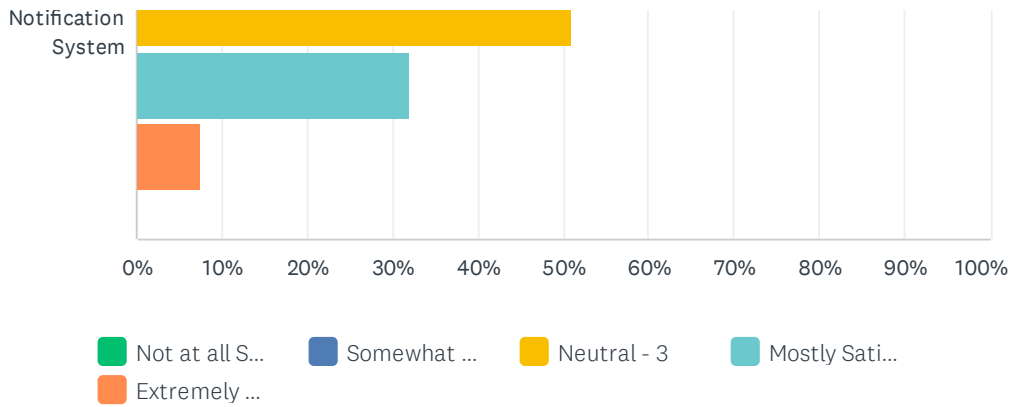
#	RESPONSES	DATE
1	Please continue to promote to Innovative the need to find materials in the catalog easier.	10/31/2024 3:34 PM
2	We have had a few patrons dislike the vega experience since we have started vega.	10/15/2024 3:50 PM
3	I appreciate PC's emphasis on the end user.	10/15/2024 12:03 PM
4	N/A	10/14/2024 1:36 PM

Q19 PrairieCat has added new technologies or services over the last few years. We would like to get your feedback on these. Please rate your level of satisfaction for each addition.

Answered: 55 Skipped: 25



## Strategic Plan Evaluation: Member Survey | 2024



	NOT AT ALL SATISFIED - 1	SOMEWHAT SATISFIED - 2	NEUTRAL - 3	MOSTLY SATISFIED - 4	EXTREMELY SATISFIED - 5	TOTAL	WEIGHTED AVERAGE
Vega Discover	9.09% 5	16.36% 9	25.45% 14	36.36% 20	12.73% 7	55	3.27
Website Redesign	0.00% 0	7.27% 4	30.91% 17	45.45% 25	16.36% 9	55	3.71
Mobile App	1.89% 1	11.32% 6	58.49% 31	24.53% 13	3.77% 2	53	3.17
Phone Notification System	0.00% 0	9.43% 5	50.94% 27	32.08% 17	7.55% 4	53	3.38

#	COMMENTS / OTHER (PLEASE SPECIFY)	DATE
1	Lots of positive feedback from both staff and patrons regarding the mobile app-it's relevant and easy to navigate-thanks!	10/29/2024 11:31 AM
2	We do not use the Mobile App or the Phone Notification System	10/28/2024 12:25 PM
3	I haven't used the mobile app and I'm still trying to get used to Vega. I just don't find it as easy to navigate. I'm planning to go through the training again which may help.	10/24/2024 3:07 PM
4	We have had patrons complain that they don't get a phone call right away when their item is in, if they get a phone call at all. If items are checked in in the morning they sometimes don't get a phone call till the evening.	10/16/2024 7:28 PM
5	Our patrons are not happy with less information in Vega. For example; when looking at movies it doesn't give much information about the movie, actors, etc.	10/16/2024 11:29 AM
6	We do not use the mobile app.	10/15/2024 7:57 PM
7	Staff and even sometimes patrons really do need to be able to see a full bibliographic record in Vega and that still isn't an option.	10/15/2024 12:21 PM
8	Vega seems like it's a work in progress at all times. Most patrons absolutely abhor using it. The mobile app is great if it's working the way it's supposed to.	10/15/2024 8:58 AM
9	I have not used these yet.	10/15/2024 8:44 AM
10	Our library is neutral on the mobile app as we do not use it.	10/14/2024 1:40 PM

## Q20 Please share feedback and suggestions concerning the product and training for Vega Discover.

Answered: 12 Skipped: 68

#	RESPONSES	DATE
1	PrairieCat advocating for the user experiences is helpful (very necessary I would say) to get Innovative to improve their platform/software.	10/31/2024 3:37 PM
2	Vega was really difficult in the beginning and I feel like it still has such a long way to go. There are so many things in the idea exchange that feel like things that should have been included from the beginning. I hope that Pcat continues to do all they can to improve it.	10/31/2024 11:06 AM
3	I would like to incorporate more of this on my library's webpage, but as a school district librarian, it seems this is always at the bottom of the to-do list. I don't know the answer, but I wish there was some way to make these types of things easier or more seamless when there just doesn't seem to be enough time.	10/28/2024 10:12 AM
4	The searching is difficult for both patrons and staff.	10/28/2024 10:09 AM
5	The training for Vega is a start but there should be a lot more since its newer and people have a lot of questions.	10/16/2024 7:28 PM
6	I will be honest. I wish we as libraries used Vega and not the Prairie Cat system. I am not a person who goes online myself much and I haven't had time to learn a lot about it and play with it.	10/16/2024 11:29 AM
7	The patrons would like to see more access and descriptions on their end.	10/15/2024 3:54 PM
8	n/a	10/15/2024 12:04 PM
9	It's good	10/15/2024 9:32 AM
10	Very simple; nice enhancements.	10/15/2024 8:57 AM
11	N/A	10/14/2024 1:40 PM
12	Vega's filter system is not nearly as effective or accurate as that of encore. It's frustrating to employees and users alike.	10/14/2024 10:34 AM

## Q21 Please share feedback and suggestions concerning the product and training for the Website Redesign.

Answered: 4 Skipped: 76

#	RESPONSES	DATE
1	Was not aware that there was training	10/25/2024 4:33 PM
2	n/a	10/15/2024 12:04 PM
3	don't use	10/15/2024 9:32 AM
4	N/A	10/14/2024 1:40 PM

## Q22 Please share feedback and suggestions concerning the product and training for the Mobile App.

Answered: 8 Skipped: 72

#	RESPONSES	DATE
1	Please remember when exploring new products to keep in mind the need for patrons to register for new cards and renew existing library cards via the mobile app. We are promoting this service (and patrons are using this service heavily) as part of the 'Library on the go campaign'.	10/31/2024 3:37 PM
2	The Mobile App is simple and perhaps not the most modern, but it is popular at my library mostly for these reasons I think.	10/31/2024 11:06 AM
3	Was not aware that there was training	10/25/2024 4:33 PM
4	n/a	10/15/2024 3:54 PM
5	n/a	10/15/2024 12:04 PM
6	We have robust engagement with the app and it would be a travesty if patrons had the rug pulled out from under them with an oversold and underperforming Innovative product.	10/15/2024 9:53 AM
7	don't use	10/15/2024 9:32 AM
8	N/A	10/14/2024 1:40 PM

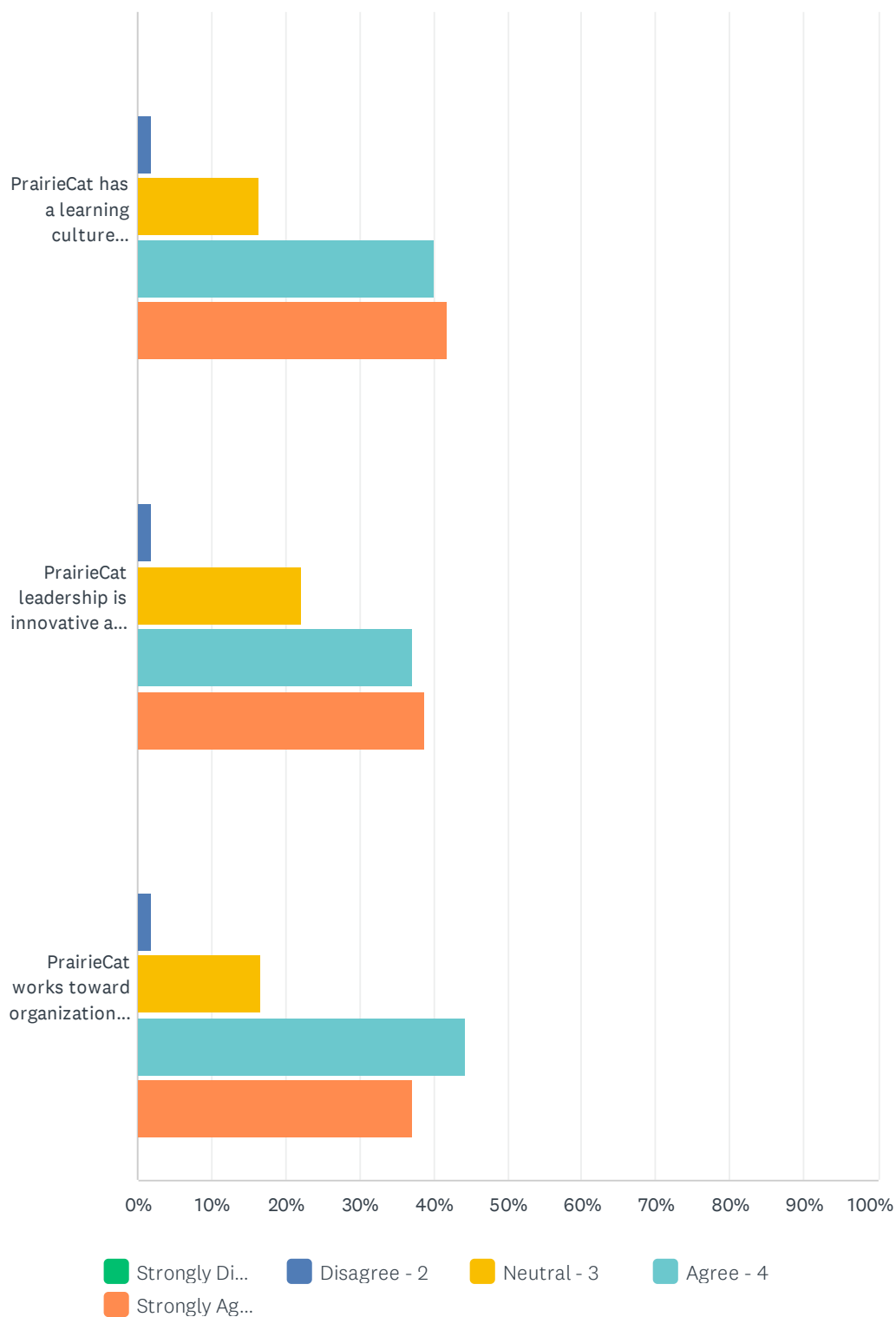
## Q23 Please share feedback and suggestions concerning the product and training for the Phone Notification System.

Answered: 6 Skipped: 74

#	RESPONSES	DATE
1	We don't use this system.	10/28/2024 10:12 AM
2	Was not aware that there was training	10/25/2024 4:33 PM
3	We have had patrons state they never received a call however, on our end we seen one went out. Other times we see they have not went out. Also, patrons have often stated they wished it was a number that was not an 800 number.	10/15/2024 3:54 PM
4	n/a	10/15/2024 12:04 PM
5	don't use	10/15/2024 9:32 AM
6	Wish we could see on the Patron Record under Teleforms that emails have been sent to patron through the notification if that is the patron's preferred method of notificaton.	10/14/2024 1:40 PM

### Q24 Please rate your level of agreement with the following statements:

Answered: 55 Skipped: 25





Strategic Plan Evaluation: Member Survey | 2024

	<b>STRONGLY DISAGREE - 1</b>	<b>DISAGREE - 2</b>	<b>NEUTRAL - 3</b>	<b>AGREE - 4</b>	<b>STRONGLY AGREE - 5</b>	<b>TOTAL</b>	<b>WEIGHTED AVERAGE</b>
PrairieCat has a learning culture supported by continuous improvement.	0.00% 0	1.82% 1	16.36% 9	40.00% 22	41.82% 23	55	4.22
PrairieCat leadership is innovative and creates a vision that inspires.	0.00% 0	1.85% 1	22.22% 12	37.04% 20	38.89% 21	54	4.13
PrairieCat works toward organizational growth and independence.	0.00% 0	1.85% 1	16.67% 9	44.44% 24	37.04% 20	54	4.17

## Q25 What are ways you feel PrairieCat shows commitment to organizational growth and independence?

Answered: 6 Skipped: 74

#	RESPONSES	DATE
1	It's clear through consistent and meaningful meetings, newsletters, and updates that procedures and plans are continuously being evaluated for their worth and changes made as needs and wants evolve.	10/28/2024 11:32 AM
2	Continually working towards independence from RAILS	10/28/2024 10:09 AM
3	Help desk always responds very quickly	10/16/2024 7:29 PM
4	Looking forward financially, continued relationship with RAILS.	10/15/2024 12:06 PM
5	?	10/15/2024 9:34 AM
6	N/A	10/14/2024 1:41 PM

## Q26 What are ways that PrairieCat shows innovation?

Answered: 5 Skipped: 75

#	RESPONSES	DATE
1	I think it's clear they are always looking for new ways to support the library community through all of the continuing ed offered, programs suggested, and new services provided.	10/28/2024 11:32 AM
2	Keeping up with tech and changes-new website and catalog, looking for a new app	10/28/2024 10:09 AM
3	Examining current by-laws/policy to ensure they are current and meet member needs and expectations.	10/15/2024 12:06 PM
4	always striving to improve on things!	10/15/2024 9:34 AM
5	N/A	10/14/2024 1:41 PM

## Q27 Please share any other comments about governance here.

Answered: 3 Skipped: 77

#	RESPONSES	DATE
1	Good job PrairieCat staff! You have taken on many projects that are beneficial to the members. We appreciate your continuing to help and support the members.	10/31/2024 3:38 PM
2	Wonderful leadership on all levels	10/28/2024 10:09 AM
3	N/A	10/14/2024 1:41 PM

## Q28 Besides current goals, please comment on other issues PrairieCat should focus on during the next few years. Why are these issues important? How can PrairieCat address them?

Answered: 11 Skipped: 69

#	RESPONSES	DATE
1	Work on resolving OCLC membership fees being so erratic between libraries. This would make PrairieCat membership fees fit the size of the library and their collection.	10/29/2024 3:16 PM
2	At this point, I still feel too new and inexperienced to offer valuable insight at this time.	10/28/2024 10:13 AM
3	Succession plan for Carolyn-will need good planning to fill her shoes.	10/28/2024 10:09 AM
4	Having presentations for library patrons on how to use the online catalogue.	10/15/2024 3:56 PM
5	Supporting libraries' technology needs through training, dedicated staff, and education (what's new, etc.)	10/15/2024 12:08 PM
6	I'm getting close to retiring, so I'm not sure?	10/15/2024 9:36 AM
7	The only issue myself and my staff have had are the number of times the PrairieCat site has gone down or is slow.	10/15/2024 9:27 AM
8	PrairieCat should focus on transitioning to a different ILS and figure out what it would take to do it (besides the money.)	10/15/2024 8:59 AM
9	Sierra as an ILS is severely lacking. There are so many functions unavailable. It constantly has issues with slowness and shutting down randomly. If I could change anything about PrairieCat it would be the ILS.	10/15/2024 8:58 AM
10	The Delegates meetings are too far away. Two hours is a bit of a drive for a lot of people. The attendance requirement should include Zoom meetings.	10/14/2024 2:12 PM
11	Keeping membership fees affordable to attract libraries to join PrairieCat, and to keep current member libraries to changing their membership levels.	10/14/2024 1:52 PM

## Q29 Please provide any final comments related to PrairieCat's progress on the strategic plan here.

Answered: 5 Skipped: 75

#	RESPONSES	DATE
1	Well done!	10/29/2024 11:32 AM
2	I am new to PrairieCat so have not had as much experience and do not have a lot of feedback at this time. I mostly just hate Sierra and the lack of capability compared to Polaris. I think I need to get better used to Sierra before offering feedback.	10/21/2024 1:20 PM
3	Thanks for all of your hard work and dedication to members.	10/15/2024 12:08 PM
4	The staff that work for PrairieCat are the most amazing group. I have never had a question go unanswered. I have never had a concern disregarded. The amount of work that everyone over there does is tremendous.	10/15/2024 8:58 AM
5	N/A	10/14/2024 1:52 PM



Date: December 6, 2024

To: Administrative Council

From: Carolyn Coulter, Director

Re: Bylaws changes for in-person attendance requirement

As per the discussion at the Administrative Council meeting on 11/1/2024, below are the recommended changes to the PrairieCat Bylaws addressing in-person attendance at Delegates meetings. These changes will need to be approved at the next Delegates Assembly meeting.

### **PrairieCat Bylaws:**

**SECTION 3. MEETINGS.** 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. The Delegates Assembly shall meet at least quarterly, in January, April, July and October. Annually, the Delegates Assembly shall establish dates and locations of its meetings and shall notify all Delegates of the dates and locations by July 30. Robert's Rules of Order, Newly Revised Edition, shall be applicable to the conduct and business of such meetings on all matters not covered by these Bylaws. Meetings shall be noticed, held and otherwise conducted in conformance with the Illinois Open Meetings Act. The PRAIRIECAT Chair or Director shall transmit to each member of the Delegates Assembly the packet of materials for each meeting of the Delegates Assembly.

#### Non-Attendance Fines:

- 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.
- **(Suggested Change) Rare exceptions to waive the in-person requirement and non-attendance fine may be made at the discretion of the PrairieCat director.**
- The maximum annual fine for non-attendance for each member library will be \$150.



Date: 1/3/2025

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Reserves and budget changes

**Summary:**

On 6/27/2024, Beth Ryan, Carolyn Coulter, Elizabeth Smith, and Chelsey Knippel met with our RAILS accountant team of Elena Mendoza and Sharon Swanson. We discussed the current capital reserves and operating budget configuration, and identified key decisions that will need to be made in order to change “capital reserves” to a “reserves” fund, and restructure the way

that we currently treat these funds in our budget revenues. These changes were discussed by the Finance Committee at their 7/25/2024 meeting. Below is a summary of our discussion with comments from Elena and Sharon, as well as related sections of other PrairieCat governance documents that will need to be addressed going forward to achieve our goals. Administrative Council can approve changes to the GPM and also recommend changes to the Bylaws and IGA be sent to the Delegates Assembly at their upcoming January 29th meeting.



Proposed Changes to the Bylaws:

**SECTION 9. ~~CAPITAL RESERVES.~~** ~~Capital~~ Reserve funds are designated and intended for emergencies, planned replacements of ILS equipment and software, enhancements to the integrated library system and related expenses, and other expenses as approved by PRAIRIECAT members. All expenditures from ~~Capital~~ Reserves require prior approval by the Delegates Assembly.

Proposed changes to the IGA:

20. Dissolution. PRAIRIECAT may be dissolved by a two-thirds (2/3) vote of the Delegates Assembly. If PRAIRIECAT dissolves, PRAIRIECAT will first offer title to all system hardware and software to any entity that is composed of at least 2/3 of all Delegates Assembly Members that had an executed agreement with PRAIRIECAT when the vote to dissolve was passed. If there is no such entity, Members shall have the right of first refusal regarding the purchase of all equipment, property and other assets of PRAIRIECAT and shall share in the proceeds, if any, in accordance with the Member's proportionate share of ~~capital reserves~~ contributions, purchases, or balance on account. Surplus funds, if any, shall be distributed in the same manner.

Proposed changes to the General Policy Manual:

## VII. Funds and Net Position

PRAIRIECAT's financial accounting shall consist of one ~~general~~ fund which shall operate on a July 1st through June 30<sup>th</sup> fiscal year. ~~The General~~ This fund is detailed in the annual budget. A report of ~~the General~~ this fund's year-to-date and previous-month activities shall be presented to the Administrative Council at each month's meeting. The assets within that fund are divided into designated and undesignated assets:

- A. Undesignated ~~funds~~ funds - the purpose is to provide the fiscal structure required to conduct the day-to-day operations of PRAIRIECAT. ~~Monies in the~~ Undesignated funds are to be maintained in a checking account in such amount as is required to meet expenditure demands. ~~Additional~~ Funds may be deposited in an interest-bearing account in such manner as to gain the maximum possible financial benefit while maintaining emergency access to those funds. Investment income shall be reinvested. ~~The undesignated funds will not exceed 12 months of projected operating expenses; any~~ Any amounts in excess of 12 months operating expenses will be designated for the general fund. This amount may be re-designated for other purposes at the discretion of the governing board. ~~future capital expenditures by the Administrative Council.~~
- B. ~~Capital~~ Reserves) -the purpose is to maintain and grow funds that may be necessary for emergencies, planned replacements of ILS equipment and software, enhancements to the Integrated Library System and related services and other expenses as determined by the Administrative Council and approved by the Delegates Assembly. ~~future major repairs of or replacements to hardware and software used by PRAIRIECAT.~~ In order to grow the reserves and prepare to meet future needs, it is a goal of PRAIRIECAT to include at least a \$25,000 an allocation of approximately 2%-5% of annual expenditures ~~into~~ as future reserves ~~capital expenditures~~ as part of each annual budget. A portion of each PRAIRIECAT member's annual fees are specifically earmarked as designated for future capital reserve expenditure contributions. In addition, each new PRAIRIECAT member is required to make an initial contribution designated for future capital reserves expenditures, as specified in Appendix A of this manual.
- C. Net Position - it is the goal of PRAIRIECAT to maintain an operating fund balance, or reserve, in an amount of no less than 25% of annual General Fund operating expenditures at all times. Any fiscal-year-end funds budgeted but not expended above the amount of budgeted reserves shall be added to the balance of undesignated funds to be used for future operating expenses remain in the General Fund as part of fund balance or shall be allocated to expenditures in the following fiscal year.

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## **Membership Levels, Fee Structure, and Eligibility**

PRAIRIECAT will have a multi-leveled membership structure as outlined in the Intergovernmental Agreement and the Bylaws. The Administrative Council will annually review the criteria to qualify for each membership level, including but not limited to annual operating budget and school housing counts. The Council will annually review the membership fee structure and each level's contribution to the PRAIRIECAT ~~Capital~~ Reserves and make recommendation to the Delegates Assembly as part of the budget approval process. The membership criteria and membership fee structure will be incorporated into the General Policy Manual as Appendix A. Appendix B will outline the policies and procedures for changing from one membership level to another.

Appeals for special consideration regarding membership eligibility must be made in writing to the Administrative Council. The appeal will be considered at the next Administrative Council meeting in compliance with the Illinois Open Meetings Act. A representative from the member library requesting special consideration must be present at that Administrative Council meeting. Administrative Council rulings will be considered on a case-by-case basis. After the Administrative Council has ruled on the issue, the library that does not accept the ruling may request within (10) days in writing that the issue be presented to the Delegates Assembly. Decisions made by the Delegates Assembly are final.

**Approved by the Administrative Council on 4/5/2013,  
3/2/2018**

## **Steps for Union List Member to Upgrade to Basic Online or Fully Participating Membership or for a New Basic Online or Fully Participating Member to Join**

- (1) New member submits a Basic Online or Fully Participating member intergovernmental agreement approved by their governing body.
- (2) Membership is approved by Administrative Council, then Delegates Assembly.
- (3) PRAIRIECAT contract staff meets with the library to review the scope of project and develop estimated timeline. Target Go Live is set.
- (4) New member is billed for respective contribution to ~~the Capital~~ Reserves. A new or upgrading member can elect to pay that contribution in three equal payments over three years.
- (5) If library is a brand new member, and their migration will take more than a year, they are charged Union List fees during the fiscal year when they are entering information into the system.
- (6) New member completes process to add/upgrade bibliographic and item holdings, add user records. This process must be completed within two years of membership approval. If, after two years, the new member has not made sufficient progress, the Administrative Council can vote to censure or reject the member and rescind their membership.
- (7) New member receives holds training and begins borrowing and lending via holds after 25% of collection is added to database.
- (8) Circulation rules are added for new member and member receives circulation training. Go Live Date is set.
- (9) New member goes live for circulation.
- (10) New member is billed for Basic Online or Fully Participating member fees beginning the quarter that they Go Live for circulation. Any Union List membership fees already paid for the fiscal year will be credited on a pro rata basis towards the first full membership quarterly fee.
- (11) New member is eligible to vote at Delegates Assembly and run for seats on Administrative Council the quarter they begin paying Basic Online or Fully Participating member fees / Go Live.
- (12) New member is added to the budget Appendix A for the first full year after they Go Live.

## Appendix A: Membership Tiers, Fee Structure and Eligibility

### Fully Participating Membership

- Fully Participating members will have the ILS functionality detailed in Exhibit B of the PRAIRIECAT Intergovernmental Agreement.
- Fully Participating members will be assessed an annual fee based on a formula including a per library fee, per patron fee, per circulation fee and per item fee, each weighted approximately 25%.
- Fully Participating members will contribute annually to the PRAIRIECAT ~~Capital~~Reserves in an amount determined by the budgeting process and approved by the Delegates Assembly.
- New Fully Participating members will make a one-time contribution of \$5000 to the PRAIRIECAT Capital Reserves.
- Should a Fully Participating member move to a lower tier and then elect to become a Fully Participating member again, they will not need to make an additional one-time contribution to the ~~Capital~~Reserves.
- All libraries are invited to participate as Fully Participating members if they so choose and it is economically feasible.

### Basic Online Membership

- Basic Online members will have the ILS functionality detailed in Exhibit B of the PRAIRIECAT Intergovernmental Agreement.
- Basic Online members will be assessed approximately 70% of the per library fee that is charged to the Fully Participating libraries. Then, their patrons, circulation, and items will be added to the fee formula to determine their full Basic Online membership fee.
- Qualifying Fully Participating members of PRAIRIECAT as of January 23, 2013 will have the opportunity in FY14 to give notice to drop to Basic Online membership if desired beginning with FY15.
- Basic Online members will contribute annually to the PRAIRIECAT ~~Capital~~Reserves in an amount determined by the budgeting process and approved by the Delegates Assembly. This amount will be assessed approximately 70% of the Fully Participating Capital Reserve contribution.
- New Basic Online members will make a one-time contribution of \$3500 to the PRAIRIECAT ~~Capital~~Reserves. If they later move up to Fully Participating, they will make an additional \$1500 one time contribution to the PRAIRIECAT Capital Reserves. If they have previously made a \$5,000 contribution as a Fully Participating member, no additional contribution is due to move down to Basic Online. If they have previously made a \$1250 as a Union List membership, their contribution due will be \$2250 to become Basic Online.

### Union List Membership

- Union List members will have the ILS functionality detailed in Exhibit B of the PRAIRIECAT Intergovernmental Agreement.
- Union List members will be assessed approximately 25% of the per library fee charged to the Fully Participating libraries each year.

- Union Listing members will contribute annually to the PRAIRIECAT ~~Capital~~Reserves in an amount determined by the budgeting process and approved by the Delegates Assembly. This amount will be assessed approximately 25% of the Fully Participating ~~Capital~~Reserve contribution.
- New Union Listing members will make a one-time contribution of \$1250 to the PRAIRIECAT ~~Capital~~Reserves. If a member subsequently moves up to Basic Online membership, the member will make an additional \$2250 one-time contribution to the PRAIRIECAT ~~Capital~~Reserves. If a member subsequently moves up to Fully Participating membership, the member will make an additional \$3750 one-time contribution to the PRAIRIECAT ~~Capital~~Reserves. Union List members as of January 23, 2013 that continue as Union List members are grandfathered in and not required to make this contribution, but those members will be required to make the full contribution of \$3500 if they move up to Basic Online or \$5000 if they move up to Fully Participating.

### **Membership Tier Eligibility by Type of Library**

- Public library annual operating budgets will be determined by their most recent Illinois Public Library Annual Report using the figure found in the “total operating expenditures” column of the IPLAR. School library housing counts will be determined by the most recent information provided on the Illinois State Board of Education website. Only buildings participating in PRAIRIECAT membership will be included in the housing count.
- Public libraries with an annual budget of \$200,000 or more are only eligible for Fully Participating membership.
- Public libraries with an annual budget of \$100,000 to \$199,999 are eligible for Basic Online membership or Fully Participating membership.
- Public libraries with an annual budget under \$100,000 are eligible for Union Listing, Basic Online or Fully Participating membership.
- School libraries with a housing count (students) of 1400 or more are eligible for Basic Online or Fully Participating membership.
- School libraries with a housing count (students) of 1399 or fewer are eligible for Union Listing membership, Basic Online or Fully Participating membership.
- If a school district consists of multiple member schools or is already using a shared circulation system, admission to PrairieCat at union list level is allowed despite student body size.
- Due to the unique nature of academic and special libraries and the percentage of the PRAIRIECAT membership that they represent, they are welcome to choose their membership level.

### **Phase-in of New Membership Tiers:**

Members Required to Move Up in Membership Tier Due to Eligibility: PRAIRIECAT Union List members as of January 23, 2013, have until PRAIRIECAT’s FY17 to move up to the appropriate membership tier if required.

**Approved by the Administrative Council, 10/7/2016,  
3/2/2018, 5/8/2020, 6/2/2023**

## Appendix B: Policies and Procedures for Changing Membership Tiers

### SECTION 1- TO MOVE UP TO A NEW TIER:

From UL to Basic

- Have until PRAIRIECAT's FY17 to move to this tier if required; otherwise can move according to guidelines below
- Required to pay \$3500 one-time contribution to ~~Capital~~ Reserves if no prior Capital Reserve contribution has been made. If member previously paid \$1250 toward ~~Capital~~ Reserves, member will be required to pay a \$2250 one-time contribution for a grand total contribution of \$3500 for the ~~Capital~~ Reserves.
  - An upgrading member can elect to pay that contribution in three equal payments over three years.

From UL to Full

- Have until PRAIRIECAT's FY17 to move to this tier if required; otherwise can move according to guidelines below
- Required to pay \$5000 one-time contribution to Capital Reserves if no prior ~~Capital~~ Reserve contribution has been made. If member previously paid \$1250 toward ~~Capital~~ Reserves for Union List membership, member will be required to pay a \$3750 one-time contribution for a grand total contribution of \$5000 for the ~~Capital~~ Reserves. If member previously paid \$3500 toward ~~Capital~~ Reserves for Basic Online membership, member will be required to pay a \$1500 one-time contribution for a grand total of \$5000 for the ~~Capital~~ Reserves.
  - An upgrading member can elect to pay that contribution in three equal payments over three years.

From Basic to Full

- Members can choose to move up to Fully Participating membership in accordance with the guidelines below
- Required to pay \$5000 one-time contribution to ~~Capital~~ Reserves if no prior ~~Capital~~ Reserve contribution has been made. If member previously paid \$3500 toward ~~Capital~~ Reserves, member will be required to pay a \$1500 one-time contribution for a grand total contribution of \$5000 for the ~~Capital~~ Reserves.
  - An upgrading member can elect to pay that contribution in three equal payments over three years.

### SECTION 2- TO MOVE DOWN TO A NEW TIER:

From Full to Basic

- Follow the guidelines below
- No ~~Capital~~ Reserves contributions due; no reimbursement for prior ~~Capital~~ Reserve contributions



- If a Full member moves to a lower tier, then elects to move up again, no additional contributions to the ~~Capital~~ Reserves are required (other than those due as part of annual membership fees)
- From Full to UL
- Follow the guidelines below
- No ~~Capital~~ Reserves contributions due; no reimbursement for prior ~~Capital~~ Reserve contributions
- If a Full member moves to a lower tier, then elects to move up again, no additional contributions to the ~~Capital~~ Reserves are required (other than those due as part of annual membership fees)
- From Basic to UL
- Follow the guidelines below
- No ~~Capital~~ Reserves contributions due; no reimbursement for prior ~~Capital~~ Reserve contributions
- If a Basic member moves to a lower tier, then elects to move up to Basic again, no additional contributions to the ~~Capital~~ Reserves are required (other than those due as part of annual membership fees). If a Basic member moves to a lower tier, then elects to move to Full membership, the member library will be required to pay a one-time contribution to the ~~Capital~~ Reserves as outlined in Section 1.

### **SECTION 3- PROCEDURES FOR MOVING UP**

A member who wishes to move up to a new membership tier will submit a written notice of intent to change membership tier to the PRAIRIECAT Chair, along with a newly executed Intergovernmental Agreement, at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. The new IGA will be approved at the next Delegates Assembly.

### **SECTION 4- PROCEDURES FOR MOVING DOWN**

A member who wishes to move down to a new membership tier will submit a written notice of intent to change membership tier to the PRAIRIECAT Chair, along with a newly executed Intergovernmental Agreement, at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. The new IGA will be approved at the next Delegates Assembly.

**Approved by the Administrative Council, 4/1/2016**



**PrairieCat Administrative Council  
Annual Workplan**

July	Welcome new members Review Orientation Manual Designate OMA and FOIA officers/Training Certifications Review committee assignments Review annual work plan Delegates Assembly agenda
August	Review compliance issues Send Administrative Assistant OMA Certifications Finalize committee assignments Review RAILS grant for funding
September	Review Delegates Assembly attendance Review staffing and RAILS services
October	<b>Approve draft membership fees and capital reserve contribution for next fiscal year</b> Approve first draft budget for next fiscal year Approve audit Delegates Assembly agenda
November	Review governance documents
December	
January	Review progress on annual work plan Delegates Assembly agenda
February	Review compliance issues
March	Appoint nominating committee Approve Public Library representation for next fiscal year Review staffing and RAILS services
April	Approve final budget Delegates Assembly agenda Representatives file SEI forms by May 1
May	Finalize election slate
June	Elect officers for next fiscal year Approve check signers for next fiscal year Review ILL Barcode policy Recognize departing Council members Give Administrative Assistant SEI Receipts



## **Administrative Council Roles and Responsibilities**

### **Council Members' Roles**

- Gather input from members through formal and informal channels, and bring input back to the Council when relevant; be alert to member concerns that can be addressed by PrairieCat's mission, objectives and programs
- Reach out to new directors in the Council member's representative group to welcome them to PrairieCat and answer questions
- Communicate information to members; support the decisions of the Council when communicating with members
- Set PrairieCat policies for implementation by the Director and staff
- **Oversee fiscal operations of the consortium; draft annual budget and make recommendations on the budget and capital expenditures to the Delegates Assembly for member approval**
- Oversee the consortium's long-range and strategic planning, with input from members, the Director, and staff
- Receive and approve recommendations from standing groups
- Assist in the evaluation of vendors and contractors
- Participate in hiring the Director

### **Norms for Council Effectiveness**

- Attend meetings regularly and communicate with the Chair, Director or Administrative Assistant when unable to attend; regular in-person attendance is expected to ensure quorum
- Prepare for Council meetings by reading the packet, asking for clarification in advance when possible, and bringing communications to the meeting
- The Council will set meeting ground rules for effective communication
- The Chair will be responsible for facilitating effective discussions, making sure to provide an opportunity to hear all opinions without rehashing arguments. Council members will strive to make sure their comments contribute to moving the discussion forward



Date: 1/3/2025

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Suggestion to move the Resource Sharing Committee to a standing group

**Executive Summary:**

The suggestion has been made that the Resource Sharing Committee could be moved from an Administrative Council Committee to a standing group in the General Policy Manual. By doing so, the Resource Sharing Committee would be able to meet without the strictures of the Open Meetings Act regarding in-person quorum. This would be helpful with our regular meeting attendance.

In addition, we need to clean up the policy to remove standing groups that we no longer have.

**Detailed description:**

The following changes to the General Policy Manual would need to be made in order to affect the suggested changes:

**Administrative Council Committees  
and  
Standing Groups of  
PRAIRIECAT**

The Administrative Council shall review the committee structure for PRAIRIECAT annually and make any needed changes or new appointments to Administrative Council Committees.

**Administrative Council Committees:**

~~The Resource Sharing Committee recommends policy and procedures for resource sharing between libraries, striving to ensure fair and equitable practices that follow agreed PRAIRIECAT resource sharing philosophies.~~

The Finance Committee makes recommendations to the Administrative Council on membership and budget issues to ensure the sustainability of PRAIRIECAT.

## **Standing Groups:**

The Resource Sharing Committee recommends policy and procedures for resource sharing between libraries, striving to ensure fair and equitable practices that follow agreed PRAIRIECAT resource sharing philosophies.

The Circulation Committee shall consider issues related to, circulation and interlibrary loan in PRAIRIECAT and make appropriate recommendations to the Administrative Council.

The Technical Services Committee shall consider issues related to cataloging, serials, acquisitions and data entry in PRAIRIECAT and make appropriate recommendations to the Administrative Council.

~~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.~~

The User Experience Committee investigates and advises on matters concerning public-facing aspects of PrairieCat software and related services. This includes matters pertaining to the OPAC (online catalog interface).

The Training & Enhancement Committee develops staff training tools and documentation, end-user brochures, and will assist with managing vendor enhancement requests.

The Engagement Committee works to actively engage members at all levels, to create connections and advance the organization through activities like PrairieCat's annual conference PUG Day, peer networking opportunities, and more.

**Revised by the Administrative Council, 3/2/2018,**

**4/2/2021**



Date: 1/3/2025

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: FY26 draft budget

**Executive Summary:**

Attached is the draft budget for FY26. This draft includes a 3% staff salary increase (COLA) and 1% merit increase, but also reflects the salary re-alignments we discussed last year due to our benchmarking survey outcomes. As we discussed, these scenarios reflect a combined per library fee and hosting fee, with each receiving a 5% increase over last year. Reserves were calculated at 2% of expenditures. This budget was reviewed by the Finance committee at their 12/19/2024 meeting.

**Detailed description:**

Attached you will find the FY25 budget.

- A 3% staff salary increase for all staff is included, as well as a 1% merit increase. The 3% amount is based on estimations from HR Source on average salary increases. These increases are only applied to those staff members who did not receive a salary adjustment due to the benchmarking survey, since those adjustments are more than the 4% increases.
- As discussed last year, our benchmarking survey showed that we needed to adjust some staff salaries up. All those that were not at midpoint were adjusted to midpoint in this fiscal year, and one staff member who has significant years of service was placed that the top of the pay scale for their job.
- The per-library fee for both fully participating and basic online circulating members has been increased. In addition, the hosting charge was combined with the per library charge, and both charges were adjusted up 5% in FY26.
- Reserves costs were calculated at 2% of total expenditures
- Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual. This was calculated on the per-library fee and does not include the hosting fees that are incorporated for circulating members.
- An in-person PUG Day is reflected, as was instructed by Administrative Council. This decision was based on feedback we have received from members via Strategic Planning surveys that reflect a desire to alternate between in-person and remote events.
- Increases to health insurance that we experienced in FY25 are reflected, as well as an estimate of a 10% increase in the last six months of FY26. This budget also includes

short term disability insurance. Other insurance increases are reflected based on FY25 numbers.

- This budget reflects our IMRF rate of 11.29%, a decrease from our current FY25 rate of 11.9%.
- This budget reflects the RAILS grant award amount for FY26
- The budget shows a Reserves expenditure for replacement laptops and associated hardware and software that will be needed in FY26.

Attached, please find the attached draft budget scenario, Appendix A and Union List charges.



## **PrairieCat Delegates Assembly**

**January 29th, 2025**

**10:30 a.m. – 12:00 p.m.**

**In person at North Suburban Public Library District-Loves Park, 6340 N.**

**2<sup>nd</sup> Street, Loves Park, IL**

**Online via Zoom**

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

**[https://prairiecat-org.zoom.us/webinar/register/WN\\_n4UjRZRTDSs6NPtKrfh0A#/registration](https://prairiecat-org.zoom.us/webinar/register/WN_n4UjRZRTDSs6NPtKrfh0A#/registration)**

### **Agenda**

The Delegates Assembly will meet on Wednesday, January 29th, 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](mailto: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 October 30th, 2024, PrairieCat Delegates Assembly meeting.
  - b. Central Site report including financial and statistical reports.
- VII. Administrative Council Report
  - a. Finance Committee Report – Report from 12/19/2024.
  - b. Resource Sharing Committee Report – No report.
- VIII. PrairieCat Membership Update, Training and Outreach report
- IX. ACTION: Approve Changes to PrairieCat Bylaws regarding in-person Delegates Assembly attendance
- X. ACTION: Approve changes to the PrairieCat IGA and bylaws regarding reserves savings
- XI. Review, FY26 draft budget and fees
- XII. Presentation: Anne Slaughter, RAILS, the DCEO Broadband Advisory Council
  - I. Public Comments via previously submitted email (see above), in person or online.
  - II. Adjournment
- III. Next regularly scheduled meeting, January 29, 2025, Mendota Civic Center, Mendota, IL and online via Zoom.