



## PrairieCat Administrative Council Agenda February 7, 2025

The Council will meet on Friday, February 7, 2025, 10:30 am – 1:00 pm in person at the Seneca Public Library, 210 N. Main Street, Seneca, IL 61260-9318. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-02-07) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-02-07>).

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 3-20)
  - 4.1. Approve minutes for January 3, 2025, PrairieCat Administrative Council meeting
  - 4.2. Approve financial report for December 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
    - 5.2.1. Demonstration, new online Vega guide
    - 5.2.2. Demonstration, new PrairieCat forums
6. Administrative issues
  - 6.1. ACTION: Review, discussion and decision, moving Resource Sharing Committee from a board committee to a standing group, review and approve General Policy Manual changes needed (pp. 21-24)
  - 6.2. Discussion, OMA in-person requirements for meetings (pp. 25-32)
7. Ad Hoc Committee updates
  - 7.1. Resource Sharing Committee – report from Jan. 29, 2025



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- 7.2. Finance Committee – no report
- 8. Review of meeting, what worked and what did not
- 9. Public comments
- 10. Adjournment
- 11. Next meeting - Friday, March 7th, 2025, at LaSalle Public Library District



## **PrairieCat Administrative Council Minutes January 3, 2025**

The Council met 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

Present at Reddick PL: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP), Emily Faulkner (DK), Barbara Posinger (SA), Ashley Huffines (FP), Beth Ryan (JO), Laura Watson (HC), Megan Gove (TF), Michelle Krooswyk (NL), Jenna Diedrich (GA)

Present via Zoom: Chelsey Knippel (PrairieCat), Shelby O'Hara (PrairieCat)

Absent: Kelly McCully (BD), Julie Wayland (PR)

Krooswyk (Chair-NL) called the meeting to order at 10:30 am.

### 2. Introduction of visitors and public comments

There were no visitors or public comments.

### 3. Review agenda for addition/changes

There were no revisions.

### 4. Consent agenda

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

**MOTION #1**

**Gove (TF) moved and Huffines (FP) 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**

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that PrairieCat staff met with Mills and Petrie, the Union List library that is upgrading to Basic Online, in November. It was a lengthy discussion about cataloging and adding items. They did get their new computers set up, which they received from a grant.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that PrairieCat is currently testing the website forums. Once the bugs have been worked out, the forums will be launched to the membership. We are hopeful this will be launched by the end of January. Smith continued, explaining that Cherry Hill completed the general audit of the PrairieCat website for accessibility. We asked that they only audit the public facing side of the site as a cost savings measure. There were some minor issues that PrairieCat staff fixed and some issues that Cherry Hill had to address. We are working as a staff to learn more about improving digital accessibility going forward.

Smith told the Council of the plan to enable Vega Guide soon. Vega Guide is helper text on Vega Discover that asks the user if they would like a tour of the site. This is something the



UX Committee had recommended enabling after they saw it demonstrated.

Communication to the membership will be sent out once this is ready. We continue to work on the user roles and permissions in Vega. O'Hara (PrairieCat) has been working on creating the training and information for user roles and permissions. Once these are up and running, libraries will be able to customize their own Vega homepages. We are planning for a March launch to the membership.

## 6. Administrative issues

### 6.1. Review closed session recording from June 2, 2023

Coulter (PrairieCat) reviewed the closed session recordings from the past 18 months. The only one is the June 2, 2023, recording which contains the Director's annual evaluation. The Council agreed to keep the recording closed.

### 6.2. Review and discussion, strategic planning progress

Smith (PrairieCat) shared a multi-year summary of the annual member evaluation of the strategic plan. We ask the same questions every year, adding a few for special projects, which allows us to see satisfaction trends over the last few years. There have been decent responses over the last few years, anywhere from 80-97 respondents. There was a dip in training satisfaction in 2023, but an increase in the following year. The website redesign had positive responses. User Experience is trending down because Vega Discover has been a challenging change for the membership. Governance has remained steady. The next steps include the PrairieCat staff writing a new activity plan and then working with Diedrich (GA) and Ryan (JO) to finalize the activity plan.

### 6.3. Review and discussion, Bylaws changes regarding in-person attendance at Delegates Assembly and reserves spending

Coulter (PrairieCat) shared the revisions to the Bylaws to waive the in-person attendance requirement for legitimate longstanding medical issues. The Council agreed to send the revisions to the Delegates Assembly for approval.



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**6.4.** Review, discussion and approval of changes to the General policy Manual regarding reserves spending

Coulter (PrairieCat) explained that the Finance Committee has requested a change to the General Policy Manual regarding how PrairieCat can spend money from its Capital Reserve account. The first change is the terminology. Instead of Capital Reserves, it will just be Reserves. We also want to change what this account can be used for. These changes would allow PrairieCat to use the money in this account for anything related to the functionality of PrairieCat that the Administrative Council or Delegates Assembly approves. There were a few other terminology changes based on recommendations from the accountants. Another change from the Finance Committee is the target amount of reserves for each year. Previously it has been a targeted \$25,000, but we would like to change that to a 2-5% of annual expenditures going forward. This gives PrairieCat some wiggle room based on how the budget looks in that year. These changes have also been made to the IGA, however, changes to the IGA and Bylaws must be approved by the Delegates Assembly. The Administrative Council can approve the changes to the General Policy Manual.

**MOTION #2**

**Faulkner (DK) moved and Ryan (JO) seconded to approve the changes to the General Policy Manual as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

**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

Coulter (PrairieCat) explained that there has been a request from members of the Resource Sharing Committee to remove the in-person attendance requirement. To do so, we would have to move it from a Board Committee to a Standing Committee. The Council



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agreed to move the Resource Sharing Committee to a standing committee with a volunteer membership. Coulter will edit the General Policy Manual to reflect these changes and bring it to the Council for approval next month.

6.6. Review and discussion, adding Resource Sharing committee member to replace departing member

Coulter (PrairieCat) stated that adding a committee member does not have to be done now that we will be making changes to the Committee next month.

6.7. Review of FY26 draft budget and fees

Coulter (PrairieCat) presented the FY26 draft budget and fees. She highlighted a few of the important line items. Our revenue from FY 25 to FY 26 went up 10%. There was a small increase to our RAILS Grant. Again next year our use of their accounting services will be pulled out of the awarded grant money, as is noted at the bottom of the budget. The Reserves contribution is set at a 2% of our expenditures, which comes to about \$42,285 that would go to Reserves. This budget is coming out better than originally anticipated, in part, due to our insurance broker, LIMRiCC, switching from Aetna to BlueCross BlueShield. IMRF is another savings. Our contribution rate went from 11.9% to 11.29%, saving us approximately \$6,000. A couple of expenses that are not yet reflected in the budget are our records processing fees for FY26 and the mobile app. PrairieCat has used Marcive for years to do our authority record processing and the cleanup of our MARC records. They went out of business at the end of December. We are looking into a few companies that could take on this work for us, but it's looking like our cost for this work will double in the coming year. We do have one more company to research before a decision is made. We are looking at four different vendors for the mobile app when our contract is up in October. We currently use an opt in model, but Coulter has requested a quote that would include all circulating members of PrairieCat (103 libraries) as well. Once we finish demos with all vendors and receive quotes, we will know where to budget for the mobile app. The overall aggregate percentile increase in the App A is currently 3.545%. The Union List cost is \$1,050.



6.8. Review Delegates Assembly agenda

Couter (PrairieCat) explained that most of the topics on the upcoming Delegates Assembly agenda have been discussed earlier in this meeting. We do have Anne Slaughter from RAILS coming in to do a presentation about the Broadband Advisory Council and the State's initiative get broadband to the rural areas of Illinois. The Council agreed with the agenda as presented.

7. Ad Hoc Committee updates

7.1. Resource Sharing Committee – no report

7.2. Finance Committee – report from Dec. 19, 2024

Gove (TF) stated that the Finance Committee went over the draft FY26 budget as was discussed previously in this meeting.

8. Review of meeting, what worked and what did not

The meeting went well.

9. Public comments

There were no public comments.

10. Adjournment

The meeting adjourned at 11:20 am.

11. Next meeting - Friday, February 7th, 2025, at Seneca Public Library District



FY2025 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:01/03/2025	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.	7	0	0	Y	Y	NP	M Y	2ND Y	Y	A	NP	Y	A	Y	
to approve changes to the General Policy Manual regarding reserves.	9	0	0	Y	Y	Y	Y	Y	Y	A	M Y	2ND Y	A	Y	



**Date:** 2/7/2025  
**To:** PrairieCat Administrative Council  
**From:** Elena Mendoza, RAILS Staff Accountant  
**Subject:** PrairieCat Financial Report – December 2024

Please find attached the PrairieCat Financial Reports for the month of December 2024. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of December 18 through January 28.

As of December 31, of the total cash balance of \$1,299,314, \$568,147 was undesignated working cash, \$719,836 was designated for capital reserves, and \$11,331 was eCommerce receipts payable to the membership. Cash decreased by \$81,456 during December primarily due to monthly payroll and payroll-related expenses (\$72,108), the annual OCLC Capira mobile app renewals (\$29,690), the monthly LIMRiCC health insurance premiums (\$17,812), as well as several other vendor expenses partially offset by \$40,694 of Capira mobile app reimbursements, innovative express lane reimbursements, quarterly membership fees, and interlibrary loan barcode purchases.

The balance of working cash was sufficient to fund 3.4 months of budgeted FY2025 operating expenses, and the capital reserves amount could fund an additional 4.3 months of budgeted operating expenses. In addition, the \$452,200 principal of PrairieCat's CDs would be sufficient to fund an additional 2.7 months of budgeted operating expenses.

Total revenues through December of \$1,025,063 were \$8,106 above budget primarily due to above budget investment income through December 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 lower than budgeted reimbursements for the annual Capira mobile application fees that are billed annually to participating members.

Total year-to-date interest as of the end of December was \$21,812, which was \$8,312 above the year-to-date budgeted amount of \$13,500 and \$1,082 above the year-to-date interest earned as of one year ago (December 2023). During their January meeting, the Federal Reserve chose to hold the interest rates steady. Their projections for calendar years 2025 and 2026 interest rates remain at 3.9% and 3.4%, respectively. The Federal Reserve's next meeting is scheduled for March 19. The average December

interest rates were 4.688% and 4.461% for the IL Funds and iPrime money market (ISC) accounts, respectively, slightly decreasing from the November average interest rates of 4.797% and 4.610%.

Total expenses through December of \$781,564 were \$240,399 below budget primarily due to under budget Contractual Services expenses (\$213,870), Personnel Costs (\$20,401), Travel and Continuing Education costs (\$5,935), and Supplies, Postage and Printing costs (\$4,656).

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 December. 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 contacted PrairieCat's auditors in January, to ensure that both amendments are being treated appropriately. The entries to reflect those two amendments will be reflected in the January financials. This budget to actual difference 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. 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 subscription expenses were charged to information service costs and other contractual services.

Personnel expenses were under budget primarily due to blended increases in budgeted health insurance rates that did not take effect until calendar year 2025 as well as not having yet incurred unemployment insurance and staff tuition costs through December. Travel and continuing education costs were below budget through December but are expected to rise as staff mileage reimbursements, conferences, and in-person member and governance meetings continue to occur throughout the remainder of the fiscal year. Supplies, postage and printing costs were under budget due to a lower than anticipated need for computers, software, and supplies throughout December.

These below budget costs were partially offset by above budget consulting costs, primarily due to the unbudgeted second half of the payment for the Director's compensation survey (\$1,000) and the website accessibility review (\$2,000), as well as the late receipt of the vendor invoice for the fiscal year 2024 fourth quarter website support and development (\$2,340).

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

Beginning Cash Balance	\$ 1,380,769.49
Cash Received	
Payments from Member Libraries, etc.	40,844.95
Interest - BankORION	269.62
Interest - Illinois Funds	925.09
Interest - PMA	194.65
eCommerce Receipts Payable	3,838.17
Total Cash Received	<u>46,072.48</u>
Expenses Paid	
Checks and Vendor ACH Payments	50,933.41
Payroll and Retirement Contributions	72,108.42
ACH Credit Card Payments	4,083.78
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	402.78
Total Disbursements	<u>127,528.39</u>
Ending Cash Balance	<u><u>\$ 1,299,313.58</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	11,330.54
Capital Reserve Designation	719,835.59
Working Cash	568,147.45

**TOTAL CASH**\$ 1,299,313.58**PAYPAL FUNDS DETAILS:**

December PayPal Receipts in Transit to Bank	\$319.87
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**CD INVESTMENT DETAILS:**

Cornerstone Bank: 24-month CD Principal @ 5.112% Interest 8/30/2023 - 8/27/2025	\$ 226,050.00
Financial Federal Bank: 24-month CD Principal @ 5.250% Interest 8/30/2023 - 8/27/2025	\$ 226,150.00
Accrued Investment Income as of December 2024	\$ 32,430.55

**TOTAL CURRENT CD INVESTMENT VALUE**\$ 484,630.55

Invested in Capital Assets Balance as of December 2024	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of December 2024	\$1,325,360.83
Unrestricted Fund Balance as of December 2024	\$872,430.29
FY25 operating expenses excluding planned capital reserve designation:	\$ 2,033,911.63
Working Cash % of operating expenses:	27.93%

**PrairieCat**  
Balance Sheet  
As of 12/31/2024

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	998,177.89
Cash - Illinois Funds	249,567.53
Cash - PMA	51,568.16
PayPal Funds	367.87
Total Cash & cash equivalents	1,299,681.45
Investments	452,200.00
Accounts receivables	11,477.00
Other Receivables	
PayPal Funds Receivable	48.00
Total Other Receivables	48.00
Accrued investment income	32,430.55
Prepaid expenses	607,922.87
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	(750,781.17)
Total Capital Assets, net	1,325,360.83
Other Assets	
Deferred Outflows - Pension	434,543.03
Deferred Outflows - OPEB	29.00
Total Other Assets	434,572.03
<b>Total Assets</b>	<b>4,163,692.73</b>
<b>Liabilities</b>	
eCommerce Receipts Payable	11,746.41
Payroll	
Salaries Payable	20,882.85
PR Tax Withheld Payable	6,109.48
Pension Payable	15,726.12
Retirement Payable	1,443.17
PR Tax Expense Payable	2,308.39
Total Payroll	46,470.01
Deferred revenue	65,312.17
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	1,335,321.03
Total Other long-term obligations	1,351,779.03
<b>Total Liabilities</b>	<b>1,965,901.61</b>
<b>Net Assets</b>	
Beginning Net Assets	1,954,292.17
Current YTD Net Income	243,498.95
<b>Total Net Assets</b>	<b>2,197,791.12</b>
<b>Total Liabilities and Net Assets</b>	<b>4,163,692.73</b>

**PrairieCat**  
Statement of Revenues and Expenses - FY25 is 50.00% Completed  
From 12/1/2024 Through 12/31/2024

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,638.13	15,828.78	15,829.00	99.99%	31,658.00	49.99%
Fully Participating and Basic Online Member Revenue	106,476.59	638,859.50	638,862.00	99.99%	1,277,724.10	49.99%
ILL Barcode Revenue	100.00	1,500.00	1,500.00	100.00%	3,000.00	50.00%
Fully Participating & Basic Online - CR Contribution	5,069.93	33,919.54	30,420.00	111.50%	60,839.00	55.75%
Union List - CR Contribution	457.92	2,747.52	2,748.00	99.98%	5,495.00	50.00%
<b>Total Fees for Services and Materials</b>	<b>114,742.57</b>	<b>692,855.34</b>	<b>689,359.00</b>	<b>100.51%</b>	<b>1,378,716.10</b>	<b>50.25%</b>
Reimbursements						
Reimbursements	1,636.43	9,818.58	10,533.00	93.21%	21,065.64	46.60%
Reimbursements - Hosting Fee	4,432.07	26,592.46	26,592.00	100.00%	53,185.00	49.99%
Reimbursements - Capira Mobile App	5,031.50	15,333.21	17,854.00	85.88%	35,707.50	42.94%
<b>Total Reimbursements</b>	<b>11,100.00</b>	<b>51,744.25</b>	<b>54,979.00</b>	<b>94.12%</b>	<b>109,958.14</b>	<b>47.06%</b>
Investment Income	3,512.57	21,811.72	13,500.00	161.56%	27,000.00	80.78%
Other						
Other Grants	0.00	0.00	1,000.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,083.45	258,500.69	257,619.00	100.34%	515,237.39	50.17%
Other Revenue	150.99	150.99	500.00	30.19%	1,000.00	15.09%
<b>Total Other</b>	<b>43,234.44</b>	<b>258,651.68</b>	<b>259,119.00</b>	<b>99.82%</b>	<b>518,237.39</b>	<b>49.91%</b>
<b>Total REVENUES</b>	<b>172,589.58</b>	<b>1,025,062.99</b>	<b>1,016,957.00</b>	<b>100.80%</b>	<b>2,033,911.63</b>	<b>50.40%</b>
<b>EXPENSES</b>						
Personnel						
Other Professionals	48,611.32	318,362.85	314,892.00	101.10%	629,783.41	50.55%
Support Services	15,760.52	102,443.47	107,003.00	95.73%	214,005.87	47.86%
Social Security Taxes	4,596.58	30,137.00	32,274.00	93.37%	64,549.88	46.68%
Unemployment Insurance	0.00	0.00	1,750.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	858.98	1,050.00	81.80%	2,100.00	40.90%
Retirement Benefits	7,463.93	49,879.68	50,205.00	99.35%	100,410.93	49.67%
Health, Dental And Life Insurance	13,272.28	78,202.63	92,312.00	84.71%	184,624.44	42.35%
Other Fringe Benefits	0.00	180.00	500.00	36.00%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	250.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	270.00	500.00	54.00%	1,000.00	27.00%
<b>Total Personnel</b>	<b>89,872.96</b>	<b>580,334.61</b>	<b>600,736.00</b>	<b>96.60%</b>	<b>1,201,474.53</b>	<b>48.30%</b>
Buildings and Grounds						
Property Insurance	252.83	1,516.98	1,400.00	108.35%	2,800.00	54.17%
<b>Total Buildings and Grounds</b>	<b>252.83</b>	<b>1,516.98</b>	<b>1,400.00</b>	<b>108.36%</b>	<b>2,800.00</b>	<b>54.18%</b>
Vehicle Expenses						
Fuel	31.78	350.67	750.00	46.75%	1,500.00	23.37%
Repairs And Maintenance	99.07	498.47	1,000.00	49.84%	2,000.00	24.92%

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 50.00% Completed

From 12/1/2024 Through 12/31/2024

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Vehicle Insurance	114.67	688.02	1,000.00	68.80%	2,000.00	34.40%
Vehicles Leasing And Rent	0.00	0.00	250.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	14.40	175.00	8.22%	350.00	4.11%
<b>Total Vehicle Expenses</b>	<b>245.52</b>	<b>1,551.56</b>	<b>3,175.00</b>	<b>48.87%</b>	<b>6,350.00</b>	<b>24.43%</b>
<b>Travel and Continuing Education</b>						
In-State Travel	192.50	2,345.96	3,500.00	67.02%	7,000.00	33.51%
Out-Of-State Travel	0.00	768.66	3,000.00	25.62%	6,000.00	12.81%
Registrations And Meeting, Other Fees	190.33	2,223.86	4,500.00	49.41%	9,000.00	24.70%
Conferences And Continuing Education Meetings	0.00	1,763.89	2,500.00	70.55%	5,000.00	35.27%
Public Relations	0.00	962.74	500.00	192.54%	1,000.00	96.27%
<b>Total Travel and Continuing Education</b>	<b>382.83</b>	<b>8,065.11</b>	<b>14,000.00</b>	<b>57.61%</b>	<b>28,000.00</b>	<b>28.80%</b>
Commercial Insurance	620.33	3,721.98	5,000.00	74.43%	10,000.00	37.21%
<b>Supplies, Postage and Printing</b>						
Computers, Software And Supplies	1,516.40	11,172.12	15,556.00	71.81%	31,112.25	35.90%
General Office Supplies And Equipment	298.47	684.89	1,000.00	68.48%	2,000.00	34.24%
Postage	0.00	42.93	0.00	0.00%	0.00	0.00%
<b>Total Supplies, Postage and Printing</b>	<b>1,814.87</b>	<b>11,899.94</b>	<b>16,556.00</b>	<b>71.88%</b>	<b>33,112.25</b>	<b>35.94%</b>
Telephone and Telecommunications	831.12	4,064.89	4,083.00	99.55%	8,165.22	49.78%
<b>Equipment Repair and Maintenance</b>						
Equipment Repair And Maintenance Agreements	70.83	352.91	1,000.00	35.29%	2,000.00	17.64%
<b>Total Equipment Repair and Maintenance</b>	<b>70.83</b>	<b>352.91</b>	<b>1,000.00</b>	<b>35.29%</b>	<b>2,000.00</b>	<b>17.65%</b>
<b>Professional Services</b>						
Legal	0.00	2,091.50	1,750.00	119.51%	3,500.00	59.75%
Accounting	0.00	6,750.00	3,500.00	192.85%	7,000.00	96.42%
Consulting	2,000.00	9,093.75	5,500.00	165.34%	11,000.00	82.67%
Payroll Service Fees	625.98	4,018.75	4,500.00	89.30%	9,000.00	44.65%
<b>Total Professional Services</b>	<b>2,625.98</b>	<b>21,954.00</b>	<b>15,250.00</b>	<b>143.96%</b>	<b>30,500.00</b>	<b>71.98%</b>
<b>Contractual Services</b>						
Information Service Costs	18,861.43	97,354.63	311,437.00	31.25%	622,875.64	15.62%
Outside Printing Services	0.00	0.00	1,000.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	1,569.98	43,817.00	3.58%	87,633.99	1.79%
Amortization - Subscription Based IT Arrangements	7,243.17	43,458.98	0.00	0.00%	0.00	0.00%
<b>Total Contractual Services</b>	<b>26,366.27</b>	<b>142,383.59</b>	<b>356,254.00</b>	<b>39.97%</b>	<b>712,509.63</b>	<b>19.98%</b>
Professional Association Membership Dues	330.00	1,075.00	1,000.00	107.50%	2,000.00	53.75%
SBITA Interest	1,708.08	1,708.08	0.00	0.00%	0.00	0.00%
Miscellaneous	81.50	625.50	750.00	83.40%	1,500.00	41.70%

**PrairieCat**Statement of Revenues and Expenses - FY25 is 50.00% Completed  
From 12/1/2024 Through 12/31/2024

	<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	321.28	2,309.89	2,750.00	83.99%	5,500.00	41.99%
Total EXPENSES	<u>125,524.40</u>	<u>781,564.04</u>	<u>1,021,954.00</u>	<u>76.48%</u>	<u>2,043,911.63</u>	<u>38.24%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>47,065.18</u>	<u>243,498.95</u>	<u>(4,997.00)</u>	<u>(4,872.90)%</u>	<u>(10,000.00)</u>	<u>(2,434.98)%</u>



**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash - Bank Orion  
 From 12/18/2024 Through 1/28/2025

Vendor Name	Effective Date	Check Amount
Paycom Payroll LLC	12/19/2024	319.49
Paycom Payroll LLC	12/19/2024	20,612.47
Paycom Payroll LLC	12/19/2024	8,392.76
ICMA Retirement Corporation	12/20/2024	1,432.25
MerchantE	12/26/2024	28.00
MerchantE	12/26/2024	30.00
WEX Bank	12/27/2024	31.78
Bank Orion	12/31/2024	61.50
Paycom Payroll LLC	1/2/2025	306.49
Paycom Payroll LLC	1/2/2025	20,882.85
Paycom Payroll LLC	1/2/2025	8,417.87
MerchantE	1/3/2025	306.98
MerchantE	1/3/2025	209.85
ICMA Retirement Corporation	1/3/2025	1,443.17
First Bankcard	1/8/2025	7,767.26
Bank Orion	1/9/2025	20.00
LIMRICC	1/14/2025	16,433.26
MEGAN GOVE	1/14/2025	450.00
Illinois Municipal Retirement Fund	1/14/2025	10,614.75
Paycom Payroll LLC	1/16/2025	306.49
Paycom Payroll LLC	1/16/2025	20,883.93
Paycom Payroll LLC	1/16/2025	8,416.86
ICMA Retirement Corporation	1/17/2025	1,443.17
Cherry Hill Company	1/21/2025	5,313.75
Freeport Public Library	1/22/2025	(1,056.00)
Galena Public Library District	1/22/2025	(141.16)
Galena Public Library District	1/22/2025	(25.69)
Bourbonnais Public Library District	1/22/2025	131.59
Byron Public Library District	1/22/2025	78.32
Charles B. Phillips Public Library District	1/22/2025	67.70
Cherry Valley Public Library District	1/22/2025	211.10
Coal City Public Library District	1/22/2025	167.68
Colona District Public Library	1/22/2025	40.80
Cortland Community Library	1/22/2025	57.10
Creston-Dement Public Library	1/22/2025	46.58
DeKalb Public Library	1/22/2025	254.34
East Moline Public Library	1/22/2025	96.85
Elizabeth Township Public Library	1/22/2025	17.00
Ella Johnson Memorial Public Library District	1/22/2025	130.18
Flagg-Rochelle Public Library District	1/22/2025	424.34
Freeport Public Library	1/22/2025	1,056.00
Freeport Public Library	1/22/2025	1,007.74
Galena Public Library District	1/22/2025	141.16
Galena Public Library District	1/22/2025	25.69
Galena Public Library District	1/22/2025	58.85
Geneseo Public Library District	1/22/2025	205.54
Genoa Public Library District	1/22/2025	342.64
Graves-Hume Public Library District	1/22/2025	35.34
Harvard Diggins Library	1/22/2025	209.72
Highland Community College Library	1/22/2025	29.20
Hinckley Public Library District	1/22/2025	187.00
Homer Township Public Library District	1/22/2025	36.95
Homer Township Public Library District	1/22/2025	194.81
Ida Public Library	1/22/2025	115.70
Johnsburg Public Library District	1/22/2025	470.75

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash - Bank Orion  
 From 12/18/2024 Through 1/28/2025

Vendor Name	Effective Date	Check Amount
Julia Hull District Library	1/22/2025	331.56
Kankakee Public Library	1/22/2025	146.50
LaSalle Public Library	1/22/2025	43.49
Lena Community District Library	1/22/2025	37.80
Limestone Township Library	1/22/2025	188.70
Manhattan-Elwood Public Library District	1/22/2025	458.40
Manteno Public Library District	1/22/2025	224.20
Maple Park Public Library	1/22/2025	85.40
Marengo-Union Public Library District	1/22/2025	44.60
Marseilles Public Library	1/22/2025	20.00
Meridian CUSD #223	1/22/2025	17.10
Meridian CUSD #223	1/22/2025	3.20
Meridian CUSD #223	1/22/2025	1.50
Mills & Petrie Memorial Library	1/22/2025	17.20
Mokena Community Public Library District	1/22/2025	126.61
Moline Public Library	1/22/2025	288.36
Morris Area Public Library	1/22/2025	87.88
Mount Morris Public Library	1/22/2025	106.30
New Lenox Public Library	1/22/2025	169.60
Nippersink Public Library District	1/22/2025	43.27
North Suburban Library District	1/22/2025	229.08
North Suburban Library District	1/22/2025	276.22
Odell Public Library	1/22/2025	504.60
Pearl City Public Library District	1/22/2025	33.70
Pecatonica Public Library District	1/22/2025	20.30
Peotone Public Library District	1/22/2025	263.64
Peru Public Library	1/22/2025	99.20
Plano Community Library District	1/22/2025	42.90
Putnam County Public Library District	1/22/2025	5.20
Putnam County Public Library District	1/22/2025	17.10
Putnam County Public Library District	1/22/2025	0.60
Reddick Public Library District	1/22/2025	313.55
Robert R. Jones Public Library District	1/22/2025	20.80
Rock Island Public Library	1/22/2025	128.69
Rock Island Public Library	1/22/2025	62.70
Rock Island Public Library	1/22/2025	22.50
Sandwich Public Library District	1/22/2025	75.70
Seneca Public Library District	1/22/2025	204.85
Sherrard Public Library District	1/22/2025	15.90
Silvis Public Library	1/22/2025	63.60
Somonauk Public Library District	1/22/2025	180.00
Streator Public Library	1/22/2025	61.30
Sycamore Public Library	1/22/2025	140.18
Talcott Free Library District	1/22/2025	115.66
Three Rivers Public Library	1/22/2025	29.20
Three Rivers Public Library	1/22/2025	41.30
Walnut Public Library District	1/22/2025	18.90
Western District Library	1/22/2025	38.39
Wilmington Public Library District	1/22/2025	316.40
Woodstock Public Library	1/22/2025	87.44
Yorkville Public Library	1/22/2025	1,067.89
WEX Bank	1/24/2025	0.42
CAROLYN COULTER	1/28/2025	50.42
CHELSEY KNIPPEL	1/28/2025	349.34
CHELSEY KNIPPEL	1/28/2025	59.35

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash - Bank Orion  
 From 12/18/2024 Through 1/28/2025

Vendor Name	Effective Date	Check Amount
EDWARD ZANELLI	1/28/2025	127.84
EDWARD ZANELLI	1/28/2025	38.40
ELIZABETH SMITH	1/28/2025	187.47
ELIZABETH SMITH	1/28/2025	60.85
JASON JENSEN	1/28/2025	56.07
MAGDA BONNY	1/28/2025	46.63
MAGDA BONNY	1/28/2025	884.40
MATTHEW MATURO	1/28/2025	181.29
MATTHEW MATURO	1/28/2025	51.39
MELISSA LANDIS	1/28/2025	45.56
MELISSA LANDIS	1/28/2025	44.56
ROY AREY	1/28/2025	253.26
ROY AREY	1/28/2025	69.79
SANDRA TEDDER	1/28/2025	81.74
SANDRA TEDDER	1/28/2025	40.58
SHELBY O'HARA	1/28/2025	51.93
SHELBY O'HARA	1/28/2025	428.13
Report Total		148,791.33

FY2025 PC Statistics

	July 2023	July 2024	Aug 2023	Aug 2024	Sept 2023	Sept 2024	Oct 2023	Oct 2024	Nov 2023	Nov 2024	Dec 2023	Dec 2024	2nd Qtr FY24 To Date	2nd Qtr FY25 To Date	2nd Qtr % of change	FY24 Totals	FY25 Totals to date
<b>General</b>																	
Bibliographic records	1,218,077	1,216,828	1,217,302	1,216,401	1,216,208	1,215,783	1,216,495	1,214,175	1,216,364	1,214,175	1,216,365	1,213,801	1,216,365	1,213,801	-0.21%	1,216,394	1,213,801
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	5,124,224	5,111,539	5,127,210	5,110,110	5,127,210	5,110,110	-0.33%	5,131,528	5,110,110
Patron records	335,278	347,042	341,166	352,809	342,997	357,587	347,210	364,435	349,926	364,435	352,763	366,030	352,763	366,030	3.76%	347,572	366,030
Total circulation	444,070	466,283	416,179	401,094	386,250	380,458	397,018	399,870	380,267	367,890	333,404	329,139	1,110,689	1,096,899	-1.24%	4,771,368	2,344,734
ILL transactions on LLSAP	52,525	56,019	56,782	58,113	57,359	56,804	56,523	59,435	55,202	52,555	48,482	48,049	160,207	160,039	-0.10%	660,524	330,975
Reciprocal borrowing	49,484	53,251	47,347	45,776	44,004	43,843	44,064	46,961	42,949	42,821	37,062	36,893	124,075	126,675	2.10%	545,042	269,545
<b>Training, Outreach and Engagement</b>																	
Training events	6	2	10	4	6	14	7	5	6	2	7	3	20	10	-50.00%	84	30
Training participants	80	4	74	12	20	42	23	13	23	4	22	7	68	24	-64.71%	448	82
Training contact hours	132	3	92	17	38	43	45	20	48	6	31	10	123	36	-71.02%	796	99
TalentLMS Course Completions	228	223	265	349	283	372	237	251	247	140	141	163	625	554	-11.36%	2,950	1,498
Site visits	2	7	1	1	1	-	1	3	2	2	3	1	6	6	0.00%	21	14
Member Meetings/Events	5	5	13	6	9	6	10	7	7	3	7	2	24	12	-50.00%	100	29
Meeting/Event participants	150	153	172	124	348	658	210	151	55	28	60	25	325	204	-37.23%	1,816	1,139
Meeting/Event contact hours	393	306	230	164	1,740	4,609	343	254	53	31	75	25	470	309	-34.19%	4,140	5,387
<b>Troubleshooting</b>																	
HelpDesk Calls Opened	186	295	307	352	242	270	301	275	276	246	268	199	845	720	-14.79%	3,457	1,637
HelpDesk Calls Closed	227	302	298	344	231	273	285	256	256	237	336	227	877	720	-17.90%	3,507	1,639
<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	1,753	1,173	5,484	3,905	-28.79%	19,477	8,372
Bibload records loaded - MARC catalogers	2,093	2,895	2,955	2,209	2,708	2,154	2,491	2,569	2,100	1,964	1,525	1,468	6,116	6,001	-1.88%	27,073	13,259
Cleanup/overlays/merges - PC staff	1,189	1,563	748	537	988	794	840	516	847	187	724	679	2,411	1,382	-42.68%	14,797	4,276
Cleanup/overlays/merges - MARC catalogers	864	765	852	1,303	1,291	1,059	1,087	1,167	902	116	586	656	2,575	1,939	-24.70%	11,532	5,066
Enhancements/corrections - PC staff	8	29	12	27	37	28	39	21	56	8	93	46	188	75	-60.11%	464	159
Enhancements/corrections - MARC catalogers	105	120	182	48	190	157	134	122	120	-	105	95	359	217	-39.55%	1,487	542
Original catalogings - PC staff	11	72	11	50	53	62	77	71	65	96	62	100	204	267	30.88%	722	451
Original catalogings - MARC catalogers	45	24	29	30	18	29	43	26	32	4	14	9	89	39	-56.18%	356	122
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	31,555	36,443	90,558	130,725	44.35%	506,580	244,829
To see the full statistical spreadsheet, visit: <a href="https://support.prairiecatt.info/gov">https://support.prairiecatt.info/gov</a>																	



Date: 2/7/2025

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 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**

Currently, the existing Administrative Council committees (Resource Sharing and Finance) are appointed by the Administrative Council. See below for the pertinent verbiage from the bylaws:.

#### **ARTICLE IX – COMMITTEES AND DIRECTOR**

**SECTION 1.** The PRAIRIECAT Administrative Council shall establish committees on a permanent or ad hoc basis. The Council shall issue a charge for each committee and shall select a committee chair and committee members based on factors such as geographical distribution, library type, library size, and other such factors. Committee members cannot delegate their duties to any other individual. All such committee meetings will be conducted in conformance with the Illinois Open Meetings Act. Administrative Council Committee membership rosters will be posted on the PRAIRIECAT website.

The Administrative Council shall review the committee structure for PRAIRIECAT annually and make any needed changes or new appointments. Details on Standing Groups and Administrative Council Committees are delineated in the General Policy Manual

Standing groups such as the Circulation and Technical Services Committees, which are empowered to change related policies, are elected. Other groups, such as the Training and Enhancements and User Experience Committees are not elected but open to any interested volunteers (see below). It is suggested that, since the Resource Sharing Committee is not directly responsible for policy decisions, that it be open to any interested members.

The following changes to the bylaws are suggested to implement this change, as well as clean up language referring to the defunct technology group. These bylaws changes will need to be presented to Delegates Assembly for approval.

## PrairieCat Bylaws:

### ARTICLE VII – STANDING GROUPS

The following Standing Groups are established: Circulation Committee (CircC), Technical Services Committee (TechC), ~~Technology Group (known as “Computer Keepers”)~~, User Experience Committee, and the Training & Enhancements Committee. Membership on CircC and TechC is comprised of elected members; membership on the ~~Technology Group~~, the User Experience Committee, and the Training & Enhancements Committee is open to any interested member. Other Standing Groups may be established by the Administrative Council. The Standing Groups and their subgroups are primarily attended by employees of the Members and PRAIRIECAT staff, rather than by Delegates, their alternates or members of the Administrative Council.

**SECTION 1. MEMBERS OF CircC and TechC.** The number of members of the PRAIRIECAT Circulation Committee (CircC) and the PRAIRIECAT Technical Services Committee (TechC) shall be eleven (11) elected representatives chosen through an election process by the Delegates Assembly. Their members will include:

Two (2) members representing Tier 1 public library constituencies Two (2) members representing Tier 2 public library constituencies Two (2) members representing Tier 3 public library constituencies

One (1) member representing academic, special, or school member libraries Four (4) members serving on an at large basis from any library type

Union List members are welcome to run for At Large seats. The public library tiers are further delineated in the PRAIRIECAT General Policy Manual.

No more than one representative from the same member library can serve on CircC at the same time or TechC at the same time.

**SECTION 2. TERMS OF OFFICE.** Each CircC and TechC member shall serve a term of three years. CircC and TechC members may serve only two (2) consecutive elected terms, regardless of the length of the term. CircC and TechC appointments for less than six months to cover members departing before the end of their term do not count against the consecutive term limitation. The six-year term limit applies to an individual CircC or TechC member, and does not limit a library from having different individuals serve as representatives on the CircC or TechC standing groups for more than two consecutive terms.

**SECTION 3. ~~TECHNOLOGY GROUP~~, User Experience Committee, Resource Sharing, AND TRAINING & ENHANCEMENTS GROUP.** Membership in the ~~Technology~~, User Experience Committee, Resource Sharing Committee, and Training & Enhancements groups is open to any interested members.

**SECTION 4. VOTING.** Except as provided elsewhere in these Bylaws, a majority vote of members participating in the meeting shall be sufficient to pass on all matters. All votes will be taken at a standing group meeting. Members participating electronically (via audio or video teleconference) may also vote.

**SECTION 5. MEETINGS.** Agendas for all Standing Group meetings will be sent electronically to all Members and will be posted on PRAIRIECAT's website. For any Standing Group or subgroup meeting where a majority of a quorum of the Delegates Assembly or Administrative Council will participate in the meeting, that meeting will be held in compliance with the Illinois Open Meetings Act and a quorum of the Standing Group or subgroup must be physically present to hold a meeting.

Each Group shall elect a Chair from amongst its members to serve ~~annually, or~~ annually or opt to have a PrairieCat staff member serve in that capacity.

Details on Standing Groups and Administrative Council Committees are delineated in the General Policy Manual





Date: 2/7/2025

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Investigation of potential remote attendance at meetings

**Executive Summary:**

While reviewing our responses to the annual strategic planning survey, a suggestion to investigate the potential for a waiver of the OMA in-person quorum requirements stood out. Given that PrairieCat has grown to such an extent, it seemed feasible we may be within the parameters specified in the law for allowing remote access for quorum (such as RAILS enjoys). I have found that we are currently are slightly in excess of the 4,500 square miles of jurisdiction required for exemption. Several questions remain, however, but I believe that a discussion of this issue is warranted at the Administrative Council level.

**Detailed Summary:**

When Anne Skrodzki, our PrairieCat lawyer, was contacted about this issue, she verified that “the all-in-one-place in-person quorum exemption applies to Illinois Library Systems with a jurisdiction of over 4,500 square miles.” She said she was uncertain if this would be calculated based on the combined area of our constituent members or by “making a shape with our farthest boundaries and calculating the area within”. Since there is a great deal of unserved area amid our service area, I asked RAILS to provide the square mileage for each of our member libraries from the IPLAR. These figures are provided below. The total of our public libraries’ square mileage of service area (all levels of membership including Union Listing) comes to 4541.84. I have also asked RAILS for information on school districts and Highland Community College’s jurisdictions, as well. Although there is significant overlap between the school districts and the public library districts, it should give us a bit of a buffer if we have any departures. When this information is available, I will provide it to the Council.

Given that we seem to qualify for the exception, I asked Ms. Skrodzki what this would mean for our meetings. She responded by quoting the OMA and clarifying a bit:

““If an open meeting of a public body . . . is held simultaneously at one of its offices and one or more other locations in a public building, which may include other of its offices, through an interactive video conference and the public body provides public notice and public access as required under this Act for all locations, then members physically present in those locations all count towards determining a quorum. “Public building”, as used in this Section, means any building or portion thereof owned or leased by any public body.”

So, you can designate any member library or other public building as a site, and all of those sites have to be included on the notice and allow for public access to whomever would like to attend the meeting at that designated site, and then all of those can count towards a quorum.

I don’t want to confuse the issue **\*too\*** much, but as long as you have a quorum between your site locations, you can presumably also allow electronic participation under your electronic policy. So with an 11 member administrative council, you need at least SIX of those people to be located in a public building that has been noticed as a meeting site and allows public access to the meeting. (someone can’t be in their own office on zoom, they have to be in a meeting room so that if I wanted to walk in and

watch/participate in the meeting at that location I could). But as long as that's the case, then you *could* have a few people zoom in under the electronic participation policy if they were unavailable for one of the approved remote participation reasons.”

I also inquired about any other legal ramifications that this might have on us as a public body. Ms. Skrodzki doesn't seem to think there are any, but has one note of caution:

“You wouldn't be converted into a library system by the way you are conducting meetings. What would happen –if anything—would be that someone would complain to the attorney general that you are not a library system as defined by the [Library System Act](https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=991&ChapAct=75) (<https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=991&ChapAct=75>) and that you don't get to have your meetings in separate locations, and IF the PAC agreed that only library systems as defined in the Library System Act and not library systems in general get to use that provision, they'd tell you not to do your meetings that way anymore. “Library system” is NOT defined in the open meetings act—only separately in the Library System Act. I'd argue that as a creature of an IGA, you are not bound by OMA in the first place, and that you voluntarily agree to abide by its terms in your own interest and by the terms of the IGA.”

Ms. Skrodzki did recommend that if we are interested in moving forward with this initiative, we should have a conversation with her. I would suggest that members of the Council join me on such a call.

Technical issues around this initiative, especially if we intend to undertake it for Delegates Assembly, may be significant and have a significant impact on PrairieCat staff. I would suggest that we investigate this for Administrative Council and the Finance Committee initially if we intend to move forward. PrairieCat staff are currently investigating the potential for leveraging existing RAILS remote sites. This would require RAILS' permission and additional zoom licensing if it is technically feasible.

Control_Code	agency_name	catalog_consortium	Sq_Miles
30013	Andalusia Township Library	PrairieCat	15.32
30015	Annawan-Alba Township Library	PrairieCat	36.35
30047	Bertolet Memorial Library District	PrairieCat	58.91
30059	Bourbonnais Public Library District	PrairieCat	30.89
30061	Bradley Public Library District	PrairieCat	5.50
30073	Byron Public Library District	PrairieCat	59.09
30811	Charles B. Phillips Public Library District	PrairieCat	81.63
30105	Cherry Valley Public Library District	PrairieCat	56.67
30201	Clinton Township Public Library	PrairieCat	35.21
30203	Coal City Public Library District	PrairieCat	53.56
30663	Colona District Public Library	PrairieCat	28.72
30209	Cordova District Library	PrairieCat	31.29
30736	Cortland Community Library	PrairieCat	3.56
30734	Creston-Dement Public Library District	PrairieCat	28.86
30224	DeKalb Public Library	PrairieCat	16.24
30241	Earlville Public Library District	PrairieCat	63.04
30243	East Dubuque District Library	PrairieCat	28.78
30244	East Moline Public Library	PrairieCat	14.84
30253	Elizabeth Township Public Library	PrairieCat	36.83
30257	Ella Johnson Memorial Public Library District	PrairieCat	96.50
30261	Erie Public Library District	PrairieCat	124.53
30274	Flagg-Rochelle Public Library District	PrairieCat	35.67
30282	Forreston Public Library	PrairieCat	0.93
30284	Fossil Ridge Public Library District	PrairieCat	148.15
30291	Franklin Grove Public Library	PrairieCat	0.45
30293	Freeport Public Library	PrairieCat	11.83
30296	Galena Public Library District	PrairieCat	34.92
30299	Geneseo Public Library District	PrairieCat	190.20
30301	Genoa Public Library District	PrairieCat	2.13
30319	Grant Park Public Library	PrairieCat	3.43
30320	Graves-Hume Public Library District	PrairieCat	4.42
30333	Hanover Township Library	PrairieCat	56.48
30225	Harvard Diggins Library	PrairieCat	8.14
30343	Henry C. Adams Memorial Library	PrairieCat	1.35
30628	Hinckley Public Library District	PrairieCat	35.19
30355	Homer Township Public Library District	PrairieCat	36.10
30363	Ida Public Library	PrairieCat	8.42
30373	Johnsburg Public Library District	PrairieCat	20.22
30377	Julia Hull District Library	PrairieCat	117.02
30380	Kankakee Public Library	PrairieCat	15.62
30384	Kirkland Public Library	PrairieCat	1.22
30396	Lanark Public Library	PrairieCat	1.09
30398	LaSalle Public Library	PrairieCat	12.86
30403	Lena Community District Library	PrairieCat	123.84
30739	Limestone Township Library District	PrairieCat	41.10
30413	Lostant Community Library	PrairieCat	52.83

30423 Malta Township Public Library	PrairieCat	34.95
30424 Manhattan-Elwood Public Library District	PrairieCat	66.08
30426 Manteno Public Library District	PrairieCat	89.72
30427 Maple Park Public Library District	PrairieCat	16.63
30429 Marengo-Union Public Library District	PrairieCat	114.45
30435 Marseilles Public Library	PrairieCat	9.92
30458 Mills & Petrie Memorial Library and Gymnasium	PrairieCat	0.67
30460 Mineral-Gold Public Library District	PrairieCat	71.96
30462 Mokena Community Public Library District	PrairieCat	11.71
30463 Moline Public Library	PrairieCat	18.89
30465 Moore Memorial Library District	PrairieCat	14.93
30466 Morris Area Public Library District	PrairieCat	127.14
30476 Mount Carroll District Library	PrairieCat	104.02
30478 Mount Morris Public Library	PrairieCat	1.55
30491 New Lenox Public Library District	PrairieCat	33.16
30496 Nippersink Public Library District	PrairieCat	43.16
30500 North Chicago Public Library	PrairieCat	7.31
30502 North Suburban Public Library District	PrairieCat	65.78
30510 Odell Public Library	PrairieCat	2.52
30513 Oglesby Public Library District	PrairieCat	10.47
30519 Oregon Public Library District	PrairieCat	62.63
30529 Pankhurst Memorial Library	PrairieCat	6.23
30538 Pearl City Public Library District	PrairieCat	90.16
30539 Pecatonica Public Library District	PrairieCat	88.20
30543 Peotone Public Library District	PrairieCat	149.94
30544 Peru Public Library	PrairieCat	9.32
30552 Plano Community Library District	PrairieCat	37.69
30070 Polo Public Library District	PrairieCat	33.73
30442 Princeton Public Library	PrairieCat	8.24
30560 Putnam County Public Library District	PrairieCat	172.16
30570 Raymond A Sapp Memorial Township Library	PrairieCat	36.32
30572 Reddick Public Library District	PrairieCat	120.30
30573 Richard A. Mautino Memorial Library	PrairieCat	7.49
30577 River Valley District Library	PrairieCat	43.76
30580 Robert R. Jones Public Library District	PrairieCat	0.93
30581 Robert W. Rowe Public Library District	PrairieCat	53.54
30584 Rock Island Public Library	PrairieCat	19.14
30600 Sandwich Public Library District	PrairieCat	22.65
30604 Schmaling Memorial Public Library District	PrairieCat	2.75
30606 Seneca Public Library District	PrairieCat	109.57
30609 Sheffield Public Library	PrairieCat	1.43
30612 Sherrard Public Library District	PrairieCat	89.49
30616 Silvis Public Library	PrairieCat	4.30
30619 Somonauk Public Library District	PrairieCat	42.93
30620 South Beloit Public Library	PrairieCat	6.35
30638 Stockton Township Public Library	PrairieCat	37.05
30640 Streator Public Library	PrairieCat	7.77

30644 Sycamore Public Library	PrairieCat	9.90
30645 Talcott Free Library District	PrairieCat	34.76
30649 Three Rivers Public Library District	PrairieCat	97.35
30681 Walnut Public Library District	PrairieCat	36.93
30683 Warren Township Public Library	PrairieCat	19.69
30700 Western District Library	PrairieCat	96.31
30711 Wilmington Public Library District	PrairieCat	96.89
30715 Winnebago Public Library District	PrairieCat	81.51
30721 Woodstock Public Library	PrairieCat	13.15
30726 York Township Public Library	PrairieCat	56.38
30727 Yorkville Public Library	PrairieCat	20.01
		4541.84

## PrairieCat Bylaws:

### Administrative Council:

**SECTION 8. QUORUM.** A majority of all members of the Administrative Council must be **physically present, pursuant to Illinois law, and shall constitute a quorum of the Administrative Council** for the transaction of business at any meeting of the Administrative Council, provided that if less than a quorum of the members of the Administrative Council is present at said meeting, a majority of the members of the Administrative Council present may adjourn the meeting to another time without further notice. **Regular in-person attendance by Council members is expected to ensure quorum.**

### Delegates Assembly:

**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. The maximum annual fine for non-attendance for each member library will be \$150.

**SECTION 6. QUORUM.** **A majority of all Delegates must be physically present**, pursuant to Illinois law, and shall constitute a quorum of the Delegates Assembly for the transaction of business at any meeting of the Delegates Assembly, provided that if less than a quorum of the members of the Delegates Assembly is present at said meeting, a majority of the members of the Delegates Assembly present may adjourn the meeting to another time without further notice.

### Standing Groups:

**SECTION 5. MEETINGS.** Agendas for all Standing Group meetings will be sent electronically to all Members and will be posted on PRAIRIECAT's website. **For any Standing Group or subgroup meeting where a majority of a quorum of the Delegates Assembly or Administrative Council will participate in the meeting, that meeting will be held in compliance with the Illinois Open Meetings Act and a quorum of the Standing Group or subgroup must be physically present to hold a meeting.**

## PrairieCat General Policy Manual:

### Resolution Establishing The Process For Participation By Electronic Means In Meetings

**WHEREAS**, the Open Meetings Act, 5 ILCS 120/1 *et seq.*, allows for participation of members of a public body in a meeting via electronic means in certain circumstances; and

**WHEREAS**, electronic participation, which includes video or audio conference, is allowed if a quorum of the members of the public body is physically present at the location of an open or closed meeting; and

**WHEREAS**, in order to permit electronic attendance at meetings, the public body must pass rules regarding when electronic participation is permitted; and

**WHEREAS**, the Administrative Council desires to allow for electronic attendance in certain circumstances and in accordance with state law.

**NOW, THEREFORE, BE IT RESOLVED** by the Chair and Administrative Council of PRAIRIECAT, as follows:

**SECTION 1:** That the recitals set forth above are incorporated as Section 1 of this Resolution.

**SECTION 2:** Notices of meetings to be conducted in which an Administrative Council member, Delegates Assembly member, Executive Committee member or Standing Group member participates by electronic means shall be given in accordance with the Open Meetings Act. Minutes of such meetings shall reflect which member(s) attended via electronic means.

**SECTION 3:** A quorum of each body (Administrative Council, Delegates Assembly, Executive Committee and Standing Group) must be physically present at the location of its meeting.

**SECTION 4:** The following rules shall apply for the conduct of any meeting at which any such member participates via video or audio conference:

A. Except where it is not practicable, the member who cannot be physically present at a meeting for one of the reasons described below and who wishes to attend via electronic means shall give notice to the Chair not less than forty-eight (48) hours before the meeting date.

B. Members may participate in a meeting via electronic means if the members are prevented from physically attending for any of the following reasons:

1. Personal illness or disability;
2. Employment purposes;
3. Absence due to PRAIRIECAT business; or
4. Family or other emergency

## 5. Unexpected childcare obligation

C. The member, if participating via audio conference, must, each time he/she wishes to speak, identify himself/herself by name and be recognized by the presiding officer before speaking.

D. The member participating electronically and other members of the Administrative Council, Delegates Assembly, Executive Committee and Standing Group must be able to communicate effectively, and any members of the audience at the meeting in question must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, PRAIRIECAT shall provide electronic communication equipment adequate to accomplish this objective at the meeting site.

**SECTION 5:** That the Chair is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

**SECTION 6:** This Resolution shall be in full force and effect immediately upon its passage.