



220 W. 23<sup>rd</sup> Ave.  
Coal Valley, IL 61240  
877-542-7257  
support.prairiecat.info

## **PrairieCat Delegates Assembly Agenda January 29, 2025**

The Delegates Assembly will meet on Wednesday, January 29th, 10:30 a.m. – 12:00 p.m. at **North Suburban Public Library District-Loves Park, 6340 N. 2<sup>nd</sup> Street, Loves Park, IL**. 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.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2025-01-29) (<https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2025-01-29>).

1. Call to order and welcome
2. Introduction and welcome new delegates or alternates
3. Introduction of guests
4. Review of agenda for additions/changes
5. Public comments via Zoom meeting
6. Consent agenda (pp. 2-18)
  - 6.1. Approve minutes for October 30<sup>th</sup>, 2024, PrairieCat Delegates Assembly meeting
  - 6.2. Central site report including financial and statistical reports
7. Administrative Council report
  - 7.1. Finance Committee report – Report from 12/19/2024
  - 7.2. Resource Sharing Committee report – No report
8. PrairieCat membership update, training and outreach report
9. ACTION: Approve change to PrairieCat Bylaws regarding in-person Delegate Assembly attendance and Capital reserves (pp. 19-21)
10. Review, FY26 draft budget and fees (pp. 22-23)
11. Presentation: Anne Slaughter, RAILS, the DCEO Broadband Advisory Council
12. Public comments via previously submitted email (see above), in person or online
13. Adjournment



## PrairieCat Delegates Assembly

October 30th, 2024

10:30 a.m. – 12:00 p.m.

In person at New Lenox Public Library District, 120 Veterans Parkway,

New Lenox, 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)

### Minutes

The Delegates Assembly met on Wednesday, October 30th, 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

**Present in New Lenox:** Ann Whitaker-Reid, Beth Wood, Victoria Blackmer, Resa Mai, Amy Fry, Angela Campbell, Kelly McCully, Kim Halsey, Bianca Sierra, Jill Simpson, Elaine Chapman, Amy Walsh, Lynette Heiden, Jodie DePatis, Jen Finnerty, Stephanie Nissen, Jamie Lockwood, Laura Crisp, Kimberly Martin, Sarah Ehlers, Cathy Palmer, Melissa Badger, Joanna Kluever, Tari Sangston, Deanna Howard, Emily Schaub, Katy Wiegert, Barbara Posinger, Julie Wayland, Mindy Long, Rylie Roubal, Heather Black, Lauren Offerman, Lynn Sheedy, Jenna Diedrich, Rene Leyva, Karen Sutera, Emily Faulkner, Claire Crawford, Megan Gove, Janet Clark, Michelle Krooswyk, Shelley Augustine, Sondra Terry, Karen Lonergan, Nicholas Weber, Laura Watson, Cindy Starks, Allison Beasley, Heide Trettenero, Tori Drews, Nancy McKay, Alexandra Tyle Annen, Maria Meachum, Kathy Peschang, Beth Teppen, Penny Bryant, Ashley Hopper, Lynne Noffke, Carolyn Coulter, Elizabeth Smith, Chelsey Knippel, Matt Maturo, Magda Bonny, Sandy Tedder, Roy Arey, Julie Voss, Linda Schreiber, Kim Brozovich, Amy Freeman, Shelby O'Hara, Yana Serdyuk, Leila Heath, Maggie Thomann

**Present via Zoom:** Paige Frechmann, Marilyn Calbow, Valerie Woodley, Kristi Scherer, Elizabeth Green, Renee Kozeal, Emily Kofoid, Sue Stevens, Amy Runkle, Laurel Reiss, Carol McSweeney, Janice May, Sarah Flanagan, Lisa Boles, Mary Petro, Deborah Wunsch, Brenda Weinberg, Beth Ryan, Julie Harte, Dana Fanslow, Jason Jensen, Pennie Miller, April Hoste, Mary Wilkening, Deborah Shippy, Melissa Landis

**Libraries represented:** See vote and quorum sheet.

Krooswyk (Chair-NL) started the meeting at 10:49 am. Krooswyk welcomed everyone.

#### II. Introductions and welcome new delegates or alternates

Cindy Starks introduced herself as a new alternate for Coal City Public Library. Nancy McKay introduced herself as the new delegate for Byron Public Library.

- III. Introduction of Guests  
Leila Heath from RAILS introduced herself. Maggie Thomann from RAILS introduced herself.
- IV. Review of agenda for additions/changes  
There were no revisions.
- V. Public Comments via Zoom Meeting  
There were no public comments.
- VI. Consent Agenda
  - a. Approve minutes for July 31, 2024, PrairieCat Delegates Assembly meeting.
  - b. Central Site report including financial and statistical reports.

**Motion #1: Blackmer (CV) moved and Starks (CC) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 89**

**Nays: 0**

**Abstentions: 0**

- VII. Administrative Council Report
  - a. Finance Committee Report – Report from 9/19/2024.  
Coulter (PrairieCat) stated that the Finance Committee met on September 19, 2024, and went over several various draft versions of the FY26 budget. All comments from the Committee are being taken under advisement. We are still waiting on a few numbers to come in: RAILS grant, insurance costs and IMRF contribution percentage. There will be some changes in the budget for next year. We are rearranging the way we calculate our reserve fund. In the past, our reserves were shown on the budget as a part of our revenues, which was not saving us money. Going forward, we are separating out the reserves fund so that we will be saving money for the future. The Committee will be reviewing another version of the budget at their December meeting.
  - b. Resource Sharing Committee Report – No report.
- VIII. PrairieCat Membership Update, Training and Outreach report  
Smith (PrairieCat) stated that Mills and Petrie is upgrading from Union List to Basic Online. They are currenting adding items and working on cleanup. Manhattan Elwood is opening a new branch and is very close to opening. We will keep you updated on their progress.

Smith reviewed some of the previous PrairieCat events. In September there was a Back-to-School session with 18 attendees. PUG Day 2024 wrapped up at the end of September. There were 603 total webinar attendees of the two days. A total of 15 sessions were offered and five of those were hosted by PrairieCat members. Session recordings, as well as any slides, are available on the PUG Day site. We are already planning for PUG Day 2025. Once a venue is secured, we will announce that date. PrairieCat hosts quarterly New Director Welcome meetings online via Zoom. The next one scheduled is on Wednesday, December 18, 2024. If you are in a new director position, new to your library, new to PrairieCat or would like to learn more about PrairieCat, this would be a great meeting for you to attend.

Smith stated that PrairieCat is in the midst of strategic planning. The annual strategic plan evaluation survey was sent out. Please be sure to complete this survey. Your feedback is a great help when building activities and goals for the upcoming years. Please subscribe to the PrairieCat Newsletter. We share some great information in the Newsletter. Please encourage your staff to subscribe.

Smith shared a few monthly statistics from Talent LMS. Highlighting that this is a good, self-paced learning platform for the membership. She also noted that members can request live Zoom sessions or in person meetings with PrairieCat staff.

Smith reminded the Delegates about the compliance requirement for Delegate Assembly meetings. All circulating members are required to attend two of the four Delegates Assembly meetings and one of the two must be in person. There are non-attendance fines for those who do not comply. She introduced the PrairieCat Passport Program, encouraging staff to visit area libraries and participate in the program. She presented the libraries participating in the program for today and invited others to join.

- IX. ACTION: Approve Maple Park IGA (moving from Fully Participating to Basic Online level).

**Motion #2: Meachum (WL) moved and Starks (CC) seconded to approve Maple Park IGA. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 89**  
**Nays: 0**  
**Abstentions: 0**

- X. ACTION: Approve Innovative contract amendment, added review files for Create Lists. Coulter (PrairieCat) explained that in FY21, PrairieCat purchased additional review files for use with the Create Lists product. These are needed as we have expanded in the past few years and needed to add sufficient review files for use by our new libraries. When the contract for the ILS services was renewed in FY22, an oversight occurred, and these review files were not included. We have continued to use these files; however, we have not paid for them. During the invoicing for our Innovative services this year, the mistake was noticed. We requested from Innovative that they provide us with a contract amendment so that this service can be tracked properly.

**Motion #3: Gove (TF) moved and Starks (CC) seconded to approve the amendment to the Innovative contract. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 89**  
**Nays: 0**  
**Abstentions: 0**

- XI. Review, PrairieCat Annual Report  
Smith (PrairieCat) presented the FY24 Annual Report, explaining the report highlights some projects that were completed in the last fiscal year, as well, as some basic stats about our resources sharing as a consortium. The first page is the summary highlights. The remaining pages are organized around PrairieCat's four strategic directions:

engagement, training, user experience and governance. Under each of these categories are details of projects and activities that were completed.

- XII. Review, PrairieCat annual financial audit results  
Krooswyk (NL-Chair) stated that the annual financial audit was completed and was again deemed a clean audit.
- XIII. Presentation: RAILS new CE deals and discounts for library staff and patrons  
Heath (RAILS) and Thomann (RAILS) gave a presentation describing the new Continuing Education deals and discounts for library staff and patrons offered by RAILS.
- XIV. Presentation: "Artificial Intelligence and You: An AI Primer for Library Workers",  
Stephanie Nissen, Rockford University Library  
Nissen (RU) gave a presentation titled "Artificial Intelligence and You: An AI Primer for Library Workers."
  - I. Public Comments via previously submitted email (see above), in person or online.  
There were no public comments
  - II. Adjournment  
The meeting adjourned at 11:58 am.
  - III. Next regularly scheduled meeting, January 29, 2025, North Suburban Public Library District, Loves Park and online via Zoom.



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14. Next regularly scheduled meeting, April 30, 2025, Mendota Civic Center, Mendota, IL and online  
via Zoom

**PrairieCat Delegates Assembly Vote Tally  
FY25**

**Total voting members: 107**

**Quorum: 54**

**Total needed for 2/3 vote:**

**71**

LLSAP Code	Agency (Yellow- attended via Zoom, Green-attended in person, gray-absent)	In person:66 Zoom:23 Total:89  1 = in person NP= Not present for vote	Motion 1: to approve the consent agenda as presented			Motion 2: to approve Maple Park IGA.			Motion 3: to approve Innovative contract amendment		
			Move: Blackmer (CV) Second: Starks (CC)			Move: Meachum (WL) Second: Starks (CC)			Move: Gove (TF) Second: Starks (CC)		
			Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain
AN	Andalusia TL		1			1			1		
BM	Bertolet ML		1			1			1		
BD	Bourbonnais PL		1			1			1		
BR	Bradley PL		1			1			1		
BY	Byron PLD		1			1			1		
CP	Charles B. Phillips PL		1			1			1		
CH	Cherry Valley PLD		1			1			1		
CT	Clinton Township PLD		1			1			1		
CC	Coal City PL		1			1			1		
CL	Colona PL		1			1			1		
CF	Community Unit SD #2		1			1			1		
CO	Cordova PL		1			1			1		
CN	Cortland Community Library		1			1			1		
CR	Creston-Dement PL		1			1			1		
DK	DeKalb PL		1			1			1		
EA	Earlville PL		1			1			1		
EP	East Dubuque DL		1			1			1		
EM	East Moline PL		1			1			1		
EL	Elizabeth TL		1			1			1		
EJ	Ella Johnson ML										
ER	Erie PL		1			1			1		
FL	Flagg-Rochelle PLD		1			1			1		
FO	Forreston PL (UL rep)		1			1			1		
FR	Fossil Ridge PL		1			1			1		
FG	Franklin Grove PLD		1			1			1		
FP	Freeport PLD		1			1			1		
GA	Galena PLD		1			1			1		
GP	Geneseo PL		1			1			1		
GE	Genoa PLD										

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			<b>Move: Blackmer (CV)</b>			<b>Move: Meachum (WL)</b>			<b>Move: Gove (TF)</b>		
			<b>Second: Starks (CC)</b>			<b>Second: Starks (CC)</b>			<b>Second: Starks (CC)</b>		
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GR	Grant Park PL		1			1			1		
GV	Graves-Hume PL (Mendota)		1			1			1		
HN	Hanover TL										
HR	Harvard Diggins Library		1			1			1		
HE	Henry C Adams ML (Prophetstown)										
HC	Highland Community College		1			1			1		
HK	Hinckley PLD		1			1			1		
HD	Homer Township Public Library		1			1			1		
BL	Ida PL		1			1			1		
JO	Johnsburg PL		1			1			1		
JC	Joliet HS District #204		1			1			1		
JH	Julia Hull PL		1			1			1		
KK	Kankakee Public Library		1			1			1		
LS	LaSalle PL										
LE	Lena CL										
LI	Limestone PL		1			1			1		
LO	Lostant CL										
ML	Malta PL		1			1			1		
MT	Manhattan PL		1			1			1		
MN	Manteno PL		1			1			1		
MP	Maple Park PL		1			1			1		
MU	Marengo-Union PLD		1			1			1		
MB	Marseilles PL		1			1			1		
MS	Meridian Schools		1			1			1		
MG	Mineral-Gold PL (UL rep)										
MK	Mokena PL		1			1			1		
MX	Moline PL		1			1			1		
MR	Morris Area PL		1			1			1		
MO	Mount Carroll DL										
MM	Mount Morris PL										



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		<b>1 = in person NP= Not present for vote</b>									
NL	New Lenox PL		1			1			1		
KR	Nippersink PLD		1			1			1		
NC	North Chicago		1			1			1		
LP	North Suburban PLD		1			1			1		
OD	Odell PL		1			1			1		
OG	Oglesby PL		1			1			1		
OR	Oregon PL		1			1			1		
PP	Pearl City PL		1			1			1		
PT	Pecatonica PL		1			1			1		
PE	Peotone PL		1			1			1		
PU	Peru PL		1			1			1		
PD	Plano Community PL		1			1			1		
PX	Plano CUSD#88		1			1			1		
PO	Polo PLD										
PR	Princeton PL		1			1			1		
PF	Princeton Twp HS		1			1			1		
TW	Prophetstown-Lyndon-Tampico SD		1			1			1		
UC	Putnam County Schools										
UE	Putnam County PL		1			1			1		
RL	Reddick PL (Ottawa)		1			1			1		
MA	Richard A Mautino (Spring Valley)		1			1			1		
RD	River Valley DL (Port Byron)		1			1			1		
CV	Robert R. Jones DL (Coal Valley)		1			1			1		
RO	Robert W. Rowe PL (Sheridan)		1			1			1		
RW	Rochelle Twp High School (UL rep)										
RP	Rock Island PL		1			1			1		
RU	Rockford University		1			1			1		
RY	Rockridge High School (UL rep)										
SA	Sandwich PLD		1			1			1		
SC	Schmaling ML (Fulton)										

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		<b>1 = in person NP= Not present for vote</b>									
SE	Seneca PL		1			1			1		
SD	Sherrard PLD		1			1			1		
SL	Silvis PL		1			1			1		
SK	Stockton PL										
SN	Somonauk PL		1			1			1		
SB	South Beloit PL		1			1			1		
SR	Streator PL		1			1			1		
SY	Sycamore PL		1			1			1		
TF	Talcott Free LD		1			1			1		
TC	Three Rivers PL		1			1			1		
UT	United Township HS		1			1			1		
WA	Walnut PL										
WR	Warren Township PL		1			1			1		
WD	Western Dist PL (Orion)		1			1			1		
WL	Wilmington PL		1			1			1		
WP	Winnebago PLD										
WO	Woodstock PL		1			1			1		
YK	Yorkville PL		1			1			1		
	Totals:	0	89	0	0	89	0	0	89	0	0



**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%.

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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
<b>Cash Received</b>	
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	42,761.09
<b>Expenses Paid</b>	
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	117,685.62
Ending Cash Balance	\$ 1,380,769.49

**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
<b>TOTAL CASH</b>	<b>\$ 1,380,769.49</b>

**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
<b>TOTAL CURRENT CD INVESTMENT VALUE</b>	<b>\$ 482,507.34</b>

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	<u>281.04</u>
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	<u>(743,538.00)</u>
Total Capital Assets, net	1,332,604.00
Other Assets	
Deferred Outflows - Pension	434,543.03
Deferred Outflows - OPEB	<u>29.00</u>
Total Other Assets	434,572.03
<b>Total Assets</b>	<u><u>4,258,087.48</u></u>
<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	<u>2,288.14</u>
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	<u>1,341,735.36</u>
Total Other long-term obligations	1,358,193.36
<b>Total Liabilities</b>	<u><u>2,107,361.54</u></u>
<b>Net Assets</b>	
Beginning Net Assets	1,954,292.17
Current YTD Net Income	<u>196,433.77</u>
<b>Total Net Assets</b>	<u><u>2,150,725.94</u></u>
<b>Total Liabilities and Net Assets</b>	<u><u>4,258,087.48</u></u>

**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>						
Supplies, Postage and Printing	620.33	3,101.65	4,166.00	74.45%	10,000.00	31.01%
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>
Telephone and Telecommunications	785.19	3,233.77	3,403.00	95.02%	8,165.22	39.60%
<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>
Professional Association Membership Dues	105.00	745.00	833.00	89.43%	2,000.00	37.25%
Miscellaneous	74.01	544.00	625.00	87.04%	1,500.00	36.26%



**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>

	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
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	5,131,528	5,111,539
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
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	27,073	11,791
Cleanup/overlays/merges - PC staff	1,189	1,563	748	537	988	794	840	516	847	187	14,797	3,597
Cleanup/overlays/merges - MARC catalogers	864	765	852	1,303	1,291	1,059	1,087	1,167	902	116	11,532	4,410
Enhancements/corrections - PC staff	8	29	12	27	37	28	39	21	56	8	464	113
Enhancements/corrections - MARC catalogers	105	120	182	48	190	157	134	122	120	-	1,487	447
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>												



Date: January 29, 2025

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, Director

Re: Bylaws changes for in-person attendance requirement

As per the discussion at the Administrative Council meeting on 1/3/2025, below are the recommended changes to the PrairieCat Bylaws addressing in-person attendance at Delegates meetings.

### **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: 1/29/2025

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, Director

Re: Suggested change to PrairieCat Bylaws regarding reserve funds

**Summary:**

On 6/27/2024, Beth Ryan, Carolyn Coulter, Elizabeth Smith, and Chelsey Knipple 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 are changes that are suggested to accommodate the change from "Capital Reserves" to "Reserves". This revision also adds a bit of clarification to use of these funds. Delegates Assembly needs to approve these changes to move forward.

Other changes were made to the General Policy Manual to further clarify this change, including changing our suggested annual savings in the reserves fund from a pre-determined amount of \$25,000 to a variable amount between 2%-5% of budgetary expenditures for that year.

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.



Date: 1/29/2025

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, Director

Re: FY26 draft budget

**Executive Summary:**

Below 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.