PrairieCat Delegates Assembly
Agenda
April 30, 2025

The Delegates Assembly will meet on Wednesday, April 30, 2025, 10:30 am – 12:00 pm in person at the Mendota Civic Center, 1901 Tom Merwin Dr., Mendota, IL. The meeting will also be available online via Zoom. 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-2025-04-30) (https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2025-04-30).

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. Consent agenda (pp. 3-22)

    5.1. Approve minutes for January 29, 2025, PrairieCat Delegates Assembly meeting

    5.2. Central Site report including financial and statistical reports

    5.3. Approve FY26 meeting dates

6. Administrative Council report

    6.1. Finance Committee report – report from 3/20/2025

    6.2. Resource Sharing Committee report – report from 1/30/2025 meeting and 4/11/2025 summit recap.

    6.3. Quarterly staff report (pp. 23-25)

7. PrairieCat membership update, training and outreach report

8. ACTION: Approve FY26 pay scale (pp. 26-28)

9. ACTION: Review and approve PrairieCat Strategic Plan, FY25-FY27 (p. 29)

10. ACTION: Approve changes to PrairieCat Bylaws regarding in-person Delegates Assembly attendance (pp. 30-36)

11. Demonstration and Discussion, Mobile app (pp. 37-42)

12. ACTION: Review and approve Innovative mobile application contract

13. ACTION: Review and approve FY26 draft budget and fees (pp. 43-44)

14. Presentation: Rock Island Community Cart project

15. Public comments via previously submitted email (see above), in person or online

16. Adjournment

17. Next regularly scheduled meeting, July 30, 2025

PrairieCat Delegates Assembly
Minutes
January 29, 2025

The Delegates Assembly met on Wednesday, January 29th, 10:30 a.m. – 12:00 p.m. at **North Suburban Public Library District-Loves Park, 6340 N. 2nd 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

   Present at North Suburban: Ann Whitaker-Reid, Resa Mai, Dana Fanslow, Bianca Sierra, Emily Faulkner, Kim Brozovich, Kristi Scherer, Tari Sangston, Karen Sutera, Nicole Johnson, Bryon Lear, Pennie Miller, Lynette Heiden, Stephanie Nissen, Rylie Roubal, Jennifer Shugrue, Nancy McKay, Nicholas Weber, Mindy Long, Laura Watson, Megan Gove, Shelley Augustine, Deb Kolenko, Julie Wayland, Marie Monaco, Sondra Terry, Jenna Diedrich, Claire Crawford, Emily Schaub, Barbara Posinger, Jen Finnerty, Brittany Gaulrapp, Valerie Woodley, Penny Bryant, Maria Meachum, Tori Drews, Emily Gundry, Beth Ryan, Michelle Krooswyk, Karen Lonergan, Joanna Kluever, Deanna Howard, Brenda Weinberg, Sandy Tedder, Elizabeth Green, Melissa Badger, Jill Simpson, Lauren Offerman, Ashley Hopper, Kathy Peschang, Lynn Sheedy, Michelle Bailey, Jourdan Wendt, Beth Tepen, Sue Stevens, Jennifer Barton, Linda Schreiber, Magda Bonny, Carolyn Coulter, Elizabeth Smith, Chelsey Knippel, Shelby O'Hara, Roy Arey, Jason Jensen

   Present via Zoom: Michele Thurston, Lisa Boles, Kelly McCully, Paige Frechmann, Julie Harte, Izzy Foltz, Janice May, Sarah Ehlers, Jolene Franciskovich, Kimberly Martin, April Hoste, Kimberly Udstrand, Elaine Chapman, Jodie DePatis, Mary Wilkening, Heide Trettenero, Carolyn Miller, Jamie Lockwood, Laura Crisp, Lynne Noffke, Marilyn Calbow, Cathy Palmer, Julie Voss, Amy Lingafelter, Amy Fry, Jacqy Peterson, Amy Freeman, Britni Hartman, Amy Runkle, Brandy

Marsden, Kim Halsey, Mary Cheatwood, Allison Beasley, Victoria Blackmer, Jaclyn Trujillo, Michelle Lawruk, Renee Kozeal, Emily Kofoid, Melissa Landis, Beth Wood

Libraries represented: See vote and quorum sheet.

Krooswyk (Chair-NL) started the meeting at 10:31 am. Krooswyk welcomed everyone.

2. Introduction and welcome new delegates or alternates

   There were no new delegates or alternates.

3. Introduction of guests

   There were no guests.

4. Review of agenda for additions/changes

   There were no revisions.

5. Public comments via Zoom meeting

   There were no public comments.

6. Consent agenda

   6.1. Approve minutes for October 30th, 2024, PrairieCat Delegates Assembly meeting

   6.2. Central site report including financial and statistical reports

   Motion #1: Meachum (WL) moved and Gove (TF) seconded <u>to approve the consent agenda as presented.</u> There was no discussion on the motion. Motion carries by vocal affirmation.

   Ayes: 96

   Nays: 0

   Abstentions: 0

7. Administrative Council report

   7.1. Finance Committee report – Report from 12/19/2024

   Ryan (JO) reported on the Finance Committee meeting from December 12, 2024. She explained that the Committee welcomed Kim Halsey from the Sycamore Public Library as a new committee member. The Committee discussed the FY26 draft budget, including changes that are being considered regarding hosting fees, the reserves structure, health and disability insurance, salary increases, anticipated hardware and software expenses, in-person PUG Day and the expected RAILS grant. There were two unknowns in the budget at the time of this meeting. One is the cost for authority control and record processing. Marcive is the company who was performing this work for PrairieCat, but they went out of business at the end of December. There are a limited number of companies who perform this type of work and whoever PrairieCat chooses to use going forward will likely be higher priced. The other unknown is the cost of the mobile app. PrairieCat is considering apps from Innovative, Bibliocommons, Communico and Capira. The User Experience Committee is working with PrairieCat staff on evaluating these options.

   7.2. Resource Sharing Committee report – No report

8. PrairieCat membership update, training and outreach report

   Smith (PrairieCat) reported that Mills and Petrie is upgrading from Union List to Basic Online. This project is ongoing. There will be a New Director Welcome on Wednesday, March 19, 2025, at 10am via Zoom. This meeting is great for new directors to PrairieCat or to the position. You will be able to meet PrairieCat staff and other new directors. These meetings cover PrairieCat's core services provided to the membership and any questions you would like to go over. We encourage you to attend these meetings. There is also new training available on TalentLMS. We have added Vega Discover Showcases training. After completing this course, PrairieCat Staff will create your login on Vega staff admin side so that you will be able to create showcases. PrairieCat is also offering a couple Vega Discover Showcases Q&A sessions, one on February 12th at 11am and another on February 26th at 1pm. Both sessions will be online via Zoom. We ask that you take the 15-20 minutes TalentLMS course before you join either of these sessions. Homepage builder and site admin training courses will be added in March 2025. PrairieCat is

offering a series of IPLAR Q&A sessions. These are almost monthly sessions on Mondays via Zoom where you can join the Zoom session and ask any questions about creating Siera specific statistics to fill out your IPLAR.

Smith stated that PrairieCat staff has been working with Cherry Hill to get the member forums on the PrairieCat website. This is a space available to PrairieCat members to talk about library related topics. The forums are intended for peer-to-peer discussions and sharing information. You will have to login to the PrairieCat website to access the forums. Members will be able to sign up for notifications if you wish to be notified what comments are left on certain forums. PrairieCat has soft launched the forums to some committees to ensure the forums are working as expected.

Smith continued with a discussion about the mobile app project. She explained that the User Experience Committee is reviewing the mobile app options, as mentioned earlier in the meeting. The four vendors have all provided demos and the next steps will be formal evaluations of the functionality of each and their pricing. A recommendation will then be sent to the Administrative Council.

Smith shared the Save the Date for PUG Day 2025. PUG Day 2025 will be an in-person event. It will be held on Friday, September 26, 2025, at the Bend XPO in East Moline, IL. We will announce registration and program information once it is finalized.

Smith stated that the PrairieCat staff has also been working on strategic planning. We have gathered feedback, and the next steps will be refining the activity plan and presenting it to the Administrative Council and then to Delegates Assembly. Smith reminded the Delegates to subscribe to PrairieCat's monthly newsletter and encouraged them to share it with library staff.

Smith shared a few TalentLMS statistics from the last 30 days. There were 16 new users accounts created, 408 logins, and 245 courses completed. She also reminded everyone of the compliance requirement for Delegates Assembly meeting. Because PrairieCat is subject to

OMA, we are required to have an in-person quorum to conduct our meeting. The requirement is to attend all of the quarterly Delegates Assembly meetings, and we do have a non-attendance fine if your library does not meet the minimum requirements. Smith explained that the PrairieCat Passport Program is a new program we started this fiscal year to encourage people to attend Delegates Assembly and to visit area libraries.

9. ACTION: Approve change to PrairieCat Bylaws regarding in-person Delegate Assembly attendance and Capital reserves

    Coulter (PrairieCat) explained there are two changes to the Bylaws that PrairieCat would like this governing body to approve. The first is that some of our libraries have dealt with medical issues this fiscal year that have prevented them from attending the Delegate Assembly meetings in person. Due to this, we would like to make an addition to the Bylaws that would allow the PrairieCat director to waive the in-person attendance requirement in special and rare situations.

    Coulter continued, stating that on June 27, 2024, Ryan (JO), Coulter (PrairieCat), Smith (PrairieCat), and Knippel (PrairieCat) met with PrairieCat's 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 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 July 25, 2024, meeting. These revisions also add a bit of clarification to the 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.

    Motion #2: Miller (PP) moved and Sangston (MA) seconded <u>to approve changes to the PrairieCat Bylaws as presented.</u> There was no discussion on the motion. Motion carries by vocal affirmation.

Ayes: 96

Nays: 0

Abstentions: 0

10. Review, FY26 draft budget and fees

Coulter (PrairieCat) reviewed the draft FY26 budget and fees. This draft budget includes 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. In this draft budget, 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. This was done to try to create equity among the different size libraries. The biggest change we made with this budget is the way we are handling Reserves. Previously the General Policy Manual said that $25,000 should be the targeted savings, we changed that to a range of a 2-5% of expenditures of that budget year to be put in Reserves. This draft budget shows a 2% of expenditures going to Reserves. 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. Also included are the costs associated with an in-person PUG Day. Health insurance was again estimated as a 10% increase for the second half of FY26. IMRF went down from 11.9% to 11.29%. The budget shows a Reserves expenditure for replacement laptops and associated hardware and software that will be needed in FY26.

11. Presentation: Anne Slaughter, RAILS, the DCEO Broadband Advisory Council

    Anne Slaughter with RAILS and a member of the DCEO Broadband Advisory Council gave a presentation on "What's Happening with Broadband, Digital Equity, and Libraries.

12. Public comments via previously submitted email (see above), in person or online

    Gove (TF) recommended neighboring libraries talk to each other about waiving fines between libraries and to considered going Fine Free. Ryan (JO) stated her library went Fine Free in January and it was a very smooth transition thanks to all the help of Landis (PrairieCat).

13. Adjournment

    The meeting adjourned at 1:30 pm

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

PrairieCat Delegates Assembly Vote Tally
FY25

			Motion 1: to approve the consent agenda as presented			Motion 2: to approve changes to PrairieCat Bylaws as presented.			Motion 3:			Motion 4:			Motion 5:			Motion 6:		
		In person:58 Zoom: 38 Total:96	Move: Second:			Move: Second:			Move: Second:			Move: Second:			Move: Second:			Move: Second:		
LLSAP Code	Agency (Yellow-attended via Zoom, Green-attended in person, gray-absent)	1 = in person NP= Not present for vote	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain
AN	Andalusia TL		1			1														
AA	Annawan-Alba TL		1			1														
BM	Bertolet ML		1			1														
BD	Bourbonnais PL		1			1														
BR	Bradley PL		1			1														
BY	Byron PLD		1			1														
CP	Charles B. Phillips PL		1			1														
CH	Cherry Valley PLD		1			1														
CT	Clinton Township PLD		1			1														
CC	Coal City PL		1			1														
CL	Colona PL		1			1														
CF	Community Unit SD #2		1			1														
CO	Cordova PL		1			1														
CN	Cortland Community Library																			
CR	Creston-Dement PL		1			1														
DK	DeKalb PL		1			1														
EA	Earlville PL		1			1														
EP	East Dubuque DL		1			1														
EM	East Moline PL		1			1														
EL	Elizabeth TL		1			1														
EJ	Ella Johnson ML																			
ER	Erie PL																			
FL	Flagg-Rochelle PLD																			
FO	Forreston PL (UL rep)		1			1														
FR	Fossil Ridge PL																			
FG	Franklin Grove PLD		1			1														
FP	Freeport PLD		1			1														
GA	Galena PLD		1			1														
GP	Geneseo PL		1			1														
GE	Genoa PLD		1			1														
GR	Grant Park PL		1			1														
GV	Graves-Hume PL (Mendota)		1			1														
HN	Hanover TL		1			1														
HR	Harvard Diggins Library		1			1														
HE	Henry C Adams ML (Prophetstown)																			
HC	Highland Community College		1			1														
HK	Hinckley PLD		1			1														
HD	Homer Township Public Library																			
BL	Ida PL		1			1														
JO	Johnsburg PL		1			1														
JC	Joliet HS District #204		1			1														
JH	Julia Hull PL		1			1														
KK	Kankakee Public Library		1			1														
LS	LaSalle PL		1			1														
LE	Lena CL		1			1														
LI	Limestone PL		1			1														
LO	Lostant CL		1			1														
ML	Malta PL																			
MT	Manhattan PL		1			1														

10

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MN	Manteno PL		1			1															
MP	Maple Park PL		1			1															
MU	Marengo-Union PLD		1			1															
MB	Marseilles PL		1			1															
MS	Meridian Schools		1			1															
MG	Mineral-Gold PL (UL rep)																				
MK	Mokena PL		1			1															
MX	Moline PL		1			1															
MR	Morris Area PL		1			1															
MO	Mount Carroll DL		1			1															
MM	Mount Morris PL		1			1															
NL	New Lenox PL		1			1															
KR	Nippersink PLD		1			1															
NC	North Chicago		1			1															
LP	North Suburban PLD		1			1															
OD	Odell PL		1			1															
OG	Oglesby PL		1			1															
OR	Oregon PL		1			1															
PP	Pearl City PL		1			1															
PT	Pecatonica PL		1			1															
PE	Peotone PL		1			1															
PU	Peru PL		1			1															
PD	Plano Community PL		1			1															
PX	Plano CUSD#88		1			1															
PO	Polo PLD		1			1															
PR	Princeton PL		1			1															
PF	Princeton Twp HS		1			1															
TW	Prophetstown-Lyndon-Tampico SD		1			1															
UC	Putnam County Schools																				
UE	Putnam County PL		1			1															
RL	Reddick PL (Ottawa)		1			1															
MA	Richard A Mautino (Spring Valley)		1			1															
RD	River Valley DL (Port Byron)		1			1															
CV	Robert R. Jones DL (Coal Valley)		1			1															
RO	Robert W. Rowe PL (Sheridan)		1			1															
RP	Rock Island PL		1			1															
RU	Rockford University		1			1															
RY	Rockridge High School (UL rep)		1			1															
SA	Sandwich PLD		1			1															
SC	Schmaling ML (Fulton)		1			1															
SE	Seneca PL		1			1															
SD	Sherrard PLD		1			1															
SL	Silvis PL		1			1															
SK	Stockton PL																				
SN	Somonauk PL		1			1															
SB	South Beloit PL		1			1															
SR	Streator PL		1			1															
SY	Sycamore PL		1			1															
TF	Talcott Free LD		1			1															

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			Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain
TC	Three Rivers PL		1			1														
UT	United Township HS		1			1														
WA	Walnut PL		1			1														
WR	Warren Township PL		1			1														
WD	Western Dist PL (Orion)		1			1														
WL	Wilmington PL		1			1														
WP	Winnebago PLD		1			1														
WO	Woodstock PL		1			1														
YK	Yorkville PL		1			1														
	Totals:	0	96	0	0	96	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Date: **4/4/2025**

To: **PrairieCat Administrative Council**

From: **Elena Mendoza, RAILS Staff Accountant**

Subject: **PrairieCat Financial Report – February 2025**

Please find attached the PrairieCat Financial Reports for the month of February 2025. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of February 22 through March 21.

As of February 28, of the total cash balance of $1,540,502, $794,945 was undesignated working cash, $734,259 was designated for capital reserves, and $11,298 was eCommerce receipts payable to the membership. Cash decreased by $47,634 during February primarily due to the monthly payroll and payroll-related expenses, the monthly LIMRiCC health insurance premiums, as well as several other vendor expenses. These expenses were partially offset by the receipt of all but three remaining invoiced third quarter member fees, bringing PrairieCat to a total of 98% of the quarterly fees received to date.

The balance of working cash was sufficient to fund 4.7 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 February of $1,364,913 were $8,972 above budget primarily due to above budget investment income through February 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 February was $28,657, which was $10,657 above the year-to-date budgeted amount of $18,000 and $887 above the year-to-date interest earned as of one year ago (February 2024). At their March meeting, the Federal Reserve held interest rates for the second consecutive time. They anticipate two .25% interest rate cuts for this calendar year. Their projections for calendar years 2025 and 2026 interest rates remain at 3.9% and 3.4%, respectively, and their next meeting is scheduled for May 7. The average February interest rates were 4.504% and 4.235% for the IL

Funds and iPrime money market (ISC) accounts, respectively, slightly decreasing from the January average interest rates of 4.556% and 4.315%.

Total expenses through February of $1,032,738 were $316,929 below budget primarily due to under budget Contractual Services expenses ($284,972), Personnel Costs ($28,076), Supplies, Postage and Printing costs ($6,823), and Travel and Continuing Education costs ($6,596).

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 February. 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 at the end of January, to ensure that both amendments are being treated appropriately. The entries to reflect those two amendments will be reflected in the March 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 in annual increments over the term of the agreements, these assets are accounted for 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 February and being under budget in nearly all other personnel costs. Supplies, postage and printing costs were under budget due to a lower than anticipated need for computers, software, and supplies throughout February. Travel and continuing education costs were below budget through February 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.

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

PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING February 28, 2025

Beginning Cash Balance	$ 1,588,136.83
Cash Received	
Payments from Member Libraries, etc.	42,867.99
Interest - BankORION	297.28
Interest - Illinois Funds	865.30
Interest - PMA	168.12
eCommerce Receipts Payable	5,169.41
Total Cash Received	49,368.10
Expenses Paid	
Checks and Vendor ACH Payments	18,015.04
Payroll and Retirement Contributions	77,433.99
ACH Credit Card Payments	1,109.19
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	444.22
Total Disbursements	97,002.44
Ending Cash Balance	$ 1,540,502.49

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	$ -
eCommerce Cash Receipts Payable	11,297.78
Capital Reserve Designation	734,259.09
Working Cash	794,945.62
TOTAL CASH	$ 1,540,502.49

PAYPAL FUNDS DETAILS:

February PayPal Receipts in Transit to Bank	$732.68

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 February 2025	$ 36,497.75
TOTAL CURRENT CD INVESTMENT VALUE	$ 488,697.75

Invested in Capital Assets Balance as of February 2025	$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of February 2025	$1,310,874.49
Unrestricted Fund Balance as of February 2025	$975,592.36
FY25 operating expenses excluding planned capital reserve designation:	$ 2,033,911.63
Working Cash % of operating expenses:	39.08%

PrairieCat

Balance Sheet

As of 2/28/2025

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,237,178.74
Cash - Illinois Funds	251,398.48
Cash - PMA	51,925.27
PayPal Funds	732.68
Total Cash & cash equivalents	1,541,235.17
Investments	452,200.00
Accounts receivables	7,777.50
Accrued investment income	36,497.75
Prepaid expenses	559,105.04
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	(765,267.51)
Total Capital Assets, net	1,310,874.49
Other Assets	
Deferred Outflows - Pension	434,543.03
Deferred Outflows - OPEB	29.00
Total Other Assets	434,572.03
Total Assets	4,342,261.98
Liabilities	
eCommerce Receipts Payable	12,030.46
Payroll	
Pension Payable	10,222.47
Total Payroll	10,222.47
Deferred revenue	203,997.84
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	1,322,492.37
Total Other long-term obligations	1,338,950.37
Total Liabilities	2,055,795.13
Net Assets	
Beginning Net Assets	1,954,292.17
Current YTD Net Income	332,174.68
Total Net Assets	2,286,466.85
Total Liabilities and Net Assets	4,342,261.98

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,638.13	21,105.04	21,105.00	100.00%	31,658.00	66.66%
Fully Participating and Basic Online Member Revenue	106,476.58	851,812.66	851,816.00	99.99%	1,277,724.10	66.66%
ILL Barcode Revenue	200.00	1,800.00	2,000.00	90.00%	3,000.00	60.00%
Fully Participating & Basic Online - CR Contribution	5,069.92	44,059.38	40,560.00	108.62%	60,839.00	72.41%
Union List - CR Contribution	457.92	3,663.36	3,664.00	99.98%	5,495.00	66.66%
Total Fees for Services and Materials	114,842.55	922,440.44	919,145.00	100.36%	1,378,716.10	66.91%
Reimbursements						
Reimbursements	1,636.43	13,091.44	14,044.00	93.21%	21,065.64	62.14%
Reimbursements - Hosting Fee	4,432.08	35,456.62	35,456.00	100.00%	53,185.00	66.66%
Reimbursements - Capira Mobile App	2,557.33	20,447.87	23,806.00	85.89%	35,707.50	57.26%
Total Reimbursements	8,625.84	68,995.93	73,306.00	94.12%	109,958.14	62.75%
Investment Income	3,265.35	28,656.62	18,000.00	159.20%	27,000.00	106.13%
Other						
Other Grants	0.00	0.00	1,332.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,083.45	344,667.59	343,492.00	100.34%	515,237.39	66.89%
Other Revenue	0.99	151.98	666.00	22.81%	1,000.00	15.19%
Total Other	43,084.44	344,819.57	345,490.00	99.81%	518,237.39	66.54%
Total REVENUES	169,818.18	1,364,912.56	1,355,941.00	100.66%	2,033,911.63	67.11%
EXPENSES						
Personnel						
Other Professionals	48,611.32	415,585.49	411,782.00	100.92%	629,783.41	65.98%
Support Services	15,760.51	133,964.51	139,927.00	95.73%	214,005.87	62.59%
Social Security Taxes	4,616.80	39,524.43	42,204.00	93.65%	64,549.88	61.23%
Unemployment Insurance	0.00	0.00	2,334.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	1,195.64	1,400.00	85.40%	2,100.00	56.93%
Retirement Benefits	7,267.60	64,414.88	65,653.00	98.11%	100,410.93	64.15%
Health, Dental And Life Insurance	12,180.12	104,836.01	123,082.00	85.17%	184,624.44	56.78%
Other Fringe Benefits	0.00	180.00	666.00	27.02%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	333.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	270.00	666.00	40.54%	1,000.00	27.00%
Total Personnel	88,604.68	759,970.96	788,047.00	96.44%	1,201,474.53	63.25%
Buildings and Grounds						
Property Insurance	252.83	2,022.64	1,866.00	108.39%	2,800.00	72.23%
Total Buildings and Grounds	252.83	2,022.64	1,866.00	108.39%	2,800.00	72.24%
Vehicle Expenses						
Fuel	64.68	415.77	1,000.00	41.57%	1,500.00	27.71%
Repairs And Maintenance	0.00	498.47	1,333.00	37.39%	2,000.00	24.92%

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Vehicle Insurance	114.67	917.36	1,333.00	68.81%	2,000.00	45.86%
Vehicles Leasing And Rent	0.00	0.00	333.00	0.00%	500.00	0.00%
Other Vehicle Expenses	112.80	127.20	233.00	54.59%	350.00	36.34%
Total Vehicle Expenses	292.15	1,958.80	4,232.00	46.29%	6,350.00	30.85%
Travel and Continuing Education						
In-State Travel	0.00	4,919.78	4,666.00	105.43%	7,000.00	70.28%
Out-Of-State Travel	0.00	768.66	4,000.00	19.21%	6,000.00	12.81%
Registrations And Meeting, Other Fees	367.61	2,783.14	6,000.00	46.38%	9,000.00	30.92%
Conferences And Continuing Education Meetings	0.00	1,763.89	3,334.00	52.90%	5,000.00	35.27%
Public Relations	0.00	1,834.54	666.00	275.45%	1,000.00	183.45%
Total Travel and Continuing Education	367.61	12,070.01	18,666.00	64.66%	28,000.00	43.11%
Commercial Insurance	620.33	4,962.64	6,666.00	74.44%	10,000.00	49.62%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,558.26	14,460.20	20,742.00	69.71%	31,112.25	46.47%
General Office Supplies And Equipment	0.00	684.89	1,333.00	51.37%	2,000.00	34.24%
Postage	0.00	106.70	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	1,558.26	15,251.79	22,075.00	69.09%	33,112.25	46.06%
Telephone and Telecommunications	793.26	6,126.12	5,444.00	112.52%	8,165.22	75.02%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	70.83	494.57	1,333.00	37.10%	2,000.00	24.72%
Total Equipment Repair and Maintenance	70.83	494.57	1,333.00	37.10%	2,000.00	24.73%
Professional Services						
Legal	465.50	2,557.00	2,334.00	109.55%	3,500.00	73.05%
Accounting	0.00	6,750.00	4,666.00	144.66%	7,000.00	96.42%
Consulting	0.00	14,407.50	7,334.00	196.44%	11,000.00	130.97%
Payroll Service Fees	612.98	5,732.00	6,000.00	95.53%	9,000.00	63.68%
Total Professional Services	1,078.48	29,446.50	20,334.00	144.81%	30,500.00	96.55%
Contractual Services						
Information Service Costs	16,398.42	129,994.78	415,250.00	31.30%	622,875.64	20.87%
Outside Printing Services	0.00	0.00	1,333.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	2,093.32	58,422.00	3.58%	87,633.99	2.38%
Amortization - Subscription Based IT Arrangements	7,243.17	57,945.32	0.00	0.00%	0.00	0.00%
Total Contractual Services	23,903.26	190,033.42	475,005.00	40.01%	712,509.63	26.67%
Professional Association Membership Dues	105.00	1,285.00	1,333.00	96.39%	2,000.00	64.25%
SBITA Interest	1,708.08	5,124.24	0.00	0.00%	0.00	0.00%
Miscellaneous	84.25	804.50	1,000.00	80.45%	1,500.00	53.63%

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Miscellaneous - eCommerce Fees	359.97	3,186.69	3,666.00	86.92%	5,500.00	57.93%
Total EXPENSES	119,798.99	1,032,737.88	1,349,667.00	76.52%	2,043,911.63	50.53%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	50,019.19	332,174.68	6,274.00	5,294.46%	(10,000.00)	(3,321.74)%

Vendor Name	Effective Date	Check Amount
WEX Bank	2/24/2025	64.68
Klein, Thorpe and Jenkins, Ltd.	2/26/2025	465.50
Paycom Payroll LLC	2/27/2025	306.49
Paycom Payroll LLC	2/27/2025	20,804.40
Paycom Payroll LLC	2/27/2025	8,496.33
Bank Orion	2/28/2025	54.25
ICMA Retirement Corporation	2/28/2025	1,443.17
MerchantE	3/4/2025	264.30
MerchantE	3/4/2025	59.90
INNOVATIVE INTERFACES INCORPORATED	3/5/2025	600.00
First Bankcard	3/5/2025	1,215.98
Illinois Municipal Retirement Fund	3/7/2025	10,222.10
Bank Orion	3/10/2025	20.00
Johnsburg Public Library District	3/12/2025	400.00
LIMRICC	3/12/2025	16,433.26
Paycom Payroll LLC	3/13/2025	480.34
Paycom Payroll LLC	3/13/2025	20,804.41
Paycom Payroll LLC	3/13/2025	8,496.31
ICMA Retirement Corporation	3/14/2025	1,443.17
JASON JENSEN	3/19/2025	1,670.14
Report Total		93,744.73

	July 2023	July 2024	Aug 2023	Aug 2024	Sept 2023	Sept 2024	Oct 2023	Oct 2024	Nov 2023	Nov 2024	Dec 2023	Dec 2024	Jan 2024	Jan 2025	Feb 2024	Feb 2025	FY24 Totals	FY25 Totals to date
General																		
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	1,222,886	1,213,922	1,222,565	1,213,171	1,216,394	1,213,922
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	5,155,545	5,108,957	5,149,712	5,101,264	5,131,528	5,108,957
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	358,333	367,855	361,629	366,248	347,572	367,855
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	393,151	390,410	386,659	368,694	4,771,368	3,103,838
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	58,226	65,801	58,046	58,140	660,524	454,916
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	45,596	46,870	44,333	46,815	545,042	363,230
Training, Outreach and Engagement																		
Training events	6	2	10	4	6	14	7	5	6	2	7	3	5	6	6	8	84	44
Training participants	80	4	74	12	20	42	23	13	23	4	22	7	25	12	25	31	448	125
Training contact hours	132	3	92	17	38	43	45	20	48	6	31	10	62	15	45	149	796	263
TalentLMS Course Completions	228	223	265	349	283	372	237	251	247	140	141	163	313	285	265	203	2,950	1,986
Site visits	2	7	1	1	1	-	1	3	2	2	3	1	3	2	1	1	21	17
Member Meetings/Events	5	5	13	6	9	6	10	7	7	3	7	2	11	3	7	1	100	33
Meeting/Event participants	150	153	172	124	348	658	210	151	55	28	60	25	188	130	146	24	1,816	1,293
Meeting/Event contact hours	393	306	230	164	1,740	4,609	343	254	53	31	75	25	310	241	187	31	4,140	5,659
Troubleshooting																		
HelpDesk Calls Opened	186	295	307	352	242	270	301	275	276	246	268	199	281	218	401	213	3,457	2,068
HelpDesk Calls Closed	227	302	298	344	231	273	285	256	256	237	336	227	313	208	341	220	3,507	2,067
Database Enrichment																		
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	1,322	1,635	1,412	1,366	19,477	11,373
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	1,928	2,310	2,548	1,832	27,073	17,401
Cleanup/overlays/merges - PC staff	1,189	1,563	748	537	988	794	840	516	847	187	724	679	1,686	540	2,909	463	14,797	5,279
Cleanup/overlays/merges - MARC catalogers	864	765	852	1,303	1,291	1,059	1,087	1,167	902	116	586	656	789	997	908	686	11,532	6,749
Enhancements/corrections - PC staff	8	29	12	27	37	28	39	21	56	8	93	46	26	33	35	12	464	204
Enhancements/corrections - MARC catalogers	105	120	182	48	190	157	134	122	120	-	105	95	102	182	109	85	1,487	809
Original catalogings - PC staff	11	72	11	50	53	62	77	71	65	96	62	100	58	58	62	36	722	545
Original catalogings - MARC catalogers	45	24	29	30	18	29	43	26	32	4	14	9	35	40	38	42	356	204
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	25,804	30,363	72,374	70,855	506,580	346,047
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov																		

DELEGATES ASSEMBLY
This body approves the budget, contracts, new members and other major decisions for PrairieCat. Consists of a representative from each Fully Participating and Basic Online member as well as four Union Listing representatives.

FY2026 Officers: Chair: Megan Gove (TF) Vice-Chair:	Secretary: Treasurer:

Quarterly meetings in months of January, April (budget approved), July, and October (budget presented). Last Wednesday of the month. All meetings are in person and held from 10:00am-12:00 pm. Lunch is served at the April meeting. Participation also available via Zoom.

PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith
Panelists: Chair, others as needed

Who should attend: participation in Delegates Assembly is required for Delegates or Alternates from each Fully Participating or Basic Online member of PrairieCat, and the four Union List reps.

Date	Location	Time	Format
July 30, 2025		10:30am-12:00pm	In person
Oct 29, 2025		10:30am-12:00pm	In person
Jan 28, 2026		10:30am-12:00pm	In person
Apr 29, 2026		10:30am-12:00pm	In person

![PrairieCat logo]

Date: April 30, 2025

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, PrairieCat Director

Subject: Quarterly staff report

Summary:

Every quarter, I submit a report to the RAILS consortium committee about our most recent activities. It has been suggested that the Delegates would like to see this report, as well. From now on, I will include this report in the Delegates packet for your review.

PrairieCat has been busy with many activities over the course of the last few months. Please see below for some highlights:

Governance:
- PrairieCat's Strategic plan for the next three years was approved by the Administrative Council at their meeting on April 4.
- PrairieCat's revised Financial Emergency Sustainability Plan was finalized and approved in March.
- The final draft FY26 budget and fee schedule was reviewed by the Finance Committee, Administrative Council, and will be going to Delegates Assembly for final approval on April 30th.
- We are in the final stages of revising our in-person quorum requirements for Delegates Assembly and the Finance Committee. On examination, PrairieCat encompasses over 4,500 square miles of service area. According to the existing statutes, we are large enough to qualify for the exemption which would allow us to meet at determined remote locations, as RAILS does. The needed bylaws changes will go to the Delegates Assembly in April.
- A new mobile app contract is under review, after a lengthy analysis of appropriate vendor products and several demonstrations.

Member Services and UX

- Member Forums were launched on the PrairieCat website. It is an online forum intended for peer-to-peer discussion around library services and to promote member engagement.
- The Engagement Committee is planning for in-person PUG Day in September. The committee is finalizing guest speakers and accepting program proposals from members.
- PrairieCat staff continue to host a New Directors Welcome meeting to connect with new directors. Staff are also completing member site visits within our service area.
- The Resource Sharing Committee and staff organized the upcoming Resource Sharing Summit. This in-person event will feature several guest speakers and focus on Marketing Your Library: Strategies for Success and Accessibility.
- Online training courses for Vega Site Admin and Homepage Builder User Roles were launched. This allows library staff to manage and customize their own Vega sites including branding, links, and custom content on the homepage. PrairieCat staff are providing online office hours for members around this topic.
- PrairieCat staff are testing ecommerce integration in Vega Discover and plan to implement that in the coming weeks.

IT/Systems:
- Systems staff helped set up reporting in Google Analytics on the PrairieCat support site to get a better idea of what libraries are looking for/using.
- Systems staff reviewed and tested backup procedures while investigating possible cost-saving measures.
- Staff are investigating an issue with Simplelist causing duplicate emails.
- We tackled multiple receipt printer issues stemming from the new Sierra update and worked with third-party IT support to address a conflict between Sentinel1 antivirus and Sierra.
- Throughout the quarter, we closed out 142 support tickets.

Library Services:
- Over the past quarter, Library services participated in a variety of key meetings, including those with PrairieCat Staff, weekly department meetings, the Training Committee, the Technical Services Committee, the Circulation Committee, Vega Strategic Partners, the L2 Governance Group, OCLC webinars, and the Delegates Assembly.

- Library Services staff conducted multiple training sessions, including one-on-one sessions via Zoom. Additionally, several courses offered through Talent LMS have been revised and refined. Several staff members from our member libraries have successfully completed courses and achieved Item Entry certification.
- The team has processed numerous original cataloging requests, merged duplicate records, overlaid records, created volume entries, and linked items to their corresponding volume records. We have also managed the submission of records from various libraries through the PrairieCat bib-loading process, ensuring the accuracy and completeness of the database.
- We held meetings with representatives from Mills and Petrie Libraries to discuss training and procedural requirements in preparation for their "Go-Live" event, scheduled for May 19.
- We have been in discussions with Mitinet as a potential replacement for MARCive to enhance our database record updates and ensure ongoing standardization.

Date: 4/30/2025

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, Director

Re: FY26 Pay scale

Summary:

In late FY24, PrairieCat undertook a benchmarking study for our staff, performed by HRSource. The results were reviewed, and a plan was developed in cooperation with the Finance Committee and Administrative Council to adjust staff pay where necessary over the following two years (FY25 and FY26). As a part of the study, HRSource developed a new pay scale for FY25 based on their market research. Delegates Assembly adopted this pay scale at their April 2024 meeting. We have adjusted the scale up by 2.4% for FY26, as recommended by HRSource for libraries.

Recommendation:

PrairieCat recommends approving the proposed pay scale for FY26.

PrairieCat
Pay Grade Assignments Based on 37.5 Hour Workweek Effective: July 1, 2025

Pay Grade	FLSA	Position Title	FY26		
			Range Minimum	Range Midpoint	Range Maximum
8	E	Systems Supervisor	$67,016	$83,770	$100,524
			$34.37	$42.96	$51.55
7	E	Database Administrator	$61,300	$76,625	$91,950
	E	Library Services Supervisor	$31.44	$39.29	$47.15
	E	Member Services Administrator			
	E	Systems Administrator			
6		No jobs evaluated	$56,071	$70,089	$84,106
			$28.75	$35.94	$43.13
5	E	Cataloging and Database Coordinator	$51,288	$64,111	$76,933
	E	Circulation and Data Coordinator	$26.30	$32.88	$39.45
	E	Library Systems and Data Coordinator			
4	NE	Human Resources and Business Office Coordinator	$46,914	$58,642	$70,370
	NE	Senior Systems Specialist	$24.06	$30.07	$36.09
	NE	User Experience Specialist			

3		No jobs evaluated	$42,912	$53,640	$64,369
			$22.01	$27.51	$33.01
2	NE	Senior Data Specialist	$39,252	$49,065	$58,878
			$20.13	$25.16	$30.19
1		No jobs evaluated			

Date: 4/30/2025

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, Director

Re: FY25-FY27 Strategic Plan

Executive Summary:

The Strategic Planning team, comprised of PrairieCat Staff as well as Administrative Council members Jenna Diedrich and Beth Ryan, present the following plan to Delegates for review and approval. This plan was reviewed and approved by the Administrative Council at their 4/4/2025 meeting.

Detailed description:

To create a cohesive, actionable plan, the Planning Team reviewed the progress towards previous plan goals, conducted a survey of member libraries and surveyed our standing groups and committees. In addition, a planning session was held with staff.

The membership survey was key for understanding current member training needs as well as thoughts about PrairieCat leadership, governance, culture, and overall member satisfaction. The survey was completed by 80 consortium members. 87.5% of participants represented public library members, and 82.5% represented libraries that are full participants in PrairieCat's services. 51.25% of respondents were directors, the remainder of respondents being from various positions within the libraries.

At the September in-person staff meeting, staff reviewed the current strategic directions and goals. Staff focused on possible revised activities to achieve the plan goals, and the most popular ideas were compiled. Using these activity ideas, members of PrairieCat committees were surveyed to rank suggestions, as well as suggest new activities for goals that they had.

Results from the staff and committee surveys were combined with the results from the member survey. Ideas/activities were then ranked, and a new strategic plan was formulated. The Strategic Planning team then reviewed the new plan and passed it on to Administrative Council for review. Administrative Council approved the plan and is recommending it to Delegates Assembly for approval.

Recommendation:

PrairieCat recommends the Delegates Assembly approve the final Strategic plan for FY25-27

Date: 4/30/2025

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, Director

Re: Remote attendance at meetings and necessary bylaws changes

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 with public library service area square mileage, and over 6,000 square miles with school districts and academics added in. Administrative Council recommends that we proceed with bylaws changes that will allow us to begin establishing a process for remote meetings for Delegates and the Finance Committee.

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." I asked RAILS to provide the square mileage for each of our member libraries from their records or state records, if possible. Using GIS mapping software and map information from the state library, RAILS calculated the square mileage of each of our members. These figures are provided below. The total of our public libraries' square mileage of service area (all levels of membership including Union Listing) came to 4541.84 using this methodology. I have also asked RAILS for information on school districts and Highland Community College's jurisdictions, as well. Although there is overlap between the school districts and the public library districts, it should give us a buffer if we have any departures from membership. Grant Halter provided me with this information as well, however it is incomplete as he did not have all the schools in PrairieCat included. This was resultant from L2 data not being accurate, however he is now on leave and did not have time to correct it before he departed. I am fairly confident, however, that we are well over the 4,500 square miles required. I am providing what data he had, in addition to some added self-reported figures from our membership.

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."

Therefore, PrairieCat can designate any member library or other public building as a site, and all those sites must be included on the notice and allow for public access to whomever would like to attend the meeting at that designated site. If this requirement is met, all those delegates attending at the remote site can count towards a quorum.

She also remarked that if we have a quorum between site locations, we can presumably also allow electronic participation under our electronic policy.

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: PrairieCat is 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). "Library system" is not defined in the open meetings act—only separately in the Library System Act. One could object that we are not a library system as defined in the Library System Act. She said that she would argue that as a creature of an IGA, we are not bound by OMA in the first place, and that we voluntarily agree to abide by its terms in our own interest and by the terms of the IGA.

Technical issues around this initiative may be have a significant impact on PrairieCat staff. I would suggest that we investigate this for the Finance Committee initially if we intend to move forward, and formulate a plan for Delegates Assembly. PrairieCat staff are currently investigating the potential for leveraging existing RAILS remote sites as well as member library sites. Leveraging RAILS sites may require additional zoom licensing.

In order to undertake this plan, the PrairieCat bylaws need to be amended as is shown in the attached document.

Recommendation:

PrairieCat recommends that the Delegates approve the amendments to the bylaws and ask PrairieCat staff to move forward with remote meeting planning.

Library	Sq Miles RAILS	Self reported	Sq Miles with self reported
Andalusia Township Library	15.3		15.3
Annawan-Alba Township Library	72.4	72.9	72.9
Bertolet Memorial Library District	58.9		58.9
Bourbonnais Public Library District	30.9		30.9
Bradley Public Library District	5.5		5.5
Byron Public Library District	59.1		59.1
Charles B. Phillips Public Library District	81.7		81.7
Cherry Valley Public Library District	35.9		35.9
Clinton Township Public Library	35.2	35.3	35.3
Coal City Public Library District	53.6		53.6
Colona District Public Library	28.7		28.7
Cordova District Library	31.3		31.3
Cortland Community Library	3.6		3.6
Creston-Dement Public Library District	28.9	36.14	36.1
DeKalb Public Library	17.0		17.0
Earlville Public Library District	63.1		63.1
East Dubuque District Library	28.8		28.8
East Moline Public Library	14.8		14.8
Elizabeth Township Public Library	36.8		36.8
Ella Johnson Memorial Public Library District	96.5		96.5
Erie Public Library District	124.5		124.5
Flagg-Rochelle Public Library District	35.7		35.7
Forreston Public Library	0.9		0.9
Fossil Ridge Public Library District	148.2		148.2
Franklin Grove Public Library	0.5		0.5
Freeport Public Library	11.9	12.09	12.1
Galena Public Library District	34.9		34.9
Geneseo Public Library District	190.2		190.2
Genoa Public Library District	2.1		2.1
Grant Park Public Library	3.4		3.4
Graves-Hume Public Library District	5.2		5.2
Hanover Township Library	56.5		56.5

Harvard Diggins Library	8.1	8.36	8.4
Henry C. Adams Memorial Library	1.4		1.4
Hinckley Public Library District	35.2		35.2
Homer Township Public Library District	36.1		36.1
Ida Public Library	12.3	12.08	12.1
Johnsburg Public Library District	20.8		20.8
Julia Hull District Library	116.7		116.7
Kankakee Public Library	15.7		15.7
Kirkland Public Library	1.2		1.2
Lanark Public Library	1.1		1.1
LaSalle Public Library	12.9		12.9
Lena Community District Library	123.8		123.8
Limestone Township Library District	41.1		41.1
Lostant Community Library	52.8		52.8
Malta Township Public Library	35.0		35.0
Manhattan-Elwood Public Library District	66.1		66.1
Manteno Public Library District	89.8		89.8
Maple Park Public Library District	16.6		16.6
Marengo-Union Public Library District	114.5		114.5
Marseilles Public Library	9.9		9.9
Mills & Petrie Memorial Library and Gymnasium	0.7		0.7
Mineral-Gold Public Library District	72.0		72.0
Mokena Community Public Library District	11.7		11.7
Moline Public Library	18.9	16.75	16.8
Moore Memorial Library District	14.9		14.9
Morris Area Public Library District	127.2		127.2
Mount Carroll District Library	104.0		104.0
Mount Morris Public Library	1.5		1.5
New Lenox Public Library District	33.2		33.2
Nippersink Public Library District	43.2		43.2
North Chicago Public Library	8.1		8.1
North Suburban Public Library District	65.8		65.8
Odell Public Library	2.5		2.5

Oglesby Public Library District	10.4		10.4
Oregon Public Library District	62.6		62.6
Pankhurst Memorial Library	6.2		6.2
Pearl City Public Library District	90.1		90.1
Pecatonica Public Library District	88.2		88.2
Peotone Public Library District	150.0		150.0
Peru Public Library	10.1		10.1
Plano Community Library District	37.7		37.7
Polo Public Library District	33.7	33.67	33.7
Princeton Public Library	8.2		8.2
Putnam County Public Library District	172.2		172.2
Raymond A Sapp Memorial Township Library	36.3		36.3
Reddick Public Library District	120.3		120.3
Richard A. Mautino Memorial Library	7.5		7.5
River Valley District Library	43.8		43.8
Robert R. Jones Public Library District	12.7		12.7
Robert W. Rowe Public Library District	53.6		53.6
Rock Island Public Library	19.1	22.74	22.7
Sandwich Public Library District	22.7		22.7
Schmaling Memorial Public Library District	2.8		2.8
Seneca Public Library District	109.6	76.15	106.9
Sheffield Public Library	1.4		1.4
Sherrard Public Library District	89.5		89.5
Silvis Public Library	4.3		4.3
Somonauk Public Library District	42.9	26	26.0
South Beloit Public Library	6.4		6.4
Stockton Township Public Library	37.0		37.0
Streator Public Library	7.9		7.9
Sycamore Public Library	10.2		10.2
Talcott Free Library District	34.8		34.8
Three Rivers Public Library District	97.3		97.3
Walnut Public Library District	36.9		36.9
Warren Township Public Library	19.7		19.7

Western District Library	96.3		96.3
Wilmington Public Library District	97.0		97.0
Winnebago Public Library District	81.5		81.5
Woodstock Public Library	13.1		13.1
York Township Public Library	56.4		56.4
Yorkville Public Library	20.0		20.0
	4577.3		**4567.1**

Library	Sq miles	Self Reported	
Bureau Valley Community Unit School District 340	339.6	339.6	
Byron Community Unit School District 226	58.2	58.2	
Dakota Community Unit School District 201	100.9	100.9	
Eastland Community Unit School District 308	154.6	156	
Galena Unit School District 120	91.6	91.6	
Hampton School District 29	5.8	5.8	
Hiawatha Community Unit School District 426	77.8	77.8	
Highland Community College		1640	
Mazon-Verona-Kinsman Elementary School District 2C	108.5	108.5	
Meridian Community Unit School District 223	125.2	125.2	
Pearl City Community Unit School District 200	90.3	90.3	
Pecatonica SD		76.4	
Plano Community Unit School District 88	30.9	30.9	
Polo Community Unit School District 222	116.1	116.1	
Princeton High School District 500	227.8	227.8	
Prophetstown-Lyndon-Tampico Community Unit School District 3	191.8	191.8	
Putnam County Community Unit School District 535	142.4	138	
River Bend Community Unit District 2	77.8	80	
River Ridge CUSA 210		169	
Rochelle Township High School District 212	217.8	217.8	
Rock Ridge HS and District		175.54	
Serena CUSD 2	122.2	122.2	
United Township High School District 30	41.2	41.2	
Warren CUSD 205		85	
	2320.3	**4465.64**	

Date: 4/30//2025

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, Director

Re: Mobile App analysis, decision and budget ramifications

Summary:

As you may know, the existing contract with OCLC/Capira for our mobile app expires in October of 2025. Currently, 57 member libraries participate in this project, and more have expressed interest once the new contract is in place. PrairieCat operates as an intermediary with these sites, paying for the costs and then charging the libraries to reimburse the consortium. In this way, the project has no impact on the consortium's expenditures.

Over the past months, the UX Committee has done several demonstrations and reviewed the written responses from vendors. We received responses from Innovative Interfaces, OCLC/Capira, Communico, and Bibliocommons. When analyzing pricing, we requested costs for the existing participants, but we also desired to see costs for providing the service to every circulating library. I am including the scoring done by the UX committee based on the demonstrations and written responses that we have received. As well, I have included the costing information received from all the vendors.

At their meeting on 3/6/2025, the UX committee voted to recommend that we proceed with the Innovative Interfaces proposal. The features as well as the costs for potential expansion to the entire consortium were their deciding factors. There is a great deal of enthusiasm among the members for extending this project to all the circulating membership.

Given the other elements of the FY26 budget that have caused a larger than usual increase in membership fees, it is suggested that we consider leaving the mobile app as an opt-in, reimbursement platform in FY26 for the existing participants and any additional that wish to join. We will then reevaluate expansion to the entire consortium in FY27.

Innovative costing includes a base fee, which includes 25 individual "templates". These templates allow for each library to brand the app with their own logo, colors, showcases, etc. If more templates are added, each costs an additional $225 per year. In FY26, the cost reflected in the budget includes templates for each of the current 57 participants. Costing also includes a $15,000 installation fee.

I have configured the FY26 budget to reflect taking the $15,000 in installation fees from reserves. If we do not cover this cost from reserves and we move forward in FY27 with

expansion to all circulating members, we will otherwise need to come up with a reimbursement solution for the existing members of the project, since they would have had to shoulder those costs in the coming year. The Finance committee decided that a more sensible approach would be to take this install cost from reserves in FY26.

At the Finance committee meeting on 3/20, the committee agreed to recommend the Innovative solution to the Administrative Council, using the plan outlined above for reimbursement in FY26 and considering expanding the service to the entire consortium in FY27.

Looking down the road to FY27, a suggestion was made to provide fully participating libraries with their individual template as part of their fees. We would then charge the per-template fee of $225 to any basic online library that wants to brand their mobile app separately. In this way, we are providing fully participating libraries with another benefit of their membership level. Expanding the benefits of fully participating membership is something we have been discussing for some time now.

Mobile App Scores at a Glance

Innovative:

Score Average: 18.44

Positive comments: Pricing. Consistency for patrons with Vega Discover rollups. Stable user interface.

Negative comments: No integrated card signup. Linked cards can't be revoked easily. Hesitancy about launching to patron/staff from experience during Vega rollout.

Capira/OCLC:

Score Average: 16.83

Positive comments: Several multi-branch libraries and consortiums using currently. Customizable app user interface. Alerts/announcements.

Negative comments: Does not allow rollups. eMaterials will not show in general search. Do not allow for API integration at the library level, would have to link out to each Overdrive/eRead page. Add-on cost for self-checkout functionality. Previous support issues. Patron card registration not supported in app.

Communico:

Score Average: 18.22

Positive comments: Several consortiums currently using. Patron card registration possible. Robust reporting, good API eMaterial integration for individual libraries. Push notifications. Customizable user interface.

Negative comments: Requires marc loads at least quarterly. Expensive. Tightly integrated into their own environment. Payment through Stripe (separate account needed)

Biblioapps:

Score Average: 14.83

Positive comments: Competitive UI and functionality. Digital wallet library card. Natural language search function.

Negative comments: No Vega integration. Records sync with ILS every hour. No advanced search. Link out payment. API integration only for Overdrive, no boundless/eRead unless records are entered into ILS. No patron card registration.

INNOVATIVE								
Note	included templates	Number of additional templates	base cost per year	cost for templates (x225)	Annual cost per library	installation cost	Total first year cost	Notes
all circulating libraries (103)	25	78	$23,850.00	$17,550.00	$401.94	$15,000.00	$56,400.00	All libraries can be added at $225/per template. This would also include our annual 2% in future, and this percentage will most likely go up when we renegotiate the contract in two years.
existing libraries (57)	25	32	$23,850.00	$7,200.00	$544.74	$15,000.00	$46,050.00	
only public libraries (84)	25	59	$23,850.00	$13,275.00	$441.96	$15,000.00	$52,125.00	

Quote for Innovative Mobile
PrairieCat
January 15, 2025

Innovative Mobile

Innovative Mobile works with how you work: On iOS and Android, Sierra and Polaris, for public libraries and consortia. Empower your patrons to stay home and check out, use the same device they use for most tasks to access library resources, and to do more at the library. Powerful functionality for patrons and staff. Patrons can manage their library account at any hour and from any location. Staff have easy access with web-based administration.

Innovative Mobile includes:

• Use one interface to search for and find all library materials, physical and electronic, using keyword search or barcode scan
• Place and manage holds
• Check out and download e-content right to patron's devices
• Patron self-checkout at the library using barcodes or RFID for those members that want it
• Digital library card for scanning at the circulation desk or self-check kiosk
• Renew checked-out materials
• Manage an entire family's accounts from one screen
• Pay fines and fees through a payment provider or ILS gateway or via third-party service
• View library events, locations and hours
• Work with library checkout and other processes in the patron's preferred language
• Implementation includes training on the staff Content Management System
• Each member library that wants one, can have their own template for customization

	List Price	PrairieCat Price
Annual Innovative Mobile Subscription Year One	$61,875	$37,125*
One Time Implementation Fee:	$26,500	$15,000
Total		

This includes 84 member libraries having their own template. Should that number go up or down, the price would be adjusted by $225 each.

Private and Confidential exclusively for the staff of PrairieCat.
All pricing, terms and conditions are subject to the approval of Innovative's Contract Administration Department.
Implementation are one-time fees. Nothing is invoiced until live links are delivered for use.
Pricing is based on a minimum 3-year commitment, billed annually.
Annual subscription increase allowance will match Sierra and other products during the initial term.
Offer expires May 31, 2025

Date: 4/30/2025

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, Director

Re: FY26 budget

Executive Summary:

Below is the proposed budget for FY26. This 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. These fees 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 3/20/2025 meeting and reviewed by the Administrative Council on 4/4/2025.

Detailed description:

Attached you will find the FY26 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. These have been adjusted slightly since the last budget draft, based on input from our accountants.

- 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
- In order to minimize fees in light of decreasing interest rates on our investments as well as rising insurance costs, out of state travel has been eliminated from this budget. Since ALA and IUG are in Chicago in the coming year, this will only impact potential attendance at out of state conferences such as ARSL.
- The budget shows a Reserves expenditure for replacement laptops and associated hardware and software that will be needed in FY26.
- Revenues derived from interest income have been adjusted down a bit per advice from our accountants given current market projections.
- This budget reflects new costs for the replacement mobile app. The costs are again shown as being reimbursed by the participating members, however the installation costs of $15,000 are shown as being taking from reserves. It is our goal to fund the mobile app for all circulating members in FY27.

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