

PrairieCat Administrative Council

Agenda

July 11, 2025

The Council will meet on Friday, July 11, 2025, 10:30 am – 1:00 pm in person at the Byron Public Library District, 100 S. Washington St., Byron, IL The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-07-11) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-07-11>).

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 3-18)
 - 4.1. Approve minutes for June 6, 2025, PrairieCat Administrative Council meeting
 - 4.2. Approve financial report for May 2025
 - 4.3. Approve check registers
 - 4.4. Statistical reports
5. Membership update
 - 5.1. Update on new and upgrading members
 - 5.2. Update on current training and engagement projects
6. Administrative issues
 - 6.1. Welcome new Administrative Council Members
 - 6.2. Committee designations for new Administrative Council members
 - 6.3. ACTION: appointment of FOIA and OMA officers
 - 6.4. ACTION: Discussion and approval of General Policy Manual changes regarding upgrading member fees (pp. 19-21)
 - 6.5. ACTION: Discussion and approval, forgiving outstanding fees for newly upgraded member due to potential rule change (pp. 19-21)
 - 6.6. Discussion, amendment to Article V, Section 3 of the Bylaws regarding Delegates Assembly meetings (p. 22)



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- 6.7. Discussion and approval, Board manual changes
- 6.8. Sign check signature cards
- 6.9. Discussion, July remote Delegates Assembly, potential added sites
- 6.10. Discussion, July Delegates Assembly agenda (pp. 23-24)
- 7. Ad Hoc Committee updates
 - 7.1. Resource Sharing Committee – No report
 - 7.2. Finance Committee – Report from 6/12/2025 meeting
- 8. Review of meeting, what worked and what did not
- 9. Public comments
- 10. Adjournment
- 11. Next meeting - Friday, August 8, 2025, at the Marseilles Public Library

PrairieCat Administrative Council
Minutes
June 6, 2025

The Council met on Friday, June 6, 2025, 10:30 am – 1:00 pm in person at the Peru Public Library, 1409 11th Street, Peru, IL The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-06-06) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-06-06).

1. Call to order, welcome and introductions

Present at Peru Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP), Beth Ryan (JO), Jenna Diedrich (GA), Julie Wayland (PR), Barbara Posinger (SA), Michelle Krooswyk (NL), Emily Faulkner (DK), Megan Gove (TF), Stephanie Nisson (RU)

Present via Zoom: Shelby O'Hara (PrairieCat)

Absent: Ashley Huffines (FP), Kelly McCully (BD), Laura Watson (HC), Chelsey Knippel (PrairieCat)

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

2. Introduction of visitors and public comments

There were no public comments. Stephanie Nisson introduced herself as the Director of the Rockford University Library.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

- 4.1. Approve minutes for April 4, 2025, PrairieCat Administrative Council meeting
- 4.2. Approve financial report for March and April, 2025
- 4.3. Approve check registers
- 4.4. Statistical reports
- 4.5. Approve meeting dates, FY26

MOTION #1

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

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that Mills and Petrie went live a week and a half ago. They upgraded from Union List to Basic Online. Melissa Landis, a PrairieCat staff member, was on site for the Go Live to assist the library staff and answer any questions. PrairieCat will then conduct 4 post Go Live meetings with the library to wrap up the project.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that PrairieCat has 70 members who have signed up for the new Innovative Mobile App. We are working on gathering the signed IGAs for the Mobile App. We have shared forms provided by Innovative that the libraries who have signed up for the Mobile App will need to fill out by the end of June. PrairieCat staff has a meeting set up with Innovative in mid-June that is our official Mobile App project kickoff meeting. Coulter (PrairieCat) explained that since we have 70 libraries signed up for the Mobile App and our original cost per library was based on 60 libraries, so the per library cost will likely go down. Once we receive the updated cost from Innovative, we will let everyone know. Diedrich (GA)

asked if there will need to be a new IGA signed since the cost will go down. Coulter stated that since the cost is less, we will not have to have a new IGA signed. Gove (TF) asked if we are still planning to rollout the new app in September. Coulter would like to see the rollout happen in late August, but it will have to be up and running by the end of September because our contract with the current app ends on October 25th.

Smith explained that PUG Day planning is well underway with just a few of the 30-minute sessions left to finalize. Look for registration to open and the program schedule released in the next week or so. There is no registration fee, however, attendees able to opt in for lunch and the libraries will be billed \$16/person for lunch.

Coulter stated that last week PrairieCat conducted remote meeting testing over Zoom with Freeport Public Library, New Lenox Public Library, Princeton Public Library and at the RAILS Coal Valley Service Center. This testing was to ensure that we would be able to hold the Delegates Assembly meetings from those 4 locations making it easier for the membership to attend these meetings. This testing was very successful. The Council expressed the need to make sure the membership knows that they must attend in person at one of the four locations.

6. Administrative issues

6.1. Review election results

Coulter (PrairieCat) shared the election results with the Council.

6.2. Recognize departing Council members

Krooswyk (NL) thanked Faulkner (DK) for serving six years on the Administrative Council and presented her with a recognition certificate for her service to PrairieCat and its membership. Coulter (PrairieCat) explained that Watson (HC) is also departing from the Council but was unable to attend this meeting.

6.3. Elect Administrative Council officers for FY26

Chair-Megan Gove (TF)

Vice-Chair-Barbara Posinger (SA)

Secretary-Kim Brozovich (RP)

Treasurer-Beth Ryan (JO)

MOTION #2

Diedrich (GA) moved and Krooswyk (NL) seconded to approve the FY26 Administrative Council officers as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.4. Approve Check signers, FY26

Chair-Megan Gove (TF)

Vice-Chair-Barbara Posinger (SA)

Secretary-Kim Brozovich (RP)

Treasurer-Beth Ryan (JO)

MOTION #3

Diedrich (GA) moved and Krooswyk (NL) seconded to approve the FY26 Administrative Council Officers as the FY26 check signers. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.5. Appoint committee chair, Finance Committee

The Council appointed Ryan (JO) as the chair of the Finance Committee.

6.6. Appoint representative to RAILS Consortium Committee

The Council appointed Gove (TF) as the representative for the RAILS Consortium Committee.

6.7. Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

MOTION #6

Posinger (SA) moved and Faulkner (DK) seconded to adjourn to closed session. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

7. Reconvene

7.1. ACTION: Approve outcome of closed session discussion, including compensation decisions.

MOTION #7

Faulkner (DK) moved and Diedrich (GA) seconded to approve a 3% cost of living increase and 1% merit increase in salary for Coulter. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

8. Ad Hoc Committee updates



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8.1. Resource Sharing Committee – Report from summit, 4/11/2025

There was no report.

8.2. Finance Committee – no report

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

The meeting went well.

10. Public comments

There were no public comments.

11. Adjournment

The meeting adjourned at 11:12 am.

12. Next meeting - Friday, July 11, 2025, at the Byron Public Library

FY2025 PrairieCat Administrative Council MOTIONS July 2024 - June 2025				M – Motion made by Y - Yes Abstain - Abs A - Absent 2nd – Motion seconded by N - No NA - No Answer NP - Not present										
	Meeting Date:06/06/2025			Vote Summary										
MOTION	Aye	Nay	Abstention	Kim Brozovich (RP)	Jenna Diedrich (GA)	Emily Faulkner (DK)	Megan Gove (TF)	Ashley Huffines (FP)	Michelle Krooswyk (NL)	Kelly McCully (BD)	Barbara Posingner (SA)	Beth Ryan (JO)	Julie Wayland (PR)	Laura Watson (HC)
to approve the consent agenda as presented.	8	0	0	Y	Y	Y	M Y	A	Y	A	Y	Y	2ND Y	A
to approve FY26 Administrative Council officers for FY26 as presented.	8	0	0	Y	M Y	Y	Y	A	2ND Y	A	Y	Y	Y	A
to approve FY26 check signers as presented.	8	0	0	Y	M Y	Y	Y	A	2ND Y	A	Y	Y	Y	A
to adjourn to closed session.	8	0	0	Y	Y	2ND Y	Y	A	Y	A	M Y	Y	Y	A
to approve to return to open session.	8	0	0	Y	Y	M Y	Y	A	Y	A	2ND Y	Y	Y	A



Date: 7/11/2025
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – May 2025

Please find attached the PrairieCat Financial Reports for the month of May 2025. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of May 22 through June 24.

As of May 31, of the total cash balance of \$1,717,987, \$958,130 was undesignated working cash, \$749,575 was designated for capital reserves, and \$10,282 was eCommerce receipts payable to the membership. Cash decreased by \$58,779 during May primarily due to the monthly payroll and payroll-related expenses as well as several other vendor expenses. These expenses were partially offset by the receipt of all but three remaining invoiced fourth 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 5.7 months of budgeted FY2025 operating expenses, and the capital reserves amount could fund an additional 4.4 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 May of \$1,875,306 were \$10,888 above budget primarily due to above budget investment income through May as well as the one-time capital reserve contribution billed to Mills & Petrie Memorial Library (\$3,500) who upgraded from Union List membership to Basic Online membership. These above budget revenues are partially offset by 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 May was \$39,452, which was \$14,702 above the year-to-date budgeted amount of \$24,750 and \$704 above the year-to-date interest earned as of one year ago (May 2024). At their June meeting, the Federal Reserve held their target borrowing rate at between 4.25% and 4.50% for the fourth consecutive time. Decisions about interest rates are being driven by the uncertain economic outlook around tariffs, unemployment, and inflation. Their projection for calendar year 2025 interest rates remained at 3.9%, and for calendar year 2026 their projection increased slightly from 3.4% to 3.6%. Their next meeting is scheduled for July 30. The average May interest rates were 4.415% and 4.191% for the IL Funds and iPrime money market (ISC) accounts, respectively. These were

slightly decreased from the April average interest rates of 4.434% and 4.207%, but still near or within the range of the target borrowing rate set by the Federal Reserve.

Total expenses through May of \$1,758,727 were \$121,315 below budget primarily due to under budget Contractual Services expenses (\$78,274), Personnel Costs (\$45,980), Supplies, Postage and Printing costs (\$9,351), and Vehicle expenses (\$3,115).

Contractual Services expenses were under budget primarily due to the way that the Innovative Interfaces Sierra, Vega Discover, hosting, and phone alerts system subscriptions are required to be recorded under the Governmental Accounting Standards Board's Statement No. 96, which provides guidance on the accounting and financial reporting for Subscription Based IT Arrangements (SBITAs) for government end-users. Under this statement, 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 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 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 May 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 through May. Vehicle expenses were under budget mostly due to a lower than budgeted cost of and need for vehicle repairs and maintenance, fuel, vehicle insurance, vehicle leasing and rent, and other vehicle expenses through May. Fuel prices have begun to rise due to the recent conflict in the Middle East, but this should primarily affect fiscal year 2026.

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). Additional above budget costs are due to the interest expense related to the SBITAs discussed above, the addition of the telecommunications expense for the phone notification dialer co-location, and the public relations purchase of PrairieCat-branded items for staff.

**PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING May 31, 2025**

Beginning Cash Balance	\$ 1,776,766.25
Cash Received	
Payments from Member Libraries, etc.	39,813.49
Interest - BankORION	371.06
Interest - Illinois Funds	949.73
Interest - PMA	186.09
eCommerce Receipts Payable	5,408.62
Total Cash Received	<u>46,728.99</u>
Expenses Paid	
Checks and Vendor ACH Payments	23,137.94
Payroll and Retirement Contributions	72,322.87
ACH Credit Card Payments	9,647.74
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	399.77
Total Disbursements	<u>105,508.32</u>
Ending Cash Balance	<u><u>\$ 1,717,986.92</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	10,281.43
Capital Reserve Designation	749,575.25
Working Cash	958,130.24

TOTAL CASH	<u><u>\$ 1,717,986.92</u></u>
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PAYPAL FUNDS DETAILS:

May PayPal Receipts in Transit to Bank	\$300.63
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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 May 2025	\$ 42,907.56

TOTAL CURRENT CD INVESTMENT VALUE	<u><u>\$ 495,107.56</u></u>
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Invested in Capital Assets Balance as of May 2025	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of May 2025	\$1,061,246.35
Unrestricted Fund Balance as of May 2025	\$1,009,624.70

FY25 operating expenses excluding planned capital reserve designation:	\$ 2,033,911.63
Working Cash % of operating expenses:	47.11%

PrairieCat
Balance Sheet
As of 5/31/2025

	Balance End of Month
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Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,411,295.03
Cash - Illinois Funds	254,214.56
Cash - PMA	52,477.33
PayPal Funds	300.63
Total Cash & cash equivalents	1,718,287.55
Investments	452,200.00
Accounts receivables	8,295.24
Accrued investment income	42,907.56
Prepaid expenses	135,712.92
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Subscription Based IT Arrangements	1,524,718.00
Accumulated Depreciation	(300,008.50)
Accumulated Amortization - Subscription Based IT Arrangement	(463,471.65)
Total Capital Assets, net	1,061,246.35
Other Assets	
Deferred Outflows - Pension	434,543.03
Deferred Outflows - OPEB	29.00
Total Other Assets	434,572.03
Total Assets	3,853,221.65
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Liabilities	
Accrued liabilities	321.74
eCommerce Receipts Payable	10,582.06
Payroll	
Salaries Payable	20,804.40
PR Tax Withheld Payable	6,187.97
Pension Payable	15,333.73
Retirement Payable	1,443.17
PR Tax Expense Payable	2,308.42
Total Payroll	46,077.69
Deferred revenue	187,508.85
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	1,030,808.27
Total Other long-term obligations	1,047,266.27
Total Liabilities	1,782,350.60
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Net Assets	
Beginning Net Assets	1,954,292.17
Current YTD Net Income	116,578.88
Total Net Assets	2,070,871.05
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Total Liabilities and Net Assets	3,853,221.65
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Statement of Revenues and Expenses - FY25 is 91.67% Completed

From 5/1/2025 Through 5/31/2025

	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	1,846.64	28,227.94	29,019.00	97.27%	31,658.00	89.16%
Fully Participating and Basic Online Member Revenue	107,212.74	1,171,978.57	1,171,247.00	100.06%	1,277,724.10	91.72%
ILL Barcode Revenue	0.00	2,400.00	2,750.00	87.27%	3,000.00	80.00%
Fully Participating & Basic Online - CR Contribution	5,143.42	59,342.65	55,770.00	106.40%	60,839.00	97.54%
Union List - CR Contribution	320.58	4,899.78	5,038.00	97.25%	5,495.00	89.16%
Total Fees for Services and Materials	114,523.38	1,266,848.94	1,263,824.00	100.24%	1,378,716.10	91.89%
Reimbursements						
Reimbursements	1,636.43	18,000.73	19,310.00	93.21%	21,065.64	85.45%
Reimbursements - Hosting Fee	4,496.24	48,817.01	48,752.00	100.13%	53,185.00	91.78%
Reimbursements - Capira Mobile App	2,555.10	28,117.67	32,733.00	85.90%	35,707.50	78.74%
Total Reimbursements	8,687.77	94,935.41	100,795.00	94.19%	109,958.14	86.34%
Investment Income	3,676.00	39,451.53	24,750.00	159.40%	27,000.00	146.11%
Other						
Other Grants	0.00	0.00	1,832.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,083.45	473,917.94	472,301.00	100.34%	515,237.39	91.98%
Other Revenue	0.00	151.98	916.00	16.59%	1,000.00	15.19%
Total Other	43,083.45	474,069.92	475,049.00	99.79%	518,237.39	91.48%
Total REVENUES	169,970.60	1,875,305.80	1,864,418.00	100.58%	2,033,911.63	92.20%
EXPENSES						
Personnel						
Other Professionals	72,916.98	585,725.11	581,339.00	100.75%	629,783.41	93.00%
Support Services	23,640.82	189,126.37	197,544.00	95.73%	214,005.87	88.37%
Social Security Taxes	6,925.21	55,696.98	59,583.00	93.47%	64,549.88	86.28%
Unemployment Insurance	0.00	0.00	3,209.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	1,700.63	1,925.00	88.34%	2,100.00	80.98%
Retirement Benefits	10,901.40	89,851.48	92,686.00	96.94%	100,410.93	89.48%
Health, Dental And Life Insurance	9,906.98	139,103.23	169,238.00	82.19%	184,624.44	75.34%
Other Fringe Benefits	0.00	360.00	916.00	39.30%	1,000.00	36.00%
Tuition Reimbursements	0.00	0.00	458.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	270.00	916.00	29.47%	1,000.00	27.00%
Total Personnel	124,459.72	1,061,833.80	1,107,814.00	95.85%	1,201,474.53	88.38%
Buildings and Grounds						
Property Insurance	278.75	2,807.09	2,566.00	109.39%	2,800.00	100.25%
Total Buildings and Grounds	278.75	2,807.09	2,566.00	109.40%	2,800.00	100.25%
Vehicle Expenses						
Fuel	130.95	692.25	1,375.00	50.34%	1,500.00	46.15%
Repairs And Maintenance	0.00	513.47	1,833.00	28.01%	2,000.00	25.67%

PrairieCat

Statement of Revenues and Expenses - FY25 is 91.67% Completed

From 5/1/2025 Through 5/31/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Vehicle Insurance	124.08	1,270.74	1,833.00	69.32%	2,000.00	63.53%
Vehicles Leasing And Rent	0.00	0.00	458.00	0.00%	500.00	0.00%
Other Vehicle Expenses	100.00	227.20	320.00	71.00%	350.00	64.91%
Total Vehicle Expenses	355.03	2,703.66	5,819.00	46.46%	6,350.00	42.58%
Travel and Continuing Education						
In-State Travel	372.96	6,511.79	6,416.00	101.49%	7,000.00	93.02%
Out-Of-State Travel	0.00	6,108.42	5,500.00	111.06%	6,000.00	101.80%
Registrations And Meeting, Other Fees	3,343.95	8,193.41	8,250.00	99.31%	9,000.00	91.03%
Conferences And Continuing Education Meetings	1,066.07	3,234.24	4,584.00	70.55%	5,000.00	64.68%
Total Travel and Continuing Education	4,782.98	24,047.86	24,750.00	97.16%	27,000.00	89.07%
Public Relations	0.00	1,834.54	916.00	200.27%	1,000.00	183.45%
Commercial Insurance	617.74	6,825.08	9,166.00	74.46%	10,000.00	68.25%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,791.14	19,990.22	28,520.00	70.09%	31,112.25	64.25%
General Office Supplies And Equipment	146.98	905.41	1,833.00	49.39%	2,000.00	45.27%
Postage	0.00	106.70	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	1,938.12	21,002.33	30,353.00	69.19%	33,112.25	63.43%
Telephone and Telecommunications	1,316.73	8,760.89	7,485.00	117.04%	8,165.22	107.29%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	70.83	707.06	1,833.00	38.57%	2,000.00	35.35%
Total Equipment Repair and Maintenance	70.83	707.06	1,833.00	38.57%	2,000.00	35.35%
Professional Services						
Legal	73.50	2,973.50	3,209.00	92.66%	3,500.00	84.95%
Accounting	0.00	6,750.00	6,416.00	105.20%	7,000.00	96.42%
Consulting	0.00	16,747.50	10,084.00	166.07%	11,000.00	152.25%
Payroll Service Fees	612.98	7,757.79	8,250.00	94.03%	9,000.00	86.19%
Total Professional Services	686.48	34,228.79	27,959.00	122.42%	30,500.00	112.23%
Contractual Services						
Information Service Costs	15,776.73	165,430.08	570,968.00	28.97%	622,875.64	26.55%
Outside Printing Services	0.00	0.00	1,833.00	0.00%	2,000.00	0.00%
Other Contractual Services	127.31	(3,341.23)	80,331.00	(4.15)%	87,633.99	(3.81)%
Amortization - Subscription Based IT Arrangements	37,524.50	412,769.46	0.00	0.00%	0.00	0.00%
Total Contractual Services	53,428.54	574,858.31	653,132.00	88.02%	712,509.63	80.68%
(Gain)/Loss on Asset Disposal						
(Gain)/Loss on SBITA Assets	0.00	1,898.00	0.00	0.00%	0.00	0.00%

PrairieCat

Statement of Revenues and Expenses - FY25 is 91.67% Completed
From 5/1/2025 Through 5/31/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Total (Gain)/Loss on Asset Disposal	<u>0.00</u>	<u>1,898.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>	<u>0.00%</u>
Professional Association Membership Dues	105.00	1,641.88	1,833.00	89.57%	2,000.00	82.09%
SBITA Interest	1,708.08	10,248.48	0.00	0.00%	0.00	0.00%
Miscellaneous	124.00	1,166.53	1,375.00	84.83%	1,500.00	77.76%
Miscellaneous - eCommerce Fees	326.47	4,162.62	5,041.00	82.57%	5,500.00	75.68%
Total EXPENSES	<u>190,198.47</u>	<u>1,758,726.92</u>	<u>1,880,042.00</u>	<u>93.55%</u>	<u>2,043,911.63</u>	<u>86.05%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>(20,227.87)</u>	<u>116,578.88</u>	<u>(15,624.00)</u>	<u>(746.15)%</u>	<u>(10,000.00)</u>	<u>(1,165.78)%</u>

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 5/22/2025 Through 6/24/2025

Vendor Name	Effective Date	Check Amount
Paycom Payroll LLC	5/22/2025	306.49
Paycom Payroll LLC	5/22/2025	20,804.42
Paycom Payroll LLC	5/22/2025	8,496.31
ICMA Retirement Corporation	5/23/2025	1,443.17
WEX Bank	5/27/2025	130.95
MELISSA LANDIS	5/28/2025	372.96
OCLC, INC	5/28/2025	236.07
Bank Orion	5/31/2025	54.00
MerchantE	6/3/2025	114.64
MerchantE	6/3/2025	220.39
First Bankcard	6/3/2025	1,427.54
ILLINOIS HEARTLAND LIBRARY SYSTEM	6/4/2025	10.00
INDIAN CREEK CUSD #425	6/4/2025	321.74
INNOVATIVE INTERFACES INCORPORATED	6/4/2025	4,654.19
INNOVATIVE INTERFACES INCORPORATED	6/4/2025	365,345.72
INNOVATIVE INTERFACES INCORPORATED	6/4/2025	23,052.00
INNOVATIVE INTERFACES INCORPORATED	6/4/2025	1,836.00
INNOVATIVE INTERFACES INCORPORATED	6/4/2025	4,200.78
Paycom Payroll LLC	6/5/2025	318.29
Paycom Payroll LLC	6/5/2025	20,804.40
Paycom Payroll LLC	6/5/2025	8,496.39
ICMA Retirement Corporation	6/6/2025	1,443.17
Bank Orion	6/9/2025	20.00
LIMRICC	6/11/2025	16,433.26
Illinois Municipal Retirement Fund	6/11/2025	10,221.70
Paycom Payroll LLC	6/18/2025	331.29
Paycom Payroll LLC	6/18/2025	20,804.40
Paycom Payroll LLC	6/18/2025	8,496.33
Guardian	6/19/2025	4,760.21
ICMA Retirement Corporation	6/20/2025	1,443.17
WEX Bank	6/24/2025	40.55
Report Total		526,640.53

	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	Mar 2024	Mar 2025	Apr 2024	Apr 2025	May 2024	May 2025	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	1,221,501	1,212,477	1,219,816	1,211,957	1,219,647	1,211,160	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	5,144,970	5,101,604	5,135,471	5,098,609	5,135,182	5,090,155	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	366,184	369,831	365,986	366,774	352,710	362,012	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	405,374	412,260	399,412	385,789	376,198	359,398	4,261,285
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	56,412	60,613	56,066	59,584	51,015	53,227	628,340
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	48,419	54,430	46,229	52,120	43,184	48,208	517,988
Training, Outreach and Engagement																							
Training events	6	2	10	4	6	14	7	5	6	2	7	3	5	6	6	8	10	3	7	10	10	9	66
Training participants	80	4	74	12	20	42	23	13	23	4	22	7	25	12	25	31	53	18	44	34	37	27	204
Training contact hours	132	3	92	17	38	43	45	20	48	6	31	10	62	15	45	149	107	15	93	46	64	39	363
TalentLMS Course Completions	228	223	265	349	283	372	237	251	247	140	141	163	313	285	265	203	221	245	231	259	259	252	2,742
Site visits	2	7	1	1	1	-	1	3	2	2	3	1	3	2	1	1	2	4	1	5	3	5	31
Member Meetings/Events	5	5	13	6	9	6	10	7	7	3	7	2	11	3	7	1	9	7	7	7	8	8	55
Meeting/Event participants	150	153	172	124	348	658	210	151	55	28	60	25	188	130	146	24	99	65	227	206	110	87	1,651
Meeting/Event contact hours	393	306	230	164	1,740	4,609	343	254	53	31	75	25	310	241	187	31	261	96	371	510	114	87	6,352
Troubleshooting																							
HelpDesk Calls Opened	186	295	307	352	242	270	301	275	276	246	268	199	281	218	401	213	330	286	367	299	272	333	2,986
HelpDesk Calls Closed	227	302	298	344	231	273	285	256	256	237	336	227	313	208	341	220	345	295	333	279	287	311	2,952
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	1,387	1,386	1,534	1,198	1,715	1,132	15,089
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	2,790	2,581	2,414	2,592	2,393	1,703	24,277
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	1,136	550	979	463	822	455	6,747
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	1,073	949	865	716	1,440	439	8,853
Enhancements/corrections - PC staff	8	29	12	27	37	28	39	21	56	8	93	46	26	33	35	12	41	33	38	20	51	66	323
Enhancements/corrections - MARC catalogers	105	120	182	48	190	157	134	122	120	-	105	95	102	182	109	85	156	143	138	131	82	31	1,114
Original catalogings - PC staff	11	72	11	50	53	62	77	71	65	96	62	100	58	58	62	36	102	52	67	55	86	68	720
Original catalogings - MARC catalogers	45	24	29	30	18	29	43	26	32	4	14	9	35	40	38	42	32	9	30	28	17	38	279
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	58,879	54,838	53,314	33,208	36,251	618	434,711
To see the full statistical spreadsheet, visit: https://support.prairiescat.info/gov																							



Date: 7/11/2025

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Suggested changes to the General Policy Manual regarding upgrading Union Listing members, and the potential forgiveness of fees for our recently upgraded member

Executive Summary:

I would like to suggest that the Administrative Council review the current policy in the General Policy Manual regarding upgrades to membership levels. I believe that the way it is currently structured is confusing and can cause newly upgraded members to incur more costs than seem reasonable.

Detailed description:

The current General Policy Manual under the section addressing upgrading libraries states that:

New member is billed for Basic Online or Fully Participating member fees beginning the quarter that they Go Live for circulation. Any Union List membership fees already paid for the fiscal year will be credited on a pro rata basis towards the first full membership quarterly fee.

I believe the problem that we are seeing with Mills and Petrie reflects a need to consider this language. Mills and Petrie went live on circulation on 5/19, which means that the circulated for only 42 days of the third quarter. Neither our accountant Elena or I initially read this rule correctly. We read this to mean that we would apply the FULL UL membership amount paid for the year against the dues of the Basic Online quarter. In this scenario, the library would pay \$381.92:

Quarterly PrairieCat Basic Online Fees	\$1,104.25
Capital Reserve Contribution	\$110.25
Hosting Fee	\$96.25

Pro-rate: Union List Member Annual Fee	\$(791.49)
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Pro-rate: Union List Capital Reserve Contribution	\$(137.34)
Total	<u>\$ 381.92</u>

This is what was invoiced and the library paid. On further analysis, Sharon Swanson corrected us in this interpretation, saying that the Union Listing fees should be pro-rated for just that quarter. This would mean that the library would owe us an additional \$796.16:

Quarterly PrairieCat Basic Online Fees	\$1,104.25
Capital Reserve Contribution	\$110.25
Hosting Fee	\$96.25
Pro-rate: Union List Member Annual Fee	\$(113.01)
Pro-rate: Union List Capital Reserve Contribution	\$ (19.66)
Total	<u>\$1,178.08</u>
Less Payment Received: check# 9594	(381.92)
Balance Owed:	<u>\$ 796.16</u>

Because this policy is so infrequently used, I felt that some clarity regarding this is warranted. I also feel like the amount that Mills and Petrie would owe, given the correct reading of the policy, seems somewhat exorbitant. I would suggest that the Administrative Council review the wording of this policy. I would also ask that the Council consider forgiving the remainder of the amount owed by Mill and Petrie, or a portion thereof.

Recommendation:

I believe that if we are prorating the Union List fees, we should also prorate the circulation quarterly fees from the date that the library goes live. Since the library in this case only used 42 of 91 days in the quarter, it seems unfair that we charge them for the entire quarter and then only prorate the UL fees for the period they were circulating. I believe both fees should be prorated to the quarter. In this scenario, the policy would be changed to say:

The ~~A~~new or upgrading member is billed for Basic Online or Fully Participating member fees beginning the quarter that they Go Live for circulation, prorated from the date that the library goes live on the system. Any unused Union List or unused membership fees already paid for the fiscal year will be credited from the date that the library goes live on the system against their ~~on a pro-rata basis towards the~~ first full membership quarterly fee.

Using this method, the library would owe \$619.37 for the time circulating as a basic online member, less the prorated unused UL fee of \$125.40. In total, the library would owe \$493.97.

This would also mean that, given the library has already paid us a fee of \$381.92, the library could still be charged an additional \$112.05. I would ask that this amount be forgiven, since this underage is due to my misunderstanding of the current policy. See below.

Date	BO Pro-rated fee	BO Fee breakout	Reserve Fee	Hosting Fee	Total
5/19/2025-5/31/2025	\$187.25	\$157.75	\$15.75	\$13.75	\$187.25
6/1/2025-6/30/2025	\$432.12	\$364.04	\$36.35	\$31.73	\$432.12
Total cost of time used	\$619.37	\$521.79	\$52.10	\$45.48	\$619.37
		UL Fees breakout	Library fee	Reserve Fee	Total
less UL credit	\$125.40	5/19/2025-5/31/2025	\$32.30	\$5.61	\$37.91
Total owed	\$493.97	6/1/2025-6/30/2025	\$74.55	\$12.94	\$87.49
Less payment	\$381.92			UL Credit	\$125.40
Total owed	\$112.05				



Date: 7/11/2025

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Suggested revisions to PrairieCat Bylaws, Article V Section 3 regarding Delegates Assembly meetings

Executive Summary:

Upon review of the bylaws, it is suggested that the statement regarding meeting frequency be revised to allow for meetings to be cancelled or rescheduled due to emergency situations or other reasons determined to be appropriate by the Administrative Council.

Detailed description:

It is suggested to make the following revisions to Article V, Section 3 of the 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~~ The Administrative Council shall establish a schedule of regular meetings for the Delegates Assembly as it deems appropriate, except that the Delegates Assembly shall meet no less frequently than twice each fiscal year. Scheduled meetings of the Delegates Assembly may be cancelled due to emergency situations or other reasons deemed appropriate by the Administrative Council. ~~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.*

PrairieCat Delegates Assembly Agenda July 30, 2025

The Delegates Assembly will meet on Wednesday, July 30, 2025, 10:30 am – 12:00 pm in person at the New Lenox Public Library District, Princeton Public Library, Freeport Public Library, and the RAILS Coal Valley Service Center. 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-2025-07-30) (<https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2025-07-30>).

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
 - 5.1. Approve minutes for April 30, 2025, PrairieCat Delegates Assembly meeting
 - 5.2. Central Site report including financial and statistical reports
6. Administrative Council report
 - 6.1. Finance Committee report – report from 6/12/2025
 - 6.2. Resource Sharing Committee report – report from 4/23/2025 meeting
7. PrairieCat membership update, training and outreach report
8. Discussion: adding additional remote sites to Delegates Assembly meetings
9. ACTION: Revision of the Bylaws Article V, Section 3, regarding Delegates Assembly meetings
10. Presentation: <?>
11. Public comments via previously submitted email (see above), in person or online
12. Adjournment



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

13. Next regularly scheduled meeting, October 29, 2025