



PrairieCat Delegates Assembly

July 27, 2022

10:00 a.m. – 12:00 p.m.

In person at Senica's Oak Ridge Golf Club, 658 US-6, Lasalle, IL 61301

and

Online via Zoom

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

<https://librarylearning.org/event/15007/register>

Please use the link below to register online via Zoom:

https://railslibraries.zoom.us/webinar/register/WN_vKKjGLaRRgyghgrLm6iwtQ

Agenda

The Delegates Assembly will meet on Wednesday, July 27, 10 a.m. – 12:00 p.m. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

PUBLIC COMMENT: Public comments may be submitted via email to Carolyn.coulter@prairiecat.info at least two hours before the beginning of the meeting.

- I. Call to order and welcome
- II. Introductions and welcome new delegates or alternates
- III. Introduction of Guests
- IV. Review of agenda for additions/changes
- V. Public Comments via Zoom Meeting
- VI. Consent Agenda (pp. 2-16)
 - a. Approve minutes for April 27, 2022, PrairieCat Delegates Assembly meeting
 - b. Central Site report including financial and statistical reports
- VII. Administrative Council Report
 - a. Finance Committee Report – Report from June 16, 2022
 - b. Resource Sharing Committee Report – Report from Resource Sharing meeting, April 27, 2022 and May 18, 2022.
- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)
- IX. ACTION: Discussion and vote, Hinckley Public Library IGA for upgrade to Fully Participating membership level (pp. 17-25)
- X. Review, FY23 PrairieCat staff pay scale (p. 26)
- XI. Review, investment decision for PrairieCat funds (pp. 27-28)
- XII. Presentations: Fine Free: The Essential Guide (Melissa Landis) (pp. 29-48)
- XIII. Public Comments via previously submitted email (see above), in person or online
- XIV. Adjournment
- XV. Next regularly scheduled meeting, October 26, 2022, Senica's Oak Ridge Golf Club and online via Zoom.



PrairieCat Delegates Assembly

April 27, 2022

10:00 a.m. – 12:00 p.m.

In person at Senica's Oak Ridge Golf Club, 658 US-6, LaSalle, IL 61301

and

Online via Zoom

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

<https://librarylearning.org/event/12289/register>

Please use the link below to register online via Zoom:

https://railslibraries.zoom.us/webinar/register/WN_cAe1yQ1BRDWDymBiVijCdg

Minutes

The Delegates Assembly met on Wednesday, April 27, 10 a.m. – 12:00 p.m. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

PUBLIC COMMENT: Public comments may be submitted via email to Carolyn.coulter@prairiecat.info at least two hours before the beginning of the meeting.

I. Call to order and welcome

Present in LaSalle: Roy Arey, Shelley Augustine, Leah Bill, Kim Brozovich, Penny Bryant, Angela Campbell, Mary Cheatwood, Carolyn Coulter, Rici Dale, Molly DeBernardi, Chelsey DeSplinter, Emily Faulkner, Jolene Franciskovich, Lynette Heiden, Ashley Huffines, Kelly James, Jason Jensen, Emily Kofoed, Michelle Krooswyk, Laura Long, Resa Mai, Maria Meachum, Andy Newgren, Stephanie Nissen, Lauren Offerman, Emily Porter, Barbara Posinger, Linda Schreiber, Elizabeth Smith, Patricia Smith, Cristy Stuepegia, Sondra Terry, Julie Timm, Laura Watson, Beth Wood, Tari Sangston, Bryon Lear, Julie Wayland, Anna Allison, Rene Leyva

Present via Zoom: Kristi Scherer, Jeannie Barry, Denise Tollensdorf, Ann Marie Jinkins, Jenna Diedrich, Alexandra Annen, Renee Kozeal, Jane Lenser, Emma Conway, Cathy Palmer, Melissa Landis, Deanna Howard, Brenda Weinberg, Paige Frechmann, Beth Tepen, Marilyn Calbow, Cynthia Cole, Noreen Bormet, Victoria Blackmer, Rylie Roubal, Jan Ambrose, Ellen Finrock, Julie Voss, Mary Wilkening, Jenny Hansen, Mindy Long, Janice May, Tori Drews, Amy Runkle, Kim Scace, Annette Davis, Kimberly Martin, Heather Swanson, Lou Carlile, Melanie Gamlin, Jodie DePatis, Beth Ryan, Amy Fry, Vanessa Zimmerlein, Deborah Wunsch, Karen Sutera, Cynthia Maxwell, Amy Lingafelter, Ashley Hopper, April Hoste, Carol McSweeney, Roy Arey, Leann Bredberg, Jason Jensen, Jamie Lockwood, Laurel Reiss, Heather Black, Matt Maturo, Sheree Kozel-La Ha, Melissa Keegan, Teri Schwenneker, Valerie Woodley, Meridith Layne, Chalyn Fornero-Green, Magda Bonny, Joanna Kluever, Laura Crisp, Sarah Flanagan, Mary Petro

Libraries represented: See vote and quorum sheet.

220 W. 23rd Avenue
Coal Valley, IL 61240
(877) 542-7257
<http://support.prairiecat.info>

Smith (Chair-RO) started the meeting at 10:00 am. Smith welcomed everyone. The Delegates Assembly met in person and virtually due to the disaster declaration.

- II. Introductions and welcome new delegates or alternates
Beth Wood (RO) was introduced as the new alternate for Robert W. Rowe. Andy Newgren (RU) was introduced as the new alternate for Rockford University.
- III. Introduction of Guests
There were no guests.
- IV. Review of agenda for additions/changes
There were no revisions.
- V. Public Comments via Zoom Meeting
There were no public comments.
- VI. Consent Agenda
 - a. Approve minutes for January 26, 2022, PrairieCat Delegates Assembly meeting
 - b. Central Site report including financial and statistical reports
 - c. Approve meeting dates, FY23

Motion #1: Stupegia (LS) moved and Miller (PP) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 85

Nays: 0

Abstentions: 0

- VII. Administrative Council Report
 - a. Finance Committee Report – Report from March 17, 2022
Coulter (PrairieCat) said the Finance Committee reviewed the FY23 budget and Innovative Contract again.
 - b. Resource Sharing Committee Report – Report from Resource Sharing meeting, January 26, 2022.
Coulter (PrairieCat) stated the Resource Sharing committee decided to pursue an RFI for IT Management Services. The survey results showed this to be the largest service of interest/need among the membership for the new PrairieCat Plus. Coulter has received three RFI responses and it will be discussed at the meeting today.
- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)
Smith (PrairieCat) gave a Membership Update stating that Lostant is currently joining as a Basic Online member and are in the process of adding items. Byron School District is a new Union List member and they are also currently adding items. Putnam County Schools is adding their primary school. If approved later in the meeting, PrairieCat will welcome North Chicago Public Library as a Fully Participating member and Mt. Carroll Public Library will upgrade from Union List to Basic Online.

Smith stated PrairieCat completed six in person Member Update meetings the week of April 18th, 2022 with more than 65 attendees. There was also about 25 attendees on Zoom Member Update meeting.

Smith reviewed the Training options for members. The core trainings, such as circulation, item entry and reporting are available on TalentLMS. During the third quarter there were more than 271 active users on TalentLMS and 670 courses were completed. PrairieCat continues to offer live, on-demand training for more advanced topics. PrairieCat Staff hosted 25 live trainings during the third quarter.

- IX. ACTION: Discussion and vote, North Chicago Public Library IGA for Fully Participating Membership and Mt. Carroll Public Library upgrade from Union List to Basic Online

Motion #2: Gove (TF) moved and Porter (BY) seconded to approve North Chicago Public Library IGA for Fully Participating Membership and Mt. Carroll Public Library upgrade from Union List to Basic Online. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 87

Nays: 0

Abstentions: 0

- X. ACTION: Discussion and vote, new Innovative Interfaces contract for ILS software and services

Coulter (PrairieCat) discussed the Innovative Interfaces contract renewal for PrairieCat's Sierra ILS system. This contract is a five-year agreement, beginning 7/1/2022. It includes all existing software associated with the Sierra system. The annual rate of increase in cost is set at 2% for the term of the contract. The contract has been reviewed by our lawyers and presented to both the Finance Committee and the Administrative Council.

Motion #3: Miller (PP) moved and Meachum (WL) seconded to approve the new Innovative Interfaces contract for ILS software and services. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 85

Nays: 1

Abstentions: 0

- XI. ACTION: Discussion and vote, PrairieCat FY23 Budget and Fees

Coulter (PrairieCat) reiterated that a new appendix A was sent out after the original packet release. There was a library that bumped up a tier which may lower some members' fees as a result. Coulter stated This budget includes a 2% staff salary increase (COLA), 1% merit increase, 3% increases to Union List member costs, 3% increases to per library charges and capital reserves for fully participating and basic online members, and a 5% increase in hosting charges for fully participating and basic online members. This budget reflects the RAILS grant for FY23 in the amount of \$564,277. This budget also reflects costs associated with the new five-year Innovative contract. The new contract terms will reduce our annual inflationary percentile of increase to 2% (currently 3.5%) in FY23 and beyond, as well as minimize costs associated with FY23 ILS costs due to co-

termining some services. Savings from co-termining is reflected in the ILS costs in this budget. The contract includes costs for Encore hosting of our production server, however this charge is not included in the budget, since I have included Vega Discovery costs in this budget. After Vega Discovery is accepted and brought live as our principal discovery solution, those hosting costs will be dropped, so the amount will be covered. This is noted in the Exhibit E. I have incorporated slight increases over the previous year to in-state and out-of-state travel, as I believe this may come back with the dissipation of COVID in the coming year. Per advice from our accountant, I have included a slight increase to interest revenue. Coulter also informed the Delegates of PrairieCat's new IMRF rate. The rate was lowered from 14.2% to 12.9%. This is effective in calendar year 2023, but the budget still reflects the 14.2% to accommodate for any unforeseen costs in FY23.

Long (BL) stated Ida Public Library does not approve of budget increases.

Motion #4: Porter (BY) moved and Gove (TF) seconded to approve PrairieCat FY23 budget and fees. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 86

Nays: 1

Abstentions: 0

- XII. Presentations: PrairieCat member building projects
Byron Public Library, New Lenox Public Library District, Rock Island Public Library and East Moline Public Library presented their current building projects.
 - I. Public Comments via previously submitted email (see above), in person or online
There were no public comments.
 - II. Adjournment
The meeting adjourned at 11:14am
- III. Next regularly scheduled meeting, July 27, 2022, Senica's Oak Ridge Golf Club and online via Zoom.

PrairieCat Delegates Assembly Vote Tally
FY20

| Total voting members: | | 103 | Total needed for quorum: 52 | | | Total needed for 2/3 vote: 69 | | | | | | | | | | | | | | |
|-----------------------|---------------------------------|---|--|----|---------|---|----|---------|---|----|---------|--|----|---------|---------|----|---------|---------|----|---------|
| | | In person: 35 Zoom: 64 Total: 99 | Motion 1: to approve the consent agenda as presented | | | Motion 2: to approve North Chicago Public Library IGA for Fully Participating Membership and Mt. Carroll Public Library upgrade from Union List to Basic Online | | | Motion 3: to approve the new Innovative Interfaces contract for ILS software and services | | | Motion 4: to approve PrairieCat FY23 budget and fees | | | Motion | | | Motion | | |
| | | | Move: Stuepegia (LS) | | | Move: Gove (TF) | | | Move: Miller (PP) | | | Move: Porter (BY) | | | Move: | | | Move: | | |
| | | | Second: Miller (PP) | | | Second: Porter (BY) | | | Second: Meachum (WL) | | | Second: Gove (TF) | | | Second: | | | Second: | | |
| LLSAP Code | Agency | 1 = in person 2 = Zoom 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 | | | 1 | | | 1 | | | | | | | | |
| BM | Bertolet ML | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| BD | Bourbonnais PL | | | | | | | | | | | | | | | | | | | |
| BR | Bradley PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| BY | Byron PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| CP | Charles B. Phillips PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| CH | Cherry Valley PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| CT | Clinton Township PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| CC | Coal City PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| CL | Colona PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| CF | Community Unit SD #2 | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| CO | Cordova PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| CN | Cortland Community Library | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| CR | Creston-Dement PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| DK | DeKalb PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| EA | Earlville PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| EP | East Dubuque DL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| EM | East Moline PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| EL | Elizabeth TL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| EJ | Ella Johnson ML | | | | | | | | | | | | | | | | | | | |
| ER | Erie PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| FL | Flagg-Rochelle PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| FO | Forreston PL (UL rep) | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| FR | Fossil Ridge PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| FG | Franklin Grove PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| FP | Freeport PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| GA | Galena PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| GP | Geneseo PL | | | | | | | | | | | | | | | | | | | |
| GE | Genoa PLD | | | | | | | | | | | | | | | | | | | |
| GR | Grant Park PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| GV | Graves-Hume PL (Mendota) | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| HN | Hanover TL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| HR | Harvard Diggins Library | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| HE | Henry C Adams ML (Prophetstown) | | | | | | | | | | | | | | | | | | | |
| HC | Highland Community College | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| HK | Hinckley PLD | | NP | | | 1 | | | 1 | | | 1 | | | | | | | | |
| HD | Homer Township Public Library | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| BL | Ida PL | | 1 | | | 1 | | | 1 | | | | 1 | | | | | | | |
| JO | Johnsburg PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| JC | Joliet HS District #204 | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| JH | Julia Hull PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| KK | Kankakee Public Library | | | | | | | | | | | | | | | | | | | |
| LS | LaSalle PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| LE | Lena CL | | | | | | | | | | | | | | | | | | | |
| LI | Limestone PL | | | | | | | | | | | | | | | | | | | |
| ML | Malta PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| MT | Manhattan PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| MN | Manteno PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| MP | Maple Park PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| MU | Marengo-Union PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |

PrairieCat Delegates Assembly Vote Tally
FY20

| | | In person: 35 Zoom: 64 Total: 99 | Motion 1: to approve the consent agenda as presented | | | Motion 2: to approve North Chicago Public Library IGA for Fully Participating Membership and Mt. Carroll Public Library upgrade from Union List to Basic Online | | | Motion 3: to approve the new Innovative Interfaces contract for ILS software and services | | | Motion 4: to approve PrairieCat FY23 budget and fees | | | Motion | | | Motion | | |
|------------|-----------------------------------|---|--|----|---------|---|----|---------|---|----|---------|--|----|---------|---------|----|---------|---------|----|---------|
| | | | Move: Stupegia (LS) | | | Move: Gove (TF) | | | Move: Miller (PP) | | | Move: Porter (BY) | | | Move: | | | Move: | | |
| | | | Second: Miller (PP) | | | Second: Porter (BY) | | | Second: Meachum (WL) | | | Second: Gove (TF) | | | Second: | | | Second: | | |
| LLSAP Code | Agency | 1 = in person 2 = Zoom NP= Not present for vote | | | | | | | | | | | | | | | | | | |
| | | | Yes | No | Abstain | Yes | No | Abstain | Yes | No | Abstain | Yes | No | Abstain | Yes | No | Abstain | Yes | No | Abstain |
| MB | Marseilles PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| MS | Meridian Schools | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| MK | Mokena PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| MX | Moline PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| MV | Moline High School (UL rep) | | | | | | | | | | | | | | | | | | | |
| MR | Morris Area PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| MM | Mount Morris PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| NL | New Lenox PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| KR | Nippersink PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| LP | North Suburban PLD | | NP | | | 1 | | | 1 | | | 1 | | | | | | | | |
| OD | Odell PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| OG | Oglesby PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| OR | Oregon PL | | 1 | | | 1 | | | | | | 1 | | | | | | | | |
| PP | Pearl City PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| PT | Pecatonica PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| PE | Peotone PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| PU | Peru PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| PD | Plano Community PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| PX | Plano CUSD#88 | | | | | | | | | | | | | | | | | | | |
| PO | Polo PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| PR | Princeton PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| PF | Princeton Twp HS | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| TW | Prophetstown-Lyndon-Tampico SD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| UC | Putnam County Schools | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| UE | Putnam County PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| RL | Reddick PL (Ottawa) | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| MA | Richard A Mautino (Spring Valley) | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| RD | River Valley DL (Port Byron) | | 1 | | | 1 | | | | 1 | | 1 | | | | | | | | |
| CV | Robert R. Jones DL (Coal Valley) | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| RO | Robert W. Rowe PL (Sheridan) | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| RW | Rochelle Twp High School (UL rep) | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| RP | Rock Island PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| RU | Rockford University | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| RY | Rockridge High School (UL rep) | | | | | | | | | | | | | | | | | | | |
| SA | Sandwich PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| SC | Schmaling ML (Fulton) | | | | | | | | | | | | | | | | | | | |
| SE | Seneca PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| SD | Sherrard PLD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| SL | Silvis PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| SK | Stockton PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| SN | Somonauk PL | | | | | | | | | | | | | | | | | | | |
| SB | South Beloit PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| SR | Streator PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| SY | Sycamore PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| TF | Talcott Free LD | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| TC | Three Rivers PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| UT | United Township HS | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| WA | Walnut PL | | | | | | | | | | | | | | | | | | | |
| WR | Warren Township PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| WD | Western Dist PL (Orion) | | | | | | | | | | | | | | | | | | | |

PrairieCat Delegates Assembly Vote Tally
FY20

| | | In person: 35 Zoom: 64 Total: 99 | Motion 1: to approve the consent agenda as presented | | | Motion 2: to approve North Chicago Public Library IGA for Fully Participating Membership and Mt. Carroll Public Library upgrade from Union List to Basic Online | | | Motion 3: to approve the new Innovative Interfaces contract for ILS software and services | | | Motion 4: to approve PrairieCat FY23 budget and fees | | | Motion | | | Motion | | |
|------------|---------------|---|--|----|---------|---|----|---------|---|----|---------|--|----|---------|---------|----|---------|---------|----|---------|
| | | | Move: Stupegia (LS) | | | Move: Gove (TF) | | | Move: Miller (PP) | | | Move: Porter (BY) | | | Move: | | | Move: | | |
| | | | Second: Miller (PP) | | | Second: Porter (BY) | | | Second: Meachum (WL) | | | Second: Gove (TF) | | | Second: | | | Second: | | |
| LLSAP Code | Agency | 1 = in person 2 = Zoom NP= Not present for vote | | | | | | | | | | | | | | | | | | |
| | | | Yes | No | Abstain | Yes | No | Abstain | Yes | No | Abstain | Yes | No | Abstain | Yes | No | Abstain | Yes | No | Abstain |
| WL | Wilmington PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| WO | Woodstock PL | | | | | | | | | | | | | | | | | | | |
| YK | Yorkville PL | | 1 | | | 1 | | | 1 | | | 1 | | | | | | | | |
| | Totals: | 0 | 85 | 0 | 0 | 87 | 0 | 0 | 85 | 1 | 0 | 86 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |



Date: 7/27/2022
To: PrairieCat Delegates Assembly
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – May 2022

Please find attached the PrairieCat Financial Reports for the month of May 2022. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of May 26 through June 15.

As of May 31, of the total cash balance of \$1,420,429, \$824,208 was undesignated working cash, \$581,667 was designated for capital reserves, and \$14,554 was eCommerce receipts payable to the membership. Cash decreased \$19,905 during the month of May primarily due to payroll and payroll-related expenses as well as April's credit card expenses.

The balance of working cash was sufficient to fund 5.5 months of budgeted FY2022 operating expenses, and the capital reserves amount could fund an additional 3.9 months of budgeted operating expenses. The \$503,759 principle of PrairieCat's CD would be sufficient to fund an additional 3.4 months of budgeted operating expenses.

Total revenues through May of \$1,677,248 were above budgeted amounts mostly due to the addition of the Marengo-Union membership fees (\$3,550 quarterly), which were included in the budget at the lower Union List membership level (\$906) to allow for some uncertainty with their go-live date at the Fully Participating membership level. The reimbursement revenues are also above budget due to one-time system set-up fees for Marengo-Union (\$6,400). The Fully Participating and Basic Online Capital Reserve Contribution account are above budget from the one-time capital reserve contribution from Mount Carroll (\$3,500). These above budget revenues were partially offset by a decrease in the expected renewals for the member curbside subscriptions. The curbside subscription revenues do not add to PrairieCat's net asset balance since they are completely offset by the corresponding vendor expense recorded in Information Service Costs.

Total year-to-date interest as of the end of May was \$5,642, which was \$1,517 above the year-to-date budgeted amount of \$4,125. The IL Funds interest rate began to rise in October and has continued to rise since, with the daily rate at .979% as of June 16. As of August 7, 2021, PrairieCat renewed the CD with Bank Orion for 12 months at a .50% rate. The Federal Reserve raised interest rates in March (.25%), May (.50%), and June (.75%). They are expected to raise interest rates .50% at their meeting in

September with an expected rate goal of 2% by the end of the calendar year. Prior to January 2022, the interest rates were not expected to increase until July 2022. The Federal Reserve needs to raise interest rates cautiously to avoid causing a recession.

Total expenses through May of \$1,536,336 were \$102,062 below budget mostly due to under budget Personnel costs (\$49,891), Contractual Services expenses (\$21,666), Professional Services costs (\$5,097), Supplies, Postage and Printing costs (\$4,647), Travel and Continuing Education costs (\$4,280), Vehicle expenses (\$4,188), and nearly every other cost category. Personnel expenses were under budget mostly due to delayed hiring for the Systems Coordinator position, lower than budgeted retirement benefits since the IMRF rate was unavailable at the time that the budget was finalized, and no unemployment insurance expenses through May. Contractual Services expenses are under budget mostly due to the credit for the mobile worklist product and lower than budgeted curbside subscription renewals. Travel and Continuing Education is expected to increase due to the purchase of discounted ILS training for PrairieCat staff that is being paid for with the credit from Innovative Interfaces for six months of its mobile worklist product. Professional Services costs are under budget due to a lower than budgeted need for legal services through the first three quarters of the fiscal year. Travel and vehicle expenses are expected to rise with the return to in-person member and governance meetings. Supplies, Postage, and Printing costs were under budget due to lower than expected computer supplies and subscription expenses through the first portion of the fiscal year.

**PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING May 31, 2022**

| | |
|---|-------------------------------|
| Beginning Cash Balance | \$ 1,440,334.10 |
| Cash Received | |
| Payments from Member Libraries, etc. | 75,005.91 |
| Interest - BankORION | 374.69 |
| Interest - Illinois Funds | 0.05 |
| eCommerce Receipts Payable | 6,572.38 |
| Total Cash Received | <u>81,953.03</u> |
| Expenses Paid | |
| Checks and Vendor ACH Payments | 26,375.65 |
| Payroll and Retirement Contributions | 72,737.87 |
| ACH Credit Card Payments | 2,324.76 |
| Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.) | 419.96 |
| Total Disbursements | <u>101,858.24</u> |
| Ending Cash Balance | <u><u>\$ 1,420,428.89</u></u> |

CASH DETAILS:

| | |
|---|------------|
| Member Library Deposit Accounts/Prepayments | \$ - |
| eCommerce Cash Receipts Payable | 14,553.94 |
| Capital Reserve Designation | 581,667.27 |
| Working Cash | 824,207.68 |

| | |
|-------------------|-------------------------------|
| TOTAL CASH | <u><u>\$ 1,420,428.89</u></u> |
|-------------------|-------------------------------|

PAYPAL FUNDS DETAILS:

| | |
|--|----------|
| May PayPal Receipts in Transit to Bank | \$323.14 |
|--|----------|

CD INVESTMENT DETAILS:

| | |
|----------------------------------|--------------|
| CD Principal | \$503,758.76 |
| CD Interest Since Renewal @ .50% | \$2,053.28 |

| | |
|----------------------------------|-----------------------------|
| TOTAL CD INVESTMENT VALUE | <u><u>\$ 505,812.04</u></u> |
|----------------------------------|-----------------------------|

| | |
|---|----------------|
| Invested in Capital Assets Balance as of May 2022 | \$2,697.53 |
| Unrestricted Fund Balance as of May 2022 | \$1,783,970.41 |

| | |
|--|-----------------|
| FY22 operating expenses excluding planned capital reserve designation: | \$ 1,797,080.08 |
| Working Cash % of operating expenses: | 45.86% |

PrairieCat
Balance Sheet
As of 5/31/2022

| | Balance End of Month |
|----------------------------------|-------------------------|
| <hr/> | |
| Assets | |
| Cash & cash equivalents | |
| Cash - Bank Orion | 1,420,252.42 |
| Cash - Illinois Funds | 176.47 |
| PayPal Funds | 331.24 |
| Total Cash & cash equivalents | 1,420,760.13 |
| Investments | 505,812.04 |
| Accounts receivables | 4,300.00 |
| Other Receivables | |
| PayPal Funds Receivable | 8.10 |
| Total Other Receivables | 8.10 |
| Prepaid expenses | 87,753.65 |
| Capital Assets, net | |
| Computers | 287,558.00 |
| Vehicles | 12,450.50 |
| Accumulated Depreciation | (297,310.97) |
| Total Capital Assets, net | 2,697.53 |
| Total Assets | 2,021,331.45 |
| <hr/> | |
| Liabilities | |
| Accrued liabilities | 0.90 |
| eCommerce Receipts Payable | 14,893.28 |
| Payroll | |
| Pension Payable | 10,748.06 |
| Total Payroll | 10,748.06 |
| Deferred revenue | 167,588.97 |
| Compensated absences | 41,432.30 |
| Total Liabilities | 234,663.51 |
| <hr/> | |
| Net Assets | |
| Beginning Net Assets | 1,645,756.09 |
| Current YTD Net Income | 140,911.85 |
| Total Net Assets | 1,786,667.94 |
| <hr/> | |
| Total Liabilities and Net Assets | 2,021,331.45 |
| <hr/> | |

PrairieCat

Statement of Revenues and Expenses - FY22 is 91.67% Completed

From 5/1/2022 Through 5/31/2022

| | <u>Current Month</u> | <u>YTD Actual</u> | <u>YTD Budget - Original</u> | <u>Percent of YTD Budget</u> | <u>Total Budget - Original</u> | <u>Percent of Annual Budget</u> |
|--|----------------------|---------------------|----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| REVENUES | | | | | | |
| Fees for Services and Materials | | | | | | |
| Union List Member Revenue | 2,353.00 | 25,883.00 | 26,546.00 | 97.50% | 28,960.00 | 89.37% |
| Fully Participating and Basic Online Member Revenue | 88,612.91 | 974,742.01 | 962,660.25 | 101.25% | 1,050,175.08 | 92.81% |
| ILL Barcode Revenue | 400.00 | 4,900.00 | 6,416.00 | 76.37% | 7,000.00 | 70.00% |
| Fully Participating & Basic Online - CR Contribution | 8,085.59 | 53,941.49 | 49,918.00 | 108.06% | 54,457.00 | 99.05% |
| Union List - CR Contribution | 591.50 | 6,506.50 | 6,673.00 | 97.50% | 7,280.00 | 89.37% |
| Total Fees for Services and Materials | <u>100,043.00</u> | <u>1,065,973.00</u> | <u>1,052,213.25</u> | <u>101.31%</u> | <u>1,147,872.08</u> | <u>92.87%</u> |
| Reimbursements | | | | | | |
| Reimbursements | 0.00 | 21,588.81 | 17,416.00 | 123.95% | 19,000.00 | 113.62% |
| Reimbursements - Hosting Fee | 3,694.99 | 40,644.92 | 40,232.50 | 101.02% | 43,890.00 | 92.60% |
| Reimbursements - Capira Mobile App | 2,688.81 | 30,610.23 | 36,300.00 | 84.32% | 39,600.00 | 77.29% |
| Total Reimbursements | <u>6,383.80</u> | <u>92,843.96</u> | <u>93,948.50</u> | <u>98.82%</u> | <u>102,490.00</u> | <u>90.59%</u> |
| Investment Income | 589.44 | 5,641.56 | 4,125.00 | 136.76% | 4,500.00 | 125.36% |
| Other | | | | | | |
| Other Grants | 0.00 | 0.00 | 1,832.00 | 0.00% | 2,000.00 | 0.00% |
| Other Grants - RAILS Grants for Members | 46,601.50 | 512,616.50 | 512,616.50 | 100.00% | 559,218.00 | 91.66% |
| Other Revenue | 2.50 | 172.48 | 916.00 | 18.82% | 1,000.00 | 17.24% |
| Total Other | <u>46,604.00</u> | <u>512,788.98</u> | <u>515,364.50</u> | <u>99.50%</u> | <u>562,218.00</u> | <u>91.21%</u> |
| Total REVENUES | <u>153,620.24</u> | <u>1,677,247.50</u> | <u>1,665,651.25</u> | <u>100.70%</u> | <u>1,817,080.08</u> | <u>92.30%</u> |
| EXPENSES | | | | | | |
| Personnel | | | | | | |
| Other Professionals | 47,999.16 | 529,875.55 | 556,896.00 | 95.14% | 624,109.48 | 84.90% |
| Support Services | 10,036.51 | 115,298.97 | 116,430.00 | 99.02% | 130,482.65 | 88.36% |
| Social Security Taxes | 4,086.37 | 46,066.22 | 51,508.00 | 89.43% | 57,726.30 | 79.80% |
| Unemployment Insurance | 0.00 | 0.00 | 3,209.00 | 0.00% | 3,500.00 | 0.00% |
| Worker's Compensation | 108.42 | 884.62 | 1,450.00 | 61.00% | 1,581.65 | 55.93% |
| Retirement Benefits | 8,136.58 | 88,876.03 | 101,892.00 | 87.22% | 114,188.82 | 77.83% |
| Health, Dental And Life Insurance | 12,827.29 | 128,516.51 | 126,842.00 | 101.32% | 138,373.52 | 92.87% |
| Other Fringe Benefits | 0.00 | 820.45 | 916.00 | 89.56% | 1,000.00 | 82.04% |
| Tuition Reimbursements | 0.00 | 0.00 | 458.00 | 0.00% | 500.00 | 0.00% |
| Staff Professional Memberships | 0.00 | 0.00 | 916.00 | 0.00% | 1,000.00 | 0.00% |
| Recruiting | <u>0.00</u> | <u>287.91</u> | <u>0.00</u> | <u>0.00%</u> | <u>0.00</u> | <u>0.00%</u> |
| Total Personnel | <u>83,194.33</u> | <u>910,626.26</u> | <u>960,517.00</u> | <u>94.81%</u> | <u>1,072,462.42</u> | <u>84.91%</u> |
| Buildings and Grounds | | | | | | |
| Property Insurance | <u>203.84</u> | <u>2,189.68</u> | <u>1,559.00</u> | <u>140.45%</u> | <u>1,700.00</u> | <u>128.80%</u> |
| Total Buildings and Grounds | <u>203.84</u> | <u>2,189.68</u> | <u>1,559.00</u> | <u>140.45%</u> | <u>1,700.00</u> | <u>128.80%</u> |
| Vehicle Expenses | | | | | | |
| Fuel | 36.08 | 735.38 | 1,833.00 | 40.11% | 2,000.00 | 36.76% |

PrairieCat

Statement of Revenues and Expenses - FY22 is 91.67% Completed

From 5/1/2022 Through 5/31/2022

| | Current Month | YTD Actual | YTD Budget - Original | Percent of YTD Budget | Total Budget - Original | Percent of Annual Budget |
|---|---------------|--------------|--------------------------|--------------------------|----------------------------|-----------------------------|
| Repairs And Maintenance | 0.00 | 544.97 | 2,750.00 | 19.81% | 3,000.00 | 18.16% |
| Vehicle Insurance | 388.25 | 2,274.05 | 2,291.00 | 99.26% | 2,500.00 | 90.96% |
| Vehicles Leasing And Rent | 0.00 | 0.00 | 458.00 | 0.00% | 500.00 | 0.00% |
| Other Vehicle Expenses | 0.00 | 277.10 | 687.00 | 40.33% | 750.00 | 36.94% |
| Total Vehicle Expenses | 424.33 | 3,831.50 | 8,019.00 | 47.78% | 8,750.00 | 43.79% |
| Travel and Continuing Education | | | | | | |
| In-State Travel | 405.39 | 867.01 | 4,583.00 | 18.91% | 5,000.00 | 17.34% |
| Out-Of-State Travel | 0.00 | 281.95 | 6,416.00 | 4.39% | 7,000.00 | 4.02% |
| Registrations And Meeting, Other Fees | 4,676.13 | 14,718.91 | 6,416.00 | 229.40% | 7,000.00 | 210.27% |
| Conferences And Continuing Education Meetings | 0.00 | 2,309.38 | 4,583.00 | 50.39% | 5,000.00 | 46.18% |
| Public Relations | 0.00 | 0.00 | 459.00 | 0.00% | 500.00 | 0.00% |
| Total Travel and Continuing Education | 5,081.52 | 18,177.25 | 22,457.00 | 80.94% | 24,500.00 | 74.19% |
| Commercial Insurance Supplies, Postage and Printing | 723.33 | 6,130.79 | 5,958.00 | 102.90% | 6,500.00 | 94.31% |
| Computers, Software And Supplies | 408.06 | 3,960.85 | 9,166.00 | 43.21% | 10,000.00 | 39.60% |
| General Office Supplies And Equipment | 0.00 | 741.80 | 184.00 | 403.15% | 200.00 | 370.90% |
| Total Supplies, Postage and Printing | 408.06 | 4,702.65 | 9,350.00 | 50.30% | 10,200.00 | 46.10% |
| Telephone and Telecommunications | 0.00 | 157.16 | 0.00 | 0.00% | 0.00 | 0.00% |
| Equipment Repair and Maintenance | | | | | | |
| Equipment Repair And Maintenance Agreements | 80.95 | 890.40 | 2,750.00 | 32.37% | 3,000.00 | 29.68% |
| Total Equipment Repair and Maintenance | 80.95 | 890.40 | 2,750.00 | 32.38% | 3,000.00 | 29.68% |
| Professional Services | | | | | | |
| Legal | 1,507.50 | 3,566.70 | 9,166.00 | 38.91% | 10,000.00 | 35.66% |
| Accounting | 0.00 | 4,500.00 | 4,583.00 | 98.18% | 5,000.00 | 90.00% |
| Consulting | 0.00 | 1,535.00 | 2,291.00 | 67.00% | 2,500.00 | 61.40% |
| Payroll Service Fees | 553.74 | 7,067.81 | 5,727.00 | 123.41% | 6,249.18 | 113.09% |
| Total Professional Services | 2,061.24 | 16,669.51 | 21,767.00 | 76.58% | 23,749.18 | 70.19% |
| Contractual Services | | | | | | |
| Information Service Costs | 39,393.39 | 492,115.87 | 507,382.00 | 96.99% | 553,508.40 | 88.90% |
| Outside Printing Services | 0.00 | 0.00 | 916.00 | 0.00% | 1,000.00 | 0.00% |
| Other Contractual Services | 7,225.84 | 78,583.34 | 84,067.50 | 93.47% | 91,710.08 | 85.68% |
| Total Contractual Services | 46,619.23 | 570,699.21 | 592,365.50 | 96.34% | 646,218.48 | 88.31% |
| Depreciation | (7,983.97) | (3,902.57) | 4,489.54 | (86.92)% | 4,897.60 | (79.68)% |
| Professional Association Membership Dues | 89.17 | 1,507.33 | 1,834.00 | 82.18% | 2,000.00 | 75.36% |
| Miscellaneous | 77.25 | 1,067.50 | 2,291.00 | 46.59% | 2,500.00 | 42.70% |
| Miscellaneous - eCommerce Fees | 342.71 | 3,588.98 | 5,041.00 | 71.19% | 5,500.00 | 65.25% |
| Total EXPENSES | 131,321.99 | 1,536,335.65 | 1,638,398.04 | 93.77% | 1,811,977.68 | 84.79% |

PrairieCat

Statement of Revenues and Expenses - FY22 is 91.67% Completed
From 5/1/2022 Through 5/31/2022

| | <u>Current Month</u> | <u>YTD Actual</u> | <u>YTD Budget - Original</u> | <u>Percent of YTD Budget</u> | <u>Total Budget - Original</u> | <u>Percent of Annual Budget</u> |
|--|-----------------------------|------------------------------|----------------------------------|----------------------------------|------------------------------------|-------------------------------------|
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES | <u>22,298.25</u> | <u>140,911.85</u> | <u>27,253.21</u> | <u>517.04%</u> | <u>5,102.40</u> | <u>2,761.67%</u> |

| | July 2021 | Aug 2021 | Sept 2021 | Oct 2021 | Nov 2021 | Dec 2021 | Jan 2022 | Feb 2022 | Mar 2022 | Apr 2022 | May 2022 | June 2022 | 4th Qtr FY22 to date | 4th Qtr FY21 to date | 4th Qtr % of change | FY22 Totals to date | FY21 Totals to date | FY Totals % of change |
|---|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------------------|----------------------|---------------------|---------------------|---------------------|-----------------------|
| General | | | | | | | | | | | | | | | | | | |
| Bibliographic records | 1,219,827 | 1,219,551 | 1,218,858 | 1,218,899 | 1,214,203 | 1,215,929 | 1,215,549 | 1,211,935 | 1,211,811 | 1,211,957 | 1,212,231 | 1,210,847 | 1,210,847 | 1,219,920 | -0.74% | 1,210,847 | 1,219,920 | -0.74% |
| Item records | 5,183,607 | 5,185,390 | 5,174,748 | 5,173,253 | 5,124,506 | 5,141,132 | 5,140,373 | 5,128,923 | 5,134,041 | 5,131,604 | 5,141,509 | 5,136,754 | 5,136,754 | 5,184,969 | -0.93% | 5,136,754 | 5,184,969 | -0.93% |
| Patron records | 360,659 | 364,275 | 367,132 | 370,335 | 372,876 | 373,837 | 376,417 | 378,177 | 381,027 | 380,683 | 352,866 | 345,140 | 345,140 | 353,632 | -2.40% | 345,140 | 353,632 | -2.40% |
| Total circulation | 418,632 | 333,010 | 363,808 | 363,451 | 350,707 | 316,891 | 348,886 | 341,979 | 407,844 | 375,654 | 355,427 | 474,227 | 1,205,308 | 1,073,607 | 12.27% | 4,450,516 | 3,911,945 | 13.77% |
| ILL transactions on LLSAP | 53,375 | 53,992 | 55,717 | 53,538 | 50,390 | 46,571 | 57,347 | 51,800 | 60,229 | 53,906 | 47,037 | 54,471 | 155,414 | 158,540 | -1.97% | 638,373 | 682,215 | -6.43% |
| Reciprocal borrowing | 45,706 | 42,743 | 39,897 | 39,998 | 37,412 | 34,708 | 38,206 | 38,152 | 46,092 | 42,902 | 40,896 | 52,920 | 136,718 | 120,503 | 13.46% | 499,632 | 417,643 | 19.63% |
| Training, Outreach and Engagement | | | | | | | | | | | | | | | | | | |
| Training events | 2 | 1 | 1 | 3 | 1 | 2 | 8 | 3 | 9 | 7 | 2 | 4 | 13 | 6 | 116.67% | 43 | 45 | -4.44% |
| Training participants | 6 | 2 | 9 | 8 | 2 | 4 | 23 | 6 | 21 | 21 | 4 | 79 | 104 | 32 | 225.00% | 185 | 175 | 5.71% |
| Training contact hours | 14 | 1 | 27 | 18 | 3 | 5 | 29 | 5 | 26 | 39 | 8 | 47 | 93 | 55 | 69.09% | 221 | 350 | -36.91% |
| TalentLMS Course Completions | 370 | 181 | 233 | 353 | 247 | 162 | 275 | 145 | 253 | 209 | 213 | 230 | 652 | 1,017 | -35.89% | 2,871 | 2,801 | 2.50% |
| Site visits | 4 | 5 | 3 | 5 | 1 | 4 | 3 | 7 | 4 | 3 | 6 | 2 | 11 | 7 | 57.14% | 47 | 17 | 176.47% |
| Member Meetings/Events | 6 | 6 | 19 | 8 | 4 | 3 | 6 | 4 | 6 | 13 | 2 | 11 | 26 | 29 | -10.34% | 88 | 94 | -6.38% |
| Meeting/Event participants | 155 | 72 | 455 | 283 | 100 | 32 | 179 | 66 | 57 | 349 | 25 | 132 | 506 | 523 | -3.25% | 1,905 | 2,126 | -10.40% |
| Meeting/Event contact hours | 259 | 92 | 446 | 428 | 113 | 56 | 242 | 66 | 68 | 649 | 39 | 149 | 837 | 679 | 23.29% | 2,605 | 2,971 | -12.32% |
| Troubleshooting | | | | | | | | | | | | | | | | | | |
| HelpDesk Calls Opened | 236 | 327 | 312 | 322 | 259 | 250 | 271 | 361 | 383 | 350 | 270 | 254 | 874 | 792 | 10.35% | 3,595 | 3,148 | 14.20% |
| HelpDesk Calls Closed | 248 | 303 | 303 | 282 | 240 | 342 | 278 | 345 | 407 | 344 | 274 | 330 | 948 | 719 | 31.85% | 3,696 | 3,332 | 10.92% |
| Database Enrichment | | | | | | | | | | | | | | | | | | |
| Bibload records loaded - PC staff | 1,351 | 955 | 1,353 | 1,410 | 1,587 | 851 | 1,349 | 1,323 | 1,278 | 1,587 | 1,401 | 1,538 | 4,526 | 3,905 | 15.90% | 15,983 | 15,694 | 1.84% |
| Bibload records loaded - MARC catalogers | 1,497 | 1,549 | 2,331 | 1,813 | 2,085 | 2,285 | 2,491 | 1,877 | 1,939 | 1,734 | 2,199 | 991 | 4,924 | 4,932 | -0.16% | 22,791 | 18,677 | 22.03% |
| Cleanup/overlays/merges - PC staff | 4,236 | 846 | 633 | 632 | 626 | 1,101 | 885 | 4,102 | 1,988 | 945 | 1,187 | 1,422 | 3,554 | 6,045 | -41.21% | 18,603 | 42,276 | -56.00% |
| Cleanup/overlays/merges - MARC catalogers | 916 | 1,293 | 702 | 931 | 1,192 | 798 | 1,004 | 1,046 | 414 | 454 | 942 | 96 | 1,492 | 3,369 | -55.71% | 9,788 | 12,165 | -19.54% |
| Enhancements/corrections - PC staff | 15 | 37 | 3 | 29 | - | 30 | 28 | 41 | 38 | - | 21 | 49 | 70 | 71 | -1.41% | 291 | 299 | -2.68% |
| Enhancements/corrections - MARC catalogers | 6 | 153 | 175 | 133 | 222 | 107 | 216 | 117 | 4 | 3 | 105 | - | 108 | 370 | -70.81% | 1,241 | 681 | 82.23% |
| Original catalogings - PC staff | 35 | 53 | 36 | 14 | - | 39 | 35 | 32 | 37 | 3 | 42 | 61 | 106 | 103 | 2.91% | 387 | 333 | 16.22% |
| Original catalogings - MARC catalogers | 13 | - | - | - | - | - | - | - | - | - | - | - | - | - | #DIV/0! | 13 | 160 | -91.88% |
| Special projects (Call number conversion, ICode1 conversion, Reclamation, etc) | 72,677 | 47,901 | 16,903 | 88,045 | 7,078 | 45,433 | 126,286 | 49,757 | 54,232 | 39,276 | 42,395 | 57,376 | 139,047 | 115,436 | 20.45% | 647,359 | 419,158 | 54.44% |
| | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| To see the full statistical spreadsheet, visit: https://support.prairiecatt.info/gov | | | | | | | | | | | | | | | | | | |



New or Upgrading Library Profile

| | |
|--------------------------------------|---|
| Library Name: | Hinckley Public Library District |
| Current PrairieCat membership level | Basic Online |
| New PrairieCat membership level | Fully Participating |
| Type / Tier | Public Library – Tier 3 |
| Community | Hinckley |
| County | DeKalb |
| Buildings | 1 |
| Population | 2802 (FY22) |
| Registered cardholders | 959 (FY22) |
| Total FTE | 2.85 |
| Total operating income | \$203,951 (FY22); 3 yr av. 205,003 |
| Total collection | 19803 |
| Total circulation | 23740 |
| FY21 OCLC fee | \$359.92 |
| Projected FY23 PrairieCat fee w/OCLC | \$7,343 |

**SECOND AMENDED INTERGOVERNMENTAL AGREEMENT ESTABLISHING
PRAIRIECAT AND
AUTHORIZING MEMBERSHIP IN PRAIRIECAT**

✓ **FULLY PARTICIPATING** **BASIC ONLINE**
 UNION LISTING
(Check appropriate participation level)

WHEREAS, each of the entities listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq., a school district established pursuant to state statute or another entity with a library organized and existing under the laws of the state of Illinois; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the public libraries, library districts and school districts are established, the Governing Body of each of the said entities is empowered and authorized to enter into intergovernmental contracts and agreements for library services and the other entities with a library have the authority to contract for library services; and

WHEREAS, the Libraries that have signed this Agreement have determined that it is in their best interest to join together to provide the services outlined in this Agreement and have decided to create an intergovernmental entity called "PRAIRIECAT," voluntarily established by contracting Public Libraries, Library Districts and other entities with libraries to provide the services and automated library system described and set forth in this Agreement; and

WHEREAS, PRAIRIECAT was initially established in December, 2010 and it has permitted new members to join subsequent to its establishment.

NOW, THEREFORE, in consideration of the agreements hereinafter provided, and in further consideration of the execution of this Agreement by two-thirds of the libraries listed on Exhibit A, the Governing Board of the Hinckley Public Library District (hereinafter referred to as "Library" or "Member") agree as follows:

1. Incorporation of Preambles. The above and foregoing preambles are incorporated herein and constitute a part of this Agreement.

2. Establishment of PRAIRIECAT. The Libraries that have signed this Agreement hereby establish an intergovernmental entity, as contemplated by the Intergovernmental Cooperation Act, which shall be known as the PRAIRIECAT for the purpose set forth in the next section.

3. Purpose. The purpose of PRAIRIECAT is to provide cost-effective and efficient resource discovery and acquisition for patrons of PrairieCat member libraries.

4. Definitions.

"Member" - Any library, library district or other entity with a library which has executed an agreement which is accepted by PRAIRIECAT on substantially the same terms as this Agreement.

"Integrated Library System" or "ILS" - The integrated library system used by PRAIRIECAT including all equipment and software that is used for automation of library functions.

"Fully Participating Member" - A library that has use of all existing application programs as described in Exhibit B, Functionality by Membership Level and whose users have full access to the benefits of the ILS. Fully Participating members are voting members and may hold any office.

"Basic Online Member" - A library that has limited use of existing application programs as described in Exhibit B, Functionality by Membership Level and whose users have limited access to the benefits of the ILS. Basic Online members are voting members and may hold any office.

"Union Listing Member" - A library that contributes its holdings to the database for resource sharing activities only and has limited use of existing application programs, as described in Exhibit B, Functionality by Membership Level. Patrons of the library are not included as part of the patron database of the ILS. Union listing members may not hold any office. The Union Listing standing group will select four representatives to be the group's co-chairs. Each of the four representatives will have voting privileges at Delegates Assembly meetings. No alternates may be designated.

5. PRAIRIECAT Administrative Council. There is hereby established a board of directors which shall be called the PRAIRIECAT Administrative Council ("Council"). The Bylaws contain the details regarding membership on the Council, elections, meetings, duties, operation and voting of the Council.

6. Obligations/Duties of Members. The obligations and duties of Members are as follows:

- A. To comply with such other reasonable rules and regulations, including but not limited to the Bylaws, as amended, as may be established by PRAIRIECAT for the administration of the Agreement and ILS as well as all policies of PRAIRIECAT, as amended.

- B. To appropriate or budget annually its liabilities for participation in PRAIRIECAT and the ILS and to meet its obligations hereunder.
- C. To cooperate fully with any agent, employee, officer or independent contractor of PRAIRIECAT in any matter relating to the purpose and powers of PRAIRIECAT.
- D. To make payments promptly to PRAIRIECAT as established in the Bylaws and this Agreement.
- E. To execute any agreement or other documents with Vendors, such as a confidentiality agreement, required for operation of or participation in the ILS.
- F. To act promptly on all matters requiring approval by the Members and to not withhold such approval unreasonably or arbitrarily.
- G. To make its library materials available for interlibrary loan in accordance with the ILLINET Interlibrary Loan Code and to enter its collection into the ILS database.
- H. To take responsibility for purchasing and maintaining all equipment and telecommunications services necessary for access/connectivity to the PRAIRIECAT system. All such equipment must be compatible with PRAIRIECAT's system, as well as vendor and PRAIRIECAT guidelines.
- I. To acknowledge that the vendors of the ILS have or may have certain proprietary rights in connection with the ILS and to assume and accept responsibilities/liabilities related to any violation of said proprietary rights by its patrons or users.
- J. To take no action inconsistent with this Agreement as originally written or hereafter amended.
- K. To attend Delegates Assembly meetings (Fully Participating and Basic Online members and Union Listing representatives).

7. Powers and Duties of PRAIRIECAT. PRAIRIECAT may exercise any power, privilege, or authority, to perform and accomplish the purposes set forth in this Agreement and shall exercise such powers, privileges and authority through the PRAIRIECAT Administrative Council:

- A. To administer and supervise the ILS.
- B. To adopt Bylaws consistent with law and with this Agreement to govern its operation, which Bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting,

operational services, committees, budgeting, assessment of fees and other policies.

- C. To employ or contract with agents, employees, vendors, independent contractors or other entities, including legal counsel, accountants and such other persons as may be necessary to provide any services required for the ILS or its implementation, to store any of the equipment required to carry out the services outlined in this Agreement and to accomplish the purposes of PRAIRIECAT.
 - D. To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the ILS.
 - E. To collect payments and assessments from Members.
 - F. To procure insurance for the ILS against risks of loss or damage for an amount equal to the replacement cost of the equipment, subject to the usual conditions, stipulations and exceptions.
 - G. To hold title to the ILS, except for any equipment held solely by a Member.
 - H. To pass an annual budget.
 - I. To carry out such other activities as are necessarily implied or required to carry out the purposes of the ILS.
8. Use of ILS. The Members will jointly determine the use of the ILS. PRAIRIECAT does not warrant or guarantee the ILS, nor shall PRAIRIECAT be liable for any damages resulting from the malfunction of the ILS.

9. LIMITATION OF LIABILITY/DAMAGES.

A. ANY SPECIFICATION, DESCRIPTION, OR OBJECTIVE IN THIS AGREEMENT CONCERNING THE OPERATION OF THE ILS IS A STATEMENT OF THE UNDERSTANDING OF THE PARTIES AS TO THE DESIGN AND SERVICE OBJECTIVES OF THE ILS, AND DOES NOT CREATE AN EXPRESS OR IMPLIED WARRANTY THAT THE ILS DOES OR WILL ALWAYS CONTINUE TO OPERATE AS DESCRIBED.

B. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, NEITHER PRAIRIECAT NOR ITS OFFICERS, ADMINISTRATIVE COUNCIL MEMBERS, EMPLOYEES OR AGENTS SHALL BE LIABLE TO OR THROUGH THE MEMBER FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT (WITH THE EXCEPTION OF PERSONAL INJURY AND PROPERTY DAMAGE DIRECTLY CAUSED BY WILLFUL AND WANTON CONDUCT), INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOST REVENUES OR FAILURE TO REALIZE EXPECTED

SAVINGS) SUSTAINED OR INCURRED IN CONNECTION WITH THE PERFORMANCE OR NONPERFORMANCE OF SERVICES UNDER THIS AGREEMENT, AND ANY AMENDMENTS THERETO, OR THE PROVISION, USE OR OPERATION OF THE ILS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT AND ANY AMENDMENTS THERETO, REGARDLESS OF THE FORM OF ACTION AND WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE.

C. NEITHER PARTY TO THIS AGREEMENT, INCLUDING THEIR OFFICERS, ADMINISTRATIVE COUNCIL MEMBERS, EMPLOYEES AND AGENTS, SHALL BE LIABLE IN ANY WAY FOR DELAYS, FAILURE IN PERFORMANCE, LOSS OR DAMAGE DUE TO FORCE MAJEURE CONDITIONS OR CAUSES BEYOND SUCH PARTY'S REASONABLE CONTROL.

D. ANY ACTION IN LAW OR IN EQUITY ARISING FROM OR IN CONNECTION WITH ANY MATTER UNDER THIS AGREEMENT MUST BE BROUGHT WITHIN TWO YEARS AFTER THE CAUSE OF ACTION HAS ACCRUED.

E. EXCEPT AS SET FORTH EXPRESSLY IN THIS AGREEMENT, NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE MADE BY PRAIRIECAT.

F. THE TERMS AND CONDITIONS IN THIS SECTION 9 SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

10. Notices. All notices of claims or any other notice required to be given pursuant to this Agreement, shall be in writing, shall be sent by certified mail and shall be addressed to or to such address or such other parties as the Parties may from time to time designate by notice as provided herein:

PRAIRIECAT
c/o RAILS
220 W 23rd Ave
Coal Valley, IL 61240
Attention: PRAIRIECAT Chair

And to:
(Insert address and contact for Member)

Library name: Hinckley Public Library District
Address: 100 Maple St
Hinckley IL 60520
Attention: Rylie Raubal

11. Payments by Members – Assessments. Each Member shall pay all fees set forth on the PRAIRIECAT Annual Budget, Fee Schedule or any other costs and fees determined by the Members. Any Library joining PRAIRIECAT whose records must be migrated or entered into PRAIRIECAT must pay impact fees for joining PRAIRIECAT.

12. Rights of Members. Rights of each Member of PRAIRIECAT shall include the following:

- A. To enforce the obligations of PRAIRIECAT as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by PRAIRIECAT itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the Members set forth herein.
- B. To participate on uniform and nondiscriminatory terms.

13. Amendments. The PRAIRIECAT Administrative Council may propose amendments to this Agreement at any time. The proposed amendment must be approved by a vote of at least two-thirds (2/3) of PRAIRIECAT Delegates Assembly Representatives.

14. Waiver. The waiver by any Library signing this Agreement or by PRAIRIECAT of any breach or violation of any provision of this Agreement shall not be deemed to be a waiver or a continuing waiver of any subsequent breach or violation of the same or any other provision of this Agreement.

15. Execution of Agreement. This Agreement may be executed in counterparts, each of which will be signed by one Member Library, and each separate Agreement and all such collectively constitute one original. Facsimile signatures shall be sufficient.

16. Financial Arrearages. In the event that a Member Library fails to meet any of its financial obligations, the Administrative Council may suspend participation of the Library and terminate integrated library services to the Library, including denial of access of the Library's computers to the database, until the Library makes payment. If such Member Library fails to make full payment within ninety (90) days after such termination of services, it shall be deemed to have voluntarily terminated and withdrawn from PRAIRIECAT, and shall be subject to the provisions of Section 18, with specific recognition of the continuing obligation of the Library to make payments, among any other payments due at the time of withdrawal, to the end of the PRAIRIECAT fiscal year in which the withdrawal occurs.

17. Assignment. Under no circumstances shall this Agreement be assigned by any party or be construed as one of agency, partnership, joint venture or employment between the Parties. The Parties shall each be solely responsible for the conduct of their respective officers, employees and agents in connection with the performance of their obligations under this Agreement.

18. Effective Date. Effective Date shall be the first day of the calendar month next following the month in which both the Member and the Delegates Assembly have duly approved and executed this Agreement or a substantially similar agreement. The contract shall be terminated at the end of the contract year, which is June 30.

19. Term and Termination. This contract shall be effective when signed by the Member and be in effect through June 30, 20___. After the initial contract period, the contract shall be automatically extended for successive one-year periods. Termination of contract requires notification to the Chair of the Delegates Assembly at least 180 days in advance of the next fiscal year. If the Agreement is terminated, the Member must pay all unpaid costs incurred up to and including the time of termination. The obligation to pay all such costs survives the termination of this Agreement. If the Member terminates the Agreement, the Member shall pay all costs incurred by PRAIRIECAT due to the Member's decision to leave PRAIRIECAT, including any work performed by PRAIRIECAT employees or agents after the termination of the Agreement. The process for withdrawal from PRAIRIECAT is outlined in the Bylaws.

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

21. Section Headings. The section headings inserted in this Agreement are for convenience only and are not intended to and shall not be construed to limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

22. Validity and Savings Clause. In the event that any provision of this Agreement shall be declared by a final judgment of a court of competent jurisdiction to be unlawful or unconstitutional or invalid as applied to any Member, the lawfulness, constitutionality or validity of the remainder of this Agreement shall not be deemed affected thereby.

23. Governing Law. This Agreement shall be construed in accordance with the Constitution and laws of the State of Illinois.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under the authority of its Governing Body, has caused this Agreement to be executed by its duly authorized officer. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement shall collectively constitute one original.

Name of Member: Hinckley Public Library District

BY: 

Karen S. Yangaie, Board President.

(print name and title of representative authorized to execute this Agreement)

ATTEST:

BY: Kari McMurtrie

Kari McMurtrie, Secretary

(print name and title)

APPROVED THIS 9th DAY OF May, 2022

PRAIRIECAT:

BY: _____

(PrairieCat Chair)

APPROVED THIS _____ DAY OF _____, 20__.

Adopted by the PrairieCat Delegates Assembly on 10/6/10
Revised by the PrairieCat Delegates Assembly on 1/26/2011
Revised by the PrairieCat Delegates Assembly on 1/23/2013
Revised by the PrairieCat Delegates Assembly on 4/17/2013

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, Director, PrairieCat

Re: FY23 Pay Scale

Summary: At their meeting on 7/1/2022, the Administrative Council voted to accept the proposed pay scale for FY23. Per recommendations from HRSOURCE, the scale was adjusted up 1.7% for FY23 to avoid compression. The FY23 scale is presented below:

PrairieCat
Pay Grade Assignments Based on 37.5 Hour Workweek Effective: July 1, 2022

| Pay Grade | FLSA | Job Title | FY23 (rounded) | FY23 Range Midpoint (rounded) | FY23 Maximum (rounded) |
|-----------|------|--------------------------------------|----------------|-------------------------------|------------------------|
| 7 | E | Systems Manager | \$59,099.24 | \$73,863.58 | \$88,648.86 |
| | | | \$30.31 | \$37.88 | \$45.46 |
| 6 | E | Systems Coordinator | \$53,361.04 | \$66,701.30 | \$80,041.56 |
| | E | Library Services Manager | \$27.36 | \$34.21 | \$41.05 |
| | E | Training and Outreach Coordinator | | | |
| 5 | E | Cataloging and Database Coordinator | \$48,188.29 | \$60,230.13 | \$72,271.96 |
| | E | Library Systems and Data Coordinator | \$24.71 | \$30.89 | \$37.06 |
| 4 | NE | Senior Systems Specialist | \$43,497.21 | \$54,387.22 | \$65,256.28 |
| | | | \$22.31 | \$27.89 | \$33.46 |
| 3 | NE | HR and Administrative Assistant | \$39,287.80 | \$49,109.75 | \$58,910.76 |
| | | | \$20.15 | \$25.18 | \$30.21 |
| 2 | NE | Senior Data Specialist | \$35,476.30 | \$44,334.90 | \$53,193.50 |
| | | | \$18.19 | \$22.74 | \$27.28 |
| 1 | NE | Administrative Assistant | \$32,020.81 | \$40,020.78 | \$48,041.69 |
| | | | \$16.42 | \$20.52 | \$24.64 |



To: PrairieCat Delegates Assembly

From: Carolyn Coulter, PrairieCat Director, Elena Mendoza, RAILS Staff Accountant for PrairieCat, and Sharon Swanson, RAILS Finance Manager

Re: Investment Funds move

Summary: At their 7/1/2022 meeting, the Administrative Council voted to re-invest in Illinois Funds. They made this decision based on the discussion below as well as recommendations from the PrairieCat Finance Committee. On 7/6/2022, \$700,000 was moved from our checking account at Bank Orion to the Illinois funds, which is enjoying better interest rates. When our CDs mature on 8/7/2022, we will redeem our CD with Bank Orion and replenish our checking account. See below regarding the background for this decision.

Background: PrairieCat has historically maintained an interest-bearing checking account with Bank Orion, the balance of which was \$1,423,897 as of June 8, not including the annual Innovative Interfaces payment and other invoice payments totaling approximately \$400,000. The current rate of earnings on the checking account is .30% which is .05% above the current rate offered by Bank Orion for money market accounts.

As of December 2019, the PrairieCat Administrative Council decided to open an account with Illinois Funds due to the combination of attractive interest rates (then at 1.72%) as well as the liquidity of a money market account that is also considered fully secured under the Illinois Public Funds Investment Act. In March of 2020, the Federal Reserve lowered interest rates to zero in an effort to protect the economy from the impact of COVID-19. Unfortunately, the interest rate at Illinois Funds fell since those actions and is only becoming attractive again in recent months.

When interest rates at Illinois Funds fell below the rate offered at Bank Orion, the PrairieCat Finance Committee and Administrative Council directed that the balance of the Illinois Funds account be transferred back to Bank Orion leaving a remaining balance of \$176.36 to keep the account open for future flexibility should interest rates rise. To increase investment earnings, PrairieCat staff reached out to several banks regarding investment options, and the ultimate recommendation and decision of the Finance Committee and Administrative Council was to open a \$500,000 12-month Certificate of Deposit (CD) with Bank Orion at .75%. This investment amount was based on PrairieCat's need to maintain a \$500,000 minimum balance in the checking account to qualify for the interest rate of .30%, and the need to have a target liquid balance of \$650,000 to cover operational expenses.

This first CD matured, and it was determined that renewing the CD at a rate of .50% was the best option, given the declining outlook for interest rates. The current CD with Bank Orion once again matures on August 7, and PrairieCat staff reached out to Bank Orion and researched Illinois Funds' current rates.

Analysis: Given PrairieCat's history of research into financial institutions that can comply with the Illinois Public Funds Investment Act, it seemed most expeditious to check for a CD renewal rate with PrairieCat's current bank, Bank Orion, as well as interest rates at Illinois Funds to compare options:

| <u>Bank/Investment Group Name</u> | <u>12-month CD @ \$700,000</u> | <u>Money Market Account</u> | <u>Collateral</u> |
|--|---------------------------------------|--|--|
| Bank Orion | 0.50% | .30% for balances at or above \$500,000 | Backed by pledged securities |
| Illinois Funds | N/A | .935% and currently rising with the market rate (1.525% as of 7/11/22) | Fully insured per the Illinois Public Funds Investment Act |

Please note that Illinois Funds interest rates are adjusted daily and float with the market. Assuming the checking account balance is left with \$500,000 at the point of any investment decision and the pattern of spending for this next 12 months is identical to FY22, the checking account balance would be expected to fluctuate between \$500,000 and \$800,000 over the course of the next 12 months.

Considerations: During times of very low interest, Bank Orion has stably maintained their interest rates. PrairieCat is currently earning above the money market rate that Bank Orion offers on its checking account.

The rates on money market accounts can change by the hour but reports from the Federal Open Market Committee indicate that they are expected to raise interest rates by another .75% at their July meeting. Their expected end of calendar year rate goal is 3.4%. The Federal Reserve needs to be cautious about raising interest rates too fast during a period of rising inflation to avoid throwing the country into a recession.

Recommendation: Interest rates are rising market-wide and are expected to continue to rise. Locking-in interest rates in a CD right now, given current knowledge of the Federal Reserves' projections of interest rate increases, would seem to lock PrairieCat in at a rate that would remain below market rates. Our recommendation was to move a total of \$700,000 from Bank Orion to Illinois Funds for the higher interest rates. This would ensure a large enough checking account balance to meet expenses and still earn .30% for this account. The CD would be redeemed upon maturity in August, and these funds would be moved prior to that to take advantage of the higher rates. This would leave a large enough balance to cover expenses before the quarterly member fees begin to come in. We have been assured by Bank Orion that we would still earn the .30% rate, and they would contact us if that changed. As a precautionary statement, this does not rule out the possibility that the interest rate outlook could change very rapidly, but with the liquidity that the Illinois Funds offers, the opportunity to re-evaluate investment options is always open.



The Essential Guide to Going Fine Free

Current State of Fine Free in PrairieCat



- 91 public libraries that are fully participating or basic online—41 of those are fine free → 45%!
- Plus, 3 large school libraries are fine free.

Why go Fine Free?



PUG DAY 2020 Fine Free Panel Discussion



Considering going fine free?

Start here:

<https://support.prairiecat.info/documentation/65376>

What do you need to know?



There is no single setting in Sierra that controls fines. Instead, fines are controlled via your library's loan rules. The process to implement fine free is a collaborative one that requires:

1. a review of your existing loan rules
2. re-writing those rules to their fine-free versions
3. Your final approval before the new loan rules are implemented

Where do you start?



Log a help desk ticket!

It's recommended to contact PrairieCat several weeks before your board meeting.

What happens next?

We'll schedule a one-on-one Zoom meeting to discuss how items circulate at your library:

- Patron types
- Patron blocks
- Locations limited
- Loan rules

| | B | C | D | E | F | G | H |
|----|-------------|------------------------|------------------------|---|-------------------------|---|---------------------|
| 1 | PATRON TYPE | DESCRIPTION | ITEM TYPE | DESCRIPTION | LOAN RULE | DESCRIPTION | |
| 2 | MAX ITEMS | MAX HOLDS | MAX ILL (0=disabled) | MAX ITEM A (DVDs) | MAX ITEM B (AUDIOBOOKS) | MAX ITEM C (M | |
| 3 | imited: | | | none specified | none specified | none spec | |
| 4 | ULAR | 499 | 999 | 99 | 5 | 999 | |
| 5 | FF/TRUSTEE | 499 | 999 | 99 | 5 | 999 | 999 |
| 6 | CHER | 499 | 999 | 99 | 5 | 999 | 999 |
| 7 | | | | | | | |
| 8 | 9999 | All other patrons | 9999 | All other items | 48 | 14 days, 3 renewals, \$.25c fine, Holdable | |
| 9 | 77 | Staff/Trustee | 9999 | All other items | 26 | 14 days, 3 renewals, 0 fine, Holdable | |
| 10 | 9999 | All other patrons | 70 | Magazine | 180 | 7 days, 1 renewal, \$.25c fine, Holdable | |
| 11 | 9999 | All other patrons | 71 | Magazine, New | 181 | 7 days, 1 renewal, \$.25c fine, Not Holdable | |
| 12 | 76 | Regular | 71 | Magazine, New | 180 | 7 days, 1 renewal, \$.25c fine, Holdabl | remove item type 71 |
| 13 | 77 | Staff/Trustee | 70,71 | Magazine, Magazine New | 160 | 7 days, 1 renewal, 0 fine, Holdable | |
| 14 | 78 | Teacher | 9999 | All other items | 128 | 28 days, 0 renewals, 0 fine, Holdable | |
| 15 | 9999 | All other patrons | 51 | DVD Long | 62 | 14 days, 1 renewal, \$1 fine, Holdable | |
| 16 | 77 | Staff/Trustee | 51 | DVD Long | 24 | 14 days, 1 renewal, 0 fine, Holdable | |
| 17 | 9999 | All other patrons | 50 | DVD Short | 192 | 7 days, 1 renewal, \$1 fine, Holdable | |
| 18 | 9999 | All other patrons | 52,54 | New: DVD, DVD Other | 193 | 7 days, 1 renewal, \$1 fine, Not Holdable | |
| 19 | 76,78 | Regular, Teacher | 52,54 | New: DVD, DVD Other | 192 | 7 days, 1 renewal, \$1 fine, Holdable | |
| 20 | 77 | Staff/Trustee | 50,52,54 | DVD Short, DVD New, DVD Other New | 160 | 7 days, 1 renewal, 0 fine, Holdable | |
| 21 | 9999 | All other patrons | 58 | Videogame, New | 197 | 7 days, 0 renewals, \$1 fine, Not Holdable | |
| 22 | 76,78 | Regular, Teacher | 58 | Videogame, New | 196 | 7 days, 0 renewals, \$1 fine, Holdable | |
| 23 | 77 | Staff/Trustee | 58 | Videogame, New | 164 | 7 days, 0 renewals, 0 fine, Holdable | |
| 24 | 9999 | All other patrons | 57 | Videogame | 194 | 7 days, 3 renewals, \$1 fine, Holdable | |
| 25 | 77 | Staff/Trustee | 57 | Videogame | 162 | 7 days, 3 renewals, 0 fine, Holdable | |
| 26 | 9999 | All other patrons | 104 | Kit | 344 | 28 days, 1 renewal, \$1 fine, Holdable | maintain fines |
| 27 | 77,78 | Staff/Trustee, Teacher | 104 | Kit | 124 | 28 days, 1 renewal, 0 fine, Holdable | |
| 28 | 9999 | All other patrons | 82,83 | E-Reader, Equipment | 232 | 14 days, 0 renewals, \$1 fine, Not Hold | can remove |
| 29 | 76,78 | Regular, Teacher | 82,83 | E-Reader, Equipment | 231 | 14 days, 0 renewals, \$1 fine, Holdabl | can remove |
| 30 | 77 | Staff/Trustee | 82,83 | E-Reader, Equipment | 28 | 14 days, 0 renewals, 0 fine, Holdabl | can remove |
| 31 | 9999 | All other patrons | 21,31 | Self-playing Pre-loaded Book, Audio Book on Cd | 62 | 14 days, 1 renewal, \$1 fine, Holdable | |
| 32 | 9999 | All other patrons | 1,13,15,22,32,42 | New: Book, LP, Browse-Local Holds, Self-playing Pre-loaded Book, Audio Book on CD, Music CD | 59 | 14 days, 1 renewal, \$1 fine, Not Holdable | |
| 33 | 76,78 | Regular, Teacher | 1,13,15,22,32,42 | New: Book, LP, Browse-Local Holds, Self-playing Pre-loaded Book, Audio Book on CD, Music CD | 58 | 14 days, 1 renewal, \$1 fine, Holdable | |
| 34 | 77 | Staff/Trustee | 1,13,15,21,22,31,32,42 | New: Book, LP, Browse-Local Holds, Self-playing Pre-loaded Book (not new), Self-playing Pre-loaded Book, Audio Book on CD (not new), Audio Book on CD, Music CD | 24 | 14 days, 1 renewal, 0 fine, Holdable | |
| 35 | 9999 | All other patrons | 89 | Hotspot-No Holds | 411 | 14 days, 0 renewals, \$5 fine, \$50 max | maintain fines |
| 36 | 76,77,78 | All MT patrons | 89 | Hotspot-No Holds | 410 | 14 days, 0 renewals, \$5 fine, \$50 max, Holdable | |
| 37 | 9999 | All other patrons | 16 | Browse-No Holds | 59 | 14 days, 1 renewal, \$1 fine, Not Holds | remove |
| 38 | 77 | Staff/Trustee | 16 | Browse-No Holds | 25 | 14 days, 1 renewal, 0 fine, Not Holdat | remove |
| 39 | 105 | PX-MSSTUDENT | 9999 | All items | 1 | Non-circulating | remove |

You'll need to consider:



- Do you want all patron types to be fine free?
- Do you want all item types to be fine free? Or, do you want to maintain fines on some item types like hotspots, stem kits, or library of things items?
- **IMPORTANT!** It is not possible to make only juvenile materials fine free.

When do you want patrons to be billed?

BILL NOTICE Please return the following item(s) that are long overdue. Charges may be greatly reduced or waived if materials are returned in good condition, based on your library's policy. If you fail to return the items, your account could be turned over to a collection agency. Thank you.

| | | | |
|----------|--|--------------|--------------|
| INV # | 762185 | REPLACEMENT | |
| TITLE | The judge's list [sound recording] : a novel | | |
| AUTHOR | Grisham, John, | DATE CHECKED | 11-29-21 01: |
| LOCATION | Reddick Lib Audio Books - RLBB-3 | DATE DUE | 01-24-22 |
| CALL # | AUDIO CD F GRI | | |
| BARCODE | 37578002136846 | | |
| | ITEM CHARGE | \$45.00 | |
| | PROCESSING | \$0.00 | |
| | BILLING FEE | \$0.00 | |
| | TOTAL AMOUNT | \$45.00 | |
| | TOTAL OUTSTANDING BILLS AND | \$53.40 | |

For fine free libraries, the replacement bill is created earlier than the normal 44 days. You have 2 options:

- Bill at 21 days after the due date
- Bill at 28 days after the due date
- Patrons will receive a courtesy notice prior to their due date, a “Friendly Reminder” at 7 days, the First Overdue Notice at 14 days, and a replacement bill at 21 or 28 days after the due date.

When do you want patrons to be blocked?



Patrons will be automatically blocked when the replacement bill is created at either 21 or 28 days.

You do have the option to block patrons earlier at 14 days. This option is controlled by the patron type.

Additional considerations:



- What is your planned implementation date?
PrairieCat recommends that you select a date that is easy to remember because items checked out prior to your implementation date are still subject to your old loan rules, even if they are renewed.
- If you're currently using the "fine-free" circ login, how long do you want to continue to use that?

Do you want fines purged?



- PrairieCat can purge fines for your library's patrons on your library's items only.
- Only overdue and overdue renewal charges are purged.
- Bills, manual charges, and charges on other library's items will not be purged.

Why purge?



- Patrons won't see fines that are no longer applicable in Encore.
- Patrons won't be blocked unnecessarily in Encore.
- Staff won't have to manually waive small amount fines.

Patron record before purge

| | | | | | | | | | | |
|-------------------|---------|--------------------------|-----------|--|----------|--|---------------|------------|------------|--------------|
| Check Out | 0 | Fines | | | | Collect Money | Waive Charges | Add Charge | Fines Paid | Patron Notes |
| Checked-Out Items | 24 | | | | | Total: \$11.80 Amount selected: \$0.00 | | | | |
| Holds | 9 | All | Status | Title | Location | Amount | | | | |
| Fines | \$11.80 | <input type="checkbox"/> | * RENEWED | Don't keep your day job : how to turn your passion into your career / Cathy Heller | ctstk | \$0.80 | | | | |
| Check In | 0 | <input type="checkbox"/> | * RENEWED | The library book / Susan Orlean. | gestk | \$0.80 | | | | |
| Linked Patrons | 0 | <input type="checkbox"/> | * RENEWED | You are a badass every day : how to keep your motivation strong, your vibe high, a | byanf | \$0.80 | | | | |
| ILL | 0 | <input type="checkbox"/> | Overdue | A cast of vultures / Judith Flanders. | dkamy | \$1.80 | | | | |
| | | <input type="checkbox"/> | Overdue | The book of lymph : self-care practices to enhance immunity, health, and beauty / | dkgnw | \$2.80 | | | | |
| | | <input type="checkbox"/> | * RENEWED | People 2021. | dkgpe | \$1.60 | | | | |
| | | <input type="checkbox"/> | * RENEWED | Inc. | dkgpe | \$1.60 | | | | |
| | | <input type="checkbox"/> | * RENEWED | Learn to program / written by Heather Lyons and Elizabeth Tweedale ; illustrated b | dkjnf | \$0.80 | | | | |
| | | <input type="checkbox"/> | * RENEWED | Programming awesome apps / Heather Lyons ; illustrations by Alex Westgate & Dan Cr | dkjnf | \$0.80 | | | | |

Patron record after purge

| | | | | | | | | | | |
|-------------------|--------|--------------------------|-----------|--|----------|---------------------------------------|---------------|------------|------------|--------------|
| Check Out | 0 | Fines | | | | Collect Money | Waive Charges | Add Charge | Fines Paid | Patron Notes |
| Checked-Out Items | 24 | | | | | Total: \$2.40 Amount selected: \$0.00 | | | | |
| Holds | 9 | All | Status | Title | Location | Amount | | | | |
| Fines | \$2.40 | <input type="checkbox"/> | * RENEWED | Don't keep your day job : how to turn your passion into your career / Cathy Heller | ctstk | \$0.80 | | | | |
| Check In | 0 | <input type="checkbox"/> | * RENEWED | The library book / Susan Orlean. | gestk | \$0.80 | | | | |
| Linked Patrons | 0 | <input type="checkbox"/> | * RENEWED | You are a badass every day : how to keep your motivation strong, your vibe high, a | byanf | \$0.80 | | | | |

Audit trail!

| Detail | | Balance | |
|-------------------|--|-----------------|---------|
| Invoice: | 51116 | Item Charge: | \$5.80 |
| Charge Type: | Overdue | Processing Fee: | \$0.00 |
| Call Number: | JaMYS RED | Billing Fee: | \$0.00 |
| Author: | Redondo, Dolores, 1969- author. | | |
| Barcode: | 32065003911497 | Total: | \$5.80 |
| Title: | All this I will give to you / Dolores Redondo ; translated by Michael Meigs. | Previous Paid: | -\$0.00 |
| | | Amount Paid: | -\$0.00 |
| Charge Location: | dkgnw | | ===== |
| Statistics Group: | 742 | Amount Due: | \$5.80 |
| Checkout Date: | 09-21-2018 | | |
| Due Date: | 10-12-2018 | | |
| Assessed Date: | 11-10-2018 | | |
| Date Paid: | 08-01-2021 | | |
| Payment Status: | Purge | | |
| Payment Type: | | | |
| Payment Note: | | | |
| Login: | admin16 | | |

[Reinstate Fine](#) [Print](#) [Close](#)

Sample report

| | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P |
|----|--|----------|--------------|-----------------|-----------------|-------------|----------------------|----------|-----------------------|--------------|------------|--------------|-------------------|--|---|
| 1 | OUTSTANDING FINES AS OF 02/21/2021 BEFORE PURGE OF FINES WITH FINE CHARGE CODE = 2 OR 6 | | | | | | | | | | | | | | |
| 2 | expiration_date_gmt | owed_amt | assessed_gmt | item_charge_amt | billing_fee_amt | charge_code | charge_location_code | paid_gmt | description | checkout_gmt | due_gmt | returned_gmt | loanrule_code_num | title | |
| 3 | 12/31/2027 | \$0.40 | 5/20/2019 | \$0.40 | \$0.00 | 1 woaav | | NULL | OVERDUE The other sid | NULL | NULL | NULL | NULL | NULL | |
| 4 | 8/1/2020 | \$0.50 | 5/1/2019 | \$0.50 | \$0.00 | 2 srgff | | NULL | NULL | 4/15/2019 | 4/29/2019 | 5/1/2019 | | 48 A Game of thrones. Book One of a | |
| 5 | 5/31/2022 | \$1.50 | 7/28/2018 | \$0.50 | \$0.00 | 2 nlafi | | NULL | NULL | 7/11/2018 | 7/25/2018 | 7/27/2018 | | 48 The betrayed / David Hosp. | |
| 6 | 5/31/2022 | \$1.50 | 5/18/2019 | \$0.50 | \$0.00 | 2 nlanf | | NULL | NULL | 5/2/2019 | 5/16/2019 | 5/18/2019 | | 48 Garden ponds, fountains & waterf | |
| 7 | 5/31/2022 | \$1.50 | 7/28/2018 | \$0.50 | \$0.00 | 2 nlann | | NULL | NULL | 7/11/2018 | 7/25/2018 | 7/27/2018 | | 301 The grumpy gardener : an A to Z g | |
| 8 | 10/31/2023 | \$1.75 | 11/23/2020 | \$0.50 | \$0.00 | 2 cceas | | NULL | NULL | 11/6/2020 | 11/20/2020 | 11/23/2020 | | 48 Morris and Boris : three stories / V | |
| 9 | 10/31/2023 | \$1.75 | 11/23/2020 | \$0.50 | \$0.00 | 2 kkgfsf | | NULL | NULL | 11/6/2020 | 11/20/2020 | 11/23/2020 | | 48 Christmas with Morris and Boris / | |
| 10 | 10/31/2023 | \$1.75 | 12/22/2020 | \$0.75 | \$0.00 | 6 nlafi | | NULL | NULL | 11/23/2020 | 12/19/2020 | 12/22/2020 | | 48 Sunrise on Half Moon Bay / Robyn | |
| 11 | 10/31/2023 | \$2.00 | 2/4/2020 | \$1.00 | \$0.00 | 6 nljgn | | NULL | NULL | 1/16/2020 | 1/30/2020 | 2/4/2020 | | 48 Monster on the hill / Rob Harrell. | |
| 12 | 10/31/2023 | \$2.00 | 2/4/2020 | \$1.00 | \$0.00 | 6 nljgn | | NULL | NULL | 1/16/2020 | 1/30/2020 | 2/4/2020 | | 48 New kid / Jerry Craft ; with color b | |
| 13 | 2/28/2023 | \$1.25 | 2/27/2020 | \$1.25 | \$0.00 | 6 tcabi | | NULL | NULL | 2/7/2020 | 2/21/2020 | 2/27/2020 | | 48 Endurance : a year in space, a lifet | |
| 14 | 9/30/2021 | \$1.50 | 11/23/2020 | \$1.50 | \$0.00 | 2 nlaln | | NULL | NULL | 11/2/2020 | 11/16/2020 | 11/23/2020 | | 301 Murder thy neighbor [text (large p | |
| 15 | 8/31/2020 | \$1.50 | 1/31/2020 | \$0.50 | \$0.00 | 2 nlanf | | NULL | NULL | 1/14/2020 | 1/28/2020 | 1/30/2020 | | 48 Decoding your dog : the ultimate e | |
| 16 | 8/31/2020 | \$1.50 | 1/31/2020 | \$0.50 | \$0.00 | 2 nlanf | | NULL | NULL | 1/14/2020 | 1/28/2020 | 1/30/2020 | | 48 100 ways to understand your dog / | |
| 17 | 8/31/2020 | \$1.50 | 1/31/2020 | \$0.50 | \$0.00 | 2 nlann | | NULL | NULL | 1/14/2020 | 1/28/2020 | 1/30/2020 | | 301 Free, Melania : the unauthorized l | |
| 18 | 9/30/2022 | \$1.25 | 11/14/2020 | \$1.25 | \$0.00 | 2 ogafi | | NULL | NULL | 10/13/2020 | 11/9/2020 | 11/14/2020 | | 48 Blindsight / Robin Cook. | |
| 19 | 4/30/2021 | \$0.75 | 2/18/2014 | \$0.75 | \$0.00 | 2 nlafi | | NULL | NULL | 1/30/2014 | 2/13/2014 | 2/18/2014 | | 48 Paradise County / Karen Robards. | |
| 20 | 10/31/2021 | \$0.75 | 10/1/2020 | \$0.75 | \$0.00 | 6 pealp | | NULL | NULL | 9/14/2020 | 9/28/2020 | 10/1/2020 | | 48 Olive, again [text (large print)] / E | |
| 21 | 1/31/2022 | \$1.00 | 11/16/2020 | \$0.50 | \$0.00 | 6 kkgnw | | NULL | NULL | 10/30/2020 | 11/13/2020 | 11/16/2020 | | 48 White fragility [sound recording] : | |
| 22 | 1/31/2022 | \$1.00 | 11/16/2020 | \$0.50 | \$0.00 | 6 nlmbn | | NULL | NULL | 10/30/2020 | 11/13/2020 | 11/16/2020 | | 48 Hillbilly elegy [sound recording] : | |
| 23 | 8/1/2023 | \$1.75 | 2/8/2021 | \$1.75 | \$0.00 | 6 mkanf | | NULL | NULL | 1/4/2021 | 2/1/2021 | 2/8/2021 | | 48 Sell it like Serhant : how to sell m | |
| 24 | 7/31/2022 | \$0.50 | 12/3/2019 | \$0.50 | \$0.00 | 2 nlmbn | | NULL | NULL | 11/14/2019 | 11/30/2019 | 12/3/2019 | | 48 A measure of darkness [sound rec | |
| 25 | 3/1/2023 | \$1.50 | 11/14/2020 | \$0.50 | \$0.00 | 2 nlafi | | NULL | NULL | 10/28/2020 | 11/12/2020 | 11/14/2020 | | 48 Fear nothing : a novel / Lisa Gardn | |
| 26 | 3/1/2023 | \$1.50 | 11/14/2020 | \$0.50 | \$0.00 | 2 nlafi | | NULL | NULL | 10/28/2020 | 11/12/2020 | 11/14/2020 | | 48 Never tell : a novel / Lisa Gardner. | |
| 27 | 3/1/2023 | \$1.50 | 11/14/2020 | \$0.50 | \$0.00 | 2 nlgbn | | NULL | NULL | 10/28/2020 | 11/12/2020 | 11/14/2020 | | 51 Three women disappear : with a b | |
| 28 | 3/31/2021 | \$0.50 | 1/25/2019 | \$0.50 | \$0.00 | 2 nlafi | | NULL | NULL | 12/28/2018 | 1/22/2019 | 1/24/2019 | | 48 Butternut summer / Mary McNear | |
| 29 | 1/31/2022 | \$1.50 | 12/22/2020 | \$0.75 | \$0.00 | 6 nlafi | | NULL | NULL | 11/24/2020 | 12/19/2020 | 12/22/2020 | | 48 Scarlet Feather / Maeve Binchy. | |
| 30 | 1/31/2022 | \$1.50 | 12/22/2020 | \$0.75 | \$0.00 | 6 nlafi | | NULL | NULL | 11/24/2020 | 12/19/2020 | 12/22/2020 | | 48 Tara Road / Maeve Binchy. | |
| 31 | 2/28/2023 | \$1.25 | 5/28/2014 | \$1.25 | \$0.00 | 2 nlafi | | NULL | NULL | 5/6/2014 | 5/20/2014 | 5/27/2014 | | 48 11th hour / James Patterson and N | |

How does fine free affect your patrons?



In PrairieCat, the checkout location (in conjunction with patron type, item type, and item location) determines how the item circulates. The checkin location does not!

Patrons who check materials out at your library are subject to your loan rules. So if you're fine free, they will not incur fines, even if they return the item to another library.

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Any questions?



Thank you for joining us today!

