



**PrairieCat Delegates Assembly  
January 26, 2022  
10:00 a.m. – 12:00 p.m.  
Online via Zoom**

**Please use the link below to register online via Zoom:**

[https://railslibraries.zoom.us/webinar/register/WN\\_iVD7aiFIQpK0-mw69U45fw](https://railslibraries.zoom.us/webinar/register/WN_iVD7aiFIQpK0-mw69U45fw)

**Agenda**

The Assembly will meet virtually due to the coronavirus pandemic in accordance with rules and procedures contained in section 7(e) of the OMA as (1) there is a state-issued disaster declaration related to public health concerns in place over all or part of the jurisdiction of the public body; (2) the head of the public body determines that an in-person meeting is not practical or prudent because of the disaster

The Delegates Assembly will meet on Wednesday, January 26, 2022, 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@railslibraries.info](mailto:Carolyn.coulter@railslibraries.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
  - a. Approve minutes for October 27, 2021 PrairieCat Delegates Assembly meeting
  - b. Central Site report including financial and statistical reports
- VII. Administrative Council Report
  - a. Finance Committee Report – Report from December 16, 2021
  - b. Resource Sharing Committee Report – Report from RS meeting, January 13, 2022
- VIII. PrairieCat Membership Update, Training and Outreach report: (Elizabeth Smith)
- IX. Discussion, initial RSA conversations regarding possible partnership opportunities
- X. Find More Illinois expansion project discussion: (Deirdre Brennen and Anne Slaughter, RAILS)
- XI. Introduction to the ARSL forum (Association for Rural and Small Libraries): (Victoria Blackmer, Robert R. Jones Public Library)
- XII. International Coalition of Library Consortia (ICOLC) One page flyer and PowerPoint presentation regarding consortia services
- XIII. Public Comments via previously submitted email (see above) or online
- XIV. Adjournment
- XV. Next regularly scheduled meeting, April 27, 2022, Senica's Oak Ridge Golf Club and/or online via Zoom.



## **PrairieCat Delegates Assembly**

**October 27, 2021**

**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/2021-10-27/prairiecat-delegates-assembly-meeting-0>

**Please use the link below to register online via Zoom:**

[https://railslibraries.zoom.us/webinar/register/WN\\_dzBCvMtyRiWRI1MHBBYFNq](https://railslibraries.zoom.us/webinar/register/WN_dzBCvMtyRiWRI1MHBBYFNq)

### **Minutes**

The Delegates Assembly met on Wednesday, October 27, 2021, 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@railslibraries.info](mailto:Carolyn.coulter@railslibraries.info) at least two hours before the beginning of the meeting.**

#### **I. Call to order and welcome**

**Present in LaSalle:** Anna Allison, Shelley Augustine, Kim Brozovich, Penny Bryant, Angela Campbell, Rici Dale, Molly DeBernari, Jodie DePatis, Emily Faulkner, Lynette Heiden, Ashley Hopper, Ashley Huffines, Kelly James, Jay Kalman, Emily Kofoid, Bryon Lear, Pennie Miller, Jeffrey Munson, Lauren Offerman, Emily Porter, Rylie Roubal, Charm Ruhnke, Beth Ryan, Julie Timm, Julie Wayland, Patti Smith, Linda Schreiber, Mary Cheatwood, Michelle Krooswyk, Karen Lonergan, Resa Mai, Carolyn Coulter, Chelsey DeSplinter, Roy Arey, Jason Jensen, Magda Bonny

**Present via Zoom:** Cynthia Cole, Brenda Weinberg, Meridith Layne, Jacqy Peterson, Sarah Flanagan, Cristy Stupegia, Karen Sutera, Britni Hartman, Jessica Dellorto, Janet Clark, Laura Crisp, Laura Long, Jamie Lockwood, Amy Walsh, Leah Bill, Lauree Zielezinski, Alex Annen, Jolene Franciskovich, Maria Meachum, Leann Bredberg, Rene Leyva, April Hoste, Mindy Long, Deanna Howard, Deborah Wunsch, Amy Fry, Ann Marie Jinkins, Noreen Bormet, Heather Black, Elizabeth Swatos, Jeannie Barry, Victoria Blackmer, Joanna Kluever, Megan Gove, Jill Shevokas, Katherine Christenson, Beth Tepen, Jane Lenser, Kimberly Martin, Annette Davis, Teri Schwenneker, Laura Watson, Valerie Woodley, Denise Tollensdorf, Brian Gomoll, Stephen Bertrand, Julie Harte, Melissa Landis, Nicholas Weber, Sondra Terry, Stephanie Nissen, Kim Scace, Julie Voss, Mary Petro, Cynthia Maxwell, Kelly McCully, Carolyn Mesick, Ellen Finrock, Heide Trettenero, Jenna Diedrich, Genoa Public Library, Shayne Phillips, Tari Sangston, Carol McSweeney, Katie Kettleon, Michelle Bailey, Cathy Palmer, Elizabeth Smith, Dean Cooper

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

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  
Heide Trettanero from Marseilles Library. Sondra Terry from Marengo-Union Library. Stephanie Nissen from Oregon Public Library. Alexandra Annen from Homer Township Library.
- 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 April 28, 2021 PrairieCat Delegates Assembly meeting
  - b. Central Site report including financial and statistical reports

**Motion #1: Munson (FG) moved and Bryant (PT) 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 September 16, 2021  
Coulter (PrairieCat) gave the Finance Committee report. The Committee discussed the FY23 worst-case scenario budget, which we will discuss today. Remember this budget is a draft. The Committee also briefly discussed the contract with Innovative.
  - b. Resource Sharing Committee Report – Report from RS summit, October 21, 2021  
Ruhnke (PU) reported on the Resource Sharing Summit stating it was very well attended and there was a lot of discussion for the Resource Sharing Committee to consider. Thank you to everyone who attended or those of you who set staff members to attend. These meetings are very helpful for the Committee to get ideas and input on where we should be going in the future with resource sharing. The Committee has its next meeting today after the Delegates Assembly.
- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)  
Smith (PrairieCat) shared statistics from PrairieCat’s PUG Day 2021 event. PUG Day offered thirteen sessions to the membership. Five of these sessions were hosted by PrairieCat member libraries. PrairieCat Staff, Innovative Staff, RAILS Staff and other library professionals from across the nation, hosted the other sessions. There were 413 attendees for the live sessions, which is about a 45% attendance rate. Of the 137 PrairieCat members, 68 members participated. Smith reminded everyone that the recordings are available for on demand viewing on the PrairieCat Website. Smith stated that the Engagement Committee is responsible for putting together PUG Day and if anyone is interested in volunteering for the Engagement Committee to please let

us know.

Smith updated the Delegates about Talent LMS. Starting November 1<sup>st</sup>, PrairieCat will be offering Create Lists classes on Talent LMS. Create Lists is a function that is available for Fully Participating members. There will be a formal announcement sent out next week with all of the details. After completing the Create Lists training you will be assigned Create Lists permissions to your Sierra login.

IX. Discussion, FY21 audit

Coulter (PrairieCat) stated that the audit in the packet is a draft audit for FY21. The draft was approved, barring any substantial changes, at the last Administrative Council meeting. It is draft at this point due to staff shortages and scheduling conflicts with the auditors. Coulter said she just received an email of the final draft and it does not contain any substantive changes and will be in the Administrative Council packet next week. FY21 was again a clean audit.

Discussion, PrairieCat draft FY23 Budget and Fees

Coulter (PrairieCat) started explaining the draft FY23 budget. RAILS had originally informed PrairieCat of their intent to charge for in-kind services (building charges, accounting services, IT services and support) in FY23. This draft budget was created based on those charges, which, as an estimate, would lower PrairieCat's grant from RAILS by \$160,000. This draft budget only shows \$400,000 from RAILS. Coulter said she did receive word last week that RAILS would not be charging for the in-kind services in FY23 and PrairieCat will receive \$564,000 grant. Now decisions need to be made about how much money to put into Capital Reserves to boost our savings. We also need to prioritize how we will be moving off of those in-kind service charges in the near future.

Coulter continued saying the Administrative Council and the Finance Committee made decisions that will carry through to the new draft budget for FY23. It includes a 2% staff salary increase, as well as the 1% merit increase requested by the Administrative Council. This reflects a 3% increase 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. It also assumes a 14.02% employer retirement contribution. Coulter also stated the plan for PUG Day 2022 is another virtual event and because we do not know what in person meetings will look like, she cut the budget for the in person meeting expenses.

Hopper (MT) asked about the 2% salary increase for PrairieCat employees. With the Social Security increase being 5.9%, isn't the 2% a little low? Coulter answered that it probably is a bit low, but this is what our budget allows. Also, this is why Administrative Council added in the 1% merit increase. That will get employees to a 3% increase next year. Coulter reiterated that an argument can be made to Administrative Council to bump up the salary increase or anyone with salary suggestions can email [carolyn.coulter@railslibraries.info](mailto:carolyn.coulter@railslibraries.info).

Long (BL) asked if our participating library fees are anticipated to go up 5.77%? Will this increase further once budget changes and unknowns are calculated? Coulter responded that the percent increase will most likely go down, hopefully below 5%. The 5.77% was based on the worst case scenario draft budget, which is no longer applicable since we know RAILS is not charging us for in-kind services. Long followed up with asking when we may know the final increase so we may plan our own budgets and tax levies? Or should we just plan on the higher number? Coulter replied it depends on when you need the final number. You, the Delegates, will approve the final budget in April so that is when that number will be approved. If you need to know before, then the 5% would be a safe number.

Meachum (WL) said the plan to prepare now for an eventual migration from services currently given to us by RAILS is the wisest fiscal decision. Especially the idea that we vacate the high priced office space. Coulter agreed stating that the office space referred to is for the Bolingbrook office, which came back at a cost of \$79,000 on its own.

I. Demo, Vega Discover

Cooper (Innovative) gave a demonstration of the Vega Discover software.

Walsh (JW) asked if Discover only works with OverDrive? Does eRead Illinois also work? Cooper answered that the current integrations are OverDrive, Hoopla and Kanopy. Innovative is working on others, but those are the current three set up.

Woodley (WR) asked if we pay for Vega and OverDrive? Coulter (PrairieCat) responded that OverDrive is a separate contract. Vega would be a replacement for Encore.

Meachum (WL) asked if this would have any effect on the PrairieCat app? Coulter said we will make sure that it does work with the app. Capira is aware that Vega is coming and we have several months to get it working.

Kluever (JH) asked if the same personalized integration is possible with library programming? She noticed on the Vega Public Library sample page that library programs were integrated to the catalog home page. Cooper stated that this is part of the long term vision with Vega. In the end, we are trying to get to a single patron view that shows, not only their lending page, but chats sessions, events they have participated in, and allowing the libraries engagement with the patron to be overarching so they are using multiple systems.

Shevokas (OG) asked if we all will be going to Vega or is this an opt in to change from Encore? Coulter said PrairieCat is proposing signing the Vega contract for implementation of Discover, when it's ready for us, and replace Encore.

Long (BL) said it sounds like it will roll out before it is fully developed. How do you anticipate this will affect our training requirements? Coulter stated that the contract for Vega Discover states PrairieCat will not Go Live with Discover until it satisfies the needs of the consortium and only once we Go Live will we be charged for the services.

DeBernardi (RL) asked if Vega Discover has gone live in any environment. Coulter stated that the consortia have not gone live yet, but several stand-alone libraries are live.

Coulter reminded the Delegates that this contract is only for the Discovery layer. The costs that will be offset if we adopt Vega Discover are: Offsets for Encore production and training server hosting, Syndetics Online (included in Vega so our independent agreement can be terminated) and the elimination of Mobile Worklists (not in use by anyone and very costly) will cover the outlay for the upgrade to Vega Discover.

Long stated she notice there is a 2% annual inflationary increase for Vega. Do we already pay an annual inflationary increase for Encore? Coulter responded, yes, we currently pay a 3.5% inflationary increase on our contractual agreements. This will save us 1.5% annually.

Miller (PP) asked if we do not approve the Discover contract today, where does that leave

us with Encore and will it still be supported? Cooper stated that Encore will continue to be maintained and will not be going away. What Innovative is proposing here is a cost savings for a new product that is suited to PrairieCat. Coulter pointed out that Innovative has zeroed out the migration and implementation so PrairieCat will get that service at no charge.

II. ACTION: Discussion and vote, new Innovative contract for Vega Discover services

**Motion #2: Porter (BY) moved and Ruhnke (PU) seconded to approve the new Innovative contract for Vega Discover. There was no discussion on the motion. Motion carries on a roll call.**

**Ayes: 87**

**Nays: 2**

**Abstentions: 1**

III. Presentation, ARSL Listening grants (Patti Smith, Robert W. Rowe Public Library) Smith (RO) said in early 2021 she was given the opportunity to apply for a grant from Rural Library and Social Wellbeing Project. She worked for six weeks with a mentor, Hope Decker, who went across the country speaking with small and rural libraries to find out how they fit in with their community and give them ideas on how they can reach out and better serve their community. It was a wonderful experience. If you would like to learn more you can go to [www.rurallibraries.org/toolkits](http://www.rurallibraries.org/toolkits).

I. Public Comments via previously submitted email (see above) or online  
There were no public comments.

II. Adjournment  
Meeting adjourned at 11:35 am.

Next regularly scheduled meeting, January 26, 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	Motion 1: to approve the consent agenda as presented			Motion 2: to approve the new Innovative contract for Vega Discover services			Motion			Motion			Motion			Motion		
LLSAP Code	Agency	In person: 0 Zoom: 0 Total: 0																									
			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	Yes	No	Abstain				
AN	Andalusia TL		1			1																					
BM	Bertolet ML		1			1																					
BD	Bourbonnais PL		1			1																					
BR	Bradley PL		NP			1																					
BY	Byron PLD		NP			1																					
CP	Charles B. Phillips PL		1			1																					
CH	Cherry Valley PLD		1			1																					
CT	Clinton Township PLD		1			1																					
CC	Coal City PL		1			1																					
CL	Colona PL		1			1																					
CF	Community Unit SD #2		1			1																					
CO	Cordova PL		1			1																					
CN	Cortland Community Library		1			1																					
CR	Creston-Dement PL		NP			1																					
DK	DeKalb PL		NP			1																					
EA	Earlville PL																										
EP	East Dubuque DL		1			1																					
EM	East Moline PL		1			1																					
EL	Elizabeth TL		1			1																					
EJ	Ella Johnson ML																										
ER	Erie PL																										
FL	Flagg-Rochelle PLD		1			1																					
FO	Forreston PL (UL rep)		1			1																					
FR	Fossil Ridge PL		1			1																					
FG	Franklin Grove PLD		1			1																					
FP	Freeport PLD		1			1																					
GA	Galena PLD		1			1																					
GP	Geneseo PL																										
GE	Genoa PLD		1			1																					
GR	Grant Park PL																										
GV	Graves-Hume PL (Mendota)		1			1																					
HN	Hanover TL		1			1																					
HR	Harvard Diggins Library		1			1																					
HE	Henry C Adams ML (Prophetstown)		NP			1																					
HC	Highland Community College		1			1																					
HK	Hinckley PLD		1			1																					
HD	Homer Township Public Library		1			1																					
BL	Ida PL		1					1																			
JO	Johnsburg PL		1			1																					
JC	Joliet HS District #204		1			1																					
JH	Julia Hull PL		1			1																					
KK	Kankakee Public Library		1			1																					
LS	LaSalle PL		1			1																					
LE	Lena CL																										
LI	Limestone PL																										
ML	Malta PL		1			1																					
MT	Manhattan PL		1			1																					
MN	Manteno PL		1			1																					
MP	Maple Park PL		1			1																					

PrairieCat Delegates Assembly Vote Tally  
FY20

LLSAP Code	Agency	In person: 0 Zoom: 0 Total: 0	Motion 1: to approve the consent agenda as presented			Motion 2: to approve the new Innovative contract for Vega Discover services			Motion			Motion			Motion			Motion		
			Move: Munson (FG)			Move: Porter (BY)			Move:			Move:			Move:			Move:		
			Second: Bryant (PT)			Second: Ruhnke (PU)			Second:			Second:			Second:			Second:		
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
MU	Marengo-Union PLD		1			1														
MB	Marseilles PL		1			1														
MS	Meridian Schools		1			1														
MK	Mokena PL		1			1														
MX	Moline PL		1			1														
MV	Moline High School (UL rep)		1			1														
MR	Morris Area PL		NP			1														
MM	Mount Morris PL		1			1														
NL	New Lenox PL		1			1														
KR	Nippersink PLD		1			1														
LP	North Suburban PLD		1			1														
OD	Odell PL		1			1														
OG	Oglesby PL		1			1														
OR	Oregon PL		1			1														
PP	Pearl City PL		1			1														
PT	Pecatonica PL		1			1														
PE	Peotone PL		1			1														
PU	Peru PL		NP			1														
PD	Plano Community PL		1			1														
PX	Plano CUSD#88		NP			1														
PO	Polo PLD		1			1														
PR	Princeton PL		1			1														
PF	Princeton Twp HS																			
TW	Prophetstown-Lyndon-Tampico SD		1																	
UC	Putnam County Schools		1					1												
UE	Putnam County PL		1			1														
RL	Reddick PL (Ottawa)		1					1												
MA	Richard A Mautino (Spring Valley)		1			1														
RD	River Valley DL (Port Byron)		1			1														
CV	Robert R. Jones DL (Coal Valley)		1																	
RO	Robert W. Rowe PL (Sheridan)		1			1														
RW	Rochelle Twp High School (UL rep)		1																	
RP	Rock Island PL		1			1														
RU	Rockford University		1			1														
RY	Rockridge High School (UL rep)		1			1														
SA	Sandwich PLD		1			1														
SC	Schmaling ML (Fulton)		1			1														
SE	Seneca PL		1			1														
SD	Sherrard PLD																			
SL	Silvis PL		1			1														
SK	Stockton PL		1			1														
SN	Somonauk PL		1			1														
SB	South Beloit PL		1			1														
SR	Streator PL		1			1														
SY	Sycamore PL		1			1														
TF	Talcott Free LD		1			1														
TC	Three Rivers PL		1			1														
UT	United Township HS		1			1														
WA	Walnut PL																			
WR	Warren Township PL		1			1														



PrairieCat Delegates Assembly Vote Tally  
FY20

LLSAP Code	Agency	In person: 0 Zoom: 0 Total: 0	Motion 1: to approve the consent agenda as presented			Motion 2: to approve the new Innovative contract for Vega Discover services			Motion			Motion			Motion			Motion		
			Move: Munson (FG)			Move: Porter (BY)			Move:			Move:			Move:			Move:		
			Second: Bryant (PT)			Second: Ruhnke (PU)			Second:			Second:			Second:			Second:		
		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
WD	Western Dist PL (Orion)		1			1														
WL	Wilmington PL		1			1														
WO	Woodstock PL		1			1														
YK	Yorkville PL		1			1														
Totals:		0	85	0	0	87	2	1	0	0	0	0	0	0	0	0	0	0	0	0

	July 2021	July 2020	Aug 2021	Aug 2020	Sept 2021	Sept 2020	1st Qtr FY22 To Date	1st Qtr FY21 To Date	1st Qtr % of change	Oct 2021	Oct 2020	Nov 2021	Nov 2020	FY22 Totals to date	FY21 Totals to date	FY Totals % of change
<b>General</b>																
Bibliographic records	1,219,827	1,217,058	1,219,551	1,217,738	1,218,858	1,216,535	1,218,858	1,216,535	0.19%	1,218,899	1,215,450	1,214,203	1,214,192	1,219,551	1,219,920	-0.03%
Item records	5,183,607	5,209,422	5,185,390	5,206,101	5,174,748	5,197,298	5,174,748	5,197,298	-0.43%	5,173,253	5,191,256	5,124,506	5,181,458	5,185,390	5,184,969	0.01%
Patron records	360,659	427,214	364,275	388,851	367,132	389,901	367,132	389,901	-5.84%	370,335	391,306	372,876	391,984	364,275	353,632	3.01%
Total circulation	418,632	292,487	333,010	318,005	363,808	343,203	1,115,450	953,695	16.96%	363,451	348,167	350,707	307,801	1,829,608	3,911,945	-53.23%
ILL transactions on LLSAP	53,375	59,809	53,992	53,795	55,717	56,265	163,084	169,869	-3.99%	53,538	58,326	50,390	54,078	267,012	682,215	-60.86%
Reciprocal borrowing	45,706	29,355	42,743	33,902	39,897	36,568	128,346	99,825	28.57%	39,998	36,599	37,412	33,096	205,756	417,643	-50.73%
<b>Training, Outreach and Engagement</b>																
Training events	2	-	1	9	1	2	4	11	-63.64%	3	3	1	7	8	45	-82.22%
Training participants	6	-	2	26	9	5	17	31	-45.16%	8	6	2	29	27	175	-84.57%
Training contact hours	14	-	1	62	27	8	42	70	-40.00%	18	9	3	81	63	350	-81.97%
TalentLMS Course Completions	370	198	181	-	233	197	784	395	98.48%	353	311	247	133	1,384	2,801	-50.59%
Site visits	4	-	5	7	3	1	12	8	50.00%	5	1	1	-	18	17	5.88%
Member Meetings/Events	6	5	6	6	19	13	31	24	29.17%	8	13	4	5	43	94	-54.26%
Meeting/Event participants	155	217	72	110	455	351	682	678	0.59%	283	275	100	136	1,065	2,126	-49.91%
Meeting/Event contact hours	259	273	92	241	446	359	796	872	-8.72%	428	384	113	155	1,337	2,971	-55.01%
<b>Troubleshooting</b>																
HelpDesk Calls Opened	236	307	327	381	312	275	875	963	-9.14%	322	265	259	219	1,456	3,148	-53.75%
HelpDesk Calls Closed	248	328	303	364	303	465	854	1,157	-26.19%	282	236	240	236	1,376	3,332	-58.70%
<b>Database Enrichment</b>																
Bibload records loaded - PC staff	1,351	1,500	955	1,902	1,353	1,526	3,659	4,928	-25.75%	1,410	1,510	1,587	1,321	6,656	15,694	-57.59%
Bibload records loaded - MARC catalogers	1,497	1,180	1,549	133	2,331	1,258	5,377	2,571	109.14%	1,813	1,754	2,085	1,171	9,275	18,677	-50.34%
Cleanup/overlays/merges - PC staff	4,236	861	846	779	633	4,337	5,715	5,977	-4.38%	632	5,058	626	6,835	6,973	42,276	-83.51%
Cleanup/overlays/merges - MARC catalogers	916	789	1,293	73	702	815	2,911	1,677	73.58%	931	1,965	1,192	844	5,034	12,165	-58.62%
Enhancements/corrections - PC staff	15	11	37	15	3	7	55	33	66.67%	29	29	-	24	84	299	-71.91%
Enhancements/corrections - MARC catalogers	6	36	153	38	175	3	334	77	333.77%	133	38	222	4	689	681	1.17%
Authority records created/loaded	-	-	12	-	19	-	31	-	#DIV/0!	11	-	17	-	59	-	#DIV/0!
Authority records removed	-	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-	-	-	#DIV/0!
Original catalogings - PC staff	35	7	53	29	36	26	124	62	100.00%	14	29	-	35	138	333	-58.56%
Original catalogings - MARC catalogers	13	8	-	-	-	3	13	11	18.18%	-	25	-	63	13	160	-91.88%
Serial records created	-	-	-	-	-	-	-	-	#DIV/0!	-	-	-	-	-	-	#DIV/0!
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	72,677	53,134	47,901	8,499	16,903	52,094	137,481	113,727	20.89%	88,045	32,313	7,078	38,722	232,604	419,158	-44.51%
To see the full statistical spreadsheet, visit: <a href="https://support.prairiecat.info/gov">https://support.prairiecat.info/gov</a>																

**PRAIRIECAT  
CASH REPORT  
FOR THE PERIOD ENDING November 30, 2021**

Beginning Cash Balance	\$ 1,142,167.27
Cash Received	
Payments from Member Libraries, etc.	55,292.85
Interest - BankORION	292.28
Interest - Illinois Funds	-
eCommerce Receipts Payable	5,323.15
Total Cash Received	<u>60,908.28</u>
Expenses Paid	
Checks and Vendor ACH Payments	36,971.40
Payroll and Retirement Contributions	64,076.44
ACH Credit Card Payments	4,304.92
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	370.26
Total Disbursements	<u>105,723.02</u>
Ending Cash Balance	<u><u>\$ 1,097,352.53</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	11,265.98
Capital Reserve Designation	554,266.77
Working Cash	531,819.78

**TOTAL CASH** \$ 1,097,352.53

**PAYPAL FUNDS DETAILS:**

November PayPal Receipts in Transit to Bank	\$641.81
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**CD INVESTMENT DETAILS:**

CD Principal	\$503,758.76
CD Interest Since Renewal @ .50%	\$794.04

**TOTAL CD INVESTMENT VALUE** \$ 504,552.80

Invested in Capital Assets Balance as of November 2021	\$7,754.26
Unrestricted Fund Balance as of November 2021	\$1,709,713.49

FY22 operating expenses excluding planned capital reserve designation:	\$ 1,797,080.08
Working Cash % of operating expenses:	29.59%

**PrairieCat**  
Balance Sheet  
As of 11/30/2021

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	1,097,176.17
Cash - Illinois Funds	176.36
PayPal Funds	623.91
Total Cash & cash equivalents	1,097,976.44
Investments	504,552.80
Accounts receivables	10,536.36
Other Receivables	
PayPal Funds Receivable	17.90
Total Other Receivables	17.90
Prepaid expenses	361,799.92
Capital Assets, net	
Computers	287,558.00
Vehicles	24,488.00
Accumulated Depreciation	(304,291.74)
Total Capital Assets, net	7,754.26
Total Assets	1,982,637.68
<b>Liabilities</b>	
Accrued liabilities	0.90
eCommerce Receipts Payable	11,907.79
Payroll	
Pension Payable	9,362.15
Total Payroll	9,362.15
Deferred revenue	202,466.79
Compensated absences	41,432.30
Total Liabilities	265,169.93
<b>Net Assets</b>	
Beginning Net Assets	1,645,756.09
Current YTD Net Income	71,711.66
Total Net Assets	1,717,467.75
Total Liabilities and Net Assets	1,982,637.68

**PrairieCat**

Statement of Revenues and Expenses - FY22 is 41.67% Completed

From 11/1/2021 Through 11/30/2021

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,353.00	11,765.00	12,066.00	97.50%	28,960.00	40.62%
Fully Participating and Basic Online Member Revenue	88,612.91	443,064.55	437,572.75	101.25%	1,050,175.08	42.18%
ILL Barcode Revenue	800.00	2,700.00	2,916.00	92.59%	7,000.00	38.57%
Fully Participating & Basic Online - CR Contribution	4,585.59	22,927.95	22,690.00	101.04%	54,457.00	42.10%
Union List - CR Contribution	591.50	2,957.50	3,033.00	97.51%	7,280.00	40.62%
Total Fees for Services and Materials	<u>96,943.00</u>	<u>483,415.00</u>	<u>478,277.75</u>	<u>101.07%</u>	<u>1,147,872.08</u>	<u>42.11%</u>
Reimbursements						
Reimbursements	724.50	8,120.69	7,916.00	102.58%	19,000.00	42.74%
Reimbursements - Hosting Fee	3,694.99	18,474.96	18,287.50	101.02%	43,890.00	42.09%
Reimbursements - Capira Mobile App	2,688.81	14,477.37	16,500.00	87.74%	39,600.00	36.55%
Total Reimbursements	<u>7,108.30</u>	<u>41,073.02</u>	<u>42,703.50</u>	<u>96.18%</u>	<u>102,490.00</u>	<u>40.08%</u>
Investment Income	499.54	2,518.13	1,875.00	134.30%	4,500.00	55.95%
Other						
Other Grants	0.00	0.00	832.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	46,601.50	233,007.50	233,007.50	100.00%	559,218.00	41.66%
Other Revenue	<u>0.00</u>	<u>0.00</u>	<u>416.00</u>	<u>0.00%</u>	<u>1,000.00</u>	<u>0.00%</u>
Total Other	<u>46,601.50</u>	<u>233,007.50</u>	<u>234,255.50</u>	<u>99.47%</u>	<u>562,218.00</u>	<u>41.44%</u>
Total REVENUES	<u>151,152.34</u>	<u>760,013.65</u>	<u>757,111.75</u>	<u>100.38%</u>	<u>1,817,080.08</u>	<u>41.83%</u>
<b>EXPENSES</b>						
Personnel						
Other Professionals	40,515.40	230,204.13	244,842.00	94.02%	624,109.48	36.88%
Support Services	10,036.52	50,061.65	51,189.00	97.79%	130,482.65	38.36%
Social Security Taxes	3,603.78	20,137.78	22,646.00	88.92%	57,726.30	34.88%
Unemployment Insurance	0.00	0.00	1,459.00	0.00%	3,500.00	0.00%
Worker's Compensation	108.42	234.10	659.00	35.52%	1,581.65	14.80%
Retirement Benefits	7,062.11	37,465.97	44,797.00	83.63%	114,188.82	32.81%
Health, Dental And Life Insurance	10,573.89	55,500.14	57,655.00	96.26%	138,373.52	40.10%
Other Fringe Benefits	0.00	210.45	416.00	50.58%	1,000.00	21.04%
Tuition Reimbursements	0.00	0.00	208.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	0.00	416.00	0.00%	1,000.00	0.00%
Recruiting	<u>0.00</u>	<u>237.91</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>	<u>0.00%</u>
Total Personnel	<u>71,900.12</u>	<u>394,052.13</u>	<u>424,287.00</u>	<u>92.87%</u>	<u>1,072,462.42</u>	<u>36.74%</u>
Buildings and Grounds						
Property Insurance	<u>198.58</u>	<u>992.90</u>	<u>709.00</u>	<u>140.04%</u>	<u>1,700.00</u>	<u>58.40%</u>
Total Buildings and Grounds	<u>198.58</u>	<u>992.90</u>	<u>709.00</u>	<u>140.04%</u>	<u>1,700.00</u>	<u>58.41%</u>
Vehicle Expenses						
Fuel	94.47	481.57	833.00	57.81%	2,000.00	24.07%

**PrairieCat**

Statement of Revenues and Expenses - FY22 is 41.67% Completed

From 11/1/2021 Through 11/30/2021

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Repairs And Maintenance	0.00	489.95	1,250.00	39.19%	3,000.00	16.33%
Vehicle Insurance	188.58	942.90	1,041.00	90.57%	2,500.00	37.71%
Vehicles Leasing And Rent	0.00	0.00	208.00	0.00%	500.00	0.00%
Other Vehicle Expenses	179.80	179.80	312.00	57.62%	750.00	23.97%
<b>Total Vehicle Expenses</b>	<b>462.85</b>	<b>2,094.22</b>	<b>3,644.00</b>	<b>57.47%</b>	<b>8,750.00</b>	<b>23.93%</b>
<b>Travel and Continuing Education</b>						
In-State Travel	234.60	461.62	2,083.00	22.16%	5,000.00	9.23%
Out-Of-State Travel	0.00	0.00	2,916.00	0.00%	7,000.00	0.00%
Registrations And Meeting, Other Fees	731.76	2,896.58	2,916.00	99.33%	7,000.00	41.37%
Conferences And Continuing Education Meetings	1,184.38	2,309.38	2,083.00	110.86%	5,000.00	46.18%
Public Relations	0.00	0.00	209.00	0.00%	500.00	0.00%
<b>Total Travel and Continuing Education</b>	<b>2,150.74</b>	<b>5,667.58</b>	<b>10,207.00</b>	<b>55.53%</b>	<b>24,500.00</b>	<b>23.13%</b>
Commercial Insurance	457.42	2,287.10	2,708.00	84.45%	6,500.00	35.18%
<b>Supplies, Postage and Printing</b>						
Computers, Software And Supplies	1,291.49	2,178.29	4,166.00	52.28%	10,000.00	21.78%
General Office Supplies And Equipment	0.00	129.70	84.00	154.40%	200.00	64.85%
<b>Total Supplies, Postage and Printing</b>	<b>1,291.49</b>	<b>2,307.99</b>	<b>4,250.00</b>	<b>54.31%</b>	<b>10,200.00</b>	<b>22.63%</b>
<b>Equipment Repair and Maintenance</b>						
Equipment Repair And Maintenance Agreements	80.95	404.74	1,250.00	32.37%	3,000.00	13.49%
<b>Total Equipment Repair and Maintenance</b>	<b>80.95</b>	<b>404.74</b>	<b>1,250.00</b>	<b>32.38%</b>	<b>3,000.00</b>	<b>13.49%</b>
<b>Professional Services</b>						
Legal	840.00	1,082.20	4,166.00	25.97%	10,000.00	10.82%
Accounting	1,000.00	4,500.00	2,083.00	216.03%	5,000.00	90.00%
Consulting	1,377.50	1,377.50	1,041.00	132.32%	2,500.00	55.10%
Payroll Service Fees	516.16	3,036.71	2,603.00	116.66%	6,249.18	48.59%
<b>Total Professional Services</b>	<b>3,733.66</b>	<b>9,996.41</b>	<b>9,893.00</b>	<b>101.05%</b>	<b>23,749.18</b>	<b>42.09%</b>
<b>Contractual Services</b>						
Information Service Costs	44,481.76	229,897.53	230,628.00	99.68%	553,508.40	41.53%
Outside Printing Services	0.00	0.00	416.00	0.00%	1,000.00	0.00%
Other Contractual Services	7,135.46	35,228.30	38,212.50	92.19%	91,710.08	38.41%
<b>Total Contractual Services</b>	<b>51,617.22</b>	<b>265,125.83</b>	<b>269,256.50</b>	<b>98.47%</b>	<b>646,218.48</b>	<b>41.03%</b>
Depreciation	408.14	2,040.70	2,040.70	100.00%	4,897.60	41.66%
Professional Association Membership Dues	239.17	972.31	834.00	116.58%	2,000.00	48.61%
Miscellaneous	84.50	529.00	1,041.00	50.81%	2,500.00	21.16%
Miscellaneous - eCommerce Fees	285.76	1,831.08	2,291.00	79.92%	5,500.00	33.29%
<b>Total EXPENSES</b>	<b>132,910.60</b>	<b>688,301.99</b>	<b>732,411.20</b>	<b>93.98%</b>	<b>1,811,977.68</b>	<b>37.99%</b>

**PrairieCat**

Statement of Revenues and Expenses - FY22 is 41.67% Completed  
From 11/1/2021 Through 11/30/2021

	<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><del>18,241.74</del></u>	<u><del>71,711.66</del></u>	<u><del>24,700.55</del></u>	<u><del>290.32%</del></u>	<u><del>5,102.40</del></u>	<u><del>1,405.44%</del></u>

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash - Bank Orion  
 From 11/24/2021 Through 12/21/2021

Vendor Name	Effective Date	Check Amount
Innovative Interfaces Inc	11/24/2021	19,432.91
Melissa Landis	11/24/2021	54.52
WEX Bank	11/24/2021	94.47
Paycom Payroll LLC	11/25/2021	258.08
Paycom Payroll LLC	11/25/2021	15,502.63
Paycom Payroll LLC	11/25/2021	6,459.74
ICMA Retirement Corporation	11/29/2021	1,184.40
Bank Orion	11/30/2021	64.50
First Bankcard	11/30/2021	2,358.68
Klein, Thorpe and Jenkins, Ltd.	12/1/2021	132.00
MerchantE	12/3/2021	244.08
Illinois Municipal Retirement Fund	12/6/2021	8,955.71
LIMRICC	12/8/2021	14,563.10
Epignosis LLC	12/8/2021	4,548.00
Paycom Payroll LLC	12/9/2021	263.70
Paycom Payroll LLC	12/9/2021	15,502.64
Paycom Payroll LLC	12/9/2021	6,459.72
Bank Orion	12/9/2021	40.00
ICMA Retirement Corporation	12/13/2021	1,184.40
Innovative Interfaces Inc	12/15/2021	<u>948.75</u>
Report Total		<u><u>98,252.03</u></u>