



**PrairieCat Administrative Council  
Agenda**

**May 3, 2019**

The Council will meet on Friday, May 3, 2019,  
10 am – 3 pm

in person at the DeKalb Public Library, 309 Oak Street, DeKalb, IL  
The meeting will also be available via Level 3 Conference call at  
800-747-5150, access code 6234314#

- Call to order, Welcome and Introductions
- Introduction of Visitors and Public Comments
- Review Agenda for Additions/Changes
- Consent Agenda
  - Approve minutes for April 5, 2019 PrairieCat Administrative Council meeting
  - Approve financial report for March 2019
  - Approve check register for 3/15/19 to 4/24/19
  - Statistical reports, March 2019
- Membership Update
  - Update on upgrading libraries and potential members
  - Northern8 project update (Amanda Augsburg)
- Administrative Issues
  - ~~Review~~ ailing Wage Resolution
  - Final election slate, Administrative Council, Circulation and Tech Services Committees
  - ACTION: Approve addition to the General Policy Manual re: Resource Sharing exemptions
  - Discussion with Deirdre Brennan, RAILS, regarding future planning
- Ad Hoc Committee Updates
  - Resource Sharing Committee – Report from 4/24/2019
  - Finance Committee – No report
- Review of Meeting – what worked and what didn't
- Public Comments
- Adjournment
- Next Meeting – Friday, June 7, 2019, Franklin Grove Public Library, Franklin Grove, IL



**PrairieCat Administrative Council  
Agenda**

**April 5, 2019**

The Council met Friday, April 5, 2019,  
10 am – 3 pm

in person at the Princeton Public Library, 698 East Peru Street, Princeton, IL  
The meeting was also be available via Level 3 Conference call  
at 800-747-5150, access code 6234314#

I. Call to order, Welcome and Introductions

Present: Amanda Augsburger (PrairieCat), Carolyn Coulter (PrairieCat), Laura Long (EM), Jeff Munson (Vice-Chair FG), Beatrice O'Connell (DK), Lauren Offerman (TC), Jacqueline Peterson (RY), Emily Porter (BY), Michael Skwara (HC), Julie Wayland (Chair-PR)

Present on the phone: Patti Smith (RO)

II.

Absent: Penny Bryant (PT), Elizabeth Smith (PrairieCat)

III.

Wayland (Chair-PR) called the meeting to order at 10:07 am.

IV. Introduction of Visitors and Public Comments

There were no visitors or public comments.

V. Review Agenda for Additions/Changes

There were no revisions.

VI. Consent Agenda

- a. Approve minutes for March 1, 2019 PrairieCat Administrative Council meeting.
- b. Approve financial report for February 2019
- c. Approve check register for 2/22/19 to 3/21/19
- d. Statistical reports, February 2019

**MOTION #1**

**Munson (Vice-Chair FG) moved and Porter (BY) seconded to approve the consent agenda as presented. Porter (BY) asked what PrairieCat will do with any remaining funds. Coulter (PrairieCat) said that she has been tracking overages and that there were some things that we didn't budget for that will be paid, like car insurance that will need to be paid. Motion carried by roll call.**

**Ayes: 8**

**Nayes: 0**

**Abstentions: 0**

**Notes:**

VII. Membership Update

- a. Update on upgrading libraries and potential members  
Coulter (PrairieCat) explained that Lanark PL has requested a visit from Prairiecat in August to discuss upgrading their membership from Union

List. Paw Paw District Library director, Barbara Zeman has requested a visit in June to discuss either joining at Basic Online or Union List. They currently purchase a lot of PrairieCat barcodes. Coulter (PrairieCat) thinks that BO would make more sense, since the savings with becoming UL would only be about \$1000.

Augsburger (PrairieCat) and Coulter (PrairieCat) explained that Byron Schools are still in need of getting items into the database and getting training. The goal is to get them live by the Fall. Staffing issues and school closings have put them behind.

- b. Northern8 project update (Amanda Augsburger)  
Augsburger (PrairieCat) N8 is still on track. The libraries are going through classes, loading data, and passing the barcode test.

## VIII. Administrative Issues

- a. Review and discussion, final FY20 budget and membership fees, recommendation to Delegates Assembly  
Coulter (PrairieCat) explained that when PrairieCat went independent, nothing was added to capital reserves with the intention of adding more the following FY. The Finance committee is recommending a \$50,000 contribution in FY20, to make up for no contribution in FY19. In FY21 PrairieCat will need to host the training servers and that will result in a bump in cost. Coulter (PrairieCat) didn't want to make it a large increase from FY20 to FY 21, so a larger contribution to capital reserves in FY20 should help mitigate the increase. She also said that we need to start budgeting for special projects.

PrairieCat is a lot healthier because of the newly added Northern 8 libraries, but we don't want to go into negative. New libraries often don't know how much they have. Wayland (Chair – PR) asked if there are numbers on what the impact is on a new library when they join PrairieCat? Do their circulation numbers increase? Coulter (PrairieCat) said that it is hard to measure, because many libraries overestimate their circulation numbers before joining PrairieCat.

Coulter (PrairieCat) explained this budget includes a 3% salary increase for PrairieCat staff. The recommendation from the Finance committee is to bring just the FY20 budget to Delegates Assembly for clarity.

- b. Discussion, "PrairieCat Plus" Group buying potential, and possibility of a first "group buy" for a mobile application  
Coulter (PrairieCat) explained that UX saw a demo for a library app from Capira Tech, and will see another demo from Solus next week to look at their app. Coulter (PrairieCat) also thinks that we could look at some kind of calendar software. She is wondering if we need to delegates to ask for their approval? Long (EM) said that since we aren't requiring participation and it is coming from a committee rather than PrairieCat staff, she doesn't think that it needs to go to delegates for approval.

Coulter (PrairieCat) said that she will survey to see who is interested. Julie wants to know if we need a new PLUS users committee, and said that she thinks we need some rules about what it means to participate. Discussion from Long (EM), Coulter (PrairieCat), and Porter (BY) continued. Coulter (PrairieCat) thinks that it makes sense for the User

Experience committee to make rules about what it means to be a PLUS member. Long (EM) said that a 3-year contract would make sense. You can opt-in, but you cannot opt out until your contract is over. Do it contracted – 3 years or something. You can opt in, but you can't opt out until your contract is over.

- c. Discussion, Innovative contract revisions, recommendation to Delegates Assembly

Coulter (PrairieCat) said that the contract was finally finished. Innovative had explained that they needed to separate their contract services from implementation and separate out services from product. All services are the same, and the costs are all the same. We just need to sign this revision. It will need to go to delegates.

- d. Discussion, Bureau Valley School District IGA, recommendation to Delegates Assembly

Coulter (PrairieCat) explained that the IGA isn't in the packet, because they aren't going to move forward with upgrading. Their superintendent resigned and they currently have an interim superintendent, and aren't moving forward with any contracts. Coulter (PrairieCat) hopes to revisit this with the next superintendent.

- e. ACTION: Discussion and approval, purchase of Talent LMS for PrairieCat member library use

Coulter (PrairieCat) is asking to increase the users on Talent LMS from 100 monthly to 500 users, so that we can offer this as a service to member libraries to add their own training materials. The cost would go from \$2,148 per year to \$4,548 per year. Augsburger (PrairieCat) said that she would offer a training after Administrative Council for Administrative Council members who want to get trained. Porter (BY), Long (EM), Wayland (PR), O'Connell (DK), Offerman (TC), and Munson (Vice-Chair FG) are interested.

## **MOTION #2**

**Long (EM) moved and Porter (BY) seconded to purchase Talent LMS for PrairieCat member library use. There was no discussion on the motion. Motion carried by roll call.**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

**Notes:**

- f. Discussion of adding the Digital signature module for Sierra to PrairieCat  
Coulter (PrairieCat) explained that there was interest expressed at the Circulation Committee meeting about purchasing the digital signature module for Sierra. It would cost \$8,200 and would enable libraries to store a patron's digital signature in the patron's record for future reference by utilizing a signature capture device that is commonly used to acknowledge credit card transactions.

Long (EM) asked if the Circulation Committee members are representative of the membership of the whole? And wondered how many libraries would actually use it? There was discussion about whether any of the libraries of Administrative Council members would use it. Porter (BY) said that she advises giving delegates a say, and do a straw poll to see if there is any need or interest. It was tabled until it can be brought to

delegates.

- g. Discussion, PrairieCat and the OMNI consortium, potential for opening a merger dialog

Coulter (PrairieCat) asked if it would benefit members in the long run if PrairieCat took over the management of the OMNI consortium. Porter (BY) said that the current administrator, Lisa Powell-Williams is doing a good job running it, but it is a large task for someone who already has a full-time job. Coulter (PrairieCat) said that about 90% (email sent to clarify that it is 86.25%) PrairieCat members that belong to OMNI.

Coulter (PrairieCat) explained that it would be Liz, Carolyn, and the accountants that would handle administration, and the committee would make decisions. The tasks would be adding new members and administrators, cleaning up after someone has left, and running meetings. Porter's (BY) concern is PrairieCat spending a lot of time dealing with non-member issues, but that since it is a small group, it shouldn't be a big deal.

- h. RSA Discussion

Coulter (PrairieCat) Dee Brennan from RAILS approached Coulter about her goal for RSA to become more independent from RAILS. Brennan (RAILS) would like Coulter and Kendal Orrison (RSA) to discuss a relationship between the two organizations. Orrison (RSA) currently working on a fee structure for RSA members, because they don't currently have one. Brennan would like to come to the next Administrative Council meeting to discuss this.

Offerman (TR) said that she is willing to hear what Brennan (RAILS) has to say about it. Wayland (Chair- PR) wonders why they wouldn't just join PrairieCat, and what the administration would look like. Porter (BY) is concerned about the impact on PrairieCat staff. Long (EM) said to invite Brennan (RAILS) to see what she has to say.

- i. Review of Delegates' Assembly agenda, 4/24/2019

Coulter said that she will remove the Bureau Valley IGA approval.

#### IX. Ad Hoc Committee Updates

- a. Resource Sharing Committee – No report

- b. Finance Committee – Report from 3/21/2019

Skwara (HC) reported that the Finance committee reviewed the final budget recommended for delegates. The committee lost a member, so they'll be recruiting at delegates and will ask for volunteers.

- X. Review of Meeting – what worked and what didn't  
The meeting went well

#### XI. Public Comments

There were no public comments.

#### XII. Adjournment – 11:51

- XIII. Next Meeting – Friday, May 3, 2019, DeKalb Public Library, DeKalb, IL

**PRAIRIECAT  
CASH REPORT  
FOR THE PERIOD ENDING March 31, 2019**

Beginning Cash Balance	\$ 1,438,479.04
Cash Received	
Payments from Member Libraries, etc.	3,844.95
Interest - BankORION	298.26
eCommerce Receipts Payable	6,943.52
Total Cash Received	<u>11,086.73</u>
Expenses Paid	
Checks and Vendor ACH Payments	20,824.79
Payroll and Retirement Contributions	62,931.32
ACH Credit Card Payments	3,799.81
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	348.61
Total Disbursements	<u>87,904.53</u>
Ending Cash Balance	<u><u>\$ 1,361,661.24</u></u>

**CASH DETAILS:**

<b>Member Library Deposit Accounts/Prepayments</b>	\$ -
<b>eCommerce Cash Receipts Payable</b>	19,886.05
<b>Capital Reserve Designation</b>	374,654.25
<b>Working Cash</b>	967,120.94
<b>TOTAL CASH</b>	<u><u>\$ 1,361,661.24</u></u>

PAYPAL FUNDS DETAILS:

March PayPal Receipts in Transit to Bank	\$1,387.03
Invested in Capital Assets Balance as of March 2019	\$20,814.74
Unrestricted Fund Balance as of March 2019	\$1,284,076.65
FY19 operating expenses excluding planned capital reserve designation:	\$ 1,535,042.38
Working Cash % of operating expenses:	63.00%

**PrairieCat**  
Balance Sheet  
As of 3/31/2019

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash in Checking	1,361,661.24
PayPal Funds	<u>1,387.03</u>
Total Cash & cash equivalents	1,363,048.27
Accounts receivables	302.42
Other Receivables	339.48
Prepaid expenses	127,324.99
Capital Assets, net	
Computers	390,310.00
Vehicles	24,488.00
Accumulated Depreciation	<u>(393,983.26)</u>
Total Capital Assets, net	<u>20,814.74</u>
Total Assets	<u>1,511,829.90</u>
Liabilities	
eCommerce Receipts Payable	21,273.08
Payroll	
Salaries Payable	18,895.54
PR Tax Withheld Payable	5,792.28
Retirement Payable	5,728.28
PR Tax Expense Payable	<u>2,123.65</u>
Total Payroll	32,539.75
Deferred revenue	<u>153,125.68</u>
Total Liabilities	<u>206,938.51</u>
Net Assets	
Beginning Net Assets	1,184,725.98
Current YTD Net Income	<u>120,165.41</u>
Total Net Assets	<u>1,304,891.39</u>
Total Liabilities and Net Assets	<u><u>1,511,829.90</u></u>

**PrairieCat**

Statement of Revenues and Expenses - FY19 is 75.00% Completed

From 3/1/2019 Through 3/31/2019

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Revised</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Revised</u>	<u>Percent of Annual Budget</u>
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,137.50	19,237.50	18,731.00	102.70%	24,975.00	77.02%
Fully Participating and Basic Online Member Revenue	69,204.68	622,841.80	622,842.00	99.99%	830,455.78	74.99%
ILL Barcode Revenue	0.00	2,200.00	5,250.00	41.90%	7,000.00	31.42%
Cataloging Revenue	0.00	1,000.00	375.00	266.66%	500.00	200.00%
Fully Participating & Basic Online - CR Contribution	3,512.50	31,612.56	31,612.00	100.00%	42,150.00	75.00%
Union List - CR Contribution	538.34	4,845.06	4,717.00	102.71%	6,290.00	77.02%
<b>Total Fees for Services and Materials</b>	<b>75,393.02</b>	<b>681,736.92</b>	<b>683,527.00</b>	<b>99.74%</b>	<b>911,370.78</b>	<b>74.80%</b>
Reimbursements						
Reimbursements	160.68	3,701.75	1,125.00	329.04%	1,500.00	246.78%
Reimbursements - Hosting Fee	2,810.00	25,289.94	25,290.00	99.99%	33,720.00	74.99%
Reimbursements - PUG Day/DA Fees	1,333.38	12,899.82	12,000.00	107.49%	16,000.00	80.62%
<b>Total Reimbursements</b>	<b>4,304.06</b>	<b>41,891.51</b>	<b>38,415.00</b>	<b>109.05%</b>	<b>51,220.00</b>	<b>81.79%</b>
Investment Income	298.26	2,370.37	1,875.00	126.41%	2,500.00	94.81%
Other						
Other Grants	5,275.50	13,058.70	0.00	0.00%	0.00	0.00%
Other Revenue	0.00	0.00	750.00	0.00%	1,000.00	0.00%
Other Revenue - RAILS Support	49,045.16	465,894.50	465,894.00	100.00%	613,030.00	75.99%
<b>Total Other</b>	<b>54,320.66</b>	<b>478,953.20</b>	<b>466,644.00</b>	<b>102.64%</b>	<b>614,030.00</b>	<b>78.00%</b>
<b>Total REVENUES</b>	<b>134,316.00</b>	<b>1,204,952.00</b>	<b>1,190,461.00</b>	<b>101.22%</b>	<b>1,579,120.78</b>	<b>76.31%</b>
<b>EXPENSES</b>						
Personnel						
Other Professionals	74,473.17	461,654.13	456,922.00	101.03%	609,230.75	75.77%
Support Services	12,010.51	73,431.66	100,020.00	73.41%	133,362.40	55.06%
Social Security Taxes	6,202.83	38,722.49	42,668.00	90.75%	56,891.67	68.06%
Unemployment Insurance	0.00	0.00	6,375.00	0.00%	8,500.00	0.00%
Worker's Compensation	101.08	909.72	1,081.00	84.15%	1,442.00	63.08%
Retirement Benefits	7,939.67	50,717.11	54,847.00	92.47%	73,128.89	69.35%
Health, Dental And Life Insurance	8,414.39	79,498.63	85,306.00	93.19%	113,742.07	69.89%
Other Fringe Benefits	0.00	60.00	2,250.00	2.66%	3,000.00	2.00%
Tuition Reimbursements	0.00	0.00	750.00	0.00%	1,000.00	0.00%
Staff Professional Memberships	0.00	0.00	1,500.00	0.00%	2,000.00	0.00%
Recruiting	0.00	428.00	0.00	0.00%	0.00	0.00%
<b>Total Personnel</b>	<b>109,141.65</b>	<b>705,421.74</b>	<b>751,719.00</b>	<b>93.84%</b>	<b>1,002,297.78</b>	<b>70.38%</b>
Buildings and Grounds						
Property Insurance	122.92	1,106.28	900.00	122.92%	1,200.00	92.19%
<b>Total Buildings and Grounds</b>	<b>122.92</b>	<b>1,106.28</b>	<b>900.00</b>	<b>122.92%</b>	<b>1,200.00</b>	<b>92.19%</b>
Vehicle Expenses						



**PrairieCat**

Statement of Revenues and Expenses - FY19 is 75.00% Completed

From 3/1/2019 Through 3/31/2019

	Current Month	YTD Actual	YTD Budget - Revised	Percent of YTD Budget	Total Budget - Revised	Percent of Annual Budget
Fuel	0.00	1,447.51	0.00	0.00%	0.00	0.00%
Repairs And Maintenance	0.00	330.92	0.00	0.00%	0.00	0.00%
Vehicle Insurance	206.32	1,650.74	750.00	220.09%	1,000.00	165.07%
Other Vehicle Expenses	0.00	229.00	0.00	0.00%	0.00	0.00%
<b>Total Vehicle Expenses</b>	<b>206.32</b>	<b>3,658.17</b>	<b>750.00</b>	<b>487.76%</b>	<b>1,000.00</b>	<b>365.82%</b>
<b>Travel and Continuing Education</b>						
In-State Travel	219.60	4,387.41	4,500.00	97.49%	6,000.00	73.12%
Out-Of-State Travel	1,900.58	1,900.99	11,625.00	16.35%	15,500.00	12.26%
Registrations And Meeting, Other Fees	1,414.00	8,563.26	11,250.00	76.11%	15,000.00	57.08%
Conferences And Continuing Education Meetings	0.00	15,159.61	9,000.00	168.44%	12,000.00	126.33%
Public Relations	0.00	480.53	375.00	128.14%	500.00	96.10%
<b>Total Travel and Continuing Education</b>	<b>3,534.18</b>	<b>30,491.80</b>	<b>36,750.00</b>	<b>82.97%</b>	<b>49,000.00</b>	<b>62.23%</b>
Commercial Insurance	422.24	3,925.17	4,125.00	95.15%	5,500.00	71.36%
<b>Supplies, Postage and Printing</b>						
Computers, Software And Supplies	161.96	6,011.50	6,162.48	97.55%	8,216.67	73.16%
General Office Supplies And Equipment	0.00	99.68	0.00	0.00%	0.00	0.00%
<b>Total Supplies, Postage and Printing</b>	<b>161.96</b>	<b>6,111.18</b>	<b>6,162.48</b>	<b>99.17%</b>	<b>8,216.67</b>	<b>74.38%</b>
<b>Equipment Repair and Maintenance</b>						
Equipment Repair And Maintenance Agreements	111.94	454.46	750.00	60.59%	1,000.00	45.44%
<b>Total Equipment Repair and Maintenance</b>	<b>111.94</b>	<b>454.46</b>	<b>750.00</b>	<b>60.59%</b>	<b>1,000.00</b>	<b>45.45%</b>
<b>Professional Services</b>						
Legal	767.65	2,996.65	2,250.00	133.18%	3,000.00	99.88%
Accounting	0.00	4,200.00	3,750.00	112.00%	5,000.00	84.00%
Consulting	1,612.50	4,475.00	2,625.00	170.47%	3,500.00	127.85%
Payroll Service Fees	473.66	4,672.29	4,200.00	111.24%	5,600.00	83.43%
<b>Total Professional Services</b>	<b>2,853.81</b>	<b>16,343.94</b>	<b>12,825.00</b>	<b>127.44%</b>	<b>17,100.00</b>	<b>95.58%</b>
<b>Contractual Services</b>						
Information Service Costs	29,804.20	273,210.65	309,182.49	88.36%	412,243.33	66.27%
Outside Printing Services	0.00	667.62	1,500.00	44.50%	2,000.00	33.38%
Other Contractual Services	3,881.25	34,537.50	35,680.00	96.79%	47,575.00	72.59%
<b>Total Contractual Services</b>	<b>33,685.45</b>	<b>308,415.77</b>	<b>346,362.49</b>	<b>89.04%</b>	<b>461,818.33</b>	<b>66.78%</b>
Depreciation	408.14	3,673.26	3,672.00	100.03%	4,897.60	75.00%
Professional Association Membership Dues	84.17	1,123.99	375.00	299.73%	500.00	224.79%
Miscellaneous	71.00	953.23	750.00	127.09%	1,000.00	95.32%
Miscellaneous - eCommerce Fees	277.61	3,107.60	4,500.00	69.05%	6,000.00	51.79%
<b>Total EXPENSES</b>	<b>151,081.39</b>	<b>1,084,786.59</b>	<b>1,169,640.97</b>	<b>92.75%</b>	<b>1,559,530.38</b>	<b>69.56%</b>

**PrairieCat**

Statement of Revenues and Expenses - FY19 is 75.00% Completed  
From 3/1/2019 Through 3/31/2019

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Revised</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Revised</u>	<u>Percent of Annual Budget</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u><del>(16,765.39)</del></u>	<u><del>120,165.41</del></u>	<u><del>20,820.03</del></u>	<u><del>577.16%</del></u>	<u><del>19,590.40</del></u>	<u><del>613.38%</del></u>

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash in Checking  
 From 3/15/2019 Through 4/24/2019

<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
Bank Orion	3/15/2019	20.00
Paycom Payroll LLC	3/21/2019	240.25
Paycom Payroll LLC	3/21/2019	17,717.94
Paycom Payroll LLC	3/21/2019	751.35
Paycom Payroll LLC	3/21/2019	7,427.85
Paycom Payroll LLC	3/21/2019	288.95
ICMA Retirement Corporation	3/21/2019	2,646.56
ICMA Retirement Corporation	3/21/2019	2,711.05
ICMA Retirement Corporation	3/21/2019	200.00
Bank Orion	3/31/2019	51.00
Carolyn Coulter	4/3/2019	36.12
Klein, Thorpe and Jenkins, Ltd.	4/3/2019	410.50
Sandy Tedder	4/3/2019	138.92
Merchant eSolutions	4/3/2019	308.44
Paycom Payroll LLC	4/4/2019	227.25
Paycom Payroll LLC	4/4/2019	18,144.19
Paycom Payroll LLC	4/4/2019	751.35
Paycom Payroll LLC	4/4/2019	7,626.98
Paycom Payroll LLC	4/4/2019	288.95
ICMA Retirement Corporation	4/4/2019	2,734.08
ICMA Retirement Corporation	4/4/2019	2,794.20
ICMA Retirement Corporation	4/4/2019	200.00
First Bankcard	4/9/2019	1,874.73
Edward Zanelli	4/11/2019	60.32
LIMRICC	4/11/2019	14,131.35
Marcive, Inc.	4/11/2019	191.16
Sandy Tedder	4/11/2019	48.30
Alleman High School	4/15/2019	0.50
Andalusia Township Library	4/15/2019	7.40
Bertolet Memorial Library District	4/15/2019	6.10
Bourbonnais Public Library District	4/15/2019	302.60
Boylan Central Catholic High School	4/15/2019	1.60
Bradley Public Library District	4/15/2019	191.75
Byron CUSD #226	4/15/2019	0.40
Byron Public Library District	4/15/2019	238.79
Charles B. Phillips Public Library District	4/15/2019	66.65
Clinton Township Public Library	4/15/2019	57.45
Coal City Public Library District	4/15/2019	176.14
Colona District Public Library	4/15/2019	67.86
Cordova District Library	4/15/2019	39.35
Cortland Community Library	4/15/2019	89.99
Creston-Dement Public Library	4/15/2019	3.10
Community Unit School District #2	4/15/2019	30.00
Community Unit School District #2	4/15/2019	1.20
Dakota CUSD #201	4/15/2019	0.60
DeKalb Public Library	4/15/2019	1,477.85
East Moline Public Library	4/15/2019	229.65
Earlville Public Library District	4/15/2019	8.30
East Dubuque District Library	4/15/2019	10.95
Elizabeth Township Public Library	4/15/2019	10.15
Ella Johnson Memorial Public Library District	4/15/2019	971.74
Erie Public Library District	4/15/2019	13.40
FHN Health Science Library	4/15/2019	1.90
Flagg-Rochelle Public Library District	4/15/2019	455.84
Forreston Public Library	4/15/2019	1.60
Fossil Ridge Public Library District	4/15/2019	23.95
Franklin Grove Public Library	4/15/2019	5.35
Freeport Public Library	4/15/2019	993.29
Galena Public Library District	4/15/2019	91.35
Galena Unit SD #120	4/15/2019	12.19
Galena Unit SD #120	4/15/2019	0.90
Geneseo Public Library District	4/15/2019	226.18
Genoa Public Library District	4/15/2019	1,275.44
Grant Park Public Library	4/15/2019	2.60

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash in Checking  
 From 3/15/2019 Through 4/24/2019

<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
Graves-Hume Public Library District	4/15/2019	41.05
Hampton School District #29	4/15/2019	5.99
Hanover Township Library	4/15/2019	2.90
Highland Community College Library	4/15/2019	24.35
Hinckley Public Library District	4/15/2019	182.30
Homer Township Public Library District	4/15/2019	11.59
Homer Township Public Library District	4/15/2019	1,144.30
Johnsburg Public Library District	4/15/2019	490.45
Joliet Township HSD #204	4/15/2019	5.50
Julia Hull District Library	4/15/2019	219.00
Kankakee Public Library	4/15/2019	1,004.35
LaSalle Public Library	4/15/2019	219.30
Lena Community District Library	4/15/2019	1.95
Limestone Township Library	4/15/2019	36.35
Malta Township Public Library	4/15/2019	5.40
Manhattan-Elwood Public Library District	4/15/2019	851.64
Manteno Public Library District	4/15/2019	379.68
Maple Park Public Library	4/15/2019	1.70
Marseilles Public Library	4/15/2019	7.20
Meridian CUSD #223	4/15/2019	1.20
Meridian CUSD #223	4/15/2019	45.49
Meridian CUSD #223	4/15/2019	0.30
Meridian CUSD #223	4/15/2019	3.75
Mills & Petrie Memorial Library	4/15/2019	2.55
Mineral Gold Public Library District	4/15/2019	0.40
Mokena Community Public Library District	4/15/2019	457.23
Moline School District #40	4/15/2019	6.40
Moline Public Library	4/15/2019	799.84
Moore Memorial Library District	4/15/2019	1.50
Morris Area Public Library	4/15/2019	193.93
Mount Carroll Township Public Library	4/15/2019	0.70
Mount Morris Public Library	4/15/2019	78.60
New Lenox Public Library	4/15/2019	904.09
North Boone CUSD #200	4/15/2019	1.70
Odell Public Library	4/15/2019	238.69
Oglesby Public Library District	4/15/2019	34.40
Oregon Public Library District	4/15/2019	13.80
Pankhurst Memorial Library	4/15/2019	0.60
Pearl City Public Library District	4/15/2019	3.00
Pecatonica CUSD #321	4/15/2019	1.75
Pecatonica Public Library District	4/15/2019	21.85
Peotone Public Library District	4/15/2019	197.65
Peru Public Library	4/15/2019	337.65
Plano Community Library District	4/15/2019	363.70
Plano CUSD #88	4/15/2019	0.75
Polo CUSD #222	4/15/2019	45.54
Polo CUSD #222	4/15/2019	1.00
Polo CUSD #222	4/15/2019	0.60
Polo Public Library District	4/15/2019	30.40
Princeton Public Library	4/15/2019	362.20
Prophetstown-Lyndon-Tampico CUSD #3	4/15/2019	1.70
Prophetstown-Lyndon-Tampico CUSD #3	4/15/2019	2.30
Putnam County CUSD # 535	4/15/2019	2.80
Putnam County Public Library District	4/15/2019	18.90
Putnam County Public Library District	4/15/2019	16.30

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash in Checking  
 From 3/15/2019 Through 4/24/2019

<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
Putnam County Public Library District	4/15/2019	1.20
Putnam County Public Library District	4/15/2019	11.50
Raymond A. Sapp Memorial Township Library	4/15/2019	1.00
Reddick Public Library District	4/15/2019	544.95
Richard A. Mautino Memorial Library	4/15/2019	69.85
River Bend Community Unit School District 2	4/15/2019	1.90
River Bend Community Unit School District 2	4/15/2019	3.35
River Valley District Library	4/15/2019	206.85
Robert R. Jones Public Library District	4/15/2019	63.10
Robert W. Rowe Public Library District	4/15/2019	97.60
Rock Island Public Library	4/15/2019	199.79
Rock Island Public Library	4/15/2019	499.64
Rock Island Public Library	4/15/2019	123.95
Rock Island School District #41	4/15/2019	0.70
Sandwich Public Library District	4/15/2019	379.65
Schmaling Memorial Public Library District	4/15/2019	12.55
Seneca Public Library District	4/15/2019	212.60
Sheffield Public Library	4/15/2019	0.20
Sherrard Public Library District	4/15/2019	128.69
Silvis Public Library	4/15/2019	68.15
Somonauk Public Library District	4/15/2019	352.70
South Beloit Public Library	4/15/2019	26.60
Stockton Township Public Library	4/15/2019	2.00
Streator Public Library	4/15/2019	73.63
Sycamore Public Library	4/15/2019	557.89
Three Rivers Public Library	4/15/2019	264.38
Three Rivers Public Library	4/15/2019	84.60
United Township High School Library #30	4/15/2019	33.75
Walnut Public Library District	4/15/2019	1.00
Warren CUSD #205	4/15/2019	1.10
Warren Township Public Library	4/15/2019	0.90
Western District Library	4/15/2019	105.79
Wilmington Public Library District	4/15/2019	514.65
Winnebago CUSD #323	4/15/2019	1.30
York Township Public Library	4/15/2019	2.85
Yorkville Public Library	4/15/2019	700.35
WEX Bank	4/15/2019	60.19
Amanda Augsburger	4/18/2019	56.26
ICMA Retirement Corporation	4/18/2019	250.00
Paycom Payroll LLC	4/18/2019	227.25
Paycom Payroll LLC	4/18/2019	18,208.68
Paycom Payroll LLC	4/18/2019	751.35
Paycom Payroll LLC	4/18/2019	7,655.32
Paycom Payroll LLC	4/18/2019	288.95
ICMA Retirement Corporation	4/18/2019	2,743.08
ICMA Retirement Corporation	4/18/2019	2,798.25
ICMA Retirement Corporation	4/18/2019	200.00
Bank Orion	4/19/2019	<u>20.00</u>
Report Total		<u>136,554.20</u>



STATE OF ILLINOIS        )  
  ) SS  
ROCK ISLAND COUNTY )

**SECRETARY'S CERTIFICATE**

I, Laura Long, the duly qualified and acting Secretary of the Administrative Council of PRAIRIECAT and the keeper of the records thereof, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

**RESOLUTION NO. 19-01**

**RESOLUTION ADOPTING THE PREVAILING WAGE  
RATES FOR LABORERS, WORKERS AND MECHANICS  
EMPLOYED BY PRAIRIECAT**

Adopted at a regular meeting of the said Administrative Council of PRAIRIECAT on the 3<sup>rd</sup> day of May, 2019.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 3<sup>rd</sup> day of May, 2019.

\_\_\_\_\_  
Secretary

**RESOLUTION NO. 19-01**

**RESOLUTION ADOPTING THE PREVAILING WAGE  
RATES FOR LABORERS, WORKERS AND MECHANICS  
EMPLOYED BY PRAIRIECAT**

**WHEREAS**, the State of Illinois has enacted "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended (820 ILCS 130/1-12); and

**WHEREAS**, the aforesaid Act requires that PRAIRIECAT of the County of Rock Island, State of Illinois, investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics and other workers in the locality of said PRAIRIECAT employed in performing construction of public works for said PRAIRIECAT.

**NOW, THEREFORE, BE IT RESOLVED** by the President and Administrative Council of PRAIRIECAT as follows:

**Section 1:** To the extent and as required by "An ACT regulating wages of laborers, mechanics and other workers employed in any public works by the State, county, city or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics and other workers engaged in the construction of public works coming under the jurisdiction of PRAIRIECAT is hereby ascertained to be the same as the prevailing rate of wages for construction work in the Rock Island County area as determined by the Department of Labor of the State of Illinois, as of April 5, 2019, a copy of that determination shall be attached hereto as Exhibit "A" and incorporated herein by reference. As required by the Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the



Department's June determination and apply to any and all public works construction undertaken by PRAIRIECAT. The definition of any terms appearing in this Resolution which are also used in the aforesaid Act shall be the same as in said Act.

**Section 2:** Nothing herein contained shall be construed to apply to said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of PRAIRIECAT to the extent required by the aforesaid Act.

**Section 3:** The Secretary shall publicly post or keep available for inspection by any interested party in the main office of PRAIRIECAT this determination of such prevailing rate of wage.

**Section 4:** The Secretary shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed, or file their name and addresses, requesting copies of any determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

**Section 5:** The Secretary shall file no later than July 15, 2019, a certified copy of this Resolution with the Department of Labor of the State of Illinois.

**Section 6:** The Secretary shall, within 30 days of the filing provided for in Section 5 above, cause a notice of its determination of prevailing wages to be placed on PRAIRIECAT's website with a hyperlink directly to the prevailing wage schedules for Rock Island County that are published on the official website of the Illinois Department of Labor. Said notice shall conform substantially to the notice attached hereto as Exhibit "B" and incorporated herein by reference. Such publication shall constitute notice that this is the determination of PRAIRIECAT and is effective.

**Section 7:** In all PRAIRIECAT public works construction contracts or other written instruments, there shall be inserted a written stipulation that the prevailing rate of wages are revised by the Department of Labor and are available on the Department's official website.

**ADOPTED** this 3rd day of May, 2019, pursuant to a roll call vote as follows:

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**APPROVED** by the President and Administrative Council of PRAIRIECAT this 3rd day of May, 2019.

\_\_\_\_\_  
Chair, PRAIRIECAT

ATTEST:

\_\_\_\_\_  
Secretary, PRAIRIECAT

**EXHIBIT "B"**

**NOTICE OF DETERMINATION**

**NOTICE IS GIVEN** by the Administrative Council of PRAIRIECAT that by Resolution 19-1 adopted the 3rd day of May, 2019, PRAIRIECAT has made a determination of the Prevailing Rate of Wages as required by Illinois Compiled Statutes, Act 130, Sections 1-12. These Prevailing Rate of Wages can be found on the official website of the Illinois Department of Labor at: Rock Island County Prevailing Wage Rates for June 2019  
(<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/2018-Rates.aspx>)



Date: 4/24/2019

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, PrairieCat Director

Re: Election Slate, FY20

**Summary:** The following candidates have been nominated for open seats on the Administrative Council, Circulation Committee, and Technical Services Committee. The election will be held from May 13-May 24.

Administrative Council:

At Large (2 open seats):

Michele Arms, Cherry Valley PL

Patti Smith, Robert W. Rowe PL

Tier 1 (1 open seat):

Emily Faulkner, DeKalb PL

Tier 2 (1 open seat):

Emily Porter, Byron PL

Academic/School/Special library (1 open seat):

Laura Watson, Highland Community College

Circulation Committee:

At Large (1 open seat):

Beth Wood, Robert W. Rowe PL

Tier 1 (1 open seat):

Jolyce Abernathy, New Lenox PL

Denise Thompson, Kankakee PL

Tier 2 (1 open seat):

Jenny Hansen-Peterson, Cherry Valley PL

Lisa Butler, Wilmington PL

Tier 3 (1 open seat):

Patti Smith, Robert W. Rowe PL

Technical Services Committee:

At Large (2 open seats):

Kristi Fane, North Suburban PL

Lora Totton Schultz, Woodstock PL

Deborah Shippy, Moline PL

Tier 2 (2 open seats):

Dixie DeBord, Yorkville PL

Dana Fine, Princeton PL

Tier 3: (1 open seat):

Nikki West, River Valley PL



Date: 5/3/2019

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

RE: Resource sharing exemptions for addition to the General Policy Manual

**Summary:** It has been recommended by the Resource Sharing Committee to add the following resource sharing exemptions to the General Policy Manual.

**Analysis:** After analysis and discussion, the Resource Sharing Committee has recommended that the following exemptions be added to PrairieCat's existing resource sharing policies. These exemptions reflect types of materials that are commonly kept strictly ~~REFERENCE ONLY~~ in-house by libraries~~ONLY~~. The Committee feels that providing membership with a list of criteria to gauge their materials is helpful when members make decisions regarding ~~MEMBERSHIP~~.

**Recommendation:** It is recommended to add the following list of criteria to the General Policy Manual in order to provide guidelines for membership.

## **PrairieCat Resource Sharing Exemptions**

PrairieCat member libraries are encouraged to loan materials to other PrairieCat libraries as freely as possible. However, there are some materials that may need to exempt from loaning due to various factors. The following list is provided to guide member libraries and PrairieCat staff in judging if material can be exempt from sharing. This list will be reviewed as needed by the PrairieCat Resource Sharing Committee. A library can choose to loan materials that otherwise might fit one of these criteria. If your library has material that you cannot share that meets one of these criteria, the loan rules for your library **MUST** be set in PrairieCat to disallow systemwide holds, so that patrons are not able to place holds when the material is not actually going to be loaned.

Criteria for gauging what is exempt from PrairieCat loan rules for system borrowing:

### **1. Non-circulating locally**

Examples: Reference materials, local history materials, journals

### **2. Higher than usual replacement value**

Examples: projectors, laptops, other technological equipment, artwork

### **3. Rarity**

Examples: signed editions, genealogy, cake pans

### **4. Fragile, heavy or hard to transport via delivery (more than 40 pounds is the RAILS delivery limit)**

Examples: fishing poles, sewing machines, dolls, microscopes

### **5. Complexity/number of "pieces"**

Examples: STEM Kits, general kits, games

### **6. Subscription or special use policies in place**

Examples: Hotspots, museum passes

### **7. Fits Developing Collections policy (under 25% adoption across consortium of new material type)\***

\*If the 25% adoption rate is surpassed, analysis of material type with the rest of the criteria should be considered in order to ascertain exemption from loan rules.