



**PrairieCat Administrative Council
Agenda
September 3, 2021**

The Council will meet on Friday, September 3rd, 2021, 10 am –1 pm
In person at the East Moline Public Library, 740 15th Ave.
East Moline, IL

The meeting will also be available online via Zoom:
Join Zoom Meeting

<https://raillibraries.zoom.us/j/99633058897?pwd=M2RwbjNkWkJCdlJuekU1ZW5PY00vdz09>

The public can also dial in at: +1 312 626 6799
Meeting ID: 996 3305 8897

Please Register at:

<https://librarylearning.org/event/11617/register>

- I. Call to order, Welcome and Introductions
 - II. Introduction of Visitors and Public Comments
 - III. Review Agenda for Additions/Changes
 - IV. Consent Agenda
 - a. Approve minutes for August 6th, 2021 PrairieCat Administrative Council meeting (pp. 2-6)
 - b. Approve financial report for July 2021 (pp. 7-11)
 - c. Approve check register for 7/29/21 to 8/25/21 (p.12)
 - d. Statistical reports (p. 13)
 - V. Membership Update (Elizabeth Smith, Carolyn Coulter)
 - VI. Administrative Issues
 - a. Action: Approve edit to General Policy Manual Fiscal Accountability Policy (p. 14)
 - b. Action: Approve edit to General Policy Manual timeline for membership/upgrades (p. 15)
 - c. Discussion, Innovative contract negotiations
 - d. Discussion, building temp staff database for membership (Patti Smith)
 - VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – no report
 - b. Finance Committee – no report
 - VIII. Review of Meeting – what worked and what didn't
 - IX. Public Comments
 - X. Adjournment
- Next Meeting – Friday, October 1, 2021, RAILS Coal Valley Office, 220 W. 23rd Ave, Coal Valley, IL



**PrairieCat Administrative Council
Minutes
August 6, 2021**

The Council met on Friday, August 6th, 2021, 10 am –1 pm
In person at the Byron Public Library District,
100 South Washington Street,
Byron, IL 61010-1460

The meeting will also be available online via Zoom:
Join Zoom Meeting

<https://rainslibraries.zoom.us/j/99633058897?pwd=M2RwbjNkWkJCdJuekU1ZW5PY00vdz09>

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Meeting ID: 996 3305 8897

Please Register at:

<https://librarylearning.org/event/11617/register>

I. Call to order, Welcome and Introductions

Present in Cherry Valley: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Beth Ryan (JO), Patricia Smith (Chair-RO), Laura Watson (HC), Emily Porter (BY), Penny Bryant (PT), Ashley Huffines (FP), Laura Long (EM), Charm Ruhnke (PU)

Present via Zoom: Chelsey DeSplinter (PrairieCat)

Absent: Victoria Blackmer (CV), Emily Faulkner (DK)

Ruhnke (Vice-Chair-PU) called the meeting to order at 10:01 am.

II. Introduction of Visitors and Public Comments

There were no public comments. Sharon Swanson (RAILS) joined via zoom.

III. Review Agenda for Additions/Changes

There were no revisions or changes.

IV. Consent Agenda

- a. Approve minutes for July 2nd, 2021 PrairieCat Administrative Council meeting
- b. Approve financial report for June 2021
- c. Approve check register for 6/28/21 to 7/27/21
Statistical reports

MOTION #1

Long (EM) moved and Porter (BY) seconded to approve the consent agenda as presented. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 7
Nays: 0
Abstentions: 0

Discussion: Page 5 of the minutes has a typo of strategic plan.

- V. Membership Update : Report from Consortia Committee meeting, 7/19/2021
Coulter (PrairieCat) updated that Marengo-Union has gone live and that project wrap-up went smoothly. PrairieCat staff had a kick-off call with Lostant. The director Kim is actively working on Item Entry certification.

Coulter shared that she is going to the board meeting at the North Chicago Library. They are weighing the advantages of being in PrairieCat or being a standalone library. The quote was reasonable, and Coulter is hopeful they will see the advantages of joining.

Coulter shared Ladd Public Library reached out about a quote. The library is in LaSalle County. The board requested information on how much it would cost to join PrairieCat. Ladd PL has purchased barcodes for holds. Ruhnke (PU) said she can call the co-director, Shari, to discuss the benefits of PrairieCat. Ladd is not currently an OCLC member so Coulter would need to get a quote on that as well.

Coulter shared the Consortia Committee was on 7/19/2021 and Emily Faulkner was there as well. Coulter stated that RAILS is investigating how to fund the LLSAPs going forward. RAILS is charging the LLSAP for in kind services such as accounting and buildings. RAILS is looking for an equitable way to fund the LLSAPs and move the LLSAPs towards more independence. The committee also discussed alternatives to OCLC but there are not a lot of options.

Coulter said right now, most of our members do not allow out-of-state ILL. If Find More IL expanded, then PrairieCat could purchase it instead of OCLC if it is a solid source of bibliographic records. Some larger publics and academic libraries may still maintain OCLC membership. The Innovative product SkyRiver is a legacy product so it won't be further developed.

Coulter is serving on the Consortia Committee as well as the sustainability-working group.

Ruhkne asked if there is a deadline to report back to the Consortia Committee. Coulter said PrairieCat has a financial sustainability plan to follow if RAILS services go quicker than anticipated. Ruhnke referred to the Resource Sharing Summit and asked if this topic about sustainability is something we want to discuss with the membership. That is why Ruhnke was asking if the Consortia Committee has a timeline. Coulter said there's probably at least a year on this project, but is uncertain of a definite timeline.

Coulter said she is still working with Innovative on the quotes on the Engagement Suite. Coulter said she is putting the Discover module in the FY23 budget. If we went with Discover, there are several other costs that would not be needed such as Mobile Worklists, Encore, Encore hosting, and Syndetics Unbound.

- a. Discussion, CD renewals and options for alternate investments
Swanson (RAILS) shared PrairieCat has maintained a checking account with BankOrion. In Dec 2019, interest rates at the IL Funds were higher than the checking account, so PrairieCat opened up a money market with IL Funds. However, in 2020 interest rates started plummeting due to the pandemic, so PrairieCat investigated CD options and ultimately opened a CD with BankOrion. Since the CD matures 8/7/2021, PrairieCat needs to make a decision on what to do next.

Swanson investigated several other options that are outlined in the packet. Swanson said these interest rates quoted are adjusted frequently. The potential interest earnings ranges from \$6,500-9,000. Swanson said IH Mississippi Valley did offer a high interest rate, however, PrairieCat would be the first public funds. It was difficult to get a hold of a customer service representative at American Bank & Trust, and IH Mississippi Valley were also not very responsive.

Swanson shared BankOrion has been a responsive and reliable banking partner. The fees are also affordable. The potential to earn significant interest on investment options is low due to the current climate. The penalty for early withdrawal is 3 months interest penalty. Swanson recommends renewing the CD with BankOrion and continuing that relationship.

Coulter said she agrees with Swanson's recommendation. Porter (BY) also agrees.

MOTION #2

Long (EM) moved and Porter (BY) seconded to renew the BankOrion CD for another 12 months. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 7

Nayes: 0

Abstentions: 0

Discussion:

- b. Discussion, compliance in coming year
Smith (PrairieCat) shared the details of the compliance report.

Coulter (PrairieCat) asked if we want to enforce compliance in FY22 as far as Delegates Assembly attendance and compliance rules. Huffines (FP) recommended holding off on the enforcement of compliance, especially considering the schools issues.

Ruhnke (PU) said she is in favor of holding off on compliance, but this should not be view as reason to stop doing your responsibilities to the consortium. She recommends sending a message explaining this and signed by the chair.

- c. Discussion, adding Juneteenth to official days off, FY22 and beyond
Coulter (PrairieCat) said Juneteenth was declared a Federal and State holiday. Coulter asked if RAILS will be closing, but they have yet to make

a decision. CCS and SWAN will not take it as a vacation day. Ryan (JO) said it should be recognized as holiday, but said most libraries will remain open. Ruhnke (PU) said most libraries are often open when schools and other businesses are closed.

The Council agreed PrairieCat should remain open as most libraries will remain open.

- d. Discussion, Administrative Council subcommittee for contract negotiations
Coulter (PrairieCat) explained she has been working with Innovative on contract negotiations. Coulter would like a small subcommittee to work with her on the negotiations. Ryan (JO) volunteered to be on the committee. Ruhnke (PU) and Blackmer (CV) will also serve on the subcommittee, as they are the chairs of the Resource Sharing and Finance Committees.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – Report from Summit meetings with Amanda Standerfer

Ruhnke (PU) shared PrairieCat will be hosting a Resource Sharing Summit on October 21, 2021 at Faranda's in DeKalb. Amanda Standerfer will facilitate. Coulter (PrairieCat) said the main topics of discussion will be PrairieCat Plus with enhanced member benefits such as patron engagement. A survey will be sent out prior to the summit to get feedback on some of these topics.

Porter (BY) and Ryan (JO) said their Axis360 circulation numbers have increased. The collection is much better now and RAILS received the grant last year to invest in the collection. Axis360 is managed by a dedicated RAILS staff so the collection is improving. OMNI is managed by volunteers so it makes it a lot more difficult to manage the collection.

- b. Finance Committee – no report

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

Porter (BY) shared she purchased a piece of video conferencing equipment called an Owl and will let us know how that works.

Coulter (PrairieCat) thanked Swanson for her time and work on the Finance Report.

IX. Public Comments
There were no public comments.

X. Adjournment
The Council adjourned at 11:06.

Next Meeting – Friday, September 3, 2021, East Moline Public Library, 740 15th Ave., East Moline, IL

FY2022 PrairieCat Administrative Council MOTIONS July 2021 - June 2022				M – Motion made by Y - Yes Abstain - Abs A - Absent 2nd – Motion seconded by N - No NA - No Answer NP - Not present											
Meeting Date: 8/6/2021	Vote Summary			Votes											
MOTION	Aye	Nay	Abstention	Victoria Blackmer (CV)	Penny Bryant (PT)	Emily Faulkner (DK)	Ashley Huffines (FP)	Laura Long (EM)	Emily Porter (BY)	Charm Ruhnke (PU)	Beth Ryan (JO)	Patti Smith (RO)	Laura Watson (HC)	Michelle Krooswyk (NL)	
to approve the consent agenda as presented.				A	Y	A	Y	M Y	2nd Y	Y	Y	A	Y	A	
to renew the BankOrion CD for another 12 months				A	Y	A	Y	M Y	2nd Y	Y	Y	A	Y	A	



Date: 9/3/2021
To: PrairieCat Administrative Council
From: Sharon Swanson, RAILS Staff Accountant for PrairieCat
Subject: PrairieCat Financial Report – July 2021

Please find attached the PrairieCat Financial Reports for the month of July 2021. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of July 29 through August 25.

As of July 31, of the total cash balance of \$1,046,050, \$507,393 was undesignated working cash, \$532,399 was designated for capital reserves, \$6,080 was eCommerce receipts payable to the membership, and \$178 was prepayments from the member libraries for fees. Cash increased \$191,794 primarily due to the receipt of the \$139,805 quarterly RAILS support grant payment as well as the receipt of 90% of the quarterly invoiced fees to the members partially offset by the monthly payroll expenses, annual OCLC fees for the entire consortium, and payments to other vendors.

The balance of working cash was sufficient to fund nearly 3.4 months of budgeted FY2022 operating expenses, and the capital reserves amount could fund an additional 3.5 months of budgeted operating expenses. The \$500,000 principle of PrairieCat's CD would be sufficient to fund yet an additional 3.3 months of budgeted operating expenses.

Total revenues through July of \$154,077 were slightly above budgeted amounts mostly due to the invoicing of one-time system set-up costs for Marengo-Union (\$6,400). These revenues are fully offset by the corresponding vendor expense in Information Services Costs and do not add to PrairieCat's net asset balance. Revenues are expected to continue to be over budget due to the addition of Marengo-Union membership fees (\$3,550 quarterly), which were not included in the budget due to the timing of their membership approval.

Total year-to-date interest as of July was \$574, which is temporarily \$199 above the year-to-date budgeted amount of \$375. The IL Funds rate has seemed to stabilize within the past 2 months as the daily rate is currently at .02% and has remained at the rate since June 30. As of August 7, PrairieCat renewed the CD with Bank Orion for 12 months at a .50% rate.

Total expenses through July of \$140,928 were \$11,250 below budget mostly due to under-budget Personnel costs (\$5,482) and Travel and Continuing Education costs (\$1,376). Travel expenses are expected to rise as the year continues with the recent return to in-person meetings. Personnel expenses were under-budget mostly due to lower than expected health insurance expenses, no unemployment insurance expenses through July, as well as lower than expected fringe benefits for staff members.

**PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING July 31, 2021**

Beginning Cash Balance	\$ 854,255.84
Cash Received	
Payments from Member Libraries, etc.	402,612.24
Interest - BankORION	253.72
Interest - Illinois Funds	-
eCommerce Receipts Payable	6,760.13
Total Cash Received	<u>409,626.09</u>
Expenses Paid	
Checks and Vendor ACH Payments	161,689.47
Payroll and Retirement Contributions	55,853.21
ACH Credit Card Payments	-
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	289.59
Total Disbursements	<u>217,832.27</u>
Ending Cash Balance	<u><u>\$ 1,046,049.66</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ 177.77
eCommerce Cash Receipts Payable	6,079.37
Capital Reserve Designation	532,399.27
Working Cash	507,393.25

TOTAL CASH \$ 1,046,049.66

PAYPAL FUNDS DETAILS:

July PayPal Receipts in Transit to Bank	\$1,083.79
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CD INVESTMENT DETAILS:

CD Principal	\$500,000.00
CD Interest To-Date @ .75%	\$3,686.35

TOTAL CD INVESTMENT VALUE \$ 503,686.35

Invested in Capital Assets Balance as of July 2021	\$9,386.82
Unrestricted Fund Balance as of July 2021	\$1,649,518.17

FY22 operating expenses excluding planned capital reserve designation:	\$ 1,797,080.08
Working Cash % of operating expenses:	28.23%

PrairieCat
Balance Sheet
As of 7/31/2021

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,045,873.30
Cash - Illinois Funds	176.36
PayPal Funds	1,064.84
Total Cash & cash equivalents	1,047,114.50
Investments	503,686.35
Accounts receivables	44,921.48
Other Receivables	
PayPal Funds Receivable	18.95
Other Receivables	37.98
Total Other Receivables	56.93
Prepaid expenses	452,581.94
Capital Assets, net	
Computers	287,558.00
Vehicles	24,488.00
Accumulated Depreciation	(302,659.18)
Total Capital Assets, net	9,386.82
Total Assets	2,057,748.02
Liabilities	
Accounts payable	996.19
Accrued liabilities	1,335.90
eCommerce Receipts Payable	7,163.16
Payroll	
Salaries Payable	18,565.54
PR Tax Withheld Payable	5,723.15
Pension Payable	10,537.32
Retirement Payable	1,044.15
PR Tax Expense Payable	2,020.56
Total Payroll	37,890.72
Deferred revenue	310,024.76
Compensated absences	41,432.30
Total Liabilities	398,843.03
Net Assets	
Beginning Net Assets	1,645,756.09
Current YTD Net Income	13,148.90
Total Net Assets	1,658,904.99
Total Liabilities and Net Assets	2,057,748.02

PrairieCat

Statement of Revenues and Expenses - FY21 is 8.33% Completed

From 7/1/2021 Through 7/31/2021

	<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>
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	0.00	0.00	2,413.00	0.00%	28,960.00	0.00%
Fully Participating and Basic Online Member Revenue	88,612.91	88,612.91	87,514.50	101.25%	1,050,175.08	8.43%
ILL Barcode Revenue	1,000.00	1,000.00	583.00	171.52%	7,000.00	14.28%
Fully Participating & Basic Online - CR Contribution	4,585.59	4,585.59	4,538.00	101.04%	54,457.00	8.42%
Union List - CR Contribution	0.00	0.00	606.00	0.00%	7,280.00	0.00%
Total Fees for Services and Materials	<u>94,198.50</u>	<u>94,198.50</u>	<u>95,654.50</u>	<u>98.48%</u>	<u>1,147,872.08</u>	<u>8.21%</u>
Reimbursements						
Reimbursements	6,400.00	6,400.00	1,583.00	404.29%	19,000.00	33.68%
Reimbursements - Hosting Fee	3,694.99	3,694.99	3,657.50	101.02%	43,890.00	8.41%
Reimbursements - Capira Mobile App	2,607.75	2,607.75	3,300.00	79.02%	39,600.00	6.58%
Total Reimbursements	<u>12,702.74</u>	<u>12,702.74</u>	<u>8,540.50</u>	<u>148.74%</u>	<u>102,490.00</u>	<u>12.39%</u>
Investment Income	574.36	574.36	375.00	153.16%	4,500.00	12.76%
Other						
Other Grants	0.00	0.00	166.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	46,601.50	46,601.50	46,601.50	100.00%	559,218.00	8.33%
Other Revenue	0.00	0.00	83.00	0.00%	1,000.00	0.00%
Total Other	<u>46,601.50</u>	<u>46,601.50</u>	<u>46,850.50</u>	<u>99.47%</u>	<u>562,218.00</u>	<u>8.29%</u>
Total REVENUES	<u>154,077.10</u>	<u>154,077.10</u>	<u>151,420.50</u>	<u>101.75%</u>	<u>1,817,080.08</u>	<u>8.48%</u>
EXPENSES						
Personnel						
Other Professionals	51,756.35	51,756.35	52,810.00	98.00%	624,109.48	8.29%
Support Services	9,915.59	9,915.59	11,041.00	89.80%	130,482.65	7.59%
Social Security Taxes	4,383.61	4,383.61	4,886.00	89.71%	57,726.30	7.59%
Unemployment Insurance	0.00	0.00	292.00	0.00%	3,500.00	0.00%
Worker's Compensation	108.42	108.42	132.00	82.13%	1,581.65	6.85%
Retirement Benefits	8,193.35	8,193.35	9,661.00	84.80%	114,188.82	7.17%
Health, Dental And Life Insurance	10,689.82	10,689.82	11,531.00	92.70%	138,373.52	7.72%
Other Fringe Benefits	30.44	30.44	83.00	36.67%	1,000.00	3.04%
Tuition Reimbursements	0.00	0.00	41.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	0.00	83.00	0.00%	1,000.00	0.00%
Total Personnel	<u>85,077.58</u>	<u>85,077.58</u>	<u>90,560.00</u>	<u>93.95%</u>	<u>1,072,462.42</u>	<u>7.93%</u>
Buildings and Grounds						
Property Insurance	198.58	198.58	142.00	139.84%	1,700.00	11.68%
Total Buildings and Grounds	<u>198.58</u>	<u>198.58</u>	<u>142.00</u>	<u>139.85%</u>	<u>1,700.00</u>	<u>11.68%</u>
Vehicle Expenses						
Fuel	50.89	50.89	166.00	30.65%	2,000.00	2.54%
Repairs And Maintenance	47.00	47.00	250.00	18.80%	3,000.00	1.56%

PrairieCat

Statement of Revenues and Expenses - FY21 is 8.33% Completed

From 7/1/2021 Through 7/31/2021

	<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>
Vehicle Insurance	188.58	188.58	208.00	90.66%	2,500.00	7.54%
Vehicles Leasing And Rent	0.00	0.00	41.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	62.00	0.00%	750.00	0.00%
Total Vehicle Expenses	286.47	286.47	727.00	39.40%	8,750.00	3.27%
Travel and Continuing Education						
In-State Travel	0.00	0.00	416.00	0.00%	5,000.00	0.00%
Out-Of-State Travel	0.00	0.00	583.00	0.00%	7,000.00	0.00%
Registrations And Meeting, Other Fees	664.00	664.00	583.00	113.89%	7,000.00	9.48%
Conferences And Continuing Education Meetings	0.00	0.00	416.00	0.00%	5,000.00	0.00%
Public Relations	0.00	0.00	42.00	0.00%	500.00	0.00%
Total Travel and Continuing Education	664.00	664.00	2,040.00	32.55%	24,500.00	2.71%
Commercial Insurance	457.42	457.42	541.00	84.55%	6,500.00	7.03%
Supplies, Postage and Printing						
Computers, Software And Supplies	442.66	442.66	833.00	53.14%	10,000.00	4.42%
General Office Supplies And Equipment	0.00	0.00	17.00	0.00%	200.00	0.00%
Total Supplies, Postage and Printing	442.66	442.66	850.00	52.08%	10,200.00	4.34%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	80.94	80.94	250.00	32.37%	3,000.00	2.69%
Total Equipment Repair and Maintenance	80.94	80.94	250.00	32.38%	3,000.00	2.70%
Professional Services						
Legal	0.00	0.00	833.00	0.00%	10,000.00	0.00%
Accounting	0.00	0.00	416.00	0.00%	5,000.00	0.00%
Consulting	0.00	0.00	208.00	0.00%	2,500.00	0.00%
Payroll Service Fees	456.52	456.52	520.00	87.79%	6,249.18	7.30%
Total Professional Services	456.52	456.52	1,977.00	23.09%	23,749.18	1.92%
Contractual Services						
Information Service Costs	45,561.99	45,561.99	46,125.00	98.77%	553,508.40	8.23%
Outside Printing Services	0.00	0.00	83.00	0.00%	1,000.00	0.00%
Other Contractual Services	6,985.77	6,985.77	7,642.50	91.40%	91,710.08	7.61%
Total Contractual Services	52,547.76	52,547.76	53,850.50	97.58%	646,218.48	8.13%
Depreciation	408.14	408.14	408.14	100.00%	4,897.60	8.33%
Professional Association Membership Dues	130.63	130.63	167.00	78.22%	2,000.00	6.53%
Miscellaneous	177.50	177.50	208.00	85.33%	2,500.00	7.10%
Miscellaneous - eCommerce Fees	0.00	0.00	458.00	0.00%	5,500.00	0.00%
Total EXPENSES	140,928.20	140,928.20	152,178.64	92.61%	1,811,977.68	7.78%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	13,148.90	13,148.90	(758.14)	(1,734.36)%	5,102.40	257.70%

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 7/29/2021 Through 8/25/2021

Vendor Name	Effective Date	Check Amount
Bank Orion	7/31/2021	72.50
First Bankcard	8/2/2021	1,097.36
Innovative Interfaces Inc	8/3/2021	1,800.00
Innovative Interfaces Inc	8/3/2021	4,600.00
Marcive, Inc.	8/3/2021	303.84
MerchantE	8/4/2021	302.37
Paycom Payroll LLC	8/5/2021	437.79
Paycom Payroll LLC	8/5/2021	18,535.10
Paycom Payroll LLC	8/5/2021	7,743.71
Bank Orion	8/9/2021	20.00
ICMA Retirement Corporation	8/9/2021	1,044.15
Innovative Interfaces Inc	8/11/2021	996.19
LIMRICC	8/11/2021	14,566.70
Illinois Municipal Retirement Fund	8/11/2021	5,652.97
RAILS	8/18/2021	188.25
Paycom Payroll LLC	8/19/2021	315.46
Paycom Payroll LLC	8/19/2021	18,301.56
Paycom Payroll LLC	8/19/2021	7,719.83
ICMA Retirement Corporation	8/23/2021	1,344.15
WEX Bank	8/25/2021	<u>154.90</u>
Report Total		<u><u>85,196.83</u></u>

	July 2021	July 2020	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	FY22 Totals to date	FY21 Totals to date	FY Totals % of change
General																
Bibliographic records	1,219,827	1,217,058	-	-	-	-	-	-	-	-	-	-	-	1,219,827	1,219,920	-0.01%
Item records	5,183,607	5,209,422	-	-	-	-	-	-	-	-	-	-	-	5,183,607	5,184,969	-0.03%
Patron records	360,659	427,214	-	-	-	-	-	-	-	-	-	-	-	360,659	353,632	1.99%
Total circulation	418,632	292,487	-	-	-	-	-	-	-	-	-	-	-	418,632	3,911,945	-89.30%
ILL transactions on LLSAP	53,375	59,809	-	-	-	-	-	-	-	-	-	-	-	53,375	682,215	-92.18%
Reciprocal borrowing	45,706	29,355	-	-	-	-	-	-	-	-	-	-	-	45,706	417,643	-89.06%
Training, Outreach and Engagement																
Training events	2	-	-	-	-	-	-	-	-	-	-	-	-	2	45	-95.56%
Training participants	6	-	-	-	-	-	-	-	-	-	-	-	-	6	175	-96.57%
Training contact hours	14	-	-	-	-	-	-	-	-	-	-	-	-	14	350	-95.99%
TalentLMS Course Completions	370	198	-	-	-	-	-	-	-	-	-	-	-	370	2,801	-86.79%
Site visits	4	-	-	-	-	-	-	-	-	-	-	-	-	4	17	-76.47%
Member Meetings/Events	6	5	-	-	-	-	-	-	-	-	-	-	-	6	93	-93.55%
Meeting/Event participants	155	217	-	-	-	-	-	-	-	-	-	-	-	155	2,126	-92.71%
Meeting/Event contact hours	259	273	-	-	-	-	-	-	-	-	-	-	-	259	2,971	-91.28%
Troubleshooting																
HelpDesk Calls Opened	236	307	-	-	-	-	-	-	-	-	-	-	-	236	3,148	-92.50%
HelpDesk Calls Closed	248	328	-	-	-	-	-	-	-	-	-	-	-	248	3,332	-92.56%
Database Enrichment																
Bibload records loaded - PC staff	1,351	1,500	-	-	-	-	-	-	-	-	-	-	-	1,351	15,694	-91.39%
Bibload records loaded - MARC catalogers	1,497	1,180	-	-	-	-	-	-	-	-	-	-	-	1,497	18,677	-91.98%
Cleanup/overlays/merges - PC staff	4,236	861	-	-	-	-	-	-	-	-	-	-	-	4,236	42,276	-89.98%
Cleanup/overlays/merges - MARC catalogers	916	789	-	-	-	-	-	-	-	-	-	-	-	916	12,165	-92.47%
Enhancements/corrections - PC staff	15	11	-	-	-	-	-	-	-	-	-	-	-	15	299	-94.98%
Enhancements/corrections - MARC catalogers	6	36	-	-	-	-	-	-	-	-	-	-	-	6	681	-99.12%
Authority records created/loaded	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Authority records removed	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Original catalogings - PC staff	35	7	-	-	-	-	-	-	-	-	-	-	-	35	333	-89.49%
Original catalogings - MARC catalogers	13	8	-	-	-	-	-	-	-	-	-	-	-	13	160	-91.88%
Serial records created	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	72,677	53,134	-	-	-	-	-	-	-	-	-	-	-	72,677	419,158	-82.66%
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov																



Date: 9/3/2021

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Proposed change to the GPM Fiscal Accountability Policy

Executive Summary:

Our accountant has recommended a slight change to the wording of the Fiscal Accountability Policy in the General Policy Manual to comply with regulations governing credit unions.

Detailed description:

The suggested change to Section IV, Subsection B. is below (in bold):

B. Deposits in any one institution may not exceed the FDIC **or NCUA** insured amount, without a signed collateralization agreement with the institution and with assets of the agreement to be held by a third party in PRAIRIECAT's name.



Date: 9/3/2021

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Proposed change to the General Policy Manual "Steps for Union List Member to Upgrade to Basic Online or Fully Participating Membership or for a New Basic Online or Fully Participating Member to Join"

Executive Summary:

It is recommended to adopt the change to Section 6 of the "Steps..." in order to have an enforceable policy.

Detailed description:

The suggested change to Section 6 is below (in bold):

(6) New member completes process to add/upgrade bibliographic and item holdings, add user records. This process must be completed within two years of membership approval. **If, after two years, the new member has not made sufficient progress, the Administrative Council can vote to censure or reject the member and rescind their membership.**