



**PrairieCat Administrative Council
Agenda
January 7, 2022**

The Council will meet on Friday, January 7, 10 am – 12 pm
At the New Lenox Public Library, 120 Veteran’s Parkway, New Lenox, IL
In person meeting registration via L2 at:
<https://librarylearning.org/event/11625/register>

The council will also 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

Register for the Zoom meeting at:

<https://railslibraries.zoom.us/meeting/register/tJ0rdOqoqzMiE9Oc4Vqq8kpOLxKFerwrYBsH>

PUBLIC COMMENT: Members of the public will be able to chat or speak during the virtual Zoom meeting or in person during the public comment. Public comments may be submitted via email to Carolyn.Coulter@railslibraries.info at least two hours before the meeting.

- 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 December 3, 2021 PrairieCat Administrative Council meeting
 - b. Approve financial report for November 2021
 - c. Approve check register
 - d. Statistical reports
- V. Membership Update
- VI. Administrative Issues
 - a. Review of Strategic Plan action items
 - b. Status report, Resource Sharing progress on “PrairieCat Plus”
 - c. Review of draft Innovative contract
 - d. Review of Delegates Assembly agenda
- VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – No report
 - b. Finance Committee – Report from 12/16/2021
- VIII. Review of Meeting – what worked and what didn’t
- IX. Public Comments
- X. Adjournment
- XI. Next Meeting – Friday, February 4, 2022, at DeKalb Public Library and online via Zoom



**PrairieCat Administrative Council
Minutes
December 3, 2021**

The Council met on Friday, December 3, 2021, 10 am – 12 pm
At the Pecatonica Public Library, 400 W. 11th Street, Pecatonica, IL
In person meeting registration via L2 at

<https://librarylearning.org/event/2021-12-03/prairiecat-administrative-council-meeting>

The council will also 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

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PUBLIC COMMENT: Members of the public will be able to chat or speak during the virtual Zoom meeting or in person during the public comment. Public comments may be submitted via email to Carolyn.Coulter@railslibraries.info at least two hours before the meeting.

I. Call to order, Welcome and Introductions

Present in Pecatonica: Carolyn Coulter (PrairieCat), Beth Ryan (JO), Laura Long (EM), Emily Faulkner (DK), Penny Bryant (PT), Emily Porter (BY)

Present via Zoom: Michelle Krooswyk (NL), Victoria Blackmer (CV), Patricia Smith (Chair-RO), Charm Ruhnke (PU), Ashley Huffines (FP), Chelsey DeSplinter (PrairieCat), Laura Watson (HC),

Absent: Elizabeth Smith (PrairieCat)

Smith (Chair-RO) called the meeting to order at 10:05 am.

II. Introduction of Visitors and Public Comments

There were no visitors or public comments.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for November 5, 2021 PrairieCat Administrative Council meeting
- b. Approve financial report for October 2021
- c. Approve check register
- a. Statistical reports

MOTION #1

Blackmer (CV) moved and Faulkner (DK) seconded to approve the consent agenda as presented. There was no discussion on the motion.

Motion carried by roll call.

Ayes: 10

Nayes: 0
Abstentions: 0
Discussion:

V. Membership Update

Coulter (PrairieCat) reminded the council that North Boone High School has talked about pulling out as a Union List member and moving to bar codes because they had less than 500 holds last year. Coulter explained in order for this change to take place, according to PrairieCat's Bylaws, North Boone is required to notify PrairieCat of any membership changes 180 days before the end of the fiscal year, which would be sometime this month (December).

Coulter received the contract from Innovative for our Sierra software. It is currently with our lawyers. It includes the 2% aggregate increase. Right now, the contract includes Encore Hosting, but we have requested that Innovative make it clear in the contract language that once Vega Discover is live, Encore hosting will not be charged, and the costs will be prorated. It is hoped that Vega will come live before the contract's start date of 7/1/2022.

Coulter stated we will have to add a scope expansion to the database. All of our scopes, besides two are taken up. When we add new libraries we have to add new scopes. North Chicago will be joining in the spring and Rock Island is opening a new branch in July. The scope expansion will happen over Christmas. It will not bring the system down, however some searches in the OPAC will look a bit strange. Faulkner (DK) asked how long the expansion will take. Coulter said it will probably take three to four days.

Coulter said there was a meeting with III about acquisitions and EDI issues. There is a known, long standing issue with EDIs. Porter (BY) asked what EDI means. Coulter said EDI stands for electronic data interchange. It is how you automatically send an invoice or an order. There were problems reported over two years ago and Innovative did not do anything about those problems. As more complaints have accumulated, it is supposedly going to be fixed in version 5.5. We are currently in 5.3.

Coulter also mentioned that PrairieCat has hired Matt Maturo for the open Systems Coordinator position. Matt will be working out of the Bolingbrook office and will start January 3, 2022.

VI. Administrative Issues

a. Review, RAILS Grant agreement, FY23

Coulter (PrairieCat) needs the RAILS Grant agreement signed by a member of the Executive Committee. Again, the amount PrairieCat will receive is \$564,277 and they did not charge us for in kind services. When the new employee starts at the beginning of January, we will hit the ground running with planning our IT move out of RAILS.

b. Recap, discussion with RSA regarding potential partnership opportunities

Coulter (PrairieCat) stated that she, along with Smith (RO) met with RSA's board chair and director. RAILS is strongly encouraging RSA to move to staffing independence. RSA is investigating potential solutions, including a possible transfer their staff to PrairieCat to manage. Coulter explained that if this happened, we would have to re-evaluate our current HR/admin assistant position. RSA has not shared a timeline for moving their staff away from RAILS. The options will be reviewed and PrairieCat will put together a letter outlining the requirements of taking on RSA's staff.

- c. Report from the Consortia Committee Sustainability Working Group, discussion Coulter (PrairieCat) stated she is a part of the Consortia Committee Sustainability Working Group. This subcommittee is looking into how RAILS might change their support of LLSAPs in the future, as well as how the LLSAPs can become more independent from RAILS.

- FMI Growth plan

Coulter said there have been discussions with Find More Illinois about using them as a bibliographic repository to get records. In Auto-Graphic software, you can hook into OCLC collections and other states' systems. If we moved away from OCLC for ILL, we would be able to use MOBIUS or other Auto-Graphic systems. If this is all possible, PrairieCat could save a significant amount of money by not requiring OCLC.

- OCLC/ICOLC discussions

Coulter explained that PrairieCat is paying \$127,000 per year to OCLC for the consortium. There was a draft cost analysis done to show what it would cost to join Find More Illinois, without any discounts, it came it at about \$52,000. ICOLC put together a study on OCLC and consortia around the country about the problems with OCLC nationally. Long (EM) said that River Share left OCLC and became members of MOBIUS and have joined inReach. They find it more than adequate for all of their interlibrary loans. Coulter is excited Find More Illinois could be a possibility and that we would be able to bring in MARC records from OCLC. Find More Illinois needs to be expanded into more consortia. to make the move from OCLC.

Watson (HC) asked if you can request articles from Find More Illinois? Those are Highland's primary interlibrary loans. Coulter answered no you cannot request articles which is why our academic libraries would likely stay in OCLC.

- Links to LLSAP stats from RAILS, short demo

Coulter presented the LLSAP statistics put together by RAILS.

VII. Ad Hoc Committee Updates

a. Resource Sharing Committee – Report from 11/12/2021

Ruhnke (PU) stated there was a Summit follow-up meeting in November. The Committee is working through Basecamp and submitting ideas under the five designated categories of PrairieCat Plus. We will only be recommending one option under each category to start, but there is no definitive timeline for getting recommendations to Administrative Council.

b. Finance Committee – No report

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

IX. Public Comments
There were no public comments.

X. Adjournment
The meeting adjourned at 11:36 am.

Next Meeting – Friday, January 7, 2022, at New Lenox Public Library and online via
Zoom

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



Date: 1/7/2022

To: PrairieCat Administrative Council

From: Sharon Swanson, RAILS Staff Accountant for PrairieCat

Subject: PrairieCat Financial Report – November 2021

Please find attached the PrairieCat Financial Reports for the month of November 2021. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of November 24 through December 21.

As of November 30, of the total cash balance of \$1,097,353, \$531,820 was undesignated working cash, \$554,267 was designated for capital reserves, and \$11,266 was eCommerce receipts payable to the membership. Cash decreased \$44,815 during the month of November primarily due to the monthly payroll and payroll-related expenses, the annual training and test server hosting fees to Innovative Interfaces (\$18,708), as well as several other vendor expenses partially offset by the receipt of all but two of the remaining invoiced quarterly member fees.

The balance of working cash was sufficient to fund over 3.5 months of budgeted FY2022 operating expenses, and the capital reserves amount could fund an additional 3.7 months of budgeted operating expenses. The \$503,759 principle of PrairieCat's CD would be sufficient to fund nearly an additional 3.4 months of budgeted operating expenses.

Total revenues through November of \$760,014 were slightly above budgeted amounts mostly due to the addition of the Marengo-Union membership fees (\$3,550 quarterly), which were included in the budget at the lower Union List membership level to allow for some uncertainty with their go-live date at the Fully Participating membership level. These above budget revenues were partially offset by a decrease in the expected renewals for the member curbside subscriptions. The curbside subscription revenues do not add to PrairieCat's net asset balance since they are completely offset by the corresponding vendor expense recorded in Information Service Costs.

Total year-to-date interest as of the end of November was \$2,518, which was \$643 above the year-to-date budgeted amount of \$1,875. The IL Funds rate began to rise in October and has continued to rise since, with the daily rate at .064% as of December 21. We will be continuing to monitor this. As of August 7, PrairieCat renewed the CD with Bank Orion for 12 months at a .50% rate. The Federal Reserve took actions recently to move up the end of its bond buying program from June 2022 to March 2022, which will make it possible for them to raise interest rates sooner than expected. Previously, the

interest rates were not expected to increase until July 2022. The Federal Reserve is expected to increase interest rates twice in calendar year 2022.

Total expenses through November of \$688,302 were \$44,109 below budget mostly due to under-budget Personnel costs (\$30,235), Travel and Continuing Education costs (\$4,539), Contractual Services expenses (\$4,131), Supplies, Postage and Printing costs (\$1,942), and Vehicle expenses (\$1,550). Travel and vehicle expenses are expected to rise with the return to in-person member and governance meetings. Personnel expenses were under-budget mostly due to delayed hiring for the Systems Coordinator position, lower than budgeted retirement benefits since the IMRF rate was unavailable at the time that the budget was finalized, lower than expected health insurance expenses, and no unemployment insurance expenses through November. Supplies, Postage, and Printing costs were under-budget due to lower-than-expected computer supplies and subscription expenses through the first portion of the fiscal year.

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

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>
REVENUES						
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>
EXPENSES						
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%
Total Vehicle Expenses	462.85	2,094.22	3,644.00	57.47%	8,750.00	23.93%
Travel and Continuing Education						
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%
Total Travel and Continuing Education	2,150.74	5,667.58	10,207.00	55.53%	24,500.00	23.13%
Commercial Insurance	457.42	2,287.10	2,708.00	84.45%	6,500.00	35.18%
Supplies, Postage and Printing						
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%
Total Supplies, Postage and Printing	1,291.49	2,307.99	4,250.00	54.31%	10,200.00	22.63%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	80.95	404.74	1,250.00	32.37%	3,000.00	13.49%
Total Equipment Repair and Maintenance	80.95	404.74	1,250.00	32.38%	3,000.00	13.49%
Professional Services						
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%
Total Professional Services	3,733.66	9,996.41	9,893.00	101.05%	23,749.18	42.09%
Contractual Services						
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%
Total Contractual Services	51,617.22	265,125.83	269,256.50	98.47%	646,218.48	41.03%
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%
Total EXPENSES	132,910.60	688,301.99	732,411.20	93.98%	1,811,977.68	37.99%

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

	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
General																
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%
Training, Outreach and Engagement																
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%
Troubleshooting																
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%
Database Enrichment																
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: https://support.prairiecat.info/gov																



PrairieCat
Activity Plan
 FY2022-2024

ENGAGEMENT

Goal 1: Members feel informed and connected through targeted communications.			
Activity	Person/Group Responsible	Timeline	Update
Track PrairieCat Newsletter open rates	Liz	Ongoing	Tracking through MailChimp. Currently have 389 subscribers. 69% of subscribers open “Often” or “sometimes”.
Track social media engagement	Liz	Ongoing	Ongoing. Facebook engagement is up in Dec by 178%, though it varies based on frequency of posting and topics.
Create social media voice/style that encourages member sharing (member takeovers, sharing peer news, etc.)	Liz	Ongoing	ongoing
Develop infographic/FAQs about different levels of membership to increase member/prospect knowledge	Liz/Carolyn	FY22	Tabled until Liz’s return
Consider developing special eNewsletters targeted to specific groups (supervisors, schools, etc.)	Liz/Carolyn/Chelsey	FY23-24	
Develop and implement external Communications and Marketing Plan	Liz/Carolyn/Chelsey	FY22	Tabled until after holidays/Liz’s return.

Goal 2: Members have strong relationships through personal connections and peer networks.			
Activity	Person/Group Responsible	Timeline	Update
Develop online peer forums	Liz/Carolyn	FY22-23	Not started-may need to be tabled until FY23 to build forums depending on developer schedules
Engage members through weekly questions in forums	Liz/Carolyn	FY23-24	See above
Create ad hoc committee to research and recommend mentoring program structure	Training Committee	FY22	tabled
Implement mentoring program and accepted recommendations	Training Committee	FY23-24	
Continue regional networking/member groups (try virtual?)	All PrCat staff	Ongoing	Everything still functioning virtually
Develop special interest groups based on member recommendations	All PrCat staff	FY22-23	
Keep list of networking groups in PrairieCat to give to new members	Chelsey/Liz	Ongoing	ongoing
Conduct annual member satisfaction survey	Chelsey/Liz	ongoing	Completed and shared with membership and leadership

Goal 3: Members are empowered, feel valued, and actively participate.			
Activity	Person/Group Responsible	Timeline	Update
Create leadership pipeline through mentoring program	Training Committee/Liz	FY23-24	
Report on member recruitment pipeline at Delegates	Carolyn	FY23-24	
Assign members to potential members for peer networking	Training Committee/Liz	FY23-24	
New member on-boarding includes several networking “touches” to encourage participation	All PrCat staff, coordinated by Liz	FY22 and ongoing	Ongoing, new director’s packets and virtual site visits occurring

PrairieCat staff meet with school administrators / school boards (as invited)	Carolyn/Liz	ongoing	ongoing
Re-configure PUG Day committee to member engagement committee	Liz and PUG Day committee	FY22	completed

GOVERNANCE

Goal 1: PrairieCat is sustainable and continues to pursue organizational growth and independence.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Form ad hoc Task Force to engage in discussions with RSA about potential collaboration and present recommendations	Carolyn	FY22	Kickoff initiated Nov 2021
Continue to work with RAILS on independence measures, including increased technical independence	Carolyn/All PrCat staff (tech: Andrew/Systems staff/Carolyn)	ongoing	Ongoing, planning will begin in earnest after first of year
Develop FAQ or infographic about PC/RAILS relationship to promote better understanding	Carolyn/Liz	FY22	Completed, shared in member updates and in Newsletter
Review funding formula every other year	Carolyn	ongoing	Ongoing
Create member dashboard to show statistics / Review internal statistics tracking / Explore CRM options	Liz, Carolyn, tech staff	FY23	

Goal 2: PrairieCat has a learning culture supported by continuous improvement.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Staff members have individual professional development plans	Carolyn/Magda/Andrew	FY22	Development plans part of review process
Staff members report in Newsletter about key takeaways from trainings attended	All PrCat staff	FY22 and ongoing	Need to address
Track FAQs from members/tickets and include responses in PrairieCat Newsletter	Andrew/Systems staff; Magda/staff	FY22 and ongoing	“Did you know?” attempts to do this in Newsletter

Goal 3: PrairieCat is innovative and creates an inspiring vision for members.			
Activity	Person/Group Responsible	Timeline	Update
Create innovation sharing section of member forum	Carolyn/Andrew/Magda	FY23-24	
Staff and members share innovation ideas in PrairieCat PING	All PrCat staff	FY22 and ongoing	Need to address

TRAINING

Goal 1: Training opportunities are well advertised and materials are easily accessible.			
Activity	Person/Group Responsible	Timeline	Update
Continue to enhance Talent LMS	Magda/staff, Liz; Training committee	Ongoing	ongoing
Create one-on-one virtual training opportunities	Magda/staff, Liz; Training Committee	FY22	Currently available on request
Continue to offer in-person training sessions for complex or higher-level topics	Staff/Liz, training committee	Ongoing	Tabled due to pandemic
Leverage peer training volunteers to enhance training opportunities for members	Training committee, coordinated by Liz	FY23-24	
Develop new staff orientation and ongoing refresher programs for existing staff	Magda/Staff, training committee	FY22 and ongoing	Ongoing, some attention needed

Goal 2: A mix of training and continuing education is provided to enhance member knowledge.			
Activity	Person/Group Responsible	Timeline	Update
Annually survey members about training and CE needs/interests	Liz/Chelsey	FY22 and ongoing	Completed for FY22

Continue to develop PUG Day as networking/peer learning event	Liz/Carolyn/Chelsey/PUG day committee	Ongoing	ongoing
Revise Training Plan to include new strategic goals/activities	Liz and PrCat staff	FY22-FY23	Tabled until after liz's return

Goal 3: Training content and materials are regularly evaluated to ensure their quality and effectiveness.

Activity	Person/Group Responsible	Timeline	Update
Create learning objectives / core competencies checklists for each training class	Training Committee	FY22	need to address
Annually evaluate training content and materials and create plan for updating on a regular basis	Training Committee	ongoing	ongoing
Increase PrCat staff training for Drupal and other useful applications/functions	Andrew/Systems staff	FY22 and ongoing	Training workshops planned in late Fy22/early FY23

END USER EXPERIENCE

Goal 1: Services are focused on meeting user needs and improving user engagement.

Activity	Person/Group Responsible	Timeline	Update
Explore group purchases for online training content (Niche Academy)	Carolyn/Liz/UX committee	FY23	
Continue to explore group purchasing for other products or services beneficial to membership	Carolyn/UX committee	ongoing	Discussions regarding PC Plus well underway in Resource Sharing.

Goal 2: PrairieCat seeks opportunities to enhance services to further meet the needs of diverse users.

Activity	Person/Group Responsible	Timeline	Update
Create brief "how to" videos on using the ILS and other PC services for members to use with their community	Training Committee/PrCat staff	FY23-24	

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Goal 3: PrairieCat pursues vendor relationships to offer expanded services to end users.			
Activity	Person/Group Responsible	Timeline	Update
Seek out ILS enhancements to offer members	PrCat staff	ongoing	Ongoing, Vega partnership for patron engagement under way
Continue to add app functionality	Carolyn/PrCat staff/UX committee	ongoing	Ongoing, Vega Discover implementation under way
Enhance security on member connectivity	Andrew/Systems staff	FY22 and ongoing	IP project completed, patching and other measures ongoing



TO: Administrative Council

From: Carolyn Coulter, Director

Subject: Resource Sharing PrairieCat Plus progress

The Resource Sharing Committee has established a Basecamp project to share ideas around potential elements of PrairieCat Plus in the future. Below is a preliminary list of these ideas. PrairieCat Plus is currently envisioned as being offered topically, with subscribers able to “opt in” to the topic area that they would like to participate in. Currently, we are using the following main areas of concentration: physical materials, marketing and engagement tools, digital materials, research tools, and consulting services.

Physical Materials:

wi-fi hotspots

e-readers

playaways

streaming players (like roku)

Marketing and Engagement Tools:

Patron Engagement suite (Vega)

Online calendar and room reservation

Camera-ready graphics

LibraryAware

LibCal

SignUP by Demco

Spaces and DBs by Demco

Research marketing tools

Digital Materials

Digital newspapers

Digital magazines

eRead Illinois

Kanopy

Freegal

Biblioboard (I know this is RAILS but didn't want us to forget it existed)

Hoopla

Freading

Freegal Music

Tumblebooks (we do this one as a partner with our school district)

ContentDM or similar online digital repository

Research Tools

Brainfuse or similar

Mango or similar

Ancestry

Chilton's

Consumer Reports

MyHeritage

Consulting Services

IT support services

Digitization services

Strategic Planning services

Web design services

Human Resources consultants

Legal consultants

Building Project consultants

Professional Development services

Staff In-Service consultants



**PrairieCat Delegates Assembly
January 26, 2022**

10:00 a.m. – 12:00 p.m.

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

and

Online via Zoom

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

<https://librarylearning.org/event/12288/register>

Please use the link below to register online via Zoom:

https://railslibraries.zoom.us/webinar/register/WN_iVD7aiFIQpK0-mw69U45fw

Agenda

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 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 <TBD>, 2022
- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)
 - I. ICOLC PowerPoint presentation regarding consortia
 - II. Public Comments via previously submitted email (see above) or online
 - III. Adjournment
 - IV. Next regularly scheduled meeting, April 27, 2022, Senica's Oak Ridge Golf Club and online via Zoom.