



**PrairieCat Administrative Council  
Agenda  
October 7th, 2022**

The Council will meet on Friday, October 7th, 2022, 10 am –1 pm  
In person at the Rock Island Public Library,  
401 19th St, Rock Island, IL 61201  
The meeting will also be available online via Zoom:

[https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQeyaOWELi-tuB5BdBk\\_k9-](https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQeyaOWELi-tuB5BdBk_k9-)

- I. Call to order, Welcome and Introductions
- II. Introduction of Visitors and Public Comments
- III. Review Agenda for Additions/Changes
- IV. Consent Agenda (pp. 2-23)
  - a. Approve minutes for August 5th, 2022, PrairieCat Administrative Council meeting
  - b. Approve financial report for July 2022 and August 2022
  - c. Approve check registers
  - d. Statistical reports
- V. Membership Update
  - a. Update on new and upgrading members
  - b. Update on current training and engagement projects
- VI. Administrative Issues
  - a. ACTION: Discussion, review, and approval of FY22 audit (pp. 24-66)
  - b. ACTION: Approve benefit renewals, LIMRICC (p. 67)
  - c. Discussion and review, FY24 draft budget and fees (pp. 68-74)
  - d. Discussion and review, FY23 Resource Sharing summit proposal (p. 75)
  - e. Discussion, potential changes to Bylaws concerning schedule of draft budget presentation to Delegates Assembly (p. 76)
  - f. Appointment, Administrative Council Treasurer
  - g. Discussion and review, Delegates Assembly agenda for October 26, 2022 (p. 77)
- VII. Ad Hoc Committee Updates
  - a. Resource Sharing Committee – update on IT services bid
  - b. Finance Committee – Report on Sept. 9, 2022 meeting
- VIII. Review of Meeting – what worked and what didn't
- IX. Public Comments
- X. Adjournment
- XI. Next Meeting – Friday, November 4th, 2022, Highland Community College Library, Freeport, IL.

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



**PrairieCat Administrative Council  
Minutes  
August 5, 2022**

The Council met on Friday, August 5th, 2022, 10 am – 1 pm  
In person at the Pecatonica Public Library,  
400 W. 11<sup>th</sup> Street, Pecatonica, IL

The meeting was also available online via Zoom:

<https://railslibraries.zoom.us/j/8452812345>

- I. Call to order, Welcome and Introductions  
Present at Pecatonica Public Library: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Laura Long (EM), Laura Watson (HC), Ashley Huffines (FP), Penny Bryant (PT), Emily Faulkner (DK), Elizabeth Smith (PrairieCat)

Present via Zoom: Kelly McCully (BD), Victoria Blackmer (CV), Kimberly Brozovich (RP), Michelle Krooswyk (NL),

Absent: Megan Gove (TF)

Faulkner (Chair-DK) called the meeting to order at 10:04am.

- II. Introduction of Visitors and Public Comments  
There were not visitors or public comments.

- III. Review Agenda for Additions/Changes  
There were no revisions.

- IV. Consent Agenda
- a. Approve minutes for July 1st, 2022, PrairieCat Administrative Council meeting
  - b. Approve financial report for June 2022
  - c. Approve check register
  - d. Statistical reports

**MOTION #1**

**Bryant (PT) moved and Ryan (JO) seconded to approve the agenda changes as stated. There was no discussion on the motion.**

**\*Motion carried by roll call.**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

**Discussion:**

## V. Membership Update

### a. Update on new and upgrading members

Smith (PrairieCat) stated not much has changed since the Delegates Assembly on July 27, 2022. The PrairieCat staff is continuing their weekly meetings with Innovative for the North Chicago Public Library migration, as well as weekly meetings with the staff at North Chicago. PrairieCat staff will be on site when they Go Live at the end of October. Mount Carroll is working on record clean up. Rock Island Public Library and Putnam County Schools are working on adding new locations.

### b. Update on current training and engagement projects

Coulter (PrairieCat) stated PrairieCat staff had a kickoff meeting with our Vega server on July 29, 2022. We have our first administrative training meeting on August 5, 2022. The first two libraries we will be setting up on Vega are North Suburban and Moline. These libraries were chosen because we need a library with a lot of resources that was a standalone and a library that has a lot of resources with several branches. Faulkner (DK) asked how long it will take to recognize any problems/issues with Vega. Coulter responded not until the libraries begin using Vega. But it is live in several environments right now and they do bug fixes every two weeks in those live environments. Huffines (FP) asked if there is an updated timeline. Coulter said not yet, we would like to get all the libraries set up first. That will take at least a month because each library will have a regular site and a kiosk site. Then we will release it to the member library staff. Innovative will be training the PrairieCat staff and we will then turn around and provide training to the membership. With all of this in mind we will not go live until 2023. We must be careful and have a balanced transition from Encore to Vega.

## VI. Administrative Issues

### a. Compliance Review

Smith (PrairieCat) gave the compliance review stating this review is done twice a year based on items added, items borrowed, items loaned and item entry certification. We do this to ensure libraries are abiding by PrairieCat policies for resource sharing. There are only a few libraries that fall out of compliance. Alleman High School, a Union List member, due to lack of staff, they have not been operating much for the past two years. Dakota schools does not have anyone item entry certified. The librarian is aware of the item entry requirement, and is working on it, but she is splitting her time between the library and teaching. Galena schools has also been an ongoing compliance issue. The librarian is aware that she needs to be adding items and is working on her item entry certification. Henry C. Adams has a new director who is actively working on all the requirements. Plano schools is a fully participating school that has been dealing with staff turnover, but currently have someone working on the requirements and engagement with PrairieCat. Trinity was out of compliance last year but did get item entry certified. They have not been borrowing or lending, but it is possible they have not received any requests. Warren schools is not item entry certified and are not adding items. Smith has not been able to contact with the librarian at Warren Schools.

Huffines (FP) stated it will not be fair if we do not hold these schools accountable with all the other schools being able to comply.

Coulter (PrairieCat) stated that Alleman has several administrative issues and Warren has been a problem for many years. Warren does not seem to hire a librarian and seems to assign the library to another teacher. Long (EM) suggested recommending an administrator at the schools with no librarian becomes item entry certified to help spread out the responsibilities of the library. Long asked if there is a policy stating the amount of time a library can stay out of compliance. Coulter responded that yes, there is policy that would allow us to cancel a membership after noncompliance for a certain amount of time.

Smith will send out letters and follow up with calls and see what progress is made by December 2022.

b. Review of annual strategic plan survey

Coulter (PrairieCat) discussed the strategic plan survey. There was a lot of call out for in person PUG Day and in person training. However, due to budget constraints and limited staff time, PUG Day will probably not be coming back in person on an annual basis. In person training is possible but we need specifics on what the membership would like to see as far as in person training. PrairieCat staff does offer to come out to a library and do in person training, we just have not been doing classes. Auto renewals was also mentioned quite a bit in the survey. This was discussed at Resource Sharing, but with several complexities around auto renewals it was determined to hold off for now as we currently have several large projects in progress. The Resource Sharing Committee thinks it would be best to table auto renewals until Vega is released. Coulter said this will be something we look into further because there seem to be several members interested.

Coulter stated there have been disgruntled comments surrounding Sierra. We would like to find out if there is anything we can do to fix issues libraries are having with Sierra. Coulter suggested holding a listening session that is moderated by a third party to find out exactly what the problems/concerns are with Sierra. Huffines (FP) thinks an information/listening session with a third party would be a great idea. Coulter agrees and wants to find out if there are legitimate concerns we can address. Smith (PrairieCat) explained it is important that we follow up on these comments in the survey to show we do not ignore the results of surveys.

Faulkner (DK) responded, if this is the case, we need to really consider in person PUG Day again. She heard several people at Directors' University mentioning they wanted it back to in person. McCully (BD) stated, as an outlier to the PrairieCat region we are happy with an online PUG Day. Long (EM) agreed that seems to be the feedback, some libraries love the online PUG Day and others really miss the in person PUG Day. She suggested a hybrid PUG Day, one year virtual the next year a more robust, in person event. Faulkner agreed that an every other year set up would make sense for her library. McCully said an every other year in person PUG Day is definitely more reasonable for her library.

Coulter said she will add in an in person PUG Day to the FY24 budget, however, the membership will have to realize this will cause a larger increase in their membership fees.

Smith said there were some mentions of the training resources and it is our hope that the new website redesign will address these known issues.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – Appointment for vacant positions, review of July 27<sup>th</sup> meeting

Coulter (PrairieCat) said we have had nominees to fill the two vacant positions on Resource Sharing Committee and the one on Finance Committee. The Council needs to approve these appointments.

**MOTION #2**

**Huffines (FP) moved and Bryant (PT) seconded to approve the appointment of Krystal Waugamon and Nicole Johnson to the Resource Sharing Committee and Rene Leyva to the Finance Committee. There was no discussion on the motion.**

**\*Motion carried by roll call.**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

**Discussion:**

Coulter also mentioned that Megan Gove was elected to the Administrative Council but was unable to attend this month because she was on vacation.

- b. Finance Committee – Appointment for vacant position

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 10:58 am.

XI. Next Meeting – Friday, September 2nd, 2022, Bourbonnais Public Library

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FY2023 PrairieCat Administrative Council MOTIONS July 2022 - June 2023			M – Motion made by      Y - Yes      Abstain - Abs      A - Absent 2nd – Motion seconded by      N - No      NA - No Answer      NP - Not present												
Meeting Date: 8/5/2022	Vote Summary			Votes											
MOTION	Aye	Nay	Abstention	Victoria Blackmer (CV)	Kim Brozovich (RP)	Penny Bryant (PT)	Emily Faulkner (DK)	Megan Gove (TF)	Ashley Huffines (FP)	Michelle Krooswyk (NL)	Laura Long (EM)	Kelly McCully (BD)	Beth Ryan (JO)	Laura Watson (HC)	
to approve the consent agenda as presented.	10	0	0	Y	Y	M Y	Y	A	Y	Y	Y	Y	2ND Y	Y	
to approve the appointment of Krystal Waugamon and Nicole Johnson to the Resource Sharing Committee and Rene Leyva to the Finance Committee.	10	0	0	Y	Y	2ND Y	Y	A	M Y	Y	Y	Y	Y	Y	



**Date:** 9/3/2022  
**To:** PrairieCat Administrative Council  
**From:** Elena Mendoza, RAILS Staff Accountant  
**Subject:** PrairieCat Financial Report – July 2022

Please find attached the PrairieCat Financial Reports for the month of July 2022. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of July 28 through August 23.

As of July 31, of the total cash balance of \$1,125,703, \$524,467 was undesignated working cash, \$596,933 was designated for capital reserves, and \$4,302 was eCommerce receipts payable to the membership. Cash increased \$150,366 during the month of July primarily due to the receipt of \$261,946 of the quarterly invoiced fees to the members, partially offset by the monthly payroll expenses and vendor payments.

The balance of working cash was sufficient to fund 3.2 months of budgeted FY2023 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 an additional 3.1 months of budgeted FY2023 operating expenses.

Total revenues through July of \$110,396 were below budgeted amounts mostly due to the late receipt of the first quarter RAILS support grant payment (\$141,069), which was not received until August 8. The quarterly grant payment is budgeted monthly (\$47,023) from July through September 2022.

Total year-to-date interest as of the end of July was \$1,097, which was \$639 above the year-to-date budgeted amount of \$458. The IL Funds interest rate began to rise in October 2021 and has continued to rise since, with the daily rate at 2.246% as of August 23. The Federal Reserve is expected to raise interest rates .50% at their meeting in September with an expected rate goal of 3.4% by the end of the calendar year. To take advantage of these interest rate increases, PrairieCat transferred \$700,000 from the account at Bank Orion to Illinois Funds as of July 6. When the CD matured with Bank Orion on August 7, the funds were redeemed and deposited in the checking account with Bank Orion.

Total expenses through July of \$124,717 were \$38,572 below budget mostly due to under budget Contractual Services expenses (\$16,018), Personnel costs (\$9,262), Supplies, Postage and Printing costs (\$8,743), Travel and Continuing Education costs (\$1,744), Professional Services costs (\$1,361), and

nearly every other cost category. Contractual Services expenses are under budget mostly due to the normal lag in billings, the IHLS-OCLC annual bill was received in August as opposed to July. Personnel expenses were under budget mostly due an employee being out on short term disability, as well as no unemployment insurance, fringe benefits, and tuition reimbursement expenses through July. Supplies, Postage, and Printing costs were temporarily under-budget due to timing differences between the monthly budgeted amounts and receipt of the vendor invoices.



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

Beginning Cash Balance	\$ 975,336.52
Cash Received	
Payments from Member Libraries, etc.	262,146.25
Interest - BankORION	96.47
Interest - Illinois Funds	785.97
eCommerce Receipts Payable	5,328.79
Total Cash Received	<u>268,357.48</u>
Expenses Paid	
Checks and Vendor ACH Payments	52,265.91
Payroll and Retirement Contributions	65,312.29
ACH Credit Card Payments	-
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	413.16
Total Disbursements	<u>117,991.36</u>
Ending Cash Balance	<u><u>\$ 1,125,702.64</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	4,302.36
Capital Reserve Designation	596,933.27
Working Cash	524,467.01

**TOTAL CASH** \$ 1,125,702.64

**PAYPAL FUNDS DETAILS:**

July PayPal Receipts in Transit to Bank	\$978.73
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**CD INVESTMENT DETAILS:**

CD Principal	\$503,758.76
CD Interest Since Renewal @ .50%	\$2,476.04

**TOTAL CD INVESTMENT VALUE** \$ 506,234.80

Invested in Capital Assets Balance as of July 2022	\$2,282.51
Unrestricted Fund Balance as of July 2022	\$1,812,130.60

FY23 operating expenses excluding planned capital reserve designation:	\$ 1,940,141.92
Working Cash % of operating expenses:	27.03%

**PrairieCat**  
Balance Sheet  
As of 7/31/2022

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	424,740.06
Cash - Illinois Funds	700,962.58
PayPal Funds	978.73
Total Cash & cash equivalents	1,126,681.37
Investments	506,234.80
Accounts receivables	53,703.16
Prepaid expenses	379,129.74
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Accumulated Depreciation	(297,725.99)
Total Capital Assets, net	2,282.51
Other Assets	
Deferred Outflows - Pension	440,899.93
Deferred Outflows - OPEB	230.00
Total Other Assets	441,129.93
<b>Total Assets</b>	<b>2,509,161.51</b>
<b>Liabilities</b>	
Accrued liabilities	2,330.98
eCommerce Receipts Payable	5,281.09
Payroll	
Salaries Payable	18,087.22
PR Tax Withheld Payable	5,308.50
Pension Payable	15,931.72
Retirement Payable	1,197.75
PR Tax Expense Payable	1,986.62
Total Payroll	42,511.81
Deferred revenue	224,631.38
Compensated absences	32,804.14
Net Pension Liability	384,005.00
Other long-term obligations	
Deferred Inflows - OPEB	3,184.00
Total Other long-term obligations	3,184.00
<b>Total Liabilities</b>	<b>694,748.40</b>
<b>Net Assets</b>	
Beginning Net Assets	1,828,734.41
Current YTD Net Income	(14,321.30)
<b>Total Net Assets</b>	<b>1,814,413.11</b>
<b>Total Liabilities and Net Assets</b>	<b>2,509,161.51</b>

**PrairieCat**  
Statement of Revenues and Expenses - FY23 is 8.33% Completed  
From 7/1/2022 Through 7/31/2022

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	0.00	0.00	2,300.00	0.00%	27,602.00	0.00%
Fully Participating and Basic Online Member Revenue	92,213.25	92,213.25	92,213.25	100.00%	1,106,558.92	8.33%
ILL Barcode Revenue	600.00	600.00	250.00	240.00%	3,000.00	20.00%
Fully Participating & Basic Online - CR Contribution	9,778.51	9,778.51	4,763.00	205.30%	57,160.00	17.10%
Union List - CR Contribution	0.00	0.00	576.00	0.00%	6,919.00	0.00%
<b>Total Fees for Services and Materials</b>	<b>102,591.76</b>	<b>102,591.76</b>	<b>100,102.25</b>	<b>102.49%</b>	<b>1,201,239.92</b>	<b>8.54%</b>
Reimbursements						
Reimbursements	0.00	0.00	1,638.75	0.00%	19,665.00	0.00%
Reimbursements - Hosting Fee	3,925.58	3,925.58	3,913.00	100.32%	46,960.00	8.35%
Reimbursements - Capira Mobile App	2,780.99	2,780.99	2,875.00	96.73%	34,500.00	8.06%
<b>Total Reimbursements</b>	<b>6,706.57</b>	<b>6,706.57</b>	<b>8,426.75</b>	<b>79.59%</b>	<b>101,125.00</b>	<b>6.63%</b>
Investment Income	1,097.33	1,097.33	458.00	239.59%	5,500.00	19.95%
Other						
Other Grants	0.00	0.00	166.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	0.00	0.00	47,023.00	0.00%	564,277.00	0.00%
Other Revenue	0.00	0.00	83.00	0.00%	1,000.00	0.00%
<b>Total Other</b>	<b>0.00</b>	<b>0.00</b>	<b>47,272.00</b>	<b>0.00%</b>	<b>567,277.00</b>	<b>0.00%</b>
<b>Total REVENUES</b>	<b>110,395.66</b>	<b>110,395.66</b>	<b>156,259.00</b>	<b>70.65%</b>	<b>1,875,141.92</b>	<b>5.89%</b>
<b>EXPENSES</b>						
Personnel						
Other Professionals	51,911.12	51,911.12	54,385.00	95.45%	642,723.00	8.07%
Support Services	7,454.34	7,454.34	11,406.00	65.35%	134,805.00	5.52%
Social Security Taxes	4,184.21	4,184.21	5,030.00	83.18%	59,450.00	7.03%
Unemployment Insurance	0.00	0.00	292.00	0.00%	3,500.00	0.00%
Worker's Compensation	108.92	108.92	135.75	80.23%	1,629.10	6.68%
Retirement Benefits	8,323.04	8,323.04	9,219.00	90.28%	108,953.00	7.63%
Health, Dental And Life Insurance	12,302.70	12,302.70	13,092.00	93.97%	157,108.92	7.83%
Other Fringe Benefits	0.00	0.00	83.00	0.00%	1,000.00	0.00%
Tuition Reimbursements	0.00	0.00	41.00	0.00%	500.00	0.00%
Staff Professional Memberships	220.00	220.00	83.00	265.06%	1,000.00	22.00%
<b>Total Personnel</b>	<b>84,504.33</b>	<b>84,504.33</b>	<b>93,766.75</b>	<b>90.12%</b>	<b>1,110,669.02</b>	<b>7.61%</b>
Buildings and Grounds						
Property Insurance	203.84	203.84	208.00	98.00%	2,500.00	8.15%
<b>Total Buildings and Grounds</b>	<b>203.84</b>	<b>203.84</b>	<b>208.00</b>	<b>98.00%</b>	<b>2,500.00</b>	<b>8.15%</b>
Vehicle Expenses						
Fuel	70.27	70.27	166.00	42.33%	2,000.00	3.51%
Repairs And Maintenance	0.00	0.00	166.00	0.00%	2,000.00	0.00%

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 8.33% Completed

From 7/1/2022 Through 7/31/2022

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Vehicle Insurance	199.67	199.67	208.00	95.99%	2,500.00	7.98%
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	269.94	269.94	643.00	41.98%	7,750.00	3.48%
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	500.00	0.00%	6,000.00	0.00%
Registrations And Meeting, Other Fees	379.00	379.00	750.00	50.53%	9,000.00	4.21%
Conferences And Continuing Education Meetings	0.00	0.00	416.00	0.00%	5,000.00	0.00%
Public Relations	0.00	0.00	41.00	0.00%	500.00	0.00%
Total Travel and Continuing Education	379.00	379.00	2,123.00	17.85%	25,500.00	1.49%
Commercial Insurance	640.00	640.00	625.00	102.40%	7,500.00	8.53%
Supplies, Postage and Printing						
Computers, Software And Supplies	606.82	606.82	9,333.00	6.50%	112,000.00	0.54%
General Office Supplies And Equipment	0.00	0.00	17.00	0.00%	200.00	0.00%
Total Supplies, Postage and Printing	606.82	606.82	9,350.00	6.49%	112,200.00	0.54%
Telephone and Telecommunications	0.00	0.00	358.00	0.00%	4,300.00	0.00%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	80.95	80.95	250.00	32.38%	3,000.00	2.69%
Total Equipment Repair and Maintenance	80.95	80.95	250.00	32.38%	3,000.00	2.70%
Professional Services						
Legal	0.00	0.00	583.00	0.00%	7,000.00	0.00%
Accounting	0.00	0.00	583.00	0.00%	7,000.00	0.00%
Consulting	0.00	0.00	208.00	0.00%	2,500.00	0.00%
Payroll Service Fees	555.03	555.03	542.00	102.40%	6,500.00	8.53%
Total Professional Services	555.03	555.03	1,916.00	28.97%	23,000.00	2.41%
Contractual Services						
Information Service Costs	30,295.17	30,295.17	46,516.00	65.12%	558,193.90	5.42%
Outside Printing Services	0.00	0.00	166.00	0.00%	2,000.00	0.00%
Other Contractual Services	6,663.08	6,663.08	6,294.00	105.86%	75,529.00	8.82%
Total Contractual Services	36,958.25	36,958.25	52,976.00	69.76%	635,722.90	5.81%
Depreciation	207.51	207.51	408.08	50.85%	4,897.00	4.23%
Professional Association Membership Dues	136.04	136.04	166.00	81.95%	2,000.00	6.80%
Miscellaneous	175.25	175.25	41.00	427.43%	500.00	35.05%
Miscellaneous - eCommerce Fees	0.00	0.00	458.00	0.00%	5,500.00	0.00%
Total EXPENSES	124,716.96	124,716.96	163,288.83	76.38%	1,945,038.92	6.41%

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 8.33% Completed  
From 7/1/2022 Through 7/31/2022

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u><del>(14,321.30)</del></u>	<u><del>(14,321.30)</del></u>	<u><del>(7,029.83)</del></u>	<u><del>203.72%</del></u>	<u><del>(69,897.00)</del></u>	<u><del>20.48%</del></u>

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 7/28/2022 Through 8/23/2022

Vendor Name	Effective Date	Check Amount
Bank Orion	7/31/2022	70.25
First Bankcard	8/2/2022	1,480.96
MerchantE	8/3/2022	257.73
IHLS-OCLC	8/4/2022	136,256.81
Paycom Payroll LLC	8/4/2022	273.67
Paycom Payroll LLC	8/4/2022	18,087.22
Paycom Payroll LLC	8/4/2022	7,295.12
ICMA Retirement Corporation	8/8/2022	1,197.75
Bank Orion	8/9/2022	20.00
Illinois Municipal Retirement Fund	8/10/2022	10,651.09
Innovative Interfaces Inc	8/11/2022	2,500.00
LIMRICC	8/11/2022	17,022.45
MAGDA BONNY	8/11/2022	1,960.72
Illinois Municipal Retirement Fund	8/11/2022	39.74
Paycom Payroll LLC	8/18/2022	273.67
Paycom Payroll LLC	8/18/2022	18,087.20
Paycom Payroll LLC	8/18/2022	7,295.17
ICMA Retirement Corporation	8/22/2022	<u>1,197.75</u>
Report Total		<u><u>223,967.30</u></u>



**Date:** 10/7/2022  
**To:** PrairieCat Administrative Council  
**From:** Elena Mendoza, RAILS Staff Accountant  
**Subject:** PrairieCat Financial Report – August 2022

Please find attached the PrairieCat Financial Reports for the month of August 2022. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of August 24 through September 27.

As of August 31, of the total cash balance of \$1,608,239, \$992,994 was undesignated working cash, \$604,700 was designated for capital reserves, and \$10,545 was eCommerce receipts payable to the membership. Cash increased \$482,537 during the month of August primarily due to the Bank Orion CD maturity on August 7. In addition to the CD maturity, cash also increased due the receipt of the first quarter RAILS support payment of \$141,069, partially offset by the annual OCLC membership fees for the entire consortium, monthly payroll and payroll-related expenses, and payments to other vendors.

The balance of working cash was sufficient to fund 6.1 months of budgeted FY2023 operating expenses, and the capital reserves amount could fund an additional 3.7 months of budgeted operating expenses.

Total revenues through August of \$324,418 were \$11,899 above the budget primarily due to the one-time capital reserve contribution billed to the new member of PrairieCat, North Chicago Public Library (\$5,000) as well as the receipt of PrairieCat's 401a forfeiture payout (\$4,034), the plan of which was terminated on June 30, 2021 and replaced by Illinois Municipal Retirement Fund (IMRF) as of July 1, 2021. Other above budget revenues included investment income and self-check station license billings to members.

Total year-to-date interest as of the end of August was \$2,649, which was \$1,733 above the year-to-date budgeted amount of \$916. The IL Funds interest rate began to rise in October 2021 and has continued to rise since, with the daily rate at 2.820% as of August 27. The Federal Reserve has an expected rate goal of 3.4% by the end of the calendar year. To take advantage of these interest rate increases, PrairieCat transferred \$700,000 from the checking account with Bank Orion to IL Funds as of July 6. When the CD matured with Bank Orion on August 7, the funds deposited in the Bank Orion checking account.

Total expenses through August of \$270,741 were \$48,572 below budget mostly due to under budget Supplies, Postage and Printing costs (\$17,243), Personnel costs (\$14,849), Contractual Services expenses (\$7,394), Travel and Continuing Education costs (\$2,899), Professional Services costs (\$2,730), and under budget expenses in nearly every other cost category. Supplies, Postage and Printing costs were under budget mostly due to the planned purchases of laptops for staff, laptop hardware, and website upgrade and redesign costs that have not yet occurred. Personnel expenses were under budget mostly due to a staff member being out on short term leave, as well as not having yet incurred unemployment insurance, fringe benefits, and tuition reimbursement expenses through August. Contractual Services expenses were temporarily under-budget due to timing differences between the monthly budgeted amounts and receipt of the vendor invoices. Travel and Continuing Education costs were below budget through August but are expected to rise as conferences take place throughout the fiscal year. Professional Services costs were below budget primarily due to the normal lag in paying audit and actuarial services billings, as well as the lower than budgeted need for legal services through August.



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

Beginning Cash Balance	\$ 1,125,702.64
Cash Received	
Payments from Member Libraries, etc.	192,761.60
CD Deposit	506,283.33
Interest - BankORION	202.81
Interest - Illinois Funds	1,300.06
eCommerce Receipts Payable	6,242.36
Total Cash Received	<u>706,790.16</u>
Expenses Paid	
Checks and Vendor ACH Payments	158,040.31
Payroll and Retirement Contributions	64,398.38
ACH Credit Card Payments	1,480.96
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	333.73
Total Disbursements	<u>224,253.38</u>
Ending Cash Balance	<u><u>\$ 1,608,239.42</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	10,544.72
Capital Reserve Designation	604,700.27
Working Cash	992,994.43
<b>TOTAL CASH</b>	<u><u>\$ 1,608,239.42</u></u>

**PAYPAL FUNDS DETAILS:**

August PayPal Receipts in Transit to Bank	\$1,384.14
Invested in Capital Assets Balance as of August 2022	\$2,075.00
Unrestricted Fund Balance as of August 2022	\$1,880,106.74
FY23 operating expenses excluding planned capital reserve designation:	\$ 1,940,141.92
Working Cash % of operating expenses:	51.18%

**PrairieCat**  
Balance Sheet  
As of 8/31/2022

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	905,976.78
Cash - Illinois Funds	702,262.64
PayPal Funds	1,384.14
Total Cash & cash equivalents	1,609,623.56
Accounts receivables	60,188.02
Prepaid expenses	454,129.20
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Accumulated Depreciation	(297,933.50)
Total Capital Assets, net	2,075.00
Other Assets	
Deferred Outflows - Pension	440,899.93
Total Other Assets	440,899.93
Total Assets	2,566,915.71
<b>Liabilities</b>	
eCommerce Receipts Payable	11,928.86
Payroll	
Salaries Payable	18,087.21
PR Tax Withheld Payable	5,308.52
Pension Payable	15,722.75
Retirement Payable	1,197.75
PR Tax Expense Payable	1,986.63
Total Payroll	42,302.86
Deferred revenue	210,509.11
Compensated absences	32,804.14
Net Pension Liability	384,005.00
Other long-term obligations	
Deferred Inflows - OPEB	3,184.00
Total Other long-term obligations	3,184.00
Total Liabilities	684,733.97
<b>Net Assets</b>	
Beginning Net Assets	1,828,504.41
Current YTD Net Income	53,677.33
Total Net Assets	1,882,181.74
Total Liabilities and Net Assets	2,566,915.71

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 16.67% Completed  
From 8/1/2022 Through 8/31/2022

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	4,600.34	4,600.34	4,600.00	100.00%	27,602.00	16.66%
Fully Participating and Basic Online Member Revenue	92,213.25	184,426.50	184,426.50	100.00%	1,106,558.92	16.66%
ILL Barcode Revenue	200.00	800.00	500.00	160.00%	3,000.00	26.66%
Fully Participating & Basic Online - CR Contribution	4,778.51	14,557.02	9,526.00	152.81%	57,160.00	25.46%
Union List - CR Contribution	1,153.16	1,153.16	1,153.00	100.01%	6,919.00	16.66%
<b>Total Fees for Services and Materials</b>	<u>102,945.26</u>	<u>205,537.02</u>	<u>200,205.50</u>	<u>102.66%</u>	<u>1,201,239.92</u>	<u>17.11%</u>
Reimbursements						
Reimbursements	5,170.78	5,170.78	3,277.50	157.76%	19,665.00	26.29%
Reimbursements - Hosting Fee	3,925.58	7,851.16	7,826.00	100.32%	46,960.00	16.71%
Reimbursements - Capira Mobile App	2,349.42	5,130.41	5,750.00	89.22%	34,500.00	14.87%
<b>Total Reimbursements</b>	<u>11,445.78</u>	<u>18,152.35</u>	<u>16,853.50</u>	<u>107.71%</u>	<u>101,125.00</u>	<u>17.95%</u>
Investment Income	1,551.40	2,648.73	916.00	289.16%	5,500.00	48.15%
Other						
Other Grants	0.00	0.00	332.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	94,046.16	94,046.16	94,046.00	100.00%	564,277.00	16.66%
Other Revenue	4,034.19	4,034.19	166.00	2,430.23%	1,000.00	403.41%
<b>Total Other</b>	<u>98,080.35</u>	<u>98,080.35</u>	<u>94,544.00</u>	<u>103.74%</u>	<u>567,277.00</u>	<u>17.29%</u>
<b>Total REVENUES</b>	<u>214,022.79</u>	<u>324,418.45</u>	<u>312,519.00</u>	<u>103.81%</u>	<u>1,875,141.92</u>	<u>17.30%</u>
<b>EXPENSES</b>						
Personnel						
Other Professionals	49,439.16	101,350.28	103,825.00	97.61%	642,723.00	15.76%
Support Services	6,937.52	14,391.86	21,776.00	66.09%	134,805.00	10.67%
Social Security Taxes	3,973.27	8,157.48	9,603.00	84.94%	59,450.00	13.72%
Unemployment Insurance	0.00	0.00	584.00	0.00%	3,500.00	0.00%
Worker's Compensation	108.92	217.84	271.50	80.23%	1,629.10	13.37%
Retirement Benefits	7,904.00	16,227.04	17,600.00	92.19%	108,953.00	14.89%
Health, Dental And Life Insurance	12,542.31	24,845.01	26,184.00	94.88%	157,108.92	15.81%
Other Fringe Benefits	0.00	0.00	166.00	0.00%	1,000.00	0.00%
Tuition Reimbursements	0.00	0.00	83.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	220.00	166.00	132.53%	1,000.00	22.00%
<b>Total Personnel</b>	<u>80,905.18</u>	<u>165,409.51</u>	<u>180,258.50</u>	<u>91.76%</u>	<u>1,110,669.02</u>	<u>14.89%</u>
Buildings and Grounds						
Property Insurance	203.84	407.68	416.00	98.00%	2,500.00	16.30%
<b>Total Buildings and Grounds</b>	<u>203.84</u>	<u>407.68</u>	<u>416.00</u>	<u>98.00%</u>	<u>2,500.00</u>	<u>16.31%</u>
Vehicle Expenses						
Fuel	106.43	176.70	333.00	53.06%	2,000.00	8.83%
Repairs And Maintenance	0.00	0.00	333.00	0.00%	2,000.00	0.00%

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 16.67% Completed  
From 8/1/2022 Through 8/31/2022

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Vehicle Insurance	(517.33)	(317.66)	416.00	(76.36)%	2,500.00	(12.70)%
Vehicles Leasing And Rent	0.00	0.00	83.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	125.00	0.00%	750.00	0.00%
Total Vehicle Expenses	(410.90)	(140.96)	1,290.00	(10.93)%	7,750.00	(1.82)%
Travel and Continuing Education						
In-State Travel	0.00	0.00	833.00	0.00%	5,000.00	0.00%
Out-Of-State Travel	0.00	0.00	1,000.00	0.00%	6,000.00	0.00%
Registrations And Meeting, Other Fees	971.07	1,350.07	1,500.00	90.00%	9,000.00	15.00%
Conferences And Continuing Education Meetings	0.00	0.00	833.00	0.00%	5,000.00	0.00%
Public Relations	0.00	0.00	83.00	0.00%	500.00	0.00%
Total Travel and Continuing Education	971.07	1,350.07	4,249.00	31.77%	25,500.00	5.29%
Commercial Insurance	640.00	1,280.00	1,250.00	102.40%	7,500.00	17.06%
Supplies, Postage and Printing						
Computers, Software And Supplies	800.33	1,407.15	18,666.00	7.53%	112,000.00	1.25%
General Office Supplies And Equipment	49.36	49.36	34.00	145.17%	200.00	24.68%
Total Supplies, Postage and Printing	849.69	1,456.51	18,700.00	7.79%	112,200.00	1.30%
Telephone and Telecommunications	0.00	0.00	716.00	0.00%	4,300.00	0.00%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	80.95	161.90	500.00	32.38%	3,000.00	5.39%
Total Equipment Repair and Maintenance	80.95	161.90	500.00	32.38%	3,000.00	5.40%
Professional Services						
Legal	0.00	0.00	1,166.00	0.00%	7,000.00	0.00%
Accounting	0.00	0.00	1,166.00	0.00%	7,000.00	0.00%
Consulting	0.00	0.00	416.00	0.00%	2,500.00	0.00%
Payroll Service Fees	547.34	1,102.37	1,084.00	101.69%	6,500.00	16.95%
Total Professional Services	547.34	1,102.37	3,832.00	28.77%	23,000.00	4.79%
Contractual Services						
Information Service Costs	54,938.12	85,233.29	93,032.00	91.61%	558,193.90	15.26%
Outside Printing Services	0.00	0.00	333.00	0.00%	2,000.00	0.00%
Other Contractual Services	6,663.05	13,326.13	12,588.00	105.86%	75,529.00	17.64%
Total Contractual Services	61,601.17	98,559.42	105,953.00	93.02%	635,722.90	15.50%
Depreciation	207.51	415.02	816.16	50.85%	4,897.00	8.47%
Professional Association Membership Dues	94.58	230.62	333.00	69.25%	2,000.00	11.53%
Miscellaneous	76.00	251.25	83.00	302.71%	500.00	50.25%
Miscellaneous - eCommerce Fees	257.73	257.73	916.00	28.13%	5,500.00	4.68%
Total EXPENSES	146,024.16	270,741.12	319,312.66	84.79%	1,945,038.92	13.92%

**PrairieCat**

Statement of Revenues and Expenses - FY23 is 16.67% Completed  
From 8/1/2022 Through 8/31/2022

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u><del>67,998.63</del></u>	<u><del>53,677.33</del></u>	<u><del>(6,793.66)</del></u>	<u><del>(790.10)%</del></u>	<u><del>(69,897.00)</del></u>	<u><del>(76.79)%</del></u>

**PrairieCat**  
 Check/Voucher Register  
 1000 - Cash - Bank Orion  
 From 8/24/2022 Through 9/27/2022

Vendor Name	Effective Date	Check Amount
WEX Bank	8/25/2022	106.43
RAILS	8/31/2022	193.90
Bank Orion	8/31/2022	56.00
Paycom Payroll LLC	9/1/2022	273.67
Paycom Payroll LLC	9/1/2022	18,087.21
Paycom Payroll LLC	9/1/2022	7,295.15
ICMA Retirement Corporation	9/2/2022	1,197.75
MerchantE	9/6/2022	294.26
First Bankcard	9/6/2022	1,600.16
Klein, Thorpe and Jenkins, Ltd.	9/8/2022	315.00
LIMRICC	9/8/2022	17,022.45
Illinois Municipal Retirement Fund	9/8/2022	10,481.89
Bank Orion	9/9/2022	20.00
Paycom Payroll LLC	9/15/2022	273.67
Paycom Payroll LLC	9/15/2022	18,087.20
Paycom Payroll LLC	9/15/2022	7,295.17
ICMA Retirement Corporation	9/19/2022	<u>1,197.75</u>
Report Total		<u><u>83,797.66</u></u>

	July 2021	July 2022	Aug 2021	Aug 2022	Sept 2021	Sept 2022	1st Qtr FY22 To Date	1st Qtr FY23 To Date	FY22 Totals to date	FY23 Totals to date
<b>General</b>										
Bibliographic records	1,219,827	1,211,017	1,219,551	1,209,331	1,218,858	-	1,218,858	1,209,331	1,210,847	1,209,331
Item records	5,183,607	5,142,475	5,185,390	5,141,450	5,174,748	-	5,174,748	5,141,450	5,136,754	5,141,450
Patron records	360,659	349,095	364,275	354,815	367,132	-	367,132	354,815	345,140	354,815
Total circulation	418,632	442,427	333,010	431,013	363,808	-	1,115,450	873,440	4,450,516	873,440
ILL transactions on LLSAP	53,375	52,033	53,992	57,066	55,717	-	163,084	109,099	638,373	109,099
Reciprocal borrowing	45,706	49,276	42,743	48,160	39,897	-	128,346	97,436	499,632	97,436
<b>Training, Outreach and Engagement</b>										
Training events	2	7	1	2	1	-	4	9	43	9
Training participants	6	23	2	12	9	-	17	35	185	35
Training contact hours	14	33	1	18	27	-	42	51	221	51
TalentLMS Course Completions	370	292	181	420	233	-	784	712	2,871	712
Site visits	4	1	5	4	3	-	12	5	47	5
Member Meetings/Events	6	10	6	9	19	-	31	19	88	19
Meeting/Event participants	155	183	72	129	455	-	682	312	1,905	312
Meeting/Event contact hours	259	257	92	184	446	-	796	441	2,605	441
<b>Troubleshooting</b>										
HelpDesk Calls Opened	236	242	327	388	312	-	875	630	3,595	630
HelpDesk Calls Closed	248	225	303	385	303	-	854	610	3,696	610
<b>Database Enrichment</b>										
Bibload records loaded - PC staff	1,351	1,980	955	1,620	1,353	-	3,659	3,600	15,983	3,600
Bibload records loaded - MARC catalogers	1,497	1,968	1,549	2,173	2,331	-	5,377	4,141	22,791	4,141
Cleanup/overlays/merges - PC staff	4,236	704	846	2,712	633	-	5,715	3,416	18,603	3,416
Cleanup/overlays/merges - MARC catalogers	916	825	1,293	1,142	702	-	2,911	1,967	9,788	1,967
Enhancements/corrections - PC staff	15	22	37	43	3	-	55	65	291	65
Enhancements/corrections - MARC catalogers	6	116	153	188	175	-	334	304	1,241	304
Original catalogings - PC staff	35	26	53	29	36	-	124	55	387	55
Original catalogings - MARC catalogers	13	36	-	-	-	-	13	36	13	36
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	72,677	68,998	47,901	29,015	16,903	-	137,481	98,013	647,359	98,013
To see the full statistical spreadsheet, visit: <a href="https://support.prairiescat.info/gov">https://support.prairiescat.info/gov</a>										

PRAIRIECAT  
COAL VALLEY, ILLINOIS

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ANNUAL FINANCIAL REPORT



FOR THE FISCAL YEAR ENDED  
June 30, 2022



**PRAIRIECAT**

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## **INDEPENDENT AUDITORS' REPORT**



## **INDEPENDENT AUDITOR'S REPORT**

September 28, 2022

The Administrative Council  
PrairieCat  
Coal Valley, Illinois

### **Opinions**

We have audited the accompanying financial statements of PrairieCat as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise PrairieCat's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of PrairieCat as of June 30, 2022, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinions**

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of PrairieCat, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### **Responsibilities of Management for the Financial Statements**

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about PrairieCat's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

## **Auditor’s Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor’s report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of PrairieCat’s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about PrairieCat’s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

## **Required Supplementary Information**

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis, the budgetary comparison schedules, and GASB-required pension and other postemployment benefit (OPEB) reporting, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise PrairieCat's basic financial statements. The other supplementary information is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*Lauterbach & Amen, LLP*  
LAUTERBACH & AMEN, LLP

## **MANAGEMENT'S DISCUSSION AND ANALYSIS**

**PRAIRIECAT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2022**

PrairieCat presents the following discussion and analysis of its financial performance, which provides an overview of its financial activities for the year ended June 30, 2022, PrairieCat's twelfth year of operations. The management encourages the readers to review the information presented herein in conjunction with the basic financial statements that follow in order to enhance their understanding of PrairieCat's financial performance.

**Financial Highlights**

As of June 30, 2022, PrairieCat's total net position was \$1,828,506. Net position increased \$222,581 for the year ended June 30, 2022, as PrairieCat had net operating income of \$208,221 and investment income of \$6,169. This increase in net position was \$217,479 above the increase anticipated in the budget.

**Operational Highlights**

PrairieCat made progress in many areas during the year ended June 30, 2022. The outline below gives the reader an indication of PrairieCat's accomplishments and activities during the year:

- Fiscal year 2022 was the fourth year of PrairieCat's staff independence from the Reaching Across Illinois Library System (RAILS). In July 2018, PrairieCat staff resigned from RAILS and were immediately hired by PrairieCat. PrairieCat now budgets for staff salaries and benefits for its support staff, and bears all other related costs associated with this. On July 1, 2021, PrairieCat rejoined the Illinois Municipal Retirement Fund (IMRF), curtailing its 401(a) plan in lieu of membership in the pension plan. PrairieCat's annual IMRF contribution rate in fiscal year 2023 is 12.92%, down from 14.02% in fiscal year 2022.
- The COVID-19 pandemic also continued to impact PrairieCat's ability to make physical visits to member libraries in fiscal year 2022. In fiscal year 2022, PrairieCat staff made 47 site visits to member libraries, provided 43 instructor-led training sessions representing 221 training contact hours, and closed 3,696 help desk tickets. Members also completed 2,871 TalentLMS courses using PrairieCat's online learning management system. In addition, PrairieCat held 88 member meetings or events, which included participation from 1,905 member staff and resulted in 2,605 contact hours of interaction with the membership.
- COVID-19 has necessitated many changes in PrairieCat's operations in the last three years. All staff worked throughout the previous year from their homes, and PrairieCat staff continue to balance telework with limited office hours during the week. Increasingly, PrairieCat staff are working primarily from home, and as we move forward in fiscal year 2023, we intend to remove our dedicated office spaces in the currently occupied RAILS facilities to minimize costs.
- The RAILS Local Library System Automation Program (LLSAP) cataloging grant opportunity provided in fiscal year 2022 allowed North Chicago Public Library District to join at the Fully Participating level, and the library will go live on the PrairieCat system in October 2022. In addition, the Mt. Carroll Public Library, currently a Union Listing member, has upgraded to Basic Online status and is working toward go-live shortly. Work continues to bring Lostant Community Library into PrairieCat.

Some other significant accomplishments during (or shortly after) fiscal year 2022 were:

- The fiscal year 2022 PUG Day event was again moved online due to the COVID-19 pandemic. Attendance was good, and surveys have shown that an ongoing online option is desired by the membership, even after PrairieCat returns to in-person meetings and events. PrairieCat intends to hold PUG Day as a virtual conference again in fiscal year 2023, however budget is being identified for a return to an in-person event in fiscal year 2024.
- PrairieCat kept pace with Innovative upgrade rollouts. PrairieCat remains a development partner with Innovative for their patron engagement suite of products associated with their new software, Vega. In addition, PrairieCat has signed on to implement the new Vega discovery product and is currently in the process of configuration and training. The consortium negotiated a new five-year contract with Innovative for its Sierra software and associated systems. The new contract provides for an improved annual percentage of increase, down in this contract from 3.5% to 2%.
- PrairieCat's training initiatives and further roll-out of online training using its TalentLMS interface are moving ahead. PrairieCat has nearly all of its training materials available via the consortium's learning management system at this time.
- PrairieCat signed a contract in fiscal year 2020 with CapiraTech (now OCLC) to provide a mobile application (app) for members who elect to join the project. In year two of the mobile app project, PrairieCat had 48 participating libraries. PrairieCat is currently accepting new members for year three of the project. The app has been very popular with both members and patrons.
- PrairieCat Director Carolyn Coulter continues to be involved in Innovative Interface's Public Library Leadership Council in fiscal year 2022 and beyond.
- When possible, PrairieCat's staff and board members will continue to attend vendor conferences and participate in the growth and development of PrairieCat's ILS platform.
- Member update meetings are generally held bi-annually in April and November throughout the PrairieCat service area to promote member engagement and communication. These in-person meetings resumed in fiscal year 2022 after a two-year hiatus caused by the pandemic. Online member updates are also held to reach out to various member groups, such as Union List and School Library members.
- The General Policy Manual was updated and revisions approved, along with changes to the Circulation and Technical Services Policy and Procedures Manuals.
- PrairieCat continues to produce a popular monthly e-newsletter, PrairieCat e-news, as well as a Facebook page and Twitter feed.

## **Overview of the Financial Statements**

This discussion and analysis is intended to serve as an introduction to PrairieCat's basic financial statements. The basic financial statements are comprised of the enterprise fund financial statements and the notes to the financial statements.

## **Financial Statements**

The financial statements of PrairieCat are intended to provide the reader with an understanding of the financial position of PrairieCat as of the close of the fiscal year and the results of activities for the year then ended. The enterprise fund financial statements are similar to a private-sector business. PrairieCat charges to member libraries for the services it provides and for group purchase reimbursements are reported in the enterprise fund. The expenses that PrairieCat incurs to provide services to the member libraries are also reported in the enterprise fund.



In addition to the basic financial statements, the notes to the financial statements provide further information to the reader and should be considered an integral part of the financial statements.

## Financial Analysis

Net position may serve, over time, as a useful indicator of an organization's financial position. PrairieCat's total assets/deferred outflows exceeded liabilities/deferred inflows by \$1,828,506 as of the close of the fiscal year ended June 30, 2022. Of the total unrestricted net position balance of \$1,826,016, \$585,757 was designated for future capital expenses and \$1,240,259 was available for subsequent year's expenses. The net position balance available for subsequent year's expenses of \$1,240,259 is adequate to fund operations for a little over six months, assuming that current spending remains static, membership remains steady, and the continuation of the grant agreement with RAILS which subsidizes PrairieCat operations.

PrairieCat's net position for the years ended June 30, 2022 and 2021 is summarized as follows:

### Condensed Statement of Net Position

	Business-Type Activities 2022	Business-Type Activities 2021
Current Assets	\$ 1,890,860	\$ 1,742,210
Capital Assets, Net of Accumulated Depreciation	2,490	9,795
<b>Total Assets</b>	<b>1,893,350</b>	<b>1,752,005</b>
Deferred Outflows – IMRF	440,900	-
<b>Total Assets and Deferred Outflows</b>	<b>2,334,250</b>	<b>1,752,005</b>
Current Liabilities	92,312	73,102
Long-term Liabilities	410,248	33,146
<b>Total Liabilities</b>	<b>502,560</b>	<b>106,248</b>
Deferred Inflows – RBP	3,184	-
<b>Total Liabilities and Deferred Inflows</b>	<b>505,744</b>	<b>106,248</b>
Prior Period Adjustment	-	(39,832)
Investment in Capital Assets	2,490	9,795
Unrestricted	1,826,016	1,596,130
<b>Total Net Position - Restated</b>	<b>1,828,506</b>	<b>1,605,925</b>

For the year ended June 30, 2022, 99% of PrairieCat's total assets were current and consisted of cash and investments, amounts prepaid to vendors, and accounts receivable due from members as well as amounts due from vendors. Liabilities as of June 30, 2022, represent amounts owed to vendors, amounts owed to member libraries related to eCommerce activity, fees prepaid by members, and wages and benefits earned but not yet paid to PrairieCat staff.

## Condensed Statement of Revenues, Expenses and Changes in Net Position

	Business-Type Activities 2022	Business-Type Activities 2021
Operating Revenues		
Charges for Services	\$ 1,359,431	\$ 1,236,576
Grants – RAILS Support	559,218	533,080
Total Operating Revenues	1,918,649	1,769,656
Operating Expenses		
Administration	1,705,932	1,663,701
Depreciation	4,496	4,898
Total Operating Expenses	1,710,428	1,668,599
Operating Income (Loss)	208,221	101,057
Non-Operating Revenues		
Disposal of Capital Assets	8,191	-
Investment Income	6,169	6,650
Total Non-Operating Revenues	14,360	6,650
Change in Net Position	222,581	107,707
Prior Period Adjustment	(39,832)	-
Net Position, Beginning as Restated	1,605,925	1,538,050
Net Position, Ending	1,828,506	1,645,757

The Statement of Revenues, Expenses and Changes in Net Position shows the nature and source of the changes in net position during the year ended June 30, 2022. PrairieCat’s operating revenues increased by \$148,993 in fiscal year 2022 from fiscal year 2021 due to several factors. The largest increase in revenues was due to net pension income of \$97,764 due to PrairieCat joining the Illinois Municipal Retirement Fund (IMRF) as of July 1, 2021. Formerly, PrairieCat provided a 401a plan for all of its staff with MissionSquare Retirement which was terminated on June 30, 2021. The RAILS support grant also increased \$26,138, from fiscal year 2021 to fiscal year 2022. Additionally, there was an increase in the fully participating and basic online member revenue of \$14,523. This increase was primarily due to the addition of the Marengo-Union Public Library District to the consortium during fiscal year 2021 and the beginning of their increased member fees in fiscal year 2022. Other increases during fiscal year 2022 included the budgeted incremental increases in reimbursement revenues for the Capira Mobile app (\$4,361); hosting fees (\$4,361); express lane license maintenance, Innovative set-up fees, and data scoping (\$3,214).

Operating expenses increased by \$41,829 in fiscal year 2022 from fiscal year 2021, primarily due to an increase in travel and continuing education (\$15,443), due to the travel restrictions from the COVID-19 pandemic being gradually lifted and the return to in-person meetings and conference registrations during fiscal year 2022. These conferences and meetings included: Innovative Interfaces and Amigos Library Service training (\$8,515); out-of-state travel for the American Library Association (ALA) conference (\$2,243); in-person Administrative Council and Delegates Assembly meetings (\$2,137); conference registrations and continuing education for ALA, Innovative Users Group (IUG), HR Source, Resource Sharing Summit and Wisconsin/Illinois Innovative Users Group (WILIUG) (\$1,527); and in-state travel for member updates and meetings (\$738). Personnel expenses increased from the prior fiscal year (\$15,197), primarily due to an increase in retirement benefits from PrairieCat joining IMRF, health, dental and life insurance due to differences in staff plan elections, support services salaries due to personnel changes during, and other post-employment benefits due to the new actuarial valuation that was performed

to assess the cost of offering retirees the option to remain on PrairieCat’s health insurance policy. These increases were partially offset by decreases in earned but unused vacation time and other professionals’ salaries due to staff member leave during the year. Other increases during fiscal year 2022 included information service costs (\$19,303), for Innovative Interfaces migration of data and scoping expansion services (\$10,749), OCLC fees (\$8,486), Sierra annual maintenance (\$7,268), express lane self-check station licenses and additions (\$6,609), and the first full year of the Capira Mobile app subscriptions (\$3,596). These increases were partially offset by the credit for the mobile worklist (\$13,067). Additional increases for supplies, postage, and printing (\$2,759) included the purchase of office equipment for PrairieCat staff for remote work (\$1,303), a camera and speaker for Administrative Council meetings with a Zoom option (\$999), and new helpdesk software (\$385). These increases were partially offset by the fiscal year 2022 gain on the sale of PrairieCat’s Ford Taurus that was no longer needed for Bolingbrook staff (\$8,191), as well as decreases in other contractual services due to the fiscal year 2021 one-time migration fees for the PrairieCat support site (\$5,000) and the fiscal year 2021 purchase of pink slips for member libraries to report damaged materials (\$2,510). Additional decreases included professional services which decreased mostly due to lower legal and consulting expenses due to the completion of the work to join IMRF partially offset by the addition of actuary fees to perform the valuation for the retiree insurance (\$1,947).

PrairieCat’s operating expenses were under-budget by \$101,550 in fiscal year 2022, primarily due to under budget personnel costs (\$53,390), mostly due to delayed hiring for the Systems Coordinator position, lower than budgeted retirement benefits since the IMRF rate was unavailable at the time that the budget was finalized, and no unemployment insurance, tuition reimbursements and staff professional memberships expenses during fiscal year 2022. Additional under-budget expenses included contractual services expenses due to the credit for the mobile worklist product and lower than budgeted curbside subscription renewals (\$27,868) as well as the gain on the sale of one of PrairieCat’s vehicles (\$8,191). Other under-budget expenses included travel and continuing education as well as vehicle expenses due to decreased in-state and out-of-state travel from the pandemic (\$7,171), professional services due to a lower than budgeted need for legal services during the fiscal year partially offset by increased payroll processing costs for year-end forms as well as the addition of actuary fees to perform the retiree health insurance valuation (\$4,645), supplies, postage, and printing due to lower than expected computer supplies and subscription expenses during fiscal year 2022 (\$4,199), equipment repair and maintenance expense (\$2,029), and nearly every other cost category.

## Capital Assets

PrairieCat’s investment in capital assets as of June 30, 2022 and 2021 is shown below:

### Capital Assets

	Business-Type Activities 2022	Business-Type Activities 2021
Computers	\$ 287,558	\$ 287,558
Vehicles	12,450	24,488
Less: Accumulated Depreciation	<u>(297,518)</u>	<u>(302,251)</u>
Net Capital Assets	<u>2,490</u>	<u>9,795</u>

The change in the net capital assets components from fiscal year 2021 to fiscal year 2022 was due to the depreciation of PrairieCat’s two vehicles and the disposal of one of these vehicles during fiscal year 2022.

## **Factors Bearing on PrairieCat's Future**

Even though PrairieCat achieved staff independence from RAILS in fiscal year 2019, RAILS continued to support PrairieCat in other ways, providing the consortium with facilities/housing, accounting services, IT support, and phone-dialer hosting and support. In addition, RAILS provided PrairieCat with annual grant funding, which accounts for approximately 30% of budgeted revenues in fiscal year 2022. In fiscal year 2021, PrairieCat began hosting its support websites outside of the RAILS environment, which is another step towards increasing independence. Currently, the main PrairieCat support website is being redesigned to enhance functionality for members.

PrairieCat is mindful that it must achieve more independence of its operations to be more sustainable for the future. With PrairieCat's staff independence and website hosting and maintenance now brought in-house, the consortium has taken steps towards that goal. PrairieCat has recently implemented an online helpdesk ticketing system, as well as a new list management system, also hosted online. Currently, we are working to implement our own Exchange and Office 365 systems and move off of RAILS IT infrastructure almost completely by the end of fiscal year 2023. PrairieCat also maintains an emergency finance plan that addresses any emergency fiscal issues if changes arise in the short term.

PrairieCat continues to stabilize and grow. Recently, the North Chicago Public Library District joined the PrairieCat consortium. The consortium continues to receive inquiries from other libraries, and PrairieCat looks forward to adding more members to its rolls in the coming years.

## **Requests for Information**

This financial report is designed to provide PrairieCat's members, creditors, and other users with a general overview of PrairieCat's finances and to demonstrate PrairieCat's accountability for the money it receives. If you have questions about this report, or need additional financial information, contact PrairieCat, Attention, Carolyn Coulter, PrairieCat Director, at 220 West 23rd Avenue, Coal Valley, Illinois 61240.

## **FINANCIAL SECTION**

## **BASIC FINANCIAL STATEMENTS**

**PRAIRIECAT**

**Statement of Net Position**

**June 30, 2022**

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<b>ASSETS</b>	
Current Assets	
Cash and Investments	\$ 1,482,383
Accounts Receivable - Net of Allowances	200
Prepays	408,277
Total Current Assets	<u>1,890,860</u>
Noncurrent Assets	
Capital Assets	
Computers	287,558
Vehicles	12,450
Accumulated Depreciation	(297,518)
Total Noncurrent Assets	<u>2,490</u>
Total Assets	<u>1,893,350</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Deferred Items - IMRF	<u>440,900</u>
Total Assets and Deferred Outflows of Resources	<u>2,334,250</u>
<b>LIABILITIES</b>	
Current Liabilities	
Accounts Payable	27,043
Accrued Payroll	40,247
Deferred Revenue	18,461
Compensated Absences Payable	6,561
Total Current Liabilities	<u>92,312</u>
Noncurrent Liabilities	
Compensated Absences Payable	26,243
Net Pension Liability - IMRF	343,136
Total OPEB Obligation - RBP	40,869
Total Noncurrent Liabilities	<u>410,248</u>
Total Liabilities	502,560
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred Items - RBP	<u>3,184</u>
Total Liabilities and Deferred Inflows of Resources	<u>505,744</u>
<b>NET POSITION</b>	
Investment in Capital Assets	2,490
Unrestricted	<u>1,826,016</u>
Total Net Position	<u>1,828,506</u>

The notes to the financial statements are an integral part of this statement.

## PRAIRIECAT

### Statement of Revenues, Expenses and Changes in Net Position - Budget and Actual For the Fiscal Year Ended June 30, 2022

	Original and Final Budget	Actual
Operating Revenues		
Fees for Services and Materials	\$ 1,147,872	1,162,216
Reimbursements	102,490	99,228
Grants - Rails Support	559,218	559,218
Grants - Other	2,000	-
Net Pension Income	-	97,764
Miscellaneous	1,000	223
Total Operating Revenues	<u>1,812,580</u>	<u>1,918,649</u>
Expenses		
Administration	1,807,080	1,705,932
Depreciation	4,898	4,496
Total Expenses	<u>1,811,978</u>	<u>1,710,428</u>
Operating Income	<u>602</u>	<u>208,221</u>
Non-Operating Revenues		
Disposal of Capital Assets	-	8,191
Investment Income	4,500	6,169
Total Non-Operating Revenues	<u>4,500</u>	<u>14,360</u>
Change in Net Position	<u><u>5,102</u></u>	222,581
Net Position - Beginning as Restated		<u>1,605,925</u>
Net Position - Ending		<u><u>1,828,506</u></u>

The notes to the financial statements are an integral part of this statement.



## PRAIRIECAT

### Statement of Cash Flows For the Fiscal Year Ended June 30, 2022

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Cash Flows from Operating Activities	
Receipts from Customers and Users	\$ 1,162,216
Other Receipts	731,864
Payments to Employees	(1,112,327)
Payment to Suppliers	(674,841)
	<u>106,912</u>
Cash Flows from Investing Activities	
Disposal of Capital Assets	11,000
Interest Received	6,169
	<u>17,169</u>
Net Change in Cash and Cash Equivalents	124,081
Cash and Cash Equivalents	
Beginning	<u>1,358,302</u>
Ending	<u><u>1,482,383</u></u>
Reconciliation of Operating Income to Net Cash Provided (Used) by Operating Activities	
Operating Income	208,221
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities:	
Depreciation Expense	4,496
Change in Pension and OPEB Related Items	(93,543)
(Increase) Decrease in Current Assets	(24,569)
Increase (Decrease) in Current Liabilities	12,307
	<u>106,912</u>
Net Cash Provided by Operating Activities	<u><u>106,912</u></u>

The notes to the financial statements are an integral part of this statement.

## **PRAIRIECAT**

### **Notes to the Financial Statements June 30, 2022**

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of PrairieCat have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of PrairieCat's accounting policies are described below.

#### **REPORTING ENTITY**

PrairieCat was formed as an Illinois/Iowa Intergovernmental Instrumentality on December 1, 2010. Its assets were transferred from the Prairie Area Library System as of December 31, 2010. PrairieCat no longer has members in Iowa and is currently an Illinois Intergovernmental Instrumentality. The purpose of PrairieCat is to provide cost-effective and efficient resource discovery and acquisition for patrons of PrairieCat member libraries. PrairieCat is governed by a board of directors called the PrairieCat Administrative Council, which is in control of the spending of all monies and funds held in the name of the organization.

#### **BASIS OF PRESENTATION**

In the Statement of Net Position, PrairieCat's activities are reported on a full accrual, economic basis, which recognizes all long-term assets/deferred outflows and receivables as well as long-term debt/deferred inflows and obligations. PrairieCat's net position is reported in two parts: investment in capital assets and unrestricted.

PrairieCat uses funds to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are classified into the following categories: governmental, proprietary, and fiduciary. Each category, in turn, is divided into separate "fund types." PrairieCat utilizes only the proprietary fund type.

Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary or useful to sound financial administration. Goods or services from such activities are provided to members or outside parties and are accounted for as enterprise funds.

#### **MEASUREMENT FOCUS AND BASIS OF ACCOUNTING**

Measurement focus is a term used to describe "which" transactions are recorded within the various financial statements. Basis of accounting refers to "when" transactions are recorded regardless of the measurement focus applied.

## **PRAIRIECAT**

### **Notes to the Financial Statements June 30, 2022**

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

##### **MEASUREMENT FOCUS AND BASIS OF ACCOUNTING – Continued**

On the Statement of Net Position and Statement of Revenues, Expenses and Changes in Net Position, PrairieCat’s activities are presented using the economic resources measurement focus as defined below. All proprietary funds utilize an “economic resources” measurement focus. The accounting objectives of this measurement focus are on the determination of operating income, changes in net position (or cost recovery), financial position and cash flows. All assets/deferred outflows and liabilities/deferred inflows (whether current or noncurrent) associated with PrairieCat’s activities are reported. Proprietary fund equity is classified as net position.

In the Statement of Net Position and the Statement of Revenues, Expenses and Changes in Net Position, PrairieCat’s activities are presented using the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets/deferred outflows, and liabilities/deferred inflows resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

##### **ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION**

###### **Cash and Investments**

Cash and cash equivalents on the Statement of Net Position are considered to be cash on hand and demand deposits. For the purpose of PrairieCat’s Statement of Cash Flows, cash and cash equivalents are considered to be cash on hand, demand deposits, and all highly liquid investments with an original maturity of three months or less.

Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value. For investments, PrairieCat categorizes its fair value measurements within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure the fair value of the asset. Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

###### **Receivables**

In the Statement of Net Position, receivables, if any, consist of all revenues earned at year-end and not yet received.

## **PRAIRIECAT**

### **Notes to the Financial Statements June 30, 2022**

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#### **NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued**

#### **ASSETS/DEFERRED OUTFLOWS, LIABILITIES/DEFERRED INFLOWS, AND NET POSITION – Continued**

##### **Capital Assets**

Capital assets purchased or acquired with an original cost of \$5,000 or more are valued at cost where historical records are available and at an estimated historical cost where no historical records exist. Donated capital assets are valued at their acquisition value on the date received. The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized. Improvements are capitalized and depreciated over the remaining useful lives of the related capital assets, as applicable. Depreciation of capital assets in the proprietary fund types is computed using the straight-line method.

##### **Compensated Absences**

PrairieCat accrues accumulated unpaid vacation and associated employee-related costs when earned (or estimated to be earned) by the employee. All vacation pay is accrued in the financial statements when incurred. PrairieCat records a liability for employees' vacation leave earned, but not taken at salary rates in effect at the end of the fiscal year. A portion of this liability will be paid within the next fiscal year.

##### **Net Position**

In the basic financial statements, equity is classified as net position and displayed in two components:

Investment in Capital Assets – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings, if any, that are attributable to the acquisition or improvement of those assets.

Unrestricted – The remaining amount of net position.

#### **NOTE 2 – STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY**

##### **BUDGETARY INFORMATION**

Budgets are adopted on a basis consistent with generally accepted accounting principles. An annual budget is adopted for the enterprise fund and approved by the Delegates Assembly.

The Administrative Council prepares the annual budget. The budget is prepared by category and includes information on the current year estimates. The proposed budget is presented to the Delegates Assembly for review and approval. The budget was not amended in fiscal year 2022.

## PRAIRIECAT

### Notes to the Financial Statements June 30, 2022

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#### NOTE 3 – DETAIL NOTES ON THE BASIC FINANCIAL STATEMENTS

##### DEPOSITS AND INVESTMENTS

Permitted Deposits and Investments – Statutes authorize PrairieCat to make deposits/invest in commercial banks, savings and loan institutions, obligations of the U.S. Treasury and U.S. Agencies, obligations of States and their political subdivisions, credit union shares, repurchase agreements, commercial paper rated within the three highest classifications by at least two standard rating services, Illinois Funds and the Illinois Metropolitan Investment Fund.

The Illinois Funds is an investment pool managed by the Illinois Public Treasurer’s Office which allows governments within the State to pool their funds for investment purposes. Illinois Funds is not registered with the SEC as an investment company. Investments in Illinois Funds are valued at the share price, which is the price for which the investment could be sold.

##### **Credit Risk, Custodial Credit Risk and Concentration Risk**

*Deposits.* At year-end, the carrying amount of PrairieCat’s deposits totaled \$1,482,206 and the bank balances totaled \$1,485,424. In addition, PrairieCat had \$177 invested in the Illinois Fund with an average maturity of less than one year.

*Interest Rate Risk.* Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment. PrairieCat minimizes this risk by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and investing operation funds primarily in shorter-term securities. PrairieCat does not have any investments subject to interest rate risk.

*Credit Risk.* Credit risk is the risk that an issuer or other counterparty to an investment will not fulfill its obligations. PrairieCat minimizes its exposure to credit risk by pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisors with which PrairieCat will do business, and by diversifying the portfolio so that potential losses on individual securities will be minimized. PrairieCat’s investment in the Illinois Funds is rated AAAM by Standard & Poor’s.

*Custodial Credit Risk – Deposits.* In the case of deposits, this is the risk that in the event of bank failure, PrairieCat’s deposits may not be returned to it. Per PrairieCat’s investment policy, deposits in any one institution may exceed FDIC limits, with a signed collateralization agreement with the institution and with assets of the agreement to be held by a third party in PrairieCat’s name. At year-end, the entire amount of the bank balance of deposits and investments was either covered by federal depository insurance or collateralized with securities held by a third party in PrairieCat’s name. The Illinois Funds are not subject to custodial credit risk.

## PRAIRIECAT

### Notes to the Financial Statements June 30, 2022

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#### NOTE 3 – DETAIL NOTES ON THE BASIC FINANCIAL STATEMENTS – Continued

#### DEPOSITS AND INVESTMENTS – Continued

#### Credit Risk, Custodial Credit Risk and Concentration Risk – Continued

*Concentration of Credit Risk.* This is the risk of loss attributed to the magnitude of PrairieCat's investment in a single issuer. PrairieCat's investment policy requires that the portfolio be diversified so that potential losses on individual securities will be minimized. At year-end, PrairieCat does not have any investments over 5 percent of the total cash and investment portfolio (other than investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments).

#### CAPITAL ASSETS

The following is a summary of proprietary fund-type capital assets as of the date of this report:

	Beginning Balances	Additions	Deletions	Ending Balances
Depreciable Capital Assets				
Computers	\$ 287,558	-	-	287,558
Vehicles	24,488	-	12,038	12,450
Total Depreciable Capital Assets	312,046	-	12,038	300,008
Less Accumulated Depreciation				
Computers	287,558	-	-	287,558
Vehicles	14,693	4,496	9,229	9,960
Total Accumulated Depreciation	302,251	4,496	9,229	297,518
Total Net Depreciable Capital Assets	9,795	(4,496)	2,809	2,490

In PrairieCat's capital asset policy, the following estimated useful lives are used to calculate computer and vehicle depreciation:

Computers	4 - 5 Years
Vehicles	5 Years

**PRAIRIECAT**

**Notes to the Financial Statements  
June 30, 2022**

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**NOTE 3 – DETAIL NOTES ON THE BASIC FINANCIAL STATEMENTS – Continued**

**LONG-TERM LIABILITY ACTIVITY**

Changes in long-term liabilities during the fiscal year were as follows:

	Restated Beginning Balances	Additions	Deductions	Ending Balances	Amounts Due within One Year
Compensated Absences	\$ 41,432	4,192	12,820	32,804	6,561
Net Pension Liability - IMRF	-	343,136	-	343,136	-
Total OPEB Liability	39,832	1,037	-	40,869	-
	81,264	348,365	12,820	416,809	6,561

**NET POSITION RESTATEMENT**

Beginning net position was restated to reflect the implementation of GASB 75 *Accounting and Financial Reporting for Postemployment Benefits other Than Pensions*, as it was determined that as of year-end this liability was material to the financial statements. See additional information related to PrairieCat’s Other Postemployment Benefit (OPEB) Obligation in Note 4 – Other Information. Net position as reported and as restated is as follows:

Net Position	As Reported	As Restated	Increase (Decrease)
Business-Type Activities	\$ 1,645,757	1,605,925	(39,832)

**NET POSITION DESIGNATIONS**

The following are net position designations at year-end for PrairieCat:

Unrestricted Net Position	
Designated for Future Capital Purchases	\$ 585,757
Undesignated	1,240,259
Total Unrestricted Net Position	1,826,016

The designations of the unrestricted net position may be amended or rescinded by the PrairieCat Administrative Council.

## **PRAIRIECAT**

### **Notes to the Financial Statements June 30, 2022**

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#### **NOTE 4 – OTHER INFORMATION**

##### **RISK MANAGEMENT**

PrairieCat is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; natural disasters. These risks are provided for through a commercial insurance policy purchased from independent third parties. Settled claims from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

##### **COMMITMENTS**

From July 2011 through June 2019, PrairieCat maintained a contract for services with the Reaching Across Illinois Library System (RAILS), a governmental entity. These services included, with some variations between contracts: administration, management, finance, human resources, bibliographic services, information technology support, use of facilities, utilities, telecommunications, vehicles, and all personnel salaries and costs. Under these agreements, PrairieCat either paid an amount to RAILS to partially reimburse RAILS for its contract expenditures incurred or received a support amount from RAILS to supplement the other support received.

In July 2019, this contract transitioned to an annual grant award from RAILS to PrairieCat, subject to an annual application and semi-annual report process. The services in the fiscal year 2023 grant agreement include use of meeting rooms, communication and collaboration opportunities and services, grant opportunities for new members, datacenter services, finance, help desk ticket system services, use of RAILS facilities (including IT support) for consortium staff and equipment, utilities, and telecommunications. Under the grant, PrairieCat will receive payment from RAILS to supplement its other support in the total amount of \$564,277 during fiscal year 2023. This agreement is cancellable by mutual written consent or by either party upon 120 days' written notice to the other party. RAILS may terminate this agreement due to the discontinuation of sufficient funding from the Illinois Secretary of State upon written notice to PrairieCat effective as of the date of termination or the discontinuance of such funding.

##### **CONTINGENT LIABILITIES**

###### **Litigation**

PrairieCat is not a defendant in any lawsuits.



## PRAIRIECAT

### Notes to the Financial Statements June 30, 2022

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#### NOTE 4 – OTHER INFORMATION – Continued

##### EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN

Commencing July 1, 2021, PrairieCat contributes to one defined benefit pension plan, the Illinois Municipal Retirement Fund (IMRF), a defined benefit agent multiple-employer public employee retirement system. IMRF issues a publicly available financial report that includes financial statements and required supplementary information for the plan as a whole, but not by individual employer. That report may be obtained online at [www.imrf.org](http://www.imrf.org). The benefits, benefit levels, employee contributions, and employer contributions are governed by Illinois Compiled Statutes (ILCS) and can only be amended by the Illinois General Assembly.

##### Illinois Municipal Retirement Fund (IMRF)

###### Plan Description

*Plan Administration.* All employees hired in positions that meet or exceed the prescribed annual hourly standard must be enrolled in IMRF as participating members. The plan is accounted for on the economic resources measurement focus and the accrual basis of accounting. Employer and employee contributions are recognized when earned in the year that the contributions are required, benefits and refunds are recognized as an expense and liability when due and payable.

*Benefits Provided.* IMRF has three benefit plans. The vast majority of IMRF members participate in the Regular Plan (RP). The Sheriff's Law Enforcement Personnel (SLEP) plan is for sheriffs, deputy sheriffs, and selected police chiefs. Counties could adopt the Elected County Official (ECO) plan for officials elected prior to August 8, 2011 (the ECO plan was closed to new participants after that date).

IMRF provides two tiers of pension benefits. Employees hired *before* January 1, 2011, are eligible for Tier 1 benefits. Tier 1 employees are vested for pension benefits when they have at least eight years of qualifying service credit. Tier 1 employees who retire at age 55 (at reduced benefits) or after age 60 (at full benefits) with eight years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any consecutive 48 months within the last 10 years of service, divided by 48. Under Tier 1, the pension is increased by 3% of the original amount on January 1 every year after retirement.

**PRAIRIECAT**

**Notes to the Financial Statements  
June 30, 2022**

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**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Plan Description – Continued**

*Benefits Provided - Continued.* Employees hired *on or after* January 1, 2011, are eligible for Tier 2 benefits. For Tier 2 employees, pension benefits vest after ten years of service. Participating employees who retire at age 62 (at reduced benefits) or after age 67 (at full benefits) with ten years of service are entitled to an annual retirement benefit, payable monthly for life, in an amount equal to 1-2/3% of the final rate of earnings for the first 15 years of service credit, plus 2% for each year of service credit after 15 years to a maximum of 75% of their final rate of earnings. Final rate of earnings is the highest total earnings during any 96 consecutive months within the last 10 years of service, divided by 96. Under Tier 2, the pension is increased on January 1 every year after retirement, upon reaching age 67, by the *lesser* of:

- 3% of the original pension amount, or
- 1/2 of the increase in the Consumer Price Index of the original pension amount.

*Plan Membership.* As of December 31, 2021, the measurement date, the following employees were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	-
Inactive Plan Members Entitled to but not yet Receiving Benefits	1
Active Plan Members	<u>10</u>
Total	<u><u>11</u></u>

*Contributions.* As set by statute, PrairieCat’s Regular Plan Members are required to contribute 4.5% of their annual covered salary. The statute requires employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. For the year-ended June 30, 2022, PrairieCat’s contribution was 14.02% of covered payroll.

*Net Pension Liability.* PrairieCat’s net pension liability was measured as of December 31, 2021. The total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date.

**PRAIRIECAT**

**Notes to the Financial Statements  
June 30, 2022**

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**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Plan Description – Continued**

*Actuarial Assumptions.* The total pension liability was determined by an actuarial valuation performed, as of December 31, 2021, using the following actuarial methods and assumptions:

Actuarial Cost Method	Entry Age Normal
Asset Valuation Method	Fair Value
Actuarial Assumptions	
Interest Rate	7.25%
Salary Increases	2.85% - 13.75%
Cost of Living Adjustments	3.25%
Inflation	2.25%

For nondisabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Retiree, Male (adjusted 106%) and Female (adjusted 105%) tables, and future mortality improvements projected using scale MP-2020. For disabled retirees, the Pub-2010, Amount-Weighted, below-median income, General, Disabled Retiree, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020. For active members, the Pub-2010, Amount-Weighted, below-median income, General, Employee, Male and Female (both unadjusted) tables, and future mortality improvements projected using scale MP-2020.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense, and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return to the target asset allocation percentage and adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

# PRAIRIECAT

## Notes to the Financial Statements June 30, 2022

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### NOTE 4 – OTHER INFORMATION – Continued

#### EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN – Continued

#### Illinois Municipal Retirement Fund (IMRF) – Continued

#### Plan Description – Continued

#### *Actuarial Assumptions – Continued.*

Asset Class	Target	Long-Term Expected Real Rate of Return
Fixed Income	25.00%	2.00%
Domestic Equities	39.00%	4.50%
International Equities	15.00%	5.75%
Real Estate	10.00%	5.90%
Blended	10.00%	4.30% - 8.10%
Cash and Cash Equivalents	1.00%	1.70%

#### Discount Rate

A Single Discount Rate of 7.23% was used to measure the total pension liability. The projection of cash flow used to determine this Single Discount Rate assumed that the plan members' contributions will be made at the current contribution rate, and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. The Single Discount Rate reflects:

1. The long-term expected rate of return on pension plan investments (during the period in which the fiduciary net position is projected to be sufficient to pay benefits), and
2. The tax-exempt municipal bond rate based on an index of 20-year general obligation bonds with an average AA credit rating (which is published by the Federal Reserve) as of the measurement date (to the extent that the contributions for use with the long-term expected rate of return are not met).

For the purpose of the most recent valuation, the expected rate of return on plan investments is 7.25%, the municipal bond rate is 1.84%, and the resulting single discount rate is 7.23%.

#### Discount Rate Sensitivity

The following is a sensitivity analysis of the net pension liability to changes in the discount rate. The table below presents the net pension liability of PrairieCat calculated using the discount rate as well as what PrairieCat's net pension liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher than the current rate:

**PRAIRIECAT**

**Notes to the Financial Statements  
June 30, 2022**

**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Discount Rate Sensitivity – Continued**

	1% Decrease (6.23%)	Current Discount Rate (7.23%)	1% Increase (8.23%)
Net Pension Liability	\$ 403,554	343,136	287,142

**Changes in the Net Pension Liability**

	Total Pension Liability (A)	Plan Fiduciary Net Position (B)	Net Pension Liability (A) - (B)
Balances at December 31, 2020 *	\$ -	-	-
Changes for the Year:			
Service Cost	-	-	-
Interest on the Total Pension Liability	-	-	-
Changes of Benefit Terms	-	-	-
Difference Between Expected and Actual Experience of the Total Pension Liability	450,657	-	450,657
Changes of Assumptions	1,180	-	1,180
Contributions - Employer	-	44,029	(44,029)
Contributions - Employees	-	61,224	(61,224)
Net Investment Income	-	-	-
Benefit Payments, including Refunds of Employee Contributions	-	-	-
Other (Net Transfer)	-	3,448	(3,448)
Net Changes	451,837	108,701	343,136
Balances at December 31, 2021	451,837	108,701	343,136

\* PrairieCat joined IMRF commencing July 1, 2021.

**PRAIRIECAT**

**Notes to the Financial Statements  
June 30, 2022**

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**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

For the year ended June 30, 2022, PrairieCat recognized pension revenue of \$1,243. At June 30, 2022, PrairieCat reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Totals
Difference Between Expected and Actual Experience	\$ 384,250	-	384,250
Change in Assumptions	1,006	-	1,006
Net Difference Between Projected and Actual Earnings on Pension Plan Investments	3,152	-	3,152
	<u>388,408</u>	-	<u>388,408</u>
Pension Contributions Made Subsequent to the Measurement Date	52,492	-	52,492
	<u>440,900</u>	-	<u>440,900</u>

The \$52,492 reported as deferred outflows of resources related to pensions resulting from employer contributions subsequent to the measurement date and will be recognized as a reduction of the net pension liability in the reporting year ended June 30, 2023. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future periods as follows:

**PRAIRIECAT**

**Notes to the Financial Statements  
June 30, 2022**

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**NOTE 4 – OTHER INFORMATION – Continued**

**EMPLOYEE RETIREMENT SYSTEM - DEFINED BENEFIT PENSION PLAN – Continued**

**Illinois Municipal Retirement Fund (IMRF) – Continued**

**Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions – Continued**

Fiscal Year	Net Deferred Outflows of Resources
2023	\$ 67,369
2024	67,369
2025	67,369
2026	67,369
2027	66,581
Thereafter	<u>52,351</u>
Total	<u><u>388,408</u></u>

**OTHER POST-EMPLOYMENT BENEFITS**

**General Information about the OPEB Plan**

*Plan Description.* PrairieCat administers a single-employer defined benefit healthcare plan, the Post-Retirement Health Plan. The plan provides limited healthcare insurance for eligible retirees through PrairieCat's group health insurance plan, which covers both active and retired members. The Post-Retirement Health Plan does not issue a publicly available financial report. Article 11 of the State Compiled Statutes grants the authority to establish and amend the benefit terms and financing requirements to the PrairieCat Board. No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

*Benefits Provided.* PrairieCat, through Library Insurance Management and Risk Control Combination (LIMRICC), provides healthcare benefits for retirees over the age of 59.5 and terminating upon non-payment of premiums. Retirees are not allowed to change healthcare plans after retirement, and retirees are not allowed to exit the plan and join at a later date. The benefit terms provide for 100% of the plan premiums and all administrative fees to be paid by the retirees.

**PRAIRIECAT**

**Notes to the Financial Statements  
June 30, 2022**

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**NOTE 4 – OTHER INFORMATION – Continued**

**OTHER POST-EMPLOYMENT BENEFITS – Continued**

**General Information about the OPEB Plan – Continued**

*Plan Membership.* As of June 30, 2022, the measurement date, the following employees were covered by the benefit terms:

Inactive Plan Members Currently Receiving Benefits	-
Inactive Plan Members Entitled to but not yet Receiving Benefits	-
Active Plan Members	<u>12</u>
Total	<u><u>12</u></u>

**Total OPEB Liability**

PrairieCat’s total OPEB liability was measured as of June 30, 2022 and was determined by an actuarial valuation as of June 30, 2021.

*Actuarial Assumptions and Other Inputs.* The total OPEB liability in the June 30, 2022 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Inflation	3.00%
Salary Increases	4.00%
Discount Rate	4.09%
Healthcare Cost Trend Rates	HMO plan is 7.00% and PPO 7.30% with an ultimate health care cost trend rate of 4.50% in FY2037.
Retirees' Share of Benefit-Related Costs	100% of projected health insurance premiums and all administrative fees to be paid by the retirees.

The discount rate was based upon the expected rate of return associated with funded benefits, and unfunded benefits, the 20-year municipal bond rate.

Mortality rates were based on PbuG.H-2010 Mortality Table – General with mortality improvements using scale MP-2020.



**PRAIRIECAT**

**Notes to the Financial Statements  
June 30, 2022**

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**NOTE 4 – OTHER INFORMATION – Continued**

**OTHER POST-EMPLOYMENT BENEFITS – Continued**

**Change in the Total OPEB Liability**

	<u>Total OPEB Liability</u>
Balance at June 30, 2021, as Restated	<u>\$ 39,832</u>
Changes for the Year:	
Service Cost	3,784
Interest on the Total OPEB Liability	868
Changes of Benefit Terms	-
Difference Between Expected and Actual Experience	-
Changes of Assumptions or Other Inputs	(3,615)
Benefit Payments	-
Other Changes	-
Net Changes	<u>1,037</u>
Balance at June 30, 2022	<u><u>40,869</u></u>

**Sensitivity of the Total OPEB Liability to Changes in the Discount Rate**

The discount rate used to measure the total pension liability was 4.09%. The following presents the total OPEB liability, calculated using the discount rate, as well as what the total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher:

	1% Decrease (3.09%)	Current Discount Rate (4.09%)	1% Increase (5.09%)
Total OPEB Liability	\$ 42,836	40,869	38,994

## PRAIRIECAT

### Notes to the Financial Statements June 30, 2022

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#### NOTE 4 – OTHER INFORMATION – Continued

#### OTHER POST-EMPLOYMENT BENEFITS – Continued

#### Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability, calculated using varied Healthcare Trend Rates, as well as what the total OPEB liability would be if it were calculated using a Healthcare Trend Rate that is one percentage point lower or one percentage point higher:

	1% Decrease (Varies)	Healthcare Cost Trend Rates (Varies)	1% Increase (Varies)
Total OPEB Liability	\$ 38,346	40,869	43,586

#### OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2022, PrairieCat recognized OPEB expense of \$4,221. At June 30, 2022, PrairieCat reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources	Totals
Difference Between Expected and Actual Experience	\$ -	-	-
Change in Assumptions	-	(3,184)	(3,184)
Net Difference Between Projected and Actual Earnings on OPEB Plan Investments	-	-	-
Total Deferred Amounts Related to OPEB	-	(3,184)	(3,184)

**PRAIRIECAT**

**Notes to the Financial Statements  
June 30, 2022**

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**NOTE 4 – OTHER INFORMATION – Continued**

**OTHER POST-EMPLOYMENT BENEFITS – Continued**

**OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB – Continued**

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year	Net Deferred (Inflows) of Resources
2023	\$ (431)
2024	(431)
2025	(431)
2026	(431)
2027	(431)
Thereafter	<u>(1,029)</u>
Total	<u><u>(3,184)</u></u>

## **REQUIRED SUPPLEMENTARY INFORMATION**

Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered a part of the basic financial statements. Such information includes:

- Schedule Employer Contributions  
Illinois Municipal Retirement Fund
- Schedule of Changes in the Employer's Net Pension Liability  
Illinois Municipal Retirement Fund
- Schedule of Changes in the Employer's Total OPEB Liability  
Retiree Benefit Plan

**PRAIRIECAT**

**Illinois Municipal Retirement Fund**

**Required Supplementary Information**

**Schedule of Employer Contributions**

**June 30, 2022**

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Fiscal Year	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Excess/ (Deficiency)	Covered Payroll	Contributions as a Percentage of Covered Payroll
2022 * \$	96,214	\$ 96,214	\$ -	\$ 686,259	14.02%

Notes to the Required Supplementary Information:

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level % Pay (Closed)
Remaining Amortization Period	22 Years
Asset Valuation Method	5-Year Smoothed Fair Value
Inflation	2.50%
Salary Increases	3.35% - 14.25%
Investment Rate of Return	7.25%
Retirement Age	See the Notes to the Financial Statements
Mortality	IMFR specific mortality table was used with fully generational projection scale MP-2017 (base year 2015).

Note:

This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

\* PrairieCat joined IMRF commencing July 1, 2021.

**PRAIRIECAT**

**Illinois Municipal Retirement Fund**

**Required Supplementary Information  
Schedule of Changes in the Employer's Net Pension Liability  
June 30, 2022**

	<u>12/31/2021 *</u>
Total Pension Liability	
Service Cost	\$ -
Interest	-
Differences Between Expected and Actual Experience	450,657
Change of Assumptions	1,180
Benefit Payments, Including Refunds of Member Contributions	<u>-</u>
Net Change in Total Pension Liability	451,837
Total Pension Liability - Beginning	<u>-</u>
Total Pension Liability - Ending	<u><u>451,837</u></u>
Plan Fiduciary Net Position	
Contributions - Employer	\$ 44,029
Contributions - Members	61,224
Net Investment Income	-
Benefit Payments, Including Refunds of Member Contributions	-
Other (Net Transfer)	<u>3,448</u>
Net Change in Plan Fiduciary Net Position	108,701
Plan Net Position - Beginning	<u>-</u>
Plan Net Position - Ending	<u><u>108,701</u></u>
Employer's Net Pension Liability	<u><u>\$ 343,136</u></u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	24.06%
Covered Payroll	\$ 314,046
Employer's Net Pension Liability/(Asset) as a Percentage of Covered Payroll	109.26%

Note: This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

\* PrairieCat joined IMRF commencing July 1, 2021.

## PRAIRIECAT

### Retiree Benefit Plan

#### Required Supplementary Information

#### Schedule of Changes in the Employer's Total OPEB Liability

June 30, 2022

	6/30/2019	6/30/2020 *	6/30/2021*	6/30/2022
Total OPEB Liability				
Service Cost	\$ 13,724	-	-	3,784
Interest	334	-	-	868
Changes in Benefit Terms	-	-	-	-
Differences Between Expected and Actual Experience	-	-	-	-
Change of Assumptions and Other Inputs	237	-	-	(3,615)
Benefit Payments	(1,630)	-	-	-
Other Changes	31	-	-	-
Net Change in Total OPEB Liability	12,696	-	-	1,037
Total OPEB Liability - Beginning	12,018	-	-	39,832
Total OPEB Liability - Ending	24,714	-	-	40,869
Covered Payroll	\$ 772,282	-	-	754,464
Total OPEB Liability as a Percentage of Covered Payroll	3.20%	0.00%	0.00%	5.42%

#### Notes:

This schedule is intended to show information for ten years. Information for additional years will be displayed as it becomes available.

No assets are accumulated in a trust that meets the criteria in paragraph 4 of Statement 75.

*Changes of Assumptions.* Changes of assumptions related to the discount rate were made in 2019 and 2022.

\* The Total OPEB Liability was deemed to be immaterial for 6/30/2020 and 6/30/2021.

## **OTHER SUPPLEMENTARY INFORMATION**



## PRAIRIECAT

### Schedule of Operating Expenses - Budget and Actual For the Fiscal Year Ended June 30, 2022

	Original and Final Budget	Actual
Expenses		
Administration		
Salaries		
Other Professionals	\$ 624,109	599,602
Support Services	130,483	129,852
Compensated Absences - Vacation Expense	-	(8,628)
Social Security Taxes	57,726	52,001
Unemployment Insurance	3,500	-
Worker's Compensation	1,582	993
Retirement Benefits	114,189	100,674
Health, Dental And Life Insurance	138,374	139,249
Other Postemployment Benefits	-	4,221
Other Fringe Benefits	1,000	820
Tuition Reimbursements	500	-
Staff Professional Memberships	1,000	-
Recruiting	-	288
Property Insurance	1,700	2,394
Fuel	2,000	778
Repairs and Maintenance	3,000	768
Vehicle Insurance	2,500	2,662
Other Vehicle Expenses	1,250	277
In-State Travel	5,000	867
Out-of-State Travel	7,000	2,243
Registration and Meetings, and Other Fees	7,000	16,175
Conferences and Continuing Education Meetings	5,000	2,309
Public Relations	500	-
Liability Insurance	6,500	6,854
Computers, Software and Supplies	10,000	4,945
General Office Supplies and Equipment	200	1,042
Postage	-	15
Telephone and Telecommunications	-	157
Equipment Repair and Maintenance Agreements	3,000	971
Legal	10,000	3,634
Accounting	5,000	6,300
Consulting	2,500	1,535
Payroll Service Fees	6,249	7,635
Information Service Costs	553,508	532,541
Outside Printing	1,000	-
Other Contractual Services	91,710	85,809

**PRAIRIECAT**

**Schedule of Operating Expenses - Budget and Actual - Continued  
For the Fiscal Year Ended June 30, 2022**

	<u>Original and Final Budget</u>	<u>Actual</u>
Expenses - Continued		
Administration - Continued		
Professional Association Membership Dues	\$ 2,000	1,596
Miscellaneous	2,500	1,169
Miscellaneous - eCommerce Fees	5,500	4,184
Total Administration	<u>1,807,080</u>	<u>1,705,932</u>
Depreciation	<u>4,898</u>	<u>4,496</u>
Total Expenses	<u><u>1,811,978</u></u>	<u><u>1,710,428</u></u>



To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: LIMRiCC renewal, 2023

**Executive Summary:**

- LIMRiCC premiums for vision and life plans will remain the same for 2023.
- PPO premiums will increase 10% for 2023. HMO premiums will increase 10%. PrairieCat offers the 1500 PPO, HMO, and HDHP health options.
- DPPO premiums will increase 4.81%. DHMO premiums will increase 11.38%. PrairieCat offers the DPPO and DHMO dental options.
- Detail of 2023 premiums and other information follows below.

**Further Detail:**

Highlights for Aetna Medical:

- A change in Rx to move to Advanced Control Drug Formulary and add a specialty drug copay for the plans reduces the increase to a blended 10%.
- Preventive skin cancer screenings are being added to HMO and PPO plans. HDHP is exempt from benefit.
- HMO plan increases the specialty drug copay to \$125.
- PPO plan increases the specialty drug copay to \$100.
- HDHP plan increases the individual deductible to \$3,000 to remain embedded as per the IRS.

Highlights for Aetna Dental:

- No changes to plans, deductibles or out of pocket maximums.

**Recommendation:**

Staff recommends renewing LIMRiCC membership for 2023.



Date: 10/7/2022

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: FY24 draft budget

**Executive Summary:**

Below is the draft budget for FY24. This draft includes a 4% staff salary increase (COLA), 3.5% increases to per library charges and capital reserves for fully participating and basic online members, and a 5% increase in hosting charges for fully participating and basic online members. The budget assumes that we will receive \$564.277 in grant funding from RAILS, the amount we received in FY23. Because we are uncertain what in-kind services will cost us at this time, we are uncertain what the final amount of expenditures for financial services and facilities will be in FY24. There is some uncertainty, too, about the amount of ongoing costs for IT services, software and hardware, as we are still in the process of migrating from the RAILS infrastructure at this time.

**Detailed description:**

Attached you will find the FY24 draft budget.

- A capital reserves savings of \$10K is reflected in the budget.
- A 4% staff salary increase for all staff is included, as well as a 1% merit increase. This was requested by the Administrative Council. The 4% amount is based on information received from HRSource regarding average payroll increases in libraries (attached below).
- The per-library fee for both fully participating and basic online circulating members has been increased. The FY23 levels were \$3328 FP/\$2329 BO. A 3.5% increase was added to the FP cost and the BO also adjusted, to bring the new per library charge to \$3427 FP/\$2399 BO. Our inflationary percentile of the ILS contract did decrease with the new Innovative contract, but I would suggest we retain the 3.5% in these fees as well as the Capital reserve fees for FY24 at this time. This “evens out” the costs to smaller and larger libraries more equitably and helps absorb the doubt digit increases we are seeing in insurance and other costs, as well.
- Capital reserves costs were also adjusted up 3.5%. See my comments above regarding this percentile.
- Hosting fees were adjusted up 5%, as the Finance Committee desires to recoup this cost in the fee formula.
- Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual.

- This budget reflects reduced amounts for Delegates Assembly and Administrative Council, both of which will most likely be held online for a good deal of FY23.
- An in-person PUG Day is reflected, as was instructed by Administrative Council at their last meeting. This was based on feedback we have received from members via the recent Strategic Planning survey that reflected a desire to return to in-person conferences. At this point, Administrative Council would like to return to an every-other-year in person structure.
- Increases to insurance that we experienced in FY23 are reflected, as well as an estimate of a 10% increase in the last six months of FY24. This budget also includes short term disability insurance.
- This budget reflects our new IMRF rate for FY24, which will be 12.92%, a reduction from the 14.02% we have had in the previous year.

Below, please find the attached draft budget detail, staff budget detail, Appendix A and Union List charges.

## 2022 LIBRARY SURVEY DEMOGRAPHICS

### PAY INCREASE PROJECTIONS



		FY21 Independence W/ 3% increase 25K Reserves	FY22 Independence W/ 2% increase 10K Reserves	FY23 w/2% increase 0 reserves	FY24 w/ 4% increase 10K reserves		Percentage of revenues or Expenditures									
<b>REVENUES</b>							<b>Percentage of Revenues</b>									
4050	Other Grants-RAILS CE Grant	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00	RAILS CE grant for PUG Day	0.11%									
4051	Revenue from LLSAP RAILS grant	\$533,080.90	\$559,218.00	\$564,277.00	\$564,277.00	RAILS award (FY20) \$559,731.16; (FY21): \$533,080.90; (FY22)	30.78%									
4062	Union List Member Revenue	\$26,562.00	\$28,960.00	\$27,602.00	\$30,852.00	\$559,218; (FY23) \$564,277;	1.59%									
4063	<b>Fully Participating &amp; Basic Online Member Revenue</b>	<b>\$1,048,834.69</b>	<b>\$1,050,175.08</b>	<b>\$1,106,558.92</b>	<b>\$1,213,153.13</b>	from spreadsheet annual UL billing to BR (add 3.5% FY24)	57.79%	4%								
4064	ILL Barcode Revenue	\$7,000.00	\$7,000.00	\$3,000.00	\$3,000.00	FY23 reduced due to marengo joining	0.39%									
4065	Cataloging Revenue	\$0.00	\$0.00	\$0.00	\$0.00		0.00%									
4066	Continuing Education Revenue	\$0.00	\$0.00	\$0.00	\$0.00		0.00%									
4067	Fully Participating & Basic Online - CR Contribution	\$52,611.00	\$54,457.00	\$57,160.00	\$60,398.00	add 3.5% FY24	3.00%									
4068	Union List - CR Contribution	\$6,688.00	\$7,280.00	\$6,919.00	\$5,652.00	add 3.5% FY24	0.40%									
4070	Reimbursements	\$13,010.00	\$19,000.00	\$19,665.00	\$20,353.28	Reimburse for express lane and marc report	1.05%									
4071	Reimbursements - Hosting fee	\$41,520.00	\$43,890.00	\$46,960.00	\$50,368.00	5% increase	2.42%									
4073	Reimbursements - PUG Day/DA Fee	\$6,000	\$0	\$0	\$0	lunch reimbursement (not used)	0.00%									
4072	Reimbursements - eRead Illinois	\$0.00	\$0.00	\$0.00	\$0.00		0.00%									
4074	Reimbursements - Capria mobile app	\$35,104.00	\$39,600.00	\$34,500.00	\$34,500.00	mobile app reimbursement	2.18%									
4080	Investment Income	\$8,200.00	\$4,500.00	\$5,500.00	\$10,000.00	increased slightly due to upcoming interest rate hikes	0.25%									
4090	Other Revenue	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		0.06%									
	<b>TOTAL REVENUE</b>	<b>\$1,780,610.59</b>	<b>\$1,817,080.08</b>	<b>\$1,875,141.92</b>	<b>\$1,995,553.41</b>		100.00%									
<b>EXPENDITURES</b>							<b>Percentage of Expenditures</b>									
5131	eResources - eRead Illinois	\$0.00	\$0.00	\$0.00	\$0.00		0.00%									
5010	other professionals	\$611,872.03	\$624,109.48	\$636,470.00	\$665,713.44		34.54%	5%								
5010	other professionals merit	\$0.00	\$0.00	\$6,253.00	\$6,657.15		1%									
5020	support services	\$132,979.57	\$130,482.65	\$133,500.00	\$139,799.48		7.22%	5%								
5020	support services merit	\$0.00	\$0.00	\$1,305.00	\$1,394.49		1%									
5030	Payroll taxes, SS taxes, fringe benefits	\$56,981.15	\$57,726.30	\$58,872.00	\$61,617.91		3.19%									
5030	Payroll taxes, SS taxes, fringe benefits Merit	\$0.00	\$0.00	\$578.00	\$616.18											
5040	Unemployment Insurance	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00		0.19%									
5050	Worker's Compensation insurance	\$1,442.00	\$1,581.65	\$1,629.10	\$1,677.97		0.09%									
5060	Retirement benefits	\$74,485.16	\$114,188.82	\$107,893.00	\$104,065.81	12.92% employer contribution	6.32%									
5060	Retirement benefits Merit			\$1,060.00	\$1,040.66		1%									
5070	Health, Dental, Life, Disability	\$134,950.72	\$138,373.52	\$157,108.92	\$170,861.58	Disability included, (disability: \$3802.98 for ST. LT included in IMRF)	7.66%									
5080	other fringe benefits	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	wellness plan, retirement gifts	0.06%									
5083	Tuition reimbursements	\$1,000.00	\$500.00	\$500.00	\$500.00		0.03%									
5084	Staff professional memberships	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	individual memberships to orgs	0.06%									
5140	Rent/Lease				\$5,000.00	BR, CV all costs										
5160	Property Insurance	\$1,700.00	\$1,700.00	\$2,500.00	\$2,500.00	Inland Marine Insurance (\$1,600.00)	0.09%									
5200	Fuel	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00		0.11%									
5210	Repairs and maintenance	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	Maintenance of vehicles, tires, replacement of vehicle parts, vehicle repairs, vehicle cleaning, and oil changes	0.17%									

		FY21 Independence W/ 3% increase	FY22 Independence W/ 2% increase	FY23 w/2% increase	FY24 w/ 4% increase		Percentage of revenues or Expenditures								
5220	Vehicle Insurance	\$2,500.00	\$2,500.00	\$2,500.00	\$2,000.00	auto: one car	0.14%								
5230	Vehicle leasing and rent	\$1,000.00	\$500.00	\$500.00	\$500.00		0.03%								
5240	Other vehicle expenses	\$750.00	\$750.00	\$750.00	\$750.00	Ipases, driver's license checks	0.04%								
5250	In-State Travel	\$6,000.00	\$5,000.00	\$5,000.00	\$5,000.00	reduced due to prior years expenditures	0.28%								
5260	Out-of-State Travel	\$10,000.00	\$7,000.00	\$6,000.00	\$7,000.00	ALA, ILA, IUG, DirectorLink (virtual)	0.39%	less 3K/ala cancelled							
5270	Registration & Meetings, Other fees	\$10,600.00	\$7,000.00	\$9,000.00	\$10,000.00	DA (\$4,000), AC (\$3,000), Staff Conferences (\$1,000), training registration (\$1000)	0.39%	less 1K staff conf., 1K training							
5280	Conferences and Continuing Education Meetings	\$25,000.00	\$5,000.00	\$5,000.00	\$15,000.00	PUG day in person, minimal (no catering aside from coffee/water)	0.28%	eliminate PUG day FY22 (all online)							
5290	Public Relations	\$500.00	\$500.00	\$500.00	\$500.00		0.03%								
5300	Liability Insurance	\$6,000.00	\$6,500.00	\$7,500.00	\$11,400.00	D and O: \$3,740; Cyber: \$3100 ; General Liability and auto: 4500	0.36%								
5310	Computer, Software & Supplies	\$7,000.00	\$10,000.00	\$47,000.00	\$7,500.00	LMS \$5500; certs, \$2,000	0.55%								
5310	Computer, Software & Supplies			\$65,000.00	\$18,000.00	IT equipment and software (NetNotify; zoom/phone/windows 365 (email, shared storage, apps); laptop hardware)		Will come out of Capital reserves							
5320	General Office Supplies and Equipment	\$200.00	\$200.00	\$200.00	\$2,000.00	chairs, misc office supplies	0.01%								
5380	Telephone & Telecommunications	\$0.00	\$0.00	\$4,300.00	\$4,300.00	reimburse telco working from home (including ATT hotspot)	0.00%								
5400	Equipment Repair & Maintenance Agreements	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	maintenance on training servers, FW maintenance	0.17%								
5410	Legal	\$10,000.00	\$10,000.00	\$7,000.00	\$7,000.00	reduced due to prior years expenditures	0.55%								
5420	Accounting	\$5,200.00	\$5,000.00	\$7,000.00	\$50,000.00	Audit contract (5K), actuary for retiree benefits study (2K). Rails accounting	0.28%								
5430	Consulting	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	RS summit (2.5K)	0.14%								
5435	Payroll services fees	\$6,020.40	\$6,249.18	\$6,500.00	\$6,747.00	\$5,600 +\$200 for ACA *3.8% FY21 increase, 3.8% increase FY23, 3.8% FY24	0.35%								
5450	Information Service Costs	\$492,006.98	\$513,908.40	\$523,693.90	\$539,911.73	Innovative software maintenance, VEGA Discover, MARCIVE, OCLC fees (see info services spreadsheet)	28.44%								
5450	Information Service Costs	\$27,950.00	\$39,600.00	\$34,500.00	\$34,500.00	special projects-Capira mobile app (reimbursed by participants)	2.19%								
5470	Outside Printing services	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	innovative hosting (69899.58), web server hosting and maintenance (\$6,000), other contracts (1K)	0.06%								
5480	Other Contractual Services	\$79,880.30	\$91,710.08	\$75,529.00	\$77,000.00	depreciation on cars	5.08%								
5490	Depreciation	\$4,897.60	\$4,897.60	\$4,897.00	\$0.00	IUG (\$200), WIUG (\$100), Mgmt assoc (\$1,040), ARSL (\$150), ILA (\$200)	0.27%								
5500	Professional Association Membership Dues	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00		0.11%								
5510	Miscellaneous	\$2,500.00	\$2,500.00	\$500.00	\$500.00		0.14%								
5520	Miscellaneous - E-Commerce Fees	\$7,000.00	\$5,500.00	\$5,500.00	\$5,500.00	reduced due to prior years expenditures	0.30%								
	<b>TOTAL EXPENDITURES</b>	<b>\$1,741,415.91</b>	<b>\$1,811,977.68</b>	<b>\$1,945,038.92</b>	<b>\$1,985,553.40</b>										
	<b>TOTAL EXPENDITURES LESS DEPRECIATION</b>	<b>\$1,736,518.31</b>	<b>\$1,807,080.08</b>	<b>\$1,940,141.92</b>	<b>\$1,985,553.40</b>		<b>100.27%</b>								
	<b>Exclusion of Depreciation from Cash Expenditures</b>														
	<b>Change in net position</b>	<b>\$39,194.68</b>	<b>\$5,102.40</b>	<b>-\$69,897.00</b>	<b>\$10,000.00</b>										
	<b>To Capital Reserves (Overage)</b>	<b>\$44,092.28</b>	<b>\$10,000.00</b>	<b>-\$65,000.00</b>	<b>\$10,000.00</b>										

Fully Participating & Basic Online Library Fees, July 2023 to June 2024 - 4% wage increase, 1% Merit																					
CIRC FORMULA - balance divided by 3														\$1,213,153							
USER FORMULA - balance divided by 3														\$294,752.71	/	4,213,708	Circs	=	\$0.06995		
ITEMS FORMULA - balance divided by 3														\$294,752.71	/	4,818,195	Items	=	\$0.06117		
LIBRARY FORMULA - \$3427 for FP; \$2399 for basic Capital Reserve: \$629 for FP; \$441 for Basic Hosting fee: \$524 for FP; \$370 for Basic														\$328,895.00	/	98	Libraries		\$328,895.00		
	FY23		Per		Per		Per	Per	CR	Hosting Fee	FY24	\$	%								
Library	total fees	Circs	Circ chg	Users	user chg	Items	item charge	library	Contribution		total fees	Inc/Dec	Inc/Dec	Actual	Difference of round up & actual						
Andalusia TL (AN)	\$4,416.00	5,442	\$380.70	395	\$324.56	12,167	\$744.32	\$2,399.00	\$441.00	\$370.00	\$4,660.00	\$244.00	5.53%	\$4,659.57	\$0.43						
Bertolet ML (BM)	\$4,695.00	10,178	\$711.94	308	\$253.35	13,702	\$838.24	\$2,399.00	\$441.00	\$370.00	\$5,014.00	\$319.00	6.79%	\$5,013.53	\$0.47						
Bourbonnais PL (BD)	\$17,451.00	86,309	\$6,037.37	7,742	\$6,361.17	36,492	\$2,232.38	\$3,328.00	\$629.00	\$524.00	\$19,112.00	\$1,661.00	9.52%	\$19,111.91	\$0.09						
Bradley PL (BR)	\$13,037.00	46,205	\$3,232.08	3,929	\$3,228.65	46,262	\$2,830.07	\$3,427.00	\$629.00	\$524.00	\$13,871.00	\$834.00	6.40%	\$13,870.81	\$0.19						
Byron PLD (BY)	\$14,038.00	55,795	\$3,902.93	3,606	\$2,963.25	60,512	\$3,701.80	\$3,427.00	\$629.00	\$524.00	\$15,148.00	\$1,110.00	7.91%	\$15,147.98	\$0.02						
Charles B. Phillips PL (Newark) (CP)	\$7,040.00	15,135	\$1,058.73	737	\$605.85	19,359	\$1,184.29	\$3,427.00	\$629.00	\$524.00	\$7,429.00	\$389.00	5.53%	\$7,428.87	\$0.13						
Cherry Valley PL (CH)	\$18,461.00	98,071	\$6,860.16	3,924	\$3,224.27	78,663	\$4,812.22	\$3,427.00	\$629.00	\$524.00	\$19,477.00	\$1,016.00	5.50%	\$19,476.65	\$0.35						
Clinton Township PLD (CT)	\$6,776.00	15,425	\$1,079.02	653	\$536.56	15,763	\$964.28	\$3,427.00	\$629.00	\$524.00	\$7,160.00	\$384.00	5.67%	\$7,159.85	\$0.15						
Coal City PL (CC)	\$16,492.00	79,834	\$5,584.48	4,403	\$3,617.85	71,202	\$4,355.76	\$3,427.00	\$629.00	\$524.00	\$18,138.00	\$1,646.00	9.98%	\$18,138.10	(\$0.10)						
Colona District Library (CL)	\$9,063.00	23,641	\$1,653.71	2,335	\$1,918.35	25,002	\$1,529.48	\$3,427.00	\$629.00	\$524.00	\$9,682.00	\$619.00	6.83%	\$9,681.53	\$0.47						
Cordova PL (CO)	\$6,344.00	10,029	\$711.54	411	\$337.71	16,799	\$1,027.70	\$3,427.00	\$629.00	\$524.00	\$6,647.00	\$303.00	4.78%	\$6,646.95	\$0.05						
Cortland PL (CN)	\$9,090.00	35,954	\$2,514.99	1,082	\$888.78	28,441	\$1,739.86	\$3,427.00	\$629.00	\$524.00	\$9,724.00	\$634.00	6.97%	\$9,723.63	\$0.37						
Creston-Dement PL (CR)	\$4,466.00	6,105	\$427.07	286	\$235.00	15,188	\$929.15	\$2,399.00	\$441.00	\$370.00	\$4,801.00	\$335.00	7.50%	\$4,801.22	(\$0.22)						
DeKalb PL (DK)	\$35,255.00	164,073	\$11,477.08	16,829	\$13,828.32	148,248	\$9,069.04	\$3,427.00	\$629.00	\$524.00	\$38,954.00	\$3,699.00	10.49%	\$38,954.44	(\$0.44)						
Earlville PL (EA)	\$5,366.00	14,135	\$988.78	762	\$626.12	17,549	\$1,073.54	\$2,399.00	\$441.00	\$370.00	\$5,898.00	\$532.00	9.91%	\$5,898.44	(\$0.44)						
East Dubuque PL (EP)	\$7,631.00	17,832	\$1,247.34	1,015	\$833.73	22,952	\$1,404.11	\$3,427.00	\$629.00	\$524.00	\$8,065.00	\$434.00	5.69%	\$8,065.18	(\$0.18)						
East Moline PL (EM)	\$16,719.00	58,973	\$4,125.24	5,810	\$4,773.96	64,576	\$3,950.45	\$3,427.00	\$629.00	\$524.00	\$17,430.00	\$711.00	4.25%	\$17,429.65	\$0.35						
Elizabeth TL (EL)	\$5,742.00	5,401	\$377.78	369	\$302.93	13,614	\$2,767.98	\$3,427.00	\$629.00	\$524.00	\$6,094.00	\$352.00	6.13%	\$6,093.56	\$0.44						
Ella Johnson Memorial PL (EJ)	\$17,917.00	81,807	\$5,722.50	7,178	\$5,898.29	56,851	\$3,477.88	\$3,427.00	\$629.00	\$524.00	\$19,679.00	\$1,762.00	9.83%	\$19,678.66	\$0.34						
Erie PL (ER)	\$6,887.00	10,217	\$714.67	747	\$613.52	24,265	\$1,484.41	\$3,427.00	\$629.00	\$524.00	\$7,393.00	\$506.00	7.35%	\$7,392.60	\$0.40						
Flagg-Rochelle PLD (FL)	\$11,736.00	30,727	\$2,149.41	3,765	\$3,093.90	45,247	\$2,767.98	\$3,427.00	\$629.00	\$524.00	\$12,591.00	\$855.00	7.29%	\$12,591.28	(\$0.28)						
Fossil Ridge PL (Braidwood) (FR)	\$12,865.00	44,096	\$3,084.58	4,395	\$3,611.56	43,158	\$2,640.19	\$3,427.00	\$629.00	\$524.00	\$13,916.00	\$1,051.00	8.17%	\$13,916.32	(\$0.32)						
Franklin Grove PLD (FG)	\$6,164.00	7,732	\$540.88	405	\$332.78	17,671	\$1,081.02	\$3,427.00	\$629.00	\$524.00	\$6,535.00	\$371.00	6.02%	\$6,534.69	\$0.31						
Freeport PLD (FP)	\$23,952.00	91,214	\$6,380.53	9,550	\$7,847.31	119,546	\$7,313.24	\$3,427.00	\$629.00	\$524.00	\$26,121.00	\$2,169.00	9.06%	\$26,121.08	(\$0.08)						
Galena PLD (GA)	\$8,773.00	31,070	\$2,173.35	1,496	\$1,229.23	24,493	\$1,498.38	\$3,427.00	\$629.00	\$524.00	\$9,481.00	\$708.00	8.07%	\$9,480.96	\$0.04						
Geneseo PL (GP)	\$15,356.00	58,264	\$4,075.64	4,453	\$3,658.66	72,151	\$4,413.81	\$3,427.00	\$629.00	\$524.00	\$16,728.00	\$1,372.00	8.93%	\$16,728.12	(\$0.12)						
Genoa PL (GE)	\$8,335.00	22,316	\$1,561.05	1,490	\$1,224.30	23,238	\$1,421.58	\$3,427.00	\$629.00	\$524.00	\$8,787.00	\$452.00	5.42%	\$8,786.93	\$0.07						
Grant Park PL (GR)	\$3,956.00	3,093	\$216.36	246	\$202.41	9,492	\$580.69	\$2,399.00	\$441.00	\$370.00	\$4,209.00	\$253.00	6.40%	\$4,209.46	(\$0.46)						
Graves-Hume PL (Mendota) (GV)	\$9,651.00	29,538	\$2,066.19	2,095	\$1,721.69	35,875	\$2,194.65	\$3,427.00	\$629.00	\$524.00	\$10,563.00	\$912.00	9.45%	\$10,562.53	\$0.47						
Hanover TL (HN)	\$4,254.00	4,762	\$333.11	316	\$259.38	10,278	\$628.76	\$2,399.00	\$441.00	\$370.00	\$4,431.00	\$177.00	4.16%	\$4,431.24	(\$0.24)						
Harvard Diggins PL (HR)	\$11,797.00	29,094	\$2,035.15	3,241	\$2,663.34	50,309	\$3,077.65	\$3,427.00	\$629.00	\$524.00	\$12,356.00	\$559.00	4.74%	\$12,356.14	(\$0.14)						
Henry C Adams ML (HE)	\$4,658.00	4,799	\$335.67	685	\$563.12	14,152	\$865.73	\$2,399.00	\$441.00	\$370.00	\$4,975.00	\$317.00	6.81%	\$4,974.52	\$0.48						
Highland Community College (HC)	\$8,645.00	4,551	\$318.35	1,376	\$1,130.63	50,920	\$3,115.05	\$3,427.00	\$629.00	\$524.00	\$9,144.00	\$499.00	5.77%	\$9,144.03	(\$0.03)						
Hinckley PLD (HK)	\$7,343.00	20,444	\$1,430.10	945	\$776.21	19,816	\$1,212.22	\$3,427.00	\$629.00	\$524.00	\$7,999.00	\$656.00	8.93%	\$7,998.54	\$0.46						
Homer PL (HD)	\$26,416.00	114,876	\$8,035.68	13,872	\$11,398.06	95,272	\$5,828.28	\$3,427.00	\$629.00	\$524.00	\$29,842.00	\$3,426.00	12.97%	\$29,842.02	(\$0.02)						
Ida PL (Belvedere) (BL)	\$20,766.00	82,114	\$5,743.93	8,835	\$7,259.54	72,388	\$4,428.35	\$3,427.00	\$629.00	\$524.00	\$22,012.00	\$1,246.00	6.00%	\$22,011.82	\$0.18						
Johnsburg PL (JO)	\$12,215.00	36,231	\$2,534.39	3,519	\$2,891.76	49,949	\$3,055.65	\$3,427.00	\$629.00	\$524.00	\$13,061.00	\$847.00	6.93%	\$13,061.80	\$0.20						
Joliet Township HS (JC)	\$11,935.00	12,541	\$877.28	6,762	\$5,556.20	20,575	\$1,258.67	\$3,427.00	\$629.00	\$524.00	\$12,272.00	\$337.00	2.82%	\$12,272.15	(\$0.15)						
Julia Hull PL (Stillman Valley) (JH)	\$9,670.00	33,442	\$2,339.28	2,000	\$1,643.08	31,795	\$1,945.08	\$3,427.00	\$629.00	\$524.00	\$10,507.00	\$837.00	8.66%	\$10,507.44	(\$0.44)						
Kankakee PL (KK)	\$18,804.00	49,311	\$3,449.33	6,633	\$5,450.20	85,059	\$5,203.46	\$3,427.00	\$629.00	\$524.00	\$18,683.00	-\$121.00	-0.64%	\$18,682.98	\$0.02						
LaSalle PL (LS)	\$12,010.00	27,510	\$1,924.33	2,629	\$2,160.20	63,002	\$3,854.16	\$3,427.00	\$629.00	\$524.00	\$12,519.00	\$509.00	4.24%	\$12,518.68	\$0.32						
Lena CL (LE)	\$6,943.00	18,473	\$1,292.20	866	\$711.57	17,386	\$1,063.57	\$3,427.00	\$629.00	\$524.00	\$7,647.00	\$704.00	10.14%	\$7,647.34	(\$0.34)						
Limestone PL (LI)	\$7,685.00	14,382	\$1,006.03	1,454	\$1,194.45	23,855	\$1,459.35	\$3,427.00	\$629.00	\$524.00	\$8,240.00	\$555.00	7.22%	\$8,239.83	\$0.17						
Lostant Community Public	\$3,875.00	1,298	\$90.80	154	\$126.54	8,186	\$500.75	\$2,399.00	\$441.00	\$370.00	\$3,928.00	\$53.00	1.37%	\$3,928.08	(\$0.08)						
Malta Township PL (ML)	\$6,010.00	7,160	\$500.87	527	\$433.03	13,515	\$826.80	\$3,427.00	\$629.00	\$524.00	\$6,341.00	\$331.00	5.51%	\$6,340.70	\$0.30						
Manhattan PL (MT)	\$15,679.00	75,962	\$5,313.59	5,898	\$4,846.27	55,441	\$3,391.58	\$3,427.00	\$629.00	\$524.00	\$18,131.00	\$2,452.00	15.64%	\$18,131.43	(\$0.43)						
Manteno PL (MN)	\$14,471.00	51,217	\$3,582.65	4,182	\$3,436.54	63,785	\$3,902.02	\$3,427.00	\$629.00	\$524.00	\$15,501.00	\$1,030.00	7.12%	\$15,501.21	(\$0.21)						
Maple Park PL (MP)	\$5,564.00	3,556	\$248.75	373	\$306.76	12,091	\$739.69	\$3,427.00	\$629.00	\$524.00	\$5,875.00	\$311.00	5.59%	\$5,875.19	(\$0.19)						
Marengo-Union	\$15,495.00	65,502	\$4,581.92	4,734	\$3,889.42	61,347	\$3,752.90	\$3,427.00	\$629.00	\$524.00	\$16,804.00	\$1,309.00	8.45%	\$16,804.24	(\$0.24)						
Marseilles PL (MB)	\$5,511.00	11,681	\$817.12	712	\$585.31	25,759	\$1,575.78	\$2,399.00	\$441.00	\$370.00	\$6,188.00	\$677.00	12.28%	\$6,188.21	(\$0.21)						
Meridian Schools (Stillman Valley) (MS)	\$9,553.00	30,989	\$2,167.73	1,851	\$1,521.20	37,482	\$2,292.96	\$3,427.00	\$629.00	\$524.00	\$10,562.00	\$1,009.00	10.56%	\$10,561.89	\$0.11						
Mokena PL (MK)	\$19,986.00	82,794	\$5,791.54	7,904	\$6,494.55	86,106	\$5,267.55	\$3,427.00	\$629.00	\$524.00	\$22,134.00	\$2,148.00	10.75%	\$22,133.64	\$0.36						
Moline PL (MX)	\$37,259.00	171,910	\$12,025.26	16,490	\$13,549.22	186,963	\$11,437.47	\$3,427.00	\$629.00	\$524.00	\$41,592.00	\$4,333.00	11.63%	\$41,591.95	\$0.05						
Morris Area PL (MR)	\$15,921.00	65,043	\$4,549.82	6,278	\$5,158.50	50,196	\$3,070.74	\$3,427.00	\$629.00	\$524.00	\$17,359.00	\$1,438.00	9.03%	\$17,359.06	(\$0.06)						
Mt. Carroll (MO)	\$5,301.00	6,231	\$435.86	1,236	\$1,015.60	17,862	\$1,092.71	\$2,399.00	\$441.00	\$370.00	\$5,754.00	\$453.00	8.55%	\$5,754.17	(\$0.17)						
Mt. Morris PL (MM)	\$6,108.00	13,887	\$971.43	894	\$734.86	25,349	\$1,550.72	\$2,399.00	\$441.00	\$370.00	\$6,467.00	\$359.00	5.88%	\$6,467.01	(\$0.01)						
New Lenox PL (NL)	\$32,340.00	174,857	\$12,231.43	13,504	\$11,095.96	137,746	\$8,426.62	\$3,427.00	\$629.00	\$524.00	\$36,334.00	\$3,994.00	12.35%	\$36,334.01	(\$0.01)						
Nippersink PL (KR)	\$12,253.00	41,633	\$2,912.29	3,186	\$2,618.14	50,481	\$3,088.17	\$3,427.00	\$629.00	\$524.00	\$13,199.00	\$946.00	7.72%	\$13,198.61	\$0.39						
North Chicago (NC)	\$10,944.00	9,222	\$645.09	4,487	\$3,686.88	54,478	\$3,332.69	\$3,427.00	\$629.00	\$524.00	\$12,245.00	\$1,301.00	11.89%	\$12,244.65	\$0.35						
North Suburban LD (LP)	\$55,661.00	257,051	\$17,980.95	20,379	\$16,744.73	291,710	\$17,845.32	\$3,427.00	\$629.00	\$524.00	\$57,151.00	\$1,490.00	2.68%	\$57,151.00	(\$0.00)						
Odell PL (OD)	\$8,637.00	22,144	\$1,548.97	1,330	\$1,092.83	33,827	\$2,069.34	\$3,427.00	\$629.00	\$524.00	\$9,291.00	\$									



Pecatonica PL (PT)	\$7,499.00	20,719	\$1,449.31	1,250	\$1,027.37	17,059	\$1,043.56	\$3,427.00	\$629.00	\$524.00	\$8,100.00	\$601.00	8.01%	\$8,100.25	(\$0.25)
Peotone PL (PE)	\$13,464.00	43,069	\$3,012.72	4,103	\$3,371.62	61,848	\$3,783.55	\$3,427.00	\$629.00	\$524.00	\$14,748.00	\$1,284.00	9.54%	\$14,747.89	\$0.11
Peru PL (PU)	\$11,947.00	50,755	\$3,550.36	2,785	\$2,288.38	41,760	\$2,554.64	\$3,427.00	\$629.00	\$524.00	\$12,973.00	\$1,026.00	8.59%	\$12,973.38	(\$0.38)
Plano Community PL (PD)	\$14,945.00	55,627	\$3,891.14	5,166	\$4,244.80	56,767	\$3,472.74	\$3,427.00	\$629.00	\$524.00	\$16,189.00	\$1,244.00	8.32%	\$16,188.67	\$0.33
Plano CUSD (PX)	\$10,834.00	23,273	\$1,627.94	2,924	\$2,402.86	42,239	\$2,583.99	\$3,427.00	\$629.00	\$524.00	\$11,195.00	\$361.00	3.33%	\$11,194.80	\$0.20
Polo PLD (PO)	\$5,675.00	12,105	\$846.73	1,316	\$1,081.33	14,502	\$887.14	\$2,399.00	\$441.00	\$370.00	\$6,025.00	\$350.00	6.17%	\$6,025.20	(\$0.20)
Princeton PL (PR)	\$13,105.00	37,275	\$2,607.42	3,195	\$2,625.54	74,900	\$4,582.02	\$3,427.00	\$629.00	\$524.00	\$14,395.00	\$1,290.00	9.84%	\$14,394.98	\$0.02
Princeton Township HS (PF)	\$4,159.00	2,515	\$175.90	695	\$570.79	7,063	\$432.06	\$2,399.00	\$441.00	\$370.00	\$4,389.00	\$230.00	5.53%	\$4,388.75	\$0.25
Prophetstown-Lyndon-Tampico Schools (TW)	\$6,083.00	18,595	\$1,300.76	1,027	\$844.14	22,142	\$1,354.51	\$2,399.00	\$441.00	\$370.00	\$6,709.00	\$626.00	10.29%	\$6,709.41	(\$0.41)
Putnam County Schools (UC)	\$5,569.00	3,786	\$264.81	534	\$439.05	9,063	\$554.41	\$3,427.00	\$629.00	\$524.00	\$5,838.00	\$269.00	4.83%	\$5,838.27	(\$0.27)
Putnam County PL (UE)	\$9,189.00	27,876	\$1,949.93	1,474	\$1,211.43	34,398	\$2,104.32	\$3,427.00	\$629.00	\$524.00	\$9,846.00	\$657.00	7.15%	\$9,845.67	\$0.33
Reddick PL (Ottawa) (RL)	\$18,491.00	96,473	\$6,748.37	5,729	\$4,707.68	63,957	\$3,912.54	\$3,427.00	\$629.00	\$524.00	\$19,949.00	\$1,458.00	7.88%	\$19,948.59	\$0.41
Richard A Mautino PL (MA)	\$7,170.00	16,936	\$1,184.67	1,304	\$1,071.74	34,018	\$2,081.05	\$2,399.00	\$441.00	\$370.00	\$7,547.00	\$377.00	5.26%	\$7,547.46	(\$0.46)
River Valley DL (RD)	\$10,759.00	40,525	\$2,834.74	1,704	\$1,400.42	42,846	\$2,621.10	\$3,427.00	\$629.00	\$524.00	\$11,436.00	\$677.00	6.29%	\$11,436.25	(\$0.25)
Robert R Jones DL (CV)	\$10,008.00	20,825	\$1,456.75	2,542	\$2,088.98	41,236	\$2,522.63	\$3,427.00	\$629.00	\$524.00	\$10,648.00	\$640.00	6.39%	\$10,648.36	(\$0.36)
Robert Rowe PL (Sheridan) (RO)	\$6,708.00	10,764	\$752.97	919	\$754.85	17,216	\$1,053.17	\$3,427.00	\$629.00	\$524.00	\$7,141.00	\$433.00	6.45%	\$7,140.99	\$0.01
Rock Island PL (RP)	\$31,715.00	130,481	\$9,127.24	13,743	\$11,292.61	139,557	\$8,537.39	\$3,427.00	\$629.00	\$524.00	\$33,537.00	\$1,822.00	5.74%	\$33,537.25	(\$0.25)
Rockford University (RU)	\$13,093.00	1,431	\$100.10	1,346	\$1,105.98	134,924	\$8,253.97	\$3,427.00	\$629.00	\$524.00	\$14,040.00	\$947.00	7.23%	\$14,040.05	(\$0.05)
Sandwich PLD (SA)	\$10,488.00	28,895	\$2,021.23	2,876	\$2,362.88	38,340	\$2,345.47	\$3,427.00	\$629.00	\$524.00	\$11,310.00	\$822.00	7.84%	\$11,309.58	\$0.42
Schmaling ML (SC)	\$6,199.00	17,244	\$1,206.21	915	\$752.11	25,247	\$1,544.48	\$2,399.00	\$441.00	\$370.00	\$6,713.00	\$514.00	8.29%	\$6,712.80	\$0.20
Seneca PL (SE)	\$10,454.00	15,308	\$1,070.83	1,602	\$1,316.33	68,581	\$4,195.42	\$3,427.00	\$629.00	\$524.00	\$11,163.00	\$709.00	6.78%	\$11,162.58	\$0.42
Serena Schools (CF)	\$4,978.00	9,001	\$629.60	690	\$566.68	16,666	\$1,019.54	\$2,399.00	\$441.00	\$370.00	\$5,426.00	\$448.00	9.00%	\$5,425.83	\$0.17
Sherrard PL (SD)	\$8,893.00	30,431	\$2,128.65	1,490	\$1,224.58	29,304	\$1,792.69	\$3,427.00	\$629.00	\$524.00	\$9,726.00	\$833.00	9.37%	\$9,725.92	\$0.08
Silvis PL (SL)	\$9,660.00	28,042	\$1,961.59	2,955	\$2,428.06	20,040	\$1,225.95	\$3,427.00	\$629.00	\$524.00	\$10,196.00	\$536.00	5.55%	\$10,195.60	\$0.40
Somonauk PL (SN)	\$12,074.00	42,442	\$2,968.86	3,361	\$2,761.39	45,260	\$2,768.78	\$3,427.00	\$629.00	\$524.00	\$13,079.00	\$1,005.00	8.32%	\$13,079.02	(\$0.02)
South Beloit PLD (SB)	\$7,724.00	17,569	\$1,228.99	1,460	\$1,199.93	18,727	\$1,145.60	\$3,427.00	\$629.00	\$524.00	\$8,155.00	\$431.00	5.58%	\$8,154.52	\$0.48
Stockton TL (SK)	\$5,227.00	11,065	\$774.03	552	\$453.84	19,274	\$1,179.07	\$2,399.00	\$441.00	\$370.00	\$5,617.00	\$390.00	7.46%	\$5,616.94	\$0.06
Streator PL (SR)	\$10,166.00	23,694	\$1,657.42	2,496	\$2,051.19	40,510	\$2,478.22	\$3,427.00	\$629.00	\$524.00	\$10,767.00	\$601.00	5.91%	\$10,766.82	\$0.18
Sycamore PL (SY)	\$22,116.00	135,749	\$9,495.79	6,436	\$5,288.60	85,487	\$5,229.64	\$3,427.00	\$629.00	\$524.00	\$24,594.00	\$2,478.00	11.20%	\$24,594.03	(\$0.03)
Talcott Free PL (TF)	\$13,021.00	49,104	\$3,434.89	3,483	\$2,861.91	53,250	\$3,257.54	\$3,427.00	\$629.00	\$524.00	\$14,134.00	\$1,113.00	8.55%	\$14,134.35	(\$0.35)
Three Rivers PL (Channahon/Minooka) (TC)	\$22,399.00	106,617	\$7,457.93	9,127	\$7,499.19	83,070	\$5,081.82	\$3,427.00	\$629.00	\$524.00	\$24,619.00	\$2,220.00	9.91%	\$24,618.95	\$0.05
United Township HS (E. Moline) (UT)	\$9,035.00	15,343	\$1,073.23	2,624	\$2,155.81	35,680	\$2,182.72	\$3,427.00	\$629.00	\$524.00	\$9,992.00	\$957.00	10.59%	\$9,991.77	\$0.23
Walnut PLD (WA)	\$4,764.00	6,126	\$428.52	418	\$343.74	15,898	\$972.56	\$2,399.00	\$441.00	\$370.00	\$4,955.00	\$191.00	4.01%	\$4,954.81	\$0.19
Warren Township PL (WR)	\$4,533.00	8,545	\$597.75	406	\$333.88	12,589	\$770.13	\$2,399.00	\$441.00	\$370.00	\$4,912.00	\$379.00	8.36%	\$4,911.76	\$0.24
Western Dist PL (Orion) (WD)	\$7,463.00	17,698	\$1,238.01	1,372	\$1,127.34	16,309	\$997.70	\$3,427.00	\$629.00	\$524.00	\$7,943.00	\$480.00	6.43%	\$7,943.06	(\$0.06)
Wilmington PL (WL)	\$12,890.00	52,509	\$3,673.03	3,576	\$2,938.60	48,145	\$2,945.27	\$3,427.00	\$629.00	\$524.00	\$14,137.00	\$1,247.00	9.67%	\$14,136.90	\$0.10
Woodstock PL (WO)	\$34,125.00	160,596	\$11,233.84	13,162	\$10,814.67	166,783	\$10,202.92	\$3,427.00	\$629.00	\$524.00	\$36,831.00	\$2,706.00	7.93%	\$36,831.43	(\$0.43)
Yorkville PL (YK)	\$17,418.00	73,012	\$5,107.26	6,736	\$5,535.11	76,706	\$4,692.50	\$3,427.00	\$629.00	\$524.00	\$19,915.00	\$2,497.00	14.34%	\$19,914.87	\$0.13
<b>TOTALS</b>	<b>\$1,227,257.00</b>	<b>4,213,708</b>	<b>\$294,752.71</b>	<b>358,720</b>	<b>\$294,752.71</b>	<b>4,818,195</b>	<b>\$294,752.71</b>	<b>\$328,895.00</b>	<b>\$60,398.00</b>	<b>\$50,368.00</b>	<b>\$1,323,919.00</b>	<b>\$96,662.00</b>	<b>7.50%</b>	<b>\$1,323,919.13</b>	<b>(\$0.13)</b>
								<b>\$1,213,153.13</b>							
<b>*Actual amount to be billed to library</b>															
<b>65%/35% split</b>				<b>Circs</b>		<b>Users</b>		<b>Items</b>		<b>Per library</b>	<b>Reserves</b>	<b>Hosting</b>			
Hampton School District				4,077	\$285.19	361	\$296.63	13,763	\$841.95	\$1,199.45	\$220.15	\$183.40	\$3,026.77		
United Township HS				11,266	\$788.07	2,262	\$1,858.64	21,917	\$1,340.77	\$2,227.55	\$408.85	\$340.60	\$6,964.48		
				15,343	\$1,073.26	2,623	\$2,155.27	35,680	\$2,182.72	\$3,427.00	\$629.00	\$524.00	\$9,991.24		

PrairieCat Annual Billing for Union List Members

LLSAP Code	Agency	Phone	Staff Name	Staff Email	Base Fee FY24	CR Contribution	Total Due	
AA	Annawan-Alba Township Library	309-935-6483	Michele Thurston	thurstonm2003@gmail.com	\$857.00	\$157.00	\$1,014.00	
AL	Alleman High School	309-786-7793	Nancy Morris	ncmorris@qconline.com	\$857.00	\$157.00	\$1,014.00	
BC	Boylan Central Catholic High School	815-877-1088	Angela Long	along@boylan.org	\$857.00	\$157.00	\$1,014.00	
BV	Bureau Valley School District 340	815-445-4004	Mary Heing	mheing@bureauvalley.net	\$857.00	\$157.00	\$1,014.00	
BF	Byron CUSD #226	815.234.5491 ext. 241	Jill Smith	jsmith1@byron226.org	\$857.00	\$157.00	\$1,014.00	
CY	Chadwick-Milledgeville C.U.S.D. #399	815-225-7141 x245	Lisa Richter	lrichter@dist399.net	\$857.00	\$157.00	\$1,014.00	
DB	Dakota C.U.S.D. #201	815-449-2812 x184	Michele Shippy	mshippy@dakota201.com	\$857.00	\$157.00	\$1,014.00	
EO	Eastland C.U.S.D. #308	815-493-6341	Erin Cox (formerly	ecox@eastland308.com	\$857.00	\$157.00	\$1,014.00	
FE	Freeport Memorial Hospital - Health Science Library	815-599-6132	Mary Pat Gordon	mgordon@fhn.org	\$857.00	\$157.00	\$1,014.00	
FO	Forreston Public Library	815-938-2624	Julie Voss	forrestonpubliclibrary@gmail.com	\$857.00	\$157.00	\$1,014.00	
GK	Genoa-Kingston C.U.S.D. #424	815-784-5111 x1140	Tara Wilkins	twilkins@gkschools.org	\$857.00	\$157.00	\$1,014.00	
GL	Galena Unit S.D. #120	815-777-0917	Anne Huber	huberan@gusd120.k12.il.us	\$857.00	\$157.00	\$1,014.00	
HI	Moore Memorial Library District	309-658-2666	Carrie Wisley	library.hillsdale@gmail.com	\$857.00	\$157.00	\$1,014.00	
HW	Hiawatha C.U.S.D. #426	815-522-3335 x24 or	Angie Messenger	angela.messenger@hiawatha426.org	\$857.00	\$157.00	\$1,014.00	
KI	Kirkland Public Library	815-522-6260	Linda Fett	kirklandlib@hotmail.com	\$857.00	\$157.00	\$1,014.00	
LN	Lanark Public Library	815-493-2166	Janie Dollinger	lanarklibrary1@gmail.com	\$857.00	\$157.00	\$1,014.00	
MG	Mineral Gold Public Library District	309-288-3971	Connie Baele	minerallibrary@mchsi.com	\$857.00	\$157.00	\$1,014.00	
MI	Mills & Petrie Memorial Library	815-453-2213	Linda Dallam	library@ashtonusa.com	\$857.00	\$157.00	\$1,014.00	
MV	Moline School District #40	309-743-8902	Carolyn Mesick	cmesick@molineschools.org	\$857.00	\$157.00	\$1,014.00	
MY	Mazon-Verona-Kinsman Elementary SD	815-448-2127	Ralph Rowe, Jr.	rrowejr@mvkmavericks.org	\$857.00	\$157.00	\$1,014.00	
PB	Polo C.U.S.D. #222	815-946-3314	Carrie Ukena	c.ukena@poloschools.net	\$857.00	\$157.00	\$1,014.00	
PK	Pankhurst Memorial Library	815-857-3925	Emily Goff	pmlamboyg@gmail.com	\$857.00	\$157.00	\$1,014.00	
PL	Pearl City C.U.S.D. #200	815-443-2715	Randy Welp	rwelp@pcwolves.net	\$857.00	\$157.00	\$1,014.00	
PS	Pecatonica C.U.S.D. #321	815-239-2611x1330	Brenda Townsend	brendatownsend@pecschools.com	\$857.00	\$157.00	\$1,014.00	
RA	Raymond A. Sapp Memorial Library	815-699-2342	Vanessa Zimmerlein	rasapplib@gmail.com	\$857.00	\$157.00	\$1,014.00	
RH	River Bend Community Unit School District 2	815-589-3511	Amy Heyvaert	aheyvaert@riverbendschools.net	\$857.00	\$157.00	\$1,014.00	
RI	Rock Island School District #41	309-793-5950 ex.1139	Mary Mendelin	mary.mendelin@rimsd41.org	\$857.00	\$157.00	\$1,014.00	
RV	River Ridge C.U.S.D. #210	815-858-9005 x320	Judy Tippett	jtippett@riverridge210.org	\$857.00	\$157.00	\$1,014.00	
RW	Rochelle Twp. H.S. Dist. #212	815-562-4161 x4112	Ann Marie Jinkins	ajinkins@rths.rochelle.net	\$857.00	\$157.00	\$1,014.00	
RY	Rockridge School District #300	309-795-1736	Jacqy Peterson	jpeterson@rr300.org	\$857.00	\$157.00	\$1,014.00	
SH	Sheffield Public Library	815-454-2628	Sue Lanxon	sheffieldlib@yahoo.com	\$857.00	\$157.00	\$1,014.00	
SM	Scales Mound C.U.S.D. #211	815-845-2215x320	Hannah Wiegel	hannahwiegel@scalesmound.net	\$857.00	\$157.00	\$1,014.00	
TR	Trinity Medical Center	309-779-2603	Amanda Smolenski	amanda.smolenski@trinitycollegeqc.edu	\$857.00	\$157.00	\$1,014.00	
WC	Warren C.U.S.D. #205	815-745-2641	Sarah Harbach	sarah.harbach@205warren.net	\$857.00	\$157.00	\$1,014.00	
WN	Winnebago C.U.S.D. #323	815-335-2336 x117	Staci Thompson	ThompsonS@winnebagoschools.org	\$857.00	\$157.00	\$1,014.00	
YT	York Township Public Library	815-259-2480	Deeann Kramer	director@thomsonlibrary.org	\$857.00	\$157.00	\$1,014.00	
					\$30,852	\$5,652	\$36,504.00	

**To:** Carolyn Coulter, PrairieCat  
**From:** Amanda Standerfer, Fast Forward Libraries LLC  
**Date:** September 2, 2022  
**Re:** Resource Sharing Summit Facilitation Proposal

Thank you for considering me to develop and facilitate a Resource Sharing Summit for PrairieCat in fall 2022. I'm excited for the opportunity to work with you again!

**Goals**

PrairieCat members want to maximize resource sharing as we collectively recover from the COVID-19 global pandemic. The impact on library usage was significant and now is a good time to come together to think about how to bring people back to the library.

During the Summit, we'll look at data to learn more about how the pandemic has impacted resource sharing and trends we are noticing with usage. We'll hear from colleagues that have successfully moved towards more "normal" library usage. And we'll learn from each other about what is working to bring patrons back during this recovery period.

During the Summit, we'll talk about best practices in community engagement and how we can create feedback loops to learn more about what patrons want and how to know that we are making progress. Summit attendees will leave with new ideas and a plan for increasing patron usage and resource sharing and plan for future resource allocation.

**Proposal**

I will work with PrairieCat (and team members designated by PrairieCat) to clarify Summit goals and develop the agenda for the Summit. This includes any handouts required.

I will facilitate an in-person 6-hour Summit in the fall based on the goals and agenda developed. After the Summit, I will provide Summit notes and debrief with PrairieCat staff or team members.

<b>What</b>	<b>Time</b>	<b>Cost</b>
Planning meeting to clarify goals and finalize agenda	30 minutes preparation 1 hour meeting 30 minutes follow-up	\$100
Facilitate Summit	2 hours preparation (handouts, annotated agenda) 6 hours facilitation	\$600
Report	2 hours notes 1 hour report	\$100
<b>Total (includes any supplies needed):</b>		<b>\$800</b>





**Date:** 10/7/2022  
**To:** PrairieCat Administrative Council  
**From:** Carolyn Coulter, Director  
**Subject:** Discussion regarding draft budget presentation to Delegates Assembly

As you know, every year according to the guidelines established in our bylaws, we present a draft budget for the coming year to the Delegates Assembly at their October meeting. The Bylaws state:

*“SECTION 1. BUDGET. In October of each year, the Council shall prepare and submit a proposed budget for the forthcoming fiscal year to the Delegates Assembly. PRAIRIECAT's fiscal year shall commence on July 1 and conclude on June 30 of the next succeeding calendar year. The fiscal year of PRAIRIECAT may be changed from time to time by written resolution of the Administrative Council.”*

Since this draft is due in October, it must be completed by September for review by the Finance Committee, and then again by the Administrative Council at their October meeting before presentation at Delegates. Because of the timeline, we are presenting a budget that can only estimate some principal elements of our revenues and expenses. Most importantly, the amount of the RAILS grant to LLSAPs (which accounts for approximately 30% of our revenues) is not available until late October or early November. This leads to estimates every year, which may vary significantly from the final amounts.

I would very much like to discuss the possibility of amending the bylaws to move this draft budget to the January Delegates assembly. Doing so would provide them with a budget that would reflect a more accurate picture of our revenues and expenditures for the coming year.

I understand that there may be other issues at play here, so I am only suggesting a conversation at this time to ascertain if this might be a potentially beneficial change. Issues around budget year for membership may preclude this change, but I think the discussion is warranted.



## **PrairieCat Delegates Assembly**

**October 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/15008/register>

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

[https://railslibraries.zoom.us/webinar/register/WN\\_kqHzJl2ERFOcifPBY7jc-A](https://railslibraries.zoom.us/webinar/register/WN_kqHzJl2ERFOcifPBY7jc-A)

### **Agenda**

The Delegates Assembly will meet on Wednesday, October 26, 10 a.m. – 12:00 p.m. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

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

- I. Call to order and welcome
- II. Introductions and welcome new delegates or alternates
- III. Introduction of Guests
- IV. Review of agenda for additions/changes
- V. Public Comments via Zoom Meeting
- VI. Consent Agenda
  - a. Approve minutes for July 27, 2022, PrairieCat Delegates Assembly meeting
  - b. Central Site report including financial and statistical reports
- VII. Administrative Council Report
  - a. Finance Committee Report – Report from Finance Committee meeting, September 9, 2022
  - b. Resource Sharing Committee Report – Report from Resource Sharing meeting, July 27, 2022.
- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)
- IX. Discussion, draft FY24 budget and membership fees
- X. ACTION: Discussion and vote, change to bylaws regarding draft budget presentation to Delegates Assembly (?)
  - I. Presentations: <TBD>
  - II. Public Comments via previously submitted email (see above), in person or online
- III. Adjournment
- IV. Next regularly scheduled meeting, January 25, 2023, Senica's Oak Ridge Golf Club and online via Zoom.