



**PrairieCat Administrative Council
Agenda
February 3rd, 2023**

The Council will meet on Friday, February 3rd, 2023, 10:30 am –1 pm
In person at the DeKalb Public Library, 309 Oak Street, DeKalb, IL
The meeting will also be available online via Zoom:

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. 2-17)
 - a. Approve minutes for January 6th, 2023 PrairieCat Administrative Council meetings
 - b. Approve financial report for December 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. Membership compliance report (pp. 18-20)
 - b. Review of Delegates Assembly discussion regarding eRead Illinois
 - c. Update, Vega Discovery progress (pp. 21-23)
 - d. Discussion, Listening session feedback (pp. 24-26)
 - e. Update, RSA/RAILS meeting feedback
 - f. Review, RFP for auditing services (pp. 27-30)
 - VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – report from 1/25/2023
 - b. Finance Committee – no report
 - VIII. Review of Meeting – what worked and what didn't
 - IX. Public Comments
 - X. Adjournment
- Next Meeting – Friday, March 3rd, 2023, East Moline Public Library, East Moline, IL



**PrairieCat Administrative Council
Minutes
January 6th, 2023**

The Council met on Friday, January 6th, 2023, 10:30 am –1 pm
In person at the Talcott Free Library District, 101 E Main St, Rockton, IL
The meeting will also be available online via Zoom:

https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQeyaOWELi-tuB5BdBk_k9-

- I. Call to order, Welcome and Introductions
Present at Talcott Free Library: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Laura Long (EM), Ashley Huffines (FP), Elizabeth Smith (PrairieCat), Emily Faulkner (DK), Beth Ryan (JO),

Present via Zoom: Laura Watson (HC), Michelle Krooswyk (NL), Kimberly Brozovich (RP), Kelly McCully (BD), Amanda Burger (HE)

Absent: Megan Gove (TF), Victoria Blackmer (CV), Penny Bryant (PT)

Faulkner (Chair-DK) called the meeting to order at 10:34 am.

- I. Introduction of Visitors and Public Comments
There were no visitors or public comments.

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

- III. Consent Agenda

- a. Approve minutes for December 2nd, 2022, and December 6th, 2022
PrairieCat Administrative Council meetings
- b. Approve financial report for November 2022
- c. Approve check registers
- d. Statistical reports

MOTION #1

Ryan (JO) moved and Huffine (FP) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 8

Nays: 0

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Abstentions: 0

IV. Membership Update

- a. Update on new and upgrading members
Smith (PrairieCat) gave the membership update stating that Putnam County Schools and Rock Island Public Library are adding locations. Putnam does not have a staff member assigned to the new location, so they have pushed their "Go Live" to the end of 2023. Rock Island is moving along with the new branch. Brozovich (RP) added that the branch is not yet open. The opening will probably be the last week of January/first week of February.

Smith continued saying Mt. Carroll is upgrading from Union List to Basic Online and should be going live soon. PrairieCat staff has a meeting with the library next week to touch base on the project.

There have been ongoing issues with Byron Schools. They joined in 2018 as a Union List member but they have not progressed with their record clean up. Coulter touched base with the district librarian and received a detailed timeline of what she can get accomplished. This, again, comes down to a staffing issue.

Lostant is still making progress. They are continuing to add items and answering holds. Coulter (PrairieCat) will be attending their January board meeting to explain the importance of meeting deadlines for their RAILS grant and to make sure the whole board understands the project and what they can expect. Coulter (PrairieCat) added she did receive a list of board members and their contact info. She was able to have a conversation with their board president. They discussed the project but went in depth on the way they are structured because they are not empowering their director at all. Their director does not attend board meetings or create any agendas. She did turn in the IPLAR, but she had to get all the information from another one of the board members. Coulter explained to the board president that it is important that everyone understands the different roles a Library Board and Library Director play. They are attending a Board Training session by RAILS.

- b. Update on current training and engagement projects
Smith (PrairieCat) said PrairieCat's major focus regarding training and engagement has been the new website. We are moving away from separate pdfs and moving toward a knowledge base site. Faulkner (DK) has been conducting site visits with new directors throughout the membership and Smith thanked her for doing so. PrairieCat staff will be focusing more on in person site visits in the upcoming year.

V. Administrative Issues

- a. Discussion, changes to eRead Illinois costs for members
Coulter (PrairieCat) said that the fee structure for eRead Illinois will be

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changing by RAILS. The biggest change will affect the schools who are members of eRead Illinois. Right now, the schools can have as many buildings included as they want under one cost. With the new fee structure, there will be a per building charge for the school districts. Currently, PrairieCat has 71 members in eRead Illinois. 63 of those are public libraries and 8 of those are schools.

Coulter continued, saying the Finance Committee discussed this at their last meeting and requested we bring this to the Administrative Council. Should we consider joining eRead Illinois as a Consortia? Coulter stated the cost for all circulating members of PrairieCat would be \$76,900 and we would receive a 10% discount off that for joining as a consortium. Faulkner (DK) asked if the cost would be split out like our PrairieCat fees? Coulter responded that it depends on how we decide to split the cost. We could split it evenly across the membership or base the fee on a library's tier. Huffines (FP) said she does not think all members will want it and therefore not want to pay for it. Ryan (JO) commented that eRead Illinois has come a long way in the last couple of years and is the best eBook program out there. Watson (HC) said as a PrairieCat member who is not in eRead Illinois, she would be interested in learning more about eRead. Huffines said it would be worth taking eRead Illinois to the Delegates Assembly. Coulter suggested bringing in eRead Illinois representatives to do a demonstration at Delegates Assembly. The Council agreed. Coulter will also get hard numbers.

- b. Discussion, plan for ongoing Delegates Assembly meetings
DeSplinter (PrairieCat) stated as discussed at the October PrairieCat Delegates Assembly meeting and at the December Administrative Council meeting, PrairieCat should consider moving the Delegates Assembly meeting locations around the PrairieCat's large territory to help accommodate the membership. Here is our proposal for FY24:
July Meetings: North Suburban Public Library District, Loves Park, IL
October Meetings: Senica's Oak Ridge Golf Club, LaSalle, IL
January Meetings: New Lennox Public Library/Moline Public Library
(The plan here would be to have the January meeting at New Lennox one year and the next year's January meeting would be at Moline)
April Meetings: Senica's Oak Ridge Golf Club, LaSalle, IL
The Council agreed to move forward with the proposed Delegates Assembly meeting locations for FY24.
- c. Discussion, Vega rollout plans for patrons
Coulter (PrairieCat) learned yesterday that Vega has finally released eBook integration for consortia. We are not going to auto ingest all the records; we will start out adding a few records to make sure everything works the way it is supposed to. The reason we have been holding back releasing the software to the patrons was waiting for eBook integration. Now that eBook is going to be added, should we start allowing a few volunteer libraries to give this to their patrons? The Council said yes. Coulter will send out some messaging for the libraries to give patrons

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along with a brief feedback survey link.

- d. Discussion and review, RAILS facilitated meeting with RSA and PrairieCat
Coulter (PrairieCat) asked if the Council had any feedback about the RAILS facilitated meeting with RSA. Faulkner (DK) stated there was no proposal worth considering. She does not see any benefit for PrairieCat and its membership. Long (EM) agreed saying her impression was that RSA wants PrairieCat to be their new RAILS. Watson (HC) asked if there could be repercussions from RAILS by not absorbing RSA? Coulter does not get that impression and thinks RAILS is just trying to help things work more efficiently. The Council agrees that, without a detailed, precise proposal, the merger with RSA does not benefit PrairieCat and should no longer be a consideration.
- e. Discussion and review, PrairieCat Delegates Assembly meeting for January 25th, 2023
Coulter (PrairieCat) shared the draft agenda for the January 25, 2023 Delegates Assembly meeting. As discussed earlier in this meeting, we will be adding the eRead Illinois discussion to the agenda. Faulkner (DK) suggested bringing in presenters to these meetings, for example, IMRF or book challenges. Long (EM) said we might want to add some continuing education class after the meeting. Huffines (FP) said any classes would be directed toward Directors and Assistant Directors and not necessarily front-line staff. Coulter suggested getting topic recommendations from the Delegates at the upcoming Delegates Assembly meeting. The Council agreed to having the eRead Illinois presentation/demonstration at the January 25, 2023 Delegates Assembly meeting.

VI. Ad Hoc Committee Updates

- a. Resource Sharing Committee - Review of contract for opt-in IT services for members, approval
Coulter (PrairieCat) stated she received the Office Specialists contract for opt-in IT services back from our lawyers and the only edits were toward liability and confidentiality. Faulkner (DK) suggested having a meeting with Office Specialists for any of our members interested in the IT services. Coulter will set up a Q and A session with Office Specialists. The Council approved of the contract.
- b. Finance Committee – Report from meeting Dec. 15th, 2022
Ryan (JO) said the Finance Committee discussed eRead Illinois and wanted it brought to the membership for discussion.

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

VIII. Public Comments There were no public comments.

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IX. Adjournment
The meeting adjourned at 11:55 am.

Next Meeting – Friday, February 3rd, 2023, DeKalb Public Library, DeKalb, IL

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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: 1/6/2023	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.	8	0	0	A	Y	A	Y	A	2ND Y	Y	Y	Y	M Y	Y	



Date: 2/3/2023
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – December 2022

Please find attached the PrairieCat Financial Reports for the month of December 2022. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of December 16 through January 20.

As of December 31, of the total cash balance of \$1,711,364, \$1,084,682 was undesignated working cash, \$611,517 was designated for capital reserves, and \$15,165 was eCommerce receipts payable to the membership. Cash decreased \$67,227 during the month of December primarily due to the monthly payroll and payroll-related expenses, as well as several smaller vendor expenses partially offset by the receipt of all but two remaining invoiced quarterly and annual member fees.

The balance of working cash was sufficient to fund 6.7 months of budgeted FY2023 operating expenses, and the capital reserves amount could fund an additional 3.8 months of budgeted operating expenses.

Total revenues through December of \$969,647 were \$32,077 above budgeted amounts primarily due to the addition of the North Chicago Public Library migration, data scoping fees, and annual Sierra subscription (\$14,000) as well as their one-time capital reserve contribution (\$5,000). The migration, data scoping, and subscription revenues do not add to PrairieCat's net asset balance since they are completely offset by the corresponding vendor expense recorded in Information Service Costs. Other above budget revenues included PrairieCat's 401a forfeiture payout (\$4,034), the plan of which was terminated on June 30, 2021 and replaced by the Illinois Municipal Retirement Fund (IMRF) as of July 1, 2021, as well as investment income, reimbursements for self-check station license billings to members, and the first quarter of North Chicago Public Library's member fees.

Total year-to-date interest as of the end of December was \$11,400, which was \$8,650 above the year-to-date budgeted amount of \$2,750. The Illinois Funds interest rate has continued to rise since October 2021, with the daily rate at 4.258% as of January 22. During the December meeting, the Federal Reserve raised its benchmark interest rate by 50 basis points, bringing the targeted range between 4.25% and 4.5% at the end of the calendar year 2022. They are projecting 5.1% by the end of calendar year 2023, with no expected reductions in interest rates until calendar year 2024.

Total expenses through December of \$878,490 were \$101,305 below budget mostly due to under budget Supplies, Postage and Printing costs (\$37,634), Personnel costs (\$35,219), Contractual Services expenses (\$15,063), Travel and Continuing Education costs (\$4,992), Vehicle expenses (\$2,633), and under budget expenses in nearly every other cost category. Supplies, Postage and Printing costs were under budget mostly due to the budgeted website upgrade and redesign costs, IT migration costs, and domain server purchase that have not yet occurred. Personnel expenses were under budget mostly due to a staff member being out on short term leave for the majority of the first half of the fiscal year, returning in early December, as well as not having yet incurred unemployment insurance and tuition reimbursement expenses through December. Contractual Services expenses were temporarily under-budget due to timing differences between the monthly budgeted amounts and the receipt and payment of vendor invoices, as well as not having yet incurred outside printing expenses through December. Travel and Continuing Education costs were below budget through December but are expected to rise as other conferences take place throughout the fiscal year. Vehicle expenses were below budget mostly due to the FY22 sale of the PrairieCat vehicle that was assigned to Bolingbrook, which resulted in lower than budgeted expenses for insurance, repairs and maintenance, fuel, and other vehicle expenses through December.

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

Beginning Cash Balance	\$ 1,778,591.34
Cash Received	
Payments from Member Libraries, etc.	17,795.68
Interest - BankORION	268.42
Interest - Illinois Funds	2,362.30
eCommerce Receipts Payable	4,561.67
Total Cash Received	24,988.07
Expenses Paid	
Checks and Vendor ACH Payments	22,740.45
Payroll and Retirement Contributions	65,797.09
ACH Credit Card Payments	3,311.17
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	366.51
Total Disbursements	92,215.22
Ending Cash Balance	\$ 1,711,364.19

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	15,164.70
Capital Reserve Designation	611,517.68
Working Cash	1,084,681.81
TOTAL CASH	\$ 1,711,364.19

PAYPAL FUNDS DETAILS:

December PayPal Receipts in Transit to Bank	\$659.25
Invested in Capital Assets Balance as of December 2022	\$1,244.96
Unrestricted Fund Balance as of December 2022	\$1,918,416.66
FY23 operating expenses excluding planned capital reserve designation:	\$ 1,940,141.92
Working Cash % of operating expenses:	55.91%

PrairieCat
Balance Sheet
As of 12/31/2022

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,001,380.31
Cash - Illinois Funds	709,983.88
PayPal Funds	668.25
Total Cash & cash equivalents	1,712,032.44
Accounts receivables	5,767.35
Other Receivables	
PayPal Funds Receivable	9.00
Total Other Receivables	9.00
Prepaid expenses	298,633.57
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Accumulated Depreciation	(298,763.54)
Total Capital Assets, net	1,244.96
Other Assets	
Deferred Outflows - Pension	440,899.93
Total Other Assets	440,899.93
Total Assets	2,458,587.25
Liabilities	
eCommerce Receipts Payable	15,841.95
Payroll	
Salaries Payable	19,106.93
PR Tax Withheld Payable	5,408.86
Pension Payable	16,023.34
Retirement Payable	1,202.75
PR Tax Expense Payable	2,082.64
Total Payroll	43,824.52
Deferred revenue	59,266.02
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	538,925.63
Net Assets	
Beginning Net Assets	1,828,504.41
Current YTD Net Income	91,157.21
Total Net Assets	1,919,661.62
Total Liabilities and Net Assets	2,458,587.25

PrairieCat

Statement of Revenues and Expenses - FY23 is 50.00% Completed
From 12/1/2022 Through 12/31/2022

	<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>
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,300.17	13,801.02	13,801.00	100.00%	27,602.00	50.00%
Fully Participating and Basic Online Member Revenue	93,032.99	555,738.73	553,279.50	100.44%	1,106,558.92	50.22%
ILL Barcode Revenue	400.00	2,000.00	1,500.00	133.33%	3,000.00	66.66%
Fully Participating & Basic Online - CR Contribution	4,829.16	33,823.04	28,580.00	118.34%	57,160.00	59.17%
Union List - CR Contribution	576.58	3,459.48	3,459.00	100.01%	6,919.00	49.99%
Total Fees for Services and Materials	101,138.90	608,822.27	600,619.50	101.37%	1,201,239.92	50.68%
Reimbursements						
Reimbursements	3,135.39	24,512.34	9,832.50	249.29%	19,665.00	124.64%
Reimbursements - Hosting Fee	3,967.16	23,678.21	23,480.00	100.84%	46,960.00	50.42%
Reimbursements - Capira Mobile App	2,349.42	14,528.05	17,250.00	84.22%	34,500.00	42.11%
Total Reimbursements	9,451.97	62,718.60	50,562.50	124.04%	101,125.00	62.02%
Investment Income	2,630.72	11,400.09	2,750.00	414.54%	5,500.00	207.27%
Other						
Other Grants	0.00	0.00	1,000.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	47,023.09	282,138.50	282,138.00	100.00%	564,277.00	50.00%
Other Revenue	163.10	4,567.96	500.00	913.59%	1,000.00	456.79%
Total Other	47,186.19	286,706.46	283,638.00	101.08%	567,277.00	50.54%
Total REVENUES	160,407.78	969,647.42	937,570.00	103.42%	1,875,141.92	51.71%
EXPENSES						
Personnel						
Other Professionals	74,158.74	323,826.50	326,305.00	99.24%	642,723.00	50.38%
Support Services	13,805.27	49,009.68	68,440.00	71.60%	134,805.00	36.35%
Social Security Taxes	6,110.02	26,368.24	30,182.00	87.36%	59,450.00	44.35%
Unemployment Insurance	0.00	0.00	1,750.00	0.00%	3,500.00	0.00%
Worker's Compensation	143.09	1,271.54	814.50	156.11%	1,629.10	78.05%
Retirement Benefits	12,003.78	51,942.82	55,315.00	93.90%	108,953.00	47.67%
Health, Dental And Life Insurance	9,706.41	74,574.45	78,554.00	94.93%	157,108.92	47.46%
Other Fringe Benefits	32.00	178.00	500.00	35.60%	1,000.00	17.80%
Tuition Reimbursements	0.00	0.00	250.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	220.00	500.00	44.00%	1,000.00	22.00%
Total Personnel	115,959.31	527,391.23	562,610.50	93.74%	1,110,669.02	47.48%
Buildings and Grounds						
Property Insurance	203.84	1,223.04	1,250.00	97.84%	2,500.00	48.92%
Total Buildings and Grounds	203.84	1,223.04	1,250.00	97.84%	2,500.00	48.92%
Vehicle Expenses						
Fuel	0.00	414.80	1,000.00	41.48%	2,000.00	20.74%
Repairs And Maintenance	163.78	263.73	1,000.00	26.37%	2,000.00	13.18%

PrairieCat

Statement of Revenues and Expenses - FY23 is 50.00% Completed
From 12/1/2022 Through 12/31/2022

	<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	481.02	1,250.00	38.48%	2,500.00	19.24%
Vehicles Leasing And Rent	0.00	0.00	250.00	0.00%	500.00	0.00%
Other Vehicle Expenses	82.50	82.50	375.00	22.00%	750.00	11.00%
Total Vehicle Expenses	445.95	1,242.05	3,875.00	32.05%	7,750.00	16.03%
Travel and Continuing Education						
In-State Travel	0.00	910.57	2,500.00	36.42%	5,000.00	18.21%
Out-Of-State Travel	0.00	1,513.60	3,000.00	50.45%	6,000.00	25.22%
Registrations And Meeting, Other Fees	187.14	3,292.30	4,500.00	73.16%	9,000.00	36.58%
Conferences And Continuing Education Meetings	1,041.46	1,241.46	2,500.00	49.65%	5,000.00	24.82%
Public Relations	0.00	799.83	250.00	319.93%	500.00	159.96%
Total Travel and Continuing Education	1,228.60	7,757.76	12,750.00	60.85%	25,500.00	30.42%
Commercial Insurance	640.00	3,840.00	3,750.00	102.40%	7,500.00	51.20%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,042.28	17,871.89	56,000.00	31.91%	112,000.00	15.95%
General Office Supplies And Equipment	59.30	594.30	100.00	594.30%	200.00	297.15%
Total Supplies, Postage and Printing	1,101.58	18,466.19	56,100.00	32.92%	112,200.00	16.46%
Telephone and Telecommunications	0.00	0.00	2,150.00	0.00%	4,300.00	0.00%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	39.05	644.90	1,500.00	42.99%	3,000.00	21.49%
Total Equipment Repair and Maintenance	39.05	644.90	1,500.00	42.99%	3,000.00	21.50%
Professional Services						
Legal	0.00	1,080.00	3,500.00	30.85%	7,000.00	15.42%
Accounting	0.00	4,600.00	3,500.00	131.42%	7,000.00	65.71%
Consulting	800.00	800.00	1,250.00	64.00%	2,500.00	32.00%
Payroll Service Fees	568.03	3,599.09	3,250.00	110.74%	6,500.00	55.37%
Total Professional Services	1,368.03	10,079.09	11,500.00	87.64%	23,000.00	43.82%
Contractual Services						
Information Service Costs	41,287.96	262,805.11	279,097.00	94.16%	558,193.90	47.08%
Outside Printing Services	0.00	0.00	1,000.00	0.00%	2,000.00	0.00%
Other Contractual Services	6,668.05	39,993.33	37,764.00	105.90%	75,529.00	52.95%
Total Contractual Services	47,956.01	302,798.44	317,861.00	95.26%	635,722.90	47.63%
Depreciation	207.51	1,245.06	2,448.48	50.85%	4,897.00	25.42%
Professional Association Membership Dues	469.58	1,093.94	1,000.00	109.39%	2,000.00	54.69%
Miscellaneous	81.25	628.50	250.00	251.40%	500.00	125.70%
Miscellaneous - eCommerce Fees	259.26	2,080.01	2,750.00	75.63%	5,500.00	37.81%
Total EXPENSES	169,959.97	878,490.21	979,794.98	89.66%	1,945,038.92	45.17%

PrairieCat

Statement of Revenues and Expenses - FY23 is 50.00% Completed
From 12/1/2022 Through 12/31/2022

	<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>(9,552.19)</u>	<u>91,157.21</u>	<u>(42,224.98)</u>	<u>(215.88)%</u>	<u>(69,897.00)</u>	<u>(130.41)%</u>

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 12/16/2022 Through 1/20/2023

Vendor Name	Effective Date	Check Amount
Paycom Payroll LLC	12/22/2022	281.36
Paycom Payroll LLC	12/22/2022	19,500.65
Paycom Payroll LLC	12/22/2022	7,468.65
ICMA Retirement Corporation	12/23/2022	1,197.75
MerchantE	12/23/2022	14.00
Bank Orion	12/31/2022	51.25
WEX Bank	1/3/2023	2.00
First Bankcard	1/3/2023	371.74
ProQuest LLc	1/4/2023	10,444.20
MerchantE	1/5/2023	318.99
Paycom Payroll LLC	1/5/2023	281.36
Paycom Payroll LLC	1/5/2023	19,106.93
Paycom Payroll LLC	1/5/2023	7,491.50
Illinois Municipal Retirement Fund	1/6/2023	10,796.64
ICMA Retirement Corporation	1/6/2023	1,202.75
Bank Orion	1/9/2023	30.00
Klein, Thorpe and Jenkins, Ltd.	1/11/2023	242.50
LIMRICC	1/11/2023	19,870.20
Western District Library	1/18/2023	(34.05)
Western District Library	1/18/2023	(6.25)
Bourbonnais Public Library District	1/18/2023	283.77
Bradley Public Library District	1/18/2023	62.60
Byron Public Library District	1/18/2023	53.67
Charles B. Phillips Public Library District	1/18/2023	70.85
Cherry Valley Public Library District	1/18/2023	314.20
Clinton Township Public Library	1/18/2023	66.70
Coal City Public Library District	1/18/2023	206.30
Colona District Public Library	1/18/2023	79.05
Cordova District Library	1/18/2023	55.35
Cortland Community Library	1/18/2023	63.20
DeKalb Public Library	1/18/2023	343.56
East Moline Public Library	1/18/2023	45.30
Earlville Public Library District	1/18/2023	40.10
East Dubuque District Library	1/18/2023	26.05
Ella Johnson Memorial Public Library District	1/18/2023	576.32
Flagg-Rochelle Public Library District	1/18/2023	246.75
Fossil Ridge Public Library District	1/18/2023	16.70
Freeport Public Library	1/18/2023	955.71
Geneseo Public Library District	1/18/2023	239.84
Genoa Public Library District	1/18/2023	930.32
Harvard Diggins Library	1/18/2023	16.65
Hinckley Public Library District	1/18/2023	354.64
Homer Township Public Library District	1/18/2023	28.36
Homer Township Public Library District	1/18/2023	149.84
Ida Public Library	1/18/2023	132.85
Johnsburg Public Library District	1/18/2023	662.05
Joliet Township HSD #204	1/18/2023	35.40
Joliet Township HSD #204	1/18/2023	0.30
Julia Hull District Library	1/18/2023	101.50
Kankakee Public Library	1/18/2023	636.80
LaSalle Public Library	1/18/2023	198.30
Limestone Township Library	1/18/2023	42.50
Malta Township Public Library	1/18/2023	41.32
Manhattan-Elwood Public Library District	1/18/2023	436.10
Manteno Public Library District	1/18/2023	396.81

PrairieCat
 Check/Voucher Register
 1000 - Cash - Bank Orion
 From 12/16/2022 Through 1/20/2023

Vendor Name	Effective Date	Check Amount
Marengo-Union Public Library District	1/18/2023	52.45
Marseilles Public Library	1/18/2023	35.65
Mokena Community Public Library District	1/18/2023	177.03
Moline Public Library	1/18/2023	1,124.74
Morris Area Public Library	1/18/2023	65.95
Mount Morris Public Library	1/18/2023	90.40
New Lenox Public Library	1/18/2023	170.45
Nippersink Public Library District	1/18/2023	121.39
North Suburban Library District	1/18/2023	483.97
North Suburban Library District	1/18/2023	473.17
Odell Public Library	1/18/2023	454.85
Peotone Public Library District	1/18/2023	385.10
Peru Public Library	1/18/2023	121.45
Plano Community Library District	1/18/2023	18.00
Polo Public Library District	1/18/2023	24.70
Princeton Public Library	1/18/2023	310.60
Putnam County Public Library District	1/18/2023	0.30
Putnam County Public Library District	1/18/2023	15.00
Putnam County Public Library District	1/18/2023	0.50
Reddick Public Library District	1/18/2023	342.40
River Valley District Library	1/18/2023	49.54
Robert W. Rowe Public Library District	1/18/2023	67.05
Rock Island Public Library	1/18/2023	261.95
Rock Island Public Library	1/18/2023	2.80
Rock Island Public Library	1/18/2023	20.20
Sandwich Public Library District	1/18/2023	61.60
Schmaling Memorial Public Library District	1/18/2023	29.50
Seneca Public Library District	1/18/2023	37.80
Sherrard Public Library District	1/18/2023	40.48
Somonauk Public Library District	1/18/2023	400.55
South Beloit Public Library	1/18/2023	27.10
Streator Public Library	1/18/2023	300.50
Sycamore Public Library	1/18/2023	571.35
Talcott Free Library District	1/18/2023	40.90
Three Rivers Public Library	1/18/2023	36.00
Three Rivers Public Library	1/18/2023	15.80
Western District Library	1/18/2023	34.05
Western District Library	1/18/2023	6.25
Western District Library	1/18/2023	2.40
Wilmington Public Library District	1/18/2023	205.78
Woodstock Public Library	1/18/2023	57.90
Yorkville Public Library	1/18/2023	1,002.40
Paycom Payroll LLC	1/19/2023	281.36
Paycom Payroll LLC	1/19/2023	19,082.80
Paycom Payroll LLC	1/19/2023	7,481.16
ICMA Retirement Corporation	1/20/2023	<u>1,202.75</u>
Report Total		<u>142,330.00</u>

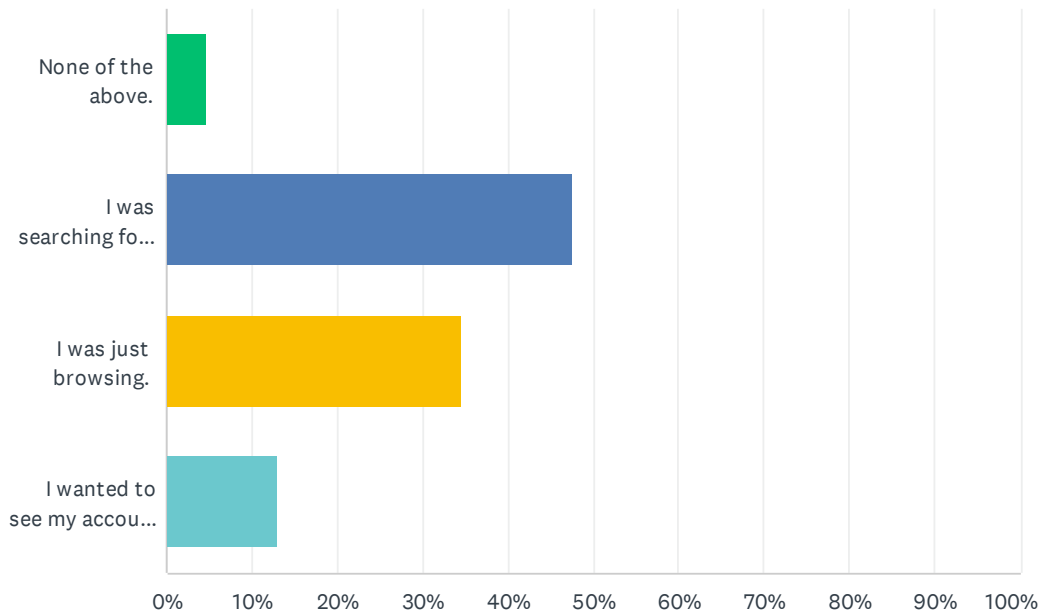
Sierra Code	Description	Delivery Code	Level	Total Items Added FY22	Items Added 1st Half FY23	Items Borrowed 1st Half FY23 Jul-Dec 2022	Items Loaned 1st Half FY23 Jul-Dec 2022	Net Lend/Borr 1st Half FY23	Staff Member Item Entry Certified	Recommend Compliance Letter 2/2023	Compliance Letter Sent for 8/2022	NOTES
AL	Alleman High School	ALLG-01	UL	0	48	0	25	25	yes	No	Yes	
AN	Andalusia Public Library	ANDG-01	BO	434	286	396	330	-66	yes			
AA	Annawan-Alba Public Library	AAPG-02	UL	322	163	572	365	-207	yes			
BM	Bertollet Memorial Library District	BMLY-14	BO	413	210	1282	867	-415	yes			
BD	Bourbonnais Public Library	BDBB-02	FP	5,395	2,489	6646	3180	-3,466	yes			
BC	Boylan Central Catholic High School	BCCY-11	UL	174	80	241	85	-156	yes			
BR	Bradley Public Library	BRBB-02	FP	3,220	1,362	5380	2781	-2,599	yes			
BV	Bureau Valley SD 340 - Jr/Sr High School (Manlius Campus)	BVHG-02	UL	225	45	285	87	-198	yes			
BN	Bureau Valley SD 340 - North Elementary School (K-5 Wal)	BNJG-02	UL	22	8	4	7	3	yes			
BS	Bureau Valley SD 340 - Wyandot Elementary School (K-5 M)	BSJG-02	UL	351	15	4	3	-1	yes			
BG	Byron CUSD 226 - High School	BRLY-14	UL	236	129	0	25	25	yes	No		schools joined in 2018, in 2021 have been working on item entry, record cleanup during 2022 and into 2023
BE	Byron CUSD 226 - Mary Morgan Elementary School	BR3Y-14	ULB	237	105	0	0	0	yes			
BF	Byron CUSD 226 - Middle School	BR2Y-14	ULB	138	27	0	38	38	yes			
BY	Byron Public Library	BYLY-14	FP	4,423	2,404	3702	5564	1,862	yes			
CP	Charles B. Phillips Public Library	CPBB-03	FP	867	476	1524	2839	1,315	yes			
CY	Chdwk/ Milldgvill CUSD 399 - Milledgeville High School	MWLY-14	UL	16	4	4	10	6	yes			
CH	Cherry Valley Public Library District	CHVY-13	FP	5,157	2,489	5247	5469	222	yes			
CT	Clinton Township Public Library	CTPY-12	FP	1,378	857	950	1084	134	yes			
CC	Coal City Public Library	CCBB-02	FP	4,511	2,178	4156	7050	2,894	yes			
CL	Colona District Public Library	CLNG-02	FP	1,598	700	2626	1526	-1,100	yes			
CO	Cordova District Library	CORG-01	FP	1,852	845	1107	2166	1,059	yes			
CN	Cortland Community Library	COLY-12	FP	1,406	818	3018	2735	-283	yes			
CR	Creston-Dement Public Library	CRDY-12	BO	615	220	304	1124	820	yes			
CD	CUSD 2 - Harding Grade School - HGBB	HGBB-03	BOB	229	77	25	130	105	yes			
CF	CUSD 2 - Serena High School - SHBB	SHBB-03	BO	176	147	117	81	-36	yes			
CE	CUSD 2 - Sheridan Elem. School - SSBB	SSBB-03	BOB	223	134	20	70	50	yes			
DA	Dakota CUSD 201 - Elem. School	DA2Y-13	ULB	1	95	0	180	180	no	?	Yes	4/28/2022 - email exchange with Melody re compliance and item entry. No progress since. Melody is lit teacher and working on library endorsement. Only in
DB	Dakota CUSD 201 - Jr/Sr High School	DALY-13	UL	32	68	3	70	67	no	?		12/16/2022 - did not pass Item Entry Practicum, working with PC staff now to resubmit - given deadline of 12/22
DK	DeKalb Public Library	DKLY-12	FP	8,100	4,788	10805	10176	-629	yes			
EA	Earlville Public Library	EAPY-12	BO	2,663	1,225	879	1620	741	yes			
EP	East Dubuque Public Library	EDLY-13	FP	1,139	636	1472	1797	325	yes			
EM	East Moline Public Library	EMPG-01	FP	5,177	2,900	3401	7072	3,671	yes			
EO	Eastland CUSD 308 - Elementary School	EA2Y-14	ULB	307	432	32	29	-3	yes			
EN	Eastland CUSD 308 - Middle/High School	EHSY-14	UL	637	198	121	58	-63	yes			
EJ	Elizabeth Township Public Library	ELLY-13	FP	362	239	452	542	90	yes			
EL	Ella Johnson Memorial Public Library	EJMY-11	FP	4,904	2,227	5652	3990	-1,662	yes			
ER	Erie Public Library	ERIG-02	FP	628	318	1031	1126	95	yes			
FE	FHN Health Science Library	FELY-15	UL	2	0	0	61	61	no	?		new lead librarian, working on Item Entry as well as staffer on site, call in Dec 2022
FL	Flagg-Rochelle Public Library	FRPY-12	FP	2,297	1,335	2860	1896	-964	yes			
FO	Forrester Public Library	FOLY-14	UL	615	265	554	1047	493	yes			
FB	Fossil Ridge Bookmobile	FBBB-02	FPB	266	43	898	9	-889	yes			
FR	Fossil Ridge Public Library - Main	FRBB-02	FP	2,190	1,352	2578	3285	707	yes			
FG	Franklin Grove Public Library	FGLY-12	FP	1,150	622	995	1208	213	yes			
FP	Freeport Public Library	FPLY-13	FP	5,929	2,602	7410	5911	-1,499	yes			
GA	Galena Public Library	GALY-13	FP	2,468	1,216	2179	2231	52	yes			
GL	Galena SD 120 - High School LRC	GLLY-13	UL	0	0	343	40	-303	no	Yes	Yes	email exchange 5/5/2022 - working on LMS classes, on Item Record class, last LMS login 3/31/2022 (newer staff - emailed 8/6/2020 - Anne Huber -- have tried
GM	Galena SD 120 - Middle School LRC	GL3Y-13	ULB	0	0	0	44	44	no			phone call 1/25/2023 - was getting confused on Item Record course and then got new laptop without Sierra. Recommended setting up a 1 hour Zoom with San
GN	Galena SD 120 - Primary School LRC	GL2Y-13	ULB	0	0	1	129	128	no			was given deadline of Dec 2022 to finish item entry
GP	Geneseo Public Library	GPLG-02	FP	2,334	1,221	3483	3834	351	yes			
GE	Genoa Public Library	GELY-12	FP	2,391	1,312	2579	5131	2,552	yes			
GK	Genoa-Kingston CUSD 424 - High School	GKLY-12	UL	157	68	45	17	-28	yes			
GR	Grant Park Public Library	GPBB-02	BO	396	159	328	338	10	yes			
GV	Graves-Hume Public Library	GVHY-12	FP	1,617	811	2056	1741	-315	yes			
HA	Hampton School District 29	HAMG-01	FPB	76	66	52	99	47	yes			
HN	Hanover Township Library	HNLY-13	BO	337	138	833	571	-262	yes			
HR	Harvard Diggins Library	HRLY-11	FP	1,927	964	2151	2554	403	yes			
HE	Henry C Adams Memorial Library	HCAG-01	BO	556	455	1003	491	-512	yes			
HW	Hiawatha CUSD 426 - High School	HHSY-12	UL	99	0	6	21	15	yes			need to call to check on
HC	Highland Community College	HCCY-13	FP	647	217	531	1369	838	yes			
HK	Hinckley Public Library	HKLY-12	FP	1,485	701	1434	1728	294	yes			
HB	Homer Township Bookmobile	HBBB-01	FPB	589	335	423	12	-411	yes			
HD	Homer Township Public Library - Main	HDBB-01	FP	4,601	2,414	10049	4290	-5,759	yes			
BL	Ida Public Library	IPLY-12	FP	3,684	1,249	5474	4322	-1,152	yes			
BB	Ida Public Library Bookmobile		FP	2,007	263	1	3					
JO	Johnsburg Public Library	JOLY-11	FP	4,628	1,352	3027	4260	1,233	yes			
JC	Joliet Township High SD 204 - Central Campus	JCHB-01	FP	461	293	391	201	-190	yes			
JW	Joliet Township High SD 204 - West Campus	JWHB-01	FPB	472	262	377	346	-31	yes			
JH	Julia Hull District Library	JHLY-14	FP	2,224	1,003	1450	2483	1,033	yes			
KK	Kankakee Public Library	KKBB-02	FP	5,733	2,784	2061	5923	3,862	yes			
KI	Kirkland Public Library	KILY-12	UL	102	3	269	51	-218	yes			need to call to check on
LN	Lanark Public Library	LNLV-14	UL	339	65	108	175	67	yes			

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LS	LaSalle Public Library	LSBB-03	FP	1,978	849	1551	2903	1,352	yes			
LE	Lena Community Public Library	LELY-13	FP	428	159	2036	662	-1,374	yes			
LI	Limestone Township Library	LIBB-02	FP	1,275	529	1812	1682	-130	yes			
LO	Lostant Community Library - forthcoming 2022	LCBB-03	BO	5,422	2,292	47	44	-3	yes			new member, going live Spring 2023
ML	Malta Township Public Library	MLLY-12	FP	547	256	750	694	-56	yes			
MT	Manhattan-Elwood Public Library	MTBB-02	FP	6,978	3,250	4890	6757	1,867	yes			
MN	Manteno Public Library	MNBB-02	FP	3,583	1,512	2935	5616	2,681	yes			
MP	Maple Park Public Library	MPLY-12	FP	81	90	440	516	76	yes			
MU	Marengo-Union Library District - MRLY-11	MRLY-11	FP	3,939	1,813	1690	5371	3,481	yes			
MB	Marseilles PL	MABB-03	BO	946	520	1412	1390	-22	yes			
MZ	Mazon-Verona-Kinsman SD 2C - Elem. School	MVEB-04	ULB	138	112	0	6	6	yes			
MY	Mazon-Verona-Kinsman SD 2C - Middle School	MVMB-04	UL	99	186	1	22	21	yes			
ME	Meridian CUSD 223 - Highland Elem. School	SP4Y-14	FPB	207	164	2	136	134	yes			
MJ	Meridian CUSD 223 - Meridian Junior High School	SPLY-14	FPB	333	195	143	102	-41	yes			
MD	Meridian CUSD 223 - Monroe Ctr Elem. School	SP3Y-14	FPB	314	323	35	39	4	yes			
MS	Meridian CUSD 223 - Stillman Valley High School	SP2Y-14	FP	258	141	149	190	41	yes			
MI	Mills & Petrie Memorial Library	MPMY-12	UL	273	196	630	456	-174	yes			
MG	Mineral-Gold Public Library	MGGP-02	UL	267	1	73	247	174	yes			
MK	Mokena Community Public Library	MKBB-01	FP	7,700	2,787	5396	7675	2,279	yes			
MX	Moline Public Library	MPLG-01	FP	15,680	9,300	11898	13392	1,494	yes			
MV	Moline SD 40 - High School	MHSG-01	UL	723	152	136	93	-43	yes			
HI	Moore Memorial District Library	MMLG-01	UL	147	1	10	143	133	yes			
MR	Morris Area Public Library	MRRB-03	FP	3,940	1,521	4105	4403	298	yes			
MM	Mount Morris Public Library	MMLY-14	BO	869	395	826	1166	340	yes			
MO	Mt. Carroll Township Public Library	MCLY-14	UL	579	55	462	2	-460	yes			
NL	New Lenox Public Library	NLBB-01	FP	12,918	5,895	9071	9451	380	yes			
KR	Nippersink Public Library District	NPLY-11	FP	3,192	1,335	3240	4216	976	yes			
NC	North Chicago Public Library	NCK	FP	0	50,616	88	864	776	yes			
LP	North Suburban Library District, Loves Park	NSLY-11	FP	19,129	8,489	7779	10982	3,203	yes			
LR	North Suburban Library District, Roscoe	NSRY-11	FPB	11,979	5,579	8373	5969	-2,404	yes			
OD	Odell Public Library	MORG-01	FP	1,065	543	1776	1262	-514	yes			
OG	Oglesby Public Library	OGBB-03	FP	1,425	541	1498	1138	-360	yes			
OR	Oregon Public Library	ORLY-14	FP	1,913	903	2918	1469	-1,449	yes			
PK	Pankhurst Memorial Library	PMLY-12	UL	355	140	225	453	228	yes			
PL	Pearl City CUSD 200	PLLY-13	UL	58	11	93	90	-3	yes			
PP	Pearl City Public Library	PCLY-13	FP	516	236	637	938	301	yes			
PS	Pecatonica CUSD 321 - High School	PALY-13	UL	175	90	223	96	-127	yes			
PT	Pecatonica Public Library	PTLY-13	FP	1,122	879	1659	1101	-558	yes			
PE	Peotone Public Library	PEBB-02	FP	2,842	1,416	2986	3582	596	yes			
PU	Peru Public Library	PUGG-02	FP	3,097	1,329	3661	2648	-1,013	yes			
PD	Plano Community Library District	PDBB-04	FP	2,488	1,980	5498	5203	-295	yes			
PY	Plano CUSD 88 - Centennial Elem. School	PCEB-03	FPB	133	167	31	12	-19	yes			
PW	Plano CUSD 88 - Emily G. Johns School	PEJB-03	FPB	772	152	0	0	0	yes			
PX	Plano CUSD 88 - High School	PHSB-03	FP	192	311	4	8	4	yes			
PZ	Plano CUSD 88 - Middle School - PMSB	PMSB-03	FPB	316	85	82	20	-62	no			Amy Freeman has temp named login, final extension to 2/20/23
PV	Plano CUSD 88 - P.H. Miller School - PHMB	PHMB-03	FPB	317	171	21	19	-2	yes			
PC	Polo CUSD 222 - Aplington Middle School	PO3Y-14	ULB	49	0	0	42	42	yes	Yes		spoke with new staff at high school 2/2022, current item entry trained staff are office admins, transitioning away from library
PA	Polo CUSD 222 - Centennial Elem. School	PO2Y-14	ULB	72	0	4	119	115	yes			staff assigned to the library, but disconnnet with Sierra use / logins - send stuff to office admin to process
PB	Polo CUSD 222 - Polo Community High School	PSLY-14	UL	47	0	252	32	-220	yes			
PO	Polo Public Library	POLY-14	BO	687	283	1415	825	-590	yes			
PR	Princeton Public Library	PRGG-02	FP	2,224	1,152	3207	3101	-106	yes			
PF	Princeton Township SD 500 - High School	PTWG-02	BO	274	90	113	93	-20	yes			
TZ	Prophetstown-Lyndon-Tampico CUD 3 Elem. School - PES4	PESG-01	BOB	121	277	61	2	-59	yes			
TX	Prophetstown-Lyndon-Tampico CUD 3 Elementary School	TAEG-01	BOB	193	739	88	118	30	yes			
TW	Prophetstown-Lyndon-Tampico CUD 3 High School (Grade 7-12)	PHSG-01	BO	547	372	426	154	-272	yes			
UF	Putnam County Public Library - Condit	PTGG-02	FPB	634	149	148	187	39	yes			
UD	Putnam County Public Library - Granville	GRGG-02	FPB	770	613	2139	413	-1,726	yes			
UE	Putnam County Public Library - Headquarters	PCGG-02	FP	531	381	505	1426	921	yes			
UK	Putnam County Public Library - Magnolia	MGGG-02	FPB	448	56	70	133	63	yes			
UL	Putnam County Public Library - McNabb	MCGG-02	FPB	147	12	176	172	-4	yes			
UG	Putnam County Public Library - Standard	SDGG-02	FPB	52	0	41	88	47	yes			
UC	Putnam County SD 535 - High School	PCHG-02	FP	412	89	88	73	-15	yes			
UB	Putnam County SD 535 - Junior High	PCJG-02	FPB	193	289	21	51	30	yes			
UA	Putnam County SD 535 - Primary School - PCPG-8 - forthcoming	PCPG-02	FPB	993	513	0	0	0	yes			adding primary school as branch
RA	Raymond A Sapp Memorial Township Library	RAYG-02	UL	456	333	276	424	148	yes			
RL	Reddick Library	RLBB-03	FP	3,288	1,527	8185	3899	-4,286	yes			
MA	Richard A Mautino ML	RAMG-02	BO	771	465	942	1012	70	yes			
RB	River Bend CUSD 2 - Fulton Elem. School	FESG-01	ULB	727	313	15	216	201	yes			
RH	River Bend CUSD 2 - Fulton High School	FHSG-01	UL	43	29	43	71	28	yes			
RM	River Bend CUSD 2 - Fulton Middle School	FMSG-01	ULB	393	255	20	94	74	yes			
RV	River Ridge CUSD 210	RRHY-13	UL	377	2	16	107	91	yes			

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RD	River Valley District Library	RVLG-01	FP	2,854	1,318	3795	3329	-466	yes			
CV	Robert R. Jones Public Library District	CVPG-01	FP	2,059	2,054	1994	2410	416	yes			
RO	Robert W. Rowe Public Library	ROBB-03	FP	1,291	533	1339	992	-347	yes			
RW	Rochelle SD 212 - Rochelle Township High School	RSLY-12	UL	484	235	106	106	0	yes			
RT	Rock Island Public Library - Mobile Library	RITG-01	FPB	56	129	642	95	-547	yes			
RP	Rock Island Public Library - Main	RIPG-01	FP	7,337	2,958	2842	9865	7,023	yes			
RK	Rock Island Public Library - Southwest Branch	RISG-01	FPB	1,348	752	8474	1428	-7,046	yes			
RZ	Rock Island Public Library Branch (YMCA) - forthcoming 2023		FPB		2,560	0	0	0	yes			
RI	Rock Island SD 41 - High School	RHSG-01	UL	25	49	143	13	-130	yes			
RU	Rockford University	RKC-ILDS	FP	35	0	70	1388	1,318	no	No		email exchange with Andy 1/25/2023 - will complete item entry training
RY	Rockridge SD 300 - High School	ROCG-01	UL	87	52	30	43	13	yes			
SA	Sandwich District Library	SABB-04	FP	2,624	1,025	3028	2676	-352	yes			
SM	Scales Mound CUSD 211	SMLY-13	UL	214	80	59	42	-17	yes			
SC	Schmaling Memorial Library	FULG-01	UL	1,865	1,450	1551	1394	-157	yes			
SE	Seneca Public Library	SEBB-03	FP	5,719	2,825	1056	4552	3,496	yes			
SH	Sheffield Public Library	SHFG-02	UL	274	105	451	252	-199	yes			
SD	Sherrard Public Library District	SHDG-02	FP	2,477	1,205	1603	1585	-18	yes			
SL	Silvis Public Library	SVPG-01	FP	2,388	839	3479	1411	-2,068	yes			
SN	Somonauk Public Library	SNBB-04	FP	4,025	1,687	2851	2929	78	yes			
SB	South Beloit Public Library	SBLV-11	FP	1,421	676	1996	975	-1,021	yes			
SK	Stockton Township Public Library	SKLY-13	BO	745	292	1313	808	-505	yes			
SR	Streator Public Library	SRBB-03	FP	2,522	1,190	2147	1967	-180	yes			
SY	Sycamore Public Library	SYLY-12	FP	5,397	2,046	11348	6775	-4,573	yes			
TF	Talcott Free Public Library	TFLY-11	FP	2,785	1,478	3082	4286	1,204	yes			
TC	Three Rivers Public Library - Channahon	TRBB-02	FP	4,442	2,132	4103	5387	1,284	yes			
TM	Three Rivers Public Library - Minooka	TMBB-02	FPB	1,728	844	4004	1942	-2,062	yes			
TR	Trinity Medical Ctr Library - Rock Island	TRIG-01	UL	106	1	1	0	-1	yes			
UT	United Township High School SD 30	UTSG-01	FP	1,151	928	860	327	-533	yes			
WA	Walnut Public Library	WALG-02	BO	1,077	729	926	688	-238	yes			
WC	Warren CUSD 205 - Jr/Sr High School	WALY-13	UL	0	0	0	44	44	no	Yes	Yes	through standard temp tech login review - login removed 12/2021 // last LMS login 3/2021 -- deadline extended several times
WR	Warren Township Public Library	WRLY-13	UL	687	253	771	563	-208	yes			phone call 1/25/2023 - stopped at volume record - directed to finish last 2 classes - wants to get aid trained as well Katie Wingert - Sarah only in the library for
WD	Western District Public Library	WDLG-02	FP	1,313	453	853	563	-290	yes			
WL	Wilmington Public Library	WLBB-02	FP	3,149	1,695	3194	4551	1,357	yes			
WN	Winneshago High School	WQLY-13	UL	142	40	108	25	-83	yes			
WO	Woodstock Public Library	WOLY-11	FP	9,041	5,159	10355	11065	710	yes			
YT	York Township Public Library	YTLY-14	UL	464	283	677	553	-124	yes			
YK	Yorkville Public Library	YKBB-04	FP	4,947	1,957	7725	3469	-4,256	yes			

Q1 What task did you perform using the NEW library catalog today?

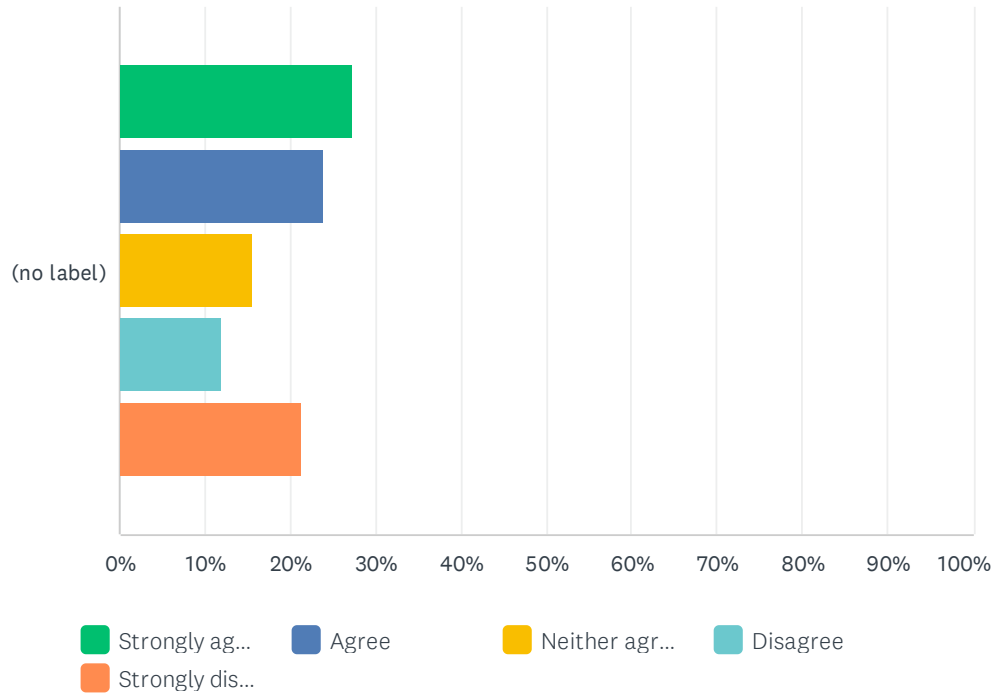
Answered: 84 Skipped: 1



ANSWER CHOICES	RESPONSES	
None of the above.	4.76%	4
I was searching for a specific title.	47.62%	40
I was just browsing.	34.52%	29
I wanted to see my account details - what I have checked out, when materials are due etc.	13.10%	11
TOTAL		84

Q2 I could easily find what I was looking for today.

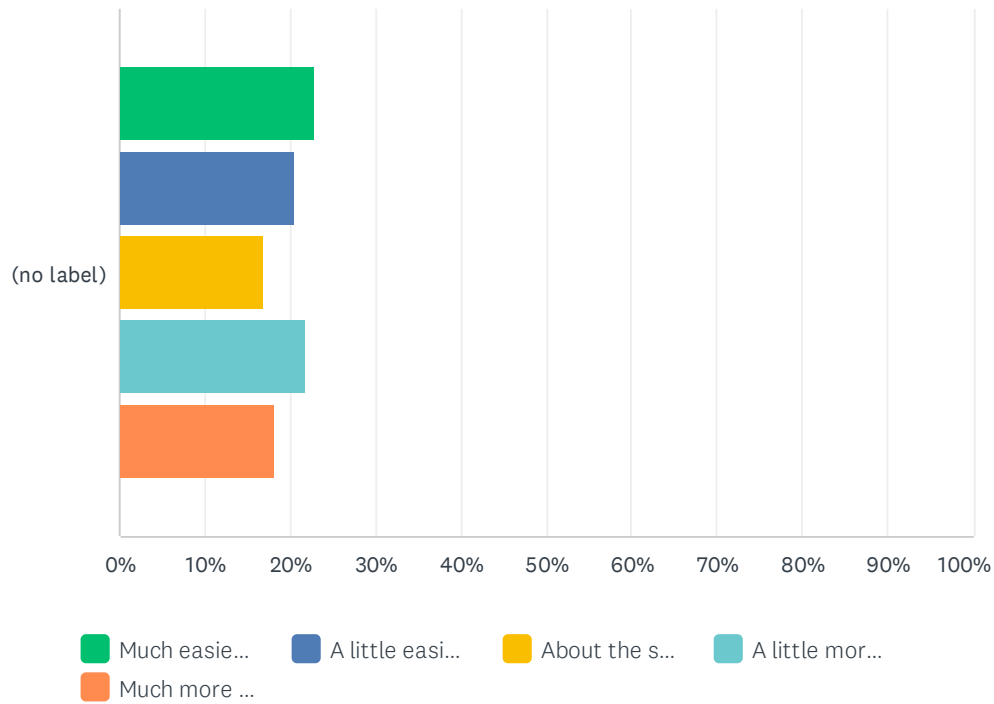
Answered: 84 Skipped: 1



	STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	TOTAL	WEIGHTED AVERAGE
(no label)	27.38% 23	23.81% 20	15.48% 13	11.90% 10	21.43% 18	84	3.24

Q3 Compared to the previous online catalog, this NEW online catalog is...

Answered: 83 Skipped: 2



	MUCH EASIER TO USE	A LITTLE EASIER TO USE	ABOUT THE SAME	A LITTLE MORE DIFFICULT TO USE	MUCH MORE DIFFICULT TO USE	TOTAL	WEIGHTED AVERAGE
(no label)	22.89% 19	20.48% 17	16.87% 14	21.69% 18	18.07% 15	83	3.08



PrairieCat Strategic Plan Evaluation | Listening Session-Notes and Take Aways

Thursday, January 19, 2023 at 2:00 PM via Zoom

Facilitator: Michelle Krooswyk, Director at New Lenox Public Library District
and PrairieCat Administrative Council member

Innovative and Support Issues | 10 min:

- What's working well?
 - *turnaround time is very fast, even if it's not an answer to the problem, there's at least a response acknowledging the ticket and that they are looking into the concern.*
 - *good at sending out notices of known issues/downtime but would be nice if the website was accurate and showed this information like it is suppose to.*
 - *I have used help desk tickets and emailed a certain person. Either way they get back to me and help*
- What is not working well? What specific issues have you experienced?
 - *I am old school and would prefer to just pick up a phone when I have an issue.*
 - *small libraries with no staff, don't have time to go out and fill out a help desk ticket, so unless it's specific to our library directly, we don't fill out help desk tickets. If Sierra isn't working correctly, the bigger libraries will fill out a ticket.*
- What would help improve this function?

PrairieCat Training, Outreach, Communications Initiatives | 10 min:

- What's working well?
 - *Email with upcoming meetings is great.*
- What is not working well? What specific issues have you experienced?
 - *I like to use TalentLMS for my new employees on their first day of employment. I have to use their email to sign them up, but I like to have them do their training on their first day and they haven't had access to have their email. Is there a work around?*
 - *I'm not sure if this is appropriate for this category, but one communication change that I'm not fond of is that emails are sent out for things like "Caira statistics now available on the PrairieCat support site," then no link. I know this is so they don't have to attach documents, but an actual link to the specific webpage would be nice. For example, Chelsey just sent out the DA packet and included the link in the email. Thank you, that was great! I just don't have reason to use the PrairieCat site very often, so I'm kind of clunky with it.*
 - *Great that LMS is out there, but small libraries don't have the man hours/staffing to utilize.*
 - *In regards to the DA meetings, will the meeting location change? Right now the location is too*



far to go and I can't leave the library. It would be easier to attend in person if the meeting locations were different.

- What would help improve this function?

Sierra Cataloging and Circulation Functions | 10 min:

- What's working well?
-I get great help from the cataloging people.
- What is not working well? What specific issues have you experienced? What work-arounds are you using, and are they sufficient for your needs?
-After the last update on Encore we have had several people who can't access their accounts or place holds. We have been told to refresh the browser, but it doesn't always help. I have put in a help desk ticket about it and the response was maybe it's their device or their internet. Have others had problems with this?

-Sierra Slowness

-I don't like that Sierra times out and you have to log all the way back in. Sometimes it lets you start typing something and then says to reconnect

-We were having quite a bit of trouble with API key for OCLC. Not able to complete our ILL requests like we use to. One of our staff members did find a work around. I apologize for not having more accurate information, I wasn't the one dealing with the issue it was delegated to my staff. Besides that we don't really have any issues with Sierra.

-We have been closed for renovations but didn't want to turn off our patrons' ability to place holds. I try to go in and manage the holds every day but if there's only one hold on an item, even if I get to it on the same day, I can't transfer that hold to pick up at another library because it's already going through. I understand our situation is unusual but was curious if this happened to anyone else and what, if anything, can be done.

-With new items, sometimes other libraries new items are being used to fill holds for our patrons instead of our new items available on our shelves. We are frustrated that our items aren't going into the hands of our patrons. Happens with older items as well.

- What would help improve this function?

New Services or Functions | 10 min:

- What's working well?
- What new ILS functions would improve the services libraries provide to patrons?
-Staff is watching videos/trainings on Vega and making sure we understand everything before we roll it out to our patrons.



-To be honest the staff forgets to use Vega to try it out more. We haven't rolled it out to patrons yet and need to do so

-I am not sure how I feel about the vega change over. I am sure there will be issues.

-Looking forward to Vega Promote!

-Would the automatic renewals cut off after 2 times?

-Would auto renewals cause a problem with the holds list?

-Most would like autorenewals.

-Will they make an instruction sheet we can hand out to patrons for Vega with step by step instructions?



Date

Name

Company Name

Street Address

City, State Zip Code

Dear Name:

At PrairieCat, we are preparing to review proposals from CPA firms to provide audit services for the fiscal years ended June 30, 2023, through June 30, 2028. This engagement would be in the form of a five-year agreement. If your firm would like to be considered for this role, please submit your proposal by February 17, 2023.

To assist you in preparing your proposal, we are including information about PrairieCat and the CPA services needed. Enclosed are copies of the fiscal year 2022 audited statements and audit report.

About PrairieCat

One hundred thirty-eight libraries in Illinois share an integrated library automation system known as PrairieCat. By sharing the cost of central site equipment, computer and database maintenance staff, and telecommunications, libraries of all sizes (including public, academic, school and special) have found it possible to join the consortium and to realize the advantages of automated resource sharing.

PrairieCat became an Illinois Intergovernmental Instrumentality in December 2010. The consortium is a separate legal entity that receives a grant from RAILS for financial support and services to support the daily operation of the shared catalog. Membership and service fees cover approximately 67% of the operating costs, with the remaining support coming from RAILS.

Total assets and operating revenues approximate \$1.9 and \$1.9 million, respectively. PrairieCat transactions are recorded within a proprietary fund. PrairieCat operations are based out of Coal Valley, with staff working remotely in areas near the Quad Cities and Bolingbrook. All financial and accounting services are provided to PrairieCat by RAILS from its Burr Ridge location where all current financial records are housed and maintained. All personnel files are stored in the Coal Valley location, and, upon the auditor's request, will be available electronically.

Scope of the Work

1. The initial audit period will be July 1, 2022 – June 30, 2023. The final audit draft is desired by the first week of September.
2. Special reports, exhibits, and schedules required:
 - Management’s Discussion and Analysis (prepared by PrairieCat personnel)
 - Statement of Net Position
 - Statement of Revenues, Expense, and Changes in Net Position – Budget and Actual
 - Statement of Cash Flows
 - Notes to Financial Statements
 - Schedule of 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
 - Schedule of Operating Expenses – Budget and Actual
3. Records to be audited:
 - General Ledger
 - General Journal
 - Fixed Assets Ledger
 - Accounts Receivable
 - Accounts Payable
 - Payroll
4. Available manuals and information sources:
 - Minutes of Board Meetings
 - Internal Control Documents
 - By-Laws
 - Vendor Contracts
 - IMRF GASB 68 Actuarial Valuation
 - OPEB GASB 75 Actuarial Valuation
5. Staff members at RAILS will be available to pull and reproduce documents.
6. Prospective auditors will prepare the financial statements, schedules, and notes.
7. Report requirements:
 - The reports will be addressed to the Administrative Council and will contain items listed in item #2, above. A brief oral report will be provided to the governing body as part of the presentation of the final draft financial statements and audit for acceptance by the governing body.
 - The report must state the scope of the examination and that the audit was performed in compliance with generally accepted auditing standards, including a statement of opinion as to whether the statements conform to generally accepted accounting principles.
 - Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable standards. The audit report must state

where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles. Findings of non-compliance and ineligible expenses must be presented in enough detail for management to be able to understand them.

- A management letter will be required. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principles, and any other material matters.
8. Number of Copies.
 - Audit report, 5 printed copies and a PDF copy
 - Management letter, 5 printed copies and a PDF copy
 9. Requested Proposal Information
 1. Eligibility – licensed by the Illinois State Board of Accountants to conduct audits
 2. Experience of your firm in relation to the scope of audits for other libraries, government entities and not-for-profits
 3. A list of similar libraries, local governments or pertinent accounts served by your firm
 4. Your staff assignments and availability to complete the audit on a timely basis, including:
 - Participation of senior audit personnel assigned to the engagement
 - Frequency of contact with fiscal personnel
 - Availability of staff to respond to questions within the scope of the engagement and the hourly charge, if any, for services outside the scope of the audit
 5. Audit firm staff stability history – what assurances can you provide PrairieCat regarding the assignment of your permanent personnel to the engagement
 6. Procedures used to transmit audit adjustments and the reasons for them
 7. Detailed audit plan
 8. Your fee proposal to conduct the basic audit functions, as well as a description of how incidental costs and out-of-scope work are billed
 9. A copy of your firm’s most recent peer review report, the related letter of comments, and the firm’s response to the letter of comments

Selection Process

PrairieCat will evaluate proposals on a qualitative and quantitative basis. Our decision will be based on factors primarily related to your firm’s ability to complete the audit, its peer review report and other provided materials, discussion with other clients, and your firm’s completeness and timeliness in its proposal.

You may send your proposals via e-mail to elena.mendoza@railslibraries.info.

Thank you for taking the time to respond and we look forward to reviewing your proposal.

Sincerely,

Elena Mendoza
RAILS Staff Accountant