PrairieCat Administrative Council
Agenda
September 1st, 2023

The Council will meet on Friday, September 1st, 2023, 10:30 am –12:00 pm
In person at the Rock Island Public Library, Downtown
Library, 301 19th Street, Rock Island, IL
The meeting will also be available online via Zoom:

https://prairiecat-org.zoom.us/meeting/register/tZUqf-mtrDstHNeWUPipGNhGb58b55U0Ml8i#/registration

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 August 4th, 2023, PrairieCat Administrative Council meeting.
    b. Approve financial report for July 2023
    c. Approve check register.
    d. Statistical reports
V. Membership Update
    a. Update on new and upgrading members.
    b. Update on current training and engagement projects
    c. Discussion, compliance report (pp. 18-20)
VI. Administrative Issues
    a. ACTION: Approve changes to General Policy Manual, "Resolution Establishing the Process for Participation by Electronic Means in Meetings", Section 4 B, to add "Unexpected Childcare Obligation" (p. 21)
    b. ACTION: Approve changes to the General Policy Manual, Fiscal Accountability Policy, Section D regarding credit card policies (p. 22)
    c. Discussion, meeting locations FY24 (p. 23)
VII. Vote to Adjourn to closed session pursuant to 5 ILCS 120/1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.
VIII. Reconvene from closed session.
IX. ACTION: Vote on outcome of salary adjustment discussion from closed session.
X. Ad Hoc Committee Updates
    a. Resource Sharing Committee – No report
    b. Finance Committee – No report
XI. Review of Meeting – what worked and what didn't.
XII. Public Comments
XIII. Adjournment
XIV. Next Meeting – Friday, October 6, 2023, Talcott Free Library District, Rockton, IL

PrairieCat Administrative Council
Minutes
August 4, 2023

The Council met on Friday, August 4th, 2023, 10:30 am –12:00 pm
In person at the Princeton Public Library,
698 E. Peru Street, Princeton, IL

The meeting will also be available online via Zoom:

https://prairiecat-org.zoom.us/meeting/register/tZUqf-
mtrDstHNeWUPipGNhGb58b55U0Ml8i#/registration

I. Call to order, Welcome and Introductions
Present at Princeton: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat),
Elizabeth Smith (PrairieCat), Emily Faulkner (DK), Beth Ryan (JO), Ashley
Huffines (FP), Kimberly Brozovich (RP), Julie Wayland (PR), Megan Gove (TF)

Present via Zoom: Michelle Krooswyk (NL), Laura Watson (HC),

Absent: Victoria Blackmer (CV), Kelly McCully (BD), Penny Bryant (PT)

Huffines (Chair-FP) called the meeting to order at 10:31 am.

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

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

IV. Consent Agenda
   a. Approve minutes for July 7th, 2023, PrairieCat Administrative Council
      meeting.
   b. Approve financial report for June 2023
   c. Approve check register.
   d. Statistical reports

   MOTION #1
   **Ryan (JO) moved and Gove (TF) seconded <u>to approve the consent
   agenda as presented</u>. There was no discussion on the motion.**

   *Motion carried by vocal affirmation
   Ayes: 8
   Nays: 0
   Abstentions: 0

V. Membership Update
   a. Update on new and upgrading members.
      Smith (PrairieCat) stated that Putnam County Schools continue adding
      items. Last week the Delegates Assembly approved the IGA for
      Winnebago Public Library for Fully Participating membership. This project

is set to begin next week. Our project call with Innovative is scheduled for Tuesday morning. We will also be scheduling weekly calls with the library staff. Coulter (PrairieCat) added that the Librarian at Winnebago asked if they should stall the project due to their grant being not yet available. Coulter encouraged the librarian to go ahead and move forward. By the time she is billed by PrairieCat, it is likely that she will have received the grant money.

b. Update on current training and engagement projects
Smith (PrairieCat) explained the PrairieCat staff have begun the implementation of LibConnect, the new CRM software. This is an internal tool for PrairieCat Staff to track interactions with all of our members. There are four more calls scheduled with the vendor to complete the setup. PUG Day registration is now open. There are already 102 registrations. We are finalizing the last few sessions and once we have those scheduled, we will be able to finalize the event schedule. The Keynote speaker for the PUG Day event is Mia Henry, the CEO and founder of Freedom Lifted. She will be doing a presentation to kick off the day. Freedom Lifted is providing RAILS with EDI training. If your library staff are interested in this training, Mia's presentation at PUG Day might be a nice preview.

VI. Administrative Issues
a. Updates to Administrative Council emergency contact information
Knippel (PrairieCat) explained that in the case there is an urgent PrairieCat business matter for the Administrative Council to address, we need to have additional contact information on file for the Council members. Knippel passed around a form for the members to fill out.

b. ACTION: Discussion to approve additional temporary cataloging position(s) to help with record cleanup projects
Coulter (PrairieCat) said, due to issues that have come to light since working with Vega, in addition to cleanups needed after libraries have been added to PrairieCat, Cataloging staff feel that it would be very beneficial for them to have a temporary part time position funded to assist with this work. If we approach this as a 20-week position, Coulter suggests we hire one cataloger and see how it goes. If needed, we could then hire another or extend the duration, depending on the situation. If we stay under 19 hours/week for 12 months or less, we do not have to include IMRF retirement costs or healthcare costs.

MOTION #2
Gove (TF) moved and Faulkner (DK) seconded <u>to approve the addition of a temporary, part-time cataloging position(s) to help with record cleanup projects, capping a total salary at $9,000.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation
Ayes: 8
Nays: 0
Abstentions: 0

VII. Vote to Adjourn to closed session pursuant to 5 ILCS 120/1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

MOTION #3
Faulkner (DK) moved and Wayland (PR) seconded <u>to approve to adjourn to closed session</u>. There was no discussion on the motion.

*Motion carried by roll call vote
Ayes: 8
Nays: 0
Abstentions: 0

The Council entered closed session at 10:45 am.

VIII.   Reconvene from closed session
The Council reconvened from closed session at 11:22 am.

IX.   ACTION: Vote on outcome of salary adjustment discussion from closed session.

MOTION #4 – *Suspended until September 1, 2023 meeting.*
Gove (TF) moved and Ryan (JO) seconded <u>to approve moving the salary of the Training and Outreach Coordinator to mid-range of pay grade 6 on September 1, 2023.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation
Ayes: 8
X.   **Nays: 0**
Abstentions: 0

MOTION #5 - *Suspended until September 1, 2023 meeting.*
Faulkner (DK) moved and Wayland (PR) seconded <u>to approve moving the salary of the Cataloging and Database Coordinator to the maximum of pay grade 5 on September 1, 2023.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation
Ayes: 8
Nays: 0
Abstentions: 0

XI.   Ad Hoc Committee Updates
   a. Resource Sharing Committee – Report from July 26th, 2023
      Ryan (JO) shared the Resource Sharing Committee update. The Committee decided on a topic for the Resource Sharing Summit. The broad topic is Serving the Unserved. Coulter was able to confirm Amanda Standerfer as a facilitator for the event. The Committee decided to wait until March for the Summit due to several events taking place this fall. We are looking at March 5,6, or 7, 2024.

      Knippel (PrairiCat) asked for types of cards libraries offer that we could include on the Summit Survey. Ryan said cards for Veterans. Faulkner (DK) said they have an IGA with the schools to offer cards, which is different than cards for kids. They also offer cards for homeless patrons. Wayland (PR) said they also offer those cards, they call them Temporary Housing Cards, as well as Visitor Cards. Huffines (FP) added Reciprocal Cards.

b. Finance Committee – No report

XII. Vote to Adjourn to closed session pursuant to 5 ILCS 120/1: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

MOTION #6
Faulkner (DK) moved and Gove (TF) seconded <u>to approve to adjourn to closed session</u>. There was no discussion on the motion.

*Motion carried by roll call vote
Ayes: 8
Nays: 0
Abstentions: 0

The Council entered closed session at 11:32 am.

XIII. Reconvene from closed session
The Council reconvened from closed session at 11:44 am.

XIV. ACTION: Vote on outcome of salary adjustment discussion from closed session. Gove (TF) said the Council is adjusting the salaries of employees who have tenure and PrairieCat will work on benchmarking and creating a pay scale with tiers for next fiscal year, so employees are compensated accordingly.

MOTION #7 - *Suspended until September 1, 2023 meeting.*
Faulkner (DK) moved and Gove (TF) seconded <u>to approve moving the salary of the Systems Coordinator, Jason Jensen to the maximum of pay grade 6 on September 1, 2023.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation
Ayes: 8
Nays: 0
Abstentions: 0

MOTION #8 - *Suspended until September 1, 2023 meeting.*
Faulkner (DK) moved and Ryan (JO) seconded <u>to approve moving the salary of the Senior Data Specialist to the maximum of pay grade 2 on September 1, 2023.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation
Ayes: 8
Nays: 0
Abstentions: 0

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

XVI. Public Comments
There were no public comments.

XVII. Adjournment
The meeting adjourned at 11:47am.

XVIII. Next Meeting – Friday, September 1, 2023, Rock Island Public Library, Main 5

branch

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

FY2024 PrairieCat Administrative Council MOTIONS July 2023 - June 2024				M – Motion made by Y - Yes Abstain - Abs A - Absent 2nd – Motion seconded by N - No NA - No Answer NP - Not present										

Meeting Date: 08/04/2023	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)	Kelly McCully (BD)	Beth Ryan (JO)	Julie Wayland (PR)	Laura Watson (HC)
to approve the consent agenda as presented.	8	0	0	A	Y	A	Y	2ND Y	Y	Y	A	M Y	Y	Y
to approve the addition of a temporary part-time cataloging position to help with record clean up.	8	0	0	A	Y	A	2ND Y	M Y	Y	Y	A	Y	Y	Y
to approve to adjourn to closed session.	8	0	0	A	Y	A	M Y	Y	Y	Y	A	Y	2ND Y	
to approve moving the salary of the Training and Outreach Coordinator to mid-range of pay grade 6 on September 1, 2023	8	0	0	A	Y	A	Y	M Y	Y	Y	A	2ND Y	Y	Y
to approve moving the salary of the Cataloging and Database Coordinator to the maximum of pay grade 5 on September 1, 2023	8	0	0	A	Y	A	M Y	Y	Y	Y	A	Y	2ND Y	Y
to approve to adjourn to closed session.	8	0	0	A	Y	A	M Y	2ND Y	Y	Y	A	Y	Y	Y

to approve moving the salary of the Systems Coordinator, Jason Jensen, to the maximum of pay grade 6 on September 1, 2023	8	0	0	A	Y	A	M Y	2ND Y	Y	Y	A	Y	Y	Y
to approve moving the salary of the Senior Data Specialist to the maximum of pay grade 2 on September 1, 2023	8	0	0	A	Y	A	M Y	Y	Y	Y	A	2ND Y	Y	Y

Date: 9/1/2023

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Subject: PrairieCat Financial Report – July 2023

Please find attached the PrairieCat Financial Reports for the month of July 2023. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of July 27 through August 24.

As of July 31, of the total cash balance of $1,880,644, $1,243,560 was undesignated working cash, $631,676 was designated for capital reserves, $5,407 was eCommerce receipts payable to the membership, and $1 was a member library overpayment of their first quarter member fees. Cash increased $295,444 during the month of July primarily due to the receipt of nearly 88% of the invoiced first quarter member fees ($288,906) and the receipt of the first quarter RAILS support grant payment ($129,194). These receipts were partially offset by the Cherry Hill Company website redesign and migration expense ($40,000), fourth quarter eCommerce pay-outs to members ($19,465), monthly LIMRICC health insurance expense ($19,093), monthly payroll and payroll-related expenses, the May and June credit card payment, as well as several other vendor expenses.

The balance of working cash was sufficient to fund 7.5 months of budgeted FY2024 operating expenses, and the capital reserves amount could fund an additional 3.8 months of budgeted operating expenses.

Total revenues through July of $162,108 were $5,615 below budget primarily due to the budgeted amount of the RAILS support grant which included the in-kind services that RAILS provides PrairieCat. These services are deducted from the total grant support allocation, the net of which is recorded as support grant revenue. Other below budgeted amounts included Union List member dues that were billed as scheduled in August.

Total year-to-date interest as of the end of July was $3,563, which was $2,063 above the year-to-date budgeted amount of $1,500. The Illinois Funds interest rate has continued to rise with the daily rate at 5.476% as of August 24. The Federal Reserve has raised the interest rates eleven times since March 2022 or a total of 525 basis points. During the Federal Reserve's July meeting, they approved the anticipated quarter percentage point increase and expect another quarter percentage increase before the end of the calendar year, bringing the expected rate goal to 5.6% by the end of calendar year 2023. This is

expected to decrease to 4.6% and 3.4% at the end of calendar years 2024 and 2025, respectively. To take advantage of this current peak in rates, PrairieCat will be securing two $250,000 24-month CDs with PMA (Prudent Man Advisors) in the next few days. This required PrairieCat to open an iPrime money market (ISC) account. The paperwork was submitted to PMA in July and the account was set-up in August with a $500,000 transfer to fund the approved investments. These funds were moved from IL Funds, leaving a liquid balance of $230,180 to float with the market rate and be available for PrairieCat's immediate use, if needed.

Total expenses through July of $134,580 were $26,011 below budget primarily due to under budget Contractual Services expenses ($20,303), Professional Services ($5,501), and Travel and Continuing Education costs ($2,913). Contractual Services expenses were under budget mostly due to the way that the Innovative Interfaces Sierra software and hosting subscription must be recorded under the Governmental Accounting Standards Board's (GASB's) new standard, GASB Statement No. 96, which provides guidance on the accounting and financial reporting for Subscription-Based Information Technology Arrangements (SBITAs) for government end-users. The requirements became effective for PrairieCat in FY2023, and the June financial statements reflected this implementation. Under this statement, PrairieCat records monthly amortization expense of the total amount due for the entire contractual agreement as well as interest expense over the subscription term, at the present value of subscription payments. The goal of this statement is to recognize that the signing of these agreements constitutes a right to use asset which should be valued without the vendor's profit margin (the interest expense component), capitalized similarly to other assets, and depreciated (amortized) over the term of the agreement. Formerly, the Sierra software and hosting subscription expense were being expensed to information service costs and other contractual services, respectively. Professional Services costs were below budget due to the budgeted RAILS accounting service costs. These in-kind services are deducted from the overall total support grant allocation and are not invoiced to PrairieCat. Travel and Continuing Education costs were below budget through July but are expected to rise as conferences and in-person member and governance meetings take place throughout the fiscal year. These below budget costs were partially offset by above budget interest expense related to the SBITAs discussed above.

PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING July 31, 2023

Beginning Cash Balance	$ 1,585,200.03
Cash Received	
Payments from Member Libraries, etc.	443,550.90
Interest - BankORION	284.71
Interest - Illinois Funds	3,278.35
eCommerce Receipts Payable	5,976.75
Total Cash Received	453,090.71
Expenses Paid	
Checks and Vendor ACH Payments	82,854.34
Payroll and Retirement Contributions	68,215.99
ACH Credit Card Payments	6,154.67
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	421.64
Total Disbursements	157,646.64
Ending Cash Balance	$ 1,880,644.10

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	$ 0.75
eCommerce Cash Receipts Payable	5,407.25
Capital Reserve Designation	631,675.84
Working Cash	1,243,560.26
TOTAL CASH	$ 1,880,644.10

PAYPAL FUNDS DETAILS:

July PayPal Receipts in Transit to Bank	$954.46
Invested in Capital Assets Balance as of July 2023	$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of July 2023	$1,285,882.83
Unrestricted Fund Balance as of July 2023	$665,536.46
FY24 operating expenses excluding planned capital reserve designation:	$ 1,992,687.41
Working Cash % of operating expenses:	62.41%

PrairieCat
Balance Sheet
As of 7/31/2023

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,150,464.28
Cash - Illinois Funds	730,179.82
PayPal Funds	954.46
Total Cash & cash equivalents	1,881,598.56
Accounts receivables	50,160.85
Prepaid expenses	417,889.33
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Subscription Based IT Arrangements	1,641,552.00
Accumulated Depreciation	(300,008.50)
Accumulated Amortization - Subscription Based IT Arrangement	(355,669.17)
Total Capital Assets, net	1,285,882.83
Other Assets	
Deferred Outflows - Pension	507,441.62
Total Other Assets	507,441.62
Total Assets	4,142,973.19
Liabilities	
Accrued liabilities	827.50
eCommerce Receipts Payable	6,361.71
Payroll	
Salaries Payable	20,155.98
PR Tax Withheld Payable	5,833.72
Pension Payable	16,217.96
Retirement Payable	1,226.84
PR Tax Expense Payable	2,207.05
Total Payroll	45,641.55
Deferred revenue	348,869.02
Compensated absences	36,203.28
Net Pension Liability	481,796.00
Other long-term obligations	
Deferred Inflows - Pension	1,647.00
Deferred Inflows - OPEB	2,819.00
Subscription Based IT Arrangements Payable	1,267,388.84
Total Other long-term obligations	1,271,854.84
Total Liabilities	2,191,553.90
Net Assets	
Beginning Net Assets	1,923,891.64
Current YTD Net Income	27,527.65
Total Net Assets	1,951,419.29
Total Liabilities and Net Assets	4,142,973.19

PrairieCat
Statement of Revenues and Expenses - FY24 is 8.33% Completed
From 7/1/2023 Through 7/31/2023

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	0.00	0.00	2,500.00	0.00%	29,995.00	0.00%
Fully Participating and Basic Online Member Revenue	101,859.66	101,859.66	101,860.00	99.99%	1,222,316.14	8.33%
ILL Barcode Revenue	500.00	500.00	250.00	200.00%	3,000.00	16.66%
Fully Participating & Basic Online - CR Contribution	5,033.17	5,033.17	5,033.00	100.00%	60,398.00	8.33%
Union List - CR Contribution	0.00	0.00	458.00	0.00%	5,495.00	0.00%
Total Fees for Services and Materials	107,392.83	107,392.83	110,101.00	97.54%	1,321,204.14	8.13%
Reimbursements						
Reimbursements	1,540.60	1,540.60	1,696.00	90.83%	20,353.28	7.56%
Reimbursements - Hosting Fee	4,197.34	4,197.34	4,197.00	100.00%	50,368.00	8.33%
Reimbursements - Capira Mobile App	2,349.42	2,349.42	2,875.00	81.71%	34,500.00	6.80%
Total Reimbursements	8,087.36	8,087.36	8,768.00	92.24%	105,221.28	7.69%
Investment Income	3,563.06	3,563.06	1,500.00	237.53%	18,000.00	19.79%
Other						
Other Grants	0.00	0.00	166.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,064.70	43,064.70	47,105.00	91.42%	565,262.00	7.61%
Other Revenue	0.00	0.00	83.00	0.00%	1,000.00	0.00%
Total Other	43,064.70	43,064.70	47,354.00	90.94%	568,262.00	7.58%
Total REVENUES	162,107.95	162,107.95	167,723.00	96.65%	2,012,687.42	8.05%
EXPENSES						
Personnel						
Other Professionals	51,930.92	51,930.92	51,721.00	100.40%	672,370.57	7.72%
Support Services	10,916.53	10,916.53	10,857.00	100.54%	141,146.97	7.73%
Social Security Taxes	4,409.53	4,409.53	4,787.00	92.11%	62,234.09	7.08%
Unemployment Insurance	0.00	0.00	292.00	0.00%	3,500.00	0.00%
Worker's Compensation	143.75	143.75	143.00	100.52%	1,720.00	8.35%
Retirement Benefits	8,119.91	8,119.91	8,085.00	100.43%	105,106.47	7.72%
Health, Dental And Life Insurance	13,780.36	13,780.36	14,238.50	96.78%	170,861.58	8.06%
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	258.32	258.32	83.00	311.22%	1,000.00	25.83%
Total Personnel	89,559.32	89,559.32	90,330.50	99.15%	1,159,439.68	7.72%
Buildings and Grounds						
Property Insurance	232.08	232.08	208.00	111.57%	2,500.00	9.28%
Total Buildings and Grounds	232.08	232.08	208.00	111.58%	2,500.00	9.28%
Vehicle Expenses						
Fuel	2.00	2.00	166.00	1.20%	2,000.00	0.10%
Repairs And Maintenance	0.00	0.00	166.00	0.00%	2,000.00	0.00%

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Vehicle Insurance	121.83	121.83	166.00	73.39%	2,000.00	6.09%
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	123.83	123.83	601.00	20.60%	7,250.00	1.71%
Travel and Continuing Education						
In-State Travel	0.00	0.00	416.00	0.00%	5,000.00	0.00%
Out-Of-State Travel	0.00	0.00	583.00	0.00%	7,000.00	0.00%
Registrations And Meeting, Other Fees	210.00	210.00	833.00	25.21%	10,000.00	2.10%
Conferences And Continuing Education Meetings	0.00	0.00	1,250.00	0.00%	15,000.00	0.00%
Public Relations	0.00	0.00	41.00	0.00%	500.00	0.00%
Total Travel and Continuing Education	210.00	210.00	3,123.00	6.72%	37,500.00	0.56%
Commercial Insurance	604.83	604.83	950.00	63.66%	11,400.00	5.30%
Supplies, Postage and Printing						
Computers, Software And Supplies	2,102.66	2,102.66	2,540.50	82.76%	30,486.00	6.89%
General Office Supplies And Equipment	0.00	0.00	208.00	0.00%	2,500.00	0.00%
Total Supplies, Postage and Printing	2,102.66	2,102.66	2,748.50	76.50%	32,986.00	6.37%
Telephone and Telecommunications	0.00	0.00	458.00	0.00%	5,500.00	0.00%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	88.14	88.14	250.00	35.25%	3,000.00	2.93%
Total Equipment Repair and Maintenance	88.14	88.14	250.00	35.26%	3,000.00	2.94%
Professional Services						
Legal	0.00	0.00	583.00	0.00%	7,000.00	0.00%
Accounting	0.00	0.00	4,633.00	0.00%	55,600.00	0.00%
Consulting	0.00	0.00	208.00	0.00%	2,500.00	0.00%
Payroll Service Fees	590.24	590.24	667.00	88.49%	8,000.00	7.37%
Total Professional Services	590.24	590.24	6,091.00	9.69%	73,100.00	0.81%
Contractual Services						
Information Service Costs	7,249.82	7,249.82	47,867.65	15.14%	574,411.73	1.26%
Outside Printing Services	0.00	0.00	166.00	0.00%	2,000.00	0.00%
Other Contractual Services	255.00	255.00	7,133.00	3.57%	85,600.00	0.29%
Amortization - Subscription Based IT Arrangements	27,359.17	27,359.17	0.00	0.00%	0.00	0.00%
Total Contractual Services	34,863.99	34,863.99	55,166.65	63.20%	662,011.73	5.27%
Professional Association Membership Dues	141.46	141.46	166.00	85.21%	2,000.00	7.07%
SBITA Interest	5,884.75	5,884.75	0.00	0.00%	0.00	0.00%
Miscellaneous	179.00	179.00	41.00	436.58%	500.00	35.80%

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Miscellaneous - eCommerce Fees	0.00	0.00	458.00	0.00%	5,500.00	0.00%
Total EXPENSES	134,580.30	134,580.30	160,591.65	83.80%	2,002,687.41	6.72%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	27,527.65	27,527.65	7,131.35	386.00%	10,000.01	275.27%

Vendor Name	Effective Date	Check Amount
Bank Orion	7/31/2023	74.00
IHLS-OCLC	8/2/2023	140,344.63
RAILS	8/2/2023	2,876.22
First Bankcard	8/2/2023	1,935.33
MerchantE	8/2/2023	280.52
MerchantE	8/2/2023	143.95
Travelers Insurance	8/2/2023	295.00
Paycom Payroll LLC	8/3/2023	295.12
Paycom Payroll LLC	8/3/2023	20,155.98
Paycom Payroll LLC	8/3/2023	8,040.77
Illinois Municipal Retirement Fund	8/4/2023	10,717.24
ICMA Retirement Corporation	8/4/2023	1,226.84
Klein, Thorpe and Jenkins, Ltd.	8/9/2023	215.00
LIMRICC	8/9/2023	19,093.11
SPRINGSHARE LLC	8/9/2023	1,500.00
Bank Orion	8/10/2023	20.00
Paycom Payroll LLC	8/17/2023	295.12
Paycom Payroll LLC	8/17/2023	20,188.52
Paycom Payroll LLC	8/17/2023	8,077.07
ICMA Retirement Corporation	8/18/2023	1,226.84
MICHELLE PETERSEN	8/23/2023	1,543.89
WEX Bank	8/24/2023	93.46
Report Total		238,638.61

	July 2023	July 2022	Aug 2023	Aug 2022	Sept 2023	Sept 2022	Oct 2023	Oct 2022	Nov 2023	Nov 2022	Dec 2023	Dec 2022	Jan 2024	Jan 2023	Feb 2024	Feb 2023	Mar 2024	Mar 2023	Apr 2024	Apr 2023	May 2024	May 2023	June 2024	June 2023	FY23 Totals
General																									
Bibliographic records	1,218,077	1,211,017	-	1,209,331	-	1,206,499	-	1,226,849	-	1,225,612	-	1,224,624	-	1,223,124	-	1,221,543	-	1,221,663	-	1,222,047	-	1,220,995	-	1,219,011	1,219,011
Item records	5,130,722	5,142,475	-	5,141,450	-	5,118,515	-	5,170,302	-	5,164,903	-	5,160,306	-	5,155,078	-	5,142,598	-	5,142,184	-	5,148,380	-	5,140,536	-	5,129,702	5,129,702
Patron records	335,278	349,095	-	354,815	-	358,694	-	371,248	-	372,189	-	372,299	-	374,606	-	377,525	-	380,479	-	366,283	-	349,172	-	329,824	329,824
Total circulation	444,070	442,427	-	431,013	-	392,512	-	386,612	-	379,399	-	329,603	-	404,704	-	378,131	-	432,486	-	373,796	-	368,789	-	472,168	4,791,640
ILL transactions on LLSAP	52,525	52,033	-	57,066	-	54,709	-	52,583	-	52,224	-	45,731	-	62,328	-	55,892	-	63,062	-	51,601	-	49,798	-	55,074	652,101
Reciprocal borrowing	49,484	49,276	-	48,160	-	43,301	-	43,631	-	42,487	-	36,391	-	45,815	-	44,489	-	50,995	-	43,442	-	43,343	-	55,008	546,338
Training, Outreach and Engagement																									
Training events	6	7	-	2	-	7	-	4	-	7	-	8	-	6	-	6	-	3	-	3	-	8	-	3	64
Training participants	80	23	-	12	-	17	-	202	-	16	-	64	-	17	-	14	-	14	-	6	-	18	-	22	425
Training contact hours	132	33	-	18	-	25	-	301	-	21	-	73	-	25	-	20	-	22	-	6	-	26	-	14	580
TalentLMS Course Completions	228	292	-	420	-	302	-	302	-	184	-	126	-	228	-	192	-	207	-	192	-	236	-	196	2,877
Site visits	2	1	-	4	-	-	-	5	-	2	-	2	-	1	-	2	-	1	-	4	-	5	-	1	28
Member Meetings/Events	5	10	-	9	-	10	-	10	-	6	-	9	-	7	-	9	-	7	-	9	-	9	-	8	103
Meeting/Event participants	150	183	-	129	-	406	-	201	-	80	-	154	-	165	-	140	-	46	-	219	-	123	-	86	1,932
Meeting/Event contact hours	393	257	-	184	-	85	-	322	-	251	-	197	-	276	-	214	-	55	-	459	-	174	-	106	2,577
Troubleshooting																									
HelpDesk Calls Opened	186	242	-	388	-	236	-	291	-	384	-	285	-	247	-	320	-	327	-	263	-	312	-	302	3,597
HelpDesk Calls Closed	227	225	-	385	-	193	-	281	-	364	-	251	-	248	-	512	-	339	-	256	-	274	-	292	3,620
Database Enrichment																									
Bibload records loaded - PC staff	1,701	1,980	-	1,620	-	1,751	-	1,520	-	1,801	-	1,562	-	1,857	-	1,532	-	1,774	-	1,372	-	1,728	-	1,879	20,376
Bibload records loaded - MARC catalogers	2,093	1,968	-	2,173	-	2,481	-	2,273	-	2,266	-	1,688	-	1,750	-	1,909	-	2,722	-	2,250	-	2,347	-	2,153	25,980
Cleanup/overlays/merges - PC staff	1,189	704	-	2,712	-	1,417	-	3,051	-	2,537	-	1,226	-	1,656	-	1,499	-	1,717	-	931	-	960	-	711	19,121
Cleanup/overlays/merges - MARC catalogers	864	825	-	1,142	-	1,320	-	913	-	1,178	-	896	-	906	-	767	-	1,026	-	1,068	-	936	-	975	11,952
Enhancements/corrections - PC staff	8	22	-	43	-	48	-	49	-	9	-	26	-	50	-	8	-	8	-	14	-	11	-	7	295
Enhancements/corrections - MARC catalogers	105	116	-	188	-	159	-	75	-	113	-	67	-	114	-	97	-	169	-	79	-	108	-	107	1,392
Original catalogings - PC staff	11	26	-	29	-	34	-	53	-	24	-	34	-	40	-	2	-	21	-	4	-	13	-	24	304
Original catalogings - MARC catalogers	45	36	-	-	-	-	-	31	-	36	-	19	-	-	-	-	-	-	-	-	-	-	-	-	122
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	57,887	68,998	-	29,015	-	64,216	-	126,732	-	48,009	-	46,693	-	89,781	-	93,886	-	53,236	-	42,387	-	36,958	-	39,952	739,863

To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov

Sierra Code	Description	Delivery Code	Level	OCLC Symbol	Total Items Added FY22	Items Added FY23	Total Items Borrowed FY23	Total Items Loaned FY23	Net Lend/Borr FY23	Staff Member Item Entry Certified	Recommend Compliance Letter 8/2023	NOTES
AL	Alleman High School	ALLG-01	UL	ZAX	0	87	0	65	65	yes		Compliance issues resolved and librarian completed training and is adding items
AN	Andalusia Public Library	ANDG-01	BO	ZBV	434	580	1,111	683	-428	yes		
AA	Annawan-Alba Public Library	AAPG-02	UL	ZBX	322	334	1,132	783	-349	yes		
BM	Bertolet Memorial Library District	BMLY-14	BO	LD2	413	367	2,385	1,755	-630	yes		
BD	Bourbonnais Public Library	BDBB-02	FP	OD9	5,395	4785	14,321	6,664	-7,657	yes		
BC	Boylan Central Catholic High School	BCCY-11	UL	JS3	174	200	536	183	-353	yes		
BR	Bradley Public Library	BRBB-02	FP	OE8	3,220	2803	10,834	5,660	-5,174	yes		
BV	Bureau Valley SD 340 - Jr/Sr High School (Manlius Campus	BVHG-02	UL	ZWV	225	216	541	153	-388	yes		
BN	Bureau Valley SD 340 - North Elementary School (K-5 Wal	BNJG-02	UL	ZWV	22	9	4	7	3	yes		
BS	Bureau Valley SD 340 - Wyanet Elementary School (K-5 M	BSJG-02	UL	ZWV	351	103	4	9	5	yes		
BG	Byron CUSD 226 - High School	BRLY-14	UL	LG3	236	192	32	57	25	yes		schools joined in 2018, in 2021 have been working on item entry, record cleanup during 2022 and into 2023 with the elementary school left to finish
BE	Byron CUSD 226 – Mary Morgan Elementary School	BR3Y-14	ULB	LG3	237	211	30	0	-30	yes		
BF	Byron CUSD 226 - Middle School	BR2Y-14	ULB	LG3	138	424	1	54	53	yes		
BY	Byron Public Library	BYLY-14	FP	JX6	4,423	4458	7,717	11,410	3,693	yes		
CP	Charles B. Phillips Public Library	CPBB-03	FP	ILCBP	867	935	3,252	6,505	3,253	yes		
CY	Chdwk/ Milldgvill CUSD 399 - Milledgeville High School	MWLY-14	UL	LM3	16	4	16	32	16	yes		
CH	Cherry Valley Public Library District	CHVY-13	FP	JX9	5,157	5125	10,681	11,366	685	yes		
CT	Clinton Township Public Library	CTPY-12	FP	LF6	1,378	1395	1,882	2,139	257	yes		
CC	Coal City Public Library	CCBB-02	FP	OF9	4,511	4412	8,957	14,651	5,694	yes		
CL	Colona District Public Library	CLNG-02	FP	ZSV	1,598	1437	6,134	3,217	-2,917	yes		
CO	Cordova District Library	CORG-01	FP	ZCV	1,852	1733	2,377	4,329	1,952	yes		
CN	Cortland Community Library	COLY-12	FP	O3C	1,406	1519	5,658	5,648	-10	yes		
CR	Creston-Dement Public Library	CRDY-12	BO	C$D	615	430	680	2,462	1,782	yes		
CD	CUSD 2 - Harding Grade School - HGBB	HGBB-03	BOB	ILHGS	229	77	68	232	164	yes		
CF	CUSD 2 - Serena High School - SHBB	SHBB-03	BO	OH7	176	147	242	193	-49	yes		
CE	CUSD 2 - Sheridan Elem. School - SSBB	SSBB-03	BOB	ILSGS	223	187	116	136	20	yes		
DA	Dakota CUSD 201 - Elem. School	DA2Y-13	ULB	LG4	1	191	0	368	368	yes		Compliance issues resolved and librarian completed training and is adding items
DB	Dakota CUSD 201 - Jr/Sr High School	DALY-13	UL	LG4	32	134	14	148	134	yes		
DK	DeKalb Public Library	DKLY-12	FP	JY2	8,100	9206	21,409	21,793	384	yes		
EA	Earlville Public Library	EAPY-12	BO	ILETP	2,663	2697	1,718	3,418	1,700	yes		
EP	East Dubuque Public Library	EDLY-13	FP	JY4	1,139	1027	2,936	3,684	748	yes		
EM	East Moline Public Library	EMPG-01	FP	ZDX	5,177	6244	6,576	15,008	8,432	yes		
EN	Eastland CUSD 308 - Elementary School	LA2Y-14	ULB	E3C	307	645	107	73	-34	yes		
EO	Eastland CUSD 308 - Middle/High School	EHSY-14	UL	E3C	637	398	266	128	-138	yes		
EL	Elizabeth Township Public Library	ELLY-13	FP	JY5	362	349	995	1,104	109	yes		
EJ	Ella Johnson Memorial Public Library	EJMY-11	FP	JZ4	4,904	5530	11,185	8,264	-2,921	yes		
ER	Erie Public Library	ERIG-02	FP	ZDZ	628	676	2,088	2,307	219	yes		
FE	FHN Health Science Library	FELY-15	UL	IF4	2	0	0	122	122	no		withdrew membership June 30, 2023
FL	Flagg-Rochelle Public Library	FRPY-12	FP	LE9	2,297	2560	6,109	3,773	-2,336	yes		
FO	Forreston Public Library	FOLY-14	UL	JY6	615	526	1,352	2,050	698	yes		
FB	Fossil Ridge Bookmobile	FBBB-02	FPB	OJ3	266	22	1,727	9	-1,718	yes		
FR	Fossil Ridge Public Library - Main	FRBB-02	FP	OJ3	2,190	2628	5,103	6,526	1,423	yes		
FG	Franklin Grove Public Library	FGLY-12	FP	JY8	1,150	1327	2,266	2,570	304	yes		
FP	Freeport Public Library	FPLY-13	FP	JY9	5,929	5139	15,306	12,208	-3,098	yes		
GA	Galena Public Library	GALY-13	FP	JZ2	2,468	2225	4,982	4,611	-371	yes		
GL	Galena SD 120 - High School LRC	GLLY-13	UL	LJ8	0	0	455	87	-368	no	Yes - action re	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	LJ8	0	0	0	100	100	no		was given deadline of Dec 2022 to finish item entry - last login 2/1/23 - needs to finish item record and practicum
GN	Galena SD 120 - Primary School LRC	GL2Y-13	ULB	LJ8	0	0	3	246	243	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
GP	Geneseo Public Library	GPLG-02	FP	JYY	2,334	2330	7,393	7,514	121	yes		
GE	Genoa Public Library	GELY-12	FP	JZ3	2,391	2353	5,532	10,391	4,859	yes		
GK	Genoa-Kingston CUSD 424 - High School	GKLY-12	UL	LJ9	157	151	73	45	-28	yes		
GR	Grant Park Public Library	GPBB-02	BO	OJ9	396	391	793	683	-110	yes		
GV	Graves-Hume Public Library	GVHY-12	FP	OK8	1,617	1702	4,400	3,747	-653	yes		
HA	Hampton School District 29	HAMG-01	FPB	R6X	76	83	96	122	26	yes		
HN	Hanover Township Library	HNLY-13	BO	JZ5	337	257	1,826	1,203	-623	yes		
HR	Harvard Diggins Library	HRLY-11	FP	JZ6	1,927	1882	3,913	4,837	924	yes		
HE	Henry C Adams Memorial Library	HCAG-01	BO	ZEV	556	764	1,922	1,008	-914	yes		
HW	Hiawatha CUSD 426 - High School	HHSY-12	UL	LK3	99	0	21	47	26	yes		call to check on
HC	Highland Community College	HCCY-13	FP	IJW	647	697	1,074	2,856	1,782	yes		
HK	Hinckley Public Library	HKLY-12	FP	JZ7	1,485	1399	2,931	3,467	536	yes		
HB	Homer Township Bookmobile	HBBB-01	FPB	ON3	589	577	971	18	-953	yes		
HD	Homer Township Public Library - Main	HDBB-01	FP	ON3	4,601	4597	20,929	9,134	-11,795	yes		
BL	Ida Public Library	IPLY-12	FP	JX5	3,684	2692	10,581	9,011	-1,570	yes		
BB	Ida Public Library Bookmobile	IPBY-12	FPB		2,007	640	10	3	-7	yes		
JO	Johnsburg Public Library	JOLY-11	FP	LD5	4,628	3192	5,871	8,997	3,126	yes		
JC	Joliet Township High SD 204 - Central Campus	JCHB-01	FP	TI5	461	453	578	449	-129	yes		
JW	Joliet Township High SD 204 - West Campus	JWHB-01	FPB	TI6	472	506	717	655	-62	yes		
JH	Julia Hull District Library	JHLY-14	FP	LB9	2,224	2086	2,976	5,227	2,251	yes		
KK	Kankakee Public Library	KKBB-02	FP	OO3	5,733	5918	4,314	11,809	7,495	yes		
KI	Kirkland Public Library	KILY-12	UL	JZ8	102	3	572	90	-482	yes		call to check on
LN	Lanark Public Library	LNLY-14	UL	JZ9	339	247	351	415	64	yes		
LS	LaSalle Public Library	LSBB-03	FP	OO9	1,978	1987	3,174	6,213	3,039	yes		

Sierra Code	Description	Delivery Code	Level	OCLC Symbol	Total Items Added FY22	Items Added FY23	Total Items Borrowed FY23	Total Items Loaned FY23	Net Lend/Borr FY23	Staff Member Item Entry Certified	Recommend Compliance Letter 8/2023	NOTES
LE	Lena Community Public Library	LELY-13	FP	LD3	428	343	4,263	1,346	-2,917	yes		
LI	Limestone Township Library	LIBB-02	FP	I9H	1,275	859	3,526	3,381	-145	yes		
LO	Lostant Community Library	LCBB-03	BO	OQ4	5,422	2817	325	500	175	yes		went live Spring 2023
ML	Malta Township Public Library	MLLY-12	FP	LD6	547	542	1,567	1,452	-115	yes		
MT	Manhattan-Elwood Public Library	MTBB-02	FP	OQ8	6,978	5811	9,887	13,337	3,450	yes		
MN	Manteno Public Library	MNBB-02	FP	OR6	3,583	3015	6,181	11,971	5,790	yes		
MP	Maple Park Public Library	MPLY-12	FP	LD7	81	156	753	1,057	304	yes		
MU	Marengo-Union Library District - MRLY-11	MRLY-11	FP	LD8	3,939	3606	3,971	11,331	7,360	yes		
MB	Marseilles PL	MABB-03	BO	OR9	946	1003	3,650	2,912	-738	yes		
MZ	Mazon-Verona-Kinsman SD 2C - Elem. School	MVEB-04	ULB	OT5	138	125	0	31	31	yes		
MY	Mazon-Verona-Kinsman SD 2C - Middle School	MVMB-04	UL	OT5	99	279	1	62	61	yes		
ME	Meridian CUSD 223 - Highland Elem. School	SP4Y-14	FPB	XH5	207	295	6	273	267	yes		
MJ	Meridian CUSD 223 - Meridian Junior High School	SPLY-14	FPB	XH5	333	284	270	209	-61	yes		
MD	Meridian CUSD 223 - Monroe Ctr Elem. School	SP3Y-14	FPB	XH5	314	391	92	80	-12	yes		
MS	Meridian CUSD 223 - Stillman Valley High School	SP2Y-14	FP	XH5	258	301	271	408	137	yes		
MI	Mills & Petrie Memorial Library	MPMY-12	UL	JX4	273	405	1,563	887	-676	yes		
MG	Mineral-Gold Public Library	MGPG-02	UL	ZFX	267	155	147	490	343	yes		
MK	Mokena Community Public Library	MKBB-01	FP	OU9	7,700	6460	10,814	16,308	5,494	yes		
MX	Moline Public Library	MPLG-01	FP	IDO	15,680	16664	26,773	27,077	304	yes		
MV	Moline SD 40 - High School	MHSG-01	UL	ZFZ	723	250	328	199	-129	yes		
HI	Moore Memorial District Library	MMLG-01	UL	ZLW	147	1	15	289	274	yes		call to check on
MR	Morris Area Public Library	MRBB-03	FP	OV4	3,940	2974	8,704	9,129	425	yes		
MM	Mount Morris Public Library	MMLY-14	BO	LE3	869	833	1,618	2,406	788	yes		
MO	Mt. Carroll District Library	MCLY-14	BO	LE2	579	382	812	69	-743	yes		
NL	New Lenox Public Library	NLBB-01	FP	OV7	12,918	12937	20,505	19,978	-527	yes		
KR	Nippersink Public Library District	NPLY-11	FP	LE8	3,192	2634	6,488	8,390	1,902	yes		
NC	North Chicago Public Library	NCK	FP	GO5	0	51719	346	4,101	3,755	yes		
ND	North Chicago Public Library Bookmobile	NCKBM				1656	1	1	0	yes		
LP	North Suburban Library District, Loves Park	NSLY-11	FP	I#X	19,129	18273	16,066	22,132	6,066	yes		
LR	North Suburban Library District, Roscoe	NSRY-11	FPB	I#X	11,979	11597	17,738	11,632	-6,106	yes		
OD	Odell Public Library	MORG-01	FP	ZLZ	1,065	1044	3,578	2,322	-1,256	yes		
OG	Oglesby Public Library	OGBB-03	FP	OW4	1,425	1207	3,136	2,326	-810	yes		
OR	Oregon Public Library	ORLY-14	FP	LE4	1,913	1756	6,063	2,991	-3,072	yes		
PK	Pankhurst Memorial Library	PMLY-12	UL	JX2	355	365	505	933	428	yes		
PL	Pearl City CUSD 200	PLLY-13	UL	LM8	58	33	144	168	24	yes		
PP	Pearl City Public Library	PCLY-13	FP	LE5	516	487	1,416	1,726	310	yes		
PS	Pecatonica CUSD 321 - High School	PALY-13	UL	LM9	175	219	423	177	-246	yes		
PT	Pecatonica Public Library	PTLY-13	FP	LE6	1,122	1539	3,710	2,263	-1,447	yes		
PE	Peotone Public Library	PEBB-02	FP	OX9	2,842	2752	6,345	7,521	1,176	yes		
PU	Peru Public Library	PUGG-02	FP	OY2	3,097	2563	7,569	5,434	-2,135	yes		
PD	Plano Community Library District	PDBB-04	FP	OY5	2,488	3803	11,530	10,942	-588	yes		
PY	Plano CUSD 88 - Centennial Elem. School	PCEB-03	FPB	P7Z	133	337	34	52	18	yes		
PW	Plano CUSD 88 - Emily G. Johns School	PEJB-03	FPB	ILEGJ	772	508	0	0	0	yes		
PX	Plano CUSD 88 - High School	PHSB-03	FP	OY6	192	374	14	41	27	yes		
PZ	Plano CUSD 88 - Middle School - PMSB	PMSB-03	FPB	P7Y	316	85	177	35	-142	yes		seem to be back on track
PV	Plano CUSD 88 - P.H. Miller School - PHMB	PHMB-03	FPB	P7V	317	456	24	105	81	yes		
PC	Polo CUSD 222 - Aplington Middle School	PO3Y-14	ULB	LH3	49	51	0	85	85	yes		seem to be back on track
PA	Polo CUSD 222 - Centennial Elem. School	PO2Y-14	ULB	LH3	72	52	5	220	215	yes		
PB	Polo CUSD 222 - Polo Community High School	PSLY-14	UL	LH3	47	48	571	66	-505	yes		
PO	Polo Public Library	POLY-14	BO	LE7	687	665	3,047	1,778	-1,269	yes		
PR	Princeton Public Library	PRGG-02	FP	OT4	2,224	2193	6,638	6,394	-244	yes		
PF	Princeton Township SD 500 - High School	PTWG-02	BO	OY8	274	173	241	192	-49	yes		
TZ	Prophetstown-Lyndon-Tampico CUD 3 Elem. School - PES	PESG-01	BOB	ZMW	121	403	111	49	-62	yes		
TX	Prophetstown-Lyndon-Tampico CUD 3 Elementary School	TAEG-01	BOB	ZMW	193	873	174	242	68	yes		
TW	Prophetstown-Lyndon-Tampico CUD 3 High School (Grade	PHSG-01	BO	ZMW	547	385	932	360	-572	yes		
UF	Putnam County Public Library - Condit	PTGG-02	FPB	OZ2	634	534	299	367	68	yes		
UD	Putnam County Public Library - Granville	GRGG-02	FPB	OZ2	770	805	4,716	865	-3,851	yes		
UE	Putnam County Public Library - Headquarters	PCGG-02	FP	OZ2	531	520	1,247	2,836	1,589	yes		
UK	Putnam County Public Library - Magnolia	MGGG-02	FPB	OZ2	448	504	141	276	135	yes		
UL	Putnam County Public Library - McNabb	MCGG-02	FPB	OZ2	147	179	303	369	66	yes		
UG	Putnam County Public Library - Standard	SDGG-02	FPB	OZ2	52	48	89	203	114	yes		
UC	Putnam County SD 535 - High School	PCHG-02	FP	OZ8	412	232	254	141	-113	yes		
UB	Putnam County Sd 535 - Junior High	PCJG-02	FPB	OZ8	193	799	35	105	70	yes		
UA	Putnam County SD 535 - Primary School - PCPG-8 - forthc	PCPG-02	FPB		993	1110	0	0	0	yes		adding primary school as branch
RA	Raymond A Sapp Memorial Township Library	RAYG-02	UL	QW9	456	426	582	820	238	yes		
RL	Reddick Library	RLBB-03	FP	QX9	3,288	3179	16,912	8,055	-8,857	yes		
MA	Richard A Mautino ML	RAMG-02	BO	OJ7	771	764	1,972	2,234	262	yes		
RB	River Bend CUSD 2 - Fulton Elem. School	FESG-01	ULB	R@T	727	707	32	351	319	yes		
RH	River Bend CUSD 2 - Fulton High School	FHSG-01	UL	ZNV	43	82	95	138	43	yes		
RM	River Bend CUSD 2 - Fulton Middle School	FMSG-01	ULB	R@T	393	449	34	208	174	yes		
RV	River Ridge CUSD 210	RRHY-13	UL	JS6	377	13	30	236	206	yes		
RD	River Valley District Library	RVLG-01	FP	ZNW	2,854	2739	7,292	6,895	-397	yes		

Sierra Code	Description	Delivery Code	Level	OCLC Symbol	Total Items Added FY22	Items Added FY23	Total Items Borrowed FY23	Total Items Loaned FY23	Net Lend/Borr FY23	Staff Member Item Entry Certified	Recommend Compliance Letter 8/2023	NOTES
CV	Robert R. Jones Public Library District	CVPG-01	FP	ZOV	2,059	3604	4,235	4,800	565	yes		
RO	Robert W. Rowe Public Library	ROBB-03	FP	QY8	1,291	922	2,889	2,100	-789	yes		
RW	Rochelle SD 212 - Rochelle Township High School	RSLY-12	UL	LH5	484	487	245	233	-12	yes		
RT	Rock Island Public Library - Mobile Library	RITG-01	FPB	ZPX	56	266	961	233	-728	yes		
RP	Rock Island Public Library - Main	RIPG-01	FP	ZPX	7,337	6962	7,150	19,516	12,366	yes		
RK	Rock Island Public Library - Southwest Branch	RISG-01	FPB	ZPX	1,348	1737	13,510	3,042	-10,468	yes		
RZ	Rock Island Public Watts-Midtown Branch	RIZG-01	FPB			4828	3,129	479	-2,650	yes		
RI	Rock Island SD 41 - High School	RHSG-01	UL	ZPZ	25	71	311	41	-270	yes		
RU	Rockford University	RKC-ILDS	FP	IBR	35	0	149	2,957	2,808	no	Yes	email exchange with Andy 1/25/2023 - will complete item entry training, completed prerequisites and starting on other courses. No LMS activity since 1/27/20
RY	Rockridge SD 300 - High School	ROCG-01	UL	ZQW	87	148	48	94	46	yes		
SA	Sandwich District Library	SABB-04	FP	TD3	2,624	2065	6,267	5,652	-615	yes		
SM	Scales Mound CUSD 211	SMLY-13	UL	JS7	214	202	75	92	17	yes		
SC	Schmaling Memorial Library	FULG-01	UL	ZQY	1,865	2779	3,193	2,984	-209	yes		
SE	Seneca Public Library	SEBB-03	FP	TD7	5,719	5577	2,095	9,533	7,438	yes		
SH	Sheffield Public Library	SHFG-02	UL	ZRV	274	222	839	529	-310	yes		
SD	Sherrard Public Library District	SHDG-02	FP	JZQ	2,477	2489	2,589	3,280	691	yes		
SL	Silvis Public Library	SVPG-01	FP	ZRW	2,388	2154	7,030	2,767	-4,263	yes		
SN	Somonauk Public Library	SNBB-04	FP	TF5	4,025	3440	5,845	6,263	418	yes		
SB	South Beloit Public Library	SBLY-11	FP	LB7	1,421	1300	4,006	2,196	-1,810	yes		
SK	Stockton Township Public Library	SKLY-13	BO	LF2	745	598	2,382	1,541	-841	yes		
SR	Streator Public Library	SRBB-03	FP	TF8	2,522	2423	4,094	4,121	27	yes		
SY	Sycamore Public Library	SYLY-12	FP	LF3	5,397	4904	22,741	13,607	-9,134	yes		
TF	Talcott Free Public Library	TFLY-11	FP	LB4	2,785	2980	6,427	8,783	2,356	yes		
TC	Three Rivers Public Library - Channahon	TRBB-02	FP	TG3	4,442	4430	8,693	11,137	2,444	yes		
TM	Three Rivers Public Library - Minooka	TMBB-02	FPB	TG4	1,728	1691	8,480	4,117	-4,363	yes		
TR	Trinity Medical Ctr Library - Rock Island	TRIG-01	UL	JWH	106	1	1	0	-1	yes		call to check on
UT	United Township High School SD 30	UTSG-01	FP	ZSZ	1,151	1591	1,622	752	-870	yes		
WA	Walnut Public Library	WALG-02	BO	ZVY	1,077	1231	1,650	1,558	-92	yes		
WC	Warren CUSD 205 - Jr/Sr High School	WALY-13	UL	LN5	0	60	7	90	83	yes		compliance issues resolved, completed training and adding items
WR	Warren Township Public Library	WRLY-13	UL	LF5	687	598	1,522	1,082	-440	yes		
WD	Western District Public Library	WDLG-02	FP	ZWW	1,313	818	1,252	777	-475	yes		
WL	Wilmington Public Library	WLBB-02	FP	TH8	3,149	3356	6,866	9,142	2,276	yes		
WN	Winnebago High School	WQLY-13	UL	LN6	142	132	220	92	-128	yes		
WO	Woodstock Public Library	WOLY-11	FP	LF8	9,041	10110	21,180	23,110	1,930	yes		
YT	York Township Public Library	YTLY-14	UL	LF4	464	543	1,445	1,178	-267	yes		
YK	Yorkville Public Library	YKBB-04	FP	TI2	4,947	4474	16,159	7,325	-8,834	yes		

Date: 9/1/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, PrairieCat Director

Re: Changes to General Policy Manual "Resolution Establishing the Process for Participation by Electronic Means in Meetings", Section 4B

Executive Summary:

To update the current language of the GPM to meet recent changes to the Open Meetings Act, it is suggested that the current General Policy Manual statement be edited as shown below:

B. Members may participate in a meeting via electronic means if the members are prevented from physically attending for any of the following reasons:

   1.   Personal illness or disability;

   2.   Employment purposes;

   3.   Absence due to PRAIRIECAT business; or

   4.   Family or other emergency

   5.   Unexpected childcare obligation

Date: 9/1/2023

To: PrairieCat Administrative Council

From: Carolyn Coulter, PrairieCat Director

Re: Changes to General Policy Manual, Fiscal Accountability, Section IX D

Executive Summary:

To update the current language of the GPM to meet recent decisions of the Administrative Council, it is suggested that the current General Policy Manual statement be edited as shown below.

General Policy Manual

Fiscal Accountability, Section IX:

Current language:

D. Credit Cards/Accounts

PRAIRIECAT will maintain credit card accounts for use by the PRAIRIECAT Director and the Member Services Supervisor in conducting PRAIRIECAT business. All expenditures must be documented with receipts to support all purchases.

Suggested language:

D. Credit Cards/Accounts

PRAIRIECAT will maintain credit card accounts for use by the PRAIRIECAT Director and other staff that, in the Director's judgement, are necessary to conduct PRAIRIECAT business. Administrative Council will determine credit limits available to these cards. All expenditures must be documented with receipts to support all purchases.

ADMINISTRATIVE COUNCIL

This governing body consists of 11 elected representatives from the Delegates Assembly. The group sets policy, receives and approves recommendations from the Ad Hoc and Standing Committees, and approves recommendations to go to the Delegates Assembly including new members, contracts, the budget and major purchases outside the budget.

FY2024 Officers:
Chair: Ashley Huffines (FP)
Vice-Chair: Michelle Krooswyk (NL)

Secretary: Kim Brozovich (RP)
Treasurer: Beth Ryan (JO)

Monthly meetings on 1st Fridays (*2nd Fridays if Holiday or when Delegates Assembly is the same week). All meetings are In person and held from 10:00am-1:00pm. Rotating locations of council members' libraries. Participation also available via conference call.

PC Host: Carolyn Coulter Alternate Host: Chelsey DeSplinter, Elizabeth Smith

Who should attend: members of the Council and any other interested parties

Date	Location	Time	Format
Jul 7, 2023	Freeport PL	10:30am-1:00pm	In person
Aug 4, 2023	Princeton PL	10:30am-1:00pm	In person
Sep 1, 2023	Rock Island PL Downtown	10:30am-1:00pm	In person
Oct 6, 2023	Talcott Free LD	10:30am-1:00pm	In person
Nov 3, 2023	Bourbonnais PL	10:30am-1:00pm	In person
Dec 1, 2023	Pecatonica PL	10:30am-1:00pm	In person
Jan 5, 2024	New Lenox PL	10:30am-1:00pm	In person
Feb 9, 2024	Dekalb PL	10:30am-1:00pm	In person
Mar 1, 2024	RAILS Coal Valley	10:30am-1:00pm	In person
Apr 5, 2024	Highland Community College	10:30am-1:00pm	In person
May 3, 2024	Sandwich PL	10:30am-1:00pm	In person
Jun 7, 2024	Rock Island PL Watts-Midtown	10:30am-1:00pm	In person