



**PrairieCat Administrative Council
Agenda
January 5th, 2024**

The Council will meet on Friday, January 5th, 2024, 10:30 am – 1 pm
In person at the Reddick Public Library District, 1010 Canal Street,
Ottawa, IL

The meeting will also be available online via Zoom:

<https://prairiecat-org.zoom.us/meeting/register/tZUqf-mtrDstHNeWUPipGNhGb58b55U0MI8i#/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. 2-14)
 - a. Approve minutes for December 1st, 2023, PrairieCat Administrative Council meeting.
 - b. Approve financial report for November 2023
 - 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. Review and discussion, FY25 draft budget (pp. 15-21)
 - b. ACTION: Review closed meeting minutes, approve any appropriate for deletion
 - c. ACTION: Review, discussion, and approval, change to remote work policy (pp. 22-23)
 - d. ACTION: Review, discussion, and approval, compensation policy for redlined staff members (p. 24)
 - VII. Ad Hoc Committee Updates
 - e. Review and discussion, Delegates Assembly agenda (p. 25)
 - VIII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – no report
 - b. Finance Committee – report from December 21st, 2023
 - IX. Review of Meeting – what worked and what didn't.
 - X. Public Comments
- Adjournment
Next Meeting – Friday, February 9th, DeKalb Public Library

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



**PrairieCat Administrative Council
Minutes
December 1st, 2023**

The Council met on Friday, December 1st, 2023, 10:30 am –1 pm
In person at the LaSalle Public Library, 305 Marquette Street, LaSalle, IL

The meeting will also be available online via Zoom:

<https://prairiecat-org.zoom.us/meeting/register/tZUqf-mtrDstHNeWUPipGNhGb58b55U0MI8i#/registration>

I. Call to order, Welcome and Introductions

Present at LaSalle: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Ashley Huffines (FP), Kimberly Brozovich (RP), Megan Gove (TF), Laura Watson (HC), Julie Wayland (PR), Beth Ryan (JO), Kelly McCully (BD),

Present via Zoom: Victoria Blackmer (CV), Michelle Krooswyk (NL)

Absent: Emily Faulkner (DK), Penny Bryant (PT)

Huffines (Chair-FP) called the meeting to order at 10:30 am.

II. Introduction of Visitors and Public Comments

There were no visitors or public comments.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for November 3rd, 2023, PrairieCat Administrative Council meeting.
- b. Approve financial report for October 2023
- c. Approve check registers.
- d. Statistical reports

MOTION #1

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

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

V. Membership Update

- a. Update on new and upgrading members.
Smith (PrairieCat) stated that Putnam County schools is preparing for their primary school to Go Live for circulation in early January. This should be a simple transition since their other buildings are already in PrairieCat. The PrairieCat staff continues to work with Winnebago Public²

Library and Innovative in preparation for their migration. Winnebago's Go Live is scheduled for the end of January. Everything is going smoothly, and they are progressing through the training and having productive weekly calls. Manhattan-Elwood Public Library District is planning on opening a branch location, so that has been noted by the PrairieCat staff as a future project.

- b. Update on current training and engagement projects
Coulter (PrairieCat) stated she went out and did an in-person Vega training at Oglesby Public Library. It seems we are getting more requests for in person trainings.

Coulter continued saying that Vega Discover went live yesterday (November 30, 2023). It seems to be going well so far.

VI. Administrative Issues

- a. ACTION: Discussion and approval, PrairieCat Years of Service Program
Coulter (PrairieCat) explained we have updated the PrairieCat Years of Service Program policy with the suggestions from the Council at the previous meeting. The addition of choosing a gift from an online catalog was added for the milestone years of 10, 20, 30, 40 and 50. The Council agreed to back pay any years of service awards from 2018 to now. These will be paid out according to the policy.

MOTION #2

Gove (TF) moved and McCully (BD) seconded to approve PrairieCat Years of Service Program policy. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

- b. ACTION: Review, discussion, and approval, compensation for redlined staff members
Coulter (PrairieCat) stated that PrairieCat has at least one employee who has reached the top of the approved pay scale. To be consistent, it would be best to have a policy in place for any/all employees who reach the top of their pay scale. The Council discussed several options:
 - Cut the employee's pay to fall within the range (Management Association does not recommend using this option).
 - Freeze the employee's pay. With time, your annual structure adjustments will move the pay range upwards, and eventually the employee will fall back within the pay range. At that time the employee can resume receiving regular pay increases.
 - Freeze the employee's pay and provide the employee a lump sum bonus in lieu of traditional pay increase. This allows you to reward the employee monetarily, without giving base pay increases which compound over time.
 - Freeze the employee's pay and give a non-monetary reward (such as extra vacation time) in lieu of traditional pay increase.

The Council would like to see a written policy with option three. 3

Coulter will write a policy where PrairieCat freezes the employee's pay and provide the employee a lump sum bonus in lieu of traditional pay increase and bring it back to the Council for approval in January.

- VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – no report
 - b. Finance Committee – no report
- VIII. Review of Meeting – what worked and what didn't.
The meeting went well.
- IX. Public Comments
There were no public comments.
- X. Adjournment
The meeting adjourned at 11:00 am.
- XI. Next Meeting – Friday, January 5th, Reddick Public Library District, Ottawa, IL

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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: 12/01/2023	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.	9	0	0	Y	Y	A	A	M Y	Y	Y	Y	2ND Y	Y	Y
to approve PrairieCat Years of Service Program.	9	0	0	Y	Y	A	A	M Y	Y	Y	2ND Y	Y	Y	Y
to approve compensation policy for red-circled employees. TABLED														

FY2024 PC Statistics

	July 2023	July 2022	Aug 2023	Aug 2022	Sept 2023	Sept 2022	Oct 2023	Oct 2022	Nov 2023	Nov 2022
General										
Bibliographic records	1,218,077	1,211,017	1,217,302	1,209,331	1,216,208	1,206,499	1,216,495	1,226,849	1,216,364	1,225,612
Item records	5,130,722	5,142,475	5,129,098	5,141,450	5,123,012	5,118,515	5,125,136	5,170,302	5,124,224	5,164,903
Patron records	335,278	349,095	341,166	354,815	342,997	358,694	347,210	371,248	349,926	372,189
Total circulation	444,070	442,427	416,179	431,013	386,250	392,512	397,018	386,612	380,267	379,399
ILL transactions on LLSAP	52,525	52,033	56,782	57,066	57,359	54,709	56,523	52,583	55,202	52,224
Reciprocal borrowing	49,484	49,276	47,347	48,160	44,004	43,301	44,064	43,631	42,949	42,487
Training, Outreach and Engagement										
Training events	6	7	10	2	6	7	7	4	6	7
Training participants	80	23	74	12	20	17	23	202	23	16
Training contact hours	132	33	92	18	38	25	45	301	48	21
TalentLMS Course Completions	228	292	265	420	283	302	237	302	247	184
Site visits	2	1	1	4	1	-	1	5	2	2
Member Meetings/Events	5	10	13	9	9	10	10	10	7	6
Meeting/Event participants	150	183	172	129	348	406	210	201	55	80
Meeting/Event contact hours	393	257	230	184	1,740	85	343	322	53	251
Troubleshooting										
HelpDesk Calls Opened	186	242	307	388	242	236	301	291	276	384
HelpDesk Calls Closed	227	225	298	385	231	193	285	281	256	364
Database Enrichment										
Bibload records loaded - PC staff	1,701	1,980	1,537	1,620	1,793	1,751	1,817	1,520	1,914	1,801
Bibload records loaded - MARC catalogers	2,093	1,968	2,955	2,173	2,708	2,481	2,491	2,273	2,100	2,266
Cleanup/overlays/merges - PC staff	1,189	704	748	2,712	988	1,417	840	3,051	847	2,537
Cleanup/overlays/merges - MARC catalogers	864	825	852	1,142	1,291	1,320	1,087	913	902	1,178
Enhancements/corrections - PC staff	8	22	12	43	37	48	39	49	56	9
Enhancements/corrections - MARC catalogers	105	116	182	188	190	159	134	75	120	113
Original catalogings - PC staff	11	26	11	29	53	34	77	53	65	24
Original catalogings - MARC catalogers	45	36	29	-	18	-	43	31	32	36
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	57,887	68,998	11,635	29,015	45,667	64,216	46,694	126,732	12,309	48,009
To see the full statistical spreadsheet, visit: https://support.prairiescat.info/gov										



Date: 1/5/2024
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – November 2023

Please find attached the PrairieCat Financial Reports for the month of November 2023. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of November 10 through December 13.

As of November 30, of the total cash balance of \$1,388,593, \$722,994 was undesignated working cash, \$655,993 was designated for capital reserves, and \$9,606 was eCommerce receipts payable to the membership. Cash decreased \$64,596 during the month of November primarily due to the monthly payroll and payroll-related expenses, as well as several other vendor expenses partially offset by the receipt of all but four remaining invoiced quarterly and annual member fees.

The balance of working cash was sufficient to fund 4.4 months of budgeted FY2024 operating expenses, and the capital reserves amount could fund an additional 4 months of budgeted operating expenses. The \$452,200 principal of PrairieCat's CDs would be sufficient to fund an additional 2.7 months of budgeted operating expenses.

Total revenues through November of \$831,798 were \$6,818 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. This below budgeted amount is partially offset by above budget investment income through November, the one-time capital reserve contribution billed to the new member of PrairieCat, Winnebago Public Library (\$5,000), and reimbursements for PrairieCat's User Group Day (PUG Day) catering costs which are partially offset by the corresponding vendor expenses recorded in conferences and continuing education meetings.

Total year-to-date interest as of the end of November was \$17,127, which was \$9,627 above the year-to-date budgeted amount of \$7,500 and \$8,358 above the year-to-date interest earned as of one year ago (November 2022). During the Federal Reserve's December meeting, they chose for the third consecutive meeting not to raise the interest rate and reduced the expected rate goal from 5.6% to 5.4% by the end of calendar year 2023. Their December meeting projections for the following two calendar

years decreased from their September meeting projections, bringing the expected rates from 5.1% and 3.9% to 4.6% and 3.6% at the end of calendar years 2024 and 2025, respectively. Their next meeting will occur on January 31. The average November interest rates were 5.519% and 5.288% for the IL Funds and iPrime money market (ISC) accounts, respectively, which slightly decreased for IL Funds but slightly increased for iPrime from the October average interest rates of 5.532% and 5.268%.

Total expenses through November of \$775,430 were \$27,571 below budget primarily due to under budget Contractual Services expenses (\$40,541), Professional Services (\$15,973), Vehicle expenses (\$1,821), and Commercial Insurance expenses (\$1,726). Contractual Services expenses were under budget primarily due to the way that the Innovative Interfaces Sierra software and hosting subscriptions are required to be recorded under the Governmental Accounting Standards Board's Statement No. 96, which provides guidance on the accounting and financial reporting for Subscription-Based Information Technology Arrangements (SBITAs) for government end-users. Under this statement, PrairieCat records monthly amortization expense of the total amount of each contractual agreement as well as interest expense over the subscription terms, 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 the asset/subscription in question. This asset is now expensed as though this is a financing arrangement with an 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 expensed to information service costs and other contractual services, respectively.

Professional Services costs were below budget primarily 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. These in-kind services are partially offset by above budget consulting costs for programming support for PrairieCat's new website. Other below budget expenses were due to a lower than budgeted need during the first few months of the year for fuel and vehicle repairs and maintenance, as well as not having yet incurred other vehicle expenses through November. Commercial insurance expenses were below budget through November due to lower than budgeted premium costs for cyber liability, director and officers, and general liability coverage.

These below budget costs were partially offset by above budget travel and continuing education meetings expenses primarily due to PrairieCat's Users Group Day (PUG Day). Meeting costs are budgeted evenly throughout the fiscal year, but some expenses are incurred during the first few months of the fiscal year. Additional above budget costs are due to the interest expense related to the SBITAs discussed above. If the SBITA Interest expense was combined with the Contractual Services expenses, Contractual Services would only be \$11,117 below the budgeted year-to-date expense amount.

**PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING November 30, 2023**

Beginning Cash Balance	\$ 1,453,189.24
Cash Received	
Payments from Member Libraries, etc.	57,145.16
Interest - BankORION	287.28
Interest - Illinois Funds	1,064.53
Interest - PMA	211.24
eCommerce Receipts Payable	3,988.63
Total Cash Received	<u>62,696.84</u>
Expenses Paid	
Checks and Vendor ACH Payments	50,249.35
Payroll and Retirement Contributions	71,771.26
ACH Credit Card Payments	4,781.19
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	490.89
Total Disbursements	<u>127,292.69</u>
Ending Cash Balance	<u><u>\$ 1,388,593.39</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	9,606.61
Capital Reserve Designation	655,992.75
Working Cash	722,994.03

TOTAL CASH \$ 1,388,593.39

PAYPAL FUNDS DETAILS:

November PayPal Receipts in Transit to Bank	\$771.84
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CD INVESTMENT DETAILS:

Cornerstone Bank: 24-month CD Principal @ 5.112% Interest 8/30/2023 - 8/27/2025	\$ 226,050.00
Financial Federal Bank: 24-month CD Principal @ 5.250% Interest 8/30/2023 - 8/27/2025	\$ 226,150.00
Accrued Investment Income as of November 2023	\$ 5,931.30

TOTAL CURRENT CD INVESTMENT VALUE \$ 458,131.30

Invested in Capital Assets Balance as of November 2023	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of November 2023	\$1,176,446.15
Unrestricted Fund Balance as of November 2023	\$803,812.86

FY24 operating expenses excluding planned capital reserve designation:	\$ 1,992,687.41
Working Cash % of operating expenses:	36.28%

PrairieCat
Balance Sheet
As of 11/30/2023

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,104,057.16
Cash - Illinois Funds	235,725.23
Cash - PMA	48,811.00
PayPal Funds	771.84
Total Cash & cash equivalents	1,389,365.23
Investments	452,200.00
Accounts receivables	20,252.44
Accrued investment income	5,931.30
Prepaid expenses	368,287.62
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	(465,105.85)
Total Capital Assets, net	1,176,446.15
Other Assets	
Deferred Outflows - Pension	507,441.62
Total Other Assets	507,441.62
Total Assets	3,919,924.36
Liabilities	
eCommerce Receipts Payable	10,378.45
Payroll	
Pension Payable	11,086.81
Total Payroll	11,086.81
Deferred revenue	223,900.33
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	1,171,834.48
Total Other long-term obligations	1,176,300.48
Total Liabilities	1,939,665.35
Net Assets	
Beginning Net Assets	1,923,891.64
Current YTD Net Income	56,367.37
Total Net Assets	1,980,259.01
Total Liabilities and Net Assets	3,919,924.36

PrairieCat

Statement of Revenues and Expenses - FY24 is 41.67% Completed

From 11/1/2023 Through 11/30/2023

	<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	2,499.58	12,497.90	12,498.00	99.99%	29,995.00	41.66%
Fully Participating and Basic Online Member Revenue	101,859.66	509,298.31	509,299.00	99.99%	1,222,316.14	41.66%
ILL Barcode Revenue	300.00	1,300.00	1,250.00	104.00%	3,000.00	43.33%
Fully Participating & Basic Online - CR Contribution	5,033.17	30,165.86	25,165.00	119.87%	60,398.00	49.94%
Union List - CR Contribution	457.92	2,289.60	2,290.00	99.98%	5,495.00	41.66%
Total Fees for Services and Materials	110,150.33	555,551.67	550,502.00	100.92%	1,321,204.14	42.05%
Reimbursements						
Reimbursements	1,540.60	7,703.00	8,480.00	90.83%	20,353.28	37.84%
Reimbursements - Hosting Fee	4,197.34	20,986.70	20,986.00	100.00%	50,368.00	41.66%
Reimbursements - PUG Day/DA Fees	0.00	3,234.00	0.00	0.00%	0.00	0.00%
Reimbursements - Capira Mobile App	2,474.17	11,871.81	14,375.00	82.58%	34,500.00	34.41%
Total Reimbursements	8,212.11	43,795.51	43,841.00	99.90%	105,221.28	41.62%
Investment Income	3,505.68	17,127.16	7,500.00	228.36%	18,000.00	95.15%
Other						
Other Grants	0.00	0.00	832.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,064.70	215,323.50	235,525.00	91.42%	565,262.00	38.09%
Other Revenue	0.00	0.00	416.00	0.00%	1,000.00	0.00%
Total Other	43,064.70	215,323.50	236,773.00	90.94%	568,262.00	37.89%
Total REVENUES	164,932.82	831,797.84	838,616.00	99.19%	2,012,687.42	41.33%
EXPENSES						
Personnel						
Other Professionals	52,539.20	261,357.78	258,605.00	101.06%	672,370.57	38.87%
Support Services	11,072.03	54,500.13	54,285.00	100.39%	141,146.97	38.61%
Social Security Taxes	4,494.50	22,485.42	23,935.00	93.94%	62,234.09	36.13%
Unemployment Insurance	0.00	0.00	1,459.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	214.65	716.00	29.97%	1,720.00	12.47%
Retirement Benefits	8,190.82	40,781.19	40,425.00	100.88%	105,106.47	38.79%
Health, Dental And Life Insurance	13,310.09	70,344.83	71,192.50	98.80%	170,861.58	41.17%
Other Fringe Benefits	0.00	457.00	416.00	109.85%	1,000.00	45.70%
Tuition Reimbursements	0.00	0.00	208.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	258.32	416.00	62.09%	1,000.00	25.83%
Total Personnel	89,774.97	450,399.32	451,657.50	99.72%	1,159,439.68	38.85%
Buildings and Grounds						
Property Insurance	232.08	1,160.40	1,041.00	111.46%	2,500.00	46.41%
Total Buildings and Grounds	232.08	1,160.40	1,041.00	111.47%	2,500.00	46.42%
Vehicle Expenses						

PrairieCat

Statement of Revenues and Expenses - FY24 is 41.67% Completed
From 11/1/2023 Through 11/30/2023

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Fuel	151.65	394.10	833.00	47.31%	2,000.00	19.70%
Repairs And Maintenance	114.99	214.94	833.00	25.80%	2,000.00	10.74%
Vehicle Insurance	121.83	454.15	833.00	54.51%	2,000.00	22.70%
Vehicles Leasing And Rent	134.38	134.38	208.00	64.60%	500.00	26.87%
Other Vehicle Expenses	0.00	0.00	312.00	0.00%	750.00	0.00%
Total Vehicle Expenses	522.85	1,197.57	3,019.00	39.67%	7,250.00	16.52%
Travel and Continuing Education						
In-State Travel	1,927.62	1,927.62	2,083.00	92.54%	5,000.00	38.55%
Out-Of-State Travel	1,034.51	1,881.49	2,916.00	64.52%	7,000.00	26.87%
Registrations And Meeting, Other Fees	847.12	2,688.78	4,166.00	64.54%	10,000.00	26.88%
Conferences And Continuing Education Meetings	0.00	14,527.70	6,250.00	232.44%	15,000.00	96.85%
Public Relations	(26.53)	1,200.56	208.00	577.19%	500.00	240.11%
Total Travel and Continuing Education	3,782.72	22,226.15	15,623.00	142.27%	37,500.00	59.27%
Commercial Insurance						
Supplies, Postage and Printing	604.83	3,024.15	4,750.00	63.66%	11,400.00	26.52%
Computers, Software And Supplies	2,664.31	12,976.25	12,702.50	102.15%	30,486.00	42.56%
General Office Supplies And Equipment	46.99	232.96	1,041.00	22.37%	2,500.00	9.31%
Total Supplies, Postage and Printing	2,711.30	13,209.21	13,743.50	96.11%	32,986.00	40.04%
Telephone and Telecommunications						
Equipment Repair and Maintenance	698.61	929.97	2,291.00	40.59%	5,500.00	16.90%
Equipment Repair And Maintenance Agreements	333.98	647.50	1,250.00	51.80%	3,000.00	21.58%
Total Equipment Repair and Maintenance	333.98	647.50	1,250.00	51.80%	3,000.00	21.58%
Professional Services						
Legal	0.00	594.50	2,916.00	20.38%	7,000.00	8.49%
Accounting	0.00	4,800.00	23,166.00	20.72%	55,600.00	8.63%
Consulting	0.00	5,692.50	1,041.00	546.82%	2,500.00	227.70%
Payroll Service Fees	727.98	3,397.06	3,334.00	101.89%	8,000.00	42.46%
Total Professional Services	727.98	14,484.06	30,457.00	47.56%	73,100.00	19.81%
Contractual Services						
Information Service Costs	19,829.01	97,211.93	239,338.25	40.61%	574,411.73	16.92%
Outside Printing Services	0.00	0.00	833.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	1,288.34	35,666.00	3.61%	85,600.00	1.50%
Amortization - Subscription Based IT Arrangements	27,359.17	136,795.85	0.00	0.00%	0.00	0.00%
Total Contractual Services	47,449.85	235,296.12	275,837.25	85.30%	662,011.73	35.54%
Professional Association Membership Dues	544.58	984.78	833.00	118.22%	2,000.00	49.23%
SBITA Interest	5,884.75	29,423.75	0.00	0.00%	0.00	0.00%

PrairieCat

Statement of Revenues and Expenses - FY24 is 41.67% Completed
From 11/1/2023 Through 11/30/2023

	<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>
Miscellaneous	121.25	300.00	208.00	144.23%	500.00	60.00%
Miscellaneous - eCommerce Fees	371.64	2,147.49	2,291.00	93.73%	5,500.00	39.04%
Total EXPENSES	<u>153,761.39</u>	<u>775,430.47</u>	<u>803,001.25</u>	<u>96.57%</u>	<u>2,002,687.41</u>	<u>38.72%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>11,171.43</u>	<u>56,367.37</u>	<u>35,614.75</u>	<u>158.26%</u>	<u>10,000.01</u>	<u>563.67%</u>

PrairieCat
 Check/Voucher Register
 1000 - Cash - Bank Orion
 From 11/10/2023 Through 12/13/2023

Vendor Name	Effective Date	Check Amount
ICMA Retirement Corporation	11/10/2023	1,226.84
OCLC, INC	11/15/2023	29,690.00
Paycom Payroll LLC	11/22/2023	295.12
Paycom Payroll LLC	11/22/2023	20,500.24
Paycom Payroll LLC	11/22/2023	8,135.53
ICMA Retirement Corporation	11/24/2023	1,226.84
WEX Bank	11/28/2023	106.06
Paycom Payroll LLC	11/28/2023	137.74
Paycom Payroll LLC	11/28/2023	187.91
Paycom Payroll LLC	11/28/2023	43.54
First Bankcard	11/29/2023	1,489.42
Bank Orion	11/30/2023	69.25
MerchantE	12/4/2023	270.40
MerchantE	12/4/2023	44.95
ALTA LANGUAGE SERVICES, INC	12/6/2023	1,104.48
Paycom Payroll LLC	12/7/2023	303.19
Paycom Payroll LLC	12/7/2023	20,849.80
Paycom Payroll LLC	12/7/2023	8,216.61
ICMA Retirement Corporation	12/8/2023	1,226.84
Illinois Municipal Retirement Fund	12/8/2023	11,086.61
Bank Orion	12/11/2023	20.00
LIMRICC	12/13/2023	18,222.19
Report Total		124,453.56



Date: 1/05/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: FY25 draft budget

Executive Summary:

Below is the draft budget for FY25. This draft includes a 3% staff salary increase (COLA), a 1% merit increase, a 5% increase to hosting charges, and a 5% increase to per library charges. Capital reserves for fully participating and basic online members have been held flat from FY24 with no increase. The budget includes a net financial award of \$515,237.39 in grant funding from RAILS. This number reflects the total grant award of \$568,723.14, less \$51,721.76 for accounting fees and \$1,764 for phone dialer hosting. It also reflects that we will take \$10,000 from capital reserves for the phone dialer install cost.

Detailed description:

Attached you will find the FY25 budget.

- A 3% staff salary increase for all staff is included, as well as a 1% merit increase. The 3% amount is based on early estimations. RAILS is currently using a 3% estimate, as well. We, like RAILS, are currently benchmarking our positions and waiting for that information to come back before making a final decision, however these percentiles are a “good guess”.
- The per-library fee for both fully participating (FP) and basic online (BO) circulating members has been increased. The FY24 levels were \$3427 FP/\$2399 BO. A 5% increase was added to the FP cost and the BO was also adjusted, to bring the new per library charge to \$3618 FP/\$2533 BO. Although we have kept this increase at 3.5% over the last few years, we were seeing an imbalance between larger and smaller library fee increases. This higher flat-fee increase is intended to “even out” the costs to smaller and larger libraries more equitably and helps absorb the doubt digit increases we are seeing in insurance and other costs, as well.
- Capital reserves costs were held at the FY24 level. According to our bylaws, we are required to contribute at least \$25,000. Given that we have been contributing well over that for several years, and are again contributing well over that threshold, it was felt that we could leave this number flat for FY25. This will help with the overall increase across the entire consortium.
- Hosting fees were adjusted up 5%, as the Finance Committee desires to recoup this cost in the fee formula.
- Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual.

- A remote PUG Day is reflected, as was instructed by Administrative Council. This decision was based on feedback we have received from members via the recent Strategic Planning survey that reflected a desire to alternate between in-person and remote events. Administrative Council would like to return to an every-other-year in person structure.
- Increases to insurance that we experienced in FY24 are reflected, as well as an estimate of a 10% increase in the last six months of FY25. This budget also includes short term disability insurance.
- This budget reflects our new IMRF rate for FY24, which will be 11.9%, a reduction from the 12.92% we have had in the previous year.
- This budget reflects costs for the addition of the upgraded, cloud-hosted phone notification system from Innovative.
- I have also included the cost for Encore hosting (aprox. \$8,900) as it was shown that members wish to keep Encore up for an extended period.
- I have not included the cost for Vega Promote in this budget. We know that we will need to implement the LX Starter notices product in FY25, and it was felt that we may not have time to also implement Promote for FY25 as well. If the membership decides to move forward with Promote, we will bring it to Delegates for a separate vote and fund through capital reserves, if needed. My assumption would be that we may begin implementation in FY25, but most likely will go live on Promote in FY26.

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

		FY21	FY22	FY23	FY24	FY25		Percentage of revenues or Expenditures										
		Independence	Independence															
		W/ 3% increase	W/ 2% increase	w/2% increase	w/ 4% increase	w/ 3% increase												
		25K Reserves	10K Reserves	0 reserves	10K reserves	0K reserves												
REVENUES								Percentage of Revenues										
4050	Other Grants-RAILS CE Grant	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	RAILS CE grant for PUG Day	0.11%										
4051	Revenue from ILLSAP RAILS grant	\$533,080.90	\$559,218.00	\$564,277.00	\$565,262.00	\$568,723.14	RAILS award (FY20) \$559,731.16; (FY21): \$533,080.90; (FY22) \$559,218; (FY23) \$564,277; (FY24) \$565,262; (FY25) \$568,723 (in	28.08%										
4062	Union List Member Revenue	\$26,562.00	\$28,960.00	\$27,602.00	\$29,995.00	\$31,658.00	from spreadsheet annual UL billing to BR (add 5% FY25)	1.59%										
4063	Fully Participating & Basic Online Member Revenue	\$1,048,834.69	\$1,050,175.08	\$1,106,558.92	\$1,222,316.14	\$1,295,000.31		9.54%										
4064	ILL Barcode Revenue	\$7,000.00	\$7,000.00	\$3,000.00	\$3,000.00	\$3,000.00		0.39%										
4065	Cataloging Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%										
4066	Continuing Education Revenue	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%										
4067	Fully Participating & Basic Online - CR Contribution	\$52,611.00	\$54,457.00	\$57,160.00	\$60,398.00	61,027.00	no change	3.00%										
4068	Union List - CR Contribution	\$6,688.00	\$7,280.00	\$6,919.00	\$5,495.00	5,495.00	no change	0.40%										
4070	Reimbursements	\$13,010.00	\$19,000.00	\$19,665.00	\$20,353.28	\$21,065.64	reimburse for express lane and marc report	1.05%										
4071	Reimbursements - Hosting fee	\$41,520.00	\$43,890.00	\$46,960.00	\$50,368.00	\$53,350.00	5% increase	2.42%										
4073	Reimbursements - PUG Day/DA Fee	\$6,000	\$0	\$0	\$0	\$0	lunch reimbursement (not used)	0.00%										
4072	Reimbursements - eRead Illinois	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%										
4074	Reimbursements - Capria mobile app	\$35,104.00	\$39,600.00	\$34,500.00	\$34,500.00	\$35,707.50	mobile app reimbursement	2.18%										
4080	Investment Income	\$8,200.00	\$4,500.00	\$5,500.00	\$18,000.00	\$27,000.00	based on FY23 numbers	0.25%										
4090	Other Revenue	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		0.06%										
	TOTAL REVENUE	\$1,780,610.59	\$1,817,080.08	\$1,875,141.92	\$2,012,687.42	\$2,105,026.59		97.31%										
EXPENDITURES								Percentage of Expenditures										
5131	eResources - eRead Illinois	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		0.00%										
5010	other professionals	\$611,872.03	\$624,109.48	\$636,470.00	\$665,713.44	\$703,500.00		4%										
5010	other professionals merit	\$0.00	\$0.00	\$6,253.00	\$6,657.13	\$7,035.00		1%										
5020	support services	\$132,979.57	\$130,482.65	\$133,500.00	\$139,749.48	\$145,375.00		4%										
5020	support services merit	\$0.00	\$0.00	\$1,305.00	\$1,397.49	\$1,454.00		1%										
5030	Payroll taxes, SS taxes, fringe benefits	\$56,981.15	\$57,726.30	\$58,872.00	\$61,617.91	\$64,939.00		3.19%										
5030	Payroll taxes, SS taxes, fringe benefits Merit	\$0.00	\$0.00	\$578.00	\$616.18	\$650.00												
5040	Unemployment Insurance	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00		0.19%										
5050	Worker's Compensation insurance	\$1,442.00	\$1,581.65	\$1,629.10	\$1,720.00	\$2,100.00	adjusted up FY24 costs	0.09%										
5060	Retirement benefits	\$74,485.16	\$114,188.82	\$107,893.00	\$104,065.81	\$101,016.14	11.9% employer contribution	6.32%										
5060	Retirement benefits Merit			\$1,060.00	\$1,040.66	\$1,010.16		0.00%										
5070	Health, Dental, Life, Disability	\$134,950.72	\$138,373.52	\$157,108.92	\$170,861.58	\$184,624.44	10% increase FY25, Disability included, (disability: \$4,503 (FY25) for ST. LT included in IMRF)	7.66%										
5080	other fringe benefits	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	wellness plan, retirement gifts	0.06%										
5083	Tuition reimbursements	\$1,000.00	\$500.00	\$500.00	\$500.00	\$500.00		0.03%										
5084	Staff professional memberships	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	individual memberships to orgs	0.06%										
5140	Rent/Lease				\$0.00	\$0.00	BR, CV all costs											
5160	Property Insurance	\$1,700.00	\$1,700.00	\$2,500.00	\$2,500.00	\$2,800.00	Inland Marine Insurance (\$1,600.00)	0.09%										
5200	Fuel	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$1,500.00		0.11%										
5210	Repairs and maintenance	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00	Maintenance of vehicles, tires, replacement of vehicle parts, vehicle repairs, vehicle cleaning, and oil changes	0.17%										
5220	Vehicle Insurance	\$2,500.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	auto: one car	0.14%										

5230	Vehicle leasing and rent	\$1,000.00	\$500.00	\$500.00	\$500.00	\$500.00			0.03%									
5240	Other vehicle expenses	\$750.00	\$750.00	\$750.00	\$750.00	\$350.00	Ipasses, driver's license checks		0.04%									
5250	In-State Travel	\$6,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$7,000.00			0.28%									
5260	Out-of-State Travel	\$10,000.00	\$7,000.00	\$6,000.00	\$7,000.00	\$6,000.00	ALA, ILA, IUG, ARSL		0.39%									
5270	Registration & Meetings, Other fees	\$10,600.00	\$7,000.00	\$9,000.00	\$10,000.00	\$9,000.00	DA (\$4,000), AC (\$3,000), Staff Conferences (\$1,000), training registration (\$1000)		0.39%									
5280	Conferences and Continuing Education Meetings	\$25,000.00	\$5,000.00	\$5,000.00	\$15,000.00	\$5,000.00	PUG day remote											
5290	Public Relations	\$500.00	\$500.00	\$500.00	\$500.00	\$1,000.00			0.03%									
5300	Liability Insurance	\$6,000.00	\$6,500.00	\$7,500.00	\$11,400.00	\$11,400.00	D and O: \$3,740; Cyber: \$3100; General Liability and auto: 4500		0.36%									
5310	Computer, Software & Supplies	\$7,000.00	\$10,000.00	\$47,000.00	\$11,500.00	\$11,902.50	LMS \$5500; certs, \$2,000; CMS and libguides (\$4,000)		0.55%									
5310	Computer, Software & Supplies			\$65,000.00	\$18,986.00	\$19,209.75	IT equipment and software (NetNotify; windows 365 (email, shared storage, apps), other software											
5320	General Office Supplies and Equipment	\$200.00	\$200.00	\$200.00	\$2,500.00	\$2,000.00	chairs, misc office supplies		0.01%									
5380	Telephone & Telecommunications	\$0.00	\$0.00	\$4,300.00	\$5,500.00	\$9,650.97	reimburse telco working from home (including ATT hotspot), \$1,764 phone dialer		0.00%									
5400	Equipment Repair & Maintenance Agreements	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$2,000.00	maintenance on servers, FW maintenance		0.17%									
5410	Legal	\$10,000.00	\$10,000.00	\$7,000.00	\$7,000.00	\$3,500.00	reduced due to prior years expenditures		0.55%									
5420	Accounting	\$5,200.00	\$5,000.00	\$7,000.00	\$55,600.00	\$59,000.00	Audit contract (5K), actuary for retiree benefits study (2K). Rails accounting (\$1721.76)		0.00%									
5430	Consulting	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$3,000.00	RS summit (2.5K)		0.14%									
5435	Payroll services fees	\$6,020.40	\$6,249.18	\$6,500.00	\$8,000.00	\$9,000.00			0.35%									
5450	Information Service Costs	\$492,006.98	\$513,908.40	\$523,693.90	\$539,911.73	\$587,168.14	Innovative software maintenance, VEGA Discover, MARCIVE, OCLC fees (see info services spreadsheet) FY25: includes cloud based phone notifications(\$21,600 for softare, take \$10,000 install from existing cap reserves)		28.44%									
5450	Information Service Costs	\$27,950.00	\$39,600.00	\$34,500.00	\$34,500.00	\$35,707.50	special projects-Capira mobile app (reimbursed by participants)		2.19%									
5470	Outside Printing services	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00			0.06%									
5480	Other Contractual Services	\$79,880.30	\$91,710.08	\$75,529.00	\$85,600.00	\$95,633.99	innovative hosting (80,069.57), web server hosting and maintenance (\$6,000), web server support and enhancements (\$8,000)		5.08%									
5490	Depreciation	\$4,897.60	\$4,897.60	\$4,897.00	\$0.00	\$0.00	depreciation on cars		0.27%									
5500	Professional Association Membership Dues	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	IUG (\$200), WIUG (\$100), HRSource (\$1,040), ARSL (\$150), ILA (\$200)		0.11%									
5510	Miscellaneous	\$2,500.00	\$2,500.00	\$500.00	\$500.00	\$1,500.00			0.14%									
5520	Miscellaneous - E-Commerce Fees	\$7,000.00	\$5,500.00	\$5,500.00	\$5,500.00	\$5,500.00			0.30%									
	TOTAL EXPENDITURES	\$1,741,415.91	\$1,811,977.68	\$1,945,038.92	\$2,002,687.41	\$2,115,026.59												
	TOTAL EXPENDITURES LESS DEPRECIATION	\$1,736,518.31	\$1,807,080.08	\$1,940,141.92	\$2,002,687.41	\$2,115,026.59			99.72%									
	Exclusion of Depreciation from Cash Expenditures																	
	Change in net position	\$39,194.68	\$5,102.40	-\$69,897.00	\$10,000.00	-\$10,000.00	Take \$10,000 from cap reserves for phone dialer install											
	To Capital Reserves (Overage)	\$44,092.28	\$10,000.00	-\$65,000.00	\$10,000.00	-\$10,000.00	Reserves to phone notification install											

Fully Participating & Basic Online Library Fees, July 2023 to June 2025 - 3% wage increase, 1% Merit															
CIRC FORMULA - balance divided by 3			\$1,295,000												
USER FORMULA - balance divided by 3			\$314,682.10	/	4,358,085	Circs	=	\$0.07221							
ITEMS FORMULA - balance divided by 3			\$314,682.10	/	4,818,891	Items	=	\$0.06530							
LIBRARY FORMULA - \$3618 for FP; \$2533 for basic Capital Reserve: \$629 for FP; \$441 for Basic Hosting fee: \$550 for FP; \$385 for Basic			\$350,954.00	/	103	Libraries		\$350,954.00							
	FY24		Per		Per		Per	Per	CR	Hosting Fee	FY25	\$	%		
Library	total fees	Circs	Circ chg	Users	user chg	Items	item charge	library (5% increase)	Contribution (0 increase)	5% increase	total fees	Inc/Dec	Inc/Dec	Actual	Difference of round up & actual
Andalusia TL (AN)	\$4,675.00	6,645	\$479.84	378	\$349.01	11,978	\$782.18	\$2,533.00	\$441.00	\$385.00	\$4,970.00	\$295.00	6.31%	\$4,970.03	(\$0.03)
Bertolet ML (BM)	\$5,032.00	10,701	\$772.66	289	\$266.53	13,881	\$906.45	\$2,533.00	\$441.00	\$385.00	\$5,305.00	\$273.00	5.43%	\$5,304.64	\$0.36
Bourbonnais PL (BD)	\$19,264.00	89,114	\$6,434.63	7,229	\$6,674.32	36,805	\$2,403.43	\$3,618.00	\$629.00	\$550.00	\$20,309.00	\$1,045.00	5.42%	\$20,309.38	(\$0.38)
Bradley PL (BR)	\$13,967.00	44,431	\$3,208.18	3,477	\$3,210.67	46,299	\$3,023.41	\$3,618.00	\$629.00	\$550.00	\$14,239.00	\$272.00	1.95%	\$14,239.25	(\$0.25)
Byron PLD (BY)	\$15,257.00	57,947	\$4,184.17	3,333	\$3,077.71	58,416	\$3,814.65	\$3,618.00	\$629.00	\$550.00	\$15,874.00	\$617.00	4.04%	\$15,873.53	\$0.47
Charles B. Phillips PL (Newark) (CP)	\$7,458.00	15,033	\$1,085.46	711	\$656.48	19,398	\$1,266.72	\$3,618.00	\$629.00	\$550.00	\$7,806.00	\$348.00	4.67%	\$7,805.66	\$0.34
Cherry Valley PL (CH)	\$19,631.00	99,201	\$7,162.93	3,918	\$3,617.54	78,698	\$5,139.10	\$3,618.00	\$629.00	\$550.00	\$20,717.00	\$1,086.00	5.53%	\$20,716.57	\$0.43
Clinton Township PLD (CT)	\$7,187.00	14,270	\$1,030.36	581	\$536.44	15,099	\$985.97	\$3,618.00	\$629.00	\$550.00	\$7,350.00	\$163.00	2.27%	\$7,349.78	\$0.22
Coal City PL (CC)	\$18,279.00	82,330	\$5,944.79	4,280	\$3,951.47	71,063	\$4,640.56	\$3,618.00	\$629.00	\$550.00	\$19,334.00	\$1,055.00	5.77%	\$19,333.82	\$0.18
Colona District Library (CL)	\$9,734.00	23,506	\$1,697.31	2,186	\$2,018.67	25,704	\$1,678.54	\$3,618.00	\$629.00	\$550.00	\$10,192.00	\$458.00	4.71%	\$10,191.52	\$0.48
Cordova PL (CO)	\$6,668.00	10,198	\$736.39	400	\$369.32	15,996	\$1,044.57	\$3,618.00	\$629.00	\$550.00	\$6,947.00	\$279.00	4.18%	\$6,947.28	(\$0.28)
Cortland PL (CN)	\$9,777.00	34,059	\$2,459.28	1,034	\$954.40	27,724	\$1,810.40	\$3,618.00	\$629.00	\$550.00	\$10,021.00	\$244.00	2.50%	\$10,021.08	(\$0.08)
Creston-Dement PL (CR)	\$4,818.00	6,061	\$437.62	275	\$253.91	15,480	\$1,010.87	\$2,533.00	\$441.00	\$385.00	\$5,061.00	\$243.00	5.04%	\$5,061.40	(\$0.40)
DeKalb PL (DK)	\$39,311.00	164,957	\$11,910.99	15,909	\$14,688.67	151,399	\$9,886.64	\$3,618.00	\$629.00	\$550.00	\$41,283.00	\$1,972.00	5.02%	\$41,283.31	(\$0.31)
Earlville PL (EA)	\$5,926.00	14,124	\$1,019.82	663	\$612.16	19,681	\$1,285.23	\$2,533.00	\$441.00	\$385.00	\$6,276.00	\$350.00	5.91%	\$6,276.20	(\$0.20)
East Dubuque PL (EP)	\$8,101.00	17,135	\$1,237.26	990	\$914.39	23,220	\$1,516.33	\$3,618.00	\$629.00	\$550.00	\$8,465.00	\$364.00	4.49%	\$8,464.97	\$0.03
East Moline PL (EM)	\$17,563.00	60,325	\$4,355.88	5,471	\$5,051.75	62,091	\$4,054.65	\$3,618.00	\$629.00	\$550.00	\$18,259.00	\$696.00	3.96%	\$18,259.28	(\$0.28)
Elizabeth TL (EL)	\$6,109.00	5,414	\$390.93	352	\$325.01	13,899	\$907.61	\$3,618.00	\$629.00	\$550.00	\$6,421.00	\$312.00	5.11%	\$6,420.54	\$0.46
Ella Johnson Memorial PL (EJ)	\$19,835.00	86,380	\$6,237.20	7,013	\$6,475.50	57,212	\$3,736.04	\$3,618.00	\$629.00	\$550.00	\$21,246.00	\$1,411.00	7.11%	\$21,245.74	\$0.26
Erie PL (ER)	\$7,422.00	10,718	\$773.93	751	\$693.10	24,118	\$1,574.93	\$3,618.00	\$629.00	\$550.00	\$7,839.00	\$417.00	5.62%	\$7,838.96	\$0.04
Flagg-Rochelle PLD (FL)	\$12,674.00	30,838	\$2,226.73	3,524	\$3,253.45	44,845	\$2,928.46	\$3,618.00	\$629.00	\$550.00	\$13,206.00	\$532.00	4.20%	\$13,205.63	\$0.37
Fossil Ridge PL (Braidwood) (FR)	\$14,013.00	45,694	\$3,299.43	3,999	\$3,692.33	42,325	\$2,763.92	\$3,618.00	\$629.00	\$550.00	\$14,553.00	\$540.00	3.85%	\$14,552.67	\$0.33
Franklin Grove PLD (FG)	\$6,555.00	8,047	\$581.02	383	\$353.94	18,169	\$1,186.47	\$3,618.00	\$629.00	\$550.00	\$6,918.00	\$363.00	5.54%	\$6,918.43	(\$0.43)
Freeport PLD (FP)	\$26,344.00	92,465	\$6,676.60	8,183	\$7,555.47	115,895	\$7,568.15	\$3,618.00	\$629.00	\$550.00	\$26,597.00	\$253.00	0.96%	\$26,597.21	(\$0.21)
Galena PLD (GA)	\$9,532.00	31,690	\$2,288.22	1,468	\$1,355.73	24,989	\$1,631.85	\$3,618.00	\$629.00	\$550.00	\$10,073.00	\$541.00	5.68%	\$10,072.80	\$0.20
Geneseo PL (GP)	\$16,854.00	58,823	\$4,247.38	4,020	\$3,712.02	69,008	\$4,506.34	\$3,618.00	\$629.00	\$550.00	\$17,263.00	\$409.00	2.43%	\$17,262.75	\$0.25
Genoa PL (GE)	\$8,831.00	22,725	\$1,640.87	1,338	\$1,235.08	23,352	\$1,524.95	\$3,618.00	\$629.00	\$550.00	\$9,198.00	\$367.00	4.16%	\$9,197.90	\$0.10
Grant Park PL (GR)	\$4,220.00	3,345	\$241.53	232	\$214.52	9,673	\$1,011.66	\$2,533.00	\$441.00	\$385.00	\$4,447.00	\$227.00	5.38%	\$4,446.71	\$0.29
Graves-Hume PL (Mendota) (GV)	\$10,625.00	29,601	\$2,137.36	1,951	\$1,801.38	36,189	\$2,363.18	\$3,618.00	\$629.00	\$550.00	\$11,099.00	\$474.00	4.46%	\$11,098.93	\$0.07
Hanover TL (HN)	\$4,444.00	4,082	\$294.75	280	\$258.22	10,135	\$661.83	\$2,533.00	\$441.00	\$385.00	\$4,574.00	\$130.00	2.93%	\$4,573.80	\$0.20
Harvard Diggins PL (HR)	\$12,437.00	27,458	\$1,982.65	2,868	\$2,648.06	50,743	\$3,313.63	\$3,618.00	\$629.00	\$550.00	\$12,741.00	\$304.00	2.44%	\$12,741.34	(\$0.34)
Henry C Adams ML (HE)	\$4,993.00	5,127	\$370.18	652	\$602.00	14,406	\$940.74	\$2,533.00	\$441.00	\$385.00	\$5,272.00	\$279.00	5.59%	\$5,271.92	\$0.08
Highland Community College (HC)	\$9,191.00	4,039	\$291.64	1,160	\$1,071.35	51,087	\$3,336.09	\$3,618.00	\$629.00	\$550.00	\$9,496.00	\$305.00	3.32%	\$9,496.09	(\$0.09)
Hinckley PLD (HK)	\$8,034.00	20,903	\$1,509.36	895	\$826.67	20,183	\$1,318.01	\$3,618.00	\$629.00	\$550.00	\$8,451.00	\$417.00	5.19%	\$8,451.04	(\$0.04)
Homer PL (HD)	\$30,104.00	126,546	\$9,137.47	14,311	\$13,213.83	95,111	\$6,210.94	\$3,618.00	\$629.00	\$550.00	\$33,359.00	\$3,255.00	10.81%	\$33,359.24	(\$0.24)
Ida PL (Belvedere) (BL)	\$22,192.00	82,959	\$5,990.20	8,714	\$8,045.74	73,272	\$4,784.81	\$3,618.00	\$629.00	\$550.00	\$23,618.00	\$1,426.00	6.43%	\$23,617.76	\$0.24
Johnsburg PL (JO)	\$13,150.00	38,188	\$2,757.45	3,387	\$3,127.57	47,527	\$3,103.58	\$3,618.00	\$629.00	\$550.00	\$13,786.00	\$636.00	4.84%	\$13,785.59	\$0.41
Joliet Township HS (JC)	\$12,352.00	12,317	\$889.37	6,779	\$6,259.13	19,711	\$1,287.14	\$3,618.00	\$629.00	\$550.00	\$13,233.00	\$881.00	7.13%	\$13,232.64	\$0.36
Julia Hull PL (Stillman Valley) (JH)	\$10,569.00	35,601	\$2,570.62	1,821	\$1,681.35	32,152	\$2,099.60	\$3,618.00	\$629.00	\$550.00	\$11,149.00	\$580.00	5.49%	\$11,148.58	\$0.42
Kankakee PL (KK)	\$18,829.00	47,395	\$3,422.20	5,389	\$4,976.04	81,957	\$5,351.96	\$3,618.00	\$629.00	\$550.00	\$18,547.00	-\$282.00	-1.50%	\$18,547.20	(\$0.20)
LaSalle PL (LS)	\$12,601.00	24,026	\$1,734.81	2,427	\$2,240.88	61,043	\$3,986.19	\$3,618.00	\$629.00	\$550.00	\$12,759.00	\$158.00	1.25%	\$12,758.88	\$0.12
Lena CL (LE)	\$7,679.00	21,671	\$1,564.76	876	\$808.82	17,324	\$1,131.31	\$3,618.00	\$629.00	\$550.00	\$8,302.00	\$623.00	8.11%	\$8,301.89	\$0.11
Limestone PL (LI)	\$8,278.00	15,059	\$1,087.36	1,493	\$1,378.51	23,828	\$1,556.01	\$3,618.00	\$629.00	\$550.00	\$8,819.00	\$541.00	6.54%	\$8,818.87	\$0.13
Lostant Community Public	\$3,936.00	720	\$51.99	64	\$59.09	6,819	\$445.29	\$2,533.00	\$441.00	\$385.00	\$3,915.00	-\$21.00	-0.53%	\$3,915.37	(\$0.37)
Malta Township PL (ML)	\$6,359.00	7,362	\$531.56	499	\$460.43	13,142	\$858.22	\$3,618.00	\$629.00	\$550.00	\$6,647.00	\$288.00	4.53%	\$6,647.20	(\$0.20)
Manhattan PL (MT)	\$18,272.00	85,168	\$6,149.68	6,201	\$5,725.15	53,559	\$3,497.52	\$3,618.00	\$629.00	\$550.00	\$20,169.00	\$1,897.00	10.38%	\$20,169.36	(\$0.36)
Manteno PL (MN)	\$15,614.00	51,861	\$3,744.73	3,759	\$3,470.42	60,929	\$3,978.75	\$3,618.00	\$629.00	\$550.00	\$15,991.00	\$377.00	2.41%	\$15,990.90	\$0.10
Maple Park PL (MP)	\$5,889.00	4,016	\$290.01	372	\$343.16	11,605	\$757.81	\$3,618.00	\$629.00	\$550.00	\$6,188.00	\$299.00	5.08%	\$6,187.98	\$0.02
Marengo-Union	\$16,931.00	60,834	\$4,392.59	4,160	\$3,841.29	62,064	\$4,052.91	\$3,618.00	\$629.00	\$550.00	\$17,084.00	\$153.00	0.90%	\$17,083.78	\$0.22
Marseilles PL (MB)	\$6,219.00	12,208	\$881.52	684	\$631.55	25,856	\$1,688.44	\$2,533.00	\$441.00	\$385.00	\$6,561.00	\$342.00	5.50%	\$6,560.51	\$0.49
Meridian Schools (Stillman Valley) (MS)	\$10,624.00	32,242	\$2,328.06	1,798	\$1,660.12	37,449	\$2,445.46	\$3,618.00	\$629.00	\$550.00	\$11,231.00	\$607.00	5.71%	\$11,230.64	\$0.36
Mokena PL (MK)	\$22,316.00	84,305	\$6,087.37	7,340	\$6,777.11	82,012	\$5,355.55	\$3,618.00	\$629.00	\$550.00	\$23,017.00	\$701.00	3.14%	\$23,017.03	(\$0.03)
Moline PL (MX)	\$41,975.00	182,489	\$13,176.92	15,200	\$14,034.35	187,050	\$12,214.67	\$3,618.00	\$629.00	\$550.00	\$44,223.00	\$2,248.00	5.36%	\$44,222.94	\$0.06
Morris Area PL (MR)	\$17,491.00	66,678	\$4,814.61	5,804	\$5,359.21	47,339	\$3,091.30	\$3,618.00	\$629.00	\$550.00	\$18,062.00	\$571.00	3.26%	\$18,062.12	(\$0.12)
Mt. Carroll (MO)	\$5,781.00	1,639	\$118.35	778	\$718.34	11,399	\$1,134.37	\$2,533.00	\$441.00	\$385.00	\$4,940.00	-\$841.00	-14.55%	\$4,940.06	(\$0.06)
Mt. Morris PL (MM)	\$6,501.00	12,846	\$927.56	802	\$740.19	25,465	\$1,662.93	\$2,533.00	\$441.00	\$385.00	\$6,690.00	\$189.00	2.91%	\$6,689.68	\$0.32
New Lenox PL (NL)	\$36,663.00	183,722	\$13,265.92	12,743	\$11,765.46	142,827	\$9,326.86	\$3,618.00	\$629.00	\$550.00	\$39,155.00	\$2,492.00	6.80%	\$39,155.24	(\$0.24)
Nippersink PL (KR)	\$13,288.00	46,112	\$3,329.59	2,897	\$2,674.84	50,592	\$3,303.73	\$3,618.00	\$629.00	\$550.00	\$14,105.00	\$817.00	6.15%	\$14,105.15	(\$0.15)
North Chicago (NC)	\$12,324.00	6,429	\$464.22	3,056	\$2,821.64	52,879	\$3,453.09	\$3,618.00	\$629.00	\$550.00	\$11,536.00	-\$788.00	-6.39%	\$11,535.95	\$0.05
North Suburban LD (LP)	\$57,696.00	273,977	\$19,782.92	19,225	\$17,750.99	286,610	\$18,716.14	\$3,618.00	\$629.00	\$550.00	\$61,047.00	\$3,351.00	5.81%	\$61,047.05	(\$0.05)
Odell PL (OD)	\$9,340.														

Peru PL (PU)	\$13,060.00	49,212	\$3,553.43	2,760	\$2,548.65	39,560	\$2,583.36	\$3,618.00	\$629.00	\$550.00	\$13,482.00	\$422.00	3.23%	\$13,482.44	(\$0.44)
Plano Community PL (PD)	\$16,309.00	59,890	\$4,324.47	4,752	\$4,387.89	57,650	\$3,764.65	\$3,618.00	\$629.00	\$550.00	\$17,274.00	\$965.00	5.92%	\$17,274.01	(\$0.01)
Plano CUSD (PX)	\$11,263.00	20,282	\$1,464.49	3,116	\$2,876.73	34,482	\$2,251.74	\$3,618.00	\$629.00	\$550.00	\$11,390.00	\$127.00	1.13%	\$11,389.96	\$0.04
Polo PLD (PO)	\$6,054.00	13,553	\$978.59	1,191	\$1,099.67	14,342	\$936.56	\$2,533.00	\$441.00	\$385.00	\$6,374.00	\$320.00	5.29%	\$6,373.81	\$0.19
Princeton PL (PR)	\$14,497.00	40,345	\$2,913.17	2,869	\$2,648.68	75,066	\$4,901.92	\$3,618.00	\$629.00	\$550.00	\$15,261.00	\$764.00	5.27%	\$15,260.77	\$0.23
Princeton Township HS (PF)	\$4,401.00	2,069	\$149.42	626	\$577.69	6,830	\$446.01	\$2,533.00	\$441.00	\$385.00	\$4,532.00	\$131.00	2.98%	\$4,532.12	(\$0.12)
Prophetstown-Lyndon-Tampico Schools (TW)	\$6,746.00	20,538	\$1,482.95	1,009	\$931.93	20,857	\$1,362.00	\$2,533.00	\$441.00	\$385.00	\$7,136.00	\$390.00	5.78%	\$7,135.88	\$0.12
Putnam County Schools (UC)	\$5,851.00	4,183	\$302.06	520	\$480.43	10,630	\$694.16	\$3,618.00	\$629.00	\$550.00	\$6,274.00	\$423.00	7.23%	\$6,273.65	\$0.35
Putnam County PL (UE)	\$9,900.00	27,040	\$1,952.46	1,367	\$1,261.86	32,209	\$2,103.28	\$3,618.00	\$629.00	\$550.00	\$10,115.00	\$215.00	2.17%	\$10,114.61	\$0.39
Reddick PL (Ottawa) (RL)	\$20,108.00	95,938	\$6,927.35	4,904	\$4,527.92	64,437	\$4,207.85	\$3,618.00	\$629.00	\$550.00	\$20,460.00	\$352.00	1.75%	\$20,460.12	(\$0.12)
Richard A Mautino PL (MA)	\$7,592.00	14,458	\$1,043.94	1,168	\$1,078.74	33,599	\$2,194.10	\$2,533.00	\$441.00	\$385.00	\$7,676.00	\$84.00	1.11%	\$7,675.77	\$0.23
River Valley DL (RD)	\$11,507.00	40,253	\$2,906.50	1,614	\$1,490.23	42,490	\$2,774.65	\$3,618.00	\$629.00	\$550.00	\$11,968.00	\$461.00	4.01%	\$11,968.38	(\$0.38)
Robert R Jones DL (CV)	\$10,711.00	21,718	\$1,568.18	2,227	\$2,055.91	40,600	\$2,651.25	\$3,618.00	\$629.00	\$550.00	\$11,072.00	\$361.00	3.37%	\$11,072.34	(\$0.34)
Robert Rowe PL (Sheridan) (RO)	\$7,168.00	11,584	\$836.44	843	\$778.35	17,610	\$1,149.99	\$3,618.00	\$629.00	\$550.00	\$7,562.00	\$394.00	5.50%	\$7,561.78	\$0.22
Rock Island PL (RP)	\$33,837.00	128,785	\$9,299.09	12,721	\$11,745.15	144,676	\$9,447.58	\$3,618.00	\$629.00	\$550.00	\$35,289.00	\$1,452.00	4.29%	\$35,288.82	\$0.18
Rockford University (RU)	\$14,138.00	1,339	\$96.66	1,198	\$1,105.82	134,881	\$8,807.97	\$3,618.00	\$629.00	\$550.00	\$14,807.00	\$669.00	4.73%	\$14,807.45	(\$0.45)
Sandwich PLD (SA)	\$11,379.00	27,873	\$2,012.59	2,613	\$2,412.31	38,985	\$2,545.79	\$3,618.00	\$629.00	\$550.00	\$11,768.00	\$389.00	3.42%	\$11,767.68	\$0.32
Schmaling ML (SC)	\$6,749.00	19,627	\$1,417.22	853	\$787.89	25,386	\$1,657.75	\$2,533.00	\$441.00	\$385.00	\$7,222.00	\$473.00	7.01%	\$7,221.87	\$0.13
Seneca PL (SE)	\$11,231.00	16,185	\$1,168.69	1,528	\$1,410.51	67,617	\$4,415.53	\$3,618.00	\$629.00	\$550.00	\$11,792.00	\$561.00	5.00%	\$11,791.73	\$0.27
Serena Schools (CF)	\$5,449.00	9,253	\$668.10	685	\$632.47	17,085	\$1,115.68	\$2,533.00	\$441.00	\$385.00	\$5,775.00	\$326.00	5.98%	\$5,775.25	(\$0.25)
Sherrard PL (SD)	\$9,779.00	33,880	\$2,446.36	1,412	\$1,304.02	30,018	\$1,960.25	\$3,618.00	\$629.00	\$550.00	\$10,508.00	\$729.00	7.45%	\$10,507.63	\$0.37
Silvis PL (SL)	\$10,254.00	28,010	\$2,022.53	2,742	\$2,532.03	16,508	\$1,077.98	\$3,618.00	\$629.00	\$550.00	\$10,430.00	\$176.00	1.72%	\$10,429.54	\$0.46
Somonauk PL (SN)	\$13,167.00	42,091	\$3,039.27	3,086	\$2,849.34	45,297	\$2,957.97	\$3,618.00	\$629.00	\$550.00	\$13,644.00	\$477.00	3.62%	\$13,643.58	\$0.42
South Beloit PLD (SB)	\$8,192.00	17,881	\$1,291.10	1,292	\$1,192.61	18,651	\$1,217.94	\$3,618.00	\$629.00	\$550.00	\$8,499.00	\$307.00	3.75%	\$8,498.66	\$0.34
Stockton TL (SK)	\$5,642.00	10,978	\$792.71	491	\$453.65	18,878	\$1,232.77	\$2,533.00	\$441.00	\$385.00	\$5,838.00	\$196.00	3.47%	\$5,838.13	(\$0.13)
Streator PL (SR)	\$10,831.00	24,070	\$1,738.01	2,252	\$2,078.99	41,698	\$2,722.93	\$3,618.00	\$629.00	\$550.00	\$11,337.00	\$506.00	4.67%	\$11,336.93	\$0.07
Sycamore PL (SY)	\$24,801.00	138,751	\$10,018.75	6,151	\$5,678.99	83,899	\$5,478.77	\$3,618.00	\$629.00	\$550.00	\$25,974.00	\$1,173.00	4.73%	\$25,973.51	\$0.49
Talcott Free PL (TF)	\$14,233.00	52,863	\$3,817.05	3,257	\$3,007.23	52,084	\$3,401.18	\$3,618.00	\$629.00	\$550.00	\$15,022.00	\$789.00	5.54%	\$15,022.46	(\$0.46)
Three Rivers PL (Channahon/Minooka) (TC)	\$24,827.00	106,343	\$7,678.66	8,899	\$8,216.56	82,107	\$5,361.75	\$3,618.00	\$629.00	\$550.00	\$26,054.00	\$1,227.00	4.94%	\$26,053.97	\$0.03
United Township HS (E. Moline) (UT)	\$10,048.00	18,396	\$1,328.29	2,528	\$2,334.44	34,426	\$2,248.10	\$3,618.00	\$629.00	\$550.00	\$10,708.00	\$660.00	6.57%	\$10,707.83	\$0.17
Walnut PLD (WA)	\$4,973.00	7,645	\$551.99	432	\$398.87	12,907	\$842.85	\$2,533.00	\$441.00	\$385.00	\$5,153.00	\$180.00	3.62%	\$5,152.72	\$0.28
Warren Township PL (WR)	\$4,929.00	8,792	\$634.82	427	\$394.25	13,005	\$849.23	\$2,533.00	\$441.00	\$385.00	\$5,237.00	\$308.00	6.25%	\$5,237.30	(\$0.30)
Western Dist PL (Orion) (WD)	\$7,978.00	17,670	\$1,275.86	1,278	\$1,179.99	15,287	\$998.29	\$3,618.00	\$629.00	\$550.00	\$8,251.00	\$273.00	3.42%	\$8,251.15	(\$0.15)
Wilmington PL (WL)	\$14,236.00	53,996	\$3,898.89	3,353	\$3,095.87	47,677	\$3,113.41	\$3,618.00	\$629.00	\$550.00	\$14,905.00	\$669.00	4.70%	\$14,905.17	(\$0.17)
Winnebago PL (WP)	\$13,895.00	34,259	\$2,473.72	4,682	\$4,322.95	50,894	\$3,323.47	\$3,618.00	\$629.00	\$550.00	\$14,917.00	\$1,022.00	7.36%	\$14,917.14	(\$0.14)
Woodstock PL (WO)	\$37,166.00	164,558	\$11,882.13	13,025	\$12,026.14	166,904	\$10,899.15	\$3,618.00	\$629.00	\$550.00	\$39,604.00	\$2,438.00	6.56%	\$39,604.43	(\$0.43)
Yorkville PL (YK)	\$20,074.00	79,480	\$5,738.95	6,735	\$6,218.82	77,604	\$5,067.66	\$3,618.00	\$629.00	\$550.00	\$21,822.00	\$1,748.00	8.71%	\$21,822.42	(\$0.42)
TOTALS	\$1,346,978.00	4,358,085	\$314,682.10	340,819	\$314,682.10	4,818,891	\$314,682.10	\$350,954.00	\$61,027.00	\$53,350.00	\$1,409,377.00	\$62,399.00	4.35%	\$1,409,377.31	(\$0.31)
								\$1,295,000.31							
*Actual amount to be billed to library															
65%/35% split		Circs		Users		Items		Per library	Reserves	Hosting					
Hampton School District		6,438	\$464.90	885	\$817.05	12,049	\$786.84	\$1,266.30	\$220.15	\$192.50	\$3,747.74				
United Township HS		11,957	\$863.39	1,643	\$1,517.39	22,377	\$1,461.27	\$2,351.70	\$408.85	\$357.50	\$6,960.09				
		18,396	\$1,328.29	2,528	\$2,334.44	34,426	\$2,248.10	\$3,618.00	\$629.00	\$550.00	\$10,707.83				

PrairieCat Annual Billing for Union List Members

LLSAP Code	Agency	Phone	Staff Name	Staff Email	Base Fee FY25	CR Contribution	Total Due	
AA	Annawan-Alba Township Library	309-935-6483	Michele Thurston	thurstonm2003@gmail.com	\$904.50	\$157.00	\$1,061.50	
AL	Alleman High School	309-786-7793	Nancy Morris	ncmorris@qconline.com	\$904.50	\$157.00	\$1,061.50	
BC	Boylan Central Catholic High School	815-877-1088	Angela Long	along@boylan.org	\$904.50	\$157.00	\$1,061.50	
BV	Bureau Valley School District 340	815-445-4004	Mary Heing	mheing@bureauvalley.net	\$904.50	\$157.00	\$1,061.50	
BF	Byron CUSD #226	815.234.5491 ext. 241	Jill Smith	jsmith1@byron226.org	\$904.50	\$157.00	\$1,061.50	
CY	Chadwick-Milledgeville C.U.S.D. #399	815-225-7141 x245	Lisa Richter	lrichter@dist399.net	\$904.50	\$157.00	\$1,061.50	
DB	Dakota C.U.S.D. #201	815-449-2812 x184	Michele Shippy	mshippy@dakota201.com	\$904.50	\$157.00	\$1,061.50	
EO	Eastland C.U.S.D. #308	815-493-6341	Erin Cox (formerly	ecox@eastland308.com	\$904.50	\$157.00	\$1,061.50	
FO	Forreton Public Library	815-938-2624	Julie Voss	forretonpubliclibrary@gmail.com	\$904.50	\$157.00	\$1,061.50	
GK	Genoa-Kingston C.U.S.D. #424	815-784-5111 x1140	Tara Wilkins	twilkins@gkschools.org	\$904.50	\$157.00	\$1,061.50	
GL	Galena Unit S.D. #120	815-777-0917	Anne Huber	huberan@gusd120.k12.il.us	\$904.50	\$157.00	\$1,061.50	
HI	Moore Memorial Library District	309-658-2666	Carrie Wisley	library.hillsdale@gmail.com	\$904.50	\$157.00	\$1,061.50	
HW	Hiawatha C.U.S.D. #426	815-522-3335 x24 or	Angie Messenger	angela.messenger@hiawatha426.org	\$904.50	\$157.00	\$1,061.50	
KI	Kirkland Public Library	815-522-6260	Linda Fett	kirklandlib@hotmail.com	\$904.50	\$157.00	\$1,061.50	
LN	Lanark Public Library	815-493-2166	Janie Dollinger	lanarklibrary1@gmail.com	\$904.50	\$157.00	\$1,061.50	
MG	Mineral Gold Public Library District	309-288-3971	Connie Baele	minerallibrary@mchsi.com	\$904.50	\$157.00	\$1,061.50	
MI	Mills & Petrie Memorial Library	815-453-2213	Linda Dallam	library@ashtonusa.com	\$904.50	\$157.00	\$1,061.50	
MV	Moline School District #40	309-743-8902	Carolyn Mesick	cmesick@molineschools.org	\$904.50	\$157.00	\$1,061.50	
MY	Mazon-Verona-Kinsman Elementary SD	815-448-2127	Ralph Rowe, Jr.	rrowejr@mvkmavericks.org	\$904.50	\$157.00	\$1,061.50	
PB	Polo C.U.S.D. #222	815-946-3314	Carrie Ukena	c.ukena@poloschools.net	\$904.50	\$157.00	\$1,061.50	
PK	Pankhurst Memorial Library	815-887-3925	Emily Goff	pmlambo@gmail.com	\$904.50	\$157.00	\$1,061.50	
PL	Pearl City C.U.S.D. #200	815-443-2715	Randy Welp	rwelp@pcwolves.net	\$904.50	\$157.00	\$1,061.50	
PS	Pecatonica C.U.S.D. #321	815-239-2611x1330	Brenda Townsend	brendatownsend@pecschools.com	\$904.50	\$157.00	\$1,061.50	
RA	Raymond A. Sapp Memorial Library	815-699-2342	Vanessa Zimmerlein	rasapplib@gmail.com	\$904.50	\$157.00	\$1,061.50	
RH	River Bend Community Unit School District 2	815-589-3511	Amy Heyvaert	aheyvaert@riverbendschools.net	\$904.50	\$157.00	\$1,061.50	
RI	Rock Island School District #41	309-793-5950 ex.1139	Mary Mendelin	mary.mendelin@rimsd41.org	\$904.50	\$157.00	\$1,061.50	
RV	River Ridge C.U.S.D. #210	815-858-9005 x320	Judy Tippett	jtippett@riverridge210.org	\$904.50	\$157.00	\$1,061.50	
RW	Rochelle Twp. H.S. Dist. #212	815-562-4161 x4112	Ann Marie Jinkins	ajinkins@rths.rochelle.net	\$904.50	\$157.00	\$1,061.50	
RY	Rockridge School District #300	309-795-1736	Jacqy Peterson	jpeterson@rr300.org	\$904.50	\$157.00	\$1,061.50	
SH	Sheffield Public Library	815-454-2628	Sue Lanxon	sheffieldlib@yahoo.com	\$904.50	\$157.00	\$1,061.50	
SM	Scales Mound C.U.S.D. #211	815-845-2215x320	Hannah Wiegel	hannahwiegel@scalesmound.net	\$904.50	\$157.00	\$1,061.50	
TR	Trinity Medical Center	309-779-2603	Amanda Smolenski	amanda.smolenski@trinitycollegeqc.edu	\$904.50	\$157.00	\$1,061.50	
WC	Warren C.U.S.D. #205	815-745-2641	Sarah Harbach	sarah.harbach@205warren.net	\$904.50	\$157.00	\$1,061.50	
WN	Winnebago C.U.S.D. #323	815-335-2336 x117	Staci Thompson	ThompsonS@winnebagoschools.org	\$904.50	\$157.00	\$1,061.50	
YT	York Township Public Library	815-259-2480	Deeann Kramer	director@thomsonlibrary.org	\$904.50	\$157.00	\$1,061.50	
					\$31,658	\$5,495	\$37,152.50	

Remote-Work Conduct Policy

As our workforce continues to operate with all employees working at remote locations, the following expectations for employees are being clarified to avoid issues that may cause disruption to the workday and/or during virtual meetings.

General Expectations

- Remote employees are expected to be available and communicative during scheduled work hours.
- PrairieCat work rules and other policies continue to apply to offsite work locations.
- Consumption of alcohol, cannabis and controlled substances during work hours is never acceptable.
- Employees should seek a quiet and distraction-free working space, to the extent possible.
- Employees are expected to maintain their workspace in a safe manner, free from safety hazards.
- PrairieCat will provide employees with appropriate computer hardware and software, office equipment and supplies. Such equipment remains property of PrairieCat.
- Employees must arrange for child/elder care during working hours.
- **If you intend to work from a location that is not your remote location and outside of our service area, you must clear this with your supervisor and the Director first. Working from a remote area outside of the PrairieCat service area is permissible on special occasions and for a specific delimited time. Preapproval is required.**

Virtual Meetings

- While distractions are often unavoidable, try to keep them to a minimum. No music or television in the background during meetings.
- Keep yourself muted during video or audio conferencing unless you are speaking.
- Turning on video is encouraged but not required.
- Avoid eating a meal during a virtual meeting unless invited to do so by the meeting host.
- Smoking or vaping is not permitted during a video conference.
- Casual dress is acceptable; however, use discretion. No sleeveless tops, pajamas or other apparel that would not be appropriate to wear outside of your home.
- Avoid multi-tasking. Give your full attention to the meeting as if you were face to face.

Workers' compensation does not apply to injuries to any third parties or members of the employee's family on the employee's premises. In the event of a job-related injury, you should report the incident to your supervisor as soon as possible.

We appreciate the effort that all our employees have shown in the transition to remote work, and we

hope these guidelines help to clarify PrairieCat's expectations when teleworking.

While gentle reminders may be all that is necessary in some circumstances, egregious or continued violations of these expectations and/or other PrairieCat policies will result in disciplinary action.

Use of person bandwidth from staff's home will be reimbursed to the staff member. The amount of reimbursement will be pro-rated based on working hours, and staff must submit their bills on a monthly basis to receive reimbursement. If the staff member prefers, or if the staff member's home location cannot provide sufficient bandwidth for job duties, a mobile hotspot will be provided to that staff member. If a mobile hotspot will not function sufficiently from a staff member's home, a third party officing arrangement, such as at a member library, will be discussed. Staff will be provided with necessary office supplies and equipment. Reimbursement for the use of other employee-owned equipment will be considered on a case-by-case basis. If a staff member has questions about a specific reimbursement, please bring the question to your supervisor.

Performance Reviews/Salary Adjustments

Performance reviews are normally conducted on a yearly basis or more frequently if recommended by the employee's supervisor. They are designed to provide communication between the employee and supervisor on the employee's job performance. The review also serves as an objective basis for pay adjustment recommendations. However, a pay adjustment does not necessarily result from a performance review. Pay adjustments will be approved by the Director and normally take place in conjunction with PRAIRIECAT's fiscal year, which begins July 1.

An employee with an annual compensation above the approved pay scale after regular annual salary increases, is "Red-Circled". To create an equal and consistent pay structure, any percentage amount over the top of the pay scale for that year will be awarded to the employee in a lump sum payment on the first payroll after the salary increases go into effect. This will also include any merit increases that are awarded and earned by the employee.



PrairieCat Delegates Assembly

January 31, 2024

10:30 a.m. – 12:00 p.m.

In person at North Suburban Library District, Loves Park, 6340 N. Second Street, Loves Park, IL

Online via Zoom

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

https://prairiecat-org.zoom.us/webinar/register/WN_eCsWEF7PRJmNab8EN1YRAw#/registration

Agenda

The Delegates Assembly will meet on Wednesday, January 31, 10:30 a.m. – 12:00 p.m. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

PUBLIC COMMENT: Public comments may be submitted via email to:

carolyn.coulter@prairiecat.org at least two hours before the beginning of the meeting.

- I. Call to order and welcome
- II. Introductions and welcome new delegates or alternates
- III. Introduction of Guests
- IV. Review of agenda for additions/changes
- V. Public Comments via Zoom Meeting
- VI. Consent Agenda
 - a. Approve minutes for Oct. 18, 2023, PrairieCat Delegates Assembly meeting.
 - b. Central Site report including financial and statistical reports.
- VII. Administrative Council Report
 - a. Finance Committee Report – report from 12/21/23
 - b. Resource Sharing Committee Report – No report.
- VIII. PrairieCat Membership Update, Training and Outreach report
- IX. Review, PrairieCat draft FY25 budget and fees
- X. Discussion, book recycling process among libraries
- XI. Presentations: North Suburban Library District locker program
 - I. Public Comments via previously submitted email (see above), in person or online.
 - II. Adjournment
- III. Next regularly scheduled meeting, April 24, 2024, Senica's Oak Ridge Golf Club, LaSalle, IL and online via Zoom.