



**PrairieCat Administrative Council
Agenda
March 1st, 2024**

The Council will meet on Friday, March 1st, 2024, 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
- II. Introduction of Visitors and Public Comments
- III. Review Agenda for Additions/Changes
- IV. Consent Agenda (pp. 2-15)
 - a. Approve minutes for February 9th, 2024, PrairieCat Administrative Council meeting.
 - b. Approve financial report for January 2024
 - 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. Appoint nominating committee members for upcoming elections.
 - b. Membership compliance Review (pp. 16-19)
 - c. Review Delegates Assembly attendance (pp. 20-21)
 - d. ACTION: Approve changes to the IGA App B (pp. 22-30)
 - e. ACTION: Approve changes to the Paid Leave for All Workers Policy of the employee handbook (pp. 31-36)
 - f. Review Oglesby IGA for stepping down from fully participating to basic online level, make recommendations to Delegates Assembly (pp. 37-49)
- 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.
- IX. Public Comments
- X. Adjournment

Next Meeting – Friday, April 12, Reddick Public Library District

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



**PrairieCat Administrative Council
Minutes
February 9th, 2024**

The Council met on Friday, February 9th, 2024, 10:30 am – 1 pm
In person at the DeKalb Public Library, 309 Oak Street
DeKalb, IL

The meeting will also be available online via Zoom:

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

I. Call to order, Welcome and Introductions

Present at DeKalb: 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), Emily Faulkner (DK), Michelle Krooswyk (NL), Victoria Blackmer (CV)

Present via Zoom: Jen Finnerty (NC)

Absent: Kelly McCully (BD)

Huffines (Chair-FP) called the meeting to order at 10:32 am.

II. Introduction of Visitors and Public Comments

Jen Finnerty from North Chicago joined via Zoom. There were no public comments.

III. Review Agenda for Additions/Changes

Coulter (PrairieCat) added two discussion points, changing the April meeting date and an interview panel for an open position. Coulter also removed the Cafeteria Options policy from the agenda as she reconsiders this policy.

IV. Consent Agenda

- a. Approve minutes for January 5th, 2024, PrairieCat Administrative Council meeting.
- b. Approve financial report for December 2023
- c. Approve check registers.
- d. Statistical reports

MOTION #1

Gove (TF) moved and Watson (HC) 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 added their primary school, and that project went live in early January. Winnebago Public Library went live on January 24-25. PrairieCat Staff continue to have post migration calls with Winnebago. Mills Petrie is a Union List library that has requested information on upgrading to a Basic Online membership. Coulter (PrairieCat) sent them a packet which included pricing.
- b. Update on current training and engagement projects
Smith (PrairieCat) has put a call out for Engagement Committee members. There are a few open spots due to committee members leaving their libraries and taking jobs with other, non-PrairieCat libraries. It would be helpful to fill these spots as we begin planning the next PUG Day for this fall.

VI. Administrative Issues

- a. Update, FY26 budget revision discussions
Coulter (PrairieCat) met with the accountants along with Ryan (JO), Smith (PrairieCat) and Knippel (PrairieCat) to discuss some questions that came out of the Finance Committee meeting in December. We cannot have a separate capital reserves budget because we are considered a business and not a public library. Accounting rules for businesses do not allow for separate account reserves. We do need better rules around how we spend capital reserves and maybe removing capital and just calling it reserves. That will be our next step. The other topic was the question of how we are presenting the grant funding in the budget. The accountants concern with putting the full amount of the grant in the budget and showing expenses for the items RAILS is charging PrairieCat for, is that we will not receive a check for the full amount, we will only receive a check for X amount of dollars with the expenses taken off the top. To remain transparent, we have put the amount that is taken from the total grant award at the bottom of the budget.
- b. ACTION: Approve changes to GPM policies, ~~Cafeteria Options~~ and FOIA Policy
Coulter (PrairieCat) stated that upon review of the General Policy Manual, it was found that changes need to be made to the FOIA Policy. Our suggested changes include cleanup of the policy to reflect current relationship with RAILS, add grant funding, remove Judy Hutchinson's name. Faulkner (DK) noticed the meeting time for the Administrative Council is incorrect in the policy. Ryan (JO) asked if it is okay to remove the budget from the policy. Coulter will change it so it reads "our audited finances and budget can be found online at" and insert a link. Faulkner questioned section II, letter F, asking if you have to include a specific format. Huffines (FP) and Krooswyk (NL) suggested ending the sentence after "will be so provided." The Council agrees. Faulkner also asked if you need to name the Public Access Counselor, or if it can just say Public Access Counselor. Coulter will strike the named Counselor from the policy.

MOTION #2

Gove (TF) moved and Faulkner (DK) seconded to approve the changes to the FOIA Policy in the GPM as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- c. ACTION: Approve changes to the Vacation Leave policy of the Employee manual
Knippel (PrairieCat) explained that in order to comply with new legislation regarding vacation leave for all employees, we need to edit our Vacation policy to include vacation time for part-time employees regardless of the number of hours worked. Faulkner (DK) to have the part-time hours spelled out, similar to how the full-time hours/days are listed. Knippel answered that it is not that simple since PrairieCat is giving them time off based on how many hours they work, so two part-time people who work different amounts of hours will have different accrual rates. Faulkner also asked if it needs to specify that it is paid time off for any reason with no notice. Gove (TF) stated that because PrairieCat's policy is more generous than the law, we do not have to follow all the requirements in the law. Knippel will review the law again and bring the policy back next month with more clarity.

MOTION #3 – Tabled until March 1, 2024 meeting to approve changes to the Vacation Leave policy in the Employee Handbook.

- d. Update, Syndetics cover art extension for Encore
Coulter (PrairieCat) explained that with our Vega Discover license we can use Syndetics cover art at no extra cost. The add value part of Encore has been removed and we will be getting a credit for Syndetics Unbound subscription we have paid for.
- e. Discussion, Delegates Assembly topics from 1/31
Coulter (PrairieCat) opened the discussion by expressing her delight that eRead was renewed without any votes against it. Ryan (JO) stated that North Suburban was a great place for the Delegates Assembly meeting.
- f. Discuss, Interview Panel
Coulter (PrairieCat) is asking for a couple volunteers to be a part of an interview panel when we begin hiring for the Systems Supervisor position. Once the benchmarking comes back at the end of March, we will post the job and begin the hiring process. It is desirable to have stakeholders on an interview team. Wayland (PR) and Huffines (FP) volunteered.
- g. Discussion, April meeting date
Huffines (FP) stated that the April Administrative Council meeting date is during PLA. At least three Administrative Council members will be at PLA so it might be better to move that meeting to a different day. The Council agrees to move the April 5th Administrative Council meeting to April 12th.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – report from January 31st, 2024
Ryan (JO) said that the Resource Sharing Committee met after the Delegates Assembly meeting on January 31st. We met with Amanda Standerfer to brainstorm ideas about the upcoming Resource Sharing Summit. It was decided that we would try to get someone from the

Illinois State Library to join the Summit because there are a lot of questions around the rules of giving out library cards. After the meeting, Coulter (PrairieCat), Smith (PrairieCat), and Knippel (PrairieCat) met with Standerfer and we now have an agenda. Smith added that it is likely that Joe from RAILS will be speaking as well.

b. Finance Committee – no report

- VIII. Review of Meeting – what worked and what didn't.
Krooswyk (NL) said, according to the By Laws, this group needs to meet quarterly at a minimum. Would it be easier for this group to meet every other month instead of monthly? Coulter (PrairieCat) stated that will be up to this group. The need to meet depends on what happens within PrairieCat. If a contract comes up that needs approval, we need this group to discuss it. Smith (PrairieCat) also mentioned that the meeting scheduled is based around this group meeting monthly. We could consider cancelling a couple meetings. Huffines (FP) suggested having the monthly meetings scheduled and if we have a light agenda, we can cancel. The Council agrees.
- IX. Public Comments
There were no public comments.
- X. Adjournment
The meeting adjourned at 11:29 am.
- XI. Next Meeting – Friday, March 1st, LaSalle Public Library

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: 2/9/2024	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	Y	Y	M Y	Y	NP	A	Y	Y	2ND Y
to approve changes to GPM FOIA Policy.	10	0	0	Y	Y	Y	2ND Y	M Y	Y	Y	A	Y	Y	Y
to approve changes to the Vacation Leave policy of the Employee Handbook. TABLED														



Date: 3/1/2024
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – January 2024

Please find attached the PrairieCat Financial Reports for the month of January 2024. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of January 25 through February 19.

As of January 31, of the total cash balance of \$1,520,309, \$846,402 was undesignated working cash, \$668,670 was designated for capital reserves, and \$5,237 was eCommerce receipts payable to the membership. Cash increased \$294,159 during the month of January due to the receipt of 83% of the invoiced third quarter member fees (\$274,824) and the receipt of the quarterly RAILS support grant payment (\$129,194). These receipts were partially offset by the monthly payroll and payroll-related expenses, monthly LIMRICC health insurance expense (\$20,326), second quarter eCommerce pay-outs to members (\$15,455), as well as several other vendor expenses.

The balance of working cash was sufficient to fund 5.1 months of budgeted FY2024 operating expenses, and the capital reserves amount could fund an additional 4.0 months of budgeted operating expenses. In addition, 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 January of \$1,163,131 were \$10,936 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 January, the one-time capital reserve contribution billed to the new member of PrairieCat, Winnebago Public Library (\$5,000), their third quarter member fees (\$3,474), 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 January was \$24,348, which was \$13,848 above the year-to-date budgeted amount of \$10,500 and \$10,113 above the year-to-date interest earned as of one year ago (January 2023). During the Federal Reserve's January meeting, they chose for the fourth consecutive time to hold the interest rate steady. Their projections for calendar year 2024 and 2025 rates are 4.6%

and 3.6%, respectively, and their next meeting will occur on March 20. The average January interest rates were 5.392% and 5.272% for the IL Funds and iPrime money market (ISC) accounts, respectively, which slightly decreased from the December average interest rates of 5.462% and 5.294%.

Total expenses through January of \$1,125,836 were \$36,098 below budget primarily due to under budget Contractual Services expenses (\$41,780), Professional Services (\$24,591), Personnel Costs (\$4,299), Vehicle expenses (\$2,580), and Commercial Insurance expenses (\$2,416). Contractual Services expenses were under budget primarily due to the way that the Innovative Interfaces Sierra, Vega Discover, 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. These assets are now expensed as though they are being purchased under 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, Vega Discover, and hosting subscriptions were expensed to information service costs and other contractual services.

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. This below budget amount is also due to a lower than budgeted need for legal services through January, partially offset by above budget consulting costs for programming support for PrairieCat's new website. Personnel expenses were under budget mostly due to timing differences between the budgeted health, dental, and life insurance costs and actual health insurance expenses. Other below budget expenses were due to a lower than budgeted cost of and need for fuel, vehicle repairs and maintenance, vehicle insurance, vehicle leasing and rent, and other vehicle expenses through January. Commercial insurance expenses were below budget due to lower than budgeted premium costs for cyber liability, director and officers, and general liability coverage through January.

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 half 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 \$587 below the budgeted year-to-date expense amount.

**PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING January 31, 2024**

Beginning Cash Balance	\$ 1,226,150.32
Cash Received	
Payments from Member Libraries, etc.	404,732.10
Interest - BankORION	288.66
Interest - Illinois Funds	1,084.85
Interest - PMA	219.54
eCommerce Receipts Payable	6,010.99
Total Cash Received	412,336.14
Expenses Paid	
Checks and Vendor ACH Payments	40,468.32
Payroll and Retirement Contributions	71,530.71
ACH Credit Card Payments	5,600.08
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	578.10
Total Disbursements	118,177.21
Ending Cash Balance	\$ 1,520,309.25

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	5,237.56
Capital Reserve Designation	668,669.75
Working Cash	846,401.94

TOTAL CASH

\$ 1,520,309.25

PAYPAL FUNDS DETAILS:

January PayPal Receipts in Transit to Bank	\$937.10
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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 January 2024	\$ 9,972.02

TOTAL CURRENT CD INVESTMENT VALUE

\$ 462,172.02

Invested in Capital Assets Balance as of January 2024	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of January 2024	\$1,541,831.47
Unrestricted Fund Balance as of January 2024	\$419,354.78
FY24 operating expenses excluding planned capital reserve designation:	\$ 1,992,687.41
Working Cash % of operating expenses:	42.48%

PrairieCat
Balance Sheet
As of 1/31/2024

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,233,155.64
Cash - Illinois Funds	237,903.64
Cash - PMA	49,249.97
PayPal Funds	937.10
Total Cash & cash equivalents	1,521,246.35
Investments	452,200.00
Accounts receivables	60,494.44
Accrued investment income	9,972.02
Prepaid expenses	344,301.18
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Subscription Based IT Arrangements	2,076,142.00
Accumulated Depreciation	(300,008.50)
Accumulated Amortization - Subscription Based IT Arrangement	(534,310.53)
Total Capital Assets, net	1,541,831.47
Other Assets	
Deferred Outflows - Pension	507,441.62
Total Other Assets	507,441.62
Total Assets	4,437,487.08
Liabilities	
eCommerce Receipts Payable	6,174.66
Payroll	
Salaries Payable	18,513.67
PR Tax Withheld Payable	5,338.23
Pension Payable	15,138.26
Retirement Payable	1,289.16
PR Tax Expense Payable	2,044.82
Total Payroll	42,324.14
Deferred revenue	360,905.12
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	1,542,402.46
Other	2,029.17
Total Other long-term obligations	1,548,897.63
Total Liabilities	2,476,300.83
Net Assets	
Beginning Net Assets	1,923,891.64
Current YTD Net Income	37,294.61
Total Net Assets	1,961,186.25
Total Liabilities and Net Assets	4,437,487.08

PrairieCat

Statement of Revenues and Expenses - FY24 is 58.33% Completed

From 1/1/2024 Through 1/31/2024

	<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	17,497.06	17,497.00	100.00%	29,995.00	58.33%
Fully Participating and Basic Online Member Revenue	102,921.58	714,079.56	713,018.00	100.14%	1,222,316.14	58.42%
ILL Barcode Revenue	200.00	2,000.00	1,750.00	114.28%	3,000.00	66.66%
Fully Participating & Basic Online - CR Contribution	5,085.59	40,284.63	35,232.00	114.34%	60,398.00	66.69%
Union List - CR Contribution	457.92	3,205.44	3,206.00	99.98%	5,495.00	58.33%
Total Fees for Services and Materials	111,164.67	777,066.69	770,703.00	100.83%	1,321,204.14	58.82%
Reimbursements						
Reimbursements	1,540.60	10,784.20	11,872.50	90.83%	20,353.28	52.98%
Reimbursements - Hosting Fee	4,241.01	29,425.05	29,381.00	100.14%	50,368.00	58.42%
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	16,820.15	20,125.00	83.57%	34,500.00	48.75%
Total Reimbursements	8,255.78	60,263.40	61,378.50	98.18%	105,221.28	57.27%
Investment Income	3,617.85	24,347.95	10,500.00	231.88%	18,000.00	135.26%
Other						
Other Grants	0.00	0.00	1,166.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,064.70	301,452.90	329,736.00	91.42%	565,262.00	53.32%
Other Revenue	0.00	0.00	583.00	0.00%	1,000.00	0.00%
Total Other	43,064.70	301,452.90	331,485.00	90.94%	568,262.00	53.05%
Total REVENUES	166,103.00	1,163,130.94	1,174,066.50	99.07%	2,012,687.42	57.79%
EXPENSES						
Personnel						
Other Professionals	51,166.77	391,333.35	387,906.00	100.88%	672,370.57	58.20%
Support Services	11,657.03	83,642.70	81,430.00	102.71%	141,146.97	59.25%
Social Security Taxes	4,432.54	33,706.48	35,904.00	93.87%	62,234.09	54.16%
Unemployment Insurance	0.00	0.00	2,042.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	551.31	1,003.00	54.96%	1,720.00	32.05%
Retirement Benefits	6,842.07	59,909.49	60,638.00	98.79%	105,106.47	56.99%
Health, Dental And Life Insurance	15,217.14	95,891.50	99,669.50	96.20%	170,861.58	56.12%
Other Fringe Benefits	0.00	457.00	583.00	78.38%	1,000.00	45.70%
Tuition Reimbursements	0.00	0.00	291.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	258.32	583.00	44.30%	1,000.00	25.83%
Total Personnel	89,483.88	665,750.15	670,049.50	99.36%	1,159,439.68	57.42%
Buildings and Grounds						
Property Insurance	232.08	1,624.56	1,458.00	111.42%	2,500.00	64.98%
Total Buildings and Grounds	232.08	1,624.56	1,458.00	111.42%	2,500.00	64.98%
Vehicle Expenses						

PrairieCat

Statement of Revenues and Expenses - FY24 is 58.33% Completed

From 1/1/2024 Through 1/31/2024

	<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>
Fuel	2.00	485.72	1,166.00	41.65%	2,000.00	24.28%
Repairs And Maintenance	0.00	214.94	1,166.00	18.43%	2,000.00	10.74%
Vehicle Insurance	121.83	697.81	1,166.00	59.84%	2,000.00	34.89%
Vehicles Leasing And Rent	0.00	134.38	291.00	46.17%	500.00	26.87%
Other Vehicle Expenses	112.80	112.80	437.00	25.81%	750.00	15.04%
Total Vehicle Expenses	236.63	1,645.65	4,226.00	38.94%	7,250.00	22.70%
Travel and Continuing Education						
In-State Travel	1,225.35	3,152.97	2,916.00	108.12%	5,000.00	63.05%
Out-Of-State Travel	0.00	1,881.49	4,083.00	46.08%	7,000.00	26.87%
Registrations And Meeting, Other Fees	378.47	3,067.25	5,833.00	52.58%	10,000.00	30.67%
Conferences And Continuing Education Meetings	0.00	14,527.70	8,750.00	166.03%	15,000.00	96.85%
Public Relations	463.68	1,664.24	291.00	571.90%	500.00	332.84%
Total Travel and Continuing Education	2,067.50	24,293.65	21,873.00	111.07%	37,500.00	64.78%
Commercial Insurance	604.83	4,233.81	6,650.00	63.66%	11,400.00	37.13%
Supplies, Postage and Printing						
Computers, Software And Supplies	2,290.29	17,097.69	17,783.50	96.14%	30,486.00	56.08%
General Office Supplies And Equipment	41.93	274.89	1,458.00	18.85%	2,500.00	10.99%
Postage	89.00	89.00	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	2,421.22	17,461.58	19,241.50	90.75%	32,986.00	52.94%
Telephone and Telecommunications	736.93	1,666.90	3,208.00	51.96%	5,500.00	30.30%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	49.09	745.68	1,750.00	42.61%	3,000.00	24.85%
Total Equipment Repair and Maintenance	49.09	745.68	1,750.00	42.61%	3,000.00	24.86%
Professional Services						
Legal	0.00	594.50	4,083.00	14.56%	7,000.00	8.49%
Accounting	0.00	4,800.00	32,433.00	14.79%	55,600.00	8.63%
Consulting	2,340.00	8,032.50	1,458.00	550.92%	2,500.00	321.30%
Payroll Service Fees	606.38	4,622.82	4,667.00	99.05%	8,000.00	57.78%
Total Professional Services	2,946.38	18,049.82	42,641.00	42.33%	73,100.00	24.69%
Contractual Services						
Information Service Costs	19,272.79	136,580.35	335,073.55	40.76%	574,411.73	23.77%
Outside Printing Services	0.00	0.00	1,166.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	1,811.68	49,933.00	3.62%	85,600.00	2.11%
Amortization - Subscription Based IT Arrangements	34,602.34	206,000.53	0.00	0.00%	0.00	0.00%
Total Contractual Services	54,136.80	344,392.56	386,172.55	89.18%	662,011.73	52.02%
Professional Association Membership Dues	99.58	1,183.94	1,166.00	101.53%	2,000.00	59.19%

PrairieCat

Statement of Revenues and Expenses - FY24 is 58.33% Completed
From 1/1/2024 Through 1/31/2024

	<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>
SBITA Interest	5,884.75	41,193.25	0.00	0.00%	0.00	0.00%
Miscellaneous	269.59	645.34	291.00	221.76%	500.00	129.06%
Miscellaneous - eCommerce Fees	486.60	2,949.44	3,208.00	91.94%	5,500.00	53.62%
Total EXPENSES	<u>159,655.86</u>	<u>1,125,836.33</u>	<u>1,161,934.55</u>	<u>96.89%</u>	<u>2,002,687.41</u>	<u>56.22%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>6,447.14</u>	<u>37,294.61</u>	<u>12,131.95</u>	<u>307.40%</u>	<u>10,000.01</u>	<u>372.94%</u>

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 1/25/2024 Through 2/19/2024

Vendor Name	Effective Date	Check Amount
WEX Bank	1/25/2024	2.00
First Bankcard	1/26/2024	3,292.59
Bank Orion	1/31/2024	71.50
Paycom Payroll LLC	2/1/2024	468.97
Paycom Payroll LLC	2/1/2024	18,513.67
Paycom Payroll LLC	2/1/2024	7,383.05
ICMA Retirement Corporation	2/2/2024	1,289.16
MerchantE	2/2/2024	253.65
MerchantE	2/2/2024	44.95
Klein, Thorpe and Jenkins, Ltd.	2/7/2024	172.00
MELISSA LANDIS	2/7/2024	530.38
Illinois Municipal Retirement Fund	2/7/2024	10,439.97
Bank Orion	2/9/2024	20.00
INNOVATIVE INTERFACES INCORPORATED	2/15/2024	1,800.00
INNOVATIVE INTERFACES INCORPORATED	2/15/2024	12,200.00
INNOVATIVE INTERFACES INCORPORATED	2/15/2024	(3,764.82)
LIMRICC	2/15/2024	16,908.93
Paycom Payroll LLC	2/15/2024	18,513.64
Paycom Payroll LLC	2/15/2024	7,383.12
ICMA Retirement Corporation	2/16/2024	<u>1,289.16</u>
Report Total		<u><u>96,811.92</u></u>

	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
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	1,216,365	1,224,624	1,222,886	1,223,124
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	5,127,210	5,160,306	5,155,545	5,155,078
Patron records	335,278	349,095	341,166	354,815	342,997	358,694	347,210	371,248	349,926	372,189	352,763	372,299	358,333	374,606
Total circulation	444,070	442,427	416,179	431,013	386,250	392,512	397,018	386,612	380,267	379,399	333,404	329,603	393,151	404,704
ILL transactions on LLSAP	52,525	52,033	56,782	57,066	57,359	54,709	56,523	52,583	55,202	52,224	48,482	45,731	58,226	62,328
Reciprocal borrowing	49,484	49,276	47,347	48,160	44,004	43,301	44,064	43,631	42,949	42,487	37,062	36,391	45,596	45,815
Training, Outreach and Engagement														
Training events	6	7	10	2	6	7	7	4	6	7	7	8	5	6
Training participants	80	23	74	12	20	17	23	202	23	16	22	64	25	17
Training contact hours	132	33	92	18	38	25	45	301	48	21	31	73	62	25
TalentLMS Course Completions	228	292	265	420	283	302	237	302	247	184	141	126	313	228
Site visits	2	1	1	4	1	-	1	5	2	2	3	2	3	1
Member Meetings/Events	5	10	13	9	9	10	10	10	7	6	7	9	11	7
Meeting/Event participants	150	183	172	129	348	406	210	201	55	80	60	154	188	165
Meeting/Event contact hours	393	257	230	184	1,740	85	343	322	53	251	75	197	310	276
Troubleshooting														
HelpDesk Calls Opened	186	242	307	388	242	236	301	291	276	384	268	285	281	247
HelpDesk Calls Closed	227	225	298	385	231	193	285	281	256	364	336	251	313	248
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	1,753	1,562	1,322	1,857
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	1,525	1,688	1,928	1,750
Cleanup/overlays/merges - PC staff	1,189	704	748	2,712	988	1,417	840	3,051	847	2,537	724	1,226	1,686	1,656
Cleanup/overlays/merges - MARC catalogers	864	825	852	1,142	1,291	1,320	1,087	913	902	1,178	586	896	789	906
Enhancements/corrections - PC staff	8	22	12	43	37	48	39	49	56	9	93	26	26	50
Enhancements/corrections - MARC catalogers	105	116	182	188	190	159	134	75	120	113	105	67	102	114
Original catalogings - PC staff	11	26	11	29	53	34	77	53	65	24	62	34	58	40
Original catalogings - MARC catalogers	45	36	29	-	18	-	43	31	32	36	14	19	35	-
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	31,555	46,693	25,804	89,781
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov														



Date: 3/01/2024

To: PrairieCat Administrative Council

From: Elizabeth Smith, Training and Outreach Coordinator

Re: Membership Compliance Review

Executive Summary:

The PrairieCat Administrative Council biannually reviews member compliance. PrairieCat Bylaws state that “Each Member Library shall comply with such other reasonable rules and regulations as may be established by PRAIRIECAT for the administration of the ILS as well as all policies of PRAIRIECAT that have been established by the Delegates Assembly and/or Administrative Council.”

PrairieCat requires that member libraries maintain compliance with our policies around item entry certification, item entry, OCLC membership, and resource sharing. At least one member of library staff needs to be certified to perform item entry. In addition, it is required that libraries add their new items to the PrairieCat database on a current basis, to share items within the consortium, and to maintain OCLC membership. The Administrative Council values member participation in PrairieCat and wants to ensure members are using services at the appropriate level for their library.

Member Compliance Review, Feb 2024

Upon review of FY24 statistics (July 1 – Dec 31, 2023), several Union Listing members were out of compliance with item entry requirements. I contacted the libraries to see if there were any extenuating circumstances and most of them cited staffing issues and lack of new items because of limited collection budgets. I recommend no action be taken.

Please note, at the last compliance review in Fall 2023 that Galena CUSD was out of compliance due to item entry certification and item entry. Since then, Galena CUSD has made an arrangement with the Galena Public Library for assistance with adding items. The school librarian verified this arrangement is going well. Also in Fall 2023, Rockford University was out of compliance with item entry certification and item entry. Since then, the library has hired a new librarian who is completing these duties.

Sierra Code	Description	Delivery Code	Level	OCLC Symbol	Items Added FY24 Jul-Dec 2023	Items Loaned FY24 Jul-Dec 2023	Items Borrowed FY24 Jul-Dec 2023	Net Lend/Borr FY24 Jul-Dec 2023	Staff Member Item Entry Certified	Recommend Compliance Letter 2/2024	NOTES
AN	Andalusia Public Library	ANDG-01	BO	ZBV	269	346	519	-173	yes		
BM	Bertollet Memorial Library District	BMLY-14	BO	LD2	150	857	891	-34	yes		
BD	Bourbonnais Public Library	BDBB-02	FP	OD9	2230	3,306	7,214	-3,908	yes		
BR	Bradley Public Library	BRBB-02	FP	OE8	1375	2,724	4,851	-2,127	yes		
BY	Byron Public Library	BYLY-14	FP	JX6	2323	5,595	3,671	1,924	yes		
CP	Charles B. Phillips Public Library	CPBB-03	FP	ILCBP	496	3,688	1,822	1,866	yes		
CH	Cherry Valley Public Library District	CHVY-13	FP	JX9	2414	5,397	5,087	310	yes		
CT	Clinton Township Public Library	CTPY-12	FP	LF6	408	976	908	68	yes		
CC	Coal City Public Library	CCBB-02	FP	OF9	2246	7,200	4,507	2,693	yes		
CL	Colona District Public Library	CLNG-02	FP	ZSV	787	1,830	2,838	-1,008	yes		
CO	Cordova District Library	CORG-01	FP	ZCV	844	2,176	962	1,214	yes		
CN	Cortland Community Library	COLY-12	FP	O3C	781	2,752	2,412	340	yes		
CR	Creston-Dement Public Library	CRDY-12	BO	CSD	280	1,147	296	851	yes		
CD	Serena Community Unit School District #2 (Harding Grade School)	HGBB-03	BOB	ILHGS	91	109	8	101	yes		
CF	Serena Community Unit School District #2 (Serena High School)	SHBB-03	BO	OH7	104	88	134	-46	yes		
CE	Serena Community Unit School District #2 (Sheridan Grade School)	SSBB-03	BOB	ILSGS	33	61	28	33	yes		
DK	DeKalb Public Library	DKLY-12	FP	JY2	4182	10,576	10,752	-176	yes		
EA	Earlville Public Library	EAPY-12	BO	ILETP	1354	1,821	884	937	yes		
EP	East Dubuque Public Library	EDLY-13	FP	JY4	298	876	653	223	yes		
EM	East Moline Public Library	EMPG-01	FP	ZDX	2350	7,481	3,348	4,133	yes		
EL	Elizabeth Township Public Library	ELLY-13	FP	JY5	154	628	445	183	yes		
EJ	Ella Johnson Memorial Public Library	EJMY-11	FP	JZ4	3211	4,226	4,736	-510	yes		
ER	Erie Public Library	ERIG-02	FP	ZDZ	313	1,202	1,148	54	yes		
FL	Flagg-Rochelle Public Library	FRPY-12	FP	LE9	1206	1,938	3,251	-1,313	yes		
FR	Fossil Ridge Public Library District	FRBB-02	FP	OJ3	1338	3,575	2,279	1,296	yes		
FG	Franklin Grove Public Library	FGLY-12	FP	JY8	729	1,423	1,226	197	yes		
FP	Freeport Public Library	FPLY-13	FP	JY9	2477	5,844	7,057	-1,213	yes		
GA	Galena Public Library	GALY-13	FP	JZ2	1021	2,186	2,369	-183	yes		
GP	Geneseo Public Library	GPLG-02	FP	JYY	1258	3,614	3,810	-196	yes		
GE	Genoa Public Library	GELY-12	FP	JZ3	867	5,516	2,598	2,918	yes		
GR	Grant Park Public Library	GPBB-02	BO	OJ9	185	392	442	-50	yes		
GV	Graves-Hume Public Library	GVHY-12	FP	OK8	872	1,925	2,150	-225	yes		
HA	Hampton School District 29	HAMG-01	FPB	R6X	0	41	92	-51	yes		added 22 items Jan 2024
HN	Hanover Township Library	HNLY-13	BO	JZ5	162	526	840	-314	yes		
HR	Harvard Diggins Library	HRLY-11	FP	JZ6	864	2,488	2,081	407	yes		
HE	Henry C Adams Memorial Library	HCAG-01	BO	ZEV	424	659	1,108	-449	yes		
HC	Highland Community College	HCCY-13	FP	IJW	210	1,380	577	803	yes		
HK	Hinckley Public Library	HKLY-12	FP	JZ7	650	1,688	1,325	363	yes		
HB	Homer Township (Bookmobile)	HBBB-01	FPB	ON3	224	14	525	-511	yes		
HD	Homer Township Public Library (Main)	HDDB-01	FP	ON3	1890	4,556	11,459	-6,903	yes		
BL	Ida Public Library	IPLY-12	FP	JX5	946	4,467	5,353	-886	yes		
BB	Ida Public Library (Bookmobile)	IPBY-12	FPB	JX5	290	0	2	-2	yes		
JO	Johnsburg Public Library	JOLY-11	FP	LD5	1643	4,267	2,749	1,518	yes		
JC	Joliet Township High SD #204 (Joliet Central High School)	JCHB-01	FP	T15	199	261	366	-105	yes		
JW	Joliet Township High SD #204 (Joliet West High School)	JWHB-01	FPB	T16	126	430	291	139	yes		
JH	Julia Hull District Library	JHLY-14	FP	LB9	861	2,342	1,384	958	yes		
KK	Kankakee Public Library	KKBB-02	FP	OO3	2570	5,792	2,351	3,441	yes		
LS	LaSalle Public Library	LSBB-03	FP	OO9	1145	3,485	1,394	2,091	yes		
LE	Lena Community Public Library	LELY-13	FP	LD3	178	684	1,732	-1,048	yes		
LI	Limestone Township Library	LIBB-02	FP	I9H	443	1,811	1,642	169	yes		
LO	Lostant Community Library	LCBB-03	BO	OQ4	153	524	301	223	yes		
ML	Malta Township Public Library	MLLY-12	FP	LD6	244	740	711	29	yes		
MT	Manhattan-Elwood Public Library	MTBB-02	FP	OQ8	2484	6,625	5,281	1,344	yes		
MN	Manteno Public Library	MNBB-02	FP	OR6	1606	6,091	2,910	3,181	yes		
MP	Maple Park Public Library	MPLY-12	FP	LD7	94	515	485	30	yes		
MU	Marengo-Union Library District - MRLY-11	MRLY-11	FP	LD8	1283	5,279	2,079	3,200	yes		
MB	Marseilles Public Library	MABB-03	BO	OR9	406	1,534	1,427	107	yes		
ME	Meridian CUSD #223 (Highland Elementary School)	SP4Y-14	FPB	XH5	100	145	2	143	yes		
MJ	Meridian CUSD #223 (Meridian Junior High School)	SPLY-14	FPB	XH5	275	127	278	-151	yes		
MD	Meridian CUSD #223 (Monroe Center Elementary School)	SP3Y-14	FPB	XH5	242	43	72	-29	yes		
MS	Meridian CUSD #223 (Stillman Valley High School)	SP2Y-14	FP	XH5	152	151	180	-29	yes		
MK	Mokena Community Public Library	MKBB-01	FP	OU9	3363	7,716	5,509	2,207	yes		
MX	Moline Public Library	MPLG-01	FP	IDO	10584	14,002	11,551	2,451	yes		
MR	Morris Area Public Library	MRBB-03	FP	OV4	1609	4,201	4,485	-284	yes		
MM	Mount Morris Public Library	MMLY-14	BO	LE3	483	1,202	742	460	yes		
MO	Mount Carroll District Library	MCLY-14	BO	LE2	3857	691	811	-120	yes		
NL	New Lenox Public Library	NLBB-01	FP	OV7	5859	9,923	11,050	-1,127	yes		
KR	Nippersink Public Library District	NPLY-11	FP	LE8	1465	3,898	2,948	950	yes		
NC	North Chicago Public Library	NCK	FP	GO5	705	2,849	390	2,459	yes		
ND	North Chicago Public Library Bookmobile	NCKBM	FPB	GO5	10	0	6	-6	yes		
LP	North Suburban Library District (Loves Park)	NSLY-11	FP	IHX	9819	10,420	8,550	1,870	yes		
LR	North Suburban Library District (Roscoe)	NSRY-11	FPB	IHX	6177	5,306	9,528	-4,222	yes		
OD	Odell Public Library	MORG-01	FP	ZL2	605	1,131	1,615	-484	yes		
OG	Oglesby Public Library	OGBB-03	FP	OW4	533	1,149	1,869	-720	yes		
OR	Oregon Public Library	ORLY-14	FP	LE4	855	1,380	2,929	-1,549	yes		
PP	Pearl City Public Library	PCLY-13	FP	LE5	249	862	629	233	yes		
PT	Pecatonica Public Library	PTLY-13	FP	LE6	453	1,179	2,093	-914	yes		
PE	Peotone Public Library	PEBB-02	FP	OX9	1330	3,845	3,432	413	yes		
PU	Peru Public Library	PUGG-02	FP	OY2	1071	2,450	4,086	-1,636	yes		
PD	Plano Community Library District	PDBB-04	FP	OY5	2002	5,738	5,417	321	yes		
PY	Plano CUSD 88 (Centennial Elementary School)	PCEB-03	FPB	P7Z	573	87	38	49	yes		
PW	Plano CUSD 88 (Emily G. Johns Intermediate School)	PEJB-03	FPB	ILEGJ	363	18	0	18	yes		
PX	Plano CUSD 88 (Plano High School)	PHSB-03	FP	OY6	99	35	0	35	yes		
PZ	Plano CUSD 88 (Plano Middle School)	PMSB-03	FPB	P7Y	185	17	54	-37	yes		
PV	Plano CUSD 88 (P.H. Miller School)	PHMB-03	FPB	P7V	202	91	16	75	yes		
PO	Polo Public Library	POLY-14	BO	LE7	416	951	1,575	-624	yes		
PR	Princeton Public Library	PRGG-02	FP	OT4	1167	3,150	3,560	-410	yes		

Sierra Code	Description	Delivery Code	Level	OCLC Symbol	Items Added FY24 Jul-Dec 2023	Items Loaned FY24 Jul-Dec 2023	Items Borrowed FY24 Jul-Dec 2023	Net Lend/Borr FY24 Jul-Dec 2023	Staff Member Item Entry Certified	Recommend Compliance Letter 2/2024	NOTES
PF	Princeton Township SD 500 (High School)	PTWG-02	BO	OY8	113	98	177	-79	yes		
TZ	Prophetstown-Lyndon-Tampico CUD 3 (Prophetstown Elementary School)	PESG-01	BOB	ZMW	48	5	41	-36	yes		
TX	Prophetstown-Lyndon-Tampico CUD 3 (Tampico Elementary School)	TAEG-01	BOB	ZMW	301	90	102	-12	yes		
TW	Prophetstown-Lyndon-Tampico CUD 3 (6-12 Campus)	PHSG-01	BO	ZMW	233	150	410	-260	yes		
UF	Putnam County Public Library District (Putnam (Condit) Branch)	PTGG-02	FPB	OZ2	148	191	138	53	yes		
UD	Putnam County Public Library District (Granville Branch)	GRGG-02	FPB	OZ2	595	492	3,511	-3,019	yes		
UE	Putnam County Public Library (Headquarters)	PCGG-02	FP	OZ2	381	1,503	1,507	-4	yes		
UK	Putnam County Public Library District (Magnolia Branch)	MGGG-02	FPB	OZ2	22	225	85	140	yes		
UL	Putnam County Public Library District (McNabb Branch)	MCGG-02	FPB	OZ2	13	212	145	67	yes		
UG	Putnam County Public Library District (Standard Branch)	SDGG-02	FPB	OZ2	1	141	48	93	yes		
UC	Putnam County SD 535 (Putnam County High School)	PCHG-02	FP	OZ8	225	91	140	-49	yes		
UB	Putnam County SD 535 (Putnam County Junior High School)	PCJG-02	FPB	OZ8	442	77	9	68	yes		
UA	Putnam County SD 535 Putnam (County Primary School)	PCPG-02	FPB		1058				yes		went live Jan 2024
RL	Reddick Public Library District	RLBB-03	FP	QX9	1354	4,168	9,516	-5,348	yes		
MA	Richard A Mautino ML	RAMG-02	BO	OJ7	381	1,224	982	242	yes		
RD	River Valley District Library	RVLG-01	FP	ZNW	1496	3,486	3,190	296	yes		
CV	Robert R. Jones Public Library District	CVPG-01	FP	ZOV	1102	2,511	2,064	447	yes		
RO	Robert W. Rowe Public Library	ROBB-03	FP	QY8	450	1,098	1,419	-321	yes		
RT	Rock Island Public Library (Library 2 Go)	RITG-01	FPB	ZPX	141	122	239	-117	yes		
RP	Rock Island Public Library (Main)	RIPG-01	FP	ZPX	2963	9,116	4,553	4,563	yes		
RK	Rock Island Public Library (Southwest Library)	RISG-01	FPB	ZPX	798	1,652	3,527	-1,875	yes		
RZ	Rock Island Public Library (Watts-Midtown Library)	RIZG-01	FPB	ZPX	781	1,202	4,641	-3,439	yes		
RU	Rockford University	RKC-ILDS	FP	IBR	16	1,379	96	1,283	yes		new librarian hired that is certified Oct 2023
SA	Sandwich District Library	SABB-04	FP	TD3	1225	2,878	3,116	-238	yes		
SC	Schmaling Memorial Library	FULG-01	BO	ZQY	1167	1,545	1,737	-192	yes		
SE	Seneca Public Library	SEBB-03	FP	TD7	2407	4,527	1,041	3,486	yes		
SD	Sherrard Public Library District	SHDG-02	FP	JZQ	1116	1,707	929	778	yes		
SL	Silvis Public Library	SVPG-01	FP	ZRW	1368	1,363	3,144	-1,781	yes		
SN	Somonauk Public Library	SNBB-04	FP	TF5	1406	3,285	3,180	105	yes		
SB	South Beloit Public Library	SBLY-11	FP	LB7	603	1,186	2,739	-1,553	yes		
SK	Stockton Township Public Library	SKLY-13	BO	LF2	294	717	1,228	-511	yes		
SR	Streator Public Library	SRBB-03	FP	TF8	1216	2,229	1,809	420	yes		
SY	Sycamore Public Library	SYLY-12	FP	LF3	2929	6,811	10,730	-3,919	yes		
TF	Talcott Free Public Library	TFLY-11	FP	LB4	1338	4,288	3,110	1,178	yes		
TC	Three Rivers Public Library (Channahon)	TRBB-02	FP	TG3	1875	5,428	4,395	1,033	yes		
TM	Three Rivers Public Library (Minooka)	TMBB-02	FPB	TG4	832	2,098	3,945	-1,847	yes		
UT	United Township High School SD 30	UTSG-01	FP	ZS2	288	439	720	-281	yes		
WA	Walnut Public Library	WALG-02	BO	ZVY	458	900	819	81	yes		
WR	Warren Township Public Library	WRLY-13	BO	LF5	422	543	611	-68	yes		
WD	Western District Public Library	WDLG-02	FP	ZWW	526	888	1,193	-305	yes		
WL	Wilmington Public Library District	WLBB-02	FP	TH8	1461	4,779	3,354	1,425	yes		
WP	Winnebago Public Library District	WPLY-13	FP	FF7					yes		went live Jan 2024
WO	Woodstock Public Library	WOLY-11	FP	LF8	4246	11,241	10,324	-917	yes		
YK	Yorkville Public Library	YKBB-04	FP	TI2	1916	3,755	8,142	4,387	yes		

Sierra Code	Description	Delivery Code	Level	OCLC Symbol	Items Added FY24 Jul-Dec 2023	Items Loaned FY24 Jul-Dec 2023	Items Borrowed FY24 Jul-Dec 2023	Net Lend/Borr FY24 Jul-Dec 2023	Staff Member Item Entry Certified	Recommend Compliance Letter 2/2024	NOTES
AL	Alleman High School	ALLG-01	UL	ZAX	45	49	12	37	yes		
AA	Annawan-Alba Public Library	AAPG-02	UL	ZBX	128	398	728	-330	yes		
BC	Boylan Central Catholic High School	BCCY-11	UL	JS3	75	118	236	-118	yes		
BV	Bureau Valley Community Unit School District #340 (High School Library)	BVHG-02	UL	ZWV	104	95	264	-169	yes		
BN	Bureau Valley Community Unit School District #340 (Bureau Valley Walnut)	BNJG-02	ULB	ZWV	26	9	6	3	yes		
BS	Bureau Valley Community Unit School District #340 (Bureau Valley Junior High/Elementary)	BSJG-02	ULB	ZWV	67	2	1	1	yes		
BG	Byron CUSD 226 (High School)	BRLY-14	UL	LG3	102	22	2	20	yes		schools joined in 2018 FY19, in 2021 have been working on item entry, record cleanup during 2022 and into 2023/2024 with the elementary schools
BE	Byron CUSD 226 (Mary Morgan Elementary School)	BR3Y-14	ULB	LG3	172	0	0	0	yes		
BF	Byron CUSD 226 (Byron Middle School)	BR2Y-14	ULB	LG3	41	0	0	0	yes		
CY	Chdww/ Milldgvill CUSD 399 - Milledgeville High School	MWLY-14	UL	LM3	0	21	12	9	yes		
DA	Dakota CUSD 201 (Dakota Elementary School)	DA2Y-13	ULB	LG4	82	193	0	193	yes		
DB	Dakota CUSD 201 (Jr/Sr High School)	DALY-13	UL	LG4	12	80	14	66	yes		
EN	Eastland CUSD 308 (Eastland Elementary School)	LA2Y-14	ULB	E3C	318	68	318	-250	yes		
EO	Eastland CUSD 308 (High School)	EHSY-14	UL	E3C	168	65	237	-172	yes		
FO	Forreston Public Library	FOLY-14	UL	JY6	246	997	823	174	yes		
GL	Galena Unit School District #120 (High School)	GLLY-13	UL	LJ8	24	22	233	-211	yes		arrangement with Galena PL effective Nov 2023 - adding items now emailed Anne to verify arrangement Feb 2024
GM	Galena Unit School District #120 (Galena Middle School)	GL3Y-13	ULB	LJ8	76	23	0	23	yes		
GN	Galena Unit School District #120 (Galena Primary School)	GL2Y-13	ULB	LJ8	105	92	0	92	yes		
GK	Genoa-Kingston CUSD 424 - High School	GKLY-12	UL	LJ9	45	21	40	-19	yes		
HW	Hiawatha CUSD 426 - High School	HHSY-12	UL	LK3	3	30	20	10	yes		sent email Feb 2024 - solo librarian with several other responsibilities - backlog of items to add
KI	Kirkland Public Library	KILY-12	UL	JZ8	0	30	254	-224	yes		sent email Feb 2024 - backlog of items to add
LN	Lanark Public Library	LNLY-14	UL	JZ9	78	152	202	-50	yes		
MZ	Mazon-Verona-Kinsman Elementary SD 2C (Mazon-Verona-Kinsman Elementary School)	MVEB-04	ULB	OT5	22	39	0	39	yes		
MY	Mazon-Verona-Kinsman Elementary SD 2C (Mazon-Verona-Kinsman Middle School)	MVMB-04	UL	OT5	131	64	0	64	yes		
MI	Mills & Petrie Memorial Library and Gymnasium	MPMY-12	UL	JX4	162	467	572	-105	yes		
MG	Mineral-Gold Public Library	MGPG-02	UL	ZFX	72	234	87	147	yes		
MV	Moline SD 40 (High School)	MHSG-01	UL	ZFZ	301	124	286	-162	yes		
HI	Moore Memorial District Library	MMLG-01	UL	ZLW	101	146	16	130	yes		arrangement with Cordova for cataloging
PK	Pankhurst Memorial Library	PMLY-12	UL	JX2	181	427	276	151	yes		
PL	Pearl City CUSD 200	PLLY-13	UL	LM8	17	74	47	27	yes		
PS	Pecatonica CUSD 321 (High School)	PALY-13	UL	LM9	69	117	170	-53	yes		
PC	Polo CUSD 222 (Aplington Middle School)	PO3Y-14	ULB	LH3	0	56	0	56	yes		email with Library Lead in Dec 2023 - due to upcoming staff leave and small budget, haven't ordered new items
PA	Polo CUSD 222 (Centennial Elem. School)	PO2Y-14	ULB	LH3	0	119	0	119	yes		
PB	Polo CUSD 222 (Polo Community High School)	PSLY-14	UL	LH3	0	58	222	-164	yes		
RA	Raymond A Sapp Memorial Township Library	RAYG-02	UL	QW9	115	369	293	76	yes		
RB	River Bend CUSD 2 (Fulton Elem. School)	FESG-01	ULB	R@T	293	205	0	205	yes		
RH	River Bend CUSD 2 (Fulton High School)	FHSG-01	UL	ZNV	17	48	15	33	yes		
RM	River Bend CUSD 2 (Fulton Middle School)	FMSG-01	ULB	R@T	172	131	11	120	yes		
RV	River Ridge CUSD 210	RRHY-13	UL	JS6	34	98	31	67	yes		
RW	Rochelle SD 212 (Rochelle Township High School)	RSLY-12	UL	LH5	433	139	159	-20	yes		
RI	Rock Island SD 41 (High School)	RHSG-01	UL	ZPZ	44	14	155	-141	yes		
RY	Rockridge SD 300 (High School)	ROCG-01	UL	ZQW	57	89	12	77	yes		
SM	Scales Mound CUSD 211	SMLY-13	UL	JS7	0	49	43	6	yes		emailed Feb 2024 - has backlog of items to add
SH	Sheffield Public Library	SHFG-02	UL	ZRV	134	275	468	-193	yes		
TR	UnityPoint Health Trinity	TRIG-01	UL	JWH	9	3	0	3	yes		schedule phone call
WC	Warren CUSD 205 (Jr/Sr High School)	WALY-13	UL	LN5	1383	41	0	41	yes		
WN	Winnebago CUSD 323 (High School)	WQLY-13	UL	LN6	54	69	121	-52	yes		
YT	York Township Public Library	YTYL-14	UL	LF4	208	651	752	101	yes		



Date: 3/01/2024

To: PrairieCat Administrative Council

From: Elizabeth Smith, Training and Outreach Coordinator

Re: Delegates Assembly Attendance

Executive Summary:

The PrairieCat Administrative Council reviews member compliance. Compliance reminders are regularly shared with the membership during meetings, member updates, and email announcements.

Attendance at Delegates Assembly is required of all Fully Participating and Basic Online PRAIRIECAT members and the four Union Listing representatives, per the PRAIRIECAT Intergovernmental Agreement. The non-attendance fine rules are listed below, which can be found in the Bylaws:

- “If a member library or Union List Delegate is not represented by their Delegate or Alternate at two of the four scheduled Delegates Assembly meetings, a fine in the amount of \$150 will be assessed to that member library.
- If a member library is not represented at the Delegates Assembly by their Delegate or Alternate in person at least once a year, a fine in the amount of \$150 will be assessed to that member library. This requirement is waived for Union List Delegates.
- The maximum annual fine for non-attendance for each member library will be \$150.”

Delegates Assembly Attendance

Upon review of Delegates Assembly attendance to date, there are 14 members who have not met the minimum attendance requirement. The final meeting in the fiscal year is April 24, 2024.

- 10 have only attended virtually
- 3 have only attended 1 meeting
- 1 has not attended any meetings

The recommendation is to remind these libraries of the meeting attendance requirements prior to the April meeting to avoid non-attendance fines. In FY23, three members were fined; one member is in danger of not meeting the requirements again.

Name	Type(s)	Library Type	Delegates Assembly 07/26/2023	Delegates Assembly 10/18/2023	Delegates Assembly 1/31/2024	Delegates Assembly 4/24/2024	Notes
Andalusia Township Library	Basic Online	Public		In Person	In Person		
Berthel Memorial Library District	Basic Online	Public	In Person	In Person	In Person		
Bourbonnais Public Library District	Fully Participating	Public	In Person	Virtual	Virtual		
Bradley Public Library District	Fully Participating	Public	In Person	In Person	Virtual		
Byron Public Library District	Fully Participating	Public	In Person	In Person	In Person		
Charles B. Phillips Public Library District	Fully Participating	Public	In Person		In Person		
Cherry Valley Public Library District	Fully Participating	Public	Virtual	Virtual	In Person		
Clinton Township Public Library	Fully Participating	Public	In Person	Virtual			
Coal City Public Library District	Fully Participating	Public	In Person	In Person	Virtual		
Colona District Public Library	Fully Participating	Public	Virtual	In Person	Virtual		
Cordova District Library	Fully Participating	Public	In Person	In Person	Virtual		
Cortland Community Library	Fully Participating	Public	In Person	In Person			
Creston-Dement Public Library District	Basic Online	Public	Virtual	In Person	In Person		
DeKalb Public Library	Fully Participating	Public		In Person	In Person		
Earlville Public Library District	Basic Online	Public	Virtual	Virtual	Virtual		
East Dubuque District Library	Fully Participating	Public	Virtual	Virtual	Virtual		
East Moline Public Library	Fully Participating	Public	In Person	In Person	In Person		
Elizabeth Township Public Library	Fully Participating	Public	In Person	In Person	In Person		
Ella Johnson Memorial Public Library District	Fully Participating	Public		In Person	In Person		
Erie Public Library District	Fully Participating	Public	Virtual	Virtual	Virtual		
Flagg-Rochelle Public Library District	Fully Participating	Public	Virtual	In Person			
Forreston Public Library	Union List	Public	Virtual	In Person	In Person		Union List Rep - No in person requirement
Fossil Ridge Public Library District	Fully Participating	Public	In Person	Virtual	In Person		
Franklin Grove Public Library	Fully Participating	Public	Virtual	In Person	Virtual		
Freeport Public Library	Fully Participating	Public	In Person	In Person	In Person		
Galena Public Library District	Fully Participating	Public	In Person	In Person	In Person		
Geneseo Public Library District	Fully Participating	Public	In Person	In Person	In Person		
Genoa Public Library District	Fully Participating	Public	Virtual	Virtual	In Person		
Grant Park Public Library	Basic Online	Public	In Person	Virtual			
Graves-Hume Public Library District	Fully Participating	Public	Virtual	In Person	Virtual		
Hanover Township Library	Basic Online	Public	Virtual	Virtual	In Person		
Harvard Diggins Library	Fully Participating	Public	Virtual	Virtual	In Person		
Henry C. Adams Memorial Library	Basic Online	Public		Virtual			
Highland Community College	Fully Participating	Academic	In Person	In Person	In Person		
Hinckley Public Library District	Fully Participating	Public	In Person	In Person	In Person		
Homer Township Public Library District	Fully Participating	Public	Virtual	Virtual	Virtual		
Ida Public Library	Fully Participating	Public	In Person	Virtual	In Person		
Johnsburg Public Library District	Fully Participating	Public	In Person	In Person	In Person		
Joliet Township High SD #204 (Joliet Central High School)	Fully Participating	School		Virtual	Virtual		
Julia Hull District Library	Fully Participating	Public		In Person	In Person		
Kankakee Public Library	Fully Participating	Public	Virtual	In Person			
LaSalle Public Library	Fully Participating	Public	In Person				
Lena Community District Library	Fully Participating	Public	Virtual		Virtual		Fined in FY23 - attended 1 meeting virtually
Limestone Township Library District	Fully Participating	Public	Virtual	Virtual	Virtual		
Lostant Community Library	Basic Online	Public	Virtual	In Person	Virtual		
Malta Township Public Library	Fully Participating	Public	In Person	In Person	In Person		
Manhattan-Elwood Public Library District	Fully Participating	Public	In Person	In Person	In Person		
Manteno Public Library District	Fully Participating	Public	In Person	Virtual	Virtual		
Maple Park Public Library District	Fully Participating	Public	Virtual	In Person	In Person		
Marengo-Union Public Library District	Fully Participating	Public	In Person		In Person		
Marseilles Public Library	Basic Online	Public	In Person	In Person			
Meridian CUSD #223 (Stillman Valley High School)	Fully Participating	School		In Person	In Person		
Mineral-Gold Public Library District	Union List	Public					New Union List Representative - Jan 2024
Mokena Community Public Library District	Fully Participating	Public	In Person	Virtual	Virtual		
Moline Public Library	Fully Participating	Public	In Person	In Person	In Person		
Morris Area Public Library District	Fully Participating	Public	In Person	In Person	In Person		
Mount Carroll District Library	Basic Online	Public		In Person			
Mount Morris Public Library	Basic Online	Public	In Person	In Person	In Person		
New Lenox Public Library District	Fully Participating	Public	In Person	In Person	In Person		
Nippersink Public Library District	Fully Participating	Public	Virtual	Virtual	In Person		
North Chicago Public Library	Fully Participating	Public	In Person	In Person	In Person		
North Suburban Public Library District	Fully Participating		In Person	In Person	In Person		
Odell Public Library	Fully Participating	Public	Virtual	In Person	Virtual		
Oglesby Public Library District	Fully Participating	Public	Virtual	In Person	In Person		
Oregon Public Library District	Fully Participating	Public	In Person	Virtual	In Person		
Pearl City Public Library District	Fully Participating	Public	In Person	In Person			
Pecatonica Public Library District	Fully Participating	Public	In Person	In Person	In Person		
Peotone Public Library District	Fully Participating	Public	In Person	Virtual	Virtual		
Peru Public Library	Fully Participating	Public	In Person	In Person	In Person		
Plano Community Library District	Fully Participating	Public	In Person	In Person	In Person		
Plano CUSD 88 (Plano High School)	Fully Participating	School	Virtual		In Person		
Polo Public Library District	Basic Online	Public		In Person	Virtual		
Princeton Public Library	Fully Participating	Public	In Person	In Person	In Person		
Princeton Township High SD 500	Basic Online	School			Virtual		
Prophetstown-Lyndon-Tampico CUD 3 (6-12 Campus)	Basic Online	School	Virtual	In Person	Virtual		
Putnam County Public Library District	Fully Participating	Public	Virtual	In Person	Virtual		
Putnam County SD 535 (Putnam County High School)	Fully Participating	School	In Person		Virtual		
Reddick Public Library District	Fully Participating	Public	In Person	In Person			
Richard A. Mautino Memorial Library	Basic Online	Public	In Person	In Person	In Person		
River Valley District Library	Fully Participating	Public	In Person	Virtual	In Person		
Robert R. Jones Public Library District	Fully Participating	Public		Virtual	In Person		
Robert W. Rowe Public Library District	Fully Participating	Public	In Person	In Person	In Person		
Rochelle Township High School District # 212	Union List	School	Virtual		Virtual		Union List Rep - No in person requirement
Rock Island Public Library	Fully Participating	Public	In Person	In Person	In Person		
Rockford University	Fully Participating	Academic	In Person	In Person	In Person		
Rockridge Community Unit School District #300	Union List	School			Virtual		Union List Rep - No in person requirement
Sandwich Public Library District	Fully Participating	Public	In Person	Virtual	In Person		
Schmaling Memorial Public Library District	Basic Online	Public	Virtual	In Person	Virtual		
Seneca Public Library District	Fully Participating	Public	In Person	Virtual	In Person		
Serena Community Unit School District #2 (Serena High School)	Basic Online	School	In Person	In Person	In Person		
Sherrard Public Library District	Fully Participating	Public	Virtual	In Person	Virtual		
Silvis Public Library	Fully Participating	Public		Virtual	In Person		
Somonauk Public Library District	Fully Participating	Public		Virtual	Virtual		
South Beloit Public Library	Fully Participating	Public	Virtual	In Person	In Person		
Stockton Township Public Library	Basic Online	Public					
Streator Public Library	Fully Participating	Public	In Person	In Person	Virtual		
Sycamore Public Library	Fully Participating	Public			In Person		
Talcoff Free Library District	Fully Participating	Public	In Person	In Person	In Person		
Three Rivers Public Library District	Fully Participating	Public	In Person	In Person	In Person		
United Township High School District #30	Fully Participating	School	In Person	In Person	In Person		
Walnut Public Library District	Basic Online	Public	Virtual	In Person	Virtual		
Warren Township Public Library	Basic Online	Public	Virtual	Virtual	Virtual		
Western District Library	Fully Participating	Public	In Person	In Person	In Person		
Wilmington Public Library District	Fully Participating	Public	In Person	In Person			
Winnebago Public Library District	Fully Participating	Public	Virtual		In Person		Went live Jan 2024
Woodstock Public Library	Fully Participating	Public	In Person	Virtual	In Person		
Yorkville Public Library	Fully Participating	Public	In Person	In Person	Virtual		



Date: 3/1/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Revisions to the IGA App B

Executive Summary:

Upon review of the IGA Appendix B "PrairieCat Functionality by Membership Level", it was found that some changes need to be made to accommodate our new Vega Discovery layer. In addition, the following changes are suggested:

AIR PAC/MOBILE ENCORE: This was described as the "mobile version" of Encore, however it was simply Encores' responsive interface for mobile devices. Since this is not a separate "app", I believe this should be removed.

PROGRAM REGISTRATION: This module is available; however the functionality of the software is so poor that all the libraries that tried to use it moved off quickly. I believe it should be removed from the list as it is misleading.

Below please find the existing Appendix B, followed by the Appendix B reflecting the suggested changes.

IGA Exhibit B
PrairieCat Functionality by Membership Level

	Union List	Basic Online	Fully Participating
ENCORE – the public online catalog for PrairieCat	X	X	X
AIR PAC/MOBILE ENCORE – the mobile version of the public online catalog that can be used on smart phones and other devices	X	X	X
CATALOGING – access to the cataloging module to add, edit and withdraw library holdings	X	X	X
CHECKOUT/IN/RENEWAL – access to basic circulation functions to circulate materials; Union List libraries use this functionality only for resource sharing, not daily circulation	X	X	X
CIRCULATION NOTICES – centrally generated overdue and hold notices	X	X	X
STAFF INITIATED HOLDS – the ability for staff to place holds on behalf of patrons in Sierra; for Union List libraries this is for their ILL barcode patron only	X	X	X
CENTRAL SITE GENERATED REPORTS AND STATISTICS – standard reports and circulation statistics generated centrally either daily, monthly or annually	X	X	X
KIDS CATALOG – the graphic-based kid’s version of the public online catalog	X	X	X
CIRCA INVENTORY CONTROL – the module that allows members to inventory their collection using a wireless hand-held device, update status in real-time, and produce reports of missing items	X	X	X
PATRON REGISTRATION – the ability to add individual patron records to the database and fully track and manage circulation activity and library usage, generate individual notices, reports by patron characteristics		X	X
PATRON INITIATED HOLDS – the ability for patrons to place their own holds via Encore (the OPAC)		X	X
PATRON ACCOUNT– the ability for patrons to login to their account in the OPAC and view checkouts, renew materials, manage holds, update their contact information, store their reading history		X	X
PATRON EMPOWERMENT – the ability for patrons to add reviews and ratings, create lists, participate in community discussion		X	X
WEBPACPRO – the ability for staff to use the classic version of the catalog, particularly for browse and call number searching		X	X

	Union List	Basic Online	Fully Participating
FINES/BILLS/MANUAL CHARGES – access to accounting functionality which tracks fines, bills for unreturned materials and allows staff to add manual charges to an individual patron’s account; bill notices are generated centrally		X	X
OFFLINE CIRCULATION – access to the product that can be used as a backup when online circulation is not available; transactions can then be transferred to the system once online access is restored		X	X
PATRON API – software that allows for patron authentication for third party products such as ebooks, pc reservation systems, etc.		X	X
E-COMMERCE (OTHER VENDORS) – the ability to interface with other E-Commerce vendors from the patron’s record (e.g., PayPal) for online payment of bills		X	X
TEXT MESSAGING – the ability to send text reminders to individual patrons when a hold is available or an item is overdue		X	X
TELEPHONE NOTICES FOR HOLDS/OVERDUES – a server that calls patrons when they have holds available for pickup or items overdue		X	X
PHONE RENEWAL – a server that allows patrons to call in and renew materials		X	X
TEST SYSTEM – PrairieCat’s locally hosted test system that is used for training, barcode testing and testing implementation of new services and settings		X	X
DECISIONS CENTER – web-based reporting with tools to analyze circulation and collection costs and trends without requiring complex Boolean queries. The seamless integration of circulation, patron, acquisitions, e-resource, and other data ensures complete and accurate reporting of all aspects of the library's operation. The web-based report interface provides a variety of pre-configured circulation, collection, and holdings reports with tools for exporting to a spreadsheet for further manipulation and analysis. Fully participating libraries are provided individual logins to allow usage of individual report templates.		X	X

	Union List	Basic Online	Fully Participating
HOMEBOUND – the module that allows a library to manage circulation to patrons that are unable to visit the library, managing their reading lists, longer checkouts, etc.			X
MATERIALS BOOKING – the module that allows special materials to be booked or circulated differently – typically used for equipment, but could be used for meeting rooms or other items that need to be reserved to be used at a specific time			X
COLLECTION AGENCY – the module that allows libraries that are customers of Unique Management Services to interface fully with their system for sending patrons to collection; notices and status are fully automated in Sierra			X
RESERVE BOOK ROOM – the module usually used by academic members to manage items placed on reserve and circulated for shorter loan periods; could be used by other libraries for equipment, etc			X
ILL MODULE – the module that allows staff to manage outside PrairieCat ILL requests; this module allows ILLs to be checked out in Sierra, with Sierra-generated overdue notices, patrons able to see their ILLs in My Account, etc			X
PROGRAM REGISTRATION – the module that allows libraries to enter library programs in Sierra and manage registration lists, resources; patrons can register online via My Account			X
ACQUISITIONS – the module that allows libraries to manage their acquisitions via Sierra including full fund accounting if interested; Quick Click acquisitions allows for easy transfer or orders from vendor systems into Sierra			X
SERIALS CONTROL – the module used to manage magazine subscriptions and display in Encore			X
CREATE LISTS – the ability to create lists and output information via Sierra of any record type – bibliographic, item, orders, patrons, etc.			X

	Union List	Basic Online	Fully Participating
SIERRA STATISTICS – the module that allows staff to query the database for a real time report on a user-specified set of records; the values are simply totals without reference to dates. There is no ability to limit counts like Total Checkout or YTDCIRC by date in reports			X
WEB MANAGEMENT REPORTS – a web-based product that provides a selection of transaction-based reports, meaning that the system is reporting from stored information gathered as a result of circulation transactions; can specify a time period; can display information as a pie chart, bar graph, table, or all three at once			X

IGA Exhibit B
PrairieCat Functionality by Membership Level

	Union List	Basic Online	Fully Participating
VEGA DISCOVERY- the public online catalog for PrairieCat	X	X	X
CATALOGING – access to the cataloging module to add, edit and withdraw library holdings	X	X	X
CHECKOUT/IN/RENEWAL – access to basic circulation functions to circulate materials; Union List libraries use this functionality only for resource sharing, not daily circulation	X	X	X
CIRCULATION NOTICES – centrally generated overdue and hold notices	X	X	X
STAFF INITIATED HOLDS – the ability for staff to place holds on behalf of patrons in Sierra; for Union List libraries this is for their ILL barcode patron only	X	X	X
CENTRAL SITE GENERATED REPORTS AND STATISTICS – standard reports and circulation statistics generated centrally either daily, monthly or annually	X	X	X
KIDS CATALOG – the graphic-based kid’s version of the public online catalog	X	X	X
CIRCA INVENTORY CONTROL – the module that allows members to inventory their collection using a wireless hand-held device, update status in real-time, and produce reports of missing items	X	X	X
PATRON REGISTRATION – the ability to add individual patron records to the database and fully track and manage circulation activity and library usage, generate individual notices, reports by patron characteristics		X	X
PATRON INITIATED HOLDS – the ability for patrons to place their own holds via Vega Discovery (the OPAC)		X	X
PATRON ACCOUNT- the ability for patrons to login to their account in the OPAC and view checkouts, renew materials, manage holds, update their contact information, store their reading history		X	X
PATRON EMPOWERMENT – the ability for patrons to add reviews and ratings, create lists, participate in community discussion		X	X
WEBPACPRO – the ability for staff to use the classic version of the catalog, particularly for browse and call number searching		X	X

	Union List	Basic Online	Fully Participating
FINES/BILLS/MANUAL CHARGES – access to accounting functionality which tracks fines, bills for unreturned materials and allows staff to add manual charges to an individual patron’s account; bill notices are generated centrally		X	X
OFFLINE CIRCULATION – access to the product that can be used as a backup when online circulation is not available; transactions can then be transferred to the system once online access is restored		X	X
PATRON API – software that allows for patron authentication for third party products such as ebooks, pc reservation systems, etc.		X	X
E-COMMERCE (OTHER VENDORS) – the ability to interface with other E-Commerce vendors from the patron’s record (e.g., PayPal) for online payment of bills		X	X
TEXT MESSAGING – the ability to send text reminders to individual patrons when a hold is available or an item is overdue		X	X
TELEPHONE NOTICES FOR HOLDS/OVERDUES – a server that calls patrons when they have holds available for pickup or items overdue		X	X
PHONE RENEWAL – a server that allows patrons to call in and renew materials		X	X
TEST SYSTEM – PrairieCat’s test system that is used for training, barcode testing and testing implementation of new services and settings		X	X
DECISIONS CENTER – web-based reporting with tools to analyze circulation and collection costs and trends without requiring complex Boolean queries. The seamless integration of circulation, patron, acquisitions, e-resource, and other data ensures complete and accurate reporting of all aspects of the library's operation. The web-based report interface provides a variety of pre-configured circulation, collection, and holdings reports with tools for exporting to a spreadsheet for further manipulation and analysis. Fully participating libraries are provided individual logins to allow usage of individual report templates.		X	X

	Union List	Basic Online	Fully Participating
HOMEBOUND – the module that allows a library to manage circulation to patrons that are unable to visit the library, managing their reading lists, longer checkouts, etc.			X
MATERIALS BOOKING – the module that allows special materials to be booked or circulated differently – typically used for equipment, but could be used for meeting rooms or other items that need to be reserved to be used at a specific time			X
COLLECTION AGENCY – the module that allows libraries that are customers of Unique Management Services to interface fully with their system for sending patrons to collection; notices and status are fully automated in Sierra			X
RESERVE BOOK ROOM – the module usually used by academic members to manage items placed on reserve and circulated for shorter loan periods; could be used by other libraries for equipment, etc			X
ILL MODULE – the module that allows staff to manage outside PrairieCat ILL requests; this module allows ILLs to be checked out in Sierra, with Sierra-generated overdue notices, patrons able to see their ILLs in My Account, etc			X
ACQUISITIONS – the module that allows libraries to manage their acquisitions via Sierra including full fund accounting if interested; Quick Click acquisitions allows for easy transfer or orders from vendor systems into Sierra			X
SERIALS CONTROL – the module used to manage magazine subscriptions and display in the OPAC			X
CREATE LISTS – the ability to create lists and output information via Sierra of any record type – bibliographic, item, orders, patrons, etc.			X

	Union List	Basic Online	Fully Participating
SIERRA STATISTICS – the module that allows staff to query the database for a real time report on a user-specified set of records; the values are simply totals without reference to dates. There is no ability to limit counts like Total Checkout or YTDCIRC by date in reports			X
WEB MANAGEMENT REPORTS – a web-based product that provides a selection of transaction-based reports, meaning that the system is reporting from stored information gathered as a result of circulation transactions; can specify a time period; can display information as a pie chart, bar graph, table, or all three at once			X

DRAFT



Date: 3/01/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Addition of the Paid Leave for all Workers Policy

Executive Summary:

In order to comply with new legislation regarding paid leave for all employees we have created a new policy. This policy is similar to what RAILS has implemented which is straightforward and meets all the requirements of the law. See below:

Paid Leave for all Workers Policy

Part-time employees who work less than 20 hours per week are eligible to accrue personal leave. PRAIRIECAT will award paid leave time as employees earn it using the calendar year for the 12-month period. On January 1, employees start accruing one hour of paid leave time for every 40 hours worked. Once the individual employee reaches 40 hours of paid leave time, the employee will stop accruing during that calendar year. This personal leave shall roll over from year to year up to a maximum of 80 hours. Employees shall only be allowed to use a maximum of 40 hours of paid leave in any 1 calendar year.

The paid personal day benefit is subject to the following additional rules:

1. To receive payment for personal leave, an employee should notify the supervisor prior to the day of absence, if possible, or satisfy the notification set forth in the Attendance Policy.
2. Approval of a leave request shall be based on the operational needs of the Employer. The Employer may decline the leave if leave granted during a particular time period would significantly impact the operations of the Employer. Denials of a leave request will be made in writing.
3. Personal leave will not be paid out upon separation from employment. Should an employee be rehired within 12 months of separation, they will be credited with the leave they accrued but did not use. Notwithstanding any other section of this policy, this leave will be available for immediate use.
4. The Employer shall maintain records of at least 3 years of each employee's hours worked for each day in each workweek, the total paid leave that was earned based on the hours worked in the case of part-time employees, the paid leave used in each workweek, requests made for paid


leave, written denials, and the remaining paid leave balance for each employee upon separation from employment.

5. At no time will the Employer attempt to recoup any excess used paid leave time from any employee upon separation from employment.



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Paid Leave for All Workers FAQ

By *Stephanie Dorning* (<mailto:sdorning@hrssource.org>), JD, Employment Law Counsel

Published October 31, 2023



With January 1 fast approaching, now is the time to start preparing for the many changes coming to Illinois law, particularly the Paid Leave for All Workers Act (PLAWA). While there are still no proposed final rules available for the new leave law, the Illinois Department of Labor recently updated its Paid Leave for All Workers Act FAQ (<https://labor.illinois.gov/faqs/paidleavefaq.html>), answering some of the most pressing questions employers have been posing.

While the official FAQ has been drafted and released, employers should keep in mind that it does not carry the weight of law and should be treated as general guidance rather than legal advice. That said, it does provide valuable insight into the department's approach and likely interpretation moving forward.

While you should certainly review the IDOL's official FAQ, we have summarized some of the most significant updates below:

Q: Can an employer deny use of leave in certain circumstances?

Yes. Employers are allowed to set certain parameters for denying leave based on operational necessity, so long as the policy is equally applied to all employees and complies with all other applicable laws. The factors considered in denying leave should be clearly communicated to employees via policy and may include reasons such as staffing levels, safety requirements, seasonal demands, etc.

Q: If we already offer employees 40 hours of leave under an existing policy, do we need to comply with all other requirements of the Act?

No. Employers with a preexisting leave policy granting at least 40 hours of paid leave that can be used for any reason do not have to comply with the other requirements of the Act. This means employers who meet these minimum requirements may continue using their predetermined minimum leave increments and procedures contained in that policy (for example, a vacation or paid time off policy). If employers are using two policies to comply, such as a vacation policy for full-time staff and a specific Paid Leave for All Workers policy for part-time staff, the PLAWA policy will need to follow all of the provisions contained in the law. This includes use of leave in minimum two-hour increments and carry-over if leave is accrued.

As a reminder, employers who are covered under the Cook County Paid Sick Leave Ordinance or the Chicago Paid Sick Leave Ordinance are exempt from the requirements of the PLAWA. For employers who are not covered by one of these ordinances, a sick leave policy, no matter how generous, does not meet these minimum requirements and would not satisfy this exception.

Q: Can I front-load leave for full-time employees and use an accrual method for part-time employees?

Yes. As long as the policy is applied fairly to all full-time or part-time employees, different accrual methods are allowed.

HR Source members can access an updated Sample Policy ([https://www.hrsource.org/MAIMIS/HRS/Resources/Forms and Sample Documents.aspx](https://www.hrsource.org/MAIMIS/HRS/Resources/Forms%20and%20Sample%20Documents.aspx)) on our website (in the Leaves of Absence section.) Also, please consider joining us on November 29th for our next Paid Leave for All Workers Webinar (https://www.hrsource.org/MAIMIS/Shared_Content/Staff_Dashboards/Specific_Event/Event_Dashboard.aspx?EventKey=2311PDLEAV&WebsiteKey=ece63e58-e748-4495-9625-ec73e4eaa7dd), when we will describe the basic expectations of the law and update you on the newest guidance from the Illinois Department of Labor.


HR Source members can submit questions via the web (https://www.hrsource.org/MAIMIS/HRS/Resources/HR_Hotline.aspx) or call 800-448-4584 for live support.

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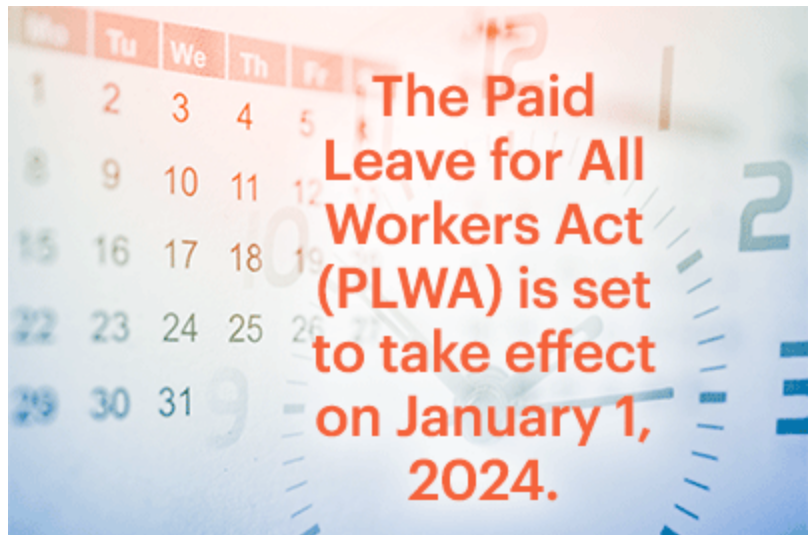
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Paid Leave for All Workers Act Regulations Released

By Kelly A. Hayden (<mailto:khayden@hrssource.org>), JD, Chief Legal Counsel
Published December 5, 2023

Recently, the Illinois Department of Labor (IDOL) released proposed regulations



(<https://labor.illinois.gov/content/dam/soi/en/web/idol/documents/44 IR 15559.pdf>) for the Paid Leave for All Workers Act (PLWA), which is set to take effect on January 1, 2024. The regulations are fairly consistent with previous information released by IDOL in their webinars and FAQ. Below are some of the highlights from the regulations:

- Employers who have a policy in place as of December 31, 2023 that provides ALL employees up to 40 hours of paid leave that can be used for any reason do not

need to offer additional time off or revise their policies to comply with other provisions of the PLWA, including request and notification procedures.

- Remote workers are subject to the PLWA if they primarily perform work in the state of Illinois for an Illinois employer OR primarily live and work in Illinois (even if the employer is out-of-state). In determining whether work is primarily performed in Illinois, the IDOL will consider the amount of work performed in Illinois as opposed to the amount performed in another state, whether the work performed is isolated, transitory, or temporary, and whether the work is of the same general nature or has the same duties as work performed outside of Illinois.
- Employers who utilize the tip credit and/or have commissioned employees must pay the highest applicable minimum wage for leave taken under the PLWA.
- Employers who are using the accrual method may restrict an employee's ability to carry over more than 80 hours of time. Remember, if the employer is using the accrual method, carryover must be permitted, however, an employee may never use more than 40 hours of leave in the 12-month period.

The regulations are currently in a comment period that closes on December 18, 2023. Thereafter, the IDOL will consider comments received and move to implement final regulations sometime in the new year. Employers with questions about the new law should visit our website to download our Field Guide to the Paid Leave for All Workers Act (https://www.hrsourc.org/MAIMIS/HRS/Resources/HR_Topic_Field_Guides.aspx?WebsiteKey=ece63e58-e748-4495-9625-ec73e4eaa7dd) and our sample policy ([https://www.hrsourc.org/MAIMIS/HRS/Resources/Forms and Sample Documents.aspx](https://www.hrsourc.org/MAIMIS/HRS/Resources/Forms_and_Sample_Documents.aspx)).

Members with questions can contact us through the HR Hotline online (https://www.hrsourc.org/MAIMIS/HRS/Resources/HR_Hotline.aspx) or at 800-448-4584.

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Date: 3/1/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Oglesby Public Library request to step down to Basic Online membership level

Executive Summary:

After our Delegates Assembly meeting on 1/ 31/ 2023, Lynn Sheedy, the director of the Oglesby Public Library District, reached out to me and inquired about downgrading their membership from Fully Participating to Basic Online level. I informed her that it would need to be approved by the Delegates Assembly. According to our bylaws, notice of downgrading should be given to PrairieCat 180 days before the end of the fiscal year. Notifying us on February 1 is only 151 days before the end of the fiscal year, however the library requests that the new IGA be considered. Below is the email I received along with the signed IGA from the Library:

Good Morning Carolyn,

On behalf of the Oglesby Public Library District, it is our desire to downgrade to a Basic Online Library. I have attached the agreement signed by our Board President and Secretary. I understand the library will no longer have access to the Sierra modules as depicted in the IGA Exhibit B, pages 3-4. I also understand this request is submitted outside the 180-day window stipulated within the PC agreement and the library appreciates consideration of this request. Please advise me if you need additional information from me. I appreciate the time you have spent explaining the impact of downgrading to a Basic Online Library and the reassurance that other than losing access to the modules, our library will not be penalized in any way. I also understand there is no penalty should we desire to be reinstated as a fully participating library in the future which would require a new intergovernmental agreement to be signed.

Lynn

Please see the signed IGA below.

**SECOND AMENDED INTERGOVERNMENTAL AGREEMENT ESTABLISHING
PRAIRIECAT AND
AUTHORIZING MEMBERSHIP IN PRAIRIECAT**

 FULLY PARTICIPATING **BASIC ONLINE**
 UNION LISTING
(Check appropriate participation level)

WHEREAS, each of the entities listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq., a school district established pursuant to state statute or another entity with a library organized and existing under the laws of the state of Illinois; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the public libraries, library districts and school districts are established, the Governing Body of each of the said entities is empowered and authorized to enter into intergovernmental contracts and agreements for library services and the other entities with a library have the authority to contract for library services; and

WHEREAS, the Libraries that have signed this Agreement have determined that it is in their best interest to join together to provide the services outlined in this Agreement and have decided to create an intergovernmental entity called "PRAIRIECAT," voluntarily established by contracting Public Libraries, Library Districts and other entities with libraries to provide the services and automated library system described and set forth in this Agreement; and

WHEREAS, PRAIRIECAT was initially established in December, 2010 and it has permitted new members to join subsequent to its establishment.

NOW, THEREFORE, in consideration of the agreements hereinafter provided, and in further consideration of the execution of this Agreement by two-thirds of the libraries listed on Exhibit A, the Governing Board of the Oglesby Public Library District, (hereinafter referred to as "Library" or "Member") agree as follows:

1. Incorporation of Preambles. The above and foregoing preambles are incorporated herein and constitute a part of this Agreement.
2. Establishment of PRAIRIECAT. The Libraries that have signed this Agreement hereby establish an intergovernmental entity, as contemplated by the Intergovernmental Cooperation Act, which shall be known as the PRAIRIECAT for the purpose set forth in the next section.

3. Purpose. The purpose of PRAIRIECAT is to provide cost-effective and efficient resource discovery and acquisition for patrons of PrairieCat member libraries.

4. Definitions.

“Member” - Any library, library district or other entity with a library which has executed an agreement which is accepted by PRAIRIECAT on substantially the same terms as this Agreement.

“Integrated Library System” or “ILS” - The integrated library system used by PRAIRIECAT including all equipment and software that is used for automation of library functions.

“Fully Participating Member” - A library that has use of all existing application programs as described in Exhibit B, Functionality by Membership Level and whose users have full access to the benefits of the ILS. Fully Participating members are voting members and may hold any office.

“Basic Online Member” - A library that has limited use of existing application programs as described in Exhibit B, Functionality by Membership Level and whose users have limited access to the benefits of the ILS. Basic Online members are voting members and may hold any office.

“Union Listing Member” - A library that contributes its holdings to the database for resource sharing activities only and has limited use of existing application programs, as described in Exhibit B, Functionality by Membership Level. Patrons of the library are not included as part of the patron database of the ILS. Union listing members may not hold any office. The Union Listing standing group will select four representatives to be the group’s co-chairs. Each of the four representatives will have voting privileges at Delegates Assembly meetings. No alternates may be designated.

5. PRAIRIECAT Administrative Council. There is hereby established a board of directors which shall be called the PRAIRIECAT Administrative Council (“Council”). The Bylaws contain the details regarding membership on the Council, elections, meetings, duties, operation and voting of the Council.

6. Obligations/Duties of Members. The obligations and duties of Members are as follows:

- A. To comply with such other reasonable rules and regulations, including but not limited to the Bylaws, as amended, as may be established by PRAIRIECAT for the administration of the Agreement and ILS as well as all policies of PRAIRIECAT, as amended.

- B. To appropriate or budget annually its liabilities for participation in PRAIRIECAT and the ILS and to meet its obligations hereunder.
- C. To cooperate fully with any agent, employee, officer or independent contractor of PRAIRIECAT in any matter relating to the purpose and powers of PRAIRIECAT.
- D. To make payments promptly to PRAIRIECAT as established in the Bylaws and this Agreement.
- E. To execute any agreement or other documents with Vendors, such as a confidentiality agreement, required for operation of or participation in the ILS.
- F. To act promptly on all matters requiring approval by the Members and to not withhold such approval unreasonably or arbitrarily.
- G. To make its library materials available for interlibrary loan in accordance with the ILLINET Interlibrary Loan Code and to enter its collection into the ILS database.
- H. To take responsibility for purchasing and maintaining all equipment and telecommunications services necessary for access/connectivity to the PRAIRIECAT system. All such equipment must be compatible with PRAIRIECAT's system, as well as vendor and PRAIRIECAT guidelines.
- I. To acknowledge that the vendors of the ILS have or may have certain proprietary rights in connection with the ILS and to assume and accept responsibilities/liabilities related to any violation of said proprietary rights by its patrons or users.
- J. To take no action inconsistent with this Agreement as originally written or hereafter amended.
- K. To attend Delegates Assembly meetings (Fully Participating and Basic Online members and Union Listing representatives).

7. Powers and Duties of PRAIRIECAT. PRAIRIECAT may exercise any power, privilege, or authority, to perform and accomplish the purposes set forth in this Agreement and shall exercise such powers, privileges and authority through the PRAIRIECAT Administrative Council:

- A. To administer and supervise the ILS.
- B. To adopt Bylaws consistent with law and with this Agreement to govern its operation, which Bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting,

operational services, committees, budgeting, assessment of fees and other policies.

- C. To employ or contract with agents, employees, vendors, independent contractors or other entities, including legal counsel, accountants and such other persons as may be necessary to provide any services required for the ILS or its implementation, to store any of the equipment required to carry out the services outlined in this Agreement and to accomplish the purposes of PRAIRIECAT.
- D. To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the ILS.
- E. To collect payments and assessments from Members.
- F. To procure insurance for the ILS against risks of loss or damage for an amount equal to the replacement cost of the equipment, subject to the usual conditions, stipulations and exceptions.
- G. To hold title to the ILS, except for any equipment held solely by a Member.
- H. To pass an annual budget.
- I. To carry out such other activities as are necessarily implied or required to carry out the purposes of the ILS.

8. Use of ILS. The Members will jointly determine the use of the ILS. PRAIRIECAT does not warrant or guarantee the ILS, nor shall PRAIRIECAT be liable for any damages resulting from the malfunction of the ILS.

9. LIMITATION OF LIABILITY/DAMAGES.

A. ANY SPECIFICATION, DESCRIPTION, OR OBJECTIVE IN THIS AGREEMENT CONCERNING THE OPERATION OF THE ILS IS A STATEMENT OF THE UNDERSTANDING OF THE PARTIES AS TO THE DESIGN AND SERVICE OBJECTIVES OF THE ILS, AND DOES NOT CREATE AN EXPRESS OR IMPLIED WARRANTY THAT THE ILS DOES OR WILL ALWAYS CONTINUE TO OPERATE AS DESCRIBED.

B. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, NEITHER PRAIRIECAT NOR ITS OFFICERS, ADMINISTRATIVE COUNCIL MEMBERS, EMPLOYEES OR AGENTS SHALL BE LIABLE TO OR THROUGH THE MEMBER FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT (WITH THE EXCEPTION OF PERSONAL INJURY AND PROPERTY DAMAGE DIRECTLY CAUSED BY WILLFUL AND WANTON CONDUCT), INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOST REVENUES OR FAILURE TO REALIZE EXPECTED

SAVINGS) SUSTAINED OR INCURRED IN CONNECTION WITH THE PERFORMANCE OR NONPERFORMANCE OF SERVICES UNDER THIS AGREEMENT, AND ANY AMENDMENTS THERETO, OR THE PROVISION, USE OR OPERATION OF THE ILS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT AND ANY AMENDMENTS THERETO, REGARDLESS OF THE FORM OF ACTION AND WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE.

C. NEITHER PARTY TO THIS AGREEMENT, INCLUDING THEIR OFFICERS, ADMINISTRATIVE COUNCIL MEMBERS, EMPLOYEES AND AGENTS, SHALL BE LIABLE IN ANY WAY FOR DELAYS, FAILURE IN PERFORMANCE, LOSS OR DAMAGE DUE TO FORCE MAJEURE CONDITIONS OR CAUSES BEYOND SUCH PARTY'S REASONABLE CONTROL.

D. ANY ACTION IN LAW OR IN EQUITY ARISING FROM OR IN CONNECTION WITH ANY MATTER UNDER THIS AGREEMENT MUST BE BROUGHT WITHIN TWO YEARS AFTER THE CAUSE OF ACTION HAS ACCRUED.

E. EXCEPT AS SET FORTH EXPRESSLY IN THIS AGREEMENT, NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE MADE BY PRAIRIECAT.

F. THE TERMS AND CONDITIONS IN THIS SECTION 9 SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

10. Notices. All notices of claims or any other notice required to be given pursuant to this Agreement, shall be in writing, shall be sent by certified mail and shall be addressed to or to such address or such other parties as the Parties may from time to time designate by notice as provided herein:

PRAIRIECAT
c/o RAILS
220 W 23rd Ave
Coal Valley, IL 61240
Attention: PRAIRIECAT Chair

And to:

(Insert address and contact for Member)

Library name: Oglesby Public Library District
Address: 111 S. Woodland Ave.
Oglesby, IL 61348
Attention: Lynn Sheedy, Library Director

11. Payments by Members – Assessments. Each Member shall pay all fees set forth on the PRAIRIECAT Annual Budget, Fee Schedule or any other costs and fees determined by the Members. Any Library joining PRAIRIECAT whose records must be migrated or entered into PRAIRIECAT must pay impact fees for joining PRAIRIECAT.

12. Rights of Members. Rights of each Member of PRAIRIECAT shall include the following:

- A. To enforce the obligations of PRAIRIECAT as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by PRAIRIECAT itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the Members set forth herein.
- B. To participate on uniform and nondiscriminatory terms.

13. Amendments. The PRAIRIECAT Administrative Council may propose amendments to this Agreement at any time. The proposed amendment must be approved by a vote of at least two-thirds (2/3) of PRAIRIECAT Delegates Assembly Representatives.

14. Waiver. The waiver by any Library signing this Agreement or by PRAIRIECAT of any breach or violation of any provision of this Agreement shall not be deemed to be a waiver or a continuing waiver of any subsequent breach or violation of the same or any other provision of this Agreement.

15. Execution of Agreement. This Agreement may be executed in counterparts, each of which will be signed by one Member Library, and each separate Agreement and all such collectively constitute one original. Facsimile signatures shall be sufficient.

16. Financial Arrearages. In the event that a Member Library fails to meet any of its financial obligations, the Administrative Council may suspend participation of the Library and terminate integrated library services to the Library, including denial of access of the Library's computers to the database, until the Library makes payment. If such Member Library fails to make full payment within ninety (90) days after such termination of services, it shall be deemed to have voluntarily terminated and withdrawn from PRAIRIECAT, and shall be subject to the provisions of Section 18, with specific recognition of the continuing obligation of the Library to make payments, among any other payments due at the time of withdrawal, to the end of the PRAIRIECAT fiscal year in which the withdrawal occurs.

17. Assignment. Under no circumstances shall this Agreement be assigned by any party or be construed as one of agency, partnership, joint venture or employment between the Parties. The Parties shall each be solely responsible for the conduct of their respective officers, employees and agents in connection with the performance of their obligations under this Agreement.

18. Effective Date. Effective Date shall be the first day of the calendar month next following the month in which both the Member and the Delegates Assembly have duly approved and executed this Agreement or a substantially similar agreement. The contract shall be terminated at the end of the contract year, which is June 30.

19. Term and Termination. This contract shall be effective when signed by the Member and be in effect through June 30, 20___. After the initial contract period, the contract shall be automatically extended for successive one-year periods. Termination of contract requires notification to the Chair of the Delegates Assembly at least 180 days in advance of the next fiscal year. If the Agreement is terminated, the Member must pay all unpaid costs incurred up to and including the time of termination. The obligation to pay all such costs survives the termination of this Agreement. If the Member terminates the Agreement, the Member shall pay all costs incurred by PRAIRIECAT due to the Member's decision to leave PRAIRIECAT, including any work performed by PRAIRIECAT employees or agents after the termination of the Agreement. The process for withdrawal from PRAIRIECAT is outlined in the Bylaws.

20. Dissolution. PRAIRIECAT may be dissolved by a two-thirds (2/3) vote of the Delegates Assembly. If PRAIRIECAT dissolves, PRAIRIECAT will first offer title to all system hardware and software to any entity that is composed of at least 2/3 of all Delegates Assembly Members that had an executed agreement with PRAIRIECAT when the vote to dissolve was passed. If there is no such entity, Members shall have the right of first refusal regarding the purchase of all equipment, property and other assets of PRAIRIECAT and shall share in the proceeds, if any, in accordance with the Member's proportionate share of capital contributions, purchases, or balance on account. Surplus funds, if any, shall be distributed in the same manner.

21. Section Headings. The section headings inserted in this Agreement are for convenience only and are not intended to and shall not be construed to limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

22. Validity and Savings Clause. In the event that any provision of this Agreement shall be declared by a final judgment of a court of competent jurisdiction to be unlawful or unconstitutional or invalid as applied to any Member, the lawfulness, constitutionality or validity of the remainder of this Agreement shall not be deemed affected thereby.

23. Governing Law. This Agreement shall be construed in accordance with the Constitution and laws of the State of Illinois.

IN WITNESS WHEREOF, the Library whose signature is set forth below, acting under the authority of its Governing Body, has caused this Agreement to be executed by its duly authorized officer. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement shall collectively constitute one original.

Name of Member: RICHARD J VOLLMER

BY: Richard Vollmer

Board

Richard Vollmer, President

(print name and title of representative authorized to execute this Agreement)

ATTEST:

BY:

[Signature]

Oglesby Library Board of Trustees - Treasurer

(print name and title)

APPROVED THIS 26 DAY OF February, 2024

PRAIRIECAT:

BY:

(PrairieCat Chair)

APPROVED THIS _____ DAY OF _____, 20__.

Adopted by the PrairieCat Delegates Assembly on 10/6/10
Revised by the PrairieCat Delegates Assembly on 1/26/2011
Revised by the PrairieCat Delegates Assembly on 1/23/2013
Revised by the PrairieCat Delegates Assembly on 4/17/2013

IGA Exhibit B
PrairieCat Functionality by Membership Level

	Union List	Basic Online	Fully Participating
VEGA DISCOVERY- the public online catalog for PrairieCat	X	X	X
CATALOGING – access to the cataloging module to add, edit and withdraw library holdings	X	X	X
CHECKOUT/IN/RENEWAL – access to basic circulation functions to circulate materials; Union List libraries use this functionality only for resource sharing, not daily circulation	X	X	X
CIRCULATION NOTICES – centrally generated overdue and hold notices	X	X	X
STAFF INITIATED HOLDS – the ability for staff to place holds on behalf of patrons in Sierra; for Union List libraries this is for their ILL barcode patron only	X	X	X
CENTRAL SITE GENERATED REPORTS AND STATISTICS – standard reports and circulation statistics generated centrally either daily, monthly or annually	X	X	X
KIDS CATALOG – the graphic-based kid’s version of the public online catalog	X	X	X
CIRCA INVENTORY CONTROL – the module that allows members to inventory their collection using a wireless hand-held device, update status in real-time, and produce reports of missing items	X	X	X
PATRON REGISTRATION – the ability to add individual patron records to the database and fully track and manage circulation activity and library usage, generate individual notices, reports by patron characteristics		X	X
PATRON INITIATED HOLDS – the ability for patrons to place their own holds via Vega Discovery (the OPAC)		X	X
PATRON ACCOUNT- the ability for patrons to login to their account in the OPAC and view checkouts, renew materials, manage holds, update their contact information, store their reading history		X	X
PATRON EMPOWERMENT – the ability for patrons to add reviews and ratings, create lists, participate in community discussion		X	X
WEBPACPRO – the ability for staff to use the classic version of the catalog, particularly for browse and call number searching		X	X

	Union List	Basic Online	Fully Participating
FINES/BILLS/MANUAL CHARGES – access to accounting functionality which tracks fines, bills for unreturned materials and allows staff to add manual charges to an individual patron’s account; bill notices are generated centrally		X	X
OFFLINE CIRCULATION – access to the product that can be used as a backup when online circulation is not available; transactions can then be transferred to the system once online access is restored		X	X
PATRON API – software that allows for patron authentication for third party products such as ebooks, pc reservation systems, etc.		X	X
E-COMMERCE (OTHER VENDORS) – the ability to interface with other E-Commerce vendors from the patron’s record (e.g., PayPal) for online payment of bills		X	X
TEXT MESSAGING – the ability to send text reminders to individual patrons when a hold is available or an item is overdue		X	X
TELEPHONE NOTICES FOR HOLDS/OVERDUES – a server that calls patrons when they have holds available for pickup or items overdue		X	X
PHONE RENEWAL – a server that allows patrons to call in and renew materials		X	X
TEST SYSTEM – PrairieCat’s locally hosted test system that is used for training, barcode testing and testing implementation of new services and settings		X	X
DECISIONS CENTER – web-based reporting with tools to analyze circulation and collection costs and trends without requiring complex Boolean queries. The seamless integration of circulation, patron, acquisitions, e-resource, and other data ensures complete and accurate reporting of all aspects of the library’s operation. The web-based report interface provides a variety of pre-configured circulation, collection, and holdings reports with tools for exporting to a spreadsheet for further manipulation and analysis. Fully participating libraries are provided individual logins to allow usage of individual report templates.		X	X

	Union List	Basic Online	Fully Participating
HOMEBOUND – the module that allows a library to manage circulation to patrons that are unable to visit the library, managing their reading lists, longer checkouts, etc.			X
MATERIALS BOOKING – the module that allows special materials to be booked or circulated differently – typically used for equipment, but could be used for meeting rooms or other items that need to be reserved to be used at a specific time			X
COLLECTION AGENCY – the module that allows libraries that are customers of Unique Management Services to interface fully with their system for sending patrons to collection; notices and status are fully automated in Sierra			X
RESERVE BOOK ROOM – the module usually used by academic members to manage items placed on reserve and circulated for shorter loan periods; could be used by other libraries for equipment, etc			X
ILL MODULE – the module that allows staff to manage outside PrairieCat ILL requests; this module allows ILLs to be checked out in Sierra, with Sierra-generated overdue notices, patrons able to see their ILLs in My Account, etc			X
ACQUISITIONS – the module that allows libraries to manage their acquisitions via Sierra including full fund accounting if interested; Quick Click acquisitions allows for easy transfer or orders from vendor systems into Sierra			X
SERIALS CONTROL – the module used to manage magazine subscriptions and display in the OPAC			X
CREATE LISTS – the ability to create lists and output information via Sierra of any record type – bibliographic, item, orders, patrons, etc.			X

	Union List	Basic Online	Fully Participating
SIERRA STATISTICS - the module that allows staff to query the database for a real time report on a user-specified set of records; the values are simply totals without reference to dates. There is no ability to limit counts like Total Checkout or YTDCIRC by date in reports			X
WEB MANAGEMENT REPORTS - a web-based product that provides a selection of transaction-based reports, meaning that the system is reporting from stored information gathered as a result of circulation transactions; can specify a time period; can display information as a pie chart, bar graph, table, or all three at once			X