



**PrairieCat Administrative Council
Agenda
April 12th, 2024**

The Council will meet on Friday, April 12th, 2024, 10:30 am – 1 pm
In person at the Reddick Public Library District, 1010 Canal Street,
Ottawa, IL

The meeting will also be available online via Zoom:

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

- I. Call to order, Welcome and Introductions
- II. Introduction of Visitors and Public Comments
- III. Review Agenda for Additions/Changes
- IV. Consent Agenda (pp. 2-15)
 - a. Approve minutes for March 1st, 2024, PrairieCat Administrative Council meeting.
 - b. Approve financial report for February 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
 - c. Percentage of budget vs. Fees/Membership Eligibility Report (pp. 16-20)
- VI. Administrative Issues
 - a. Benchmarking report and review of FY25 PayScale (pp. 21-37)
 - b. Review of final FY25 budget and fees (pp. 38-45)
 - c. Review of FY25 membership level tiers (pp. 46-48)
 - d. Review of contract amendments for new phone notification system (budgeted for FY25) (pp. 49-56)
 - e. Review of Mills and Petrie IGA for upgrading from Union List to Basic Online level (pp. 57-65)
 - f. Review of Delegates Assembly agenda for April 24 (p. 66)
- VII. Ad Hoc Committee Updates
 - a. Resource Sharing Committee – Review of Resource Sharing Summit
 - b. Finance Committee – Review of March 21 meeting
- VIII. Review of Meeting – what worked and what didn't.
- IX. Public Comments
- X. Adjournment

Next Meeting – Friday, May 3, Sandwich Public Library District



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

The Council met 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

Present at Dekalb: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP), Megan Gove (TF), Laura Watson (HC), Julie Wayland (PR), Beth Ryan (JO), Kelly McCully (BD), Penny Bryant (PT), Emily Faulkner (DK)

Present via Zoom:

Absent: Victoria Blackmer (CV), Michelle Krooswyk (NL), Ashley Huffines (FP)

Ryan (Treasurer-JO) called the meeting to order at 10:30 am.

II. Introduction of Visitors and Public Comments

There were no visitors or public comments.

III. Review Agenda for Additions/Changes

There were no revisions.

IV. Consent Agenda

- a. Approve minutes for February 9th, 2024, PrairieCat Administrative Council meeting.
- b. Approve financial report for January 2024
- c. Approve check registers.
- d. Statistical reports

MOTION #1

Watson (HC) moved and McCully (BD) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

V. Membership Update

- a. Update on new and upgrading members.
Smith (PrairieCat) gave the membership update. We have wrapped up²

and closed the Winnebago project and the Putnam County Schools project. We do have Mills Petrie, a Union List library, who asked for quotes about upgrading their membership to Basic Online. Their Board of Directors did vote to upgrade, so as soon as we get the signed IGA, we can bring it to Delegates Assembly for approval. We have a meeting with them next week to discuss the steps of the project.

- b. Update on current training and engagement projects
Smith (PrairieCat) stated the Resource Sharing Summit is happening next Thursday, March 7th. We will have the State Library and RAILS giving presentations. She encouraged the Administrative Council to attend to show their support. We have scheduled the Member Updates for the beginning of May. PUG Day 2024 has also been scheduled for September 26 and 27. This will be a virtual event.

VI. Administrative Issues

- a. Appoint nominating committee members for upcoming elections.
Coulter (PrairieCat) explained that there are four Administrative Council members whose terms are expiring.

Victoria Blackmer, a tier 3 representative
Penny Bryant, a tier 3 representative
Ashley Huffines, a tier 1 representative
Beth Ryan, a tier 2 representative

Coulter is asking for two volunteers to assist with gathering nominees to be on the election ballot for FY25. Faulkner (DK) and McCully (BD) volunteered to be on the Nominating Committee.

- b. Membership compliance Review
Smith (PrairieCat) explained that 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.

Smith continued, stating that Upon review of FY24 statistics (July 1 – Dec 31, 2023), several Union Listing members were out of compliance with item entry requirements. She 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. She 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.

c. Review Delegates Assembly attendance

Smith (PrairieCat) stated that 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.”

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

d. ACTION: Approve changes to the IGA App B

Coulter (PrairieCat) said 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”, Coulter believes 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. Coulter believes it should be removed from the list as it is misleading.

MOTION #2

Gove (TF) moved and Faulkner (DK) seconded to approve the IGA App B as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

- e. ACTION: Approve changes to the Paid Leave for All Workers Policy of the employee handbook
Knippel (PrairieCat) stated after last month's confusion on the changes to the Vacation Policy, we decided to leave that policy as is and create a separate policy for employees working under 20 hours per week. This policy is similar to what RAILS has implemented which is straightforward and meets all the requirements of the law.

MOTION #3

Wayland (PR) moved and Watson (HC) seconded to approve the addition of the Paid Leave for All Workers Policy to the employee handbook. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

- f. Review Oglesby IGA for stepping down from fully participating to basic online level, make recommendations to Delegates Assembly
Coulter (PrairieCat) said we have received a signed IGA from Oglesby to step down their membership level from Fully Participating to Basic Online. The only caveat is that our bylaws say PrairieCat has to be notified 180 days prior to stepping down and the Oglesby Director contacted us 151 days ahead. The Council agrees to recommend passing this on to Delegates Assembly for approval.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – no report
b. Finance Committee – no report

Coulter (PrairieCat) said she did reach out to the Finance Committee for volunteers to help make a plan for the benchmarking report that came back from HR Source.

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

IX. Public Comments

There were no public comments.

X. Adjournment

The meeting adjourned at 11:01am.

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

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:03/01/2024	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.	8	0	0	A	Y	Y	Y	Y	A	A	2ND Y	Y	Y	M Y
to approve changes to the IGA App B as presented.	8	0	0	A	Y	Y	2ND Y	M Y	A	A	Y	Y	Y	Y
to approve the addition of the Paid Leave for All Workers Policy.	8	0	0	A	Y	Y	Y	Y	A	A	Y	Y	M Y	2ND Y



Date: 4/12/2024
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – February 2024

Please find attached the PrairieCat Financial Reports for the month of February 2024. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of February 20 through March 19.

As of February 29, of the total cash balance of \$1,469,425, \$786,822 was undesignated working cash, \$670,888 was designated for capital reserves, and \$11,715 was eCommerce receipts payable to the membership. Cash decreased \$50,885 during the month of February primarily due to the monthly payroll and payroll-related expenses as well as several other vendor expenses. These expenses were partially offset by the receipt of all but four remaining invoiced third quarter member fees, bringing PrairieCat to a total of 97% of the quarterly fees received to date.

The balance of working cash was sufficient to fund 4.7 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 February of \$1,343,239 were \$1,450 above budget primarily due to the addition of the Winnebago Public Library migration and data scoping fees (\$14,000); their one-time capital reserve contribution (\$5,000); and their third quarter member fees (\$3,474). The migration and data scoping revenues do not add to PrairieCat's net asset balance since they are completely offset by the corresponding vendor expense recorded in information service costs. Other above budget revenues included investment income through February, as well as 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. These above budgeted amounts are partially offset by the below 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.

Total year-to-date interest as of the end of February was \$27,770, which was \$15,770 above the year-to-date budgeted amount of \$12,000 and \$10,790 above the year-to-date interest earned as of one year ago (February 2023). During the Federal Reserve's March meeting, they chose for the fifth consecutive time to hold the interest rate steady but expressed that they plan to do three potential quarter-percentage cuts by the end of calendar year 2024. Their projections for calendar year 2024 and 2025

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

rates are 4.6% and 3.6%, respectively, and their next meeting will occur on May 1. The average February interest rates were 5.399% and 5.247% for the IL Funds and iPrime money market (ISC) accounts, respectively, which slightly increased for IL Funds but slightly decreased for iPrime from the January average interest rates of 5.392% and 5.272%.

Total expenses through February of \$1,285,286 were \$37,252 below budget primarily due to under budget Professional Services (\$29,841), Contractual Services expenses (\$29,092), Personnel Costs (\$13,509), Vehicle expenses (\$2,976), and Supplies, Postage and Printing costs (\$2,882). 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 February, partially offset by above budget consulting costs for programming support for PrairieCat's new website.

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.

Personnel expenses were under budget mostly due to the current open position and favorable to budgeted staff health insurance elections. 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 February. Supplies, Postage and Printing costs were under budget mostly due to lower than budgeted cost of and need for computer equipment and software, and office supplies and equipment through February.

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 primarily during the first half of the fiscal year. Additional above budget costs are due to the interest expense related to the SBITAs discussed above.

**PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING February 29, 2024**

Beginning Cash Balance	\$ 1,520,309.25
Cash Received	
Payments from Member Libraries, etc.	60,740.10
Interest - BankORION	293.72
Interest - Illinois Funds	1,020.90
Interest - PMA	205.33
eCommerce Receipts Payable	6,477.22
Total Cash Received	<u>68,737.27</u>
Expenses Paid	
Checks and Vendor ACH Payments	27,935.43
Payroll and Retirement Contributions	91,313.13
ACH Credit Card Payments	-
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	373.35
Total Disbursements	<u>119,621.91</u>
Ending Cash Balance	<u><u>\$ 1,469,424.61</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	11,714.78
Capital Reserve Designation	670,887.50
Working Cash	786,822.33

TOTAL CASH \$ 1,469,424.61

PAYPAL FUNDS DETAILS:

February PayPal Receipts in Transit to Bank	\$598.76
---------------------------------------------	----------

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 February 2024	\$ 11,874.53

TOTAL CURRENT CD INVESTMENT VALUE \$ 464,074.53

Invested in Capital Assets Balance as of February 2024	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of February 2024	\$1,507,229.13
Unrestricted Fund Balance as of February 2024	\$474,615.41

FY24 operating expenses excluding planned capital reserve designation:	\$ 1,992,687.41
Working Cash % of operating expenses:	39.49%

PrairieCat
Balance Sheet
As of 2/29/2024

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,181,044.77
Cash - Illinois Funds	238,924.54
Cash - PMA	49,455.30
PayPal Funds	598.76
Total Cash & cash equivalents	1,470,023.37
Investments	452,200.00
Accounts receivables	14,154.34
Accrued investment income	11,874.53
Prepaid expenses	280,124.44
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	(568,912.87)
Total Capital Assets, net	1,507,229.13
Other Assets	
Deferred Outflows - Pension	507,441.62
Total Other Assets	507,441.62
Total Assets	4,243,047.43
Liabilities	
eCommerce Receipts Payable	12,313.54
Payroll	
Pension Payable	14,094.32
Retirement Payable	1,289.16
Total Payroll	15,383.48
Deferred revenue	198,619.97
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	1,510,391.45
Other	2,029.17
Total Other long-term obligations	1,516,886.62
Total Liabilities	2,261,202.89
Net Assets	
Beginning Net Assets	1,923,891.64
Current YTD Net Income	57,952.90
Total Net Assets	1,981,844.54
Total Liabilities and Net Assets	4,243,047.43

PrairieCat

Statement of Revenues and Expenses - FY24 is 66.67% Completed
From 2/1/2024 Through 2/29/2024

	<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	19,996.64	19,996.00	100.00%	29,995.00	66.66%
Fully Participating and Basic Online Member Revenue	102,921.58	817,001.14	814,878.00	100.26%	1,222,316.14	66.84%
ILL Barcode Revenue	400.00	2,400.00	2,000.00	120.00%	3,000.00	80.00%
Fully Participating & Basic Online - CR Contribution	5,085.59	45,370.22	40,265.00	112.67%	60,398.00	75.11%
Union List - CR Contribution	457.92	3,663.36	3,664.00	99.98%	5,495.00	66.66%
Total Fees for Services and Materials	111,364.67	888,431.36	880,803.00	100.87%	1,321,204.14	67.24%
Reimbursements						
Reimbursements	15,540.60	26,324.80	13,568.50	194.01%	20,353.28	129.33%
Reimbursements - Hosting Fee	4,241.01	33,666.06	33,578.00	100.26%	50,368.00	66.84%
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	19,294.32	23,000.00	83.88%	34,500.00	55.92%
Total Reimbursements	22,255.78	82,519.18	70,146.50	117.64%	105,221.28	78.42%
Investment Income	3,422.46	27,770.41	12,000.00	231.42%	18,000.00	154.28%
Other						
Other Grants	0.00	0.00	1,332.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,064.70	344,517.60	376,841.00	91.42%	565,262.00	60.94%
Other Revenue	0.00	0.00	666.00	0.00%	1,000.00	0.00%
Total Other	43,064.70	344,517.60	378,839.00	90.94%	568,262.00	60.63%
Total REVENUES	180,107.61	1,343,238.55	1,341,788.50	100.11%	2,012,687.42	66.74%
EXPENSES						
Personnel						
Other Professionals	46,173.36	437,506.71	439,627.00	99.51%	672,370.57	65.06%
Support Services	11,597.02	95,239.72	92,287.00	103.19%	141,146.97	67.47%
Social Security Taxes	4,085.11	37,791.59	40,691.00	92.87%	62,234.09	60.72%
Unemployment Insurance	0.00	0.00	2,334.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	719.64	1,146.00	62.79%	1,720.00	41.83%
Retirement Benefits	6,786.65	66,696.14	68,723.00	97.05%	105,106.47	63.45%
Health, Dental And Life Insurance	12,311.17	108,202.67	113,908.00	94.99%	170,861.58	63.32%
Other Fringe Benefits	0.00	457.00	666.00	68.61%	1,000.00	45.70%
Tuition Reimbursements	0.00	0.00	333.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	258.32	666.00	38.78%	1,000.00	25.83%
Total Personnel	81,121.64	746,871.79	760,381.00	98.22%	1,159,439.68	64.42%
Buildings and Grounds						
Property Insurance	232.08	1,856.64	1,666.00	111.44%	2,500.00	74.26%
Total Buildings and Grounds	232.08	1,856.64	1,666.00	111.44%	2,500.00	74.27%
Vehicle Expenses						

PrairieCat

Statement of Revenues and Expenses - FY24 is 66.67% Completed

From 2/1/2024 Through 2/29/2024

	<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	88.94	574.66	1,333.00	43.11%	2,000.00	28.73%
Repairs And Maintenance	0.00	214.94	1,333.00	16.12%	2,000.00	10.74%
Vehicle Insurance	121.83	819.64	1,333.00	61.48%	2,000.00	40.98%
Vehicles Leasing And Rent	0.00	134.38	333.00	40.35%	500.00	26.87%
Other Vehicle Expenses	0.00	112.80	500.00	22.56%	750.00	15.04%
Total Vehicle Expenses	210.77	1,856.42	4,832.00	38.42%	7,250.00	25.61%
Travel and Continuing Education						
In-State Travel	530.38	3,683.35	3,333.00	110.51%	5,000.00	73.66%
Out-Of-State Travel	0.00	1,881.49	4,666.00	40.32%	7,000.00	26.87%
Registrations And Meeting, Other Fees	0.00	3,067.25	6,666.00	46.01%	10,000.00	30.67%
Conferences And Continuing Education Meetings	0.00	14,527.70	10,000.00	145.27%	15,000.00	96.85%
Public Relations	0.00	1,664.24	333.00	499.77%	500.00	332.84%
Total Travel and Continuing Education	530.38	24,824.03	24,998.00	99.30%	37,500.00	66.20%
Commercial Insurance	604.83	4,838.64	7,600.00	63.66%	11,400.00	42.44%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,646.48	18,744.17	20,324.00	92.22%	30,486.00	61.48%
General Office Supplies And Equipment	0.00	274.89	1,666.00	16.50%	2,500.00	10.99%
Postage	0.00	89.00	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	1,646.48	19,108.06	21,990.00	86.89%	32,986.00	57.93%
Telephone and Telecommunications	0.00	1,666.90	3,666.00	45.46%	5,500.00	30.30%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	49.09	794.77	2,000.00	39.73%	3,000.00	26.49%
Total Equipment Repair and Maintenance	49.09	794.77	2,000.00	39.74%	3,000.00	26.49%
Professional Services						
Legal	172.00	766.50	4,666.00	16.42%	7,000.00	10.95%
Accounting	0.00	4,800.00	37,066.00	12.94%	55,600.00	8.63%
Consulting	0.00	8,032.50	1,666.00	482.14%	2,500.00	321.30%
Payroll Service Fees	669.21	5,292.03	5,334.00	99.21%	8,000.00	66.15%
Total Professional Services	841.21	18,891.03	48,732.00	38.77%	73,100.00	25.84%
Contractual Services						
Information Service Costs	32,991.15	169,571.50	382,941.20	44.28%	574,411.73	29.52%
Outside Printing Services	0.00	0.00	1,333.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	2,073.35	57,066.00	3.63%	85,600.00	2.42%
Amortization - Subscription Based IT Arrangements	34,602.34	240,602.87	0.00	0.00%	0.00	0.00%
Total Contractual Services	67,855.16	412,247.72	441,340.20	93.41%	662,011.73	62.27%
Professional Association Membership Dues	99.58	1,283.52	1,333.00	96.28%	2,000.00	64.17%

PrairieCat

Statement of Revenues and Expenses - FY24 is 66.67% Completed
From 2/1/2024 Through 2/29/2024

	<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	47,078.00	0.00	0.00%	0.00	0.00%
Miscellaneous	74.75	720.09	333.00	216.24%	500.00	144.01%
Miscellaneous - eCommerce Fees	298.60	3,248.04	3,666.00	88.59%	5,500.00	59.05%
Total EXPENSES	<u>159,449.32</u>	<u>1,285,285.65</u>	<u>1,322,537.20</u>	<u>97.18%</u>	<u>2,002,687.41</u>	<u>64.18%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>20,658.29</u>	<u>57,952.90</u>	<u>19,251.30</u>	<u>301.03%</u>	<u>10,000.01</u>	<u>579.52%</u>

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 2/20/2024 Through 3/19/2024

Vendor Name	Effective Date	Check Amount
WEX Bank	2/26/2024	88.94
Paycom Payroll LLC	2/29/2024	200.24
Paycom Payroll LLC	2/29/2024	18,461.19
Paycom Payroll LLC	2/29/2024	7,370.96
Bank Orion	2/29/2024	54.75
ICMA Retirement Corporation	3/1/2024	1,289.16
MerchantE	3/4/2024	273.00
MerchantE	3/4/2024	44.95
Cherry Hill Company	3/6/2024	1,172.00
HR Source	3/6/2024	1,690.00
Klein, Thorpe and Jenkins, Ltd.	3/6/2024	94.00
LIMRICC	3/6/2024	16,908.93
First Bankcard	3/7/2024	2,850.15
ZOOM VIDEO COMMUNICATIONS INC	3/8/2024	4,217.08
Bank Orion	3/11/2024	20.00
AMBER HETTINGER	3/12/2024	1,671.94
AMBER HETTINGER	3/12/2024	80.18
FAST FORWARD LIBRARIES LLC	3/12/2024	800.00
TALKINGTECH US LTD LLC	3/12/2024	200.00
Paycom Payroll LLC	3/14/2024	316.19
Paycom Payroll LLC	3/14/2024	18,460.20
Paycom Payroll LLC	3/14/2024	7,713.54
MerchantE	3/14/2024	4.50
MerchantE	3/14/2024	10.50
ICMA Retirement Corporation	3/15/2024	1,289.16
Illinois Municipal Retirement Fund	3/18/2024	9,395.99
Report Total		94,677.55

	July 2023	July 2022	Aug 2023	Aug 2022	Sept 2023	Sept 2022	Oct 2023	Oct 2022	Nov 2023	Nov 2022	Dec 2023	Dec 2022	Jan 2024	Jan 2023	Feb 2024	Feb 2023
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	1,222,565	1,221,543
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	5,149,712	5,142,598
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	361,629	377,525
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	386,659	378,131
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	58,046	55,892
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	44,333	44,489
Training, Outreach and Engagement																
Training events	6	7	10	2	6	7	7	4	6	7	7	8	5	6	6	6
Training participants	80	23	74	12	20	17	23	202	23	16	22	64	25	17	25	14
Training contact hours	132	33	92	18	38	25	45	301	48	21	31	73	62	25	45	20
TalentLMS Course Completions	228	292	265	420	283	302	237	302	247	184	141	126	313	228	265	192
Site visits	2	1	1	4	1	-	1	5	2	2	3	2	3	1	1	2
Member Meetings/Events	5	10	13	9	9	10	10	10	7	6	7	9	11	7	7	9
Meeting/Event participants	150	183	172	129	348	406	210	201	55	80	60	154	188	165	146	140
Meeting/Event contact hours	393	257	230	184	1,740	85	343	322	53	251	75	197	310	276	187	214
Troubleshooting																
HelpDesk Calls Opened	186	242	307	388	242	236	301	291	276	384	268	285	281	247	401	320
HelpDesk Calls Closed	227	225	298	385	231	193	285	281	256	364	336	251	313	248	341	512
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	1,412	1,532
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	2,548	1,909
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	2,909	1,499
Cleanup/overlays/merges - MARC catalogers	864	825	852	1,142	1,291	1,320	1,087	913	902	1,178	586	896	789	906	908	767
Enhancements/corrections - PC staff	8	22	12	43	37	48	39	49	56	9	93	26	26	50	35	8
Enhancements/corrections - MARC catalogers	105	116	182	188	190	159	134	75	120	113	105	67	102	114	109	97
Original catalogings - PC staff	11	26	11	29	53	34	77	53	65	24	62	34	58	40	62	2
Original catalogings - MARC catalogers	45	36	29	-	18	-	43	31	32	36	14	19	35	-	38	-
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	72,374	93,886
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov																



Date: 4/12/2024

To: PrairieCat Administrative Council

From: Elizabeth Smith, PrairieCat Training and Outreach Coordinator

Re: Membership Level Eligibility Report

Executive Summary:

The Administrative Council annually reviews Membership Levels and Eligibility as outlined in governance documents. For details, see General Policy Manual, Membership Levels, Fee Structure, and Eligibility, page 21 and General Policy Manual, Membership Levels, Fee Structure, and Eligibility, Appendix A, page 35-36.

For public libraries, the report details the 3-year average of total operating expenditures as reported in the IPLAR. The PrairieCat fees as a percentage of that is also shown. The majority of libraries that spend more than 5% of their operating expenditures on PrairieCat fees are eligible for a lower level of PrairieCat membership, yet are choosing the higher level for the services it provides. All Fully Participating members that are required to be in that membership level, spend less than 5% of their operating expenditures on PrairieCat fees, with an average of 2%.

For school libraries, the report details the 3-year average of enrollment. Membership eligibility for schools is based on the following from GPM Appendix A:

- *School libraries with a housing count (students) of 1400 or more are eligible for Basic Online or Fully Participating membership.*
- *School libraries with a housing count (students) of 1399 or fewer are eligible for Union Listing membership, Basic Online or Fully Participating membership.*
- *If a school district consists of multiple member schools and is already using a shared circulation system, admission to PrairieCat at union list level is allowed despite student body size.*

Recommendation:

All public libraries are in the appropriate membership level based on their eligibility. Some libraries have chosen a higher level of membership.

All school libraries are in the appropriate membership level based on their eligibility.

No action is needed at this time.

Sierra Code	Library	Current Level	Fiscal Year End	FY2021 IPLAR total operating expenditures	FY2022 IPLAR total operating expenditures	FY2023 IPLAR total operating expenditures	3 year average	FY24 PrairieCat Fees	Fees as % of Budget	NOTES
	Eligibility									
	Union List or Above - \$0-\$99,999									
	Basic Online or Above - \$100,000 - \$199,999									
	Fully Participating - \$200,000+									
	Blue text = libraries that would be eligible to move down									
	Sorted by Library Name									
AN	Andalusia Township Library	BO	Mar	\$ 58,450	\$ 59,775	\$ 69,376.00	\$ 62,534	\$ 4,675	7.48%	eligible for UL
AA	Annawan-Alba Township Library	UL	Mar	\$ 62,423	\$ 66,688	\$ 69,136.00	\$ 66,082	\$ 1,014	1.53%	
BM	Bertolet Memorial Library District	BO	Jun	\$ 149,939	\$ 127,631	\$ 148,349.00	\$ 141,973	\$ 5,032	3.54%	
BD	Bourbonnais Public Library District	FP	Jun	\$ 961,091	\$ 1,062,378	\$ 1,213,005.00	\$ 1,078,825	\$ 19,264	1.79%	
BR	Bradley Public Library District	FP	Jun	\$ 883,264	\$ 862,163	\$ 851,131.00	\$ 865,519	\$ 13,967	1.61%	
BY	Byron Public Library District	FP	Jun	\$ 1,147,545	\$ 868,990	\$ 954,748.00	\$ 990,428	\$ 15,257	1.54%	
CP	Charles B. Phillips Public Library District	FP	Jun	\$ 157,917	\$ 136,364	\$ 151,287.00	\$ 148,523	\$ 7,458	5.02%	eligible for BO
CH	Cherry Valley Public Library District	FP	Jun	\$ 1,031,448	\$ 1,108,511	\$ 1,063,174.00	\$ 1,067,711	\$ 19,631	1.84%	
CT	Clinton Township Public Library	FP	Mar	\$ 105,209	\$ 117,930	\$ 121,497.00	\$ 114,879	\$ 7,187	6.26%	eligible for BO
CC	Coal City Public Library District	FP	Jun	\$ 1,167,428	\$ 1,089,475	\$ 1,255,502.00	\$ 1,170,802	\$ 18,279	1.56%	
CL	Colona District Public Library	FP	Jun	\$ 244,823	\$ 246,531	\$ 265,328.00	\$ 252,227	\$ 9,734	3.86%	
CO	Cordova District Library	FP	Jun	\$ 242,587	\$ 271,720	\$ 325,089.00	\$ 279,799	\$ 6,668	2.38%	
CN	Cortland Community Library	FP	Apr	\$ 235,743	\$ 250,148	\$ 276,248.00	\$ 254,046	\$ 9,777	3.85%	
CR	Creston-Dement Public Library District	BO	Jun	\$ 136,713	\$ 110,429	\$ 209,768.00	\$ 152,303	\$ 4,818	3.16%	
DK	DeKalb Public Library	FP	Dec	\$ 2,396,286	\$ 2,275,453	\$ 2,639,157.00	\$ 2,436,965	\$ 39,311	1.61%	
EA	Earlville Public Library District	BO	Jun	\$ 143,612	\$ 160,684	\$ 210,281.00	\$ 171,526	\$ 5,926	3.45%	
EP	East Dubuque District Library	FP	Jun	\$ 269,341	\$ 216,365	\$ 223,225.00	\$ 236,310	\$ 8,101	3.43%	
EM	East Moline Public Library	FP	Dec	\$ 788,788	\$ 790,609	\$ 867,949.00	\$ 815,782	\$ 17,563	2.15%	
EL	Elizabeth Township Public Library	FP	Mar	\$ 52,385	\$ 89,908	\$ 76,778.00	\$ 73,024	\$ 6,109	8.37%	eligible for UL or BO
EJ	Ella Johnson Memorial Public Library District	FP	Jun	\$ 736,624	\$ 770,906	\$ 925,636.00	\$ 811,055	\$ 19,835	2.45%	
ER	Erie Public Library District	FP	Jun	\$ 131,356	\$ 156,387	\$ 177,683.00	\$ 155,142	\$ 7,422	4.78%	eligible for BO
FL	Flagg-Rochelle Public Library District	FP	Jun	\$ 464,078	\$ 461,274	\$ 436,642.00	\$ 453,998	\$ 12,674	2.79%	
FO	Forreston Public Library	UL	Apr	\$ 41,179	\$ 46,643	\$ 44,121.00	\$ 43,981	\$ 1,014	2.31%	
FR	Fossil Ridge Public Library District	FP	Jun	\$ 900,864	\$ 821,121	\$ 771,668.00	\$ 831,218	\$ 14,013	1.69%	
FG	Franklin Grove Public Library	FP	Apr	\$ 231,116	\$ 204,114	\$ 219,985.00	\$ 218,405	\$ 6,555	3.00%	
FP	Freeport Public Library	FP	Apr	\$ 1,133,124	\$ 1,009,221	\$ 1,138,061.00	\$ 1,093,469	\$ 26,344	2.41%	
GA	Galena Public Library District	FP	Jun	\$ 344,471	\$ 400,066	\$ 391,897.00	\$ 378,811	\$ 9,532	2.52%	
GP	Geneseo Public Library District	FP	Jun	\$ 552,966	\$ 726,307	\$ 644,290.00	\$ 641,188	\$ 16,854	2.63%	
GE	Genoa Public Library District	FP	Jun	\$ 267,302	\$ 276,043	\$ 310,108.00	\$ 284,484	\$ 8,831	3.10%	
GR	Grant Park Public Library	BO	Apr	\$ 31,552	\$ 30,251	\$ 30,556.00	\$ 30,786	\$ 4,220	13.71%	eligible for UL
GV	Graves-Hume Public Library District	FP	Jun	\$ 244,221	\$ 294,624	\$ 335,360.00	\$ 291,402	\$ 10,625	3.65%	
HN	Hanover Township Library	BO	Mar	\$ 45,510	\$ 56,436	\$ 57,060.00	\$ 53,002	\$ 4,444	8.38%	eligible for UL
HV	Harvard Diggins Library	FP	Apr	\$ 345,657	\$ 422,418	\$ 417,874.00	\$ 395,316	\$ 12,437	3.15%	
HE	Henry C. Adams Memorial Library	BO	Apr	\$ 35,178	\$ 50,344	\$ 59,150.00	\$ 48,224	\$ 4,993	10.35%	eligible for UL
HK	Hinckley Public Library District	FP	Jun	\$ 203,951	\$ 199,364	\$ 218,850.00	\$ 207,388	\$ 8,034	3.87%	
HD	Homer Township Public Library District	FP	Jun	\$ 1,753,664	\$ 1,872,252	\$ 1,996,634.00	\$ 1,874,183	\$ 30,104	1.61%	
ID	Ida Public Library	FP	Apr	\$ 770,807	\$ 871,975	\$ 939,398.00	\$ 860,727	\$ 22,192	2.58%	
JO	Johnsburg Public Library District	FP	Jun	\$ 665,475	\$ 632,178	\$ 684,601.00	\$ 660,751	\$ 13,150	1.99%	
JH	Julia Hull District Library	FP	Jun	\$ 234,563	\$ 262,125	\$ 284,617.00	\$ 260,435	\$ 12,352	4.74%	
KK	Kankakee Public Library	FP	Apr	\$ 1,793,548	\$ 1,963,520	\$ 2,172,272.00	\$ 1,976,447	\$ 18,829	0.95%	
KI	Kirkland Public Library	UL	Apr	\$ 48,014	\$ 62,032	\$ 63,885.00	\$ 57,977	\$ 1,014	1.75%	
LN	Lanark Public Library	UL	Apr	\$ 43,268	\$ 49,138	\$ 46,324.00	\$ 46,243	\$ 1,014	2.19%	
LS	LaSalle Public Library	FP	Apr	\$ 434,302	\$ 466,274	\$ 457,025.00	\$ 452,534	\$ 12,601	2.78%	

Sierra Code	Library	Current Level	Fiscal Year End	FY2021 IPLAR total operating expenditures	FY2022 IPLAR total operating expenditures	FY2023 IPLAR total operating expenditures	3 year average	FY24 PrairieCat Fees	Fees as % of Budget	NOTES
LE	Lena Community District Library	FP	Jun	\$ 151,611	\$ 153,662	\$ 155,489.00	\$ 153,587	\$ 7,679	5.00%	eligible for BO
LI	Limestone Township Library District	FP	Jun	\$ 249,077	\$ 277,230	\$ 274,615.00	\$ 266,974	\$ 8,278	3.10%	
LO	Lostant Community Library	BO	Jun	\$ 26,654	\$ 40,065	\$ 51,804.00	\$ 39,508	\$ 3,936	9.96%	eligible for UL
ML	Malta Township Public Library	FP	Mar	\$ 137,500	\$ 145,478	\$ 161,015.00	\$ 147,998	\$ 6,359	4.30%	eligible for BO
MT	Manhattan-Elwood Public Library District	FP	Jun	\$ 665,700	\$ 880,419	\$ 1,068,697.00	\$ 871,605	\$ 18,272	2.10%	
MN	Manteno Public Library District	FP	Jun	\$ 448,900	\$ 543,028	\$ 581,052.00	\$ 524,327	\$ 15,614	2.98%	
MP	Maple Park Public Library District	FP	Jun	\$ 31,179	\$ 49,946	\$ 54,923.00	\$ 45,349	\$ 5,889	12.99%	eligible for UL or BO
MU	Marengo-Union Public Library District	FP	Jun	\$ 633,881	\$ 617,434	\$ 642,429.00	\$ 631,248	\$ 16,931	2.68%	
MB	Marseilles Public Library	BO	Apr	\$ 132,899	\$ 127,419	\$ 114,924.00	\$ 125,081	\$ 6,219	4.97%	
MI	Mills & Petrie Memorial Library and Gymnasium	UL	Apr	\$ 47,989	\$ 45,921	\$ 50,596.00	\$ 48,169	\$ 1,014	2.11%	considering upgrade 2024
MG	Mineral-Gold Public Library District	UL	Jun	\$ 51,653	\$ 49,506	\$ 52,595.00	\$ 51,251	\$ 1,014	1.98%	
MK	Mokena Community Public Library District	FP	Jun	\$ 2,280,779	\$ 2,132,233	\$ 2,199,460.00	\$ 2,204,157	\$ 22,316	1.01%	
MX	Moline Public Library	FP	Dec	\$ 3,226,270	\$ 2,958,432	\$ 3,026,404.00	\$ 3,070,369	\$ 41,975	1.37%	
HI	Moore Memorial Library District	UL	Jun	\$ 20,278	\$ 43,840	\$ 42,442.00	\$ 35,520	\$ 1,014	2.85%	
MR	Morris Area Public Library District	FP	Jun	\$ 899,947	\$ 874,118	\$ 1,060,455.00	\$ 944,840	\$ 17,491	1.85%	
MO	Mount Carroll District Library	BO	Mar	\$ 100,909	\$ 118,353	\$ 117,465.00	\$ 112,242	\$ 5,781	5.15%	upgraded from UL June 2023
MM	Mount Morris Public Library	BO	Apr	\$ 130,075	\$ 126,356	\$ 131,764.00	\$ 129,398	\$ 6,501	5.02%	
NL	New Lenox Public Library District	FP	Jun	\$ 1,873,953	\$ 2,842,473	\$ 2,753,079.00	\$ 2,489,835	\$ 36,663	1.47%	
NP	Nippersink Public Library District	FP	Jun	\$ 601,841	\$ 629,111	\$ 656,219.00	\$ 629,057	\$ 13,288	2.11%	
NC	North Chicago Public Library	FP	Apr			\$ 767,536.00	\$ 767,536	\$ 12,324	1.61%	Go Live FY23
NS	North Suburban Public Library District	FP	Jun	\$ 3,254,433	\$ 3,661,477	\$ 4,197,392.00	\$ 3,704,434	\$ 57,696	1.56%	
OD	Odell Public Library	FP	Apr	\$ 147,776	\$ 149,686	\$ 148,710.00	\$ 148,724	\$ 9,340	6.28%	eligible for BO
OG	Oglesby Public Library District	FP	Jun	\$ 136,284	\$ 132,620	\$ 167,829.00	\$ 145,578	\$ 7,744	5.32%	eligible for BO
OR	Oregon Public Library District	FP	Jun	\$ 214,003	\$ 301,051	\$ 340,251.00	\$ 285,102	\$ 9,370	3.29%	
PK	Pankhurst Memorial Library	UL	Apr	\$ 41,974	\$ 41,097	\$ 49,901.00	\$ 44,324	\$ 1,014	2.29%	
PP	Pearl City Public Library District	FP	Jun	\$ 80,448	\$ 82,838	\$ 91,634.00	\$ 84,973	\$ 6,165	7.26%	eligible for UL or BO
PT	Pecatonica Public Library District	FP	Jun	\$ 205,366	\$ 235,133	\$ 273,944.00	\$ 238,148	\$ 8,137	3.42%	
PE	Peotone Public Library District	FP	Jun	\$ 497,138	\$ 516,947	\$ 613,082.00	\$ 542,389	\$ 14,853	2.74%	
PU	Peru Public Library	FP	Jun	\$ 650,180	\$ 831,815	\$ 690,909.00	\$ 724,301	\$ 13,060	1.80%	
PD	Plano Community Library District	FP	Jun	\$ 781,631	\$ 726,957	\$ 837,584.00	\$ 782,057	\$ 16,309	2.09%	
PO	Polo Public Library District	BO	Jun	\$ 172,766	\$ 212,360	\$ 211,656.00	\$ 198,927	\$ 6,054	3.04%	close to FP level
PR	Princeton Public Library	FP	Apr	\$ 491,317	\$ 566,420	\$ 590,510.00	\$ 549,416	\$ 14,497	2.64%	
UE	Putnam County Public Library District	FP	Jun	\$ 386,951	\$ 455,751	\$ 476,867.00	\$ 439,856	\$ 5,851	1.33%	
RA	Raymond A Sapp Memorial Township Library	UL	Mar	\$ 43,366	\$ 67,497	\$ 63,894.00	\$ 58,252	\$ 1,014	1.74%	
RL	Reddick Public Library District	FP	Jun	\$ 962,000	\$ 1,065,988	\$ 1,097,049.00	\$ 1,041,679	\$ 20,108	1.93%	
MA	Richard A. Mautino Memorial Library	BO	Jun	\$ 142,294	\$ 129,911	\$ 154,412.00	\$ 142,206	\$ 7,592	5.34%	
RD	River Valley District Library	FP	Jun	\$ 429,458	\$ 445,662	\$ 510,890.00	\$ 462,003	\$ 11,507	2.49%	
CV	Robert R. Jones Public Library District	FP	Jun	\$ 289,337	\$ 283,285	\$ 283,639.00	\$ 285,420	\$ 10,711	3.75%	
RO	Robert W. Rowe Public Library District	FP	Jun	\$ 186,216	\$ 201,401	\$ 178,462.00	\$ 188,693	\$ 7,168	3.80%	eligible for BO
RP	Rock Island Public Library	FP	Dec	\$ 2,396,386	\$ 2,597,281	\$ 2,653,854.00	\$ 2,549,174	\$ 33,837	1.33%	
SA	Sandwich Public Library District	FP	Jun	\$ 611,648	\$ 620,259	\$ 421,464.00	\$ 551,124	\$ 11,379	2.06%	
SC	Schmaling Memorial Public Library District	BO	Jun	\$ 117,413	\$ 136,013	\$ 155,036.00	\$ 136,154	\$ 6,749	4.96%	
SE	Seneca Public Library District	FP	Jun	\$ 676,761	\$ 655,673	\$ 714,645.00	\$ 682,360	\$ 11,231	1.65%	
SH	Sheffield Public Library	UL	Apr	\$ 31,331	\$ 27,984	\$ 32,283.00	\$ 30,533	\$ 1,014	3.32%	
SD	Sherrard Public Library District	FP	Jun	\$ 226,922	\$ 264,971	\$ 311,292.00	\$ 267,728	\$ 9,779	3.65%	
SL	Silvis Public Library	FP	Apr	\$ 288,968	\$ 327,498	\$ 360,241.00	\$ 325,569	\$ 10,254	3.15%	
SN	Somonauk Public Library District	FP	Jun	\$ 451,488	\$ 435,404	\$ 387,528.00	\$ 424,807	\$ 13,167	3.10%	
SB	South Beloit Public Library	FP	Dec	\$ 214,713	\$ 190,875	\$ 228,275.00	\$ 211,288	\$ 8,192	3.88%	
SK	Stockton Township Public Library	BO	Mar	\$ 58,543	\$ 77,125	\$ 33,055.00	\$ 56,241	\$ 5,642	10.03%	eligible for UL
SR	Streator Public Library	FP	Apr	\$ 365,825	\$ 337,763	\$ 389,112.00	\$ 364,233	\$ 10,831	2.97%	

Sierra Code	Library	Current Level	Fiscal Year End	FY2021 IPLAR total operating expenditures	FY2022 IPLAR total operating expenditures	FY2023 IPLAR total operating expenditures	3 year average	FY24 PrairieCat Fees	Fees as % of Budget	NOTES
SY	Sycamore Public Library	FP	Apr	\$ 1,090,303	\$ 1,325,582	\$ 1,453,911.00	\$ 1,289,932	\$ 24,801	1.92%	
TF	Talcott Free Library District	FP	Jun	\$ 479,537	\$ 523,407	\$ 595,717.00	\$ 532,887	\$ 14,233	2.67%	
TC	Three Rivers Public Library District	FP	Jun	\$ 1,431,730	\$ 1,706,444	\$ 1,679,044.00	\$ 1,605,739	\$ 24,827	1.55%	
WA	Walnut Public Library District	BO	Jun	\$ 65,691	\$ 97,816	\$ 114,465.00	\$ 92,657	\$ 4,973	5.37%	eligible for UL
WR	Warren Township Public Library	BO	Mar	\$ 59,731	\$ 67,904	\$ 76,682.00	\$ 68,106	\$ 4,929	7.24%	eligible for UL
WD	Western District Library	FP	Jun	\$ 235,929	\$ 240,756	\$ 262,788.00	\$ 246,491	\$ 7,978	3.24%	
WL	Wilmington Public Library District	FP	Jun	\$ 770,419	\$ 841,835	\$ 911,212.00	\$ 841,155	\$ 14,236	1.69%	
WP	Winnebago Public Library	FP	Jun			\$ 338,076.00	\$ 338,076	\$ 13,895	4.11%	Go Live FY24
WO	Woodstock Public Library	FP	Apr	\$ 1,852,000	\$ 1,837,500	\$ 1,851,700.00	\$ 1,847,067	\$ 37,166	2.01%	
YT	York Township Public Library	UL	Mar	\$ 84,441	\$ 80,140	\$ 70,141.00	\$ 78,241	\$ 1,014	1.30%	
YK	Yorkville Public Library	FP	Apr	\$ 788,571	\$ 1,584,914	\$ 1,831,079.00	\$ 1,401,521	\$ 20,074	1.43%	
							\$ 59,802,040	\$ 1,265,803	2.12%	

School Library Eligibility

Sierra Code	Library	Grade levels	Current Level	FY19-20 Enrollment	FY19-20 District Total	FY21 2020-2021 Enrollment	FY21 2020-2021 District Total	FY2021-2022 Enrollment	FY2021-2022 Participating Locations Total Enrollment	3 year average enrollment	
	Eligibility										
	Union List or Above - 0-1399 enrollment or multiple building & existing circulation system										
	Basic Online or above - 1400+ enrollment										
	eligible to move down										
AL	Alleman High School	9-12	UL	400		414		256		357	
BC	Boylan Central Catholic High School	9-12	UL	775		740		610		708	
BN	Bureau Valley Community Unit School District #340 (Bureau Valley Walnut)	PK-8	ULB	355		318		101			
BS	Bureau Valley Community Unit School District #340 (Bureau Valley Junior High/Elementary)	3-8	ULB	221		176		307			
BV	Bureau Valley Community Unit School District #340 (High School)	9-12	UL	348	924	316	810	305	713	816	
BE	Byron CUSD 226 (Mary Morgan Elementary School)	PK-5	ULB	658		633		629			
BF	Byron CUSD 226 (Byron Middle School)	6-8	ULB	349		344		340			
BG	Byron CUSD 226 (High School)	9-12	UL	447	1454	428	1405	451	1420	1426	meets exception
CY	Chdww/ Milldgvill CUSD 399 - Milledgeville High School	9-12	UL	140		173		154		156	
DA	Dakota CUSD 201 (Dakota Elementary School)	PK-6	ULB	397		353		367			
DB	Dakota CUSD 201 (Jr/Sr High School)	7-12	UL	396	793	394	747	374	741	760	
EN	Eastland CUSD 308 (Elementary School)	PK-6	UL	293		296		316			
EO	Eastland CUSD 308 (High School)	7-12	UL	335	628	322	618	318	634	627	
GK	Genoa-Kingston CUSD 424 - High School	9-12	UL	549		486		474		503	
GL	Galena Unit School District #120 (High School)	9-12	ULB	229		220		247			
GM	Galena Unit School District #120 (Galena Middle School)	5-8	ULB	240		249		249			
GN	Galena Unit School District #120 (Galena Primary School)	PK-4	UL	306	775	304	773	303	799	782	
HA	Hampton School District 29	K-8	FPB	226		226		225		226	arrangement with United Township
HW	Hiawatha CUSD #426	9-12	UL	244		215		220		226	
JC	Joliet Township High SD #204 (Joliet Central High School)	9-12	FPB	3259		3282		3383			
JW	Joliet Township High SD #204 (Joliet West High School)	9-12	FP	3310	6569	3297	6579	3378	6761	6636	
MD	Meridian CUSD #223 (Monroe Center Elementary School)	K, 3-5	FPB	317		314		298			
ME	Meridian CUSD #223 (Highland Elementary School)	PK-2	FPB	307		287		307			
MJ	Meridian CUSD #223 (Meridian Junior High School)	6-8	FPB	359		326		318			
MS	Meridian CUSD #223 (Stillman Valley High School)	9-12	FP	551	1534	536	1463	458	1381	1459	
MV	Moline School District #40	9-12	UL	2085		2073		2091		2083	meets exception
MY	Mazon-Verona-Kinsman Elementary SD 2C (Mazon-Verona-Kinsman Middle School)	5-8	ULB	135		115		128			
MZ	Mazon-Verona-Kinsman Elementary SD 2C (Mazon-Verona-Kinsman Elementary School)	PK-4	UL	166	301	133	248	165	293	281	
PL	Pearl City CUSD 200 (Pearl City Junior/Senior High School)	9-12	UL	123		117		135		125	
PS	Pecatonica CUSD #321	9-12	UL	254		269		253		259	
PV	Plano CUSD 88 (P.H. Miller School)	PK-1	FPB	297		290		342			
PW	Plano CUSD 88 (Emily G. Johns Intermediate School)	4-6	FPB	466		480		495			
PX	Plano CUSD 88 (Plano High School)	9-12	FPB	720		704		763			
PY	Plano CUSD 88 (Centennial Elementary School)	2-3	FPB	344		335		289			
PZ	Plano CUSD 88 (Plano Middle School)	7-8	FP	388	2215	361	2170	331	2220	2202	
PA	Polo CUSD #222 (Centennial Elementary School)	PK-5	ULB	230		223		217			
PB	Polo CUSD #222 (Polo Community High School)	9-12	ULB	172		158		174			
PC	Polo CUSD #222 (Aplington Middle School)	6-8	UL	153	555	132	513	114	505	524	
PF	Princeton Township High SD 500	9-12	BO	535		526		494		518	eligible for UL
FW	Prophetstown High School	9-12	FP	202		191		0			combined to 6-12 campus
TX	Prophetstown-Lyndon-Tampico CUD 3 (Tampico Elementary School)	PK-5	FPB	167		168		159			
TY	Prophetstown-Lyndon-Tampico CUD 3 (6-12 Campus)	6-12	FPB	177		184		366			
TZ	Prophetstown-Lyndon-Tampico CUD 3 (Prophetstown Elementary School)	PK-3	FP	134	680	146	689	148	673	681	eligible for UL
UA	Putnam County SD 535 (County Primary School)	K-5	FPB					149			
UB	Putnam County SD 535 (Putnam County Junior High School)	6-8	FPB	184		167		148			
UC	Putnam County SD 535 (Putnam County High School)	9-12	FP	265	449	263	430	255	552	477	eligible for UL
RB	River Bend Community Unit District #2 (Fulton Elementary School)	K-5	ULB	394		388		383			
RH	River Bend Community Unit District #2 (Fulton High School)	9-12	ULB	278		275		266			
RM	River Bend Community Unit District #2 (River Bend Middle School)	6-8	UL	209	881	200	863	207	856	867	
RV	River Ridge CUSD #210	K-12	UL	443		425		397		422	
RW	Rochelle Township High School District # 212	9-12	UL	808		812		850		823	
RI	Rock Island/Milan School District #41 (High School)	9-12	UL	1612		1659		1693		1655	meets exception
RY	Rockridge Community Unit School District #300 (High School)	9-12	UL	380		347		363		363	
SM	Scales Mound CUSD #211	K-12	UL	236		246		239		240	
EG	CUSD 2 - Serena Elem. School	K-8	BOB	179		0		0			
CD	Serena Community Unit School District #2 (Harding Grade School)	K-8	BOB	93		164		233			
CE	Serena Community Unit School District #2 (Sheridan Grade School)	K-8	BOB	139		132		144			
CF	Serena Community Unit School District #2 (Serena High School)	9-12	BO	214	625	186	482	164	541	549	eligible for UL
UT	United Township High School District #30	9-12	FP	1705		1637		1599		1647	
WC	Warren CUSD #205 (Jr/Sr High School)	6-12	UL	181		182		196		186	
WN	Winnebago CUSD 323 (High School)	9-12	UL	437		396		412		415	



Date: 4/12/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Staff Benchmarking and salary plan

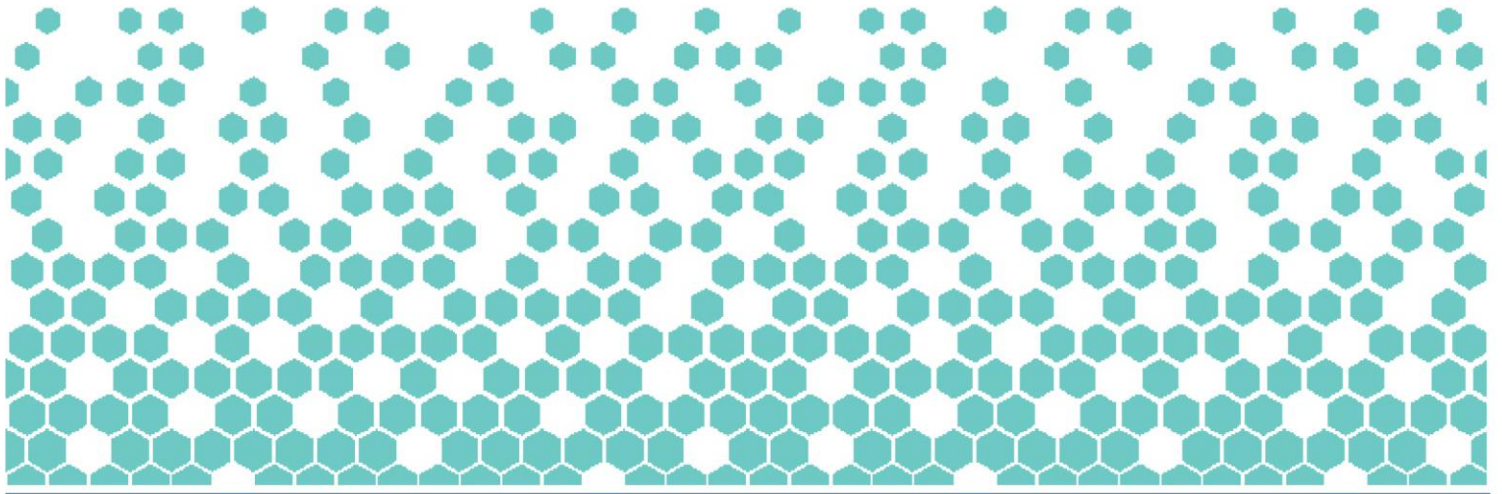
Summary:

Below is the final Benchmarking study done for PrairieCat by HRSource. As you can see, we have some staff members below midpoint on the salary range, and two staff members that are at or below the minimum of their ranges.

PrairieCat staff met with Rene Leyva, representative from the Finance Committee, and discussed how to best address salary adjustments considering the study results. The decision from this group was to move forward with bringing the two staff members who were at or below the minimum of their paygrade to $\frac{1}{2}$ way between minimum and midpoint in FY25. All other staff members were either over or at $\frac{1}{2}$ way between minimum and midpoint of their paygrade with the FY25 budget COLA adjustments and merit increases. One other staff member was also adjusted up to the same pay level as the two that were raised, as well. Even though this staff member is a lower grade, the staff member has more seniority, and it was deemed appropriate to bring them up to the same level.

In FY26, all staff members that are below midpoint of their paygrade will then be brought up to midpoint. The attached spreadsheet reflects the approximate cost over and above the costs of regular COLA and merit increases that this would entail. This assumes a 3% COLA increase in FY26, and a 2.5% increase to the pay scale.

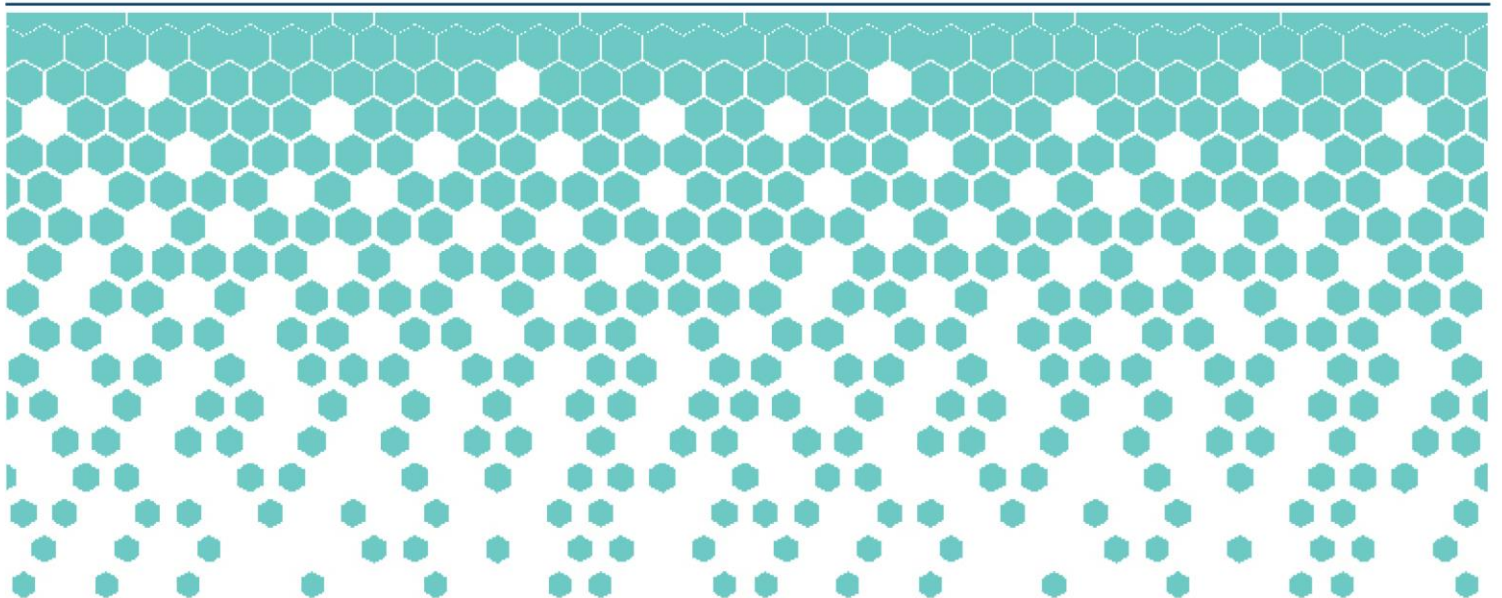
Position	FY25	plus 4%	FY26	midpoint (add 2.5% for FY26)	to midpoint cost`	SS/MC	Retirement	Total
DB Admin	\$73,721.21	\$2,948.85	\$76,670.06	\$76,699.73	\$29.67			
Library Services sup	\$77,519.27	\$3,100.77	\$80,620.04	\$76,699.73	-\$3,920.32			
member services admin	\$71,228.22	\$2,849.13	\$74,077.35	\$76,699.73	\$2,622.38			
system admin	\$73,158.35	\$2,926.33	\$76,084.68	\$76,699.73	\$615.04			
cat. and DB coord	\$64,317.78	\$2,572.71	\$66,890.49	\$64,173.20	-\$2,717.29			
lib. Systems/data coord	\$77,519.27	\$3,100.77	\$80,620.04	\$64,173.20	-\$16,446.84			
cir and data coord	\$59,374.52	\$2,374.98	\$61,749.50	\$64,173.20	\$2,423.70			
hr/business coord	\$52,053.89	\$2,082.16	\$54,136.05	\$58,699.70	\$4,563.65			
senior systems spec	\$52,053.89	\$2,082.16	\$54,136.05	\$58,699.70	\$4,563.65			
senior data spec	\$52,053.89	\$2,082.16	\$54,136.05	\$49,112.88	-\$5,023.17			
cost in FY26 to midpoint					\$14,818.09	\$1,133.58	\$1,766.32	\$17,717.99



Market Benchmarking & Compensation Structure Development Project

PrairieCat
February 2024

Joy Lynn Hyer, SPHR, SHRM-SCP, CCP
Senior Compensation Survey Analyst





PrairieCat

Market Benchmarking &
Compensation Structure
Development Project

February 2024

Final Project Report	Tab 1
Market Benchmarking Spreadsheet	Tab 2
Competitive Pay Structure	Tab 3
Pay Grade Assignments	Tab 4
Payroll Analysis Report	Tab 5
Sample Compensation Philosophy and Policy	Tab 6



PrairieCat

Market Benchmarking & Compensation Structure Development Final Project Report

**Prepared February 2024
Data Trended for Implementation July 1, 2024**

**Prepared by:
HR Source
3025 Highland Parkway, Suite 225
Downers Grove, Illinois 60515
(630) 963-7600
www.hrsource.org**

Project Scope

HR Source was engaged to conduct a Market Benchmarking & Compensation Structure Development Project for PrairieCat.

The study included:

- Base pay market benchmarking for 11 positions
- Creation of a competitive, market-based compensation structure
- Payroll analysis to assess the overall competitive position of the organization relative to the market and to identify employees who are out of range
- FLSA analysis to determine the correct exempt/non-exempt classification of each position

Market Benchmarking

Job descriptions from PrairieCat were reviewed by HR Source and used to benchmark PrairieCat positions to current, valid, and reliable compensation survey data. During this analysis, particular attention was paid to the requisite knowledge, skills, abilities, and qualifications (including education and experience) along with actual job duties being performed by each job.

As directed by PrairieCat, the compensation analyst benchmarked jobs found in libraries to library data only (comparable organizations by budget and size). Jobs that could extend outside of the library industry were benchmarked using 50% library data, 25% other non-profit data, and 25% for-profit data. When possible, data was collected from multiple surveys.

The following surveys were utilized in this study:

- A. HR Source 2023 Library Survey
- B. HR Source 2024 Illinois Non-Profit Survey
- C. HR Source 2023 Metro Chicago Compensation Survey
- D. Employer Associations of America 2023 National IT & Engineering Survey
- E. Economic Research Institute (ERI) Online Salary Assessor

To allow for varied survey sources and job responsibilities, data was given appropriate weightings as determined by the analyst and PrairieCat management. In some cases, survey data was blended to encompass all job responsibilities.

All data has been trended to July 1, 2024. All references to annual salaries within this project reflect a 37.5-hour standard workweek (1,950 hours per year). Hourly rates are also included, and useful when determining pay for non-exempt employees.

Compensation Structure Development

Once all positions were benchmarked, a market-based compensation structure was created for PrairieCat. This was done using single linear regression analysis. During this process, a straight line of best fit was calculated using the newly collected survey data points.

As a result, HR Source calculated a compensation structure that includes eight pay grades. Following best practices, there is a constant midpoint to midpoint progression of 9.33% between the pay grades. To provide flexibility when making individual pay decisions, pay range minimum and maximum values have been set at 20% below and 20% above the midpoints.

PrairieCat positions were assigned to a pay grade based on the survey data compiled for each position. This was done by identifying the pay grade midpoint that most closely aligned with the market rate for each job.

The pay grade structure for PrairieCat has three pay grades that are empty. These grades will remain on the structure to potentially accommodate any non-benchmarked positions, in case positions are restructured, need to be reanalyzed, or if new positions are created.

Payroll Analysis Outcomes

As part of this project, a payroll analysis report was compiled. Employee rates of pay were compared to their respective pay range minimum, midpoint, and maximum values.

Information from the Payroll Analysis Report is summarized in the following table.

<u>COMPETITIVE POSITION</u>	<u># OF EMPS</u>	<u>ANNUAL COST</u>
Under Range Minimum	1	\$633
Under Range Midpoint	9	\$50,387
Over Range Midpoint	2	\$13,543
Over Range Maximum	0	\$0

The Payroll Analysis Report also includes compa-ratio calculations. Compa-ratio is calculated by comparing an employee's annual salary to the midpoint of their pay range. Compa-ratios reveal how far an employee's pay deviates from midpoint of their range. If an employee has a compa-ratio of 100%, they would be considered right "at market." The overall average compa-ratio for PrairieCat is 95%. This indicates that when employee pay rates were compared against the market-based pay grade structure, employee pay rates, collectively, lag the structure by 5%.

Individual compa-ratio figures range from 78.9% to 119.0%. To ensure all employees are paid within range, compa-ratio figures should fall between 80% and 120%.

Implementation

PrairieCat is encouraged to make implementation plans to correct any inequities that exist and ensure proper plan administration going forward.

As a result of this project, it was discovered that one employee has a pay rate that falls below the minimum value of their new grade. It is strongly recommended this pay rate is increased as soon as possible to ensure all employees are paid within the newly created pay ranges.

Once this adjustment is made, PrairieCat should then focus on the appropriateness of each employee's pay rate relative to their new pay range. Although the project outcomes show an overall compa-ratio of 95%, there may be employees that are inappropriately low or high in their pay range, when considering their job performance, skills, experience and/or tenure. To pay competitively, PrairieCat should consider giving market adjustments to employees who need an increase. Depending on the financial resources required to make the necessary adjustments, PrairieCat may consider issuing market-based pay adjustments over a one-, two-, or three-year period.

Fair Labor Standards Act (FLSA) Analysis

This project also included an FLSA analysis. The exemption status of each position was evaluated based on information contained in the job description. The exemption status of each position is noted within this report. Positions with a FLSA code of "E" were determined to be exempt and positions with a "NE" were determined to be non-exempt, according to the Fair Labor Standards Act (FLSA), and current Illinois wage and hour laws.

Communication

This benchmarking project gives PrairieCat a solid foundation for explaining changes to the compensation program. To assist with internal communication and documentation, a sample *Compensation Philosophy and Policy* has been included with this project.

Plan Maintenance

HR Source staff are available to assist with questions that may arise during plan implementation and administration. We will continue to be vitally interested in the continued effectiveness of this project.

Going forward, all pay ranges must be updated annually to stay aligned with the market and compliant with minimum wage. Specifically, the following maintenance schedule should be followed:

- **July 1, 2025**
 - This is the first anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source for annual structure adjustment figure recommendations and instructions.
- **July 1, 2026**
 - This is the second anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market. Contact HR Source prior to this date for structure adjustment figure recommendations and instructions.
- **July 1, 2027**
 - This is the third anniversary date of this plan, and all ranges must be adjusted to stay aligned with the market.
 - Contact HR Source prior to this date for structure adjustment figure recommendations and instructions, as well as pricing and timing of your 2028 compensation refresh project.

PrairieCat is encouraged to view this analysis only as a guide in determining if actual inequities exist, taking into consideration factors such as individual job performance, labor market availability, newly assigned or inexperienced personnel or other criteria which may logically have a bearing on individual rates of pay.

**PrairieCat
Market Benchmarking Spreadsheet
Effective: July 1, 2024**

New Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 7/1/2024	Weight	Composite Base Pay 40 Hours	Workweek Adjustment 37.5 Hours	Hourly Rate Equivalent
8	E	Systems Supervisor	A	34	Information Technology (IT) Manager, All Libraries	\$90,272	\$95,207	50.00%	\$90,348	\$84,701	\$43.44
			C	303.296	Network Systems Administrator II, Services-Non-Profit, Educational, Social & Health	\$75,703	\$79,841	25.00%			
			D	11187	Senior Systems Administrator, Total Responses; adjusted for Bolingbrook	\$86,878	\$91,135	25.00%			
7	E	Database Administrator	A	35	Systems Administrator, All Libraries Combined	\$72,467	\$76,429	50.00%	\$80,058	\$75,054	\$38.49
			B	24	Database Administrator, Employment Size Less than 50	\$77,565	\$79,569	25.00%			
			C	303.347	Database Administrator, Total Responses	\$83,255	\$87,806	25.00%			
7	E	Library Services Supervisor	A	6	Technical Services Department Head, All Libraries Combined	\$75,088	\$79,193	20.00%	\$79,885	\$74,892	\$38.41
			A	35	Systems Administrator, All Libraries Combined	\$72,467	\$76,429	40.00%			
			B	24	Database Administrator, Employment Size Less than 50	\$77,565	\$79,569	20.00%			
			C	303.347	Database Administrator, Total Responses	\$83,255	\$87,806	20.00%			
7	E	Member Services Administrator	D	11265	Technology Trainer, Not-for-Profit; adjusted for Bolingbrook	\$76,251	\$79,809	25.00%	\$78,871	\$73,941	\$37.92
			D	11265	Technology Trainer, Total Responses; adjusted for Bolingbrook	\$83,036	\$86,911	25.00%			
			E		Technical Trainer, Bolingbrook, SIC 8231, Budget \$2 Million	\$74,381	\$74,381	50.00%			
7	E	Systems Administrator	A	35	Systems Administrator, All Libraries Combined	\$72,467	\$76,429	50.00%	\$78,082	\$73,201	\$37.54
			C	303.312	Network Systems Administrator I, Total Responses	\$76,054	\$80,212	25.00%			
			E		Systems Administrator, Bolingbrook, Not-for-Profit, Budget \$2 Million, 3 Years	\$79,257	\$79,257	25.00%			
5	E	Circulation and Data Coordinator	A	64	Technical Services Assistant Department Head, All Libraries Combined	\$63,877	\$67,369	75.00%	\$67,302	\$63,096	\$32.36
			E		Client Onboarding Manager, Bolingbrook, SIC 8231, Budget \$2 Million, 3 Years	\$67,103	\$67,103	25.00%			
5	E	Cataloging and Database Coordinator	A	38	Cataloger, All Libraries Combined	\$55,016	\$58,024	37.50%	\$66,261	\$62,120	\$31.86
			E		Catalog Librarian, Bolingbrook, SIC 8231, Budget \$2 Million	\$65,535	\$65,535	37.50%			
			E		Integration Project Manager, Bolingbrook, SIC 8231, Budget \$2 Million, 3 Years	\$79,706	\$79,706	25.00%			

**PrairieCat
Market Benchmarking Spreadsheet
Effective: July 1, 2024**

New Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 7/1/2024	Weight	Composite Base Pay 40 Hours	Workweek Adjustment 37.5 Hours	Hourly Rate Equivalent
5	E	Library Systems and Data Coordinator	A	64	Technical Services Assistant Department Head, All Libraries	\$63,877	\$67,369	50.00%	\$65,407	\$61,319	\$31.45
			E		Client Onboarding Manager, Bolingbrook, SIC 8231, Budget \$2 Million, 3 Years	\$67,103	\$67,103	25.00%			
			E		Technical Training Instructor, Bolingbrook, SIC 8231, Budget \$2 Million, 3 Years	\$59,789	\$59,789	25.00%			
4	NE	Human Resources and Business Office Coordinator	A	69	Human Resources Generalist, All Libraries Combined	\$62,254	\$65,990	20.00%	\$59,100	\$55,407	\$28.41
			B	72	Human Resources Generalist, Employment Size Less than 50	\$66,329	\$67,987	10.00%			
			C	306.175	Human Resources Generalist, Employment Size Less than 50	\$66,451	\$69,995	10.00%			
			A	21	Human Resources Assistant, All Libraries Combined	\$50,149	\$53,158	20.00%			
			B	73	Human Resources Assistant, Total Responses	\$53,903	\$55,251	10.00%			
			C	206.077	Human Resources Assistant II, Employment Size Less than 50	\$56,880	\$59,914	10.00%			
			A	19	Administrative Assistant, All Libraries Combined	\$46,426	\$49,211	10.00%			
			B	6	Administrative Assistant, Employment Size Less than 50	\$46,295	\$47,452	5.00%			
			C	202.038	Administrative Assistant II, Employment Size Less than 50	\$50,555	\$53,251	5.00%			
4	NE	Senior Systems Specialist	A	49	Information Technology Assistant, All Libraries Combined	\$50,939	\$53,996	25.00%	\$58,968	\$55,282	\$28.35
			B	26	Technical Support Specialist, Total Responses	\$56,891	\$58,313	12.50%			
			E		PC Specialist, Bolingbrook, For-Profit, Budget \$2 Million, 2 Years	\$58,635	\$58,635	12.50%			
			D	11252	Help Desk II (Experienced), Chicago Metro Area	\$66,668	\$69,779	12.50%			
			D	11252	Help Desk II (Experienced), Not-for-Profit; adjusted for Bolingbrook	\$61,427	\$64,294	12.50%			
			E		Help Desk Coordinator, Bolingbrook, SIC 8231, Budget \$2 Million, 2 Years	\$56,364	\$56,364	25.00%			

**PrairieCat
Market Benchmarking Spreadsheet
Effective: July 1, 2024**

New Pay Grade	FLSA	Position Title	Survey	Survey Job Code	Survey Description	Survey Base Pay	Aged Survey Data 7/1/2024	Weight	Composite Base Pay 40 Hours	Workweek Adjustment 37.5 Hours	Hourly Rate Equivalent
4	NE	User Experience Specialist	E		User Support Analyst, Bolingbrook, SIC 8231, Budget \$2 Million, 2 Years	\$56,508	\$56,508	37.50%	\$58,490	\$54,835	\$28.12
			E		User Support Analyst, Bolingbrook, For-Profit, Budget \$2 Million, 2 Years	\$59,082	\$59,082	18.75%			
			E		User Support Analyst, Bolingbrook, Non-Profit, Budget \$2 Million, 2 Years	\$56,137	\$56,137	18.75%			
			E		Technical Training Coordinator, Bolingbrook, SIC 8231, Budget \$2 Million, 2 Years	\$61,986	\$61,986	12.50%			
			E		Technical Training Coordinator, Bolingbrook, For-Profit, Budget \$2 Million, 2 Years	\$65,723	\$65,723	6.25%			
			E		Technical Training Coordinator, Bolingbrook, Non-Profit, Budget \$2 Million, 2 Years	\$61,443	\$61,443	6.25%			
2	NE	Senior Data Specialist	A	45	Technical Services Assistant, All Libraries Combined	\$41,974	\$44,493	25.00%	\$51,109	\$47,915	\$24.57
			E		Library Technical Assistant, Bolingbrook, SIC 8231, Budget \$2 Million	\$50,165	\$50,165	25.00%			
			D	11251	Help Desk I (Entry), For-Profit; adjusted for Bolingbrook	\$55,767	\$58,370	12.50%			
			D	11251	Help Desk I (Entry), Not-for-Profit; adjusted for Bolingbrook	\$50,407	\$52,759	12.50%			
			E		Help Desk Representative, Bolingbrook, SIC 8231, Budget \$2 Million, 2 Years	\$54,215	\$54,215	25.00%			

Survey Sources

A	HR Source 2023 Library Survey
B	HR Source 2024 Illinois Non-Profit Survey
C	HR Source 2023 Metro Chicago Compensation Survey
D	Employer Associations of America 2023 National IT & Engineering Survey
E	Economic Research Institute (ERI) Online Salary Assessor

**PrairieCat
Competitive Pay Structure
Based on 37.5 Hour Workweek
Effective: July 1, 2024**

Annual Rates			
Pay Grade	Minimum	Midpoint	Maximum
1	\$35,062	\$43,828	\$52,594
2	\$38,332	\$47,915	\$57,498
3	\$41,906	\$52,383	\$62,860
4	\$45,814	\$57,268	\$68,721
5	\$50,086	\$62,608	\$75,130
6	\$54,757	\$68,446	\$82,135
7	\$59,863	\$74,829	\$89,795
8	\$65,445	\$81,807	\$98,168
Hourly Rates			
Pay Grade	Minimum	Midpoint	Maximum
1	\$17.98	\$22.48	\$26.97
2	\$19.66	\$24.57	\$29.49
3	\$21.49	\$26.86	\$32.24
4	\$23.49	\$29.37	\$35.24
5	\$25.69	\$32.11	\$38.53
6	\$28.08	\$35.10	\$42.12
7	\$30.70	\$38.37	\$46.05
8	\$33.56	\$41.95	\$50.34

PrairieCat
Pay Grade Assignments
Based on 37.5 Hour Workweek
Effective: July 1, 2024

Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
8	E	Systems Supervisor	\$65,445	\$81,807	\$98,168
			\$33.56	\$41.95	\$50.34
7	E	Database Administrator	\$59,863	\$74,829	\$89,795
	E	Library Services Supervisor	\$30.70	\$38.37	\$46.05
	E	Member Services Administrator			
	E	Systems Administrator			
6		No jobs evaluated	\$54,757	\$68,446	\$82,135
			\$28.08	\$35.10	\$42.12
5	E	Cataloging and Database Coordinator	\$50,086	\$62,608	\$75,130
	E	Circulation and Data Coordinator	\$25.69	\$32.11	\$38.53
	E	Library Systems and Data Coordinator			
4	NE	Human Resources and Business Office Coordinator	\$45,814	\$57,268	\$68,721
	NE	Senior Systems Specialist	\$23.49	\$29.37	\$35.24
	NE	User Experience Specialist			
3		No jobs evaluated	\$41,906	\$52,383	\$62,860
			\$21.49	\$26.86	\$32.24
2	NE	Senior Data Specialist	\$38,332	\$47,915	\$57,498
			\$19.66	\$24.57	\$29.49
1		No jobs evaluated	\$35,062	\$43,828	\$52,594
			\$17.98	\$22.48	\$26.97

**PrairieCat
Payroll Analysis Report**

PAY GRADE	POSITION TITLE	EMPLOYEE	ANNUAL SALARY	COMPA-RATIO	UNDER MINIMUM	UNDER MIDPOINT	OVER MIDPOINT	OVER MAXIMUM	STRUCTURE MIDPOINT
8	Systems Supervisor		\$75,821	92.7%		(\$5,986)			\$81,807
7	Database Administrator	.	\$70,865	94.7%		(\$3,964)			\$74,829
7	Library Services Supervisor		\$74,516	99.6%		(\$313)			\$74,829
7	Member Services Administrator	.	\$68,469	91.5%		(\$6,360)			\$74,829
7	System Administrator		\$70,324	94.0%		(\$4,505)			\$74,829
5	Cataloging and Database Coordinator	.	\$61,826	98.8%		(\$782)			\$62,608
5	Circulation and Data Coordinator		\$57,074	91.2%		(\$5,534)			\$62,608
5	Library Systems and Data Coordinator		\$74,516	119.0%			\$11,908		\$62,608
4	HR/Business Office Coordinator		\$45,182	78.9%	(\$633)	(\$12,087)			\$57,268
4	Senior Systems Specialist	.	\$46,410	81.0%		(\$10,858)			\$57,268
2	Senior Data Specialist	.	\$49,550	103.4%			\$1,635		\$47,915
TOTAL		11	\$694,553		1	9	2	0	
GROUP SUM					(\$633)	(\$50,387)	\$13,543		
AVERAGES				95.0%	(\$633)	(\$5,599)	\$6,771		

Sample Compensation Philosophy and Policy

Our employees are our most valuable asset. Our overall compensation philosophy is to maintain a fair and equitable market-based compensation program that rewards performance and recognizes contributions made by all employees within the organization. While remaining fluid and flexible to meet changing economic and market conditions, we strive to pay market rates as is financially practical, taking into account individual performance and contributions.

Primary Objectives of the Compensation Program:

- Recruit, attract, retain and engage skilled, productive and dedicated employees.
- Motivate and reward employees to perform their jobs in ways that contribute to the overall success of the organization.
- Establish and maintain competitive pay ranges that ensure positions are valued appropriately in relation to one another within the organization and are aligned with market rates offered by the competitive labor market.

Compensation Plan Guidelines:

In order to achieve the primary objectives of the organization's compensation program, determining and identifying base pay compensation levels consists of the following key elements:

- Having formal, current job descriptions which indicate essential job functions (including supervisory responsibilities, if applicable), and requisite knowledge, skill, and ability requirements.
- Regularly conducting compensation benchmarking against the external market.
- Providing pay increases that are commensurate with the market, individual performance and company performance.

Job Descriptions:

Each position in the organization has a corresponding job description. This description specifies the position's duties and responsibilities, and details the tasks, processes, functions and qualifications for the job. Job descriptions are reviewed annually for accuracy and updated as necessary.

Market Benchmarking:

The organization uses an outside third party to objectively benchmark our job descriptions against current, valid, and reliable compensation survey data. As a result, the organization has a competitive compensation structure which consists of pay grades and pay ranges for all positions. Pay grades and pay ranges are reviewed and updated annually.

Pay Ranges:

Every position within the organization has a pay range. Each range has a designated minimum, midpoint and maximum pay rate.

The amount paid to any individual employee is determined by the pay range for the position. It is the goal of the organization to have all employees paid within their respective pay range. Based on the individual's relevant experience, expertise, performance and tenure, an appropriate pay rate will be determined for each employee. This intention upholds the organization's philosophy that all employees contribute to the success of the organization and individual contributions will be acknowledged accordingly. Final base pay determination will be approved by the Executive/Management Team in coordination with Department Managers/Supervisors.

Pay Adjustments:

Pay adjustments must be approved in advance by the Executive/Management Team. Pay adjustments may occur for the following reasons. All pay changes will be communicated to the employee, in writing, prior to the effective date of the change.

Annual Review and Pay Increases:

Employees are eligible for an annual pay increase at their annual performance review. The amount of base pay increase for an employee is dependent upon the employee's overall performance rating, where the employee's pay falls relative to their pay range, and the parameters of the approved operating budget.

If an employee's pay is at (or beyond) the maximum of the pay range, further pay increases will not be issued until the employee's pay rate is back within range.

Annual increases recommended by Department Managers/Supervisors are subject to approval by the Executive/Management Team to ensure the compensation program is administered consistently and fairly, and to ensure budgetary guidelines are followed.

Market Adjustment Increases:

Adjustments in an employee's pay may occur separately from the annual review when there is an unexpected market fluctuation for a particular position and the incumbent's current pay is below market.

Pay Equity Increases:

Adjustments in an employee's pay may occur separately from the annual review when an employee's salary is significantly below that of others in the same title code with similar performance, experience, skills, knowledge, and assignments.

Promotional Increases:

A promotion is a reassignment from a position with a lower pay grade to another position with a higher pay grade. In most cases, a base pay increase will accompany a promotion, but it is not required unless the employee's pay is below the minimum of their new range.

Reassignment to a Position with Lower Pay Range:

On rare occasions, employees may move to a job of significantly decreased responsibility and a lower pay grade, either voluntarily or at the request of management. In some cases, a pay decrease may be initiated at the time of the job change, but is not required unless the employee's pay is above the maximum of their range.

Lateral Transfer:

A lateral transfer is defined as a move from one position to another within the same pay grade. Lateral transfers typically involve no change in base pay.



Date: 4/12/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: FY25 budget

Executive Summary:

Below is the final budget for FY25. This draft includes a 3% staff salary increase (COLA), 1% merit increase, a 5% increase to hosting charges, and a 5% increase to per library charges. Capital reserves for fully participating and basic online members have been held flat from FY24 with no increase. The budget includes \$568,723.14 in grant funding from RAILS, the amount we will receive in FY25. The budget also includes some adjustments to staff salaries considering the benchmarking study completed this year.

Detailed description:

Attached you will find the FY25 budget.

- A 3% staff salary increase for all staff is included, as well as a 1% merit increase. The 3% amount is based HR Source information for adjustments in the industry. RAILS is using a 3% estimate, as well.
- The benchmarking study performed with HRSource has been completed and three salaries were adjusted in light of this information. In FY26, it is planned to make further adjustments.
- The per-library fee for both fully participating and basic online circulating members has been increased. The FY24 levels were \$3427 FP/\$2399 BO. A 5% increase was added to the FP cost and the BO also adjusted, to bring the new per library charge to \$3618 FP/\$2533 BO. Although we have kept this increase at 3.5% over the last few years, we were seeing an imbalance between larger and smaller library fee increases. This higher flat-fee increase is intended to “even out” the costs to smaller and larger libraries more equitably and helps absorb the doubt digit increases we are seeing in insurance and other costs, as well.
- Capital reserves costs were held at the FY24 level. According to our bylaws, we are required to contribute at least \$25,000. Given that we have been contributing well over that for several years, and are again contributing well over that threshold, it was felt that we could leave this number flat for FY25. This will help with the overall increase across the entire consortium.
- Hosting fees were adjusted up 5%, as the Finance Committee desires to recoup this cost in the fee formula.
- Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual.

- A remote PUG Day is reflected, as was instructed by Administrative Council. This decision was based on feedback we have received from members via the recent Strategic Planning survey that reflected a desire to alternate between in-person and remote events. Administrative Council would like to return to an every-other-year in person structure.
- Insurance rates that we experienced in FY24 are reflected, as well as an estimate of a 10% increase in the last six months of FY25. This budget also includes short term disability insurance.
- This budget reflects our new IMRF rate for FY24/25, which will be 11.9%, a reduction from the 12.92% we have had in the previous year.
- This budget reflects costs for the addition of the upgraded, cloud-hosted phone notification system from Innovative. The installation of this product is budgeted to be taken from reserve funds.
- I have also included the cost for Encore hosting (aprox. \$8,900) as it was shown that members wish to keep Encore up for an extended period.
- I have not included the cost for Vega Promote in this budget. We know that we will need to implement the LX Starter notices product in FY25, and it was felt that we may not have time to also implement Promote for FY25 as well. If the membership decides to move forward with Promote, we will bring it to Delegates for a separate vote and fund through reserves, if needed. My assumption would be that we may begin implementation in FY25, but most likely will go live on Promote in FY26.

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

		FY24	FY25		Percentage of revenues or Expenditures								
		w/ 4% increase 10K reserves	w/ 3% increase 0K reserves										
REVENUES					Percentage of Revenues								
4050	Other Grants-RAILS CE Grant	\$2,000.00	\$2,000.00	RAILS CE grant for PUG Day RAILS award (FY20)	0.10%								
4051	Revenue from LLSAP RAILS grant	\$565,262.00	\$515,237.39	\$559,731.16; (FY21): \$533,080.90; (FY22): \$559,218; (FY23) \$564,277; (FY24) \$565,262; (FY25) \$568,723 (in FY25: Accounting services: 51,721.76 and phone dialer 1764.00)	25.10%								
4062	Union List Member Revenue	\$29,995.00	\$31,658.00	from spreadsheet annual UL billing	1.54%								
4063	Fully Participating & Basic Online Member Revenue	\$1,222,316.14	\$1,296,705.04		63.16%								
4064	ILL Barcode Revenue	\$3,000.00	\$3,000.00		0.15%								
4065	Cataloging Revenue	\$0.00	\$0.00		0.00%								
4066	Continuing Education Revenue	\$0.00	\$0.00		0.00%								
4067	Fully Participating & Basic Online - CR Contribution	\$60,398.00	60,839.00	no change	2.96%								
4068	Union List - CR Contribution	\$5,495.00	5,495.00	no change	0.27%								
4070	Reimbursements	\$20,353.28	\$21,065.64	reimburse for express lane and marc report	1.03%								
4071	Reimbursements - Hosting fee	\$50,368.00	\$53,185.00	5% increase	2.59%								
4073	Reimbursements - PUG Day/DA Fee	\$0	\$0	lunch reimbursement (not used)	0.00%								
4072	Reimbursements - eRead Illinois	\$0.00	\$0.00		0.00%								
4074	Reimbursements - Capria mobile app	\$34,500.00	\$35,707.50	mobile app reimbursement	1.74%								
4080	Investment Income	\$18,000.00	\$27,000.00	based on FY23 numbers	1.32%								
4090	Other Revenue	\$1,000.00	\$1,000.00		0.05%								
					0.00%								
	TOTAL REVENUE	\$2,012,687.42	\$2,052,892.57		100.00%								
EXPENDITURES					Percentage of Expenditures								
5131	eResources - eRead Illinois	\$0.00	\$0.00		0.00%								
5010	other professionals	\$665,713.44	\$696,539.23	3%	33.77%								
5010	other professionals merit	\$6,657.13	\$6,965.39	1%	0.34%								
5010	other professionals longevity		\$0.00		0.00%								
5020	support services	\$139,749.48	\$154,615.50	3%	7.50%								

5020	support services merit	\$1,397.49	\$1,546.16	1%	0.07%								
5020	support services longevity		\$0.00		0.00%								
5030	Payroll taxes, SS taxes, fringe benefits	\$61,617.91	\$65,113.34		3.16%								
5030	Payroll taxes, SS taxes, fringe benefits Merit	\$616.18	\$651.13		0.03%								
5040	Unemployment Insurance	\$3,500.00	\$3,500.00		0.17%								
5050	Worker's Compensation insurance	\$1,720.00	\$2,100.00	adjusted up FY24 costs	0.10%								
5060	Retirement benefits	\$104,065.81	\$101,287.41	11.9% employer contribution	4.91%								
5060	Retirement benefits Merit	\$1,040.66	\$1,012.87		0.05%								
5070	Health, Dental, Life, Disability	\$170,861.58	\$184,624.44	10% increase FY25, Disability included, (disability: \$4,503 (FY25) for ST. LT included in IMRF)	8.95%								
5080	other fringe benefits	\$1,000.00	\$1,000.00	wellness plan, retirement gifts	0.05%								
5083	Tuition reimbursements	\$500.00	\$500.00		0.02%								
5084	Staff professional memberships	\$1,000.00	\$1,000.00	individual memberships to orgs	0.05%								
5140	Rent/Lease	\$0.00	\$0.00	BR, CV all costs	0.00%								
5160	Property Insurance	\$2,500.00	\$2,800.00	Inland Marine Insurance (\$1,600.00)	0.14%								
5200	Fuel	\$2,000.00	\$1,500.00		0.07%								
5210	Repairs and maintenance	\$2,000.00	\$2,000.00	Maintenance of vehicles, tires, replacement of vehicle parts, vehicle	0.10%								
5220	Vehicle Insurance	\$2,000.00	\$2,000.00	auto: one car	0.10%								
5230	Vehicle leasing and rent	\$500.00	\$500.00		0.02%								
5240	Other vehicle expenses	\$750.00	\$350.00	Ipases, driver's license checks	0.02%								
5250	In-State Travel	\$5,000.00	\$7,000.00		0.34%								

5260	Out-of-State Travel	\$7,000.00	\$6,000.00	ALA, ILA, IUG, ARSL	0.29%									
5270	Registration & Meetings, Other fees	\$10,000.00	\$9,000.00	DA (\$4,000), AC (\$3,000), Staff Conferences (\$1,000), training	0.44%									
5280	Conferences and Continuing Education Meetings	\$15,000.00	\$5,000.00	PUG day remote	0.24%									
5290	Public Relations	\$500.00	\$1,000.00	PrairieCat branded items	0.05%									
5300	Liability Insurance	\$11,400.00	\$10,000.00	D and O, Cyber; General Liability	0.48%									
5310	Computer, Software & Supplies	\$11,500.00	\$11,902.50	LMS \$5500; certs, \$2,000; CMS and libguides (\$4,000)	0.58%									
5310	Computer, Software & Supplies	\$18,986.00	\$19,209.75	IT equipment and software (NetNotify; windows 365 (email, shared storage, apps), other software	0.93%									
5320	General Office Supplies and Equipment	\$2,500.00	\$2,000.00	chairs, misc office supplies	0.10%									
5380	Telephone & Telecommunications	\$5,500.00	\$8,165.22	reimburse telco working from home	0.40%									
5400	Equipment Repair & Maintenance Agreements	\$3,000.00	\$2,000.00	maintenance on servers, FW main	0.10%									
5410	Legal	\$7,000.00	\$3,500.00	reduced due to prior years expenc	0.17%									
5420	Accounting	\$55,600.00	\$7,000.00	Audit contract (5K), actuary for retiree benefits study (2K).	0.34%									
5430	Consulting	\$2,500.00	\$11,000.00	RS summit (2.5K), web server support and enhancements (\$8,000)	0.53%									
5435	Payroll services fees	\$8,000.00	\$9,000.00		0.44%									
5450	Information Service Costs	\$539,911.73	\$587,168.14	Innovative software maintenance, VEGA Discover, MARCIVE, OCLC fees (see info services spreadsheet) FY25:	28.46%									
5450	Information Service Costs	\$34,500.00	\$35,707.50	special projects-Capira mobile app (reimbursed by participants)	1.73%									
5470	Outside Printing services	\$2,000.00	\$2,000.00		0.10%									
5480	Other Contractual Services	\$85,600.00	\$87,633.99	innovative hosting (80,069.57), web server hosting and maintenance (\$6,000)	4.25%									
5490	Depreciation	\$0.00	\$0.00	depreciation on cars	0.00%									
5500	Professional Association Membership Dues	\$2,000.00	\$2,000.00	IUG (\$200), WIIUG (\$100), HRSource (\$1,040), ARSL (\$150), ILA (\$200)	0.10%									
5510	Miscellaneous	\$500.00	\$1,500.00		0.07%									
5520	Miscellaneous - E-Commerce Fees	\$5,500.00	\$5,500.00		0.27%									
	TOTAL EXPENDITURES	\$2,002,687.41	\$2,062,892.57											
	TOTAL EXPENDITURES LESS DEPRECIATION	\$2,002,687.41	\$2,062,892.57		100.00%									
	Exclusion of Depreciation from Cash Expenditures													
	Change in net position	\$10,000.00	-\$10,000.00	Take \$10,000 from cap reserves for phone dialer install										
	To Capital Reserves (Overage)	\$10,000.00	-\$10,000.00	Reserves to phone notification install										
	In Kind from RAIL Grant for Accounting		\$51,721.76											
	In Kind from RAILS Grant for Phone dialer		\$1,764.00											

Fully Participating & Basic Online Library Fees, July 2024 to June 2025 -																
			\$1,296,705													
CIRC FORMULA - balance divided by 3			\$315,612.01	/	4,358,085	Circs	=	\$0.07242								
USER FORMULA - balance divided by 3			\$315,612.01	/	340,819	Users	=	\$0.92604								
ITEMS FORMULA - balance divided by 3			\$315,612.01	/	4,818,891	Items	=	\$0.06549								
LIBRARY FORMULA - \$3618 for FP; \$2533 for basic			\$349,869.00	/	103	Libraries		\$349,869.00								
Capital Reserve: \$629 for FP; \$441 for Basic																
Hosting fee: \$550 for FP; \$385 for Basic																
	FY24		Per		Per		Per	Per	CR	Hosting Fee	FY25	\$	%			
	Library	total fees	Circs	Circ chg	Users	user chg	Items	item charge	library (5% increase)	Contribution (0 increase)	5% increase	total fees	Inc/Dec	Inc/Dec	Actual	Difference of round up & actual
Andalusia TL (AN)		\$4,675.00	6,645	\$481.25	378	\$350.04	11,978	\$784.50	\$2,533.00	\$441.00	\$385.00	\$4,975.00	\$300.00	6.42%	\$4,974.79	\$0.21
Bertolet ML (BM)		\$5,032.00	10,701	\$774.94	289	\$267.32	13,881	\$909.13	\$2,533.00	\$441.00	\$385.00	\$5,310.00	\$278.00	5.52%	\$5,310.39	(\$0.39)
Bourbonnais PL (BD)		\$19,264.00	89,114	\$6,453.65	7,229	\$6,694.04	36,805	\$2,410.53	\$3,618.00	\$629.00	\$550.00	\$20,355.00	\$1,091.00	5.66%	\$20,355.22	(\$0.22)
Bradley PL (BR)		\$13,967.00	44,431	\$3,217.66	46,299	\$3,220.15	46,299	\$3,032.34	\$3,618.00	\$629.00	\$550.00	\$14,267.00	\$300.00	2.15%	\$14,267.16	(\$0.16)
Byron PLD (BY)		\$15,257.00	57,947	\$4,196.54	3,333	\$3,086.80	58,416	\$3,825.92	\$3,618.00	\$629.00	\$550.00	\$15,906.00	\$649.00	4.25%	\$15,906.26	(\$0.26)
Charles B. Phillips PL (Newark) (CP)		\$7,458.00	15,033	\$1,088.66	711	\$658.42	19,398	\$1,270.47	\$3,618.00	\$629.00	\$550.00	\$7,815.00	\$357.00	4.79%	\$7,814.55	\$0.45
Cherry Valley PL (CH)		\$19,631.00	99,201	\$7,184.10	3,918	\$3,628.23	78,698	\$5,154.28	\$3,618.00	\$629.00	\$550.00	\$20,764.00	\$1,133.00	5.77%	\$20,763.61	\$0.39
Clinton Township PLD (CT)		\$7,187.00	14,270	\$1,033.41	581	\$538.03	15,099	\$988.88	\$3,618.00	\$629.00	\$550.00	\$7,357.00	\$170.00	2.37%	\$7,357.32	(\$0.32)
Coal City PL (CC)		\$18,279.00	82,330	\$5,962.35	4,280	\$3,963.15	71,063	\$4,654.27	\$3,618.00	\$629.00	\$550.00	\$19,377.00	\$1,098.00	6.01%	\$19,376.77	\$0.23
Colona District Library (CL)		\$9,734.00	23,506	\$1,702.33	2,186	\$2,024.63	25,704	\$1,683.50	\$3,618.00	\$629.00	\$550.00	\$10,207.00	\$473.00	4.86%	\$10,207.46	(\$0.46)
Cordova PL (CO)		\$6,668.00	10,198	\$738.56	400	\$370.42	15,996	\$1,047.65	\$3,618.00	\$629.00	\$550.00	\$6,954.00	\$286.00	4.29%	\$6,953.63	\$0.37
Cortland PL (CN)		\$9,777.00	34,059	\$2,466.55	1,034	\$957.22	27,724	\$1,815.75	\$3,618.00	\$629.00	\$550.00	\$10,037.00	\$260.00	2.66%	\$10,036.52	\$0.48
Creston-Dement PL (CR)		\$4,818.00	6,061	\$438.91	275	\$254.66	15,480	\$1,013.86	\$2,533.00	\$441.00	\$385.00	\$5,066.00	\$248.00	5.15%	\$5,066.43	(\$0.43)
DeKalb PL (DK)		\$39,311.00	164,957	\$11,946.19	15,909	\$14,732.08	151,399	\$9,915.86	\$3,618.00	\$629.00	\$550.00	\$41,391.00	\$2,080.00	5.29%	\$41,391.13	(\$0.13)
Earlville PL (EA)		\$5,926.00	14,124	\$1,022.83	663	\$613.97	19,681	\$1,289.02	\$2,533.00	\$441.00	\$385.00	\$6,285.00	\$359.00	6.06%	\$6,284.82	\$0.18
East Dubuque PL (EP)		\$8,101.00	17,135	\$1,240.91	990	\$917.09	23,220	\$1,520.81	\$3,618.00	\$629.00	\$550.00	\$8,476.00	\$375.00	4.63%	\$8,475.81	\$0.19
East Moline PL (EM)		\$17,563.00	60,325	\$4,368.75	5,471	\$5,066.68	62,091	\$4,066.63	\$3,618.00	\$629.00	\$550.00	\$18,299.00	\$736.00	4.19%	\$18,299.07	(\$0.07)
Elizabeth TL (EL)		\$6,109.00	5,414	\$392.08	352	\$325.97	13,899	\$910.29	\$3,618.00	\$629.00	\$550.00	\$6,425.00	\$316.00	5.17%	\$6,425.34	(\$0.34)
Ella Johnson Memorial PL (EJ)		\$19,835.00	86,380	\$6,255.63	7,013	\$6,494.63	57,212	\$3,747.09	\$3,618.00	\$629.00	\$550.00	\$21,294.00	\$1,459.00	7.36%	\$21,294.35	(\$0.35)
Erie PL (ER)		\$7,422.00	10,718	\$776.22	751	\$695.15	24,118	\$1,579.58	\$3,618.00	\$629.00	\$550.00	\$7,848.00	\$426.00	5.74%	\$7,847.95	\$0.05
Flagg-Rochelle PLD (FL)		\$12,674.00	30,838	\$2,233.31	3,524	\$3,263.06	44,845	\$2,937.11	\$3,618.00	\$629.00	\$550.00	\$13,230.00	\$556.00	4.39%	\$13,230.48	(\$0.48)
Fossil Ridge PL (Braidwood) (FR)		\$14,013.00	45,694	\$3,309.18	3,999	\$3,703.24	42,325	\$2,772.09	\$3,618.00	\$629.00	\$550.00	\$14,582.00	\$569.00	4.06%	\$14,581.50	\$0.50
Franklin Grove PLD (FG)		\$6,555.00	8,047	\$582.74	383	\$354.98	18,169	\$1,189.97	\$3,618.00	\$629.00	\$550.00	\$6,925.00	\$370.00	5.64%	\$6,924.69	\$0.31
Freeport PLD (FP)		\$26,344.00	92,465	\$6,696.33	8,183	\$7,577.79	115,895	\$7,590.51	\$3,618.00	\$629.00	\$550.00	\$26,662.00	\$318.00	1.21%	\$26,661.63	\$0.37
Galena PLD (GA)		\$9,532.00	31,690	\$2,294.99	1,468	\$1,359.74	24,989	\$1,636.67	\$3,618.00	\$629.00	\$550.00	\$10,088.00	\$556.00	5.83%	\$10,088.39	(\$0.39)
Geneseo PL (GP)		\$16,854.00	58,823	\$4,259.93	4,020	\$3,722.99	69,008	\$4,519.66	\$3,618.00	\$629.00	\$550.00	\$17,300.00	\$446.00	2.65%	\$17,299.58	\$0.42
Genoa PL (GE)		\$8,831.00	22,725	\$1,645.72	1,338	\$1,238.73	23,352	\$1,529.46	\$3,618.00	\$629.00	\$550.00	\$9,211.00	\$380.00	4.30%	\$9,210.91	\$0.09
Grant Park PL (GR)		\$4,220.00	3,345	\$242.24	232	\$215.15	9,673	\$633.53	\$2,533.00	\$441.00	\$385.00	\$4,450.00	\$230.00	5.45%	\$4,449.93	\$0.07
Graves-Hume PL (Mendota) (GV)		\$10,625.00	29,601	\$2,143.68	1,951	\$1,806.71	36,189	\$2,370.17	\$3,618.00	\$629.00	\$550.00	\$11,118.00	\$493.00	4.64%	\$11,117.55	\$0.45
Hanover TL (HN)		\$4,444.00	4,082	\$295.62	280	\$258.98	10,135	\$663.79	\$2,533.00	\$441.00	\$385.00	\$4,577.00	\$133.00	2.99%	\$4,577.39	(\$0.39)
Harvard Diggins PL (HR)		\$12,437.00	27,458	\$1,988.51	2,868	\$2,655.89	50,743	\$3,323.42	\$3,618.00	\$629.00	\$550.00	\$12,765.00	\$328.00	2.64%	\$12,764.81	\$0.19
Henry C Adams ML (HE)		\$4,993.00	5,127	\$371.27	652	\$603.78	14,406	\$943.52	\$2,533.00	\$441.00	\$385.00	\$5,278.00	\$285.00	5.71%	\$5,277.57	\$0.43
Highland Community College (HC)		\$9,191.00	4,039	\$292.50	1,160	\$1,074.52	51,087	\$3,345.95	\$3,618.00	\$629.00	\$550.00	\$9,510.00	\$319.00	3.47%	\$9,509.97	\$0.03
Hinckley PLD (HK)		\$8,034.00	20,903	\$1,513.82	895	\$829.12	20,183	\$1,321.90	\$3,618.00	\$629.00	\$550.00	\$8,462.00	\$428.00	5.33%	\$8,461.83	\$0.17
Homer PL (HD)		\$30,104.00	126,546	\$9,164.47	14,311	\$13,252.88	95,111	\$6,229.29	\$3,618.00	\$629.00	\$550.00	\$33,444.00	\$3,340.00	11.09%	\$33,443.64	\$0.36
Ida PL (Belvedere) (BL)		\$22,192.00	82,959	\$6,007.91	8,714	\$8,069.52	73,272	\$4,798.95	\$3,618.00	\$629.00	\$550.00	\$23,673.00	\$1,481.00	6.67%	\$23,673.38	(\$0.38)
Johnsburg PL (JO)		\$13,150.00	38,188	\$2,765.59	3,387	\$3,136.81	47,527	\$3,112.75	\$3,618.00	\$629.00	\$550.00	\$13,812.00	\$662.00	5.03%	\$13,812.15	(\$0.15)
Joliet Township HS (JC)		\$12,352.00	12,317	\$892.00	6,779	\$6,277.63	19,711	\$1,290.94	\$3,618.00	\$629.00	\$550.00	\$13,258.00	\$906.00	7.33%	\$13,257.57	\$0.43
Julia Hull PL (Stillman Valley) (JH)		\$10,569.00	35,601	\$2,578.22	1,821	\$1,686.32	32,152	\$2,105.81	\$3,618.00	\$629.00	\$550.00	\$11,167.00	\$598.00	5.66%	\$11,167.35	(\$0.35)
Kankakee PL (KK)		\$18,829.00	47,395	\$3,432.32	5,389	\$4,990.74	81,957	\$5,367.77	\$3,618.00	\$629.00	\$550.00	\$18,588.00	-\$241.00	-1.28%	\$18,587.83	\$0.17
LaSalle PL (LS)		\$12,601.00	24,026	\$1,739.94	2,427	\$2,247.50	61,043	\$3,997.97	\$3,618.00	\$629.00	\$550.00	\$12,782.00	\$181.00	1.44%	\$12,782.41	(\$0.41)
Lena CL (LE)		\$7,679.00	21,671	\$1,569.39	876	\$811.21	17,324	\$1,134.65	\$3,618.00	\$629.00	\$550.00	\$8,312.00	\$633.00	8.24%	\$8,312.25	(\$0.25)
Limestone PL (LI)		\$8,278.00	15,059	\$1,090.57	1,493	\$1,382.58	23,828	\$1,560.61	\$3,618.00	\$629.00	\$550.00	\$8,831.00	\$553.00	6.68%	\$8,830.76	\$0.24
Lostant Community Public		\$3,936.00	720	\$52.14	64	\$59.27	6,819	\$446.61	\$2,533.00	\$441.00	\$385.00	\$3,917.00	-\$19.00	-0.48%	\$3,917.02	(\$0.02)
Malta Township PL (ML)		\$6,359.00	7,362	\$533.13	499	\$461.79	13,142	\$860.75	\$3,618.00	\$629.00	\$550.00	\$6,653.00	\$294.00	4.62%	\$6,652.67	\$0.33
Manhattan PL (MT)		\$18,272.00	85,168	\$6,167.86	6,201	\$5,742.07	53,559	\$3,507.85	\$3,618.00	\$629.00	\$550.00	\$20,215.00	\$1,943.00	10.63%	\$20,214.78	\$0.22
Manteno PL (MN)		\$15,614.00	51,861	\$3,755.79	3,759	\$3,480.68	60,929	\$3,990.51	\$3,618.00	\$629.00	\$550.00	\$16,024.00	\$410.00	2.63%	\$16,023.98	\$0.02
Maple Park PL (MP)		\$5,889.00	4,016	\$290.86	372	\$344.18	11,605	\$760.04	\$3,618.00	\$629.00	\$550.00	\$6,192.00	\$303.00	5.15%	\$6,192.09	(\$0.09)
Marengo-Union (MU)		\$16,931.00	60,834	\$4,405.57	4,160	\$3,852.64	62,064	\$4,064.89	\$3,618.00	\$629.00	\$550.00	\$17,120.00	\$189.00	1.12%	\$17,120.09	(\$0.09)
Marseilles PL (MB)		\$6,219.00	12,208	\$884.13	684	\$633.41	25,856	\$1,693.43	\$2,533.00	\$441.00	\$385.00	\$6,570.00	\$351.00	5.64%	\$6,569.97	\$0.03
Meridian Schools (Stillman Valley) (MS)		\$10,624.00	32,242	\$2,334.94	1,798	\$1,665.02	37,449	\$2,452.69	\$3,618.00	\$629.00	\$550.00	\$11,250.00	\$626.00	5.89%	\$11,249.65	\$0.35
Mokena PL (MK)		\$22,316.00	84,305	\$6,105.36	7,340	\$6,797.14	82,012	\$5,371.38	\$3,618.00	\$629.00	\$550.00	\$23,071.00	\$755.00	3.38%	\$23,070.87	\$0.13
Moline PL (MX)		\$41,975.00	182,489	\$13,215.86	15,200	\$14,075.82	187,050	\$12,250.77	\$3,618.00	\$629.00	\$550.00	\$44,339.00	\$2,364.00	5.63%	\$44,339.45	(\$0.45)
Morris Area PL (MR)		\$17,491.00	66,678	\$4,828.84	5,804	\$5,375.05	47,339	\$3,100.43	\$3,618.00	\$629.00	\$550.00	\$18,101.00	\$610.00	3.49%	\$18,101.32	(\$0.32)
Mt. Carroll (MO)		\$5,781.00	1,639	\$118.70	778	\$720.46	11,399	\$746.57	\$2,533.00	\$441.00	\$385.00	\$4,945.00	-\$836.00	-14.46%	\$4,944.73	\$0.27
Mt. Morris PL (MM)		\$6,501.00	12,846	\$930.31	802	\$742.38	25,465	\$1,667.85	\$2,533.00	\$441.00	\$385.00	\$6,700.00	\$199.00	3.06%	\$6,699.53	\$0.47
New Lenox PL (NL)		\$36,663.00	183,722	\$13,305.13	12,743	\$11,800.23	142,827	\$9,354.42	\$3,618.00	\$629.00	\$550.00	\$39,257.00	\$2,594.00	7.08%	\$39,256.77	\$0.23
Nippersink PL (KR)		\$13														

North Chicago (NC)	\$12,324.00	6,429	\$465.59	3,056	\$2,829.98	52,879	\$3,463.30	\$3,618.00	\$629.00	\$550.00	\$11,556.00	-\$768.00	-6.23%	\$11,555.86	\$0.14
North Suburban LD (LP)	\$57,696.00	273,977	\$19,841.38	19,225	\$17,803.44	286,610	\$18,771.45	\$3,618.00	\$629.00	\$550.00	\$61,213.00	\$3,517.00	6.10%	\$61,213.27	(\$0.27)
Odell PL (OD)	\$9,340.00	23,914	\$1,731.82	1,296	\$1,199.84	33,001	\$2,161.41	\$3,618.00	\$629.00	\$550.00	\$9,890.00	\$550.00	5.89%	\$9,890.08	(\$0.08)
Oglesby PL (OG)	\$7,744.00	14,358	\$1,039.78	1,062	\$983.76	18,620	\$1,219.53	\$2,533.00	\$441.00	\$385.00	\$6,602.00	-\$1,142.00	-14.75%	\$6,602.08	(\$0.08)
Oregon PLD (OR)	\$9,370.00	28,452	\$2,060.49	1,812	\$1,677.99	19,588	\$1,282.93	\$3,618.00	\$629.00	\$550.00	\$9,818.00	\$448.00	4.78%	\$9,818.41	(\$0.41)
Pearl City PLD (PP)	\$6,165.00	5,732	\$415.09	408	\$377.52	13,408	\$878.13	\$3,618.00	\$629.00	\$550.00	\$6,468.00	\$303.00	4.91%	\$6,467.73	\$0.27
Pecatonica PL (PT)	\$8,137.00	22,584	\$1,635.51	1,173	\$1,086.25	17,265	\$1,130.77	\$3,618.00	\$629.00	\$550.00	\$8,650.00	\$513.00	6.30%	\$8,649.52	\$0.48
Peotone PL (PE)	\$14,853.00	45,503	\$3,295.32	3,689	\$3,416.47	61,489	\$4,027.18	\$3,618.00	\$629.00	\$550.00	\$15,536.00	\$683.00	4.60%	\$15,535.98	\$0.02
Peru PL (PU)	\$13,060.00	49,212	\$3,563.93	2,760	\$2,556.18	39,560	\$2,590.99	\$3,618.00	\$629.00	\$550.00	\$13,508.00	\$448.00	3.43%	\$13,508.10	(\$0.10)
Plano Community PL (PD)	\$16,309.00	59,890	\$4,337.25	4,752	\$4,400.85	57,650	\$3,775.77	\$3,618.00	\$629.00	\$550.00	\$17,311.00	\$1,002.00	6.14%	\$17,310.88	\$0.12
Plano CUSD (PX)	\$11,263.00	20,282	\$1,468.82	3,116	\$2,885.23	34,482	\$2,258.39	\$3,618.00	\$629.00	\$550.00	\$11,409.00	\$146.00	1.30%	\$11,409.44	(\$0.44)
Polo PLD (PO)	\$6,054.00	13,553	\$981.48	1,191	\$1,102.91	14,342	\$939.33	\$2,533.00	\$441.00	\$385.00	\$6,383.00	\$329.00	5.43%	\$6,382.72	\$0.28
Princeton PL (PR)	\$14,497.00	40,345	\$2,921.78	2,869	\$2,656.50	75,066	\$4,916.41	\$3,618.00	\$629.00	\$550.00	\$15,292.00	\$795.00	5.48%	\$15,291.69	\$0.31
Princeton Township HS (PF)	\$4,401.00	2,069	\$149.86	626	\$579.39	6,830	\$447.33	\$2,533.00	\$441.00	\$385.00	\$4,536.00	\$135.00	3.07%	\$4,535.58	\$0.42
Prophetstown-Lyndon-Tampico Schools (TW)	\$6,746.00	20,538	\$1,487.34	1,009	\$934.68	20,857	\$1,366.02	\$2,533.00	\$441.00	\$385.00	\$7,147.00	\$401.00	5.94%	\$7,147.04	(\$0.04)
Putnam County Schools (UC)	\$5,851.00	4,183	\$302.96	520	\$481.85	10,630	\$696.21	\$3,618.00	\$629.00	\$550.00	\$6,278.00	\$427.00	7.30%	\$6,278.02	(\$0.02)
Putnam County PL (UE)	\$9,900.00	27,040	\$1,958.23	1,367	\$1,265.59	32,209	\$2,109.50	\$3,618.00	\$629.00	\$550.00	\$10,130.00	\$230.00	2.32%	\$10,130.32	(\$0.32)
Reddick PL (Ottawa) (RL)	\$20,108.00	95,938	\$6,947.82	4,904	\$4,541.30	64,437	\$4,220.28	\$3,618.00	\$629.00	\$550.00	\$20,506.00	\$398.00	1.98%	\$20,506.41	(\$0.41)
Richard A Mautino PL (MA)	\$7,592.00	14,458	\$1,047.02	1,168	\$1,081.92	33,599	\$2,200.58	\$2,533.00	\$441.00	\$385.00	\$7,689.00	\$97.00	1.28%	\$7,688.53	\$0.47
River Valley DL (RD)	\$11,507.00	40,253	\$2,915.09	1,614	\$1,494.63	42,490	\$2,782.85	\$3,618.00	\$629.00	\$550.00	\$11,990.00	\$483.00	4.20%	\$11,989.57	\$0.43
Robert R Jones DL (CV)	\$10,711.00	21,718	\$1,572.82	2,227	\$2,061.98	40,600	\$2,659.09	\$3,618.00	\$629.00	\$550.00	\$11,091.00	\$380.00	3.55%	\$11,090.89	\$0.11
Robert Rowe PL (Sheridan) (RO)	\$7,168.00	11,584	\$838.91	843	\$780.65	17,610	\$1,153.38	\$3,618.00	\$629.00	\$550.00	\$7,570.00	\$402.00	5.61%	\$7,569.95	\$0.05
Rock Island PL (RP)	\$33,837.00	128,785	\$9,326.57	12,721	\$11,779.86	144,676	\$9,475.50	\$3,618.00	\$629.00	\$550.00	\$35,379.00	\$1,542.00	4.56%	\$35,378.92	\$0.08
Rockford University (RU)	\$14,138.00	1,339	\$96.95	1,198	\$1,109.09	134,881	\$8,834.00	\$3,618.00	\$629.00	\$550.00	\$14,837.00	\$699.00	4.94%	\$14,837.03	(\$0.03)
Sandwich PLD (SA)	\$11,379.00	27,873	\$2,018.54	2,613	\$2,419.44	38,985	\$2,553.31	\$3,618.00	\$629.00	\$550.00	\$11,788.00	\$409.00	3.59%	\$11,788.28	(\$0.28)
Schmaling ML (SC)	\$6,749.00	19,627	\$1,421.41	853	\$790.22	25,386	\$1,662.65	\$2,533.00	\$441.00	\$385.00	\$7,233.00	\$484.00	7.17%	\$7,233.28	(\$0.28)
Seneca PL (SE)	\$11,231.00	16,185	\$1,172.14	1,528	\$1,414.68	67,617	\$4,428.58	\$3,618.00	\$629.00	\$550.00	\$11,812.00	\$581.00	5.17%	\$11,812.40	(\$0.40)
Serena Schools (CF)	\$5,449.00	9,253	\$670.08	685	\$634.34	17,085	\$1,118.98	\$2,533.00	\$441.00	\$385.00	\$5,782.00	\$333.00	6.11%	\$5,782.39	(\$0.39)
Sherrard PL (SD)	\$9,779.00	33,880	\$2,453.59	1,412	\$1,307.88	30,018	\$1,966.04	\$3,618.00	\$629.00	\$550.00	\$10,525.00	\$746.00	7.63%	\$10,524.51	\$0.49
Silvis PL (SL)	\$10,254.00	28,010	\$2,028.51	2,742	\$2,539.51	16,508	\$1,081.17	\$3,618.00	\$629.00	\$550.00	\$10,446.00	\$192.00	1.87%	\$10,446.18	(\$0.18)
Somonauk PL (SN)	\$13,167.00	42,091	\$3,048.25	3,086	\$2,857.76	45,297	\$2,966.72	\$3,618.00	\$629.00	\$550.00	\$13,670.00	\$503.00	3.82%	\$13,669.73	\$0.27
South Beloit PLD (SB)	\$8,192.00	17,881	\$1,294.92	1,292	\$1,196.14	18,651	\$1,221.54	\$3,618.00	\$629.00	\$550.00	\$8,510.00	\$318.00	3.88%	\$8,509.59	\$0.41
Stockton TL (SK)	\$5,642.00	10,978	\$795.05	491	\$454.99	18,878	\$1,236.41	\$2,533.00	\$441.00	\$385.00	\$5,845.00	\$203.00	3.60%	\$5,845.45	(\$0.45)
Streator PL (SR)	\$10,831.00	24,070	\$1,743.15	2,252	\$2,085.14	41,698	\$2,730.98	\$3,618.00	\$629.00	\$550.00	\$11,356.00	\$525.00	4.85%	\$11,356.26	(\$0.26)
Sycamore PL (SY)	\$24,801.00	138,751	\$10,048.36	6,151	\$5,695.77	83,899	\$5,494.97	\$3,618.00	\$629.00	\$550.00	\$26,036.00	\$1,235.00	4.98%	\$26,036.09	(\$0.09)
Talcott Free PL (TF)	\$14,233.00	52,863	\$3,828.33	3,257	\$3,016.12	52,084	\$3,411.23	\$3,618.00	\$629.00	\$550.00	\$15,053.00	\$820.00	5.76%	\$15,052.68	\$0.32
Three Rivers PL (Channahon/Minooka) (TC)	\$24,827.00	106,343	\$7,701.35	8,899	\$8,240.84	82,107	\$5,377.60	\$3,618.00	\$629.00	\$550.00	\$26,117.00	\$1,290.00	5.20%	\$26,116.78	\$0.22
United Township HS (E. Moline) (UT)	\$10,048.00	18,396	\$1,332.21	2,528	\$2,341.34	34,426	\$2,254.74	\$3,618.00	\$629.00	\$550.00	\$10,725.00	\$677.00	6.74%	\$10,725.30	(\$0.30)
Walnut PLD (WA)	\$4,973.00	7,645	\$553.63	432	\$400.05	12,907	\$845.34	\$2,533.00	\$441.00	\$385.00	\$5,158.00	\$185.00	3.72%	\$5,158.02	(\$0.02)
Warren Township PL (WR)	\$4,929.00	8,792	\$636.69	427	\$395.42	13,005	\$851.74	\$2,533.00	\$441.00	\$385.00	\$5,243.00	\$314.00	6.37%	\$5,242.85	\$0.15
Western Dist PL (Orion) (WD)	\$7,978.00	17,670	\$1,279.64	1,278	\$1,183.48	15,287	\$1,001.24	\$3,618.00	\$629.00	\$550.00	\$8,261.00	\$283.00	3.55%	\$8,261.36	(\$0.36)
Wilmington PL (WL)	\$14,236.00	53,996	\$3,910.41	3,353	\$3,105.02	47,677	\$3,122.61	\$3,618.00	\$629.00	\$550.00	\$14,935.00	\$699.00	4.91%	\$14,935.04	(\$0.04)
Winnebago PL (WP)	\$13,895.00	34,259	\$2,481.03	4,682	\$4,335.72	50,894	\$3,333.29	\$3,618.00	\$629.00	\$550.00	\$14,947.00	\$1,052.00	7.57%	\$14,947.05	(\$0.05)
Woodstock PL (WO)	\$37,166.00	164,558	\$11,917.25	13,025	\$12,061.68	166,904	\$10,931.36	\$3,618.00	\$629.00	\$550.00	\$39,707.00	\$2,541.00	6.84%	\$39,707.29	(\$0.29)
Yorkville PL (YK)	\$20,074.00	79,480	\$5,755.91	6,735	\$6,237.19	77,604	\$5,082.63	\$3,618.00	\$629.00	\$550.00	\$21,873.00	\$1,799.00	8.96%	\$21,872.73	\$0.27
TOTALS	\$1,346,978.00	4,358,085	\$315,612.01	340,819	\$315,612.01	4,818,891	\$315,612.01	\$349,869.00	\$60,839.00	\$53,185.00	\$1,410,729.00	\$63,751.00	4.35%	\$1,410,729.04	(\$0.04)
								\$1,296,705.04							
*Actual amount to be billed to library															
65%/35% split		Circs		Users		Items		Per library	Reserves	Hosting					
Hampton School District		6,438	\$466.27	885	\$819.47	12,049	\$789.16	\$1,266.30	\$220.15	\$192.50	\$3,753.85				
United Township HS		11,957	\$865.94	1,643	\$1,521.87	22,377	\$1,465.58	\$2,351.70	\$408.85	\$357.50	\$6,971.44				
		18,396	\$1,332.21	2,528	\$2,341.34	34,426	\$2,254.74	\$3,618.00	\$629.00	\$550.00	\$10,725.30				

PrairieCat Annual Billing for Union List Members

LLSAP Code	Agency	Phone	Staff Name	Staff Email	Base Fee FY25	CR Contribution	Total Due
AA	Annawan-Alba Township Library	309-935-6483	Michele Thurston	thurstonm2003@gmail.com	\$904.50	\$157.00	\$1,061.50
AL	Alleman High School	309-786-7793	Nancy Morris	ncmorris@qconline.com	\$904.50	\$157.00	\$1,061.50
BC	Boylan Central Catholic High School	815-877-1088	Angela Long	along@boylan.org	\$904.50	\$157.00	\$1,061.50
BV	Bureau Valley School District 340	815-445-4004	Mary Heing	mheing@bureauvalley.net	\$904.50	\$157.00	\$1,061.50
BF	Byron CUSD #226	815.234.5491 ext. 241	Jill Smith	jsmith1@byron226.org	\$904.50	\$157.00	\$1,061.50
CY	Chadwick-Milledgeville C.U.S.D. #399	815-225-7141 x245	Lisa Richter	lrichter@dist399.net	\$904.50	\$157.00	\$1,061.50
DB	Dakota C.U.S.D. #201	815-449-2812 x184	Michele Shippy	mshippy@dakota201.com	\$904.50	\$157.00	\$1,061.50
EO	Eastland C.U.S.D. #308	815-493-6341	Erin Cox (formerly	ecox@eastland308.com	\$904.50	\$157.00	\$1,061.50
FO	Forreston Public Library	815-938-2624	Julie Voss	forrestonpubliclibrary@gmail.com	\$904.50	\$157.00	\$1,061.50
GK	Genoa-Kingston C.U.S.D. #424	815-784-5111 x1140	Tara Wilkins	twilkins@gkschools.org	\$904.50	\$157.00	\$1,061.50
GL	Galena Unit S.D. #120	815-777-0917	Anne Huber	huberan@gusd120.k12.il.us	\$904.50	\$157.00	\$1,061.50
HI	Moore Memorial Library District	309-658-2666	Carrie Wisley	library.hillsdale@gmail.com	\$904.50	\$157.00	\$1,061.50
HW	Hiawatha C.U.S.D. #426	815-522-3335 x24 or	Angie Messenger	angela.messenger@hiawatha426.org	\$904.50	\$157.00	\$1,061.50
KI	Kirkland Public Library	815-522-6260	Linda Fett	kirklandlib@hotmail.com	\$904.50	\$157.00	\$1,061.50
LN	Lanark Public Library	815-493-2166	Janie Dollinger	lanarklibrary1@gmail.com	\$904.50	\$157.00	\$1,061.50
MG	Mineral Gold Public Library District	309-288-3971	Connie Baele	minerallibrary@mchsi.com	\$904.50	\$157.00	\$1,061.50
MI	Mills & Petrie Memorial Library	815-453-2213	Linda Dallam	library@ashtonusa.com	\$904.50	\$157.00	\$1,061.50
MV	Moline School District #40	309-743-8902	Carolyn Mesick	cmesick@molineschools.org	\$904.50	\$157.00	\$1,061.50
MY	Mazon-Verona-Kinsman Elementary SD	815-448-2127	Ralph Rowe, Jr.	rrowejr@mvkmavericks.org	\$904.50	\$157.00	\$1,061.50
PB	Polo C.U.S.D. #222	815-946-3314	Carrie Ukena	c.ukena@poloschools.net	\$904.50	\$157.00	\$1,061.50
PK	Pankhurst Memorial Library	815-887-3925	Emily Goff	pmlambo@gmail.com	\$904.50	\$157.00	\$1,061.50
PL	Pearl City C.U.S.D. #200	815-443-2715	Randy Welp	rwelp@pcwolves.net	\$904.50	\$157.00	\$1,061.50
PS	Pecatonica C.U.S.D. #321	815-239-2611x1330	Brenda Townsend	brendatownsend@pecschools.com	\$904.50	\$157.00	\$1,061.50
RA	Raymond A. Sapp Memorial Library	815-699-2342	Vanessa Zimmerlein	rasapplib@gmail.com	\$904.50	\$157.00	\$1,061.50
RH	River Bend Community Unit School District 2	815-589-3511	Amy Heyvaert	aheyvaert@riverbendschools.net	\$904.50	\$157.00	\$1,061.50
RI	Rock Island School District #41	309-793-5950 ex.1139	Mary Mendelin	mary.mendelin@rimsd41.org	\$904.50	\$157.00	\$1,061.50
RV	River Ridge C.U.S.D. #210	815-858-9005 x320	Judy Tippett	jtippett@riverridge210.org	\$904.50	\$157.00	\$1,061.50
RW	Rochelle Twp. H.S. Dist. #212	815-562-4161 x4112	Ann Marie Jinkins	ajinkins@rthsd212.org	\$904.50	\$157.00	\$1,061.50
RY	Rockridge School District #300	309-795-1736	Jacqy Peterson	jpeterson@rr300.org	\$904.50	\$157.00	\$1,061.50
SH	Sheffield Public Library	815-454-2628	Sue Lanxon	sheffieldlib@yahoo.com	\$904.50	\$157.00	\$1,061.50
SM	Scales Mound C.U.S.D. #211	815-845-2215x320	Hannah Wiegel	hannahwiegel@scalesmound.net	\$904.50	\$157.00	\$1,061.50
TR	Trinity Medical Center	309-779-2603	Amanda Smolenski	amanda.smolenski@trinitycollegeqc.edu	\$904.50	\$157.00	\$1,061.50
WC	Warren C.U.S.D. #205	815-745-2641	Sarah Harbach	sarah.harbach@205warren.net	\$904.50	\$157.00	\$1,061.50
WN	Winnebago C.U.S.D. #323	815-335-2336 x117	Staci Thompson	ThompsonS@winnebagoschools.org	\$904.50	\$157.00	\$1,061.50
YT	York Township Public Library	815-259-2480	Deeann Kramer	director@thomsonlibrary.org	\$904.50	\$157.00	\$1,061.50
					\$31,658	\$5,495	\$37,152.50

PrairieCat Administrative Council
Public Library Representation Tiers (based on budget drafts)

	FY2022	FY2023	FY2024	FY2025	
North Suburban LD (LP)	\$52,403.00	\$55,661.00	\$57,696.00	\$61,213.00	
Moline PL (MX)	\$35,440.00	\$37,259.00	\$41,975.00	\$44,339.00	
DeKalb PL (DK)	\$33,316.00	\$35,255.00	\$39,311.00	\$41,391.00	
Woodstock PL (WO)	\$32,791.00	\$34,125.00	\$37,166.00	\$39,707.00	
New Lenox PLD (NL)	\$30,887.00	\$32,340.00	\$36,663.00	\$39,257.00	
Rock Island PL (RP)	\$31,875.00	\$31,715.00	\$33,837.00	\$35,379.00	
Homer TPLD (HD)	\$24,915.00	\$26,416.00	\$30,104.00	\$33,444.00	
Freeport PL (FP)	\$23,527.00	\$23,952.00	\$26,344.00	\$26,662.00	
Three Rivers PLD (Channahon/Minooka) (TC)	\$21,595.00	\$23,399.00	\$24,827.00	\$26,117.00	Tier 1
Sycamore PL (SY)	\$21,002.00	\$22,116.00	\$24,801.00	\$26,036.00	\$442,162.00
Ida PL (BL)	\$20,448.00	\$20,766.00	\$22,192.00	\$23,673.00	33.60%
Mokena CPLD (MK)	\$19,292.00	\$19,986.00	\$22,316.00	\$23,071.00	13
Yorkville PL (YK)	\$15,861.00	\$17,418.00	\$20,074.00	\$21,873.00	
Ella Johnson MPLD (EJ)	\$17,155.00	\$17,917.00	\$19,835.00	\$21,294.00	
Cherry Valley PLD (CH)	\$17,779.00	\$18,461.00	\$19,631.00	\$20,764.00	
Reddick PLD (Ottawa) (RL)	\$18,331.00	\$18,491.00	\$20,108.00	\$20,506.00	
Bourbonnais PLD (BD)	\$16,598.00	\$17,451.00	\$19,264.00	\$20,355.00	
Kankakee PL (KK)	\$18,758.00	\$18,804.00	\$18,829.00	\$18,588.00	
East Moline PL (EM)	\$16,662.00	\$16,719.00	\$17,563.00	\$18,299.00	Tier 2
Coal City PLD (CC)	\$15,633.00	\$16,492.00	\$18,279.00	\$19,377.00	\$434,125.05
Morris Area PLD (MR)	\$15,932.00	\$15,921.00	\$17,491.00	\$18,101.00	32.99%
Marengo-Union (MU)		\$15,495.00	\$16,931.00	\$17,120.00	26
Geneseo PLD (GP)	\$14,815.00	\$15,356.00	\$16,854.00	\$17,300.00	
Manhattan-Elwood PLD (MT)	\$14,330.00	\$15,679.00	\$18,272.00	\$20,215.00	
Plano CLD (PD)	\$14,576.00	\$14,945.00	\$16,309.00	\$17,311.00	
Manteno PLD (MN)	\$13,929.00	\$14,471.00	\$15,614.00	\$16,024.00	
Byron PLD (BY)	\$13,596.00	\$14,038.00	\$15,257.00	\$15,906.00	
Peotone PLD (PE)	\$12,931.00	\$13,464.00	\$14,853.00	\$15,536.00	
Princeton PL (PR)	\$12,643.00	\$13,105.00	\$14,497.00	\$15,292.00	
Bradley PLD (BR)	\$12,659.00	\$13,037.00	\$13,967.00	\$14,267.00	
Talcott Free LD (TF)	\$12,455.00	\$13,021.00	\$14,233.00	\$15,053.00	
Winnebago PL (WP)			\$13,895.00	\$14,947.05	

PrairieCat Administrative Council
Public Library Representation Tiers (based on budget drafts)

	FY2022	FY2023	FY2024	FY2025	
Wilmington PLD (WL)	\$12,436.00	\$12,890.00	\$14,236.00	\$14,935.00	
Fossil Ridge PLD (Braidwood) (FR)	\$12,444.00	\$12,865.00	\$14,013.00	\$14,582.00	
Nippersink PLD (NP)	\$11,794.00	\$12,253.00	\$13,288.00	\$14,133.00	
Johnsburg PL (JO)	\$12,725.00	\$12,215.00	\$13,150.00	\$13,812.00	
Somonauk PLD (SN)	\$11,610.00	\$12,074.00	\$13,167.00	\$13,670.00	
Peru PL (PU)	\$11,434.00	\$11,947.00	\$13,060.00	\$13,508.00	
Flagg-Rochelle PLD (FL)	\$11,516.00	\$11,736.00	\$12,674.00	\$13,230.00	
LaSalle PL (LS)	\$12,106.00	\$12,010.00	\$12,601.00	\$12,782.00	
Harvard Diggins Library (HR)	\$10,941.00	\$11,797.00	\$12,437.00	\$12,765.00	
North Chicago PL (NC)		\$10,944.00	\$12,324.00	\$11,556.00	
River Valley DL (RD)	\$10,201.00	\$10,759.00	\$11,507.00	\$11,990.00	
Sandwich PLD (SA)	\$10,136.00	\$10,488.00	\$11,379.00	\$11,788.00	
Seneca PLD (SE)	\$10,182.00	\$10,454.00	\$11,231.00	\$11,812.00	
Streator PL (SR)	\$10,068.00	\$10,166.00	\$10,831.00	\$11,356.00	
Robert R. Jones PLD (CV)	\$9,655.00	\$10,008.00	\$10,711.00	\$11,091.00	
Julia Hull DL (Stillman Valley) (JH)	\$9,286.00	\$9,670.00	\$10,569.00	\$11,167.00	
Silvis PL (SL)	\$9,506.00	\$9,660.00	\$10,254.00	\$10,446.00	
Graves-Hume PLD (Mendota) (GV)	\$9,165.00	\$9,651.00	\$10,625.00	\$11,118.00	
Putnam County PLD (UE)	\$8,827.00	\$9,189.00	\$9,900.00	\$10,130.00	
Cortland CL (CN)	\$8,810.00	\$9,090.00	\$9,777.00	\$10,037.00	
Colona DPL (CL)	\$8,866.00	\$9,063.00	\$9,734.00	\$10,207.00	
Sherrard PLD (SD)	\$8,451.00	\$8,893.00	\$9,779.00	\$10,525.00	
Galena PLD (GA)	\$8,446.00	\$8,773.00	\$9,532.00	\$10,088.00	
Oregon PLD (OR)	\$8,343.00	\$8,658.00	\$9,370.00	\$9,818.00	
Odell PL (OD)	\$8,489.00	\$8,637.00	\$9,340.00	\$9,890.00	
Genoa PLD (GE)	\$8,292.00	\$8,335.00	\$8,831.00	\$9,211.00	
South Beloit PL (SB)	\$7,545.00	\$7,724.00	\$8,192.00	\$8,510.00	
Limestone TLD (LI)	\$7,384.00	\$7,685.00	\$8,278.00	\$8,831.00	
East Dubuque DL (EP)	\$7,413.00	\$7,631.00	\$8,101.00	\$8,476.00	
Pecatonica PLD (PT)	\$7,171.00	\$7,499.00	\$8,137.00	\$8,650.00	
Hinckley PLD (HK)	\$5,593.00	\$7,343.00	\$8,034.00	\$8,462.00	
Western DL (Orion) (WD)	\$7,301.00	\$7,463.00	\$7,978.00	\$8,261.00	
Oglesby PLD (OG)	\$7,340.00	\$7,363.00	\$7,744.00	\$6,602.00	

PrairieCat Administrative Council
Public Library Representation Tiers (based on budget drafts)

	FY2022	FY2023	FY2024	FY2025	
Richard A. Mautino ML (MA)	\$6,970.00	\$7,170.00	\$7,592.00	\$7,689.00	
Charles B. Phillips PLD (Newark) (CP)	\$6,699.00	\$7,040.00	\$7,458.00	\$7,815.00	
Lena CDL (LE)	\$7,034.00	\$6,943.00	\$7,679.00	\$8,312.00	
Erie PLD (ER)	\$6,651.00	\$6,887.00	\$7,422.00	\$7,848.00	
Clinton Township PL (CT)	\$6,537.00	\$6,776.00	\$7,187.00	\$7,357.00	
Robert W. Rowe PLD (Sheridan) (RO)	\$6,448.00	\$6,708.00	\$7,168.00	\$7,570.00	
Cordova DL (CO)	\$6,216.00	\$6,344.00	\$6,668.00	\$6,954.00	
Schmaling MPLD (SC)	\$5,889.00	\$6,199.00	\$6,749.00	\$7,233.00	
Franklin Grove PL (FG)	\$6,018.00	\$6,164.00	\$6,555.00	\$6,925.00	
Mt. Morris PL (MM)	\$6,011.00	\$6,108.00	\$6,501.00	\$6,700.00	
Malta TPL (ML)	\$5,816.00	\$6,010.00	\$6,359.00	\$6,653.00	
Marseilles PL (MB)	\$5,296.00	\$5,511.00	\$6,219.00	\$6,570.00	
Pearl City PLD (PP)	\$5,601.00	\$5,813.00	\$6,165.00	\$6,468.00	
Elizabeth TL (EL)	\$5,559.00	\$5,742.00	\$6,109.00	\$6,425.00	
Polo PLD (PO)	\$5,421.00	\$5,675.00	\$6,054.00	\$6,383.00	
Maple Park PLD (MP)	\$5,419.00	\$5,564.00	\$5,889.00	\$6,192.00	
Earlville PLD (EA)	\$5,126.00	\$5,366.00	\$5,926.00	\$6,285.00	
Mt. Carroll PL		\$5,301.00	\$5,781.00	\$4,945.00	
Stockton TPL (SK)	\$5,016.00	\$5,227.00	\$5,642.00	\$5,845.00	
Bertolet MLD (BM)	\$4,492.00	\$4,695.00	\$5,032.00	\$5,310.00	
Henry C Adams ML (HE)	\$4,488.00	\$4,658.00	\$4,993.00	\$5,278.00	
Warren Township PL (WR)	\$4,312.00	\$4,533.00	\$4,929.00	\$5,243.00	
Andalusia TL (AN)	\$4,257.00	\$4,416.00	\$4,675.00	\$4,975.00	33.41%
Creston-Dement PLD (CR)	\$4,263.00	\$4,466.00	\$4,818.00	\$5,066.00	\$439,712.00
Hanover TL (HN)	\$4,158.00	\$4,254.00	\$4,444.00	\$4,577.00	Tier 3
Walnut PLD (WA)	\$4,721.00	\$4,764.00	\$4,973.00	\$5,158.00	54
Grant Park PL (GR)	\$3,738.00	\$3,956.00	\$4,220.00	\$4,450.00	
Lostant Community Public Library		\$3,875.00	\$3,936.00	\$3,917.00	
	\$1,067,766.00	\$1,144,373.00	\$1,256,915.00	\$1,315,999.05	\$1,315,999.05



Date: 4/12/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Innovative contract amendment to implement new hosted phone notification system

Below please see the contract amendment to add the new Innovative hosted phone notification system for inbound and outbound phone notifications. Like the current iTiva phone system, this new system will notify patrons of holds and overdue materials, as well as allow patrons to call in and check their materials and holds and renew their materials. The contract below also includes a Scope of Work and quote for implementation of this new system. Moving to this new system will allow us to decommission the old server currently in use at the RAILS datacenter. This fulfills another goal in PrairieCat's long term plan of moving completely out of the RAILS IT environment.

Please see the contract amendment and SOW as well as associated quotes below. These costs are incorporated into the FY25 budget as currently presented.

AMENDMENT TO AGREEMENT

This **AMENDMENT** is made and entered into as of the date of the last signature of the parties hereto (the “**Effective Date**”), by and between **INNOVATIVE INTERFACES INCORPORATED**, a California corporation (“**Innovative**”), and the **PRAIRIECAT** (the “**Client**”). Capitalized terms not otherwise defined in this Amendment will have the meanings set forth in the Agreement (as defined below).

WHEREAS, the Client and Innovative Interfaces Incorporated are parties to the Software-as-a-Service (SaaS) Subscription Agreement made effective as of October 6, 2021 (as amended from time to time, the “**Agreement**”); and

WHEREAS, the Client desires to purchase from Innovative certain upgrades to the Software and, in connection with such purchase, the parties desire to amend the Agreement as set forth in this Amendment; and

NOW, THEREFORE, for good and valuable consideration and intending to be legally bound hereby, the parties hereby agree as follows.


1. Software. Exhibit A of the Agreement is hereby amended to include the attached Pricing Exhibit EST-INC17163.

2. Fees. The Fees for the Software listed in Exhibit A will be pro-rated in order align Client’s Software to a single annual billing cycle.

3. Miscellaneous.

- a. This Amendment will become effective upon execution by both Innovative and the Client.
- b. Except as otherwise amended hereby, the other provisions of the Agreement will remain in full force and effect as of the date hereof. In the event of a conflict between the provisions of this Amendment and the Agreement, the terms of this Amendment will control.
- c. This Amendment may be signed in any number of counterparts, each of which will be an original, with the same effect as if the signatures thereto and hereto are upon the same instrument.
- d. This Amendment will be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF, the parties hereto have caused their duly authorized representatives to enter into this Amendment as of the dates specified below.

Client	Innovative
PrairieCat	Innovative Interfaces Incorporated
By:	By: 
Name:	Name: Jeff Anusbigian
Title:	Title: VP, Sales Operations
Date:	Date: March 4, 2024



Part of **Clarivate**

Innovative Interfaces Incorporated
 789 E. Eisenhower Parkway
 Ann Arbor MI 48108
 United States

Pricing Exhibit

Date 2/23/2024
Quote # EST-INC17163
Payment Terms Net 30
Overall Contract Term (Months) 36
Contract Start Date
Contract End Date
Sales Rep Dean Cooper
Site Code prcat
Expires 3/29/2024

Bill To
 PrairieCat
 220 W 23rd Ave
 Coal Valley IL 61240
 United States

Ship To
 PrairieCat
 220 W 23rd Ave
 Coal Valley IL 61240
 United States

Currency
 US Dollar

Item	Item Category	Qty	Description	Options	Original Rate	Discounted Rate	Amount	Discount
Innovative Phone Alerts	SaaS	1	Inbound and Outbound Cloud-based Communication Platform. Outbound system helps libraries to efficiently communicate key notices directly with their patron. Inbound system allows patrons to renew items, hear information about their current materials and listen to library announcements Pricing is based on number of calls quoted and will be adjusted annually based on actual usage. Innovative reserves the right to increase pricing at any time if actual usage exceeds the number of calls quoted by more than 150%	Innovative Phone Alerts Options: + 12,000 Calls/Month Current Outbound Calls Volume: 12000 Current Inbound Calls Volume: 1600	22,600	22,600.00	22,600.00	

First Year Total US\$22,600.00

Statement of Work

This Statement of Work (the “SOW”) dated March 1, 2024, is entered into pursuant to the Order Form between PrairieCat (“Client”) and Innovative Interfaces Incorporated (“Innovative”) effective as of July 20, 2018 (the “Agreement”). Innovative and Client may each be referred to as “Party” from time to time or collectively as “Parties”.

A. Purpose of this Statement of Work

The SOW provides an overview of the scope of the project and fees to complete the engagement based on Innovative’s prior experience with similar projects and preliminary discussions with Client. The Client hereby acknowledges that the SOW is not meant to capture all detailed requirements but documents the high level requirements and implementation approach discussed and that additional detailed requirements discussions will be required to outline the full scope of work between the Parties.

B. Project Scope of Services

The Scope of the project includes the following professional services:

Innovative will perform the installation and implementation of Innovative’s Phone Alerts product (IPA) with “inbound + outbound” functionality for Client. A description of IPA outbound and inbound functionality is provided in Exhibit A of this SOW.

Services to be performed include:

- Project management for the installation and configuration of IPA, including project scheduling, project risk management and mitigation, liaison with Client, provisioning and coordination of Innovative resources, and ensuring tracking and timely completion of project tasks.
- Product profiling and configuration, including consultation with Client on desired configuration points, and entry and verification of profile and configuration.
- System engineering, including software installation, ensuring correct integration with the Sierra integrated library system software, upgrade and reconfiguration of any installed Sierra components upon which the IPA product depends, and technical liaison with the Client.
- Testing of the IPA software, with the assistance of the Client, to ensure that it is functioning as designed

C. Innovative Services Team

The Services Team will have the following resources available for this project:

1. System Engineer: The System Engineer(s) shall work with the Client on software setup and configuration as well as installations, network connections, and infrastructure configuration.
2. Project Manager: The Project Manager is assigned to provide project management, resource management, risk mitigation and issue management. The Project Manager is the single point of contact throughout the implementation to coordinate work plans, schedules, and teams’ work. The Project Manager will manage day-to-day operational aspects and ensure deliverables are met within a timely manner and according to the mutually agreed project plan.

D. Client Implementation Team

1. Librarian Lead – Works closely with Consultant to ensure requirements are complete and representative of the needs of the Library. The Librarian Lead will coordinate with key members of the team as required.
2. Technical Lead - Will be responsible for assisting with Client responsibilities related to system level duties required by Client.

E. Implementation Assumptions


1. During and after implementation of IPA, the Client may identify software defects, or additional desired functional requirements. Client shall be responsible for working within Innovative's normal established support and enhancement request processes to report issues or provide input on additional desired functional requirements.
2. If the Client is not an existing Innovative Teleforms user, Innovative must install the MySQL TNS database on the Client's Sierra server.
3. Client must provide the IPA configuration and profiling information specified in Exhibit B. Client will use settings which are closest to what they currently have in place with their existing notification system. The Innovative IPA outbound configuration and profiling information can be summarized as:
 - i. Which voice should be used for each IPA message: male or female voice?
 - ii. What caller ID number should be used for phone calls? This must be an actual phone number that the Client has, but it does not need to be connected to a phone line. It is recommended that Client selects one of the available phone numbers that will be offered for their area code rather than porting over any existing notification process phone number because of the time it will take to port the number and the downtime this will cause for phone notices. The Client cannot use the phone number while porting is in progress.
 - iii. What caller ID name should be used for phone calls? This name will display along with the phone number when calling the patron (e.g., Innovative PL - 555-555-5555). Note: there is a 15 character limit including spaces for the Caller ID name.
 - iv. Complete text for each IPA message that will be used. Up to 100 individual branch Hold Pickup messages may be configured within the scope of this SOW. Any branches added after completion of Services will be subject to a new SOW. Changes to messages after configuration may incur additional charges. For example, "HP0: "This is your public library calling, our records indicate a borrower at this number has materials which are now past due, please return them so that others may use them. Thank you. Repeating. This is your public library calling, our records indicate a borrower at this number has materials which are now past due, please return them so that others may use them. Thank you. Goodbye."
 - v. Client must allow Internet access inbound to the Sierra App Server on TCP port 1031 from the following source IP address ranges:
 1. 199.192.248.0/22 (primary production - NJ)
 2. 108.61.27.145/28 (Lab - NJ)
 3. 66.63.167.16/28 (secondary production fail over - Chicago).
 - vi. Any additional information necessary to complete installation and implementation

F. Fees and Payment Terms

Fees for Services delivered under this SOW will be charged on a fixed price basis as set forth in the attached Pricing Exhibit herewith and are made in good faith based on the activities, approach, and assumptions contained within the SOW. Payment terms for this SOW are as set forth in the Agreement. Any additional Change Requests will be performed at a blended rate of \$200 per hour for all resources. Additionally, Client is responsible for all reasonable out-of-pocket costs and expenses incurred during this SOW. Pricing assumes that deliverables in this Statement of Work are completed within six months or additional Services fees will apply.

IN WITNESS WHEREOF each party has caused this SOW to be executed by its duly authorized representatives.

AGREED:

Client	Innovative
PrairieCat	Innovative Interfaces Incorporated
By:	By: 
Name:	Name: Jeff Anusbigian
Title:	Title: VP, Sales Operations
Date:	Date: March 4, 2024



Part of **Clarivate**

Innovative Interfaces Incorporated
789 E. Eisenhower Parkway
Ann Arbor MI 48108
United States

Pricing Exhibit

Date	2/23/2024
Quote #	EST-INC17164
Payment Terms	Net 30
Sales Rep	Dean Cooper
Technical Contact	CU0798 PrairieCat : Carolyn Coulter
Site Code	prcat
Expires	3/29/2024

Bill To
PrairieCat
220 W 23rd Ave
Coal Valley IL 61240
United States

Ship To
PrairieCat
220 W 23rd Ave
Coal Valley IL 61240
United States

Currency
US Dollar

Item	Item Category	Qty	Description	Options	Original Rate	Unit Price	Amount
Innovative Phone Alerts Implementation	Services	1	Cloud-based outbound communication system that helps libraries to efficiently communicate key notices directly with their patrons	Phone Alert Options (Services): Custom - Above 12,000 incoming + Outbound calls per month or Multi Branch Includes Porting?: Yes	10,000	10,000.00	10,000.00

Total Fees US\$10,000.00



Date: 4/12/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Mills and Petrie Memorial Library request to upgrade to Basic Online membership level

Kim Toole reached out to me and inquired about upgrading their membership from Union List to Basic Online level. I informed her that it would need to be reviewed by the Administrative Council and then approved by the Delegates Assembly. Her board reviewed the upgrade and approved the IGA.

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 *Hills and Petrie Memorial Library* 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: Mills and Petrie Memorial Library
Address: P.O. Box 308 704 N. 1st St.
Ashton, IL 61006
Attention: Sherri Stauffer

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: Mills and Petrie Memorial Library

BY: Kim Toole - Interim Director

Kim Toole - Interim Director

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

ATTEST:

BY: Sherri L. Stauffer

Sherri L. Stauffer, Board President

(print name and title)

APPROVED THIS 7th DAY OF March, 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

2.3. 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: Mills and Patis Memorial Library
BY: Kim Toole - Interim Director



PrairieCat Delegates Assembly

April 24, 2024

10:30 a.m. – 12:00 p.m.

In person at Senica's Oak Ridge Gold Club, LaSalle, IL

And Online via Zoom

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

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

Agenda

The Delegates Assembly will meet on Wednesday, April 24th, 10:30 a.m. – 12:00 p.m. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

PUBLIC COMMENT: Public comments may be submitted via email to:
carolyn.coulter@prairiecat.org at least two hours before the beginning of the meeting.

- I. Call to order and welcome
- II. Introductions and welcome new delegates or alternates
- III. Introduction of Guests
- IV. Review of agenda for additions/changes
- V. Public Comments via Zoom Meeting
- VI. Consent Agenda
 - a. Approve minutes for January 31, 2024, PrairieCat Delegates Assembly meeting.
 - b. Central Site report including financial and statistical reports.
- VII. Administrative Council Report
 - a. Finance Committee Report – report from 1/31/24
 - b. Resource Sharing Committee Report – Report from 3/21/2024.
- VIII. PrairieCat Membership Update, Training and Outreach report
- IX. ACTION: Approve IGA for downgrade of Oglesby Public Library District from Fully Participating to Basic Online membership level.
- X. ACTION: Approve IGA for upgrade of Mills and Petrie Memorial Library and Gymnasium from Union Listing to Basic Online membership level.
- XI. ACTION: Approve contract amendment to add new phone notification system
- XII. ACTION: Approve FY25 pay scale for PrairieCat staff
- XIII. ACTION: Approve PrairieCat FY25 budget and fees
 - I. Public Comments via previously submitted email (see above), in person or online.
 - II. Adjournment
- III. Next regularly scheduled meeting, July 31st, 2024, Moline Public Library, and online via Zoom.