



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 (pp. 2-19)
 - a. Approve minutes for January 31, 2024, PrairieCat Delegates Assembly meeting.
 - b. Central Site report including financial and statistical reports.
 - c. Meeting dates FY25
- 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. (pp. 20-28)
- X. ACTION: Approve IGA for upgrade of Mills and Petrie Memorial Library and Gymnasium from Union Listing to Basic Online membership level. (pp. 29-37)
- XI. ACTION: Approve PrairieCat FY25 budget and fees (pp. 38-45)
- XII. ACTION: Approve contract to add new phone notification system (pp. 46- 53)
- XIII. ACTION: Approve FY25 pay scale for PrairieCat staff (pp. 54-56)
 - 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.



PrairieCat Delegates Assembly

January 31, 2024

10:30 a.m. – 12:00 p.m.

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

Online via Zoom

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

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

Minutes

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

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

I. Call to order and welcome

Present at North Suburban LD: Alaina Tuttle, Linda Schreiber, Emily Porter, Lynette Heiden, Jennifer Shugrue, Kristi Scherer, Emily Faulkner, Alice Groth, Deb Wunsch, Stephen Bero, Julie Voss, Rene Leyva, Ashley Huffines, Jenna Diedrich, Claire Crawford, Jennifer Barton, Denise Tollensdorf, Karen Sutura, Laura Watson, Rylie Roubal, Mindy Long, Beth Ryan, Joanna Kluever, Janet Clark, Ashley Hopper, Kimberly Martin, Kimberly Martin, Sondra Terry, Bryon Lear, Resa Mai, Mary Cheatwood, Shalyn Rodriguez, Dana Fanslow, Lou Carlile, Mary Petro, Lynn Sheedy, Elizabeth Green, Penny Bryant, Emily Schaub, Deanna Howard, Amy Freeman, Julie Wayland, Tari Sangston, Kathy Peschang, Victoria Blackmer, Beth Wood, Angela Campbell, Kim Brozovich, Andy Newgren, Barbara Posinger, Yana Serdyuk, Amy Fry, Brenda Weinberg, Jenny Hansen, Michele Thurston, Mary Holtrop, Megan Gove, Lauren Offerman, Beth Tepen, Michelle Bailey, Maria Meachum, Nicholas Weber, Roy Arey, Connie Baele, Magda Bonny, Carolyn Coulter, Molly DeBernardi, Jason Jensen, Chelsey Knippel, Emily Kofoid, Renee Kozeal, Meridith Layne, Marie Monaco, Laurel Reiss, Elizabeth Smith, Claire Smunt, Mary Wilkening, Katie Schmoyer

Present via Zoom: Marilyn Calbow, Ann Marie Jenkins, Jolene Franciskovich, Noreen Bormet, Jacqy Peterson, Kelly McCully, Paige Frechmann, Laurel Reiss, Jodie DePatis, Jamie Lockwood, Shelley Augustine, Jaclyn Trujillo, Kimberly Udstrand, Janice May, Cynthia Maxwell, Meridith Layne, April Hoste, Cathy Palmer, Tori Drews, Valerie Woodley, Julie Harte, Lynne Noffke, Marie Monaco, Amy Walsh, Karen Lonergan, Annette Davis, Amy Runkle, Brittany Gaulrapp, Laura Crisp, Brandy Marsden, Melissa Landis, Carol McSweeney, Alexandra Annen, Sheree Kozellaha, Britni Hartman, Emily Kofoid, Renee Kozeal

Libraries represented: See vote and quorum sheet.

Huffines (Chair-FP) started the meeting at 10:30 am. Huffines welcomed everyone.

- II. Introductions and welcome new delegates or alternates
Dana Fanslow introduced herself as the new director from Nippersink. Jenny from Cherry Valley introduced herself as a new alternate. Katie Schmoyer introduced herself as the director of Winnebago.
- III. Introduction of Guests
There were no guests.
- IV. Review of agenda for additions/changes
There were no revisions.
- V. Public Comments via Zoom Meeting
There were no public comments.
- VI. Consent Agenda
 - a. Approve minutes for Oct. 18, 2023, PrairieCat Delegates Assembly meeting.
 - b. Central Site report including financial and statistical reports.

Motion #1: Ryan (JO) moved and Porter (BY) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carries by vocal affirmation.

Ayes: 91

Nays: 0

Abstentions: 0

- VII. Administrative Council Report
 - a. Finance Committee Report – report from 12/21/23
Ryan (JO) stated that the Finance Committee met on December 21, 2023 and discussed the FY25 draft budget and the fee structure. The Committee had questions about why the Capital Reserves is not a separate budget on its own versus being included in the operating budget.
 - b. Resource Sharing Committee Report – No report.
- VIII. PrairieCat Membership Update, Training and Outreach report
Smith (PrairieCat) gave the membership update. Putnam County Schools added their primary school and went live in January. Winnebago Public Library District joined PrairieCat as a fully participating member. Winnebago went live on January 24th. PrairieCat has a couple upcoming member events to take note of. The Resource Sharing Summit is being held on March 7, 2024 at the Dekalb Public Library. The agenda for the summit will be finalized soon. Details can be found on the support site or L2. On March 20, 2024 there is a New Director Welcome meeting being held via Zoom. If you are new to a director position, new to a PrairieCat library or think it would be useful to attend, you are encouraged to register. PUG Day 2024 will be a virtual event in September. A date will be announced soon. The next Delegates Assembly will be April 24, 2024. This will be the final Delegates Assembly meeting of the fiscal year. The Delegates Assembly meeting has required attendance as a part of the IGA. We do have the Zoom option available for extenuation circumstances.

Smith continued by reminding the Delegates about subscribing to the PrairieCat

eNewsletter. It provides updates, upcoming meetings, training tips and more related to PrairieCat. Talent LMS is PrairieCat's self-paced training platform. This is a great resource for our membership. On demand training is also available, just submit a help desk ticket to request this training.

- IX. ACTION: Approve eRead Illinois for consortium membership (3 year renewal)
Coulter (PrairieCat) stated that last year when we approved consortium-wide membership for our circulating membership, we stipulated that we would approve membership in eRead Illinois for a one-year term and re-evaluate in the next year with an eye toward a multiple year approval. If the Delegates vote to continue consortium-wide eRead membership, we suggest that we approve a three-year term at this point. According to RAILS, although we do not have a formal contract, we can expect a percentage of increase yearly between 2%-4%. Fees for the coming year are released by RAILS in January. As a reminder, all fees for eRead Illinois go directly toward the purchase of materials for the collection. There is no platform or administrative fee taken from member fees. Meachum (WL) asked if RAILS membership will require an eRead Illinois membership. Coulter answered that she has not been told of or heard of such requirement.

Motion #2: Gove (TF) moved and Campbell (RP) seconded to approve eRead Illinois membership for the consortium for 3 years. There was no discussion on the motion. Motion carries by vocal affirmation.

Ayes:92

Nays: 0

Abstentions: 0

- X. Presentation: An overview on how PrairieCat fees are calculated (Coulter)
Coulter (PrairieCat) gave a presentation explaining how PrairieCat fees are calculated. Sheedy (OG) asked what Oglesby would lose if they moved down to Basic Online from Fully Participating membership. Coulter responded that the biggest loss would be Create Lists and some other modules.
- XI. Review, PrairieCat draft FY25 budget and fees
Coulter (PrairieCat) reviewed the draft FY25 budget. A 3% staff salary increase for all staff is included, as well as a 1% merit increase. The 3% amount is based on early estimations. RAILS is currently using a 3% estimate, as well. We, like RAILS, are currently benchmarking our positions and waiting for that information to come back before making a final decision, however these percentiles are a "good guess". The per-library fee for both fully participating (FP) and basic online (BO) circulating members has been increased. The FY24 levels were \$3427 FP/\$2399 BO. A 5% increase was added to the FP cost and the BO was also adjusted, to bring the new per library charge to \$3618 FP/\$2533 BO. Although we have kept this increase at 3.5% over the last few years, we were seeing an imbalance between larger and smaller library fee increases. This higher flat-fee increase is intended to "even out" the costs to smaller and larger libraries more equitably and helps absorb the doubt digit increases we are seeing in insurance and other costs, as well. Capital reserves costs were held at the FY24 level. According to our bylaws, we are required to contribute at least \$25,000. Given that we have been contributing well over that for several years, and are again contributing well over that threshold, it was felt that we could leave this number flat for FY25. This will help with the overall increase across the entire consortium. Hosting fees were adjusted up 5%, as the Finance Committee desires to recoup this cost in the fee formula. Union List per library and capital reserve fees have been recalibrated to

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

XII. Discussion, book recycling process among libraries

Coulter (PrairieCat) initiated the discussion stating that some smaller libraries struggle with recycling books due to lack of resources. She proposed that these libraries could partner with bigger ones for recycling. Coulter reached out to RAILS and they said they would be happy to ship books for recycling between libraries, but they do not have a do not have a centralized location available to store the books. Huffines (FP) asked who has a book recycling service they use and if so, who are you using?

The Mabley Center in Dixon, IL recycles books and they do pick up. The radius for pick up is unknown and they are not always available for pick up when you would like them to pick up. Wilmington uses Paper Retriever. They provide a cardboard dumpster and a paper dumpster. They do not require that you take the covers off of the books, but Wilmington does and puts the hard covers in the cardboard dumpster, and the rest in the paper dumpster. Paper Retriever picks up every other week for a small fee. Wilmington does open this up to the public, as well. Sycamore uses Discover Books. They cover Michigan, Indiana and Northern Illinois. They will provide bins and they do not charge to pick up the bins. They offer recycling, they do donate, and if they end up using any of your items, they will give some proceeds back to your library. Faulkner (DK) said that with Discover Books you do not have to take off the cover. Leyva (FR) noted that if you are a small library and you don't have the space for a bin or enough books to recycle to fill the bin, you can go to Google and type in "Discover book drops" there are locations that you can add your books to the bin/s and Discover will pick up from there. Tuttle (AN) stated that she is a small library looking for a service or larger library that has this service and would be able to take some of her items. She explained she is in Western Illinois and Discover Books does not service the Western Illinois area. Anyone willing to help Andalusia, please reach out to Tuttle. Ryan (JO) said if anyone is interested in Thrift Books, a book consignment service, please reach out to Johnsburg Public Library. Ida Public Library has a book sale scheduled for April and does not think they will have enough items. They will take books other members would like to get rid of once we establish the deliver parameters from RAILS.

XIII. Presentations: North Suburban Library District locker program (Kristi Fane and Josh Hancock, NSLD)

Fane (LP) and Hancock (LP) gave a presentation on North Suburban Library District's locker program.

- I. Public Comments via previously submitted email (see above), in person or online.
There were no public comments.
- II. Adjournment
The meeting adjourned at 11:58 am.
- III. Next regularly scheduled meeting, April 24, 2024, Senica's Oak Ridge Golf Club, LaSalle, IL and online via Zoom.

PrairieCat Delegates Assembly Vote Tally
FY20

Total voting members: 107			Quorum: 54			Total needed for 2/3 vote: 71														
		In person: 60 Zoom: 33 Total: 93	Motion 1: to approve the consent agenda as presented			Motion 2: to approve a 3 year membership to eRead Illinois for the consortium.			Motion			Motion			Motion			Motion		
			Move: Ryan (JO) Second: Porter (BY)			Move: Gove (TF) Second: Campbell (RP)			Move: Second:			Move: Second:			Move: Second:			Move: Second:		
LLSAP Code	Agency attended via Zoom, Green-attended in person) (Yellow-attended in person)	1 = in person NP= Not present for vote																		
			Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain
AN	Andalusia TL		1			1														
BM	Bertolet ML		1			1														
BD	Bourbonnais PL		1			1														
BR	Bradley PL		1			1														
BY	Byron PLD		1			1														
CP	Charles B. Phillips PL		1			1														
CH	Cherry Valley PLD		1			1														
CT	Clinton Township PLD																			
CC	Coal City PL		1			1														
CL	Colona PL		1			1														
CF	Community Unit SD #2		1			1														
CO	Cordova PL		1			1														
CN	Cortland Community Library																			
CR	Creston-Dement PL		1			1														
DK	DeKalb PL		1			1														
EA	Earlville PL		1			1														
EP	East Dubuque DL		1			1														
EM	East Moline PL		1			1														
EL	Elizabeth TL		1			1														
EJ	Ella Johnson ML		1			1														
ER	Erie PL		1			1														
FL	Flagg-Rochelle PLD																			
FO	Forreston PL (UL rep)		1			1														
FR	Fossil Ridge PL		1			1														
FG	Franklin Grove PLD		1			1														
FP	Freeport PLD		1			1														
GA	Galena PLD		1			1														
GP	Geneseo PL		1			1														
GE	Genoa PLD		1			1														
GR	Grant Park PL																			
GV	Graves-Hume PL (Mendota)		1			1														
HN	Hanover TL		1			1														
HR	Harvard Diggins Library		1			1														
HE	Henry C Adams ML (Prophetstown)																			
HC	Highland Community College		1			1														
HK	Hinckley PLD		1			1														
HD	Homer Township Public Library		1			1														
BL	Ida PL		1			1														
JO	Johnsburg PL		1			1														
JC	Joliet HS District #204		1			1														
JH	Julia Hull PL		1			1														
KK	Kankakee Public Library																			
LS	LaSalle PL																			
LE	Lena CL		1			1														
LI	Limestone PL		1			1														
LO	Lostant CL		1			1														
ML	Malta PL		1			1														
MT	Manhattan PL		1			1														
MN	Manteno PL		1			1														

PrairieCat Delegates Assembly Vote Tally
FY20

		In person: 60 Zoom: 33 Total: 93	Motion 1: to approve the consent agenda as presented			Motion 2: to approve a 3 year membership to eRead Illinois for the consortium.			Motion			Motion			Motion			Motion		
			Move: Ryan (JO)			Move: Gove (TF)			Move:			Move:			Move:			Move:		
			Second: Porter (BY)			Second: Campbell (RP)			Second:			Second:			Second:			Second:		
LLSAP Code	Agency attended via Zoom, Green-attended in person) (Yellow-	1 = in person NP= Not present for vote																		
			Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain
MP	Maple Park PL		1			1														
MU	Marengo-Union PLD		1			1														
MB	Marseilles PL																			
MS	Meridian Schools																			
MG	Mineral-Gold PL (UL rep)																			
MK	Mokena PL		1			1														
MX	Moline PL		1			1														
MR	Morris Area PL		1			1														
MO	Mount Carroll DL																			
MM	Mount Morris PL		1			1														
NL	New Lenox PL		1			1														
KR	Nippersink PLD		1			1														
NC	North Chicago		1			1														
LP	North Suburban PLD		1			1														
OD	Odell PL		1			1														
OG	Oglesby PL		1			1														
OR	Oregon PL		1			1														
PP	Pearl City PL																			
PT	Pecatonica PL		1			1														
PE	Peotone PL		1			1														
PU	Peru PL		1			1														
PD	Plano Community PL		1			1														
PX	Plano CUSD#88		1			1														
PO	Polo PLD		1			1														
PR	Princeton PL		NP			NP														
PF	Princeton Twp HS		1			1														
TW	Prophetstown-Lyndon-Tampico SD		1			1														
UC	Putnam County Schools		1			1														
UE	Putnam County PL		1			1														
RL	Reddick PL (Ottawa)																			
MA	Richard A Mautino (Spring Valley)		1			1														
RD	River Valley DL (Port Byron)		1			1														
CV	Robert R. Jones DL (Coal Valley)		1			1														
RO	Robert W. Rowe PL (Sheridan)		1			1														
RW	Rochelle Twp High School (UL rep)		1			1														
RP	Rock Island PL		1			1														
RU	Rockford University		1			1														
RY	Rockridge High School (UL rep)		1			1														
SA	Sandwich PLD		1			1														
SC	Schmaling ML (Fulton)		1			1														
SE	Seneca PL		1			1														
SD	Sherrard PLD		1			1														
SL	Silvis PL		NP			1														
SK	Stockton PL																			
SN	Somonauk PL		1			1														
SB	South Beloit PL		1			1														
SR	Streator PL		1			1														
SY	Sycamore PL		1			1														
TF	Talcott Free LD		1			1														

PrairieCat Delegates Assembly Vote Tally
FY20

		In person: 60 Zoom: 33 Total: 93	Motion 1: to approve the consent agenda as presented	Motion 2: to approve a 3 year membership to eRead Illinois for the consortium.	Motion	Motion	Motion	Motion
			Move: Ryan (JO) Second: Porter (BY)	Move: Gove (TF) Second: Campbell (RP)	Move: Second:	Move: Second:	Move: Second:	Move: Second:
LLSAP Code	Agency attended via Zoom, Green-attended in person) (Yellow-	1 = in person NP= Not present for vote	Yes No Abstain	Yes No Abstain	Yes No Abstain	Yes No Abstain	Yes No Abstain	Yes No Abstain
TC	Three Rivers PL		1	1				
UT	United Township HS		1	1				
WA	Walnut PL		1	1				
WR	Warren Township PL		1	1				
WD	Western Dist PL (Orion)		1	1				
WL	Wilmington PL		1	1				
WP	Winnebago PLD		1	1				
WO	Woodstock PL		1	1				
YK	Yorkville PL		1	1				
	Totals:	0	91 0 0	92 0 0	0 0 0	0 0 0	0 0 0	0 0 0



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

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Coal Valley, IL 61240
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<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	<u><u>\$ 1,469,424.61</u></u>
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PAYPAL FUNDS DETAILS:

February PayPal Receipts in Transit to Bank	\$598.76
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CD INVESTMENT DETAILS:

Cornerstone Bank: 24-month CD Principal @ 5.112% Interest 8/30/2023 - 8/27/2025	\$ 226,050.00
Financial Federal Bank: 24-month CD Principal @ 5.250% Interest 8/30/2023 - 8/27/2025	\$ 226,150.00
Accrued Investment Income as of February 2024	\$ 11,874.53

TOTAL CURRENT CD INVESTMENT VALUE	<u><u>\$ 464,074.53</u></u>
--	-----------------------------

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
<hr/>	
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
<hr/>	
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
<hr/>	
Net Assets	
Beginning Net Assets	1,923,891.64
Current YTD Net Income	57,952.90
Total Net Assets	1,981,844.54
<hr/>	
Total Liabilities and Net Assets	4,243,047.43
<hr/>	

PrairieCat

Statement of Revenues and Expenses - FY24 is 66.67% Completed

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

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	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						

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Statement of Revenues and Expenses - FY24 is 66.67% Completed

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

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
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																

DELEGATES ASSEMBLY

This body approves the budget, contracts, new members and other major decisions for PrairieCat. Consists of a representative from each Fully Participating and Basic Online member as well as four Union Listing representatives.

FY2025 Officers: Chair: Michelle Krooswyk (NL) Vice-Chair:		Secretary: Kim Brozovich (RP) Treasurer: Beth Ryan (JO)	
Quarterly meetings in months of January, April (budget approved), July, and October (budget presented). Last Wednesday of the month. All meetings are in person and held from 10:00am-12:00 pm. Lunch is served at the April meeting. Participation also available via Zoom.			
PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith Panelists: Chair, others as needed			
Who should attend: participation in Delegates Assembly is required for Delegates or Alternates from each Fully Participating or Basic Online member of PrairieCat, and the four Union List reps.			
Date	Location	Time	Format
July 31, 2024	Moline Public Library	10:30am-12:00pm	In person
Oct 30, 2024	New Lenox PL	10:30am-12:00pm	In person
Jan 29, 2025	North Suburban Public Library	10:30am-12:00pm	In person
Apr 30, 2025	Mendota Civic Center, Mendota, IL (Luncheon)	10:30am-12:00pm	In person



Date: 4/24/2024

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, Director

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

Executive Summary:

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

Good Morning Carolyn,

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

Lynn

Please see the signed IGA below.

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

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

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

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

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

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

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

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

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

4. Definitions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

9. LIMITATION OF LIABILITY/DAMAGES.

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

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

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

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

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

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

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

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

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

And to:

(Insert address and contact for Member)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Name of Member: RICHARD J. VOLLMER

BY: Richard J. Vollmer

Board

Richard Vollmer, President

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

ATTEST:

BY: Aust

Oglesby Library Board of Trustees - Treasurer

(print name and title)

APPROVED THIS 26 DAY OF February, 2024

PRAIRIECAT:

BY: _____

(PrairieCat Chair)

APPROVED THIS _____ DAY OF _____, 20__.

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



Date: 4/24/2024

To: PrairieCat Delegates Assembly

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. Her board has reviewed and approved the upgraded 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 Paine Memorial Library
BY: Kim Toole - Interim Director



Date: 4/24/2024

To: PrairieCat Delegates Assembly

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.

FY25 budget 2020415 FINAL.xls												
		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	0.10%							
				RAILS award (FY20):								
				\$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)								
4051	Revenue from LLSAP RAILS grant	\$565,262.00	\$515,237.39		25.33%							
4062	Union List Member Revenue	\$29,995.00	\$31,658.00	from spreadsheet annual UL billing	1.56%							
4063	Fully Participating & Basic Online Member Revenue	\$1,222,316.14	\$1,277,724.10		62.82%							
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	2.99%							
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	1.04%							
4071	Reimbursements - Hosting fee	\$50,368.00	\$53,185.00	and marc report	2.61%							
4073	Reimbursements - PUG Day/DA Fee	\$0	\$0	5% increase	0.00%							
4072	Reimbursements - eRead Illinois	\$0.00	\$0.00	lunch reimbursement (not used)	0.00%							
4074	Reimbursements - Capria mobile app	\$34,500.00	\$35,707.50	mobile app reimbursement	1.76%							
4080	Investment Income	\$18,000.00	\$27,000.00	based on FY23 numbers	1.33%							
4090	Other Revenue	\$1,000.00	\$1,000.00		0.05%							
					0.00%							
	TOTAL REVENUE	\$2,012,687.42	\$2,033,911.63		100.00%							
	EXPENDITURES				Percentage of Expenditures							
5131	eResources - eRead Illinois	\$0.00	\$0.00		0.00%							
5010	other professionals	\$665,713.44	\$623,547.93	3%	30.51%							
5010	other professionals merit	\$6,657.13	\$6,235.48	1%	0.31%							
5010	other professionals longevity		\$0.00		0.00%							
5020	support services	\$139,749.48	\$211,887.00	3%	10.37%							

FY25 budget 2020415 FINAL.xls												
5020	support services merit	\$1,397.49	\$2,118.87	1%	0.10%							
5020	support services longevity		\$0.00		0.00%							
5030	Payroll taxes, SS taxes, fringe benefits	\$61,617.91	\$63,910.77		3.13%							
5030	Payroll taxes, SS taxes, fringe benefits Merit	\$616.18	\$639.11		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	\$99,416.76	11.9% employer contribution	4.86%							
5060	Retirement benefits Merit	\$1,040.66	\$994.17		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)	9.03%							
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	Ipasses, driver's license checks	0.02%							
5250	In-State Travel	\$5,000.00	\$7,000.00		0.34%							

FY25 budget 2020415 FINAL.xls												
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	0.49%							
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	0.94%							
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 expend	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)	0.54%							
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:	28.73%							
5450	Information Service Costs	\$34,500.00	\$35,707.50	special projects-Capira mobile app (reimbursed by participants)	1.75%							
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)	4.29%							
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	\$2,043,911.63									
	TOTAL EXPENDITURES LESS DEPRECIATION	\$2,002,687.41	\$2,043,911.63		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 - 3% wage increase, 1% Merit			\$1,277,724												
CIRC FORMULA - balance divided by 3			\$309,285.03	/	4,358,085	Circs	=	\$0.07097							
USER FORMULA - balance divided by 3			\$309,285.03	/	340,819	Users	=	\$0.90748							
ITEMS FORMULA - balance divided by 3			\$309,285.03	/	4,818,891	Items	=	\$0.06418							
LIBRARY FORMULA - \$3618 for FP; \$2533 for basic Capital Reserve: \$629 for FP; \$441 for Basic Hosting fee: \$550 for FP; \$385 for Basic			\$349,869.00	/	103	Libraries		\$349,869.00							
	FY24		Per		Per		Per	Per	CR	Hosting Fee	FY25	\$	%		
Library	total fees	Circs	Circ chg	Users	user chg	Items	item charge	library (5% increase)	Contribution (0 increase)	5% increase	total fees	Inc/Dec	Inc/Dec	Actual	Difference of round up & actual
Andalusia TL (AN)	\$4,675.00	6,645	\$471.61	378	\$343.03	11,978	\$768.77	\$2,533.00	\$441.00	\$385.00	\$4,942.00	\$267.00	5.71%	\$4,942.40	(\$0.40)
Bertolet ML (BM)	\$5,032.00	10,701	\$759.41	289	\$261.96	13,881	\$890.91	\$2,533.00	\$441.00	\$385.00	\$5,271.00	\$239.00	4.75%	\$5,271.27	(\$0.27)
Bourbonnais PL (BD)	\$19,264.00	89,114	\$6,324.28	7,229	\$6,559.85	36,805	\$2,362.21	\$3,618.00	\$629.00	\$550.00	\$20,043.00	\$779.00	4.04%	\$20,043.33	(\$0.33)
Bradley PL (BR)	\$13,967.00	44,431	\$3,153.16	3,477	\$3,155.60	46,299	\$2,971.55	\$3,618.00	\$629.00	\$550.00	\$14,077.00	\$110.00	0.79%	\$14,077.31	(\$0.31)
Byron PLD (BY)	\$15,257.00	57,947	\$4,112.41	3,333	\$3,024.92	58,416	\$3,749.22	\$3,618.00	\$629.00	\$550.00	\$15,684.00	\$427.00	2.80%	\$15,683.56	\$0.44
Charles B. Phillips PL (Newark) (CP)	\$7,458.00	15,033	\$1,066.84	711	\$645.22	19,398	\$1,245.00	\$3,618.00	\$629.00	\$550.00	\$7,754.00	\$296.00	3.97%	\$7,754.05	(\$0.05)
Cherry Valley PL (CH)	\$19,631.00	99,201	\$7,040.08	3,918	\$3,555.49	78,698	\$5,050.96	\$3,618.00	\$629.00	\$550.00	\$20,444.00	\$813.00	4.14%	\$20,443.53	\$0.47
Clinton Township PLD (CT)	\$7,187.00	14,270	\$1,012.69	581	\$527.24	15,099	\$969.06	\$3,618.00	\$629.00	\$550.00	\$7,306.00	\$119.00	1.66%	\$7,305.99	\$0.01
Coal City PL (CC)	\$18,279.00	82,330	\$5,842.83	4,280	\$3,883.70	71,063	\$4,560.97	\$3,618.00	\$629.00	\$550.00	\$19,084.00	\$805.00	4.40%	\$19,084.50	(\$0.50)
Colona District Library (CL)	\$9,734.00	23,506	\$1,668.20	2,186	\$1,984.05	25,704	\$1,649.75	\$3,618.00	\$629.00	\$550.00	\$10,099.00	\$365.00	3.75%	\$10,099.00	\$0.00
Cordova PL (CO)	\$6,668.00	10,198	\$723.76	400	\$362.99	15,996	\$1,026.65	\$3,618.00	\$629.00	\$550.00	\$6,910.00	\$242.00	3.63%	\$6,910.40	(\$0.40)
Cortland PL (CN)	\$9,777.00	34,059	\$2,417.10	1,034	\$938.03	27,724	\$1,779.35	\$3,618.00	\$629.00	\$550.00	\$9,931.00	\$154.00	1.58%	\$9,931.49	(\$0.49)
Creston-Dement PL (CR)	\$4,818.00	6,061	\$430.11	275	\$249.56	15,480	\$993.53	\$2,533.00	\$441.00	\$385.00	\$5,032.00	\$214.00	4.44%	\$5,032.20	(\$0.20)
DeKalb PL (DK)	\$39,311.00	164,957	\$11,706.71	15,909	\$14,436.75	151,399	\$9,717.08	\$3,618.00	\$629.00	\$550.00	\$40,658.00	\$1,347.00	3.43%	\$40,657.53	\$0.47
Earlville PL (EA)	\$5,926.00	14,124	\$1,002.33	663	\$601.66	19,681	\$1,263.18	\$2,533.00	\$441.00	\$385.00	\$6,226.00	\$300.00	5.06%	\$6,226.17	(\$0.17)
East Dubuque PL (EP)	\$8,101.00	17,135	\$1,216.04	990	\$898.70	23,220	\$1,490.32	\$3,618.00	\$629.00	\$550.00	\$8,402.00	\$301.00	3.72%	\$8,402.07	(\$0.07)
East Moline PL (EM)	\$17,563.00	60,325	\$4,281.17	5,471	\$4,965.11	62,091	\$3,985.11	\$3,618.00	\$629.00	\$550.00	\$18,028.00	\$465.00	2.65%	\$18,028.39	(\$0.39)
Elizabeth TL (EL)	\$6,109.00	5,414	\$384.22	352	\$319.43	13,899	\$892.04	\$3,618.00	\$629.00	\$550.00	\$6,393.00	\$284.00	4.65%	\$6,392.69	\$0.31
Ella Johnson Memorial PL (EJ)	\$19,835.00	86,380	\$6,130.22	7,013	\$6,364.44	57,212	\$3,671.97	\$3,618.00	\$629.00	\$550.00	\$20,964.00	\$1,129.00	5.69%	\$20,963.63	\$0.37
Erie PL (ER)	\$7,422.00	10,718	\$760.66	751	\$681.21	24,118	\$1,547.91	\$3,618.00	\$629.00	\$550.00	\$7,787.00	\$365.00	4.92%	\$7,786.79	\$0.21
Flagg-Rochelle PLD (FL)	\$12,674.00	30,838	\$2,188.54	3,524	\$3,197.65	44,845	\$2,878.23	\$3,618.00	\$629.00	\$550.00	\$13,061.00	\$387.00	3.05%	\$13,061.42	(\$0.42)
Fossil Ridge PL (Braidwood) (FR)	\$14,013.00	45,694	\$3,242.84	3,999	\$3,629.00	42,325	\$2,716.52	\$3,618.00	\$629.00	\$550.00	\$14,385.00	\$372.00	2.65%	\$14,385.36	(\$0.36)
Franklin Grove PLD (FG)	\$6,555.00	8,047	\$571.06	383	\$347.87	18,169	\$1,166.12	\$3,618.00	\$629.00	\$550.00	\$6,882.00	\$327.00	4.99%	\$6,882.04	(\$0.04)
Freeport PLD (FP)	\$26,344.00	92,465	\$6,562.09	8,183	\$7,425.88	115,895	\$6,748.35	\$3,618.00	\$629.00	\$550.00	\$26,223.00	-\$121.00	-0.46%	\$26,223.32	(\$0.32)
Galena PLD (GA)	\$9,532.00	31,690	\$2,248.98	1,468	\$1,332.48	24,989	\$1,603.86	\$3,618.00	\$629.00	\$550.00	\$9,982.00	\$450.00	4.72%	\$9,982.32	(\$0.32)
Geneseo PL (GP)	\$16,854.00	58,823	\$4,174.53	4,020	\$3,648.36	69,008	\$4,429.06	\$3,618.00	\$629.00	\$550.00	\$17,049.00	\$195.00	1.16%	\$17,048.95	\$0.05
Genoa PL (GE)	\$8,831.00	22,725	\$1,612.73	1,338	\$1,213.90	23,352	\$1,498.79	\$3,618.00	\$629.00	\$550.00	\$9,122.00	\$291.00	3.30%	\$9,122.42	(\$0.42)
Grant Park PL (GR)	\$4,220.00	3,345	\$237.39	232	\$210.84	9,673	\$620.83	\$2,533.00	\$441.00	\$385.00	\$4,428.00	\$208.00	4.93%	\$4,428.06	(\$0.06)
Graves-Hume PL (Mendota) (GV)	\$10,625.00	29,601	\$2,100.70	1,951	\$1,770.49	36,189	\$2,322.65	\$3,618.00	\$629.00	\$550.00	\$10,991.00	\$366.00	3.44%	\$10,990.84	\$0.16
Hanover TL (HN)	\$4,444.00	4,082	\$289.69	280	\$253.79	10,135	\$650.48	\$2,533.00	\$441.00	\$385.00	\$4,553.00	\$109.00	2.45%	\$4,552.97	\$0.03
Harvard Diggins PL (HR)	\$12,437.00	27,458	\$1,948.64	2,868	\$2,602.64	50,743	\$3,256.80	\$3,618.00	\$629.00	\$550.00	\$12,605.00	\$168.00	1.35%	\$12,605.08	(\$0.08)
Henry C Adams ML (HE)	\$4,993.00	5,127	\$363.83	652	\$591.67	14,406	\$924.60	\$2,533.00	\$441.00	\$385.00	\$5,239.00	\$246.00	4.93%	\$5,239.11	(\$0.11)
Highland Community College (HC)	\$9,191.00	4,039	\$286.64	1,160	\$1,052.98	51,087	\$3,278.88	\$3,618.00	\$629.00	\$550.00	\$9,415.00	\$224.00	2.44%	\$9,415.49	(\$0.49)
Hinckley PLD (HK)	\$8,034.00	20,903	\$1,483.47	895	\$812.49	20,183	\$1,295.40	\$3,618.00	\$629.00	\$550.00	\$8,388.00	\$354.00	4.41%	\$8,388.37	(\$0.37)
Homer PL (HD)	\$30,104.00	126,546	\$8,980.75	14,311	\$12,987.20	95,111	\$6,104.42	\$3,618.00	\$629.00	\$550.00	\$32,869.00	\$2,765.00	9.18%	\$32,869.37	(\$0.37)
Ida PL (Belvedere) (BL)	\$22,192.00	82,959	\$5,887.47	8,714	\$7,907.75	73,272	\$4,702.75	\$3,618.00	\$629.00	\$550.00	\$23,295.00	\$1,103.00	4.97%	\$23,294.97	\$0.03
Johnsburg PL (JO)	\$13,150.00	38,188	\$2,710.15	3,387	\$3,073.93	47,527	\$3,050.35	\$3,618.00	\$629.00	\$550.00	\$13,631.00	\$481.00	3.66%	\$13,631.43	(\$0.43)
Joliet Township HS (JC)	\$12,352.00	12,317	\$874.11	6,779	\$6,151.79	19,711	\$1,265.07	\$3,618.00	\$629.00	\$550.00	\$13,088.00	\$736.00	5.96%	\$13,087.97	\$0.03
Julia Hull PL (Stillman Valley) (JH)	\$10,569.00	35,601	\$2,526.54	1,821	\$1,652.52	32,152	\$2,063.59	\$3,618.00	\$629.00	\$550.00	\$11,040.00	\$471.00	4.46%	\$11,039.64	\$0.36
Kankakee PL (KK)	\$18,829.00	47,395	\$3,363.51	5,389	\$4,890.69	81,957	\$5,260.17	\$3,618.00	\$629.00	\$550.00	\$18,311.00	-\$518.00	-2.75%	\$18,311.37	(\$0.37)
LaSalle PL (LS)	\$12,601.00	24,026	\$1,705.06	2,427	\$2,202.45	61,043	\$3,917.83	\$3,618.00	\$629.00	\$550.00	\$12,622.00	\$21.00	0.17%	\$12,622.33	(\$0.33)
Lena CL (LE)	\$7,679.00	21,671	\$1,537.93	876	\$794.95	17,324	\$1,111.91	\$3,618.00	\$629.00	\$550.00	\$8,242.00	\$563.00	7.33%	\$8,241.78	\$0.22
Limestone PL (LI)	\$8,278.00	15,059	\$1,068.71	1,493	\$1,354.86	23,828	\$1,529.32	\$3,618.00	\$629.00	\$550.00	\$8,750.00	\$472.00	5.70%	\$8,749.90	\$0.10
Lostant Community Public	\$3,936.00	720	\$51.10	64	\$58.08	6,819	\$437.66	\$2,533.00	\$441.00	\$385.00	\$3,906.00	-\$30.00	-0.76%	\$3,905.83	\$0.17
Malta Township PL (ML)	\$6,359.00	7,362	\$522.44	499	\$452.53	13,142	\$843.50	\$3,618.00	\$629.00	\$550.00	\$6,615.00	\$256.00	4.03%	\$6,615.47	(\$0.47)
Manhattan PL (MT)	\$18,272.00	85,168	\$6,044.21	6,201	\$5,626.96	53,559	\$3,437.53	\$3,618.00	\$629.00	\$550.00	\$19,906.00	\$1,634.00	8.94%	\$19,905.71	\$0.29
Manteno PL (MN)	\$15,614.00	51,861	\$3,680.50	3,759	\$3,410.90	60,929	\$3,910.51	\$3,618.00	\$629.00	\$550.00	\$15,799.00	\$185.00	1.18%	\$15,798.91	\$0.09
Maple Park PL (MP)	\$5,889.00	4,016	\$285.03	372	\$337.28	11,605	\$744.81	\$3,618.00	\$629.00	\$550.00	\$6,164.00	\$275.00	4.67%	\$6,164.12	(\$0.12)
Marengo-Union (MU)	\$16,931.00	60,834	\$4,317.25	4,160	\$3,775.41	62,064	\$3,983.40	\$3,618.00	\$629.00	\$550.00	\$16,873.00	-\$58.00	-0.34%	\$16,873.06	(\$0.06)
Marseilles PL (MB)	\$6,219.00	12,208	\$866.40	684	\$620.71	25,856	\$1,659.48	\$2,533.00	\$441.00	\$385.00	\$6,506.00	\$287.00	4.61%	\$6,505.60	\$0.40
Meridian Schools (Stillman Valley) (MS)	\$10,624.00	32,242	\$2,288.13	1,798	\$1,631.64	37,449	\$2,403.52	\$3,618.00	\$629.00	\$550.00	\$11,120.00	\$496.00	4.67%	\$11,120.30	(\$0.30)
Mokena PL (MK)	\$22,316.00	84,305	\$5,982.97	7,340	\$6,660.88	82,012	\$5,263.70	\$3,618.00	\$629.00	\$550.00	\$22,705.00	\$389.00	1.74%	\$22,704.54	\$0.46
Moline PL (MX)	\$41,975.00	182,489	\$12,950.92	15,200	\$13,793.65	187,050	\$12,005.18	\$3,618.00	\$629.00	\$550.00	\$43,547.00	\$1,572.00	3.75%	\$43,546.75	\$0.25
Morris Area PL (MR)	\$17,491.00	66,678	\$4,732.03	5,804	\$5,267.30	47,339	\$3,038.28	\$3,618.00	\$629.00	\$550.00	\$17,835.00	\$344.00	1.97%	\$17,834.61	\$0.39
Mt. Carroll (MO)	\$5,781.00	1,639	\$116.32	778	\$706.02	11,399	\$731.61	\$2,533.00	\$441.00	\$385.00	\$4,913.00	-\$868.00	-15.01%	\$4,912.94	\$0.06
Mt. Morris PL (MM)	\$6,501.00	12,846	\$911.66	802	\$727.49	25,465	\$1,634.41	\$2,533.00	\$441.00	\$385.00	\$6,633.00	\$132.00	2.03%	\$6,632.56	\$0.44
New Lenox PL (NL)	\$36,663.00	183,722	\$13,038.40	12,743	\$11,563.67	142,827	\$9,166.89	\$3,618.00	\$629.00	\$550.00	\$38,566.00	\$1,903.00	5.19%	\$38,565.97	\$0.03
Nippersink PL (KR)	\$13,288.00	46,112	\$3,272.48	2,897	\$2,628.96	50,592	\$3,247.06	\$3,618.00	\$629.00	\$550.00	\$13,946.00	\$658.00	4.95%	\$13,945.51	\$0.49
North Chicago (NC)	\$12,324.00	6,429	\$456.25	3,056	\$2,773.25	52,879	\$3,393.87	\$3,618.00	\$629.00	\$550.00	\$11,420.00	-\$904.00	-7.34%	\$11,420.37	(\$0.37)
North Suburban LD (LP)	\$57,696.00	273,977	\$19,443.63	19,225	\$17,446.54	286,610	\$18,395.14	\$3,618.00	\$629.00	\$550.00	\$60,082.00	\$2,386.00	4.14%	\$60,082.31	(\$0.31)
Odell PL (OD)	\$9,340.00	23,914	\$1,697.11	1,296	\$1,175.79	33,001	\$2,118.08	\$3,618.00	\$629.00	\$550.00	\$				

Pecatonica PL (PT)	\$8,137.00	22,584	\$1,602.72	1,173	\$1,064.47	17,265	\$1,108.10	\$3,618.00	\$629.00	\$550.00	\$8,572.00	\$435.00	5.35%	\$8,572.29	(\$0.29)
Peotone PL (PE)	\$14,853.00	45,503	\$3,229.26	3,689	\$3,347.98	61,489	\$3,946.45	\$3,618.00	\$629.00	\$550.00	\$15,321.00	\$468.00	3.15%	\$15,320.70	\$0.30
Peru PL (PU)	\$13,060.00	49,212	\$3,492.48	2,760	\$2,504.94	39,560	\$2,539.05	\$3,618.00	\$629.00	\$550.00	\$13,333.00	\$273.00	2.09%	\$13,333.47	(\$0.47)
Plano Community PL (PD)	\$16,309.00	59,890	\$4,250.30	4,752	\$4,312.63	57,650	\$3,700.08	\$3,618.00	\$629.00	\$550.00	\$17,060.00	\$751.00	4.60%	\$17,060.02	(\$0.02)
Plano CUSD (PX)	\$11,263.00	20,282	\$1,439.38	3,116	\$2,827.40	34,482	\$2,213.12	\$3,618.00	\$629.00	\$550.00	\$11,277.00	\$14.00	0.12%	\$11,276.89	\$0.11
Polo PLD (PO)	\$6,054.00	13,553	\$961.81	1,191	\$1,080.80	14,342	\$920.50	\$2,533.00	\$441.00	\$385.00	\$6,322.00	\$268.00	4.43%	\$6,322.11	(\$0.11)
Princeton PL (PR)	\$14,497.00	40,345	\$2,863.21	2,869	\$2,603.25	75,066	\$4,817.85	\$3,618.00	\$629.00	\$550.00	\$15,081.00	\$584.00	4.03%	\$15,081.31	(\$0.31)
Princeton Township HS (PF)	\$4,401.00	2,069	\$146.86	626	\$567.78	6,830	\$438.36	\$2,533.00	\$441.00	\$385.00	\$4,512.00	\$111.00	2.52%	\$4,512.00	\$0.00
Prophetstown-Lyndon-Tampico Schools (TW)	\$6,746.00	20,538	\$1,457.52	1,009	\$915.95	20,857	\$1,338.64	\$2,533.00	\$441.00	\$385.00	\$7,071.00	\$325.00	4.82%	\$7,071.11	(\$0.11)
Putnam County Schools (UC)	\$5,851.00	4,183	\$296.88	520	\$472.19	10,630	\$682.25	\$3,618.00	\$629.00	\$550.00	\$6,248.00	\$397.00	6.79%	\$6,248.33	(\$0.33)
Putnam County PL (UE)	\$9,900.00	27,040	\$1,918.98	1,367	\$1,240.22	32,209	\$2,067.21	\$3,618.00	\$629.00	\$550.00	\$10,023.00	\$123.00	1.24%	\$10,023.41	(\$0.41)
Reddick PL (Ottawa) (RL)	\$20,108.00	95,938	\$6,808.54	4,904	\$4,450.27	64,437	\$4,135.68	\$3,618.00	\$629.00	\$550.00	\$20,191.00	\$83.00	0.41%	\$20,191.49	(\$0.49)
Richard A Mautino PL (MA)	\$7,592.00	14,458	\$1,026.03	1,168	\$1,060.24	33,599	\$2,156.47	\$2,533.00	\$441.00	\$385.00	\$7,602.00	\$10.00	0.13%	\$7,601.73	\$0.27
River Valley DL (RD)	\$11,507.00	40,253	\$2,856.66	1,614	\$1,464.67	42,490	\$2,727.06	\$3,618.00	\$629.00	\$550.00	\$11,845.00	\$338.00	2.94%	\$11,845.39	(\$0.39)
Robert R Jones DL (CV)	\$10,711.00	21,718	\$1,541.29	2,227	\$2,020.65	40,600	\$2,605.78	\$3,618.00	\$629.00	\$550.00	\$10,965.00	\$254.00	2.37%	\$10,964.71	\$0.29
Robert Rowe PL (Sheridan) (RO)	\$7,168.00	11,584	\$822.09	843	\$765.00	17,610	\$1,130.26	\$3,618.00	\$629.00	\$550.00	\$7,514.00	\$346.00	4.83%	\$7,514.36	(\$0.36)
Rock Island PL (RP)	\$33,837.00	128,785	\$9,139.60	12,721	\$11,543.71	144,676	\$9,285.54	\$3,618.00	\$629.00	\$550.00	\$34,766.00	\$929.00	2.75%	\$34,765.86	\$0.14
Rockford University (RU)	\$14,138.00	1,339	\$95.00	1,198	\$1,086.85	134,881	\$8,656.90	\$3,618.00	\$629.00	\$550.00	\$14,636.00	\$498.00	3.52%	\$14,635.76	\$0.24
Sandwich PLD (SA)	\$11,379.00	27,873	\$1,978.07	2,613	\$2,370.93	38,985	\$2,502.13	\$3,618.00	\$629.00	\$550.00	\$11,648.00	\$269.00	2.36%	\$11,648.13	(\$0.13)
Schmaling ML (SC)	\$6,749.00	19,627	\$1,392.91	853	\$774.38	25,386	\$1,629.32	\$2,533.00	\$441.00	\$385.00	\$7,156.00	\$407.00	6.03%	\$7,155.61	\$0.39
Seneca PL (SE)	\$11,231.00	16,185	\$1,148.64	1,528	\$1,386.32	67,617	\$4,339.80	\$3,618.00	\$629.00	\$550.00	\$11,672.00	\$441.00	3.93%	\$11,671.77	\$0.23
Serena Schools (CF)	\$5,449.00	9,253	\$656.64	685	\$621.62	17,085	\$1,096.55	\$2,533.00	\$441.00	\$385.00	\$5,734.00	\$285.00	5.23%	\$5,733.81	\$0.19
Sherrard PL (SD)	\$9,779.00	33,880	\$2,404.40	1,412	\$1,281.66	30,018	\$1,926.63	\$3,618.00	\$629.00	\$550.00	\$10,410.00	\$631.00	6.45%	\$10,409.69	\$0.31
Silvis PL (SL)	\$10,254.00	28,010	\$1,987.84	2,742	\$2,488.60	16,508	\$1,059.49	\$3,618.00	\$629.00	\$550.00	\$10,333.00	\$79.00	0.77%	\$10,332.94	\$0.06
Somonauk PL (SN)	\$13,167.00	42,091	\$2,987.14	3,086	\$2,800.47	45,297	\$2,907.24	\$3,618.00	\$629.00	\$550.00	\$13,492.00	\$325.00	2.47%	\$13,491.86	\$0.14
South Beloit PLD (SB)	\$8,192.00	17,881	\$1,268.96	1,292	\$1,172.16	18,651	\$1,197.05	\$3,618.00	\$629.00	\$550.00	\$8,435.00	\$243.00	2.97%	\$8,435.17	(\$0.17)
Stockton TL (SK)	\$5,642.00	10,978	\$779.11	491	\$445.87	18,878	\$1,211.62	\$2,533.00	\$441.00	\$385.00	\$5,796.00	\$154.00	2.73%	\$5,795.61	\$0.39
Streator PL (SR)	\$10,831.00	24,070	\$1,708.20	2,252	\$2,043.34	41,698	\$2,676.23	\$3,618.00	\$629.00	\$550.00	\$11,225.00	\$394.00	3.64%	\$11,224.77	\$0.23
Sycamore PL (SY)	\$24,801.00	138,751	\$9,846.92	6,151	\$5,581.59	83,899	\$5,384.81	\$3,618.00	\$629.00	\$550.00	\$25,610.00	\$809.00	3.26%	\$25,610.32	(\$0.32)
Talcott Free PL (TF)	\$14,233.00	52,863	\$3,751.59	3,257	\$2,955.65	52,084	\$3,342.84	\$3,618.00	\$629.00	\$550.00	\$14,847.00	\$614.00	4.31%	\$14,847.08	(\$0.08)
Three Rivers PL (Channahon/Minooka) (TC)	\$24,827.00	106,343	\$7,546.96	8,899	\$8,075.64	82,107	\$5,269.80	\$3,618.00	\$629.00	\$550.00	\$25,689.00	\$862.00	3.47%	\$25,689.39	(\$0.39)
United Township HS (E. Moline) (UT)	\$10,048.00	18,396	\$1,305.51	2,528	\$2,294.40	34,426	\$2,209.54	\$3,618.00	\$629.00	\$550.00	\$10,606.00	\$558.00	5.55%	\$10,606.45	(\$0.45)
Walnut PLD (WA)	\$4,973.00	7,645	\$542.53	432	\$392.03	12,907	\$828.39	\$2,533.00	\$441.00	\$385.00	\$5,122.00	\$149.00	3.00%	\$5,121.95	\$0.05
Warren Township PL (WR)	\$4,929.00	8,792	\$623.93	427	\$387.49	13,005	\$834.66	\$2,533.00	\$441.00	\$385.00	\$5,205.00	\$276.00	5.60%	\$5,205.08	(\$0.08)
Western Dist PL (Orion) (WD)	\$7,978.00	17,670	\$1,253.98	1,278	\$1,159.76	15,287	\$981.17	\$3,618.00	\$629.00	\$550.00	\$8,192.00	\$214.00	2.68%	\$8,191.91	\$0.09
Wilmington PL (WL)	\$14,236.00	53,996	\$3,832.02	3,353	\$3,042.77	47,677	\$3,060.02	\$3,618.00	\$629.00	\$550.00	\$14,732.00	\$496.00	3.48%	\$14,731.80	\$0.20
Winnebago PL (WP)	\$13,895.00	34,259	\$2,431.30	4,682	\$4,248.81	50,894	\$3,266.47	\$3,618.00	\$629.00	\$550.00	\$14,744.00	\$849.00	6.11%	\$14,743.57	\$0.43
Woodstock PL (WO)	\$37,166.00	164,558	\$11,678.35	13,025	\$11,819.89	166,904	\$10,712.22	\$3,618.00	\$629.00	\$550.00	\$39,007.00	\$1,841.00	4.95%	\$39,007.45	(\$0.45)
Yorkville PL (YK)	\$20,074.00	79,480	\$5,640.52	6,735	\$6,112.16	77,604	\$4,980.74	\$3,618.00	\$629.00	\$550.00	\$21,530.00	\$1,456.00	7.25%	\$21,530.42	(\$0.42)
TOTALS	\$1,346,978.00	4,358,085	\$309,285.03	340,819	\$309,285.03	4,818,891	\$309,285.03	\$349,869.00	\$60,839.00	\$53,185.00	\$1,391,748.00	\$44,770.00	3.16%	\$1,391,748.10	(\$0.10)
								\$1,277,724.10							
*Actual amount to be billed to library															
65%/35% split		Circs		Users		Items		Per library	Reserves	Hosting					
Hampton School District		6,438	\$456.93	885	\$803.04	12,049	\$773.34	\$1,266.30	\$220.15	\$192.50	\$3,712.26				
United Township HS		11,957	\$848.58	1,643	\$1,491.36	22,377	\$1,436.20	\$2,351.70	\$408.85	\$357.50	\$6,894.19				
		18,396	\$1,305.51	2,528	\$2,294.40	34,426	\$2,209.54	\$3,618.00	\$629.00	\$550.00	\$10,606.45				

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	pmlamboy@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 Tippet	jtippet@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	



Date: 4/24/2024

To: PrairieCat Delegates Assembly

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.

Statement of Work

This Statement of Work (the “SOW”) dated April 4, 2024, is entered into pursuant to the Professional Service Agreement 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 105 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: April 4, 2024

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

Pricing Exhibit

Date
Quote #

Payment Terms
Sales Rep
Technical Contact
Site Code
Expires

2/23/2024
EST-INC17164

Net 30
Dean Cooper
CU0798 PrairieCat : Carolyn Coulter
prcat
4/30/2024

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

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: April 4, 2024



Part of **Clarivate**

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

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

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	4/30/2024

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



Date: 4/24/2024

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, Director

Re: FY25 Pay scale

Summary:

PrairieCat undertook a benchmarking study for our staff, performed by HRSource. The results were reviewed and a plan was developed in cooperation with the Finance Committee and Administrative Council to adjust staff pay where necessary over the coming two years. As a part of the study, HRSource developed a new pay scale for FY25 based on their market research. The scale is provided below.

Recommendation:

PrairieCat recommends approving the proposed pay scale for FY25.

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