



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

The Council met on Friday, June 7th, 2024, 10:30 am –12:00 pm
In person at the Reddick Public Library, 1010 Canal Street, Ottawa, IL

The meeting will also be available online via Zoom:

<https://prairiecat-org.zoom.us/meeting/register/tZwtdOitrzgsHtTYhG84rZnvBg8DUa7XjqtV#/registration>

- I. Call to order, Welcome and Introductions
Present at Princeton: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Kimberly Brozovich (RP), Emily Faulkner (DK), Megan Gove (TF), Beth Ryan (JO), Michelle Krooswyk (NL), Julie Wayland (PR), Jenna Diedrich (GA), Kelly McCully (BD), Barbara Posinger (SA),

Present via Zoom: Shelby O’Hara (PrairieCat), Ashley Huffines (FP),

Absent: Elizabeth Smith (PrairieCat), Laura Watson (HC)

Krooswyk (Chair-NL) called the meeting to order at 10:36 am.

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

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

- IV. Consent Agenda
- a. Approve minutes for July 12th, 2024, PrairieCat Administrative Council meetings.
 - b. Approve financial report for June 2024
 - c. Approve check registers.
 - d. Statistical reports

MOTION #1

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

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

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Abstentions: 0

V. Membership Update

- a. Update on new and upgrading members.
Coulter (PrairieCat) stated Mills & Petrie Memorial Library and Gymnasium is upgrading from Union List to Basic Online. The new director Jill Kohlert started this summer and has recently completed the Item Entry Certification training. The library staff continues to clean up their collection in preparation for upgrading. Next, PrairieCat staff will restart regular project meetings with the library.

Coulter also told the Council, per a member referral, she shared basic information about PrairieCat membership with Elizabeth Greenup, director of Wauconda Area Public Library District. They are a standalone library on Polaris in Lake County.

- b. Update on current training and engagement projects.
Coulter (PrairieCat) gave an update on training and engagement, stating PUG Day 2024 registration is open. We have a great selection of webinars for members to choose from. Webinars will be recorded and made available on the PUG Day page after the event.

Coulter stated that the PrairieCat Engagement Committee launched a pilot PrairieCat Passport Program to encourage more engagement among PrairieCat member libraries. Visiting other libraries is a great way to network with your colleagues. At the quarterly Delegates Assembly meetings, the hosting library will offer a library tour after the scheduled meeting. There will be a list of participating libraries in the area that you can visit on your way home. You'll get your passport stamped for each library you visit as well as the opportunity to pick up some PrairieCat swag. We have a short feedback survey for visitors to complete so we can evaluate the program. The Training Committee is testing user roles and permissions in Vega Discover as well as testing out Homepage Builder. Feedback on user roles and permissions is being shared with Innovative as part of the beta testing.

Coulter also explained that PrairieCat's User Experience Specialist, Shelby O'Hara, is working on re-recording the Vega Discover Basics training course in TalentLMS. Some features have changed, since it was created last fall. Shelby is also relaunching the User Experience Committee. We had excellent response to the call for volunteers and the committee will participate in the upcoming demo of the Innovative mobile app.

VI. Administrative Issues

- a. **ACTION:** Approve new social media and forums policies, General Policy Manual

Coulter (PrairieCat) explained that as we move forward with designing

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and implementing member forums for the support website, we have crafted a policy for forum usage. In addition, we took this opportunity to review our existing social media policy. These policies were then vetted by our lawyer.

MOTION #2

Gove (TF) moved and Ryan (JO) seconded to approve the new social media and forums policies for the General Policy Manual. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- b. Review annual strategic planning survey, discuss needed additions/changes for FY25 planning
Coulter (PrairieCat) stated that every year, PrairieCat puts out a survey to gauge how well we are following the direction of the strategic plan. She presented the strategic plan survey from last year to the Council.
Faulkner (DK) suggested adding in a question to rate their experience with some of the new products/technology that PrairieCat has implemented in the last couple of years. The Council agreed. Coulter will add this in asking about the mobile app, Vega Discover, website upgrade and the new phone notification system.

- c. ACTION: revisions to remote work policy of the employee manual
Coulter (PrairieCat) led a discussion about revising the remote work policy for employees. The policy, which currently does not define PrairieCat's service area was questioned for its lack of clarity. Coulter proposed a revised policy suggesting a maximum of 60 miles from the nearest member library to define the service area, which would still allow employees to commute to member libraries within an hour. The Council questioned the feasibility and fairness of the 60 miles and agreed that the service area should be defined as 50 miles from a member library. Coulter emphasized that any work outside the defined service area would require pre-approval from a supervisor and would only be admissible for emergency situations or for rare special occasions. Wayland (PR) questioned the attire for virtual meetings within the remote work policy. The Council agreed to adopt a policy of casual dress appropriate for a business environment.

MOTION #3

Posinger (SA) moved and McCully (BD) seconded to approve the revisions to the remote work policy, specifying service area and virtual meeting attire, as discussed. There was no discussion on the motion.

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***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- d. ACTION: Approve addendum to Innovative contract re: removing iTiva (old) phone system, retaining Encore, arithmetic corrections
Coulter (PrairieCat) explained that we recently replaced our existing iTiva phone notification system with the new Innovative hosted IPA solution. To remove the old iTiva phone system from the pricing schedule of our contract, we need to revise the pricing document from FY22. We also need to retain Encore, which is included in this revision. Coulter also found a minor math error in the overall pricing (they were pricing our annual increase at a slightly higher rate than the 2% included in our contract). This math error has also been corrected.

MOTION #4

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

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- e. Discussion, Delegates Assembly recap
Krooswyk (NL) thanked everyone for attending and getting the meeting to quorum. The Council was grateful to the lawyer for presenting on web accessibility under the ADA.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – No report
- b. Finance Committee – Report from 7/25/2024.
Coulter (PrairieCat) stated that the Finance Committee discussed making changes the Capitol Reserves account for FY26. The Committee agreed to a revision to the PrairieCat's budgeting and reserve handling, suggesting that 2-5% of the operating budget be added to fees for reserves, rather than the existing \$25,000 currently stipulated in the General Policy Manual. Additionally, removing this reserve amount from operating revenues in future budgets will prevent borrowing from savings to cover operational needs. They also expanded the definition of reserves to include software and related services. This will be an ongoing discussion as we move forward with FY26 budgeting.

VIII. Public Comments

Krooswyk (NL) asked if anyone had a policy or best practice for patrons who

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have a preferred name that is not the same as their legal ID name. Diedrich (GA) said that her library uses the preferred name. Brozovich (RP) stated that her library makes an internal note on the person's library card to identify the legal name and the preferred name.

IX. Adjournment

The meeting adjourned at 11:25 am.

Next Meeting – September 6th, 2024, Franklin Grove Public Library

FY2024 PrairieCat Administrative Council MOTIONS July 2024 - June 2025				M – Motion made by Y - Yes Abstain - Abs A - Absent 2nd – Motion seconded by N - No NA - No Answer NP - Not present													
Meeting Date:08/09/2024				Vote Summary			Votes										
MOTION	Aye	Nay	Abstention	Kim Brozovich (RP)	Jenna Diedrich (GA)	Emily Faulkner (DK)	Megan Gove (TF)	Ashley Huffines (FP)	Michelle Krooswyk (NL)	Kelly McCully (BD)	Barbara Posinger (SA)	Beth Ryan (JO)	Julie Wayland (PR)	Laura Watson (HC)			
to approve the consent agenda as presented.	10	0	0	Y	Y	M Y	2ND Y	Y	Y	Y	Y	Y	Y	A			
to approve the new social media and forums policies to be added in the General Policy Manual.	10	0	0	Y	Y	Y	M Y	Y	Y	Y	Y	2ND Y	Y	A			
to approve the changes to the Remote-Work Conduct policy in the Employee Handbook as presented, including attire during virtual meetings.	10	0	0	Y	Y	Y	Y	Y	Y	2ND Y	M Y	Y	Y	A			
to approve the Innovative contract addendum as presented.	10	0	0	Y	Y	Y	M Y	Y	Y	Y	Y	2ND Y		A			



Date: 10/4/2024
To: PrairieCat Administrative Council
From: Elena Mendoza, RAILS Staff Accountant
Subject: PrairieCat Financial Report – August 2024

Please find attached the PrairieCat Financial Reports for the month of August 2024. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of August 24 through September 18.

As of August 31, of the total cash balance of \$1,301,633, \$593,072 was undesignated working cash, \$698,661 was designated for capital reserves, and \$9,900 was eCommerce receipts payable to the membership. Cash decreased \$439,982 during the month of August primarily due to the annual Innovative Interfaces maintenance payment (\$358,182), annual OCLC membership fees for the entire consortium (\$144,377), three payrolls in August (\$105,744), and the monthly LIMRiCC health insurance expense (\$17,812), as well as several other vendor expenses. These vendor expenses were partially offset by the receipt of the first quarter RAILS support grant payment (\$129,250), and by the receipt of all but eighteen remaining invoiced first quarter and annual Union List member fees (\$60,378).

The balance of working cash was sufficient to fund 3.5 months of budgeted FY2025 operating expenses, and the capital reserves amount could fund an additional 4.1 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 August of \$341,103 were \$2,119 above budget primarily due to the one-time capital reserve contribution billed to Mills & Petrie Memorial Library (\$3,500) who are upgrading from Union List membership to Basic Online membership, as well as above budget investment income through August. These above budget revenues are partially offset by the reimbursements for self-check station license fees that have not yet been billed to members.

Total year-to-date interest as of the end of August was \$7,578, which was \$3,078 above the year-to-date budgeted amount of \$4,500 and \$955 above the year-to-date interest earned as of one year ago (August 2023). During their September meeting, the Federal Reserve reduced the interest rate by half of a percentage point, which is a quarter of a percentage point more than they had previously anticipated. This is the first interest rate cut since March 2020 and the largest interest rate cut since the 2008

recession. A second half a percentage point cut is projected prior to the end of calendar year 2024. Their projections for calendar year 2024 and 2025 rates are 4.4% and 3.4%, respectively, which is reduced from the 5.1% and 4.1% projected at their June 2024 meeting. Their next meeting will occur on November 7. The average August interest rates were 5.373% and 5.154% for the IL Funds and iPrime money market (ISC) accounts, respectively, which slightly decreased from the July average interest rates of 5.382% and 5.175%.

Total expenses through August of \$245,875 were \$81,838 below budget primarily due to under budget Contractual Services expenses (\$72,325), Travel and Continuing Education costs (\$2,469), and Supplies, Postage and Printing costs (\$1,978). Contractual Services expenses were under budget primarily due to not having yet recorded the Innovative Sierra, hosting, and phone alerts system subscriptions monthly entries through August. These are being held until the contract amendment and revised invoice is received from Innovative Interfaces which adds additional review files for the remaining three years of the five-year Innovative Interfaces maintenance contract. This budget to actual variance is also due to the way that the Innovative Interfaces Sierra, Vega Discover, hosting, and phone alerts system 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 the 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. Since these contracts are paid over time, these assets are treated as though they are being purchased under a financing arrangement with an interest expense component. They are capitalized similarly to other assets and depreciated (amortized) over the term of the agreement. Formerly, the Sierra, Vega Discover, hosting, and phone alerts system subscriptions were expensed to information service costs and other contractual services.

Travel and continuing education costs were below budget through August but are expected to end the year much closer to budget as conferences and in-person member and governance meetings take place throughout the fiscal year. Supplies, postage and printing costs were under budget due to a lower than anticipated need for computers, software, and supplies through August.

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

Beginning Cash Balance	\$ 1,741,615.09
Cash Received	
Payments from Member Libraries, etc.	189,928.59
Interest - BankORION	393.06
Interest - Illinois Funds	1,115.23
Interest - PMA	221.24
eCommerce Receipts Payable	4,396.11
Total Cash Received	196,054.23
Expenses Paid	
Checks and Vendor ACH Payments	529,865.43
Payroll and Retirement Contributions	105,744.00
ACH Credit Card Payments	-
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	426.49
Total Disbursements	636,035.92
Ending Cash Balance	\$ 1,301,633.40

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	9,900.31
Capital Reserve Designation	698,660.59
Working Cash	593,072.50

TOTAL CASH \$ 1,301,633.40

PAYPAL FUNDS DETAILS:

August PayPal Receipts in Transit to Bank	\$728.17
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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 August 2024	\$ 24,127.99

TOTAL CURRENT CD INVESTMENT VALUE \$ 476,327.99

Invested in Capital Assets Balance as of August 2024	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of August 2024	\$1,354,333.47
Unrestricted Fund Balance as of August 2024	\$695,187.29
FY25 operating expenses excluding planned capital reserve designation:	\$ 2,033,911.63
Working Cash % of operating expenses:	29.16%

PrairieCat
Balance Sheet
As of 8/31/2024

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,005,360.66
Cash - Illinois Funds	245,509.10
Cash - PMA	50,763.64
PayPal Funds	728.17
Total Cash & cash equivalents	1,302,361.57
Investments	452,200.00
Accounts receivables	24,442.25
Accrued investment income	24,127.99
Prepaid expenses	569,938.48
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	(721,808.53)
Total Capital Assets, net	1,354,333.47
Other Assets	
Deferred Outflows - Pension	434,543.03
Deferred Outflows - OPEB	29.00
Total Other Assets	434,572.03
Total Assets	4,161,975.79
Liabilities	
eCommerce Receipts Payable	10,628.48
Payroll	
Pension Payable	15,900.53
Total Payroll	15,900.53
Deferred revenue	212,771.45
Compensated absences	32,000.99
Net Pension Liability	417,319.00
Post-Employment Benefits	41,274.00
Other long-term obligations	
Deferred Inflows - Pension	9,911.00
Deferred Inflows - OPEB	6,547.00
Subscription Based IT Arrangements Payable	1,366,102.58
Total Other long-term obligations	1,382,560.58
Total Liabilities	2,112,455.03
Net Assets	
Beginning Net Assets	1,954,292.17
Current YTD Net Income	95,228.59
Total Net Assets	2,049,520.76
Total Liabilities and Net Assets	4,161,975.79

PrairieCat

Statement of Revenues and Expenses - FY25 is 16.67% Completed
From 8/1/2024 Through 8/31/2024

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	5,276.26	5,276.26	5,276.00	100.00%	31,658.00	16.66%
Fully Participating and Basic Online Member Revenue	106,476.58	212,953.16	212,954.00	99.99%	1,277,724.10	16.66%
ILL Barcode Revenue	200.00	600.00	500.00	120.00%	3,000.00	20.00%
Fully Participating & Basic Online - CR Contribution	8,569.92	13,639.84	10,140.00	134.51%	60,839.00	22.41%
Union List - CR Contribution	915.84	915.84	916.00	99.98%	5,495.00	16.66%
Total Fees for Services and Materials	121,438.60	233,385.10	229,786.00	101.57%	1,378,716.10	16.93%
Reimbursements						
Reimbursements	0.00	0.00	3,511.00	0.00%	21,065.64	0.00%
Reimbursements - Hosting Fee	4,432.08	8,864.16	8,864.00	100.00%	53,185.00	16.66%
Reimbursements - Capira Mobile App	2,554.65	5,109.30	5,952.00	85.84%	35,707.50	14.30%
Total Reimbursements	6,986.73	13,973.46	18,327.00	76.25%	109,958.14	12.71%
Investment Income	3,816.36	7,577.72	4,500.00	168.39%	27,000.00	28.06%
Other						
Other Grants	0.00	0.00	332.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	86,166.90	86,166.90	85,873.00	100.34%	515,237.39	16.72%
Other Revenue	0.00	0.00	166.00	0.00%	1,000.00	0.00%
Total Other	86,166.90	86,166.90	86,371.00	99.76%	518,237.39	16.63%
Total REVENUES	218,408.59	341,103.18	338,984.00	100.63%	2,033,911.63	16.77%
EXPENSES						
Personnel						
Other Professionals	48,611.32	99,611.91	96,890.00	102.80%	629,783.41	15.81%
Support Services	15,760.52	31,521.05	32,924.00	95.73%	214,005.87	14.72%
Social Security Taxes	4,764.13	9,523.24	9,930.00	95.90%	64,549.88	14.75%
Unemployment Insurance	0.00	0.00	584.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	336.66	350.00	96.18%	2,100.00	16.03%
Retirement Benefits	7,660.26	15,604.84	15,448.00	101.01%	100,410.93	15.54%
Health, Dental And Life Insurance	15,545.42	28,531.49	30,770.00	92.72%	184,624.44	15.45%
Other Fringe Benefits	180.00	180.00	166.00	108.43%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	83.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	270.00	166.00	162.65%	1,000.00	27.00%
Total Personnel	92,689.98	185,579.19	187,311.00	99.08%	1,201,474.53	15.45%
Buildings and Grounds						
Property Insurance	252.83	505.66	466.00	108.51%	2,800.00	18.05%
Total Buildings and Grounds	252.83	505.66	466.00	108.51%	2,800.00	18.06%
Vehicle Expenses						
Fuel	45.00	89.59	250.00	35.83%	1,500.00	5.97%
Repairs And Maintenance	0.00	0.00	333.00	0.00%	2,000.00	0.00%

PrairieCat

Statement of Revenues and Expenses - FY25 is 16.67% Completed

From 8/1/2024 Through 8/31/2024

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Vehicle Insurance	114.67	229.34	333.00	68.87%	2,000.00	11.46%
Vehicles Leasing And Rent	0.00	0.00	83.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	58.00	0.00%	350.00	0.00%
Total Vehicle Expenses	159.67	318.93	1,057.00	30.17%	6,350.00	5.02%
Travel and Continuing Education						
In-State Travel	0.00	0.00	1,166.00	0.00%	7,000.00	0.00%
Out-Of-State Travel	0.00	768.66	1,000.00	76.86%	6,000.00	12.81%
Registrations And Meeting, Other Fees	0.00	465.21	1,500.00	31.01%	9,000.00	5.16%
Conferences And Continuing Education Meetings	0.00	0.00	834.00	0.00%	5,000.00	0.00%
Public Relations	0.00	962.74	166.00	579.96%	1,000.00	96.27%
Total Travel and Continuing Education	0.00	2,196.61	4,666.00	47.08%	28,000.00	7.85%
Commercial Insurance	620.33	1,240.66	1,666.00	74.46%	10,000.00	12.40%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,527.66	3,321.84	5,186.00	64.05%	31,112.25	10.67%
General Office Supplies And Equipment	0.00	206.98	333.00	62.15%	2,000.00	10.34%
Postage	0.00	12.35	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	1,527.66	3,541.17	5,519.00	64.16%	33,112.25	10.69%
Telephone and Telecommunications	350.25	777.87	1,361.00	57.15%	8,165.22	9.52%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	49.09	98.18	333.00	29.48%	2,000.00	4.90%
Total Equipment Repair and Maintenance	49.09	98.18	333.00	29.48%	2,000.00	4.91%
Professional Services						
Legal	0.00	0.00	584.00	0.00%	3,500.00	0.00%
Accounting	1,800.00	1,800.00	1,166.00	154.37%	7,000.00	25.71%
Consulting	1,000.00	1,000.00	1,834.00	54.52%	11,000.00	9.09%
Payroll Service Fees	919.47	1,540.83	1,500.00	102.72%	9,000.00	17.12%
Total Professional Services	3,719.47	4,340.83	5,084.00	85.38%	30,500.00	14.23%
Contractual Services						
Information Service Costs	29,179.92	31,416.07	103,812.00	30.26%	622,875.64	5.04%
Outside Printing Services	0.00	0.00	333.00	0.00%	2,000.00	0.00%
Other Contractual Services	261.67	523.34	14,606.00	3.58%	87,633.99	0.59%
Amortization - Subscription Based IT Arrangements	7,243.17	14,486.34	0.00	0.00%	0.00	0.00%
Total Contractual Services	36,684.76	46,425.75	118,751.00	39.10%	712,509.63	6.52%
Professional Association Membership Dues	105.00	210.00	333.00	63.06%	2,000.00	10.50%
Miscellaneous	113.75	292.00	250.00	116.80%	1,500.00	19.46%

PrairieCat

Statement of Revenues and Expenses - FY25 is 16.67% Completed
From 8/1/2024 Through 8/31/2024

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Miscellaneous - eCommerce Fees	347.74	347.74	916.00	37.96%	5,500.00	6.32%
Total EXPENSES	<u>136,620.53</u>	<u>245,874.59</u>	<u>327,713.00</u>	<u>75.03%</u>	<u>2,043,911.63</u>	<u>12.03%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>81,788.06</u>	<u>95,228.59</u>	<u>11,271.00</u>	<u>844.89%</u>	<u>(10,000.00)</u>	<u>(952.28)%</u>

PrairieCat
 Check/Voucher Register
 1000 - Cash - Bank Orion
 From 8/24/2024 Through 9/18/2024

Vendor Name	Effective Date	Check Amount
WEX Bank	8/27/2024	45.00
Cherry Hill Company	8/27/2024	3,140.00
ILLINOIS LIBRARY ASSOCIATION	8/27/2024	385.00
Menard Consulting, Inc.	8/27/2024	1,800.00
Paycom Payroll LLC	8/29/2024	306.49
Paycom Payroll LLC	8/29/2024	22,636.95
Paycom Payroll LLC	8/29/2024	9,302.66
ICMA Retirement Corporation	8/30/2024	1,432.25
Bank Orion	8/31/2024	58.75
INNOVATIVE INTERFACES INCORPORATED	9/4/2024	95,519.94
Lauterbach & Amen, LLP	9/4/2024	3,950.00
MerchantE	9/4/2024	235.71
MerchantE	9/4/2024	59.90
First Bankcard	9/5/2024	1,415.17
Bank Orion	9/9/2024	30.00
LIMRICC	9/10/2024	17,811.63
Paycom Payroll LLC	9/12/2024	306.49
Paycom Payroll LLC	9/12/2024	20,619.71
Paycom Payroll LLC	9/12/2024	8,392.78
Illinois Municipal Retirement Fund	9/12/2024	15,900.53
ICMA Retirement Corporation	9/13/2024	1,432.25
Report Total		204,781.21

	July 2023	July 2024	Aug 2023	Aug 2024	Sept 2023	Sept 2024	Oct 2023	Oct 2024	Nov 2023	Nov 2024	Dec 2023	Dec 2024	Jan 2024	Jan 2025	Feb 2024	Feb 2025	Mar 2024	Mar 2025	Apr 2024	Apr 2025	May 2024	May 2025	June 2024	June 2025	FY24 Totals	FY25 Totals to date	
General																											
Bibliographic records	1,218,077	1,216,828	1,217,302	1,216,401	1,216,208	-	1,216,495	-	1,216,364	-	1,216,365	-	1,222,886	-	1,222,565	-	1,221,501	-	1,219,816	-	1,219,647	-	1,216,394	-	1,216,394	-	1,216,828
Item records	5,130,722	5,132,031	5,129,098	5,127,833	5,123,012	-	5,125,136	-	5,124,224	-	5,127,210	-	5,155,545	-	5,149,712	-	5,144,970	-	5,135,471	-	5,135,182	-	5,131,528	-	5,131,528	-	5,132,031
Patron records	335,278	347,042	341,166	352,809	342,997	-	347,210	-	349,926	-	352,763	-	358,333	-	361,629	-	366,184	-	365,986	-	352,710	-	347,572	-	347,572	-	347,042
Total circulation	444,070	466,283	416,179	401,094	386,250	-	397,018	-	380,267	-	333,404	-	393,151	-	386,659	-	405,374	-	399,412	-	376,198	-	453,386	-	4,771,368	867,377	
ILL transactions on LLSAP	52,525	56,019	56,782	58,113	57,359	-	56,523	-	55,202	-	48,482	-	58,226	-	58,046	-	56,412	-	56,066	-	51,015	-	53,886	-	660,524	114,132	
Reciprocal borrowing	49,484	53,251	47,347	45,776	44,004	-	44,064	-	42,949	-	37,062	-	45,596	-	44,333	-	48,419	-	46,229	-	43,184	-	52,371	-	545,042	99,027	
Training, Outreach and Engagement																											
Training events	6	2	10	4	6	-	7	-	6	-	7	-	5	-	6	-	10	-	7	-	10	-	4	-	84	6	
Training participants	80	4	74	12	20	-	23	-	23	-	22	-	25	-	25	-	53	-	44	-	37	-	22	-	448	16	
Training contact hours	132	3	92	17	38	-	45	-	48	-	31	-	62	-	45	-	107	-	93	-	64	-	43	-	796	20	
TalentLMS Course Completions	228	223	265	349	283	-	237	-	247	-	141	-	313	-	265	-	221	-	231	-	259	-	260	-	2,950	572	
Site visits	2	7	1	1	1	-	1	-	2	-	3	-	3	-	1	-	2	-	1	-	3	-	1	-	21	8	
Member Meetings/Events	5	5	13	6	9	-	10	-	7	-	7	-	11	-	7	-	9	-	7	-	8	-	7	-	100	11	
Meeting/Event participants	150	153	172	124	348	-	210	-	55	-	60	-	188	-	146	-	99	-	227	-	110	-	51	-	1,816	277	
Meeting/Event contact hours	393	306	230	164	1,740	-	343	-	53	-	75	-	310	-	187	-	261	-	371	-	114	-	65	-	4,140	469	
Troubleshooting																											
HelpDesk Calls Opened	186	295	307	352	242	-	301	-	276	-	268	-	281	-	401	-	330	-	367	-	272	-	226	-	3,457	647	
HelpDesk Calls Closed	227	302	298	344	231	-	285	-	256	-	336	-	313	-	341	-	345	-	333	-	287	-	255	-	3,507	646	
Database Enrichment																											
Bibload records loaded - PC staff	1,701	1,414	1,537	1,518	1,793	-	1,817	-	1,914	-	1,753	-	1,322	-	1,412	-	1,387	-	1,534	-	1,715	-	1,592	-	19,477	2,932	
Bibload records loaded - MARC catalogers	2,093	2,895	2,955	2,209	2,708	-	2,491	-	2,100	-	1,525	-	1,928	-	2,548	-	2,790	-	2,414	-	2,393	-	1,128	-	27,073	5,104	
Cleanup/overlays/merges - PC staff	1,189	1,563	748	537	988	-	840	-	847	-	724	-	1,686	-	2,909	-	1,136	-	979	-	822	-	1,929	-	14,797	2,100	
Cleanup/overlays/merges - MARC catalogers	864	765	852	1,303	1,291	-	1,087	-	902	-	586	-	789	-	908	-	1,073	-	865	-	1,440	-	875	-	11,532	2,068	
Enhancements/corrections - PC staff	8	29	12	27	37	-	39	-	56	-	93	-	26	-	35	-	41	-	38	-	51	-	28	-	464	56	
Enhancements/corrections - MARC catalogers	105	120	182	48	190	-	134	-	120	-	105	-	102	-	109	-	156	-	138	-	82	-	64	-	1,487	168	
Original catalogings - PC staff	11	72	11	50	53	-	77	-	65	-	62	-	58	-	62	-	102	-	67	-	86	-	68	-	722	122	
Original catalogings - MARC catalogers	45	24	29	30	18	-	43	-	32	-	14	-	35	-	38	-	32	-	30	-	17	-	23	-	356	54	
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	57,887	31,857	11,635	33,449	45,667	-	46,694	-	12,309	-	31,555	-	25,804	-	72,374	-	58,879	-	53,314	-	36,251	-	54,211	-	506,580	65,306	
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov																											



Date: 10/04/2024

To: PrairieCat Administrative Council

From: Elizabeth Smith, Member Services Administrator

Re: Membership Compliance Review

Executive Summary:

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

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

Member Compliance Review, August 2024

Upon review of FY24 statistics (July 1, 2023 – June 30, 2024), five Union Listing School members are out of compliance with item entry requirements. I contacted the libraries to see if there were any extenuating circumstances and they cited staffing issues and/or lack of new items because of limited collection budgets. I recommend no action be taken for these libraries.

Please note, at the last compliance review in Feb 2024, that three Union List members were out of compliance and had a backlog of items to add. Since then, these libraries have resolved the issue.

However, in Feb 2024, Kirkland Public Library was also out of compliance and has not resolved the issue. The library added 0 items during FY24, and they were notified about the compliance issue in Feb 2024. I recommend a compliance letter be sent to this library.

Sierra Code	Description	Delivery Code	Level	OCLC Symbol	Total Items Added FY24	Total Items Loaned FY24	Total Items Borrowed FY24	Net Lend/Borr FY24	Staff Member Item Entry Certified	Recommend Compliance Letter 9/2024	NOTES
AL	Alleman High School	ALLG-01	UL	ZAX	109	105	37	68	yes		
AN	Andalusia Public Library	ANDG-01	BO	ZBV	492	722	999	-277	yes		
AA	Annawan-Alba Public Library	AAPG-02	UL	ZBX	315	811	1,587	-776	yes		
BM	Bertolet Memorial Library District	BMLY-14	BO	LD2	317	1,631	2,038	-407	yes		
BD	Bourbonnais Public Library	BDBB-02	FP	OD9	4,674	6,782	14,260	-7,478	yes		
BC	Boylan Central Catholic High School	BCCY-11	UL	JS3	175	249	495	-246	yes		
BR	Bradley Public Library	BRBB-02	FP	OE8	2,548	5,392	10,041	-4,649	yes		
BV	Bureau Valley Community Unit School District #340 (High School Library)	BVHG-02	UL	ZWV	207	182	451	-269	yes		
BN	Bureau Valley Community Unit School District #340 (Bureau Valley Walnut)	BNJG-02	ULB	ZWV	719	21	18	3	yes		
BS	Bureau Valley Community Unit School District #340 (Bureau Valley Junior High/Elementary)	BSJG-02	ULB	ZWV	200	6	7	-1	yes		
BG	Byron CUSD 226 (High School)	BRLY-14	UL	LG3	247	72	14	58	yes		schools joined in 2018 FY19, in 2021 have been working on item entry, record cleanup during 2022 and into 2023/2024 with the elementary school
BE	Byron CUSD 226 (Mary Morgan Elementary School)	BR3Y-14	ULB	LG3	356	0	0	0	yes		
BF	Byron CUSD 226 (Byron Middle School)	BR2Y-14	ULB	LG3	71	0	0	0	yes		
BY	Byron Public Library	BYLY-14	FP	JX6	4,381	10,960	7,641	3,319	yes		
CP	Charles B. Phillips Public Library	CPBB-03	FP	ILCBP	942	7,300	3,763	3,537	yes		
CY	Chdsk/ Milldgvill CUSD 399 - Milledgeville High School	MWLY-14	UL	LM3	0	36	16	20	yes		emailed Feb 2024 - no new items at the High School - using budget for digital collection and newer elementary titles
CH	Cherry Valley Public Library District	CHVY-13	FP	JX9	4,591	10,939	10,247	692	yes		
CT	Clinton Township Public Library	CTPY-12	FP	LF6	864	1,875	1,901	-26	yes		
CC	Coal City Public Library	CCBB-02	FP	OF9	4,710	14,764	9,220	5,544	yes		
CL	Colona District Public Library	CLNG-02	FP	ZSV	1,585	3,480	5,759	-2,279	yes		
CO	Cordova District Library	CORG-01	FP	ZCV	1,691	4,250	1,937	2,313	yes		
CN	Cortland Community Library	COLY-12	FP	O3C	1,445	5,691	5,151	540	yes		
CR	Creston-Dement Public Library	CRDY-12	BO	CSD	478	2,168	575	1,593	yes		
CD	Serena Community Unit School District #2 (Harding Grade School)	HGGB-03	BOB	ILHGS	91	215	29	186	yes		
CF	Serena Community Unit School District #2 (Serena High School)	SHBB-03	BO	OH7	105	193	449	-256	yes		
CE	Serena Community Unit School District #2 (Sheridan Grade School)	SSBB-03	BOB	ILSGS	137	138	70	68	yes		
DA	Dakota CUSD 201 (Dakota Elementary School)	DAZY-13	ULB	LG4	191	387	0	387	no		library closed - no staff - collection for the elementary school (DA) set to not holdable and paging list disabled
DB	Dakota CUSD 201 (Jr/Sr High School)	DALY-13	UL	LG4	12	154	29	125	no		para in the library, but waiting for the district to hire a library coordinator
DK	DeKalb Public Library	DKLY-12	FP	JY2	8,853	20,570	22,191	-1,621	yes		
EA	Earlville Public Library	EAPY-12	BO	ILETP	2,464	3,820	1,733	2,087	yes		
EP	East Dubuque Public Library	EDLY-13	FP	JY4	933	2,598	1,902	696	yes		
EM	East Moline Public Library	EMPG-01	FP	ZDX	4,991	14,868	6,636	8,232	yes		
EN	Eastland CUSD 308 (Eastland Elementary School)	LAZY-14	ULB	E3C	359	124	730	-606	yes		
EO	Eastland CUSD 308 (High School)	EHSY-14	UL	E3C	271	109	401	-292	yes		
EL	Elizabeth Township Public Library	ELLY-13	FP	JY5	247	1,196	940	256	yes		
EJ	Ella Johnson Memorial Public Library	EJMY-11	FP	JZ4	5,701	8,529	9,816	-1,287	yes		
ER	Erie Public Library	ERIG-02	FP	ZDZ	715	2,388	2,313	75	yes		
FL	Flagg-Rochelle Public Library	FRPY-12	FP	LE9	2,231	3,914	6,570	-2,656	yes		
FO	Forreston Public Library	FOLY-14	UL	JY6	406	1,963	1,968	-5	yes		
FR	Fossil Ridge Public Library District	FRBB-02	FP	OJ3	2,937	6,928	4,852	2,076	yes		
FG	Franklin Grove Public Library	FGLY-12	FP	JY8	1,556	3,114	2,634	480	yes		
FP	Freeport Public Library	FPLY-13	FP	JY9	4,636	11,808	14,789	-2,981	yes		
GA	Galena Public Library	GALY-13	FP	JZ2	1,975	4,427	4,858	-431	yes		
GL	Galena Unit School District #120 (High School)	GLLY-13	UL	LJ8	48	47	419	-372	yes		arrangement with Galena PL effective Nov 2023 - adding items
GM	Galena Unit School District #120 (Galena Middle School)	GL3Y-13	ULB	LJ8	388	82	0	82	yes		
GN	Galena Unit School District #120 (Galena Primary School)	GL2Y-13	ULB	LJ8	1	158	0	158	yes		
GP	Geneseo Public Library	GPLY-02	FP	JYJ	2,283	7,063	7,903	-840	yes		
GE	Genoa Public Library	GELY-12	FP	JZ3	1,790	12,573	5,106	7,467	yes		
GK	Genoa-Kingston CUSD 424 - High School	GKLY-12	UL	LJ9	99	33	59	-26	yes		Spring 2024 - the school is dealing with some materials challenges so has not been able to purchase new materials at this time.
GR	Grant Park Public Library	GPBB-02	BO	OJ9	320	742	893	-151	yes		
GV	Graves-Hume Public Library	GVHY-12	FP	OK8	1,917	3,790	4,407	-617	yes		
HA	Hampton School District 29	HAMG-01	FPB	R6X	45	54	205	-151	yes		emailed Feb 2024 - resolved backlog of items to add
HN	Hanover Township Library	HNLY-13	BO	JZ5	274	1,044	1,557	-513	yes		
HR	Harvard Diggins Library	HRLY-11	FP	JZ6	1,821	5,146	4,218	928	yes		
HE	Henry C Adams Memorial Library	HCAG-01	BO	ZEV	844	1,675	1,969	-294	yes		
HW	Hiawatha CUSD 426 - High School	HHSY-12	UL	LK3	91	63	45	18	yes		emailed Feb 2024 - resolved backlog of items to add
HC	Highland Community College	HCCY-13	FP	IJW	682	2,828	1,212	1,616	yes		
HK	Hinckley Public Library	HKLY-12	FP	JZ7	1,289	3,455	2,733	722	yes		
HB	Homer Township (Bookmobile)	HBBB-01	FPB	ON3	430	18	1,070	-1,052	yes		
HD	Homer Township Public Library (Main)	HDBB-01	FP	ON3	4,130	9,029	22,066	-13,037	yes		
BL	Ida Public Library	IPLY-12	FP	JX5	2,164	8,943	10,339	-1,396	yes		
BB	Ida Public Library (Bookmobile)	IPBY-12	FPB	JX5	574	1	6	-5	yes		
JO	Johnsburg Public Library	JOLY-11	FP	LD5	3,671	8,606	5,290	3,316	yes		
JC	Joliet Township High SD #204 (Joliet Central High School)	JCHB-01	FP	T15	417	457	566	-109	yes		
JW	Joliet Township High SD #204 (Joliet West High School)	JWHB-01	FPB	T16	470	744	487	257	yes		
JH	Julia Hull District Library	JHLY-14	FP	LB9	1,848	4,929	3,344	1,585	yes		
KK	Kankakee Public Library	KKBB-02	FP	O03	4,940	11,579	5,060	6,519	yes		
KI	Kirkland Public Library	KILY-12	UL	JZ8	0	52	530	-478	yes	yes	sent email Feb 2024 - backlog of items to add, no progress since
LN	Lanark Public Library	LNLY-14	UL	JZ9	122	334	481	-147	yes		
LS	LaSalle Public Library	LSBB-03	FP	O09	2,447	6,907	2,805	4,102	yes		
LE	Lena Community Public Library	LELY-13	FP	LD3	463	1,370	3,542	-2,172	yes		
LI	Limestone Township Library	LIBB-02	FP	I9H	804	3,474	3,319	155	yes		
LO	Lostant Community Library	LCBB-03	BO	OQ4	252	1,085	671	414	yes		
ML	Malta Township Public Library	MLLY-12	FP	LD6	552	1,504	1,615	-111	yes		
MT	Manhattan-Elwood Public Library	MTBB-02	FP	OQ8	4,935	14,046	10,057	3,989	yes		
MN	Manteno Public Library	MNBB-02	FP	OR6	3,008	11,834	5,977	5,857	yes		
MP	Maple Park Public Library	MPLY-12	FP	LD7	203	990	997	-7	yes		
MU	Marengo-Union Library District - MRLY-11	MRLY-11	FP	LD8	2,854	10,587	4,326	6,261	yes		
MB	Marseilles Public Library	MABB-03	BO	OR9	1,056	2,984	2,077	907	yes		
MZ	Mazon-Verona-Kinsman Elementary SD 2C (Mazon-Verona-Kinsman Elementary School)	MVEB-04	ULB	OT5	61	100	0	100	yes		
MY	Mazon-Verona-Kinsman Elementary SD 2C (Mazon-Verona-Kinsman Middle School)	MVMB-04	UL	OT5	264	106	0	106	yes		
ME	Meridian CUSD #223 (Highland Elementary School)	SP4Y-14	FPB	XH5	231	226	7	219	yes		
MJ	Meridian CUSD #223 (Meridian Junior High School)	SPLY-14	FPB	XH5	351	232	461	-229	yes		
MD	Meridian CUSD #223 (Monroe Center Elementary School)	SP3Y-14	FPB	XH5	418	67	99	-32	yes		
MS	Meridian CUSD #223 (Stillman Valley High School)	SP2Y-14	FP	XH5	254	359	290	69	yes		
MI	Mills & Petrie Memorial Library and Gymnasium	MPMY-12	UL	JX4	884	1,003	1,295	-292	yes		
MG	Mineral-Gold Public Library	MGGP-02	UL	ZFX	117	476	149	327	yes		

Sierra Code	Description	Delivery Code	Level	OCLC Symbol	Total Items Added FY24	Total Items Loaned FY24	Total Items Borrowed FY24	Net Lend/Borr FY24	Staff Member Certified	Recommend Compliance Letter 9/2024	NOTES
MK	Mokena Community Public Library	MKBB-01	FP	OU9	7,040	15,759	10,918	4,841	yes		
MX	Moline Public Library	MPLG-01	FP	IDO	19,203	27,935	23,911	4,024	yes		
MV	Moline SD 40 (High School)	MHSG-01	UL	ZFZ	414	226	504	-278	yes		
HI	Moore Memorial District Library	MMLG-01	UL	ZLW	102	298	36	262	yes		arrangement with Cordova for cataloging
MR	Morris Area Public Library	MRBB-03	FP	OV4	3,089	8,255	9,408	-1,153	yes		
MM	Mount Morris Public Library	MMLY-14	BO	LE3	879	2,419	1,502	917	yes		
MO	Mount Carroll District Library	MCLY-14	BO	LE2	4,119	1,620	1,735	-115	yes		
NL	New Lenox Public Library	NLBB-01	FP	OV7	11,317	20,264	21,341	-1,077	yes		
KR	Nippersink Public Library District	NPLY-11	FP	LE8	3,204	8,136	5,848	2,288	yes		
NC	North Chicago Public Library	NCK	FP	GO5	1,626	5,573	776	4,797	yes		
ND	North Chicago Public Library Bookmobile	NCKBM	FPB	GO5	12	0	6	-6	yes		
LP	North Suburban Library District (Loves Park)	NSLY-11	FP	HWX	19,558	20,896	17,747	3,149	yes		
LR	North Suburban Library District (Roscoe)	NSRY-11	FPB	HWX	12,066	10,751	19,517	-8,766	yes		
OD	Odel Public Library	MORG-01	FP	ZLZ	1,237	2,311	3,692	-1,381	yes		
OG	Oglesby Public Library	OGBB-03	FP	OW4	1,510	2,373	3,592	-1,219	yes		
OR	Oregon Public Library	ORLY-14	FP	LE4	1,683	2,980	5,784	-2,804	yes		
PK	Pankhurst Memorial Library	PMLY-12	UL	JX2	433	825	614	211	yes		
PL	Pearl City CUSD 200	PLLY-13	UL	LM8	44	136	76	60	yes		
PP	Pearl City Public Library	PCLY-13	FP	LE5	462	1,571	1,259	312	yes		
PS	Pecatonica CUSD 321 (High School)	PALY-13	UL	LM9	223	228	308	-80	no		new Fall 2024, actively working on TalentLMS courses, notified training needs to be completed within 6 months
PT	Pecatonica Public Library	PTLY-13	FP	LE6	925	2,376	4,386	-2,010	yes		
PE	Peotone Public Library	PEBB-02	FP	OX9	2,699	7,915	6,713	1,202	yes		
PU	Peru Public Library	PUGG-02	FP	OY2	2,254	4,812	8,885	-4,073	yes		
PD	Plano Community Library District	PDBB-04	FP	OY5	3,769	12,008	10,802	1,206	yes		
PY	Plano CUSD 88 (Centennial Elementary School)	PCEB-03	FPB	P7Z	1,501	108	42	66	yes		
PW	Plano CUSD 88 (Emily G. Johns Intermediate School)	PEJB-03	FPB	ILEGJ	638	18	0	18	yes		
PX	Plano CUSD 88 (Plano High School)	PHSB-03	FP	OY6	274	37	0	37	yes		
PZ	Plano CUSD 88 (Plano Middle School)	PMSB-03	FPB	P7Y	522	26	73	-47	yes		
PV	Plano CUSD 88 (P.H. Miller School)	PHMB-03	FPB	P7V	523	141	33	108	yes		
PC	Polo CUSD 222 (Aplington Middle School)	PO3Y-14	ULB	LH3	0	104	0	104	yes		email with Library Lead in Dec 2023 - due to upcoming staff leave and small budget, haven't ordered new items for school year
PA	Polo CUSD 222 (Centennial Elem. School)	PO2Y-14	ULB	LH3	0	208	0	208	yes		Fall 2024 - will follow up
PB	Polo CUSD 222 (Polo Community High School)	PSLY-14	UL	LH3	1	94	500	-406	yes		
PO	Polo Public Library	POLY-14	BO	LE7	838	1,877	2,946	-1,069	yes		
PR	Princeton Public Library	PRGG-02	FP	OT4	2,378	6,318	7,153	-835	yes		
PF	Princeton Township SD 500 (High School)	PTWG-02	BO	OY8	182	204	335	-131	yes		
TZ	Prophetstown-Lyndon-Tampico CUD 3 (Prophetstown Elementary School)	PESG-01	BOB	ZMW	74	8	58	-50	yes		
TX	Prophetstown-Lyndon-Tampico CUD 3 (Tampico Elementary School)	TAEG-01	BOB	ZMW	385	180	173	7	yes		
TW	Prophetstown-Lyndon-Tampico CUD 3 (6-12 Campus)	PHSG-01	BO	ZMW	317	276	856	-580	yes		
UF	Putnam County Public Library District (Putnam (Condit) Branch)	PTGG-02	FPB	OZ2	567	399	278	121	yes		
UD	Putnam County Public Library District (Granville Branch)	GRGG-02	FPB	OZ2	562	1,061	6,842	-5,781	yes		
UE	Putnam County Public Library (Headquarters)	PCGG-02	FP	OZ2	435	2,959	2,767	192	yes		
UK	Putnam County Public Library District (Magnolia Branch)	MGGG-02	FPB	OZ2	538	422	283	139	yes		
UL	Putnam County Public Library District (McNabb Branch)	MCGG-02	FPB	OZ2	141	475	281	194	yes		
UG	Putnam County Public Library District (Standard Branch)	SDGG-02	FPB	OZ2	38	295	101	194	yes		
UC	Putnam County SD 535 (Putnam County High School)	PCHG-02	FP	OZ8	634	158	219	-61	yes		
UB	Putnam County SD 535 (Putnam County Junior High School)	PCJG-02	FPB	OZ8	484	138	14	124	yes		
UA	Putnam County SD 535 Putnam (County Primary School)	PCPG-02	FPB	OZ8	1,716	3	25	-22	yes		went live Jan 2024
RA	Raymond A Sapp Memorial Township Library	RAYG-02	UL	QW9	191	707	524	183	yes		
RL	Reddick Public Library District	RLBB-03	FP	QX9	2,942	8,201	19,551	-11,350	yes		
MA	Richard A Mautino ML	RAMG-02	BO	OJ7	768	2,521	1,869	652	yes		
RB	River Bend CUSD 2 (Fulton Elem. School)	FESG-01	ULB	R@T	614	325	10	315	yes		
RH	River Bend CUSD 2 (Fulton High School)	FHSG-01	UL	ZNV	28	83	31	52	yes		
RM	River Bend CUSD 2 (Fulton Middle School)	FMSG-01	ULB	R@T	359	195	19	176	yes		
RV	River Ridge CUSD 210	RRHY-13	UL	JS6	34	216	102	114	yes		School year 2024-2025 - librarian assigned teaching schedule, not in library - to not holdable and paging list disabled
RD	River Valley District Library	RVLG-01	FP	ZNW	2,750	6,851	6,344	507	yes		
CV	Robert R. Jones Public Library District	CVPG-01	FP	ZOV	2,282	5,143	3,831	1,312	yes		
RO	Robert W. Rowe Public Library	ROBB-03	FP	QY8	824	2,247	2,739	-492	yes		
RW	Rochelle SD 212 (Rochelle Township High School)	RSLY-12	UL	LH5	627	276	330	-54	yes		
RT	Rock Island Public Library (Library 2 Go)	RITG-01	FPB	ZPX	238	271	435	-164	yes		
RP	Rock Island Public Library (Main)	RIPG-01	FP	ZPX	5,982	17,613	10,265	7,348	yes		
RK	Rock Island Public Library (Southwest Library)	RISG-01	FPB	ZPX	1,605	3,288	6,240	-2,952	yes		
RZ	Rock Island Public Library (Watts-Midtown Library)	RIZG-01	FPB	ZPX	1,366	2,287	8,563	-6,276	yes		
RI	Rock Island SD 41 (High School)	RHSG-01	UL	ZPZ	53	34	288	-254	yes		
RU	Rockford University	RKC-ILDS	FP	IBR	41	2,771	185	2,586	yes		
RY	Rockridge SD 300 (High School)	ROCG-01	UL	ZQW	80	150	22	128	yes		
SA	Sandwich District Library	SABB-04	FP	TD3	2,269	5,781	5,971	-190	yes		
SM	Scales Mound CUSD 211	SMLY-13	UL	JS7	273	114	138	-24	yes		emailed Feb 2024 - resolved backlog of items to add
SC	Schmaling Memorial Library	FULG-01	BO	ZQY	2,189	3,171	3,504	-333	yes		
SE	Seneca Public Library	SEBB-03	FP	TD7	4,600	9,033	2,387	6,646	yes		
SH	Sheffield Public Library	SHFG-02	UL	ZRV	302	551	830	-279	yes		
SD	Sherrard Public Library District	SHDG-02	FP	JZQ	2,254	3,410	1,792	1,618	yes		
SL	Silvis Public Library	SVPG-01	FP	ZRW	2,640	2,848	6,097	-3,249	yes		
SN	Somonauk Public Library	SNBB-04	FP	TF5	2,909	6,477	6,616	-139	yes		
SB	South Beloit Public Library	SBLY-11	FP	LB7	1,202	2,328	5,257	-2,929	yes		
SK	Stockton Township Public Library	SKLY-13	BO	LF2	588	1,469	2,203	-734	yes		
SR	Streator Public Library	SRBB-03	FP	TF8	2,384	4,750	3,774	976	yes		
SY	Sycamore Public Library	SYLY-12	FP	LF3	5,850	13,377	21,438	-8,061	yes		
TF	Talcott Free Public Library	TFLY-11	FP	LB4	2,522	8,681	6,326	2,355	yes		
TC	Three Rivers Public Library (Channahon)	TRBB-02	FP	TG3	3,964	10,814	9,211	1,603	yes		
TM	Three Rivers Public Library (Minooka)	TMBB-02	FPB	TG4	1,839	4,174	8,140	-3,966	yes		
TR	UnityPoint Health Trinity	TRIG-01	UL	JWH	13	12	0	12	yes		
UT	United Township High School SD 30	UTSG-01	FP	ZSZ	670	749	1,230	-481	yes		
WA	Walnut Public Library	WALG-02	BO	ZVY	965	1,849	1,471	378	yes		
WC	Warren CUSD 205 (Jr/Sr High School)	WALY-13	UL	LN5	2,101	71	0	71	yes		
WR	Warren Township Public Library	WRLY-13	BO	LF5	686	1,104	1,484	-380	yes		
WD	Western District Public Library	WDLG-02	FP	ZWW	1,002	1,888	2,509	-621	yes		
WL	Wilmington Public Library District	WLBB-02	FP	TH8	2,942	9,354	6,448	2,906	yes		

Sierra Code	Description	Delivery Code	Level	OCLC Symbol	Total Items Added FY24	Total Items Loaned FY24	Total Items Borrowed FY24	Net Lend/Borr FY24	Staff Member Item Entry Certified	Recommend Compliance Letter 9/2024	NOTES
WN	Winnebago CUSD 323 (High School)	WQLY-13	UL	LN6	149	120	175	-55	yes		
WP	Winnebago Public Library District	WPLY-13	FP	FF7	44,779	2,825	836	1,989	yes		went live Jan 2024
WO	Woodstock Public Library	WOLY-11	FP	LF8	8,411	22,804	20,097	2,707	yes		
YT	York Township Public Library	YTLY-14	UL	LF4	445	1,250	1,680	-430	yes		
YK	Yorkville Public Library	YKBB-04	FP	TI2	3,901	7,477	17,274	-9,797	yes		



Date: 9/26/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: LIMRiCC renewal, 2025

Executive Summary:

- Hartford Life/AD&D, Voluntary Life/AD&D, Voluntary Critical Illness, Voluntary Accident and Voluntary Hospital Indemnity plans are under rate guarantee until 1/1/2027
- VSP extended a 2-year rate pass on the vision plan. The premiums will stay the same until 1/1/2026.
- Dental coverage moving to BCBS effective 1/1/2025
- Aetna medical projected increase was 21%, BCBS medical projected increase was 9.69%
- Medical coverage moving to BCBS effective 1/1/2025
- Detail of 2025 plans follow below.

Further Detail:

Highlights for BCBS Medical:

- No change in plan or plan designs
- Minimal network disruption of 0.44%
- A change to HDHP plan design to increase deductible to \$3,300/\$6,600 is required due to IRS regulations for 2024.

Highlights for BCBS Dental:

- No changes to plans, deductibles or out of pocket maximums.
- Dental PPO BCBS disruption:
 - 40.4% providers are in network with Aetna and BCBS
 - 10.4% providers that are in network with Aetna will be out of network with BCBS
 - 14.1% providers that are out of network with Aetna are in network with BCBS
 - 35% providers are out of network with both Aetna and BCBS

Highlights for VSP Vision:

- No changes to plans, deductibles or out of pocket maximums.

Recommendation:

Staff recommends renewing LIMRiCC membership for 2025.



Date: 10/4/2024

To: PrairieCat Administrative Council

From: Carolyn Coulter, PrairieCat Director

Re: Changes to the Uniform Circulation Rules regarding shortened hold pickup time

Several libraries have asked for a 3-day hold pickup for their hotspots. The libraries have a limited number of these available and they typically have high demand, and lengthy holds lists. A shorter pickup time would allow them to cycle through the holds list more efficiently.

The Circulation Committee approved this change and allowed the wording that the 3-day limit would apply only to special item types, such as hotspots or possibly stem kits or library of things items, if those have lengthy holds lists. The intention of this change is that it would not apply to print materials at this time.



UNIFORM CIRCULATION RULES
APPROVED BY ADMINISTRATIVE COUNCIL 4/6/12,
REVISIONS APPROVED ON 08/07/20

Loan periods:

Each library may choose up to three loan periods of 7, 14 or 21 days. Outside this three loan period rule are course reserves, equipment, and in-house checkouts such as for, ILL, technical services, etc.

One day **grace period** for all materials, all libraries.

Fine rates – libraries may choose up to 3 per agency.

Maximum fine = \$10 for all “regular” items; \$50 for non-traditional materials (e.g. equipment).

Block amount: \$10 for all “regular” patron types

Renewals = maximum 3 (all items) with overrides OK for local materials for local patrons if no holds.

Uniform “adult” age is 18 – to automatically flip ptype from juvenile or YA to adult. Your library/agency can choose to have the "adult" age lower, but you will need to manually flip the profiles then. Some libraries are currently using YA already. Libraries can choose to use this category or not. If you choose to use the YA designation, you will need to manually flip from juvenile to YA.

Courtesy notices are required where applicable.

Notices will be produced in print format only for those users who do not have an email address or for libraries that don't use phone notification or text notices, or if any of those notices fail in transmission. Bill and collection notices will be produced in print format for all libraries.

Hold shelf limit: items may remain on the holds shelf at libraries for a maximum of 6 business days. Can extend for local materials for local patrons if no holds exist.

Additionally, libraries can request a 3-day hold shelf limit (3 business days). Use of the 3-day limit is restricted to special item types such as hotspots.

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

Finance Committee FY25			
Listserv: pcfinance@prairiecat.simplelists.com			
Name	Library	Tier	Email
Angela Campbell	Rock Island PL	Public - Tier 1	campbell.angela@rigov.org
VACANT		Public - Tier 2	
Bryon Lear	Moline PL	Public - Tier 1	blear@molinelibrary.org
Maria Meachum	Wilmington PLD	Public - Tier 2	mfbmeachum@wilmingtonlibrary.org
Megan Gove	Talcott Free LD	Public - Tier 2	megan.gove@prairiecat.info
Beth Ryan (Committee Chair and AC Treasurer)	Johnsburg PL	Public - Tier 2	Beth.ryan@prairiecat.info
Michael Skwara	Highland Community College	Academic	Michael.Skwara@highland.edu
Nick Weber	Woodstock PL	Public - Tier 1	nweber@woodstockil.info
Lauren Offerman	Three Rivers PLD	Public – Tier 1	laureno@trpld.org
PrairieCat Staff			
Carolyn Coulter	PC Director		carolyn.coulter@prairiecat.org
Elizabeth Smith	PC Training & Outreach Coordinator		elizabeth.smith@prairiecat.org
Chelsey Knippel	PC HR & Admin Asst		Chelsey.knippel@prairiecat.org

Meets quarterly in March, June, September, and December. Usually meets the third Thursday.



PrairieCat Delegates Assembly

October 30th, 2024

10:30 a.m. – 12:00 p.m.

In person at New Lenox Public Library District, 120 Veterans Parkway,

New Lenox, 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_n4UjRZRTDSs6NPtKrfh0A#/registration

Agenda

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

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

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

- I. Call to order and welcome
- II. Introductions and welcome new delegates or alternates
- III. Introduction of Guests
- IV. Review of agenda for additions/changes
- V. Public Comments via Zoom Meeting
- VI. Consent Agenda
 - a. Approve minutes for July 31, 2024, PrairieCat Delegates Assembly meeting.
 - b. Central Site report including financial and statistical reports.
- VII. Administrative Council Report
 - a. Finance Committee Report – Report from 9/19/2024.
 - b. Resource Sharing Committee Report – No report.
- VIII. PrairieCat Membership Update, Training and Outreach report
- IX. Review, PrairieCat Annual Report
- X. Review, PrairieCat annual financial audit results
- XI. Presentations: RAILS new CE deals and discounts for library staff and patrons
 - I. Public Comments via previously submitted email (see above), in person or online.
 - II. Adjournment
- III. Next regularly scheduled meeting, January 29, 2025, North Suburban Public Library District, Loves Park and online via Zoom.