



**PrairieCat Finance Committee
Agenda
Thursday, Sept 19, 2024
10:30 a.m. – 12:00 p.m.**

The committee will meet in person at Sycamore Public Library,
103 E. State Street, Sycamore, IL
And online via Zoom

Register to attend in person or online via Zoom online:

<https://prairiecat-org.zoom.us/meeting/register/tZYqduyoqjsuGNSLqkq83ZAn6oeRcEs3iTHK#/registration>

PUBLIC COMMENT: Members of the public will be able to chat or speak during the meeting or the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@prairiecat.org at least two hours before the meeting.

We require an in-person quorum for this meeting.

1. Call to Order, introductions.
2. Introduction of Guests and Public Comment
3. Approve minutes of July 25, 2024, meeting (pp. 2-3)
4. Review and discussion, draft budget versions considering proposed changes to reserves structure and hosting fees (pp. 4-18)
5. Review and discussion, Innovative mobile app demonstration and pricing
6. Adjournment

Next meeting: December 19, 2024, 10:30am – 12:00am, DeKalb Public Library, DeKalb, IL and online via Zoom



**PrairieCat Finance Committee
Minutes
Thursday, July 25, 2024
10:30 a.m. – 12:00 p.m.**

The committee met in person at DeKalb Public Library,
309 Oak Street, DeKalb, IL 60115
And online via Zoom

Register to attend in person or online via Zoom online:

<https://support.prairiecat.info/events/prairiecat-finance-committee-meeting-2024-07-25>

PUBLIC COMMENT: Members of the public will be able to chat or speak during the meeting or the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@prairiecat.org at least two hours before the meeting.

We require an in-person quorum for this meeting.

1. Call to Order, introductions.

Present at Dekalb PL: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Maria Meachum (WL), Nick Weber (WO), Bryon Lear (MX) Beth Ryan (Chair-JO), Rene Leyva (FR), Elizabeth Smith (PrairieCat), Megan Gove (TF)

Present via Zoom:

Absent: Lauren Offerman (TC), Angela Campbell (RP), Michael Skwara (HC)

Ryan (JO) called the meeting to order at 10:36 am

2. Introduction of Guests and Public Comment

There were no public comments. Coulter (PrairieCat) confirmed that Leyva (FR) is resigning from the Committee. This meeting will be his last meeting. Coulter also introduced a new member to the Committee, Megan Gove (TF). Gove replaced Penny Bryant (PT).

3. Approve minutes of March 21, 2024, meeting

Motion #1: Meachum (WL) moved and Lear (MX) seconded to approve the March 21, 2024 meeting minutes as presented. There

was no discussion on the motion. Motion carried by vocal affirmation.

4. Review and discussion, suggested changes to budget structure and fees, review of feedback from initial discussions with accountants and next steps.

Coulter (PrairieCat) led the discussion on the clarification and allocation of reserve funds. The Committee agreed to remove the term "capital reserves" and instead refer to them as "reserves." It was decided that reserves should include not just equipment, but also software and other expenses. The Committee debated setting purchasing goals around the reserves fund. The costs and timeline for a potential ILS migration was discussed as an example of a use goal for the reserved funds

Coulter discussed the calculation and adjustment of the operating expenses and reserve amounts for each library. She explained that the General Policy Manual cites a goal of saving \$25,000 per year for reserves. This reserve fee is added to the membership fee structure every year as a "flat" amount, depending on the library's membership level (fully participating, basic online, union listing). She also mentioned that in the current fiscal year, she had raised the reserves percentage to reallocate funds in the fee structure to balance the increases for larger libraries, thereby creating more balance to the percentages of increase between smaller and larger libraries. The Committee decided that rather than having a stated dollar amount of reserve savings in the General Policy Manual, the goal should be to save 2 to 5% of the operating budget annually to reserves. They also emphasized that this target should not be rigid and should be adjusted based on the changing needs and costs. Coulter also proposed moving the hosting fee into the general operating expenses. The Committee agreed to pass these suggestions to the Administrative Council.

5. Adjournment

The meeting adjourned at 11:18 am.

Next meeting: September 19, 2024, 10:30am – 12:00am, Sycamore Public Library and online



Date: 9/19/2024

To: PrairieCat Finance Committee

From: Carolyn Coulter, Director

Re: FY26 draft budget

Executive Summary:

Below are two versions of the draft budget for FY26. This draft includes a 3% staff salary increase (COLA) and 1% merit increase, but also reflects the salary re-alignments we discussed last year due to our benchmarking survey outcomes. As we discussed, these scenarios reflect a combined the per library fee and hosting fee, with each receiving a 5% increase over last year. Reserves were calculated at 1% of expenditures in one version and shown with no reserves in the other version for comparison.

Detailed description:

Attached you will find the FY25 budget.

- A 3% staff salary increase for all staff is included, as well as a 1% merit increase. The 3% amount is based on early estimations. These increases are only applied to those staff members who did not receive a salary adjustment due to the benchmarking survey, since those adjustments are more than the 4% increases.
- As discussed last year, our benchmarking survey showed that we needed to adjust some staff salaries up. All those that were not at midpoint were adjusted to midpoint in this fiscal year, and one staff member who has significant years of service was placed that the top of the pay scale for their job.
- The per-library fee for both fully participating and basic online circulating members has been increased. In addition, the hosting charge was combined with the per library charge, and both charges were adjusted up 5% in FY26. This reflects the overall expenditure increase in FY26 of approximately 5%.
- Reserves costs were calculated at 1% of total expenditures of the FY26 budget in the first scenario. Although we discussed requiring a 2%-5% reserves rate, it was felt that the fee increase would be too high in FY26 to absorb this level of savings with the other increases we are seeing, particularly the staff salary realignments. In the second scenario, the budget reflects no reserves savings for FY26, which would be acceptable given the current requirements of the General Policy Manual, since we currently have over 25% of expenditures covered by Reserves:

“Net Position - it is the goal of PRAIRIECAT to maintain a fund balance, or reserve, in an amount of no less than 25% of annual General Fund expenditures at all times.”

- 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. This was calculated on the per-library fee and does not include the hosting fees that are incorporated for circulating members.
- An in-person PUG Day is reflected, as was instructed by Administrative Council. This decision was based on feedback we have received from members via Strategic Planning surveys that reflect a desire to alternate between in-person and remote events.
- Increases to health insurance that we experienced in FY25 are reflected, as well as an estimate of a 10% increase in the last six months of FY26. This budget also includes short term disability insurance. Other insurance increases are reflected based on FY25 numbers.
- This budget reflects our IMRF rate for FY25, which was 11.9%. We have not received our new rate yet for FY26.
- This budget also reflects the RAILS grant amount staying level with the FY25 award. We have not received our grant amount at this time (generally it is released in November).
- Both budget scenarios show a Reserves expenditure for replacement laptops and associated hardware and software that will be needed in FY26.

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

		FY25	FY26		Percentage of revenues or Expenditures									
		w/ 3% increase OK reserves	3% increase/staff realignment, 1% 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%									
4051	Revenue from LLSAP RAILS grant	\$515,237.39	\$516,000.00	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)	25.33%									
4062	Union List Member Revenue	\$31,658.00	\$33,241.00	from spreadsheet annual UL billing to BR (add 5% FY25)	1.56%									
4063	Fully Participating & Basic Online Member Revenue	\$1,277,724.10	\$1,464,638.06		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 - Reserves Contribution	60,839.00	19,417.36		2.99%									
4068	Union List - CR Contribution	5,495.00	1,757.00		0.27%									
4070	Reimbursements	\$21,065.64	\$21,803.00	reimburse for express lane and marc report	1.04%									
4071	Reimbursements - Hosting fee	\$53,185.00	\$0.00	rolled into per library fee	2.61%									
4073	Reimbursements - PUG Day/DA Fee	\$0	\$0	lunch reimbursement (not used)	0.00%									
4072	Reimbursements - eRead Illinois	\$0.00	\$0.00		0.00%									
4074	Reimbursements - Capria mobile app	\$35,707.50	\$37,000.00	mobile app reimbursement	1.76%									
4080	Investment Income	\$27,000.00	\$40,000.00	based on FY24 numbers	1.33%									
4090	Other Revenue	\$1,000.00	\$1,000.00		0.05%									
					0.00%									
	TOTAL REVENUE	\$2,033,911.63	\$2,139,856.42		100.00%									
EXPENDITURES					Percentage of Expenditures									
5131	eResources - eRead Illinois	\$0.00			0.00%									
5010	other professionals	\$623,547.93	\$771,875.17		3%	30.51%	changes to alignment of staff due to accounting rules							
5010	other professionals merit	\$6,235.48	\$4,203.09		1%	0.31%	changes to alignment of staff due to accounting rules							
5010	other professionals longevity	\$0.00	\$0.00			0.00%								
5020	support services	\$211,887.00	\$116,844.00		3%	10.37%	changes to alignment of staff due to accounting rules							
5020	support services merit	\$2,118.87	\$0.00		1%	0.10%	changes to alignment of staff due to accounting rules							
5020	support services longevity	\$0.00	\$0.00			0.00%								
5030	Payroll taxes, SS taxes, fringe benefits	\$63,910.77	\$67,987.02			3.13%								
5030	Payroll taxes, SS taxes, fringe benefits Merit	\$639.11	\$321.54			0.03%								
5040	Unemployment Insurance	\$3,500.00	\$3,500.00			0.17%								
5050	Worker's Compensation insurance	\$2,100.00	\$2,020.00	adjusted up FY25 costs		0.10%								
5060	Retirement benefits	\$99,416.76	\$105,757.58	11.9% employer contribution		4.86%								
5060	Retirement benefits Merit	\$994.17	\$500.17			0.05%								
5070	Health, Dental, Life, Disability	\$184,624.44	\$204,933.13	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	\$2,800.00	\$2,800.00	Inland Marine Insurance (\$1,600.00)	0.14%										
5200	Fuel	\$1,500.00	\$1,000.00		0.07%										
5210	Repairs and maintenance	\$2,000.00	\$1,000.00	Maintenance of vehicles, tires, replacement of vehicle parts, vehicle repairs, vehicle cleaning, and oil changes	0.10%										
5220	Vehicle Insurance	\$2,000.00	\$1,500.00	auto: one car	0.10%										
5230	Vehicle leasing and rent	\$500.00	\$500.00		0.02%										
5240	Other vehicle expenses	\$350.00	\$350.00	Ipasses, driver's license checks	0.02%										
5250	In-State Travel	\$7,000.00	\$7,000.00		0.34%										
5260	Out-of-State Travel	\$6,000.00	\$6,000.00	ALA, ILA, IUG, ARSL	0.29%										
5270	Registration & Meetings, Other fees	\$9,000.00	\$10,000.00	DA (\$4,000), AC (\$3,000), Staff Conferences (\$1,000), training registration (\$1000)	0.44%										
5280	Conferences and Continuing Education Meetings	\$5,000.00	\$20,000.00	PUG day in person	0.24%										
5290	Public Relations	\$1,000.00	\$2,000.00	PrairieCat branded items	0.05%										
5300	Liability Insurance	\$10,000.00	\$10,000.00	D and O, Cyber; General Liability	0.49%										
5310	Computer, Software & Supplies	\$11,902.50	\$9,404.00	LMS, certs; CMS and libguides	0.58%										
5310	Computer, Software & Supplies	\$19,209.75	\$12,073.00	IT equipment and software (NetNotify; windows 365 (email, shared storage, apps), other software	0.94%										
5320	General Office Supplies and Equipment	\$2,000.00	\$1,500.00	chairs, misc office supplies	0.10%										
5380	Telephone & Telecommunications	\$8,165.22	\$9,995.63	reimburse telco working from home (including ATT hotspot), Zoom costs	0.40%										
5400	Equipment Repair & Maintenance Agreements	\$2,000.00	\$1,500.00	maintenance on servers, FW maintenance	0.10%										
5410	Legal	\$3,500.00	\$3,000.00	reduced due to prior years expenditures	0.17%										
5420	Accounting	\$7,000.00	\$7,000.00	Audit contract (5K), actuary for retiree benefits study (2K).	0.34%										
5430	Consulting	\$11,000.00	\$15,000.00	RS summit (2.5K), web server support and enhancements (\$8,000) , misc consulting	0.54%										
5435	Payroll services fees	\$9,000.00	\$8,000.00		0.44%										
5450	Information Service Costs	\$587,168.14	\$572,950.73	Innovative software maintenance, VEGA Discover, MARCIVE, OCLC fees (see info services spreadsheet), IPA	28.73%										
5450	Information Service Costs	\$35,707.50	\$37,000.00	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	\$87,633.99	\$87,667.00	innovative hosting (81667), 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	\$1,500.00	\$1,500.00		0.07%										
5520	Miscellaneous - E-Commerce Fees	\$5,500.00	\$5,500.00		0.27%										
	TOTAL EXPENDITURES	\$2,043,911.63	\$2,118,682.06	4.8% increase FY25 to FY26											
	TOTAL EXPENDITURES LESS DEPRECIATION	\$2,043,911.63	\$2,118,682.06		100.00%										
	Exclusion of Depreciation from Cash Expenditures														

Change in net position	-\$10,000.00	\$21,174.36										
To Reserves (Overage)	-\$10,000.00	\$21,174.36										
From Reserves for laptop replacements and firewall warranty		-\$14,155.80	Laptop replacements, related hardware and software/warranties, firewall device warranty									
In Kind from RAIL Grant for Accounting	\$51,721.76	\$51,721.76										
In Kind from RAILS Grant for Phone dialer	\$1,764.00	\$1,764.00										

Pearl City PLD (PP)	\$6,434.00	5,732	\$453.04	408	\$412.04	13,408	\$958.43	\$4,459.00	\$200.80	\$0.00	\$6,483.00	\$49.00	0.76%	\$6,483.31	(\$0.31)
Pecatonica PL (PT)	\$8,572.00	22,584	\$1,785.06	1,173	\$1,185.57	17,265	\$1,234.17	\$4,459.00	\$200.80	\$0.00	\$8,865.00	\$293.00	3.42%	\$8,864.60	\$0.40
Peotone PL (PE)	\$15,321.00	45,503	\$3,596.65	3,689	\$3,728.88	61,489	\$4,395.44	\$4,459.00	\$200.80	\$0.00	\$16,381.00	\$1,060.00	6.92%	\$16,380.78	\$0.22
Peru PL (PU)	\$13,333.00	49,212	\$3,889.82	2,760	\$2,789.93	39,560	\$2,827.92	\$4,459.00	\$200.80	\$0.00	\$14,167.00	\$834.00	6.26%	\$14,167.47	(\$0.47)
Plano Community PL (PD)	\$17,060.00	59,890	\$4,733.86	4,752	\$4,803.28	57,650	\$4,121.04	\$4,459.00	\$200.80	\$0.00	\$18,318.00	\$1,258.00	7.37%	\$18,317.98	\$0.02
Plano CUSD (PX)	\$11,277.00	20,282	\$1,603.13	3,116	\$3,149.07	34,482	\$2,464.90	\$4,459.00	\$200.80	\$0.00	\$11,877.00	\$600.00	5.32%	\$11,876.90	\$0.10
Polo PLD (PO)	\$6,322.00	13,553	\$1,071.23	1,191	\$1,203.77	14,342	\$1,025.22	\$3,123.00	\$140.56	\$0.00	\$6,564.00	\$242.00	3.83%	\$6,563.78	\$0.22
Princeton PL (PR)	\$15,081.00	40,345	\$3,188.96	2,869	\$2,899.42	75,066	\$5,365.97	\$4,459.00	\$200.80	\$0.00	\$16,114.00	\$1,033.00	6.85%	\$16,114.15	(\$0.15)
Princeton Township HS (PF)	\$4,512.00	2,069	\$163.56	626	\$632.37	6,830	\$488.23	\$3,123.00	\$140.56	\$0.00	\$4,548.00	\$36.00	0.80%	\$4,547.73	\$0.27
Prophetstown-Lyndon-Tampico Schools (TW)	\$7,071.00	20,538	\$1,623.34	1,009	\$1,020.15	20,857	\$1,490.94	\$3,123.00	\$140.56	\$0.00	\$7,398.00	\$327.00	4.62%	\$7,397.99	\$0.01
Putnam County Schools (UC)	\$6,248.00	4,183	\$330.66	520	\$525.91	10,630	\$759.87	\$4,459.00	\$200.80	\$0.00	\$6,276.00	\$28.00	0.45%	\$6,276.24	(\$0.24)
Putnam County PL (UE)	\$10,023.00	27,040	\$2,137.30	1,367	\$1,381.32	32,209	\$2,302.40	\$4,459.00	\$200.80	\$0.00	\$10,481.00	\$458.00	4.57%	\$10,480.81	\$0.19
Reddick PL (Ottawa) (RL)	\$20,191.00	95,938	\$7,583.14	4,904	\$4,956.57	64,437	\$4,606.20	\$4,459.00	\$200.80	\$0.00	\$21,806.00	\$1,615.00	8.00%	\$21,805.71	\$0.29
Richard A Mautino PL (MA)	\$7,602.00	14,458	\$1,142.76	1,168	\$1,180.86	33,599	\$2,401.81	\$3,123.00	\$140.56	\$0.00	\$7,989.00	\$387.00	5.09%	\$7,988.99	\$0.01
River Valley DL (RD)	\$11,845.00	40,253	\$3,181.66	1,614	\$1,631.30	42,490	\$3,037.32	\$4,459.00	\$200.80	\$0.00	\$12,510.00	\$665.00	5.61%	\$12,510.08	(\$0.08)
Robert R Jones DL (CV)	\$10,965.00	21,718	\$1,716.64	2,227	\$2,250.54	40,600	\$2,902.24	\$4,459.00	\$200.80	\$0.00	\$11,529.00	\$564.00	5.14%	\$11,529.21	(\$0.21)
Robert Rowe PL (Sheridan) (RO)	\$7,514.00	11,584	\$915.62	843	\$852.04	17,610	\$1,258.85	\$4,459.00	\$200.80	\$0.00	\$7,686.00	\$172.00	2.29%	\$7,686.31	(\$0.31)
Rock Island PL (RP)	\$34,766.00	128,785	\$10,179.42	12,721	\$12,857.04	144,676	\$10,341.96	\$4,459.00	\$200.80	\$0.00	\$38,038.00	\$3,272.00	9.41%	\$38,038.21	(\$0.21)
Rockford University (RU)	\$14,636.00	1,339	\$105.81	1,198	\$1,210.51	134,881	\$9,641.80	\$4,459.00	\$200.80	\$0.00	\$15,618.00	\$982.00	6.71%	\$15,617.92	\$0.08
Sandwich PLD (SA)	\$11,648.00	27,873	\$2,203.12	2,613	\$2,640.68	38,985	\$2,786.79	\$4,459.00	\$200.80	\$0.00	\$12,290.00	\$642.00	5.51%	\$12,290.38	(\$0.38)
Schmaling ML (SC)	\$7,156.00	19,627	\$1,551.39	853	\$862.48	25,386	\$1,814.69	\$3,123.00	\$140.56	\$0.00	\$7,492.00	\$336.00	4.70%	\$7,492.11	(\$0.11)
Seneca PL (SE)	\$11,672.00	16,185	\$1,279.32	1,528	\$1,544.04	67,617	\$4,833.54	\$4,459.00	\$200.80	\$0.00	\$12,317.00	\$645.00	5.53%	\$12,316.71	\$0.29
Serena Schools (CF)	\$5,734.00	9,253	\$731.35	685	\$692.34	17,085	\$1,221.30	\$3,123.00	\$140.56	\$0.00	\$5,909.00	\$175.00	3.05%	\$5,908.55	\$0.45
Sherrard PL (SD)	\$10,410.00	33,880	\$2,677.95	1,412	\$1,427.47	30,018	\$2,145.82	\$4,459.00	\$200.80	\$0.00	\$10,911.00	\$501.00	4.81%	\$10,911.04	(\$0.04)
Silvis PL (SL)	\$10,333.00	28,010	\$2,214.00	2,742	\$2,771.73	16,508	\$1,180.03	\$4,459.00	\$200.80	\$0.00	\$10,826.00	\$493.00	4.77%	\$10,825.56	\$0.44
Somonauk PL (SN)	\$13,492.00	42,091	\$3,326.99	3,086	\$3,119.08	45,297	\$3,238.00	\$4,459.00	\$200.80	\$0.00	\$14,344.00	\$852.00	6.31%	\$14,343.87	\$0.13
South Beloit PLD (SB)	\$8,435.00	17,881	\$1,413.33	1,292	\$1,305.51	18,651	\$1,333.24	\$4,459.00	\$200.80	\$0.00	\$8,712.00	\$277.00	3.28%	\$8,711.88	\$0.12
Stockton TL (SK)	\$5,796.00	10,978	\$867.75	491	\$496.60	18,878	\$1,349.47	\$3,123.00	\$140.56	\$0.00	\$5,977.00	\$181.00	3.12%	\$5,977.38	(\$0.38)
Streator PL (SR)	\$11,225.00	24,070	\$1,902.54	2,252	\$2,275.81	41,698	\$2,980.71	\$4,459.00	\$200.80	\$0.00	\$11,819.00	\$594.00	5.29%	\$11,818.85	\$0.15
Sycamore PL (SY)	\$25,610.00	138,751	\$10,967.20	6,151	\$6,216.60	83,899	\$5,997.44	\$4,459.00	\$200.80	\$0.00	\$27,841.00	\$2,231.00	8.71%	\$27,841.04	(\$0.04)
Talcott Free PL (TF)	\$14,847.00	52,863	\$4,178.40	3,257	\$3,291.92	52,084	\$3,723.16	\$4,459.00	\$200.80	\$0.00	\$15,853.00	\$1,006.00	6.78%	\$15,853.28	(\$0.28)
Three Rivers PL (Channahon/Minooka) (TC)	\$25,689.00	106,343	\$8,405.58	8,899	\$8,994.40	82,107	\$5,869.34	\$4,459.00	\$200.80	\$0.00	\$27,929.00	\$2,240.00	8.72%	\$27,929.12	(\$0.12)
United Township HS (E. Moline) (UT)	\$10,606.00	18,396	\$1,454.03	2,528	\$2,555.44	34,426	\$2,460.92	\$4,459.00	\$200.80	\$0.00	\$11,130.00	\$524.00	4.94%	\$11,130.19	(\$0.19)
Walnut PLD (WA)	\$5,122.00	7,645	\$604.25	432	\$436.63	12,907	\$922.64	\$3,123.00	\$140.56	\$0.00	\$5,227.00	\$105.00	2.05%	\$5,227.08	(\$0.08)
Warren Township PL (WR)	\$5,205.00	8,792	\$694.91	427	\$431.58	13,005	\$929.62	\$3,123.00	\$140.56	\$0.00	\$5,320.00	\$115.00	2.21%	\$5,319.67	\$0.33
Western Dist PL (Orion) (WD)	\$8,192.00	17,670	\$1,396.65	1,278	\$1,291.70	15,287	\$1,092.80	\$4,459.00	\$200.80	\$0.00	\$8,441.00	\$249.00	3.04%	\$8,440.94	\$0.06
Wilmington PL (WL)	\$14,732.00	53,996	\$4,267.99	3,353	\$3,388.95	47,677	\$3,408.15	\$4,459.00	\$200.80	\$0.00	\$15,725.00	\$993.00	6.74%	\$15,724.88	\$0.12
Winnebago PL (WP)	\$14,744.00	34,259	\$2,707.90	4,682	\$4,732.19	50,894	\$3,638.09	\$4,459.00	\$200.80	\$0.00	\$15,738.00	\$994.00	6.74%	\$15,737.99	\$0.01
Woodstock PL (WO)	\$39,007.00	164,558	\$13,006.99	13,025	\$13,164.63	166,904	\$11,930.95	\$4,459.00	\$200.80	\$0.00	\$42,762.00	\$3,755.00	9.63%	\$42,762.37	(\$0.37)
Yorkville PL (YK)	\$21,530.00	79,480	\$6,282.24	6,735	\$6,807.54	77,604	\$5,547.40	\$4,459.00	\$200.80	\$0.00	\$23,297.00	\$1,767.00	8.21%	\$23,296.98	\$0.02
TOTALS	\$1,391,743.00	4,358,085	\$344,472.35	340,819	\$344,472.35	4,818,891	\$344,472.35	\$431,221.00	\$19,417.36	\$0.00	\$1,484,055.00	\$92,312.00	5.11%	\$1,484,055.42	(\$0.42)
*Actual amount to be billed to library															
65%/35% split		Circs		Users		Items		Per library	Reserves	Hosting					
Hampton School District		6,438	\$508.91	885	\$894.40	12,049	\$861.32	\$1,560.65	\$70.28	\$0.00	\$3,895.57				
United Township HS		11,957	\$945.12	1,643	\$1,661.03	22,377	\$1,599.60	\$2,898.35	\$130.52	\$0.00	\$7,234.63				
		18,396	\$1,454.03	2,528	\$2,555.44	34,426	\$2,460.92	\$4,459.00	\$200.80	\$0.00	\$11,130.19				

PrairieCat Annual Billing for Union List Members

LLSAP Code	Agency	Phone	Staff Name	Staff Email	Base Fee FY26	Reserves Contribution	Total Due	
AA	Annawan-Alba Township Library	309-935-6483	Michele Thurston	thurstonm2003@gmail.com	\$949.75	\$50.20	\$999.95	
AL	Alleman High School	309-786-7793	Nancy Morris	ncmorris@qconline.com	\$949.75	\$50.20	\$999.95	
BC	Boylan Central Catholic High School	815-877-1088	Angela Long	along@boylan.org	\$949.75	\$50.20	\$999.95	
BV	Bureau Valley School District 340	815-445-4004	Mary Heing	mheing@bureauvalley.net	\$949.75	\$50.20	\$999.95	
BF	Byron CUSD #226	815.234.5491 ext. 241	Jill Smith	jsmith1@byron226.org	\$949.75	\$50.20	\$999.95	
CY	Chadwick-Milledgeville C.U.S.D. #399	815-225-7141 x245	Lisa Richter	lrichter@dist399.net	\$949.75	\$50.20	\$999.95	
DB	Dakota C.U.S.D. #201	815-449-2812 x184	Michele Shippy	mshippy@dakota201.com	\$949.75	\$50.20	\$999.95	
EO	Eastland C.U.S.D. #308	815-493-6341	Erin Cox (formerly	ecox@eastland308.com	\$949.75	\$50.20	\$999.95	
FO	Forreston Public Library	815-938-2624	Julie Voss	forrestonpubliclibrary@gmail.com	\$949.75	\$50.20	\$999.95	
GK	Genoa-Kingston C.U.S.D. #424	815-784-5111 x1140	Tara Wilkins	twilkins@gkschools.org	\$949.75	\$50.20	\$999.95	
GL	Galena Unit S.D. #120	815-777-0917	Anne Huber	huberan@gusd120.k12.il.us	\$949.75	\$50.20	\$999.95	
HI	Moore Memorial Library District	309-658-2666	Carrie Wisley	library.hillsdale@gmail.com	\$949.75	\$50.20	\$999.95	
HW	Hiawatha C.U.S.D. #426	815-522-3335 x24 or	Angie Messenger	angela.messenger@hiawatha426.org	\$949.75	\$50.20	\$999.95	
KI	Kirkland Public Library	815-522-6260	Linda Fett	kirklandlib@hotmail.com	\$949.75	\$50.20	\$999.95	
LN	Lanark Public Library	815-493-2166	Janie Dollinger	lanarklibrary1@gmail.com	\$949.75	\$50.20	\$999.95	
MG	Mineral Gold Public Library District	309-288-3971	Connie Baele	minerallibrary@mchsi.com	\$949.75	\$50.20	\$999.95	
MI	Mills & Petrie Memorial Library	815-453-2213	Linda Dallam	library@ashtonusa.com	\$949.75	\$50.20	\$999.95	
MV	Moline School District #40	309-743-8902	Carolyn Mesick	cmesick@molineschools.org	\$949.75	\$50.20	\$999.95	
MY	Mazon-Verona-Kinsman Elementary SD	815-448-2127	Ralph Rowe, Jr.	rrowejr@mvkmavericks.org	\$949.75	\$50.20	\$999.95	
PB	Polo C.U.S.D. #222	815-946-3314	Carrie Ukena	c.ukena@poloschools.net	\$949.75	\$50.20	\$999.95	
PK	Pankhurst Memorial Library	815-887-3925	Emily Goff	plamboy@gmail.com	\$949.75	\$50.20	\$999.95	
PL	Pearl City C.U.S.D. #200	815-443-2715	Randy Welp	rwelp@pcwolves.net	\$949.75	\$50.20	\$999.95	
PS	Pecatonica C.U.S.D. #321	815-239-2611x1330	Brenda Townsend	brendatownsend@pecschools.com	\$949.75	\$50.20	\$999.95	
RA	Raymond A. Sapp Memorial Library	815-699-2342	Vanessa Zimmerlein	rasapplib@gmail.com	\$949.75	\$50.20	\$999.95	
RH	River Bend Community Unit School District 2	815-589-3511	Amy Heyvaert	aheyvaert@riverbendschools.net	\$949.75	\$50.20	\$999.95	
RI	Rock Island School District #41	309-793-5949.75	Mary Mendelin	mary.mendelin@rimsd41.org	\$949.75	\$50.20	\$999.95	
RV	River Ridge C.U.S.D. #210	815-858-9005 x320	Judy Tippett	jtippett@riverridge210.org	\$949.75	\$50.20	\$999.95	
RW	Rochelle Twp. H.S. Dist. #212	815-562-4161 x4112	Ann Marie Jinkins	ajinkins@rthsd212.org	\$949.75	\$50.20	\$999.95	
RY	Rockridge School District #300	309-795-1736	Jacqy Peterson	jpeterston@rr300.org	\$949.75	\$50.20	\$999.95	
SH	Sheffield Public Library	815-454-2628	Sue Lanxon	sheffieldlib@yahoo.com	\$949.75	\$50.20	\$999.95	
SM	Scales Mound C.U.S.D. #211	815-845-2215x320	Hannah Wiegel	hannahwiegel@scalesmound.net	\$949.75	\$50.20	\$999.95	
TR	Trinity Medical Center	309-779-2603	Amanda Smolenski	amanda.smolenski@trinitycollegeqc.edu	\$949.75	\$50.20	\$999.95	
WC	Warren C.U.S.D. #205	815-745-2641	Sarah Harbach	sarah.harbach@205warren.net	\$949.75	\$50.20	\$999.95	
WN	Winnebago C.U.S.D. #323	815-335-2336 x117	Staci Thompson	ThompsonS@winnebagoschools.org	\$949.75	\$50.20	\$999.95	
YT	York Township Public Library	815-259-2480	Deeann Kramer	director@thomsonlibrary.org	\$949.75	\$50.20	\$999.95	
					\$33,241	\$1,757	\$34,998.25	

		FY25	FY26		Percentage of revenues or Expenditures								
		w/ 3% increase OK reserves	3% increase/staff realignment, 1% 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%								
4051	Revenue from LLSAP RAILS grant	\$515,237.39	\$516,000.00	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)	25.33%								
4062	Union List Member Revenue	\$31,658.00	\$33,241.00	from spreadsheet annual UL billing to BR (add 5% FY26)	1.56%								
4063	Fully Participating & Basic Online Member Revenue	\$1,277,724.10	\$1,464,638.06		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 - Reserves Contribution	60,839.00	0.00		2.99%								
4068	Union List - CR Contribution	5,495.00	0.00		0.27%								
4070	Reimbursements	\$21,065.64	\$21,803.00	reimburse for express lane and marc report	1.04%								
4071	Reimbursements - Hosting fee	\$53,185.00	\$0.00	rolled into per library fee	2.61%								
4073	Reimbursements - PUG Day/DA Fee	\$0	\$0	lunch reimbursement (not used)	0.00%								
4072	Reimbursements - eRead Illinois	\$0.00	\$0.00		0.00%								
4074	Reimbursements - Capria mobile app	\$35,707.50	\$37,000.00	mobile app reimbursement	1.76%								
4080	Investment Income	\$27,000.00	\$40,000.00	based on FY24 numbers	1.33%								
4090	Other Revenue	\$1,000.00	\$1,000.00		0.05%								
					0.00%								
	TOTAL REVENUE	\$2,033,911.63	\$2,118,682.06		100.00%								
EXPENDITURES					Percentage of Expenditures								
5131	eResources - eRead Illinois	\$0.00			0.00%								
5010	other professionals	\$623,547.93	\$771,875.17		30.51%	3%	changes to alignment of staff due to accounting rules						
5010	other professionals merit	\$6,235.48	\$4,203.09		0.31%	1%	changes to alignment of staff due to accounting rules						
5010	other professionals longevity	\$0.00	\$0.00		0.00%								
5020	support services	\$211,887.00	\$116,844.00		10.37%	3%	changes to alignment of staff due to accounting rules						
5020	support services merit	\$2,118.87	\$0.00		0.10%	1%	changes to alignment of staff due to accounting rules						
5020	support services longevity	\$0.00	\$0.00		0.00%								
5030	Payroll taxes, SS taxes, fringe benefits	\$63,910.77	\$67,987.02		3.13%								
5030	Payroll taxes, SS taxes, fringe benefits Merit	\$639.11	\$321.54		0.03%								
5040	Unemployment Insurance	\$3,500.00	\$3,500.00		0.17%								
5050	Worker's Compensation insurance	\$2,100.00	\$2,020.00	adjusted up FY25 costs	0.10%								
5060	Retirement benefits	\$99,416.76	\$105,757.58	11.9% employer contribution	4.86%								
5060	Retirement benefits Merit	\$994.17	\$500.17		0.05%								
5070	Health, Dental, Life, Disability	\$184,624.44	\$204,933.13	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	\$2,800.00	\$2,800.00	Inland Marine Insurance (\$1,600.00)	0.14%														
5200	Fuel	\$1,500.00	\$1,000.00		0.07%														
5210	Repairs and maintenance	\$2,000.00	\$1,000.00	Maintenance of vehicles, tires, replacement of vehicle parts, vehicle repairs, vehicle cleaning, and oil changes	0.10%														
5220	Vehicle Insurance	\$2,000.00	\$1,500.00	auto: one car	0.10%														
5230	Vehicle leasing and rent	\$500.00	\$500.00		0.02%														
5240	Other vehicle expenses	\$350.00	\$350.00	Ipasses, driver's license checks	0.02%														
5250	In-State Travel	\$7,000.00	\$7,000.00		0.34%														
5260	Out-of-State Travel	\$6,000.00	\$6,000.00	ALA, ILA, IUG, ARSL	0.29%														
5270	Registration & Meetings, Other fees	\$9,000.00	\$10,000.00	DA (\$4,000), AC (\$3,000), Staff Conferences (\$1,000), training registration (\$1000)	0.44%														
5280	Conferences and Continuing Education Meetings	\$5,000.00	\$20,000.00	PUG day in person	0.24%														
5290	Public Relations	\$1,000.00	\$2,000.00	PrairieCat branded items	0.05%														
5300	Liability Insurance	\$10,000.00	\$10,000.00	D and O, Cyber; General Liability	0.49%														
5310	Computer, Software & Supplies	\$11,902.50	\$9,404.00	LMS, certs; CMS and libguides	0.58%														
5310	Computer, Software & Supplies	\$19,209.75	\$12,073.00	IT equipment and software (NetNotify; windows 365 (email, shared storage, apps), other software	0.94%														
5320	General Office Supplies and Equipment	\$2,000.00	\$1,500.00	chairs, misc office supplies	0.10%														
5380	Telephone & Telecommunications	\$8,165.22	\$9,995.63	reimburse telco working from home (including ATT hotspot), Zoom costs	0.40%														
5400	Equipment Repair & Maintenance Agreements	\$2,000.00	\$1,500.00	maintenance on servers, FW maintenance	0.10%														
5410	Legal	\$3,500.00	\$3,000.00	reduced due to prior years expenditures	0.17%														
5420	Accounting	\$7,000.00	\$7,000.00	Audit contract (5K), actuary for retiree benefits study (2K).	0.34%														
5430	Consulting	\$11,000.00	\$15,000.00	RS summit (2.5K), web server support and enhancements (\$8,000) , misc consulting	0.54%														
5435	Payroll services fees	\$9,000.00	\$8,000.00		0.44%														
5450	Information Service Costs	\$587,168.14	\$572,950.73	Innovative software maintenance, VEGA Discover, MARCIVE, OCLC fees (see info services spreadsheet), IPA	28.73%														
5450	Information Service Costs	\$35,707.50	\$37,000.00	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	\$87,633.99	\$87,667.00	innovative hosting (81667), 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	\$1,500.00	\$1,500.00		0.07%														
5520	Miscellaneous - E-Commerce Fees	\$5,500.00	\$5,500.00		0.27%														
	TOTAL EXPENDITURES	\$2,043,911.63	\$2,118,682.06	4.8% increase FY25 to FY26															
	TOTAL EXPENDITURES LESS DEPRECIATION	\$2,043,911.63	\$2,118,682.06		100.00%														
	Exclusion of Depreciation from Cash Expenditures																		

Change in net position	-\$10,000.00	\$0.00											
To Reserves (Overage)	-\$10,000.00	\$0.00											
From Reserves for laptop replacements and firewall warranty			-\$14,155.80	Laptop replacements, related hardware and software/warranties, firewall device warranty									
In Kind from RAIL Grant for Accounting	\$51,721.76	\$51,721.76											
In Kind from RAILS Grant for Phone dialer	\$1,764.00	\$1,764.00											

PrairieCat Annual Billing for Union List Members

LLSAP Code	Agency	Phone	Staff Name	Staff Email	Base Fee FY26	Reserves Contribution	Total Due	
AA	Annawan-Alba Township Library	309-935-6483	Michele Thurston	thurstonm2003@gmail.com	\$949.75	\$0.00	\$949.75	
AL	Alleman High School	309-786-7793	Nancy Morris	ncmorris@qconline.com	\$949.75	\$0.00	\$949.75	
BC	Boylan Central Catholic High School	815-877-1088	Angela Long	along@boylan.org	\$949.75	\$0.00	\$949.75	
BV	Bureau Valley School District 340	815-445-4004	Mary Heing	mheing@bureauvalley.net	\$949.75	\$0.00	\$949.75	
BF	Byron CUSD #226	815.234.5491 ext. 241	Jill Smith	jsmith1@byron226.org	\$949.75	\$0.00	\$949.75	
CY	Chadwick-Milledgeville C.U.S.D. #399	815-225-7141 x245	Lisa Richter	lrichter@dist399.net	\$949.75	\$0.00	\$949.75	
DB	Dakota C.U.S.D. #201	815-449-2812 x184	Michele Shippy	mshippy@dakota201.com	\$949.75	\$0.00	\$949.75	
EO	Eastland C.U.S.D. #308	815-493-6341	Erin Cox (formerly	ecox@eastland308.com	\$949.75	\$0.00	\$949.75	
FO	Forreston Public Library	815-938-2624	Julie Voss	forrestonpubliclibrary@gmail.com	\$949.75	\$0.00	\$949.75	
GK	Genoa-Kingston C.U.S.D. #424	815-784-5111 x1140	Tara Wilkins	twilkins@gkschools.org	\$949.75	\$0.00	\$949.75	
GL	Galena Unit S.D. #120	815-777-0917	Anne Huber	huberan@gusd120.k12.il.us	\$949.75	\$0.00	\$949.75	
HI	Moore Memorial Library District	309-658-2666	Carrie Wisley	library.hillsdale@gmail.com	\$949.75	\$0.00	\$949.75	
HW	Hiawatha C.U.S.D. #426	815-522-3335 x24 or	Angie Messenger	angela.messenger@hiawatha426.org	\$949.75	\$0.00	\$949.75	
KI	Kirkland Public Library	815-522-6260	Linda Fett	kirklandlib@hotmail.com	\$949.75	\$0.00	\$949.75	
LN	Lanark Public Library	815-493-2166	Janie Dollinger	lanarklibrary1@gmail.com	\$949.75	\$0.00	\$949.75	
MG	Mineral Gold Public Library District	309-288-3971	Connie Baele	minerallibrary@mchsi.com	\$949.75	\$0.00	\$949.75	
MI	Mills & Petrie Memorial Library	815-453-2213	Linda Dallam	library@ashtonusa.com	\$949.75	\$0.00	\$949.75	
MV	Moline School District #40	309-743-8902	Carolyn Mesick	cmesick@molineschools.org	\$949.75	\$0.00	\$949.75	
MY	Mazon-Verona-Kinsman Elementary SD	815-448-2127	Ralph Rowe, Jr.	rrowejr@mvkmavericks.org	\$949.75	\$0.00	\$949.75	
PB	Polo C.U.S.D. #222	815-946-3314	Carrie Ukena	c.ukena@poloschools.net	\$949.75	\$0.00	\$949.75	
PK	Pankhurst Memorial Library	815-887-3925	Emily Goff	pmlambo@gmail.com	\$949.75	\$0.00	\$949.75	
PL	Pearl City C.U.S.D. #200	815-443-2715	Randy Welp	rwelp@pcwolves.net	\$949.75	\$0.00	\$949.75	
PS	Pecatonica C.U.S.D. #321	815-239-2611x1330	Brenda Townsend	brendatownsend@pecschools.com	\$949.75	\$0.00	\$949.75	
RA	Raymond A. Sapp Memorial Library	815-699-2342	Vanessa Zimmerlein	rasapplib@gmail.com	\$949.75	\$0.00	\$949.75	
RH	River Bend Community Unit School District 2	815-589-3511	Amy Heyvaert	aheyvaert@riverbendschools.net	\$949.75	\$0.00	\$949.75	
RI	Rock Island School District #41	309-793-5950 ex.1139	Mary Mendelin	mary.mendelin@rimsd41.org	\$949.75	\$0.00	\$949.75	
RV	River Ridge C.U.S.D. #210	815-858-9005 x320	Judy Tippett	jtippett@riverridge210.org	\$949.75	\$0.00	\$949.75	
RW	Rochelle Twp. H.S. Dist. #212	815-562-4161 x4112	Ann Marie Jinkins	ajinkins@rthsd212.org	\$949.75	\$0.00	\$949.75	
RY	Rockridge School District #300	309-795-1736	Jacqy Peterson	jpeterson@rr300.org	\$949.75	\$0.00	\$949.75	
SH	Sheffield Public Library	815-454-2628	Sue Lanxon	sheffieldlib@yahoo.com	\$949.75	\$0.00	\$949.75	
SM	Scales Mound C.U.S.D. #211	815-845-2215x320	Hannah Wiegel	hannahwiegel@scalesmound.net	\$949.75	\$0.00	\$949.75	
TR	Trinity Medical Center	309-779-2603	Amanda Smolenski	amanda.smolenski@trinitycollegeqc.edu	\$949.75	\$0.00	\$949.75	
WC	Warren C.U.S.D. #205	815-745-2641	Sarah Harbach	sarah.harbach@205warren.net	\$949.75	\$0.00	\$949.75	
WN	Winnebago C.U.S.D. #323	815-335-2336 x117	Staci Thompson	ThompsonS@winnebagoschools.org	\$949.75	\$0.00	\$949.75	
YT	York Township Public Library	815-259-2480	Deeann Kramer	director@thomsonlibrary.org	\$949.75	\$0.00	\$949.75	
					\$33,241	\$0	\$33,241.25	

