

## **PrairieCat Administrative Council**

### **Agenda**

**June 6, 2025**

The Council will meet on Friday, June 6, 2025, 10:30 am – 1:00 pm in person at the Peru Public Library, 1409 11<sup>th</sup> Street, Peru, IL The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-06-06) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-06-06>).

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 3-31)
  - 4.1. Approve minutes for April 4, 2025, PrairieCat Administrative Council meeting
  - 4.2. Approve financial report for March and April, 2025
  - 4.3. Approve check registers
  - 4.4. Statistical reports
  - 4.5. Approve meeting dates, FY26
5. Membership update
  - 5.1. Update on new and upgrading members
  - 5.2. Update on current training and engagement projects
6. Administrative issues
  - 6.1. Review election results (p. 32)
  - 6.2. Recognize departing Council members
  - 6.3. Elect Administrative Council officers for FY26
  - 6.4. Approve Check signers, FY26
  - 6.5. Appoint committee chair, Finance Committee
  - 6.6. Appoint representative to RAILS Consortium Committee
7. Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body



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8. Reconvene
9. Ad Hoc Committee updates
  - 9.1. Resource Sharing Committee – Report from summit, 4/11/2025
  - 9.2. Finance Committee – no report
10. Review of meeting, what worked and what did not
11. Public comments
12. Adjournment
13. Next meeting - Friday, July 11, 2025, at the Byron Public Library

**PrairieCat Administrative Council  
Minutes  
April 4, 2025**

The Council met on Friday, April 4, 2025, 10:30 am – 1:00 pm in person at the DeKalb Public Library, 309 Oak Street, DeKalb, IL The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-04-04) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-04-04).

1. Call to order, welcome and introductions

Present at DeKalb Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP), Beth Ryan (JO), Jenna Diedrich (GA), Chelsey Knippel (PrairieCat), Kelly McCully (BD), Julie Wayland (PR), Ashley Huffines (FP), Laura Watson (HC), Barbara Posinger (SA), Michelle Krooswyk (NL), Emily Faulkner (DK)

Present via Zoom: Shelby O'Hara (PrairieCat)

Absent: Megan Gove (TF)

Krooswyk (Chair-NL) called the meeting to order at 10:30 am.

2. Introduction of visitors and public comments

There were no public comments. Kat Solheim introduced herself as working with Ryan (JO) as a part of her practicum.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

4.1. Approve minutes for March 7, 2025, PrairieCat Administrative Council meeting

4.2. Approve financial report for February 2025

4.3. Approve check registers

4.4. Statistical reports

**MOTION #1**

**Ryan (JO) moved and Diedrich (GA) seconded to approve the consent agenda as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that Mills and Petrie who is upgrading from Union List to Basic Online has set a Go Live date of May 19, 2025.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that the Resource Sharing Summit is coming up next week, on April 11, 2025, at the DeKalb Public Library. We have several great presentations lined up and there are about 50 people registered. The homepage builder and user role courses are now available on TalentLMS. The homepage builder Q&A sessions are scheduled for April 22 and 24, 2025. We do require attendees for the Q&A sessions to have completed the homepage builder course on TalentLMS before attending the Q&A. We have also begun our monthly IPLAR Q&A sessions.

Smith said that PUG Day is in full planning mode. We are finalizing outside presenters and have put a call out for program proposals to the membership.

5.2.1. Public Library Representation (Tier list), FY26

Coulter (PrairieCat) explained the Membership Tier list for FY26. This list stayed the

same as FY25 aside from the addition of Mills and Petrie Memorial Library and Gymnasium.

#### 5.2.2. Membership eligibility report (eligibility to move up or down)

Smith (PrairieCat) stated the Administrative Council annually reviews Membership Levels and Eligibility as outlined in governance documents. For public libraries, the report details the 3-year average of total operating expenditures as reported in the IPLAR. The PrairieCat fees as a percentage of that is also shown. All of the libraries that spend more than 5% of their operating expenditures on PrairieCat fees are eligible for a lower level of PrairieCat membership yet are choosing the higher level for the services it provides. All Fully Participating members that are required to be in that membership level spend less than 5% of their operating expenditures on PrairieCat fees, with an average of 2%. For school libraries, the report details the 3-year average of enrollment. Polo Public Library District is a Basic Online member, the 3-year average of operating expenditures is \$206,808, which is about \$6,000 over the threshold for Basic Online membership. However, their FY25 operating expenditures have decreased to \$196,408. It is recommended to discuss this situation to see what is best for the library, as they may fluctuate between eligibility levels. All school libraries are in the appropriate membership level based on their eligibility. The Council agreed to talk with Polo and make them aware of the situation but leave them as Basic Online for FY26.

### 6. Administrative issues

#### 6.1. Review and approval, FY25-FY27 Strategic Plan

Coulter (PrairieCat) explained The Strategic Planning team, comprised of PrairieCat Staff as well as Administrative Council members Jenna Diedrich and Beth Ryan, present the following plan to Administrative Council for review.

To create a cohesive, actionable plan, the Planning Team reviewed the progress towards previous plan goals, conducted a survey of member libraries and surveyed our standing groups and committees. In addition, a planning session was held with staff.

The membership survey was key for understanding current member training needs as well as thoughts about PrairieCat leadership, governance, culture, and overall member satisfaction. The survey was completed by 80 consortium members. 87.5% of participants represented public library members, and 82.5% represented libraries that are full participants in PrairieCat's services. 51.25% of respondents were directors, the remainder of respondents being from various positions within the libraries.

At the September in-person staff meeting, staff reviewed the current strategic directions and goals. Staff focused on possible revised activities to achieve the plan goals, and the most popular ideas were compiled. Using these activity ideas, members of PrairieCat committees were surveyed to rank suggestions, as well as suggest new activities for goals that they had.

Results from the staff and committee surveys were combined with the results from the member survey. Ideas/activities were then ranked, and a new strategic plan was formulated. The Strategic Planning team then reviewed the new plan and is now passing it on to Administrative Council for approval.

## **MOTION #2**

**Huffiness (FP) moved and McCully (BD) seconded to approve the strategic plan for FY25-27. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

## **6.2. Appoint nominating committee members**

Coulter (PrairieCat) stated in the coming fiscal year; the following Administrative Council members' terms are expiring. Two of the members who are expiring are eligible to run again, and two are terming off, having completed two consecutive terms. The Council needs to appoint a nominating committee to arrange for the coming election.

Emily Faulkner, Tier 1 seat: Terming off.

Laura Watson, Academic/School/Special seat: Terming off

Kelly McCully, Tier 2 seat: eligible to run again

Kim Brozovich, At-large seat: eligible to run again

Ryan (JO) and Wayland (PR) volunteered for the Nominating Committee.

### 6.3. Review and recommendation to Delegates Assembly, FY26 budget and fees

Coulter (PrairieCat) shared the proposed budget for FY26. This 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 per library fee and hosting fee, with each receiving a 5% increase over last year. Reserves were calculated at 2% of expenditures. There were a couple of changes made from the last draft review, however. Revenues derived from interest income have been adjusted down a bit per advice from our accountants given current market projections.

The new costs for the replacement mobile app were also added. The costs are again shown as being reimbursed by the participating members, however the installation costs of \$15,000 are shown as being taking from reserves. It is our goal to fund the mobile app for all circulating members in FY27. This budget was reviewed by the Finance Committee at their 3/20/2025 meeting and recommended to the Administrative Council. The Council agrees to send the draft FY26 budget to the Delegates Assembly for approval.

Huffines (FP) asked if RAILS has said anything about the current situation regarding IMLS funding. Coulter responded yes, she has been in contact with RAILS and RAILS has sent out an email and article detailing what they receive from IMLS every year. This money from IMLS is usually targeted toward delivery. They are confident they will still receive their grants for this spring. However, the IMLS funding law expires in September. If this funding is not continued after September, this could be a problem for RAILS delivery service.

#### 6.4. Review and discussion, Mobile app recommendation

Coulter (PrairieCat) stated, as you may know, the existing contract with OCLC/Capira for our mobile app expires in October of 2025. Currently, 57 member libraries participate in this project, and more have expressed interest once the new contract is in place.

PrairieCat operates as an intermediary with these sites, paying for the costs and then charging the libraries to reimburse the consortium. In this way, the project has no impact on the consortium's expenditures.

Over the past months, the UX Committee has done several demonstrations and reviewed the written responses from vendors. We received responses from Innovative Interfaces, OCLC/Capira, Communico, and Bibliocommons. When analyzing pricing, we requested costs for the existing participants, but we also desired to see costs for providing the service to every circulating library. Coulter included the scoring done by the UX committee based on the demonstrations and written responses that were received. Also included was the costing information received from all the vendors.

Innovative costing includes a base fee, which includes 25 individual "templates". These templates allow for each library to brand the app with their own logo, colors, showcases, etc. If more templates are added, each costs an additional \$225 per year. In FY26, the cost reflected in the budget includes templates for each of the current 57 participants. Costing also includes a \$15,000 installation fee.

The most recent budget draft is configured to reflect taking the \$15,000 in installation fees from reserves. If we do not cover this cost from reserves and we move forward in FY27 with expansion to all circulating members, we will otherwise need to come up with a reimbursement solution for the existing members of the project, since they would have had to shoulder those costs in the coming year. The Finance committee decided that a more sensible approach would be to take this install cost from reserves in FY26.

At the Finance committee meeting on 3/20, the committee agreed to recommend the Innovative solution to the Administrative Council, using the plan outlined above for reimbursement in FY26 and considering expanding the service to the entire consortium in FY27.



Looking down the road to FY27, a suggestion was made to provide fully participating libraries with their individual template as part of their fees. We would then charge the per-template fee of \$225 to any basic online library that wants to brand their mobile app separately. In this way, we are providing fully participating libraries with another benefit of their membership level. Expanding the benefits of fully participating membership is something we have been discussing for some time now.

Coulter also scheduled a demo with the libraries who currently use the mobile so they can see what their new product on April 15, 2025. This will give them a chance to see the Innovative mobile app and how it will work before voting on it at the Delegates Assembly meeting.

#### 6.5. Review, Delegates Assembly agenda

Coulter (PrairieCat) shared the draft agenda for the April 30, 2025, Delegates Assembly meeting. Ryan (JO) suggested doing a demo of the Innovative mobile app at the Delegates Assembly meeting as well as the demo on the April 15<sup>th</sup>. Coulter will add that to the agenda.

### 7. Ad Hoc Committee updates

#### 7.1. Resource Sharing Committee – no report

#### 7.2. Finance Committee – report from 3/20/2025

Ryan (JO) stated that the Finance Committee met at Sycamore Public Library on March 20, 2025. We discussed the budget, including staff raises as well as the realignments, reserves were calculated at 2% of expenditures, the removal of out-of-state travel and the addition of the mobile app. The Committee also discussed moving the meetings to remote meetings, which would require the Delegates Assembly approving changes to the Bylaws.

#### 1. Review of meeting, what worked and what did not

The meeting went well.



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2. Public comments

There were no public comments.

3. Adjournment

The meeting adjourned at 11:20 am.

4. Next meeting - Friday, May 9, 2025, at the Princeton Public Library

<b>FY2025 PrairieCat Administrative Council MOTIONS July 2024 - June 2025</b>				M – Motion made by                      Y - Yes                      Abstain - Abs                      A - Absent 2nd – Motion seconded by              N - No                      NA - No Answer              NP - Not present										
<b>Meeting Date:04/04/2025</b>	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	2ND Y	Y	A	Y	Y	Y	Y	M              Y	Y	Y
to approve FY25-27 strategic plan	10	0	0	Y	Y	Y	A	M Y	Y	2ND Y	Y	Y	Y	Y



**Date:** 5/9/2025

**To:** PrairieCat Administrative Council

**From:** Elena Mendoza, RAILS Staff Accountant

**Subject:** PrairieCat Financial Report – March 2025

Please find attached the PrairieCat Financial Reports for the month of March 2025. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of March 22 through April 21.

As of March 31, of the total cash balance of \$1,461,420, \$709,733 was undesignated working cash, \$734,731 was designated for capital reserves, and \$16,956 was eCommerce receipts payable to the membership. Cash decreased by \$79,083 during March primarily due to the monthly payroll and payroll-related expenses, monthly LIMRiCC health insurance premiums, as well as other vendor expenses. These expenses were partially offset by the receipt of the three remaining third quarter member fees.

The balance of working cash was sufficient to fund 4.2 months of budgeted FY2025 operating expenses, and the capital reserves amount could fund an additional 4.3 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 March of \$1,534,956 were \$9,522 above budget primarily due to above budget investment income through March as well as 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. These above budget revenues are partially offset by lower than budgeted reimbursements for the annual Capira mobile application fees that are billed annually to participating members.

Total year-to-date interest as of the end of March was \$32,249, which was \$11,999 above the year-to-date budgeted amount of \$20,250 and \$825 above the year-to-date interest earned as of one year ago (March 2024). At their March meeting, the Federal Reserve held interest rates level for the second consecutive time. They anticipate two .25% interest rate cuts for this calendar year. Their projections for calendar years 2025 and 2026 interest rates remain at 3.9% and 3.4%, respectively, and their next meeting is scheduled for May 7. Decisions about interest rates could be affected by the current tariffs and any future tariffs that could be reinstated. The average March interest rates were 4.436% and

4.213% for the IL Funds and iPrime money market (ISC) accounts, respectively, slightly decreasing from the February average interest rates of 4.504% and 4.235%.

Total expenses through March of \$1,413,254 were \$100,278 below budget primarily due to under budget Contractual Services expenses (\$66,382), Personnel Costs (\$32,936), Supplies, Postage and Printing costs (\$7,515), and Travel and Continuing Education costs (\$4,170).

The subscription entries for the two amendments to the Innovative Interfaces maintenance contract for Sierra, hosting, and phone alerts system subscriptions were recorded in March. The amendments included replacing the iTiva phone system with Innovative's phone alerts and adding additional review files to the five-year Innovative Interfaces maintenance contract. Since the amendments were material, a remeasurement of the five-year Innovative Interfaces contract was done for the remaining three years (July 1, 2024 through June 30, 2027). The remeasurement involved writing off the subscription asset, liability, and amortization expense of the initial Sierra and hosting subscription that commenced on July 1, 2022, through June 30, 2027, and recording a loss on the Subscription-Based Information Technology Arrangement (SBITA) asset for the difference. Then, a remeasurement of the asset, liability, interest expense, and amortization expense for the remaining three years of the Innovative Interfaces maintenance contract was recorded for the two contract amendments.

Contractual Services expenses were under budget primarily 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 SBITAs for government end-users. Under this statement, PrairieCat records monthly amortization expense of the total amount of each contractual agreement as well as interest expense over the subscription terms, at the present value of subscription payments. The goal of this statement is to recognize that the signing of these agreements constitutes a purchase of the right to use the asset over the period of time in the agreement. Since these contracts are paid in annual increments over the term of the agreements, these assets are accounted for 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 subscription expenses were charged to information service costs and other contractual services.

Personnel expenses were under budget primarily due to blended increases in budgeted health insurance rates that did not take effect until calendar year 2025 as well as not having yet incurred unemployment insurance and staff tuition costs through March and being under budget in nearly all other personnel costs. Supplies, postage and printing costs were under budget due to a lower than anticipated need for computers, software, and supplies through March. Travel and continuing education costs were below budget through March but are expected to rise as staff mileage reimbursements, conferences, and in-person member and governance meetings continue to occur throughout the remainder of the fiscal year.

These below budget costs were partially offset by above budget consulting costs, primarily due to the late receipt of the vendor invoice for the fiscal year 2024 fourth quarter website support and development (\$2,340), the unbudgeted website accessibility review (\$2,000), and the second half of the payment for the Director's compensation survey (\$1,000). Additional above budget costs are due to the interest expense related to the SBITAs discussed above.

**PRAIRIECAT  
CASH REPORT  
FOR THE PERIOD ENDING March 31, 2025**

Beginning Cash Balance	\$ 1,540,502.49
Cash Received	
Payments from Member Libraries, etc.	7,689.00
Interest - BankORION	308.95
Interest - Illinois Funds	946.73
Interest - PMA	185.76
eCommerce Receipts Payable	5,658.86
Total Cash Received	<u>14,789.30</u>
Expenses Paid	
Checks and Vendor ACH Payments	19,557.08
Payroll and Retirement Contributions	72,703.49
ACH Credit Card Payments	1,215.98
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	395.45
Total Disbursements	<u>93,872.00</u>
Ending Cash Balance	<u><u>\$ 1,461,419.79</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	16,955.63
Capital Reserve Designation	734,730.84
Working Cash	709,733.32
<b>TOTAL CASH</b>	<u><u>\$ 1,461,419.79</u></u>

**PAYPAL FUNDS DETAILS:**

March PayPal Receipts in Transit to Bank	\$701.16
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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 March 2025	\$ 38,648.20
<b>TOTAL CURRENT CD INVESTMENT VALUE</b>	<u><u>\$ 490,848.20</u></u>

Invested in Capital Assets Balance as of March 2025	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of March 2025	\$1,136,295.35
Unrestricted Fund Balance as of March 2025	\$939,698.92
FY25 operating expenses excluding planned capital reserve designation:	\$ 2,033,911.63
Working Cash % of operating expenses:	34.89%

**PrairieCat**  
Balance Sheet  
As of 3/31/2025

	Balance End of Month
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Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,156,963.55
Cash - Illinois Funds	252,345.21
Cash - PMA	52,111.03
PayPal Funds	721.16
Total Cash & cash equivalents	1,462,140.95
Investments	452,200.00
Accounts receivables	200.00
Other Receivables	
PayPal Funds Receivable	20.00
Total Other Receivables	20.00
Accrued investment income	38,648.20
Prepaid expenses	231,436.47
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Subscription Based IT Arrangements	1,524,718.00
Accumulated Depreciation	(300,008.50)
Accumulated Amortization - Subscription Based IT Arrangement	(388,422.65)
Total Capital Assets, net	1,136,295.35
Other Assets	
Deferred Outflows - Pension	434,543.03
Deferred Outflows - OPEB	29.00
Total Other Assets	434,572.03
Total Assets	<u>3,755,513.00</u>
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Liabilities	
eCommerce Receipts Payable	17,696.79
Payroll	
Pension Payable	10,222.53
Total Payroll	10,222.53
Deferred revenue	37,645.99
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	1,106,901.43
Total Other long-term obligations	1,123,359.43
Total Liabilities	<u>1,679,518.73</u>
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Net Assets	
Beginning Net Assets	1,954,292.17
Current YTD Net Income	121,702.10
Total Net Assets	<u>2,075,994.27</u>
Total Liabilities and Net Assets	<u><u>3,755,513.00</u></u>



**PrairieCat**

Statement of Revenues and Expenses - FY25 is 75.00% Completed  
From 3/1/2025 Through 3/31/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,638.13	23,743.17	23,743.00	100.00%	31,658.00	74.99%
Fully Participating and Basic Online Member Revenue	106,476.59	958,289.25	958,293.00	99.99%	1,277,724.10	74.99%
ILL Barcode Revenue	100.00	1,900.00	2,250.00	84.44%	3,000.00	63.33%
Fully Participating & Basic Online - CR Contribution	5,069.93	49,129.31	45,630.00	107.66%	60,839.00	80.75%
Union List - CR Contribution	457.92	4,121.28	4,122.00	99.98%	5,495.00	75.00%
Total Fees for Services and Materials	114,742.57	1,037,183.01	1,034,038.00	100.30%	1,378,716.10	75.23%
Reimbursements						
Reimbursements	1,636.43	14,727.87	15,799.00	93.22%	21,065.64	69.91%
Reimbursements - Hosting Fee	4,432.07	39,888.69	39,888.00	100.00%	53,185.00	74.99%
Reimbursements - Capira Mobile App	2,557.33	23,005.20	26,781.00	85.90%	35,707.50	64.42%
Total Reimbursements	8,625.83	77,621.76	82,468.00	94.12%	109,958.14	70.59%
Investment Income	3,591.89	32,248.51	20,250.00	159.25%	27,000.00	119.43%
Other						
Other Grants	0.00	0.00	1,500.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,083.45	387,751.04	386,428.00	100.34%	515,237.39	75.25%
Other Revenue	0.00	151.98	750.00	20.26%	1,000.00	15.19%
Total Other	43,083.45	387,903.02	388,678.00	99.80%	518,237.39	74.85%
Total REVENUES	170,043.74	1,534,956.30	1,525,434.00	100.62%	2,033,911.63	75.47%
<b>EXPENSES</b>						
Personnel						
Other Professionals	48,611.32	464,196.81	460,227.00	100.86%	629,783.41	73.70%
Support Services	15,760.53	149,725.04	156,389.00	95.73%	214,005.87	69.96%
Social Security Taxes	4,630.55	44,154.98	47,169.00	93.61%	64,549.88	68.40%
Unemployment Insurance	0.00	0.00	2,625.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	1,363.97	1,575.00	86.60%	2,100.00	64.95%
Retirement Benefits	7,267.60	71,682.48	73,377.00	97.69%	100,410.93	71.38%
Health, Dental And Life Insurance	12,180.12	117,016.13	138,468.00	84.50%	184,624.44	63.38%
Other Fringe Benefits	180.00	360.00	750.00	48.00%	1,000.00	36.00%
Tuition Reimbursements	0.00	0.00	375.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	270.00	750.00	36.00%	1,000.00	27.00%
Total Personnel	88,798.45	848,769.41	881,705.00	96.26%	1,201,474.53	70.64%
Buildings and Grounds						
Property Insurance	252.83	2,275.47	2,100.00	108.35%	2,800.00	81.26%
Total Buildings and Grounds	252.83	2,275.47	2,100.00	108.36%	2,800.00	81.27%
Vehicle Expenses						
Fuel	110.68	526.45	1,125.00	46.79%	1,500.00	35.09%
Repairs And Maintenance	15.00	513.47	1,500.00	34.23%	2,000.00	25.67%

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 75.00% Completed

From 3/1/2025 Through 3/31/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Vehicle Insurance	114.67	1,032.03	1,500.00	68.80%	2,000.00	51.60%
Vehicles Leasing And Rent	0.00	0.00	375.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	127.20	262.00	48.54%	350.00	36.34%
Total Vehicle Expenses	240.35	2,199.15	4,762.00	46.18%	6,350.00	34.63%
Travel and Continuing Education						
In-State Travel	0.00	4,919.78	5,250.00	93.71%	7,000.00	70.28%
Out-Of-State Travel	2,976.54	3,745.20	4,500.00	83.22%	6,000.00	62.42%
Registrations And Meeting, Other Fees	1,783.90	4,567.04	6,750.00	67.65%	9,000.00	50.74%
Conferences And Continuing Education Meetings	0.00	1,763.89	3,750.00	47.03%	5,000.00	35.27%
Total Travel and Continuing Education	4,760.44	14,995.91	20,250.00	74.05%	27,000.00	55.54%
Public Relations	0.00	1,834.54	750.00	244.60%	1,000.00	183.45%
Commercial Insurance	620.33	5,582.97	7,500.00	74.43%	10,000.00	55.82%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,994.07	16,454.27	23,334.00	70.51%	31,112.25	52.88%
General Office Supplies And Equipment	73.54	758.43	1,500.00	50.56%	2,000.00	37.92%
Postage	0.00	106.70	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	2,067.61	17,319.40	24,834.00	69.74%	33,112.25	52.31%
Telephone and Telecommunications	461.21	6,587.33	6,125.00	107.54%	8,165.22	80.67%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	70.83	565.40	1,500.00	37.69%	2,000.00	28.27%
Total Equipment Repair and Maintenance	70.83	565.40	1,500.00	37.69%	2,000.00	28.27%
Professional Services						
Legal	343.00	2,900.00	2,625.00	110.47%	3,500.00	82.85%
Accounting	0.00	6,750.00	5,250.00	128.57%	7,000.00	96.42%
Consulting	0.00	14,407.50	8,250.00	174.63%	11,000.00	130.97%
Payroll Service Fees	799.83	6,531.83	6,750.00	96.76%	9,000.00	72.57%
Total Professional Services	1,142.83	30,589.33	22,875.00	133.72%	30,500.00	100.29%
Contractual Services						
Information Service Costs	3,879.57	133,874.35	467,156.00	28.65%	622,875.64	21.49%
Outside Printing Services	0.00	0.00	1,500.00	0.00%	2,000.00	0.00%
Other Contractual Services	(5,689.17)	(3,595.85)	65,725.00	(5.47)%	87,633.99	(4.10)%
Amortization - Subscription Based IT Arrangements	279,775.14	337,720.46	0.00	0.00%	0.00	0.00%
Total Contractual Services	277,965.54	467,998.96	534,381.00	87.58%	712,509.63	65.68%
(Gain)/Loss on Asset Disposal						
(Gain)/Loss on SBITA Assets	1,898.00	1,898.00	0.00	0.00%	0.00	0.00%

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 75.00% Completed  
From 3/1/2025 Through 3/31/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Total (Gain)/Loss on Asset Disposal	<u>1,898.00</u>	<u>1,898.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>	<u>0.00%</u>
Professional Association Membership Dues	146.88	1,431.88	1,500.00	95.45%	2,000.00	71.59%
SBITA Interest	1,708.08	6,832.32	0.00	0.00%	0.00	0.00%
Miscellaneous	58.74	863.24	1,125.00	76.73%	1,500.00	57.54%
Miscellaneous - eCommerce Fees	324.20	3,510.89	4,125.00	85.11%	5,500.00	63.83%
Total EXPENSES	<u>380,516.32</u>	<u>1,413,254.20</u>	<u>1,513,532.00</u>	<u>93.37%</u>	<u>2,043,911.63</u>	<u>69.14%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>(210,472.58)</u>	<u>121,702.10</u>	<u>11,902.00</u>	<u>1,022.53%</u>	<u>(10,000.00)</u>	<u>(1,217.02)%</u>

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 3/22/2025 Through 4/21/2025

Vendor Name	Effective Date	Check Amount
WEX Bank	3/24/2025	110.68
Klein, Thorpe and Jenkins, Ltd.	3/26/2025	343.00
Paycom Payroll LLC	3/27/2025	319.49
Paycom Payroll LLC	3/27/2025	20,922.14
Paycom Payroll LLC	3/27/2025	8,572.36
ICMA Retirement Corporation	3/28/2025	1,443.17
Bank Orion	3/31/2025	51.25
First Bankcard	4/1/2025	3,278.83
CAROLYN COULTER	4/2/2025	386.20
RENEE GRASSI	4/2/2025	378.96
MerchantE	4/2/2025	262.76
MerchantE	4/2/2025	62.50
Illinois Municipal Retirement Fund	4/8/2025	10,222.10
LIMRICC	4/9/2025	16,433.26
WILIUG	4/9/2025	30.00
Bank Orion	4/9/2025	20.00
Paycom Payroll LLC	4/10/2025	306.49
Paycom Payroll LLC	4/10/2025	20,804.42
Paycom Payroll LLC	4/10/2025	8,496.27
ICMA Retirement Corporation	4/11/2025	1,443.17
Mel Foster Co. Insurance	4/11/2025	6,366.00
Cherry Hill Company	4/16/2025	2,340.00
Annawan-Alba Township Library	4/16/2025	33.80
Bourbonnais Public Library District	4/16/2025	217.30
Bradley Public Library District	4/16/2025	86.30
Byron Public Library District	4/16/2025	48.99
Cherry Valley Public Library District	4/16/2025	486.29
Clinton Township Public Library	4/16/2025	32.40
Coal City Public Library District	4/16/2025	244.08
Colona District Public Library	4/16/2025	30.30
Cortland Community Library	4/16/2025	188.75
DeKalb Public Library	4/16/2025	370.68
East Moline Public Library	4/16/2025	52.00
Earlville Public Library District	4/16/2025	94.86
East Dubuque District Library	4/16/2025	24.00
Ella Johnson Memorial Public Library District	4/16/2025	225.40
Flagg-Rochelle Public Library District	4/16/2025	205.59
Fossil Ridge Public Library District	4/16/2025	91.00
Franklin Grove Public Library	4/16/2025	44.79
Freeport Public Library	4/16/2025	670.57
Galena Public Library District	4/16/2025	194.52
Geneseo Public Library District	4/16/2025	135.10
Genoa Public Library District	4/16/2025	969.57
Hanover Township Library	4/16/2025	19.80
Harvard Diggins Library	4/16/2025	107.60
Henry C. Adams Memorial Library	4/16/2025	16.60
Highland Community College Library	4/16/2025	28.10
Hinckley Public Library District	4/16/2025	642.45
Homer Township Public Library District	4/16/2025	12.99
Homer Township Public Library District	4/16/2025	507.39
Ida Public Library	4/16/2025	185.15
Ida Public Library	4/16/2025	13.00
Johnsburg Public Library District	4/16/2025	319.50
Julia Hull District Library	4/16/2025	156.25
Kankakee Public Library	4/16/2025	188.88

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 3/22/2025 Through 4/21/2025

Vendor Name	Effective Date	Check Amount
Lena Community District Library	4/16/2025	24.50
Limestone Township Library	4/16/2025	215.75
LOSTANT COMMUNITY LIBRARY	4/16/2025	25.00
Manhattan-Elwood Public Library District	4/16/2025	401.00
Manhattan-Elwood Public Library District	4/16/2025	17.00
Manteno Public Library District	4/16/2025	326.54
Marengo-Union Public Library District	4/16/2025	78.10
Marseilles Public Library	4/16/2025	31.70
Mokena Community Public Library District	4/16/2025	342.74
Moline Public Library	4/16/2025	928.00
Morris Area Public Library	4/16/2025	74.44
Mount Morris Public Library	4/16/2025	54.30
New Lenox Public Library	4/16/2025	287.75
Nippersink Public Library District	4/16/2025	170.65
NORTH CHICAGO PUBLIC LIBRARY	4/16/2025	69.68
North Suburban Library District	4/16/2025	388.56
North Suburban Library District	4/16/2025	138.35
Odell Public Library	4/16/2025	789.10
Oglesby Public Library District	4/16/2025	54.20
Peotone Public Library District	4/16/2025	446.80
Peru Public Library	4/16/2025	166.44
Plano Community Library District	4/16/2025	28.80
Princeton Public Library	4/16/2025	208.80
Reddick Public Library District	4/16/2025	489.85
River Valley District Library	4/16/2025	25.19
Robert R. Jones Public Library District	4/16/2025	64.10
Rock Island Public Library	4/16/2025	483.62
Rock Island Public Library	4/16/2025	59.58
Rock Island Public Library	4/16/2025	8.10
Sandwich Public Library District	4/16/2025	127.30
Schmaling Memorial Public Library District	4/16/2025	28.20
Seneca Public Library District	4/16/2025	311.52
Sherrard Public Library District	4/16/2025	15.29
Somonauk Public Library District	4/16/2025	289.10
South Beloit Public Library	4/16/2025	44.20
Streator Public Library	4/16/2025	499.35
Sycamore Public Library	4/16/2025	171.03
Talcott Free Library District	4/16/2025	244.62
Three Rivers Public Library	4/16/2025	175.85
Three Rivers Public Library	4/16/2025	29.60
Warren Township Public Library	4/16/2025	20.79
Wilmington Public Library District	4/16/2025	255.35
WINNEBAGO PUBLIC LIBRARY DISTRICT	4/16/2025	16.50
Woodstock Public Library	4/16/2025	163.06
Yorkville Public Library	4/16/2025	2,103.25
Report Total		120,130.70



**Date:** 6/6/2025  
**To:** PrairieCat Administrative Council  
**From:** Elena Mendoza, RAILS Staff Accountant  
**Subject:** PrairieCat Financial Report – April 2025

Please find attached the PrairieCat Financial Reports for the month of April 2025. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of April 22 through May 21.

As of April 30, of the total cash balance of \$1,776,766, \$1,024,169 was undesignated working cash, \$747,723 was designated for capital reserves, and \$4,874 was eCommerce receipts payable to the membership. Cash increased by \$315,346 during April primarily due to the receipt of 89% of the invoiced fourth quarter member fees (\$306,072) and the receipt of the quarterly RAILS support grant payment (\$129,250). These receipts were partially offset by the monthly payroll and payroll-related expenses (\$72,323), third quarter eCommerce pay-outs to members (\$17,538), monthly LIMRiCC health insurance expense (\$16,433), annual Mel Foster cyber liability and directors & officers insurance expense (\$6,366), annual Selective inland marine, general liability, property, and auto insurance expense (\$5,885), as well as several other smaller vendor expenses.

The balance of working cash was sufficient to fund 6.0 months of budgeted FY2025 operating expenses, and the capital reserves amount could fund an additional 4.4 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 April of \$1,705,335 were \$10,408 above budget primarily due to above budget investment income through April as well as 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. These above budget revenues are partially offset by lower than budgeted reimbursements for the annual Capira mobile application fees that are billed annually to participating members.

Total year-to-date interest as of the end of April was \$35,776, which was \$13,276 above the year-to-date budgeted amount of \$22,500 and \$768 above the year-to-date interest earned as of one year ago (April 2024). At their May meeting, the Federal Reserve held their target borrowing rate at between 4.25% and 4.50% for the third consecutive time. Decisions about interest rates could be affected by the

uncertain economic outlook around tariffs, unemployment, and inflation. Their projections for calendar years 2025 and 2026 interest rates remain at 3.9% and 3.4%, respectively, and their next meeting is scheduled for June 18. The average April interest rates were 4.434% and 4.207% for the IL Funds and iPrime money market (ISC) accounts, respectively. These were slightly decreased from the March average interest rates of 4.436% and 4.213%, but still near or within the range of the target borrowing rate set by the Federal Reserve.

Total expenses through April of \$1,568,528 were \$108,856 below budget primarily due to under budget Contractual Services expenses (\$72,326), Personnel Costs (\$37,986), Supplies, Postage and Printing costs (\$8,529), and Travel and Continuing Education costs (\$3,235).

Contractual Services expenses were under budget primarily 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 IT Arrangements (SBITAs) for government end-users. Under this statement, PrairieCat records monthly amortization expense of the total amount of each contractual agreement as well as interest expense over the subscription terms, at the present value of subscription payments. The goal of this statement is to recognize that the signing of these agreements constitutes a purchase of the right to use the asset over the period of time in the agreement. Since these contracts are paid in annual increments over the term of the agreements, these assets are accounted for 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 subscription expenses were charged to information service costs and other contractual services.

Personnel expenses were under budget primarily due to blended increases in budgeted health insurance rates that did not take effect until calendar year 2025 as well as not having yet incurred unemployment insurance and staff tuition costs through April and being under budget in nearly all other personnel costs. Supplies, postage and printing costs were under budget due to a lower than anticipated need for computers, software, and supplies through April. Travel and continuing education costs were overall below budget through April but are expected to rise as staff mileage reimbursements, conferences, and in-person member and governance meetings continue to occur throughout the remainder of the fiscal year.

These below budget costs were partially offset by above budget consulting costs, primarily due to the late receipt of the vendor invoice for the fiscal year 2024 fourth quarter website support and development (\$2,340), the unbudgeted website accessibility review (\$2,000), and the second half of the payment for the Director's compensation survey (\$1,000). Additional above budget costs are due to the interest expense related to the SBITAs discussed above.

**PRAIRIECAT  
CASH REPORT  
FOR THE PERIOD ENDING April 30, 2025**

Beginning Cash Balance	\$ 1,461,419.79
Cash Received	
Payments from Member Libraries, etc.	435,422.35
Interest - BankORION	336.95
Interest - Illinois Funds	919.62
Interest - PMA	180.21
eCommerce Receipts Payable	5,457.83
Total Cash Received	<u>442,316.96</u>
Expenses Paid	
Checks and Vendor ACH Payments	50,951.05
Payroll and Retirement Contributions	72,322.86
ACH Credit Card Payments	3,278.83
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	417.76
Total Disbursements	<u>126,970.50</u>
Ending Cash Balance	<u><u>\$ 1,776,766.25</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	4,873.81
Capital Reserve Designation	747,722.84
Working Cash	1,024,169.60
<b>TOTAL CASH</b>	<u><u>\$ 1,776,766.25</u></u>

**PAYPAL FUNDS DETAILS:**

April PayPal Receipts in Transit to Bank	\$413.91
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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 April 2025	\$ 40,738.44

<b>TOTAL CURRENT CD INVESTMENT VALUE</b>	<u><u>\$ 492,938.44</u></u>
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Invested in Capital Assets Balance as of April 2025	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of April 2025	\$1,098,770.85
Unrestricted Fund Balance as of April 2025	\$992,328.07

FY25 operating expenses excluding planned capital reserve designation:	\$ 2,033,911.63
Working Cash % of operating expenses:	50.35%



**PrairieCat**  
Balance Sheet  
As of 4/30/2025

	Balance End of Month
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Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,471,210.18
Cash - Illinois Funds	253,264.83
Cash - PMA	52,291.24
PayPal Funds	422.91
Total Cash & cash equivalents	1,777,189.16
Investments	452,200.00
Accounts receivables	36,667.00
Other Receivables	
PayPal Funds Receivable	9.00
Total Other Receivables	9.00
Accrued investment income	40,738.44
Prepaid expenses	185,071.05
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Subscription Based IT Arrangements	1,524,718.00
Accumulated Depreciation	(300,008.50)
Accumulated Amortization - Subscription Based IT Arrangement	(425,947.15)
Total Capital Assets, net	1,098,770.85
Other Assets	
Deferred Outflows - Pension	434,543.03
Deferred Outflows - OPEB	29.00
Total Other Assets	434,572.03
Total Assets	<u>4,025,217.53</u>
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Liabilities	
eCommerce Receipts Payable	5,305.72
Payroll	
Pension Payable	10,222.59
Total Payroll	10,222.59
Deferred revenue	342,683.46
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	1,068,854.85
Total Other long-term obligations	1,085,312.85
Total Liabilities	<u>1,934,118.61</u>
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Net Assets	
Beginning Net Assets	1,954,292.17
Current YTD Net Income	136,806.75
Total Net Assets	<u>2,091,098.92</u>
Total Liabilities and Net Assets	<u><u>4,025,217.53</u></u>

**PrairieCat**  
Statement of Revenues and Expenses - FY25 is 83.33% Completed  
From 4/1/2025 Through 4/30/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,638.13	26,381.30	26,381.00	100.00%	31,658.00	83.33%
Fully Participating and Basic Online Member Revenue	106,476.58	1,064,765.83	1,064,770.00	99.99%	1,277,724.10	83.33%
ILL Barcode Revenue	500.00	2,400.00	2,500.00	96.00%	3,000.00	80.00%
Fully Participating & Basic Online - CR Contribution	5,069.92	54,199.23	50,700.00	106.90%	60,839.00	89.08%
Union List - CR Contribution	457.92	4,579.20	4,580.00	99.98%	5,495.00	83.33%
Total Fees for Services and Materials	115,142.55	1,152,325.56	1,148,931.00	100.30%	1,378,716.10	83.58%
Reimbursements						
Reimbursements	1,636.43	16,364.30	17,555.00	93.21%	21,065.64	77.68%
Reimbursements - Hosting Fee	4,432.08	44,320.77	44,320.00	100.00%	53,185.00	83.33%
Reimbursements - Capira Mobile App	2,557.37	25,562.57	29,757.00	85.90%	35,707.50	71.58%
Total Reimbursements	8,625.88	86,247.64	91,632.00	94.12%	109,958.14	78.44%
Investment Income	3,527.02	35,775.53	22,500.00	159.00%	27,000.00	132.50%
Other						
Other Grants	0.00	0.00	1,666.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,083.45	430,834.49	429,365.00	100.34%	515,237.39	83.61%
Other Revenue	0.00	151.98	833.00	18.24%	1,000.00	15.19%
Total Other	43,083.45	430,986.47	431,864.00	99.80%	518,237.39	83.16%
Total REVENUES	170,378.90	1,705,335.20	1,694,927.00	100.61%	2,033,911.63	83.85%
<b>EXPENSES</b>						
Personnel						
Other Professionals	48,611.32	512,808.13	508,672.00	100.81%	629,783.41	81.42%
Support Services	15,760.51	165,485.55	172,851.00	95.73%	214,005.87	77.32%
Social Security Taxes	4,616.79	48,771.77	52,134.00	93.55%	64,549.88	75.55%
Unemployment Insurance	0.00	0.00	2,917.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.33	1,532.30	1,750.00	87.56%	2,100.00	72.96%
Retirement Benefits	7,267.60	78,950.08	81,101.00	97.34%	100,410.93	78.62%
Health, Dental And Life Insurance	12,180.12	129,196.25	153,853.00	83.97%	184,624.44	69.97%
Other Fringe Benefits	0.00	360.00	833.00	43.21%	1,000.00	36.00%
Tuition Reimbursements	0.00	0.00	416.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	270.00	833.00	32.41%	1,000.00	27.00%
Total Personnel	88,604.67	937,374.08	975,360.00	96.11%	1,201,474.53	78.02%
Buildings and Grounds						
Property Insurance	252.87	2,528.34	2,333.00	108.37%	2,800.00	90.29%
Total Buildings and Grounds	252.87	2,528.34	2,333.00	108.37%	2,800.00	90.30%
Vehicle Expenses						
Fuel	34.85	561.30	1,250.00	44.90%	1,500.00	37.42%
Repairs And Maintenance	0.00	513.47	1,666.00	30.82%	2,000.00	25.67%

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 83.33% Completed

From 4/1/2025 Through 4/30/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Vehicle Insurance	114.63	1,146.66	1,666.00	68.82%	2,000.00	57.33%
Vehicles Leasing And Rent	0.00	0.00	416.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	127.20	291.00	43.71%	350.00	36.34%
Total Vehicle Expenses	149.48	2,348.63	5,289.00	44.41%	6,350.00	36.99%
Travel and Continuing Education						
In-State Travel	1,219.05	6,138.83	5,833.00	105.24%	7,000.00	87.69%
Out-Of-State Travel	2,363.22	6,108.42	5,000.00	122.16%	6,000.00	101.80%
Registrations And Meeting, Other Fees	282.42	4,849.46	7,500.00	64.65%	9,000.00	53.88%
Conferences And Continuing Education Meetings	404.28	2,168.17	4,167.00	52.03%	5,000.00	43.36%
Total Travel and Continuing Education	4,268.97	19,264.88	22,500.00	85.62%	27,000.00	71.35%
Public Relations	0.00	1,834.54	833.00	220.23%	1,000.00	183.45%
Commercial Insurance	624.37	6,207.34	8,333.00	74.49%	10,000.00	62.07%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,744.81	18,199.08	25,927.00	70.19%	31,112.25	58.49%
General Office Supplies And Equipment	0.00	758.43	1,666.00	45.52%	2,000.00	37.92%
Postage	0.00	106.70	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	1,744.81	19,064.21	27,593.00	69.09%	33,112.25	57.57%
Telephone and Telecommunications	856.83	7,444.16	6,805.00	109.39%	8,165.22	91.16%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	70.83	636.23	1,666.00	38.18%	2,000.00	31.81%
Total Equipment Repair and Maintenance	70.83	636.23	1,666.00	38.19%	2,000.00	31.81%
Professional Services						
Legal	0.00	2,900.00	2,917.00	99.41%	3,500.00	82.85%
Accounting	0.00	6,750.00	5,833.00	115.72%	7,000.00	96.42%
Consulting	2,340.00	16,747.50	9,167.00	182.69%	11,000.00	152.25%
Payroll Service Fees	612.98	7,144.81	7,500.00	95.26%	9,000.00	79.38%
Total Professional Services	2,952.98	33,542.31	25,417.00	131.97%	30,500.00	109.97%
Contractual Services						
Information Service Costs	15,779.00	149,653.35	519,062.00	28.83%	622,875.64	24.02%
Outside Printing Services	0.00	0.00	1,666.00	0.00%	2,000.00	0.00%
Other Contractual Services	127.31	(3,468.54)	73,028.00	(4.74)%	87,633.99	(3.95)%
Amortization - Subscription Based IT Arrangements	37,524.50	375,244.96	0.00	0.00%	0.00	0.00%
Total Contractual Services	53,430.81	521,429.77	593,756.00	87.82%	712,509.63	73.18%
(Gain)/Loss on Asset Disposal						
(Gain)/Loss on SBITA Assets	0.00	1,898.00	0.00	0.00%	0.00	0.00%

**PrairieCat**

Statement of Revenues and Expenses - FY25 is 83.33% Completed  
From 4/1/2025 Through 4/30/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Total (Gain)/Loss on Asset Disposal	<u>0.00</u>	<u>1,898.00</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>	<u>0.00%</u>
Professional Association Membership Dues	105.00	1,536.88	1,666.00	92.24%	2,000.00	76.84%
SBITA Interest	1,708.08	8,540.40	0.00	0.00%	0.00	0.00%
Miscellaneous	179.29	1,042.53	1,250.00	83.40%	1,500.00	69.50%
Miscellaneous - eCommerce Fees	325.26	3,836.15	4,583.00	83.70%	5,500.00	69.74%
Total EXPENSES	<u>155,274.25</u>	<u>1,568,528.45</u>	<u>1,677,384.00</u>	<u>93.51%</u>	<u>2,043,911.63</u>	<u>76.74%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>15,104.65</u>	<u>136,806.75</u>	<u>17,543.00</u>	<u>779.83%</u>	<u>(10,000.00)</u>	<u>(1,368.06)%</u>

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 4/22/2025 Through 5/21/2025

Vendor Name	Effective Date	Check Amount
CHELSEY KNIPPEL	4/23/2025	347.76
CHELSEY KNIPPEL	4/23/2025	62.81
EDWARD ZANELLI	4/23/2025	38.13
EDWARD ZANELLI	4/23/2025	148.40
ELIZABETH SMITH	4/23/2025	128.10
ELIZABETH SMITH	4/23/2025	59.01
JASON JENSEN	4/23/2025	42.00
JASON JENSEN	4/23/2025	54.37
MELISSA LANDIS	4/23/2025	42.63
ROY AREY	4/23/2025	200.20
SANDRA TEDDER	4/23/2025	147.70
SANDRA TEDDER	4/23/2025	39.35
SHELBY O'HARA	4/23/2025	147.00
SHELBY O'HARA	4/23/2025	43.45
WEX Bank	4/24/2025	34.85
Paycom Payroll LLC	4/24/2025	306.49
Paycom Payroll LLC	4/24/2025	20,804.38
Paycom Payroll LLC	4/24/2025	8,496.37
ICMA Retirement Corporation	4/25/2025	1,443.17
Selective Insurance	4/29/2025	5,885.00
CAROLYN COULTER	4/30/2025	58.22
Bank Orion	4/30/2025	72.50
First Bankcard	5/1/2025	9,647.74
MerchantE	5/2/2025	228.28
MerchantE	5/2/2025	97.49
Klein, Thorpe and Jenkins, Ltd.	5/7/2025	73.50
Mendota Civic Center	5/7/2025	1,749.00
ROY AREY	5/7/2025	73.20
Paycom Payroll LLC	5/8/2025	306.49
Paycom Payroll LLC	5/8/2025	20,804.39
Paycom Payroll LLC	5/8/2025	8,496.33
ICMA Retirement Corporation	5/9/2025	1,443.17
Bank Orion	5/9/2025	20.00
Illinois Municipal Retirement Fund	5/12/2025	10,222.10
LIMRICC	5/14/2025	16,433.26
SPRINGSHARE LLC	5/21/2025	4,069.00
Report Total		112,265.84

	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	FY24 Totals	FY25 Totals to date
General																						
Bibliographic records	1,218,077	1,216,828	1,217,302	1,216,401	1,216,208	1,215,783	1,216,495	1,214,175	1,216,364	1,214,175	1,216,365	1,213,801	1,222,886	1,213,922	1,222,565	1,213,171	1,221,501	1,212,477	1,219,816	1,211,957	1,216,394	1,213,922
Item records	5,130,722	5,132,031	5,129,098	5,127,833	5,123,012	5,122,725	5,125,136	5,111,539	5,124,224	5,111,539	5,127,210	5,110,110	5,155,545	5,108,957	5,149,712	5,101,264	5,144,970	5,101,604	5,135,471	5,098,609	5,131,528	5,108,957
Patron records	335,278	347,042	341,166	352,809	342,997	357,587	347,210	364,435	349,926	364,435	352,763	366,030	358,333	367,855	361,629	366,248	366,184	369,831	365,986	366,774	347,572	367,855
Total circulation	444,070	466,283	416,179	401,094	386,250	380,458	397,018	399,870	380,267	367,890	333,404	329,139	393,151	390,410	386,659	368,694	405,374	412,260	399,412	385,789	4,771,368	3,901,887
ILL transactions on LLSAP	52,525	56,019	56,782	58,113	57,359	56,804	56,523	59,435	55,202	52,555	48,482	48,049	58,226	65,801	58,046	58,140	56,412	60,613	56,066	59,584	660,524	575,113
Reciprocal borrowing	49,484	53,251	47,347	45,776	44,004	43,843	44,064	46,961	42,949	42,821	37,062	36,893	45,596	46,870	44,333	46,815	48,419	54,430	46,229	52,120	545,042	469,780
Training, Outreach and Engagement																						
Training events	6	2	10	4	6	14	7	5	6	2	7	3	5	6	6	8	10	3	7	10	84	57
Training participants	80	4	74	12	20	42	23	13	23	4	22	7	25	12	25	31	53	18	44	34	448	177
Training contact hours	132	3	92	17	38	43	45	20	48	6	31	10	62	15	45	149	107	15	93	46	796	324
TalentLMS Course Completions	228	223	265	349	283	372	237	251	247	140	141	163	313	285	265	203	221	245	231	259	2,950	2,490
Site visits	2	7	1	1	1	-	1	3	2	2	3	1	3	2	1	1	2	4	1	5	21	26
Member Meetings/Events	5	5	13	6	9	6	10	7	7	3	7	2	11	3	7	1	9	7	7	7	100	47
Meeting/Event participants	150	153	172	124	348	658	210	151	55	28	60	25	188	130	146	24	99	65	227	206	1,816	1,564
Meeting/Event contact hours	393	306	230	164	1,740	4,609	343	254	53	31	75	25	310	241	187	31	261	96	371	510	4,140	6,265
Troubleshooting																						
HelpDesk Calls Opened	186	295	307	352	242	270	301	275	276	246	268	199	281	218	401	213	330	286	367	299	3,457	2,653
HelpDesk Calls Closed	227	302	298	344	231	273	285	256	256	237	336	227	313	208	341	220	345	295	333	279	3,507	2,641
Database Enrichment																						
Bibload records loaded - PC staff	1,701	1,414	1,537	1,518	1,793	1,535	1,817	1,679	1,914	1,053	1,753	1,173	1,322	1,635	1,412	1,366	1,387	1,386	1,534	1,198	19,477	13,957
Bibload records loaded - MARC catalogers	2,093	2,895	2,955	2,209	2,708	2,154	2,491	2,569	2,100	1,964	1,525	1,468	1,928	2,310	2,548	1,832	2,790	2,581	2,414	2,592	27,073	22,574
Cleanup/overlays/merges - PC staff	1,189	1,563	748	537	988	794	840	516	847	187	724	679	1,686	540	2,909	463	1,136	550	979	463	14,797	6,292
Cleanup/overlays/merges - MARC catalogers	864	765	852	1,303	1,291	1,059	1,087	1,167	902	116	586	656	789	997	908	686	1,073	949	865	716	11,532	8,414
Enhancements/corrections - PC staff	8	29	12	27	37	28	39	21	56	8	93	46	26	33	35	12	41	33	38	20	464	257
Enhancements/corrections - MARC catalogers	105	120	182	48	190	157	134	122	120	-	105	95	102	182	109	85	156	143	138	131	1,487	1,083
Original catalogings - PC staff	11	72	11	50	53	62	77	71	65	96	62	100	58	58	62	36	102	52	67	55	722	652
Original catalogings - MARC catalogers	45	24	29	30	18	29	43	26	32	4	14	9	35	40	38	42	32	9	30	28	356	241
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	57,887	31,857	11,635	33,449	45,667	48,798	46,694	47,820	12,309	46,462	31,555	36,443	25,804	30,363	72,374	70,855	58,879	54,838	53,314	33,208	506,580	434,093
To see the full statistical spreadsheet, visit: <a href="https://support.prairiescat.info/gov">https://support.prairiescat.info/gov</a>																						

### ADMINISTRATIVE COUNCIL

This governing body consists of 11 elected representatives from the Delegates Assembly. The group sets policy, receives and approves recommendations from the Ad Hoc and Standing Committees, and approves recommendations to go to the Delegates Assembly including new members, contracts, the budget and major purchases outside the budget.

FY2026 Officers:

Chair: Megan Gove (TF)

Vice-Chair:

Secretary: Kim Brozovich (RP)

Treasurer: Beth Ryan (JO)

Monthly meetings on 1st Fridays (\*2nd Fridays if Holiday or when Delegates Assembly is the same week). All meetings are In person and held from 10:00am-1:00pm. Rotating locations of council members' libraries. Participation also available via conference call.

PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith

**Who should attend:** members of the Council and any other interested parties

Date	Location	Time	Format
Jul 11, 2025	Byron PL	10:30am-1:00pm	In person
Aug 8, 2025	Marseilles PL	10:30am-1:00pm	In person
Sep 5, 2025	Yorkville PL	10:30am-1:00pm	In person
Oct 3, 2025	LaSalle PL	10:30am-1:00pm	In person
Nov 7, 2025	Freeport PL	10:30am-1:00pm	In person
Dec 5, 2025	Princeton PL	10:30am-1:00pm	In person
Jan 2, 2026	DeKalb PL	10:30am-1:00pm	In person
Feb 6, 2026	Reddick PL	10:30am-1:00pm	In person
Mar 6, 2026	Sandwich PL	10:30am-1:00pm	In person
Apr 3, 2026	Princeton PL	10:30am-1:00pm	In person
May 8, 2026	Byron PL	10:30am-1:00pm	In person
Jun 5, 2026	Franklin Grove PL	10:30am-1:00pm	In person

## **FY26 Election Results**

Total Ballot Submissions: 52

Total Libraries Eligible to Vote: 107

Participation Percentage: 49%

<u><b>Admin Council</b></u>	
<u><b>Tier 1 (1 Seat)</b></u>	<u><b>Votes</b></u>
Kim Brozovich, Director of Technical Services, Rock Island PL	6
<u><b>Tier 2 (1 Seat)</b></u>	<u><b>Votes</b></u>
Kelly McCully, Library Director, Bourbonnais PLD	6
<u><b>At Large (1 Seat)</b></u>	<u><b>Votes</b></u>
Penny Bryant, Library Director, Pecatonica PLD	25
<u><b>Academic/School/Special (1 Seat)</b></u>	<u><b>Votes</b></u>
Stephanie Nisson, Library Director, Rockford University	4

<u><b>CircC</b></u>	
<u><b>Tier 2 (1 Seat)</b></u>	<u><b>Votes</b></u>
Eric Linnell, Circulation Service Manager, Wilmington PLD	7
<u><b>Tier 3 (1 Seat)</b></u>	<u><b>Votes</b></u>
Emily Kofoid, Library Director, Graves-Hume PLD	10
<u><b>At Large (1 Seat)</b></u>	<u><b>Votes</b></u>
Danielle Bazarek, Assistant Director, Pecatonica PLD	25

<u><b>TechC</b></u>	
<u><b>Tier 2 (2 Seat)</b></u>	<u><b>Votes</b></u>
Jacob Brown, Head of Technical Services, Fossil Ridge PLD	5
Alice Groth, Technical Services Coordinator, East Moline PL	7
Stephanie Schriener, Technical Services Supervisor, Kankakee Public Library	6
<u><b>Tier 3 (1 Seats)</b></u>	<u><b>Votes</b></u>
Jennifer Finnerty, Assistant Director & Technical Services Supervisor, North Chicag 11	
<u><b>At Large (2 Seat)</b></u>	<u><b>Votes</b></u>
Tracy Evans, Cataloger, Sycamore PL	21
Kristi Fane, Customer & Technical Services Department Head, North Suburban LD	19
Jennifer Lemke, Technical Services Specialist, DeKalb Public Library	23
Joanna Mladic, Adult Services Librarian, North Suburban LD	5