

PrairieCat Administrative Council

Agenda

August 8, 2025

The Council will meet on Friday, August 8, 2025, 10:30 am – 1:00 pm in person at the Marseilles Public Library, 155 E. Bluff Str., Marseilles, IL. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-08-08) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-08-08>).

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 3-23)
 - 4.1. Approve minutes for July 11, 2025, PrairieCat Administrative Council meeting
 - 4.2. Approve financial report for June 2025
 - 4.3. Approve check registers
 - 4.4. Statistical reports
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. Discussion, initial Delegates Assembly remote meeting and evaluation of locations
 - 6.2. ACTION: Discussion and approval, best replacement options for expiring PrairieCat CDs and the reinvestment of funds. (pp. 24-26)
 - 6.3. Discussion, removing Encore hosting in FY27
 - 6.4. ACTION: Discussion and approval, revisions to the PrairieCat Employee handbook regarding the Driving and Jury Duty policies (pp. 27-30)
 - 6.5. ACTION: Nominate Megan Gove for IMRF board member position
7. Ad Hoc Committee updates
 - 7.1. Resource Sharing Committee – No report



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- 7.2. Finance Committee – No report
- 8. Review of meeting, what worked and what did not
- 9. Public comments
- 10. Adjournment
- 11. Next meeting - Friday, September 5, 2025, at the Yorkville Public Library

PrairieCat Administrative Council
Minutes
July 11, 2025

The Council met on Friday, July 11, 2025, 10:30 am – 1:00 pm in person at the Byron Public Library District, 100 S. Washington St., Byron, IL The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-07-11) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-07-11>).

1. Call to order, welcome and introductions

Present at Byron Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Julie Wayland (PR), Barbara Posinger (SA), Megan Gove (TF), Stephanie Nisson (RU), Ashley Huffines (FP), Chelsey Knippel (PrairieCat), Penny Bryant (PT), Jason Shirley (BY)

Present via Zoom: Shelby O'Hara (PrairieCat), Kimberly Brozovich (RP)

Absent: Kelly McCully (BD), Michelle Krooswyk (NL), Beth Ryan (JO), Jenna Diedrich (GA),

Gove (Chair-TF) called the meeting to order at 10:30 am.

2. Introduction of visitors and public comments

There were public comments. Jason Shirley introduced himself as the new director at Byron Public Library District.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

4.1. Approve minutes for June 6, 2025, PrairieCat Administrative Council meeting

4.2. Approve financial report for May 2025

4.3. Approve check registers

4.4. Statistical reports

MOTION #1

Huffines (FP) moved and Wayland (PR) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 7

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that Mineral Gold Public Library that is currently a Union List member reached out about upgrading to a circulating membership. We are gathering information and will be sending them a quote soon. Coulter (PrairieCat) said that OSF will not be pursuing membership in PrairieCat. They are investigating alternatives more suited to their library.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that the mobile app project is a big focus for the PrairieCat staff in the coming months. We have submitted all the individual forms to the Innovative project team. We are waiting to hear from Innovative about test apps. Our goal for the final implementation of the mobile app is September.

Smith gave an update on PUG Day planning for 2025, stating that the program has been finalized and is available on the PUG Day site. Registration is now open and can be found on the PrairieCat website and on L2. So far, we have 125 people registered. In a few weeks, we will ramp up promotion by sending out more information, posting on social media, and sending out more information on speakers we have scheduled.

Smith continued saying that the Decision Center courses on TalentLMS are in the process

of being updated in coordination with the new individual login process that will be going into effect in August. Decision Center is moving from shared logins to individual logins. Landis (PrairieCat) sent out an email regarding this change.

6. Administrative issues

6.1. Welcome new Administrative Council Members

Gove (TF) welcomed Bryant (PT) and Nisson (RU) to the Administrative Council.

6.2. Committee designations for new Administrative Council members

Coulter (PrairieCat) explained that Gove (TF) and Ryan (JO) are currently serving on the Finance Committee. They agreed to continue serving on the Finance Committee.

6.3. ACTION: appointment of FOIA and OMA officers

Coulter (PrairieCat) stated that one Administrative Council member needs to volunteer to be a FOIA and OMA officer along with herself. Huffines (FP) volunteered as a FY26 FOIA and OMA officer.

MOTION #2

Posinger (SA) moved and Bryant (PT) seconded to approve the appointment of Coulter (PrairieCat) and Huffines (FP) as the FY26 FOIA and OMA officers. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 7

Nays: 0

Abstentions:

ACTION: Discussion and approval of General Policy Manual changes regarding upgrading member fees

Coulter (PrairieCat) reviewed the upgrades to membership levels portion of the General

Policy Manual. She shared suggested changes. The way it is currently structured is confusing and can cause newly upgraded members to incur more costs than seem reasonable. The issues we are seeing with the Mills and Petrie fees reflects a need to consider changing the language. Mills and Petrie went live on circulation on 5/19, which means that the circulated for only 42 days of the third quarter. We read this to mean that we would apply the FULL UL membership amount paid for the year against the dues of the Basic Online quarter. On further analysis, our interpretation was corrected by the accountants, saying that the Union Listing fees should be pro-rated for just that quarter. This would mean that the library would owe us an additional \$796.16. Coulter believes that if we are prorating the Union List fees, we should also prorate the circulation quarterly fees from the date that the library goes live. Since the library in this case only used 42 of 91 days in the quarter, it seems unfair that we charge them for the entire quarter and then only prorate the UL fees for the period they were circulating. We believe both fees should be prorated to the quarter. Making these changes, the library would owe \$619.37 for the time circulating as a basic online member, less the prorated unused UL fee of \$125.40. In total, the library would owe \$493.97. This would also mean that, given the library has already paid us a fee of \$381.92, the library could still be charged an additional \$112.05. We ask that this amount be forgiven, since this underage is due to our misunderstanding of the current policy.

MOTION #3

Nissen (RU) moved and Posinger (SA) seconded to approve the changes to the General Policy Manual regarding upgrading member fees. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 7

Nays: 0

Abstentions:

ACTION: Discussion and approval, forgiving outstanding fees for newly upgraded member due to potential rule change

Coulter (PrairieCat) restated that we need a motion to approve the forgiving the outstanding fees of \$112.05 for Mills and Petrie.

MOTION #4

Huffines (FP) moved and Bryant (PT) seconded to approve forgiving outstanding fees for Mills and Petrie. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 7

Nays: 0

Abstentions:

1.1. Discussion, amendment to Article V, Section 3 of the Bylaws regarding Delegates Assembly meetings

Coulter (PrairieCat) stated that upon review of the bylaws, it is suggested that the statement regarding meeting frequency be revised to allow for meetings to be cancelled or rescheduled due to emergency situations or other reasons determined to be appropriate by the Council. Coulter is proposing a change to the Bylaws that would allow the Administrative Council to cancel a Delegates Assembly meeting due to lack of business or emergency situations with the stipulation that the Delegates Assembly meet a minimum of twice per year. Smith (PrairieCat) suggested also changing the wording of Article V, Section 3 under Non-Attendance Fines by removing the “four” in the sentence: “If a member library or Union List Delegate is not represented by their Delegate or Alternate at two of the four scheduled Delegates Assembly meetings, a fine in the amount of \$150 will be assessed to that member library.” The Council agree to the changes.

1.2. Discussion and approval, Board manual changes

Knippel (PrairieCat) explained that the FY26 Board Manual has been updated and posted

on the website. Administrative Council members are required to review the manual.

1.3. Sign check signature cards

Knippel (PrairieCat) shared the BankOrion Account Agreement and collected the necessary signatures for the for the signature cards.

1.4. Discussion, July remote Delegates Assembly, potential added sites

Coulter (PrairieCat) stated that it has been requested that we add an additional remote site for the Delegate Assembly meetings. It was requested that a library in the Rockford area be added, with that, Woodstock has expressed willingness to be Delegates Assembly location. The Council is not against adding another site for future meetings, however, they agreed to leave the July meeting locations as they are and readdress this in the future.

1.5. Discussion, July Delegates Assembly agenda

Coulter (PrairieCat) shared the agenda for the July Delegates Assembly. She said this is a light agenda and asked for any additional topics of discussion. Huffines (FP) suggested watching a recorded presentation to avoid adding a presentation which could add more technical difficulties. Huffines also asked about any topics that RAILS may have updates on. Coulter will reach out to RAILS. Wayland (PR) suggested a demonstration on LX Starter. Coulter would like to do that; however, LX Starter is not ready for our consortia. Brozovich (RP) suggested a review of Idea Lab and push for libraries to join IUG. Coulter and Smith (PrairieCat) will work on something for the agenda.

2. Ad Hoc Committee updates

2.1. Resource Sharing Committee – No report

2.2. Finance Committee – Report from 6/12/2025 meeting

Coulter (PrairieCat) stated the Finance Committee discussed the need to replace two CDs expiring in August, with approximately \$500,000 between them. Our accountant presented CD rate options for 12-13 and 24-month terms, and the committee recommended laddering two new CDs to maintain liquidity while securing better rates. The group agreed



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to review rates again in August and make a final decision on where to invest the funds, with the goal of keeping each CD under the \$250 FDIC insurance limit.

3. Review of meeting, what worked and what did not

The meeting went well.

4. Public comments

Knippel (PrairieCat) asked the Council if they would like to change the Administrative Council meeting date in January from January 2, 2026, to January 9, 2026. The Council agreed to move that meeting date.

5. Adjournment

The meeting adjourned at 11:17 am.

6. Next meeting - Friday, August 8, 2025, at the Marseilles Public Library

FY2026 PrairieCat Administrative Council MOTIONS July 2025 - June 2026				M – Motion made by Y - Yes Abstain - Abs A - Absent 2nd – Motion seconded by N - No NA - No Answer NP - Not present										
Meeting Date:07/11/2025				Vote Summary										
MOTION	Aye	Nay	Abstention	Kim Brozovich (RP)	Penny Bryant (PT)	Jenna Diedrich (GA)	Megan Gove (TF)	Ashley Huffines (FP)	Michelle Krooswyk (NL)	Kelly McCully (BD)	Stephanie Nissen (RU)	Barbara Posinger (SA)	Beth Ryan (JO)	Julie Wayland (PR)
to approve the consent agenda.	7	0	0	Y	Y	A	Y	M Y	A	A	Y	Y	A	2ND Y
to appoint Coulter (PrairieCat) and as the FOIA and OMA officers for FY26.	7	0	0	Y	2ND Y	A	Y	Y	A	A	Y	M Y	A	Y
to approve changes to the General Policy Manual regarding upgrading member fees.	7	0	0	Y	Y	A	Y	Y	A	A	M Y	2ND Y	A	Y
to approve forgiving outstanding fees for Mills and Petrie.	7	0	0	Y	2ND Y	A	Y	M Y	A	A	Y	Y	A	Y



Date: 8/8/2025

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Subject: PrairieCat Financial Report – June 2025

Please find attached the PrairieCat Financial Reports for the month of June 2025, the conclusion of fiscal year 2025. These reports are preliminary and unaudited, and these results could change pending any additional vendor invoices for June as well as the completion of the audit and any adjustments that the auditors see fit to recommend. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of June 25 through July 25.

As of June 30, of the total cash balance of \$1,241,980, \$475,543 was undesignated working cash, \$749,843 was designated for capital reserves, and \$16,594 was eCommerce receipts payable to the membership. Cash decreased by \$476,006 during June primarily due to the annual Innovative Interfaces maintenance payment for the Sierra software, phone alerts system, review files, hosting, and self-check express lane stations (\$399,089), monthly payroll and payroll-related expenses (\$72,359), and the monthly LIMRiCC health insurance expense (\$16,433), as well as several other vendor expenses. These expenses were partially offset by the receipt of all but one remaining invoiced fourth quarter member fee, and the receipt of several self-check express lane stations from participating members.

The balance of working cash was sufficient to fund 2.8 months of budgeted FY2026 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 2.6 months of budgeted operating expenses.

Total revenues through June of \$2,046,124 were \$12,212 above budget primarily due to above budget investment income through June as well as the one-time capital reserve contribution billed to Mills & Petrie Memorial Library (\$3,500) who upgraded 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 June was \$42,978, which was \$15,978 above the year-to-date budgeted amount of \$27,000 and \$608 above the year-to-date interest earned as of one year ago (May 2025). At their July meeting, the Federal Reserve held their target borrowing rate at between 4.25% and 4.50% for the fifth consecutive time. Decisions about interest rates are being driven by the uncertain economic outlook around tariffs, unemployment, and inflation. Their projection in June for

calendar year 2025 interest rates remained at 3.9%, and for calendar year 2026 their projection was between 3.4% to 3.6%. Their next meeting is scheduled for September 17. The average June interest rates were 4.428% and 4.178% for the IL Funds and iPrime money market (ISC) accounts, respectively. The IL Funds slightly increased from the May average interest rate of 4.415% and slightly decreased for iPrime money market from the May average rate of 4.191%.

Total expenses through June of \$1,997,780 were \$46,132 below budget primarily due to under budget Contractual Services expenses (\$83,924), Supplies, Postage and Printing costs (\$9,760), and Vehicle expenses (\$3,367).

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.

Supplies, postage and printing costs were under budget during the fiscal year due to a lower than anticipated need for computers, software, and supplies. Vehicle expenses were under budget mostly due to a lower than budgeted cost of and need for vehicle repairs and maintenance, fuel, vehicle insurance, vehicle leasing and rent, and other vehicle expenses throughout the fiscal year. Fuel prices have begun to rise due to the recent conflict in the Middle East, but this should primarily affect fiscal year 2026.

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), the second half of the payment for the Director's compensation survey (\$1,000), and a higher than anticipated need for PrairieCat's website support, developments, and enhancements throughout the fiscal year. Additional above budget costs are due to the interest expense related to the SBITAs discussed above, the addition of the telecommunications expenses for the phone notification dialer co-location, the in-state and out-of-state travel expenses due to an increase in travel for conferences and in-person member and governance meetings, and the public relations purchase of PrairieCat-branded items for staff.

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

Beginning Cash Balance	\$ 1,717,986.92
Cash Received	
Payments from Member Libraries, etc.	13,645.84
Interest - BankORION	312.46
Interest - Illinois Funds	925.45
Interest - PMA	180.19
eCommerce Receipts Payable	6,312.98
Total Cash Received	<u>21,376.92</u>
Expenses Paid	
Checks and Vendor ACH Payments	423,084.67
Payroll and Retirement Contributions	72,359.14
ACH Credit Card Payments	1,427.54
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	512.03
Total Disbursements	<u>497,383.38</u>
Ending Cash Balance	<u><u>\$ 1,241,980.46</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	16,594.41
Capital Reserve Designation	749,842.75
Working Cash	475,543.30

TOTAL CASH	<u><u>\$ 1,241,980.46</u></u>
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PAYPAL FUNDS DETAILS:

June PayPal Receipts in Transit to Bank	\$156.46
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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 June 2025	\$ 45,015.94

TOTAL CURRENT CD INVESTMENT VALUE	<u><u>\$ 497,215.94</u></u>
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Invested in Capital Assets Balance as of June 2025	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance as of June 2025	\$1,023,721.81
Unrestricted Fund Balance as of June 2025	\$978,914.50

FY26 operating expenses excluding planned reserve designation:	\$ 2,069,730.67
Working Cash % of operating expenses:	22.98%

PrairieCat
Balance Sheet
As of 6/30/2025

Preliminary and Unaudited

	Balance End of Month
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Assets	
Cash & cash equivalents	
Cash - Bank Orion	934,182.93
Cash - Illinois Funds	255,140.01
Cash - PMA	52,657.52
PayPal Funds	166.56
Total Cash & cash equivalents	1,242,147.02
Investments	452,200.00
Accounts receivables	3,963.89
Other Receivables	
PayPal Funds Receivable	10.10
Total Other Receivables	10.10
Accrued investment income	45,015.94
Prepaid expenses	480,995.16
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	(500,996.19)
Total Capital Assets, net	1,023,721.81
Other Assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	25.00
Total Other Assets	361,391.25
Total Assets	3,609,445.17
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Liabilities	
Accounts payable	4,666.23
Accrued liabilities	2,343.23
eCommerce Receipts Payable	16,771.07
Payroll	
Salaries Payable	23,112.15
PR Tax Withheld Payable	6,806.75
Pension Payable	15,844.29
Retirement Payable	1,587.49
PR Tax Expense Payable	2,539.26
Total Payroll	49,889.94
Deferred revenue	29,531.97
Compensated absences	31,528.73
Net Pension Liability	422,504.00
Post-Employment Benefits	42,094.00
Other long-term obligations	
Deferred Inflows - Pension	8,375.00
Deferred Inflows - OPEB	6,343.00
Subscription Based IT Arrangements Payable	992,761.69
Total Other long-term obligations	1,007,479.69
Total Liabilities	1,606,808.86
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Net Assets	
Beginning Net Assets	1,954,292.17
Current YTD Net Income	48,344.14
Total Net Assets	2,002,636.31
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Total Liabilities and Net Assets	3,609,445.17
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Statement of Revenues and Expenses - FY25 is 100.00% Completed

From 6/1/2025 Through 6/30/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,638.07	30,866.01	31,658.00	97.49%	31,658.00	97.49%
Fully Participating and Basic Online Member Revenue	106,844.68	1,278,823.25	1,277,724.10	100.08%	1,277,724.10	100.08%
ILL Barcode Revenue	100.00	2,500.00	3,000.00	83.33%	3,000.00	83.33%
Fully Participating & Basic Online - CR Contribution	5,106.60	64,449.25	60,839.00	105.93%	60,839.00	105.93%
Union List - CR Contribution	457.88	5,357.66	5,495.00	97.50%	5,495.00	97.50%
Total Fees for Services and Materials	115,147.23	1,381,996.17	1,378,716.10	100.24%	1,378,716.10	100.24%
Reimbursements						
Reimbursements	1,636.46	19,637.19	21,065.64	93.21%	21,065.64	93.21%
Reimbursements - Hosting Fee	4,464.24	53,281.25	53,185.00	100.18%	53,185.00	100.18%
Reimbursements - Capira Mobile App	2,555.10	30,672.77	35,707.50	85.90%	35,707.50	85.90%
Total Reimbursements	8,655.80	103,591.21	109,958.14	94.21%	109,958.14	94.21%
Investment Income	3,526.48	42,978.01	27,000.00	159.17%	27,000.00	159.17%
Other						
Other Grants	0.00	0.00	2,000.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,083.45	517,001.39	515,237.39	100.34%	515,237.39	100.34%
Other Revenue	404.89	556.87	1,000.00	55.68%	1,000.00	55.68%
Total Other	43,488.34	517,558.26	518,237.39	99.87%	518,237.39	99.87%
Total REVENUES	170,817.85	2,046,123.65	2,033,911.63	100.60%	2,033,911.63	100.60%
EXPENSES						
Personnel						
Other Professionals	51,041.89	636,767.00	629,783.41	101.10%	629,783.41	101.10%
Support Services	16,548.57	205,674.94	214,005.87	96.10%	214,005.87	96.10%
Compensated Absences	(472.26)	(472.26)	0.00	0.00%	0.00	0.00%
Social Security Taxes	4,847.66	60,544.64	64,549.88	93.79%	64,549.88	93.79%
Unemployment Insurance	0.00	0.00	3,500.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.37	1,869.00	2,100.00	89.00%	2,100.00	89.00%
Retirement Benefits	7,629.97	97,481.45	100,410.93	97.08%	100,410.93	97.08%
Health, Dental And Life Insurance	12,270.35	151,373.58	184,624.44	81.99%	184,624.44	81.99%
Net Pension Expense	76,825.78	76,825.78	0.00	0.00%	0.00	0.00%
Other Post-Employment Benefits	620.00	620.00	0.00	0.00%	0.00	0.00%
Other Fringe Benefits	0.00	360.00	1,000.00	36.00%	1,000.00	36.00%
Tuition Reimbursements	0.00	0.00	500.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	270.00	1,000.00	27.00%	1,000.00	27.00%
Total Personnel	169,480.33	1,231,314.13	1,201,474.53	102.48%	1,201,474.53	102.48%
Buildings and Grounds						
Property Insurance	278.75	3,085.84	2,800.00	110.20%	2,800.00	110.20%

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Statement of Revenues and Expenses - FY25 is 100.00% Completed

From 6/1/2025 Through 6/30/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Total Buildings and Grounds	278.75	3,085.84	2,800.00	110.21%	2,800.00	110.21%
Vehicle Expenses						
Fuel	40.55	732.80	1,500.00	48.85%	1,500.00	48.85%
Repairs And Maintenance	115.07	628.54	2,000.00	31.42%	2,000.00	31.42%
Vehicle Insurance	124.08	1,394.82	2,000.00	69.74%	2,000.00	69.74%
Vehicles Leasing And Rent	0.00	0.00	500.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	227.20	350.00	64.91%	350.00	64.91%
Total Vehicle Expenses	279.70	2,983.36	6,350.00	46.98%	6,350.00	46.98%
Travel and Continuing Education						
In-State Travel	1,910.54	8,422.33	7,000.00	120.31%	7,000.00	120.31%
Out-Of-State Travel	1,609.33	7,717.75	6,000.00	128.62%	6,000.00	128.62%
Registrations And Meeting, Other Fees	844.34	9,037.75	9,000.00	100.41%	9,000.00	100.41%
Conferences And Continuing Education Meetings	0.00	3,234.24	5,000.00	64.68%	5,000.00	64.68%
Total Travel and Continuing Education	4,364.21	28,412.07	27,000.00	105.23%	27,000.00	105.23%
Public Relations	0.00	1,834.54	1,000.00	183.45%	1,000.00	183.45%
Commercial Insurance	617.74	7,442.82	10,000.00	74.42%	10,000.00	74.42%
Supplies, Postage and Printing						
Computers, Software And Supplies	2,326.89	22,317.11	31,112.25	71.73%	31,112.25	71.73%
General Office Supplies And Equipment	23.38	928.79	2,000.00	46.43%	2,000.00	46.43%
Postage	0.00	106.70	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	2,350.27	23,352.60	33,112.25	70.53%	33,112.25	70.53%
Telephone and Telecommunications	2,007.55	10,768.44	8,165.22	131.88%	8,165.22	131.88%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	70.83	777.89	2,000.00	38.89%	2,000.00	38.89%
Total Equipment Repair and Maintenance	70.83	777.89	2,000.00	38.89%	2,000.00	38.89%
Professional Services						
Legal	269.50	3,243.00	3,500.00	92.65%	3,500.00	92.65%
Accounting	0.00	6,750.00	7,000.00	96.42%	7,000.00	96.42%
Consulting	2,340.00	19,087.50	11,000.00	173.52%	11,000.00	173.52%
Payroll Service Fees	649.58	8,407.37	9,000.00	93.41%	9,000.00	93.41%
Total Professional Services	3,259.08	37,487.87	30,500.00	122.91%	30,500.00	122.91%
Contractual Services						
Information Service Costs	15,776.57	181,206.65	622,875.64	29.09%	622,875.64	29.09%
Outside Printing Services	298.58	298.58	2,000.00	14.92%	2,000.00	14.92%
Other Contractual Services	127.32	(3,213.91)	87,633.99	(3.66)%	87,633.99	(3.66)%
Amortization - Subscription Based IT Arrangements	37,524.54	450,294.00	0.00	0.00%	0.00	0.00%
Total Contractual Services	53,727.01	628,585.32	712,509.63	88.22%	712,509.63	88.22%

PrairieCat

Statement of Revenues and Expenses - FY25 is 100.00% Completed

From 6/1/2025 Through 6/30/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
(Gain)/Loss on Asset Disposal						
(Gain)/Loss on SBITA Assets	0.00	1,898.00	0.00	0.00%	0.00	0.00%
Total (Gain)/Loss on Asset Disposal	0.00	1,898.00	0.00	0.00%	0.00	0.00%
Professional Association Membership Dues	105.00	1,746.88	2,000.00	87.34%	2,000.00	87.34%
SBITA Interest	1,708.08	11,956.56	0.00	0.00%	0.00	0.00%
Miscellaneous	94.50	1,261.03	1,500.00	84.06%	1,500.00	84.06%
Miscellaneous - eCommerce Fees	709.54	4,872.16	5,500.00	88.58%	5,500.00	88.58%
Total EXPENSES	239,052.59	1,997,779.51	2,043,911.63	97.74%	2,043,911.63	97.74%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(68,234.74)	48,344.14	(10,000.00)	(483.44)%	(10,000.00)	(483.44)%

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 6/25/2025 Through 7/25/2025

Preliminary and Unaudited

Vendor Name	Effective Date	Check Amount
Cherry Hill Company	6/25/2025	2,340.00
United States Treasury	6/25/2025	90.22
Bank Orion	6/30/2025	52.00
Bank Orion	6/30/2025	105.00
MerchantE	7/2/2025	102.86
MerchantE	7/2/2025	262.05
Travelers Insurance	7/2/2025	2,022.00
First Bankcard	7/2/2025	2,946.48
Paycom Payroll LLC	7/2/2025	318.29
Paycom Payroll LLC	7/2/2025	20,804.40
Paycom Payroll LLC	7/2/2025	8,496.37
ICMA Retirement Corporation	7/3/2025	1,443.17
ASSOCIATION FOR RURAL & SMALL LIBRARIES	7/9/2025	150.00
ASSOCIATION FOR RURAL & SMALL LIBRARIES	7/9/2025	20.00
LIMRICC	7/9/2025	16,433.26
RAILS	7/9/2025	2,942.34
Bank Orion	7/10/2025	20.00
Illinois Municipal Retirement Fund	7/14/2025	10,222.10
CAROLYN COULTER	7/16/2025	62.40
CHELSEY KNIPPEL	7/16/2025	495.39
CHELSEY KNIPPEL	7/16/2025	63.79
EDWARD ZANELLI	7/16/2025	39.39
EDWARD ZANELLI	7/16/2025	195.02
ELIZABETH SMITH	7/16/2025	86.94
ELIZABETH SMITH	7/16/2025	61.05
JASON JENSEN	7/16/2025	55.22
John Slanicky	7/16/2025	14.00
Klein, Thorpe and Jenkins, Ltd.	7/16/2025	147.00
Klein, Thorpe and Jenkins, Ltd.	7/16/2025	122.50
MAGDA BONNY	7/16/2025	2,039.33
MAGDA BONNY	7/16/2025	414.82
MATTHEW MATURO	7/16/2025	124.74
MATTHEW MATURO	7/16/2025	52.61
MELISSA LANDIS	7/16/2025	27.16
MELISSA LANDIS	7/16/2025	43.29
Menard Consulting, Inc.	7/16/2025	200.00
RAILS	7/16/2025	203.66
ROY AREY	7/16/2025	138.74
SANDRA TEDDER	7/16/2025	95.20
SANDRA TEDDER	7/16/2025	49.04
SHELBY O'HARA	7/16/2025	293.26
SHELBY O'HARA	7/16/2025	45.34
Paycom Payroll LLC	7/17/2025	318.29
Paycom Payroll LLC	7/17/2025	24,388.32
Paycom Payroll LLC	7/17/2025	10,739.43
ICMA Retirement Corporation	7/18/2025	1,464.82
DeKalb Public Library	7/23/2025	(219.87)
Andalusia Township Library	7/23/2025	3.80
Bertolet Memorial Library District	7/23/2025	25.79
Bourbonnais Public Library District	7/23/2025	235.79
Boylan Central Catholic High School	7/23/2025	0.40
Bradley Public Library District	7/23/2025	80.69
Byron CUSD #226	7/23/2025	1.90
Byron Public Library District	7/23/2025	127.01
Chadwick-Milledgeville CUSD #399	7/23/2025	0.40

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 6/25/2025 Through 7/25/2025

Preliminary and Unaudited

Vendor Name	Effective Date	Check Amount
Charles B. Phillips Public Library District	7/23/2025	45.10
Cherry Valley Public Library District	7/23/2025	741.44
Clinton Township Public Library	7/23/2025	43.60
Coal City Public Library District	7/23/2025	333.93
Colona District Public Library	7/23/2025	58.70
Cordova District Library	7/23/2025	8.30
Cortland Community Library	7/23/2025	76.90
Creston-Dement Public Library	7/23/2025	7.40
Community Unit School District #2	7/23/2025	20.50
Community Unit School District #2	7/23/2025	31.25
Dakota CUSD #201	7/23/2025	0.20
DeKalb Public Library	7/23/2025	219.87
DeKalb Public Library	7/23/2025	509.30
East Moline Public Library	7/23/2025	87.80
Earlville Public Library District	7/23/2025	14.50
East Dubuque District Library	7/23/2025	3.00
Elizabeth Township Public Library	7/23/2025	0.90
Ella Johnson Memorial Public Library District	7/23/2025	305.26
Erie Public Library District	7/23/2025	12.45
Flagg-Rochelle Public Library District	7/23/2025	669.46
Forreston Public Library	7/23/2025	0.80
Fossil Ridge Public Library District	7/23/2025	103.90
Franklin Grove Public Library	7/23/2025	23.59
Freeport Public Library	7/23/2025	760.08
Galena Public Library District	7/23/2025	1.45
Galena Unit SD #120	7/23/2025	1.00
Geneseo Public Library District	7/23/2025	381.99
Genoa Public Library District	7/23/2025	248.97
Grant Park Public Library	7/23/2025	0.20
Graves-Hume Public Library District	7/23/2025	7.60
Hanover Township Library	7/23/2025	30.25
Harvard Diggins Library	7/23/2025	145.84
Henry C. Adams Memorial Library	7/23/2025	22.59
Highland Community College Library	7/23/2025	2.60
Hinckley Public Library District	7/23/2025	242.29
Homer Township Public Library District	7/23/2025	825.77
Ida Public Library	7/23/2025	296.98
Johnsburg Public Library District	7/23/2025	31.50
Joliet Township HSD #204	7/23/2025	5.60
Julia Hull District Library	7/23/2025	381.41
Kankakee Public Library	7/23/2025	138.20
Lanark Public Library	7/23/2025	1.60
LaSalle Public Library	7/23/2025	50.20
Lena Community District Library	7/23/2025	3.10
Limestone Township Library	7/23/2025	208.99
Malta Township Public Library	7/23/2025	18.80
Manhattan-Elwood Public Library District	7/23/2025	168.00
Manhattan-Elwood Public Library District	7/23/2025	12.70
Manteno Public Library District	7/23/2025	377.35
Maple Park Public Library	7/23/2025	2.00
Marengo-Union Public Library District	7/23/2025	79.74
Marseilles Public Library	7/23/2025	63.50
Meridian CUSD #223	7/23/2025	1.20
Meridian CUSD #223	7/23/2025	1.40
Meridian CUSD #223	7/23/2025	1.90

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 6/25/2025 Through 7/25/2025

Preliminary and Unaudited

Vendor Name	Effective Date	Check Amount
Mills & Petrie Memorial Library	7/23/2025	4.70
Mokena Community Public Library District	7/23/2025	402.73
MOLINE-COAL VALLEY CUSD #40	7/23/2025	0.40
Moline Public Library	7/23/2025	255.81
Morris Area Public Library	7/23/2025	77.90
Mount Carroll Township Public Library	7/23/2025	4.60
Mount Morris Public Library	7/23/2025	65.00
New Lenox Public Library	7/23/2025	528.80
Nippersink Public Library District	7/23/2025	74.54
NORTH CHICAGO PUBLIC LIBRARY	7/23/2025	5.80
North Suburban Library District	7/23/2025	702.60
North Suburban Library District	7/23/2025	235.67
Odell Public Library	7/23/2025	593.20
Oglesby Public Library District	7/23/2025	8.50
Oregon Public Library District	7/23/2025	41.10
Pankhurst Memorial Library	7/23/2025	4.80
Pearl City CUSD #200	7/23/2025	1.90
Pearl City Public Library District	7/23/2025	32.40
Pecatonica CUSD #321	7/23/2025	2.60
Pecatonica Public Library District	7/23/2025	17.90
Peotone Public Library District	7/23/2025	146.80
Peru Public Library	7/23/2025	89.50
Plano Community Library District	7/23/2025	40.50
Plano CUSD #88	7/23/2025	0.40
Plano CUSD #88	7/23/2025	0.60
Polo CUSD #222	7/23/2025	0.20
Polo Public Library District	7/23/2025	8.20
Princeton Public Library	7/23/2025	243.80
Prophetstown-Lyndon-Tampico CUSD #3	7/23/2025	0.50
Prophetstown-Lyndon-Tampico CUSD #3	7/23/2025	2.50
Putnam County CUSD # 535	7/23/2025	1.10
Putnam County CUSD # 535	7/23/2025	1.20
Putnam County CUSD # 535	7/23/2025	0.60
Putnam County Public Library District	7/23/2025	21.85
Putnam County Public Library District	7/23/2025	4.05
Putnam County Public Library District	7/23/2025	3.00
Raymond A. Sapp Memorial Township Library	7/23/2025	3.90
Reddick Public Library District	7/23/2025	472.80
Richard A. Mautino Memorial Library	7/23/2025	0.90
River Bend Community Unit School District 2	7/23/2025	6.99
River Valley District Library	7/23/2025	170.78
Robert R. Jones Public Library District	7/23/2025	190.30
Robert W. Rowe Public Library District	7/23/2025	13.00
Rochelle Twp. HSD #212	7/23/2025	3.20
Rock Island Public Library	7/23/2025	200.04
Rock Island Public Library	7/23/2025	31.89
Rock Island Public Library	7/23/2025	63.27
Rockford University	7/23/2025	77.50
Sandwich Public Library District	7/23/2025	35.30
Scales Mound CUSD #211	7/23/2025	1.20
Schmaling Memorial Public Library District	7/23/2025	39.28
Seneca Public Library District	7/23/2025	236.90
Sheffield Public Library	7/23/2025	0.20
Sherrard Public Library District	7/23/2025	7.90
Silvis Public Library	7/23/2025	115.01

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 6/25/2025 Through 7/25/2025

Preliminary and Unaudited

Vendor Name	Effective Date	Check Amount
Somonauk Public Library District	7/23/2025	143.15
South Beloit Public Library	7/23/2025	40.00
Stockton Township Public Library	7/23/2025	17.90
Streator Public Library	7/23/2025	336.33
Sycamore Public Library	7/23/2025	351.08
Talcott Free Library District	7/23/2025	140.60
Three Rivers Public Library	7/23/2025	81.20
Three Rivers Public Library	7/23/2025	69.10
United Township High School Library #30	7/23/2025	8.20
Walnut Public Library District	7/23/2025	10.40
Warren Township Public Library	7/23/2025	0.70
Western District Library	7/23/2025	10.60
Wilmington Public Library District	7/23/2025	275.00
WINNEBAGO PUBLIC LIBRARY DISTRICT	7/23/2025	17.40
Woodstock Public Library	7/23/2025	112.20
York Township Public Library	7/23/2025	3.50
Yorkville Public Library	7/23/2025	1,768.74
WEX Bank	7/24/2025	2.00
Report Total		127,524.36

	Apr 2024	Apr 2025	May 2024	May 2025	June 2024	June 2025	4th Qtr FY24 to date	4th Qtr FY25 to date	4th Qtr% of change	FY24 Totals	FY25 Totals to date	FY Totals % of change
General												
Bibliographic records	1,219,816	1,211,957	1,219,647	1,211,160	1,216,394	1,211,136	1,216,394	1,211,136	-0.43%	1,216,394	1,211,136	-0.43%
Item records	5,135,471	5,098,609	5,135,182	5,090,155	5,131,528	5,092,082	5,131,528	5,092,082	-0.77%	5,131,528	5,092,082	-0.77%
Patron records	365,986	366,774	352,710	362,012	347,572	353,654	347,572	353,654	1.75%	347,572	353,654	1.75%
Total circulation	399,412	385,789	376,198	359,398	453,386	442,795	1,228,996	1,187,982	-3.34%	4,771,368	4,704,080	-1.41%
ILL transactions on LLSAP	56,066	59,584	51,015	53,227	53,886	55,012	160,967	167,823	4.26%	660,524	683,352	3.46%
Reciprocal borrowing	46,229	52,120	43,184	48,208	52,371	59,761	141,784	160,089	12.91%	545,042	577,749	6.00%
Training, Outreach and Engagement												
Training events	7	10	10	9	4	3	21	22	4.76%	84	69	-17.86%
Training participants	44	34	37	27	22	15	103	76	-26.21%	448	219	-51.12%
Training contact hours	93	46	64	39	43	25	199	110	-44.72%	796	388	-51.32%
TalentLMS Course Completions	231	259	259	252	260	272	750	783	4.40%	2,950	3,014	2.17%
Site visits	1	5	3	5	1	1	5	11	120.00%	21	32	52.38%
Member Meetings/Events	7	7	8	8	7	8	22	23	4.55%	100	63	-37.00%
Meeting/Event participants	227	206	110	87	51	101	388	394	1.55%	1,816	1,752	-3.52%
Meeting/Event contact hours	371	510	114	87	65	156	550	753	37.03%	4,140	6,508	57.20%
Troubleshooting												
HelpDesk Calls Opened	367	299	272	333	226	230	865	862	-0.35%	3,457	3,216	-6.97%
HelpDesk Calls Closed	333	279	287	311	255	273	875	863	-1.37%	3,507	3,225	-8.04%
Database Enrichment												
Bibload records loaded - PC staff	1,534	1,198	1,715	1,132	1,592	1,351	4,841	3,681	-23.96%	19,477	16,440	-15.59%
Bibload records loaded - MARC catalogers	2,414	2,592	2,393	1,703	1,128	2,090	5,935	6,385	7.58%	27,073	26,367	-2.61%
Cleanup/overlays/merges - PC staff	979	463	822	455	1,929	545	3,730	1,463	-60.78%	14,797	7,292	-50.72%
Cleanup/overlays/merges - MARC catalogers	865	716	1,440	439	875	3,878	3,180	5,033	58.27%	11,532	12,731	10.40%
Enhancements/corrections - PC staff	38	20	51	66	28	80	117	166	41.88%	464	403	-13.15%
Enhancements/corrections - MARC catalogers	138	131	82	31	64	158	284	320	12.68%	1,487	1,272	-14.46%
Original catalogings - PC staff	67	55	86	68	68	61	221	184	-16.74%	722	781	8.17%
Original catalogings - MARC catalogers	30	28	17	38	23	53	70	119	70.00%	356	332	-6.74%
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	53,314	33,208	36,251	36,256	54,211	30,693	143,776	100,157	-30.34%	506,580	501,042	-1.09%
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov												

	July 2023	July 2024	Aug 2023	Aug 2024	Sept 2023	Sept 2024	Oct 2023	Oct 2024	Nov 2023	Nov 2024	Dec 2023	Dec 2024	Jan 2024	Jan 2025	Feb 2024	Feb 2025	Mar 2024	Mar 2025	Apr 2024	Apr 2025	May 2024	May 2025	June 2024	June 2025	4th Qtr FY24 to date	4th Qtr FY25 to date	4th Qtr % of change	FY24 Totals	FY25 Totals to date	FY Totals % of change		
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	1,219,647	1,211,160	1,216,394	1,211,136	1,216,394	1,211,136	-0.43%	1,216,394	1,211,136	-0.43%		
Item records	5,130,722	5,132,031	5,129,098	5,127,833	5,123,012	5,122,725	5,125,136	5,111,339	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	5,135,182	5,090,155	5,131,528	5,092,082	5,131,528	5,092,082	-0.77%	5,131,528	5,092,082	-0.77%		
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	352,710	362,012	347,572	353,654	347,572	353,654	1.75%	347,572	353,654	1.75%		
Total circulation	444,070	466,283	416,179	401,094	386,250	380,458	397,018	399,870	376,890	333,404	329,139	393,151	390,410	386,659	368,694	405,374	412,260	399,412	385,789	376,198	359,398	453,386	442,795	1,228,996	1,187,982	-3.34%	4,771,368	4,704,080	-1.41%			
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	51,015	53,227	53,886	55,012	160,967	167,823	4.26%	660,524	683,352	3.46%		
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	43,184	48,208	52,371	59,761	141,784	160,089	12.91%	545,042	577,749	6.00%		
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	10	9	4	3	21	22	4.76%	84	69	-17.86%		
Training participants	80	4	74	12	20	42	23	13	23	4	22	7	25	12	25	31	53	18	44	34	37	27	22	15	103	76	-26.21%	448	219	-51.12%		
Training contact hours	132	3	92	17	38	43	45	20	48	6	31	10	62	15	45	149	107	15	93	46	64	39	43	25	199	110	-44.72%	796	388	-51.32%		
TalentLMS Course Completions	228	223	265	349	283	372	237	251	247	140	141	163	313	285	265	203	221	245	231	259	259	252	260	272	750	783	4.40%	2,950	3,014	2.17%		
Site visits	2	7	1	1	1	-	1	3	2	2	3	1	3	2	1	1	2	4	1	5	3	5	1	1	5	11	120.00%	21	32	52.38%		
Member Meetings/Events	5	5	13	6	9	6	10	7	7	3	7	2	11	3	7	1	9	7	7	7	8	8	7	8	22	23	4.55%	100	63	-37.00%		
Meeting/Event participants	150	153	172	124	348	658	210	151	55	28	60	25	188	130	146	24	99	65	227	206	110	87	51	101	388	394	1.55%	1,816	1,752	-3.52%		
Meeting/Event contact hours	393	306	230	164	1,740	4,609		254	53	31	75	25	310	241	187	31	261	96	371	510	114	87	65	156	550	753	37.03%	4,140	6,508	57.20%		
Troubleshooting																																
HelpDesk Calls Opened	186	295	307	352	242	270	301	275	276	246	268	199	281	218	401	213	330	286	367	299	272	333	226	230	865	862	-0.35%	3,457	3,216	-6.97%		
HelpDesk Calls Closed	227	302	298	344	231	273	285	256	256	237	336	227	313	208	341	220	345	295	333	279	287	311	255	273	875	863	-1.37%	3,507	3,225	-8.04%		
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	1,715	1,132	1,592	1,351	4,841	3,681	-23.96%	19,477	16,440	-15.59%		
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	2,393	1,703	1,128	2,090	5,935	6,385	7.58%	27,073	26,367	-2.61%		
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	822	455	1,929	545	3,730	1,463	-60.78%	14,797	7,292	-50.72%		
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	875	716	1,440	439	875	3,878	3,180	5,033	58.27%	11,532	12,731	10.40%		
Enhancements/corrections - PC staff	8	29	12	27	37	28	39	21	56	8	93	46	26	33	35	12	41	33	38	20	51	66	28	80	117	166	41.88%	464	403	-13.15%		
Enhancements/corrections - MARC catalogers	105	120	182	48	190	157	134	122	120	-	105	95	102	182	109	85	156	143	138	131	82	31	64	158	284	320	12.68%	1,487	1,272	-14.46%		
Original catalogings - PC staff	11	72	11	50	53	62	77	71	65	96	62	100	58	58	62	36	102	52	67	55	86	68	68	61	221	184	-16.74%	722	781	8.17%		
Original catalogings - MARC catalogers	45	24	29	30	18	29	43	26	32	4	14	9	35	40	38	42	32	9	30	28	17	38	23	53	70	119	70.00%	356	332	-6.74%		
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	36,251	36,256	54,211	30,693	143,776	100,157	-30.34%	506,580	501,042	-1.09%		
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov																																

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Re: Investment Analysis and Options

Background:

PrairieCat's bank accounts include:

- An interest-bearing checking account with Bank Orion with a balance of \$1,277,184 as of July 28. This account earns .30%, which is equal to the rate offered by Bank Orion for money market accounts.
- A money market account with Illinois Funds with a balance of \$255,140 as of June 30. This account earns interest at fluctuating rates that track closely with the rate set by the Federal Reserve.
- A money market account with PMA (Prudent Man Advisors) with a balance of \$52,658 as of June 30. This account also earns interest at fluctuating rates that track closely with the rate set by the Federal Reserve.

PrairieCat opened two 24-month CDs on August 30, 2023 with PMA, in the amounts of \$226,050 and \$226,150, for a total of \$452,200 at rates of 5.112% and 5.250%, respectively. Both CDs are maturing on August 27, 2025, and the funds will be automatically deposited in PrairieCat's PMA money market account. RAILS Finance and PrairieCat staff have reached out to several financial institutions to inquire about investment options for these funds. As we re-evaluate investment options this year, we must consider the economic uncertainty that may impact the Federal Reserve's interest rate decisions for the remainder of this calendar year, and their interest rate projections of 3.9% and 3.6% for calendar years 2025 and 2026, respectively.

Analysis:

After speaking with representatives at several area banks, the quotes received for CD investments were:

<u>Bank/Investment Group</u> <u>Name</u>	<u>12 or 13-month CD</u>	<u>24-month CD</u>
Bank Orion	13-month CD at 4.05%	24-month CD at 0.90%
PMA	12-month CD at 4.122%	24-month CD at 4.047%
Blackhawk Bank & Trust	12-month CD at 2.75%	24-month CD at 2.00%

Quad City Bank & Trust	12-month CD at 3.96%	24-month CD – no option
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Please note that these interest rates are adjusted as often as daily, biweekly, or monthly and float with the market. The three highest rates quoted were received from: PMA for a 12-month CD at 4.122%, Bank Orion for a 13-month CD at 4.05%, and PMA for a 24-month CD at 4.047%.

Considerations:

PrairieCat has a long relationship with Bank Orion, and, over the years, they have been extremely responsive and attentive to all of our needs. The rate they offered for their 13-month CD was the second highest of all quotes received.

PrairieCat has been a client of PMA for almost two years, and we have a money market account as well as the two CDs that are maturing at the end of August. PMA came in slightly higher for their 12-month CD compared to Bank Orion but offered a significantly better rate for their 24-month CD.

As mentioned earlier, interest rates fluctuate often, but the Federal Open Market Committee of the Federal Reserve continues to take a conservative approach regarding lowering interest rates due to uncertainty with the economy. They have held interest rates steady at their last five meetings and their projections for calendar years 2025 and 2026 from their June 2025 meeting are 3.9% and 3.6%, respectively.

Recommendation

Since interest rates are projected to decrease in the next two calendar years and with the uncertainty surrounding the Federal Reserve and the economy that could be significantly impacted by tariffs and inflation, we feel it would be beneficial to ladder the maturity of PrairieCat's CDs. Laddering CDs would spread PrairieCat's investments across two financial institutions with different maturity dates, lock in these higher rates for a longer length of time, and allow more flexibility in accessing funds if needed. Our recommendation would be, once the two CDs with PMA mature on August 27, 2025 for a total of \$452,200 plus accrued interest, to secure one 24-month CD with PMA for less than the \$250,000 FDIC insurance coverage limit including the projected interest and a second \$250,000 13-month CD with Bank Orion. To do this, PrairieCat will need to move \$250,000 of the matured CD funds from the PMA money market account to Bank Orion. Although Bank Orion's 13-month CD interest rate was slightly lower than the 12-month CD for PMA, the additional month of interest and the additional principal balance would generate an extra \$1,000 in interest.

The remaining balance in the PMA money market account could either be left to float with the market and remain available for PrairieCat's immediate use or be transferred to Bank Orion and then Illinois Funds for immediate use, if needed, or to take advantage of the slightly higher interest rate offered by

Illinois Funds. Currently, the average interest rates as of June for the PMA money market account and Illinois Funds account are 4.178% and 4.428%, respectively.

These investment options were reviewed at PrairieCat's Finance Committee meeting on June 12. The committee agreed to recommend splitting the funds between a 12- or 13-month CD and a 24-month CD with the institutions that have the higher interest rates at the time of the August Administrative Council meeting.



Date: 7/11/2025

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Suggested revisions to the PrairieCat Employee Manual

Executive Summary:

Upon review, PrairieCat staff believe that two changes to the Employee Manual are needed. The first regards adding language suggested by our automobile insurance provider. The second regarding jury duty brings our policy in line with RAILS and other established best practices.

Detailed description:

Change to driving policy: Based on information from our automobile insurance provider, changes are needed to our driving policy. In short, we need to add language about who is permitted to ride in a company vehicle and language about adding tow hitches, etc. The other addition references staff members using their own cars on PrairieCat business. Please see the attached document for detail on the changes suggested.

Changes to the Jury Duty Policy: On review, it was also found that changes are needed to the Jury Duty policy. Below are the changes suggested:

Jury Duty

Employees ~~will be granted leave to serve on a jury. PRAIRIECAT will grant~~ ~~shall be given~~ paid time off for ~~up to four weeks of regularly scheduled work hours to any employee summoned for~~ jury duty. Any employee summoned for jury duty should provide his/her supervisor with as much notice as possible. Employees requesting and/or returning from jury duty leave will be required to provide verification of jury duty service ~~and payroll processing. Employees may keep their juror pay.~~

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Driver Safety

Purpose

Vehicle accidents can be costly in terms of human injury, lost working time, vehicle repair, and higher insurance premiums. The purpose of this policy is to set minimum qualifications for drivers of PRAIRIECAT ~~or RAILS~~-owned vehicles and standards for vehicle operation.

Driver Qualifications

Employees may operate a PRAIRIECAT or RAILS-owned vehicle only if they:

- are acting at the direction and with the explicit permission of PRAIRIECAT or RAILS,
- are aged 21 or older,
- hold no more than one driver's license,
- hold a valid license for the class of vehicle in question, and
- are otherwise qualified under federal and state regulations to drive the vehicle in question.

Disqualifying Driving Records

Employees whose essential job functions include driving PRAIRIECAT ~~or RAILS~~-owned ~~or employee-owned~~ vehicles ~~on PRAIRIECAT business will may~~ be subject to a Department of Motor Vehicles background check prior to beginning employment and annually, thereafter. PRAIRIECAT ~~or RAILS~~ reserves the right to run a motor vehicle report (MVR) on employees whose essential job functions don't include driving a PRAIRIECAT vehicle but who may use a PRAIRIECAT vehicle while performing work on behalf of PRAIRIECAT. Employees cannot operate PRAIRIECAT ~~or RAILS~~-owned vehicles if their driving records contain the following violations, and PRAIRIECAT expects employees to notify their immediate supervisor (self-report) if they have a disqualifying driving record and cannot operate a PRAIRIECAT ~~or RAILS~~ vehicle or personal vehicle on PRAIRIECAT business:

- driving a motor vehicle under the influence of alcohol, controlled substances, or drugs that impair driving ability;
- refusing to submit to a test to determine alcohol concentration while driving a motor vehicle;
- using a motor vehicle in the commission of a felony;
- leaving the scene of an accident unlawfully;
- committing more than one major traffic offense over the past 24 months, including reckless driving, careless driving, or a major moving traffic infraction;
- receiving a felony revocation of driving privileges or felony or misdemeanor driver's license suspension within the last 24 months; or
- transporting a controlled substance unlawfully.

General Driving Requirements

While operating a personal or PRAIRIECAT-owned vehicle on PRAIRIECAT business, employees must:

- observe applicable speed limits at all times;
- obey all traffic rules and regulations;
- drive defensively and anticipate driving hazards, such as bad weather and bad drivers; and
- report any accidents in which they are involved to the police and their supervisors.

Non-Employee Passengers

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While operating a PRAIRIECAT-owned vehicle, passengers who are not employed by PRAIRIECAT or otherwise on official PRAIRIECAT business, including family members and acquaintances, are not allowed in the vehicle. It is permissible to transport passengers affiliated with PRAIRIECAT, such as member library staff.

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Trailer Hitches and Towing

Trailer hitches may not be attached to any PRAIRIECAT-owned vehicle without prior written approval from the director. It is forbidden to tow non-company assets with PRAIRIECAT-owned vehicles

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Safety Belts

Drivers must ensure that safety belts are worn by drivers and passengers in all vehicles used for PRAIRIECAT business. Lap belts must be properly secured in those vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured. Approved child safety restraints must be used for children of the age, size, or weight for which such restraints are prescribed by law. Employees who discover an inoperable restraint system promptly must report the defect to the appropriate supervisor. PRAIRIECAT-owned vehicles in which a safety belt is inoperable cannot be used until the safety belt is repaired.

Wireless Communications Devices Use

PRAIRIECAT encourages and promotes cell phone safety when operating a motor vehicle for PRAIRIECAT business. If an employee finds that it is absolutely necessary to utilize a cellular phone while driving, the following should be observed:

- Place calls while stopped or have someone place the call for you.
- *Employees may only use a cellular phone while driving if they are utilizing a hands-free device (such as a headset) or are using the phone in a voice activated mode.*
- Avoid intense, emotional or complicated conversations.
- Assess traffic conditions before making a call. Do not utilize a cell phone in heavy traffic conditions, inclement weather or in unfamiliar terrain.
- Give driving your full attention.
- Ensure that the phone is within easy reach.
- Use memory dial to minimize dialing time.
- Do not take notes or look up phone numbers while driving.
- Do not compose, send or read electronic messages while operating a motor vehicle.

Accidents

A printed card titled "In Case of Accident" must be kept in the glove compartment of each PRAIRIECAT-owned vehicle. The card is intended to provide employees with easy access to guidance on what to do when accidents occur. In general, the following requirements apply:

- Employees must report traffic accidents to the local police and then their supervisors.
- Employees must not sign or make any statements regarding their responsibility or fault for a traffic accident that occurs while they are driving a PRAIRIECAT-owned vehicle or driving their own vehicle on PRAIRIECAT business. Employees should avoid explaining or describing the accident to anyone except public safety personnel, their supervisor, or the claims adjuster or attorney for PRAIRIECAT's insurance company.

- Employees must obtain names, addresses, phone numbers, and license numbers of the other drivers involved. Employees also must collect insurance company contact information and the address and phone number of the police department where the accident report is prepared.

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Use of Employee-Owned Vehicles

- Employees using personal vehicles for PRAIRIECAT business use are encouraged to carry higher-than-state-required minimum insurance levels to provide additional protection in the event of an accident.
- PRAIRIECAT may ask employees to verify that the employees' personal auto insurance does not exclude business use. Contact your insurance agent for additional guidance on how insurance responds when multiple policies are involved.
- Drivers are required to immediately contact law enforcement, gather the other parties' information, and notify the on-duty supervisor following an accident.
- All other safety requirements listed in this policy, including cell phone use, use of safety belts, alcohol or drugs/controlled substances, etc. remain in effect when using personal vehicles on official PRAIRIECAT business.

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Discipline

Employees who drive negligently or fail to comply with this policy's safety requirements and self-reporting guidelines are subject to immediate discipline, up to and including termination of employment.