

PrairieCat Administrative Council
Agenda
September 5, 2025

The Council will meet on Friday, September 5, 2025, 10:30 am – 1:00 pm in person at the Yorkville Public Library, 902 Game Farm Rd, Yorkville, IL. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-09-05) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-09-05>).

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 3-18)
 - 4.1. Approve minutes for August 8, 2025, PrairieCat Administrative Council meeting
 - 4.2. Approve financial report for July 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
 - 5.2.1. FY25 compliance Report (pp. 19-20)
 - 5.2.2. Annual report, 2025
6. Administrative issues
 - 6.1. ACTION: Discussion and approval, revisions to the PrairieCat Employee handbook regarding Jury Duty policies (p. 21)
7. Ad Hoc Committee updates
 - 7.1. Resource Sharing Committee – No report
 - 7.2. Finance Committee – No report
8. Review of meeting, what worked and what did not
9. Public comments



220 W. 23rd Ave.
Coal Valley, IL 61240
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support.prairiecat.info

10. Adjournment

11. Next meeting - Friday, October 3, 2025, at the LaSalle Public Library

**PrairieCat Administrative Council
Minutes
August 8, 2025**

The Council met 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

Present at Marseilles Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Julie Wayland (PR), Megan Gove (TF), Stephanie Nissen (RU), Ashley Huffines (FP), Penny Bryant (PT), Kelly McCully (BD), Kimberly Brozovich (RP), Beth Ryan (JO), Jenna Diedrich (GA)

Present via Zoom: Elena Mendoza (RAILS)

Absent: Michelle Krooswyk (NL), Chelsey Knippel (PrairieCat), Shelby O'Hara (PrairieCat), Barbara Posinger (SA)

Gove (Chair-TF) called the meeting to order at 10:33 am.

2. Introduction of visitors and public comments

Elena Mendoza (RAILS) joined the meeting and introduced herself as a RAILS Accountant.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

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

MOTION #1

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

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that the only potential upgrading member we have is Mineral-Gold Public Library. They had reached out requesting a quote to upgrade their membership from Union List to a circulating membership. Coulter (PrairieCat) is waiting for their specific numbers to complete the quote.

5.2. Update on current training and engagement projects

Smith (PrairieCat) explained that PrairieCat's main project right now is the implementation and configuration of the new mobile app. Currently, we are in the testing phase, so about half of the libraries have their individual templates ready and we sent them instructions on how to access those. We are encouraging those libraries to download the app, verify their information and report any issues. PrairieCat hosted two Q&A sessions on the mobile app earlier this week. Once the next round of templates are ready, we will send those out and be able to finalize the dates the app will be available in the app stores. Gove (TF) asked once the app is available in the app store, how will we be able to distinguish between the Innovative app and the Capira app since the Capira app will be available until October. Smith replied that there will be a different icon for the new Innovative app. PrairieCat has created a new PrairieCat On-the-Go icon which will be used in marketing and promotional

materials and will be distinguishable from the Capira app icon. Coulter (PrairieCat) explained that on October 10th, the Capira app will have a banner telling users to download the new app.

Smith stated that PUG Day coming up on September 26, 2025, is another big project for the PrairieCat staff. The schedule has been finalized so PrairieCat staff is working on all the little details involved with an in-person event. Registration is close to 200.

6. Administrative issues

6.1. Discussion, initial Delegates Assembly remote meeting and evaluation of locations

Coulter (PrairieCat) stated that she was very please with how smoothly the first multiple location Delegates Assembly meeting went on July 30, 2025. The Council agreed that they received positive feedback at the locations they attended. Smith (PrairieCat) shared the Delegates Assembly Meeting Format survey results. The weighted average score of 4.3 out of 5 strongly agrees with the new meeting format, though there are still some concerns about travel distances. The Council agreed to add Woodstock as a meeting site for future Delegates Assembly meetings. Coulter also expressed her intent on rotating PrairieCat staff members at each meeting location to help facilitate the administrative needs of the meetings.

6.2. ACTION: Discussion and approval, best replacement options for expiring PrairieCat CDs and the reinvestment of funds.

Mendoza (RAILS) gave an update on the current PrairieCat financial audit, stating that everything is proceeding smoothly.

Mendoza presented PrairieCat's investment options, focusing on their upcoming CD maturities. Our current CDs, both held at PMA, expire on August 27th. For reinvesting the funds, she recommended laddering the investments by securing a 24-month CD with PMA and a 13-month CD with Bank Orion, which would provide flexibility and potentially higher returns. Mendoza also noted that leaving some funds in PMA's money market account

could be beneficial, as it would leave our account at PMA open for future use. The Finance Committee had previously agreed to this strategy, and Mendoza confirmed that PrairieCat would have approximately \$70,000 over the reinvestment amounts at PMA in liquid balance after the CDs mature. Mendoza stated that PrairieCat can put exactly \$250,000 in BankOrion because we already collateralize with them. Because we do not collateralize with PMA and it would not be beneficial to start collateralizing with them, she recommends putting less than the \$250,000 FDIC insurance coverage limit in the PMA account. The Council discussed the laddering of CDs and the reinvestment of funds, agreeing to leaving \$5,000 in the PMA Money Market account, investing \$250,000 in a 13-month CD with BankOrion and \$231,200 in a 24-Month CD with PMA. The remainder of liquid balance held at PMA will be moved from PMA to Illinois Funds, as that fund is performing better and we would glean a higher rate of interest.

MOTION #2

Ryan (JO) moved and Huffines (FP) seconded to approve leaving \$5,000 in the PMA Money Market account and moving the remainder to Illinois Funds, laddering the investment funds by investing \$250,000 in a 13-month CD with BankOrion and secure the PMA 24-month CD for less than the \$250,000 FDIC insurance coverage limit, including the projected net interest. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

6.3. Discussion, removing Encore hosting in FY27

Coulter (PrairieCat) explained that PrairieCat has paid to keep Encore up and running until the end of FY26, June 30, 2026. Hosting Encore costs over \$9,000 annually and is non-compliant with web accessibility laws. The Council agreed to discontinue Encore hosting in FY27 and publicizing the discontinuation six months before the end of FY26.

- 6.4. ACTION:** Discussion and approval, revisions to the PrairieCat Employee handbook regarding the Driving and Jury Duty policies

Coulter (PrairieCat) presented revision to the Driving Policy in the Employee Handbook, stating that the changes were made to comply with the insurance company's requirements for employee-owned vehicles being used for business purposes. We also added in passenger restrictions when driving a personal or company vehicle for business purposes.

Coulter explained the requested changes of the Jury Duty Policy to now include a limit of up to four weeks of paid time off. Ryan (JO) asked what happens if an employee is on jury duty for more than four weeks. Coulter replied that that situation would have to be approved separately. Gove (TF) asked if we should include a sentence that says "exceptions will be approved on a case-by-case basis." The Council agreed to add in that sentence.

MOTION #3

Nissen (RU) moved and McCully (BD) seconded to approve the revisions to the Driving and Jury Duty policies in the PrairieCat Employee handbook. There was no discussion the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

- 6.5. ACTION:** Nominate Megan Gove for IMRF board member position

Gove (TF) discussed her decision to run for a three-year term on the IMRF board, which requires nominations from three IMRF authorized agents.

MOTION #4

Huffines (FP) moved and Wayland (PR) seconded to approve the nomination of Megan Gove (TF) to the IMRF board of directors. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

7. Ad Hoc Committee updates

7.1. Resource Sharing Committee – No report

7.2. Finance Committee – No report

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

The meeting went well.

9. Public comments

There were no public comments.

10. Adjournment

The meeting adjourned at 11:18 am.

11. Next meeting - Friday, September 5, 2025, at the Yorkville 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:08/08/2025	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.									A			A		
to approve moving PrairieCat's investment funds to _____ _____ _____.									A			A		
to approve the revisions to the Driving and Jury Duty policies in the PrairieCat Employee handbook.									A			A		
to approve the nomination of Megan Gove (TF) to the IMRF board of directors.									A			A		



Date: 9/5/2025

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Subject: PrairieCat Financial Report – July 2025

Please find attached the PrairieCat Financial Reports for the month of July 2025. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of July 26 through August 13.

As of July 31, of the total cash balance of \$1,378,395, \$614,647 was undesignated working cash, \$758,080 was designated for capital reserves, and \$5,668 was eCommerce receipts payable to the membership. Cash increased by \$136,415 during July primarily due to the receipt of 80% of the invoiced first quarter member fees (\$283,621) and the receipt of the quarterly RAILS support grant payment (\$131,766). These receipts were partially offset by the annual OCLC membership fees for the entire consortium (\$147,868), three monthly payrolls and payroll-related expenses (\$110,104), fourth quarter eCommerce pay-outs to members (\$16,771), monthly LIMRiCC health insurance expense (\$16,433), as well as several other smaller vendor expenses.

The balance of working cash was sufficient to fund 3.6 months of budgeted FY2026 operating expenses, and the 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 July of \$172,973 were \$2,722 below budget primarily due to the Union List member dues that were billed as scheduled in August. The Union List member dues are budgeted evenly over the course of the fiscal year.

Total year-to-date interest as of the end of July was \$3,607, which was \$690 above the year-to-date budgeted amount of \$2,917. At their July meeting, the Federal Reserve held their target borrowing rate 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 increased from 3.4% to 3.6%. Their next meeting is scheduled for September 17. The average July interest rates were 4.443% and 4.180% for the IL Funds and iPrime money market (ISC) accounts, respectively, which slightly increased from the June average interest rates of 4.428% and 4.178%.

Total expenses through July of \$159,342 were \$8,701 below budget primarily due to under budget Contractual Services expenses (\$4,925), Travel and Continuing Education costs (\$2,814), Professional Services (\$1,595), and Supplies, Postage and Printing costs (\$1,539).

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 terms 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.

Travel and continuing education costs were below budget through July but are expected to rise as conferences and in-person member and governance meetings take place throughout the fiscal year. Professional services costs were below budget primarily due to not having yet incurred or paid consulting, auditing, and legal fees in July. Supplies, postage and printing costs were under budget primarily due to not having yet purchased laptops and software replacements for PrairieCat staff, which are budgeted evenly throughout the fiscal year.

These below budget costs were partially offset by above budget interest expense related to the SBITAs discussed above.

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

Beginning Cash Balance	\$ 1,241,980.46
Cash Received	
Payments from Member Libraries, etc.	437,384.98
Interest - BankORION	269.46
Interest - Illinois Funds	962.81
Interest - PMA	186.94
eCommerce Receipts Payable	5,846.06
Total Cash Received	<u>444,650.25</u>
Expenses Paid	
Checks and Vendor ACH Payments	191,278.92
Payroll and Retirement Contributions	110,103.89
ACH Credit Card Payments	6,394.02
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	458.41
Total Disbursements	<u>308,235.24</u>
Ending Cash Balance	<u><u>\$ 1,378,395.47</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	5,668.40
Reserve Designation	758,080.24
Working Cash	614,646.83

TOTAL CASH	<u><u>\$ 1,378,395.47</u></u>
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PAYPAL FUNDS DETAILS:

July PayPal Receipts in Transit to Bank	\$559.81
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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 July 2025	\$ 47,203.88

TOTAL CURRENT CD INVESTMENT VALUE	<u><u>\$ 499,403.88</u></u>
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Invested in Capital Assets Balance as of July 2025	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of July 2025	\$28,253.86
Unrestricted Fund Balance as of July 2025	\$1,987,963.85

FY26 operating expenses excluding planned reserve designation:	\$ 2,069,730.67
Working Cash % of operating expenses:	29.70%

PrairieCat
Balance Sheet
As of 7/31/2025

	Balance End of Month
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Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,069,448.19
Cash - Illinois Funds	256,102.82
Cash - PMA	52,844.46
PayPal Funds	559.81
Total Cash & cash equivalents	1,378,955.28
Investments	452,200.00
Accounts receivables	80,218.50
Accrued investment income	47,203.88
Prepaid expenses	577,017.02
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	(538,520.69)
Total Capital Assets, net	986,197.31
Other Assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	25.00
Total Other Assets	361,391.25
Total Assets	3,883,183.24
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Liabilities	
Accrued liabilities	49.14
eCommerce Receipts Payable	6,228.21
Payroll	
Pension Payable	16,626.73
Retirement Payable	1,467.23
Total Payroll	18,093.96
Deferred revenue	373,806.04
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	957,943.45
Total Other long-term obligations	972,661.45
Total Liabilities	1,866,965.53
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Net Assets	
Beginning Net Assets	2,002,587.17
Current YTD Net Income	13,630.54
Total Net Assets	2,016,217.71
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Total Liabilities and Net Assets	3,883,183.24
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PrairieCat
Statement of Revenues and Expenses - FY26 is 8.33% Completed
From 7/1/2025 Through 7/31/2025

	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	0.00	0.00	2,691.00	0.00%	32,292.00	0.00%
Fully Participating and Basic Online Member Revenue	117,674.62	117,674.62	117,675.00	99.99%	1,412,098.67	8.33%
ILL Barcode Revenue	300.00	300.00	250.00	120.00%	3,000.00	10.00%
Fully Participating & Basic Online - Reserve Contribution	3,244.80	3,244.80	3,245.00	99.99%	38,937.10	8.33%
Union List - Reserve Contribution	0.00	0.00	284.00	0.00%	3,409.00	0.00%
Total Fees for Services and Materials	121,219.42	121,219.42	124,145.00	97.64%	1,489,736.77	8.14%
Reimbursements						
Reimbursements	1,669.16	1,669.16	1,817.00	91.86%	21,803.00	7.65%
Reimbursements - PUG Day/DA Fees	0.00	0.00	0.00	0.00%	3,750.00	0.00%
Reimbursements - Mobile App	2,555.10	2,555.10	2,644.00	96.63%	31,725.00	8.05%
Total Reimbursements	4,224.26	4,224.26	4,461.00	94.69%	57,278.00	7.38%
Investment Income	3,607.15	3,607.15	2,917.00	123.65%	35,000.00	10.30%
Other						
Other Grants	0.00	0.00	167.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,921.83	43,921.83	43,922.00	99.99%	527,062.00	8.33%
Other Revenue	0.01	0.01	83.00	0.01%	1,000.00	0.00%
Total Other	43,921.84	43,921.84	44,172.00	99.43%	530,062.00	8.29%
Total REVENUES	172,972.67	172,972.67	175,695.00	98.45%	2,112,076.77	8.19%
EXPENSES						
Personnel						
Other Professionals	60,903.98	60,903.98	60,150.00	101.25%	781,955.70	7.78%
Support Services	8,199.42	8,199.42	9,109.00	90.01%	118,420.00	6.92%
Social Security Taxes	4,994.13	4,994.13	5,290.00	94.40%	68,763.99	7.26%
Unemployment Insurance	0.00	0.00	292.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.50	168.50	168.00	100.29%	2,020.00	8.34%
Retirement Benefits	7,801.79	7,801.79	7,806.00	99.94%	101,483.06	7.68%
Health, Dental And Life Insurance	12,283.66	12,283.66	12,845.00	95.62%	154,141.00	7.96%
Other Fringe Benefits	0.00	0.00	83.00	0.00%	1,000.00	0.00%
Tuition Reimbursements	0.00	0.00	41.00	0.00%	500.00	0.00%
Staff Professional Memberships	125.00	125.00	83.00	150.60%	1,000.00	12.50%
Total Personnel	94,476.48	94,476.48	95,867.00	98.55%	1,232,783.75	7.66%
Buildings and Grounds						
Property Insurance	278.75	278.75	267.00	104.40%	3,200.00	8.71%
Total Buildings and Grounds	278.75	278.75	267.00	104.40%	3,200.00	8.71%
Vehicle Expenses						
Fuel	2.00	2.00	83.00	2.40%	1,000.00	0.20%

PrairieCat

Statement of Revenues and Expenses - FY26 is 8.33% Completed

From 7/1/2025 Through 7/31/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Repairs And Maintenance	0.00	0.00	83.00	0.00%	1,000.00	0.00%
Vehicle Insurance	124.08	124.08	125.00	99.26%	1,500.00	8.27%
Vehicles Leasing And Rent	0.00	0.00	41.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	29.00	0.00%	350.00	0.00%
Total Vehicle Expenses	126.08	126.08	361.00	34.93%	4,350.00	2.90%
Travel and Continuing Education						
In-State Travel	0.00	0.00	667.00	0.00%	8,000.00	0.00%
Registrations And Meeting, Other Fees	386.88	386.88	867.00	44.62%	10,400.00	3.72%
Conferences And Continuing Education Meetings	0.00	0.00	1,667.00	0.00%	20,000.00	0.00%
Total Travel and Continuing Education	386.88	386.88	3,201.00	12.09%	38,400.00	1.01%
Public Relations	0.00	0.00	167.00	0.00%	2,000.00	0.00%
Commercial Insurance	617.74	617.74	667.00	92.61%	8,000.00	7.72%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,931.60	1,931.60	3,346.00	57.72%	40,155.80	4.81%
General Office Supplies And Equipment	0.00	0.00	125.00	0.00%	1,500.00	0.00%
Total Supplies, Postage and Printing	1,931.60	1,931.60	3,471.00	55.65%	41,655.80	4.64%
Telephone and Telecommunications	286.87	286.87	917.00	31.28%	11,000.00	2.60%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	70.83	70.83	125.00	56.66%	1,500.00	4.72%
Total Equipment Repair and Maintenance	70.83	70.83	125.00	56.66%	1,500.00	4.72%
Professional Services						
Legal	0.00	0.00	250.00	0.00%	3,000.00	0.00%
Accounting	200.00	200.00	583.00	34.30%	7,000.00	2.85%
Consulting	0.00	0.00	1,250.00	0.00%	15,000.00	0.00%
Payroll Service Fees	954.87	954.87	667.00	143.15%	8,000.00	11.93%
Total Professional Services	1,154.87	1,154.87	2,750.00	42.00%	33,000.00	3.50%
Contractual Services						
Information Service Costs	16,789.98	16,789.98	52,027.50	32.27%	624,329.92	2.68%
Outside Printing Services	0.00	0.00	167.00	0.00%	2,000.00	0.00%
Other Contractual Services	260.75	260.75	7,305.50	3.56%	87,667.00	0.29%
Amortization - Subscription Based IT Arrangements	37,524.50	37,524.50	0.00	0.00%	0.00	0.00%
Total Contractual Services	54,575.23	54,575.23	59,500.00	91.72%	713,996.92	7.64%
Professional Association Membership Dues	321.88	321.88	167.00	192.74%	2,000.00	16.09%
SBITA Interest	4,936.42	4,936.42	0.00	0.00%	0.00	0.00%
Miscellaneous	178.50	178.50	125.00	142.80%	1,500.00	11.90%

PrairieCat

Statement of Revenues and Expenses - FY26 is 8.33% Completed
From 7/1/2025 Through 7/31/2025

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Miscellaneous - eCommerce Fees	0.00	0.00	458.00	0.00%	5,500.00	0.00%
Total EXPENSES	<u>159,342.13</u>	<u>159,342.13</u>	<u>168,043.00</u>	<u>94.82%</u>	<u>2,098,886.47</u>	<u>7.59%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>13,630.54</u>	<u>13,630.54</u>	<u>7,652.00</u>	<u>178.13%</u>	<u>13,190.30</u>	<u>103.33%</u>

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 7/26/2025 Through 8/13/2025

Vendor Name	Effective Date	Check Amount
First Bankcard	7/29/2025	3,447.54
IHLS-OCLC	7/30/2025	147,625.76
IHLS-OCLC	7/30/2025	242.60
Bank Orion	7/31/2025	73.50
Paycom Payroll LLC	7/31/2025	318.29
Paycom Payroll LLC	7/31/2025	22,323.10
Paycom Payroll LLC	7/31/2025	9,267.31
ICMA Retirement Corporation	8/1/2025	1,467.23
MerchantE	8/4/2025	70.27
MerchantE	8/4/2025	258.66
ALTA LANGUAGE SERVICES, INC	8/6/2025	125.00
ROY AREY	8/6/2025	49.14
Illinois Municipal Retirement Fund	8/7/2025	11,160.69
Bank Orion	8/11/2025	20.00
LIMRICC	8/13/2025	16,433.26
Report Total		212,882.35

FY2026 PC Statistics

	July 2025	July 2024	Aug 2025	Aug 2024	Sept 2025	Sept 2024
General						
Bibliographic records	1,211,596	1,216,828	-	1,216,401	-	1,215,783
Item records	5,092,517	5,132,031	-	5,127,833	-	5,122,725
Patron records	357,423	347,042	-	352,809	-	357,587
Total circulation	451,212	466,283	-	401,094	-	380,458
ILL transactions on LLSAP	59,159	56,019	-	58,113	-	56,804
Reciprocal borrowing	62,112	53,251	-	45,776	-	43,843
Training, Outreach and Engagement						
Training events	5	2	-	4	-	14
Training participants	18	4	-	12	-	42
Training contact hours	21	3	-	17	-	43
TalentLMS Course Completions	170	223	-	349	-	372
Site visits	4	7	-	1	-	-
Member Meetings/Events	3	5	-	6	-	6
Meeting/Event participants	141	153	-	124	-	658
Meeting/Event contact hours	237	306	-	164	-	4,609
Troubleshooting						
HelpDesk Calls Opened	441	295	-	352	-	270
HelpDesk Calls Closed	440	302	-	344	-	273
Database Enrichment						
Bibload records loaded - PC staff	1,654	1,414	-	1,518	-	1,535
Bibload records loaded - MARC catalogers	2,499	2,895	-	2,209	-	2,154
Cleanup/overlays/merges - PC staff	490	1,563	-	537	-	794
Cleanup/overlays/merges - MARC catalogers	890	765	-	1,303	-	1,059
Enhancements/corrections - PC staff	82	29	-	27	-	28
Enhancements/corrections - MARC catalogers	76	120	-	48	-	157
Original catalogings - PC staff	103	72	-	50	-	62
Original catalogings - MARC catalogers	27	24	-	30	-	29
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	28,691	31,857	-	33,449	-	48,798
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov						

Sierra Code	Description	Delivery Code	Level	OCLC Symbol	Total Items Added FY25	Items Loaned FY25	Items Borrowed FY25	Net Lend/Borr FY25	Staff Member Item Entry Certified	Recommend Compliance Letter	NOTES
AL	Alleman High School	ALLG-01	UL	ZAX	129	72	27	45	yes		
AN	Andalusia Public Library	ANDG-01	BO	ZBV	141	945	946	-1	yes		
AA	Annawan-Alba Public Library	AAPG-02	UL	ZBX	223	891	1,947	-1,056	yes		
BM	Bertolet Memorial Library District	BMLY-14	BO	LD2	350	1,739	2,294	-555	yes		
BD	Bourbonnais Public Library	BD8B-02	FP	OD9	4,261	7,199	13,332	-6,133	yes		
BC	Boylan Central Catholic High School	BCCY-11	UL	JS3	186	246	661	-415	yes		
BR	Bradley Public Library	BR8B-02	FP	OE8	2,071	5,286	8,933	-3,647	yes		
BV	Bureau Valley Community Unit School District #340 (High School Library)	BVHG-02	UL	ZWV	298	164	531	-367	yes		
BN	Bureau Valley Community Unit School District #340 (Bureau Valley Walnut)	BNJG-02	ULB	ZWV	1,287	52	0	52	yes		
BS	Bureau Valley Community Unit School District #340 (Bureau Valley Junior High/Elementary)	BSJG-02	ULB	ZWV	226	12	7	5	yes		
BG	Byron CUSD 226 (High School)	BRLY-14	UL	LG3	197	114	52	62	yes		schools joined in 2018 FY19, in 2021 have been working on item entry, record cleanup during 2022 and into 2023/2024 with the elementary s
BE	Byron CUSD 226 (Mary Morgan Elementary School)	BR3Y-14	ULB	LG3	290	1	0	1	yes		
BF	Byron CUSD 226 (Byron Middle School)	BR2Y-14	ULB	LG3	90	35	0	35	yes		
BY	Byron Public Library	BYLY-14	FP	JX6	3,658	10,732	7,139	3,593	yes		
CP	Charles B. Phillips Public Library	CP8B-03	FP	ILCBP	682	6,838	3,587	3,251	yes		
CY	Chdwk/ Milldgvill CUSD 399 - Milledgeville High School	MWLY-14	UL	LM3	0	28	5	23	yes		no new items at the High School - using budget for digital collection and newer elementary titles
CH	Cherry Valley Public Library District	CHVY-13	FP	JX9	4,402	10,769	10,659	110	yes		
CT	Clinton Township Public Library	CTPY-12	FP	LF6	1,261	1,979	2,592	-613	yes		
CC	Coal City Public Library	CC8B-02	FP	OF9	3,792	14,704	9,306	5,398	yes		
CL	Colona District Public Library	CLNG-02	FP	ZSV	2,026	3,743	6,177	-2,434	yes		
CO	Cordova District Library	CORG-01	FP	ZCV	2,126	4,612	1,937	2,675	yes		
CN	Cortland Community Library	COLY-12	FP	O3C	1,189	6,263	5,475	788	yes		
CR	Creston-Dement Public Library	CRDY-12	BO	C5D	330	2,034	595	1,439	yes		
CD	Serena Community Unit School District #2 (Harding Grade School)	HGBB-03	BOB	ILHGS	89	234	54	180	yes		
CF	Serena Community Unit School District #2 (Serena High School)	SH8B-03	BO	OH7	102	206	392	-186	yes		
CE	Serena Community Unit School District #2 (Sheridan Grade School)	SS8B-03	BOB	ILSGS	95	114	277	-163	yes		
DA	Dakota CUSD 201 (Dakota Elementary School)	DA2Y-13	ULB	LG4	0	3	0	3	no	yes	no progress - collection for the elementary school (DA) set to not holdable and paging list disabled; coordinator hired Oct 2024; limited progre
DB	Dakota CUSD 201 (Jr/Sr High School)	DALY-13	UL	LG4	1	141	64	77	no		emailed 8/20/2025
DK	DeKalb Public Library	DKLY-12	FP	JY2	8,915	20,476	21,615	-1,139	yes		
EA	Earlville Public Library	EAPY-12	BO	ILETP	2,163	3,885	1,639	2,246	yes		
EP	East Dubuque Public Library	EDLY-13	FP	JY4	1,045	3,612	2,664	948	yes		
EM	East Moline Public Library	EMPG-01	FP	ZDX	4,799	14,719	6,638	8,081	yes		
EN	Eastland CUSD 308 (Eastland Elementary School)	LA2Y-14	ULB	E3C	829	214	436	-222	yes		
EO	Eastland CUSD 308 (High School)	EHSY-14	UL	E3C	323	121	353	-232	yes		
EL	Elizabeth Township Public Library	ELLY-13	FP	JY5	167	1,059	965	94	yes		
EJ	Ella Johnson Memorial Public Library	EJMY-11	FP	J24	4,822	8,526	11,107	-2,581	yes		
ER	Erie Public Library	ERIG-02	FP	ZDZ	606	2,368	2,816	-448	yes		
FL	Flagg-Rochelle Public Library	FRPY-12	FP	LE9	2,118	4,089	7,399	-3,310	yes		
FO	Forreston Public Library	FOLY-14	UL	JY6	263	2,002	2,907	-905	yes		
FR	Fossil Ridge Public Library District	FR8B-02	FP	OJ3	2,621	6,408	6,616	-208	yes		
FG	Franklin Grove Public Library	FGLY-12	FP	JY8	1,683	3,889	2,654	1,235	yes		
FP	Freeport Public Library	FPLY-13	FP	JY9	4,691	12,133	14,981	-2,848	yes		
GA	Galena Public Library	GALY-13	FP	J22	1,951	4,666	4,946	-280	yes		
GL	Galena Unit School District #120 (High School)	GLLY-13	UL	LJ8	53	66	450	-384	yes		arrangement with Galena PL effective Nov 2023 - adding items
GM	Galena Unit School District #120 (Galena Middle School)	GL3Y-13	ULB	LJ8	328	332	10	322	yes		
GN	Galena Unit School District #120 (Galena Primary School)	GL2Y-13	ULB	LJ8	0	0	0	0	yes		
GP	Geneseo Public Library	GPLY-02	FP	JYJ	1,713	7,113	7,198	-85	yes		
GE	Genoa Public Library	GELY-12	FP	JZ3	1,622	14,863	4,684	10,179	yes		
GK	Genoa-Kingston CUSD 424 - High School	GKLY-12	UL	LJ9	113	42	33	9	yes		
GR	Grant Park Public Library	GP8B-02	BO	OJ9	257	688	1,155	-467	yes		
GV	Graves-Hume Public Library	GVHY-12	FP	OK8	1,851	3,957	3,969	-12	yes		
HA	Hampton School District 29	HAMG-01	FPB	R6X	24	55	160	-105	yes		
HN	Hanover Township Library	HNLY-13	BO	JZ5	168	1,089	1,575	-486	yes		
HR	Harvard Diggins Library	HRLY-11	FP	JZ6	1,863	5,113	4,326	787	yes		
HE	Henry C Adams Memorial Library	HCAG-01	BO	ZEV	979	2,914	1,896	1,018	yes		
HW	Hiawatha CUSD 426 - High School	HHSY-12	UL	LK3	40	39	90	-51	yes		
HC	Highland Community College	HCCY-13	FP	IJW	721	3,147	1,080	2,067	yes		
HK	Hinckley Public Library	HKLY-12	FP	JZ7	1,167	3,408	3,325	83	yes		
HB	Homer Township (Bookmobile)	H88B-01	FPB	ON3	559	21	1,061	-1,040	yes		
HD	Homer Township Public Library (Main)	H88B-01	FP	ON3	4,138	9,183	22,864	-13,681	yes		
BL	Ida Public Library	IPLY-12	FP	JX5	2,608	8,651	9,383	-732	yes		
BB	Ida Public Library (Bookmobile)	IPBY-12	FPB	JX5	460	0	5	-5	yes		
JO	Johnsburg Public Library	JOLY-11	FP	LD5	3,155	9,166	6,401	2,765	yes		
JC	Joliet Township High SD #204 (Joliet Central High School)	JCHB-01	FP	TJ5	380	418	521	-103	yes		
JW	Joliet Township High SD #204 (Joliet West High School)	JVHB-01	FPB	TJ6	339	673	420	253	yes		
JH	Julia Hull District Library	JHLY-14	FP	L89	1,644	5,100	4,096	1,004	yes		
KK	Kankakee Public Library	KK8B-02	FP	OO3	5,017	11,140	6,117	5,023	yes		
KI	Kirkland Public Library	KILY-12	UL	JZ8	635	106	593	-487	yes		
LN	Lanark Public Library	LNLY-14	UL	JZ9	37	337	174	163	yes		
LS	LaSalle Public Library	LS8B-03	FP	OO9	2,142	6,748	3,057	3,691	yes		
LE	Lena Community Public Library	LELY-13	FP	LD3	384	1,548	3,673	-2,125	yes		
LI	Limestone Township Library	LIBB-02	FP	I9H	787	3,220	3,358	-138	yes		
LO	Lostant Community Library	LC8B-03	BO	OQ4	101	1,128	785	343	yes		
ML	Malta Township Public Library	MLLY-12	FP	LD6	403	1,407	1,706	-299	yes		
MT	Manhattan-Elwood Public Library	MT8B-02	FP	OQ8	3,941	13,669	9,128	4,541	yes		
MN	Manteno Public Library	MN8B-02	FP	OR6	2,298	11,467	6,214	5,253	yes		
MP	Maple Park Public Library	MPLY-12	FP	LD7	118	997	1,242	-245	yes		
MU	Marengo-Union Library District - MRLY-11	MRLY-11	FP	LD8	2,419	10,905	4,971	5,934	yes		
MB	Marseilles Public Library	MABB-03	BO	OR9	1,585	3,085	1,571	1,514	yes		
MZ	Mazon-Verona-Kinsman Elementary SD 2C (Mazon-Verona-Kinsman Elementary School)	MVEB-04	ULB	OT5	443	91	0	91	yes		
MY	Mazon-Verona-Kinsman Elementary SD 2C (Mazon-Verona-Kinsman Middle School)	MVMB-04	UL	OT5	239	101	0	101	yes		
ME	Meridian CUSD #223 (Highland Elementary School)	SP4Y-14	FPB	XH5	254	232	3	229	yes		
MJ	Meridian CUSD #223 (Meridian Junior High School)	SPLY-14	FPB	XH5	276	294	269	25	yes		
MD	Meridian CUSD #223 (Monroe Center Elementary School)	SP3Y-14	FPB	XH5	368	117	120	-3	yes		
MS	Meridian CUSD #223 (Stillman Valley High School)	SP2Y-14	FP	XH5	221	342	370	-28	yes		
MI	Mills & Petrie Memorial Library and Gymnasium	MPMY-12	BO	JX4	3,209	1,352	950	402	yes		upgraded to BO May 2025
MG	Mineral-Gold Public Library	MGPG-02	UL	ZFX	230	530	145	385	yes		
MK	Mokena Community Public Library	MK8B-01	FP	OJ9	6,476	17,053	11,145	5,908	yes		
MX	Moline Public Library	MPLG-01	FP	IDO	15,816	30,137	24,594	5,543	yes		
MV	Moline SD 40 (High School)	MHSG-01	UL	ZFZ	347	265	398	-133	yes		
HI	Moore Memorial District Library	MMLG-01	UL	ZLW	117	339	27	312	yes		arrangement with Cordova for cataloging
MR	Morris Area Public Library	MR8B-03	FP	OV4	2,779	8,092	9,832	-1,740	yes		
MM	Mount Morris Public Library	MMLY-14	BO	LE3	665	2,599	1,285	1,314	yes		
MO	Mount Carroll District Library	MCLY-14	BO	LE2	310	1,776	1,667	109	yes		

Sierra Code	Description	Delivery Code	Level	OCLC Symbol	Total Items Added FY25	Items Loaned FY25	Items Borrowed FY25	Net Lend/Borr FY25	Staff Member Item Entry Certified	Recommend Compliance Letter	NOTES
NL	New Lenox Public Library	NLBB-01	FP	OV7	10,027	21,028	20,245	783	yes		
KR	Nippersink Public Library District	NPLY-11	FP	LE8	1,777	8,327	6,687	1,640	yes		
NC	North Chicago Public Library	NCK	FP	GO5	1,465	5,390	780	4,610	yes		
ND	North Chicago Public Library Bookmobile	NCKBM	FPB	GO5	1	1	0	1	yes		
LP	North Suburban Library District (Loves Park)	NSLY-11	FP	I#X	17,353	20,616	18,806	1,810	yes		
LR	North Suburban Library District (Roscoe)	NSRY-11	FPB	I#X	11,470	10,614	21,312	-10,698	yes		
OD	Odell Public Library	MORG-01	FP	ZLZ	1,100	2,419	3,985	-1,566	yes		
OG	Oglesby Public Library	OGBB-03	FP	OW4	1,059	2,530	2,954	-424	yes		
OR	Oregon Public Library	ORLY-14	FP	LE4	1,587	3,068	5,691	-2,623	yes		
PK	Pankhurst Memorial Library	PMLY-12	UL	JX2	365	790	749	41	yes		
PL	Pearl City CUSD 200	PLLY-13	UL	LM8	46	210	122	88	yes		
PP	Pearl City Public Library	PCLY-13	FP	LE5	394	1,432	1,255	177	yes		
PS	Pecatonica CUSD 321 (High School)	PALY-13	UL	LM9	0	157	293	-136	no	yes	no progress -- new Fall 2024, started on TalentLMS courses, notified training needs to be completed within 6 months
PT	Pecatonica Public Library	PTLY-13	FP	LE6	972	2,513	4,956	-2,443	yes		
PE	Peotone Public Library	PEBB-02	FP	OX9	2,434	7,908	7,015	893	yes		
PU	Peru Public Library	PUGG-02	FP	OY2	2,509	4,947	10,104	-5,157	yes		
PD	Plano Community Library District	PDBB-04	FP	OY5	3,499	13,181	10,517	2,664	yes		
PY	Plano CUSD 88 (Centennial Elementary School)	PCEB-03	FPB	P7Z	626	102	18	84	yes		
PW	Plano CUSD 88 (Emily G. Johns Intermediate School)	PEJB-03	FPB	ILEGJ	295	36	25	11	yes		
PX	Plano CUSD 88 (Plano High School)	PHSB-03	FP	OY6	548	136	132	4	yes		
PZ	Plano CUSD 88 (Plano Middle School)	PMSB-03	FPB	P7Y	337	145	56	89	yes		
PV	Plano CUSD 88 (P.H. Miller School)	PHMB-03	FPB	P7V	330	60	17	43	yes		
PC	Polo CUSD 222 (Aplington Middle School)	PO3Y-14	ULB	LH3	29	119	0	119	yes		
PA	Polo CUSD 222 (Centennial Elem. School)	PO2Y-14	ULB	LH3	17	151	0	151	yes		
PB	Polo CUSD 222 (Polo Community High School)	PSLY-14	UL	LH3	43	71	462	-391	yes		
PO	Polo Public Library	POLY-14	BO	LE7	1,049	1,981	2,789	-808	yes		
PR	Princeton Public Library	PRGG-02	FP	OT4	2,255	6,942	6,956	-14	yes		
PF	Princeton Township SD 500 (High School)	PTWG-02	BO	OY8	164	230	310	-80	yes		
TZ	Prophetstown-Lyndon-Tampico CUD 3 (Prophetstown Elementary School)	PESG-01	BOB	ZMW	57	221	254	-33	yes		
TX	Prophetstown-Lyndon-Tampico CUD 3 (Tampico Elementary School)	TAEG-01	BOB	ZMW	251	247	339	-92	yes		
TW	Prophetstown-Lyndon-Tampico CUD 3 (6-12 Campus)	PHSG-01	BO	ZMW	287	247	751	-504	yes		
UF	Putnam County Public Library District (Putnam (Condit) Branch)	PTGG-02	FPB	OZ2	547	355	125	230	yes		
UD	Putnam County Public Library District (Granville Branch)	GRGG-02	FPB	OZ2	576	1,055	9,351	-8,296	yes		
UE	Putnam County Public Library (Headquarters)	PCGG-02	FP	OZ2	602	3,363	3,341	22	yes		
UK	Putnam County Public Library District (Magnolia Branch)	MGGG-02	FPB	OZ2	486	421	360	61	yes		
UL	Putnam County Public Library District (McNabb Branch)	MCGG-02	FPB	OZ2	223	512	255	257	yes		
UG	Putnam County Public Library District (Standard Branch)	SDGG-02	FPB	OZ2	110	361	102	259	yes		
UC	Putnam County SD 535 (Putnam County High School)	PCHG-02	FP	OZ8	387	212	69	143	yes		
UB	Putnam County SD 535 (Putnam County Junior High School)	PCJG-02	FPB	OZ8	223	166	8	158	yes		
UA	Putnam County SD 535 Putnam (County Primary School)	PCPG-02	FPB	OZ8	832	223	110	113	yes		went live Jan 2024
RA	Raymond A Sapp Memorial Township Library	RAYG-02	UL	QW9	152	796	442	354	yes		
RL	Reddick Public Library District	RLBB-03	FP	QX9	3,306	8,442	19,535	-11,093	yes		
MA	Richard A Mautino ML	RAMG-02	BO	OJ7	727	2,793	1,658	1,135	yes		
RB	River Bend CUSD 2 (Fulton Elem. School)	FESG-01	ULB	R@T	814	523	0	523	yes		
RH	River Bend CUSD 2 (Fulton High School)	FHSG-01	UL	ZNV	219	108	90	18	yes		
RM	River Bend CUSD 2 (Fulton Middle School)	FMSG-01	ULB	R@T	375	229	4	225	yes		
RV	River Ridge CUSD 210	RRHY-13	UL	JS6	488	0	30	-30	yes		Will be able to participate in the Interlibrary Loan Program this year ~ am back to my 'regular' library duties. Please start Sept. 2nd with pickli
RD	River Valley District Library	RVLG-01	FP	ZNW	2,410	6,658	6,592	66	yes		
CV	Robert R. Jones Public Library District	CVPG-01	FP	ZOV	1,735	5,521	5,433	88	yes		
RO	Robert W. Rowe Public Library	ROBB-03	FP	QY8	975	2,473	2,383	90	yes		
RW	Rochelle SD 212 (Rochelle Township High School)	RSLY-12	UL	LH5	495	246	103	143	yes		
RT	Rock Island Public Library (Library 2 Go)	RITG-01	FPB	ZPX	378	289	527	-238	yes		
RP	Rock Island Public Library (Main)	RIPG-01	FP	ZPX	7,733	16,681	14,366	2,315	yes		
RK	Rock Island Public Library (Southwest Library)	RISG-01	FPB	ZPX	1,878	3,470	5,327	-1,857	yes		
RZ	Rock Island Public Library (Watts-Midtown Library)	RIZG-01	FPB	ZPX	1,533	3,048	7,660	-4,612	yes		
RI	Rock Island SD 41 (High School)	RHSG-01	UL	ZPZ	69	42	290	-248	yes		
RU	Rockford University	RKC-ILDS	FP	IBR	6	2,635	166	2,469	yes		
RY	Rockridge SD 300 (High School)	ROCG-01	UL	ZQW	54	131	12	119	yes		
SA	Sandwich District Library	SABB-04	FP	TD3	2,091	6,085	6,031	54	yes		
SM	Scales Mound CUSD 211	SMLY-13	UL	JS7	150	148	218	-70	yes		
SC	Schmaling Memorial Library	FULG-01	BO	ZQY	2,113	3,928	3,427	501	yes		
SE	Seneca Public Library	SEBB-03	FP	TD7	4,174	8,906	2,263	6,643	yes		
SH	Sheffield Public Library	SHFG-02	UL	ZRV	399	603	1,080	-477	yes		
SD	Sherrard Public Library District	SHDG-02	FP	JZQ	2,168	3,997	1,621	2,376	yes		
SL	Silvis Public Library	SVPG-01	FP	ZRW	1,740	2,921	6,804	-3,883	yes		
SN	Somonauk Public Library	SNBB-04	FP	TF5	3,252	6,478	6,487	-9	yes		
SB	South Beloit Public Library	SBLY-11	FP	LB7	1,051	2,330	4,422	-2,092	yes		
SK	Stockton Township Public Library	SKLY-13	BO	LF2	789	1,499	1,854	-355	yes		
SR	Streator Public Library	SRBB-03	FP	TF8	2,195	4,237	3,757	480	yes		
SY	Sycamore Public Library	SYLY-12	FP	LF3	8,194	13,456	21,758	-8,302	yes		
TF	Talcott Free Public Library	TFLY-11	FP	LB4	2,562	8,742	6,202	2,540	yes		
TC	Three Rivers Public Library (Channahon)	TRBB-02	FP	TG3	3,178	10,572	11,507	-935	yes		
TM	Three Rivers Public Library (Minooka)	TMBB-02	FPB	TG4	1,593	4,364	9,319	-4,955	yes		
TR	UnityPoint Health Trinity	TRIG-01	UL	JWH	9	23	2	21	yes		
UT	United Township High School SD 30	UTSG-01	FP	ZSZ	863	865	964	-99	yes		
WA	Walnut Public Library	WALG-02	BO	ZVY	1,767	2,104	1,472	632	yes		
WC	Warren CUSD 205 (Jr/Sr High School)	WALY-13	UL	LN5	1,481	190	33	157	yes		
WR	Warren Township Public Library	WRLY-13	BO	LF5	683	1,102	1,946	-844	yes		
WD	Western District Public Library	WDLG-02	FP	ZWW	890	2,099	2,541	-442	yes		
WL	Wilmington Public Library District	WLBB-02	FP	TH8	2,866	9,482	5,851	3,631	yes		
WN	Winnebago CUSD 323 (High School)	WQLY-13	UL	LN6	167	126	150	-24	yes		
WP	Winnebago Public Library District	WPLY-13	FP	FF7	2,856	7,688	2,380	5,308	yes		went live Jan 2024
WO	Woodstock Public Library	WOLY-11	FP	LF8	8,702	22,502	19,519	2,983	yes		
YT	York Township Public Library	YTLY-14	UL	LF4	384	1,137	1,540	-403	yes		
YK	Yorkville Public Library	YKBB-04	FP	TI2	3,186	7,598	18,511	-10,913	yes		



Date: 8/11/2025

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Suggested revisions to the PrairieCat Employee Manual

Executive Summary:

Upon review, it is believed that there was a misunderstanding regarding the changes to the Jury Duty Policy at the August 8, 2025, Administrative Council meeting. The reason for the changes is detailed below.

Detailed description:

Illinois law requires employers to allow employees who are summoned to jury duty for either petit or grand jury service be given time off from employment to serve upon the jury for which the employee has been summoned, regardless of the length of time they are summoned. Illinois law does NOT require employers to pay employees for the time taken off for jury duty. PrairieCat's policy states that an employee will be paid for their time off for jury duty. Currently the policy is open ended. It is suggested that the policy limits the amount of paid time off PrairieCat will cover for jury duty service before requiring the employee to use their earned PTO or taking the time unpaid.

Jury Duty

Employees will be granted leave to serve on a jury. PRAIRIECAT will grant paid time off **for up to 20 days of regularly scheduled work hours within a twelve-month period 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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