



Board of Directors

March 16, 2010

**LaSalle Public Library
305 Marquette Street
LaSalle, IL 61031**



**Board of Directors and Finance Committee Meetings
March 16, 2010
LaSalle Public Library, 305 Marquette St., LaSalle, IL 61301**

Finance Committee Page 1

Board of Directors Page 10

**Prairie Area Library System
Board of Directors'
Finance Committee Meeting
3/16/2010
9a.m. (prior to the board meeting)
LaSalle Public Library, 305 Marquette St., LaSalle, IL 61301-2135**

AGENDA

- I. Roll call/call to order
- II. Approve minutes of January 19, 2010 meeting (p. 2)
- III. Review preliminary FY11 General Fund budget
- IV. Update on PrairieCat Borrowing Subcommittee meetings
- V. Discuss bidding FY10 financial audit, with recommendation to the Board
- VI. Preliminary review/discussion of PALS' investment policy (p. 3)
- VII. Adjourn

Finance Committee:

Penny O'Rourke (chair), Catherine Yanikoski, Steven Epstein

**Prairie Area Library System
Board of Directors'
Finance Committee Meeting
1/19/2010
9:15 a.m. (prior to the board meeting)
LaSalle Public Library, 305 Marquette St., LaSalle, IL 61301**

Draft Minutes

- I. Roll call/call to order
The meeting was called to order by Chair Penny O'Rourke.

Present: Penny O'Rourke, Steve Epstein
Absent: Catherine Yanikoski
Also present: Charlet Key, Michael Piper, Crystal Talbot
- II. Update on financial status
PALS' current financial status was discussed.
- III. Review BankOrion commitment letter for line of credit.
Steve moved and Penny seconded that the Committee recommend to the PALS Board that PALS execute the BankOrion letter for a line of credit. The motion carried on a voice vote.
- IV. Review US Bank wire transfer agreement
Steve moved and Penny seconded that the Committee recommend to the PALS Board that the wire transfer agreement be approved. The motion carried on a voice vote.
- V. Discuss/act upon joining the LIMRiCC Unemployment Compensation Group Account (UCGA)
Penny moved and Steve seconded that the Committee recommend PALS join UCGA. The voice vote was one aye and one nay.
- VI. Adjourn
The meeting was adjourned by consensus.

Finance Committee:

Penny O'Rourke (chair), Steven Epstein, Catherine Yanikoski

PRAIRIE AREA LIBRARY SYSTEM
FINANCE AND INVESTMENT POLICY

Approved July 1, 2004

I. Purpose

The purpose of the Prairie Area Library System Finance Policy is to provide a framework for the fiscal operations of the System, to assure sound fiscal management and to outline responsibilities for management of the System's public funds.

II. Scope of Policy

This Finance and Investment Policy applies to the financial and investment activities of all funds under the direction of the Prairie Area Library System. This Finance and Investment policy will also apply to any new funds or temporary funds placed under the direction of the Prairie Area Library System. The Illinois Revised Statutes will take precedence except where this Policy is more restrictive, wherein this Policy will take precedence.

III. General

- A. The System's financial policies and procedures will be in accordance with requirements and intents as outlined in Illinois law.
- B. At a minimum the library system will obtain a treasurer's bond equal to at 50% of the Systems area and per capita grant for the previous year. Additional members of the board and staff may be bonded as required by the board.
- C. All members of the Board and all employees of the System shall be bonded with a dishonesty bond of at least \$100,000 and insured against lawsuit, as per the errors and omissions liability insurance carried by the System.
- D. The current and past seven years' financial records of the System shall be maintained and kept at the System headquarters, except in cases when the temporary removal of such records is required by law or by auditing procedures. The system will maintain records at least as long as and in accordance with conditions required by the Illinois State Records Act (5 ILCS 160). Older records may be stored in offsite storage.
- E. An inventory of System capital assets will be maintained. A capital asset is defined as real property or as equipment whose cost per unit at the time of purchase is \$5,000 or more.
- F. Roll call action will be taken by the Board of Directors on all financial matters. Directors with economic conflicts of interest shall abstain from voting, in accordance

Approved July 1, 2004

with the PALS Board of Directors Conflict of Interest Policy and the Illinois Governmental Ethics Act.

G. The total budget by fund will be approved by the Board of Directors. After the Board of Directors adopts the budget, the Executive Director is authorized to make line item budget adjustments up to a total of \$15,000 per line item within each fund. Line items of more than 10% within a category group must be approved by the Board of Directors.

IV. Deposits

A. All income received at the System will be deposited to appropriate accounts at least weekly or whenever the amount of receipts totals more than \$500, in accordance with appropriate internal control procedures involving two or more individuals.

B. Deposits in any one institution may exceed \$100,000, with a signed collateralization agreement with the institution and with assets of the agreement to be held by a third party in the System's name.

V. Expenditures and Other Financial Transactions

A. Authorized signatories are by title the President, Vice-President, Secretary, Treasurer, and Executive Director, who is the Deputy Treasurer of the System.

B. Financial transactions involving expenditure of System funds require one authorized signature. These expenditures include all transactions for budgeted expenses up to a \$10,000 limit. Those expenditures over \$10,000 require two authorized signatories. All financial transactions will be reported to the Board of Directors at their regularly scheduled meeting. Personnel related items are paid every other week or 26 times annually. A payment cycle of no more than three times per month will be used for all other financial transactions.

C. Members of the Board of Directors, the Executive Director, and all employees who have direct supervisory authority over or direct responsibility for contracts entered into by the System in the amount of \$1,000 or greater shall be required to file statements of economic interest with the appropriate county clerk or state authorities.

VI. Investments

A. The objective in the investment of PALS funds is the safety of principal by ensuring preservation of capital, liquidity to meet all operating requirements which might be reasonably anticipated and return on investment by obtaining the highest available return taking into account the safety and liquidity constraints and to comply with the Illinois Public Funds Investment act (30 ILCS 235/2.5).

Approved July 1, 2004

B. The Executive Director is responsible for recommending financial institutions (IPTIP, banks, savings and loan, credit unions and other non-banks) that will be the depositories for Prairie Area Library System for approval by the PALS Board of Directors at its annual organizational meeting which is customarily held in July. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for Prairie Area Library System funds. Prairie Area Library System will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories. The Executive Director shall authorize investment of funds in such institutions. Those System funds not currently needed for operating expenses shall be invested as permitted by law.

C. Investments and the status of such accounts will be reported at each regularly scheduled meeting of the Prairie Area Library System Board of Directors and include interest earned as of the report date.

VII. Grant Contracts

A. The Executive Director of the System is authorized to sign contracts for receipt of funds for grants that have been awarded by the Illinois State Library or for other grant sources that have been authorized by the Board of Directors of the System.

B. Occasionally the System may be granted funds upon which no interest may be earned due to Federal government regulation. In such a case, the Executive Director of the System is authorized to establish an additional account for grant funds at a financial institution with which the System has a working relationship.

VIII. Borrowing Funds

A. For the purpose of meeting temporary cash shortages, the President, Vice-President, Secretary, Treasurer, and Executive Director may, with signatures of two of the above-named positions, borrow sums of money in amounts not to exceed the total of three payroll periods and one month's average Board expenditures.

B. The Board of Directors may authorize further borrowing of funds to meet additional temporary shortages for the operation of the System, as well as for long-term building, repair, maintenance, or lease/purchase purposes.

IX. Purchasing/Sale of Goods and Services

A. All purchases for goods and services for the System shall be authorized by the Executive Director with purchase orders through established procedures. The System may utilize educational and special discounts, which benefit the System.

Approved July 1, 2004

B. The System will utilize a written procurement procedure for purchases of items or services that are in excess of \$10,000.00 and whose product or service can be received from more than one responsible vendor as determined by the Executive Director.

1. Intent to purchase will be brought to the attention of as many vendors as possible.
2. When competitive procurement is authorized or required, the purchase will be made on the basis of the lowest proposal received from a responsible vendor or service provider who meets the competitive purchase specifications and whose record of service indicates satisfactory performance. If the lowest proposal is not accepted, a letter of deviation shall be prepared. Further, the System reserves the right to reject any and all proposals.
3. In the event purchases are made through the joint purchasing program of the Department of General Services, State of Illinois, or other intergovernmental cooperative purchasing activity, which activity awards its purchases on the basis of competitive proposals or quotations, the requirements above are waived.
4. Competitive purchase proposals are not required in the following cases:
 - a. Salaries and wages of employees.
 - b. Library materials.
 - c. Purchases and contracts for the use, purchase, delivery, movement, or installation of automation equipment, software or services and telecommunications equipment software and services.
 - d. Where the services required are for legal counsel, professional engineering and architectural services where Quality Based Selection guidelines apply, for artistic skills or for professional services pursuant to a written contract.
 - e. Maintenance or service contracts for equipment or software where the work will be best performed by the manufacturer or installer, or by the authorized agent for the manufacturer or installer.
 - f. Other exceptions to competitive purchases requirement specifically enumerated in the Illinois Purchasing Act (30 ILCS 505/etseq).
5. Any purchase or service contract which has been approved by the Board as part of the System budget or by other Board action may be renewed by waiving the competitive purchase procedure, at the discretion of the Executive Director and in consultation with the Executive Committee.

Approved July 1, 2004

6. The System will advertise for sale of obsolete or other equipment. Terms of competitive purchase acceptance and removal of such equipment will vary from situation to situation and in accordance with the Illinois Library System Act (75 ILCS 10/16). In all cases, the system reserves the right to accept or reject any or all bids.

C. Credit Cards/Accounts

1. The System will maintain credit card accounts for the purchase of gasoline and emergency automobile supplies and repairs for System vehicles.
2. The System may maintain credit accounts with office supply, catering, department stores, and other services to meet needs of the System, with authorization of the Executive Director.
3. The System may maintain credit card accounts for use by the Executive Director, Assistant Directors, consulting staff and facilities managers when conducting System business. Such business will include travel of the Executive Director, Board of Directors and staff, food, expenses and other necessary System expenses, provided there is adequate receipt information to support the purchases.

X. Board of Directors

- A. The members of the Board of Directors of the System shall serve without compensation but their actual and necessary expenses shall be covered.

XI. Travel

- A. Whenever possible and cost-efficient, System business travel arrangements will utilize governmental entity discount rates.
- B. The System Personnel Policy outlines the details of allowances for meals and other expenses. Expense reports must be supported by receipts that document travel expenditures.

XII. Payments

- A. Member libraries are responsible for prompt payment of any financial obligations incurred as part of shared cost programs such as shared automation costs, educational events, cooperative programs and other obligations. Other organizations outside of Prairie Area Library System will be held to the same standard.
- B. Payments for invoices are due within thirty days from the statement date. After thirty days, invoices are considered overdue. The staff of Prairie Area Library System is primarily responsible for collecting overdue invoices.

Approved July 1, 2004

C. Overdue invoices will be considered delinquent after 90 days from the statement date on which the obligation was first billed. Finance charges may be assessed on delinquent invoices at a rate of 1% per month or 12% per annum. Finance charges may be assessed from the original due date of the invoice.

D. Reasonable costs incurred in collecting delinquent invoices may also be charged. Such costs include, but are not limited to, the following: (1) the cost of preparing and mailing demand letters, (2) legal expenses incurred, and (3) collection agency expenses incurred. These costs may also be subject to the same finance charge assessed on delinquent invoices.

E. Delinquent Invoices will be considered in arrears after 120 days from the statement date. Alternatives such as service restriction, third party action, and membership termination may be pursued if an invoice is considered to be in arrears. Service restriction would be the cessation of services enjoyed by Prairie Area Library System members such as, but not limited to: (1) CE events, (2) delivery services, and (3) automation privileges. Third party action could include, but not be limited to, the use of an outside service such as an attorney or collection agency to collect invoices in arrears. If service restrictions are imposed, the service restrictions will be targeted to the extent possible to the service billed on the delinquent invoice.

F. A member library may request a deferred payment plan if it is unable to meet its current financial obligations to the System. A deferred payment plan request must be submitted in writing for approval. Any deferred payment plan entered into will be for the purpose of assuring that the best interests of the System are served. The System does not have any obligation to accept deferred payments or partial payments on account. Failure of the member library to comply with an approved payment schedule will give the System the right to immediately continue the collection process without further notice to the member library.

XIII. Donations

A. Donations of money, real property, library books or other materials, equipment, or services to Prairie Area Library System may be accepted when such a gift or its acceptance:

1. Contributes to the achievement of the System's Long Range Plan.
2. Does not conflict with System policies.
3. Does not impose any restriction on the System as a condition of the donation, unless such restriction is formally accepted by Board action.
4. Is not likely to be perceived as an endorsement of an individual, a product, or a service.

Approved July 1, 2004

5. May be used or disposed of at the discretion of the System, unless otherwise mutually agreed to by the donor and the Board at the time of the donation.
- B. Donations made in accordance with these guidelines may be accepted by the Executive Director. All donations of significance will be appropriately acknowledged and recognized by the Board.
 - C. Unless otherwise provided, arrangements for and the cost of an appraisal of a donation in the interest of a donor will be the donor's responsibility prior to the conveyance of the donation to the System.

XIV. Budget

- A. The fiscal year for the System shall be July 1 through June 30.
- B. The Annual Budget and Work Plan of the System will be prepared by the Executive Director and staff and recommended to the PALS Board of Directors. From time to time, the PALS Board of Directors may appoint a committee to work with the Executive Director for the purpose of developing the budget and plan of service.

XV. Audit

- A. An outside audit of all System and grant accounts will be conducted and reviewed by the Board annually.
- B. The Executive Committee (President, Vice-President, Treasurer, and Secretary) will annually review with the Executive Director and administrative staff will evaluate the service performance of the auditor and the Executive Director will, at least every 5 years, solicit bids from at least three auditing firms based on recommendations of the Committee.
- C. Audits of System and grant funds will be submitted to the Illinois State Library in accordance with Illinois Library System Act, grant guidelines, and applicable financial reporting requirements due to generally accepted accounting principles.

Approved July 1, 2004



**Board of Directors Meeting
3/16/10
10am – 2pm
LaSalle Public Library
305 Marquette Street
LaSalle, IL 61301-2135**

AGENDA

- I. Welcome & call to order – Charlet Key, president**
- II. Roll call – Marina Spitzer, secretary**
- III. Pledge of Allegiance**
- IV. Changes/Additions to agenda – Charlet Key, president**
- V. Introduction of visitors/visitor comments – Charlet Key, president**
- VI. Approve minutes of 1/19/10 meeting (p. 12)**
- VII. Financials – Penny O'Rourke, treasurer**
 1. Approve financial statement
 - Treasurer's report
 - a. Cash report
 - i. Cash report for period ending 2/28/10 (p. 15)
 - ii. Cash balances by fund report for period ending 2/28/10 (p. 16)
 - b. Revenue & expense reports
 - i. Revenue & expense ending 2/28/10 – Consolidated (p. 17)
 - ii. Revenue & expense ending 2/28/10 – General Fund Detail (p. 19)
 - iii. Revenue & expense ending 2/28/10 – Other Funds Detail (p. 21)
 - 2. Approve payment of bills presented
 - a. Check register 1/20/10 through 3/16/10 (p. 30)
 - b. Check register detail 1/20/10 through 3/16/10
 - c. VISA details 1/20/10 through 3/16/10 (p. 33)
- VIII. ISL Report – Neil Kelley**
- IX. System Director's Report – Michael Piper (p. 35)**
 1. Consulting Services Report – Nancy Smith
 2. Consulting Services Report – Brian Smith
 3. Delivery and Communications Report – Judy Hutchinson
 4. PrairieCat Report – Judy Hutchinson (p. 37)
 5. Technology Services Report – Jeff Mahan
- X. Committee Reports**
 1. Executive Committee – no meeting
 2. Finance Committee – report on 16 March 2010 meeting
 3. Membership Committee – no meeting

4. Personnel/Policy Committee – no meeting

XI. Board development

1. Open Meetings Act and Freedom of Information Act – Rhonda Krahl (p. 49)
2. PALS Board member recruitment – Charlet Key

XII. Old Business: Discussion/Action Items

1. Discuss/act upon financial situation. Preliminary budget planning

XIII. New Business: Discussion/Action Items

1. Prepare for collaboration meeting with ALS, DLS, MLS and NSLS
2. Discuss/act upon bidding for FY10 financial audit
3. Act on Secretary Marina Spitzer's recommendation for closed minutes (p. 50)
4. Discuss/act upon membership application from Brown Mackie College (p. 53)

XIV. Fifth order of business

XV. Adjourn

**Scheduled next meeting:
April 22, 2010
iWireless Center
1201 River Drive
Moline, IL 61265**



**Board of Directors Meeting
1/19/10
10am – 2pm
LaSalle Public Library
305 Marquette Street
LaSalle, IL 61301-2135**

MINUTES

I. Welcome & call to order

The meeting was called to order at 10:08am by President Charlet Key.

II. Roll call

Present: Lois Anderson, Alan Davidson, Steven Epstein, D'Ann Hamilton, Bobbie Hannon, Dave Hargett, Charlet Key, Penny O'Rourke, Debbie Samuelson, Marina Spitzer

Absent: Catherine Yanikoski

Also present: Michael Piper, Rhonda Krahl

III. Changes/Additions to agenda

There were no changes to the agenda.

IV. Introduction of visitors/visitor comments

Judy Hutchinson (PALS), Nancy Smith (PALS), Crystal Talbot (PALS), Jane Lenser (PALS, via videoconference).

V. Approve minutes of 11/17/09 meeting

Steve moved and Debbie seconded that the minutes be approved as presented. The motion carried on a roll call vote: Anderson – yes, Davidson – yes, Epstein – yes, Hamilton – yes, Hannon – yes, Hargett – yes, Key – yes, O'Rourke – yes, Samuelson – yes, Spitzer – yes.

VI. Financials – Penny O'Rourke, treasurer

Penny moved and Debbie seconded that the financial statements be approved as presented. The motion carried on a roll call vote: Anderson – yes, Davidson – yes, Epstein – yes, Hamilton – yes, Hannon – yes, Hargett – yes, Key – yes, O'Rourke – yes, Samuelson – yes, Spitzer – yes.

Penny moved and Debbie seconded that the bills in the amount of \$206,177.13 be approved & paid as presented on the check register. The motion carried on a roll call vote: Anderson – yes, Davidson – yes, Epstein – yes, Hamilton – yes, Hannon – yes, Hargett – yes, Key – yes, O'Rourke – yes, Samuelson – yes, Spitzer – yes.

VII. ISL Report – Neil Kelley

Neil Kelley supplied a printed copy of his report. In Neil's absence, Charlet encouraged Board members to contact their legislators through the Save Our Libraries campaign.

VII. System Director's Report – Michael Piper

Judy reported that of the three delivery employees on workers compensation, one has returned to work and another was released to return to work but chose to resign. The case of the third employee will be going to a hearing, to which our insurance company will be sending an attorney on our behalf.

Judy has agreed to serve as the Interim Director of Technology Services. The Personnel Committee has discussed a plan to fill the position.

Judy reported that the PrairieCat holds management test showed that the trial procedure didn't make enough difference in delivery to justify the inconvenience for member staff.

Sirsi has one milestone remaining before the final \$203,000 will be released for the original contact.

AquaBrowser still has seven issues to resolve before officially going live. Funds are being withheld until those issues are resolved.

Judy will be celebrating her 25th anniversary with Illinois library systems. The Board commended Judy for her contributions.

VII. Committee Reports

The Finance Committee met prior to the Board meeting and will make recommendations on Board agenda items. Penny reported that our working cash is down to approximately \$58,000. The estimated cash needed thru the end of the month is approximately \$92,000, so barring a payment from the State, we will need to borrow this month.

The Personnel/Policy Committee met on January 11, 2010. Marina moved and Bobbie seconded that the minutes of the meeting be approved as presented. The motion carried on a voice vote.

IX. Board development

Michael led a review of the proposed library system standards and administrative rules. Illinois State Library has encouraged cooperation and collaboration between systems to reduce costs where possible. ILSDO is investigating collaboration on continuous learning. The Board discussed options and concerns for PALS.

X. Old Business: Discussion/Action Items

The Board discussed options for dealing with the current financial stress.

As recommended by the Finance Committee, Penny moved and D'Ann seconded to approve the line of credit that Crystal secured through BankOrion. It has been set up as a \$600,000 unsecured line of credit for a term of one year at a fixed rate of 4.25%. The motion carried on a roll call vote: Anderson – yes, Davidson – yes, Epstein – yes, Hamilton – yes, Hannon – yes, Hargett – yes, Key – yes, O'Rourke – yes, Samuelson – yes, Spitzer – yes.

XI. New Business: Discussion/Action Items

The H.D. Singer Mental Health Center has notified PALS that they no longer have a library. Alan moved and Bobbie seconded that H.D. Singer Mental Health Center be

removed from PALS membership. The motion carried on a voice vote.

Bobbie moved and Alan seconded to allow the Rockford Lutheran Academy full membership with a merger under the direction of Rockford Lutheran High School. The motion carried on a voice vote. The two schools will be listed as buildings of Rockford Lutheran Schools.

The Personnel Committee recommended the approval of the new Wage Administration plans. Dave moved and Marina seconded to adopt the wage administration plan to be effective February 1, 2010 based on aligning pay scales with the Illinois minimum wage. The motion carried on a roll call vote: Anderson – yes, Davidson – yes, Epstein – no, Hamilton – yes, Hannon – yes, Hargett – yes, Key – yes, O’Rourke – yes, Samuelson – yes, Spitzer – yes.

Dave moved and Alan seconded to approve the Wage Administration Plan effective July 1, 2010 that will reflect the new minimum wage as of July 1. The motion carried on a roll call vote: Anderson – yes, Davidson – yes, Epstein – yes, Hamilton – yes, Hannon – yes, Hargett – yes, Key – yes, O’Rourke – yes, Samuelson – yes, Spitzer – yes.

As recommended by the Finance Committee, Debbie moved and Alan seconded to approve the wire transfer agreement, which allows Crystal and those authorized to sign checks to transfer funds from Illinois Funds to our local bank. The motion carried on a roll call vote: Anderson – yes, Davidson – yes, Epstein – yes, Hamilton – yes, Hannon – yes, Hargett – yes, Key – yes, O’Rourke – yes, Samuelson – yes, Spitzer – yes.

As recommended by the Finance Committee, Penny moved and Debbie seconded to approve joining the LIMRiCC Unemployment Compensation Group. The motion carried on a roll call vote: Anderson – yes, Davidson – yes, Epstein – yes, Hamilton – yes, Hannon – yes, Hargett – yes, Key – yes, O’Rourke – yes, Samuelson – yes, Spitzer – yes.

XII. Adjourn

Dave moved and Alan seconded that the meeting be adjourned. The motion carried on a voice vote and the meeting was adjourned at 1:58pm.

**Scheduled next meeting:
March 16, 2010
LaSalle Public Library
305 Marquette Street
LaSalle, IL 61031**

**PRAIRIE AREA LIBRARY SYSTEM
CASH REPORT
FOR THE PERIOD ENDING FEBRUARY 28, 2010
(Report Consists of Cash from All Funds)**

Beginning Cash Balance (Last Reported as of 12/31/09)	\$ 1,497,688.21
Cash Received	
Grant Payments	910,709.82
Payments from Member Libraries, etc.	417,466.45
Petty Cash Receipts	46.07
Interest - Illinois Funds	2.13
Interest - BankORION	3,122.29
Total Cash Received	<u>1,331,346.76</u>
Expenses Paid	
Payroll & Related Costs (ACH Debits)	307,994.21
Checks	243,630.16
Petty Cash Replenishment	(613.00)
Petty Cash Disbursements	264.15
Miscellaneous (Lockbox & Misc. Bank Fees, etc.)	153.25
Total Disbursements	<u>551,428.77</u>
Ending Cash Balance	<u><u>\$ 2,277,606.20</u></u>

LOCATION & DENOMINATION OF CASH:

Petty Cash	\$ 683.43
BankORION	2,276,859.93
Illinois Funds	62.84
TOTAL CASH	<u><u>\$ 2,277,606.20</u></u>

**PRAIRIE AREA LIBRARY SYSTEM
CASH BALANCE BY FUND REPORT
FOR THE PERIOD ENDING FEBRUARY 28, 2010**

GENERAL FUND	\$	475,577.67
CATALOGING MAINTENANCE CENTER	\$	52,723.15
TMQ GRANT	\$	2,000.00
VIDEO TRAINING RISES LSTA GRANT	\$	-
CAPITAL PROJECTS	\$	195,708.07
PC UNION LISTING	\$	(948.59)
PRAIRIECAT	\$	1,548,453.05
REIMBURSEMENT FUND	\$	(1,798.55)
E-LIBRARY	\$	1,093.76
CMC ORIGINAL CATALOGING	\$	4,797.64
	\$	<u>2,277,606.20</u>

Consolidated
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	Fiscal year thru period ending 02/28/2010		
		2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
4010 Area & Per Capita	2,275,534.00	.00	793,405.82	34.87
4030 System Automation & Technology	121,304.00	117,304.00	121,304.00	100.00
40 State Grants	2,396,838.00	117,304.00	914,709.82	38.16
4301 Cataloging Fees	15,000.00	70.00	1,002.00	6.68
4302 Processing - Members	500.00	.00	348.35	69.67
4303 PrairieCat Fees	1,187,544.00	95,746.26	814,666.30	68.60
4307 Iowa Delivery Fees	37,787.00	.00	37,787.00	100.00
4308 On-Site Tech Support Fees	10,000.00	770.00	9,510.00	95.10
4309 PrairieCat ILL Barcode Fees	.00	846.73	6,936.72	.00
4310 Continuing Education Fees	20,000.00	2,720.00	12,407.00	62.04
43 Fees for Services & Materials	1,270,831.00	100,152.99	882,657.37	69.46
4404 Health Insurance	40,000.00	3,269.00	31,150.00	77.88
4405 Printed Materials	5,000.00	120.00	1,487.50	29.75
4410 Continuing Education	1,500.00	.00	276.00	18.40
4420 Computer Supplies	125,000.00	19,768.80	184,281.26	147.43
4441 Barcodes	1,000.00	.00	.00	.00
4450 Maintenance	9,000.00	.00	.00	.00
4465 Database Subscriptions	301,000.00	.00	277,621.55	92.23
4490 Other Reimbursements	45,000.00	1,288.78	26,491.87	58.87
44 Reimbursements	527,500.00	24,446.58	521,308.18	98.83
4500 Investment Income	12,500.00	1,542.13	13,093.56	104.75
4600 Other Revenue	34,500.00	678.26	59,725.29	173.12
4602 Sublease	167,360.00	18,131.21	94,835.13	56.67
46 Other Revenue	201,860.00	18,809.47	154,560.42	76.57
Total Revenue	4,409,529.00	262,255.17	2,486,329.35	56.39
5011 Library Professionals	632,923.00	40,958.11	381,298.87	60.24
5012 Other Professionals	561,806.00	44,753.25	360,812.06	64.22
5013 Support Services	674,758.00	50,362.27	419,662.22	62.19
5021 Social Security Taxes	143,015.00	10,014.59	85,796.80	59.99
5022 Unemployment	11,198.00	.00	.00	.00
5023 Workers' Compensation	44,577.00	.00	26,030.00	58.39
5024 Retirement Benefits	175,623.00	17,386.24	66,055.18	37.61
5025 Health, Dental & Life Ins.	259,024.00	17,042.00	147,418.00	56.91
5026 Other - Benefits	2,966.00	110.00	1,230.00	41.47
5040 Recruiting	5,000.00	.00	3,865.96	77.32
50 Personnel	2,510,890.00	180,626.46	1,492,169.09	59.43
5110 Print Materials	10,200.00	180.00	1,620.41	15.89
5120 Non-Print Materials	1,000.00	.00	492.50	49.25
51 Library Materials	11,200.00	180.00	2,112.91	18.87
5210 Rent	144,700.00	10,824.63	79,671.92	55.06
5220 Utilities	60,000.00	6,576.21	30,461.46	50.77
5230 Property Insurance	7,000.00	.00	5,987.00	85.53
5240 Repairs & Maintenance	27,000.00	4,231.97	14,512.44	53.75
5250 Custodial Service & Supplies	4,000.00	224.11	1,314.48	32.86
5260 Other - Bldgs. & Grounds	20,960.00	386.73	15,673.95	74.78
52 Buildings and Grounds	263,660.00	22,243.65	147,621.25	55.99

Consolidated
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	Fiscal year thru period ending 02/28/2010		
		2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
5310 Fuel	110,000.00	5,099.03	41,017.26	37.29
5320 Repairs & Maintenance-Vehicles	35,000.00	1,414.57	16,025.42	45.79
5330 Vehicle Insurance	17,000.00	.00	15,499.00	91.17
5340 Vehicle Leasing & Rent	3,000.00	.00	683.87	22.80
5350 Other - Vehicle Expenses	15,000.00	166.52	209.84	1.40
53 Vehicle Expenses	180,000.00	6,680.12	73,435.39	40.80
5410 In-State Travel	13,884.00	430.86	9,982.16	71.90
5420 Out-of-State Travel	1,900.00	.00	.00	.00
5430 Registration & Meetings, Fees	17,900.00	219.09	7,104.22	39.69
54 Travel & CE - Staff & Board	33,684.00	649.95	17,086.38	50.73
5510 Meetings-Materials & Supplies	2,000.00	.00	.00	.00
5520 Meetings-Speaker Expense	10,000.00	1,080.00	5,973.54	59.74
5530 Registration & Meetings, Fees	13,500.00	22.69	5,383.04	39.87
55 Continuing Education - Members	25,500.00	1,102.69	11,356.58	44.54
5600 Public Relations	6,000.00	30.00	228.16	3.80
5700 Liability Insurance	11,000.00	.00	10,772.75	97.93
5810 Computers, Software & Supplies	172,563.00	8,153.27	201,164.66	116.57
5820 Office Supplies & Equipment	7,750.00	706.64	2,322.88	29.97
5840 Postage	11,230.00	894.14	5,929.37	52.80
5870 Delivery Supplies	6,000.00	.00	1,239.02	20.65
5880 Other - Supplies	2,500.00	195.54	904.72	36.19
58 Supplies, Postage & Printing	200,043.00	9,949.59	211,560.65	105.76
5900 Telephone & Telecommunications	69,900.00	5,719.49	44,085.52	63.07
6010 Equipment Rental	6,000.00	956.44	4,303.98	71.73
6020 Equipment Repair & Maintenance	1,800.00	532.25	532.25	29.57
6030 Maintenance Agreements	67,000.00	1,287.67	25,470.16	38.02
60 Equipment Rental/Repair/Maint.	74,800.00	2,776.36	30,306.39	40.52
6110 Legal	5,750.00	1,170.00	3,060.00	53.22
6120 Accounting	18,000.00	771.16	13,305.16	73.92
6130 Consulting	23,000.00	.00	17,338.00	75.38
61 Professional Services	46,750.00	1,941.16	33,703.16	72.09
6210 Information Service Costs	778,536.00	1,498.93	578,667.10	74.33
6220 Contractual Agreements w/Syste	92,106.00	7,178.35	43,426.78	47.15
6230 Outside Printing Services	2,500.00	.00	798.00	31.92
6240 Other - Contractual Services	7,500.00	53.73	4,216.18	56.22
62 Contractual Services	880,642.00	8,731.01	627,108.06	71.21
6400 Professional Association Dues	14,550.00	1,718.35	10,869.22	74.70
6500 Miscellaneous	23,800.00	106.75	5,094.14	21.40
6620 Computers	6,800.00	.00	.00	.00
6640 Building & Improvements	267,078.00	.00	189,854.00	71.09
6650 Land & Improvements	.00	.00	45,279.00	.00
6660 Vehicles	70,933.00	.00	.00	.00
66 Capital Outlays	344,811.00	.00	235,133.00	68.19
Total Expenditure	4,697,230.00	242,455.58	2,952,642.65	62.86
Net revenue over (under) expenses	(287,701.00)	19,799.59	(466,313.30)	

100 General Fund
 X

Fiscal year thru period ending 02/28/2010

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
4010 Area & Per Capita	2,275,534.00	.00	793,405.82	34.87
4302 Processing - Members	500.00	.00	348.35	69.67
4307 Iowa Delivery Fees	37,787.00	.00	37,787.00	100.00
4308 On-Site Tech Support Fees	10,000.00	770.00	9,510.00	95.10
4310 Continuing Education Fees	20,000.00	2,720.00	12,407.00	62.04
43 Fees for Services & Materials	68,287.00	3,490.00	60,052.35	87.94
4490 Other Reimbursements	25,000.00	1,250.00	11,339.00	45.36
4500 Investment Income	12,500.00	505.62	4,078.23	32.63
4600 Other Revenue	34,500.00	678.26	47,520.78	137.74
4602 Sublease	167,360.00	18,131.21	94,835.13	56.67
46 Other Revenue	201,860.00	18,809.47	142,355.91	70.52
Total Revenue	2,583,181.00	24,055.09	1,011,231.31	39.15
5011 Library Professionals	524,798.00	32,582.87	308,735.26	58.83
5012 Other Professionals	293,552.00	23,577.14	192,167.39	65.46
5013 Support Services	526,676.00	38,761.24	325,218.70	61.75
5021 Social Security Taxes	102,894.00	7,021.76	61,255.77	59.53
5022 Unemployment	10,000.00	.00	.00	.00
5023 Workers' Compensation	42,491.00	.00	24,814.09	58.40
5024 Retirement Benefits	109,429.00	11,871.27	45,529.49	41.61
5025 Health, Dental & Life Ins.	149,058.00	8,666.42	76,459.81	51.30
5026 Other - Benefits	1,800.00	110.00	930.00	51.67
5040 Recruiting	5,000.00	.00	3,865.96	77.32
50 Personnel	1,765,698.00	122,590.70	1,038,976.47	58.84
5110 Print Materials	5,000.00	180.00	885.41	17.71
5120 Non-Print Materials	1,000.00	.00	55.00	5.50
51 Library Materials	6,000.00	180.00	940.41	15.67
5210 Rent	144,700.00	10,824.63	79,671.92	55.06
5220 Utilities	60,000.00	6,576.21	30,364.95	50.61
5230 Property Insurance	6,000.00	.00	5,713.50	95.23
5240 Repairs & Maintenance	25,000.00	4,231.97	13,975.04	55.90
5250 Custodial Service & Supplies	4,000.00	224.11	1,314.48	32.86
5260 Other - Bldgs. & Grounds	9,000.00	386.73	4,873.95	54.16
52 Buildings and Grounds	248,700.00	22,243.65	135,913.84	54.65
5310 Fuel	110,000.00	5,099.03	41,017.26	37.29
5320 Repairs & Maintenance-Vehicles	35,000.00	1,414.57	16,025.42	45.79
5330 Vehicle Insurance	17,000.00	.00	15,499.00	91.17
5340 Vehicle Leasing & Rent	3,000.00	.00	683.87	22.80
5350 Other - Vehicle Expenses	15,000.00	166.52	209.84	1.40
53 Vehicle Expenses	180,000.00	6,680.12	73,435.39	40.80
5410 In-State Travel	10,000.00	430.86	9,641.82	96.42
5430 Registration & Meetings, Fees	14,000.00	204.46	5,365.99	38.33
54 Travel & CE - Staff & Board	24,000.00	635.32	15,007.81	62.53

100 General Fund
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	Fiscal year thru period ending 02/28/2010		
		2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
5510 Meetings-Materials & Supplies	2,000.00	.00	.00	.00
5520 Meetings-Speaker Expense	10,000.00	1,080.00	5,973.54	59.74
5530 Registration & Meetings, Fees	12,000.00	22.69	5,163.04	43.03
55 Continuing Education - Members	24,000.00	1,102.69	11,136.58	46.40
5600 Public Relations	6,000.00	30.00	228.16	3.80
5700 Liability Insurance	11,000.00	.00	10,772.75	97.93
5810 Computers, Software & Supplies	28,000.00	3,429.14	19,796.78	70.70
5820 Office Supplies & Equipment	6,000.00	706.64	2,259.86	37.66
5840 Postage	11,000.00	894.14	5,922.69	53.84
5870 Delivery Supplies	6,000.00	.00	1,239.02	20.65
5880 Other - Supplies	2,500.00	195.54	904.72	36.19
58 Supplies, Postage & Printing	53,500.00	5,225.46	30,123.07	56.30
5900 Telephone & Telecommunications	50,000.00	3,920.52	31,929.75	63.86
6010 Equipment Rental	6,000.00	956.44	4,303.98	71.73
6020 Equipment Repair & Maintenance	800.00	.00	.00	.00
6030 Maintenance Agreements	30,000.00	1,287.67	20,077.53	66.93
60 Equipment Rental/Repair/Maint.	36,800.00	2,244.11	24,381.51	66.25
6110 Legal	4,750.00	1,170.00	2,850.00	60.00
6120 Accounting	15,000.00	771.16	10,995.16	73.30
6130 Consulting	18,000.00	.00	1,322.00	7.34
61 Professional Services	37,750.00	1,941.16	15,167.16	40.18
6210 Information Service Costs	19,000.00	1,498.93	13,519.33	71.15
6220 Contractual Agreements w/Syste	3,500.00	.00	.00	.00
6230 Outside Printing Services	1,500.00	.00	798.00	53.20
6240 Other - Contractual Services	7,500.00	24.95	2,947.42	39.30
62 Contractual Services	31,500.00	1,523.88	17,264.75	54.81
6400 Professional Association Dues	14,000.00	1,718.35	10,589.22	75.64
6500 Miscellaneous	3,000.00	106.75	1,673.24	55.77
6620 Computers	6,800.00	.00	.00	.00
6640 Building & Improvements	13,500.00	.00	.00	.00
6660 Vehicles	70,933.00	.00	.00	.00
66 Capital Outlays	91,233.00	.00	.00	.00
Total Expenditure	2,583,181.00	170,142.71	1,417,540.11	54.88
Net revenue over (under) expenses	.00	(146,087.62)	(406,308.80)	.00

211 Cataloging Maintenance Center
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	Fiscal year thru period ending 02/28/2010		
		2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
4030 System Automation & Technology	117,304.00	117,304.00	117,304.00	100.00
Total Revenue	117,304.00	117,304.00	117,304.00	100.00
5011 Library Professionals	47,051.00	3,619.32	29,497.41	62.69
5012 Other Professionals	22,948.00	1,612.32	15,180.88	66.15
5013 Support Services	8,526.00	655.88	5,345.46	62.70
5021 Social Security Taxes	6,007.00	421.23	3,587.04	59.71
5023 Workers' Compensation	303.00	.00	176.85	58.37
5024 Retirement Benefits	6,439.00	788.85	2,954.63	45.89
5025 Health, Dental & Life Ins.	12,168.00	785.13	6,661.29	54.74
50 Personnel	103,442.00	7,882.73	63,403.56	61.29
5110 Print Materials	200.00	.00	.00	.00
5120 Non-Print Materials	.00	.00	437.50	.00
51 Library Materials	200.00	.00	437.50	218.75
5410 In-State Travel	1,800.00	.00	8.00	.44
5430 Registration & Meetings, Fees	400.00	.00	.00	.00
54 Travel & CE - Staff & Board	2,200.00	.00	8.00	.36
5810 Computers, Software & Supplies	2,562.00	.00	370.00	14.44
5820 Office Supplies & Equipment	250.00	.00	11.79	4.72
58 Supplies, Postage & Printing	2,812.00	.00	381.79	13.58
6210 Information Service Costs	400.00	.00	.00	.00
6220 Contractual Agreements w/Syste	8,000.00	.00	.00	.00
62 Contractual Services	8,400.00	.00	.00	.00
6400 Professional Association Dues	250.00	.00	255.00	102.00
Total Expenditure	117,304.00	7,882.73	64,485.85	54.97
Net revenue over (under) expenses	.00	109,421.27	52,818.15	.00

311 TMQ Batchload Grant
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	Fiscal year thru period ending 02/28/2010		
		2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
4030 System Automation & Technology	4,000.00	.00	4,000.00	100.00
Total Revenue	4,000.00	.00	4,000.00	100.00
6220 Contractual Agreements w/Syste	4,000.00	2,000.00	2,000.00	50.00
Total Expenditure	4,000.00	2,000.00	2,000.00	50.00
Net revenue over (under) expenses	.00	(2,000.00)	2,000.00	.00

800 Capital Projects
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	Fiscal year thru period ending 02/28/2010		
		2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
5260 Other - Bldgs. & Grounds	11,960.00	.00	10,800.00	90.30
6220 Contractual Agreements w/Syste	48,606.00	3,928.35	31,426.78	64.66
6640 Building & Improvements	253,578.00	.00	189,854.00	74.87
6650 Land & Improvements	.00	.00	45,279.00	.00
66 Capital Outlays	253,578.00	.00	235,133.00	92.73
Total Expenditure	314,144.00	3,928.35	277,359.78	88.29

913 PC Union Listing (beg. FY07)
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	Fiscal year thru period ending 02/28/2010		
		2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
4303 PrairieCat Fees	50,550.00	.00	48,695.00	96.33
Total Revenue	50,550.00	.00	48,695.00	96.33
5013 Support Services	8,526.00	655.87	5,345.34	62.69
5021 Social Security Taxes	652.00	49.50	403.01	61.81
5023 Workers' Compensation	34.00	.00	19.84	58.35
5024 Retirement Benefits	1,142.00	88.28	322.07	28.20
5025 Health, Dental & Life Ins.	1,521.00	126.75	1,014.00	66.67
50 Personnel	11,875.00	920.40	7,104.26	59.83
6210 Information Service Costs	37,200.00	.00	36,242.27	97.43
Total Expenditure	49,075.00	920.40	43,346.53	88.33
Net revenue over (under) expenses	1,475.00	(920.40)	5,348.47	

915 PrairieCat
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	Fiscal year thru period ending 02/28/2010		
		2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
4303 PrairieCat Fees	1,136,994.00	95,746.26	765,971.30	67.37
4309 PrairieCat ILL Barcode Fees	.00	846.73	6,936.72	.00
43 Fees for Services & Materials	1,136,994.00	96,592.99	772,908.02	67.98
4500 Investment Income	.00	1,036.51	9,015.33	.00
4600 Other Revenue	.00	.00	12,204.51	.00
Total Revenue	1,136,994.00	97,629.50	794,127.86	69.84
5011 Library Professionals	61,074.00	4,755.92	43,066.20	70.51
5012 Other Professionals	245,306.00	19,563.79	153,463.79	62.56
5013 Support Services	131,030.00	10,289.28	83,752.72	63.92
5021 Social Security Taxes	33,462.00	2,522.10	20,550.98	61.42
5022 Unemployment	1,198.00	.00	.00	.00
5023 Workers' Compensation	1,749.00	.00	1,019.22	58.27
5024 Retirement Benefits	58,613.00	4,637.84	17,248.99	29.43
5025 Health, Dental & Life Ins.	56,277.00	4,194.70	32,132.90	57.10
5026 Other - Benefits	1,166.00	.00	300.00	25.73
50 Personnel	589,875.00	45,963.63	351,534.80	59.59
5230 Property Insurance	1,000.00	.00	273.50	27.35
5240 Repairs & Maintenance	2,000.00	.00	537.40	26.87
52 Buildings and Grounds	3,000.00	.00	810.90	27.03
5410 In-State Travel	2,084.00	.00	272.70	13.09
5420 Out-of-State Travel	1,900.00	.00	.00	.00
5430 Registration & Meetings, Fees	1,500.00	14.63	1,738.23	115.88
54 Travel & CE - Staff & Board	5,484.00	14.63	2,010.93	36.67
5810 Computers, Software & Supplies	17,001.00	273.44	17,515.75	103.03
5820 Office Supplies & Equipment	1,500.00	.00	51.23	3.42
5840 Postage	230.00	.00	.00	.00
58 Supplies, Postage & Printing	18,731.00	273.44	17,566.98	93.79
5900 Telephone & Telecommunications	19,900.00	1,798.97	12,155.77	61.08
6020 Equipment Repair & Maintenance	1,000.00	532.25	532.25	53.23
6030 Maintenance Agreements	28,000.00	.00	5,392.63	19.26
60 Equipment Rental/Repair/Maint.	29,000.00	532.25	5,924.88	20.43
6110 Legal	1,000.00	.00	210.00	21.00
6120 Accounting	3,000.00	.00	2,310.00	77.00
6130 Consulting	5,000.00	.00	4,916.00	98.32
61 Professional Services	9,000.00	.00	7,436.00	82.62
6210 Information Service Costs	420,936.00	.00	251,819.34	59.82
6220 Contractual Agreements w/Syste	15,000.00	1,250.00	10,000.00	66.67
6240 Other - Contractual Services	.00	.00	809.62	.00
62 Contractual Services	435,936.00	1,250.00	262,628.96	60.24
6400 Professional Association Dues	300.00	.00	25.00	8.33

915 PrairieCat
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	Fiscal year thru period ending 02/28/2010		
		2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
6500 Miscellaneous	800.00	.00	.00	.00
Total Expenditure	1,112,026.00	49,832.92	660,094.22	59.36
Net revenue over (under) expenses	24,968.00	47,796.58	134,033.64	

930 Reimbursement
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	Fiscal year thru period ending 02/28/2010		
		2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
4404 Health Insurance	40,000.00	3,269.00	31,150.00	77.88
4405 Printed Materials	5,000.00	120.00	1,487.50	29.75
4410 Continuing Education	1,500.00	.00	276.00	18.40
4420 Computer Supplies	125,000.00	19,768.80	184,281.26	147.43
4441 Barcodes	1,000.00	.00	.00	.00
4450 Maintenance	9,000.00	.00	.00	.00
4465 Database Subscriptions	300,000.00	.00	277,621.55	92.54
4490 Other Reimbursements	20,000.00	38.78	15,152.87	75.76
44 Reimbursements	501,500.00	23,196.58	509,969.18	101.69
<hr/>				
Total Revenue	501,500.00	23,196.58	509,969.18	101.69
<hr/>				
5025 Health, Dental & Life Ins.	40,000.00	3,269.00	31,150.00	77.88
5110 Print Materials	5,000.00	.00	735.00	14.70
5220 Utilities	.00	.00	96.51	.00
5410 In-State Travel	.00	.00	59.64	.00
5530 Registration & Meetings, Fees	1,500.00	.00	220.00	14.67
5810 Computers, Software & Supplies	125,000.00	4,450.69	163,482.13	130.79
5840 Postage	.00	.00	6.68	.00
58 Supplies, Postage & Printing	125,000.00	4,450.69	163,488.81	130.79
6030 Maintenance Agreements	9,000.00	.00	.00	.00
6130 Consulting	.00	.00	11,100.00	.00
6210 Information Service Costs	300,000.00	.00	276,864.55	92.29
6230 Outside Printing Services	1,000.00	.00	.00	.00
6240 Other - Contractual Services	.00	28.78	459.14	.00
62 Contractual Services	301,000.00	28.78	277,323.69	92.13
6500 Miscellaneous	20,000.00	.00	3,420.90	17.10
<hr/>				
Total Expenditure	501,500.00	7,748.47	487,594.55	97.23
<hr/>				
Net revenue over (under) expenses	.00	15,448.11	22,374.63	.00

942 E-Library
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	2/28/2010 MO. ACTUAL	Fiscal year thru period ending 02/28/2010	
			2/28/2010 YTD ACTUAL	YTD % OF BUDGET
4465 Database Subscriptions	1,000.00	.00	.00	.00
Total Revenue	1,000.00	.00	.00	.00
6210 Information Service Costs	1,000.00	.00	221.61	22.16
Total Expenditure	1,000.00	.00	221.61	22.16
Net revenue over (under) expenses	.00	.00	(221.61)	.00

944 CMC Original Cataloging
 X

ACCOUNT/DESCRIPTION	ANNUAL BUDGET	Fiscal year thru period ending 02/28/2010		
		2/28/2010 MO. ACTUAL	2/28/2010 YTD ACTUAL	YTD % OF BUDGET
4301 Cataloging Fees	15,000.00	70.00	1,002.00	6.68
Total Revenue	15,000.00	70.00	1,002.00	6.68
5430 Registration & Meetings, Fees	2,000.00	.00	.00	.00
6220 Contractual Agreements w/Syste	13,000.00	.00	.00	.00
Total Expenditure	15,000.00	.00	.00	.00
Net revenue over (under) expenses	.00	70.00	1,002.00	.00

**Prairie Area Library System
Check Register
01/20/10 - 03/16/10**

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Net amount</u>	<u>Description</u>
17279	1/22/2010	AMERIPRISE FINANCIAL SERVICES	620.00	PAYROLL DEDUCTION
17280	1/22/2010	AT&T LONG DISTANCE	14.73	TELEPHONE & TELECOMM. (PC)
17281	1/22/2010	CDW GOVERNMENT, INC.	180.19	COMP. SUPPLIES (PASS-THRU)
17282	1/22/2010	COMBINED SALES CO.	68.15	SWSC MAINT./OFFICE SUPPLIES
17283	1/22/2010	COMCAST	124.90	RFSC INTERNET
17284	1/22/2010	DELL MARKETING L.P.	28817.60	COMP. SUPPLIES (PASS-THRU)
17285	1/22/2010	EDWARD CHIPMAN PUBLIC LIBRARY	44.53	ILL REIMBURSEMENT
17286	1/22/2010	EMPLOYEE BENEFITS CORPORATION	873.16	PAYROLL DEDUCTION
17287	1/22/2010	ILSDO FUND	2846.70	FY10 MEMBERSHIP (50%)
17288	1/22/2010	INSIGHT	64.00	COMP. SUPPLIES (PASS-THRU)
17289	1/22/2010	KAVANAGH, SCULLY, SUDOW,	1080.00	SPEAKER/LEGAL FEES (GF/PC)
17290	1/22/2010	LADD PUBLIC LIBRARY	78.22	ILL REIMBURSEMENT
17291	1/22/2010	LANDMARK AUTO WASH & DETAIL CENTER	25.90	SWSC CAR WASHES
17292	1/22/2010	LEARNING EXPRESS LLC	49878.00	DATABASE SUBSCR. (P-THRU)
17293	1/22/2010	LINCOLN NATIONAL LIFE INSURANCE CO	231.00	GROUP LIFE INSURANCE
17294	1/22/2010	MARK'S SERVICE CENTER INC	404.66	FUEL & MAINTENANCE
17295	1/22/2010	MEDIACOM	139.95	CVSC INTERNET
17296	1/22/2010	POS WORLD	1599.00	COMP. SUPPLIES (PASS-THRU)
17297	1/22/2010	SAM'S CLUB/GEMB	13.72	CVSC HOSPITALITY SUPPLIES
17298	1/22/2010	STENSTROM EXCAVATION	500.00	RFSC SNOW REMOVAL
17299	1/22/2010	UNITED PARCEL SERVICE	446.63	SHIPPING CHARGES
17300	1/22/2010	UTICA PUBLIC LIBRARY DISTRICT	56.91	ILL REIMBURSEMENT
17301	1/22/2010	VANGUARD	1525.00	PAYROLL DEDUCTION
17302	1/22/2010	VERIZON WIRELESS	121.61	CELL PHONES
17303	1/22/2010	VERIZON	265.36	TELEPHONE & TELECOMM.
17304	1/29/2010	AFLAC	574.46	PAYROLL DEDUCTION
17305	1/29/2010	AT&T	1151.40	TELECOMMUNICATIONS
17306	1/29/2010	AT&T LONG DISTANCE	14.88	TELEPHONE & TELECOMM. (PC)
17307	1/29/2010	CALL ONE	1508.97	TELEPHONE & TELECOMM.
17308	1/29/2010	CITY OF JOLIET	1169.69	FUEL
17309	1/29/2010	COMBINED SALES CO.	688.52	SWSC DELIVERY BINS
17310	1/29/2010	COMMUNICATION REVOLVING FUND	60.00	LASALLE PL ICN LINE
17311	1/29/2010	LEPERTOWN TOWNSHIP PUBLIC LIBRARY	24.99	ILL REIMBURSEMENT
17312	1/29/2010	NCPERS GROUP LIFE INSURANCE	288.00	PAYROLL DEDUCTION
17313	1/29/2010	NICOR GAS	744.62	RFSC GAS
17314	1/29/2010	NICOR GAS	170.62	RFSC GAS
17315	1/29/2010	POS WORLD	123.00	COMP. SUPPLIES (PASS-THRU)
17316	1/29/2010	RK DIXON	743.38	RFSC COPIER MAINT. AGRMNT.
17317	1/29/2010	ROANOKE MOTOR CO, INC	1029.79	CVSC VEHICLE REPAIRS
17318	1/29/2010	STENSTROM REAL ESTATE	3005.00	RFSC RENT
17319	1/29/2010	TUFFY AUTO SERVICE CENTER	192.04	RFSC VEHICLE REPAIRS
17320	1/29/2010	VILLAGE OF COAL VALLEY	101.28	CVSC WATER BILL
17321	2/5/2010	AMERIPRISE FINANCIAL SERVICES	620.00	PAYROLL DEDUCTION
17322	2/5/2010	AMERICAN LIBRARY ASSOCIATION	590.00	MEMBERSHIP RENEWAL
17323	2/5/2010	CENTRAL MANAGEMENT SERVICES - LGHP	21083.00	GROUP HEALTH INSURANCE
17324	2/5/2010	COMED	400.32	RFSC ELECTRIC
17325	2/5/2010	COMED	354.54	RFSC ELECTRIC
17326	2/5/2010	ALAN DAVIDSON	23.00	MILEAGE REIMBURSEMENT
17327	2/5/2010	DELL MARKETING L.P.	2604.00	COMP. SUPPLIES (PASS-THRU)
17328	2/5/2010	DR. STEVEN EPSTEIN	113.00	MILEAGE REIMBURSEMENT
17329	2/5/2010	EXELON ENERGY INC	4287.70	SWSC ELECTRIC
17330	2/5/2010	ROBERTA HANNON	54.00	MILEAGE REIMBURSEMENT
17331	2/5/2010	DAVE HARGETT	120.47	MILEAGE/TOLLS/MEAL REIMB.
17332	2/5/2010	ILLINOIS PAPER COMPANY	222.00	COPY PAPER
17333	2/5/2010	KNIGHT SECURITY ALARMS, INC.	60.50	SWSC ALARM SERVICE
17334	2/5/2010	THE MARC OF QUALITY	2000.00	TMQ GRANT EXPENSE
17335	2/5/2010	MIDAMERICAN ENERGY COMPANY	812.13	CVSC GAS & ELECTRIC
17336	2/5/2010	OFFICE MACHINE CONSULTANTS, INC	192.04	CVSC COPIER MAINT. AGRMNT.
17337	2/5/2010	OLSON ENTERPRISES	7819.63	RF MORSAY DR RENT
17338	2/5/2010	QUILL CORPORATION	91.97	SWSC OFFICE SUPPLIES
17339	2/5/2010	RRWRD	20.57	RFSC SEWER BILL
17340	2/5/2010	SAM'S CLUB/GEMB	270.04	RFSC SUPPLIES/RENEWAL
17341	2/5/2010	DEBBIE SAMUELSON	102.00	MILEAGE REIMBURSEMENT
17342	2/5/2010	SHOREWOOD MUNICIPAL UTILITIES	46.08	SWSC WATER BILL
17343	2/5/2010	STENSTROM EXCAVATION	312.50	RFSC SNOW REMOVAL
17344	2/5/2010	TRI-CITY ELECTRIC COMPANY OF IOWA	191.01	CVSC OUTSIDE LIGHT REPAIRS

**Prairie Area Library System
Check Register
01/20/10 - 03/16/10**

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Net amount</u>	<u>Description</u>
17345	2/5/2010	TUFFY AUTO SERVICE CENTER	214.03	RFSC VEHICLE MAINTENANCE
17346	2/5/2010	VANGUARD	1525.00	PAYROLL DEDUCTION
17347	2/5/2010	VERIZON	282.44	TELECOMMUNICATIONS
17348	2/5/2010	WASTE MANAGEMENT	214.05	SWSC WASTE REMOVAL
17349	2/11/2010	ALLIED WASTE SERVICES #400	112.18	CVSC WASTE REMOVAL
17350	2/11/2010	COMMUNICATION REVOLVING FUND	1114.92	CVSC & SWSC ICN LINES
17351	2/11/2010	EMERSON NETWORK POWER	1713.75	UPS MAINTENANCE AGRMNT.
17352	2/11/2010	EMPLOYEE BENEFITS CORPORATION	55.00	FSA ADMIN FEES
17353	2/11/2010	FIRST NATIONAL BANK OMAHA	3317.29	VISA CHARGES
17354	2/11/2010	INSIGHT	126.95	COMP. SUPPLIES (PASS-THRU)
17355	2/11/2010	KAVANAGH, SCULLY, SUDOW,	2250.00	SPEAKER/LEGAL FEES
17356	2/11/2010	KACY KELLY	18.39	EXPENSE REIMBURSEMENT
17357	2/11/2010	MEDIACOM	139.95	CVSC INTERNET
17358	2/11/2010	NEOPOST LEASING	478.22	SW MAILING MACHINE RENTAL
17359	2/11/2010	WRIGHT EXPRESS	5245.16	FUEL & VEHICLE MAINTENANCE
17360	2/19/2010	AMERIPRISE FINANCIAL SERVICES	620.00	PAYROLL DEDUCTION
17361	2/19/2010	AT&T	159.47	TELECOMMUNICATIONS
17362	2/19/2010	AT&T	30.56	TELECOMMUNICATIONS
17363	2/19/2010	COMCAST	124.90	RFSC INTERNET
17364	2/19/2010	DIGERATI GROUP, LLC	4824.25	BARRACUDA SPAM FIREWALL
17365	2/19/2010	EMPLOYEE BENEFITS CORPORATION	928.16	PAYROLL DED. & FSA FEES
17366	2/19/2010	KANKAKEE PUBLIC LIBRARY	360.00	KANKAKEE PL ICN LINE REIMB.
17367	2/19/2010	LINCOLN NATIONAL LIFE INSURANCE CO	217.00	GROUP LIFE INSURANCE
17368	2/19/2010	MIDWEST DOOR SPECIALISTS	650.00	CVSC GARAGE DOOR OPENER
17369	2/19/2010	NATIONAL SUPPORT SERVICES LLC	532.25	RFSC PRINTER REPAIRS (PC)
17370	2/19/2010	PEARSON PLUMBING & HEATING CO	1760.88	RF MORSAY DR HVAC REPAIRS
17371	2/19/2010	REYNOLDS MOTOR CO	159.71	CVSC VEHICLE MAINTENANCE
17372	2/19/2010	STENSTROM EXCAVATION	65.00	RFSC ICE REMOVAL/SALTING
17373	2/19/2010	TUFFY AUTO SERVICE CENTER	481.30	RFSC VEHICLE MAINTENANCE
17374	2/19/2010	UNITED PARCEL SERVICE	846.71	SHIPPING CHARGES
17375	2/19/2010	VANGUARD	1525.00	PAYROLL DEDUCTION
17376	2/19/2010	VERIZON WIRELESS	84.86	CELL PHONES
17377	2/19/2010	VERIZON	316.84	TELEPHONE & TELECOMM.
17378	2/26/2010	AFLAC	574.46	PAYROLL DEDUCTION
17379	2/26/2010	AT&T	1151.40	TELECOMMUNICATIONS
17380	2/26/2010	BRADFORD PUBLIC LIBRARY DISTRICT	10.00	REFUND PYMT. MADE IN ERROR
17381	2/26/2010	CALL ONE	1653.22	TELEPHONE & TELECOMM.
17382	2/26/2010	CHICAGO TRIBUNE	208.00	SUBSCRIPTION RENEWAL
17383	2/26/2010	COMBINED SALES CO.	58.82	SWSC CUST./OFFICE SUPPLIES
17384	2/26/2010	ILSDO FUND	1423.35	FY10 MEMBERSHIP (25%)
17385	2/26/2010	NCPERS GROUP LIFE INSURANCE	288.00	PAYROLL DEDUCTION
17386	2/26/2010	NEOPOST LEASING	478.22	SW MAILING MACHINE RENTAL
17387	2/26/2010	NICOR GAS	407.99	RFSC GAS
17388	2/26/2010	NICOR GAS	148.52	RFSC GAS
17389	2/26/2010	PAPISH HOME IMPROVEMENT INC	1020.00	CVSC SNOW REMOVAL
17390	2/26/2010	REYNOLDS MOTOR CO	260.10	CVSC VEHICLE REPAIRS
17391	2/26/2010	STAPLES CREDIT PLAN	263.94	PRINTER RIBBONS (PC)
17392	2/26/2010	STENSTROM REAL ESTATE	3039.76	RFSC RENT & WATER
17393	2/26/2010	TRI-CITY ELECTRIC COMPANY OF IOWA	225.36	CVSC OUTSIDE LIGHT REPAIR
17394	2/26/2010	VILLAGE OF COAL VALLEY	63.60	CVSC WATER BILL
17395	3/5/2010	AMERIPRISE FINANCIAL SERVICES	620.00	PAYROLL DEDUCTION
17396	3/5/2010	AT&T LONG DISTANCE	14.88	TELEPHONE & TELECOMM. (PC)
17397	3/5/2010	BRIDGE CENTER OF ROCKFORD	51.00	RFSC WASTE REMOVAL
17398	3/5/2010	CENTRAL MANAGEMENT SERVICES - LGHP	19985.00	GROUP HEALTH INSURANCE
17399	3/5/2010	COMBINED SALES CO.	23.10	RFSC CUSTODIAL SUPPLIES
17400	3/5/2010	COMED	408.87	RFSC ELECTRIC
17401	3/5/2010	COMED	279.83	RFSC ELECTRIC
17402	3/5/2010	COMMUNICATION REVOLVING FUND	1114.92	CVSC & SWSC ICN LINES
17403	3/5/2010	EXELON ENERGY INC	5568.45	SWSC ELECTRIC
17404	3/5/2010	INSIGHT	1185.92	COMP. SUPPLIES (PASS-THRU)
17405	3/5/2010	KNIGHT SECURITY ALARMS, INC.	60.50	SWSC ALARM SERVICE
17406	3/5/2010	MENDOTA CIVIC CENTER	1228.25	WORKSHOP EXPENSE
17407	3/5/2010	OAK CONSULTING, INC	1250.00	OUTPLACEMENT SERVICES
17408	3/5/2010	OFFICE MACHINE CONSULTANTS, INC	791.47	CVSC COPIER MAINT. AGRMNT.
17409	3/5/2010	OLSON ENTERPRISES	7819.63	RF MORSAY DR RENT
17410	3/5/2010	SHOREWOOD MUNICIPAL UTILITIES	38.02	SWSC WATER BILL

**Prairie Area Library System
Check Register
01/20/10 - 03/16/10**

<u>Check</u>	<u>Date</u>	<u>Name</u>	<u>Net amount</u>	<u>Description</u>
17411	3/5/2010	SOUTHWEST TOWN	1998.00	SWSC COMP. RM. A/C MAINT.
17412	3/5/2010	STENSTROM EXCAVATION	375.00	RFSC SNOW REMOVAL
17413	3/5/2010	VANGUARD	1525.00	PAYROLL DEDUCTION
17414	3/5/2010	VERIZON	282.44	TELECOMMUNICATIONS
17415	3/5/2010	WASTE MANAGEMENT	214.05	SWSC WASTE REMOVAL
17416	3/11/2010	ALLIED WASTE SERVICES #400	112.67	CVSC WASTE REMOVAL
17417	3/11/2010	AT&T	159.47	TELECOMMUNICATIONS
17418	3/11/2010	AT&T	30.56	TELECOMMUNICATIONS
17419	3/11/2010	B&B STRUCTURAL PEST CONTROL	135.00	SWSC PEST CONTROL
17420	3/11/2010	CITY OF JOLIET	1219.72	FUEL
17421	3/11/2010	FIRST NATIONAL BANK OMAHA	2270.13	VISA CHARGES
17422	3/11/2010	JOHN KEISTER & ASSOCIATES	2400.00	PC MGR. SEARCH FEES (1/3RD)
17423	3/11/2010	KAVANAGH, SCULLY, SUDOW,	1515.00	SPEAKER/LEGAL FEES
17424	3/11/2010	MEDIACOM	139.95	CVSC INTERNET
17425	3/11/2010	MIDAMERICAN ENERGY COMPANY	655.41	CVSC GAS & ELECTRIC
17426	3/11/2010	MOLINE DISPATCH PUBLISHING CO LLC	222.60	SUBSCRIPTION RENEWAL
17427	3/11/2010	NEOPOST LEASING	478.22	SW MAILING MACHINE RENTAL
17428	3/11/2010	SIRSIDYNIX	20000.00	FINAL QL CONTRACT MILESTONE
17429	3/11/2010	U.S. POSTAL SERVICE	700.00	POSTAGE FOR METER
17430	3/11/2010	VAN GALDER BUS COMPANY	100.00	R. FORWARD BUS DEPOSIT
17431	3/11/2010	WRIGHT EXPRESS	5556.99	FUEL & MAINTENANCE
			266300.07	

SPECIAL NOTES:

*CK# 17428 FOR \$20,000 IS PAYMENT FOR THE FINAL MILESTONE OF THE QUAD-LINC CONTRACT WITH SIRSI. THIS MONEY WAS TRANSFERRED FROM QUAD-LINC TO PRAIRIECAT AT THE TIME THE LLSAPS MERGED, AWAITING SIRSI TO COMPLETE THE APPLICABLE SOFTWARE FUNCTIONALITY.

PRAIRIE AREA LIBRARY SYSTEM
VISA DETAILS
CK # 17353, PD 02/11/10

General Fund Charges:

\$	180.00	Print Materials
\$	181.68	Custodial Service & Supplies
\$	40.10	Fuel
\$	113.20	Vehicle Repairs & Maintenance
\$	27.06	Other Vehicle Expenses
\$	204.46	Registration & Meeting Fees
\$	30.00	PR
\$	63.89	Computers, Software & Supplies
\$	363.30	Office Supplies & Equipment
\$	11.94	Postage
\$	20.58	Other Supplies
\$	94.72	Telephone & Telecommunications
\$	24.95	Other Contractual Services
\$	<u>1,355.88</u>	

PrairieCat Charges:

\$	6.13	Registration & Meeting Fees
\$	9.50	Computers, Software & Supplies
\$	206.21	Telephone & Telecommunications
\$	<u>221.84</u>	

Reimbursable Charges:

\$	1,705.19	Computers, Software & Supplies
\$	5.60	Computer Supplies - Posters
\$	28.78	Other Contractual Services
\$	<u>1,739.57</u>	

Total Charges All Funds:

\$ 3,317.29

PRAIRIE AREA LIBRARY SYSTEM
VISA DETAILS
CK # 17421, PD 03/11/10

General Fund Charges:

\$	63.00	Print Materials
\$	35.36	Custodial Service & Supplies
\$	77.50	Other Building Expenses
\$	17.60	Fuel
\$	146.84	Vehicle Repairs & Maintenance
\$	137.16	In-State Travel
\$	16.24	Registration & Meeting Fees
\$	(15.00)	PR
\$	9.50	Computers, Software & Supplies
\$	58.09	Office Supplies & Equipment
\$	45.39	Postage
\$	189.95	Delivery Supplies
\$	20.58	Other Supplies
\$	0.11	Telephone & Telecommunications
\$	315.00	Professional Association Membership Dues
\$	<u>1,117.32</u>	

PrairieCat Charges:

\$	23.04	In-State Travel
\$	189.86	Registration & Meeting Fees
\$	9.50	Computers, Software & Supplies
\$	122.67	Telephone & Telecommunications
\$	<u>345.07</u>	

Reimbursable Charges:

\$	387.00	Computers, Software & Supplies
\$	388.99	Computer Supplies - Posters
\$	31.75	Other Contractual Services
\$	<u>807.74</u>	

Total Charges All Funds:

\$ 2,270.13



9 March 2010

TO: PALS BOARD OF DIRECTORS

FROM: Michael C. Piper

ABOUT: March 2010 Executive Director's Report

PrairieCat Manager search is underway

I want to thank Judy for her help with the PrairieCat Manager Search Committee, which is working on recruiting a leader for PrairieCat. Judy chaired the first two Committee meetings, since I had conflicts on both dates. I've attached the job description, along with the proposal from John Keister and Associates, the search firm we will be working with on this recruitment.

Why a search firm? With everything going on right now, I asked the Search Committee and the PrairieCat Library Administrative Council to consider a search firm. They agreed to assess this approach. After reviewing proposals from three firms, the Committee recommended contracting with John Keister and Associates, at a cost of \$7,200 (to be split equally between PALS and PrairieCat). I have accepted their recommendation.

Enlisting a consultant to support this search will yield multiple benefits, including:

- *Surfacing candidates.* When we checked references for the three prospects, we uncovered an unexpected benefit of search firms: experienced consultants like these have broad connections, which enable them to attract a wider range of quality applicants to the table. You can never have too many qualified candidates.
- *Time savings.* This approach will yield a better search than we could do on our own, and more quickly to boot.

The Search Committee met on Monday with the consultant, whose first task is to put up a Web site for this search. I'll send you the link when it is ready. Once the Web site is up, Mr. Keister will start networking with potential candidates. He will also post an ad on numerous Web sites. Mr. Keister will then assemble a list of several applicants for the Committee. From that list, the Search Committee will identify the top candidates and conduct interviews, in collaboration with Mr. Keister.

Here is the Search Committee roster: *Laura Frizol* (PrairieCat member representative, LaSalle Public Library); *Amy Groskopf* (Member representative, Davenport Public Library); *Judy Hutchinson* (PALS); *Michael Piper*, Search Committee Chair (PALS); and *John Slanicky*, PrairieCat staff representative (PALS).

PALS Board election is fast approaching: calling all candidates!

The PALS Board election is coming up in May. Candidate self-nominations are due on 15 April. Applicants need to provide background on their education and qualifications, along with an expressed willingness to attend meetings, to be an active Board participant, to serve diligently on committees and to represent all libraries in PALS.

As I understand it, we are looking to fill seven Board vacancies:

- Three expired 3-year seats: One Special, one Academic and one Public library representative
- Four expired 1-year seats: Two public and two school library representatives

We'll pitch this at PALS Day, and we will set up a page on the PALS Web site. I welcome any other suggestions about the best way to enlist nominees. Meanwhile, if you know of good candidates, please send them our way.

Considering potential collaborations with ALS, DLS, MLS and NSLS

As we approach next week's meeting with representatives from other Illinois library systems, Charlet and Dave want to hear from you next week. Here are questions to ponder before we discuss this topic at Tuesday's Board meeting:

- What are the strengths, weaknesses, opportunities and threats facing PALS? How would increased collaboration help PALS address these issues?
- What have we learned, five years into the PALS merger?
- What aspects of our current model should be sustained in any new approach?
- If you could suggest one item to be included in a list of frequently-asked questions about potential collaborations with other systems, what would it be?

In the space below, please jot your thoughts about these issues:

**PRAIRIE AREA LIBRARY SYSTEM (PALS)
Position Description**

TITLE: PrairieCat Manager
DEPARTMENT: PrairieCat LLSAP (Local Library System Automation Plan)
REPORTS TO: Executive Director

PURPOSE: This senior leadership position is responsible for the overall management and development of PrairieCat, a shared integrated library system operated by PALS. PrairieCat serves 700,000 registered patrons and includes 8 million bibliographic records. Based in the Prairie Area Library System's Shorewood facility, PrairieCat runs SirsiDynix and AquaBrowser software in support of 186 members spanning a 10,000 square-mile region in northern Illinois and eastern Iowa.

STATUS: Full Time, Exempt

RESPONSIBILITIES:

- 1) Takes a proactive leadership role in planning and directing all aspects of PrairieCat, including administration, staffing, budgeting, contract management and software-hardware evaluation, selection and implementation
- 2) Oversees delivery of responsive, client-focused support services, both on and off-site, for all PrairieCat members
- 3) Provides responsive liaison to PrairieCat working groups
- 4) Works closely with colleagues to ensure smooth operations of PrairieCat and PALS
- 5) Hires, trains, schedules and supervises PALS staff assigned to PrairieCat
- 6) Monitors billing of libraries and supplier invoices, and effectively represents member needs and interests with vendors
- 7) Makes recommendations regarding PrairieCat development and improvements
- 8) Plans and manages PrairieCat budget, in consultation with the Administrative Council
- 9) Markets PrairieCat to member library boards and directors
- 10) Represents PALS and PrairieCat at state, regional and area meetings, as assigned
- 11) Promotes awareness of library trends and issues via ongoing communications in *PrairieViews* and other publications
- 12) Assumes other responsibilities consistent with position and as assigned

QUALIFICATIONS:

Experience: Five years library technology experience with at least two years in an administrative role. Budgetary experience, preferably in a government or non-profit environment. Three years in a supervisory position

Education: Masters Degree in information science or equivalent. MLS degree is desirable

SKILLS:

- Strong customer service orientation
- Thorough familiarity with integrated library systems and the ILS marketplace
- Commitment to member-driven multi-type library collaboration
- Proven budgeting and contract-negotiation skills
- Understanding of library technology trends and best practices, reflecting a commitment to maintain professional currency through regular reading, continuing education and participation in professional organizations
- Forward-thinking, with a passion for fostering innovative services that advance the state-of-the-art for the membership
- Commitment to working in a team environment with people from diverse backgrounds
- Effective oral and written communications skills, including meeting facilitation abilities
- Strong project management and time management skills, including the capacity to work independently and to manage complex projects with minimal supervision
- Ability to learn new skills, techniques, and perspectives quickly and effectively
- Flexibility, a willingness to take risks, the capacity to learn constantly and quickly, and an abiding client service perspective

SCHEDULE:

Most hours are during normal daytime, business hours, Monday through Friday. Frequently required to work at other times as necessary to meet member needs. Willing to travel, including occasional overnight trips. Must be able to obtain a valid Illinois driver's license within 30 days of appointment

Updated: March 2010

John Keister & Associates

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0540
Fax: (847) 955-0541
email: John@JohnKeister.com
<http://www.JohnKeister.com/>

February 25, 2010

Mr. Michael C. Piper
Executive Director
Prairie Area Library System
4863 American Road
Rockford, IL 61109

Dear Mr. Piper,

Thank you for the opportunity to submit this proposal to conduct the search for a PrairieCat Manager. We would be pleased to provide advice and assistance. In addition to conducting the search, we can help facilitate the process, keep things on track, and help reach consensus on the final candidates. On each search we undertake, we identify and recruit the most appropriate and qualified candidates for our client. We pride ourselves on our ability to represent you, to adapt and respond to your particular needs, and to tailor our work to ensure that you are happy with the results.

Experience With Executive Positions

John Keister & Associates is a nationwide Executive Search firm founded by John and Beth Keister in 1987. Our firm has two practice areas – public libraries and global corporations.

Our experience in the public library community and the corporate sector helps us identify management and leadership traits in candidates, assets that are critical to successful administration of today's public library organizations. Our diverse experience enables us to ask the right questions and examine characteristics beyond just the basic skills of a good library manager.

Project Team

John Keister is a Partner and Co-founder of John Keister & Associates. With more than 23 years of executive search experience, John has completed executive level searches for respected global corporations and library organizations. As a library advocate, John has extensive experience as an elected public library Trustee and library Board President. His board experience includes the Ela Area Public Library District in Lake Zurich, Illinois, and the Cook Memorial Public Library District in Libertyville, Illinois. John has also served multiple terms on the Board of Directors of the North Suburban Library System, a leading Illinois library consortium of academic, public, school, and special libraries in suburban Chicago.

John has been active on behalf of libraries at the local, state, and federal levels. He has raised community awareness of library issues through town meetings, focus groups, forums, print media, and local cable TV broadcasts. He has successfully negotiated with third parties and local governments to solve community library challenges. John is well acquainted with many ongoing library concerns such as budgets, technology, personnel, and issues of

John Keister & Associates

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0540
Fax: (847) 955-0541
email: John@JohnKeister.com
<http://www.JohnKeister.com/library>

community standards. He has been an invited speaker at numerous library meetings, conferences, and other events.

John holds a Bachelor of Science degree in Engineering with post-graduate coursework in business management and administration. Prior to founding the search firm, John was a Design Engineer. He achieved recognition for leading innovative design teams and working with customers.

Beth Keister is a Partner and Co-founder of John Keister & Associates. As the technologist for the firm, Beth designs and maintains internal databases and the firms' websites. Beth has expertise with conducting research for the executive search process and is skilled with the identification of leaders in the library field. She has trained the staffs of several libraries and library organizations on a variety of software packages. She has also consulted with libraries on creating and maintaining databases, directories, and reports that support daily operations. With her analytical business experience and use of the latest technologies, Beth ensures that the search process proceeds expeditiously and efficiently for the client.

Beth holds a Master of Science degree in Statistics and a Bachelor of Science degree in Mathematics. Prior to co-founding the search firms, Beth was a Project Coordinator with one of the nation's largest professional associations. She was also a Senior Analyst with a leading insurance company, taught university level mathematics, and has consulted with major educational publishers.

Search Process for the Prairie Area Library System

Search Timetable

We have the resources in place and are prepared to initiate the search upon selection by the Library System. John Keister will be the primary contact representing our firm and conducting the search. Throughout the search process, we will keep in touch with the Search Committee's designated contact person so that you know where we are in the process.

Initial Meeting

Our first step is to thoroughly understand your needs. John Keister will meet with your Search Committee and key constituencies to gain an understanding of your environment and to learn what is expected of the new administrator. This will help us understand your distinctive organizational culture, mission, and present concerns. Such knowledge will be useful when forming interview questions and evaluating candidates within the framework of your organization and setting.

Strategy

With input from the Search Committee, we will draft a strategy to stimulate greater awareness of the position. This will include development of a dedicated website,

John Keister & Associates

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0540
Fax: (847) 955-0541
email: John@JohnKeister.com
<http://www.JohnKeister.com/library>

preparation of any advertisements, and announcements of the position. We will recommend the most effective placement of advertisements in print and electronic journals. We will also post the announcement in appropriate electronic discussion lists and professional job lines.

Our strength as a search firm lies in our personal contacts with individuals in the library field. In addition to attracting candidates through traditional advertising, a website, and online social media, we will carry out a nationwide networking effort to identify outstanding candidates who do not normally respond to ads or announcements. We have discovered that many excellent people are interested when approached by a respected recruitment firm.

Candidate Qualifying

Once we have identified candidates, we will conduct in-depth personal interviews. When possible, these conversations will be in person. If circumstances prevent a personal interview, we will conduct thorough telephone interviews. Either way, all viable candidates will be personally evaluated. Results of these interviews will be shared with the Search Committee.

Candidate Presentation

After the interviewing/qualifying work has been completed, we will prepare a list of the most viable candidates. At this point, we will meet once more with the Search Committee to present the list of recommended candidates and to discuss each individual in some detail. The Search Committee commonly cuts the list at this point to a feasible number of semi-finalists or finalists. We will notify those candidates not selected at the appropriate time(s) during the search process.

Finalist Interviews

We can provide customized support during this final stage of the process. If desired, we can suggest interview questions, provide advice on questions to avoid for legal reasons, and discuss tips on approaches, techniques, and potential pitfalls. We can also make suggestions from a recruiting standpoint on how to handle salary negotiations and benefits questions, deal with relocation issues, and "close" the most desired candidate. In short, we will help with whatever you need during the crucial time when key decisions must be made.

Verifying Employment Duties And Performance Levels

We will interview up to three references, by telephone, for the final candidate and will present summaries of the reference investigation. We believe that telephone references provide a more accurate assessment of people than prepared written statements. Our telephone reference interviews enable us to present clients with more realistic impressions of the strengths and weaknesses of finalists. References tend to disclose more information during a telephone conversation than that provided in a written response. This

John Keister & Associates

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0540
Fax: (847) 955-0541
email: John@JohnKeister.com
<http://www.JohnKeister.com/library>

method also provides an opportunity for selective probing as necessary.

Pre-Employment Background Investigation

We can assist with arrangements for an extensive pre-employment background investigation on the finalist. This investigation will include verification of credentials and will be completed by a professional with expertise in this field. Background investigations include examination of professional, personal, financial, and criminal records. We do not recommend the many instant background check options available on the Internet.

Guarantee

If the new administrator leaves the position, either voluntarily or non-voluntarily, within the first year after appointment, John Keister & Associates will, on a one-time basis, reactivate the search if the client requests it, and screen at least three qualified finalists. The client will assume all expenses directly related to a reactivated search, but John Keister & Associates will expect no additional search fee. Such a reactivation of the search must assume that John Keister & Associates will be allowed to pursue its own methodology to achieve the reasonable results the client wants.

Fee and Expenses

Fee:

Our professional fee for search services is \$7,200. Part of this fee (\$2,400) will be payable upfront, to help us defray our search expenses and to initiate the search. The second payment of \$2,400 will be due upon consultant presentation and search committee acceptance of a slate of candidates. The balance of the fee will be billable upon selection of the new manager by the search committee, and payable within 30 days after acceptance of the offer by the new administrator.

Not included in our professional fee are (1) Advertising expenses agreed to by the Library System, (2) travel costs incurred by candidates who are asked to interview with the Library System, (3) travel costs incurred by us if asked to meet onsite with the Library System, and (4) cost, if any, associated with a professional pre-employment (criminal) background investigation.

We thank you for your interest in John Keister & Associates. Please contact us if you have any questions. We look forward to working with you.

John Keister & Associates

John Keister & Associates

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0540
Fax: (847) 955-0541
email: John@JohnKeister.com
<http://www.JohnKeister.com/library>



John W. Keister
President

If these terms are acceptable, please sign this letter and return one copy to us. Thank you.

PRAIRIE AREA LIBRARY SYSTEM

By _____ Date _____

John Keister & Associates are committed to Equal Employment Opportunities, and will not discriminate against any candidate because of race, color, religion, national origin, age, gender, disability, veteran status, or sexual orientation.

John Keister & Associates

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0540
Fax: (847) 955-0541
email: John@JohnKeister.com
<http://www.JohnKeister.com/library>

Resume of John Keister

COMMUNITY ACTIVITIES

2000 – present

Community High School District 128

Served on numerous committees and organizations. Community representative on the design team for the District 128 Foundation for Learning. Volunteer participant with the Business Career Advisory Council.

1996 – 1999, 2004 – 2007

Director, North Suburban Library System, Wheeling, IL

Elected by member libraries to serve on the Board of Directors. NSLS is a state funded consortium of over 655 academic, public, school, and special libraries in suburban Chicago. Served as Legislative co-chairperson. Was awarded “NSLS Library Advocate of the Year” in 1998.

Have been active as an advocate on behalf of libraries at the local, state and federal levels. Has raised community awareness of library issues through town meetings, focus groups, forums, print media, and local cable TV broadcasts. Well acquainted with many ongoing library concerns such as budgets, technology, personnel, and dealing with questions on community standards.

2001 – 2003

Trustee, Cook Memorial Public Library District, Libertyville, IL

Publicly elected to the library board, served as board President from 2001-2003. Successfully worked with the Village of Vernon Hills to establish first branch library.

1989 – 2000

Trustee, Ela Area Public Library District, Lake Zurich, IL

Publicly elected three times to the library board, served as board President from 1994 – 2000. Successfully championed 1999 referendum to build new 70,000+ square foot library on new site. Negotiated land acquisition, fostered intergovernmental agreement with local municipality. Noted advocate of intellectual freedom. Successful relationship between board, director, and community led to national recognition for the Ela Area library.

Additional community activities include serving on the advisory committee for Downtown Revitalization of Lake Zurich, chairing a municipal referendum, and significant involvement with local school committees and referendums.

PROFESSIONAL ACCOMPLISHMENTS

John Keister & Associates

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0540
Fax: (847) 955-0541
email: John@JohnKeister.com
<http://www.JohnKeister.com/library>

1987 – Present

President, John Keister & Associates, Vernon Hills, IL

Co-founded with Beth Keister in 1987, the Executive Search firm serves a nationwide client base of leading global and midsize technology corporations and mid-size public libraries.

Prior to 1987

Engineering positions within the aerospace and electronics industries. Was recognized as a driving force behind the implementation of advanced computer technology for mathematical modeling.

EDUCATION

B.S. Mechanical Engineering, Valparaiso University, Valparaiso, IN

Post-graduate coursework in business management and administration.

John Keister & Associates

374 E. Marseilles Street
Vernon Hills, IL 60061

Phone: (847) 955-0540
Fax: (847) 955-0541
email: John@JohnKeister.com
<http://www.JohnKeister.com/library>

References

Roselle Public Library District

Roselle, Illinois
www.roselle.lib.il.us
Mr. Patrick Devitt
Board of Trustees
Phone: 630-220-4878 mobile

Fountaindale Public Library District

Bolingbrook, Illinois
www.fountaindale.org
Ms. Peggy Danof
Board of Trustees
Phone: 630-972-1533 home

Ms. Jill Boreham
Manager, Human Resources
Phone: 630-685-4196 library

Springfield-Greene County Library District

Springfield, Missouri
thelibrary.springfield.missouri.org
(Springfield-Greene is a nationally recognized library system with a mix of five city libraries and four county libraries serving a population of 180,000)
Ms. Cherri Jones
Former President, Board of Trustees
Phone: 417-894-4453 home

McHenry Public Library District

McHenry, Illinois
www.mchenrylibrary.org/
Ms. Debra Gust
Board of Trustees
Phone: 815-385-1163 home

**Prairie Area Library System
Operational Comparison
January 31, 2010**

	January 2005	January 2006	January 2007	January 2008	January 2009*	January 2010
PrairieCat						
Bibliographic records	2,269,348	2,186,720	2,232,792	1,770,650	1,629,898	1,593,215
Item records	6,324,823	6,530,709	6,658,808	8,416,112	8,235,948	8,107,932
Patron records	726,918	757,080	791,509	815,970	774,980	733,091
Total circulation	716,573	815,852	868,450	896,590	893,511	942,790
ILL transactions on LLSAP	37,205	65,631	74,064	129,505	135,544	151,788
Reciprocal borrowing	28,885	95,230	112,595		111,600	122,440
Training events				18	6	2
Training participants				204	16	10
Training contact hours				448	61	30
HelpDesk Calls Opened		64	36	96	104	77
HelpDesk Calls Closed		65	29	100	106	80
Continuous Learning						
Consulting contacts	710	83	76	56	2,085	1,752
On-site visits	37	6	14	19	13	11
Non-member contacts					308	406
CL events	32	31	55	38	22	42
CL participants	407	383	673	405	178	333
CL Hours	744	1,106	1,311	852	380	753
VC events	5	2	37	21	32	44
VC users	51	28	217	109	139	182
VC contact hours	121	10	125	1,535	302	422
Board volunteer hours	39	25	25	25	95	76
Delivery						
Items Delivered	169,305	170,280	260,100	385,736	499,421	587,955
Miles driven	25,876	32,027	33,557	41,701	32,495	31,573
Stops made	2,427	3,251	3,223	3,367	5,135	2,359
Other						
First Search searches	108,453	87,614	82,122	66,176	49,845	69,294

**Prairie Area Library System
Operational Comparison
February 28, 2010**

	February 2005	February 2006	February 2007	February 2008	February 2009	February 2010
PrairieCat						
Bibliographic records	2,269,348	2,187,333	2,512,252	1,775,623	1,628,992	1,591,299
Item records	6,324,823	6,533,393	8,567,542	8,435,881	8,246,131	8,094,486
Patron records	726,918	752,718	793,690	763,144	778,191	737,285
Total circulation	716,573	777,448	769,694	840,564	930,924	900,840
ILL transactions on LLSAP	37,205	62,432	66,454	96,922	130,638	135,461
Reciprocal borrowing	28,885	87,619	99,527	-	105,781	109,541
Training events				5	12	7
Training participants				18	43	32
Training contact hours				24	96	96
HelpDesk Calls Opened		63	24	104	80	79
HelpDesk Calls Closed		64	26	98	63	93
Continuous Learning						
Consulting contacts	710	56	53	59	2,094	1,454
On-site visits	37	1	2	15	4	11
Non-member contacts					551	313
CL events	32	29	26	19	28	6
CL participants	407	411	304	248	242	223
CL Hours	744	1,469	955	714	582	488
VC events	5	8	62	39	36	26
VC users	51	6	433	209	194	98
VC contact hours	121	177	247	547	512	196
Board volunteer hours	39	-	25	25	44	-
Delivery						
Items Delivered	170,280	303,793	369,590	385,736	534,879	597,754
Miles driven	25,876	30,986	32,644	37,858	30,031	31,396
Stops made	2,427	2,867	3,159	3,197	2,309	2,041
Other						
First Search searches	108,453	110,725	106,388	79,944	161,373	75,398

Open Meetings Act Review Prairie Area Library System March 16, 2009

What constitutes a meeting?

- A majority of a quorum discussing organizational business is considered a meeting. There are special rules for five member groups. This applies to multi-organizational meetings, advisory boards, and incoming members.

What are the rules for electronic attendance?

- The organization must approve a policy for electronic attendance.
- The meeting and connection information must be posted at all locations.
- There are limited occasions when electronic attendance is allowed.

What are the rules for closed sessions?

- There are limited reasons why you can enter closed session.
- You must stick to the topic cited for the closed session.
- You do not need to announce a closed session if entered during an open session.
- A single vote can be used for multiple future closed sessions, but all must be announced except a closed session entered during an open session.
- You can go into closed session to review the minutes of a closed session.
- Closed meetings must be recorded.
- The recordings of closed meetings can be destroyed after 18 months with Board approval if there are approved minutes.
- The minutes must be reviewed every 6 months to determine whether they should remain closed.

What are the rules for agendas and minutes?

- Agendas do not need to note whether the topics are action items, but action can only be taken on topics listed on the agenda.
- Minutes must include the substance of discussions.
- Minutes must be posted on the website within 7 days of approval and remain on the website for at least 60 days.

**NILS Closed Meeting Minutes for Review
March 16, 2010**

Meeting Date	Entity	Classification	Notes	9/20/05 Board Decision	3/17/06 Board Decision	9/19/06 Board Decision	3/20/07 Board Decision	9/18/07 Board Decision	3/18/08 Board Decision	9/16/08 Board Decision	3/17/09 Board Decision	9/22/09 Board Decision	3/16/10 Spitzer Recommends
4/7/92		Personnel	No longer employed at NILS	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
6/7/94		Personnel	No longer employed at NILS	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
10/24/95		Personnel	No longer employed at NILS	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
08/24/99	Board	Personnel	Replacement of director	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
04/25/00	Exec Com	Personnel	Hiring of director	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
07/25/00	Board	Personnel	Workmen's comp issue & docs	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
11/28/00	Exec Com	Personnel	Annual review of director	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
06/26/01	Exec Com	Personnel	Annual review of director	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
07/24/01	Board	Personnel	Workmen's comp issue	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
04/23/02	Exec Com	Personnel	Annual review of director	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
05/28/02	Board	Personnel	Hiring/firing of personnel	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
02/25/03	Exec Com	Personnel	Offering IMRF ERI	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
04/22/03	Exec Com	Personnel	Annual review of director	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
04/22/03	Board	Personnel	Annual review of director	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
05/27/03	Board	Budget/Personnel	Review budget cuts	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close
03/23/04	Board	Personnel	Annual review of director	Close	Close	Close	Close	Close	Close	Close	Close	Close	Close

**PALS Closed Meeting Minutes for Review
March 16, 2010**

Meeting Date	Entity	Classification	Notes	9/19/06 Board Decision	3/20/07 Board Decision	9/18/07 Board Decision	3/18/08 Board Decision	9/16/08 Board Decision	3/17/09 Board Decision	9/22/09 Board Decision	3/16/10 Spitzer Recommends
02/17/04	Tboard	Personnel	Director salary	Close	Close	Close	Close	Close	Close	Close	Close
03/16/04	Tboard	Personnel	Director salary	Close	Close	Close	Close	Close	Close	Close	Close
11/16/04	PALS Bd	Personnel	Wage study	Close	Close	Close	Close	Close	Close	Close	Close
04/26/04	PALS Bd	Personnel	Wage review	Close	Close	Close	Close	Close	Close	Close	Close
06/21/05	PALS Bd	Personnel	Director review	Close	Close	Close	Close	Close	Close	Close	Close
06/20/06	PALS Bd	Personnel	Director review	Close	Close	Close	Close	Close	Close	Close	Close
06/20/06	PersCom	Personnel	Director review	Close	Close	Close	Close	Close	Close	Close	Close
06/19/07	PersCom	Personnel	Director review			Close	Close	Close	Close	Close	Close
06/19/07	PALS Bd	Personnel	Director review			Close	Close	Close	Close	Close	Close
05/20/08	PALS Bd	Personnel	Personnel adjustments					Close	Close	Close	Close
06/17/08	PersCom	Personnel	Director review					Close	Close	Close	Close
06/17/08	PALS Bd	Personnel	Director review					Close	Close	Close	Close
10/21/08	PALS Bd	Personnel	Director retirement date						Close	Close	Close
02/17/09	SearchCom	Personnel	Review applications							Close	Close
03/11/09	SearchCom	Personnel	Telephone interviews							Close	Close
3/17/2009	PALS Bd	Personnel	Director candidates							Close	Close
5/5/2009	SearchCom	Personnel	Candidate interview							Close	Close
5/5/2009	SearchCom	Personnel	Director candidates							Close	Close
5/8/2009	SearchCom	Personnel	Candidate interview							Close	Close
5/8/2009	SearchCom	Personnel	Director candidates							Close	Close
5/11/2009	SearchCom	Personnel	Candidate interview							Close	Close
5/11/2009	SearchCom	Personnel	Director candidates							Close	Close
5/19/2009	SearchCom	Personnel	Director candidates							Close	Close
5/19/2009	PersCom	Personnel	Director candidates							Close	Close
5/19/2009	PALS Bd	Personnel	Director candidates							Close	Close
1/11/2010	PersCom	Personnel	Personnel adjustments								Close

**HTLS Closed Meeting Minutes for Review
March 16, 2010**

Meeting			9/19/06	3/20/07	9/18/07	3/18/08	9/16/08	3/17/09	9/22/09	3/16/10
Date	Entity	Classification	Notes	Board	Board	Board	Board	Board	Board	Spitzer
				Decision	Decision	Decision	Decision	Decision	Decision	Recommends
All former HTLS closed minutes				Close	Close	Close	Close	Close	Close	Close

Staff Use Only

- New
- Status Change
- Reconsideration

1. Legal name of library or school district BROWN-MACKIE COLLEGE RESOURCE CENTER

Address 1527 47TH AVE, MDLINE IL 61265

Library main phone number (309) 757-6815

Name of person responsible for completing this application
ADRIENNE HERBERT

Librarian's E-mail address aherbert@brownmackie.edu

2. Library name including libraries in separate locations, for example, branches, buildings, etcetera. Attach additional sheets if necessary.

Name BROWN-MACKIE COLLEGE RESOURCE CENTER

Address 1527 47TH AVE, MDLINE IL 61265

Phone (309) 757-6815

Name _____

Address _____

Phone _____

Name _____

Address _____

Phone _____

3. Service Population according to latest certified student/faculty census and grade levels, federal census, or employee population: _____

305

4.A. Days and total hours each building is open:

Building	Hours and Days
M, T, Th	7 ³⁰ AM - 10 pm
W	7 ³⁰ AM - 8 pm
F	7 ³⁰ AM - 5 pm
Sa	8a - 1 pm

B. Hours staffed with library personnel.

Staff position	Hours and Days	Building/Branch
LIBRARIAN	M, T, W, F	8a-5p
	Th	10a-7p

5. Change in library hours open to patrons since last year:

Hours increased _____ Hours decreased _____ No Change X

STAFF

6. Does the library have at least one employee who works at least 15 hours per week as the librarian? Yes X No _____

7. Staff positions, education, hours and salary. Please complete the table below using the following list that shows educational levels:

1. ALA accredited MLS
2. Masters degree in instructional media or technology
3. Undergraduate degree with major or minor in library science
4. Certified media specialist
5. Certified teacher with 18 hours of library science or media course work
6. Bachelor's degree
7. Less than a bachelor's degree
8. Library Technical assistant or other library technology degree
9. College credit of 48 hours with 12 hours of library science
10. Three (3) years demonstrated library experience at an administrative level
11. Other (Please specify): _____

Prairie Area Library System

Membership Application

Title of Position	Education (use number from list on previous page)	Weekly hours in the Library	Hourly Rate/Annual Salary
LIBRARY DIRECTOR	1	40	42,000 / YR.

7a. Total number of hours for all **full-time** technical and clerical employees (including full time pages) worked in a typical week 40

+ Minimum hourly rate actually paid (convert annual salary to hourly rate)
\$ 20.19

+ Maximum hourly rage actually paid (convert annual salary to hourly rate)
\$ _____

7 b. Total number of hours for all **part-time** technical and clerical employees (including part-time pages or shelvers) worked in a typical week 0

+ Minimum hourly rate actually paid (convert annual salary to hourly rate)
\$ _____

+ Maximum hourly rate actually paid (convert annual salary to hourly rate)
\$ _____

EQUIPMENT AND PHYSICAL FACILITIES

8. Does the library have access to a photocopy machine? _____ Yes No

9. Does the library have a telephone? Yes _____ No
Please indicate the phone number: (309) 757-6815

Schools Only: Does the library have access to a telephone? _____ Yes _____ No
Please indicate the telephone number: _____

10. Does the library have access to a FAX machine? Yes _____ No
If yes, indicate the FAX number: (309) 762-2374

11. Does the library have access to a computer and modem or other equipment to access?
databases outside the library? Yes _____ No

12. Does your library have a web page? _____ Yes No
If yes, give the URL _____

FUNDING / BUDGET

Complete **either** #13 a-h or #14 a-j

School librarians attach figures from school district budget under ISBE function number 2210, 2220, and 2300.

13. School Libraries Only

13a. Total School Library Expenditures for previous two years:

		ISBE Function Numbers:	
	<u>2210</u>	<u>2220</u>	<u>2300</u>
20 _____ - 20 _____			
20 _____ - 20 _____			

13b. Current fiscal year school library budget allocations

ISBE Function Number 2210 _____

ISBE Function Number 2220 _____

ISBE Function Number 2300 _____

Prairie Area Library System

Membership Application

13c. Total special funding/grant/gift income for the previous two years used for the school library program, for example: Illinois School Library Per Capita Grant, Illinois State Board of Education Chapter 2, local bequests, PTA/PTO donations, foundation grants, state grants, etc. Add additional sheet if necessary.

20 _____ - 20 _____ Source _____
20 _____ - 20 _____ Source _____

13d. Are these funds included in the total budgets as outlined in questions #13a and 13b?
_____yes _____ no

13e. Current fiscal year library budget allocations, by itemized categories:

Salaries/benefits \$ _____
Materials \$ _____
 Print Materials \$ _____
 Non-print Materials \$ _____
Automation \$ _____
Operational Costs* \$ _____
Other: _____ \$ _____

*Operational costs are defined as library specific supplies, utilities, rent, repairs, binding, processing costs, etc.

13f. Is the library governing authority tax supported? _____ Yes _____ No

If yes, what is your tax rate? _____

If not, what is the source of revenue? _____

13g. When is your fiscal year? Begins JULY 1 ends JUNE 30
Month Day Month Day

13h. Please comment on changes between past fiscal year expenditures and current budget allocations, for example: merger, expansion, closing of attendance center, other (please specify). Attach a separate sheet if necessary.

FY 08-09 IS THE FIRST YEAR BROWN-MACKIE COLLEGE HAS HAD A LIBRARIAN.

#14 PUBLIC, SPECIAL AND ACADEMIC LIBRARIES ONLY

14a. Total library budget expenditures for previous two years including salaries and benefits.

20 07 - 20 08 \$ 3,020 NO LIBRARIAN
 20 08 - 20 09 54,584 W/ FT LIBRARIAN

14b. Total library expenditures for print materials for previous two years.

20 07 - 20 08 \$ 1,937
 20 08 - 20 09 6,984

14c. Total library expenditures for nonprint materials for previous two years.
 For example: Films, videos, audio recordings, software etc.

20 07 - 20 08 \$ 1,083
 20 08 - 20 09 2,600

14d. Total library expenditures for computerization for the previous two years. For example:
 Hardware and software, automated circulation and cataloging systems, RSA membership,
 electronic database subscriptions, online services, CD-ROMs, or office management
 programs, e.g., Lotus, WordPerfect, etc.

~~20~~ 07 - 20 08 \$ 3,051
 20 08 - 20 09 \$ 4,049

14e. Current fiscal year library budget allocations, by itemized categories:

Salaries/benefits	\$ <u>42,000</u>
Materials	\$ <u>15,200</u>
Print Materials	\$ <u>12,600</u>
Non-print Materials	\$ <u>2,600</u>
Automation	\$ <u>500</u>
Operational Costs*	\$ <u>1,911</u>
Other: _____	\$ <u>300</u>

*Operational costs are defined as library specific supplies, utilities, rent, repairs, binding, processing costs, etc.

14f. Total special funding/grant/gift income for the previous two years used for the library program, for example: local bequests, friends groups, foundation grants, state grants, LSTA, etc.

20 ____ - 20 ____ \$ _____ Source _____

20 ____ - 20 ____ \$ _____ Source _____

20 ____ - 20 ____ \$ _____ Source _____

14g. Are these funds included in total budgets as outlined in questions #14a – 14e?
____ Yes ____ No

14h. Is the library governing authority tax supported? ____ Yes No
If yes, what is your tax rate? _____

If not, what is the source of revenue? PROPRIETARY

14i. When is your fiscal year? Begins JULY 1 ends JUNE 30
Month Day Month Day

14j. Please comment on changes between past fiscal year expenditures and current budget allocations for next year. For example, mergers, expansion, closing of attendance centers, other conditions. Please specify. Attach separate sheet if necessary:

LIBRARY FACILITY RESOURCES

ALL LIBRARIES MUST COMPLETE #15 TO THE END

15. Does the library occupy its own quarters in one central location?
 Yes ____ No

16. If there is more than one library in the organization, is each housed in its own quarters or in one central location? ____ Yes ____ No If not, where housed?

17. How is the collection bibliographically organized?
_____ Dewey Decimal

Library of Congress

_____ Other (specify) _____

18. Is there a shelf list (paper or electronic) for the library or libraries? Yes ____ No
If there is more than one library in the agency is there a union shelf list? ____ Yes No
Are your holdings in an electronic shared database? Yes ____ No
Name of Vendor LIBRARY WORLD

Prairie Area Library System

Membership Application

19. Which of your library functions are automated? Please list the application (circulation, card catalog, word processing, etc.) the program used, and the year the system was implemented. Indicate if there is a projected date for implementing a system. Note if there is an in-house developed system.

Application	Software Program Name	Year Implemented
CIRCULATION	LIBRARY WORLD	2009
CATALOG	"	"
MICROSOFT OFFICE	WORD	

20. Does your library have a written materials selection policy? _____ Yes No

21. Collections holdings for each building/branch. Attach a separate sheet if necessary

Book Titles 1,686

Book Volumes* 1,686

Current Periodical Subscriptions _____

Electronic Database Subscriptions _____

Audio Recordings _____

Videos _____

Films _____

DVD's 21

Other (specify) _____

* Indicate if estimate

22. Does your collection have any identifiable strengths, for example: local history or a specific subject strength? Yes _____ No If yes, please specify:

23. Annual materials circulation: NOT IN SERVICE FOR 1 YEAR YET

24. Does your library have a strategic plan in place? Yes No _____
If so, date created and last updated 09/2008

ADDITIONAL INFORMATION:

The Prairie Area Library System is a consortium of many different libraries throughout northern Illinois including academic, special, school and public libraries. The main purpose of the consortia is to share resources and strengths with other members. In the space provided, please tell us why you want to be a member of the Prairie Area Library System

Since the library is new, we would like to share our collection. Also, becoming a member of a consortium will allow our students to take advantage of resources available at other libraries.

What strengths does your library have that would bring reciprocity to the other members?

Because we are relatively new, many of our books are recent publications. This would be an asset to patrons of other libraries. More access will give patrons more choices, especially during a time of recession. Sharing these resources will accommodate more people.

What are your plans for growth for your library for the next 3-5 years?

We will grow as our student population grows. We will add periodicals and more books as space allows.

The applicant has reviewed the following Member Library Responsibilities and agrees to comply with these responsibilities:

**PRAIRIE AREA LIBRARY SYSTEM
MEMBER LIBRARY RESPONSIBILITIES
FROM OPERATIONAL PLANS**

Administration:

Member libraries should

- participate in the system representation plan and provide the name of a representative for selection to the system Board
- fulfill or make measurable and acceptable progress toward their responsibilities under the system plan of service
- assess possibilities for library service to the untaxed
- participate in the system decision-making process through attending meetings, responding to surveys, serving on committees, etc.
- continue local support for their own library services and not reduce such support as a result of membership in the system

Annual reports are required from all member libraries.

Bibliographic Access:

- Member libraries will have bibliographically organized collections of library materials.
- LLSAP member will have materials cataloged in accordance with OCLC MARC standards in order to facilitate access by other libraries.
- Member libraries computerized bibliographic records will be input according to the standards as specified in the Statewide automation plan.
- Member libraries will participate in System bibliographic access and cooperative collection management plans.
- Member libraries whose holdings are included in the LLSAPs are expected to add new acquisitions to the database and delete withdrawn holdings on a timely basis.
- Member libraries should seek out community and library partners to participate in cooperative collection development plans both locally and system wide.
- All member libraries are expected to access the LLSAPs to verify interlibrary loan and reference requests. Protocols for accessing the LLSAPs for interlibrary loan are included in the System Interlibrary Loan Operational Plan.

Consulting Services:

Members are encouraged to:

- share their expertise with their colleagues. Many of the staffs in member libraries have specialized skills and can serve as resource people for other libraries within the System.

- understand the scope of consulting services available from the System.
- help the System identify new or unmet consulting needs, so that they can be addressed in the System plan.

Continuous Learning:

- Member libraries should provide paid release time for their professional staff to attend at least 10 contact hours, and for support staff to attend at least five contact hours of system-sponsored or other continuous learning events annually. Every effort will be made to make training available for one-person libraries or departments.
- The staff of member libraries should be willing to serve as resource people for continuous learning events.
- Member libraries should send appropriate persons to System orientation programs.

Delivery:

- Member libraries should have designated staff to oversee delivery at their libraries. This person will serve as the contact for the system and is responsible for training other staff members within the library. Each library is also responsible for contacting the system on days that library is closed so that appropriate arrangements can be made for modifying the delivery schedule. The System delivery supervisor should be notified of any problems related to delivery so they may be resolved.
- Member libraries are responsible for designating a location for the delivery and pickup of materials from system vehicular delivery that is convenient, easily accessible, secure, and well marked.
- Member libraries that receive delivery through UPS/U.S mail must submit itemized statements, with receipts, to the system quarterly for reimbursement.
- Member libraries should comply with all uniform delivery procedures outlined in the Delivery Procedures Manual. Failure to comply with these procedures may result in system drivers refusing to deliver materials.
- Members should utilize the system and statewide delivery services unless a more cost-effective method is available to them.
- Member libraries should be able to receive electronic transmission of library materials 24 hours per day.
- Member libraries must complete delivery statistics forms when requested by system staff.

Interlibrary Loan:

Member libraries are expected to

- offer and promote interlibrary loan service to their primary clientele
- process their own interlibrary loan requests including materials requested from and loaned to:
 - other ILLINET libraries within the System
 - other ILLINET libraries in Illinois
 - libraries outside of ILLINET and Illinois, should members choose to do so

- assign an ILL contact person. The member library is encouraged to provide the time and resources for this person to attend ILL special interest group meetings
- ensure that staff receive training to handle ILL transactions
- send staff to System and/or Illinet OCLC ILL training sessions and participate in the annual assessment of ILL services
- verify ownership and, where possible, availability of all materials before requesting submissions. Member libraries that routinely process photocopy interlibrary loan requests are expected to access member serial holdings to verify photocopy requests before submission. This would also include any electronic databases locally available without violating any licensing agreements.
- provide interlibrary loan statistics and reports as requested by the Illinois State Library or by the System
- accept materials belonging to other member libraries returned by patrons
- honor the System ILL Procedures Manual and the ILLINET Interlibrary Loan Code.

Reciprocal Access:

- Member public libraries agree to allow walk-in patrons with valid library cards from any other ILLINET public library to check out library materials under the same conditions that they circulate those materials to patrons in their library area.
- Individual libraries are responsible for ensuring that their staffs are aware of, and adhere to, the reciprocal access agreement.
- Member libraries agree to accept materials belonging to other system libraries returned by walk-in patrons. The System procedures manual will detail responsibility for safe return of materials.
- Member libraries should extend reciprocal borrowing privileges to borrowers in good standing at other member libraries whenever possible. The exception to this rule may be restriction of access for valid and reasonable reasons. In such cases, reciprocal access compatible with security policies of the parent institution shall be provided to the greatest possible extent.
- LLSAP members need to follow the reciprocal agreements governing their LLSAP.
- Non-Resident Program Participants
- Member public libraries that elect to issue non-resident cards agree to recognize the non-resident cards issued by other member public libraries for reciprocal borrowing privileges.
- Member public libraries must annually take formal board action on the library's non-resident policy and fee and inform the System of the result of the vote, the date of the board's vote, and the fee assessed. The non-resident fee must conform to Illinois Library Law as set forward in Chapter 75 and the Administrative Rules.

Reference:

- Member libraries are responsible for developing and maintaining collections which will fill their local needs. This includes reference collections, circulating collections, and access to online databases.

- In order to provide a minimum level of effective reference service, members need to provide a budget substantial enough to support the following:
 - Telecommunication costs
 - Hardware and software to support reference services
 - Collection management of both paper and electronic resources
 - Qualified staff
 - Adequate ongoing training
- Assign at least one staff member to be reference contact. The member library is encouraged to provide the time and resources for this person to attend reference special interest group meetings.

Members are encouraged to work collaboratively to provide good reference service.

Technology Services:

- Every member library should have the ability in the library to access the LLSAP. All libraries are expected to routinely search the LLSAP for interlibrary loan and reference requests.
- Member librarians are expected to communicate using e-mail and to access their e-mail one time/week, as a minimum, and are encouraged to use other basic Internet services as their job requires. In addition, members are encouraged to provide local library information via a webpage.
- Member librarians should develop some in-house expertise for installing software and troubleshooting equipment as need arises in the day-to-day operation of their library.
- Member libraries should strive wherever possible within budget constraints to maintain up-to-date equipment for staff and patron use.
- Recognizing the importance of librarians keeping current with library technology services, it is necessary for all member libraries and governing boards to allow release time for staff to attend training and continuing education opportunities.
- Member libraries will comply with state and national standards in technology areas, e.g., OCLC/MARC standards for record input into LLSAPs.
- Member libraries are expected to advise the Technology Services Department of their own major technology/automation projects.
- Member libraries are expected to have technology plans.

Person completing this application:

Position:

Adrienne Herbert

Library Director

Date:

11/18/09

Please return the completed application to Cori Swanson at Prairie Area Library System, PO Box 125, Coal Valley, IL, 61240.

***Agreement for Full Membership
with the Prairie Area Library System***

Adrienne Herbert
Library Director

11/19/09
Date

Xus Okun - Campus President
Representative of Governing Authority & Title

11-19-09
Date

Executive Director
Prairie Area Library System

Date

President of Board of Directors
Prairie Area Library System

Date

Director, Illinois State Library

Date

Brown Mackie College is a proprietary institution with 19 schools. Their accreditation is valid through 2015 and requires a librarian in the Learning Resource Center. Adrienne Herbert received her MLIS in Tampa FL. She has 40 years of experience, primarily academics and has supervisory experience in public libraries.

CURRICULUM

- College geared to adult learners
- In FY 09-10, enrollment is estimated at 250-260 students
- Offerings include an Associate's Degree in Business, Accounting and Medical Assistant; diplomas and certificates in specific topics; they plan to offer Bachelor's Degrees in the future

COLLECTION

- There is no periodical collection
- The primary book jobbers are Blackwell and Amazon
- The acquisitions budget is unknown at this time; last FY was \$24,000
- Collection started with a pile of books one year ago; their cyber catalog, Library World, now has 1,600 titles in it
- The reference collection is out of date
- There are definite space constraints
- LIRN database (can keep statistics)

SERVICES

- Study space
- Computer usage (no computer usage statistics)
- No Interlibrary loan (Faculty would like access to borrow materials)
- Circulation (very low statistics)