

PrairieCat Administrative Council

Agenda

October 3, 2025

The Council will meet on Friday, October 3, 2025, 10:30 am – 1:00 pm in person at the LaSalle Public Library, 305 Marquette, St, LaSalle, IL. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-10-03) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-10-03>).

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 3-17)
 - 4.1. Approve minutes for September 5, 2025, PrairieCat Administrative Council meeting
 - 4.2. Approve financial report for August 2025
 - 4.3. Approve check registers
 - 4.4. Statistical reports
5. Membership update
 - 5.1. Update on new and upgrading members
 - 5.2. Update on current training and engagement projects
6. Administrative issues
 - 6.1. ACTION: Discussion, review, and acceptance of FY25 audit (presentation from Lauterbach & Amen)
 - 6.2. ACTION: Approve benefit renewals (LIMRICC) (pp. 18-19)
 - 6.3. ACTION: Discussion, review, and approval of Director's succession plan (pp. 20-27)
 - 6.4. ACTION: Approve designated alternate signatory for Director in case of Director's absence
 - 6.5. Review delegates Assembly agenda (pp. 28-29)
7. Ad Hoc Committee updates
 - 7.1. Resource Sharing Committee – No report
 - 7.2. Finance Committee – Report from September 18, 2025



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8. Review of meeting, what worked and what did not
9. Public comments
10. Adjournment
11. Next meeting - Friday, November 7, 2025, at the Freeport Public Library

**PrairieCat Administrative Council
Minutes
September 5, 2025**

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

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

1. Call to order, welcome and introductions

Present at Yorkville Public Library: Elizabeth Smith (PrairieCat), Julie Wayland (PR), Megan Gove (TF), Stephanie Nissen (RU), Ashley Huffines (FP), Kelly McCully (BD), Kimberly Brozovich (RP), Beth Ryan (JO), Michelle Krooswyk (NL), Chelsey Knippel (PrairieCat), Barbara Posinger (SA), Shelley Augustine (YK)

Present via Zoom: Carolyn Coulter (PrairieCat)

Absent: Shelby O'Hara (PrairieCat), Penny Bryant (PT), Jenna Diedrich (GA)

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

2. Introduction of visitors and public comments

Shelley Augustine introduced herself as the Director of Yorkville Public Library. There were no public comments.

3. Review agenda for addition/changes

Coulter (PrairieCat) added a discussion about the addition of another in person location for Delegates Assembly.

4. Consent agenda

- 4.1. Approve minutes for August 8, 2025, PrairieCat Administrative Council meeting
- 4.2. Approve financial report for July 2025
- 4.3. Approve check registers
- 4.4. Statistical reports

MOTION #1

Krooswyk (NL) moved and McCully (BD) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) explained there are no new or upgrading members right now.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that one of our big projects is PUG Day which is coming up in a couple of weeks. Registration will close on September 12th, and it looks like we will have about 280 attendees. Over the next couple of weeks PrairieCat staff will be working on finalizing the details for the event.

Smith continued stating that the mobile app project is in full swing. PrairieCat has 71 member libraries who have opted in for the mobile app. Communications have been sent to those libraries regarding their individual library templates. We received the templates a little later than anticipated, so that has pushed the project timeline back from the original timeline. The libraries on the mobile app should be testing the new app to see if any configurations changes need to be made, learning the CMS and implementing those configurations changes. If libraries have questions or need help with the new mobile app they should put in a help desk ticket. PrairieCat has requested a test app for testing

purposes and to use for training. The publish date of the new mobile app in the app stores is September 29. Libraries are encouraged to promote the new app to their patrons during the month of October. On October 10, a banner will appear on the Capira app, prompting patrons to download the new app. The Capira app will be unavailable in app stores beginning October 27. PrairieCat scheduled another virtual mobile app Q&A session and there are two sessions about the mobile app that will be presented at PUG Day. We are still working on self-check configurations for 16 libraries and a few other outstanding issues that need to be worked out.

Krooswyk (NL) asked if the new app will overlap with the old app or will there be a cut off of the old app and right into the new app. Smith replied that there will be overlap. The new Innovative app will be available on September 29, and Capira will be active until October 27. After October 27, the Capira app will be static.

5.2.1. FY25 compliance Report

Smith (PrairieCat) explained that the Administrative Council biannually reviews member compliance. PrairieCat Bylaws state that “Each Member Library shall comply with such other reasonable rules and regulations as may be established by PRAIRIECAT for the administration of the ILS as well as all policies of PRAIRIECAT that have been established by the Delegates Assembly and/or Administrative Council.” Upon review of FY25 statistics (July 1, 2024 – June 30, 2025), two Union Listing members were out of compliance with item entry requirements. These schools had new staff start in the 24-25 school year, and they were notified of the training requirements. However, little to no progress has been made on the item entry training. It is recommended to send compliance letters and schedule additional follow up support as needed to Dakota CUSD 201 and Pecatonica CUSD 321.

5.2.2. Annual report, 2025

Smith (PrairieCat) shared the FY25 Annual Report. She encouraged the Council to share with their staff and boards to highlight the value PrairieCat provides for the



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membership.

6. Administrative issues

6.1. ACTION: Discussion and approval, revisions to the PrairieCat Employee handbook regarding Jury Duty policies

Knippel (PrairieCat) clarified the suggested changes to the Jury Duty Policy in the PrairieCat Employee Handbook. The changes to the policy are focused on the amount of paid time off an employee will receive for jury duty, not how much time off we will allow. The policy had left the paid time off open ended, after review, we suggest capping the amount of paid time off PrairieCat will provide for jury duty summons to 20 days in a twelve-month period.

MOTION #2

Ryan (JO) moved and Nissen (RU) seconded to approve the revisions to the Jury Duty Policy in the PrairieCat Employee Handbook. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

6.2. Discussion, Delegates Assembly locations

Coulter (PrairieCat) explained that Woodstock can not host the Delegates Assembly meetings on the dates scheduled. Coulter asked if there is another location the Council would like to add as an in-person meeting location for Delegates Assembly. The Council agreed to add Cherry Valley as an in-person location, with Marengo-Union and North Suburban as backups if Cherry Valley cannot accommodate the meeting dates.

7. Ad Hoc Committee updates

7.1. Resource Sharing Committee – No report

7.2. Finance Committee – No report

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

The meeting went well.

9. Public comments

Krooswyk (NL) asked for an update on LX Starter. Coulter (PrairieCat) explained that LX Starter, which came with the Discovery layer, has email customization capabilities similar to Patron Point. However, she raised concerns about the system's inability to recover hard-bounced emails, which could lead to blacklisting issues. Coulter is waiting for clarification from Innovative about their solution for potential blacklist situations. Additionally, she noted that creating and managing email templates across all 138 libraries is a significant challenge due to the lack of a copy function.

10. Adjournment

The meeting was adjourned 11:03 am.

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

FY2026 PrairieCat Administrative Council MOTIONS July 2025 - June 2026				M – Motion made by Y - Yes Abstain - Abs A - Absent 2nd – Motion seconded by N - No NA - No Answer NP - Not present										
	Meeting Date:09/05/2025													
MOTION	Aye	Nay	Abstention	Kim Brozovich (RP)	Penny Bryant (PT)	Jenna Diedrich (GA)	Megan Gove (TF)	Ashley Huffines (FP)	Michelle Krooswyk (NL)	Kelly McCully (BD)	Stephanie Nissen (RU)	Barbara Posinger (SA)	Beth Ryan (JO)	Julie Wayland (PR)
to approve the consent agenda.	8	0	0	Y	A	A	Y	Y	M Y	2ND Y	Y	Y	Y	NP
to approve the changes to the Employee Handbook regarding Jury Duty Policy.	9	0	0	Y	A	A	Y	Y	Y	Y	2ND Y	Y	M Y	Y



Date: 10/3/2025

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Subject: PrairieCat Financial Report – August 2025

Please find attached the PrairieCat Financial Reports for the month of August 2025. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of August 14 through September 19.

As of August 31, of the total cash balance of \$1,393,530, \$619,931 was undesignated working cash, \$761,539 was designated for reserves, and \$12,060 was eCommerce receipts payable to the membership. Cash increased by \$15,135 during August primarily due to the maturity of two 24-month CDs from PTMA (\$499,394), as well as the receipt of the first quarter member fees and annual union list fees. These receipts were partially offset by the purchase of one 24-month CD from PTMA (\$231,500), one 13-month CD from BankOrion (\$250,000), monthly payroll and payroll-related expenses, as well as several other vendor expenses.

The balance of working cash was sufficient to fund 3.6 months of budgeted FY2026 operating expenses, and the reserves amount could fund an additional 4.4 months of budgeted operating expenses. In addition, the \$481,500 principal of PrairieCat's CDs would be sufficient to fund an additional 2.8 months of budgeted operating expenses.

Total revenues through August of \$349,521 were \$1,869 below budget primarily due to lower than budgeted investment income through August, other revenue from continuing education grants and credit card cash rewards that are budgeted evenly over the course of the fiscal year and are not yet received, lower than budgeted reimbursements from participating members for the mobile app and express lane checkouts, as well as no orders for the ILL Barcode program for the month of August.

Total year-to-date interest as of the end of August was \$5,140, which was \$694 below the year-to-date budgeted amount of \$5,834. During the Federal Reserve's September meeting, they approved a .25% interest rate cut and they projected two more cuts this calendar year. The target borrowing rate is now between 4.00% and 4.25%. Decisions about interest rates are being made cautiously to balance both inflation and the labor market. Their September projection for calendar year 2025 and 2026 interest rates were 3.6% and 3.4%, respectively, which decreased from their June projection of 3.9% and 3.6%. Their next meeting is scheduled for October 29. PrairieCat took advantage of the higher interest rate in August by securing two CDs. When their two 24-month CDs with PTMA matured on August 27 for a total

of \$499,394, the funds from these maturities were deposited in the PTMA iPrime money market account, which had an existing balance of \$52,844. PrairieCat then purchased one 24-month CD with PTMA for \$231,500 on August 27. Of the remaining balance in the iPrime account, PrairieCat transferred \$315,738 on August 27 to BankOrion, leaving a \$5,000 balance in the iPrime money market account. Of the \$315,738 that was transferred to BankOrion, PrairieCat invested \$250,000 in a 13-month CD with BankOrion on August 29. The remaining transferred funds of \$65,738 will be transferred in September from BankOrion to Illinois Funds to float with the market rates and be available for PrairieCat's immediate use, if needed. The average August interest rates were 4.436% and 4.181% for the IL Funds and iPrime money market accounts, respectively. The IL Funds slightly decreased from the July average interest rate of 4.443% and slightly increased for iPrime from the July average rate of 4.180%.

Total expenses through August of \$323,835 were \$12,253 below budget primarily due to under budget Contractual Services expenses (\$9,928), Travel and Continuing Education costs (\$5,898), Supplies, Postage and Printing costs (\$3,411), and Telephone and Telecommunication costs (\$1,260).

Contractual Services expenses were under budget primarily due to the way that the Innovative Interfaces Sierra, Vega Discover, hosting, and phone alerts system subscriptions are required to be recorded under the Governmental Accounting Standards Board's Statement No. 96, which provides guidance on the accounting and financial reporting for Subscription Based IT Arrangements (SBITAs) for government end-users. Under this statement, PrairieCat records monthly amortization expense of the total amount of each contractual agreement as well as interest expense over the subscription terms, at the present value of the total subscription payments. The goal of this statement is to recognize that the signing of these agreements constitutes a purchase of the right to use the asset over the period of time in the agreement. Since these contracts are paid in annual increments over the terms of the agreements, these assets are accounted for as though they are being purchased under a financing arrangement with an interest expense component. They are capitalized similarly to other assets and depreciated (amortized) over the term of the agreement. Formerly, the Sierra, Vega Discover, hosting, and phone alerts system subscription expenses were charged to information service costs and other contractual services.

Travel and continuing education costs were below budget through August but are expected to rise as conferences, PrairieCat's Users Group Day (PUG Day), and in-person member and governance meetings take place throughout the fiscal year. Supplies, postage and printing costs were under budget primarily due to not having yet purchased laptops and software replacements for PrairieCat staff, which are budgeted evenly throughout the fiscal year but will be paid in full to the vendor when the laptops are purchased. Telephone and telecommunication costs were below budget primarily due to not having yet incurred staff internet reimbursements through August, which are budgeted evenly over the course of the fiscal year but paid quarterly to staff.

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

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

Beginning Cash Balance	\$ 1,378,395.47
Cash Received	
Payments from Member Libraries, etc.	92,567.25
Interest - BankORION	317.34
Interest - Illinois Funds	964.88
Interest - PMA	160.14
eCommerce Receipts Payable	6,393.16
Total Cash Received	<u>100,402.77</u>
Expenses Paid	
Checks and Vendor ACH Payments	20,751.58
Payroll and Retirement Contributions	82,000.53
ACH Credit Card Payments	-
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	409.43
Total Disbursements	<u>103,161.54</u>
Investments	
PTMA Maturity of two 24-month CDs	499,393.72
PTMA CD Investment Purchase of one 24-month CD	231,500.00
BankOrion CD Investment Purchase of one 13-month CD	250,000.00
Ending Cash Balance	<u><u>\$ 1,393,530.42</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	12,060.56
Reserve Designation	761,538.89
Working Cash	619,930.97

TOTAL CASH	<u><u>\$ 1,393,530.42</u></u>
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PAYPAL FUNDS DETAILS:

August PayPal Receipts in Transit to Bank	\$453.63
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CD INVESTMENT DETAILS:

BankORION: 13-month CD Principal @ 4.05% Interest 8/29/2024 - 9/29/2026	\$ 250,000.00
PTMA: KS StateBank: 24-month CD Principal @ 3.969% Interest 8/27/2025 - 8/27/2027	\$ 231,500.00
Accrued Investment Income as of August 2025	\$ 100.69

TOTAL CURRENT CD INVESTMENT VALUE	<u><u>\$ 481,600.69</u></u>
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Invested in Capital Assets Balance as of August 2025	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of August 2025	\$25,547.60
Unrestricted Fund Balance as of August 2025	\$2,002,725.31
FY26 operating expenses excluding planned reserve designation:	\$ 2,069,730.67
Working Cash % of operating expenses:	29.95%

PrairieCat
Balance Sheet
As of 8/31/2025

	Balance End of Month
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Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,131,302.58
Cash - Illinois Funds	257,067.70
Cash - PTMA	5,160.14
PayPal Funds	453.63
Total Cash & cash equivalents	1,393,984.05
Investments	481,500.00
Accounts receivables	23,351.25
Accrued investment income	100.69
Prepaid expenses	516,645.64
Capital Assets, net	
Computers	287,558.00
Vehicles	12,450.50
Subscription Based IT Arrangements	1,524,718.00
Accumulated Depreciation	(300,008.50)
Accumulated Amortization - Subscription Based IT Arrangement	(576,045.19)
Total Capital Assets, net	948,672.81
Other Assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	25.00
Total Other Assets	361,391.25
Total Assets	3,725,645.69
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Liabilities	
eCommerce Receipts Payable	12,514.19
Payroll	
Pension Payable	16,398.12
Total Payroll	16,398.12
Deferred revenue	234,490.53
Compensated absences	31,528.73
Net Pension Liability	422,504.00
Post-Employment Benefits	42,094.00
Other long-term obligations	
Deferred Inflows - Pension	8,375.00
Deferred Inflows - OPEB	6,343.00
Subscription Based IT Arrangements Payable	923,125.21
Total Other long-term obligations	937,843.21
Total Liabilities	1,697,372.78
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Net Assets	
Beginning Net Assets	2,002,587.17
Current YTD Net Income	25,685.74
Total Net Assets	2,028,272.91
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Total Liabilities and Net Assets	3,725,645.69
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PrairieCat

Statement of Revenues and Expenses - FY26 is 16.67% Completed
From 8/1/2025 Through 8/31/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	5,381.92	5,381.92	5,382.00	99.99%	32,292.00	16.66%
Fully Participating and Basic Online Member Revenue	117,674.62	235,349.24	235,350.00	99.99%	1,412,098.67	16.66%
ILL Barcode Revenue	0.00	300.00	500.00	60.00%	3,000.00	10.00%
Fully Participating & Basic Online - Reserve Contribution	3,244.80	6,489.60	6,490.00	99.99%	38,937.10	16.66%
Union List - Reserve Contribution	568.08	568.08	568.00	100.01%	3,409.00	16.66%
Total Fees for Services and Materials	126,869.42	248,088.84	248,290.00	99.92%	1,489,736.77	16.65%
Reimbursements						
Reimbursements	1,669.16	3,338.32	3,634.00	91.86%	21,803.00	15.31%
Reimbursements - PUG Day/DA Fees	0.00	0.00	0.00	0.00%	3,750.00	0.00%
Reimbursements - Mobile App	2,555.10	5,110.20	5,288.00	96.63%	31,725.00	16.10%
Total Reimbursements	4,224.26	8,448.52	8,922.00	94.69%	57,278.00	14.75%
Investment Income	1,532.89	5,140.04	5,834.00	88.10%	35,000.00	14.68%
Other						
Other Grants	0.00	0.00	334.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,921.83	87,843.66	87,844.00	99.99%	527,062.00	16.66%
Other Revenue	0.00	0.01	166.00	0.00%	1,000.00	0.00%
Total Other	43,921.83	87,843.67	88,344.00	99.43%	530,062.00	16.57%
Total REVENUES	176,548.40	349,521.07	351,390.00	99.47%	2,112,076.77	16.55%
EXPENSES						
Personnel						
Other Professionals	59,820.27	120,724.25	120,300.00	100.35%	781,955.70	15.43%
Support Services	9,039.02	17,238.44	18,218.00	94.62%	118,420.00	14.55%
Social Security Taxes	5,127.72	10,121.85	10,580.00	95.66%	68,763.99	14.71%
Unemployment Insurance	0.00	0.00	584.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.50	337.00	336.00	100.29%	2,020.00	16.68%
Retirement Benefits	7,774.24	15,576.03	15,612.00	99.76%	101,483.06	15.34%
Health, Dental And Life Insurance	14,556.80	26,840.46	25,690.00	104.47%	154,141.00	17.41%
Other Fringe Benefits	180.00	180.00	166.00	108.43%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	83.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	125.00	166.00	75.30%	1,000.00	12.50%
Total Personnel	96,666.55	191,143.03	191,735.00	99.69%	1,232,783.75	15.50%
Buildings and Grounds						
Property Insurance	278.75	557.50	534.00	104.40%	3,200.00	17.42%
Total Buildings and Grounds	278.75	557.50	534.00	104.40%	3,200.00	17.42%
Vehicle Expenses						
Fuel	44.18	46.18	166.00	27.81%	1,000.00	4.61%

PrairieCat

Statement of Revenues and Expenses - FY26 is 16.67% Completed

From 8/1/2025 Through 8/31/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Repairs And Maintenance	0.00	0.00	166.00	0.00%	1,000.00	0.00%
Vehicle Insurance	124.08	248.16	250.00	99.26%	1,500.00	16.54%
Vehicles Leasing And Rent	0.00	0.00	83.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	58.00	0.00%	350.00	0.00%
Total Vehicle Expenses	168.26	294.34	723.00	40.71%	4,350.00	6.77%
Travel and Continuing Education						
In-State Travel	0.00	0.00	1,334.00	0.00%	8,000.00	0.00%
Registrations And Meeting, Other Fees	116.67	503.55	1,734.00	29.03%	10,400.00	4.84%
Conferences And Continuing Education Meetings	0.00	0.00	3,334.00	0.00%	20,000.00	0.00%
Total Travel and Continuing Education	116.67	503.55	6,402.00	7.87%	38,400.00	1.31%
Public Relations	0.00	0.00	334.00	0.00%	2,000.00	0.00%
Commercial Insurance	617.74	1,235.48	1,334.00	92.61%	8,000.00	15.44%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,599.53	3,531.13	6,692.00	52.76%	40,155.80	8.79%
General Office Supplies And Equipment	0.00	0.00	250.00	0.00%	1,500.00	0.00%
Total Supplies, Postage and Printing	1,599.53	3,531.13	6,942.00	50.87%	41,655.80	8.48%
Telephone and Telecommunications	286.87	573.74	1,834.00	31.28%	11,000.00	5.21%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	70.83	141.66	250.00	56.66%	1,500.00	9.44%
Total Equipment Repair and Maintenance	70.83	141.66	250.00	56.66%	1,500.00	9.44%
Professional Services						
Legal	0.00	0.00	500.00	0.00%	3,000.00	0.00%
Accounting	4,100.00	4,300.00	1,166.00	368.78%	7,000.00	61.42%
Consulting	0.00	0.00	2,500.00	0.00%	15,000.00	0.00%
Payroll Service Fees	636.58	1,591.45	1,334.00	119.29%	8,000.00	19.89%
Total Professional Services	4,736.58	5,891.45	5,500.00	107.12%	33,000.00	17.85%
Contractual Services						
Information Service Costs	16,711.32	33,501.30	104,055.00	32.19%	624,329.92	5.36%
Outside Printing Services	0.00	0.00	334.00	0.00%	2,000.00	0.00%
Other Contractual Services	260.75	521.50	14,611.00	3.56%	87,667.00	0.59%
Amortization - Subscription Based IT Arrangements	37,524.50	75,049.00	0.00	0.00%	0.00	0.00%
Total Contractual Services	54,496.57	109,071.80	119,000.00	91.66%	713,996.92	15.28%
Professional Association Membership Dues	110.00	431.88	334.00	129.30%	2,000.00	21.59%
SBITA Interest	4,936.42	9,872.84	0.00	0.00%	0.00	0.00%
Miscellaneous	79.50	258.00	250.00	103.20%	1,500.00	17.20%

PrairieCat

Statement of Revenues and Expenses - FY26 is 16.67% Completed
From 8/1/2025 Through 8/31/2025

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Miscellaneous - eCommerce Fees	328.93	328.93	916.00	35.90%	5,500.00	5.98%
Total EXPENSES	<u>164,493.20</u>	<u>323,835.33</u>	<u>336,088.00</u>	<u>96.35%</u>	<u>2,098,886.47</u>	<u>15.43%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>12,055.20</u>	<u>25,685.74</u>	<u>15,302.00</u>	<u>167.85%</u>	<u>13,190.30</u>	<u>194.73%</u>

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 8/14/2025 Through 9/19/2025

Vendor Name	Effective Date	Check Amount
Paycom Payroll LLC	8/14/2025	318.29
Paycom Payroll LLC	8/14/2025	22,323.11
Paycom Payroll LLC	8/14/2025	9,267.28
ICMA Retirement Corporation	8/15/2025	1,467.23
WEX Bank	8/25/2025	44.18
Lauterbach & Amen, LLP	8/27/2025	4,100.00
Paycom Payroll LLC	8/28/2025	318.29
Paycom Payroll LLC	8/28/2025	24,147.23
Paycom Payroll LLC	8/28/2025	10,063.95
ICMA Retirement Corporation	8/29/2025	1,467.23
Bank Orion	8/31/2025	60.50
MerchantE	9/4/2025	264.98
First Bankcard	9/4/2025	1,081.72
Illinois Municipal Retirement Fund	9/8/2025	16,398.10
Bank Orion	9/9/2025	30.00
Cherry Hill Company	9/10/2025	3,140.00
INNOVATIVE INTERFACES INCORPORATED	9/10/2025	97,430.34
Klein, Thorpe and Jenkins, Ltd.	9/10/2025	171.50
LIMRICC	9/10/2025	16,433.26
Paycom Payroll LLC	9/11/2025	318.29
Paycom Payroll LLC	9/11/2025	22,323.13
Paycom Payroll LLC	9/11/2025	9,267.24
ICMA Retirement Corporation	9/12/2025	1,467.23
Report Total		241,903.08

FY2026 PC Statistics

	July 2025	July 2024	Aug 2025	Aug 2024	Sept 2025	Sept 2024
General						
Bibliographic records	1,211,596	1,216,828	1,212,647	1,216,401	-	1,215,783
Item records	5,092,517	5,132,031	5,097,375	5,127,833	-	5,122,725
Patron records	357,423	347,042	361,564	352,809	-	357,587
Total circulation	451,212	466,283	380,656	401,094	-	380,458
ILL transactions on LLSAP	59,159	56,019	56,498	58,113	-	56,804
Reciprocal borrowing	62,112	53,251	50,723	45,776	-	43,843
Training, Outreach and Engagement						
Training events	5	2	17	4	-	14
Training participants	18	4	135	12	-	42
Training contact hours	21	3	134	17	-	43
TalentLMS Course Completions	170	223	354	349	-	372
Site visits	4	7	1	1	-	-
Member Meetings/Events	3	5	3	6	-	6
Meeting/Event participants	141	153	23	124	-	658
Meeting/Event contact hours	237	306	22	164	-	4,609
Troubleshooting						
HelpDesk Calls Opened	441	295	275	352	-	270
HelpDesk Calls Closed	440	302	298	344	-	273
Database Enrichment						
Bibload records loaded - PC staff	1,654	1,414	1,072	1,518	-	1,535
Bibload records loaded - MARC catalogers	2,499	2,895	2,306	2,209	-	2,154
Cleanup/overlays/merges - PC staff	490	1,563	926	537	-	794
Cleanup/overlays/merges - MARC catalogers	890	765	941	1,303	-	1,059
Enhancements/corrections - PC staff	82	29	67	27	-	28
Enhancements/corrections - MARC catalogers	76	120	35	48	-	157
Original catalogings - PC staff	103	72	71	50	-	62
Original catalogings - MARC catalogers	27	24	30	30	-	29
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	28,691	31,857	34,534	33,449	-	48,798
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov						



Date: 9/29/2025

To: PrairieCat Administrative Council

From: Carolyn Coulter

Re: LIMRiCC renewal, 2026

Executive Summary:

- Hartford Life/AD&D, Voluntary Life/AD&D, Voluntary Critical Illness, Voluntary Accident and Voluntary Hospital Indemnity plans are under rate guarantee until 1/1/2027
- VSP vision plan has a 0% increase, and the premiums will stay the same until 1/1/2028.
- BCBS Dental DMO is a 0% increase. BCBS Dental PPO is a blended 11.15%
- BCBS medical initial renewal was a 21.5% increase to all plans prior to negotiations and changes. Increase negotiated down to a blended 14.32% increase (varies by plan).
- Detail of 2026 plans follow below.

Further Detail:

Highlights for BCBS Medical

- No change to the HMO
- Deductible and out-of-pocket maximum increase on the PPO and HDHP plans

	Deductible		Out of Pocket Max	
	Current	Renewal	Current	Renewal
PPO	\$750	\$1000	\$1750	\$2000
PPO	\$1500	\$2000	\$2500	\$3000
HDHP	\$3300	\$3500	\$3300	\$3500

- \$2,000 plan coinsurance increasing by 5%
- ER co-pay for PPO plans increasing by \$50
- Specialty drug copay for PPO plans increasing by \$25

Highlights for BCBS Dental:

- No changes to plans, deductibles or out of pocket maximums.
- Dental HMO stays the same

- Dental PPO increased by 11.15%, which is an increase of \$5 per month for an individual.

Highlights for VSP Vision:

- No changes to plans, deductibles or out of pocket maximums.

Recommendation:

Staff recommends renewing LIMRiCC membership for 2026.

Director Succession Plan for PrairieCat

Introduction

The PrairieCat Administrative Council recognized the importance of a robust succession plan to ensure the continued effective operation of the organization in the event of an unforeseen vacancy in the Director position.

This plan outlines the procedures for a smooth transition to both interim and long-term leadership.

The Administrative Council has carefully reviewed the Director's job description, which outlines the full scope of responsibilities, including:

- **Organizational Leadership:** Guiding the strategic direction and overall operations of PrairieCat
- **Program Development and Administration:** Overseeing the development, implementation, and evaluation of PrairieCat services and programs.
- **Membership Relations:** Fostering effective communication and collaboration with members of the Administrative Council, committee members, and general membership.
- **Financial Oversight and planning:** Ensuring the sound financial management of the organization. Developing budgets and planning for long-term financial health of the organization and negotiating agreements that benefit the organization.
- **Advocacy:** Ensure that members are aware of important issues related to member libraries, and work with the state library system to ensure membership is well represented and informed of issues pertaining to them.
- **Vendor engagement:** Working with representatives of our principal vendors to ensure that PrairieCat is a strong partner and has a strong voice in the development of the systems and products that we use.

This comprehensive understanding of the Director's role informs the development and implementation of this succession plan.

Succession Plan in the Event of a Temporary, Planned Absence: Short Term

A temporary absence is one of three months or less, unless otherwise authorized by the PrairieCat Administrative Council, in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. The Director will be responsible for the following prior to going on leave:

- Distribution of duties

- Governance representation and committee work
- Strategic plan objectives
- Administration responsibilities
- Accounting and payroll approval responsibilities

The Director will develop a separate detailed operational plan prior to their absence for Administrative Council to review.

Succession Plan in Event of a Temporary, Unplanned Absence: Short Term

A temporary absence is one of less than three months in which it is expected that the Director will return to their position once the events precipitating the absence are resolved. If the temporary absence of the Director is unplanned, the Administrative Council of PrairieCat is authorized to implement the terms of this succession plan.

In the event of an unplanned absence of the Director, the HR and Business Office Coordinator is to immediately inform the Administrative Council of the absence. As soon as it is feasible, the Administrative Council chair should convene a meeting of the Council to affirm the procedures prescribed in this plan or make modifications as the Council deems appropriate.

In the event of a planned or unplanned temporary absence, the position of Acting Director would be the Member Services Administrator. Should the standing appointee to the position of Acting Director be unable to service the first and second backup appointees for the position of Acting Director will be:

- Library Services Supervisor
- Systems Supervisor

The Acting Director should expect to receive direct support and regular communication from the Administrative Council Chair. If the Acting Director is new to either their position or the organization the Administrative Council may decide to appoint one of the backup appointees to the Acting Director position. The Administrative Council may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Director

The person appointed as the Acting Director shall have the same authority of decision-making and independent action as the regular Director.

The Acting Director may be offered:

- A temporary salary increase to the entry-level salary of the Executive Director position or a temporary salary increase of 20%, whichever is greater.

If the Administrative Council elects to split the executive duties among the designated appointees, the Acting Directors may be offered:

- A temporary salary increase to the entry-level salary of the Director position (divided between the candidates) or a temporary salary increase of 10% for each candidate, whichever is greater.

Administrative Council Oversight

The Administrative Council member responsible for monitoring the work of the Acting Director shall be the Chair. The Chair will be sensitive to the special support needs of the Acting Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Director, the Chair will notify staff members, members of the Council, and the State Library System (RAILS). After these notifications have been made, the general membership should be notified.

As soon as possible after the Acting Director has begun covering the unplanned absence, the Acting Director shall communicate the temporary leadership structure to the following key external supports of PrairieCat, including but not limited to: attorney, accountant, bank, insurance providers, the Illinois State Library, and the Directors of other LLSAPs.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Director returns to lead PrairieCat should be determined by the Director and Administrative Council. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period can be allowed, with the approval of the Administrative Council, with the intention of working their way back up to a full-time commitment.

Succession Plan in Event of a Temporary Absence: Long Term

A long-term planned or unplanned absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same for a short-term absence with one addition:

The Administrative Council will give immediate consideration, in consultation with the Acting Director, to temporarily fill the management position left by the Acting Director. This is in recognition of the fact that for a term of more than three months, it may not be

reasonable to expect the Acting Director to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Director needs assistance.

If a planned short-term leave turns into long-term leave, the Administrative Council will discuss the need for an interim Director as soon as they are made aware that the amount of leave needed has changed.

Determination if an Interim Director is Needed

The criteria that the Council and Acting Director should consider when determining whether to hire an Interim Director are as follows:

1. Time of year
2. Required fiscal responsibilities
3. Special projects currently in progress or upcoming

Completion of Long-Term Emergency Succession Period

The decision about when the absent Director returns to lead PrairieCat should be determined by the Director and the Administrative Council. They will decide upon a mutually agreed upon schedule and start date. Before confirming the return to work it is important that the Council work with the HR Coordinator to set a schedule, responsibilities transition, and a plan for communication to PrairieCat staff.

A temporary reduced schedule may be approved at the discretion of the Council, provided it is properly documented with HR. The goal of the reduced schedule is to allow the Director to gradually resume full-time responsibilities while maintaining organizational stability. Determining whether a reduced schedule will be permitted depends on several factors, including the amount of time taken off and the type of leave the Director is on. Any decision regarding a phased return must align with organizational needs while ensuring a smooth leadership transition. HR must be involved in evaluating the feasibility of a reduced schedule and ensuring compliance with relevant policies.

Succession Plan in Event of a Permanent Change in Director

A permanent change is one in which it is firmly determined that the Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Administrative Council will operate as a transition and search committee within 180 days to plan and carry out a transition to a new permanent Director. The committee will also consider outside consulting assistance depending on the circumstances of the

transition and the council's capacity to plan and manage the transition and search. The council will also determine the need for an Acting Director, and plan for the selection of an Acting Director and/or the recruitment and selection of a permanent Director.

Checklist for Acceptance of All Types of Succession Plans

- ✓ **Succession plan approval.** This succession plan will be approved by the Administrative Council. This plan should be reviewed annually by the Council.
- ✓ **Signatories.** The Council Chair, Director, and appointees designated in this plan shall sign the plan.
- ✓ **Organizational Charts.** Two organizational charts need to be prepared and attached to this plan. Prepare and attach an organizational chart reflecting staffing positions and lines of authority/reporting throughout the organization. Prepare and attach a second organizational chart that reflects how that structure will change within the context of an absence of the Director.
- ✓ **Copies.** Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by the Administrative Council, The Director, the Acting Director appointee, the HR coordinator, and the organization's attorney.



PrairieCat Director

(Exempt)

Summary:

Lead the operation and development of PrairieCat, a Local Library System Automation Program (LLSAP). Work with PrairieCat staff, PrairieCat members, and other organizations to enhance library resource sharing and services to end users within Illinois.

Core Job Functions:

- Work closely with PrairieCat staff on planning, improving, communicating, and implementing services to members
- Work collaboratively with other PrairieCat staff, state library system staff, and with other consortia to increase cooperation and contribute to effective and efficient resource sharing within Illinois
- Serve on appropriate PrairieCat, regional and state-wide committees and contribute to strategic discussions and projects affecting PrairieCat and resource sharing in Illinois.
- Lead the operation and development of PrairieCat. Plan, administer, evaluate, develop, and direct operations to provide and improve services to the members
- Working with PrairieCat governance and staff, develop and maintain a strategic plan for the organization.
- Work with PrairieCat's governing bodies and associated committees to provide leadership and make recommendations for expanding services and membership
- Communicate regularly with PrairieCat members through meetings, email, and other forms of communication
- Develop and administer the PrairieCat budget under the direction of PrairieCat governance, including:
 - Recommending expenditures and charges, including those billed to members
 - Approving purchase orders (e.g. hardware, software, equipment, contractual agreements, staffing and related costs), arranging financing, and monitoring income and expenditures
 - Developing, recommending, and implementing fees charged to members for local automation program services
 - Planning for major expenses, such as migration to another software system, and for the long-term financial viability of PrairieCat
- Market PrairieCat membership to potential new members. Work with new members to bring them into the consortium

- Oversee the recruitment and assist, where appropriate, with the interviewing, selection, training, supervision, and evaluation of PrairieCat staff members
- Ensure consortium hardware and software are maintained and best practices for IT systems and security are adhered to..
- Ensure upgrades to servers and software are performed consistent with best practices, working in cooperation with PrairieCat Systems staff and vendors
- Oversee staff responsible for the appropriate handling of training, outreach, database quality, agency setups, software and connectivity matters, and security issues related to the consortium
- Attend conferences and workshops to maintain current awareness of emerging technologies and software enhancements. Represent the consortium at regional, state, and national forums in the areas of technology
- Other duties as assigned

Knowledge and Experience:

- Master's degree in library science or related field preferred or Bachelor's degree with appropriate experience
- Minimum 3 years' experience with library-related automation or Information technology in a library setting preferred;
- Experience in a consortial library environment strongly preferred.
- Experience working with various types (public, school, academic, special) and sizes of libraries preferred.
- Minimum 3 years supervisory experience, preferably in senior management.
- Experience supervising staff members and coaching for peak performance
- Experience demonstrating a collaborative approach to problem solving with an emphasis on building consensus, relationships, and results
- Knowledge of library technology, terminology, and procedures
- Knowledge of association management and member relations management

Skills and Abilities:

- Demonstrated leadership ability
- Ability to plan and coordinate the work of others, including but not limited to staff, library boards, administrators, and vendors
- Ability to analyze data to clarify needs or problems
- Ability to exercise initiative, practice good judgment, and recommend solutions to challenges and enhancements to services or processes
- Ability to establish and maintain cooperative, effective working relationships with fellow employees, member library staff, and other public constituents
- Ability to communicate effectively both orally and in writing
- Ability to maintain a productive work atmosphere by behaving and communicating in a positive manner with clients and colleagues while achieving performance expectations

Working Conditions and Physical Requirements:

- Remote work environment
- Must have reliable internet connection.
- Ability to communicate in person via phone, videoconference, and email
- Must have a valid driver's license with a clean driving record
- Frequent travel within the consortium's service area, with occasional statewide travel. Some evening and weekend work may be required, with occasional overnight travel
- Must be able to input data, read computer screens and printer material, type, file, and operate office equipment
- Primarily sedentary work, but also requires standing, sitting, walking, stooping or crouching, kneeling, reaching, pushing and/or pulling , talking, hearing, grasping, lifting and carrying light to moderate weight such as books, supplies, and file boxes

PrairieCat Delegates Assembly
Agenda
October 29, 2025

The Delegates Assembly will meet on Wednesday, October 29, 2025, 10:30 am – 12:00 pm in person at the New Lenox Public Library District, Princeton Public Library, Freeport Public Library, Cherry Hills Public Library, and the RAILS Coal Valley Service Center. The meeting will also be available online via Zoom. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2025-10-29) (<https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2025-10-29>).

1. Call to order and welcome
2. Introduction and welcome new delegates or alternates
3. Introduction of guests
4. Review of agenda for additions/changes
5. Consent agenda
 - 5.1. Approve minutes for July 30, 2025, PrairieCat Delegates Assembly meeting
 - 5.2. Central Site report including financial and statistical reports
 - 5.3. Quarterly PrairieCat staff report
6. Administrative Council report
 - 6.1. Finance Committee report – report from 9/18/2025
 - 6.2. Resource Sharing Committee report – No report
7. PrairieCat membership update, training and outreach report
8. Review, PrairieCat Annual Report
9. ACTION: Approve request to withdraw from Union List Membership in FY27 for Dakota CUSD #201
10. Review, PrairieCat annual financial audit results



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11. Presentation: Stephanie Nissan, Rockford University: My Library is...grant, Audio Lab project
12. Public comments via previously submitted email (see above), in person or online
13. Adjournment
14. Next regularly scheduled meeting, January 28, 2026