

PrairieCat Administrative Council
Agenda
November 7, 2025

The Council will meet on Friday, November 7, 2025, 10:30 am – 1:00 pm in person at the Freeport Public Library, 100 E. Douglas St, Freeport, IL. The meeting will also be available online via Zoom.

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

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 3-20)
 - 4.1. Approve minutes for October 3, 2025, PrairieCat Administrative Council meeting
 - 4.2. Approve financial report for September 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 approval, PrairieCat bereavement policy update (p. 21)
 - 6.2. ACTION: Discussion, review, and approval, Victims' Economic Security and Safety Act (VESSA) policy. (pp. 22-27)
 - 6.3. Review, PrairieCat strategic plan activity plan, FY26/27 (pp. 28-35)
7. Ad Hoc Committee updates
 - 7.1. Resource Sharing Committee – Report from Oct. 22, 2025
 - 7.2. Finance Committee – No report
8. Review of meeting, what worked and what did not
9. Public comments



220 W. 23rd Ave.
Coal Valley, IL 61240
877-542-7257
support.prairiecat.info

10. Adjournment

11. Next meeting - Friday, December 5, 2025, at the Princeton Public Library

**PrairieCat Administrative Council
Minutes
October 3, 2025**

The Council met 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

Present at LaSalle Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Julie Wayland (PR), Ashley Huffines (FP), Kimberly Brozovich (RP), Beth Ryan (JO), Michelle Krooswyk (NL), Chelsey Knippel (PrairieCat), Barbara Posinger (SA), Jenna Diedrich (GA),

Present via Zoom: Kelly McCully (BD), Elena Mendoza (RAILS), Sharon Swanson (RAILS), Joseph Laudont (Lauterbach & Amen), O'Hara (PrairieCat)

Absent: Shelby Megan Gove (TF), Stephanie Nissen (RU), Penny Bryant (PT),

Posinger (Vice Chair-SA) called the meeting to order at 10:30 am.

2. Introduction of visitors and public comments

Elena Mendoza with RAILS introduced herself. Sharon Swanson with RAILS introduced herself. Joseph Laudont with Lauterbach & Amen introduced himself.

3. Review agenda for addition/changes

The Council agreed to move the FY25 Audit discussion item to the fifth agenda item.

4. Consent agenda

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

MOTION #1

Ryan (JO) moved and Krooswyk (NL) 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. ACTION: Discussion, review, and acceptance of FY25 audit (presentation from Lauterbach & Amen)

Laudont (Lauterbach & Amen) presented three required pieces of communication by the state of Illinois. The first of those three is going to be your SAS 114 letter. SAS 114 letter is issued in accordance with Auditing Standard 114, in which we are required to disclose any disagreements that occurred with management during the course of the audit process. To summarize this document for you, we did not have any disagreements in fiscal year 25. Following that Laudont discussed the 2025 Annual Financial Report. The independent auditor's report has a few different purposes. The first of those is to discuss what management's responsibility is as it relates to the financial statements, which is to prepare them. The next thing it does is discuss what the auditor's responsibility is, which is to generate an opinion on those financial statements. The last thing it does is generate your opinion for fiscal year 25, which is unmodified, and this is the cleanest and highest form of assurance that the auditor can provide to PrairieCat. Following the independent auditor's report, the auditor included the Management Letter, which incorporates management's discussion and analysis. Included is the statement of net position and the total assets and deferred outflow of resources of approximately \$3.6 million. Also included are liabilities and deferred inflows of resources. A

total liabilities and deferred inflow of resources at \$1.6 million occurred this year. The total net position for fiscal year 25 stands at approximately \$2 million. A change in net position of a positive \$48,000 was realized this year, once again leaving the net position ending at approximately \$2 million. Following the financial statements, the notes of the financial statements are included. Note 1 reflects a summary of significant accounting policies. Note 2 involves budgetary information. Note 3 discusses capital assets and long-term debt. Note 4 holds all other information, which includes GASB 6768 IMRF, as well as GASB 7475 notes.

MOTION #2

Huffines (FP) moved and Diedrich (GA) seconded to accept the FY25 audit. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6. Membership update

6.1. Update on new and upgrading members

Smith (PrairieCat) stated that Mineral Gold has inquired about upgrading their membership. The director is working on a few projects right now and has said she will reach out to us in the future. Smith also discussed a call with Wallace Township Library, a newly formed library that recently joined RAILS. PrairieCat provided guidance and suggested they explore options like Find More Illinois but noted they might not be ready for PrairieCat due to their small size and lack of resources. Smith also mentioned that Dakota Community Unit School District has requested to withdraw from Prairie Cat membership and will be discussed at the delegates' assembly. Coulter (PrairieCat) advised helping Wallace Township Library connect with neighboring libraries and Julie Wayland (Princeton) offered to send them an invitation to the next meeting.

6.2. Update on current training and engagement projects

Smith (PrairieCat) reported on the recent PUG Day event, which had 260 attendees out of 280 registered, with 27 sessions including a general session with Joe Filapek from RAILS. The event had mixed feedback regarding venue issues, such as, some attendees noted discomfort with seating arrangements and room temperatures, and catering delays. There were some challenges in AV services due to recent ownership changes, though the overall satisfaction rating was 4.2 out of 5, with positive comments about the programming and speakers.

Smith discussed the implementation of a new mobile app, highlighting its user-friendly design and the positive reception from staff and patrons. She stated there were some technical issues but noted that overall functionality remains intact and some issues were expected during the implantation process. Coulter (PrairieCat) mentioned the potential of a web development platform called Vega Web Builder, which Innovative is now offering, and shared her concerns about the lack of control over its immediate rollout to libraries.

7. Administrative issues

7.1. ACTION: Approve benefit renewals (LIMRiCC)

Knippel (PrairieCat) reviewed the calendar year 2026 LIMRiCC benefit renewals stating that all voluntary supplemental insurance options are under rate guarantee until January 1, 2027. VSP vision plan has a 0% increase, and the premiums will stay the same until January 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). Because of these increases in deductibles and out of pocket maximums, we will be offering both of the PPOs to the staff.

MOTION #3

Wayland (PR) moved and Ryan (JO) seconded to approve the LIMRiCC benefit renewals. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

7.2. ACTION: Discussion, review, and approval of Director's succession plan

Coulter (PrairieCat) outlined the Director's Succession Plan. This plan names Smith as her primary backup, with Bonny and Jensen as secondary backups. This plan also dictates what should happen in the event of Coulter's absence, both short-term and long-term.

MOTION #4

Krooswyk (NL) moved and Diedrich (GA) seconded to approve the PrairieCat Director succession plan. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

7.3. ACTION: Approve designated alternate signatory for Director in case of Director's absence

Coulter (PrairieCat) stated that while she was on vacation, there were purchases that needed to be signed off on, but no one designated to be a signatory. She would like to have the Member Services Administrator, Elizabeth Smith, as a designated signatory in the absence of the Director.

MOTION #5

Huffines (FP) moved and Ryan (JO) seconded to approve the Member Services Administrator as the designated signatory in the Director's absence. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

7.4. Review delegates Assembly agenda

Coulter (PrairieCat) presented the agenda for the October 29th Delegates Assembly meeting. The agenda includes the review of the Annual Financial Report, the approval of withdrawal for Dakota Schools, and Smith's annual report. She also noted a presentation by Stephanie Nissen and the addition of Cherry Valley as another meeting location.

8. Ad Hoc Committee updates

8.1. Resource Sharing Committee – No report

8.2. Finance Committee – Report from September 18, 2025

Ryan (JO) explained that the Finance Committee met on September 18th and discussed the draft FY27 budget. Coulter (PrairieCat) presented four budget options at the meeting and the Committee agreed to recommend a budget that includes a 3% staff increase for COLA and 1% merit and does not include adding the mobile app in for all circulating members at this time. This budget keeps the overall aggregate percentile of increase under 4%. The budget with the mobile app had an overall aggregate percentile increase of over 7%.

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

The meeting went well.

10. Public comments

Diedrich (GA) stated that Katherine Walker, her board president passed away this week.

Krooswyk (NL) stated that her patrons have been asking about auto-renewals. Coulter responded that in Sierra, if we enable auto-renewals, it would have to be turned on for all of the membership. Previously, there were members who were very much against auto-renewals, but Coulter agreed to add auto-renewals to the next Resource Sharing Committee meeting.

11. Adjournment

The meeting adjourned at 11:30 am.

12. Next meeting - Friday, November 7, 2025, at the Freeport 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:10/03/2025	Vote Summary													
MOTION	Aye	Nay	Abstention	Kim Brozovich (RP)	Penny Bryant (PT)	Jenna Diedrich (GA)	Megan Gove (TF)	Ashley Huffines (FP)	Michelle Krooswyk (NL)	Kelly McCully (BD)	Stephanie Nissen (RU)	Barbara Posinger (SA)	Beth Ryan (JO)	Julie Wayland (PR)
to approve the consent agenda.	8	0	0	Y	A	Y	A	Y	2ND Y	Y	A	Y	M Y	Y
to accept the FY25 audit.	8	0	0	Y	A	2ND Y	A	M Y	Y	Y	A	Y	Y	Y
to approve LIMRiCC benefit renewals.	8	0	0	Y	A	Y	A	Y	Y	Y	A	Y	2ND Y	M Y
to approve PrairieCat Director succession plan.	8	0	0	Y	A	2ND Y	A	Y	M Y	Y	A	Y	Y	Y
to approve Member Services Administrator as the designated alternate signatory in Director's absence.	8	0	0	Y	A	Y	A	M Y	Y	Y	A	Y	2ND Y	Y

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Subject: PrairieCat Financial Report – September 2025

Please find attached the PrairieCat Financial Reports for the month of September 2025. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of September 20 through October 21.

As of September 30, of the total cash balance of \$1,206,031, \$436,281 was undesignated working cash, \$752,384 was designated for reserves, and \$17,366 was eCommerce receipts payable to the membership. Cash decreased by \$187,499 during September primarily due to the annual payment to Innovative Interfaces for the Vega Discover online catalog platform (\$97,430), the monthly payroll and payroll-related expenses (\$83,163), the monthly LIMRiCC health insurance expense (\$16,433), the purchase of twelve staff laptops and support replacements (\$10,458), as well as several other vendor expenses. These vendor expenses were partially offset by the receipt of all but six remaining invoiced annual Union List member fees.

The balance of working cash was sufficient to fund 2.5 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 September of \$524,782 were \$2,302 below budget primarily due to 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 (\$750), lower than budgeted reimbursements from participating members for the mobile app and express lane checkouts (\$710), and lower than budgeted investment income through September (\$589).

Total year-to-date interest as of the end of September was \$8,161, which was \$589 below the year-to-date budgeted amount of \$8,750. 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%. Their September projections for calendar year 2025 and 2026 interest rates were 3.6% and 3.4%, respectively, which decreased from their June projections of 3.9% and 3.6%. Their next meeting is scheduled for October 29. The average September interest rates were 4.369% and

4.105% for the IL Funds and iPrime money market accounts, respectively, which slightly decreased from the August average interest rates of 4.436% and 4.181%.

Total expenses through September of \$492,824 were \$11,305 below budget primarily due to under budget Contractual Services expenses (\$15,056), Travel and Continuing Education costs (\$6,639), Personnel costs (\$2,416), Professional Services (\$1,537), and Telephone and Telecommunication costs (\$1,476).

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. 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 September but are expected to rise as conferences and in-person member and governance meetings take place throughout the fiscal year, and PrairieCat's Users Group Day (PUG Day) vendor invoices are received. Personnel expenses were under budget mostly due to lower than budgeted support services and social security taxes through September, as well as not having incurred unemployment insurance claims through September. Professional Services costs were below budget primarily due to not having yet incurred consulting services through September as well as a lower than budgeted need for legal services, which were partially offset by accounting services costs that are budgeted evenly throughout the fiscal year but incurred for auditing services throughout the first portion of the fiscal year. Telephone and telecommunication costs were below budget primarily due to not having yet incurred staff internet reimbursements for the first quarter of the fiscal year.

These below budget costs were partially offset by above budget interest expense related to the SBITAs discussed above, as well as above budget supplies, postage and printing costs primarily due to the purchase of twelve laptop replacements for PrairieCat staff. This project was budgeted evenly throughout the fiscal year but was paid for in full in September.

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

Beginning Cash Balance	\$ 1,393,530.42
Cash Received	
Payments from Member Libraries, etc.	83,794.43
Interest - BankORION	253.62
Interest - Illinois Funds	1,143.06
Interest - PTMA	17.44
eCommerce Receipts Payable	5,305.74
Total Cash Received	<u>90,514.29</u>
Expenses Paid	
Checks and Vendor ACH Payments	193,420.68
Payroll and Retirement Contributions	83,162.89
ACH Credit Card Payments	1,081.72
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	348.23
Total Disbursements	<u>278,013.52</u>
Ending Cash Balance	<u><u>\$ 1,206,031.19</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	17,366.30
Reserve Designation	752,384.38
Working Cash	436,280.51

TOTAL CASH	<u><u>\$ 1,206,031.19</u></u>
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PAYPAL FUNDS DETAILS:

September PayPal Receipts in Transit to Bank	\$0.00
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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 September 2025	\$ 1,707.33

TOTAL CURRENT CD INVESTMENT VALUE	<u><u>\$ 483,207.33</u></u>
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Invested in Capital Assets Balance as of September 2025	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of September 2025	\$22,841.34
Unrestricted Fund Balance as of September 2025	\$2,011,704.44

FY26 operating expenses excluding planned reserve designation:	\$ 2,069,730.67
Working Cash % of operating expenses:	21.08%

PrairieCat
Balance Sheet
As of 9/30/2025

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	876,904.67
Cash - Illinois Funds	323,948.94
Cash - PTMA	5,177.58
Total Cash & cash equivalents	1,206,031.19
Investments	482,351.44
Accounts receivables	5,495.00
Other Receivables	
PayPal Funds Receivable	254.05
Total Other Receivables	254.05
Accrued investment income	855.89
Prepaid expenses	557,172.80
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	(613,569.69)
Total Capital Assets, net	911,148.31
Other Assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	25.00
Total Other Assets	361,391.25
Total Assets	3,524,699.93
Liabilities	
eCommerce Receipts Payable	17,620.35
Payroll	
Pension Payable	10,932.10
Total Payroll	10,932.10
Deferred revenue	62,450.00
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	888,306.97
Total Other long-term obligations	903,024.97
Total Liabilities	1,490,154.15
Net Assets	
Beginning Net Assets	2,002,587.17
Current YTD Net Income	31,958.61
Total Net Assets	2,034,545.78
Total Liabilities and Net Assets	3,524,699.93

PrairieCat

Statement of Revenues and Expenses - FY26 is 25.00% Completed
From 9/1/2025 Through 9/30/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,690.96	8,072.88	8,073.00	99.99%	32,292.00	24.99%
Fully Participating and Basic Online Member Revenue	117,674.62	353,023.86	353,025.00	99.99%	1,412,098.67	24.99%
ILL Barcode Revenue	200.00	500.00	750.00	66.66%	3,000.00	16.66%
Fully Participating & Basic Online - Reserve Contribution	3,244.81	9,734.41	9,735.00	99.99%	38,937.10	25.00%
Union List - Reserve Contribution	284.04	852.12	852.00	100.01%	3,409.00	24.99%
Total Fees for Services and Materials	124,094.43	372,183.27	372,435.00	99.93%	1,489,736.77	24.98%
Reimbursements						
Reimbursements	1,669.16	5,007.48	5,451.00	91.86%	21,803.00	22.96%
Reimbursements - PUG Day/DA Fees	0.00	0.00	0.00	0.00%	3,750.00	0.00%
Reimbursements - Mobile App	2,555.10	7,665.30	7,932.00	96.63%	31,725.00	24.16%
Total Reimbursements	4,224.26	12,672.78	13,383.00	94.69%	57,278.00	22.13%
Investment Income	3,020.76	8,160.80	8,750.00	93.26%	35,000.00	23.31%
Other						
Other Grants	0.00	0.00	500.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,921.84	131,765.50	131,766.00	99.99%	527,062.00	25.00%
Other Revenue	0.00	0.01	250.00	0.00%	1,000.00	0.00%
Total Other	43,921.84	131,765.51	132,516.00	99.43%	530,062.00	24.86%
Total REVENUES	175,261.29	524,782.36	527,084.00	99.56%	2,112,076.77	24.85%
EXPENSES						
Personnel						
Other Professionals	59,820.27	180,544.52	180,450.00	100.05%	781,955.70	23.08%
Support Services	9,039.02	26,277.46	27,327.00	96.15%	118,420.00	22.19%
Social Security Taxes	4,960.04	15,081.89	15,870.00	95.03%	68,763.99	21.93%
Unemployment Insurance	0.00	0.00	875.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.50	505.50	505.00	100.09%	2,020.00	25.02%
Retirement Benefits	7,774.24	23,350.27	23,418.00	99.71%	101,483.06	23.00%
Health, Dental And Life Insurance	12,283.66	39,124.12	38,535.00	101.52%	154,141.00	25.38%
Other Fringe Benefits	0.00	180.00	250.00	72.00%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	125.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	125.00	250.00	50.00%	1,000.00	12.50%
Total Personnel	94,045.73	285,188.76	287,605.00	99.16%	1,232,783.75	23.13%
Buildings and Grounds						
Property Insurance	278.75	836.25	800.00	104.53%	3,200.00	26.13%
Total Buildings and Grounds	278.75	836.25	800.00	104.53%	3,200.00	26.13%
Vehicle Expenses						
Fuel	49.64	95.82	250.00	38.32%	1,000.00	9.58%

PrairieCat

Statement of Revenues and Expenses - FY26 is 25.00% Completed

From 9/1/2025 Through 9/30/2025

	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	250.00	0.00%	1,000.00	0.00%
Vehicle Insurance	124.08	372.24	375.00	99.26%	1,500.00	24.81%
Vehicles Leasing And Rent	0.00	0.00	125.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	0.00	87.00	0.00%	350.00	0.00%
Total Vehicle Expenses	173.72	468.06	1,087.00	43.06%	4,350.00	10.76%
Travel and Continuing Education						
In-State Travel	0.00	0.00	2,000.00	0.00%	8,000.00	0.00%
Registrations And Meeting, Other Fees	252.42	755.97	2,600.00	29.07%	10,400.00	7.26%
Conferences And Continuing Education Meetings	2,205.20	2,205.20	5,000.00	44.10%	20,000.00	11.02%
Total Travel and Continuing Education	2,457.62	2,961.17	9,600.00	30.85%	38,400.00	7.71%
Public Relations	0.00	0.00	500.00	0.00%	2,000.00	0.00%
Commercial Insurance	617.74	1,853.22	2,000.00	92.66%	8,000.00	23.16%
Supplies, Postage and Printing						
Computers, Software And Supplies	9,982.28	13,513.41	10,038.00	134.62%	40,155.80	33.65%
General Office Supplies And Equipment	0.00	0.00	375.00	0.00%	1,500.00	0.00%
Total Supplies, Postage and Printing	9,982.28	13,513.41	10,413.00	129.77%	41,655.80	32.44%
Telephone and Telecommunications	700.23	1,273.97	2,750.00	46.32%	11,000.00	11.58%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	53.16	194.82	375.00	51.95%	1,500.00	12.98%
Total Equipment Repair and Maintenance	53.16	194.82	375.00	51.95%	1,500.00	12.99%
Professional Services						
Legal	171.50	171.50	750.00	22.86%	3,000.00	5.71%
Accounting	0.00	4,300.00	1,750.00	245.71%	7,000.00	61.42%
Consulting	0.00	0.00	3,750.00	0.00%	15,000.00	0.00%
Payroll Service Fees	649.58	2,241.03	2,000.00	112.05%	8,000.00	28.01%
Total Professional Services	821.08	6,712.53	8,250.00	81.36%	33,000.00	20.34%
Contractual Services						
Information Service Costs	16,586.32	50,087.62	156,082.50	32.09%	624,329.92	8.02%
Outside Printing Services	0.00	0.00	500.00	0.00%	2,000.00	0.00%
Other Contractual Services	260.71	782.21	21,916.50	3.56%	87,667.00	0.89%
Amortization - Subscription Based IT Arrangements	37,524.50	112,573.50	0.00	0.00%	0.00	0.00%
Total Contractual Services	54,371.53	163,443.33	178,499.00	91.57%	713,996.92	22.89%
Professional Association Membership Dues	110.00	541.88	500.00	108.37%	2,000.00	27.09%
SBITA Interest	4,936.42	14,809.26	0.00	0.00%	0.00	0.00%
Miscellaneous	175.18	433.18	375.00	115.51%	1,500.00	28.87%

PrairieCat

Statement of Revenues and Expenses - FY26 is 25.00% Completed
From 9/1/2025 Through 9/30/2025

	<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	264.98	593.91	1,375.00	43.19%	5,500.00	10.79%
Total EXPENSES	<u>168,988.42</u>	<u>492,823.75</u>	<u>504,129.00</u>	<u>97.76%</u>	<u>2,098,886.47</u>	<u>23.48%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>6,272.87</u>	<u>31,958.61</u>	<u>22,955.00</u>	<u>139.22%</u>	<u>13,190.30</u>	<u>242.28%</u>

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 9/20/2025 Through 10/21/2025

Vendor Name	Effective Date	Check Amount
Lenovo Global Technology (United States) Inc.	9/22/2025	8,199.00
Lenovo Global Technology (United States) Inc.	9/22/2025	119.16
Lenovo Global Technology (United States) Inc.	9/22/2025	1,123.56
Lenovo Global Technology (United States) Inc.	9/22/2025	1,016.04
WEX Bank	9/24/2025	49.64
Paycom Payroll LLC	9/25/2025	331.29
Paycom Payroll LLC	9/25/2025	22,323.11
Paycom Payroll LLC	9/25/2025	9,267.27
ICMA Retirement Corporation	9/26/2025	1,467.23
Bank Orion	9/30/2025	53.25
ATTICUS GARRISON	10/1/2025	300.00
CORINNE VARGAS	10/1/2025	389.00
Lauterbach & Amen, LLP	10/1/2025	1,000.00
First Bankcard	10/1/2025	6,163.58
MerchantE	10/3/2025	219.53
AUDIO VISUAL RESOURCE	10/8/2025	1,930.00
JULIE JURGENS	10/8/2025	1,066.89
Klein, Thorpe and Jenkins, Ltd.	10/8/2025	367.50
LIMRICC	10/8/2025	16,433.26
Bank Orion	10/9/2025	30.00
Paycom Payroll LLC	10/9/2025	318.29
Paycom Payroll LLC	10/9/2025	22,323.10
Paycom Payroll LLC	10/9/2025	9,267.29
ICMA Retirement Corporation	10/10/2025	1,467.23
Cherry Hill Company	10/15/2025	2,340.00
Bourbonnais Public Library District	10/15/2025	204.04
Bradley Public Library District	10/15/2025	170.20
Byron Public Library District	10/15/2025	56.47
Charles B. Phillips Public Library District	10/15/2025	58.35
Cherry Valley Public Library District	10/15/2025	262.10
Clinton Township Public Library	10/15/2025	24.80
Coal City Public Library District	10/15/2025	238.96
Colona District Public Library	10/15/2025	26.70
Cortland Community Library	10/15/2025	22.30
DeKalb Public Library	10/15/2025	389.42
East Moline Public Library	10/15/2025	54.40
Earlville Public Library District	10/15/2025	33.30
East Dubuque District Library	10/15/2025	26.15
Ella Johnson Memorial Public Library District	10/15/2025	98.46
Flagg-Rochelle Public Library District	10/15/2025	706.23
Fossil Ridge Public Library District	10/15/2025	58.70
Franklin Grove Public Library	10/15/2025	20.20
Freeport Public Library	10/15/2025	780.25
Galena Public Library District	10/15/2025	31.14
Geneseo Public Library District	10/15/2025	326.90
Genoa Public Library District	10/15/2025	636.94
Graves-Hume Public Library District	10/15/2025	38.00
Hanover Township Library	10/15/2025	33.50
Harvard Diggins Library	10/15/2025	149.14
Hinckley Public Library District	10/15/2025	309.43
Homer Township Public Library District	10/15/2025	23.00
Homer Township Public Library District	10/15/2025	150.98
Ida Public Library	10/15/2025	154.09
Johnsburg Public Library District	10/15/2025	842.80
Julia Hull District Library	10/15/2025	560.29

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 9/20/2025 Through 10/21/2025

Vendor Name	Effective Date	Check Amount
Kankakee Public Library	10/15/2025	228.80
LaSalle Public Library	10/15/2025	52.55
Limestone Township Library	10/15/2025	367.60
Malta Township Public Library	10/15/2025	40.00
Manhattan-Elwood Public Library District	10/15/2025	354.10
Manteno Public Library District	10/15/2025	595.85
Marengo-Union Public Library District	10/15/2025	157.40
Marseilles Public Library	10/15/2025	60.20
Mills & Petrie Memorial Library	10/15/2025	32.00
Mokena Community Public Library District	10/15/2025	317.70
Moline Public Library	10/15/2025	241.10
Morris Area Public Library	10/15/2025	72.90
Mount Morris Public Library	10/15/2025	65.50
New Lenox Public Library	10/15/2025	267.70
Nippersink Public Library District	10/15/2025	268.13
North Suburban Library District	10/15/2025	339.99
North Suburban Library District	10/15/2025	168.67
Odell Public Library	10/15/2025	816.20
Oglesby Public Library District	10/15/2025	20.60
Pecatonica Public Library District	10/15/2025	39.80
Peotone Public Library District	10/15/2025	293.90
Peru Public Library	10/15/2025	63.90
Plano Community Library District	10/15/2025	64.70
Princeton Public Library	10/15/2025	338.20
Putnam County Public Library District	10/15/2025	21.25
Putnam County Public Library District	10/15/2025	4.60
Putnam County Public Library District	10/15/2025	0.70
Reddick Public Library District	10/15/2025	478.20
Robert R. Jones Public Library District	10/15/2025	86.20
Robert W. Rowe Public Library District	10/15/2025	15.00
Rock Island Public Library	10/15/2025	69.60
Rock Island Public Library	10/15/2025	47.59
Rock Island Public Library	10/15/2025	89.05
Sandwich Public Library District	10/15/2025	22.80
Schmaling Memorial Public Library District	10/15/2025	128.00
Seneca Public Library District	10/15/2025	321.20
Silvis Public Library	10/15/2025	170.60
Somonauk Public Library District	10/15/2025	596.95
South Beloit Public Library	10/15/2025	44.30
Streator Public Library	10/15/2025	196.20
Sycamore Public Library	10/15/2025	580.06
Talcott Free Library District	10/15/2025	137.20
Three Rivers Public Library	10/15/2025	89.20
Three Rivers Public Library	10/15/2025	10.00
Western District Library	10/15/2025	33.09
Wilmington Public Library District	10/15/2025	371.10
WINNEBAGO PUBLIC LIBRARY DISTRICT	10/15/2025	59.99
Woodstock Public Library	10/15/2025	106.94
Yorkville Public Library	10/15/2025	2,099.52
Illinois Municipal Retirement Fund	10/15/2025	10,932.07
Illinois Municipal Retirement Fund	10/16/2025	10,932.07
Report Total		146,963.43

	July 2025	July 2024	Aug 2025	Aug 2024	Sept 2025	Sept 2024	1st Qtr FY26 To Date	1st Qtr FY25 To Date	1st Qtr % of change	FY26 Totals to date	FY25 Totals
General											
Bibliographic records	1,211,596	1,216,828	1,212,647	1,216,401	1,212,476	1,215,783	1,212,476	1,215,783	-0.27%	1,212,476	1,211,136
Item records	5,092,517	5,132,031	5,097,375	5,127,833	5,090,068	5,122,725	5,090,068	5,122,725	-0.64%	5,090,068	5,092,082
Patron records	357,423	347,042	361,564	352,809	365,387	357,587	365,387	357,587	2.18%	365,387	353,654
Total circulation	451,212	466,283	380,656	401,094	384,029	380,458	1,215,897	1,247,835	-2.56%	1,215,897	4,704,080
ILL transactions on LLSAP	59,159	56,019	56,498	58,113	58,546	56,804	174,203	170,936	1.91%	174,203	683,352
Reciprocal borrowing	62,112	53,251	50,723	45,776	51,075	43,843	163,910	142,870	14.73%	163,910	577,749
Training, Outreach and Engagement											
Training events	5	2	17	4	3	14	25	20	25.00%	25	69
Training participants	18	4	135	12	18	42	171	58	194.83%	171	219
Training contact hours	21	3	134	17	20	43	175	63	176.98%	175	388
TalentLMS Course Completions	170	223	354	349	250	372	774	944	-18.01%	774	3,014
Site visits	4	7	1	1	2	-	7	8	-12.50%	7	33
Member Meetings/Events	3	5	3	6	6	6	12	17	-29.41%	12	63
Meeting/Event participants	141	153	23	124	302	658	466	935	-50.16%	466	1,752
Meeting/Event contact hours	237	306	22	164	1,738	4,609	1,997	5,078	-60.68%	1,997	6,508
Troubleshooting											
HelpDesk Calls Opened	441	295	275	352	317	270	1,033	917	12.65%	1,033	3,216
HelpDesk Calls Closed	440	302	298	344	286	273	1,024	919	11.43%	1,024	3,225
Database Enrichment											
Bibload records loaded - PC staff	1,654	1,414	1,072	1,518	1,461	1,535	4,187	4,467	-6.27%	4,187	16,440
Bibload records loaded - MARC catalogers	2,499	2,895	2,306	2,209	2,753	2,154	7,558	7,258	4.13%	7,558	26,367
Cleanup/overlays/merges - PC staff	490	1,563	926	537	972	794	2,388	2,894	-17.48%	2,388	7,292
Cleanup/overlays/merges - MARC catalogers	890	765	941	1,303	721	1,059	2,552	3,127	-18.39%	2,552	12,731
Enhancements/corrections - PC staff	82	29	67	27	66	28	215	84	155.95%	215	403
Enhancements/corrections - MARC catalogers	76	120	35	48	59	157	170	325	-47.69%	170	1,272
Original catalogings - PC staff	103	72	71	50	43	62	217	184	17.93%	217	781
Original catalogings - MARC catalogers	27	24	30	30	47	29	104	83	25.30%	104	332
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	28,691	31,857	34,534	33,449	46,533	48,798	109,758	114,104	-3.81%	109,758	501,042
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov											



Date: 10/10/2025

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Suggested revisions to the PrairieCat Employee Manual

Executive Summary:

Upon review, PrairieCat's current bereavement policy did not include the passing of grandparents-in-law and might not encompass all the significant relationships in an employee's life.

Detailed description:

PrairieCat recognizes that family does not always include blood relatives and that significant relationships can develop with extended family and/or nonblood relatives. The loss of these individuals can have a major impact on an employee's life. To accommodate these situations, we propose the following revisions to the PrairieCat Bereavement policy in the Employee Manual:

Funeral/Bereavement Leave

PRAIRIECAT recognizes the importance of family and the difficulties an employee faces following the loss of a loved one. For that reason, PRAIRIECAT grants its employees paid bereavement leave in accordance with the following provisions.

If a member of an employee's "immediate family" dies, an employee may take up to three regularly scheduled workdays of paid bereavement leave. "Immediate family" includes the employee's parent, spouse, child, domestic partner, brother, sister, grandparent, or grandchild, mother/father in-law, brother/sister in-law or daughter/son in-law, grandparents-in-law. Included in each of these relationships are step-relatives and relatives by adoption.

Additionally, paid bereavement leave of up to one day will be granted in the event of an extend family member's passing. Examples include aunts, uncles, nieces, nephews, close friends, other significant individuals on a case-by-case basis.

Additional time or unpaid leave for persons not covered in the definition of "immediate family" may be allowed in some circumstances at the discretion of the Director. Proof of the need for the leave may be required.



Date: 10/21/2025

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Suggested revisions to the PrairieCat Employee Manual

Executive Summary:

Upon review, PrairieCat's current Victims' Economic Security And Safety Act (VESSA) needed updating based on current law and an amendment passed by the Illinois legislature. This amendment expands protections for employees impacted by domestic violence, sexual violence, gender violence or any other crime of violence.

Detailed description:

Please see the proposed changes based on HR Source's recommended Victims' Economic Security And Safety Act (VESSA) policy:

Victims' Economic Security And Safety Act (Vessa)

Statement Of Policy

Eligible employees may use unpaid victims' economic and security and safety leave for up ~~to four~~ four (4) weeks in a 12-month period for any one or more of the following reasons:

- A. Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic, gender or sexual violence to the employee or the employee's family or household member; or
- B. Obtaining services from a victim services organization for the employee or the employee's family or household member; or
- C. Obtaining psychological or other counseling for the employee or the employee's family or household member; or
- D. Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, gender or sexual violence or ensuring economic security; or
- E. Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or criminal legal proceeding related to or derived from domestic, gender or sexual violence.

Eligible employees may use up to two workweeks (10 days) of unpaid VESSA leave for any one or more of the following reasons:

- A. Attending the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence;
- B. Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
- C. Grieving the death of a family or household member who is killed in a crime of violence.

E. Leave for these reasons must be completed within 60 days after the employee receives notice of the death of the victim.

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Definitions

"12-Month Period" - means a rolling 12-month period measured forward from the date leave is taken and continuous with each additional leave day taken.

"Family or Household Member" – means a spouse, parent, son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter, and persons jointly residing in the same household;

"Parent"- means the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a child.

"Son or Daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age, or is 18 years of age or older and incapable of self-care because of a mental or physical disability.

"Domestic, ~~or Sexual~~, or Gender Violence" - means domestic violence, sexual assault, gender violence or stalking.

"Crime of Violence" - means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by the Articles of the Criminal Code of 2012. This can include sex offenses, assault, harassment and obscene communications, armed violence, and other crimes.

"Gender violence" means: (A) one or more acts of violence or aggression satisfying the elements of any criminal offense under the laws of this State that are committed, at least in part, on the basis of a person's actual or perceived sex or gender, regardless of whether the acts resulted in criminal charges, prosecution, or conviction; (B) a physical intrusion or physical invasion of a sexual nature under coercive conditions satisfying the elements of any criminal offense under the laws of this State, regardless of whether the intrusion or invasion resulted in criminal charges, prosecution, or conviction; or (C) a threat of an act described in item (A) or (B) causing a realistic apprehension that the originator of the threat will commit the act.

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Coverage and Eligibility

Both full and part-time employees are eligible to apply for this leave.

Intermittent Or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Substitution Of Time Off

An employee may elect to substitute accrued paid vacation, sick or personal time or any other applicable paid time off for any part of victims' economic security and safety leave. Such substitution will not extend the employee's total allotment of time off under this policy.

Notice Requirement

An employee is required to give 48 hours' notice to PRAIRIECAT in the event of a foreseeable leave. In unexpected or unforeseeable situations, an employee should provide as much notice as is practicable, usually verbal notice within one or two business days of when the need for leave becomes known.

Certification

For leaves taken pursuant to this policy, the employee may be required to submit a certification

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~~demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after request.~~

~~The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:~~

- ~~• Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, gender or sexual violence and/or its effects;~~
- ~~• A police or court record; or~~
- ~~• Other corroborating evidence.~~

~~All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.~~

~~A. For leaves taken pursuant to this policy, the employee may be required to submit a certification demonstrating the need for the leave. The certification must be provided by the employee as soon as reasonably possible, but in most cases, within 15 days after requested.~~

~~B. The certification requirement may be satisfied by the submission of a sworn statement from the employee and one of the following:~~

- ~~• Documentation from a victim services organization, attorney, clergy, or medical or other professional from whom the employee or the family/household member has sought assistance from in addressing domestic, sexual, gender violence or crime of violence and/or its effects;~~
- ~~• A police or court record;~~
- ~~• A death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that a victim was killed in a crime of violence; or~~
- ~~• Other corroborating evidence.~~

~~C. All documentation related to the employee's need for the leave pursuant to this policy will be held in strict confidence and will only be disclosed as required/permitted by law.~~

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Effect on Benefits

During an approved VESSA leave, PRAIRIECAT will maintain your health, disability, and life benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, PRAIRIECAT will deduct your portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse PRAIRIECAT for the cost of the

premiums paid by PRAIRIECAT for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, gender or sexual violence, any other crime of violence or other circumstances beyond your control.

When your need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is 12 weeks.

When your need for leave also qualifies for bereavement leave under Illinois' Family Bereavement Leave Act (FBLA), FBLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will typically be eligible in cases of bereavement is 10 days. However, in such cases, the 10 days of bereavement leave will not be deducted from the employee's total VESSA allotment of 4 weeks for an employer that employs between 1 and 14 employees.

Job Protection

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain return to Work Medical Certification forms from Human Resources. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Reasonable Accommodations

PRAIRIECAT supports the Victims' Economic Security and Safety Act and will attempt to provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for PRAIRIECAT.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, gender or sexual violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, gender or sexual violence.

A qualified individual is an individual who, but for being a victim of domestic, gender or sexual violence or having a family or household member who is a victim of domestic, gender or sexual violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Human Resources.

CONFIDENTIALITY

All information provided to the Organization pursuant to this policy, including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained an accommodation pursuant to this Section shall be retained in the strictest confidence by the Organization, except to the extent that disclosure is (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable federal or State law.

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PrairieCat
Activity Plan
 FY2025-2027

ENGAGEMENT

Goal 1: Members feel informed and connected through targeted communications.			
Activity	Person/Group Responsible	Timeline	Update
Continue to develop website/newsletter/meeting reminders	Member services/Carolyn	Ongoing	
Send emails to all staff instead of just directors (send newsletter to PrairieCat ILL email addresses)	Member Services	ongoing	Investigating ILL email
Targeted newsletters to targeted groups	Member Services/Library Services	Ongoing	Under review with Engagement Committee, Need met with forums
Solicit input from schools for newsletter/find someone to write for newsletter from schools	Member services/Library Services	Fall, FY26	
Public facing communications and platforms are designed to meet digital accessibility standards	Member Services	Ongoing	Audit FY25
Goal 2: Members have strong relationships through personal connections and peer networks.			
Activity	Person/Group Responsible	Timeline	Update
"Meetups" among staff groups: children's, youth, reference, technical services, etc.	Member services/Carolyn	ongoing	
Promote/use forums on website	All	ongoing	Forums implemented FY25, promotion ongoing
"Buddy system"/mentoring with new members and staff	All	FY26-27?	

Encourage regional meetings	All	Implement late FY26-27	Attend existing regional meetings
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Goal 3: Members are empowered, feel valued, and actively participate.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Scheduled site visits, prioritizing new directors and noncompliant libraries (those libraries who are not compliant with PrairieCat requirements)	Member services	ongoing	
Keep "library spotlight" in newsletter, expand participation	Member services	ongoing	Contact libraries monthly and include spotlight when someone volunteers
Target nonmember libraries, invite to meetings	Carolyn	ongoing	
Encourage PUG Day/member presentation	Carolyn/Member Services	ongoing	PUG Day 2025 – 11 sessions hosted by members
Survey new members after implementation of new services or software: what went well, what didn't?	Member Services	FY26-begin after mobile app launch	
Meetings and lists for nondirectors	All	Ongoing	
Improve engagement with small libraries, libraries with a small number of staff or solo librarians	Carolyn/Liz	Late FY26, 27	

GOVERNANCE

Goal 1: PrairieCat is sustainable and continues to pursue organizational growth and independence.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Formalize succession planning and documentation reviews	Carolyn/Chelsey/Liz/Jason/Magda	FY26	Director's plan to AC sept 2025, staff under way

Re-evaluate fee structure	Carolyn	ongoing	
Keep up multi-year budget forecasting	Carolyn	ongoing	
Review membership levels (FP/BO/UL) and what each level is entitled to (what each "gets")	Carolyn	FY26, 27	
Review UL participation and encourage potential upgrades or movement toward Find More Illinois if reasonable and prudent for them	Carolyn/Liz	FY26-27	Have had conversation with RAILS, have reached out to specific UL members
Review "barcode" participating libraries and encourage movement to Find More Illinois if reasonable and prudent for them	Carolyn/Liz	FY26-27	See above
Welcome new membership, encourage upgrades from Union List level	Carolyn	ongoing	
Create a task force to investigate ILS options for the consortium	Carolyn	Late FY26, 27	
Evaluate staffing levels considering increased workloads due to software changes and implementations	Carolyn/Liz/Jason/Magda	FY26	

Goal 2: PrairieCat has a learning culture supported by continuous improvement.			
Activity	Person/Group Responsible	Timeline	Update
Keep up training funding, invest in Udemy, others	Carolyn	ongoing	
"Suggestion box" form on website for anonymous comments and suggestions	Member Services	FY26	Under consideration
Cross training for staff (interdepartmental)	Liz/Jason/Magda	FY26 and ongoing	Coupled with succession planning

Staff is surveyed annually for workplace satisfaction	Member Services	FY26	First survey completed, reviewed by management
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Goal 3: PraireCat is innovative and creates an inspiring vision for members.			
Activity	Person/Group Responsible	Timeline	Update
Create easy-to-follow workflow with as little disruption as possible (when rolling out new software/services)	Systems Dept/Library Services Dept	ongoing	
Staff should keep up with library innovations, pass on information to members, focus on being "influencers"	All	ongoing	
Create and promote "innovation" forum topic on website	Member Services	FY26	
Staff should welcome new innovations and be prepared for the changes	All	ongoing	
Director hosts open office sessions to take member feedback regarding organizational direction	Carolyn	FY26	

TRAINING

Goal 1: Training opportunities are well advertised, and materials are easily accessible.			
Activity	Person/Group Responsible	Timeline	Update
Include training changes in newsletter	Member Services	ongoing	Training Tips section in newsletter
Foster "refreshers" in LMS (develop refresher courses)	Library services	FY26-ongoing	
Feature training module in each newsletter	Member Services	ongoing	Training Tips section in newsletter

Review participation after 1 month registration in LMS	Library Services/Magda	ongoing	
Keep up newsletter/email notices/websites	Member Services	ongoing	

Goal 2: A mix of training and continuing education is provided to enhance member knowledge.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Expand circulation training targeting supervisors	Library Services	FY26-27	
Staff keep virtual "office hours" concentrating on popular topics	Library Services/Member Services/Director	ongoing	Office hours held for Vega Discover customizations and mobile app implementation; Quarterly Mobile App office hours scheduled
Use Cataloging Maintenance Center training/cross promote RAILS trainings more	Library Services	ongoing	

Goal 3: Training content and materials are regularly evaluated to ensure their quality and effectiveness.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Peer review/committee review of training before release	Training Committee	FY26	Set up structure FY26
Review by training committee every 2 years (for each class)	Training Committee	ongoing	
Review 1 module on a rotating schedule after publication	Training Committee	FY26 and ongoing	
Create training for mobile app/documentation	Member Services, UX Committee, Training Committee	FY26 after launch	
Add LMS questions to annual survey so we don't miss needs	Member Services	FY26 and ongoing	

END USER EXPERIENCE: PATRON

Goal 1: Services are focused on meeting user needs and improving user engagement.			
Activity	Person/Group Responsible	Timeline	Update
Develop ILS tips/topics members can use on their social media	Library Services	FY26	Vega Discover tips posted on social media
Continue to advocate for catalog enhancements important to PrairieCat	All	ongoing	Involved in MEEP and dev meetings; Joined WILIUG steering committee
Produce patron-facing training videos	Library Services/Member Services	FY27-28	
Survey patrons regarding ease of catalog use, access and performance	All	FY26	Later in the year
Implement user roles in the catalog for improved user experience and branding	Member Services	FY26	Completed FY26; libraries have access to training in TalentLMS for user roles and homepage customizations

Goal 2: PrairieCat seeks opportunities to enhance services to further meet the needs of diverse users.			
Activity	Person/Group Responsible	Timeline	Update
Update/enhance authorities with Diversity, Equity, and Inclusion in mind	Library Services	ongoing	
Seek patron feedback regarding accessibility	All	ongoing	
Provide an expanded number of foreign language interfaces to the catalog, communicate their availability to members	Member Services	FY27	Currently Spanish, Polish

Goal 3: PrairieCat pursues vendor relationships to offer expanded services to end users.			
Activity	Person/Group Responsible	Timeline	Update
Provide mobile app for all circulating libraries (provided we can fund)	Carolyn/Member Services	FY26	Currently launching for opt in, budgeting for all suspended for now

Perform more vendor demos for new software	Carolyn	ongoing	Vega Web Builder session at PUG Day 2025
Keep up with beta involvement to ensure we have a "voice" in future development	Carolyn/All	Ongoing	Involved in MEEP, dev sessions
Provide more vendor feedback in online forums and enhancement tools, encourage libraries to participate more	All	ongoing	FY26 - Promoted IUG/WILIUG and IdeaExchange at member updates, PUG Day, website posts, and newsletter

END USER EXPERIENCE: MEMBER STAFF

Goal 1: Services are focused on meeting staff user needs and creating more efficient processes for day-to-day operations of the ILS

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Keep up with ILS updates	Systems Dept	ongoing	
Survey for roadblocks caused by ILS configurations, address those that can be remedied	Library Services/Systems Dept/Member Services	ongoing	
Create advanced-level training, offer certifications	Library Services	FY27-28	
Improve communication to members regarding ILS changes and enhancements	Member Services/Systems Dept/Library Services	ongoing	Vega Discover and mobile app updates communicated

Goal 2: Staff users can easily access support resources, including helpdesk services. Helpdesk services respond in a timely and thorough fashion to submitted tickets.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Monitor timeliness of helpdesk ticket responses and address any outstanding issues.	Managers	ongoing	
Provide feedback on ongoing issues to keep members "in the loop".	Member services/Carolyn	Ongoing	Posted to support site
Maintain "known issues" on support website and keep up to date with presented information	Member services/Library Services	Ongoing	Posted to support site

Goal 3: Staff are provided with statistics and reports that they need to best operate.			
<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Survey for reporting needs and ascertain annually if needs are being met	Systems Dept/Library Services	Ongoing	Annual survey continues
Staff continues to provide IPLAR support, including “office hour” support for member libraries	All	Ongoing	Office hours for each IPLAR schedule