

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 Valley 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. Presentation: eRead Illinois status and transition, Leila Heath, RAILS
 10. ACTION: Approve request to withdraw from Union List Membership in FY27 for Dakota CUSD
- #201



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

PrairieCat Delegates Assembly Minutes July 30, 2025

The Delegates Assembly will meet on Wednesday, July 30, 2025, 10:30 am – 12:00 pm in person at the New Lenox Public Library District, Princeton Public Library, Freeport 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-2025-07-30) (<https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2025-07-30>).

1. Call to order and welcome

Present at Coal Valley: Chelsey Knippel, Elizabeth Smith, Ann Whitaker-Reid, Michele Thurston, April Hoste, Karen Lonergan, Bianca Sierra, Laurel Reiss, Pamela Ashdown, Claire Crawford, Bryon Lear, Kathy Peschang, Angela Campbell, Kim Brozovich, Jacqueline Peterson, Tori Drews, Michelle Bailey

Present at Freeport: Megan Gove, Jason Shirley, Christina Snyder, Sondra Terry, Stephanie Nissen, Kim Halsey, Ashley Huffines, Brenda Weinberg, Laura Watson, Julie Voss, Tim Schultz, Resa Mai, Marie Monaco, Valerie Woodley, Karen Sutera, Mary Petro, Brittany Gaulrapp, Mary Cheatwood, Linda Schreiber, Carolyn Coulter, Penny Bryant

Present at New Lenox: Stacey Van Kley, Leah Bill, Heather Black, Emily Faulkner, Deb Kolenko, Renee Martinez, Rylie Roubal, Lynne Noffke, Ashley Hopper, Jamie Lockwood, Cathy Palmer, Michelle Krooswyk, Jen Finnerty, Sarah Ehlers, Deanna Howard, Barbara Posinger, Jennifer Shugrue, Lauren Offerman, Nicholas Weber, Shelley Augustine, Shelby O'Hara

Present at Princeton: Tari Sangston, Lynn Sheedy, Emily Kofoid, Laura Youngstrum, Jill Kohlert, Jill Simpson, Janet Clark, Beth Wood, Kristi Scherer, Connie Baele, Melissa Badger, Julie Wayland, Emily Schaub, Marilyn Calbow, Jason Jensen, Jourden Wendt, Yana Serdyuk, Lynette Heiden

Present via Zoom: Julie Harte, Sue Stevens, Brandy Marsden, Emily Gundry, Jennifer Barton, Allison Beasley, Katie Overstreet, Melissa Landis, Amy Walsh, Carol McSweeney, Sarah Flanagan, Paige Frechmann, Janice May, Kristine Ozyuk, Kimberly Martin, Amy Runkle, Kimberly Udstrand, Elizabeth Green, Jodie DePatis

Libraries represented: See vote and quorum sheet.

Gove (Chair-TF) started the meeting at 10:31 am. Gove welcomed everyone.

2. Introduction and welcome new delegates or alternates

Jason Shirley introduced himself as the new Director and Delegate for Byron Public Library District. Stacy Van Klay introduced herself as the new Alternate for Bourbonnais Public Library District. Renee Martinez introduced herself as the new Director and Delegate of Grant Park Public Library. Jill Kohlert introduced herself as the Director and Delegate of Mills and Petrie Memorial Library and Gymnasium.

3. Introduction of guests

There were no guests.

4. Review of agenda for additions/changes

There were no revisions.

5. Consent agenda

5.1. Approve minutes for April 30, 2025, PrairieCat Delegates Assembly meeting

5.2. Central Site report including financial and statistical reports

5.3. Quarterly PrairieCat staff report

Motion #1: Huffines (FP) moved and Bryant (PT) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carries by vocal affirmation.

Ayes: 86

Nays: 0

Abstentions: 0

6. Administrative Council report

6.1. Finance Committee report – report from 6/12/2025

Coulter (PrairieCat) stated that the Finance Committee met on June 12 and discussed PrairieCat's CD investments. We have two CDs that will be maturing at the end of August. The Committee discussed the options moving forward. The recommendation to the Administrative Council was to purchase two new CDs with the best rates at the time of purchase. Due to economic uncertainty, the recommendation was to ladder the two new CDs, one for 12 or 13 months and the other for 24 months, to keep some liquidity. The accountants will be looking at the rates next week and at the August 8, 2025, Administrative Council meeting, the Council will make a decision on where to move the money.

6.2. Resource Sharing Committee report – report from 4/23/2025 meeting

Coulter (PrairieCat) stated that the Resource Sharing Committee met back in April and discussed and reviewed the Resource Sharing Summit. The overall feedback of the Summit was positive. The Committee also discussed possible topics for next year's Summit.

7. PrairieCat membership update, training and outreach report

Smith (PrairieCat) gave the membership update, stating that Mills and Petrie upgraded to Basic Online membership and went live at the end of May.

Smith explained that PrairieCat has started the new Fiscal Year 2026. This is the first of the

four scheduled Delegates Assembly meetings with the multiple-in-person sites. The dates of the remaining meetings and approved locations can be found on the PrairieCat website and on L2. The April meeting will be held in a single-in-person location at Senica's Oak Ridge Golf Club, LaSalle, IL. This will be the meeting where we approve the budget for the upcoming fiscal year followed by a luncheon. The Zoom option will still be available for the excused absence reasons listed in the Zoom registration. Smith summarized other upcoming member events hosted by PrairieCat. We host quarterly New Director Welcome meetings online via Zoom. The next one is scheduled for September 9th. Also on September 9th, in the afternoon, we have a Back-To-School Session for PrairieCat's school libraries. Landis (PrairieCat) has been holding monthly IPLAR Q&A sessions. These sessions are opportunities for the membership to ask questions about gathering PrairieCat specific reports. The next and last IPLAR Q&A session will be held on Monday, August 11th.

Smith reminded the Delegates about the member forums on the PrairieCat website for peer-to-peer discussions and about the monthly Newsletter. She also gave a summary of TalentLMS, PrairieCat's online training platform. In the last 30 days, there were 22 new users, 95 logged in users and 249 courses completed. Vega Discover courses are available on TalentLMS, including basic courses and homepage customization.

Smith discussed the upcoming PUG Day conference. This will be an in-person event held at the Bend XPO Center in East Moline, IL on September 26th. Program details are available on the PUG Day site which you can access from the homepage of the PrairieCat website. L2 registration is open. There is no registration fee, however, if you want to eat an on-site catered lunch, you can opt into that at registration and your library will be billed \$16/lunch.

Smith talked about Idea Exchange, the Innovative enhancement process and how you can get connected with the Innovative Users Group (IUG). Members of IUG vote on the enhancements they would like to see completed. Innovative commits to delivering the enhancements with the most votes within a specified time frame. PrairieCat is a member of IUG but we only get one vote as a consortium. Smith encouraged the membership to

consider joining IUG to help give PrairieCat a bigger voice in this group. The price range for membership is between \$121-\$165. If this is feasible for your library, please consider joining.

7.1. ACTION: Revision of the Bylaws Article V, Section 3, regarding Delegates Assembly meetings

Coulter (PrairieCat) explained that upon review of the bylaws, it is suggested that the statement regarding meeting frequency be revised to allow for meetings to be cancelled or rescheduled due to emergency situations or lack of business when determined to be appropriate by the Administrative Council. Likewise, the statement referring to non-attendance fines will also need to be revised given this change. Voss (FO) asked if this means there will only be two meetings scheduled instead of four. Coulter responded, no, we will still schedule four quarterly meetings, but this means that if there is an emergency or a lack of business deemed by the Administrative Council, we can cancel a meeting.

Motion #2: Bailey (WD) moved and Faulkner (DK) seconded to approve the revisions of the Bylaws Article V, Section 3 as presented. There was no discussion on the motion.

Motion carries by vocal affirmation.

Ayes: 86

Nays: 0

Abstentions: 0

8. Presentation: Updates from RAILS

Coulter (PrairieCat) gave a presentation on the updates from RAILS.

9. Public comments via previously submitted email (see above), in person or online

There were no public comments.



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10. Adjournment

The meeting adjourned at 11:15 am.

11. Next regularly scheduled meeting, October 29, 2025

		Total voting members: 108	Quorum: 55	Total needed for 2/3 vote: 72								
	July 30, 2025	In person:69 Zoom:17 Total:86	Motion 1: to approve the consent agenda as presented	Motion 2: to approve the revisions of the Bylaws Article V, Section 3 as presented.			Motion 3:					
			Move: Huffines (FP) Second: Bryant (PT)	Move: Bailey (WD) Second: Faulkner (DK)			Move: Second:					
LLSAP Code	Agency attended via Zoom, Green-attended in person, gray-absent) (Yellow-	I = in person NP= Not present for vote										
			Yes	No	Abstain	Yes	No	Abstain	Yes	No	Abstain	
AN	Andalusia TL		1			1						
AA	Annawan-Alba TL		1			1						
BM	Bertolet ML		1			1						
BD	Bourbonnais PL		1			1						
BR	Bradley PL		1			1						
BY	Byron PLD		1			1						
CP	Charles B. Phillips PL											
CH	Cherry Valley PLD		1			1						
CT	Clinton Township PLD		1			1						
CC	Coal City PL		1			1						
CL	Colona PL		1			1						
CF	Community Unit SD #2		1			1						
CO	Cordova PL		1			1						
CN	Cortland Community Library		1			1						
CR	Creston-Dement PL		1			1						
DK	DeKalb PL		1			1						
EA	Earlville PL		1			1						
EP	East Dubuque DL		1			1						
EM	East Moline PL		1			1						
EL	Elizabeth TL		1			1						
EJ	Ella Johnson ML											
ER	Erie PL		1			1						
FL	Flagg-Rochelle PLD		1			1						
FO	Forreston PL (UL rep)		1			1						
FR	Fossil Ridge PL											
FG	Franklin Grove PLD		1			1						
FP	Freeport PLD		1			1						
GA	Galena PLD											
GP	Geneseo PL		1			1						
GE	Genoa PLD		1			1						
GR	Grant Park PL		1			1						
GV	Graves-Hume PL (Mendota)		1			1						
HN	Hanover TL											
HR	Harvard Diggins Library		1			1						
HE	Henry C Adams ML (Prophetstown)											
HC	Highland Community College		1			1						
HK	Hinckley PLD		1			1						
HD	Homer Township Public Library		1			1						
BL	Ida PL		1			1						
JO	Johnsburg PL											
JC	Joliet HS District #204		1			1						
JH	Julia Hull PL											
KK	Kankakee Public Library		1			1						
LS	LaSalle PL		1			1						
LE	Lena CL		1			1						
LI	Limestone PL		1			1						
LO	Lostant CL		1			1						
ML	Malta PL		1			1						
MT	Manhattan PL		1			1						
MN	Manteno PL		1			1						
MP	Maple Park PL		1			1						
MU	Marengo-Union PLD		1			1						
MB	Marseilles PL											
MS	Meridian Schools											
MI	Mills & Petrie ML		1			1						

MG	Mineral-Gold PL (UL rep)		1			1					
MK	Mokena PL		1			1					
MX	Moline PL		1			1					
MR	Morris Area PL		1			1					
MO	Mount Carroll DL										
MM	Mount Morris PL		1			1					
NL	New Lenox PL		1			1					
KR	Nippersink PLD		1			1					
NC	North Chicago		1			1					
LP	North Suburban PLD		1			1					
OD	Odell PL		1			1					
OG	Oglesby PL		1			1					
OR	Oregon PL		1			1					
PP	Pearl City PL										
PT	Pecatonica PL		1			1					
PE	Peotone PL		1			1					
PU	Peru PL		1			1					
PD	Plano Community PL		1			1					
PX	Plano CUSD#88										
PO	Polo PLD		1			1					
PR	Princeton PL		1			1					
PF	Princeton Twp HS										
TW	Prophetstown-Lyndon-Tampico SD										
UC	Putnam County Schools										
UE	Putnam County PL		1			1					
RL	Reddick PL (Ottawa)		1			1					
MA	Richard A Mautino (Spring Valley)		1			1					
RD	River Valley DL (Port Byron)		1			1					
CV	Robert R. Jones DL (Coal Valley)										
RO	Robert W. Rowe PL (Sheridan)		1			1					
RP	Rock Island PL		1			1					
RU	Rockford University		1			1					
RY	Rockridge High School (UL rep)		1			1					
SA	Sandwich PLD		1			1					
SC	Schmaling ML (Fulton)		1			1					
SE	Seneca PL		1			1					
SD	Sherrard PLD		1			1					
SL	Silvis PL										
SK	Stockton PL										
SN	Somonauk PL		1			1					
SB	South Beloit PL		1			1					
SR	Streator PL		1			1					
SY	Sycamore PL		1			1					
TF	Talcott Free LD		1			1					
TC	Three Rivers PL		1			1					
UT	United Township HS										
WA	Walnut PL										
WR	Warren Township PL		1			1					
WD	Western Dist PL (Orion)		1			1					
WL	Wilmington PL										
WP	Winnebago PLD		1			1					
WO	Woodstock PL		1			1					
YK	Yorkville PL		1			1					
	Totals:	0	86	0	0	86	0	0	0	0	0



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
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
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
Net Assets	
Beginning Net Assets	2,002,587.17
Current YTD Net Income	25,685.74
Total Net Assets	2,028,272.91
Total Liabilities and Net Assets	3,725,645.69

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						



PrairieCat has been busy with many activities over the course of the last few months. Please see below for some highlights:

Governance:

- The first draft FY27 budget was presented and reviewed by the PrairieCat Finance Committee at their September meeting.
- A new mobile app contract was approved in April. Go-live of our new Vega Mobile app was on Oct. 2 and libraries are busy downloading and testing. Some are opening the app up for patrons.
- A new succession plan for the Director was approved by the Administrative Council on 10/3. Transition planning for the staff is underway.
- An in-person staff meeting for all PrairieCat staff will be held on 10/8. Transition planning will be a central part of our discussions.
- PrairieCat met with representatives from the newly formed Wallace Township Library to discuss their needs and help with their questions regarding library service in Illinois.

Member Services and UX

- PrairieCat hosted a successful in-person PUG Day event with 260 attendees with representation from more than 60 member libraries. PrairieCat offered 28 sessions during this event and received positive feedback from event surveys.
- PrairieCat staff continued to work with the 71 participating libraries and Innovative for a successful launch of the new Vega Mobile app on 10/2. Staff provided support resources, consultation and testing, marketing materials, training guides, and 5 live training sessions to help support the implementation of the new app. Staff will continue to provide support and training for the Vega Mobile app, which allows for extensive library customizations.
- PrairieCat hosted our annual Back to School session for school member libraries. This virtual event allows school library staff to reconnect with PrairieCat at the start of the school.
- PrairieCat staff continue to actively participate in the IUG and WILIUG organizations by attending meetings and serving on committees to advocate for enhancements that will benefit the PrairieCat members.

IT/Systems:

220 W. 23rd Avenue
Coal Valley, IL 61240
(877) 542-7257
<http://support.prairiecat.info>

- The IT/Systems department is currently working on documenting all procedures in anticipation of starting cross-training. This is part of our ongoing transition planning process, which all PrairieCat is undertaking currently.
- We have purchased our new staff laptops and have been gathering new software required for staff before starting setup.
- We have successfully tested the automated restoration from our redundant backup system.
- We have completed the fall student and staff patron loads for several PrairieCat school members.
- Systems is currently assisting with the rollout of our Solus app.
- We have started our annual IP verification and firewall cleanup project.
- Systems resolved 119 helpdesk tickets for member libraries.
- PrairieCat resolved 990 tickets in the last quarter.

Library Services:

- Over the past quarter, the Library Services team has participated in a variety of key meetings, including those with PrairieCat Staff, weekly department meetings, the Training Committee, the Technical Services Committee, the Circulation Committee, and the Delegates Assembly.

Training and Presentations:

- We have conducted multiple training sessions, including one-on-one sessions via Zoom. Several staff members from our member libraries have successfully completed courses and achieved Item Entry certification.
- Library site visits were conducted to support members with specific projects and to provide clarification on circulation and technical services policies.
- Several courses offered through TalentLMS have been revised to improve content and relevance.

Two Excellent Presentations were delivered at PUG Day:

1. Streamlining Physical Processing and Cataloging Workflow -- **Sandy Tedder**
 2. Excel Tips for Patron and Item Data -- **Melissa Landis**
- Melissa Landis is preparing a 90-minute presentation for the ILA Pre-conference in Rosemont, Illinois.
 - Planning and development for the MARC Cataloging Course, scheduled for January, are currently underway.

Database Maintenance and Cleanups

- Our team has processed numerous original cataloging requests, merged duplicate records, overlaid records, created volume entries, and linked items to their corresponding volume records. We have also managed the submission of records from various libraries through the PrairieCat bib-loading process, ensuring the accuracy and completeness of the database.

Database Standardization

- We are currently evaluating Mitinet as a potential replacement for MARCive to improve our database record updates and maintain consistent standardization. Three of us are actively exploring BEST MARC, a product offered by Mitinet. We will continue to share updates on our progress.

To: PrairieCat Delegates Assembly

From: Carolyn Coulter, PrairieCat Director

Re: Dakota CUS District #201 withdrawal from PrairieCat, FY27

Summary:

On September 25, 2025, PrairieCat received an email from Jo Dee Nicosia, director of the Dakota CUS District #201, notifying us that they would like to withdraw from PrairieCat in FY27. Dakota is a union list member. They are currently not adding materials to the system and are not filling or requesting holds. See below for the text of the email.

“To whom it may concern,

Dakota CUS District #201 respectfully would like to provide notice to decline PrairieCat Union List Membership for FY2026. Please let me know if there are any other tasks that need attention as we separate from the services and benefits that are provided as a member library. “

Recommendation:

PrairieCat staff recommends that the Delegates Assembly approve this request, as it was made within the timeframe mandated by the IGA.