



220 W. 23rd Ave.
Coal Valley, IL 61240
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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), Shelby O'Hara (PrairieCat)

Absent: 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.



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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