

**PrairieCat Administrative Council**  
**Agenda**  
**January 9, 2026**

The Council will meet on Friday, January 9, 2026, 10:30 am – 1:00 pm in person at the DeKalb Public Library, 309 Oak St, DeKalb, IL. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-01-09) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-01-09>).

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 3-23)
  - 4.1. Approve minutes for November 7, 2025, PrairieCat Administrative Council meeting
  - 4.2. Approve financial report for October and November 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. Review and discussion, draft FY2027 budget and fees (pp. 24-25, Attachments)
  - 6.2. ACTION: Review closed meeting minutes for the last 18 months
  - 6.3. Discussion, sunseting Encore, communication planning
  - 6.4. Discussion, disposal of old staff laptops (pp. 26-27)
  - 6.5. Review discussion, Delegates Assembly agenda for January 2026 (pp. 28-29)
7. Ad Hoc Committee updates
  - 7.1. Resource Sharing Committee – No report
  - 7.2. Finance Committee – Report from Dec 18, 2025
8. Review of meeting, what worked and what did not



220 W. 23<sup>rd</sup> Ave.  
Coal Valley, IL 61240  
877-542-7257  
[support.prairiecat.info](mailto:support.prairiecat.info)

9. Public comments

10. Adjournment

11. Next meeting - Friday, February 6, 2026, at the Reddick Public Library District

## **PrairieCat Administrative Council Minutes November 7, 2025**

The Council met 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

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

Present via Zoom: Kelly McCully (BD), Michelle Krooswyk (NL), Shelby O'Hara (PrairieCat)

Absent: Stephanie Nissen (RU), Penny Bryant (PT)

Gove (Chair-TF) called the meeting to order at 10:40 am.

### 2. Introduction of visitors and public comments

There were no visitors or public comments

### 3. Review agenda for addition/changes

Coulter added a discussion of replacing Huffines (FP) on the Council.

### 4. Consent agenda

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

Ryan (JO) made a correction to the minutes, removing Shelby's first name as absent and her last name as present via Zoom.

#### **MOTION #1**

**Huffines (FP) moved and Diedrich (GA) seconded to approve the consent agenda as presented with the correction to the minutes. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 8**

**Nays: 0**

**Abstentions: 0**

#### 5. Membership update

##### 1.1. Update on new and upgrading members

Smith (PrairieCat) stated there has been some interest in upgrading memberships from four Union List members. Mineral-Gold's board did vote no to upgrade after seeing the cost. Bureau Valley Community Unit School District has inquired about upgrading their membership to Basic Online. We are waiting for them to send their final numbers before we can get them a quote. Two other Union List members have reached out regarding upgrading, Annawan-Alba and Forreston Public Library. We will update the Council should those projects move forward.

##### 1.2. Update on current training and engagement projects

Smith (PrairieCat) explained that the mobile app formal implementation project with Innovative is wrapping up. There are a couple outstanding issues that we are trying to sort out related to self check-out. The fuzzy cover image issue should be fixed with the next app update.

Smith continued stating the Boundless transition is underway. PrairieCat has removed the

Boundless integrations with Vega Discover and the mobile app. We have a banner on Vega Discover stating “eRead Illinois eBooks and eAudiobooks will be moving from the Boundless app to the Palace Project app. During this transition, functionality related to the eRead Illinois content will be limited. Contact your library for details.” This banner will stay up until November 17<sup>th</sup>. PrairieCat has been in contact with the libraries, gathered all the details and passed those onto the Palace Project. RAILS has a couple of webinars coming up next week about the Palace Project. We encourage members to join one of those webinars.

Smith also said that PrairieCat is planning a fall Member Update. This will be a virtual event on December 11<sup>th</sup> at 10:00am. More information on the Member Update will be coming out soon. There have been quite a few new directors among the PrairieCat libraries so we are going to be doing some outreach to them. We also have a few Mobile App Q&A sessions scheduled for early 2026. Landis (PrairieCat) will be doing more IPLAR Q&A sessions in 2026.

## 6. Administrative issues

### 6.1. ACTION: Discussion, review, and approval, PrairieCat bereavement policy update

Knippel (PrairieCat) stated that 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. We have added examples of extended family to the policy along with adding “other significant individuals on a case-by-case basis.”

#### **Motion #2**

**Ryan (JO) moved and Wayland (PR) seconded to approve the changes to the Bereavement Policy in the PrairieCat Employee Handbook as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

6.2 ACTION: Discussion, review, and approval, Victims' Economic Security and Safety Act (VESSA) policy.

Knippel (PrairieCat) explained that 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. The revisions on the policy are based on HR Source's recommendations.

### **Motion #3**

**Posinger (SA) moved and Brozovich (RP) seconded to approve the changes to the Victims' Economic Security and Safety Act (VESSA) Policy in the PrairieCat Employee Handbook as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

### **1.3. Review, PrairieCat strategic plan activity plan, FY26/27**

Coulter (PrairieCat) shared the PrairieCat strategic plan activity plan with the Council. She stated that the only addition this year was End-User Experience. We separated End-User Experience into two categories, patrons and member staff. Coulter will be giving another update on the activity plan status next quarter.

### **1.4. Discussion, Administrative Council Special Election**

Coulter (PrairieCat) explained that the departure of Huffines (FP) requires a special election for her Administrative Council seat. Her seat has a year and a half left, ending on



220 W. 23<sup>rd</sup> Ave.  
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877-542-7257  
support.prairiecat.info

June 30, 2027. This is a tier 1 seat and must be filled by a Delegate or Alternate of a tier 1 library. PrairieCat will send out a call for nominees next week, with a special election following shortly after.

2. Ad Hoc Committee updates

2.1. Resource Sharing Committee – Report from Oct. 22, 2025

Coulter (PrairieCat) stated that the Resource Sharing report was shared last week at the Delegates Assembly meeting. There were no questions or comments regarding that report.

2.2. Finance Committee – No report

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

The meeting went well.

4. Public comments

There were no public comments.

5. Adjournment

The meeting was adjourned at 10:58 am.

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

<b>FY2026 PrairieCat Administrative Council MOTIONS July 2025 - June 2026</b>				M – Motion made by      Y - Yes      Abstain - Abs      A - Absent 2nd – Motion seconded by      N - No      NA - No Answer      NP - Not present										
<b>Meeting Date:11/07/2025</b>	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	2ND Y	Y	M Y	Y	Y	A	Y	Y	NP
to approve changes to the Bereavement Policy in the PrairieCat Employee Handbook.	9	0	0	Y	A	Y	Y	Y	Y	Y	A	Y	M Y	2ND Y
to approve changes to the Victims' Economic Security and Safety (VESSA) policy in the PrairieCat Employee Handbook.	9	0	0	2ND Y	A	Y	Y	Y	Y	Y	A	M Y	Y	Y

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

Beginning Cash Balance	\$ 1,206,031.19
Cash Received	
Payments from Member Libraries, etc.	442,813.25
Interest - BankORION	262.64
Interest - Illinois Funds	1,168.08
Interest - PTMA	17.61
eCommerce Receipts Payable	5,446.71
Total Cash Received	<u>449,708.29</u>
Expenses Paid	
Checks and Vendor ACH Payments	44,094.38
Payroll and Retirement Contributions	88,615.99
ACH Credit Card Payments	9,248.56
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	322.78
Total Disbursements	<u>142,281.71</u>
Ending Cash Balance	<u><u>\$ 1,513,457.77</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	5,283.74
Reserve Designation	758,638.95
Working Cash	749,535.08

<b>TOTAL CASH</b>	<u><u>\$ 1,513,457.77</u></u>
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**PAYPAL FUNDS DETAILS:**

October PayPal Receipts in Transit to Bank	\$274.89
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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 October 2025	\$ 3,314.48

<b>TOTAL CURRENT CD INVESTMENT VALUE</b>	<u><u>\$ 484,814.48</u></u>
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Invested in Capital Assets Balance as of October 2025	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of October 2025	\$20,135.08
Unrestricted Fund Balance as of October 2025	\$2,019,174.28

FY26 operating expenses excluding planned reserve designation:	\$ 2,069,730.67
Working Cash % of operating expenses:	36.21%

**PrairieCat**  
Balance Sheet  
As of 10/31/2025

	Balance End of Month
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Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,183,145.56
Cash - Illinois Funds	325,117.02
Cash - PTMA	5,195.19
PayPal Funds	274.89
Total Cash & cash equivalents	1,513,732.66
Investments	483,178.22
Accounts receivables	54,587.00
Accrued investment income	1,636.26
Prepaid expenses	510,885.13
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	(651,094.19)
Total Capital Assets, net	873,623.81
Other Assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	25.00
Total Other Assets	361,391.25
Total Assets	3,799,034.33
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Liabilities	
eCommerce Receipts Payable	5,558.63
Payroll	
Pension Payable	10,932.11
Total Payroll	10,932.11
Deferred revenue	378,900.77
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	853,488.73
Total Other long-term obligations	868,206.73
Total Liabilities	1,759,724.97
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Net Assets	
Beginning Net Assets	2,002,587.17
Current YTD Net Income	36,722.19
Total Net Assets	2,039,309.36
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Total Liabilities and Net Assets	3,799,034.33
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**PrairieCat**

Statement of Revenues and Expenses - FY26 is 33.33% Completed  
From 10/1/2025 Through 10/31/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,690.96	10,763.84	10,764.00	99.99%	32,292.00	33.33%
Fully Participating and Basic Online Member Revenue	117,674.62	470,698.48	470,700.00	99.99%	1,412,098.67	33.33%
ILL Barcode Revenue	200.00	700.00	1,000.00	70.00%	3,000.00	23.33%
Fully Participating & Basic Online - Reserve Contribution	3,244.80	12,979.21	12,980.00	99.99%	38,937.10	33.33%
Union List - Reserve Contribution	284.04	1,136.16	1,136.00	100.01%	3,409.00	33.32%
Total Fees for Services and Materials	124,094.42	496,277.69	496,580.00	99.94%	1,489,736.77	33.31%
Reimbursements						
Reimbursements	1,669.16	6,676.64	7,268.00	91.86%	21,803.00	30.62%
Reimbursements - PUG Day/DA Fees	3,152.00	3,152.00	3,750.00	84.05%	3,750.00	84.05%
Reimbursements - Mobile App	2,555.07	10,220.37	10,575.00	96.64%	31,725.00	32.21%
Total Reimbursements	7,376.23	20,049.01	21,593.00	92.85%	57,278.00	35.00%
Investment Income	3,055.48	11,216.28	11,667.00	96.13%	35,000.00	32.04%
Other						
Other Grants	0.00	0.00	667.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,921.83	175,687.33	175,688.00	99.99%	527,062.00	33.33%
Other Revenue	0.00	0.01	333.00	0.00%	1,000.00	0.00%
Total Other	43,921.83	175,687.34	176,688.00	99.43%	530,062.00	33.14%
Total REVENUES	178,447.96	703,230.32	706,528.00	99.53%	2,112,076.77	33.30%
<b>EXPENSES</b>						
Personnel						
Other Professionals	59,820.27	240,364.79	240,600.00	99.90%	781,955.70	30.73%
Support Services	9,039.02	35,316.48	36,436.00	96.92%	118,420.00	29.82%
Social Security Taxes	4,960.10	20,041.99	21,160.00	94.71%	68,763.99	29.14%
Unemployment Insurance	0.00	0.00	1,167.00	0.00%	3,500.00	0.00%
Worker's Compensation	106.50	612.00	673.00	90.93%	2,020.00	30.29%
Retirement Benefits	7,774.24	31,124.51	31,224.00	99.68%	101,483.06	30.66%
Health, Dental And Life Insurance	12,283.66	51,407.78	51,380.00	100.05%	154,141.00	33.35%
Other Fringe Benefits	0.00	180.00	333.00	54.05%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	166.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	125.00	333.00	37.53%	1,000.00	12.50%
Total Personnel	93,983.79	379,172.55	383,472.00	98.88%	1,232,783.75	30.76%
Buildings and Grounds						
Property Insurance	278.75	1,115.00	1,067.00	104.49%	3,200.00	34.84%
Total Buildings and Grounds	278.75	1,115.00	1,067.00	104.50%	3,200.00	34.84%
Vehicle Expenses						
Fuel	40.12	135.94	333.00	40.82%	1,000.00	13.59%

**PrairieCat**

Statement of Revenues and Expenses - FY26 is 33.33% Completed

From 10/1/2025 Through 10/31/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Repairs And Maintenance	99.95	99.95	333.00	30.01%	1,000.00	9.99%
Vehicle Insurance	124.08	496.32	500.00	99.26%	1,500.00	33.08%
Vehicles Leasing And Rent	0.00	0.00	166.00	0.00%	500.00	0.00%
Other Vehicle Expenses	296.30	296.30	116.00	255.43%	350.00	84.65%
Total Vehicle Expenses	560.45	1,028.51	1,448.00	71.03%	4,350.00	23.64%
Travel and Continuing Education						
In-State Travel	2,603.85	2,603.85	2,667.00	97.63%	8,000.00	32.54%
Registrations And Meeting, Other Fees	826.63	1,582.60	3,467.00	45.64%	10,400.00	15.21%
Conferences And Continuing Education Meetings	4,122.47	6,327.67	6,667.00	94.91%	20,000.00	31.63%
Total Travel and Continuing Education	7,552.95	10,514.12	12,801.00	82.14%	38,400.00	27.38%
Public Relations	509.67	509.67	667.00	76.41%	2,000.00	25.48%
Commercial Insurance	617.74	2,470.96	2,667.00	92.64%	8,000.00	30.88%
Supplies, Postage and Printing						
Computers, Software And Supplies	3,930.68	17,444.09	13,384.00	130.33%	40,155.80	43.44%
General Office Supplies And Equipment	216.32	216.32	500.00	43.26%	1,500.00	14.42%
Total Supplies, Postage and Printing	4,147.00	17,660.41	13,884.00	127.20%	41,655.80	42.40%
Telephone and Telecommunications	1,510.55	2,784.52	3,667.00	75.93%	11,000.00	25.31%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	81.66	276.48	500.00	55.29%	1,500.00	18.43%
Total Equipment Repair and Maintenance	81.66	276.48	500.00	55.30%	1,500.00	18.43%
Professional Services						
Legal	367.50	539.00	1,000.00	53.90%	3,000.00	17.96%
Accounting	1,000.00	5,300.00	2,333.00	227.17%	7,000.00	75.71%
Consulting	2,340.00	2,340.00	5,000.00	46.80%	15,000.00	15.60%
Payroll Service Fees	636.58	2,877.61	2,667.00	107.89%	8,000.00	35.97%
Total Professional Services	4,344.08	11,056.61	11,000.00	100.51%	33,000.00	33.50%
Contractual Services						
Information Service Costs	16,586.29	66,673.91	208,110.00	32.03%	624,329.92	10.67%
Outside Printing Services	0.00	0.00	667.00	0.00%	2,000.00	0.00%
Other Contractual Services	260.75	1,042.96	29,222.00	3.56%	87,667.00	1.18%
Amortization - Subscription Based IT Arrangements	37,524.50	150,098.00	0.00	0.00%	0.00	0.00%
Total Contractual Services	54,371.54	217,814.87	237,999.00	91.52%	713,996.92	30.51%
Professional Association Membership Dues	352.00	893.88	667.00	134.01%	2,000.00	44.69%
SBITA Interest	4,936.42	19,745.68	0.00	0.00%	0.00	0.00%
Miscellaneous	110.05	543.23	500.00	108.64%	1,500.00	36.21%

**PrairieCat**

Statement of Revenues and Expenses - FY26 is 33.33% Completed  
From 10/1/2025 Through 10/31/2025

	<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	327.73	921.64	1,833.00	50.28%	5,500.00	16.75%
Total EXPENSES	<u>173,684.38</u>	<u>666,508.13</u>	<u>672,172.00</u>	<u>99.16%</u>	<u>2,098,886.47</u>	<u>31.76%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u><u>4,763.58</u></u>	<u><u>36,722.19</u></u>	<u><u>34,356.00</u></u>	<u><u>106.88%</u></u>	<u><u>13,190.30</u></u>	<u><u>278.40%</u></u>

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 10/22/2025 Through 11/18/2025

Vendor Name	Effective Date	Check Amount
CAROLYN COULTER	10/22/2025	63.36
CHELSEY KNIPPEL	10/22/2025	513.17
CHELSEY KNIPPEL	10/22/2025	64.77
EDWARD ZANELLI	10/22/2025	163.24
EDWARD ZANELLI	10/22/2025	40.01
ELIZABETH SMITH	10/22/2025	97.65
ELIZABETH SMITH	10/22/2025	67.60
JASON JENSEN	10/22/2025	119.14
JASON JENSEN	10/22/2025	56.07
John Slanicky	10/22/2025	187.60
MAGDA BONNY	10/22/2025	164.45
MATTHEW MATURO	10/22/2025	217.00
MATTHEW MATURO	10/22/2025	53.42
MELISSA LANDIS	10/22/2025	250.06
MELISSA LANDIS	10/22/2025	43.95
ROY AREY	10/22/2025	44.80
SANDRA TEDDER	10/22/2025	189.00
SANDRA TEDDER	10/22/2025	50.72
SHELBY O'HARA	10/22/2025	260.19
SHELBY O'HARA	10/22/2025	47.34
Paycom Payroll LLC	10/23/2025	318.29
Paycom Payroll LLC	10/23/2025	22,323.08
Paycom Payroll LLC	10/23/2025	9,267.34
MissionSquare	10/24/2025	1,467.23
WEX Bank	10/28/2025	40.12
First Bankcard	10/28/2025	3,084.98
Bank Orion	10/31/2025	73.25
MerchantE	11/5/2025	252.28
Paycom Payroll LLC	11/6/2025	318.29
Paycom Payroll LLC	11/6/2025	22,096.93
Paycom Payroll LLC	11/6/2025	9,240.33
MissionSquare	11/7/2025	1,567.23
Bank Orion	11/10/2025	20.00
INNOVATIVE INTERFACES INCORPORATED	11/11/2025	5,287.50
LIMRICC	11/11/2025	16,433.26
Report Total		94,483.65



**To: PrairieCat Administrative Council**

**From: Elena Mendoza, RAILS Staff Accountant**

**Subject: PrairieCat Financial Report – November 2025**

Please find attached the PrairieCat Financial Reports for the month of November 2025. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of November 19 through December 11.

As of November 30, of the total cash balance of \$1,475,512, \$705,570 was undesignated working cash, \$760,173 was designated for reserves, and \$9,769 was eCommerce receipts payable to the membership. Cash decreased by \$37,945 during November primarily due to the monthly payroll and payroll-related expenses (\$66,446), monthly LIMRiCC health insurance expense (\$16,433), as well as several other vendor expenses partially offset by the receipt of all but three remaining invoiced second quarter member fees (\$42,110), the receipt of all but two remaining Union List fees (\$2,145), as well as several other smaller member receipts for PrairieCat's PUG Day catering costs and Interlibrary Loan Barcodes.

The balance of working cash was sufficient to fund 4.1 months of budgeted FY2026 operating expenses, and the reserve designation 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 November of \$875,933 were \$6,291 below budget, primarily due to below budgeted total reimbursements revenue (\$4,336). This is due to not having yet billed participating members for the Vega mobile app due to the delay in receiving the invoice from Innovative Interfaces, and lower than budgeted reimbursements from participating members for express lane checkouts and PrairieCat's PUG Day catering costs. Additionally, total other revenue was lower than budgeted due to continuing education grants and credit card cash rewards that are budgeted evenly over the course of the fiscal year and were not yet received (\$1,251).

Total year-to-date interest as of the end of November was \$14,233, which was \$351 below the year-to-date budgeted amount of \$14,584. During the Federal Reserve's December meeting, they approved the third consecutive .25% interest rate cut for this calendar year. The target borrowing rate was lowered by .25% and is now between 3.50% and 3.75%. Their projections for calendar year 2026 and 2027 interest rates remained unchanged at 3.4% and 3.1%, respectively. Their next meeting is scheduled for January 28. The average November interest rates were 4.098% and 3.833% for the IL Funds and iPrime money market accounts, respectively, which slightly decreased from the October average interest rates of 4.246% and 3.992%.

Total expenses through November of \$865,423 were \$15,973 below budget primarily due to under budget Contractual Services expenses (\$22,580), Personnel costs (\$8,777), Travel and Continuing Education costs (\$5,371), Professional Services (\$2,057), and Telephone and Telecommunication costs (\$1,449).

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 for Subscription Based IT Arrangements (SBITAs). 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.

Personnel expenses were under budget mostly due to blended increases in health insurance rates that were budgeted for calendar year 2026, lower than budgeted other professionals, support services, and social security taxes through November, as well as not having yet incurred unemployment insurance claims and staff tuition costs through November. Travel and continuing education costs were below budget through November but are expected to increase as conferences and in-person member and governance meetings take place throughout the fiscal year, and PrairieCat's Users Group Day (PUG Day) final vendor invoices are received. Professional Services costs were below budget primarily due to lower than budgeted needs for consulting and legal services through November, which were partially offset by above budget accounting services. The fiscal year 2025 audit services invoices were paid in the beginning of the fiscal year but are budgeted evenly throughout the fiscal year. Telephone and telecommunication costs were below budget through November but are expected to increase as employee internet reimbursement expenses are processed throughout the fiscal year.

These below budget expenses 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 in September and twelve docking stations in October for PrairieCat staff. This project was budgeted evenly throughout the fiscal year but was paid for in full during September and October.

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

Beginning Cash Balance	\$ 1,513,457.77
Cash Received	
Payments from Member Libraries, etc.	44,726.50
Interest - BankORION	293.22
Interest - Illinois Funds	1,094.87
Interest - PTMA	16.33
eCommerce Receipts Payable	4,481.50
Total Cash Received	<u>50,612.42</u>
Expenses Paid	
Checks and Vendor ACH Payments	21,784.26
Payroll and Retirement Contributions	66,445.57
ACH Credit Card Payments	-
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	328.03
Total Disbursements	<u>88,557.86</u>
Ending Cash Balance	<u><u>\$ 1,475,512.33</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	9,769.44
Reserve Designation	760,172.82
Working Cash	705,570.07

<b>TOTAL CASH</b>	<u><u>\$ 1,475,512.33</u></u>
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**PAYPAL FUNDS DETAILS:**

November PayPal Receipts in Transit to Bank	\$91.69
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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 November 2025	\$ 4,926.83

<b>TOTAL CURRENT CD INVESTMENT VALUE</b>	<u><u>\$ 486,426.83</u></u>
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Invested in Capital Assets Balance as of November 2025	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of November 2025	\$17,428.90
Unrestricted Fund Balance as of November 2025	\$1,995,668.13

FY26 operating expenses excluding planned reserve designation:	\$ 2,069,730.67
Working Cash % of operating expenses:	34.09%

**PrairieCat**  
Balance Sheet  
As of 11/30/2025

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	1,144,088.92
Cash - Illinois Funds	326,211.89
Cash - PTMA	5,211.52
PayPal Funds	91.69
Total Cash & cash equivalents	1,475,604.02
Investments	484,035.37
Accounts receivables	10,060.50
Accrued investment income	2,391.46
Prepaid expenses	442,068.77
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	(688,618.65)
Total Capital Assets, net	836,099.35
Other Assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	25.00
Total Other Assets	361,391.25
Total Assets	3,611,650.72
<b>Liabilities</b>	
eCommerce Receipts Payable	9,861.13
Payroll	
Salaries Payable	21,948.99
PR Tax Withheld Payable	6,760.28
Pension Payable	17,005.50
Retirement Payable	1,567.23
PR Tax Expense Payable	2,480.02
Total Payroll	49,762.02
Deferred revenue	209,415.36
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	818,670.45
Total Other long-term obligations	833,388.45
Total Liabilities	1,598,553.69
<b>Net Assets</b>	
Beginning Net Assets	2,002,587.17
Current YTD Net Income	10,509.86
Total Net Assets	2,013,097.03
Total Liabilities and Net Assets	3,611,650.72

**PrairieCat**

Statement of Revenues and Expenses - FY26 is 41.67% Completed

From 11/1/2025 Through 11/30/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,690.96	13,454.80	13,455.00	99.99%	32,292.00	41.66%
Fully Participating and Basic Online Member Revenue	117,674.62	588,373.10	588,375.00	99.99%	1,412,098.67	41.66%
ILL Barcode Revenue	200.00	900.00	1,250.00	72.00%	3,000.00	30.00%
Fully Participating & Basic Online - Reserve Contribution	3,244.80	16,224.01	16,225.00	99.99%	38,937.10	41.66%
Union List - Reserve Contribution	284.04	1,420.20	1,420.00	100.01%	3,409.00	41.66%
Total Fees for Services and Materials	124,094.42	620,372.11	620,725.00	99.94%	1,489,736.77	41.64%
Reimbursements						
Reimbursements	1,669.16	8,345.80	9,085.00	91.86%	21,803.00	38.27%
Reimbursements - PUG Day/DA Fees	0.00	3,152.00	3,750.00	84.05%	3,750.00	84.05%
Reimbursements - Mobile App	0.00	10,220.37	13,219.00	77.31%	31,725.00	32.21%
Total Reimbursements	1,669.16	21,718.17	26,054.00	83.36%	57,278.00	37.92%
Investment Income	3,016.77	14,233.05	14,584.00	97.59%	35,000.00	40.66%
Other						
Other Grants	0.00	0.00	834.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,921.83	219,609.16	219,610.00	99.99%	527,062.00	41.66%
Other Revenue	0.00	0.01	416.00	0.00%	1,000.00	0.00%
Total Other	43,921.83	219,609.17	220,860.00	99.43%	530,062.00	41.43%
Total REVENUES	172,702.18	875,932.50	882,223.00	99.29%	2,112,076.77	41.47%
<b>EXPENSES</b>						
Personnel						
Other Professionals	89,730.40	330,095.19	330,826.00	99.77%	781,955.70	42.21%
Support Services	13,558.53	48,875.01	50,100.00	97.55%	118,420.00	41.27%
Social Security Taxes	7,440.10	27,482.09	29,094.00	94.45%	68,763.99	39.96%
Unemployment Insurance	0.00	0.00	1,459.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.50	780.50	841.00	92.80%	2,020.00	38.63%
Retirement Benefits	11,661.36	42,785.87	42,934.00	99.65%	101,483.06	42.16%
Health, Dental And Life Insurance	10,010.52	61,418.30	64,225.00	95.62%	154,141.00	39.84%
Other Fringe Benefits	0.00	180.00	416.00	43.26%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	208.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	125.00	416.00	30.04%	1,000.00	12.50%
Total Personnel	132,569.41	511,741.96	520,519.00	98.31%	1,232,783.75	41.51%
Buildings and Grounds						
Property Insurance	278.75	1,393.75	1,334.00	104.47%	3,200.00	43.55%
Total Buildings and Grounds	278.75	1,393.75	1,334.00	104.48%	3,200.00	43.55%
Vehicle Expenses						
Fuel	0.00	135.94	416.00	32.67%	1,000.00	13.59%

**PrairieCat**

Statement of Revenues and Expenses - FY26 is 41.67% Completed

From 11/1/2025 Through 11/30/2025

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Repairs And Maintenance	0.00	99.95	416.00	24.02%	1,000.00	9.99%
Vehicle Insurance	124.08	620.40	625.00	99.26%	1,500.00	41.36%
Vehicles Leasing And Rent	0.00	0.00	208.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	296.30	145.00	204.34%	350.00	84.65%
Total Vehicle Expenses	124.08	1,152.59	1,810.00	63.68%	4,350.00	26.50%
Travel and Continuing Education						
In-State Travel	0.00	2,603.85	3,334.00	78.09%	8,000.00	32.54%
Registrations And Meeting, Other Fees	116.67	1,699.27	4,334.00	39.20%	10,400.00	16.33%
Conferences And Continuing Education Meetings	0.00	6,327.67	8,334.00	75.92%	20,000.00	31.63%
Total Travel and Continuing Education	116.67	10,630.79	16,002.00	66.43%	38,400.00	27.68%
Public Relations	0.00	509.67	834.00	61.11%	2,000.00	25.48%
Commercial Insurance	617.74	3,088.70	3,334.00	92.64%	8,000.00	38.60%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,656.77	19,100.86	16,730.00	114.17%	40,155.80	47.56%
General Office Supplies And Equipment	0.00	216.32	625.00	34.61%	1,500.00	14.42%
Total Supplies, Postage and Printing	1,656.77	19,317.18	17,355.00	111.31%	41,655.80	46.37%
Telephone and Telecommunications	350.37	3,134.89	4,584.00	68.38%	11,000.00	28.49%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	81.66	358.14	625.00	57.30%	1,500.00	23.87%
Total Equipment Repair and Maintenance	81.66	358.14	625.00	57.30%	1,500.00	23.88%
Professional Services						
Legal	0.00	539.00	1,250.00	43.12%	3,000.00	17.96%
Accounting	0.00	5,300.00	2,916.00	181.75%	7,000.00	75.71%
Consulting	0.00	2,340.00	6,250.00	37.44%	15,000.00	15.60%
Payroll Service Fees	636.58	3,514.19	3,334.00	105.40%	8,000.00	43.92%
Total Professional Services	636.58	11,693.19	13,750.00	85.04%	33,000.00	35.43%
Contractual Services						
Information Service Costs	19,318.58	85,992.49	260,137.50	33.05%	624,329.92	13.77%
Outside Printing Services	0.00	0.00	834.00	0.00%	2,000.00	0.00%
Other Contractual Services	260.75	1,303.71	36,527.50	3.56%	87,667.00	1.48%
Amortization - Subscription Based IT Arrangements	37,524.46	187,622.46	0.00	0.00%	0.00	0.00%
Total Contractual Services	57,103.79	274,918.66	297,499.00	92.41%	713,996.92	38.50%
Professional Association Membership Dues	110.00	1,003.88	834.00	120.36%	2,000.00	50.19%
SBITA Interest	4,936.46	24,682.14	0.00	0.00%	0.00	0.00%
Miscellaneous	79.95	623.18	625.00	99.70%	1,500.00	41.54%

**PrairieCat**

Statement of Revenues and Expenses - FY26 is 41.67% Completed  
From 11/1/2025 Through 11/30/2025

	<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	252.28	1,173.92	2,291.00	51.24%	5,500.00	21.34%
Total EXPENSES	<u>198,914.51</u>	<u>865,422.64</u>	<u>881,396.00</u>	<u>98.19%</u>	<u>2,098,886.47</u>	<u>41.23%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>(26,212.33)</u>	<u>10,509.86</u>	<u>827.00</u>	<u>1,270.84%</u>	<u>13,190.30</u>	<u>79.67%</u>

**PrairieCat**  
Check/Voucher Register  
1000 - Cash - Bank Orion  
From 11/19/2025 Through 12/11/2025

Vendor Name	Effective Date	Check Amount
Paycom Payroll LLC	11/20/2025	318.29
Paycom Payroll LLC	11/20/2025	22,096.91
Paycom Payroll LLC	11/20/2025	9,240.36
MissionSquare	11/21/2025	1,567.23
ROY AREY	11/25/2025	63.50
Bank Orion	11/30/2025	55.75
WEX Bank	12/1/2025	81.76
MerchantE	12/3/2025	227.76
First Bankcard	12/3/2025	1,311.50
Paycom Payroll LLC	12/4/2025	318.29
Paycom Payroll LLC	12/4/2025	21,948.99
Paycom Payroll LLC	12/4/2025	9,240.30
Illinois Municipal Retirement Fund	12/5/2025	11,238.33
MissionSquare	12/5/2025	1,567.23
Bank Orion	12/9/2025	20.00
LIMRICC	12/10/2025	16,433.26
Report Total		95,729.46

	July 2025	July 2024	Aug 2025	Aug 2024	Sept 2025	Sept 2024	Oct 2025	Oct 2024	Nov 2025	Nov 2024	FY26 Totals to date	FY25 Totals
<b>General</b>												
Bibliographic records	1,211,596	1,216,828	1,212,647	1,216,401	1,212,476	1,215,783	1,211,127	1,214,175	1,211,189	1,214,175	1,211,189	1,211,136
Item records	5,092,517	5,132,031	5,097,375	5,127,833	5,090,068	5,122,725	5,073,855	5,111,539	5,071,633	5,111,539	5,071,633	5,092,082
Patron records	357,423	347,042	361,564	352,809	365,387	357,587	368,730	364,435	371,992	364,435	371,992	353,654
Total circulation	451,212	466,283	380,656	401,094	384,029	380,458	390,456	399,870	335,672	367,890	1,942,025	4,704,080
ILL transactions on LLSAP	59,159	56,019	56,498	58,113	58,546	56,804	59,265	59,435	48,252	52,555	281,720	683,352
Reciprocal borrowing	62,112	53,251	50,723	45,776	51,075	43,843	52,386	46,961	45,498	42,821	261,794	577,749
<b>Training, Outreach and Engagement</b>												
Training events	5	2	17	4	3	14	2	5	5	2	32	69
Training participants	18	4	135	12	18	42	4	13	12	4	187	219
Training contact hours	21	3	134	17	20	43	5	20	11	6	191	388
TalentLMS Course Completions	170	223	354	349	250	372	206	251	207	140	1,187	3,014
Site visits	4	7	1	1	2	-	5	3	2	2	14	33
Member Meetings/Events	3	5	3	6	6	6	7	7	2	3	21	63
Meeting/Event participants	141	153	23	124	302	658	219	151	24	28	709	1,752
Meeting/Event contact hours	237	306	22	164	1,738	4,609	301	254	24	31	2,322	6,508
<b>Troubleshooting</b>												
HelpDesk Calls Opened	441	295	275	352	317	270	336	275	387	246	1,756	3,216
HelpDesk Calls Closed	440	302	298	344	286	273	341	256	353	237	1,718	3,225
<b>Database Enrichment</b>												
Bibload records loaded - PC staff	1,654	1,414	1,072	1,518	1,461	1,535	1,540	1,679	1,104	1,053	6,831	16,440
Bibload records loaded - MARC catalogers	2,499	2,895	2,306	2,209	2,753	2,154	2,079	2,569	1,977	1,964	11,614	26,367
Cleanup/overlays/merges - PC staff	490	1,563	926	537	972	794	574	516	481	187	3,443	7,292
Cleanup/overlays/merges - MARC catalogers	890	765	941	1,303	721	1,059	883	1,167	722	116	4,157	12,731
Enhancements/corrections - PC staff	82	29	67	27	66	28	78	21	22	8	315	403
Enhancements/corrections - MARC catalogers	76	120	35	48	59	157	374	122	161	-	705	1,272
Original catalogings - PC staff	103	72	71	50	43	62	55	71	20	96	292	781
Original catalogings - MARC catalogers	27	24	30	30	47	29	22	26	15	4	141	332
Special projects (Call number conversion, ICode1 conversion, Reclamation, etc)	28,691	31,857	34,534	33,449	46,533	48,798	66,391	47,820	39,038	46,462	215,187	501,042
To see the full statistical spreadsheet, visit: <a href="https://support.prairiecat.info/gov">https://support.prairiecat.info/gov</a>												



Date: 1/9/2026

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: FY27 budget

**Executive Summary:**

Below are two versions of the proposed budget for FY27. The first includes a 3% staff salary increase (COLA) and 1% merit increase for all staff. The second removes the COLA increase from the director's salary but retains the merit increase of 1%. The option to expand the mobile app project to all members is not included in either version. Both budgets show an increase to the library fee and hosting fee of 3% increase over last year. Reserves were calculated at approximately 2% of expenditure.

**Detailed description:**

Attached you will find two versions of the FY27 budget and fees

Both budgets reflect:

- The per-library fee for both fully participating and basic online circulating members has been increased, as was the reserves contribution. Both fees were adjusted by 3% in FY27.
- Reserves were calculated at 2% of total expenditures.
- Union List per library and reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual. This was calculated on the per-library fee and does not include the hosting fees that are incorporated for circulating members.
- A remote PUG Day is reflected, as was instructed by Administrative Council. This decision was based on feedback we have received from members via Strategic Planning surveys that reflect a desire to alternate between in-person and remote events.
- Increases to health insurance that we expect in FY26 are reflected at a 14.32% increase. We have included an additional 15% increase in the last six months of FY27, as an estimation of the following year's increases in premiums. This budget also includes short-term disability insurance. Other insurance increases are reflected based on FY25 and FY26 numbers, considering an average increase based on previous years.
- This budget reflects our IMRF rate for FY27, which declined to 11.16% from the FY26 rate of 11.29%.
- This budget also reflects the RAILS grant amount. We have been notified that our grant amount for FY27 will be \$588,629.53. Accounting services, which will be charged

against this amount, will come to \$54,142.75, leaving the amount of \$534,486.78 in revenues for FY27.

- This budget also shows Reserves expenditure for a replacement vehicle that will be needed in FY27.
- This budget also reflects the sunseting of Encore in FY27 and thus saving the Encore hosting fees (approx. \$9,150.00). Aside from the cost savings in eliminating this platform, Innovative has made it clear that they are sunseting this product and will not be developing it or making it accessible in the future.

The first version of the budget and fees (the versions marked simply “FY27 draft budget” and “Appendix A FY27”) includes a 3% COLA increase for all staff, and a 1% merit increase for all staff.

The version of the budget and fees marked “FY27 draft budget NO COLA dir” and “Appendix A FY27 NO COLA dir” reflect a 3% COLA increase for all staff aside from the director. The 1% merit increase is applied to all staff in this version as well. Removing the COLA increase for the director saves the organization \$4,730.17 in salary, taxes and retirement costs, reducing the overall annual percentage of increase over last year to 4.77%, versus an increase of 5.04% in the previous version.

Below, please find the attached proposed budget scenarios, Appendix A scenarios, and Union List charges.



Date: 1/9/2026

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Disposal of old staff laptops

**Executive Summary:**

According to our equipment disposal policy (see below), items valued under \$1,000 can be disposed of at the Director's discretion. I would like to reserve 4 laptops for loaners if needed and offer the remainder to staff who would like to purchase them. We currently have 13 laptops that have been replaced.

**Detailed description:**

The General Policy Manual is below. The relevant section is in bold:

*Equipment owned by PRAIRIECAT that, in the judgment of the PRAIRIECAT Director and/or the PRAIRIECAT Administrative Council, is no longer necessary or useful for operational purposes may be disposed of in the following manner:*

- 1. Equipment of any value may be donated or sold to any PRAIRIECAT library, or any tax-supported library, library consortium, or Illinois regional library system under such terms or conditions as the PRAIRIECAT Administrative Council may determine. PRAIRIECAT member libraries will be given preference.*
- 2. Equipment having a unit value of less than \$1,000 may be disposed of as the Director or designated staff may determine.***
- 3. For property over \$1,000, the PRAIRIECAT Administrative Council shall publish notice of the availability and location of the real or personal property, the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks. The notice shall be published in one or more newspapers published within the boundaries of RAILS and also posted on PRAIRIECAT's website.*
- 4. On the day of the sale, the PRAIRIECAT Administrative Council may sell such property for a price determined by the Administrative Council, or to the highest bidder. Where the Administrative Council deems the bids inadequate, it may reject such bids and re-advertise the*

*sale. Adapted from Illinois Compiled Statutes, Chapter 75 (Illinois Library System Act), Section 16  
Approved by the Administrative Council on 1/4/2013*

According to our accountant, PrairieCat uses straight-line depreciation on our equipment. Per the PrairieCat Fixed Asset Capitalization Policy, we did not capitalize the laptops or depreciate them because the cost fell below the \$5,00 threshold. Offering these for sale to staff would not have any tax implications.

PrairieCat purchased these laptops for \$807.95 in 2022. Depreciated at a straight-line rate over 48 months, they would depreciate at 201.99 per year. In Q1 of 2026, they would be valued at \$117.83.

Checking on Amazon for the same model, a new laptop would cost \$599. I think the depreciated rate of \$117.83 is accurate. Therefore, I would like to offer these to staff at this rate. Any that goes unpurchased can be offered to member libraries on a first-come, first-served basis at the same cost.

## **PrairieCat Delegates Assembly Agenda January 28, 2026**

The Delegates Assembly will meet on Wednesday, January 28, 2026, 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-2026-01-28) (<https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2026-01-28>).

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 October 29, 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 12/18/2025
  - 6.2. Resource Sharing Committee report – No report
7. PrairieCat membership update, training and outreach report
8. Review, PrairieCat FY27 draft budget and fees.
9. Presentation: Cybersecurity presentation, Matt Maturo, PrairieCat
10. Public comments via previously submitted email (see above), in person or online
11. Adjournment



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12. Next regularly scheduled meeting, April 29, 2026