PrairieCat Administrative Council
Agenda
February 6, 2026

The Council will meet on Friday, February 6, 2026, 10:30 am – 1:00 pm in person at the Reddick Public Library, 1010 Canal St., Ottawa, IL. The meeting will also be available online via Zoom.

Register to attend the meeting (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-02-06).

1. Call to order, welcome and introductions

2. Introduction of visitors and public comments

3. Review agenda for addition/changes

4. Consent agenda (pp. 3-20)

    4.1. Approve minutes for January 9, 2026, PrairieCat Administrative Council meeting

    4.2. Approve financial report for December 2025

    4.3. Approve check registers

    4.4. Statistical reports

5. Membership update

    5.1. Update on new and upgrading members

    5.2. Update on current training and engagement projects

6. Administrative issues

    6.1. ACTION: Discussion and decision, adding Martin Luther King Day as a PrairieCat holiday

    6.2. ACTION: Approve changes to the on call policy of the Employee handbook (pp. 21-23)

    6.3. ACTION: Approve Ethical AI Policy addition to the Employee handbook (pp. 24-27)

    6.4. Discussion, Resource sharing summit 2026 (pp. 28-29)

    6.5. Discussion, recent Innovative support issues

7. Ad Hoc Committee updates

    7.1. Resource Sharing Committee – No report

    7.2. Finance Committee – No report

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

9. Public comments

10. Adjournment

11. Next meeting - Friday, March 6, 2026, at the Sandwich Public Library District

PrairieCat Administrative Council
Minutes
January 7, 2026

The Council met on Friday, January 7, 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-2026-01-07).

1. Call to order, welcome and introductions
    Present at DeKalb Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Julie Wayland (PR), Kimberly Brozovich (RP), Beth Ryan (JO), Chelsey Knippel (PrairieCat), Barbara Posinger (SA), Jenna Diedrich (GA), Megan Gove (TF), Lauren Offerman (TC), Kelly McCully (BD), Michelle Krooswyk (NL), Stephanie Nissen (RU), Penny Bryant (PT)

    Present via Zoom: Shelby O'Hara (PrairieCat)

    Absent:

    Gove (Chair-TF) called the meeting to order at 10:38 am.

2. Introduction of visitors and public comments
    Gove (TF) welcomed Offerman (TC) as a new member of the Council.

3. Review agenda for addition/changes
    Coulter (PrairieCat) added a discussion regarding Delegates Assembly locations for FY2027.

4. Consent agenda
    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

MOTION #1

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

*Motion carried by vocal affirmation

Ayes: 11

Nays: 0

Abstentions: 0

5. Membership update

    5.1. Update on new and upgrading members

    Smith (PrairieCat) stated that there has been some interest among the Union List membership regarding upgrading. Annawan-Alba, Bureau Valley CUSD, Forreston Public Library. Herscher CUSD is interested in becoming an ILL barcode library, so we have a discussion scheduled with them next week.

    5.2. Update on current training and engagement projects

    Smith (PrairieCat) stated that we have had 11 new directors at member libraries in the last quarter, mostly due to retirements. The next New Directors Welcome will be March 10th. We have wrapped up the mobile app implementation project with a survey. We received 32 responses out of 71. Overall, the feedback was very positive, and people were satisfied with the project implementation. O'Hara (PrairieCat) has completed a set of YouTube videos that are patron-facing or could be used for staff. In the coming months we will be working on getting the more formal trainings together for the admin side of the app, the CMS. We will then begin working on the account portal account linking switch. Smith stated this has been moved to February.

6. Administrative issues

6.1. Review and discussion, draft FY2027 budget and fees

Coulter (PrairieCat) presented 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. Coulter highlighted that these budgets include a remote PUG Day, and a significant increase to insurance. LIMRiCC costs increased 14.32% in the first six months of the budget and we are estimating another 15% increase on top of that in the last six months. If the insurance costs continue going in the direction they are, we will likely need to consider incentivizing employees to go on spousal insurance and/or incentivizing the high-deductible plan with HSA. The draft budgets reflect a slight increase to the RAILS grant, as well as their charge of $54,000 for accounting services. This budget also shows the purchase of a new vehicle, however, that $35,000 will be coming out of reserves. Another savings in this budget is the sunsetting of Encore, which will save us $9,000.

Coulter explained that the biggest expenditure is the staff salaries. The second draft budget reflects 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. After discussions the Council determined that removing the COLA from the Director is not the appropriate way to move forward, instead they suggested Coulter present a budget with a 1% reserve savings instead of 2%.

6.2. ACTION: Review closed meeting minutes for the last 18 months

Coulter (PrairieCat) stated that the only closed meeting minutes in the last 18 months was her annual review.

MOTION #2

Diedrich (GA) moved and Posing (SA) seconded <u>to approve the closed meeting minutes remain closed</u>. There was no discussion on the motion.

*Motion carried by vocal affirmation

Ayes: 11

Nays: 0

Abstentions: 0

6.3. Discussion, sunsetting Encore, communication planning

Coulter (PrairieCat) explained that she would like to sunset Encore as of July 1, 2026. It will save us money in the budget as stated earlier. Innovative has stated that they will not make Encore compliant with new ADA guidelines and will cease support for the product in the future. We will start sending communications to the membership about this at the end of March or beginning of April.

6.4. Discussion, disposal of old staff laptops

Coulter (PrairieCat) explained that according to our equipment disposal policy, items valued under $1,000 can be disposed of at the Director's discretion. She 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. The Council agreed to offer the sale of the remaining laptops to the staff and any remaining post for sale on the RAILS website.

6.5. Review discussion, Delegates Assembly agenda for January 2026

Coulter (PrairieCat) shared the agenda for the upcoming Delegates Assembly meeting. She pointed out that the main discussion point will be the draft FY27 budget. We will also have a presentation on cybersecurity by PrairieCat's Systems Administrator, Matt Maturo. The Council agreed with the agenda presented.

Ryan (JO) requested that at the in-person Delegates Assembly meeting in April, the

PrairieCat staff introduce themselves to help the membership put names with faces. Coulter and the Council agreed to have all the PrairieCat staff at the April Delegates Assembly meeting. Gove (TF) also suggested getting headshots of all the staff and adding those headshots to email signatures. Coulter will arrange for staff photographs at the next in-person staff meeting.

6.6. Discussion, Delegates Assembly meeting locations FY2027

Knippel (PrairieCat) explained that Cherry Valley Public Library District had to back out of hosting the Delegates Assembly meeting in January due to construction. Due to the short notice PrairieCat will not add another location to replace Cherry Valley for the January 28th Delegates Assembly. We do need to consider what locations we would like to have set up for FY27. At a previous Administrative Council meeting the suggested locations were Cherry Valley, then Marengo-Union, and then North Suburban. Knippel did reach out to Marengo, and they would only be able to host the October meeting in FY27. The Council agreed to add North Suburban. Knippel will reach out to them with meeting dates to confirm their availability to host.

7. Ad Hoc Committee updates
   7.1. Resource Sharing Committee – No report
   7.2. Finance Committee – Report from Dec 18, 2025
   Ryan (JO) stated that the Finance Committee discussed the draft FY27 budget as was covered earlier in this meeting.

8. Review of meeting, what worked and what did not
   The meeting went well.

9. Public comments
   There were no public comments.

10. Adjournment

The meeting adjourned at 11:38 am.

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

FY2026 PrairieCat Administrative Council MOTIONS July 2025 - June 2026				M – Motion made by Y - Yes Abstain - Abs A - Absent 2nd – Motion seconded by N - No NA - No Answer NP - Not present											
Meeting Date:1/9/2026	Vote Summary														
MOTION	Aye	Nay	Abstention	Kim Brozovich (RP)	Penny Bryant (PT)	Jenna Diedrich (GA)	Megan Gove (TF)	Lauren Offerman (TC)	Michelle Krooswyk (NL)	Kelly McCully (BD)	Stephanie Nissen (RU)	Barbara Posinger (SA)	Beth Ryan (JO)	Julie Wayland (PR)
to approve the consent agenda.	11	0	0	Y	Y	Y	Y	Y	M Y	2ND Y	Y	Y	Y	Y
to approve the closed meeting minutes remian closed.	11	0	0	Y	Y	M Y	Y	Y	Y	Y	Y	2ND Y	Y	Y

Date: 2/6/2026

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Subject: PrairieCat Financial Report – December 2025

Please find attached the PrairieCat Financial Reports for the month of December 2025. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of December 12 through January 23.

As of December 31, of the total cash balance of $1,294,287, $534,664 was undesignated working cash, $745,474 was designated for reserves, and $14,149 were eCommerce receipts payable to the membership. Cash decreased by $181,226 during December primarily due to the monthly payroll and payroll-related expenses ($108,578), the implementation fees and annual payment to Innovative Interfaces new Vega mobile app ($49,200), the monthly LIMRiCC health insurance expense ($16,433), the final payment for PrairieCat's PUG Day event rental and catering costs ($7,539), as well as several other vendor expenses. These vendor expenses were partially offset by the receipt of all but two remaining invoiced second quarter member fees.

The balance of working cash was sufficient to fund 3.1 months of budgeted FY2026 operating expenses, and the reserve designation balance would fund an additional 4.3 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 December of $1,051,844 were $6,071 below budget, primarily due to total reimbursements revenues ($4,627). This was due to the delay in receiving the invoice from Innovative Interfaces for the Vega mobile app. That invoice was received and paid in December, and the participating members were billed in January. This was partially offset by data scoping revenue for Putnam County CUSD #535 Elementary School. The data scoping revenues are completely offset by the vendor expense recorded in information service costs. Additionally, other grants were lower than budgeted due to continuing education event grants that are budgeted evenly over the course of the fiscal year and were not yet received ($1,000).

Total year-to-date interest as of the end of December was $17,234, which was $266 below the year-to-date budgeted amount of $17,500. During the Federal Reserve's January meeting, they voted to hold the interest rate steady between 3.50% and 3.75%. Jerome Powell, who has served eight consecutive years as Chairperson, has two more meetings before his term as Chairperson ends. Their projections for calendar year 2026 and 2027 interest rates remained unchanged at 3.4% and 3.1%, respectively, and

their next meeting is scheduled for March 18. The average December interest rates were 3.945% and 3.697% for the IL Funds and iPrime money market accounts, respectively, which slightly decreased from the November average interest rates of 4.098% and 3.833%.

Total expenses through December of $1,049,075 were $366 below the year-to-date budgeted amount of $1,049,441. This is primarily due to under budget Personnel costs ($11,509), Contractual Services expenses ($9,754), Professional Services ($3,523), Telephone and Telecommunication costs ($1,697), and Miscellaneous – eCommerce Fees ($1,294).

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 December; as well as not having yet incurred unemployment insurance claims and staff tuition reimbursements through December.

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.

Professional Services costs were below budget primarily due to lower than budgeted needs for consulting and legal services through December, 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 December but are expected to increase as employee internet reimbursement expenses are processed throughout the fiscal year. Fees for eCommerce processing were below budget through December but are expected to increase during busy circulation periods.

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

PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING December 31, 2025

Beginning Cash Balance	$ 1,475,512.33
Cash Received	
Payments from Member Libraries, etc.	4,046.50
Interest - BankORION	278.93
Interest - Illinois Funds	1,093.03
Interest - PTMA	16.39
eCommerce Receipts Payable	4,381.00
Total Cash Received	9,815.85
Expenses Paid	
Checks and Vendor ACH Payments	80,852.97
Payroll and Retirement Contributions	108,577.51
ACH Credit Card Payments	1,311.50
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	299.51
Total Disbursements	191,041.49
Ending Cash Balance	$ 1,294,286.69

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	$ -
eCommerce Cash Receipts Payable	14,149.44
Reserve Designation	745,473.57
Working Cash	534,663.68
TOTAL CASH	**$ 1,294,286.69**

PAYPAL FUNDS DETAILS:

December PayPal Receipts in Transit to Bank	$238.39

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 December 2025	$ 6,539.53
TOTAL CURRENT CD INVESTMENT VALUE	**$ 488,039.53**

Invested in Capital Assets Balance as of December 2025	$0.00
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of December 2025	$15,112.64
Unrestricted Fund Balance as of December 2025	$1,990,243.03
FY26 operating expenses excluding planned reserve designation:	$ 2,069,730.67
Working Cash % of operating expenses:	25.83%

PrairieCat
Balance Sheet
As of 12/31/2025

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	961,753.86
Cash - Illinois Funds	327,304.92
Cash - PTMA	5,227.91
PayPal Funds	238.39
Total Cash & cash equivalents	1,294,525.08
Investments	484,867.70
Accounts receivables	9,438.82
Accrued investment income	3,171.83
Prepaid expenses	420,447.58
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	(726,143.15)
Total Capital Assets, net	798,574.85
Other Assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	25.00
Total Other Assets	361,391.25
Total Assets	3,372,417.11
Liabilities	
eCommerce Receipts Payable	14,387.83
Payroll	
Pension Payable	16,869.51
Retirement Payable	1,567.23
Total Payroll	18,436.74
Deferred revenue	39,929.93
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	783,462.21
Total Other long-term obligations	798,180.21
Total Liabilities	1,367,061.44
Net Assets	
Beginning Net Assets	2,002,587.17
Current YTD Net Income	2,768.50
Total Net Assets	2,005,355.67
Total Liabilities and Net Assets	3,372,417.11

PrairieCat
Statement of Revenues and Expenses - FY26 is 50.00% Completed
From 12/1/2025 Through 12/31/2025

	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	2,690.96	16,145.76	16,146.00	99.99%	32,292.00	49.99%
Fully Participating and Basic Online Member Revenue	117,674.62	706,047.72	706,050.00	99.99%	1,412,098.67	49.99%
ILL Barcode Revenue	700.00	1,600.00	1,500.00	106.66%	3,000.00	53.33%
Fully Participating & Basic Online - Reserve Contribution	3,244.81	19,468.82	19,468.55	100.00%	38,937.10	50.00%
Union List - Reserve Contribution	284.04	1,704.24	1,704.50	99.98%	3,409.00	49.99%
Total Fees for Services and Materials	124,594.43	744,966.54	744,869.05	100.01%	1,489,736.77	50.01%
Reimbursements						
Reimbursements	4,169.16	12,514.96	10,901.50	114.80%	21,803.00	57.40%
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	15,863.00	64.42%	31,725.00	32.21%
Total Reimbursements	4,169.16	25,887.33	30,514.50	84.84%	57,278.00	45.20%
Investment Income	3,001.05	17,234.10	17,500.00	98.48%	35,000.00	49.24%
Other						
Other Grants	0.00	0.00	1,000.00	0.00%	2,000.00	0.00%
Other Grants - RAILS Grants for Members	43,921.84	263,531.00	263,531.00	100.00%	527,062.00	50.00%
Other Revenue	224.82	224.83	500.00	44.96%	1,000.00	22.48%
Total Other	44,146.66	263,755.83	265,031.00	99.52%	530,062.00	49.76%
Total REVENUES	175,911.30	1,051,843.80	1,057,914.55	99.43%	2,112,076.77	49.80%
EXPENSES						
Personnel						
Other Professionals	59,820.27	389,915.46	390,976.00	99.72%	781,955.70	49.86%
Support Services	9,039.01	57,914.02	59,209.00	97.81%	118,420.00	48.90%
Social Security Taxes	4,922.84	32,404.93	34,384.00	94.24%	68,763.99	47.12%
Unemployment Insurance	0.00	0.00	1,750.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.50	949.00	1,010.00	93.96%	2,020.00	46.98%
Retirement Benefits	7,474.08	50,259.95	50,740.00	99.05%	101,483.06	49.52%
Health, Dental And Life Insurance	11,713.84	73,132.14	77,070.50	94.88%	154,141.00	47.44%
Other Fringe Benefits	0.00	180.00	500.00	36.00%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	250.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	125.00	500.00	25.00%	1,000.00	12.50%
Total Personnel	93,138.54	604,880.50	616,389.50	98.13%	1,232,783.75	49.07%
Buildings and Grounds						
Property Insurance	278.75	1,672.50	1,600.00	104.53%	3,200.00	52.26%
Total Buildings and Grounds	278.75	1,672.50	1,600.00	104.53%	3,200.00	52.27%
Vehicle Expenses						
Fuel	83.76	219.70	500.00	43.94%	1,000.00	21.97%

	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	500.00	19.99%	1,000.00	9.99%
Vehicle Insurance	124.08	744.48	750.00	99.26%	1,500.00	49.63%
Vehicles Leasing And Rent	0.00	0.00	250.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	296.30	175.00	169.31%	350.00	84.65%
Total Vehicle Expenses	207.84	1,360.43	2,175.00	62.55%	4,350.00	31.27%
Travel and Continuing Education						
In-State Travel	9.19	2,613.04	4,000.00	65.32%	8,000.00	32.66%
Registrations And Meeting, Other Fees	244.45	1,943.72	5,200.00	37.37%	10,400.00	18.68%
Conferences And Continuing Education Meetings	7,539.45	13,867.12	10,000.00	138.67%	20,000.00	69.33%
Total Travel and Continuing Education	7,793.09	18,423.88	19,200.00	95.96%	38,400.00	47.98%
Public Relations	0.00	509.67	1,000.00	50.96%	2,000.00	25.48%
Commercial Insurance	617.74	3,706.44	4,000.00	92.66%	8,000.00	46.33%
Supplies, Postage and Printing						
Computers, Software And Supplies	2,007.72	21,108.58	20,077.90	105.13%	40,155.80	52.56%
General Office Supplies And Equipment	0.00	216.32	750.00	28.84%	1,500.00	14.42%
Postage	15.60	15.60	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	2,023.32	21,340.50	20,827.90	102.46%	41,655.80	51.23%
Telephone and Telecommunications	668.39	3,803.28	5,500.00	69.15%	11,000.00	34.57%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	81.66	439.80	750.00	58.64%	1,500.00	29.32%
Total Equipment Repair and Maintenance	81.66	439.80	750.00	58.64%	1,500.00	29.32%
Professional Services						
Legal	171.50	710.50	1,500.00	47.36%	3,000.00	23.68%
Accounting	0.00	5,300.00	3,500.00	151.42%	7,000.00	75.71%
Consulting	0.00	2,340.00	7,500.00	31.20%	15,000.00	15.60%
Payroll Service Fees	1,112.13	4,626.32	4,000.00	115.65%	8,000.00	57.82%
Total Professional Services	1,283.63	12,976.82	16,500.00	78.65%	33,000.00	39.32%
Contractual Services						
Information Service Costs	34,540.42	120,532.91	312,165.00	38.61%	624,329.92	19.30%
Outside Printing Services	0.00	0.00	1,000.00	0.00%	2,000.00	0.00%
Other Contractual Services	260.75	1,564.46	43,833.50	3.56%	87,667.00	1.78%
Amortization - Subscription Based IT Arrangements	37,524.50	225,146.96	0.00	0.00%	0.00	0.00%
Total Contractual Services	72,325.67	347,244.33	356,998.50	97.27%	713,996.92	48.63%
Professional Association Membership Dues	335.00	1,338.88	1,000.00	133.88%	2,000.00	66.94%
SBITA Interest	4,546.42	29,228.56	0.00	0.00%	0.00	0.00%
Miscellaneous	70.75	693.93	750.00	92.52%	1,500.00	46.26%

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Miscellaneous - eCommerce Fees	281.86	1,455.78	2,750.00	52.93%	5,500.00	26.46%
Total EXPENSES	183,652.66	1,049,075.30	1,049,440.90	99.97%	2,098,886.47	49.98%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(7,741.36)	2,768.50	8,473.65	32.67%	13,190.30	20.98%

Vendor Name	Effective Date	Check Amount
INNOVATIVE INTERFACES INCORPORATED	12/17/2025	225.00
INNOVATIVE INTERFACES INCORPORATED	12/17/2025	2,250.00
INNOVATIVE INTERFACES INCORPORATED	12/17/2025	15,000.00
INNOVATIVE INTERFACES INCORPORATED	12/17/2025	31,725.00
INNOVATIVE INTERFACES INCORPORATED	12/17/2025	2,500.00
Innovative Users Group	12/17/2025	3,525.00
Klein, Thorpe and Jenkins, Ltd.	12/17/2025	171.50
RAILS	12/17/2025	1,400.00
Paycom Payroll LLC	12/18/2025	318.29
Paycom Payroll LLC	12/18/2025	22,048.29
Paycom Payroll LLC	12/18/2025	9,260.68
MissionSquare	12/19/2025	1,567.23
BEND XPO	12/23/2025	7,539.45
CAROLYN COULTER	12/23/2025	79.76
Paycom Payroll LLC	12/23/2025	157.26
WEX Bank	12/26/2025	2.00
Bank Orion	12/31/2025	51.75
Paycom Payroll LLC	12/31/2025	318.29
Paycom Payroll LLC	12/31/2025	21,566.27
Paycom Payroll LLC	12/31/2025	8,948.30
MissionSquare	1/2/2026	1,567.23
MerchantE	1/5/2026	367.00
Illinois Municipal Retirement Fund	1/8/2026	11,034.68
Bank Orion	1/9/2026	20.00
LIMRICC	1/14/2026	20,455.94
First Bankcard	1/15/2026	3,732.65
Paycom Payroll LLC	1/15/2026	331.29
Paycom Payroll LLC	1/15/2026	21,567.35
Paycom Payroll LLC	1/15/2026	8,947.29
MissionSquare	1/16/2026	1,567.23
CAROLYN COULTER	1/21/2026	107.24
CAROLYN COULTER	1/21/2026	63.36
CHELSEY KNIPPEL	1/21/2026	289.80
CHELSEY KNIPPEL	1/21/2026	72.04
Cherry Hill Company	1/21/2026	2,340.00
EDWARD ZANELLI	1/21/2026	40.51
EDWARD ZANELLI	1/21/2026	163.24
ELIZABETH SMITH	1/21/2026	186.06
ELIZABETH SMITH	1/21/2026	67.61
JASON JENSEN	1/21/2026	105.00
JASON JENSEN	1/21/2026	56.07
MAGDA BONNY	1/21/2026	147.35
MATTHEW MATURO	1/21/2026	138.60
MATTHEW MATURO	1/21/2026	53.42
MELISSA LANDIS	1/21/2026	121.90
MELISSA LANDIS	1/21/2026	44.52
SANDRA TEDDER	1/21/2026	168.70
SANDRA TEDDER	1/21/2026	50.72
SHELBY O'HARA	1/21/2026	368.70
SHELBY O'HARA	1/21/2026	48.08
SHELBY O'HARA	1/21/2026	59.78
Andalusia Township Library	1/21/2026	15.00
Bourbonnais Public Library District	1/21/2026	222.20
Bradley Public Library District	1/21/2026	272.60
Byron Public Library District	1/21/2026	197.09

Vendor Name	Effective Date	Check Amount
Charles B. Phillips Public Library District	1/21/2026	22.90
Cherry Valley Public Library District	1/21/2026	353.78
Coal City Public Library District	1/21/2026	137.57
Colona District Public Library	1/21/2026	19.90
Cortland Community Library	1/21/2026	36.60
Community Unit School District #2	1/21/2026	0.90
Community Unit School District #2	1/21/2026	30.00
DeKalb Public Library	1/21/2026	447.69
East Moline Public Library	1/21/2026	56.90
Earlville Public Library District	1/21/2026	19.20
East Dubuque District Library	1/21/2026	31.10
Ella Johnson Memorial Public Library District	1/21/2026	449.50
Erie Public Library District	1/21/2026	17.15
Flagg-Rochelle Public Library District	1/21/2026	608.87
Fossil Ridge Public Library District	1/21/2026	112.70
Franklin Grove Public Library	1/21/2026	24.00
Freeport Public Library	1/21/2026	529.99
Geneseo Public Library District	1/21/2026	199.09
Genoa Public Library District	1/21/2026	421.24
Hanover Township Library	1/21/2026	30.55
Harvard Diggins Library	1/21/2026	111.47
Hinckley Public Library District	1/21/2026	98.84
Homer Township Public Library District	1/21/2026	43.00
Homer Township Public Library District	1/21/2026	336.82
Ida Public Library	1/21/2026	172.25
Johnsburg Public Library District	1/21/2026	320.20
Joliet Township HSD #204	1/21/2026	28.95
Julia Hull District Library	1/21/2026	308.25
Kankakee Public Library	1/21/2026	144.40
LaSalle Public Library	1/21/2026	157.14
Limestone Township Library	1/21/2026	59.69
Manhattan-Elwood Public Library District	1/21/2026	228.15
Manteno Public Library District	1/21/2026	365.84
Marengo-Union Public Library District	1/21/2026	154.98
Marseilles Public Library	1/21/2026	118.80
Mokena Community Public Library District	1/21/2026	309.01
Moline Public Library	1/21/2026	406.32
Morris Area Public Library	1/21/2026	71.20
Mount Morris Public Library	1/21/2026	25.70
New Lenox Public Library	1/21/2026	153.15
Nippersink Public Library District	1/21/2026	18.55
NORTH CHICAGO PUBLIC LIBRARY	1/21/2026	18.46
North Suburban Library District	1/21/2026	427.20
North Suburban Library District	1/21/2026	395.13
Odell Public Library	1/21/2026	792.10
Oglesby Public Library District	1/21/2026	38.60
Pearl City Public Library District	1/21/2026	36.30
Pecatonica Public Library District	1/21/2026	33.00
Peotone Public Library District	1/21/2026	225.85
Peru Public Library	1/21/2026	286.35
Plano Community Library District	1/21/2026	31.90
Princeton Public Library	1/21/2026	316.85
Reddick Public Library District	1/21/2026	266.60
River Valley District Library	1/21/2026	37.89
Robert R. Jones Public Library District	1/21/2026	51.60

Vendor Name	Effective Date	Check Amount
Robert W. Rowe Public Library District	1/21/2026	24.10
Rock Island Public Library	1/21/2026	142.72
Rock Island Public Library	1/21/2026	19.99
Rock Island Public Library	1/21/2026	134.58
Rock Island Public Library	1/21/2026	15.00
Seneca Public Library District	1/21/2026	138.05
Silvis Public Library	1/21/2026	51.60
Somonauk Public Library District	1/21/2026	176.45
South Beloit Public Library	1/21/2026	100.90
Stockton Township Public Library	1/21/2026	54.80
Streator Public Library	1/21/2026	97.53
Sycamore Public Library	1/21/2026	275.87
Talcott Free Library District	1/21/2026	22.60
Three Rivers Public Library	1/21/2026	42.40
Three Rivers Public Library	1/21/2026	71.05
Walnut Public Library District	1/21/2026	24.50
Wilmington Public Library District	1/21/2026	155.95
Woodstock Public Library	1/21/2026	97.48
Yorkville Public Library	1/21/2026	1,695.95
Report Total		217,126.01

	July 2025	July 2024	Aug 2025	Aug 2024	Sept 2025	Sept 2024	Oct 2025	Oct 2024	Nov 2025	Nov 2024	Dec 2025	Dec 2024	2nd Qtr FY26 To Date	2nd Qtr FY25 To Date	2nd Qtr % of change	FY26 Totals to date	FY25 Totals
General																	
Bibliographic records	1,211,596	1,216,828	1,212,647	1,216,401	1,212,476	1,215,783	1,211,127	1,214,175	1,211,189	1,214,175	1,210,987	1,213,801	1,210,987	1,213,801	-0.23%	1,210,987	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	5,068,535	5,110,110	5,068,535	5,110,110	-0.81%	5,068,535	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	372,135	366,030	372,135	366,030	1.67%	372,135	353,654
Total circulation	451,212	466,283	380,656	401,094	384,029	380,458	390,456	399,870	335,672	367,890	326,951	329,139	1,053,079	1,096,899	-3.99%	2,268,976	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	47,807	48,049	155,324	160,039	-2.95%	329,527	683,352
Reciprocal borrowing	62,112	53,251	50,723	45,776	51,075	43,843	52,386	46,961	45,498	42,821	43,286	36,893	141,170	126,675	11.44%	305,080	577,749
Training, Outreach and Engagement																	
Training events	5	2	17	4	3	14	2	5	5	2	2	3	9	10	-10.00%	34	69
Training participants	18	4	135	12	18	42	4	13	12	4	8	7	24	24	0.00%	195	219
Training contact hours	21	3	134	17	20	43	5	20	11	6	6	10	22	36	-39.44%	196	388
TalentLMS Course Completions	170	223	354	349	250	372	206	251	207	140	118	163	531	554	-4.15%	1,305	3,014
Site visits	4	7	1	1	2	-	5	3	2	2	-	1	7	6	16.67%	14	33
Member Meetings/Events	3	5	3	6	6	6	7	7	2	3	4	2	13	12	8.33%	25	63
Meeting/Event participants	141	153	23	124	302	658	219	151	24	28	74	25	317	204	55.39%	783	1,752
Meeting/Event contact hours	237	306	22	164	1,738	4,609	301	254	24	31	79	25	404	309	30.74%	2,401	6,508
Troubleshooting																	
HelpDesk Calls Opened	441	295	275	352	317	270	336	275	387	246	371	199	1,094	720	51.94%	2,127	3,216
HelpDesk Calls Closed	440	302	298	344	286	273	341	256	353	237	364	227	1,058	720	46.94%	2,082	3,225
Database Enrichment																	
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	1,316	1,173	3,960	3,905	1.41%	8,147	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	2,092	1,468	6,148	6,001	2.45%	13,706	26,367
Cleanup/overlays/merges - PC staff	490	1,563	926	537	972	794	574	516	481	187	795	679	1,850	1,382	33.86%	4,238	7,292
Cleanup/overlays/merges - MARC catalogers	890	765	941	1,303	721	1,059	883	1,167	722	116	728	656	2,333	1,939	20.32%	4,885	12,731
Enhancements/corrections - PC staff	82	29	67	27	66	28	78	21	22	8	81	46	181	75	141.33%	396	403
Enhancements/corrections - MARC catalogers	76	120	35	48	59	157	374	122	161	-	322	95	857	217	294.93%	1,027	1,272
Original catalogings - PC staff	103	72	71	50	43	62	55	71	20	96	70	100	145	267	-45.69%	362	781
Original catalogings - MARC catalogers	27	24	30	30	47	29	22	26	15	4	20	9	57	39	46.15%	161	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	37,703	36,443	143,132	130,725	9.49%	252,890	501,042
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov																	

Date: 2/6/2026

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Revisions to current on call policy

Executive Summary:

It was found that the current on call policy in the Employee handbook reflects some dated information. Changes have been made to reflect the current on call procedures.

Detailed description:

The current policy with suggested revisions is shown in the document below.

On-Call

Purpose

The implementation of this policy is to ensure employees understand the on-call policy.

Applicability

This policy applies to exempt employees only. Non-Exempt employees do not serve in an on-call capacity.

Statement of Policy

PRAIRIECAT employees may be required to serve on-call to provide necessary services to members. ~~such as LLSAP services.~~

Definitions

• On-call duty is defined as a~~n~~ scheduled time ~~unscheduled request by a supervisor or other appropriate PRAIRIECAT management team member for~~ during which an employee ~~to return to~~ is responsible for covering emergency events ~~work for emergency purposes~~ outside of his/her regular work schedule.

• An employee is considered on-call when the employee is assigned on-call duty and is available to report back to his/her assigned workstation within 60 minutes. On-call duties may include travelling to the worksite and/or when an employee performs duties such as answering questions, consulting with a supervisor, or any other on-call related matters.

Policy

It is the responsibility of each employee assigned on-call duty to:

> ~~1. Provide a current telephone number where he/she may be reached when the employee is assigned to the on-call schedule.~~
>
> ~~2.~~ Have access to online communications and the ability to receive calls from the PrairieCat online phone system (Zoom). ~~Remain near a telephone and notifies his/her supervisor of the telephone number where he/she may be reached or paged. (~~The employee is free to move about as he/she pleases, so long as they remain available to receive emergency phone communications).
>
> ~~3.~~1.   Make a verbal response to the call within a maximum response time of 30 minutes to confirm that the employee has received the call/page and will report for duty.

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4.2.	Be available and ready to return to his/her workstation (or other location as requested) within 60 minutes of receiving a call if necessary.

5.3.	When the employee returns to duty, ~~whether remotely or at another location,~~ the employee shall ~~complete the required documentation to account for time worked in accordance with PRAIRIECAT policy.~~enter the time spent performing on call duties into the PrairieCat payroll system.

6.4.	Comply with all PRAIRIECAT policies, including Illegal Drugs and Alcohol in the Workplace. Employees who fail to comply with any PRAIRIECAT policies will be disciplined, up to and including termination of employment.

Compliance with On-Call Policy

It is imperative that employees comply with the policy and procedures outlined herein. Depending on the nature of the problem, failure to respond to emergency calls could result in poor service to PRAIRIECAT members. Any employee who is, or becomes, unable to meet his/her on-call obligation shall immediately notify the supervisor. The supervisor must approve any changes to the approved "on-call" schedule. If an employee cannot cover a specific on-call assignment, they are responsible for finding adequate coverage for their absence.

Employees who fail to meet their "on-call" obligations are subject to disciplinary action. Failure to respond to a telephone call and/or refusal to report for duty when called during the period an employee is designated for on-call duty may result in disciplinary action, up to and including dismissal.

Date: 2/6/2026

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Addition of Ethical AI Policy to the Employee Handbook

Executive Summary:

Given the increasing utilization of generative AI in every aspect of the workplace, it was felt that we needed a policy to address its use by PrairieCat staff. This policy was derived from the policy passed by RAILS in 2025 and has been modified to meet PrairieCat's needs.

Detailed description:

The current policy is shown in the document below.

ETHICAL ARTIFICIAL INTELLIGENCE POLICY

Purpose

The purpose of this policy is to set forth requirements ~~RAILS~~ PrairieCat will observe when acquiring and using software that meets the definition of "generative artificial intelligence." ~~RAILS~~ PrairieCat recognizes that artificial intelligence is an emerging technology and will comply with all applicable statutes and regulations related to the use of artificial intelligence. Additional procedures may be developed as necessary in adherence with the recommendations and requirements of state, federal, and local law.

Scope

This policy applies to all employees of ~~RAILS~~PrairieCat.

Definition

Generative Artificial Intelligence (Generative AI) is a class of computer software and systems, or functionality within systems, that use large language models, algorithms, deep-learning, and machine-learning models, and are capable of generating new content, including but not limited to text, images, video, and audio, based on patterns and structures of input data. These also include systems capable of ingesting input and translating that input into another form, such as text-to-code systems. While this policy document includes principles that apply to AI technologies generally, the policy statements apply only to generative AI systems.

Artificial Intelligence (AI) Principles

Principles describe general codes of conduct that represent ~~RAILS~~ PrairieCat's values and are aligned with our responsibilities to the members we serve. These principles serve to guide ~~RAILS~~ PrairieCat employees in their use of both generative and traditional AI technology. ~~RAILS~~ PrairieCat employees shall adhere to the principles and requirements outlined in this policy and will be held accountable for compliance with these commitments. It is important to emphasize service to our members and the public at the center of our work.

Innovation: ~~RAILS~~PrairieCat recognizes that there is value in generative AI, but there are also risks, not all of which may be immediately apparent. We embrace responsible experimentation, where we emphasize control and understanding of these tools while we develop new uses in service of our strategic plan and mission.

Transparency: The purpose and use of AI systems should be proactively communicated and disclosed to the public. A system, its data sources, its operational model, and policies that govern its use should be understandable and documented.

Accountability: Roles and responsibilities govern the deployment and maintenance of systems, and human oversight ensures adherence to relevant laws and regulations.

Bias and Harm Reduction and Fairness: ~~RAILS~~ PrairieCat acknowledges that AI systems have the potential to perpetuate inequity and bias resulting in unintended harm. ~~RAILS~~ PrairieCat will evaluate AI systems through an equity lens for potential impacts such as discrimination and unintended harms arising from data, human, or algorithmic bias to the extent possible. Employees shall not use AI technologies to discriminate against any individual or group based on race, gender, age, religion, or other protected characteristics.

Privacy: ~~RAILS~~ PrairieCat values data privacy and understands the importance of protecting personal data. ~~RAILS~~ PrairieCat works to ensure that policies and standard operating procedures that reduce privacy risk are in place, and are applied to the AI system throughout development, testing, deployment, and use to the greatest extent possible. Personal and financial information shall not be collected and processed by AI systems unless there are reasonable assurances it will be treated with utmost confidentiality and security and complies with the Illinois Library Records Confidentiality Act~~.~~

Security and Safety: Securing our data, systems, and infrastructure is important to ~~RAILS~~PrairieCat. We will ensure AI systems are evaluated for confidentiality, integrity, and availability of data and critical ~~RAILS~~ PrairieCat systems, through protection mechanisms to minimize security risks to the greatest extent possible, in alignment with governing policy and identified best practices.

Attribution, Accountability, and Transparency of Authorship

All images and videos created by Generative AI systems must be attributed to the appropriate Generative AI system. Wherever possible, attributions and citations should be embedded in the image or video.

If text generated by an AI system is used substantively in a final product, attribution to the relevant AI system is required.

If a significant amount of source code generated by an AI system is used in a final software product, or if any amount is used for an important or critical function, attribution to the appropriate AI system is required via comments in the source code and in the product documentation.

Departments shall interpret "substantive use" thresholds to be consistent with the principles outlined in this document as well as relevant intellectual property laws.

Non-compliance

The Director ~~of Technology~~ is responsible for compliance with this policy. Enforcement may be imposed in coordination with individual ~~division~~ department managers ~~directors and department leaders~~. Noncompliance may result in ~~department leaders imposing~~ disciplinary action, restriction of access, or more severe penalties up to and including termination of employment.

Review

This policy shall be reviewed annually. In addition, a detailed procedural document and regular training for staff on best practices for using AI should be regularly reviewed.

~~**Related Policies from the Employee Handbook**~~

~~Internet Safety Policy~~

~~Identity Protection~~

~~Confidentiality~~

~~Use of Electronic and Telephone Equipment~~

Date: 2/6/2026

To: PrairieCat Administrative Council
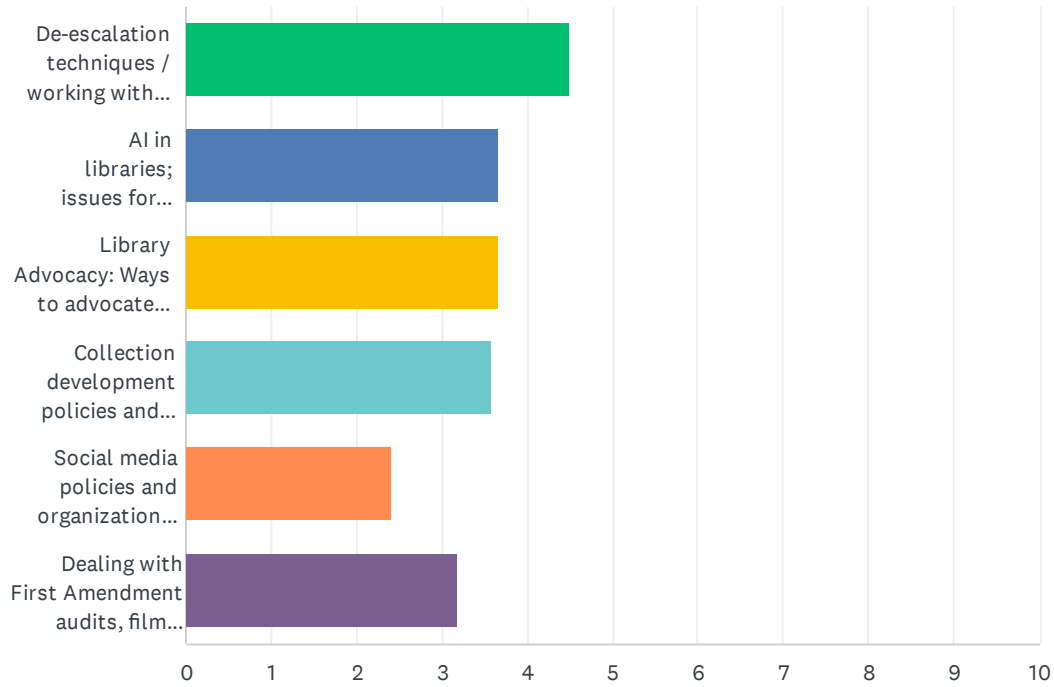
From: Carolyn Coulter, Director

Re: Results of Resource Sharing Summit survey

Executive Summary:

Below are the results of the survey of the Resource Sharing Committee members regarding a topic for the FY26 Summit. We have reserved May 5 at the DeKalb Public Library as the date for the Summit, and also contacted Amanda Standerfer about facilitating.

Q1 Please rank your preferences for the Resource Sharing Summit topic this year.

Answered: 12   Skipped: 0

	1	2	3	4	5	6	TOTAL	SCORE
De-escalation techniques / working with problem patrons/working with patrons with mental health issues	41.67% 5	25.00% 3	0.00% 0	16.67% 2	8.33% 1	8.33% 1	12	4.50
AI in libraries; issues for staff and patrons	16.67% 2	16.67% 2	25.00% 3	8.33% 1	25.00% 3	8.33% 1	12	3.67
Library Advocacy: Ways to advocate locally or regionally	8.33% 1	33.33% 4	16.67% 2	16.67% 2	8.33% 1	16.67% 2	12	3.67
Collection development policies and diversity audits	25.00% 3	0.00% 0	25.00% 3	16.67% 2	25.00% 3	8.33% 1	12	3.58
Social media policies and organizational controls	0.00% 0	0.00% 0	25.00% 3	25.00% 3	16.67% 2	33.33% 4	12	2.42
Dealing with First Amendment audits, filming in public spaces etc.	8.33% 1	25.00% 3	8.33% 1	16.67% 2	16.67% 2	25.00% 3	12	3.17

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