



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

## 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, 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 (pp. 2-21)
  - 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. (pp. 22-23)
9. Presentation: Cybersecurity presentation, Matt Maturo, PrairieCat
10. Public comments via previously submitted email (see above), in person or online
11. Adjournment

Next regularly scheduled meeting, April 29, 2026, Senica's Oak Ridge Golf Course, LaSalle, IL.



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## PrairieCat Delegates Assembly Minutes October 29, 2025

The Delegates Assembly met on Wednesday, October 29, 2025, 10:30 am – 12:00 pm in person at the New Lenox Public Library District, Princeton Public Library, Freeport Public Library, Cherry Valley Public Library, and the RAILS Coal Valley Service Center. The meeting will also be available online via Zoom. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2025-10-29) (<https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2025-10-29>).

### 1. Call to order and welcome

**Present at Cherry Valley:** Carolyn Coulter, Melanie Berg, Jason Shirley, Sue Stevens, Heather Black, Kristi Scherer, Stephen Bero, Amy Runkle, Jennifer Barton, Karen Sutera, Rylie Roubal, Mindy Long, Beth Ryan, Joanna Kluever, Kimberly Martin, Sondra Terry, Lou Carlile, Jon Mark Bolthouse, Stephanie Nissen, Barbara Posinger, Melissa Weidman, Kim Halsey, Megan Gove, Nicholas Weber, Kristine Ozyuk

**Present at Coal Valley:** Chelsey Knippel, Michele Thurston, April Hoste, Karen Lonergan, Bianca Sierra, Sherry Pilon, Pamela Ashdown, Claire Crawford, Bryon Lear, Christina Snyder, Kim Brozovich, Angela Campbell, Kathy Peschang, Victoria Blackmer, Britni Hartman, Tori Drews, Amy Fry, Beth Tepen

**Present at Freeport:** Elizabeth Smith, Emily Faulkner, Deb Kolenko, Ashley Huffines, Jenna Diedrich, Carolyn Miller, Laura Watson, Izzy Foltz, Mary Cheatwood, Elizabeth Green, Pennie Miller, Penny Bryant, Marie Monaco, Valerie Woodley

**Present at New Lenox:** Shelby O'Hara, Kelly McCully, Jodie DePatis, Leah Bill, Renee Martinez, Alexandra Tyle Annen, Ashely Hopper, Jamie Lockwood, Cathy Palmer, Sarah Ehlers, Shalyn Rodriguez, Lauren Offerman, Shelley Augustine

**Present at Princeton:** Jason Jensen, Lynette Heiden, Jill Simpson, Emily Kofoid, Jourdan Wendt, Heide Trettenero, Connie Baele, Lynn Sheedy, Emily Schaub, Deanna Howard, Julie Wayland, Renee Kozeal, Marilyn Calbow, Laura Youngstrum, Tari Sangston, Beth Wood, Yana Serdyuk, Melissa Badger, Jaclyn Trujillo, Jill Kohlert

**Present via Zoom:** Jessica Parker, Julie Harte, Janice May, Laura Crisp, Emily Gundry, Jennifer Shugrue, Brenda Weinberg, Raina Dyck, Carol McSweeney, Sarah Flanagan, Janet Clark, Allison Beasley, Melissa Landis, Amy Walsh, Paige Frechmann, Julie Voss, Joe Filapek, Leila Heath, Anna Behm

**Libraries represented:** See vote and quorum sheet.

Gove (Chair-TF) started the meeting at 10:30 am. Gove welcomed everyone.

2. Introduction and welcome new delegates or alternates

Jon Mark Bolthouse (LP) introduced himself as the new Delegate for North Suburban Public Library District. Raina Dyck (BM) from Bertolet Public Library introduced herself as the new Alternate.

3. Introduction of guests

Knippel (PrairieCat) introduced the guests online; Joe Filapek, Anna Behm, and Leila Heath from RAILS who will be presenting later in the meeting.

4. Review of agenda for additions/changes

Coulter (PrairieCat) added the report from the October 22, 2025, Resource Sharing Committee

meeting to the agenda.

5. Consent agenda

- 5.1. Approve minutes for July 30, 2025, PrairieCat Delegates Assembly meeting
- 5.2. Central Site report including financial and statistical reports
- 5.3. Quarterly PrairieCat staff report

**Motion #1: Nissen (RU) moved and Ryan (JO) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 96**

**Nays: 0**

**Abstentions: 0**

6. Administrative Council report

6.1. Finance Committee report – report from 9/18/2025

Coulter (PrairieCat) reported that the Finance Committee met on September 18, 2025, to review initial draft budgets for FY27. They reviewed four versions of the draft budget and narrowed it down to one of those versions to recommend to the Administrative Council. The recommended version has a draft, aggregate percentile increase of 3.82%. Coulter explained the reason for the four versions of the draft budget was because we wanted to try to fund the mobile app for all circulating members. However, funding it for all pushed the percentile increase too high. So, in FY27, the mobile app will remain an opt in option for membership.

6.2. Resource Sharing Committee report – report from 10/22/2025

Coulter (PrairieCat) stated that the Resource Sharing Committee met on October 22, 2025, and discussed the news out of Baker & Taylor, which RAILS will discuss later in the meeting, and an analysis into a Find More Illinois consortium membership. The Find More Illinois membership was too expensive for our budget, so the Committee decided not to pass

along a recommendation to the Administrative Council.

## 7. PrairieCat membership update, training and outreach report

Smith (PrairieCat) gave the membership update, stating PrairieCat currently has 138 members, 82 Fully Participating, 22 Basic Online, and 34 Union List. Four of our Union List members have reached out to inquire about upgrading their membership. We are still in the gathering phase for these inquiries, but we will update the Delegates Assembly if those projects move forward.

Smith reminded the group of the resuming Delegates Assembly meetings, January 28, 2026, in multiple in person locations and April 29, 2026, at one location, Seneca's Oak Ridge Golf Club in LaSalle, IL. PrairieCat also hosts quarterly New Director Welcome meetings via Zoom. The next one will be held on December 9, 2025, at 10am. If you are a new director at a PrairieCat library or new to the position of director, these meetings are a great overview of everything PrairieCat. We are also going to be hosting quarterly Mobil App Check-ins and Q&A for PrairieCat libraries who participate in the mobile app. The first check-in is scheduled for January 7, 2026. More information on that check-in will be sent out in the future.

Smith recapped the PrairieCat PUG Day for the Delegates. This annual conference was held in East Moline, IL last month. We had 260 attendees, representation from 60-member libraries. We offered 27 sessions plus a general session. Eleven presentations were hosted by PrairieCat members and five hosted by PrairieCat staff. The remaining sessions were hosted by outside presenters or other organizations PrairieCat works with, such as RAILS. Overall feedback was positive with a weighted average of 4.16 satisfaction. The 2026 event will be virtual.

Smith continued with a few more updates. The Vega Mobile App project has 71 libraries opted in. The new app is available for download in the app stores. The Capira OCLC app is now unavailable in app stores, services, and functionality. If you or your staff are submitting help desk tickets, it is helpful to know the device model and whether or not the device has been updated. This information is very helpful for troubleshooting issues. PrairieCat staff will be developing some training courses and continue to develop more support documentation and resources for members. Smith also stated that PrairieCat needs the eRead Collection Transition

form from all the membership. RAILS will be discussing the eRead situation later in the meeting. Please be sure to fill out this form and turn it in to PrairieCat as soon as possible.

## 8. Review, PrairieCat Annual Report

Smith (PrairieCat) shared the PrairieCat annual report stating this report can be found on the PrairieCat website under the About page. Both a pdf version and a web version are available. This is a document that we put together annually to highlight the services we provide to our members, the work we do to maintain the database and also the additional projects we are working on throughout the fiscal year. We encourage you to share this document with your board and any other interested parties.

## 9. Presentation: eRead Illinois status and transition, Leila Heath, RAILS

Filapek (RAILS) discussed the significant disruption caused by Baker & Taylor's closure, emphasizing the urgent need to preserve the eRead collection of over 80,000 titles on the Boundless platform, which may become unavailable in weeks. RAILS is prioritizing a quick transition to the Palace Project, a process usually taking months to years, due to the urgency of the situation. Heath (RAILS) discussed the transition from eRead to the Palace Project due to Baker & Taylor's closure. She explained that the shared collection would migrate to the Palace Project app by December 2nd, after the app's closure on November 17th, to avoid disrupting users during the Thanksgiving holiday. Layla emphasized the importance of library onboarding in the next two weeks and highlighted the Palace Project's benefits, including aggregated e-book and audiobook access, favorable licensing terms, and access to Audible titles. She also addressed questions about Boundless accounts and assured libraries that they could transfer these accounts to Palace Project if desired. Heath clarified that costs for patrons would remain unchanged, with RAILS subsidizing the project and a platform fee for Palace Project. Hold limits were set at five per patron, and patrons were advised to jot down their holds and checkout history, which cannot be transferred to the new app. The intended launch date was set for the December 2nd, with operations starting in the morning to ensure support if issues arise. Behm (RAILS) confirmed that the platform would be SOPA compliant for schools and that a new admin portal would be available upon platform setup, with training sessions planned by Lyrasis.



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Heath state that two webinars have been scheduled to discuss the new platform, November 10<sup>th</sup> at 11am and November 13<sup>th</sup> at 2pm. One session will be recorded with the recording available for those who cannot attend a live session.

**9.1. ACTION: Approve request to withdraw from Union List Membership in FY27 for Dakota CUSD #201**

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

**Motion #2: Ryan (JO) moved and Posinger (SA) seconded to approve Dakota CUSD #201 withdraw from Union List Membership in FY27. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 96**

**Nays: 0**

**Abstentions: 0**

**10. Review, PrairieCat annual financial audit results**

Coulter (PrairieCat) stated that PrairieCat received, once again, a clean audit. There were no notes besides the notification of a couple of GASB rule changes for next year. Thank you to PrairieCat's accountants who do great work to ensure clean audits.

**11. Presentation: Stephanie Nissen, Rockford University: My Library is...grant, Audio Lab project**

Nissen (RU) gave a presentation detailing Rockford University's experience with the My Library Is....grant.

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

There were no public comments.



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13. Adjournment

The meeting adjourned at 11:29 am.

14. Next regularly scheduled meeting, January 28, 2026

Total voting members:

108

Quorum:

55

Total needed for 2/3 vote:

LLSAP Code	October 29, 2025	In person:83 Zoom:13 Total:96	Motion 1: to approve the consent agenda as presented			Motion 2: to approve Dakota CUSD #201 withdraw from Union List Membership in FY27.	
			Yes	No	Abstain	Yes	No
AN	Andalusia TL						
AA	Annawan-Alba TL		1			1	
BM	Bertolet ML		1			1	
BD	Bourbonnais PL		1			1	
BR	Bradley PL		1			1	
BY	Byron PLD		1			1	
CP	Charles B. Phillips PL		1			1	
CH	Cherry Valley PLD		1			1	
CT	Clinton Township PLD		1			1	
CC	Coal City PL		1			1	
CL	Colona PL		1			1	
CF	Community Unit SD #2		1			1	
CO	Cordova PL		1			1	
CN	Cortland Community Library		1			1	
CR	Creston-Dement PL		1			1	
DK	DeKalb PL		1			1	
EA	Earlville PL		1			1	
EP	East Dubuque DL		1			1	
EM	East Moline PL		1			1	
EL	Elizabeth TL		1			1	
EJ	Ella Johnson ML		1			1	
ER	Erie PL		1			1	
FL	Flagg-Rochelle PLD		1			1	
FO	Forreston PL (UL rep)		1			1	
FR	Fossil Ridge PL						
FG	Franklin Grove PLD		1			1	
FP	Freeport PLD		1			1	
GA	Galena PLD		1			1	
GP	Geneseo PL		1			1	
GE	Genoa PLD		1			1	
GR	Grant Park PL		1			1	
GV	Graves-Hume PL (Mendota)		1			1	
HN	Hanover TL		1			1	
HR	Harvard Diggins Library		1			1	
HE	Henry C Adams ML (Prophetstown)						
HC	Highland Community College		1			1	
HK	Hinckley PLD		1			1	
HD	Homer Township Public Library		1			1	
BL	Ida PL		1			1	
JO	Johnsburg PL		1			1	

JC	Joliet HS District #204		1			1	
JH	Julia Hull PL		1			1	
KK	Kankakee Public Library		1			1	
LS	LaSalle PL		1			1	
LE	Lena CL						
LI	Limestone PL						
LO	Lostant CL						
ML	Malta PL		1			1	
MT	Manhattan PL		1			1	
MN	Manteno PL		1			1	
MP	Maple Park PL		1			1	
MU	Marengo-Union PLD		1			1	
MB	Marseilles PL		1			1	
MS	Meridian Schools		1			1	
MI	Mills & Petrie ML		1			1	
MG	Mineral-Gold PL (UL rep)		1			1	
MK	Mokena PL		1			1	
MX	Moline PL		1			1	
MR	Morris Area PL						
MO	Mount Carroll DL		1			1	
MM	Mount Morris PL		1			1	
NL	New Lenox PL		1			1	
KR	Nippersink PLD		1			1	
NC	North Chicago		1			1	
LP	North Suburban PLD		1			1	
OD	Odell PL		1			1	
OG	Oglesby PL		1			1	
OR	Oregon PL		1			1	
PP	Pearl City PL		1			1	
PT	Pecatonica PL		1			1	
PE	Peotone PL		1			1	
PU	Peru PL		1			1	
PD	Plano Community PL		1			1	
PX	Plano CUSD#88		1			1	
PO	Polo PLD		1			1	
PR	Princeton PL		1			1	
PF	Princeton Twp HS		1			1	
TW	Prophetstown-Lyndon-Tampico SD		1			1	
UC	Putnam County Schools						
UE	Putnam County PL		1			1	
RL	Reddick PL (Ottawa)		1			1	
MA	Richard A Mautino (Spring Valley)		1			1	
RD	River Valley DL (Port Byron)		1			1	
CV	Robert R. Jones DL (Coal Valley)		1			1	
RO	Robert W. Rowe PL (Sheridan)		1			1	
RP	Rock Island PL		1			1	
RU	Rockford University		1			1	
RY	Rockridge High School (UL rep)						
SA	Sandwich PLD		1			1	

SC	Schmaling ML (Fulton)		1			1	
SE	Seneca PL		1			1	
SD	Sherrard PLD		1			1	
SL	Silvis PL		1			1	
SK	Stockton PL						
SN	Somonauk PL		1			1	
SB	South Beloit PL		1			1	
SR	Streator PL		1			1	
SY	Sycamore PL		1			1	
TF	Talcott Free LD		1			1	
TC	Three Rivers PL		1			1	
UT	United Township HS		1			1	
WA	Walnut PL		1			1	
WR	Warren Township PL		1			1	
WD	Western Dist PL (Orion)						
WL	Wilmington PL						
WP	Winnebago PLD		1			1	
WO	Woodstock PL		1			1	
YK	Yorkville PL		1			1	
	Totals:	0	96	0	0	96	0



Date: 1/9/2026

**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
<b>Cash Received</b>	
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	50,612.42
<b>Expenses Paid</b>	
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	88,557.86
Ending Cash Balance	<u>\$ 1,475,512.33</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>\$ 1,475,512.33</u>

**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>\$ 486,426.83</u>

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	<u>91.69</u>
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	<u>(688,618.65)</u>
Total Capital Assets, net	836,099.35
Other Assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	<u>25.00</u>
Total Other Assets	<u>361,391.25</u>
Total Assets	<u>3,611,650.72</u>
<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	<u>2,480.02</u>
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	<u>818,670.45</u>
Total Other long-term obligations	<u>833,388.45</u>
Total Liabilities	<u>1,598,553.69</u>
<b>Net Assets</b>	
Beginning Net Assets	2,002,587.17
Current YTD Net Income	<u>10,509.86</u>
Total Net Assets	<u>2,013,097.03</u>
Total Liabilities and Net Assets	<u>3,611,650.72</u>

**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%
<b>Total REVENUES</b>	<b>172,702.18</b>	<b>875,932.50</b>	<b>882,223.00</b>	<b>99.29%</b>	<b>2,112,076.77</b>	<b>41.47%</b>
<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%
<b>Total Vehicle Expenses</b>	<b>124.08</b>	<b>1,152.59</b>	<b>1,810.00</b>	<b>63.68%</b>	<b>4,350.00</b>	<b>26.50%</b>
<b>Travel and Continuing Education</b>						
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%
<b>Total Travel and Continuing Education</b>	<b>116.67</b>	<b>10,630.79</b>	<b>16,002.00</b>	<b>66.43%</b>	<b>38,400.00</b>	<b>27.68%</b>
<b>Public Relations</b>	<b>0.00</b>	<b>509.67</b>	<b>834.00</b>	<b>61.11%</b>	<b>2,000.00</b>	<b>25.48%</b>
<b>Commercial Insurance</b>	<b>617.74</b>	<b>3,088.70</b>	<b>3,334.00</b>	<b>92.64%</b>	<b>8,000.00</b>	<b>38.60%</b>
<b>Supplies, Postage and Printing</b>						
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%
<b>Total Supplies, Postage and Printing</b>	<b>1,656.77</b>	<b>19,317.18</b>	<b>17,355.00</b>	<b>111.31%</b>	<b>41,655.80</b>	<b>46.37%</b>
<b>Telephone and Telecommunications</b>	<b>350.37</b>	<b>3,134.89</b>	<b>4,584.00</b>	<b>68.38%</b>	<b>11,000.00</b>	<b>28.49%</b>
<b>Equipment Repair and Maintenance</b>						
Equipment Repair And Maintenance Agreements	81.66	358.14	625.00	57.30%	1,500.00	23.87%
<b>Total Equipment Repair and Maintenance</b>	<b>81.66</b>	<b>358.14</b>	<b>625.00</b>	<b>57.30%</b>	<b>1,500.00</b>	<b>23.88%</b>
<b>Professional Services</b>						
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%
<b>Total Professional Services</b>	<b>636.58</b>	<b>11,693.19</b>	<b>13,750.00</b>	<b>85.04%</b>	<b>33,000.00</b>	<b>35.43%</b>
<b>Contractual Services</b>						
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%
<b>Total Contractual Services</b>	<b>57,103.79</b>	<b>274,918.66</b>	<b>297,499.00</b>	<b>92.41%</b>	<b>713,996.92</b>	<b>38.50%</b>
<b>Professional Association Membership Dues</b>	<b>110.00</b>	<b>1,003.88</b>	<b>834.00</b>	<b>120.36%</b>	<b>2,000.00</b>	<b>50.19%</b>
<b>SBITA Interest</b>	<b>4,936.46</b>	<b>24,682.14</b>	<b>0.00</b>	<b>0.00%</b>	<b>0.00</b>	<b>0.00%</b>
<b>Miscellaneous</b>	<b>79.95</b>	<b>623.18</b>	<b>625.00</b>	<b>99.70%</b>	<b>1,500.00</b>	<b>41.54%</b>

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

	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>												



**To: PrairieCat Delegates Assembly**

**From: Carolyn Coulter, Director**

**Re: PrairieCat staff quarterly report, Q2, 2026**

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

**Member Services and UX:**

- PrairieCat's new mobile app, Vega Mobile, was brought live in October for 71 member libraries who opted to join the project.
- PrairieCat welcomed 11 new directors this quarter and hosted a new director welcome meeting as well as providing direct outreach.
- PrairieCat hosted a virtual member update with more than 50 attendees to provide end-of-year project updates and to connect with members.
- User Experience staff created short video tutorials for the PrairieCat Libraries Mobile app.
- PrairieCat surveyed the mobile app libraries about the implementation and received very positive feedback when asked about communication, training, resources, and responsiveness during the implementation phase.
- PrairieCat began preparing for upcoming changes to Vega Discover including Account Portal and Account Linking.

**Library Services:**

- Library services team has conducted multiple training sessions, including one-on-one sessions via Zoom.
- Multiple courses delivered through TalentLMS are undergoing revisions to improve content accuracy and relevance.
- Our team has processed numerous original cataloging requests, merged duplicate records, overlaid records, created volume entries, and linked items to their corresponding volume records. We have also managed the submission of records from various libraries through the PrairieCat bib-loading process, ensuring the accuracy and completeness of the database.
- John Slanicky, Jason Jensen, and Deborah Shippy worked collaboratively to address and resolve record duplication (fields: 019/001) resulting from the overlay of OCLC Connexion records into the database.
- We are approaching a final determination regarding the adoption of Mitinet as a replacement for MARCive, in order to strengthen database record maintenance and support ongoing standardization efforts.

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**Systems:**

- Staff solved problems with redundant backups failing. Principal backups are backed up a second time on another remote hosted location. These backups were failing, but this issue has been resolved.
- Finalized requirements for Net Support Notify iOS rollout.
- Worked with member libraries to upgrade three self check machines and add access to two new databases.
- Worked on improving skills with custom Sierra templates.
- Finalized and submitted the final set of instructions for the IP cleanup project
- Investigated ways to make distributing Net Support Notify (our remote emergency notification system) simpler for members and to have automated confirmation of installation.



Date: 1/28/2026

To: PrairieCat Delegates Assembly  
From: Carolyn Coulter, Director  
Re: FY27 budget

**Executive Summary:**

Attached is the proposed budget for FY27. This budget includes a 3% staff salary increase (COLA) and 1% merit increase for all staff. The option to expand the mobile app project to all members is not included in this budget year. The budget also shows an increase in the library fee and hosting fee of 3% increase over last year. Reserves were calculated at approximately 1% of expenditure to minimize the impact of the higher insurance costs on the overall percentage of increase for the year.

**Detailed description:**

Attached you will find the FY27 draft budget and fees.

The budget reflects:

- The per-library fee for both fully participating and basic online circulating members has been increased, as was the hosting contribution. Both fees were adjusted by 3% in FY27.
- Reserves were calculated at 1% of total expenditure. This reduced the overall percentage of increase across all libraries from 5.04% (at a rate of 2% of reserves) to 3.22%.
- 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 will incur in FY26 are reflected at 14.32%. We have included an additional 15% increase in the last six months of FY27, as an estimation of the following year's increase 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. Our current van is 10 years old and has over 78,000 miles on it currently.
- This budget also reflects the sunsetting 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 sunsetting this product and will not be developing it or making it accessible in the future.
- The budget and fees reflect a 3% COLA increase and 1% merit increase for all staff.

Please find attached the draft budget, Appendix A, and Union List charges.