PrairieCat Administrative Council
Agenda
March 6, 2026

The Council will meet on Friday, March 6, 2026, 10:30 am – 1:00 pm in person at the Sandwich Public Library, 925 S Main St, Sandwich, IL. The meeting will also be available online via Zoom. Register to attend the meeting (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-03-06).

1. Call to order, welcome and introductions

2. Introduction of visitors and public comments

3. Review agenda for addition/changes

4. Consent agenda (pp. 3-17)

    4.1. Approve minutes for February 6, 2026, PrairieCat Administrative Council meeting

    4.2. Approve financial report for January 2026

    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 FY27 pay scale (pp. 18-20)

    6.2. Compliance Review and Delegates Assembly attendance review (pp. 21-31)

    6.3. Appointment of nominating committee for upcoming Administrative Council elections

    6.4. ACTION: Appoint new member of Finance Committee

    6.5. ACTION: Accept legal engagement agreement with Klein, Thorpe and Jenkins (pp. 32-36)

    6.6. Discussion, recent system disruptions and Innovative communications

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, April 3, 2026, at the Princeton Public Library

PrairieCat Administrative Council
Minutes
February 6, 2026

The Council met 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

   Present at Reddick Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Julie Wayland (PR), Kimberly Brozovich (RP), Chelsey Knippel (PrairieCat), Barbara Posinger (SA), Jenna Diedrich (GA), Megan Gove (TF), Lauren Offerman (TC), Kelly McCully (BD), Stephanie Nissen (RU), Penny Bryant (PT), Laura Youngstrom (RL)

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

   Absent: Beth Ryan (JO),

   Gove (Chair-TF) called the meeting to order at 10:30 am.

2. Introduction of visitors and public comments

   Laura Youngstrom, Director at Reddick Public Library, introduced herself.

3. Review agenda for addition/changes

   There were no revisions.

4. Consent agenda

   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

MOTION #1

Diedrich (GA) moved and Brozovich (RP) seconded <u>to approve the consent agenda as presented.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation

Ayes: 10

Nays: 0

Abstentions: 0

5. Membership update

    5.1. Update on new and upgrading members

    Smith (PrairieCat) stated that we are waiting to hear back from several of our Union List members who requested quotes for upgrading. We will keep the Council posted when we hear back for these members.

    5.2. Update on current training and engagement projects

    Smith (PrairieCat) stated that the Engagement Committee will begin planning Pug Day 2026. This will be a virtual event. In the past we have done a two-day virtual event with recordings available after if the presenter agrees to record. At the next Engagement Committee meeting we will likely dates and get that on the calendar. Once the date is established we will be able to start recruiting outside presenters and put a call out for program proposals from the membership of the wider library community. We encourage you and your staff to be thinking about presenting a program for PUG Day.

    Smith continued, stating that O'Hara (PrairieCat) is working on the mobile app content management system videos for the backend of the mobile app. We had the Account Portal update this week and it did not go well. It went live, but quickly broke a lot of things including the mobile app. We responded quickly, putting tickets into Innovative, but this

was a widespread outage throughout North America. We were able to revert to My Bookshelf to get things back up and running. Innovative has a fix scheduled for February 12th for the libraries who chose to keep Account Portal. There is another round of fixed scheduled for March 3rd, which is when PrairieCat is scheduled to upgrade to My Portal again. Once we upgrade, we are not going to turn on Account Linking because we anticipate problems. We will be watching closely to see how the fix on the 12th goes and keep you all informed.

6. Administrative issues

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

Knippel (PrairieCat) explained that when PrairieCat was a part of RAILS, we would get Martin Luther King Day as a holiday. When PrairieCat went independent from RAILS, we lost that holiday. We wanted to present adding this back because 50 of our circulating libraries are closed and RAILS is closed with no delivery.

MOTION #2

Offerman (TC) moved and Brozovich (RP) seconded <u>to approve adding Marting Luther King Day as a PrairieCat holiday.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation
Ayes: 10
Nays: 0
Abstentions: 0

6.2. ACTION: Approve changes to the on-call policy of the Employee handbook

Coulter (PrairieCat) explained that after review, the PrairieCat On-Call Policy in the Employee Handbook needed to be revised. The Policy had been copied from the RAILS Handbook from when we went independent and there were irrelevant information/procedures in the Policy. Coulter presented the On-Call Policy with the

revisions.

MOTION #3

Nissen (RU) moved and Posinger (SA) seconded <u>to approve the changes to the On-Call Policy in the Employee Handbook.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation

Ayes: 11

Nays: 0

Abstentions: 0

6.3. ACTION: Approve Ethical AI Policy addition to the Employee handbook

Coulter (PrairieCat) shared the Ethical AI Policy with the Council. She explained that with the rapid expansion of AI, she felt it was important and necessary that PrairieCat add a policy regarding AI in the Employee Handbook. We are also taking this to the Tech Services and Circulation Committees to review and edit accordingly so that it can be added to the manuals and policy documentation.

MOTION #4

McCully (BD) moved Bryant (PT) and seconded <u>to approve adding the Ethical AI Policy to the Employee Handbook.</u> There was no discussion on the motion.

*Motion carried by vocal affirmation

Ayes: 10

Nays: 0

Abstentions: 0

6.4. Discussion, Resource sharing summit 2026

Coulter (PrairieCat) shared 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 contacted Amanda Standerfer about

facilitating. The Council agreed on the topic of de-escalation techniques.

6.5. Discussion, recent Innovative support issues

Coulter (PrairieCat) expressed frustration with Innovative's Customer Support, which PrairieCat addressed in a meeting with Innovative's VP of Customer Support last Friday. Coulter discussed ongoing issues with Vega, including server upgrades, data center outages, and mobile app failures that affected library services. She reported that while Innovative acknowledged problems and implemented monitoring solutions, the company's communication and handling of the situation were unsatisfactory. After the meeting with Innovative, they responded to PrairieCat's many concerns with real concrete ways to move forward. They have set up monitoring on PrairieCat's notices so if there are any processes down, they will be flagged and Innovative will know to restart those processes. The Council agreed that a letter to Innovative from this governing body may be necessary but will table this decision until the next Administrative Council meeting, which will be after the planned Account Portal rollout on March 3rd.

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
   The meeting went well.

9. Public comments
   There were no public comments

10. Adjournment
    The meeting adjourned at 10:59 am.

11. Next meeting - Friday, March 6, 2026, at the Sandwich 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:2/6/2026	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	2nd Y	Y	M Y	Y	Y	Y	Y	Y	Y	A	Y
to approve the adding MLK Day as a PrairieCat holiday.	11	0	0	Y	2ND Y	Y	Y	M Y	Y	Y	Y	Y	A	Y
to approve the changes to the On-Call policy in the Employee Handbook.	11	0	0	Y	Y	Y	Y	Y	Y	Y	2ND Y	M Y	A	Y
to approve adding the Ethical AI Policy to the Employee Handbook.	11	0	0	Y	2ND Y	Y	Y	Y	Y	M Y	Y	Y	A	Y

Date: 3/6/2026

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Subject: PrairieCat Financial Report – January 2026

Please find attached the PrairieCat Financial Reports for the month of January 2026. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of January 24 through February 23.

As of January 31, of the total cash balance of $1,668,747, $910,211 was undesignated working cash, $754,055 was designated for reserves, and $4,481 was eCommerce receipts payable to the membership. The cash balance increased by $374,461 during January primarily due to the receipt of 90% of the third quarter member fees ($320,440), the receipt of the quarterly RAILS support grant payment ($131,766), and the receipt of 84% of the annual Vega Mobile App fees from participating members ($32,813). These receipts were partially offset by the monthly payroll and payroll-related expenses ($80,616), the monthly LIMRiCC health insurance premiums ($20,456), the second quarter eCommerce pay-outs to members ($14,189), the November through December credit card payments ($3,733), as well as several other vendor expenses.

The balance of working cash was sufficient to fund 5.3 months of budgeted FY2026 operating expenses, and the reserve designation balance would 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 January of $1,235,535 were $1,926 above budget, primarily due to higher than budgeted total reimbursement revenues ($3,568). This was due to above budget reimbursement revenue for the Vega mobile app from participating members and the data scoping revenue for Putnam County CUSD #535 Elementary School. Both of these revenues are fully offset by the vendor expense. The above budget revenues were partially offset by lower than budgeted continuing education event grants that were not yet received and by credit card cash rewards, which are budgeted evenly over the fiscal year ($1,525).

Total year-to-date interest as of the end of January was $20,253, $164 below the year-to-date budget of $20,417. During the Federal Reserve's January meeting, they held the interest rates steady keeping the target federal borrowing rate 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, and their next meeting is scheduled for March 18. The average January interest rates for the IL Funds and iPrime money market

accounts were 3.827% and 3.584%, respectively, slightly down from the December averages of 3.945% and 3.697%.

Total expenses through January of $1,219,369 were $1,885 above the year-to-date budgeted amount of $1,217,484. This is primarily due to above budget interest expense related to the subscription-based IT Arrangements (SBITAs) ($33,775). 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. This above budget interest expense was partially offset by under budget Contractual Services expenses related to the SBITAs discussed above ($14,429).

Other below budget costs were personnel expenses ($7,622), mostly due to lower than budgeted other professionals, support services, social security taxes, and retirement benefits through January; as well as not having yet incurred unemployment insurance claims and staff tuition reimbursements. Professional Services costs were below budget ($3,117), primarily due to lower than budgeted needs for consulting and legal services through January, which were partially offset by above budget accounting services and payroll service fees. The fiscal year 2025 audit service invoices were paid near the beginning of the fiscal year but are budgeted evenly throughout the fiscal year. Annual increases in payroll service fees and tax form processing costs were higher than anticipated. Travel and Continuing Education costs were overall below budget through January ($1,546), but are expected to increase slightly as conferences and in-person member and governance meetings continue to occur. These below budget costs were partially offset by the above budget conferences and continuing education meeting expenses, primarily due to PrairieCat's Users Group Day (PUG Day). Telephone and telecommunication costs were below budget through January ($1,475), but are expected to increase as employee internet reimbursement expenses are processed throughout the fiscal year. Fees for eCommerce processing were below budget through January ($1,331), primarily due to the movement from Encore to Vega which involved discontinuing the older MerchantE processor account earlier this fiscal year, leaving one MerchantE processor account that is integrated with Vega.

PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING January 31, 2026

Beginning Cash Balance	$ 1,294,286.69
Cash Received	
Payments from Member Libraries, etc.	492,718.44
Interest - BankORION	295.95
Interest - Illinois Funds	1,063.78
Interest - PTMA	15.86
eCommerce Receipts Payable	4,521.50
Total Cash Received	498,615.53
Expenses Paid	
Checks and Vendor ACH Payments	39,339.22
Payroll and Retirement Contributions	80,616.12
ACH Credit Card Payments	3,732.65
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	467.00
Total Disbursements	124,154.99
Ending Cash Balance	$ 1,668,747.23

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	$ -
eCommerce Cash Receipts Payable	4,481.36
Reserve Designation	754,055.06
Working Cash	910,210.81
TOTAL CASH	$ 1,668,747.23

PAYPAL FUNDS DETAILS:

January PayPal Receipts in Transit to Bank	$370.05

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 January 2026	$	8,182.81
TOTAL CURRENT CD INVESTMENT VALUE	$	489,682.81

Invested in Capital Assets Balance as of January 2026	$0.00
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of January 2026	$12,796.38
Unrestricted Fund Balance as of January 2026	$2,005,957.54
FY26 operating expenses excluding planned reserve designation:	$ 2,069,730.67
Working Cash % of operating expenses:	43.98%

PrairieCat
Balance Sheet
As of 1/31/2026

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,335,134.76
Cash - Illinois Funds	328,368.70
Cash - PTMA	5,243.77
PayPal Funds	370.05
Total Cash & cash equivalents	1,669,117.28
Investments	485,730.61
Accounts receivables	44,898.99
Accrued investment income	3,952.20
Prepaid expenses	361,369.23
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	(763,667.65)
Total Capital Assets, net	761,050.35
Other Assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	25.00
Total Other Assets	361,391.25
Total Assets	3,687,509.91
Liabilities	
eCommerce Receipts Payable	4,851.41
Payroll	
Pension Payable	17,370.12
Total Payroll	17,370.12
Deferred revenue	387,435.76
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	748,253.97
Total Other long-term obligations	762,971.97
Total Liabilities	1,668,755.99
Net Assets	
Beginning Net Assets	2,002,587.17
Current YTD Net Income	16,166.75
Total Net Assets	2,018,753.92
Total Liabilities and Net Assets	3,687,509.91

	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	18,836.72	18,837.00	99.99%	32,292.00	58.33%
Fully Participating and Basic Online Member Revenue	117,674.62	823,722.34	823,725.00	99.99%	1,412,098.67	58.33%
ILL Barcode Revenue	200.00	1,800.00	1,750.00	102.85%	3,000.00	60.00%
Fully Participating & Basic Online - Reserve Contribution	3,244.80	22,713.62	22,713.55	100.00%	38,937.10	58.33%
Union List - Reserve Contribution	284.04	1,988.28	1,988.50	99.98%	3,409.00	58.32%
Total Fees for Services and Materials	124,094.42	869,060.96	869,014.05	100.01%	1,489,736.77	58.34%
Reimbursements						
Reimbursements	1,669.16	14,184.12	12,718.50	111.52%	21,803.00	65.05%
Reimbursements - PUG Day/DA Fees	0.00	3,152.00	3,750.00	84.05%	3,750.00	84.05%
Reimbursements - Mobile App	10,987.37	21,207.74	18,507.00	114.59%	31,725.00	66.84%
Total Reimbursements	12,656.53	38,543.86	34,975.50	110.20%	57,278.00	67.29%
Investment Income	3,018.87	20,252.97	20,417.00	99.19%	35,000.00	57.86%
Other						
Other Grants	0.00	0.00	1,167.00	0.00%	2,000.00	0.00%
Other Grants - LLSAP Support Grant	43,921.83	307,452.83	307,453.00	99.99%	527,062.00	58.33%
Other Revenue	0.00	224.83	583.00	38.56%	1,000.00	22.48%
Total Other	43,921.83	307,677.66	309,203.00	99.51%	530,062.00	58.05%
Total REVENUES	183,691.65	1,235,535.45	1,233,609.55	100.16%	2,112,076.77	58.50%
EXPENSES						
Personnel						
Other Professionals	59,820.27	449,735.73	451,126.00	99.69%	781,955.70	57.51%
Support Services	9,039.04	66,953.06	68,318.00	98.00%	118,420.00	56.53%
Social Security Taxes	5,076.70	37,481.63	39,674.00	94.47%	68,763.99	54.50%
Unemployment Insurance	0.00	0.00	2,042.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.50	1,117.50	1,178.00	94.86%	2,020.00	55.32%
Retirement Benefits	7,639.97	57,899.92	58,546.00	98.89%	101,483.06	57.05%
Health, Dental And Life Insurance	18,009.66	91,141.80	89,915.50	101.36%	154,141.00	59.12%
Other Fringe Benefits	0.00	180.00	583.00	30.87%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	291.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	125.00	583.00	21.44%	1,000.00	12.50%
Total Personnel	99,754.14	704,634.64	712,256.50	98.93%	1,232,783.75	57.16%
Buildings and Grounds						
Property Insurance	278.75	1,951.25	1,867.00	104.51%	3,200.00	60.97%
Total Buildings and Grounds	278.75	1,951.25	1,867.00	104.51%	3,200.00	60.98%
Vehicle Expenses						
Fuel	2.00	221.70	583.00	38.02%	1,000.00	22.17%

	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	583.00	17.14%	1,000.00	9.99%
Vehicle Insurance	124.08	868.56	875.00	99.26%	1,500.00	57.90%
Vehicles Leasing And Rent	0.00	0.00	291.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	296.30	204.00	145.24%	350.00	84.65%
Total Vehicle Expenses	126.08	1,486.51	2,536.00	58.62%	4,350.00	34.17%
Travel and Continuing Education						
In-State Travel	2,264.73	4,877.77	4,667.00	104.51%	8,000.00	60.97%
Registrations And Meeting, Other Fees	166.67	2,110.39	6,067.00	34.78%	10,400.00	20.29%
Conferences And Continuing Education Meetings	0.00	13,867.12	11,667.00	118.85%	20,000.00	69.33%
Total Travel and Continuing Education	2,431.40	20,855.28	22,401.00	93.10%	38,400.00	54.31%
Public Relations	935.09	1,444.76	1,167.00	123.80%	2,000.00	72.23%
Commercial Insurance	617.74	4,324.18	4,667.00	92.65%	8,000.00	54.05%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,770.27	22,878.85	23,423.90	97.67%	40,155.80	56.97%
General Office Supplies And Equipment	0.00	216.32	875.00	24.72%	1,500.00	14.42%
Postage	0.00	15.60	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	1,770.27	23,110.77	24,298.90	95.11%	41,655.80	55.48%
Telephone and Telecommunications	1,138.60	4,941.88	6,417.00	77.01%	11,000.00	44.92%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	81.66	521.46	875.00	59.59%	1,500.00	34.76%
Total Equipment Repair and Maintenance	81.66	521.46	875.00	59.60%	1,500.00	34.76%
Professional Services						
Legal	0.00	710.50	1,750.00	40.60%	3,000.00	23.68%
Accounting	0.00	5,300.00	4,083.00	129.80%	7,000.00	75.71%
Consulting	2,340.00	4,680.00	8,750.00	53.48%	15,000.00	31.20%
Payroll Service Fees	816.48	5,442.80	4,667.00	116.62%	8,000.00	68.03%
Total Professional Services	3,156.48	16,133.30	19,250.00	83.81%	33,000.00	48.89%
Contractual Services						
Information Service Costs	17,040.42	137,573.33	364,192.50	37.77%	624,329.92	22.03%
Outside Printing Services	0.00	0.00	1,167.00	0.00%	2,000.00	0.00%
Other Contractual Services	260.75	1,825.21	51,139.00	3.56%	87,667.00	2.08%
Amortization - Subscription Based IT Arrangements	37,524.50	262,671.46	0.00	0.00%	0.00	0.00%
Total Contractual Services	54,825.67	402,070.00	416,498.50	96.54%	713,996.92	56.31%
Professional Association Membership Dues	110.00	1,448.88	1,167.00	124.15%	2,000.00	72.44%
SBITA Interest	4,546.42	33,774.98	0.00	0.00%	0.00	0.00%
Miscellaneous	100.00	793.93	875.00	90.73%	1,500.00	52.92%

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Miscellaneous - eCommerce Fees	421.10	1,876.88	3,208.00	58.50%	5,500.00	34.12%
Total EXPENSES	170,293.40	1,219,368.70	1,217,483.90	100.15%	2,098,886.47	58.10%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	13,398.25	16,166.75	16,125.65	100.25%	13,190.30	122.56%

Vendor Name	Effective Date	Check Amount
WEX Bank	1/26/2026	2.00
Paycom Payroll LLC	1/29/2026	485.19
Paycom Payroll LLC	1/29/2026	23,708.29
Paycom Payroll LLC	1/29/2026	9,840.34
MissionSquare	1/30/2026	1,567.23
Bank Orion	1/31/2026	80.00
MerchantE	2/4/2026	228.53
First Bankcard	2/4/2026	6,862.80
Illinois Municipal Retirement Fund	2/9/2026	17,370.11
Bank Orion	2/9/2026	30.00
INNOVATIVE INTERFACES INCORPORATED	2/11/2026	75.00
INNOVATIVE INTERFACES INCORPORATED	2/11/2026	200.00
LIMRICC	2/11/2026	20,410.58
Paycom Payroll LLC	2/12/2026	318.29
Paycom Payroll LLC	2/12/2026	21,567.40
Paycom Payroll LLC	2/12/2026	8,947.17
MissionSquare	2/13/2026	1,567.23
Report Total		113,260.16

	July 2025	July 2024	Aug 2025	Aug 2024	Sept 2025	Sept 2024	Oct 2025	Oct 2024	Nov 2025	Nov 2024	Dec 2025	Dec 2024	Jan 2026	Jan 2025	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	1,210,429	1,213,922	1,210,429	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	5,057,748	5,108,957	5,057,748	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	374,404	367,855	374,404	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	380,142	390,410	2,649,118	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	60,649	65,801	390,176	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	50,825	46,870	355,905	577,749
Training, Outreach and Engagement																
Training events	5	2	17	4	3	14	2	5	5	2	2	3	6	6	40	69
Training participants	18	4	135	12	18	42	4	13	12	4	8	7	49	12	244	219
Training contact hours	21	3	134	17	20	43	5	20	11	6	6	10	90	15	286	388
TalentLMS Course Completions	170	223	354	349	250	372	206	251	207	140	118	163	123	285	1,428	3,014
Site visits	4	7	1	1	2	-	5	3	2	2	-	1	5	2	19	33
Member Meetings/Events	3	5	3	6	6	6	7	7	2	3	4	2	5	3	30	63
Meeting/Event participants	141	153	23	124	302	658	219	151	24	28	74	25	130	130	913	1,752
Meeting/Event contact hours	237	306	22	164	1,738	4,609	301	254	24	31	79	25	235	241	2,635	6,508
Troubleshooting																
HelpDesk Calls Opened	441	295	275	352	317	270	336	275	387	246	371	199	272	218	2,399	3,216
HelpDesk Calls Closed	440	302	298	344	286	273	341	256	353	237	364	227	325	208	2,407	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	1,273	1,635	9,420	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	2,174	2,310	15,880	26,367
Cleanup/overlays/merges - PC staff	490	1,563	926	537	972	794	574	516	481	187	795	679	380	540	4,618	7,292
Cleanup/overlays/merges - MARC catalogers	890	765	941	1,303	721	1,059	883	1,167	722	116	728	656	854	997	5,739	12,731
Enhancements/corrections - PC staff	82	29	67	27	66	28	78	21	22	8	81	46	10	33	406	403
Enhancements/corrections - MARC catalogers	76	120	35	48	59	157	374	122	161	-	322	95	164	182	1,191	1,272
Original catalogings - PC staff	103	72	71	50	43	62	55	71	20	96	70	100	22	58	384	781
Original catalogings - MARC catalogers	27	24	30	30	47	29	22	26	15	4	20	9	25	40	186	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	42,419	30,363	295,309	501,042
To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov																

Date: 3/6/2026

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: FY27 Pay Scale

Executive Summary:

Below please find the proposed FY27 pay scale for PrairieCat. This scale is based on a 2.2% increase as recommended by HR Source for the library sector. This pay scale will be presented to Delegates Assembly for approval in April.

PrairieCat
Pay Grade Assignments Based on 37.5 Hour Workweek Effective:
July 1, 2026

Pay Grade	FLSA	Position Title	FY27		
			Range Minimum	Range Midpoint	Range Maximum
8	E	Systems Supervisor	$68,490	$85,613	$102,736
			$35.12	$43.90	$52.68
7	E	Database Administrator	$62,771	$78,464	$94,157
	E	Library Services Supervisor	$32.19	$40.24	$48.29
	E	Member Services Administrator			
	E	Systems Administrator			
6		No jobs evaluated	$57,305	$71,631	$85,957
			$29.39	$36.73	$44.08
5	E	Cataloging and Database Coordinator	$52,416	$65,521	$78,626
	E	Circulation and Data Coordinator	$26.88	$33.60	$40.32
	E	Library Systems and Data Coordinator			
4	NE	Human Resources and Business Office Coordinator	$47,946	$59,933	$71,918
	NE	Senior Systems Specialist	$24.59	$30.73	$36.88
	NE	User Experience Specialist			

3		No jobs evaluated	$43,856	$54,820	$65,785
			$22.49	$28.11	$33.74
2	NE	Senior Data Specialist	$40,116	$50,144	$60,173
			$20.57	$25.72	$30.86
1		No jobs evaluated			

Based on a 2.2% increase

![PrairieCat logo]

Date: 3/6/2026

To: PrairieCat Administrative Council

From: Elizabeth Smith, Member Services Administrator

Re: Membership Compliance Review

Executive Summary:

The PrairieCat Administrative Council biannually reviews member compliance. PrairieCat Bylaws state that "Each Member Library shall comply with such other reasonable rules and regulations as may be established by PRAIRIECAT for the administration of the ILS as well as all policies of PRAIRIECAT that have been established by the Delegates Assembly and/or Administrative Council."

PrairieCat requires that member libraries maintain compliance with our policies around item entry certification, item entry, OCLC membership, and resource sharing. At least one member of library staff needs to be certified to perform item entry. In addition, it is required that libraries add their new items to the PrairieCat database on a current basis, to share items within the consortium, and to maintain OCLC membership. The Administrative Council values member participation in PrairieCat and wants to ensure members are using services at the appropriate level for their library.

Member Compliance Review, Aug 2025

In Fall 2025, two compliance letters were sent to Dakota CUSD 201 and Pecatonica CUSD 321. After several conversations about their options, Dakota CUSD 201 decided to withdraw their Union List membership from PrairieCat effective July 1,2026. This was approved at the October Delegates Assembly meeting. The district librarian at Pecatonica CUSD 321 promptly responded to the compliance letter and explained she oversees the three school libraries and is also teaching k-12 research and literacy skills. She made a plan to prioritize finishing the Item Entry Certification training and is halfway through the coursework.

Upon review of FY26 statistics (July 1, 2025 – December 31, 2025), four Union List members are out of compliance with item entry requirements. I have been in contact with these members before and their reasons for adding 0-1 items include limited collection budgets and limited staff time. I recommend more outreach to these libraries in case there is any other support we can provide.

Lanark Public Library has a new librarian that needs to complete the item entry certification training by the next compliance review. I recommend a reminder and outreach.

Sierra	Description	Delivery Code	Level	OCLC Symbol	Items Added FY26 (Jul-Dec 2025)	Items Loaned FY26 (Jul-Dec 2025)	Borrowed FY26 (Jul-Dec	FY26 (Jul-Dec 2025)	Member Item	Recommend Compliance Letter	NOTES
CY	Chdwk/ Milldgvill CUSD 399 - Milledgeville High School	MWLY-14	UL	LM3	3	15	22	-7	yes	no	little to no new items at the High School - using budget for digitial collection and newer elementary titles
DA	Dakota CUSD 201 (Dakota Elementary School)	DA2Y-13	ULB	LG4	0	0	0	0	no	no	withdrawing effective July 1,2026 (approved at Oct 2025 Delegates Assembly)
DB	Dakota CUSD 201 (Jr/Sr High School)	DALY-13	UL	LG4	0	0	0	0	no		
HW	Hiawatha CUSD 426 - High School	HHSY-12	UL	LK3	0	33	24	9	yes	no, recommend outreach	solo librarian and teacher, limited collection budget
LN	Lanark Public Library	LNLY-14	UL	JZ9	0	181	0	181	no	no, recommend outreach	new librarian Oct 2025, sent welcome packet - send reminder about completing training
PS	Pecatonica CUSD 321 (High School)	PALY-13	UL	LM9	0	63	227	-164	no	no, recommend outreach	Compliance letter sent Fall 2025 - actively working on Item Entry courses -- new Fall 2024, started on TalentLl
RV	River Ridge CUSD 210	RRHY-13	UL	JS6	1	138	23	115	yes	no, recommend outreach	Will be able to participate in the Interlibrary Loan Program this year ~ am back to my 'regular' library duties. P
WC	Warren CUSD 205 (Jr/Sr High School)	WALY-13	UL	LN5	1	73	31	42	yes	no, recommend outreach	interested in upgrading, they understand they need to do an inventory of their collection

Sierra	Description	Delivery Code	Level	OCLC Symbol	Items Added FY26 (Jul-Dec 2025)	Items Loaned FY26 (Jul-Dec 2025)	Items Borrowed FY26 (Jul-Dec 2025)	Net Lend/Borr FY26 (Jul-Dec 2025)	Staff Member Item Entry Certified	Recommend Compliance Letter	NOTES
AL	Alleman High School	ALLG-01	UL	ZAX	50	23	2	21	yes		
AN	Andalusia Public Library	ANDG-01	BO	ZBV	34	377	519	-142	yes		
AA	Annawan-Alba Public Library	AAPG-02	UL	ZBX	46	380	1,104	-724	yes		
BM	Bertolet Memorial Library District	BMLY-14	BO	LD2	158	864	821	43	yes		
BD	Bourbonnais Public Library	BDBB-02	FP	OD9	2,321	3,601	5,990	-2,389	yes		
BC	Boylan Central Catholic High School	BCCY-11	UL	JS3	59	120	318	-198	yes		
BR	Bradley Public Library	BRBB-02	FP	OE8	808	2,494	4,624	-2,130	yes		
BV	Bureau Valley Community Unit School District #340 (High School Library)	BVHG-02	UL	ZWV	85	83	670	-587	yes		
BN	Bureau Valley Community Unit School District #340 (Bureau Valley Walnut)	BNJG-02	ULB	ZWV	475	50	0	50	yes		
BS	Bureau Valley Community Unit School District #340 (Bureau Valley Junior Hi	BSJG-02	ULB	ZWV	25	5	0	5	yes		
BG	Byron CUSD 226 (High School)	BRLY-14	UL	LG3	82	54	46	8	yes		schools joined in 2018 FY19, in 2021 have been working on item entry, record cleanup during 2022 and into 2
BE	Byron CUSD 226 (Mary Morgan Elementary School)	BR3Y-14	ULB	LG3	209	0	2	-2	yes		
BF	Byron CUSD 226 (Byron Middle School)	BR2Y-14	ULB	LG3	104	14	0	14	yes		
BY	Byron Public Library	BYLY-14	FP	JX6	1,646	5,131	3,703	1,428	yes		
CP	Charles B. Phillips Public Library	CPBB-03	FP	ILCBP	307	3,110	1,609	1,501	yes		
CY	Chdwk/ Milldgvill CUSD 399 - Milledgeville High School	MWLY-14	UL	LM3	3	15	22	-7	yes	no	little to no new items at the High School - using budget for digitial collection and newer elementary titles
CH	Cherry Valley Public Library District	CHVY-13	FP	JX9	2,315	5,223	4,925	298	yes		
CT	Clinton Township Public Library	CTPY-12	FP	LF6	382	1,098	1,398	-300	yes		
CC	Coal City Public Library	CCBB-02	FP	OF9	1,698	6,695	4,615	2,080	yes		
CL	Colona District Public Library	CLNG-02	FP	ZSV	1,007	1,992	2,135	-143	yes		
CO	Cordova District Library	CORG-01	FP	ZCV	910	2,413	869	1,544	yes		
CN	Cortland Community Library	COLY-12	FP	O3C	633	3,159	2,581	578	yes		
CR	Creston-Dement Public Library	CRDY-12	BO	C$D	359	1,074	520	554	yes		
CD	Serena Community Unit School District #2 (Harding Grade School)	HGBB-03	BOB	ILHGS	83	109	8	101	yes		
CF	Serena Community Unit School District #2 (Serena High School)	SHBB-03	BO	OH7	106	93	302	-209	yes		
CE	Serena Community Unit School District #2 (Sheridan Grade School)	SSBB-03	BOB	ILSGS	133	68	4	64	yes		
DA	Dakota CUSD 201 (Dakota Elementary School)	DA2Y-13	ULB	LG4	0	0	0	0	no	no	withdrawing effective July 1,2026 (approved at Oct 2025 Delegates Assembly)
DB	Dakota CUSD 201 (Jr/Sr High School)	DALY-13	UL	LG4	0	0	0	0	no		
DK	DeKalb Public Library	DKLY-12	FP	JY2	4,017	10,284	10,708	-424	yes		
EA	Earlville Public Library	EAPY-12	BO	ILETP	1,136	2,138	771	1,367	yes		
EP	East Dubuque Public Library	EDLY-13	FP	JY4	497	1,944	1,536	408	yes		
EM	East Moline Public Library	EMPG-01	FP	ZDX	1,938	5,919	3,358	2,561	yes		
EN	Eastland CUSD 308 (Eastland Elementary School)	LA2Y-14	ULB	E3C	824	76	57	19	yes		
EO	Eastland CUSD 308 (High School)	EHSY-14	UL	E3C	224	71	13	58	yes		
EL	Elizabeth Township Public Library	ELLY-13	FP	JY5	83	511	454	57	yes		
EJ	Ella Johnson Memorial Public Library	EJMY-11	FP	JZ4	2,148	4,218	6,081	-1,863	yes		
ER	Erie Public Library	ERIG-02	FP	ZDZ	269	1,147	1,142	5	yes		
FL	Flagg-Rochelle Public Library	FRPY-12	FP	LE9	922	2,027	3,585	-1,558	yes		
FO	Forreston Public Library	FOLY-14	UL	JY6	38	1,039	1,457	-418	yes		
FR	Fossil Ridge Public Library District	FRBB-02	FP	OJ3	1,274	3,415	3,155	260	yes		
FG	Franklin Grove Public Library	FGLY-12	FP	JY8	684	1,985	722	1,263	yes		
FP	Freeport Public Library	FPLY-13	FP	JY9	2,166	5,891	7,434	-1,543	yes		
GA	Galena Public Library	GALY-13	FP	JZ2	960	2,213	2,421	-208	yes		
GL	Galena Unit School District #120 (High School)	GLLY-13	UL	LJ8	15	27	463	-436	yes		arrangement with Galena PL effective Nov 2023 - adding items
GM	Galena Unit School District #120 (Galena Middle School)	GL3Y-13	ULB	LJ8	376	176	0	176	yes		
GN	Galena Unit School District #120 (Galena Primary School)	GL2Y-13	ULB	LJ8	0	0	0	0	yes		
GP	Geneseo Public Library	GPLG-02	FP	JYY	806	3,260	3,436	-176	yes		
GE	Genoa Public Library	GELY-12	FP	JZ3	863	6,862	2,041	4,821	yes		
GK	Genoa-Kingston CUSD 424 - High School	GKLY-12	UL	LJ9	44	29	26	3	yes		
GR	Grant Park Public Library	GPBB-02	BO	OJ9	101	346	396	-50	yes		
GV	Graves-Hume Public Library	GVHY-12	FP	OK8	818	2,052	1,884	168	yes		
HA	Hampton School District 29	HAMG-01	FPB	R6X	539	0	5	-5	yes		
HN	Hanover Township Library	HNLY-13	BO	JZ5	335	547	723	-176	yes		
HR	Harvard Diggins Library	HRLY-11	FP	JZ6	950	2,665	1,992	673	yes		
HE	Henry C Adams Memorial Library	HCAG-01	BO	ZEV	434	1,391	868	523	yes		
HW	Hiawatha CUSD 426 - High School	HHSY-12	UL	LK3	0	33	24	9	yes	no, recommend outreac	solo librarian and teacher, limited collection budget
HC	Highland Community College	HCCY-13	FP	IJW	238	1,568	629	939	yes		
HK	Hinckley Public Library	HKLY-12	FP	JZ7	550	1,707	1,542	165	yes		
HB	Homer Township (Bookmobile)	HBBB-01	FPB	ON3	243	14	516	-502	yes		
HD	Homer Township Public Library (Main)	HDBB-01	FP	ON3	1,967	4,519	11,062	-6,543	yes		
BL	Ida Public Library	IPLY-12	FP	JX5	910	4,180	4,354	-174	yes		
BB	Ida Public Library (Bookmobile)	IPBY-12	FPB	JX5	295	1	2	-1	yes		
JO	Johnsburg Public Library	JOLY-11	FP	LD5	1,148	4,476	3,877	599	yes		
JC	Joliet Township High SD #204 (Joliet Central High School)	JCHB-01	FP	TI5	108	222	268	-46	yes		
JW	Joliet Township High SD #204 (Joliet West High School)	JWHB-01	FPB	TI6	211	414	579	-165	yes		
JH	Julia Hull District Library	JHLY-14	FP	LB9	829	2,549	2,128	421	yes		
KK	Kankakee Public Library	KKBB-02	FP	OO3	2,112	5,339	3,069	2,270	yes		
KI	Kirkland Public Library	KILY-12	UL	JZ8	56	57	221	-164	yes		
LN	Lanark Public Library	LNLY-14	UL	LZ9	0	181	0	181	no	no, recommend outreac	new librarian Oct 2025, sent welcome packet - send reminder about completing training
LS	LaSalle Public Library	LSBB-03	FP	OO9	1,072	3,427	1,378	2,049	yes		
LE	Lena Community Public Library	LELY-13	FP	LD3	127	758	1,880	-1,122	yes		
LI	Limestone Township Library	LIBB-02	FP	I9H	492	1,569	1,630	-61	yes		
LO	Lostant Community Library	LCBB-03	BO	OQ4	27	521	308	213	yes		
ML	Malta Township Public Library	MLLY-12	FP	LD6	202	671	891	-220	yes		
MT	Manhattan-Elwood Public Library	MTBB-02	FP	OQ8	1,711	5,911	4,617	1,294	yes		

Sierra	Description	Delivery Code	Level	OCLC Symbol	Items Added FY26 (Jul-Dec 2025)	Items Loaned FY26 (Jul-Dec 2025)	Items Borrowed FY26 (Jul-Dec 2025)	Net Lend/Borr FY26 (Jul-Dec 2025)	Staff Member Item Entry Certified	Recommend Compliance Letter	NOTES
MN	Manteno Public Library	MNBB-02	FP	OR6	1,267	5,103	3,012	2,091	yes		
MP	Maple Park Public Library	MPLY-12	FP	LD7	3	468	991	-523	yes		
MU	Marengo-Union Library District - MRLY-11	MRLY-11	FP	LD8	867	5,239	2,464	2,775	yes		
MB	Marseilles Public Library	MABB-03	BO	OR9	726	1,579	551	1,028	yes		
MZ	Mazon-Verona-Kinsman Elementary SD 2C (Mazon-Verona-Kinsman Elemen	MVEB-04	ULB	OT5	25	47	0	47	yes		
MY	Mazon-Verona-Kinsman Elementary SD 2C (Mazon-Verona-Kinsman Middle	MVMB-04	UL	OT5	28	52	0	52	yes		
ME	Meridian CUSD #223 (Highland Elementary School)	SP4Y-14	FPB	XH5	58	180	0	180	yes		
MJ	Meridian CUSD #223 (Meridian Junior High School)	SPLY-14	FPB	XH5	178	135	162	-27	yes		
MD	Meridian CUSD #223 (Monroe Center Elementary School)	SP3Y-14	FPB	XH5	287	60	54	6	yes		
MS	Meridian CUSD #223 (Stillman Valley High School)	SP2Y-14	FP	XH5	117	168	218	-50	yes		
MI	Mills & Petrie Memorial Library and Gymnasium	MPMY-12	BO	JX4	574	936	627	309	yes		upgraded to BO May 2025
MG	Mineral-Gold Public Library	MGPG-02	UL	ZFX	55	227	91	136	yes		
MK	Mokena Community Public Library	MKBB-01	FP	OU9	3,593	7,916	5,374	2,542	yes		
MX	Moline Public Library	MPLG-01	FP	IDO	9,145	15,195	11,320	3,875	yes		
MV	Moline SD 40 (High School)	MHSG-01	UL	ZFZ	129	119	207	-88	yes		
HI	Moore Memorial District Library	MMLG-01	UL	ZLW	1	167	4	163	yes		arrangement with Cordova for cataloging
MR	Morris Area Public Library	MRBB-03	FP	OV4	1,338	3,714	5,193	-1,479	yes		
MM	Mount Morris Public Library	MMLY-14	BO	LE3	383	1,349	629	720	yes		
MO	Mount Carroll District Library	MCLY-14	BO	LE2	112	683	1,026	-343	yes		
NL	New Lenox Public Library	NLBB-01	FP	OV7	3,656	10,191	9,914	277	yes		
KR	Nippersink Public Library District	NPLY-11	FP	LE8	838	3,737	3,558	179	yes		
NC	North Chicago Public Library	NCK	FP	GO5	1,102	2,664	478	2,186	yes		
ND	North Chicago Public Library Bookmobile	NCKBM	FPB	GO5	0	0	0	0	yes		
LP	North Suburban Library District (Loves Park)	NSLY-11	FP	I#X	6,827	9,661	10,217	-556	yes		
LR	North Suburban Library District (Roscoe)	NSRY-11	FPB	I#X	4,414	5,454	10,199	-4,745	yes		
OD	Odell Public Library	MORG-01	FP	ZLZ	391	1,198	1,998	-800	yes		
OG	Oglesby Public Library	OGBB-03	FP	OW4	499	1,306	1,255	51	yes		
OR	Oregon Public Library	ORLY-14	FP	LE4	682	1,520	2,724	-1,204	yes		
PK	Pankhurst Memorial Library	PMLY-12	UL	JX2	131	381	378	3	yes		
PL	Pearl City CUSD 200	PLLY-13	UL	LM8	48	109	25	84	yes		
PP	Pearl City Public Library	PCLY-13	FP	LE5	130	710	516	194	yes		
PS	Pecatonica CUSD 321 (High School)	PALY-13	UL	LM9	0	63	227	-164	no	no, recommend outreac	Compliance letter sent Fall 2025 - actively working on Item Entry courses -- new Fall 2024, started on TalentLI
PT	Pecatonica Public Library	PTLY-13	FP	LE6	524	1,252	2,109	-857	yes		
PE	Peotone Public Library	PEBB-02	FP	OX9	1,079	3,791	3,115	676	yes		
PU	Peru Public Library	PUGG-02	FP	OY2	1,194	2,450	4,507	-2,057	yes		
PD	Plano Community Library District	PDBB-04	FP	OY5	1,403	6,524	4,607	1,917	yes		
PY	Plano CUSD 88 (Centennial Elementary School)	PCEB-03	FPB	P7Z	233	49	3	46	yes		
PW	Plano CUSD 88 (Emily G. Johns Intermediate School)	PEJB-03	FPB	ILEGJ	347	11	3	8	yes		
PX	Plano CUSD 88 (Plano High School)	PHSB-03	FP	OY6	345	120	14	106	yes		
PZ	Plano CUSD 88 (Plano Middle School)	PMSB-03	FPB	P7Y	382	89	27	62	yes		
PV	Plano CUSD 88 (P.H. Miller School)	PHMB-03	FPB	P7V	199	19	0	19	yes		
PC	Polo CUSD 222 (Aplington Middle School)	PO3Y-14	ULB	LH3	2	68	239	-171	yes		
PA	Polo CUSD 222 (Centennial Elem. School)	PO2Y-14	ULB	LH3	4	62	5	57	yes		
PB	Polo CUSD 222 (Polo Community High School)	PSLY-14	UL	LH3	4	29	6	23	yes		
PO	Polo Public Library	POLY-14	BO	LE7	422	1,144	994	150	yes		
PR	Princeton Public Library	PRGG-02	FP	OT4	1,231	3,378	3,286	92	yes		
PF	Princeton Township SD 500 (High School)	PTWG-02	BO	OY8	92	120	161	-41	yes		
TZ	Prophetstown-Lyndon-Tampico CUD 3 (Prophetstown Elementary School)	PESG-01	BOB	ZMW	39	52	8	44	yes		
TX	Prophetstown-Lyndon-Tampico CUD 3 (Tampico Elementary School)	TAEG-01	BOB	ZMW	103	89	88	1	yes		
TW	Prophetstown-Lyndon-Tampico CUD 3 (6-12 Campus)	PHSG-01	BO	ZMW	267	183	290	-107	yes		
UF	Putnam County Public Library District (Putnam (Condit) Branch)	PTGG-02	FPB	OZ2	85	164	68	96	yes		
UD	Putnam County Public Library District (Granville Branch)	GRGG-02	FPB	OZ2	397	582	4,194	-3,612	yes		
UE	Putnam County Public Library (Headquarters)	PCGG-02	FP	OZ2	507	1,435	601	834	yes		
UK	Putnam County Public Library District (Magnolia Branch)	MGGG-02	FPB	OZ2	19	181	97	84	yes		
UL	Putnam County Public Library District (McNabb Branch)	MCGG-02	FPB	OZ2	9	234	155	79	yes		
UG	Putnam County Public Library District (Standard Branch)	SDGG-02	FPB	OZ2	4	196	130	66	yes		
UC	Putnam County SD 535 (Putnam County High School)	PCHG-02	FP	OZ8	206	115	62	53	yes		
UB	Putnam County SD 535 (Putnam County Junior High School)	PCJG-02	FPB	OZ8	178	72	22	50	yes		
UA	Putnam County SD 535 Putnam (County Primary School)	PCPG-02	FPB	OZ8	3,218	148	25	123	yes		went live Jan 2024
RA	Raymond A Sapp Memorial Township Library	RAYG-02	UL	QW9	60	419	189	230	yes		
RL	Reddick Public Library District	RLBB-03	FP	QX9	1,857	4,289	9,342	-5,053	yes		
MA	Richard A Mautino ML	RAMG-02	BO	OJ7	299	1,257	763	494	yes		
RB	River Bend CUSD 2 (Fulton Elem. School)	FESG-01	ULB	R@T	108	245	0	245	yes		
RH	River Bend CUSD 2 (Fulton High School)	FHSG-01	UL	ZNV	113	64	76	-12	yes		
RM	River Bend CUSD 2 (Fulton Middle School)	FMSG-01	ULB	R@T	208	112	0	112	yes		
RV	River Ridge CUSD 210	RRHY-13	UL	JS6	1	138	23	115	yes	no, recommend outreac	Will be able to participate in the Interlibrary Loan Program this year ~ am back to my 'regular' library duties. P
RD	River Valley District Library	RVLG-01	FP	ZNW	710	2,894	2,628	266	yes		
CV	Robert R. Jones Public Library District	CVPG-01	FP	ZOV	470	2,343	2,580	-237	yes		
RO	Robert W. Rowe Public Library	ROBB-03	FP	QY8	334	1,218	1,110	108	yes		
RW	Rochelle SD 212 (Rochelle Township High School)	RSLY-12	UL	LH5	26	111	105	6	yes		
RT	Rock Island Public Library (Library 2 Go)	RITG-01	FPB	ZPX	113	98	118	-20	yes		
RP	Rock Island Public Library (Main)	RIPG-01	FP	ZPX	3,932	7,746	7,187	559	yes		
RK	Rock Island Public Library (Southwest Library)	RISG-01	FPB	ZPX	958	1,671	2,338	-667	yes		
RZ	Rock Island Public Library (Watts-Midtown Library)	RIZG-01	FPB	ZPX	777	1,153	3,525	-2,372	yes		
RI	Rock Island SD 41 (High School)	RHSG-01	UL	ZPZ	29	20	146	-126	yes		

Sierra	Description	Delivery Code	Level	OCLC Symbol	Items Added FY26 (Jul-Dec 2025)	Items Loaned FY26 (Jul-Dec 2025)	Items Borrowed FY26 (Jul-Dec 2025)	Net Lend/Borr FY26 (Jul-Dec 2025)	Staff Member Item Entry Certified	Recommend Compliance Letter	NOTES
RU	Rockford University	RKC-ILDS	FP	IBR	0	1,130	63	1,067	yes		limited physical items purchased and added due to staffing
RY	Rockridge SD 300 (High School)	ROCG-01	UL	ZQW	74	70	14	56	yes		
SA	Sandwich District Library	SABB-04	FP	TD3	1,158	3,014	3,235	-221	yes		
SM	Scales Mound CUSD 211	SMLY-13	UL	JS7	23	19	81	-62	yes		
SC	Schmaling Memorial Library	FULG-01	BO	ZQY	872	1,806	1,266	540	yes		
SE	Seneca Public Library	SEBB-03	FP	TD7	1,454	2,994	1,055	1,939	yes		
SH	Sheffield Public Library	SHFG-02	UL	ZRV	289	302	416	-114	yes		
SD	Sherrard Public Library District	SHDG-02	FP	JZQ	1,047	1,915	808	1,107	yes		
SL	Silvis Public Library	SVPG-01	FP	ZRW	1,000	1,279	3,726	-2,447	yes		
SN	Somonauk Public Library	SNBB-04	FP	TF5	1,539	3,115	3,770	-655	yes		
SB	South Beloit Public Library	SBLY-11	FP	LB7	422	1,143	2,289	-1,146	yes		
SK	Stockton Township Public Library	SKLY-13	BO	LF2	221	815	860	-45	yes		
SR	Streator Public Library	SRBB-03	FP	TF8	1,025	2,107	2,305	-198	yes		
SY	Sycamore Public Library	SYLY-12	FP	LF3	3,610	6,684	10,446	-3,762	yes		
TF	Talcott Free Public Library	TFLY-11	FP	LB4	993	4,179	3,039	1,140	yes		
TC	Three Rivers Public Library (Channahon)	TRBB-02	FP	TG3	2,024	5,532	5,781	-249	yes		
TM	Three Rivers Public Library (Minooka)	TMBB-02	FPB	TG4	793	2,280	4,337	-2,057	yes		
TR	UnityPoint Health Trinity	TRIG-01	UL	JWH	18	11	2	9	yes		
UT	United Township High School SD 30	UTSG-01	FP	ZSZ	534	404	354	50	yes		
WA	Walnut Public Library	WALG-02	BO	ZVY	706	1,034	648	386	yes		
WC	Warren CUSD 205 (Jr/Sr High School)	WALY-13	UL	LN5	1	73	31	42	yes	no, recommend outreac	interested in upgrading, they understand they need to do an inventory of their collection
WR	Warren Township Public Library	WRLY-13	BO	LF5	168	563	649	-86	yes		
WD	Western District Public Library	WDLG-02	FP	ZWW	443	976	1,202	-226	yes		
WL	Wilmington Public Library District	WLBB-02	FP	TH8	1,655	4,834	2,567	2,267	yes		
WN	Winnebago CUSD 323 (High School)	WQLY-13	UL	LN6	67	45	136	-91	yes		
WP	Winnebago Public Library District	WPLY-13	FP	FF7	1,374	4,005	1,265	2,740	yes		went live Jan 2024
WO	Woodstock Public Library	WOLY-11	FP	LF8	4,472	11,167	9,425	1,742	yes		
YT	York Township Public Library	YTLY-14	UL	LF4	383	580	578	2	yes		
YK	Yorkville Public Library	YKBB-04	FP	TI2	1,190	3,730	8,905	-5,175	yes		

Date: 3/6/2026

To: PrairieCat Administrative Council

From: Elizabeth Smith, Member Services Administrator

Re: Delegates Assembly Attendance Review

Executive Summary:

The PrairieCat Administrative Council annually reviews Delegates Assembly attendance and administers non-attendance fines per the bylaws:

Non-Attendance Fines:

If a member library or Union List Delegate is not represented by their Delegate or Alternate at two scheduled Delegates Assembly meetings, a fine in the amount of $150 will be assessed to that member library.

The maximum annual fine for non-attendance for each member library will be $150.

Delegates Assembly Attendance, March 2026

At the April 30, 2025, Delegates Assembly meeting, the Delegates approved changing the bylaws to allow for multiple in person meeting locations for the Delegates Assembly meetings going forward. Three of the four meetings are scheduled at four to five different locations, and the April meeting is scheduled at one central location. The option to attend remotely via Zoom is available for personal illness or disability, employment purposes, family or other emergency, and unexpected childcare obligation. PrairieCat still needs to meet a quorum of 55 in-person attendees among these four locations.

Upon review of attendance of the three meetings so far, there are four libraries that have attended zero meetings so they will be fined at the end of the fiscal year. Notably, eight libraries have only attended online via Zoom; only two of those libraries are school libraries. Five libraries must attend the April meeting to meet the minimum requirement of attending two meetings.

In person attendance at the locations ranges from 12-24. Zoom attendance ranges from 15-27, with the January meeting having the highest online attendance. Compared with FY25 attendance, Zoom attendance is down overall in FY26 and in person attendance has increased.

Library	Delegates Assembly				Notes
	7/30/2025	10/29/2025	1/28/2026	4/29/2026	
Andalusia Township Library	In Person	#N/A	In Person		
Annawan-Alba Township Library	In Person	In Person	Virtual		Union List Rep
Bertolet Memorial Library District	In Person	Virtual	In Person		
Bourbonnais Public Library District	In Person	In Person	In Person		
Bradley Public Library District	Virtual	In Person	Virtual		
Byron Public Library District	In Person	In Person	In Person		
Charles B. Phillips Public Library District	#N/A	In Person	In Person		
Cherry Valley Public Library District	Virtual	In Person	Virtual		
Clinton Township Public Library	In Person	In Person	In Person		
Coal City Public Library District	In Person	In Person	In Person		
Colona District Public Library	In Person	In Person	In Person		
Cordova District Library	In Person	In Person	In Person		
Cortland Community Library	In Person	In Person	Virtual		
Creston-Dement Public Library District	In Person	In Person	In Person		
DeKalb Public Library	In Person	In Person	In Person		
Earlville Public Library District	Virtual	Virtual	Virtual		No in person
East Dubuque District Library	Virtual	Virtual	#N/A		No in person
East Moline Public Library	In Person	In Person	In Person		
Elizabeth Township Public Library	In Person	In Person	In Person		
Ella Johnson Memorial Public Library District	#N/A	In Person	#N/A		Needs 1 more
Erie Public Library District	In Person	In Person	In Person		
Flagg-Rochelle Public Library District	Virtual	Virtual	Virtual		No in person
Forreston Public Library	In Person	Virtual	Virtual		Union List Rep
Fossil Ridge Public Library District	#N/A	#N/A	#N/A		Fined
Franklin Grove Public Library	Virtual	In Person	Virtual		
Freeport Public Library	In Person	In Person	In Person		
Galena Public Library District	#N/A	In Person	In Person		
Geneseo Public Library District	In Person	In Person	#N/A		
Genoa Public Library District	Virtual	In Person	Virtual		
Grant Park Public Library	In Person	In Person	In Person		

Graves-Hume Public Library District	In Person	In Person	In Person	
Hanover Township Library	#N/A	In Person	#N/A	Needs 1 more
Harvard Diggins Library	In Person	In Person	In Person	
Henry C. Adams Memorial Library	#N/A	#N/A	#N/A	Fined
Highland Community College	In Person	In Person	In Person	
Hinckley Public Library District	In Person	In Person	Virtual	
Homer Township Public Library District	Virtual	In Person	In Person	
Ida Public Library	In Person	In Person	In Person	
Johnsburg Public Library District	#N/A	In Person	In Person	
Joliet Township High SD #204 (Joliet West High School)	#N/A	#N/A	In Person	Needs 1 more
Julia Hull District Library	#N/A	In Person	In Person	
Kankakee Public Library	Virtual	Virtual	Virtual	No in person
LaSalle Public Library	In Person	In Person	In Person	
Lena Community District Library	In Person	#N/A	In Person	
Limestone Township Library District	In Person	#N/A	In Person	
Lostant Community Library	Virtual	#N/A	Virtual	No in person
Malta Township Public Library	In Person	Virtual	In Person	
Manhattan-Elwood Public Library District	In Person	In Person	In Person	
Manteno Public Library District	In Person	In Person	Virtual	
Maple Park Public Library District	Virtual	In Person	Virtual	
Marengo-Union Public Library District	In Person	In Person	In Person	
Marseilles Public Library	In Person	In Person	In Person	
Meridian CUSD #223 (Stillman Valley High School)	#N/A	In Person	In Person	
Mills & Petrie Memorial Library and Gymnasium	In Person	In Person	Virtual	
Mineral-Gold Public Library District	In Person	In Person	#N/A	Union List Rep
Mokena Community Public Library District	In Person	In Person	In Person	
Moline Public Library	In Person	In Person	In Person	
Morris Area Public Library District	In Person	#N/A	In Person	
Mount Carroll District Library	#N/A	In Person	#N/A	Needs 1 more
Mount Morris Public Library	In Person	In Person	#N/A	
New Lenox Public Library District	In Person	In Person	In Person	
Nippersink Public Library District	Virtual	In Person	Virtual	

Library				
North Chicago Public Library	In Person	In Person	#N/A	
North Suburban Public Library District	In Person	In Person	In Person	
Odell Public Library	In Person	In Person	In Person	
Oglesby Public Library District	In Person	In Person	In Person	
Oregon Public Library District	Virtual	In Person	In Person	
Pearl City Public Library District	#N/A	In Person	Virtual	
Pecatonica Public Library District	In Person	In Person	In Person	
Peotone Public Library District	In Person	In Person	#N/A	
Peru Public Library	In Person	In Person	Virtual	
Plano Community Library District	In Person	In Person	In Person	
Plano CUSD 88 (Plano High School)	#N/A	Virtual	#N/A	No in person
Polo Public Library District	In Person	In Person	Virtual	
Princeton Public Library	In Person	In Person	In Person	
Princeton Township High SD 500	#N/A	In Person	In Person	
Prophetstown-Lyndon-Tampico CUD 3 (6-12 Campus)	#N/A	Virtual	Virtual	No in person
Putnam County Public Library District	In Person	In Person	In Person	
Putnam County SD 535 (Putnam County High School)	#N/A	#N/A	#N/A	Fined
Reddick Public Library District	In Person	In Person	In Person	
Richard A. Mautino Memorial Library	In Person	In Person	In Person	
River Valley District Library	In Person	In Person	In Person	
Robert R. Jones Public Library District	#N/A	In Person	In Person	
Robert W. Rowe Public Library District	In Person	In Person	In Person	
Rock Island Public Library	In Person	In Person	In Person	
Rockford University	In Person	In Person	In Person	
Rockridge Community Unit School District #300	In Person	#N/A	Virtual	Union List Rep
Sandwich Public Library District	In Person	In Person	In Person	
Schmaling Memorial Public Library District	Virtual	In Person	Virtual	
Seneca Public Library District	In Person	In Person	#N/A	
Serena Community Unit School District #2 (Serena High School)	In Person	Virtual	Virtual	
Sherrard Public Library District	In Person	In Person	In Person	
Silvis Public Library	In Person	In Person	#N/A	
Somonauk Public Library District	Virtual	Virtual	#N/A	In person exempt

South Beloit Public Library	In Person	In Person	In Person		
Streator Public Library	In Person	In Person	In Person		
Stockton Township Public Library	#N/A	#N/A	#N/A	Fined	
Sycamore Public Library	In Person	In Person	#N/A		
Talcott Free Library District	In Person	In Person	In Person		
Three Rivers Public Library District	In Person	In Person	#N/A		
United Township High School District #30	#N/A	In Person	In Person		
Walnut Public Library District	#N/A	In Person	In Person		
Warren Township Public Library	Virtual	In Person	In Person		
Western District Library	In Person	#N/A	In Person		
Wilmington Public Library District	#N/A	#N/A	In Person	Needs 1 more	
Winnebago Public Library District	Virtual	Virtual	Virtual	No in person	
Woodstock Public Library	In Person	In Person	#N/A		
Yorkville Public Library	In Person	In Person	Virtual		

Location Attendance

Delegates Assembly FY26				Delegates Assembly FY25	
Row Labels	Count of Profile				
01/28/26	92	In Person		**1/29/2025**	
Freeport Public Library	19				
New Lenox Public Library District	14				
Princeton Public Library	18				
RAILS Coal Valley Videoconference Room	14	65		In Person	57
Zoom	27			Zoom	38
07/30/25	91			**7/31/2024**	
Freeport Public Library	20				
New Lenox Public Library District	22				
Princeton Public Library	16				
RAILS Coal Valley Videoconference Room	15	73		In Person	55
Zoom	18			Zoom	29
10/29/25	100			**10/30/2024**	
Cherry Valley Public Library District	24				
Freeport Public Library	13				
New Lenox Public Library District	12				
Princeton Public Library	19				
RAILS Coal Valley Videoconference Room	17	85		In Person	64
Zoom	15			Zoom	23
Grand Total	**283**			**4/30/2025**	
				In Person	72
				Zoom	21
				Grand Total	**359**

Date: 3/6/2026

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Engagement Agreement, Klein Thorpe and Jenkins

Executive Summary:

Given the recent flurry of FOIA requests sent to various midwestern libraries for legal invoices and agreements, PrairieCat reviewed our historical files and could find no agreement with Klein Thorpe and Jenkins. PrairieCat has used KTJ for many years. I asked our lawyer at KTJ if they had an agreement on file but was informed that they do not. Apparently, this was not common practice in the past. I asked them to draw up an agreement for us to review and approve. Below is the engagement agreement. This reflects the current rates that we are paying with KTJ for legal services.

K | T | J KLEIN, THORPE & JENKINS
ATTORNEYS AT LAW

February 19, 2026

Carolyn Coulter, Executive Director
PRAIRIECAT
220 W. 23rd Avenue
Coal Valley, Illinois 61240

Re: Engagement Letter and Fee Agreement--PRAIRIECAT

Dear Ms. Coulter:

On behalf of Klein, Thorpe and Jenkins, Ltd., thank you for the opportunity to submit this engagement letter to provide PRAIRIECAT with legal services for matters referred to us from time to time.

Our firm will bill you for our professional services based on the time we spend working on matters referred to us in tenth (0.10) of an hour increments. Our rates for services are those in the fee schedule attached to our proposal for legal services dated February 19, 2026, which are also attached hereto in **Tab 1**. Our rates will be adjusted from time to time. We may ask PRAIRIECAT to directly pay any expenses in excess of $100.

We will render monthly billing statements to you indicating the current status of your account, both for services rendered and for costs incurred on your behalf. The amount shown as due on these statements, if any, shall be payable no later than thirty (30) days after the date of the statement.

PRAIRIECAT may terminate our representation and our fiduciary obligation to it under this engagement at any time for any reason or no reason. In the event that PRAIRIECAT exercises its right to terminate our engagement, we anticipate that PRAIRIECAT will promptly pay all fees and expenses incurred to the date of such exercise.

Please review the enclosed Fee Agreement in **Tab 2** and contact me should you have any questions. If acceptable, please sign and date the Fee Agreement and return the same to us, and we will return a fully executed copy to you.

As always, I am very grateful for the opportunity to represent PRAIRIECAT and enjoy working with you for the benefit of your members. If the members of the Administrative Council or you have any questions, please do not hesitate to contact me at (312) 984-6413.

Respectfully,

KLEIN, THORPE AND JENKINS, LTD.

Anne M. Skrodzki

Anne M. Skrodzki

Enclosures (Fee Schedule and Fee Agreement)

2080542_1   1

TAB 1

FEE SCHEDULE

Our minimum time increment for billing purposes is one-tenth (.1) of an hour. Substantive phone communications are billed at a minimum of three-tenths (.3) of an hour, and, if longer, the billing is fixed in one-tenth (.1) increments of an hour. The firm does not bill for secretarial or clerical work nor for any consultations within our firm. We provide itemized monthly statements with date, description and time spent. While being sensitive to unique circumstances, please be advised that, in fairness to all of our clients, the firm strives to maintain a uniform billable hourly rate schedule for similar practice areas and specialty work to avoid issues with performing legal work for multiple clients at different billable hourly rates.

A. GENERAL LEGAL SERVICES:

$245.00 per hour for partner's time
$235.00 per hour for senior associate's time
$230.00 per hour for associate's time
$185.00 per hour for special project assistant's time
$185.00 per hour for senior paralegal's time
$175.00 per hour for paralegal's time
$145.00 per hour for law clerk's time

B. LITIGATION AND APPEALS:

$250.00 per hour for partner's time
$235.00 per hour for senior associate's time
$230.00 per hour for associate's time
$185.00 per hour for special project assistant's time
$185.00 per hour for senior paralegal's time
$175.00 per hour for paralegal's time
$145.00 per hour for law clerk's time

C. EMPLOYMENT / COLLECTIVE BARGAINING SERVICES:

$325.00 per hour for partner's time
$275.00 per hour for senior associate's time
$235.00 per hour for associate's time
$185.00 per hour for special project assistant's time
$185.00 per hour for senior paralegal's time
$175.00 per hour for paralegal's time
$145.00 per hour for law clerk's time

D. SPECIAL PROJECT WORK: (e.g., work in relation to which the fee is reimbursable from a third party):

$325.00 per hour for partner's time
$275.00 per hour for senior associate's time

$235.00 per hour for associate's time
$185.00 per hour for special project assistant's time
$185.00 per hour for senior paralegal's time
$175.00 per hour for paralegal's time
$145.00 per hour for law clerk's time

E. DEBT ISSUANCE WORK:

To be negotiated based on the complexity of the financing and whether an opinion is required relative to the debt issuance, but not less than the greater of twenty-five hundredths of a percent (0.25%) of the amount of the debt issue or $2,500.00.

F. MISCELLANEOUS EXPENSES:

Miscellaneous expenses incurred are billed as follows:

Copying	20¢ per page
Printing	actual cost
Delivery	actual cost
Filing Fees	actual cost
Mileage	no charge
Computer Research	actual cost
Secretarial	no charge

Our firm uses AI-enabled tools (e.g. legal research and document analysis software) to improve accuracy and efficiency. We bill Westlaw usage per the provider's itemized statements. We do not add a separate fee for our internal AI tools; any third-party, volume based eDiscovery hosting or processing will be passed through at cost.

These billing rates and charges shall remain in effect for calendar year 2026.

Tab 2

Fee Agreement

The undersigned, PRAIRIECAT Executive Director Carolyn Coulter, having first been duly authorized by the Chair and Administrative Council Members of PRAIRIECAT, has reviewed the Engagement Letter from the law firm of Klein, Thorpe and Jenkins, Ltd. ("KTJ") dated February 19, 2026, a copy of which is attached hereto and made a part hereof. The undersigned understands the scope of services outlined in the Engagement Letter and agrees that the services set forth therein comprise the legal services KTJ is authorized and directed to undertake on behalf of PRAIRIECAT. The undersigned also has reviewed the proposed hourly fee structure in the Engagement Letter and finds the proposed fees to be fair and reasonable. The undersigned also acknowledges and agrees that PRAIRIECAT shall be responsible for payment all fees and costs incurred within the scope of services as outlined in the Engagement Letter.

PRAIRIECAT   **Klein, Thorpe and Jenkins, Ltd.**

By: _____   By: _____
    Carolyn Coulter, Executive Director   Anne M. Skrodzki

Date: _____ ___, 2026   Date: _____ ___, 2026