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PrairieCat Finance Committee Minutes March 19, 2026

The Committee met on Thursday, March 19, 2026, 10:30 am – 12:00 pm in person at the Sycamore Public Library, 103 East State Street, Sycamore, IL 60178-1440 and at the RAILS Coal Valley Service Center., 220 W. 23rd Street Ave, Coal Valley, IL 61240. The meeting will also be available online via Zoom.

[Register to attend the meeting: https://support.prairiecat.info/events/prairiecat-finance-committee-meeting-2026-03-19](https://support.prairiecat.info/events/prairiecat-finance-committee-meeting-2026-03-19)

We require an in-person quorum for this meeting.

1. Call to order, introductions

Present at Sycamore: Lauren Offerman (Chair-TC), Kim Halsey (SY), Jason Shirley (BY), Megan Gove (TF), Michael Skwara (HC)

Present at Coal Valley: Carolyn Coulter (PrairieCat), Bryon Lear (MX), Angela Campbell (RP), Chelsey Knippel (PrairieCat), Elizabeth Smith (PrairieCat)

Present via Zoom:

Absent: Maria Meachum (WL), Nick Weber (WO)

Offerman (TC) called the meeting to order at 10:31 am

2. Introduction of guests and public comments

There were no guests or public comments.

3. Discussion, Committee membership

Coulter (PrairieCat) introduced Lauren Offerman, Director at Three Rivers Public Library District,

as the new PrairieCat Administrative Council Treasurer and Chair of the Finance Committee due to the retirement of Beth Ryan. Coulter also introduced a newly appointed member of the Finance Committee, Jason Shirely, Director of Byron Public Library District.

4. Approve minutes from December 18, 2025, meeting

Motion #1: Skwara (HC) moved and Campbell (RP) seconded to approve the December 18, 2025, meeting minutes as presented. There was no discussion on the motion. Motion carried by vocal affirmation.

5. Review and discussion, Mitinet three-year proposal for bibliographic services

Coulter (PrairieCat) explained that in the past PrairieCat has worked with Marcive for bibliographic services. They were a small business and decided to retire and close their business last year. We use these services to clean up our records. They fix any bad tags, subfields and ensure we have clean data. They will also add lexile and other markers for reading level. PrairieCat's cataloging group, led by Magda Bonny, investigated other companies we could use to replace Marcive. They decided that the best option for PrairieCat's needs would be Mitinet Corporation. The PrairieCat team conducted extensive testing of Mitinet's services and were satisfied that Mitinet could handle our workload and are able to deliver services at the level we require. Coulter stated that Bonny(PrairieCat) was able to do a great job negotiating a three-year contract with Mitinet for a little over \$10,000/year. The Finance Committee agreed to pass the Mitinet contract onto Administrative Council and ultimately to the Delegates Assembly for approval.

6. Review and discussion, PrairieCat FY27 budget and fees

Coulter (PrairieCat) reviewed the final draft FY27 budget. 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 as recommended by the Administrative Council. 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. The Finance Committee agreed to recommend this draft FY27 budget to the Administrative Council and the Delegates Assembly meeting for approval.

7. Adjournment

The meeting adjourned at 10:49 am.

Next meeting: June 18, 2026, 10:30 am – 12:00 pm, in person at the Sycamore Public Library, the Coal Valley Service Center, and online via Zoom