



220 W. 23<sup>rd</sup> Ave.  
Coal Valley, IL 61240  
877-542-7257  
support.prairiecat.info

## **PrairieCat Finance Committee Agenda March 19, 2026**

The Committee will meet 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. 23<sup>rd</sup> 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
2. Introduction of guests and public comments
3. Discussion, Committee membership
4. Approve minutes from December 18, 2025, meeting
5. Review and discussion, Mitinet three-year proposal for bibliographic services
6. Review and discussion, PrairieCat FY27 budget and fees
7. Adjournment

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



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## PrairieCat Finance Committee Minutes December 18, 2025

The Committee met on Thursday, December 18, 2025, 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. 23<sup>rd</sup> 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-2025-12-18](https://support.prairiecat.info/events/prairiecat-finance-committee-meeting-2025-12-18)

### **We require an in-person quorum for this meeting.**

#### 1. Call to order, introductions

Present at Sycamore: Beth Ryan (Chair-JO), Lauren Offerman (TC), Kim Halsey (SY), Nick Weber (WO), 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: Megan Gove (TF), Maria Meachum (WL)

Ryan (JO) called the meeting to order at 10:31 am

#### 2. Introduction of guests and public comments

There were no guests or public comments.

#### 3. Approve minutes from September 18, 2025, meeting

**Motion #1: Weber (WO) moved and Skwara (HC) seconded to approve the September 18,**

**2025, meeting minutes as presented. There was no discussion on the motion. Motion carried by vocal affirmation.**

4. Review and discussion, PrairieCat FY27 budget and fees

Coulter (PrairieCat) presented the draft FY27 budget, which includes a 3% salary staff increase, a 1% merit increase, and a 2% reserve contribution. She noted that they received an increase in grant monies from RAILS but was appreciative of the increase. The budget reflects recalibrated insurance rates for the last six months of 2027, and Coulter mentioned that cyber insurance has become increasingly expensive. She also discussed the new IMRF rate of 11.16%, which is a savings of about \$1,200 compared to the previous year's rate. The overall fee increase stands at 5.04%, with Manteno and Homer being the main outliers due in part to increased patron counts. Coulter stated that she had reviewed the budget thoroughly and could not identify any further cuts, including a remote PUG day and minimizing out-of-state travel. The Committee discussed the rising costs of insurance and the need to replace the Dodge van, which is 10 years old. They reviewed the current insurance rates and considered options to reduce costs, such as adjusting employee plan choices or increasing deductibles. Halsey (SY) and Offerman (TC) expressed concern about the impact of benefit reductions on staff retention and suggested exploring alternative insurance providers, though Coulter noted that current market conditions may not offer better options. They agreed to maintain the current insurance structure for now, acknowledging the financial strain on employees.

5. Discussion, Committee membership

Coulter (PrairieCat) stated that Offerman (TC) has been newly elected to the Administrative Council which puts three Administrative Council members on this Committee. The standard is to have two Administrative Council members on the Finance Committee. The three members are Ryan (JO), who is the Chair and needs to stay on the Committee, Gove (TF) who is not present today and Offerman (TC). Offerman (TC) offered to step down from the Committee. Coulter thanked her for stepping down and for her prolonged service on the Finance Committee. The Administrative Council will work to suggest a replacement Finance Committee member.



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6. Adjournment

The meeting was adjourned at 11:30 am.

Next meeting: March 19, 2026, 10:30 am – 12:00 pm, in person at the Sycamore Public Library, the Coal Valley Service Center, and online via Zoom



Date: 3/19/2026

To: PrairieCat Finance Committee

From: Carolyn Coulter, Director

Re: Mitinet bibliographic services agreement

**Executive Summary:**

As you are probably aware, last year our long-time bibliographic services vendor retired from business. Over the last 6 months, our Library Services group has investigated existing alternatives to replace these services. Our staff have tested the tools that are provided by Mitinet and found them sufficient for our needs. Our Library Services Manager, Magda Bonny, has negotiated a three-year agreement at level pricing, with no annual increase. Please see below the agreement and quote.

# Mitinet Proposal for PrairieCat

## 2026-27

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FEBRUARY 19

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Mitinet Library Services

Authored by: Justin Hoelscher



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Prepared for: Magda Bonny – PrairieCat Library Services Supervisor

**PrairieCat**

**220 W 23rd Ave**

**Coal Valley, IL 61240**

**877-542-7257**

[magda.bonny@prairiecat.org](mailto:magda.bonny@prairiecat.org)

Overview:

**PrairieCat: 135+ public, school and academic libraries, 1.2M+ bibliographic records, ILS: Sierra**

MARC records have come in from many external sources over time containing errors and inconsistencies, and varying library staff through the years may have contributed cataloging data inconsistently. The existing system-wide database is a compilation of “legacy” data, and contains outdated content, incomplete records, structural errors and in many cases a substantial need of repair and standardization and content updates.

From a system-management standpoint, incoming pre-processing may also benefit from record screening, repair and enhancement in an effort to streamline cataloging workflows and improve data consistency and integrity.

Clean, properly formatted, up-to-date MARC data improves patrons’ access to more of a libraries’ resources, and supports local libraries getting more value out of existing materials in their library collections. As MARC metadata is made more consistent and reliable, librarians and catalogers find their collections easier to manage, and patrons have a more successful library experience.

Existing Issues, Proposed Solutions:

Using our AnalyzeMARC diagnostic tool, Mitinet has completed a detailed analysis of PrairieCat’s full Sierra Union Catalog in August of 2025 and the link to the final report is provided here:

[Mitinet - AnalyzeMARC Diagnostics Report](#)

Key AnalyzeMARC findings summarized:

- 1.2M+ records analyzed
- Over 4M total technical and syntax errors found
- Over 230k brief/incomplete records
- 20k missing award notes
- 43k Obsolete subject headings
- Over 52k Lexile Measures added/updated

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*Mitinet recommended solution: **BestMARC Global (top tier)***

**BestMARC Global:** BestMARC is Mitinet’s award-winning software-as-a-service, used to maintain MARC data integrity. BestMARC is an online, cloud-based platform to support high-level cataloging procedures and workflows. It may be used centrally or at the site level to repair update and enhance either existing metadata or incoming pre-processed MARC records (from vendor or any source), to ensure the quality and consistency of data already in the catalog or that is added to your Union Catalog going forward. BestMARC features unique Global Editing functionality that can be saved along with turn-key Enhancements options into customized Workflows and re-run with ease for efficient MARC data management. BestMARC features an unlimited-use MARC records source for any material type. BestMARC includes technical support, live web-training and product updates as they are published.

Examples of data management that BestMARC Global can perform:

- Fix material type, indicator and punctuation errors
- Fix capitalization
- Set minimum or missing pricing by collection
- Add missing physical description and system details
- Set language codes for foreign materials
- Address records with mixed material type
- Convert from AACR2 to RDA format
- Add missing key search fields such as summary notes, table of contents, author, ISBN, call number and publication information
- Add missing State and National award notes
- Globally update Sears, LC and Children’s LC subject headings; remove redundant headings
- Remove obsolete and politically sensitive subject headings
- Remove unwanted fields or terminology
- Add kid-friendly headings
- Perform matching for the following Reading Programs: Lexile®, Accelerated Reader®, Reading Counts® and Fountas & Pinnell® (add missing information, correct existing information, and remove duplicate information)
- Customizable Global Editing
- Regular Expressions

**[BestMARC Comparison - Mitinet Library Services](#)**

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2026-27 Mitinet proposed service for PrairieCat: **BestMARC Global**

*-BestMARC Global licensed usage on behalf of the full PrairieCat system based on 1.2M+ bibliographic records in your Sierra ILS system. The license includes five cataloging seats and a 12-month unlimited use subscription to the top cataloging tier of BestMARC. The subscription includes technical support, live web-training (unlimited sessions) and product updates as they are published. Mitinet does not provide a service contract. Terms of BestMARC are included here: [BestMARC - Terms of Use](#)*

**BestMARC Global 2026-27 quote: ~~\$12,830.00~~ \$10,200.00**

**BestMARC Global 2027-28 renewal cost: ~~\$11,011.00~~ \$10,200.00**

**BestMARC Global 2028-29 renewal cost: ~~\$11,011.00~~\$10,200.00**







**Justin Hoelscher**  
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 800.824.6272 ext 5219  
 800-824-6272  
 www.mitinet.com

Quote for PrairieCat -1.2M+ bibliographic records				QUOTE		
Account: PrairieCat Address: 220 W 23rd Ave Coal Valley, IL 61240  Contact: Magda Bonny Phone: 877-542-7257 Ext. 6017 Email: magda.bonny@prairiecat.org Fax:				ID: QUO-18502-XLGS2W  Date: <b>3/6/2026</b> QUOTE Valid <b>Until</b> <b>5/15/2026</b>		
Product ID	Product	Quantity	List Price	Discount	Sub Total	
NK12LibGI	BestMARC Global	1	\$12,830.00	\$0.00	\$12,830.00	
Promo202	Mitinet Promo Discount	1	\$0.00	\$2,630.00	(\$2,630.00)	
Total					\$10,200.00	

<u>Send PO to :</u> Mitinet Inc. PO Box 505 Bethany, MO 64424-0505 USA  customerservice@mitinet.com Fax 660.425.3998	<u>Send Payment to :</u> Mitinet Inc. P.O. Box 505 Bethany, MO 64424-0505 USA  Federal Tax ID 20-2182346
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*Please contact me about scheduling a FREE Professional Development session.*



Date: 3/19/2026

To: PrairieCat Finance Committee

From: Carolyn Coulter, Director

Re: FY27 budget

**Executive Summary:**

Below is the proposed final budget for FY27. This is the same budget that was reviewed by Delegates Assembly at their January meeting. This budget includes a 3% staff salary increase (COLA) and 1% merit increase for all staff. 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 proposed final 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.

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