

**PrairieCat Delegates Assembly  
Agenda  
April 29, 2026**

The Delegates Assembly will meet on Wednesday, April 29, 2026, 10:30 am – 12:00 pm in person at the Senica’s Oak Ridge Golf Club, 658 US6, La Salle, IL. 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-2026-04-29) (<https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2026-04-29>).

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. 3-23)
  - 5.1. Approve minutes for January 28, 2026, PrairieCat Delegates Assembly meeting
  - 5.2. Central Site report including financial and statistical reports
  - 5.3. Quarterly PrairieCat staff report
  - 5.4. FY27 Meeting dates
6. Administrative Council report
  - 6.1. Finance Committee report – report from 3/19/2026
  - 6.2. Resource Sharing Committee report – No report
7. PrairieCat membership update, training and outreach report
8. ACTION: Approve PrairieCat FY27 budget and fees. (ppl 24-25)
9. ACTION: Approve pay scale for FY27 (pp. 26-28)
10. ACTION: Approve three-year agreement with Mitinet for bibliographic services (pp. 29-35)
11. Update and discussion, recent Innovative disruptions
12. Update, Innovative User’s Group Conference



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13. Staff introductions and staff longevity awards
14. Public comments via previously submitted email (see above), in person or online
15. Adjournment

Next regularly scheduled meeting, July 29, 2026

## PrairieCat Delegates Assembly

### Minutes

**January 28, 2026**

The Delegates Assembly met 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

**Present at Coal Valley:** Ann Whitaker-Reid, April Hoste, Karen Lonergan, Bianca Sierra, Becky Duncan, Bryon Lear, Lisa Boles, Kathy Peschang, Victoria Blackmer, Kim Brozovich, Angela Campbell, Tori Drews, Beth Tepen, Michelle Bailey, Elizabeth Smith

**Present at Freeport:** Raina Dyck, Emily Faulkner, Deb Kolenko, Amanda Meyers, Karen Sutera, Laura Watson, Mindy Long, Daisy Mechler, Beth Ryan, Brittany Gaulrapp, Dennis Latimer, Jon Mark Bolthouse, Elizabeth Green, Penny Bryant, Stephanie Nissen, Barbara Posinger, Melissa Weidman, Valerie Woodley, Jenna Diedrich, Chelsey Knippel

**Present at New Lenox:** Kelly McCully, Leah Bill, Renee Martinez, Alexandra Tyle Annen, Amy Walsh, Joanna Kluever, Cassidy Steinke, Ashley Hopper, Cathy Palmer, Karen Barowsky, Michelle Krooswyk, Melissa Badger, Debbie Griggs, Maria Meachum, Shelby O'Hara, Matt Maturo, Megan Murray

**Present at Princeton:** Jason Shirley, Lynette Heiden, Jill Simpson, Melanie Berg, Emily Kofoid, Jourdan Wendt, Janet Clark, Heide Trettenero, Anna Allison, Deanna Howard, Julie Wayland,



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Renee Kozeal, Marilyn Calbow, Laura Youngstrum, Betsy Sobin, Beth Wood, Megan Gove, Jaclyn Trujillo, Carolyn Coulter, Lexi Sullivan

**Present via Zoom:** Jill Kohlert, Pennie Miller, Kimberly Udstrand, Shelley Augustine, Amy Runkle, Jennifer Barton, Laura Crisp, Jodie DePatis, Paige Frechmann, Julie Voss, Sue Stevens, Kimberly Martin, Britni Hartman, Michele Thurston, Jennifer Shugrue, Heather Black, Emily Gundry, Jacqy Peterson, Carol McSweeney, Jamie Lockwood, Sarah Flanagan, Allison Beasley, Marie Monaco, Michelle Krooswyk, Dana Fanslow, Rylie Roubal, Resa Mai, Jason Jensen, Melissa Landis

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

Gove (Chair-TF) started the meeting at 10:31 am. Gove welcomed everyone.

2. Introduction and welcome new delegates or alternates

Becky Duncan introduced herself as the new Director and Delegate for Erie Public Library. Dennis Latimer introduced himself as the Alternate for Marengo-Union Public Library District. Amanda Myers introduced herself as the Interim Director at Freeport Public Library. Cassidy Steinke introduced herself as the Director and Delegate at Limestone Township Library District. Karen Barowsky introduced herself as the Interim Director and Delegate at Morris Area Public Library District. Anna Allison introduced herself as the Director and Delegate of Oglesby Public Library District.

3. Introduction of guests

Lexi Sullivan from Richard A. Mautino Memorial Library in Spring Valley introduced herself. Megan Murray from Morris Area Public Library District introduced herself.

4. Review of agenda for additions/changes

There were no revisions.

5. Consent agenda

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

**Motion #1: Diedrich (GA) moved and Heiden (BP) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 88**

**Nays: 0**

**Abstentions: 0**

6. Administrative Council report

6.1. Finance Committee report – report from 12/18/2025

Coulter (PrairieCat) stated that the Finance Committee met on December 18, 2025. The Committee discussed the draft FY27 budget. The draft budget that was discussed was the same as what this group has today, besides the percentage of reserves. We had a 2% reserves saving, however that raised the aggregate percentile increase to a little over 5%. Coulter had also presented the Committee with a draft budget that included the mobile app for all circulating members, but that brought the percentile increase to over 7%, so this was quickly dismissed by the Finance Committee. We took the draft budget with the 2% reserves and 5% aggregate to the Administrative Council. Based on the recommendation of the Administrative Council, we are presenting a budget today with a 1% reserve savings.

6.2. Resource Sharing Committee report – No report

7. PrairieCat membership update, training and outreach report

Smith (PrairieCat) gave the membership update stating that PrairieCat has 138 member libraries. We have 82 Fully Participating members, 22 Basic Online and 34 Union Listing members. We are in the midst of the FY26 Delegate Assembly meetings. The next and last

Delegates Assembly meeting will be held on Wednesday, April 29<sup>th</sup> at Senica's Oak Ridge Golf Club in LaSalle, IL. This meeting is only going to be held at this one in-person location. There will be a Zoom option available for those who need to attend virtually. Please be sure that PrairieCat has the correct Delegate and Alternate listed for your library. The list of Delegates and Alternates can be found on the PrairieCat website under About – Governance. You can contact Chelsey Knippel (PrairieCat) or Elizabeth Smith (PrairieCat) to make changes to your library's Delegate or Alternate.

Smith highlighted some upcoming member events. Shelby O'Hara (PrairieCat) will be hosting two online Vega Discover Homepage Builder Q&A sessions. These are informal sessions held online via Zoom where folks can drop in and learn more about how to customize their library's Vega sites. We hold quarterly New Directors Welcome meetings, and our next one is scheduled for Tuesday, March 10<sup>th</sup>. Also on March 10<sup>th</sup>, in the afternoon, we will be hosting a Union List Members meeting. PrairieCat holds a meeting for the Union List members annually to address any questions and review what's going on with PrairieCat. Smith also reminded the Delegates to save the date for Director's University in April. This is a statewide initiative, and details can be found on the ILA website. Smith reminded the Delegates to also save the date for the annual PrairieCat Resource Sharing Summit. We have scheduled this for Tuesday, May 5<sup>th</sup> at DeKalb Public Library. This will be an in-person event only. The topic for the event is being refined and will be sent to the membership once the topic is finalized.

Smith gave an update on the Mobile App project. Support information and resources are now available on the PrairieCat website where our policies and procedures documentation is stored under Resources. Just to note that Solis has been updating their documentation so you might run into some errors or links that do not work while their site is under construction. We do have an upcoming PrairieCat libraries quarterly mobile app check-in and Q&A in April. We had one a few weeks ago that was useful for those who attended. We do have mobile video guides available on YouTube that you can share with staff and with patrons. There's a longer 10-minute video and also some shorter clips. O'Hara (PrairieCat) has been working on getting the training courses for the content management system side of the mobile app, which will be available in

TalentLMS.

Smith continued stating that February 3<sup>rd</sup>, My Bookshelf will become My Account Portal. This will be an automatic global update. This will just change how My Account looks in Discover. The icon in the upper right corner will still be there, but it will say My Account Portal. When you click on that icon you will see a block for holds and a block for checkouts. On the left-hand side, you will see the account tab where you can find your name, home library, address, checkout request, fines, and your saved bookmarks. Account linking is a feature of My Account Portal that will also be activated next week. This allows for patrons to set up a one-way connection or a two-way connection between library accounts. For example, a caregiver and a child or two adults who live in the same household that want to connect accounts. Account linking will use a passphrase method that can be shared with the person/s you are wanting to link your account with. Account linking is managed separately in Vega Mobile and Vega Discover. They are currently not connected, so you will need to set up account linking in both Vega Mobile and in Vega Discover. In the future, the linking will be unified, and patrons will only need to link once. PrairieCat does have some documentation and FAQs posted on the website, but once the change goes live next week, we will be able make more support materials.

8. Review, PrairieCat FY27 draft budget and fees.

Coulter (PrairieCat) presented the draft FY27 budget and fees. 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. 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. 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. Watson (HC) asked how many libraries are still using Encore. Coulter replied that she cannot be sure, but believes that very few people are using it.

9. Presentation: Cybersecurity presentation, Matt Maturo, PrairieCat  
Maturo (PrairieCat) gave a presentation on cybersecurity.

10. Public comments via previously submitted email (see above), in person or online  
There were no public comments.

11. Adjournment  
The meeting was adjourned at 11:57 am.

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

Total voting members: 108 Quorum: 55

January 28, 2026		In person:63 Zoom:25 Total:88	<b>Motion 1: to approve the consent agenda as presented</b>		
			<b>Move:</b> Diedrich (GA) <b>Second:</b> Heiden (BP)		
LLSAP Code	Agency (Yellow- attended via Zoom, Green-attended in person, gray-absent)	1 = in person NP= Not present for vote	Yes	No	Abstain
AN	Andalusia TL		1		
AA	Annawan-Alba TL		1		
BM	Bertolet ML		1		
BD	Bourbonnais PL		1		
BR	Bradley PL		1		
BY	Byron PLD		1		
CP	Charles B. Phillips PL		1		
CH	Cherry Valley PLD		1		
CT	Clinton Township PLD		1		
CC	Coal City PL		1		
CL	Colona PL		1		
CF	Community Unit SD #2		1		
CO	Cordova PL		1		
CN	Cortland Community Library		1		
CR	Creston-Dement PL		1		
DK	DeKalb PL		1		
EA	Earlville PL		1		
EP	East Dubuque DL				
EM	East Moline PL		1		
EL	Elizabeth TL		1		
EJ	Ella Johnson ML				
ER	Erie PL		1		
FL	Flagg-Rochelle PLD		1		
FO	Forreston PL (UL rep)		1		
FR	Fossil Ridge PL				
FG	Franklin Grove PLD		1		
FP	Freeport PLD		1		
GA	Galena PLD		1		
GP	Geneseo PL				
GE	Genoa PLD		1		
GR	Grant Park PL		1		
GV	Graves-Hume PL (Mendota)		1		
HN	Hanover TL				
HR	Harvard Diggins Library		1		

HE	Henry C Adams ML (Prophetstown)				
HC	Highland Community College		1		
HK	Hinckley PLD		1		
HD	Homer Township Public Library		1		
BL	Ida PL		1		
JO	Johnsburg PL		1		
JC	Joliet HS District #204		1		
JH	Julia Hull PL		1		
KK	Kankakee Public Library		1		
LS	LaSalle PL		1		
LE	Lena CL		1		
LI	Limestone PL		1		
LO	Lostant CL		1		
ML	Malta PL		1		
MT	Manhattan PL		1		
MN	Manteno PL		1		
MP	Maple Park PL		1		
MU	Marengo-Union PLD		1		
MB	Marseilles PL		1		
MS	Meridian Schools				
MI	Mills & Petrie ML		1		
MG	Mineral-Gold PL (UL rep)				
MK	Mokena PL		1		
MX	Moline PL		1		
MR	Morris Area PL		1		
MO	Mount Carroll DL				
MM	Mount Morris PL				
NL	New Lenox PL		1		
KR	Nippersink PLD		1		
NC	North Chicago				
LP	North Suburban PLD		1		
OD	Odell PL		1		
OG	Oglesby PL		1		
OR	Oregon PL		1		
PP	Pearl City PL		1		
PT	Pecatonica PL		1		
PE	Peotone PL				
PU	Peru PL		1		
PD	Plano Community PL		1		
PX	Plano CUSD#88				
PO	Polo PLD		1		
PR	Princeton PL		1		
PF	Princeton Twp HS		1		
TW	Prophetstown-Lyndon-Tampico SD		1		

UC	Putnam County Schools				
UE	Putnam County PL		1		
RL	Reddick PL (Ottawa)		1		
MA	Richard A Mautino (Spring Valley)		1		
RD	River Valley DL (Port Byron)		1		
CV	Robert R. Jones DL (Coal Valley)		1		
RO	Robert W. Rowe PL (Sheridan)		1		
RP	Rock Island PL		1		
RU	Rockford University		1		
RY	Rockridge High School (UL rep)		1		
SA	Sandwich PLD		1		
SC	Schmaling ML (Fulton)		1		
SE	Seneca PL				
SD	Sherrard PLD		1		
SL	Silvis PL				
SK	Stockton PL				
SN	Somonauk PL				
SB	South Beloit PL		1		
SR	Streator PL		1		
SY	Sycamore PL				
TF	Talcott Free LD		1		
TC	Three Rivers PL		1		
UT	United Township HS		1		
WA	Walnut PL		1		
WR	Warren Township PL		1		
WD	Western Dist PL (Orion)		1		
WL	Wilmington PL		1		
WP	Winnebago PLD		1		
WO	Woodstock PL				
YK	Yorkville PL		1		
	Totals:	0	88	0	0



**Date: 4/29/2026**

**To: PrairieCat Delegates Assembly**

**From: Elena Mendoza, RAILS Staff Accountant**

**Subject: PrairieCat Financial Report – February 2026**

Please find attached the PrairieCat Financial Reports for the month of February 2026. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of February 24 through March 17.

As of February 28, of the total cash balance of \$1,609,149, \$843,357 was undesignated working cash, \$754,978 was designated for reserves, and \$10,814 was eCommerce receipts payable to the membership. The cash balance decreased \$59,598 during February primarily due to the monthly payroll and payroll-related expenses (\$82,170), the monthly LIMRiCC health insurance premiums (\$20,411), and the December through February credit card payments (\$8,658), as well as several other smaller vendor expenses. These expenses were partially offset by the receipt of the twelve remaining invoiced third quarter member fees (\$36,286) and the receipt of all but one remaining invoiced annual Vega mobile app fees from participating members (\$6,674), and the February eCommerce receipts payable to the membership (\$6,333).

The balance of working cash was sufficient to fund 4.9 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 February of \$1,411,701 were \$2,398 above budget, primarily due to higher than budgeted total reimbursement revenues (\$3,628). This was due to the above budget reimbursement revenue from participating members for the Vega mobile app and the data-scoping revenue for Putnam County CUSD #535 Elementary School. These above budget revenues were partially offset by lower than budgeted continuing education event grants and by credit card cash rewards (\$1,068).

Total year-to-date interest as of the end of February was \$23,077. This was \$257 below the year-to-date budget of \$23,334. At their March meeting, the Federal Reserve held its target borrowing rate between 3.50% and 3.75% for the second consecutive time. Decisions about interest rates are being driven by uncertainty about oil prices, the rapidly shifting economy, and persistent inflation. The projections they shared in December 2025 for calendar year 2026 and 2027 interest rates remained unchanged at 3.4% and 3.1%, respectively. Their next meeting is scheduled for April 19. The average February interest rates

for the IL Funds and iPrime money market accounts were 3.796% and 3.549%, respectively, slightly down from the January averages of 3.827% and 3.584%.

Total expenses through February of \$1,382,775 were \$2,754 below the year-to-date budgeted amount of \$1,385,529. This is primarily due to under budget Contractual Services expenses (\$18,903), Personnel costs (\$6,770), Professional Services (\$5,230), Travel and Continuing Education costs (\$4,260), Supplies, Postage and Printing costs (\$1,594), Miscellaneous – eCommerce Fees (\$1,452), Telephone and Telecommunication costs (\$1,356), and Vehicle expenses (\$1,035).

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 in nearly all personnel categories. These personnel costs were partially offset by the blended increases in budgeted health insurance rates that did not take effect until calendar year 2026.

Professional Services costs were below budget primarily due to lower than budgeted needs for consulting and legal services through February, 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 February but are expected to increase slightly as conferences and in-person member and governance meetings continue. These below budget costs were partially offset by above budget conferences and continuing education meeting expenses, primarily due to PrairieCat's Users Group Day (PUG Day), which occurred in the first half of the fiscal year but were budgeted evenly throughout the fiscal year.

Supplies, Postage and Printing costs were under budget, mostly due to lower than budgeted costs of and need for computer equipment and software, and office supplies and equipment through February. Fees for eCommerce processing were below budget through February, primarily due to the transition from Encore to Vega, which involved discontinuing the older MerchantE processor account earlier this fiscal year, leaving a single integrated MerchantE processor account with Vega. Additional under budgeted expenses were due to lower than budgeted costs of and needs for fuel, vehicle repairs and maintenance, vehicle insurance, and vehicle leasing and rent through February. Fuel prices have rapidly

increased since February, with this expense anticipated to end the year much closer to the budgeted amount.

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

**PRAIRIECAT  
CASH REPORT  
FOR THE PERIOD ENDING February 28, 2026**

Beginning Cash Balance	\$ 1,668,747.23
Cash Received	
Payments from Member Libraries, etc.	44,649.81
Interest - BankORION	310.48
Interest - Illinois Funds	956.02
Interest - PTMA	14.28
eCommerce Receipts Payable	6,333.09
Total Cash Received	<u>52,263.68</u>
Expenses Paid	
Checks and Vendor ACH Payments	20,718.85
Payroll and Retirement Contributions	82,170.33
ACH Credit Card Payments	8,657.53
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	315.28
Total Disbursements	<u>111,861.99</u>
Ending Cash Balance	<u><u>\$ 1,609,148.92</u></u>

**CASH DETAILS:**

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	10,814.45
Reserve Designation	754,977.89
Working Cash	843,356.58

**TOTAL CASH** \$ 1,609,148.92

**PAYPAL FUNDS DETAILS:**

February PayPal Receipts in Transit to Bank	\$262.87
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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 February 2026	\$ 9,725.58

**TOTAL CURRENT CD INVESTMENT VALUE** \$ 491,225.58

Invested in Capital Assets Balance as of February 2026	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of February 2026	\$10,480.12
Unrestricted Fund Balance as of February 2026	\$2,021,033.39

FY26 operating expenses excluding planned reserve designation:	\$ 2,069,730.67
Working Cash % of operating expenses:	40.75%

**PrairieCat**  
Balance Sheet  
As of 2/28/2026

	Balance End of Month
<b>Assets</b>	
Cash & cash equivalents	
Cash - Bank Orion	1,274,566.15
Cash - Illinois Funds	329,324.72
Cash - PTMA	5,258.05
PayPal Funds	262.87
Total Cash & cash equivalents	1,609,411.79
Investments	486,568.53
Accounts receivables	1,256.16
Accrued investment income	4,657.05
Prepaid expenses	306,351.06
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	(801,192.15)
Total Capital Assets, net	723,525.85
Other assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	25.00
Total Other assets	361,391.25
<b>Total Assets</b>	<b>3,493,161.69</b>
<b>Liabilities</b>	
eCommerce receipts payable	11,077.32
Payroll	
Pension Payable	11,580.05
Total Payroll	11,580.05
Deferred revenue	215,100.35
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	713,045.73
Total Other long-term obligations	727,763.73
<b>Total Liabilities</b>	<b>1,461,648.18</b>
<b>Net Assets</b>	
Beginning net assets	2,002,587.17
Current YTD net income	28,926.34
<b>Total Net Assets</b>	<b>2,031,513.51</b>
<b>Total Liabilities and Net Assets</b>	<b>3,493,161.69</b>

**PrairieCat**

Statement of Revenues and Expenses - FY26 is 66.67% Completed

From 2/1/2026 Through 2/28/2026

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
<b>REVENUES</b>						
Fees for Services and Materials						
Union List Member Revenue	2,690.96	21,527.68	21,528.00	99.99%	32,292.00	66.66%
Fully Participating and Basic Online Member Revenue	117,674.62	941,396.96	941,400.00	99.99%	1,412,098.67	66.66%
ILL Barcode Revenue	300.00	2,100.00	2,000.00	105.00%	3,000.00	70.00%
Fully Participating & Basic Online - Reserve Contribution	3,244.80	25,958.42	25,958.55	99.99%	38,937.10	66.66%
Union List - Reserve Contribution	284.04	2,272.32	2,272.50	99.99%	3,409.00	66.65%
<b>Total Fees for Services and Materials</b>	<u>124,194.42</u>	<u>993,255.38</u>	<u>993,159.05</u>	<u>100.01%</u>	<u>1,489,736.77</u>	<u>66.67%</u>
Reimbursements						
Reimbursements	1,669.16	15,853.28	14,535.50	109.06%	21,803.00	72.71%
Reimbursements - PUG Day/DA Fees	0.00	3,152.00	3,750.00	84.05%	3,750.00	84.05%
Reimbursements - Mobile App	2,850.00	24,057.74	21,150.00	113.74%	31,725.00	75.83%
<b>Total Reimbursements</b>	<u>4,519.16</u>	<u>43,063.02</u>	<u>39,435.50</u>	<u>109.20%</u>	<u>57,278.00</u>	<u>75.18%</u>
Investment Income	2,823.55	23,076.52	23,334.00	98.89%	35,000.00	65.93%
Other						
Other Grants	0.00	0.00	1,334.00	0.00%	2,000.00	0.00%
Other Grants - LLSAP Support Grant	43,921.83	351,374.66	351,375.00	99.99%	527,062.00	66.66%
Other Revenue	706.98	931.81	666.00	139.91%	1,000.00	93.18%
<b>Total Other</b>	<u>44,628.81</u>	<u>352,306.47</u>	<u>353,375.00</u>	<u>99.70%</u>	<u>530,062.00</u>	<u>66.47%</u>
<b>Total REVENUES</b>	<u>176,165.94</u>	<u>1,411,701.39</u>	<u>1,409,303.55</u>	<u>100.17%</u>	<u>2,112,076.77</u>	<u>66.84%</u>
<b>EXPENSES</b>						
Personnel						
Other Professionals	59,820.28	509,556.01	511,276.00	99.66%	781,955.70	65.16%
Support Services	9,039.03	75,992.09	77,427.00	98.14%	118,420.00	64.17%
Social Security Taxes	4,885.57	42,367.20	44,964.00	94.22%	68,763.99	61.61%
Unemployment Insurance	0.00	0.00	2,334.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.50	1,286.00	1,346.00	95.54%	2,020.00	63.66%
Retirement Benefits	7,684.72	65,584.64	66,352.00	98.84%	101,483.06	64.62%
Health, Dental And Life Insurance	15,121.34	106,263.14	102,760.50	103.40%	154,141.00	68.93%
Other Fringe Benefits	0.00	180.00	666.00	27.02%	1,000.00	18.00%
Tuition Reimbursements	0.00	0.00	333.00	0.00%	500.00	0.00%
Staff Professional Memberships	0.00	125.00	666.00	18.76%	1,000.00	12.50%
<b>Total Personnel</b>	<u>96,719.44</u>	<u>801,354.08</u>	<u>808,124.50</u>	<u>99.16%</u>	<u>1,232,783.75</u>	<u>65.00%</u>
Buildings and Grounds						
Property Insurance	278.75	2,230.00	2,134.00	104.49%	3,200.00	69.68%
<b>Total Buildings and Grounds</b>	<u>278.75</u>	<u>2,230.00</u>	<u>2,134.00</u>	<u>104.50%</u>	<u>3,200.00</u>	<u>69.69%</u>
Vehicle Expenses						
Fuel	33.27	254.97	666.00	38.28%	1,000.00	25.49%

**PrairieCat**

Statement of Revenues and Expenses - FY26 is 66.67% Completed

From 2/1/2026 Through 2/28/2026

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Repairs And Maintenance	219.60	319.55	666.00	47.98%	1,000.00	31.95%
Vehicle Insurance	124.08	992.64	1,000.00	99.26%	1,500.00	66.17%
Vehicles Leasing And Rent	0.00	0.00	333.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	296.30	233.00	127.16%	350.00	84.65%
Total Vehicle Expenses	376.95	1,863.46	2,898.00	64.30%	4,350.00	42.84%
Travel and Continuing Education						
In-State Travel	0.00	4,877.77	5,334.00	91.44%	8,000.00	60.97%
Registrations And Meeting, Other Fees	487.20	2,597.59	6,934.00	37.46%	10,400.00	24.97%
Conferences And Continuing Education Meetings	0.00	13,867.12	13,334.00	103.99%	20,000.00	69.33%
Total Travel and Continuing Education	487.20	21,342.48	25,602.00	83.36%	38,400.00	55.58%
Public Relations	0.00	1,444.76	1,334.00	108.30%	2,000.00	72.23%
Commercial Insurance	617.74	4,941.92	5,334.00	92.64%	8,000.00	61.77%
Supplies, Postage and Printing						
Computers, Software And Supplies	2,754.82	25,633.67	26,769.90	95.75%	40,155.80	63.83%
General Office Supplies And Equipment	299.63	515.95	1,000.00	51.59%	1,500.00	34.39%
Postage	10.90	26.50	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	3,065.35	26,176.12	27,769.90	94.26%	41,655.80	62.84%
Telephone and Telecommunications	1,036.11	5,977.99	7,334.00	81.51%	11,000.00	54.34%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	81.66	603.12	1,000.00	60.31%	1,500.00	40.20%
Total Equipment Repair and Maintenance	81.66	603.12	1,000.00	60.31%	1,500.00	40.21%
Professional Services						
Legal	0.00	710.50	2,000.00	35.52%	3,000.00	23.68%
Accounting	0.00	5,300.00	4,666.00	113.58%	7,000.00	75.71%
Consulting	0.00	4,680.00	10,000.00	46.80%	15,000.00	31.20%
Payroll Service Fees	636.58	6,079.38	5,334.00	113.97%	8,000.00	75.99%
Total Professional Services	636.58	16,769.88	22,000.00	76.23%	33,000.00	50.82%
Contractual Services						
Information Service Costs	17,240.42	154,813.75	416,220.00	37.19%	624,329.92	24.79%
Outside Printing Services	0.00	0.00	1,334.00	0.00%	2,000.00	0.00%
Other Contractual Services	260.75	2,085.96	58,444.50	3.56%	87,667.00	2.37%
Amortization - Subscription Based IT Arrangements	37,524.50	300,195.96	0.00	0.00%	0.00	0.00%
Total Contractual Services	55,025.67	457,095.67	475,998.50	96.03%	713,996.92	64.02%
Professional Association Membership Dues	110.00	1,558.88	1,334.00	116.85%	2,000.00	77.94%
SBITA Interest	4,546.42	38,321.40	0.00	0.00%	0.00	0.00%
Miscellaneous	87.75	881.68	1,000.00	88.16%	1,500.00	58.77%

**PrairieCat**

Statement of Revenues and Expenses - FY26 is 66.67% Completed  
From 2/1/2026 Through 2/28/2026

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Miscellaneous - eCommerce Fees	336.73	2,213.61	3,666.00	60.38%	5,500.00	40.24%
Total EXPENSES	<u>163,406.35</u>	<u>1,382,775.05</u>	<u>1,385,528.90</u>	<u>99.80%</u>	<u>2,098,886.47</u>	<u>65.88%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>12,759.59</u>	<u>28,926.34</u>	<u>23,774.65</u>	<u>121.66%</u>	<u>13,190.30</u>	<u>219.30%</u>





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

### **Member Services and UX:**

- PrairieCat staff worked closely with Innovative on upcoming changes to Vega Discover including identifying unexpected issues in Account Portal.
- PrairieCat hosted live training sessions focused on Vega Discover customizations and Mobile App Q&A with more than 30 attendees.
- PrairieCat welcomed 3 new directors this quarter and hosted a new director welcome meeting as well as providing direct outreach and site visits.
- The PrairieCat Engagement Committee is now accepting program proposals for a Virtual PUG (PrairieCat Users Group) Day on September 24 and 25, 2026.
- We are now finalizing our upcoming Resource Sharing Summit on May 5. Each year, we host a session on a specific topic for all levels of staff. This year, our topic will be “Patron behavior policies and best practices”. We will have a representative from Klein, Thorpe, and Jenkins speak on building a policy followed by a panel discussion with several libraries about their policy process. After lunch, we will have a speaker from Rosecrance Behavioral Health who will help library staff learn:
  - Trauma informed practices to better support library users facing barriers such as unhoused patrons or patrons who have mental health challenges
  - Deescalation techniques
  - Best practices for staff to respond to patrons in a timely and direct way that aligns with library policy (including behavior policies and safety and security policies) (While providing good customer service and protecting themselves from burnout)
- We have scheduled two “Ask Anything” virtual open house sessions with the PrairieCat director for May and June.

### **Library Systems:**

- Over the past quarter, we have participated in a variety of key meetings, including those with PrairieCat Staff, weekly department meetings, the Training Committee, the Technical Services Committee, the Circulation Committee, and the Delegates Assembly.
- We have conducted multiple training sessions, including one-on-one sessions via Zoom.
- Multiple courses delivered through our online learning system 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.

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Coal Valley, IL 61240  
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<http://support.prairiecat.info>

- After a lengthy evaluation and testing process, PrairieCat has obtained a quote from Mitinet for bibliographic services. This agreement will replace our previous agreement with Marcive. The agreement is subject to approval by the Delegates at the April 29th meeting. Upon approval, all arrangements will be finalized.
- We are working with OCLC to consolidate one of our members' multiple OCLC symbols into the one symbol that is actively used. Currently, the library uses one of their three existing symbols. This will simplify their processes as well as save money by reducing the number of symbols that we pay for.

**Systems:**

- The team rolled out new notice templates to correct issue with overdue templates.
- We worked with a vendor on new checkout receipts.
- We are working with Innovative about certificate renewals with respect to new renewal time limits.
- We finished up distribution of new laptops for employees and conversion of old laptops to training machines.
- Due to email disruptions, we worked on removing PrairieCat from a series of email blacklists. This issue has been resolved.
- We continue to troubleshoot issues with automated calls being blocked.

**DELEGATES ASSEMBLY**

This body approves the budget, contracts, new members and other major decisions for PrairieCat. Consists of a representative from each Fully Participating and Basic Online member as well as four Union Listing representatives.

FY2027 Officers: Chair: Vice-Chair:		Secretary: Treasurer:	
Quarterly meetings in months of January, April (budget approved), July, and October (budget presented). Last Wednesday of the month. All meetings are in person and held from 10:00am-12:00 pm. Lunch is served at the April meeting. Participation also available via Zoom.			
PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith Panelists: Chair, others as needed			
<b>Who should attend:</b> participation in Delegates Assembly is required for Delegates or Alternates from each Fully Participating or Basic Online member of PrairieCat, and the four Union List reps.			
<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Format</b>
July 29, 2026	Freeport PL, New Lenox PL, Princeton PL, RAILS Coal Valley Service Center, Ida PL	10:30am-12:00pm	In person
Oct 28, 2026	Freeport PL, New Lenox PL, Princeton PL, RAILS Coal Valley Service Center, North Suburban PLD	10:30am-12:00pm	In person
Jan 27, 2027	Freeport PL, New Lenox PL, Princeton PL, RAILS Coal Valley Service Center, North Suburban PLD	10:30am-12:00pm	In person
Apr 28, 2027	Senica's Oak Ridge Golf Club, LaSalle, IL (Luncheon)	10:30am-12:00pm	In person



Date: 4/29/2026

To: PrairieCat Delegates Assembly

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.

Attached, please find attached the proposed FY27 budget, Appendix A, and Union List charges.

Please also find attached the tier list for public libraries for FY27 based on the proposed budget.



Date: 4/29/2026

To: PrairieCat Delegates Assembly

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.

**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			

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

Based on a 2.2% increase



Date: 4/29/2026

To: PrairieCat Delegates Assembly

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.

**Recommendation:**

It is recommended to accept the proposed three-year agreement, which locks our annual pricing down without an annual increase.

# 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**  
**MITINET Inc.**  
 justin@mitinet.com  
 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.*