

PrairieCat Administrative Council
Agenda
May 8, 2026

The Council will meet on Friday, May 8, 2026, 10:30 am – 1:00 pm in person at the Byron Public Library District, 100 S. Washington St., Byron, IL. The meeting will also be available online via Zoom. [Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-05-08) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-05-08).

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 2-18)
 - 4.1. Approve minutes for April 10, 2026, PrairieCat Administrative Council meeting
 - 4.2. Approve financial report for March 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 final election slate (p. 19)
 - 6.2. ACTION: Approve meeting dates for FY27 (p. 20)
 - 6.3. ACTION: Approve credit card for technology/software subscription purchases (p. 21)
 - 6.4. Update on Resource Sharing Summit
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

**PrairieCat Administrative Council
Minutes
April 10, 2026**

The Council met on Friday, April 10, 2026, 10:30 am – 1:00 pm in person at the Princeton Public Library, 698 E. Peru St, Princeton, IL. The meeting will also be available online via Zoom. [Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-04-10) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-04-10).

1. Call to order, welcome and introductions

Present at Princeton Public Library: Carolyn Coulter (PrairieCat), Julie Wayland (PR), Kimberly Brozovich (RP), Chelsey Knippel (PrairieCat), Barbara Posinger (SA), Megan Gove (TF), Lauren Offerman (TC), Kelly McCully (BD), Stephanie Nissen (RU), Michelle Krooswyk (NL)

Present via Zoom: Elizabeth Smith (PrairieCat), Ashley Barey (Clarivate), Yoel Goldenberg (Clarivate), Dean Cooper (Clarivate)

Absent: Jenna Diedrich (GA), Penny Bryant (PT)

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

2. Introduction of visitors and public comments

There were no public comments. Ashley Barey introduced herself as the Vice President of Product Management at Clarivate. Yoel Goldenberg introduced himself as the Senior Vice President and General Manager of Clarivate.

3. Review agenda for addition/changes

Coulter (PrairieCat) rearranged the agenda items so that the meeting started with the presentation from Clarivate.

4. Consent agenda

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

4.2. Approve financial report for February 2026

4.3. Approve check registers

4.4. Statistical reports

MOTION #1

Offerman (TC) moved and Nissen (RU) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) reminded the Council that Dakota Community Unit School District will be withdrawing from PrairieCat in July. Bureau Valley Schools has requested more information on upgrading. Coulter (PrairieCat) sent the requested information, and we will wait to hear their decision on moving forward with the upgrade.

5.2. Update on current training and engagement projects

5.2.1. Public Library Representation (Tier List), FY27

Coulter (PrairieCat) discussed the FY27 Tier List, stating that Yorkville Public Library moved up to Tier 1, and Mokena Public Library moved down to Tier 2.

5.2.2. Membership Eligibility report (eligibility to move up or down)

Smith (PrairieCat) stated that the Administrative Council annually reviews Membership Levels and Eligibility as outlined in governance documents. For public

libraries, the report details the 3-year average of total operating expenditures as reported in the most recent IPLARs. The PrairieCat fees as a percentage of that is also shown. All the libraries that spend more than 5% of their operating expenditures on PrairieCat fees are eligible for a lower level of PrairieCat membership yet are choosing the higher level for the services it provides. All Fully Participating members that are required to be in that membership level spend less than 5% of their operating expenditures on PrairieCat fees, with an average of 2%. For school libraries, the report details the 3-year average of enrollment.

Smith explained that all public libraries, with one exception, are at the appropriate membership level based on their eligibility. Some libraries have chosen a higher level of membership. Polo Public Library District is a Basic Online member, the 3-year average of operating expenditures is \$206,808, which is about \$6,000 over the threshold for Basic Online membership. However, their 2025 IPLAR operating expenditures have decreased to \$196,408. The preliminary data from the 2026 IPLAR operating expenditures shows Polo at \$189,545. Since their operating expenditures seems to be trending down, the recommendation is to leave them at the Basic Online membership level. The Council agreed to leave Polo Public Library District as a Basic Online member.

5.2.3. Report of percentage of budget vs. fees, FY27

Smith (PrairieCat) reviewed the Percentage of Budget vs. Fees report for FY27. This report compares the FY26 fees with the three-year average and calculating that percentage. The members with a higher percentage, 5% or above, are choosing to participate in PrairieCat at a higher level than the eligibility parameters require.

6. Administrative issues

6.1. Review and recommendation to Delegates Assembly, FY27 budget and fees

Coulter (PrairieCat) shared the draft FY27 budget and fees, explaining that 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. 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. 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. Also reflected is the sunsetting of Encore in FY27 and thus saving 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 Council agreed to pass along the draft FY27 budget to the Delegates Assembly for approval.

6.2. Review and recommendation to Delegates Assembly, Mitinet agreement for bibliographic services

Coulter (PrairieCat) stated that 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 Supervisor, Magda Bonny, has negotiated a three-year agreement at level pricing, with no annual increase.

The Council agreed to pass along the presented three-year agreement to the Delegates Assembly for approval.

6.3. Workplan review

Coulter (PrairieCat) discussed PrairieCat's activity plan as part of our Strategic Plan process and implementation. We review this with the Council semi-annually to update you on where we are with the stages of each of the goals of the Strategic Plan. Coulter pointed out that as a part of the activity plan, PrairieCat will be holding Director's Open House, Ask Me Anything session via Zoom in May and June.

6.4. Discussion, investigation of ILS options available currently, possible RFI process

Coulter (PrairieCat) stated that due to the problems we have had with Innovative and their products recently, PrairieCat should do our due diligence and look into other ILS options that might be available. The Council agreed. Coulter asked for a volunteer to work with her on writing an RFI to send to possible vendors. Gove (TF) volunteered to assist.

6.5. Review of Delegates Assembly agenda for April 29, 2026

Coulter (PrairieCat) shared the proposed Delegates Assembly agenda with the Council. She noted that this meeting does not have a presentation due to staff introductions and longevity awards along with PrairieCat hosting a luncheon after the meeting. An update from the IUG Conference was added to the Delegates Assembly meeting agenda for April 29, 2026.

6.6. Zoom call with Ashley Barey, VP of Product Management, Clarivate, regarding recent support issues and disruptions (11:30).

Barey (Clarivate) gave a presentation explaining Clarivate product updates and improvements.

7. Ad Hoc Committee updates

7.1. Resource Sharing Committee – No report

7.2. Finance Committee – Report from March 19, 2026

Offerman (TC) stated that the Finance Committee discussed the previous topics of this meeting, which were FY27 Draft Budget and the Mitinet Contract. The Committee also discussed investigating insurance alternatives soon.

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 11:17am.

11. Next meeting - Friday, May 8, 2026, at the Byron Public Library District



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

10. Adjournment

11. Next meeting - Friday, June 5, 2026, at the Franklin Grove Public Library

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:4/10/2026		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.	8	0	0	Y	A	A	Y	Y	Y	Y	2ND Y	Y	A	MY	



Date: 5/8/2026

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Subject: PrairieCat Financial Report – March 2026

Please find attached the PrairieCat Financial Reports for the month of March 2026. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of March 18 through April 17.

As of March 31, of the total cash balance of \$1,514,585, \$743,969 was undesignated working cash, \$754,978 was designated for reserves, and \$15,638 was eCommerce receipts payable to the membership. The cash balance decreased \$94,564 during March primarily due to the monthly payroll and payroll-related expenses (\$76,560), the monthly LIMRiCC health insurance premiums (\$20,456), as well as several other smaller vendor expenses.

The balance of working cash was sufficient to fund 4.3 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 March of \$1,587,592 were \$2,594 above budget, primarily due to higher than budgeted total reimbursement revenues (\$3,686). 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 (\$1,500).

Total year-to-date interest as of the end of March was \$26,060. This was \$190 below the year-to-date budget of \$26,250. At their March meeting, the Federal Reserve held its target borrowing rate between 3.50% and 3.75% for the second consecutive time. 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 29. The average March interest rates for the IL Funds and iPrime money market accounts were 3.782% and 3.500%, respectively, slightly down from the February averages of 3.796% and 3.549%.

Total expenses through March of \$1,546,307 were \$7,263 below the year-to-date budgeted amount of \$1,553,570. This is primarily due to under budget Contractual Services expenses (\$21,557), Professional Services (\$7,164), Travel and Continuing Education costs (\$7,143), Personnel costs (\$5,606), Supplies,

Postage and Printing costs (\$3,073), Telephone and Telecommunication costs (\$1,924), Miscellaneous – eCommerce Fees (\$1,592), and Vehicle expenses (\$1,243).

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.

Professional Services costs were below budget primarily due to lower than budgeted needs for consulting and legal services through March, which were partially offset by above budget payroll service fees. Annual increases in payroll service fees and tax form processing costs were higher than anticipated.

Travel and Continuing Education costs were under budget through March but are expected to continue to increase as conferences, staff mileage reimbursements, and in-person member and governance meetings continue to occur throughout the remainder of the fiscal year.

Personnel expenses were below budget in nearly all personnel categories. These personnel costs were partially offset by the increases in health insurance rates that took effect in January 2026.

Supplies, Postage and Printing costs were under budget, mostly due to lower than budgeted costs and needs for computer equipment and software, and office supplies and equipment through March.

Telephone and Telecommunication costs were below budget through March but are expected to increase as quarterly staff internet reimbursements are received.

Fees for eCommerce processing were below budget through March, 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, and vehicle leasing and rent through March. Fuel prices have increased rapidly, with this expense now expected 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 March 31, 2026**

Beginning Cash Balance	\$ 1,609,148.92
Cash Received	
Payments from Member Libraries, etc.	1,530.32
Interest - BankORION	317.37
Interest - Illinois Funds	1,057.82
Interest - PTMA	15.54
eCommerce Receipts Payable	4,823.83
Total Cash Received	7,744.88
Expenses Paid	
Checks and Vendor ACH Payments	23,153.89
Payroll and Retirement Contributions	76,560.13
ACH Credit Card Payments	2,258.06
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	336.66
Total Disbursements	102,308.74
Ending Cash Balance	\$ 1,514,585.06

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	15,638.28
Reserve Designation	754,977.89
Working Cash	743,968.89

TOTAL CASH

\$ 1,514,585.06

PAYPAL FUNDS DETAILS:

March PayPal Receipts in Transit to Bank	\$133.20
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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
CD Investment Income as of March 2026	\$ 11,318.61

TOTAL CURRENT CD INVESTMENT VALUE

\$ 492,818.61

Invested in Capital Assets Balance as of March 2026	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of March 2026	\$8,163.86
Unrestricted Fund Balance as of March 2026	\$2,035,708.12
FY26 operating expenses excluding planned reserve designation:	\$ 2,069,730.67
Working Cash % of operating expenses:	35.95%

PrairieCat
Balance Sheet
As of 3/31/2026

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,178,928.93
Cash - Illinois Funds	330,382.54
Cash - PTMA	5,273.59
PayPal Funds	133.20
Total Cash & cash equivalents	1,514,718.26
Investments	487,381.19
Accounts receivables	400.00
Accrued investment income	5,437.42
Prepaid expenses	247,341.22
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	(838,716.65)
Total Capital Assets, net	686,001.35
Other assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	25.00
Total Other assets	361,391.25
Total Assets	3,302,670.69
Liabilities	
eCommerce receipts payable	15,771.48
Payroll	
Pension Payable	11,580.09
Total Payroll	11,580.09
Deferred revenue	42,764.92
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	677,837.49
Total Other long-term obligations	692,555.49
Total Liabilities	1,258,798.71
Net Assets	
Beginning net assets	2,002,587.17
Current YTD net income	41,284.81
Total Net Assets	2,043,871.98
Total Liabilities and Net Assets	3,302,670.69

PrairieCat

Statement of Revenues and Expenses - FY26 is 75.00% Completed
From 3/1/2026 Through 3/31/2026

	<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>
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,690.96	24,218.64	24,219.00	99.99%	32,292.00	74.99%
Fully Participating and Basic Online Member Revenue	117,674.62	1,059,071.58	1,059,075.00	99.99%	1,412,098.67	74.99%
ILL Barcode Revenue	300.00	2,400.00	2,250.00	106.66%	3,000.00	80.00%
Fully Participating & Basic Online - Reserve Contribution	3,244.81	29,203.23	29,203.55	99.99%	38,937.10	75.00%
Union List - Reserve Contribution	284.04	2,556.36	2,556.50	99.99%	3,409.00	74.98%
Total Fees for Services and Materials	<u>124,194.43</u>	<u>1,117,449.81</u>	<u>1,117,304.05</u>	<u>100.01%</u>	<u>1,489,736.77</u>	<u>75.01%</u>
Reimbursements						
Reimbursements	1,669.16	17,522.44	16,352.50	107.15%	21,803.00	80.36%
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	26,907.74	23,794.00	113.08%	31,725.00	84.81%
Total Reimbursements	<u>4,519.16</u>	<u>47,582.18</u>	<u>43,896.50</u>	<u>108.40%</u>	<u>57,278.00</u>	<u>83.07%</u>
Investment Income	2,983.76	26,060.28	26,250.00	99.27%	35,000.00	74.45%
Other						
Other Grants	0.00	0.00	1,500.00	0.00%	2,000.00	0.00%
Other Grants - LLSAP Support Grant	43,921.84	395,296.50	395,297.00	99.99%	527,062.00	75.00%
Other Revenue	271.10	1,202.91	750.00	160.38%	1,000.00	120.29%
Total Other	<u>44,192.94</u>	<u>396,499.41</u>	<u>397,547.00</u>	<u>99.74%</u>	<u>530,062.00</u>	<u>74.80%</u>
Total REVENUES	<u>175,890.29</u>	<u>1,587,591.68</u>	<u>1,584,997.55</u>	<u>100.16%</u>	<u>2,112,076.77</u>	<u>75.17%</u>
EXPENSES						
Personnel						
Other Professionals	59,820.27	569,376.28	571,426.00	99.64%	781,955.70	72.81%
Support Services	9,039.03	85,031.12	86,536.00	98.26%	118,420.00	71.80%
Social Security Taxes	4,885.59	47,252.79	50,254.00	94.02%	68,763.99	68.71%
Unemployment Insurance	0.00	0.00	2,625.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.50	1,454.50	1,515.00	96.00%	2,020.00	72.00%
Retirement Benefits	7,684.72	73,269.36	74,158.00	98.80%	101,483.06	72.19%
Health, Dental And Life Insurance	15,166.70	121,429.84	115,605.50	105.03%	154,141.00	78.77%
Other Fringe Benefits	258.30	438.30	750.00	58.44%	1,000.00	43.83%
Tuition Reimbursements	0.00	0.00	375.00	0.00%	500.00	0.00%
Staff Professional Memberships	11.67	136.67	750.00	18.22%	1,000.00	13.66%
Total Personnel	<u>97,034.78</u>	<u>898,388.86</u>	<u>903,994.50</u>	<u>99.38%</u>	<u>1,232,783.75</u>	<u>72.87%</u>
Buildings and Grounds						
Property Insurance	278.75	2,508.75	2,400.00	104.53%	3,200.00	78.39%
Total Buildings and Grounds	<u>278.75</u>	<u>2,508.75</u>	<u>2,400.00</u>	<u>104.53%</u>	<u>3,200.00</u>	<u>78.40%</u>
Vehicle Expenses						
Fuel	31.87	286.84	750.00	38.24%	1,000.00	28.68%

PrairieCat

Statement of Revenues and Expenses - FY26 is 75.00% Completed
From 3/1/2026 Through 3/31/2026

	<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	0.00	319.55	750.00	42.60%	1,000.00	31.95%
Vehicle Insurance	124.08	1,116.72	1,125.00	99.26%	1,500.00	74.44%
Vehicles Leasing And Rent	0.00	0.00	375.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	296.30	262.00	113.09%	350.00	84.65%
Total Vehicle Expenses	155.95	2,019.41	3,262.00	61.91%	4,350.00	46.42%
Travel and Continuing Education						
In-State Travel	0.00	4,877.77	6,000.00	81.29%	8,000.00	60.97%
Registrations And Meeting, Other Fees	314.71	2,912.30	7,800.00	37.33%	10,400.00	28.00%
Conferences And Continuing Education Meetings	0.00	13,867.12	15,000.00	92.44%	20,000.00	69.33%
Total Travel and Continuing Education	314.71	21,657.19	28,800.00	75.20%	38,400.00	56.40%
Public Relations	0.00	1,444.76	1,500.00	96.31%	2,000.00	72.23%
Commercial Insurance	617.74	5,559.66	6,000.00	92.66%	8,000.00	69.49%
Supplies, Postage and Printing						
Computers, Software And Supplies	1,973.03	27,606.70	30,115.90	91.66%	40,155.80	68.74%
General Office Supplies And Equipment	18.99	534.94	1,125.00	47.55%	1,500.00	35.66%
Postage	0.00	26.50	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	1,992.02	28,168.14	31,240.90	90.16%	41,655.80	67.62%
Telephone and Telecommunications	348.13	6,326.12	8,250.00	76.68%	11,000.00	57.51%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	81.66	684.78	1,125.00	60.86%	1,500.00	45.65%
Total Equipment Repair and Maintenance	81.66	684.78	1,125.00	60.87%	1,500.00	45.65%
Professional Services						
Legal	0.00	710.50	2,250.00	31.57%	3,000.00	23.68%
Accounting	0.00	5,300.00	5,250.00	100.95%	7,000.00	75.71%
Consulting	0.00	4,680.00	11,250.00	41.60%	15,000.00	31.20%
Payroll Service Fees	816.48	6,895.86	6,000.00	114.93%	8,000.00	86.19%
Total Professional Services	816.48	17,586.36	24,750.00	71.06%	33,000.00	53.29%
Contractual Services						
Information Service Costs	19,059.17	173,872.92	468,247.50	37.13%	624,329.92	27.84%
Outside Printing Services	0.00	0.00	1,500.00	0.00%	2,000.00	0.00%
Other Contractual Services	260.75	2,346.71	65,750.00	3.56%	87,667.00	2.67%
Amortization - Subscription Based IT Arrangements	37,524.50	337,720.46	0.00	0.00%	0.00	0.00%
Total Contractual Services	56,844.42	513,940.09	535,497.50	95.97%	713,996.92	71.98%
Professional Association Membership Dues	110.00	1,668.88	1,500.00	111.25%	2,000.00	83.44%
SBITA Interest	4,546.42	42,867.82	0.00	0.00%	0.00	0.00%
Miscellaneous	71.75	953.43	1,125.00	84.74%	1,500.00	63.56%

PrairieCat

Statement of Revenues and Expenses - FY26 is 75.00% Completed
From 3/1/2026 Through 3/31/2026

	<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	319.01	2,532.62	4,125.00	61.39%	5,500.00	46.04%
Total EXPENSES	<u>163,531.82</u>	<u>1,546,306.87</u>	<u>1,553,569.90</u>	<u>99.53%</u>	<u>2,098,886.47</u>	<u>73.67%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>12,358.47</u>	<u>41,284.81</u>	<u>31,427.65</u>	<u>131.36%</u>	<u>13,190.30</u>	<u>312.99%</u>

PrairieCat
 Check/Voucher Register
 1000 - Cash - Bank Orion
 From 3/18/2026 Through 4/17/2026

Vendor Name	Effective Date	Check Amount
WEX Bank	3/24/2026	31.87
Paycom Payroll LLC	3/26/2026	318.29
Paycom Payroll LLC	3/26/2026	21,567.37
Paycom Payroll LLC	3/26/2026	8,947.23
MissionSquare	3/27/2026	1,567.23
First Bankcard	3/27/2026	2,258.06
Bank Orion	3/31/2026	51.75
MerchantE	4/3/2026	240.80
Cherry Hill Company	4/8/2026	2,340.00
LIMRICC	4/8/2026	20,455.94
Paycom Payroll LLC	4/9/2026	318.29
Paycom Payroll LLC	4/9/2026	21,685.12
Paycom Payroll LLC	4/9/2026	9,023.20
Bank Orion	4/9/2026	20.00
MissionSquare	4/10/2026	1,567.23
Illinois Municipal Retirement Fund	4/15/2026	<u>11,580.00</u>
Report Total		<u><u>101,972.38</u></u>

	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	Feb 2026	Feb 2025	Mar 2026	Mar 2025	3rd Qtr FY26	3rd Qtr FY25	3rd Qtr % of change	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	1,210,124	1,213,171	1,209,983	1,212,477	1,209,983	1,212,477	-0.21%	1,209,983	1,211,136
Item records	5,092,217	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	5,069,735	5,110,110	5,057,748	5,108,957	5,047,536	5,101,264	5,044,840	5,044,840	5,044,840	5,101,694	-1.11%	5,044,840	5,092,082
Patron records	357,023	347,042	361,564	352,809	365,387	357,587	368,730	364,435	371,992	364,435	371,135	366,030	374,404	367,855	376,858	366,248	380,551	369,831	380,551	369,831	2.90%	380,551	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	355,114	368,694	388,669	412,260	1,123,925	1,171,364	-4.05%	3,392,901	4,704,080
ILL transactions on ILLSAP	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	54,566	58,140	57,629	60,613	172,844	184,554	-6.35%	502,371	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	50,823	46,870	48,932	46,815	57,929	54,430	157,698	148,115	6.46%	462,766	577,749
Training, Outreach and Engagement																							
Training events	5	2	17	4	3	14	2	5	2	2	2	3	6	6	8	8	6	3	20	17	17.65%	54	69
Training participants	18	4	135	12	18	42	4	13	12	4	8	7	49	12	45	31	26	18	120	61	96.72%	315	219
Training contact hours	21	3	134	17	20	43	5	20	11	6	6	10	90	15	71	149	51	15	212	179	18.16%	408	388
TalentMS Course Completions	170	223	354	349	250	372	206	251	207	140	118	163	123	285	125	203	212	245	460	733	-37.24%	1,765	3,014
Site visits	4	7	1	1	2	-	5	3	2	2	-	1	5	2	1	1	2	4	8	7	14.29%	22	33
Member Meetings/Events	3	5	3	6	6	6	7	7	2	3	4	2	5	3	5	1	5	7	15	11	36.36%	40	63
Meeting/Event participants	141	153	23	124	302	658	219	151	24	28	74	25	130	130	205	24	43	65	378	219	72.60%	1,161	1,752
Meeting/Event contact hours	237	306	22	164	1,738	4,609	301	254	24	31	79	25	235	241	314	31	65	96	613	368	66.80%	3,014	6,508
Troubleshooting																							
HelpDesk Calls Opened	441	295	275	352	317	270	326	275	387	246	371	199	272	218	336	212	321	286	939	717	30.96%	3,066	3,216
HelpDesk Calls Closed	440	302	298	344	286	273	341	256	353	237	364	227	325	208	326	220	281	295	932	723	28.91%	3,014	3,225
Database Enrichment																							
Bibload records loaded - PC staff	1,654	1,414	1,072	1,518	1,461	1,525	1,540	1,679	1,104	1,053	1,316	1,173	1,273	1,635	1,470	1,366	1,263	1,286	4,006	4,287	-8.68%	13,153	16,440
Bibload records loaded - MARC catalogers	2,499	2,895	2,306	2,209	2,753	2,154	2,079	2,959	1,977	1,964	2,092	1,468	2,174	2,310	2,016	1,832	2,188	2,581	6,378	6,723	-5.13%	20,084	26,367
Cleanup/overlays/merges - PC staff	490	1,563	926	537	722	794	574	516	481	187	795	679	380	540	412	463	690	550	1,482	1,553	-4.57%	5,720	7,292
Cleanup/overlays/merges - MARC catalogers	890	765	941	1,303	721	1,059	883	1,167	722	116	728	656	854	997	749	686	809	949	2,412	2,632	-8.36%	7,297	12,731
Enhancements/corrections - PC staff	82	29	67	27	66	28	78	21	22	8	81	46	10	33	54	12	5	33	69	78	-11.54%	465	403
Enhancements/corrections - MARC catalogers	76	120	35	48	59	157	374	122	161	-	322	95	164	182	479	85	55	143	698	410	70.24%	1,725	1,272
Original catalogings - PC staff	103	72	73	50	43	62	55	71	20	96	70	100	22	58	71	36	15	52	108	146	-26.03%	470	781
Original catalogings - MARC catalogers	27	24	30	30	47	29	22	26	15	4	20	9	25	40	26	42	22	9	73	91	-19.78%	234	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	45,305	70,855	45,562	54,838	133,286	156,056	-14.59%	386,176	501,042
To see the full statistical spreadsheet, visit: https://support.praireicat.info/gov																							

FY27 Election Nominations

All seats are 3 year terms unless noted

Admin Council	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Tier 1 (0 Seats)				
Tier 2 (1 Seat) <i>1 year term</i>	Dana Fanslow, Director, Nippersink PL			
Tier 3 (0 Seats)				
At Large (3 Seats)	Julie Wayland, Director, Princeton PL	Emily Faulkner, Director, Dekalb PL	Jason Shirley, Director, Byron PLD	
Academic/School/Special (0 Seats)				

Circulation Committee	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Tier 1 (1 Seat)	Carrie Zamorano, Circulation Manager, Woodstock PL	Denise Towne, Patron Services Manager, New Lenox		
Tier 2 (1 Seat)	Cassie Owens, Circ Supervisor, Manteno	Tammi Slazyk, Circulation Supervisor, Peotone	Dominique Mendoza, Lead Circ Clerk, East Moline	Julie Reckamp, Youth Services, Byron
Tier 3 (0 Seats)				
At Large (2 Seats)	Matt Miller, Clerk, Putnam County PLD	Shannon Snidanko, Help Desk, Homer Township PLD	Jen Barton, Director, Genoa	Jen Finnerty, North Chicago
Academic/School/Special (1 Seat)	Laura Watson, Director, Highland CC			

Tech Services Committee	Candidate 1	Candidate 2	Candidate 3	Candidate 4
Tier 1 (1 Seat)	Lora Totton Schwarz, Technical Services Supervisor, Woodstock PL	Kristi Fane, Head of Technical and Customer Services, North Suburban Library District		
Tier 2 (0 Seats)				
Tier 3 (0 Seats)				
At Large (2 Seats)	Tricia Dean, Cataloging Services Coord., Wilmington PLD	Lisa Elsner, Library Specialist, Highland Community College		
Academic/School/Special (0 Seats)				

ADMINISTRATIVE COUNCIL

This governing body consists of 11 elected representatives from the Delegates Assembly. The group sets policy, receives and approves recommendations from the Ad Hoc and Standing Committees, and approves recommendations to go to the Delegates Assembly including new members, contracts, the budget and major purchases outside the budget.

FY2027 Officers:

Chair: Barbara Posing (SA)

Vice-Chair:

Secretary: Kim Brozovich (RP)

Treasurer: Lauren Offerman (TC)

Monthly meetings on 1st Fridays (*2nd Fridays if Holiday or when Delegates Assembly is the same week). All meetings are in person and held from 10:00am-1:00pm. Rotating locations of member libraries. Participation also available via Zoom.

PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith

Who should attend: members of the Council and any other interested parties

Date	Location	Time	Format
Jul 10, 2026	Rockford University Map Room	10:30am-1:00pm	In person
Aug 7, 2026	Three Rivers PLD Minooka	10:30am-1:00pm	In person
Sep 4, 2026	Princeton	10:30am-1:00pm	In person
Oct 2, 2026	Byron	10:30am-1:00pm	In person
Nov 6, 2026	Reddick	10:30am-1:00pm	In person
Dec 4, 2026	Sandwich	10:30am-1:00pm	In person
Jan 8, 2027	Dekalb	10:30am-1:00pm	In person
Feb 5, 2027	Yorkville	10:30am-1:00pm	In person
Mar 5, 2027	Peru	10:30am-1:00pm	In person
Apr 9, 2027	Byron	10:30am-1:00pm	In person
May 7, 2027	Freeport	10:30am-1:00pm	In person
Jun 4, 2027	Princeton	10:30am-1:00pm	In person



Date: 5/08/2026

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Request for new credit card for technology purchases

Executive Summary:

We continue to have issues covering monthly as well as annual charges for technology services and software that can only be covered by credit card remuneration. Our issue stems from the fact that, although we have three credit cards currently with a \$5,000 limit (the director's, Elizabeth Smith's, and Chelsey Knipple's), those cards often do not have sufficient credit to cover expenses when needed. We have had repeated troubles paying bills when the cards have been used for other expenses such as conference charges, meeting costs, etc.

I would like to request that we obtain another credit card with a \$10,000 limit. I would like to put this card in the name of the Systems Manager, Jason Jensen. This amount will cover the technology expenses for any month that we need to use credit to cover charges.