

PrairieCat Administrative Council

Agenda

July 10, 2026

The Council will meet on Friday, July 10, 2026, 10:30 am – 1:00 pm in person at the Howard Colman Library, Rockford University, Rockford, IL. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-07-10) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-07-10>).

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 3-18)
 - 4.1. Approve minutes for June 12, 2026, PrairieCat Administrative Council meeting
 - 4.2. Approve financial report for June 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. ACTION: Appoint OMA and FOIA officers for the fiscal year
 - 6.2. Sign check signature cards
 - 6.3. Review board manual (online)
 - 6.4. ACTION: Changes to the General Policy Manual regarding Administrative Council votes on financial matters (p. 19)
 - 6.5. ACTION: Replacement of expiring CD with Bank Orion and the reinvestment of funds in a new CD (pp. 20-21)
 - 6.6. Explanation of mistake made concerning North Chicago self-check and refund due to them
 - 6.7. Review of Delegates Assembly agenda (pp. 22-23)



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7. Ad Hoc Committee updates
 - 7.1. Resource Sharing Committee – no report
 - 7.2. Finance Committee – Report from 6/18/2026
8. Review of meeting, what worked and what did not
9. Public comments
10. Adjournment
11. Next meeting - Friday, August 7, 2026, at Three Rivers Public Library District, Minooka, IL

PrairieCat Administrative Council

Agenda

June 12, 2026

The Council will meet on Friday, June 12, 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-2026-06-05) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-06-05>).

1. Call to order, welcome and introductions

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

Present via Zoom: Kelly McCully (BD)

Absent: Jenna Diedrich (GA)

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

2. Introduction of visitors and public comments

Jason Shirley (BY) introduced himself as a new Administrative Council member starting in July.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

4.1. Approve minutes for May 8, 2026, PrairieCat Administrative Council meeting

4.2. Approve financial report for May 2026

4.3. Approve check registers

4.4. Statistical reports

MOTION #1

Krooswyk (NL) 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) stated that PrairieCat has sent a quote to Raymond A. Sapp and they seem interested in upgrading to Basic Online. UnityPoint Health-Trinity Medical Library is permanently closing. The librarian is working with PrairieCat as we move forward through the closure. Because we require a notice of 180 days, they will still be required to pay their fees for FY27. Coulter (PrairieCat) Bureau Valley Schools has been given a quote for upgrading the High School and Middle School to Basic Online, but the Elementary School wants to remain a Union List member. Coulter sent a quote which included items for the elementary school and did not include patrons or circs. The other schools' patron, circ, and item counts were used. PrairieCat has not had a situation like this before where an institution requests a partial upgrade. This will likely be a scenario for this governing body to discuss in the future.

5.2. Update on current training and engagement projects

Smith (PrairieCat) said that the schedule for PUG Day 2026 has been set, with the exception of one outside presenter. Smith will send out the schedule today or next week. She has also reached out to NIU Rockford for PUG Day 2027. We will likely have a save the date for the 2027 in person event soon.

Smith stated that PrairieCat did have a Vega update and we now have access to Vega reports. Smith will be working with O'Hara (PrairieCat) will be testing the reports and working on a workflow for assigning permissions. We will work on setting up a very brief course in TalentLMS to get the approval mechanism in place.

6. Administrative issues

6.1. Review of election results

Coulter (PrairieCat) presented the results of the FY27 election for the Administrative Council, Circulation Committee, and Technical Services Committee.

6.2. Recognize departing Council members

Coulter (PrairieCat) thanked Gove (TF) and Kroosywk (NL) for their dedicated service on the Administrative Council and presented both with certificates of recognition.

6.3. ACTION: Increase credit limit for new credit card for technology purchases

Coulter (PrairieCat) explained that last month, Administrative Council approved a new credit card to cover purchases of hardware, software and services pertaining to our technology needs. The accountants have said that it needs to be made clear that Administrative Council is approving an increase in the credit limit. Currently, we have three cards with a credit limit of \$5,000 each. She requested this card have an additional credit limit of \$10,000, bringing the overall credit limit to \$25,000.

MOTION #2

Offerman (TC) moved and Posinger (SA)seconded to approve the credit limit of \$10,000 for the IT credit card, bringing the overall credit limit to \$25,000. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.4. ACTION: Elect Administrative Council officers for FY26

MOTION #3

Brozovich (RP) moved and Nissen (RU) seconded to approve the FY27 Administrative Council officers as Chair – Posinger (SA) Vice-Chair - Nissen (RU) Treasurer – Offerman (TC) Secretary – Brozovich (RP) . There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.5. ACTION: Approve Check signers, FY27

MOTION #

Posinger (SA) moved and Krooswyk (NL) seconded to approve Chair – Posinger (SA) Vice-Chair - Nissen (RU) Treasurer – Offerman (TC) Secretary – Brozovich (RP) as the check signers for FY27 . There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.6. ACTION: Appoint representative to RAILS Consortium Committee

MOTION #5

Nissen (RU) moved and Offerman (TC) seconded to appoint Shirley (BY) as the representative to the RAILS Consortium Committee . There was no discussion on the

motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

- 6.7.** Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

MOTION #6

Brozovich (RP) moved and Gove (TF) seconded to approve adjourn to closed session.

There was no discussion on the motion.

***Motion carried by roll call**

Ayes: 8

Nays: 0

Abstentions: 0

7. Reconvene

- 7.1. ACTION:** Approve outcome of closed session discussion, including compensation decisions.

MOTION #7

Nissen (RU) moved and Posinger (SA) seconded to approve a 4% pay increase for Coulter (PrairieCat). There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

8. Ad Hoc Committee updates

8.1. Resource Sharing Committee – no report

8.2. Finance Committee – Appoint new Finance Committee Member

Coulter (PrairieCat) stated that she has been made aware that Bryon Lear (MX) will be retiring this fall and we will need to appoint a new Finance Committee member. Posinger (SA) volunteered to be on the Finance Committee after she is officially done at Sandwich and switches to her role at DeKalb, likely in September or October 2026. The Council agrees to appoint Posinger to the Finance Committee.

9. Review of meeting, what worked and what did not

The meeting went well.

10. Public comments

There were no public comments.

11. Adjournment

The meeting adjourned at 11:09pm.

12. Next meeting - Friday, July 10, 2026, at Rockford University Howard Colman 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:6/12/2026	Vote Summary													
MOTION	Aye	Nay	Abstention	Kim Brozovich (RP)	Emily Schaub (FP)	Jenna Diedrich (GA)	Megan Gove (TF)	Lauren Offerman (TC)	Michelle Krooswyk (NL)	Kelly McCully (BD)	Stephanie Nissen (RU)	Barbara Posinger (SA)	Dana Fanslow (KR)	Julie Wayland (PR)
to approve the consent agenda.	8	0	0	Y	A	A	Y	Y	M Y	Y	2ND Y	Y	A	Y
to approve the increase of the new credit card to \$10,000, making the new limit for all PrairieCat credit cards \$25,000.	8	0	0	Y	A	A	Y	M Y	Y	Y	Y	2ND Y	A	Y
to approve the Administrative Council Officers for FY27:Chair-Posinger (SA) Vice Chair-Nissen (RU) Treasurer-Offerman (TC) Secretary-Brozovich (RP)	8	0	0	M Y	A	A	Y	Y	Y	Y	2ND Y	Y	A	Y
to approve FY27 check signers: Chair-Posinger (SA) Vice Chair-Nissen (RU) Treasurer-Offerman (TC) Secretary-Brozovich (RP)	8	0	0	Y	A	A	Y	Y	2ND Y	Y	Y	M Y	A	Y
to appoint Jason Shirley (BY) to RAILS Consortium Committee.	8	0	0	y	A	A	y	2ND Y	Y	Y	M Y	Y	A	Y
to adjourn to closed session.	8	0	0	Y	A	A	Y	Y	Y	Y	Y	Y	A	Y
to approve a 4% pay increase for Coulter.	8	0	0	Y	A	A	Y	Y	Y	Y	M Y	2ND Y	A	Y



Date: 7/10/2026

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Subject: PrairieCat Financial Report – May 2026

Please find attached the PrairieCat Financial Reports for the month of May 2026. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of May 16 through June 16.

As of May 31, of the total cash balance of \$1,366,051, \$592,094 was undesignated working cash, \$764,620 was designated for reserves, and \$9,337 was eCommerce receipts payable to the membership. The cash balance decreased \$467,181 during May primarily due to the annual Innovative Interfaces maintenance payment for the Sierra software, phone alerts system, review files, hosting, and self-check express lane stations (\$397,948); monthly payroll and payroll-related expenses (\$76,380); the monthly LIMRiCC health insurance payment (\$20,456); the payment for BestMARC global bibliographic services (\$10,200); and the annual payments for PrairieCat's property and casualty coverage (totaling \$12,634). These expenses were partially offset by the receipt of all but one remaining invoiced fourth quarter member fee.

The balance of working cash was sufficient to fund 3.4 months of budgeted FY2026 operating expenses, and the balance of the reserve designation 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 May of \$1,939,476 were \$3,088 above budget, primarily due to higher than budgeted reimbursement revenues (\$3,840). 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. Other above budget revenues of (\$1,037) included decommissioned laptop purchases from PrairieCat staff, fines for members who did not attend the required Delegates Assembly meetings for the fiscal year, late payment fees assessed to members, and credit card cash-back rewards. These above budget revenues were partially offset by lower than budgeted continuing education event grants (\$1,834).

Total year-to-date interest as of the end of May was \$32,086, which was nearly equal to the year-to-date budgeted revenue. At their June meeting, the Federal Reserve held the target borrowing rate between 3.50% and 3.75% for the fourth consecutive time. Their projection for calendar year 2026 and

2027 interest rates increased slightly from 3.4% to 3.8% and 3.1% to 3.6%, respectively. Their next meeting is scheduled for July 29. The average May interest rates for the IL Funds and iPrime money market accounts were 3.737% and 3.510%. The IL Funds decreased slightly from the April average interest rate of 3.774%, and iPrime increased slightly from the April average interest rate of 3.505%.

Total expenses through May of \$1,924,271 were \$6,566 below the year-to-date budgeted amount of \$1,930,837. This is primarily due to under budget Contractual Services expenses (\$30,830); Professional Services (\$8,693); Personnel costs (\$6,901); Supplies, Postage and Printing costs (\$5,970); Miscellaneous – eCommerce Fees (\$1,922); Telephone and Telecommunication costs (\$1,547); and Vehicle expenses (\$1,498).

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 for the total amount of each contractual agreement, as well as interest expense over the subscription term, 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 May, which were partially offset by above budget payroll service fees. Annual increases in payroll service fees and annual tax form processing costs were higher than anticipated.

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

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

Fees for eCommerce processing were below budget through May, primarily due to the transition from Encore to Vega. The older MerchantE processor account was discontinued earlier this fiscal year, leaving a single integrated MerchantE processor account.

Telephone and telecommunications costs were under budget but are expected to increase as fourth quarter staff internet reimbursements are processed.

Vehicle expenses were also below budget in every category through May. Fuel prices have risen due to the conflict in the Middle East, which have brought fuel expenses closer to the budgeted amount over the past several months.

These below budget expenses were partially offset by the above budget interest expense (\$51,961) related to the SBITAs discussed above.

**PRAIRIECAT
CASH REPORT
FOR THE PERIOD ENDING May 31, 2026**

Beginning Cash Balance	\$ 1,833,232.77
Cash Received	
Payments from Member Libraries, etc.	59,873.50
Interest - BankORION	333.18
Interest - Illinois Funds	1,051.80
Interest - PTMA	15.80
eCommerce Receipts Payable	4,264.43
Total Cash Received	<u>65,538.71</u>
Expenses Paid	
Checks and Vendor ACH Payments	448,607.73
Payroll and Retirement Contributions	76,380.21
ACH Credit Card Payments	7,419.66
Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.)	312.48
Total Disbursements	<u>532,720.08</u>
Ending Cash Balance	<u><u>\$ 1,366,051.40</u></u>

CASH DETAILS:

Member Library Deposit Accounts/Prepayments	\$ -
eCommerce Cash Receipts Payable	9,337.46
Reserve Designation	764,619.53
Working Cash	592,094.41

TOTAL CASH	<u><u>\$ 1,366,051.40</u></u>
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PAYPAL FUNDS DETAILS:

May PayPal Receipts in Transit to Bank	\$338.78
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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 May 2026	\$ 14,571.88

TOTAL CURRENT CD INVESTMENT VALUE	<u><u>\$ 496,071.88</u></u>
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Invested in Capital Assets Balance as of May 2026	\$0.00
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of May 2026	\$3,531.34
Unrestricted Fund Balance as of May 2026	\$2,014,261.04

FY26 operating expenses excluding planned reserve designation:	\$ 2,069,730.67
Working Cash % of operating expenses:	28.61%

PrairieCat
Balance Sheet
As of 5/31/2026

	Balance End of Month
Assets	
Cash & cash equivalents	
Cash - Bank Orion	1,028,287.60
Cash - Illinois Funds	332,459.17
Cash - PTMA	5,304.63
PayPal Funds	338.78
Total Cash & cash equivalents	1,366,390.18
Investments	489,098.89
Accounts receivables	4,036.74
Other receivables	
Other Receivables	50.00
Total Other receivables	50.00
Accrued investment income	6,972.99
Prepaid expenses	555,075.19
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	(913,765.65)
Total Capital Assets, net	610,952.35
Other assets	
Deferred Outflows - Pension	361,366.25
Deferred Outflows - OPEB	25.00
Total Other assets	361,391.25
Total Assets	3,393,967.59
Liabilities	
eCommerce receipts payable	9,676.24
Payroll	
Salaries Payable	21,567.42
PR Tax Withheld Payable	6,504.39
Pension Payable	17,370.19
Retirement Payable	1,567.23
PR Tax Expense Payable	2,442.76
Total Payroll	49,451.99
Deferred revenue	198,781.24
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	607,421.01
Total Other long-term obligations	622,139.01
Total Liabilities	1,376,175.21
Net Assets	
Beginning net assets	2,002,587.17
Current YTD net income	15,205.21
Total Net Assets	2,017,792.38
Total Liabilities and Net Assets	3,393,967.59

PrairieCat

Statement of Revenues and Expenses - FY26 is 91.67% Completed

From 5/1/2026 Through 5/31/2026

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Fees for Services and Materials						
Union List Member Revenue	2,690.96	29,600.56	29,601.00	99.99%	32,292.00	91.66%
Fully Participating and Basic Online Member Revenue	117,674.62	1,294,420.82	1,294,425.00	99.99%	1,412,098.67	91.66%
ILL Barcode Revenue	300.00	2,800.00	2,750.00	101.81%	3,000.00	93.33%
Fully Participating & Basic Online - Reserve Contribution	3,244.80	35,692.83	35,693.55	99.99%	38,937.10	91.66%
Union List - Reserve Contribution	284.04	3,124.44	3,124.50	99.99%	3,409.00	91.65%
Total Fees for Services and Materials	124,194.42	1,365,638.65	1,365,594.05	100.00%	1,489,736.77	91.67%
Reimbursements						
Reimbursements	1,707.26	20,898.86	19,986.50	104.56%	21,803.00	95.85%
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	32,607.74	29,082.00	112.12%	31,725.00	102.78%
Total Reimbursements	4,557.26	56,658.60	52,818.50	107.27%	57,278.00	98.92%
Investment Income	3,027.38	32,085.68	32,084.00	100.00%	35,000.00	91.67%
Other						
Other Grants	0.00	0.00	1,834.00	0.00%	2,000.00	0.00%
Other Grants - LLSAP Support Grant	43,921.83	483,140.16	483,141.00	99.99%	527,062.00	91.66%
Other Revenue	750.00	1,952.92	916.00	213.20%	1,000.00	195.29%
Total Other	44,671.83	485,093.08	485,891.00	99.84%	530,062.00	91.52%
Total REVENUES	176,450.89	1,939,476.01	1,936,387.55	100.16%	2,112,076.77	91.83%
EXPENSES						
Personnel						
Other Professionals	89,730.41	718,926.96	721,802.00	99.60%	781,955.70	91.93%
Support Services	13,558.54	107,628.67	109,309.00	98.46%	118,420.00	90.88%
Social Security Taxes	7,328.34	59,480.49	63,478.00	93.70%	68,763.99	86.49%
Unemployment Insurance	0.00	0.00	3,209.00	0.00%	3,500.00	0.00%
Worker's Compensation	168.50	1,791.50	1,851.00	96.78%	2,020.00	88.68%
Retirement Benefits	11,527.08	92,481.16	93,674.00	98.72%	101,483.06	91.12%
Health, Dental And Life Insurance	12,323.74	148,920.28	141,295.50	105.39%	154,141.00	96.61%
Other Fringe Benefits	0.00	618.30	916.00	67.50%	1,000.00	61.83%
Tuition Reimbursements	0.00	0.00	458.00	0.00%	500.00	0.00%
Staff Professional Memberships	11.67	160.01	916.00	17.46%	1,000.00	16.00%
Total Personnel	134,648.28	1,130,007.37	1,136,908.50	99.39%	1,232,783.75	91.66%
Buildings and Grounds						
Property Insurance	284.42	3,071.92	2,934.00	104.70%	3,200.00	95.99%
Total Buildings and Grounds	284.42	3,071.92	2,934.00	104.70%	3,200.00	96.00%
Vehicle Expenses						
Fuel	171.19	503.25	916.00	54.93%	1,000.00	50.32%

PrairieCat

Statement of Revenues and Expenses - FY26 is 91.67% Completed

From 5/1/2026 Through 5/31/2026

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Repairs And Maintenance	0.00	319.55	916.00	34.88%	1,000.00	31.95%
Vehicle Insurance	127.17	1,368.01	1,375.00	99.49%	1,500.00	91.20%
Vehicles Leasing And Rent	0.00	0.00	458.00	0.00%	500.00	0.00%
Other Vehicle Expenses	0.00	296.30	320.00	92.59%	350.00	84.65%
Total Vehicle Expenses	298.36	2,487.11	3,985.00	62.41%	4,350.00	57.17%
Travel and Continuing Education						
In-State Travel	0.00	11,164.59	7,334.00	152.23%	8,000.00	139.55%
Registrations And Meeting, Other Fees	2,804.94	9,810.45	9,534.00	102.89%	10,400.00	94.33%
Conferences And Continuing Education Meetings	684.47	14,551.59	18,334.00	79.36%	20,000.00	72.75%
Total Travel and Continuing Education	3,489.41	35,526.63	35,202.00	100.92%	38,400.00	92.52%
Public Relations	0.00	1,444.76	1,834.00	78.77%	2,000.00	72.23%
Commercial Insurance	644.92	6,822.44	7,334.00	93.02%	8,000.00	85.28%
Supplies, Postage and Printing						
Computers, Software And Supplies	2,083.92	31,509.71	36,807.90	85.60%	40,155.80	78.46%
General Office Supplies And Equipment	142.11	677.05	1,375.00	49.24%	1,500.00	45.13%
Postage	0.00	26.50	0.00	0.00%	0.00	0.00%
Total Supplies, Postage and Printing	2,226.03	32,213.26	38,182.90	84.37%	41,655.80	77.33%
Telephone and Telecommunications	674.89	8,537.34	10,084.00	84.66%	11,000.00	77.61%
Equipment Repair and Maintenance						
Equipment Repair And Maintenance Agreements	81.66	848.10	1,375.00	61.68%	1,500.00	56.54%
Total Equipment Repair and Maintenance	81.66	848.10	1,375.00	61.68%	1,500.00	56.54%
Professional Services						
Legal	0.00	1,067.50	2,750.00	38.81%	3,000.00	35.58%
Accounting	0.00	5,300.00	6,416.00	82.60%	7,000.00	75.71%
Consulting	0.00	7,020.00	13,750.00	51.05%	15,000.00	46.80%
Payroll Service Fees	636.58	8,169.02	7,334.00	111.38%	8,000.00	102.11%
Total Professional Services	636.58	21,556.52	30,250.00	71.26%	33,000.00	65.32%
Contractual Services						
Information Service Costs	17,097.27	208,029.36	572,302.50	36.34%	624,329.92	33.32%
Outside Printing Services	0.00	0.00	1,834.00	0.00%	2,000.00	0.00%
Other Contractual Services	260.75	2,868.21	80,361.00	3.56%	87,667.00	3.27%
Amortization - Subscription Based IT Arrangements	37,524.50	412,769.46	0.00	0.00%	0.00	0.00%
Total Contractual Services	54,882.52	623,667.03	654,497.50	95.29%	713,996.92	87.35%
Professional Association Membership Dues	110.00	1,888.88	1,834.00	102.99%	2,000.00	94.44%
SBITA Interest	4,546.42	51,960.66	0.00	0.00%	0.00	0.00%
Miscellaneous	75.50	1,120.18	1,375.00	81.46%	1,500.00	74.67%

PrairieCat

Statement of Revenues and Expenses - FY26 is 91.67% Completed
From 5/1/2026 Through 5/31/2026

	<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	291.08	3,118.60	5,041.00	61.86%	5,500.00	56.70%
Total EXPENSES	<u>202,890.07</u>	<u>1,924,270.80</u>	<u>1,930,836.90</u>	<u>99.66%</u>	<u>2,098,886.47</u>	<u>91.68%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>(26,439.18)</u>	<u>15,205.21</u>	<u>5,550.65</u>	<u>273.93%</u>	<u>13,190.30</u>	<u>115.27%</u>

PrairieCat
Check/Voucher Register
1000 - Cash - Bank Orion
From 5/16/2026 Through 6/16/2026

Vendor Name	Effective Date	Check Amount
Selective Insurance	5/18/2026	6,068.00
MATTHEW MATURO	5/20/2026	(138.60)
MATTHEW MATURO	5/20/2026	(53.42)
Charles B. Phillips Public Library District	5/20/2026	(22.90)
Charles B. Phillips Public Library District	5/20/2026	22.90
MATTHEW MATURO	5/20/2026	138.60
MATTHEW MATURO	5/20/2026	53.42
OCLC, INC	5/20/2026	1,552.25
Paycom Payroll LLC	5/21/2026	318.29
Paycom Payroll LLC	5/21/2026	21,567.36
Paycom Payroll LLC	5/21/2026	8,947.25
MissionSquare	5/22/2026	1,567.23
WEX Bank	5/26/2026	171.19
First Bankcard	5/29/2026	7,419.66
Bank Orion	5/31/2026	55.50
INNOVATIVE INTERFACES INCORPORATED	6/3/2026	225.00
MerchantE	6/3/2026	237.89
MerchantE	6/3/2026	20.00
Paycom Payroll LLC	6/4/2026	330.54
Paycom Payroll LLC	6/4/2026	21,567.42
Paycom Payroll LLC	6/4/2026	8,947.15
MissionSquare	6/5/2026	1,567.23
Bank Orion	6/9/2026	20.00
LIMRICC	6/10/2026	20,455.94
Illinois Municipal Retirement Fund	6/11/2026	11,580.00
Report Total		112,617.90

	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	Apr 2026	Apr 2025	May 2026	May 2025	FY26 Totals to date	FY25 Totals
General																								
Bibliographic records	1,211,596	1,216,808	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	1,210,485	1,211,957	1,211,028	1,211,160	1,211,028	1,211,136
Item records	5,092,517	5,132,031	5,097,375	5,127,833	5,090,098	5,122,725	5,073,855	5,111,539	5,071,633	5,111,539	5,068,535	5,110,110	5,057,746	5,108,957	5,047,536	5,101,264	5,044,840	5,101,604	5,040,493	5,098,609	5,043,318	5,090,155	5,043,318	5,092,082
Patron records	357,423	347,042	361,564	352,809	365,387	357,587	368,730	364,435	371,992	364,435	372,135	366,030	374,404	367,855	376,858	366,248	380,551	369,831	380,840	366,774	376,154	362,012	376,154	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	358,445	385,789	333,975	359,398	4,085,321	4,704,080
ILL transactions on LISAP	59,159	55,019	55,498	58,113	58,546	56,804	59,455	59,435	48,252	52,555	47,807	48,049	50,649	65,801	54,566	58,140	57,629	60,613	52,006	59,384	47,423	53,227	602,498	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	50,875	46,870	48,932	46,815	57,929	54,430	54,203	52,120	53,108	48,208	570,077	577,749
Training, Outreach and Engagement																								
Training events	5	2	17	4	3	14	2	5	5	2	2	3	6	6	8	8	6	3	2	10	4	9	60	69
Training participants	18	4	135	12	18	42	4	13	12	4	8	7	49	12	45	31	26	18	3	34	9	27	327	219
Training contact hours	21	3	134	17	20	43	5	20	11	6	6	10	90	15	71	149	51	15	3	46	9	39	420	388
TalentMS Course Completions	170	223	354	349	250	372	206	251	207	140	118	163	123	285	125	203	212	245	185	259	243	252	2,193	3,614
Site visits	4	7	1	1	2	-	5	3	2	3	-	1	5	2	1	1	2	4	-	5	3	5	26	33
Member Meetings/Events	3	5	3	6	6	6	7	7	2	3	4	2	5	3	5	1	5	7	4	7	2	8	46	63
Meeting/Event participants	141	153	23	124	302	658	219	151	24	28	74	25	130	130	205	24	43	65	167	206	55	87	1,383	1,752
Meeting/Event contact hours	237	308	22	164	1,738	4,609	301	254	24	31	75	25	235	241	314	31	65	96	286	510	61	87	5,361	6,508
Troubleshooting																								
HelpDesk Calls Opened	441	295	275	352	317	270	336	275	387	246	371	199	272	218	336	213	331	286	301	299	265	333	3,632	3,215
HelpDesk Calls Closed	440	302	298	344	286	273	341	256	353	237	364	227	325	208	326	220	281	292	301	279	308	311	3,623	3,225
Database Enrichment																								
Bibload records loaded - PC staff	1,654	1,414	1,072	1,518	1,461	1,535	1,540	1,679	1,104	1,053	1,316	1,173	1,273	1,635	1,470	1,386	1,263	1,386	1,465	1,198	1,356	1,132	14,974	16,440
Bibload records loaded - MARC catalogers	2,499	2,895	2,306	2,209	2,753	2,154	2,079	2,569	1,977	1,964	2,092	1,468	2,174	2,310	2,016	1,832	2,188	2,581	2,561	2,592	2,100	1,703	24,745	26,367
Cleanup/overlays/merges - PC staff	490	1,563	926	537	972	794	574	516	481	187	795	679	380	540	412	463	690	550	335	463	309	455	6,364	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	886	716	789	439	8,972	12,731
Enhancements/corrections - PC staff	82	29	67	27	66	28	78	21	22	8	81	46	10	33	54	12	5	33	33	20	91	66	589	403
Enhancements/corrections - MARC catalogers	76	120	35	48	59	157	374	122	161	-	322	93	164	182	479	85	55	143	80	131	133	31	1,938	1,272
Original catalogings - PC staff	103	72	71	50	43	62	55	71	20	96	70	100	22	58	71	36	15	52	35	55	105	68	610	781
Original catalogings - MARC catalogers	27	24	30	30	47	29	22	26	15	4	20	9	25	40	26	42	22	9	36	28	23	38	293	332
Special projects (Call number conversion, ICode 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	98,738	33,208	42,062	36,256	527,876	501,042
To see the full statistical spreadsheet, visit: https://support.prairiecatt.info/gov																								



Date: 7/10/2026

To: PrairieCat Administrative Council

From: Carolyn Coulter, Director

Re: Revisions to General Policy Manual, Fiscal Accountability, Section III E.

Executive Summary:

The current language of the Fiscal Accountability Policy in the General Policy Manual reads as follows:

“Roll call action will be taken by the PRAIRIECAT Administrative Council on all financial matters. Directors with economic conflicts of interest shall abstain from voting, in accordance with the Public Officer Prohibited Activities Act (50 ILCS 105) or any other applicable state statute, rule or regulation.”

This contradicts our general voting policy in the Bylaws, which is stated as:

“SECTION 9. VOTING. Except as provided elsewhere in these Bylaws, a simple majority of a quorum shall be sufficient to pass on all matters. All votes will be taken at a PRAIRIECAT Administrative Council meeting. Council Members participating electronically may also vote. No substitutes or proxies shall be allowed to vote in the place of a Council Member.”

It has been suggested that we revise the existing General Policy Manual to match the existing Bylaws language.

Date: 7/10/2026

To: PrairieCat Administrative Council

From: Elena Mendoza, RAILS Staff Accountant

Re: Investment Analysis and Options

Background

At the end of August 2025, PrairieCat invested \$481,500 in two CDs - one for \$250,000 with Bank Orion, at a 4.05% interest rate maturing on September 29, 2026, and a second for \$231,500 with the Public Treasury Management and Advisory (PTMA), at a 3.969% interest rate maturing on August 27, 2027. We have reached out to financial institutions to inquire about investment options for the Bank Orion CD that will be maturing at the end of September.

The remainder of PrairieCat's funds are maintained in three interest bearing accounts. The checking account with Bank Orion holds the bulk of PrairieCat's funds with a balance of \$953,615 as of June 26. The current interest rate on this account equals the rate offered by Bank Orion for their money market accounts (.30%). The Illinois Funds money market account balance is currently \$332,459 and has earned year-to-date interest of \$11,581, with rates that closely track the rates set by the Federal Reserve. The PTMA iPrime ISC money market account balance is currently \$5,305 and has earned year-to-date interest of \$492, with rates that also closely track the rates set by the Federal Reserve.

Analysis

After speaking with several banks, the investment options presented were:

<u>Bank/Investment Group Name</u>	<u>9 or 12-month CD</u>	<u>24-month CD</u>
Bank Orion	9-month CD at 3.75%	24-month CD at 0.90%
PTMA	12-month CD at 3.974%	24-month CD at 4.192%
Blackhawk Bank & Trust	12-month CD at 3.00%	24-month CD at 2.00%
Quad City Bank & Trust	12-month CD at 3.24%	No option

Please note that these interest rates are adjusted as often as daily, bi-weekly, or monthly and float with the market. The three highest returns quoted were from PTMA for a 24-month CD at 4.192% or a 12-month CD at 3.974%, and from Bank Orion for a 9-month CD at 3.75%.

Considerations

PrairieCat has a long relationship with Bank Orion, and, over the years, they have been extremely responsive and attentive. The rate they offered for their 9-month CD was the third highest among all quotes received. The CD that matures at the end of September is from Bank Orion.

PrairieCat has been a client of PTMA for almost three years and maintains a depository account as well as a CD that matures at the end of August 2027. PTMA came in slightly higher on their 12 and 24-month CDs than Bank Orion.

As we re-evaluate investment options this year, PrairieCat must keep in mind the current level of inflation and the recent change in leadership that may affect the Federal Reserve's interest rate expectations. At their last four meetings, the Federal Reserve has held the target borrowing rate between 3.50% and 3.75%. The projections they shared in their June 2026 meeting for calendar year 2026 and 2027 interest rates are at 3.8% and 3.6%, respectively.

Recommendation

We are recommending that PrairieCat secure a 24-month CD with PTMA to lock in the higher interest rates for longer. The investment would be completed once the 13-month CD with Bank Orion matures on September 29, 2026, for an amount that would keep the total investment under the \$250,000 FDIC insurance coverage limit, including the projected net interest earned over the CD term. To do this, PrairieCat will need to transfer the required investment amount from Bank Orion to the PTMA ISC account.

The remaining earnings and matured CD principal in the Bank Orion account could be transferred to Illinois Funds or PTMA to float with the market. Currently, the average interest rates as of May for the PTMA ISC money market account and Illinois Funds are 3.510% and 3.737%, respectively.

These investment options were reviewed at PrairieCat's Finance Committee meeting on June 18. The committee agreed to recommend investing in a 24-month DTC-CD or traditional CD, whichever has the highest interest rate at the time to lock in interest rates for longer. Also, the remaining funds would be transferred to IL Funds or PTMA, whichever has the best interest rate at the time.

PrairieCat Delegates Assembly

Agenda

July 29, 2026

The Delegates Assembly will meet on Wednesday, July 29, 2026, 10:30 am – 12:00 pm in person at the New Lenox Public Library District, Freeport Public Library, Princeton Public Library, Ida 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-2026-07-29) (<https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2026-07-29>).

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
 - 5.1. Approve minutes for April 29, 2026, PrairieCat Delegates Assembly meeting
 - 5.2. Central Site report including financial and statistical reports
 - 5.3. Quarterly PrairieCat staff report
6. Administrative Council report
 - 6.1. Finance Committee report – report from 6/18/2026
 - 6.2. Resource Sharing Committee report – no report
7. PrairieCat membership update, training and outreach report
8. ACTION: Approve Trinity College of Nursing and Health Sciences/UnityPoint Health library departure from PrairieCat
9. Presentation: Updates from Suzanna Jones, Illinois State Library, regarding IRIS: Illinois' Reliable Information Sources database project



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10. Public comments via previously submitted email (see above), in person or online

11. Adjournment

12. Next regularly scheduled meeting, October 28, 2026