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# PrairieCat Administrative Council
# Agenda
# November 6, 2026

The Council will meet on Friday, November 6, 2026, 10:30 am – 1:00 pm in person at the Reddick Public Library District, 1010 Canal St, Ottawa, IL. The meeting will also be available online via Zoom.

Register to attend (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-11-06).

1. Call to order, welcome and introductions
2. Introduction of visitors and public comments
3. Review agenda for addition/changes
4. Consent agenda (pp. 3-21)
   - 4.1. Approve minutes for October 2, 2026, PrairieCat Administrative Council meeting
   - 4.2. Approve financial report for September 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
     - 5.2.1. Review, FY26 PUG Day (pp. 22-23)
     - 5.2.2. Review, Strategic Planning survey results (pp. 24-52)
6. Administrative issues
   - 6.1. ACTION: Approve changes to the General Policy Manual regarding committees and standing groups (pp. 53-55)
   - 6.2. Update, RFI process
   - 6.3. Discussion, Results of special election process for vacant Administrative Council position (p. 56)
   - 6.4. Discussion, open seat on Finance Committee
7. Ad Hoc Committee updates
   - 7.1. Finance Committee – No report

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8. Review of meeting, what worked and what did not
9. Public comments
10. Adjournment
11. Next meeting - Friday, December 4, 2026, at the Sandwich Public Library District

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# PrairieCat Administrative Council
# Minutes
# October 2, 2026

The Council met on Friday, October 2, 2026, 10:30 am – 1:00 pm in person at the Byron Public Library, 100 S. Washington St., Byron, IL. The meeting was also available online via Zoom.

Register to attend (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-10-02).

1. Call to order, welcome and introductions

   Present at Byron Public Library District: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Chelsey Knippel (PrairieCat), Julie Wayland (PR), Kimberly Brozovich (RP), Lauren Offerman (TC), Stephanie Nissen (RU), Jason Shirley (BY), Emily Schaub (FP), Emily Faulkner (DK), Jenna Diedrich (GA), Barbara Posinger (SA), Dana Fanslow (KR)

   Present via Zoom: Elena Mendoza (RAILS), Sharon Swanson (RAILS), Michelle Krooswyk (NL), Joseph Laudont (Lauterbach and Amen)

   Absent: Kelly McCully (BD)

   Posinger (Chair-SA) called the meeting to order at 10:30 am.

2. Introduction of visitors and public comments

   There were no public comments. Sharon Swanson introduced herself as the Finance Director with RAILS. Elena Mendoza introduced herself as the Staff Accountant at RAILS. Michelle Krooswyk (NL) introduced herself as the Director of New Lenox Public Library District. Joseph Laudont introduced himself as the Audit Principal with Lauterbach and Amen.

3. Review agenda for addition/changes

   There were no revisions.

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4. Consent agenda

4.1. Approve minutes for August 7, 2026, PrairieCat Administrative Council meeting

4.2. Approve financial report for July and August 2026

4.3. Approve check registers

**4.4.** Statistical reports

**MOTION #1**

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

***Motion carried by roll call affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

5. Membership update

5.1. Update on new and upgrading members

Krooswyk (NL) stated that New Lenox will be withdrawing from PrairieCat to join Pinnacle. The decision to make the change is due to the New Lenox community's rapid growth and their proximity to Pinnacle. Pinnacle did not reach out to New Lenox and according to Michelle they are not departing due to shortcomings at PrairieCat. This was an internal decision that has been discussed within her organization for a few years.

5.2. Update on current training and engagement projects

5.2.1. FY26 Compliance Report

Smith (PrairieCat) stated that the Administrative Council biannually reviews member compliance. Upon review of FY26 statistics (July 1, 2025 – June 30, 2026), there are no member libraries out of compliance. Two Union List libraries, Lanark Public Library and Pecatonica CUSD 321 (High School) have newer staff who have received a temporary login through the item entry certification process. Smith will send reminders to them about the training requirements. Warren CUSD 205 (Jr/Sr High

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School) has only added 1 item in FY26, and they expressed interest in upgrading last school year. She recommends outreach to them to see what their plans are for the school year.

5.2.2. Annual report, 2026

Smith (PrairieCat) shared the PrairieCat Annual Report for FY26 and encouraged the Council to share the document with their Board of Directors.

6. Administrative issues

**6.1.** ACTION: Discussion, review, and acceptance of FY26 audit (Lauterbach and Amen and Elena Mendoza, RAILS)

Laudont (Lauterbach and Amen) presented the results of the FY26 audit to the Council. PrairieCat had another clean audit.

**MOTION #2**

**Faulkner (DK) moved and Fanslow (KR) seconded to accept the FY26 audit. There was no discussion on the motion.**

***Motion carried by roll call affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

6.2. ACTION: Approve LIMRICC IGA and Bylaws resolutions

Coulter (PrairieCat) explained that recently the board of LIMRiCC voted to merge with another health Co-op, WINS, as of January 1, 2027. According to the Chair of LIMRiCC, all members must now: approve the Resolution to Amend the Intergovernmental Agreement, approve the Resolution to Amend the Bylaws, approve the Resolution to Join LIMRiCC, sign the new Intergovernmental Agreement for LIMRiCC and return the two (2) ballots to approve the amendments to both amending the IGA and the bylaws by December 15th, 2026.

**MOTION #3**

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**Wayland (PR) moved and Nissen (RU) seconded to approve the LIMRICC IGA and Bylaws resolutions. There was no discussion on the motion.**

***Motion carried by roll call affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

**MOTION #4**

**Offerman (TC) moved and Schaub (FP) seconded to approve the resolution to join LIMRICC. There was no discussion on the motion.**

***Motion carried by roll call affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

**6.3.** ACTION: Approve LIMRICC benefit renewals

Knippel (PrairieCat) stated that Supplemental Health Benefits through the Hartford received 0% increase. No change to plans or rates for voluntary accident, hospital indemnity, and critical illness plans. Basic and Voluntary Life/AD&D will continue to be offered through the Hartford. The Basic Life/AD&D rates are decreasing by 28%, with improvements to the benefit offering. Voluntary Life/AD&D will have no change to plan design or rates. Vision will be offered through BCBS of IL effective 1/1/2027. Rates will remain unchanged, with improved benefits. Three dental plans will be available (DHMO, DPPO 1000, and DPPO 1500). DHMO rates and plan design remain unchanged. DPPO 1000 plan design will be changing, and rates have a blended 7% decrease. Five medical plans will now be available (HMO, PPO 1000, PPO 1500, PPO 2000, and HDHP). Plan design changes and rate changes vary by plan.

**MOTION #5**

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**Offerman (TC) moved and Shaub (FP) seconded to approve LIMRICC benefit renewals. There was no discussion on the motion.**

***Motion carried by roll call affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

**6.4.** ACTION: Approve changes to the employee manual regarding the Illinois Menopause Equity and Care Act

Knippel (PrairieCat) explained that On January 1, 2027 the Illinois Menopause Equity and Care Act will take effect. The law amends the Illinois Human Rights Act to include menopause-related conditions as a protected class under the framework already established for pregnancy and related conditions. Due to the new law, we have updated PrairieCat's Equal Employment Opportunity, Anti-Harassment, and Reasonable Accommodation policies to include menopause-related conditions.

**MOTION #6**

**Schaub (FP) moved and Nissen (RU) seconded to approve updates to the Equal Employment Opportunity, Anit Harassment and Reasonable Accommodation policies in the PrairieCat Employee Handbook as presented. There was no discussion on the motion.**

***Motion carried by vocal affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

**6.5.** ACTION: Approve purchase of new PrairieCat vehicle and trade-in of old vehicle

Coulter (PrairieCat) said that in the FY27 budget, the members approved $35,000 for the purchase of a new vehicle. This money would be taken from reserves. PrairieCat staff

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worked with Landmark Ford, an approved contractor on the Illinois state blanket contract for vehicles, to find an appropriate vehicle. The final offer comes to $46,535.00. We are asking Administrative Council to approve the additional $11,535.00 to be taken from reserves. The existing van will be sold outright, as the trade-in offer was only $800. The approximate Kelly Blue Book value of the van is $5,000 (depending on condition).

**MOTION #7**

**Faulkner (DK) moved and Diedrich (GA) seconded to approve the additional $11,535.00 purchase of a new PrairieCat vehicle without the trade-in of the old vehicle. There was no discussion on the motion.**

***Motion carried by roll call affirmation**

**Ayes: 10**

**Nays: 0**

**Abstentions: 0**

6.6. Discussion, Committee changes to the Resource Sharing, Training, and Technical Services Committees

Coulter (PrairieCat) stated that our committees and standing group positions have become difficult to fill, and some have been cancelled repeatedly due to lack of agenda items. Due to the changes that have occurred within PrairieCat over the last few years, it was decided that our standing group and Committee structure should be reviewed. A working group comprised of members of all the standing groups and committees plus relevant PrairieCat staff met in August and discussed this issue. These are the purposed changes.

Resource Sharing:

Given the changes that have occurred in PrairieCat, the Resource Sharing standing group (formerly a committee) has had very little business to transact in the last two years. Other than the Summit, the topics previously discussed in this group have passed on to the Circulation and Technical Services Committees. It was suggested that this group be disbanded, and their responsibilities passed on to the Circ and Technical Services

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Committees, and the responsibility for the Summit be passed on to the Engagement standing group, which handles the PUG Day planning as well.

Training:

Likewise, the training group has had most of its previous duties absorbed into the UX standing group, Circ and Technical Services Committees. Most of the training is now done asynchronously via TalentLMS, and most of those materials are produced by PrairieCat staff. It is suggested that this group be dissolved and the three committees formerly take on any training issues when they arise.

Technical Services Committee:

Sandy Tedder, the chair of the Technical Services Committee, expressed that this committee has an ongoing issue with filling positions during the annual election process. This group, formerly called TSUG (Tech. Services User's Group) was previously a volunteer group attended informally by anyone who wished to attend. It was suggested that this Committee should retain the voting members but expand to allow for participation in discussion by anyone who wishes to do so. Decision making, when called for, will still reside with the voting members, but all attendees can express a voice in the process.

If this restructuring moves forward as presented, the committees and standing groups will be:

Finance (appointed/board committee)

Engagement (open)

User Experience (open)

Circulation (elected)

Technical Services (elected)/TSUG (open)

The Council agreed to the proposed restructuring of the standing committees.

6.7. Discussion, staff needs for FY28

Coulter (PrairieCat) stated that we will likely have at least one retirement by the beginning of FY28. If/when this happens, we would like to rewrite some positions to a higher level.

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Any new job descriptions will be brought before the Council.

6.8. Update, RFI process

Coulter (PrairieCat) gave an update on the RFI process stating that they were due September 30th. We received six responses from Bywater, Sirsi/Dynix, Innovative, TLC, Inspire and Civica. PrairieCat has put together a working group made up of volunteers from various committees to review and score the RFI's. The kickoff meeting for the working group will be on Monday, October 5th. Coulter emphasized the need to stay on Sierra for a few more years while we work through RFI and potential RFP process.

6.9. Discussion, special election process for vacant Administrative Council position

Posinger (SA) stated that her last meeting a member of the Administrative Council will be the November 6th meeting. Coulter (PrairieCat) explained that because Posinger has more than six months left in her term, we will have to hold a special election to fill her seat for a Tier 3 representative. Knippel (PrairieCat) will work on the special election.

6.10. Review of the Delegates' Assembly agenda

Coulter (PrairieCat) shared the agenda for the October 28th Delegates Assembly meeting. She highlighted the Annual Report, audit review and a presentation by Landis (PrairieCat) on the PrairieCat Dashboard. Coulter added an update on the RFI process to the agenda. Faulkner (DK) asked if Smith (PrairieCat) could give a presentation about how she created the Annual Report. Smith agreed to go into more depth when she discusses the Annual Report at the Delegates Assembly meeting.

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

The meeting went well.

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9. Public comments

   There were no public comments.

10. Adjournment

    The meeting adjourned at 11:31 am.

11. Next meeting - Friday, November 6, 2026, at the Reddick Public Library

| **FY2027 PrairieCat Administrative Council MOTIONS July 2026 - June 2027** | | | | M – Motion made by Y - Yes Abstain - Abs A - Absent<br>2nd – Motion seconded by N - No NA - No Answer NP - Not present | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Meeting Date: October 2, 2026** | Vote Summary | | | | | | | | | | | | | |
| MOTION | Aye | Nay | Abstention | Kim Brozovich (RP) | Jenna Diedrich (GA) | Dana Fanslow (KR) | Emily Faulkner (DK) | Kelly McCully (BD) | Stephanie Nissen (RU) | Lauren Offerman (TC) | Barbara Posinger (SA) | Emily Schaub (FP) | Jason Shirley (BY) | Julie Wayland (PR) |
| to approve the consent agenda. | 10 | 0 | 0 | Y | Y | Y | 2ND<br>Y | A | Y | M<br>Y | Y | Y | Y | Y |
| to accept the FY26 audit. | 10 | 0 | 0 | Y | Y | 2ND<br>Y | M<br>Y | A | Y | Y | Y | Y | Y | Y |
| to approve LINMRiCC IGA and Bylaws resolutions | 10 | 0 | 0 | Y | Y | Y | Y | A | 2ND<br>Y | Y | Y | Y | Y | M<br>Y |
| to approve resolution to join LIMRiCC. | 10 | 0 | 0 | Y | Y | Y | Y | A | Y | M<br>Y | Y | 2ND<br>Y | Y | Y |
| to approve LIMRiCC benefit renewals. | 10 | 0 | 0 | Y | Y | 2ND<br>Y | Y | A | Y | Y | Y | M<br>Y | Y | Y |
| to approve changes to the employee handbook regarding the Illinois Menopause Equity and Care Act. | 10 | 0 | 0 | Y | Y | Y | Y | A | 2ND<br>Y | Y | Y | M<br>Y | Y | Y |

PrairieCat

**Date: 11/6/2026**

**To: PrairieCat Administrative Council**

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

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

Please find attached the PrairieCat Financial Reports for the month of September 2026. The attached statements include the Cash Report, Balance Sheet, Statement of Revenues and Expenses, and Check Register for the period of September 22 through October 15.

As of September 30, of the total cash balance of $1,570,755, $781,961 was undesignated working cash, $771,175 was designated for reserves, and $17,619 was eCommerce receipts payable to the membership. The cash balance increased $175,130 during September primarily due to the maturity of the 13-month CD from BankORION ($261,098), as well as the receipt of eight invoiced annual union list member fees ($8,242) and the receipt of the one remaining invoiced first quarter member fee ($4,395). These receipts were partially offset by the monthly payroll and other payroll-related expenses ($79,327), the monthly LIMRiCC health insurance premiums ($20,456), the annual Cherry Hill web server hosting for PrairieCat's website ($3,290), and July and August credit card purchases ($3,228).

The balance of working cash was sufficient to fund 4.4 months of budgeted FY2027 operating expenses, and the balance of the reserve designation would fund an additional 4.3 months of budgeted operating expenses. In addition, the $231,500 CD principal would be sufficient to fund an additional 1.3 months of budgeted operating expenses.

Total revenues through September were $543,139, which was $847 below budget primarily due to reimbursement revenues ($950), other revenues ($684), and Interlibrary Loan (ILL) barcode revenues ($250). Reimbursement revenues are driven by member participation in the Innovative mobile app and express lane checkouts. Other revenues were below budget from the continuing education grant and credit card cash-back rewards that have not yet been received. ILL barcode revenues were also below budget due to lower than anticipated activity through September. These below budget revenues were partially offset by above budget investment income ($1,037).

The total year-to-date interest income through September was $9,037, which was $1,037 above the year-to-date budgeted amount of $8,000. At the Federal Reserve's September meeting, they approved a .25% increase in the target federal borrowing rate, bringing the range to between 3.75% and 4.00%. Their September projections for interest rates in calendar years 2026 and 2027 were both 4.1%, up from

the June projections of 3.8% and 3.6%, respectively. The next scheduled Federal Reserve meeting is October 28.

PrairieCat's 13-month CD with BankORION matured on September 29, generating proceeds of $261,098, which were deposited into the BankORION checking account the same day. On October 2, PrairieCat transferred $230,000 from BankORION to its PTMA iPrime money market account to fund the purchase of a 24-month DTC-type CD through PTMA. The CD was purchased on October 6 and settled on October 15, with a market value of $230,626 and an interest rate of 4.756%. The remaining $31,098 from the matured CD was transferred from BankORION to IL Funds on October 8 to take advantage of the higher market rates while maintaining liquidity. The average September interest rates for the IL Funds and PTMA iPrime money market accounts were 3.870% and 3.626%, respectively. Both rates increased slightly from the August average interest rates of 3.785% and 3.549%.

Total expenses through September of $497,733, were $28,221 below the year-to-date budgeted amount of $525,954. This is primarily due to under budget Contractual Services expenses ($11,306); Vehicle expenses ($9,357); Personnel costs ($8,334); and Travel and Continuing Education costs ($6,327).

Contractual Services expenses were under budget primarily due to the accounting treatment required for the Innovative Interfaces Sierra, Vega Discover, hosting, and phone alerts system subscriptions under the Governmental Accounting Standards Board's Statement No. 96, Subscription-Based Information Technology Arrangements (SBITAs). Under this standard, PrairieCat records monthly amortization expense for the total amount of each subscription agreement, along with interest expense over the subscription term, based on the present value of the total subscription payments. Prior to the implementation of GASB Statement No. 96, expenses related to the Sierra, Vega Discover, hosting, and phone alerts system subscriptions were recorded under Information Service Costs and other Contractual Services.

Vehicle expenses remained below budget overall through September. However, these expenses are expected to increase over the remainder of the fiscal year as PrairieCat staff travel to in-person meetings and member site visits, and a replacement van is purchased in October for staff use.

Personnel expenses were below budget in all personnel categories, primarily due to timing differences between budgeted and actual expenses, as well as not having incurred unemployment insurance claims, other fringe benefits expenses, and tuition reimbursements through September.

Travel and continuing education expenses were below budget through September but are expected to increase as conference attendance, in-person member meetings, employee reimbursements, and governance meetings occur throughout the fiscal year.

These below budget expenses were partially offset by above budget interest expense ($8,927) related to the SBITAs described above.

# PRAIRIECAT
# CASH REPORT
# FOR THE PERIOD ENDING September 30, 2026

| | |
|---|---|
| Beginning Cash Balance | $ 1,395,625.57 |
| Cash Received | |
| Payments from Member Libraries, etc. | 13,274.74 |
| Interest - BankORION | 260.04 |
| Interest - Illinois Funds | 1,067.90 |
| Interest - PTMA | 15.90 |
| eCommerce Receipts Payable | 6,069.79 |
| Total Cash Received | 20,688.37 |
| Expenses Paid | |
| Checks and Vendor ACH Payments | 23,747.94 |
| Payroll and Retirement Contributions | 79,327.35 |
| ACH Credit Card Payments | 3,228.35 |
| Miscellaneous (Lockbox & Misc. Bank Fees, eCommerce Fees, etc.) | 352.44 |
| Total Disbursements | 106,656.08 |
| Investments | |
| BankORION Maturity of 13-month CD | 261,097.55 |
| Ending Cash Balance | $ 1,570,755.41 |

**CASH DETAILS:**

| | |
|---|---|
| Member Library Deposit Accounts/Prepayments | $ - |
| eCommerce Cash Receipts Payable | 17,618.58 |
| Reserve Designation | 771,175.28 |
| Working Cash | 781,961.55 |
| **TOTAL CASH** | $ 1,570,755.41 |

**PAYPAL FUNDS DETAILS:**

| | |
|---|---|
| September PayPal Receipts in Transit to Bank | $306.99 |

**CD INVESTMENT DETAILS:**

| | |
|---|---|
| PTMA: KS StateBank: 24-month CD Principal @ 3.969% Interest 8/27/2025 - 8/27/2027 | $ 231,500.00 |
| CD Investment Income as of September 2026 | $ 10,044.13 |
| **TOTAL CURRENT CD INVESTMENT VALUE** | $ 241,544.13 |
| Fund Balance as of September 2026 | $2,026,106.26 |
| FY27 operating expenses excluding planned reserve designation: | $ 2,154,021.36 |
| Working Cash % of operating expenses: | 36.30% |

**PrairieCat**
Balance Sheet
As of 9/30/2026

| | Balance End of Month |
|---|---|
| Assets | |
| Cash & cash equivalents | |
| Cash - Bank Orion | 1,228,689.72 |
| Cash - Illinois Funds | 336,697.82 |
| Cash - PTMA | 5,367.87 |
| PayPal Funds | 306.99 |
| Total Cash & cash equivalents | 1,571,062.40 |
| Investments | 231,500.00 |
| Accounts receivables | 8,542.00 |
| Accrued investment income | 10,044.13 |
| Prepaid expenses | 474,688.25 |
| 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 | (1,063,863.69) |
| Total Capital Assets, net | 460,854.31 |
| Other assets | |
| Deferred Outflows - Pension | 333,473.69 |
| Deferred Outflows - OPEB | 6,735.00 |
| Total Other assets | 340,208.69 |
| Total Assets | 3,096,899.78 |
| Liabilities | |
| eCommerce receipts payable | 17,925.57 |
| Payroll | |
| Pension Payable | 11,990.73 |
| Total Payroll | 11,990.73 |
| Deferred revenue | 65,244.69 |
| Compensated absences | 37,502.81 |
| Net pension liability | 392,553.00 |
| Post-employment benefits | 52,790.00 |
| Other long-term obligations | |
| Deferred Inflows - Pension | 25,651.00 |
| Deferred Inflows - OPEB | 5,260.00 |
| Subscription Based IT Arrangements Payable | 461,875.72 |
| Total Other long-term obligations | 492,786.72 |
| Total Liabilities | 1,070,793.52 |
| Net Assets | |
| Beginning net assets | 1,980,700.52 |
| Current YTD net income | 45,405.74 |
| Total Net Assets | 2,026,106.26 |
| Total Liabilities and Net Assets | 3,096,899.78 |

**PrairieCat**

Statement of Revenues and Expenses - FY27 is 25.00% Completed

From 9/1/2026 Through 9/30/2026

| | 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 | 2,690.19 | 8,070.57 | 8,070.51 | 100.00% | 32,282.00 | 25.00% |
| Fully Participating and Basic Online Member Revenue | 124,307.50 | 372,922.50 | 372,921.63 | 100.00% | 1,491,686.47 | 25.00% |
| ILL Barcode Revenue | 100.00 | 500.00 | 750.00 | 66.66% | 3,000.00 | 16.66% |
| Fully Participating & Basic Online - Reserve Contribution | 1,683.82 | 5,051.48 | 5,051.49 | 99.99% | 20,206.00 | 24.99% |
| Union List - Reserve Contribution | 143.00 | 429.00 | 429.00 | 100.00% | 1,716.00 | 25.00% |
| Total Fees for Services and Materials | 128,924.51 | 386,973.55 | 387,222.63 | 99.94% | 1,548,890.47 | 24.98% |
| Reimbursements | | | | | | |
| Reimbursements | 1,652.96 | 4,891.28 | 5,641.53 | 86.70% | 22,566.11 | 21.67% |
| Reimbursements - Mobile App | 2,850.00 | 8,550.00 | 8,750.01 | 97.71% | 35,000.00 | 24.42% |
| Total Reimbursements | 4,502.96 | 13,441.28 | 14,391.54 | 93.40% | 57,566.11 | 23.35% |
| Investment Income | 2,985.26 | 9,036.51 | 8,000.01 | 112.95% | 32,000.00 | 28.23% |
| Other | | | | | | |
| Other Grants | 0.00 | 0.00 | 500.00 | 0.00% | 2,000.00 | 0.00% |
| Other Grants - LLSAP Support Grant | 44,540.56 | 133,621.68 | 133,621.69 | 99.99% | 534,486.78 | 24.99% |
| Other Revenue | 65.92 | 65.92 | 250.00 | 26.36% | 1,000.00 | 6.59% |
| Total Other | 44,606.48 | 133,687.60 | 134,371.69 | 99.49% | 537,486.78 | 24.87% |
| Total REVENUES | 181,019.21 | 543,138.94 | 543,985.87 | 99.84% | 2,175,943.36 | 24.96% |
| EXPENSES | | | | | | |
| Personnel | | | | | | |
| Other Professionals | 61,999.69 | 182,567.66 | 186,783.00 | 97.74% | 809,387.91 | 22.55% |
| Support Services | 9,319.52 | 28,078.95 | 28,419.00 | 98.80% | 123,147.67 | 22.80% |
| Social Security Taxes | 5,073.77 | 15,197.37 | 16,434.00 | 92.47% | 71,219.76 | 21.33% |
| Unemployment Insurance | 0.00 | 0.00 | 875.00 | 0.00% | 3,500.00 | 0.00% |
| Worker's Compensation | 168.50 | 505.50 | 525.00 | 96.28% | 2,100.00 | 24.07% |
| Retirement Benefits | 7,959.22 | 23,508.14 | 23,976.00 | 98.04% | 103,897.05 | 22.62% |
| Health, Dental And Life Insurance | 15,147.35 | 48,285.01 | 49,030.41 | 98.47% | 196,121.64 | 24.61% |
| Other Fringe Benefits | 0.00 | 0.00 | 250.00 | 0.00% | 1,000.00 | 0.00% |
| Tuition Reimbursements | 0.00 | 0.00 | 125.00 | 0.00% | 500.00 | 0.00% |
| Staff Professional Memberships | 22.09 | 66.27 | 125.00 | 53.01% | 500.00 | 13.25% |
| Total Personnel | 99,690.14 | 298,208.90 | 306,542.41 | 97.28% | 1,311,374.03 | 22.74% |
| Buildings and Grounds | | | | | | |
| Property Insurance | 284.42 | 853.26 | 840.00 | 101.57% | 3,360.00 | 25.39% |
| Total Buildings and Grounds | 284.42 | 853.26 | 840.00 | 101.58% | 3,360.00 | 25.39% |
| Vehicle Expenses | | | | | | |
| Fuel | 2.00 | 99.31 | 250.00 | 39.72% | 1,000.00 | 9.93% |
| Repairs And Maintenance | 0.00 | 0.00 | 250.00 | 0.00% | 1,000.00 | 0.00% |
| Vehicle Insurance | 127.17 | 381.51 | 375.00 | 101.73% | 1,500.00 | 25.43% |
| Vehicles Leasing And Rent | 0.00 | 0.00 | 125.00 | 0.00% | 500.00 | 0.00% |
| Other Vehicle Expenses | 0.00 | 0.00 | 8,837.49 | 0.00% | 35,350.00 | 0.00% |

**PrairieCat**

Statement of Revenues and Expenses - FY27 is 25.00% Completed

From 9/1/2026 Through 9/30/2026

| | Current Month | YTD Actual | YTD Budget - Original | Percent of YTD Budget | Total Budget - Original | Percent of Annual Budget |
|---|---|---|---|---|---|---|
| Total Vehicle Expenses | 129.17 | 480.82 | 9,837.49 | 4.89% | 39,350.00 | 1.22% |
| Travel and Continuing Education | | | | | | |
| In-State Travel | 0.00 | 0.00 | 2,250.00 | 0.00% | 9,000.00 | 0.00% |
| Out-Of-State Travel | 0.00 | 0.00 | 1,500.00 | 0.00% | 6,000.00 | 0.00% |
| Registrations And Meeting, Other Fees | 329.42 | 798.29 | 2,499.99 | 31.93% | 10,000.00 | 7.98% |
| Conferences And Continuing Education Meetings | 0.00 | 0.00 | 875.00 | 0.00% | 3,500.00 | 0.00% |
| Total Travel and Continuing Education | 329.42 | 798.29 | 7,124.99 | 11.20% | 28,500.00 | 2.80% |
| Public Relations | 0.00 | 0.00 | 500.00 | 0.00% | 2,000.00 | 0.00% |
| Commercial Insurance | 640.92 | 1,922.76 | 2,100.00 | 91.56% | 8,400.00 | 22.89% |
| Supplies, Postage and Printing | | | | | | |
| Computers, Software And Supplies | 1,711.16 | 5,711.00 | 5,750.01 | 99.32% | 23,000.00 | 24.83% |
| General Office Supplies And Equipment | 0.00 | 0.00 | 375.00 | 0.00% | 1,500.00 | 0.00% |
| Total Supplies, Postage and Printing | 1,711.16 | 5,711.00 | 6,125.01 | 93.24% | 24,500.00 | 23.31% |
| Telephone and Telecommunications | 701.16 | 1,835.35 | 2,750.01 | 66.73% | 11,000.00 | 16.68% |
| Equipment Repair and Maintenance | | | | | | |
| Equipment Repair And Maintenance Agreements | 81.64 | 244.96 | 375.00 | 65.32% | 1,500.00 | 16.33% |
| Total Equipment Repair and Maintenance | 81.64 | 244.96 | 375.00 | 65.32% | 1,500.00 | 16.33% |
| Professional Services | | | | | | |
| Legal | 0.00 | 382.50 | 750.00 | 51.00% | 3,000.00 | 12.75% |
| Accounting | 0.00 | 5,150.00 | 1,875.00 | 274.66% | 7,500.00 | 68.66% |
| Consulting | 0.00 | 0.00 | 3,750.00 | 0.00% | 15,000.00 | 0.00% |
| Payroll Service Fees | 661.08 | 2,326.78 | 2,124.99 | 109.49% | 8,500.00 | 27.37% |
| Total Professional Services | 661.08 | 7,859.28 | 8,499.99 | 92.46% | 34,000.00 | 23.12% |
| Contractual Services | | | | | | |
| Information Service Costs | 18,845.68 | 56,469.44 | 158,964.78 | 35.52% | 635,859.09 | 8.88% |
| Outside Printing Services | 0.00 | 0.00 | 125.00 | 0.00% | 500.00 | 0.00% |
| Other Contractual Services | (363.35) | (1,089.97) | 20,169.57 | (5.40)% | 80,678.24 | (1.35)% |
| Amortization - Subscription Based IT Arrangements | 37,524.50 | 112,573.50 | 0.00 | 0.00% | 0.00 | 0.00% |
| Total Contractual Services | 56,006.83 | 167,952.97 | 179,259.35 | 93.69% | 717,037.33 | 23.42% |
| Professional Association Membership Dues | 307.30 | 538.14 | 500.00 | 107.62% | 2,000.00 | 26.90% |
| SBITA Interest | 2,975.67 | 8,927.01 | 0.00 | 0.00% | 0.00 | 0.00% |
| Miscellaneous | 1,534.10 | 1,817.15 | 375.00 | 484.57% | 1,500.00 | 121.14% |
| Miscellaneous - eCommerce Fees | 324.04 | 583.31 | 1,125.00 | 51.84% | 4,500.00 | 12.96% |
| Total EXPENSES | 165,377.05 | 497,733.20 | 525,954.25 | 94.63% | 2,189,021.36 | 22.74% |
| EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES | 15,642.16 | 45,405.74 | 18,031.62 | 251.81% | (13,078.00) | (347.19)% |

**PrairieCat**
Check/Voucher Register
1000 - Cash - Bank Orion
From 9/22/2026 Through 10/15/2026

| Vendor Name | Effective Date | Check Amount |
|---|---|---|
| Paycom Payroll LLC | 9/24/2026 | 330.54 |
| Paycom Payroll LLC | 9/24/2026 | 22,386.74 |
| Paycom Payroll LLC | 9/24/2026 | 9,364.74 |
| MissionSquare | 9/25/2026 | 1,586.32 |
| WEX Bank | 9/25/2026 | 2.00 |
| Bank Orion | 9/30/2026 | 52.50 |
| Lauterbach & Amen, LLP | 10/1/2026 | 2,000.00 |
| MARTINA MATHISEN | 10/1/2026 | 700.00 |
| MerchantE | 10/5/2026 | 283.82 |
| Travelers Insurance | 10/5/2026 | 61.00 |
| LANDMARK FORD INC | 10/8/2026 | 46,535.00 |
| LIMRICC | 10/8/2026 | 20,455.94 |
| Paycom Payroll LLC | 10/8/2026 | 330.54 |
| Paycom Payroll LLC | 10/8/2026 | 22,386.75 |
| Paycom Payroll LLC | 10/8/2026 | 9,364.70 |
| MissionSquare | 10/9/2026 | 1,586.32 |
| Illinois Municipal Retirement Fund | 10/9/2026 | 11,990.71 |
| Bank Orion | 10/9/2026 | 20.00 |
| First Bankcard | 10/12/2026 | 3,919.47 |
| Report Total | | 153,357.09 |

| | July 2025 | July 2026 | Aug 2025 | Aug 2026 | Sept 2025 | Sept 2026 | Oct 2026 | Nov 2026 | Dec 2026 | Jan 2027 | Feb 2027 | Mar 2027 | Apr 2027 | May 2027 | June 2027 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **General** | | | | | | | | | | | | | | | |
| Bibliographic records | 1,211,596 | 1,211,169 | 1,212,647 | 1,209,962 | 1,212,476 | 1,208,740 | - | - | - | - | - | - | - | - | - |
| Item records | 5,092,517 | 5,041,510 | 5,097,375 | 5,028,348 | 5,090,068 | 5,017,799 | - | - | - | - | - | - | - | - | - |
| Patron records | 357,423 | 363,794 | 361,564 | 370,218 | 365,387 | 373,861 | - | - | - | - | - | - | - | - | - |
| Total circulation | 451,212 | 427,025 | 380,656 | 388,180 | 384,029 | 385,264 | - | - | - | - | - | - | - | - | - |
| ILL transactions on LLSAP | 59,159 | 55,231 | 56,498 | 54,683 | 58,546 | 58,236 | - | - | - | - | - | - | - | - | - |
| Reciprocal borrowing | 62,112 | 65,862 | 50,723 | 53,866 | 51,075 | 52,515 | - | - | - | - | - | - | - | - | - |
| | | | | | | | | | | | | | | | |
| **Training, Outreach and Engagement** | | | | | | | | | | | | | | | |
| Training events | 5 | 6 | 17 | 7 | 3 | 1 | - | - | - | - | - | - | - | - | - |
| Training participants | 18 | 12 | 135 | 17 | 18 | 2 | - | - | - | - | - | - | - | - | - |
| Training contact hours | 21 | 9 | 134 | 16 | 20 | 1 | - | - | - | - | - | - | - | - | - |
| TalentLMS Course Completions | 170 | 244 | 354 | 197 | 250 | 145 | - | - | - | - | - | - | - | - | - |
| Site visits | 4 | 4 | 1 | 1 | 2 | 1 | - | - | - | - | - | - | - | - | - |
| Member Meetings/Events | 3 | 3 | 3 | 5 | 6 | 6 | - | - | - | - | - | - | - | - | - |
| Meeting/Event participants | 141 | 116 | 23 | 84 | 302 | 519 | - | - | - | - | - | - | - | - | - |
| Meeting/Event contact hours | 237 | 222 | 22 | 117 | 1,738 | 3,759 | - | - | - | - | - | - | - | - | - |
| | | | | | | | | | | | | | | | |
| **Troubleshooting** | | | | | | | | | | | | | | | |
| HelpDesk Calls Opened | 441 | 348 | 275 | 295 | 317 | 280 | - | - | - | - | - | - | - | - | - |
| HelpDesk Calls Closed | 440 | 320 | 298 | 254 | 286 | 266 | - | - | - | - | - | - | - | - | - |
| | | | | | | | | | | | | | | | |
| **Database Enrichment** | | | | | | | | | | | | | | | |
| Bibload records loaded - PC staff | 1,654 | 1,567 | 1,072 | 1,033 | 1,461 | 993 | - | - | - | - | - | - | - | - | - |
| Bibload records loaded - MARC catalogers | 2,499 | 2,820 | 2,306 | 2,223 | 2,753 | 2,735 | - | - | - | - | - | - | - | - | - |
| Cleanup/overlays/merges - PC staff | 490 | 462 | 926 | 726 | 972 | 471 | - | - | - | - | - | - | - | - | - |
| Cleanup/overlays/merges - MARC catalogers | 890 | 1,104 | 941 | 365 | 721 | 960 | - | - | - | - | - | - | - | - | - |
| Enhancements/corrections - PC staff | 82 | 81 | 67 | 116 | 66 | 39 | - | - | - | - | - | - | - | - | - |
| Enhancements/corrections - MARC catalogers | 76 | 148 | 35 | 39 | 59 | 166 | - | - | - | - | - | - | - | - | - |
| Original catalogings - PC staff | 103 | 75 | 71 | 32 | 43 | 64 | - | - | - | - | - | - | - | - | - |
| Original catalogings - MARC catalogers | 27 | 46 | 30 | 26 | 47 | 35 | - | - | - | - | - | - | - | - | - |
| Special projects (Call number conversion, ICode1 conversion, Reclamation, etc) | 28,691 | 34,200 | 34,534 | 33,484 | 46,533 | 79,135 | - | - | - | - | - | - | - | - | - |
| | | | | | | | | | | | | | | | |
| To see the full statistical spreadsheet, visit: https://support.prairiecat.info/gov | | | | | | | | | | | | | | | |

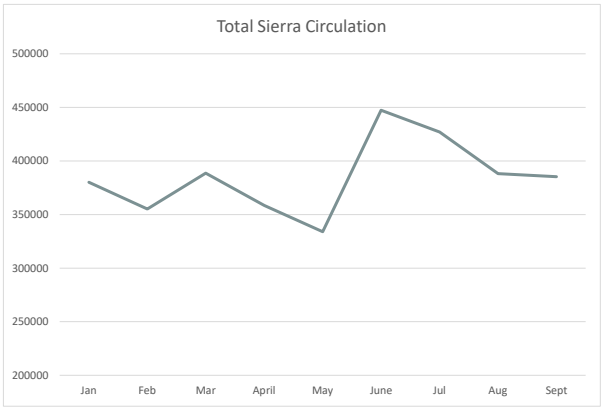
# PrairieCat Monthly Statistics
# September 2026

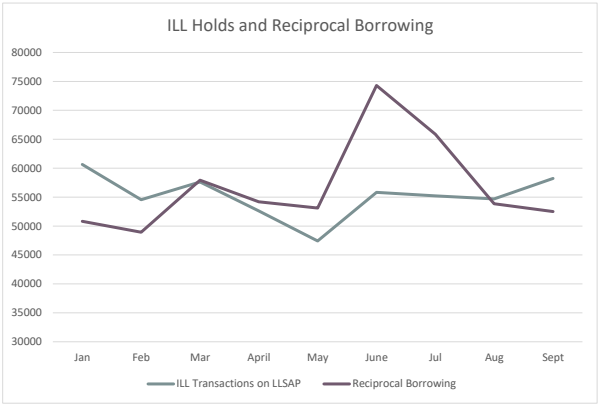
385,264
Circulation

136
Libraries

52,515
Reciprocal Borrowing

58,236
ILL / Hold Transactions



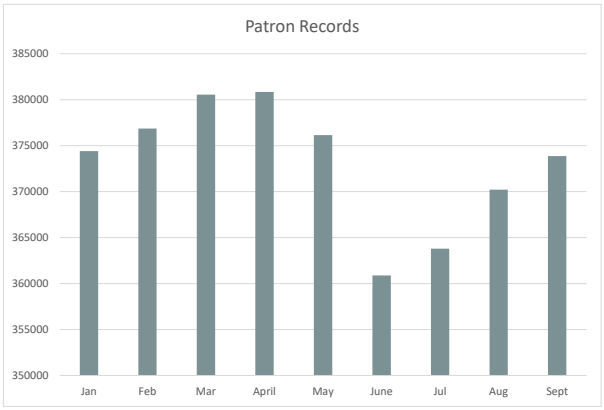



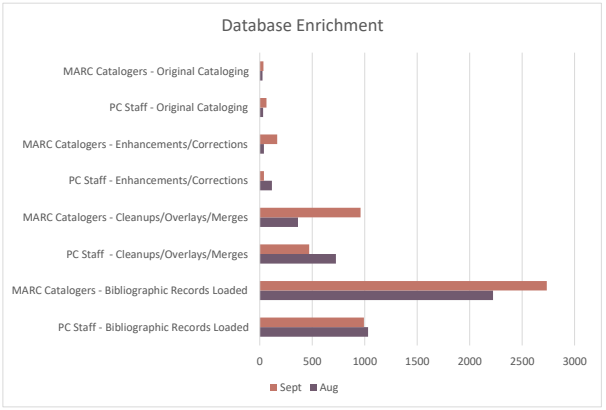

373,861
Patron Records

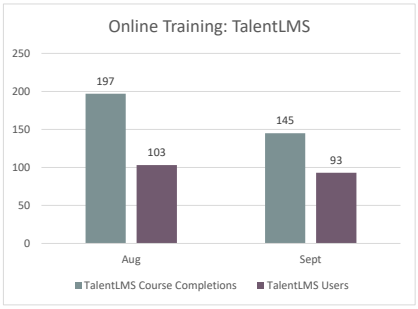
1,208,740
Bibligraphic Records

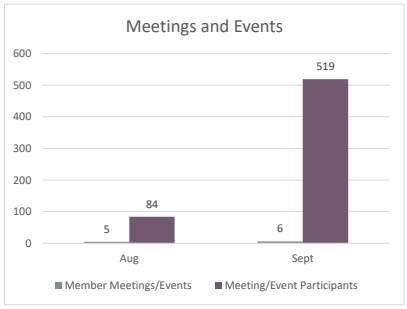
5,017,799
Item Records

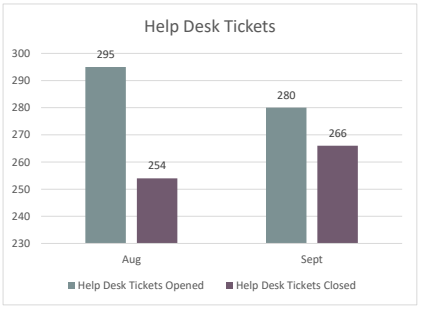
79,135
Special Database Tasks




2
Training Participants

1
Training Events - Live

519
Meetings/Events Participants

6
Meetings/Events

PrairieCat

PUG Day 2026 | Virtual | Thursday, September 24 – Friday, September 25, 2026

- 493 total webinar attendees
- 15 sessions
- 8 sessions hosted by PrairieCat members | 3 sessions hosted/co-hosted by PrairieCat staff
- 298 recording views 2 weeks after the event

**Session Attendance**

| No. | Sessions \| Thursday, September 24, 2026 | Live Attendance |
|---|---|---|
| 1 | First Amendment Audit Training for Frontline Staff | 65 |
| 2 | Keep Cool Under Pressure | 49 |
| 3 | AI, eBooks, eAudio, and Libraries | 59 |
| 4 | How to Start a Radio Book Club: Maximizing your Marketing budget | 22 |
| 5 | Online Privacy and Personal Information | 32 |
| 6 | Using a Wearable Scanner for Inventory | 21 |
| 7 | Cyber Security Basics | 28 |
| 8 | WILIUG and IUG: Connecting Innovative Users | 8 |
| | Thursday Total Attendance | 284 |
| | | |
| | **Sessions \| Friday, September 25, 2026** | |
| 9 | IPLAR tips - plus Q&A time! | 27 |
| 10 | Vega Discover Homepage Builder Customizations | 32 |
| 11 | The Advocacy Goldmine: Stories Hiding in Your Library Every Day | 28 |
| 12 | How to Start a Collection of Circulating Science Kits | 17 |
| 13 | Print Vendors After Baker & Taylor | 28 |
| 14 | AI and the Library World | 51 |
| 15 | What's new with Innovative and Product Roadmaps | 26 |
| | Friday Total Attendance | 209 |
| | | |
| | **Total** | **493** |

Survey Highlights:

First Amendment Audit Training for Frontline Staff – "This has to be hands down the very best PUG Days seminar I've ever seen. It gave excellent examples of what could go wrong and then came back with showing how to handle it the right way. Thanks so much!!!"

AI, eBooks, eAudio, and Libraries – "It was helpful information, and I appreciated the ideas for further research on a topic (AI) that continues to shift and change."

Vega Discover Homepage Builder Customizations – "Very helpful tips, and it was great to see what other libraries are doing for their showcases. Good inspiration for our own site! Thank you all.

The Advocacy Goldmine: Stories Hiding in Your Library Every Day – "Very motivational, Thank you!"

PrairieCat

Past PUG Day Events

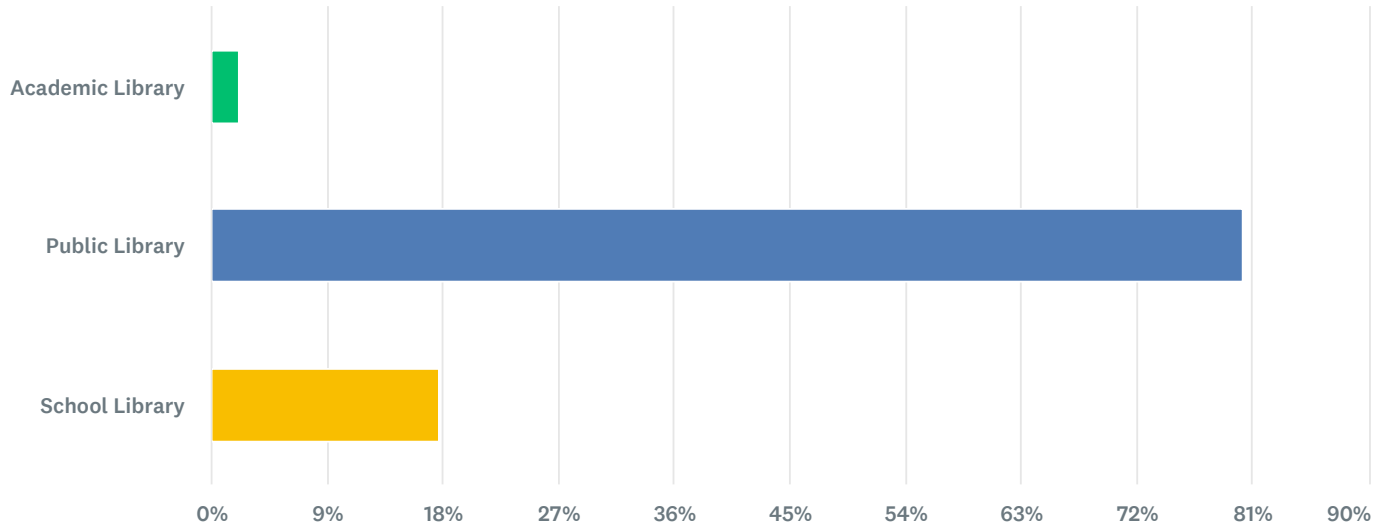
| Year | Attendance | Location | Total Sessions | Member Libraries Represented |
|---|---|---|---|---|
| **2026** | **493** | **Virtual** | **15** | **59** |
| 2025 | 260 | Bend Xpo, East Moline | 28 | 60 |
| 2024 | 603 | Virtual | 15 | 74 |
| 2023 | 264 | Waubonsee Community College, Sugar Grove | 20 | 67 |
| 2022 | 434 | Virtual | 9* | 67 |
| 2021 | 411 | Virtual | 13 | 68 |
| 2020 | 641 | Virtual | 17 | 71 |
| 2019 | 310 | NIU, Rockford | 28 | 69 |
| 2018 | 258 | TaxSlayer Center, Moline | 25 | 62 |
| 2017 | 232 | Waubonsee Community College, Sugar Grove | 21 | 61 |
| 2016 | 215 | Kishwaukee College, Malta | 14** | 62 |
| 2015 | 114 | Kishwaukee College, Malta | 6** | 49 |
| 2014 | 98 | Starved Rock, Oglesby | 6** | 46 |

*11 scheduled, 2 cancellations

**afternoon breakouts repeated

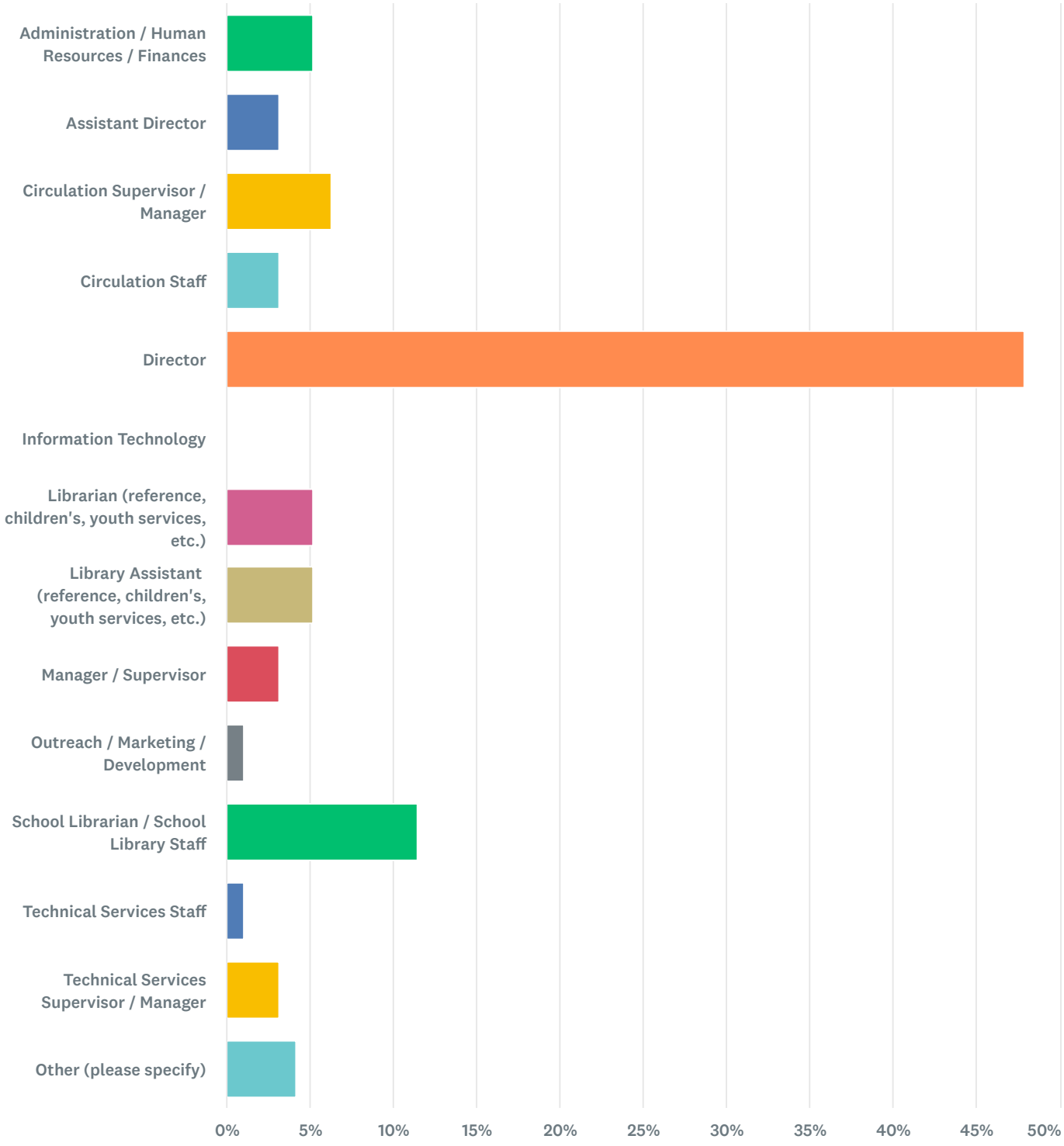
Q1 96 responses

## Select your library's type:



Q2 96 responses

## What is your library position? (Please select the option that best describes your position)

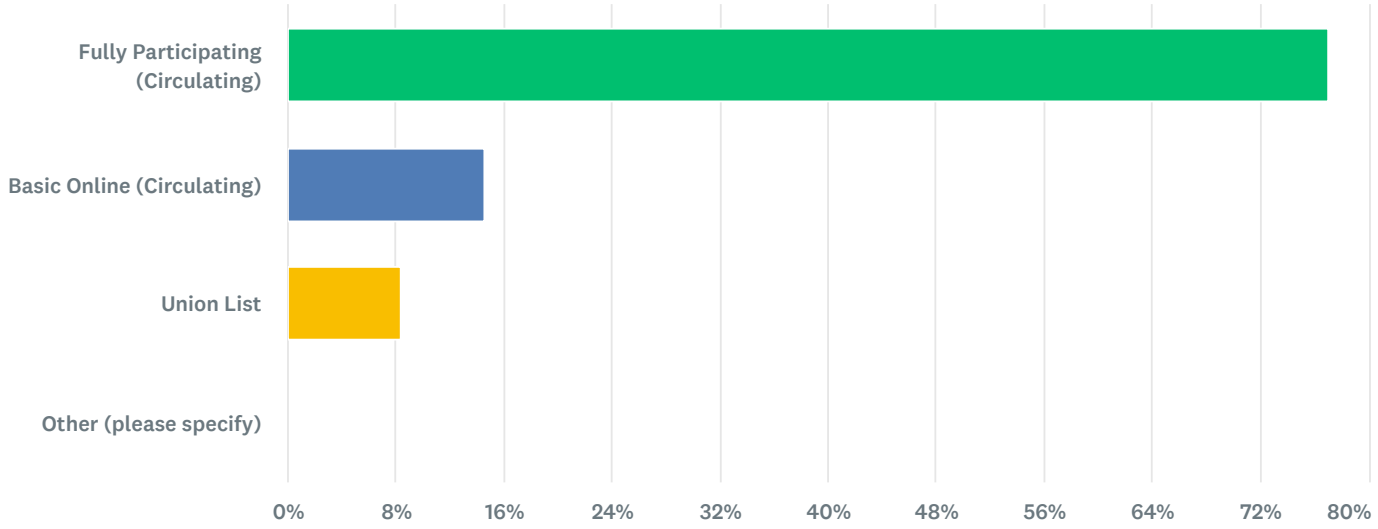


| Answer Choices | Percentage | Responses |
|---|---|---|
| Administration / Human Resources / Finances | 5.21% | 5 |
| Assistant Director | 3.13% | 3 |
| Circulation Supervisor / Manager | 6.25% | 6 |
| Circulation Staff | 3.13% | 3 |
| Director | 47.92% | 46 |
| Information Technology | 0% | 0 |
| Librarian (reference, children's, youth services, etc.) | 5.21% | 5 |
| Library Assistant  (reference, children's, youth services, etc.) | 5.21% | 5 |
| Manager / Supervisor | 3.13% | 3 |
| Outreach / Marketing / Development | 1.04% | 1 |
| School Librarian / School Library Staff | 11.46% | 11 |
| Technical Services Staff | 1.04% | 1 |
| Technical Services Supervisor / Manager | 3.13% | 3 |
| Other (please specify) | 4.17% | 4 |
| **Total** | | **96** |

| # | OTHER (PLEASE SPECIFY) | DATE |
|---|---|---|
| 1 | Circulation, cataloguing, programming | 9/15/2026 11:36 AM |
| 2 | I am Circulation Staff along with Technical Services Staff | 9/9/2026 5:27 PM |
| 3 | I am the Director and the Children's Librarian. | 9/8/2026 1:17 PM |
| 4 | District Librarian | 9/8/2026 12:02 PM |

Q3 96 responses

## Select your library's PrairieCat membership level:

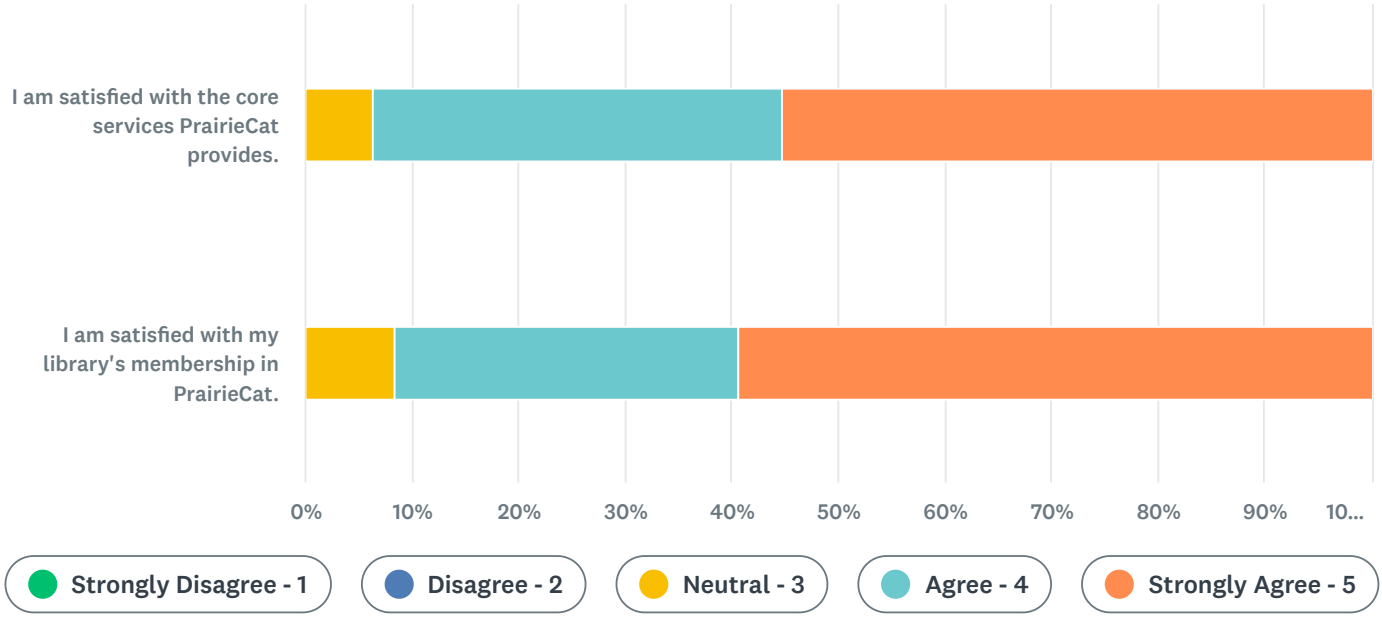



| Answer Choices | Percentage | Responses |
|---|---|---|
| Fully Participating (Circulating) | 77.08% | 74 |
| Basic Online (Circulating) | 14.58% | 14 |
| Union List | 8.33% | 8 |
| Other (please specify) | 0% | 0 |
| **Total** | | **96** |

| # | OTHER (PLEASE SPECIFY) | DATE |
|---|---|---|
| | There are no responses. | |

Q4 96 responses

## Please rate your level of agreement with the following statements:

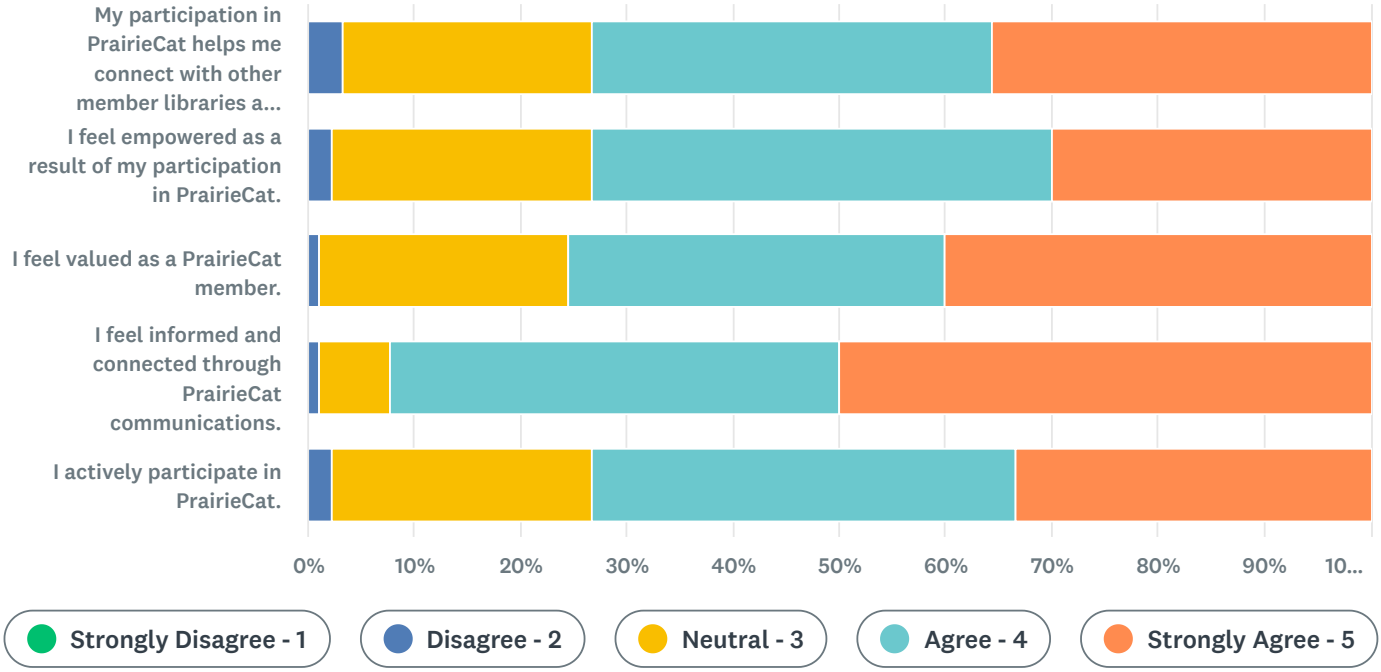



| | Strongly Disagree - 1 | Disagree - 2 | Neutral - 3 | Agree - 4 | Strongly Agree - 5 | Total |
|---|---|---|---|---|---|---|
| I am satisfied with the core services PrairieCat provides. | 0%<br>0 | 0%<br>0 | 6.38%<br>6 | 38.30%<br>36 | 55.32%<br>52 | 94 |
| I am satisfied with my library's membership in PrairieCat. | 0%<br>0 | 0%<br>0 | 8.33%<br>8 | 32.29%<br>31 | 59.38%<br>57 | 96 |
| | | | | | | 190 |

| # | COMMENTS / OTHER (PLEASE BE SPECIFIC) | DATE |
|---|---|---|
| 1 | I love working with PrairieCat staff! Everyone does a great job of providing guidance for library staff, and they work their buns off to make sure that every library counts! | 9/23/2026 9:44 AM |
| 2 | School libraries have such different needs than other library types and some of those needs are not fully understood or met. | 9/14/2026 9:35 AM |
| 3 | Amazing staff and always help us when we call. | 9/15/2026 12:47 PM |
| 4 | I am dissatisfied with our level, but glad we are a member. | 9/9/2026 12:20 PM |
| 5 | We have run into a few issues which I am planning to contact PrairieCat staff about. | 9/9/2026 9:14 AM |
| 6 | If PrairieCat's Vega Discover interface could also make our other (mostly EBSCO) databases discoverable, then it would be perfect. (And would save us a ton in EBSCO Discovery Service subscription costs). | 9/8/2026 12:24 PM |

Q5 90 responses

## Please rate your level of agreement with the following statements:




| | Strongly Disagree - 1 | Disagree - 2 | Neutral - 3 | Agree - 4 | Strongly Agree - 5 | Total |
|---|---|---|---|---|---|---|
| My participation in PrairieCat helps me connect with other member libraries and build relationships. | 0%<br>0 | 3.33%<br>3 | 23.33%<br>21 | 37.78%<br>34 | 35.56%<br>32 | 90 |
| I feel empowered as a result of my participation in PrairieCat. | 0%<br>0 | 2.22%<br>2 | 24.44%<br>22 | 43.33%<br>39 | 30.00%<br>27 | 90 |
| I feel valued as a PrairieCat member. | 0%<br>0 | 1.11%<br>1 | 23.33%<br>21 | 35.56%<br>32 | 40.00%<br>36 | 90 |
| I feel informed and connected through PrairieCat communications. | 0%<br>0 | 1.11%<br>1 | 6.67%<br>6 | 42.22%<br>38 | 50.00%<br>45 | 90 |
| I actively participate in PrairieCat. | 0%<br>0 | 2.22%<br>2 | 24.44%<br>22 | 40.00%<br>36 | 33.33%<br>30 | 90 |
| | | | | | | 450 |

| # | COMMENTS / OTHER (PLEASE SPECIFY) | DATE |
|---|---|---|
| 1 | As a school librarian it is harder to engage with members during the school day. We have a harder time leaving the building for meetings, and even scheduling online PD can be difficult unless it takes place during our SIP time. | 9/22/2026 11:29 AM |
| 2 | The cataloging and circulation committees never meet in person. You can't connect or build relationships (or trust, gain confidence in others, etc.), if you never meet them in real life. | 9/22/2026 10:37 AM |
| 3 | I did participate in one PUG day. The Talent LMS online classes and personal response to my questions have been very helpful. | 9/15/2026 11:39 AM |
| 4 | Now that I am a staff of one, I don't have the time to fully take advantage of services offered. | 9/8/2026 1:57 PM |

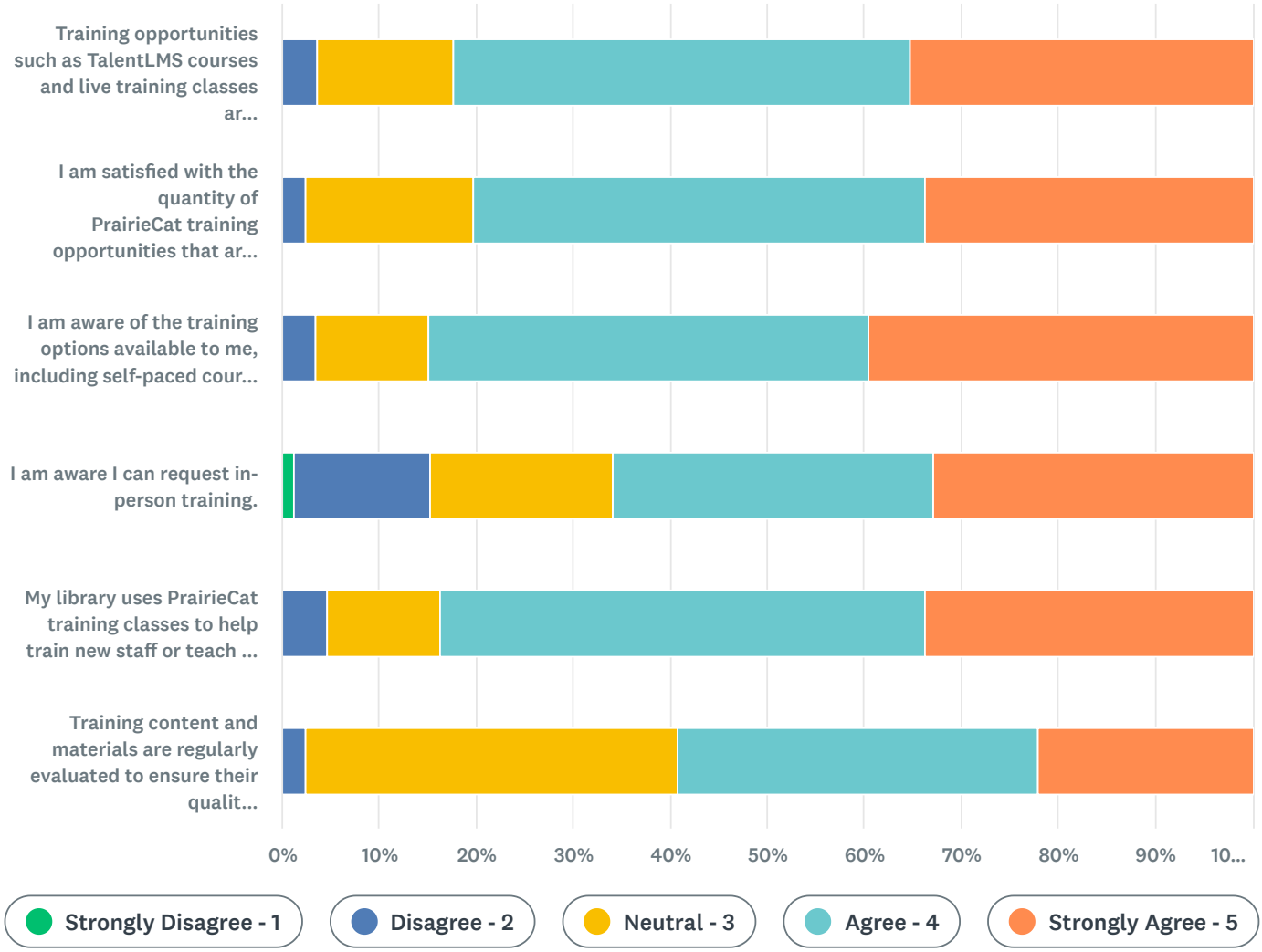
# Q6 Please share any other comments about member engagement here.

Answered: 4 Skipped: 92

| # | RESPONSES | DATE |
|---|---|---|
| 1 | prairiecat helpdesk answers questions and helps as needed. | 9/23/2026 10:03 AM |
| 2 | I think that there is a gap in engagement with other libraries for various reasons, and the unfortunate part is that time and staff aren't infinite to us. A lot of libraries have multiple shared duties, so meetings are sometimes just not possible. I'm the only full time staff in my department, so I do about 80% of the work coming out of here, on top of committee meetings and networking, and administrative duties to the department. But, that being said, I do think that we need more participation at the very least on the email communication threads. The member forums are a great start, but people aren't using them as much as would be helpful. | 9/23/2026 9:44 AM |
| 3 | PUG Day has been very nice for staff. We prefer in person. | 9/15/2026 12:48 PM |
| 4 | I appreciate your efforts with engagement. It is on me to engage more but very difficult to do when a school member. | 9/10/2026 11:47 AM |

Q7 86 responses

## Please rate your level of agreement with the following statements about PrairieCat provided system training including but not limited to Sierra, Vega Discover, Mobile App:



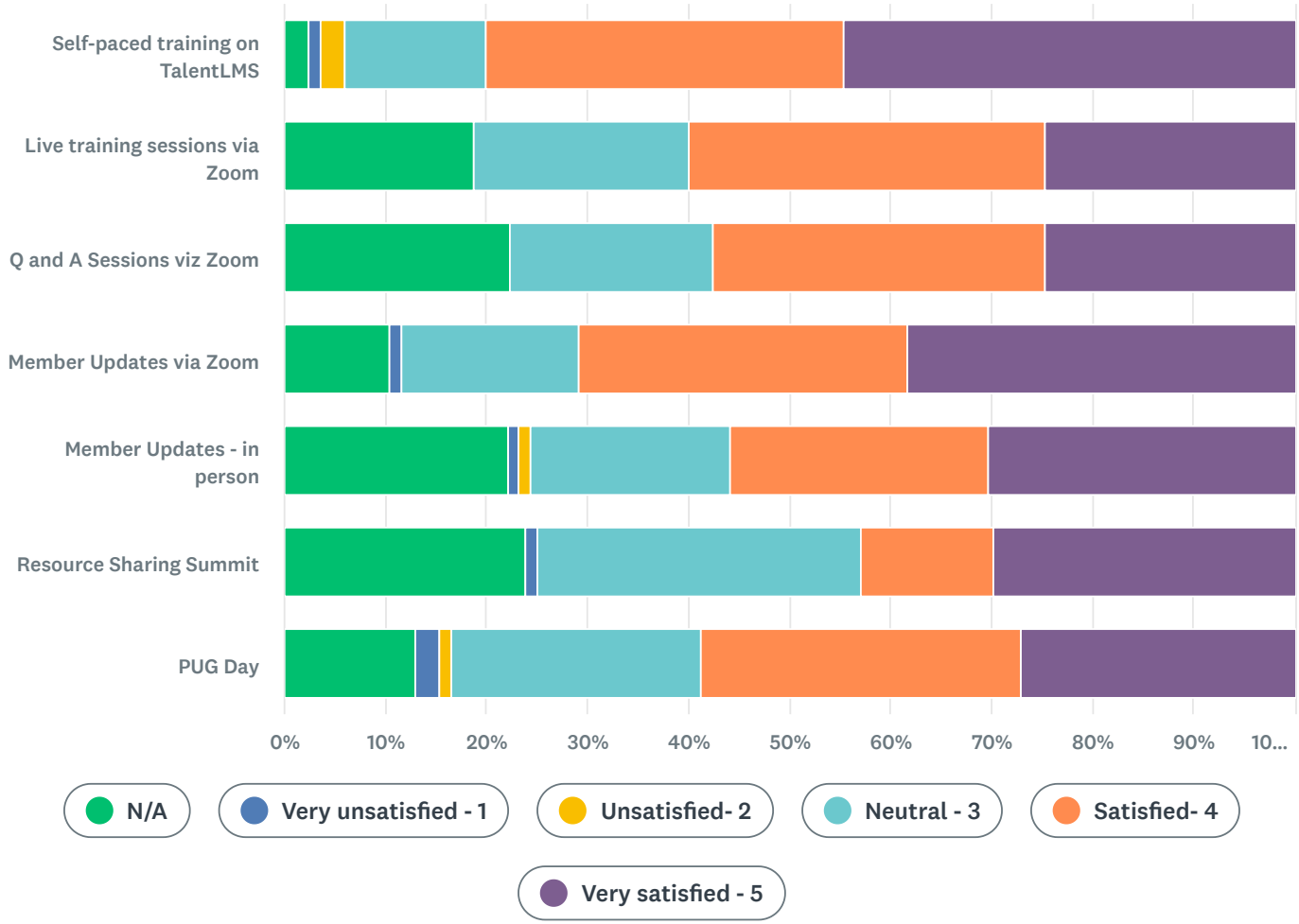

| | Strongly Disagree - 1 | Disagree - 2 | Neutral - 3 | Agree - 4 | Strongly Agree - 5 | Total |
|---|---|---|---|---|---|---|
| **Training opportunities such as TalentLMS courses and live training classes are communicated effectively.** | 0%<br>0 | 3.53%<br>3 | 14.12%<br>12 | 47.06%<br>40 | 35.29%<br>30 | 85 |
| **I am satisfied with the quantity of PrairieCat training opportunities that are** | 0%<br>0 | 2.33%<br>2 | 17.44%<br>15 | 46.51%<br>40 | 33.72%<br>29 | 86 |
| | | | | | | **514** |

| | | | | | | |
|---|---|---|---|---|---|---|
| **offered.** | | | | | | |
| **I am aware of the training options available to me, including self-paced courses and live sessions (virtual or in person).** | 0%<br>0 | 3.49%<br>3 | 11.63%<br>10 | 45.35%<br>39 | 39.53%<br>34 | 86 |
| **I am aware I can request in-person training.** | 1.18%<br>1 | 14.12%<br>12 | 18.82%<br>16 | 32.94%<br>28 | 32.94%<br>28 | 85 |
| **My library uses PrairieCat training classes to help train new staff or teach new skills to current staff.** | 0%<br>0 | 4.65%<br>4 | 11.63%<br>10 | 50.00%<br>43 | 33.72%<br>29 | 86 |
| **Training content and materials are regularly evaluated to ensure their quality and effectiveness.** | 0%<br>0 | 2.33%<br>2 | 38.37%<br>33 | 37.21%<br>32 | 22.09%<br>19 | 86 |
| | | | | | | **514** |

| # | COMMENTS / OTHER (PLEASE BE SPECIFIC) | DATE |
|---|---|---|
| 1 | RE: Training. Our library is small - turnover is mostly among entry-level Clerks. Their core job responsibilities are often not relevant to most PrairieCat trainings, and the Sierra orientation trainings are too technical for our newest employees. | 9/30/2026 10:22 AM |
| 2 | I have been struggling with the sheer volume of training, especially as someone new to this system. I am really trying to fit all of the training in around my other obligations, but it has taken me weeks to get close. I also feel like a lot of the training is backwards - only after you fully do the module do you get access to any level of clearance. I understand not wanting people to mess up Sierra, but a training log in that allows you to practice the skills with the video would be much more helpful than just having to take comprehensive notes so I have a chance of remembering later. When there are worksheets, it would be useful if they matched the information order, and didn't jump around. | 9/28/2026 8:18 AM |
| 3 | existing staff train new staff. it is usually a time crunch, so we haven't yet looked into using the Prairiecat training for new hires | 9/23/2026 5:36 AM |
| 4 | The Talent LMS classes have been very helpful in expanding my abilities for the position I'm in. | 9/15/2026 11:40 AM |

Q8 86 responses

## Please rate your level of satisfaction with the types of training and events offered.




| | N/A | Very unsatisfied - 1 | Unsatisfied- 2 | Neutral - 3 | Satisfied- 4 | Very satisfied - 5 | Total |
|---|---|---|---|---|---|---|---|
| **Self-paced training on TalentLMS** | 2.35%<br>2 | 1.18%<br>1 | 2.35%<br>2 | 14.12%<br>12 | 35.29%<br>30 | 44.71%<br>38 | 85 |
| **Live training sessions via Zoom** | 18.82%<br>16 | 0%<br>0 | 0%<br>0 | 21.18%<br>18 | 35.29%<br>30 | 24.71%<br>21 | 85 |
| **Q and A Sessions viz Zoom** | 22.35%<br>19 | 0%<br>0 | 0%<br>0 | 20.00%<br>17 | 32.94%<br>28 | 24.71%<br>21 | 85 |
| **Member Updates via Zoom** | 10.47%<br>9 | 1.16%<br>1 | 0%<br>0 | 17.44%<br>15 | 32.56%<br>28 | 38.37%<br>33 | 86 |
| | | | | | | | **596** |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Member Updates - in person** | 22.09%<br>19 | 1.16%<br>1 | 1.16%<br>1 | 19.77%<br>17 | 25.58%<br>22 | 30.23%<br>26 | 86 |
| **Resource Sharing Summit** | 23.81%<br>20 | 1.19%<br>1 | 0%<br>0 | 32.14%<br>27 | 13.10%<br>11 | 29.76%<br>25 | 84 |
| **PUG Day** | 12.94%<br>11 | 2.35%<br>2 | 1.18%<br>1 | 24.71%<br>21 | 31.76%<br>27 | 27.06%<br>23 | 85 |
| | | | | | | | **596** |

| # | COMMENTS / OTHER (PLEASE BE SPECIFIC) | DATE |
|---|---|---|
| 1 | don't take advantage of all the options as much as we should | 9/23/2026 5:36 AM |
| 2 | I haven't participated in Zoom events other than the back to school symposium | 9/22/2026 1:36 PM |
| 3 | With school libraries being members, it is imperative that educators be able to receive professional development hours through any trainings that pertain to their roles in schools. It is a main reason why I, and my staff, don't regularly attend Prairie Cat events as we can usually get similar information (as it pertains to school libraries) from entities that do offer us PD hours. | 9/22/2026 12:19 PM |
| 4 | In person PUG day was more of a networking opportunity for myself and the staff. | 9/21/2026 11:46 AM |
| 5 | I really enjoy attending PUG Day in person. I do not enjoy the PUG Day format over ZOOM. | 9/9/2026 5:30 PM |
| 6 | We've had trouble with permissions for various classes. PUG day is always great! | 9/9/2026 10:36 AM |
| 7 | It is hard for us to find the time to learn some things. We will eventually need someone to come in and do some training with us. | 9/8/2026 1:20 PM |

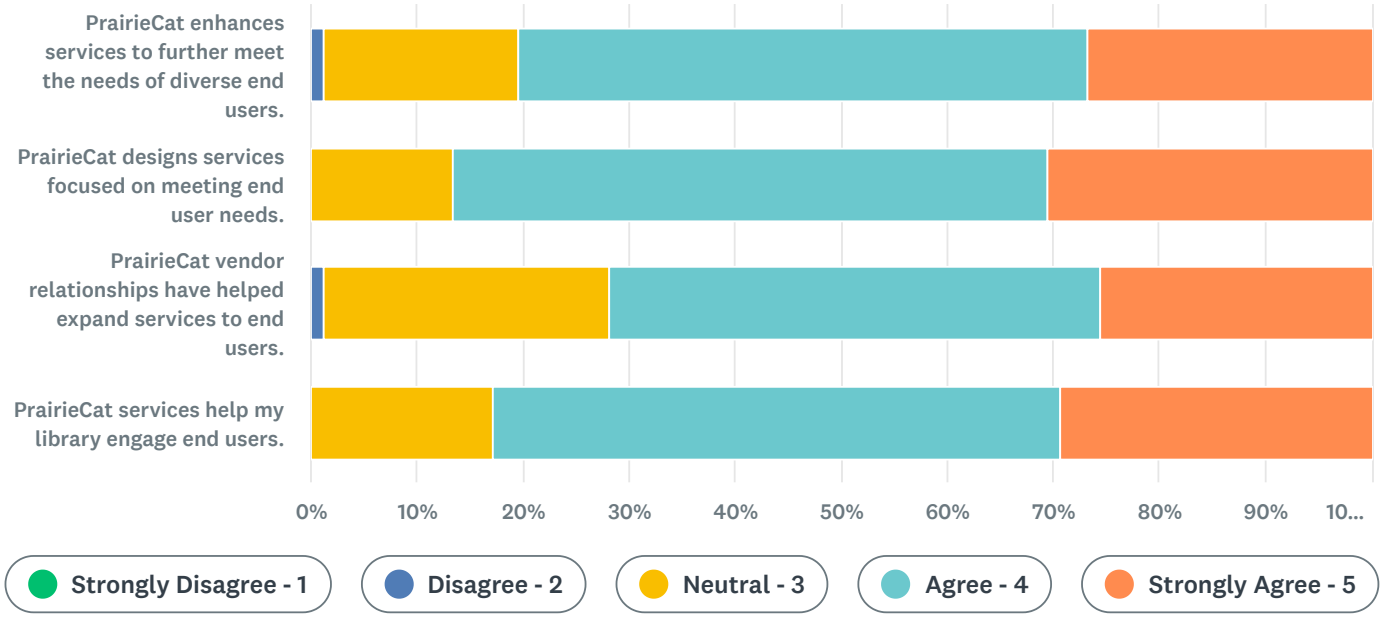
# Q9 Please share any other comments about training and continuing education here.

Answered: 5 Skipped: 91

| # | RESPONSES | DATE |
|---|---|---|
| 1 | I haven't been in a manager position for very long and I haven't done any in person or zoom training sessions | 9/23/2026 10:04 AM |
| 2 | I do wish there were a video sequence just for school libraries as I, and staff who have recently done trainings, feel there is much content that doesn't pertain to us in the school library. | 9/22/2026 12:19 PM |
| 3 | The Vega training/permissions is unintuitive, and the Sierra Create Lists training could use a rework. When adding new hires, it would be nice to be able to add them ahead of time. If the director isn't in to approve them, it can really cause problems with the workflow. | 9/9/2026 10:36 AM |
| 4 | I appreciated the back to school session a few weeks ago. I wish there was more school specific training. | 9/9/2026 9:17 AM |
| 5 | I don't often take advantage of training opportunities because they are not usually geared toward school libraries, or I don't recognize the name of the product, so assume it's not about the parts of PrairieCat that I use. | 9/9/2026 9:07 AM |

Q10 82 responses

## End User Experience: PatronPlease rate your level of agreement with the following statements:




| | Strongly Disagree - 1 | Disagree - 2 | Neutral - 3 | Agree - 4 | Strongly Agree - 5 | Total |
|---|---|---|---|---|---|---|
| PrairieCat enhances services to further meet the needs of diverse end users. | 0%<br>0 | 1.22%<br>1 | 18.29%<br>15 | 53.66%<br>44 | 26.83%<br>22 | 82 |
| PrairieCat designs services focused on meeting end user needs. | 0%<br>0 | 0%<br>0 | 13.41%<br>11 | 56.10%<br>46 | 30.49%<br>25 | 82 |
| PrairieCat vendor relationships have helped expand services to end users. | 0%<br>0 | 1.22%<br>1 | 26.83%<br>22 | 46.34%<br>38 | 25.61%<br>21 | 82 |
| PrairieCat services help my library engage end users. | 0%<br>0 | 0%<br>0 | 17.07%<br>14 | 53.66%<br>44 | 29.27%<br>24 | 82 |
| | | | | | | 328 |

| # | COMMENTS / OTHER (PLEASE BE SPECIFIC) | DATE |
|---|---|---|
| 1 | Innovative hasn't always lived up to their promises | 9/23/2026 5:38 AM |
| 2 | We have some concerns about WCAG compliance for Vega & other vendors, and would strongly appreciate if PrairieCat & Rails assisted with leaning on them. | 9/9/2026 10:45 AM |

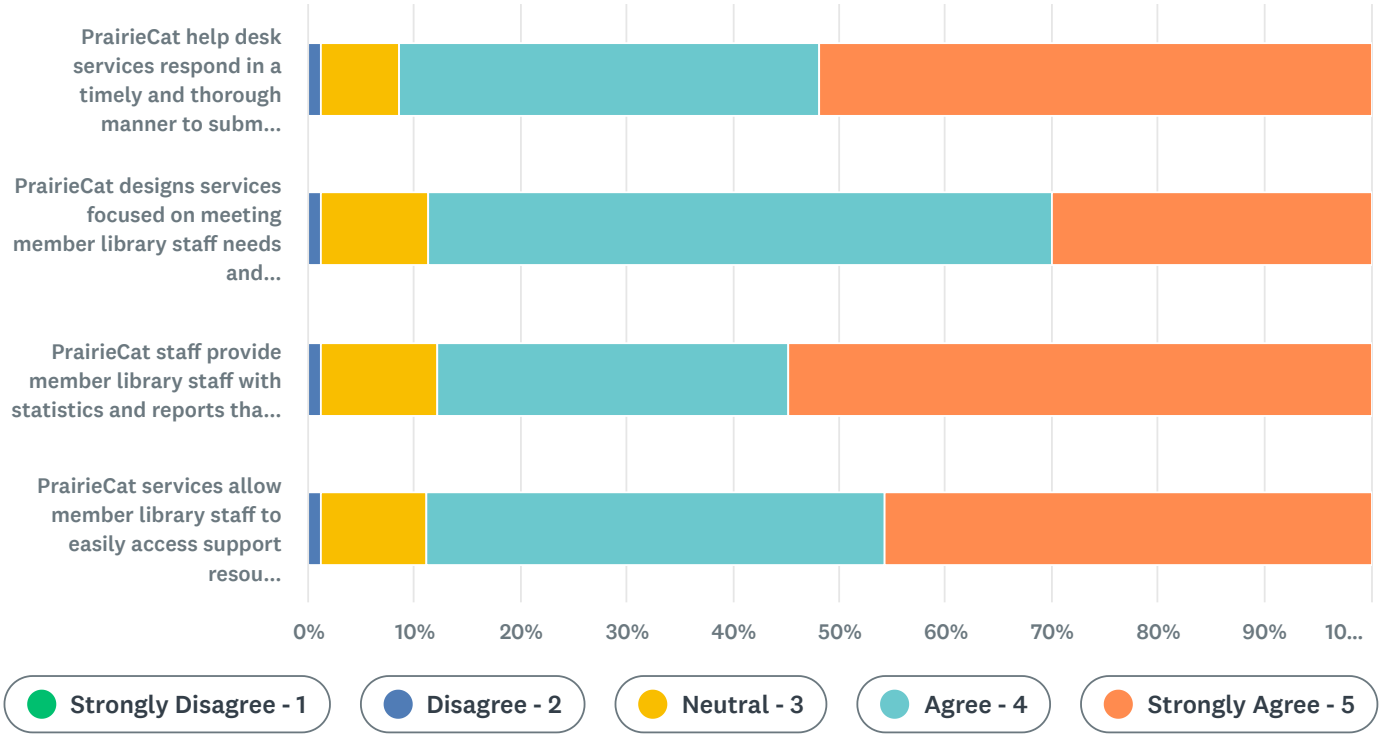
# Q11 Please share any other comments about end user (patron) experience here.

Answered: 2 Skipped: 94

| # | RESPONSES | DATE |
|---|---|---|
| 1 | The number one patron request is for an easier time limiting to library without needing to log in or go through a long locations list. Patrons have also requested an easy toggle for dark mode and/or large print/high contrast in Vega. | 9/9/2026 10:45 AM |
| 2 | Being in a school, the end user experience typically lands more on the library staff than PrairieCat. However, the resources available to library staff through PrairieCat for end users is fantastic. | 9/8/2026 1:56 PM |

Q12 82 responses

## End User Experience: Member Library StaffPlease rate your level of agreement with the following statements:




| | Strongly Disagree - 1 | Disagree - 2 | Neutral - 3 | Agree - 4 | Strongly Agree - 5 | Total |
|---|---|---|---|---|---|---|
| PrairieCat help desk services respond in a timely and thorough manner to submitted tickets. | 0%<br>0 | 1.23%<br>1 | 7.41%<br>6 | 39.51%<br>32 | 51.85%<br>42 | 81 |
| PrairieCat designs services focused on meeting member library staff needs and creating more efficient processes for day-to-day operations of the integrated library system. | 0%<br>0 | 1.25%<br>1 | 10.00%<br>8 | 58.75%<br>47 | 30.00%<br>24 | 80 |
| PrairieCat staff provide member library staff with statistics and reports that they need to best operate. | 0%<br>0 | 1.22%<br>1 | 10.98%<br>9 | 32.93%<br>27 | 54.88%<br>45 | 82 |
| | | | | | | 324 |

| | | | | | | |
|---|---|---|---|---|---|---|
| **PrairieCat services allow member library staff to easily access support resources, including help desk services.** | 0%<br>0 | 1.23%<br>1 | 9.88%<br>8 | 43.21%<br>35 | 45.68%<br>37 | 81 |
| | | | | | | **324** |

| # | COMMENTS / OTHER (PLEASE BE SPECIFIC) | DATE |
|---|---|---|
| 1 | have no idea how to use the app stats | 9/23/2026 5:38 AM |
| 2 | Everyone I've ever talked to has been helpful and pleasant. | 9/9/2026 10:45 AM |
| 3 | Everyone has always been helpful and responsive when needed! | 9/9/2026 9:18 AM |

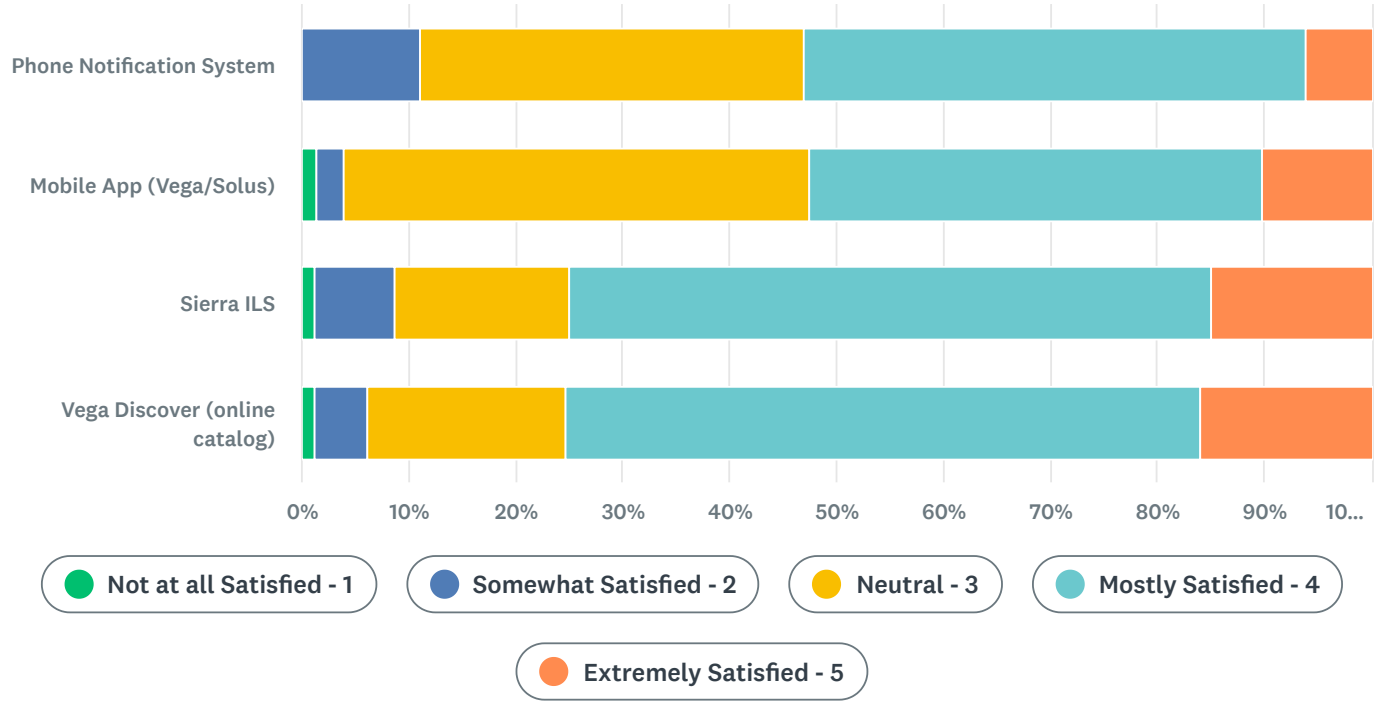
# Q13 Please share any other comments about member library staff experience here.

Answered: 1 Skipped: 95

| # | RESPONSES | DATE |
|---|---|---|
| 1 | I don't know if this is the right place for this comment, but I do think (though I don't know how difficult this would be to do) only sending out e-mails regarding certain library issues to the libraries in question would help clear up our inboxes. I usually scan the header to see if our library's prefix is listed, but not having to double check those e-mails we are not always a part of would be nice. I understand, like everyone, we get hundreds of e-mail to sift through every day. | 9/22/2026 11:31 AM |

Q14 81 responses

## PrairieCat provides core services for member libraries using different systems and products. Please rate your level of satisfaction for each product.




| | Not at all Satisfied - 1 | Somewhat Satisfied - 2 | Neutral - 3 | Mostly Satisfied - 4 | Extremely Satisfied - 5 | Total |
|---|---|---|---|---|---|---|
| **Phone Notification System** | 0%<br>0 | 11.11%<br>9 | 35.80%<br>29 | 46.91%<br>38 | 6.17%<br>5 | 81 |
| **Mobile App (Vega/Solus)** | 1.28%<br>1 | 2.56%<br>2 | 43.59%<br>34 | 42.31%<br>33 | 10.26%<br>8 | 78 |
| **Sierra ILS** | 1.25%<br>1 | 7.50%<br>6 | 16.25%<br>13 | 60.00%<br>48 | 15.00%<br>12 | 80 |
| **Vega Discover (online catalog)** | 1.23%<br>1 | 4.94%<br>4 | 18.52%<br>15 | 59.26%<br>48 | 16.05%<br>13 | 81 |
| | | | | | | **320** |

| # | COMMENTS / OTHER (PLEASE BE SPECIFIC) | DATE |
|---|---|---|
| 1 | As a Union List member, we don't utilize all of these resources | 9/22/2026 1:38 PM |
| 2 | We are very versed in Sierra, but it has lags, crashes and goes down more than we wish. | 9/15/2026 12:54 PM |

| | | |
|---|---|---|
| 3 | We don't have the mobile app. | 9/9/2026 12:36 PM |
| 4 | Frequent confusion from patrons about whether we have an item or not, trouble reading pale grey text | 9/9/2026 10:52 AM |
| 5 | We use Macs and this causes problems with Sierra | 9/9/2026 9:20 AM |
| 6 | I wish we could opt in to text messages with a waiver provided on their library card sign up sheet. It's difficult to get people to sign up for text messaging without doing it for them. | 9/8/2026 3:20 PM |
| 7 | Sometimes Sierra isn't working well. | 9/8/2026 12:57 PM |
| 8 | We do not use the mobile app, though would consider it if we weren't already splitting patron attention between two Discovery interfaces. | 9/8/2026 12:28 PM |

# Q15 Please share feedback and suggestions concerning the product and training for Vega Discover.

Answered: 5 Skipped: 91

| # | RESPONSES | DATE |
|---|---|---|
| 1 | having some series in volumes and some not is confusing for people | 9/23/2026 5:40 AM |
| 2 | This is not an item we use in our school libraries. | 9/22/2026 12:21 PM |
| 3 | The payment part seems difficult for patrons | 9/15/2026 12:54 PM |
| 4 | Recommend increasing number people with admin access per library from 2 to 4-5. The number one patron request is for an easier time limiting to library without needing to log in or go through a long locations list. Patrons have also requested an easy toggle for dark mode and/or large print/high contrast in Vega. | 9/9/2026 10:52 AM |
| 5 | It is still dreadfully slow to modify showcases and it goes non responsive. | 9/8/2026 6:51 PM |

# Q16 Please share feedback and suggestions concerning the product and training for the Mobile App.

Answered: 7 Skipped: 89

| # | RESPONSES | DATE |
|---|---|---|
| 1 | I do not have or use the mobile app | 9/23/2026 10:08 AM |
| 2 | a video explaining the stats | 9/23/2026 5:40 AM |
| 3 | This is not an item we use in our school libraries. | 9/22/2026 12:21 PM |
| 4 | We don't have complaints on this | 9/15/2026 12:54 PM |
| 5 | Usual confusion regarding permissions & access | 9/9/2026 10:52 AM |
| 6 | I was unaware of the mobile app, I think every time I see "Vega" I think it's for some other library. Being kind of on the fringes, at a school library that doesn't use Sierra for everyday operations, I don't always recognize what the emails or L2 trainings are referring to | 9/9/2026 9:08 AM |
| 7 | Patrons occasionally comment that they miss the old Mobile App/dislike the new one. I used to think it was just because it was new... but since some time has now passed, I think there's some merit to those comments. The new app is fine/functional... maybe just a little bit clunkier, by comparison. | 9/8/2026 12:13 PM |

# Q17 Please share feedback and suggestions concerning the product and training for the Phone Notification System.

Answered: 6 Skipped: 90

| # | RESPONSES | DATE |
|---|---|---|
| 1 | We receive patron comments about the phone and email notification system occurring at odd hours of the day (ex: 1 AM email), as well as confusion regarding the caller ID showing as another member library (due soon notices and overdue notices). | 9/30/2026 10:25 AM |
| 2 | breaks too often | 9/23/2026 5:40 AM |
| 3 | This is not an item we use in our school libraries. | 9/22/2026 12:21 PM |
| 4 | We have so many people using Lockers that many don't actually use phone notifications. | 9/15/2026 12:54 PM |
| 5 | From our patrons feedback it seems to be a little inconsistent and patrons receive calls for hold notifications when we are closed or at odd hours. | 9/9/2026 10:45 AM |
| 6 | Notifications come 2 or 3 days before the item is due | 9/8/2026 6:54 PM |

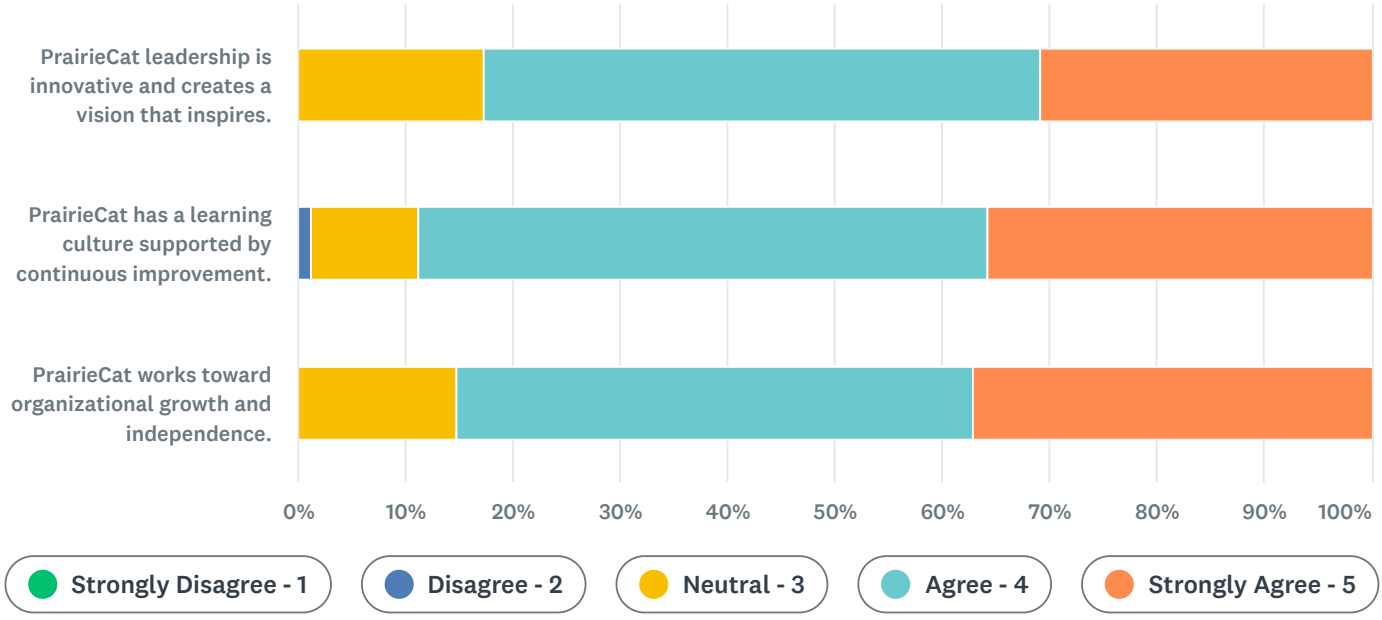
# Q18 Please share feedback and suggestions concerning the product and training for the Sierra ILS.

Answered: 8 Skipped: 88

| # | RESPONSES | DATE |
|---|---|---|
| 1 | my only issue with sierra is when it is slow or glitching. I don't know if this is an internet issue or a sierra issue. | 9/23/2026 10:08 AM |
| 2 | I think training for Sierra is great, Sandy did a wonderful job on it. I live in Sierra, so I may be a bit biased about its functionality, but I think that it does what it needs to do. Sierra is pretty stripped down compared to some of the other Systems that I've seen, but it's been relatively reliable since the upgrade. | 9/23/2026 9:45 AM |
| 3 | Sierra is easy to use and efficient for our needs. | 9/22/2026 12:21 PM |
| 4 | We would love a more advanced search in Sierra - among other things... However, on the search front, we would love to limit searching by multiple facets at once. Sometimes I only want to see print results but I am limited to toggling between large print and regular print instead of being able to see both. I would also love to filter out juvenile materials or adult materials as the case may be. When the word "not" shows up in a title, or some other such command word, searches get confusing. We searched for the title "Bud Not Buddy" once and were thoroughly confused at the fact that we were staring at it on the shelf though our Sierra search result turned up empty. Oh, and if the "hold copy returned soonest" option was either grayed out or restricted to an override code when dealing with volume records, I think that would help prevent staff from accidentally tripping the wrong type of hold. One more - if barcode library holds could trigger a different notice window that would contain a delivery code plus an automatic checkout to that library, I think our library would stop goofing that up. On the plus side, we just set up a new receipt template and that is working very nicely! We are grateful for it! | 9/22/2026 11:38 AM |
| 5 | The Sierra app does not function on our district Macbooks and we are forced to only use the web version | 9/21/2026 9:29 AM |
| 6 | nothing | 9/15/2026 12:54 PM |
| 7 | Sierra leaves much to be desired by the staff at my library. We appreciate the ability to be connected to so many other libraries in Illinois and having a digital catalog is great, but Sierra's functionality is challenging. I know this has been discussed before and there is a long list of desired improvements we would all like to see. I think the search function is particularly weak. I would love to see more tailored details for my library's materials instead of digging so deep after every search. Volume records are challenging to train staff to navigate. Holding the "item returned soonest" by accident happens often. If this was a restricted function when dealing with volume records I believe it would prevent a lot of these accidents. However, we do really appreciate the training. At our small library, we wouldn't be able to create something like that and it is a really helpful tool that we enjoy using as staff are just getting started. | 9/9/2026 10:45 AM |
| 8 | I have received sufficient training to use Sierra and make our school library a hub for public library circulation. | 9/9/2026 9:08 AM |

Q19 81 responses

## Please rate your level of agreement with the following statements:




| | Strongly Disagree - 1 | Disagree - 2 | Neutral - 3 | Agree - 4 | Strongly Agree - 5 | Total |
|---|---|---|---|---|---|---|
| PrairieCat leadership is innovative and creates a vision that inspires. | 0%<br>0 | 0%<br>0 | 17.28%<br>14 | 51.85%<br>42 | 30.86%<br>25 | 81 |
| PrairieCat has a learning culture supported by continuous improvement. | 0%<br>0 | 1.23%<br>1 | 9.88%<br>8 | 53.09%<br>43 | 35.80%<br>29 | 81 |
| PrairieCat works toward organizational growth and independence. | 0%<br>0 | 0%<br>0 | 14.81%<br>12 | 48.15%<br>39 | 37.04%<br>30 | 81 |
| | | | | | | 243 |

| # | COMMENTS / OTHER (PLEASE BE SPECIFIC) | DATE |
|---|---|---|
| 1 | PrairieCat leadership is knowledgeable and advocates on behalf of the consortium. | 9/8/2026 12:14 PM |

# Q20 What are ways you feel PrairieCat shows commitment to organizational growth and independence?

Answered: 7 Skipped: 89

| # | RESPONSES | DATE |
|---|---|---|
| 1 | I think that by having the door open to member libraries, PrairieCat has given us the voice to advocate for our individual needs. Restructuring when committees are not working is another way, by being open to change driven by participating members. | 9/23/2026 9:45 AM |
| 2 | attends conferences to learn what's going on in other libraries/systems | 9/23/2026 5:41 AM |
| 3 | Fine fiscal management. Fees are pretty stable | 9/15/2026 12:55 PM |
| 4 | It feels like everything you do is presented very thoughtfully. I appreciate that meetings and other information are presented in a way that seems to respect our library time and resources by choosing topics that make sense, continually evaluating practices and not taking traditional procedures for granted, always seeking out other options in case there are cost savings or better services available... It's clear that the library mission is actively addressed all the time. | 9/9/2026 10:49 AM |
| 5 | I don't get a lot of feedback from PrairieCat, and that's just the way I like it, I guess that is a "commitment to independence?" | 9/9/2026 9:08 AM |
| 6 | Finding new ways to support it's members | 9/8/2026 6:52 PM |
| 7 | PC is great with taking in recommendations and trying to create the best outcomes for libraries and their patrons. | 9/8/2026 3:21 PM |

# Q21 Please share any other comments about governance here.

Answered: 4 Skipped: 92

| # | RESPONSES | DATE |
|---|---|---|
| 1 | I think that PrairieCat staff embody the Goal Statement for Governance perfectly. The biggest problem that I see as a FP library is simply engagement, which is harder and harder to work on as social environments evolve and people become less and less engaged with everything, alongside the unreasonable workloads we all have to manage. | 9/23/2026 9:45 AM |
| 2 | transparency seems to be good | 9/23/2026 5:41 AM |
| 3 | doing well | 9/15/2026 12:55 PM |
| 4 | I'm thankful that the staff is easy to talk to, and help desk tickets never take long to get answered. | 9/8/2026 3:21 PM |

# Q22 Besides current goals, please comment on other issues PrairieCat should focus on during the next few years. Why are these issues important? How can PrairieCat address them?

Answered: 9 Skipped: 87

| # | RESPONSES | DATE |
|---|---|---|
| 1 | more detail in movie descriptions. for example who are the actors in the movie, what year was it made and a brief description of the plot. Also, some more distinguishing features of e-books and audio that can be downloaded listed separately from the other listings of the same title. | 9/23/2026 10:10 AM |
| 2 | I think that PrairieCat has a good grasp on what is important to set goal-wise. Being as involved with members as they are, it seems to me that they have a good eye for what member libraries are struggling with, what they need, and what they are looking for from leadership. | 9/23/2026 9:45 AM |
| 3 | budgets are going to become an even bigger issue in the future | 9/23/2026 5:42 AM |
| 4 | Sometimes it seems, because there are so few school library members, our needs don't always get considered. Public libraries get the bulk of training topics and user end goals. | 9/22/2026 12:22 PM |
| 5 | An idea for ILL process, all labels need to be in the same spot so there is less time being spent on searching for those bar codes. Then also on the labels, the 4 letter code-digit for transportation purposes. It would cut time down for school librarians especially on on those ILL books. | 9/22/2026 10:38 AM |
| 6 | Maybe finding more ways that bigger libraries can help the smaller one. mentoring, giving high quality donated books to libraries with small book budgets | 9/15/2026 12:58 PM |
| 7 | promoting WCAG/ADA compliance, especially with the larger vendors. | 9/9/2026 10:53 AM |
| 8 | We still don't understand when adding or looking for items in the system, why the item may not come up with the ISBN# or title but may be found under author. If it is in the system, shouldn't it bring it up any of the ways you search? | 9/8/2026 1:25 PM |
| 9 | Expanding Discovery to include integration of other subscription databases is my one big ask. | 9/8/2026 12:29 PM |

# Q23 Please provide any final comments related to PrairieCat's progress on the strategic plan here.

Answered: 5 Skipped: 91

| # | RESPONSES | DATE |
|---|---|---|
| 1 | I think you're doing a great job on the strategic plan! | 9/23/2026 9:45 AM |
| 2 | I think you're asking the right questions, and I'm glad you're working on your strategic plan. | 9/22/2026 11:33 AM |
| 3 | None from me. sorry | 9/15/2026 12:58 PM |
| 4 | Since I am not in a public library, a lot of the references in this survey don't apply to my library. I am generally unaware of and unconcerned about the strategic plan. I am satisfied with the process to hold, receive, and check out books through Sierra. | 9/9/2026 9:10 AM |
| 5 | Your staff are the absolute best and I really enjoy all the communications. | 9/8/2026 6:53 PM |

PrairieCat

**Date: 11/6/2026**

**To: PrairieCat Administrative Council**

**From: Carolyn Coulter, Director**

**Subject: Suggested changes to General Policy Manual and Bylaws regarding committee revisions**

**Executive Summary:**

After the discussion regarding committee changes at the October Administrative Council meeting, the following changes need to be made to the General Policy Manual and Bylaws of PrairieCat. Please see below for the suggested changes.

# General Policy Manual:

### Standing Groups:

~~The Resource Sharing Committee recommends policy and procedures for resource sharing between libraries, striving to ensure fair and equitable practices that follow agreed PRAIRIECAT resource sharing philosophies.~~

The Circulation Committee shall consider issues related to, circulation and interlibrary loan in PRAIRIECAT as well as training for these topics. They will make decisions regarding these areas and when necessary ~~and~~ make appropriate recommendations to the Administrative Council.

The Technical Services Committee shall consider issues related to cataloging, serials, acquisitions and data entry in PRAIRIECAT and make decisions regarding these areas. When necessary, they will make appropriate recommendations to the Administrative Council. The elected members of the Technical Services Committee shall be the decision-making body of the committee; however, all members of the open Technical Services Users Group are welcome to attend meetings and provide input into the process.

The User Experience Committee investigates and advises on matters concerning public-facing aspects of PrairieCat software and related services. This includes matters pertaining to the OPAC (online catalog interface).

~~The Training & Enhancement Committee develops staff training tools and documentation, end-user brochures, and will assist with managing vendor enhancement requests.~~

The Engagement Committee works to actively engage members at all levels, to create connections and advance the organization through activities like PrairieCat's annual conference PUG Day and Resource Sharing Summit, peer networking opportunities, and more.

# Bylaws:

**ARTICLE VII – STANDING GROUPS**

Standing Groups may be established by the Administrative Council. The Standing Groups and their subgroups are primarily attended by employees of the Members and PRAIRIECAT staff, rather than by Delegates, their alternates, or members of the Administrative Council.

**SECTION 1. MEMBERS OF CircC and TechC.** The number of members of the PRAIRIECAT Circulation Committee (CircC) and the PRAIRIECAT Technical Services Committee (TechC) shall be eleven (11) elected representatives chosen through an election process by the Delegates Assembly. Their members will include:

One (1) member representing Tier 1 public library constituencies

One (1) member representing Tier 2 public library constituencies

One (1) member representing Tier 3 public library constituencies

One (1) member representing academic, special, or school member libraries

Seven (7) members serving on an at large basis from any library type

Union List members are welcome to run for At Large seats. The public library tiers are further delineated in the PRAIRIECAT General Policy Manual. In cases where we have no nominees to fill a seat, the size of the committee shall be adjusted until the next election cycle.

**SECTION 2. TERMS OF OFFICE.** Each CircC and TechC member shall serve a term of three years. CircC and TechC members may serve only three (3) consecutive elected terms. Interim appointments may be made to fill vacant seats until the next regularly scheduled election. CircC and TechC appointments to cover members departing before the end of their term do not count against the consecutive term limitation.

**SECTION 3. VOTING.** Except as provided elsewhere in these Bylaws, a majority vote of members participating in the meeting shall be sufficient to pass on all matters. All votes will be taken at a standing group meeting. Members participating electronically (via audio or video teleconference) may also ~~vote.~~vote. In regards to the TechC, the elected members of the Technical Services Committee shall be the decision-making body of the committee, however all members of the open Technical Services Users Group are welcome to attend meetings and provide input into the process.

**SECTION 4. MEETINGS.** Agendas for all Standing Group meetings will be posted on PRAIRIECAT's website. For any Standing Group or subgroup meeting where a majority of a quorum of the Delegates Assembly or Administrative Council will participate in the meeting, that meeting will be held in compliance with the Illinois Open Meetings Act and a quorum of the Standing Group or subgroup must be physically present to hold a meeting.

Each Group shall elect a Chair from amongst its members to serve annually, or opt to have a PrairieCat staff member serve in that capacity.

Details on Standing Groups and Administrative Council Committees are delineated in the General Policy Manual.

**Date: 11/6/2026**

**To: PrairieCat Administrative Council**

**From: Carolyn Coulter, Director**

**Subject: Result of special election for Tier 3 open seat for Administrative Council**

**Summary;**

Kathy Peschang, River Valley District Library, ran unopposed for our recent special election. She has been elected for the open Tier 3 seat vacated recently on the Administrative Council.