

**PrairieCat Administrative Council  
Minutes  
March 7, 2025**

The Council met on Friday, March 7, 2025, 10:30 am – 1:00 pm in person at the LaSalle Public Library, 305 Marquette St, La Salle, IL. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-02-07) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-02-07).

1. Call to order, welcome and introductions

Present at LaSalle Public Library: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP), Beth Ryan (JO), Megan Gove (TF), Jenna Diedrich (GA), Chelsey Knippel (PrairieCat), Kelly McCully (BD), Julie Wayland (PR), Ashley Huffines (FP), Laura Watson (HC)

Present via Zoom: Barbara Posinger (SA),

Absent: Michelle Krooswyk (NL), Emily Faulkner (DK), Shelby O’Hara (PrairieCat)

Gove (Vice Chair-TF) called the meeting to order at 10:29 am.

2. Introduction of visitors and public comments

There were no public comments. Shelby O’Hara, PrairieCat’s User Experience Specialist, introduced herself.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

4.1. Approve minutes for February 7, 2025, PrairieCat Administrative Council meeting

4.2. Approve financial report for January 2025

4.3. Approve check registers

4.4. Statistical reports

**MOTION #1**

**Ryan (JO) moved and Diedrich (GA) seconded to approve the consent agenda as presented. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that the PrairieCat staff continues to work on the upgrade of Mills and Petrie. Wauconda Public Library had reached out to us for a quote to join and we had sent those numbers to them. They reached out to us to let us know they will be joining CCS instead, which geographically makes the most sense.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that PrairieCat staff is working on adding Vega Discover site admin and homepage builder courses in TalentLMS. Next week, there will be a Q&A session where we will discuss site admin, which will allow members to have more control over their own Vega sites. They will be able to customize links, change the logo and add users. In a couple more weeks we will launch the homepage builder, which is adding the showcases and customizing sites with events or banners at the top. For libraries who wish to have one or two admins for their sites, they will need to take the courses on TalentLMS, once completed, PrairieCat staff will create the user accounts with the appropriate permissions.

5.2.1. Compliance review

Smith (PrairieCat) explained that the Administrative Council biannually reviews

member compliance. PrairieCat Bylaws state that “Each Member Library shall comply with such other reasonable rules and regulations as may be established by PRAIRIECAT for the administration of the ILS as well as all policies of PRAIRIECAT that have been established by the Delegates Assembly and/or Administrative Council.” PrairieCat requires that member libraries maintain compliance with our policies around item entry certification, item entry, OCLC membership, and resource sharing. At least one member of library staff needs to be certified to perform item entry. In addition, it is required that libraries add their new items to the PrairieCat database on a current basis, to share items within the consortium, and to maintain OCLC membership. The Administrative Council values member participation in PrairieCat and wants to ensure members are using services at the appropriate level for their library. Smith stated that Upon review of FY25 statistics (July 1 – Dec 31, 2024), several Union Listing members were out of compliance with item entry requirements. I contacted the libraries to see if there were any extenuating circumstances and most of them cited staffing issues and lack of new items because of limited collection budgets. I recommend no action be taken besides additional support and follow-up. Please note, at the last compliance review in Fall 2024 that Kirkland Public Library was out of compliance due to adding item entry. After sending a compliance letter, the library has added the backlog of items and is actively working on training for new staff.

## 6. Administrative issues

### 6.1. ACTION: Review and approval, Emergency Finance Contingency Plan

Coulter (PrairieCat) stated that RAILS requires that all recipients of LLSAP Support grants maintain a Financial Sustainability Plan. Our current plan was last revised in 2020. Given the changes that PrairieCat has undergone in the last five years, and considering events currently ongoing in governmental spending, it was deemed prudent that we revisit the plan and update it to reflect PrairieCat currently. Coulter shared PrairieCat’s Emergency Finance Contingency Plan.

### **MOTION #2**

**Huffines (FP) moved and McCully (BD) seconded to approve the Emergency Finance Contingency Plan. There was no discussion on the motion.**

**\*Motion carried by vocal affirmation**

**Ayes: 9**

**Nays: 0**

**Abstentions: 0**

6.2. Review pay scale FY26

Knippel (PrairieCat) shared the FY26 pay scale stating that HR Source has recommended a 2.4% increase to the pay scale for calendar year 2025, PrairieCat's Fiscal Year 26. The Council agreed to send the pay scale to Delegates Assembly for approval.

6.3. Discussion, mobile app review progress and UX committee recommendations

Coulter (PrairieCat) explained that the User Experience Committee demoed four potential mobile application vendors, Innovative, Capira, Communico and Biblioapps. Coulter will put together a formal memo for the next Administrative Council meeting since the User Experience Committee just met yesterday afternoon, March 6, 2025.

7. Ad Hoc Committee updates

7.1. Resource Sharing Committee – Status report, Resource Sharing Summit

Ryan (JO) stated that the Resource Sharing Committee met and discussed the change of the Committee from a Board Committee to a standing group, which allows the Committee to meet strictly via Zoom. The Committee then discussed topics for the upcoming Resource Sharing Summit. Smith (PrairieCat) explained that the Summit will be facilitated by Amanda Standerfer on April 11<sup>th</sup> at 10am at the Dekalb Public Library. Registration is open and we have about 30 people registered so far. The overall theme for the Summit is "Marketing Your Library Strategies for Success and Accessibility." We have several speakers lined up for the event.



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7.2. Finance Committee – no report

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

The meeting went well.

9. Public comments

There were no public comments.

10. Adjournment

The meeting adjourned at 10:54 am.

11. Next meeting - Friday, April 4th, 2025, at DeKalb Public Library