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PrairieCat Engagement Committee Minutes June 24, 2025

The Committee met from 10:00 am to 11:00 am via Zoom. Registration link: <https://prairiecat-org.zoom.us/meeting/register/tZMrceGsqliMtG9PqAnYOA3sUB9l5GTuXmzyB>

Charge: 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, peer networking opportunities, and more.

Meeting Frequency: Bi-monthly meetings in even-numbered months. August, October, February, April, June. 3rd Thursdays at 10 am via Zoom.

1. Welcome and introductions

Present: Elizabeth Smith (PrairieCat), Dana Fine (PR), Shelby O'Hara (PrairieCat), Karrah Kuykendall (RP), Chelsey Knippel (PrairieCat), Austin Nord (WO)

Absent: Katelynn Clark (FR), Amy Fry (SL), Magda Bonny (PrairieCat), Melissa Landis (PrairieCat), Kathy Peschang (RD), Brianna Rodgers (MX), Victoria Blackmer (CV)

2. Website Forums

Smith (PrairieCat) reminded the Committee to keep an eye on the website forums. The forums are getting a few more posts, so don't forget to check these out and share with your library staff.

3. Traveling Scrapbook Program

Smith (PrairieCat) stated the traveling scrapbook that will be displayed at PUG Day is making its rounds. There were 20 libraries that signed up and we hope to get to as many of those libraries as possible. O'Hara (PrairieCat) added that the scrapbook is currently at its fourth location. She plans to ask that it is returned three weeks before PUG Day.

4. PUG Day 2025

4.1. Review PUG Day site and final schedule

Smith (PrairieCat) reminded the Committee that PUG Day registration is now open on L2. There is no registration fee, but those who opt in for lunch will be charged \$16 to cover the lunch cost. Presenters will not be charged for their lunch. The caterer will provide deli sandwiches on platters with sides as a grab-and-go buffet option. We have capped the event at 330 attendees to ensure even breakout room distribution.

4.2. Decide on Mini Sessions

Smith (PrairieCat) explained that she had asked Joe from RAILS to do a session on library boards. We have also added a mini session about The Evolution of a Printed Newsletter. O'Hara (PrairieCat) attended this session at a marketing conference and thought it was a great and interesting session. A session by Rene from Fossil Ridge Public Library about Library Mascots was also added. Smith noted that there are still some open spots for mini sessions and proposed repeating the mobile app session due to its popularity among libraries. Smith also suggested asking RAILS staff who are presenting a session on Find More Illinois, if they would consider doing a mini session on eRead Illinois. The last slot for mini sessions could be a roundtable forum. Fine (PR) volunteered to check with her co-chair about an OMNI training session. Kuykendall (RP) will reach out to Humility Homes in the Quad Cities about potentially presenting a session regarding unhoused patrons. She will also ask the new facilities person at Rock Island Public Library about potentially presenting on facilities management at PUG Day. The Committee agreed with these added sessions.

4.3. Promotional Materials

Smith (PrairieCat) stated that O'Hara will work on ordering the coloring bundle give away for PUG Day after July 1st, when PrairieCat begins its new Fiscal Year.

4.4. Day of volunteers

Smith (PrairieCat) asked the Committee members if they would be willing to come early to help welcome attendees and direct them where to go. She specifically asked those in the

Quad Cities to arrive around 8:45 am. Nord (WO) stated he is further away but will help at 9am.

4.5. Review draft post - event survey: <https://www.surveymonkey.com/r/8HMGJ7B>

Smith (PrairieCat) discussed the survey design for gathering feedback about PUG Day, focusing on simplifying questions to improve response rates. She proposed adding a general comment box for overall feedback and potentially another box for session-specific feedback, as separate session-specific questions last year received limited engagement. O'Hara (PrairieCat) agreed to brainstorm a question about the general session format to gauge attendee preferences between a keynote or the current format.

4.6. Timeline and Next Steps

Smith (PrairieCat) stated as soon as she confirms the last of the mini session, most of the planning will be done. It will then be up to PrairieCat staff work on the details from creating nametags, putting together folders and preparing the promotional materials. Smith will also send a call out for poster sessions. She noted that the August meeting might be canceled depending on the progress of PUG Day preparations, with a debriefing session scheduled for October.

Next meeting - Tuesday, August 21, 2025 10:00 am via Zoom