



220 W. 23rd Ave.
Coal Valley, IL 61240
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PrairieCat Administrative Council Minutes September 5, 2025

The Council met on Friday, September 5, 2025, 10:30 am – 1:00 pm in person at the Yorkville Public Library, 902 Game Farm Rd, Yorkville, IL. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-09-05) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-09-05>).

1. Call to order, welcome and introductions

Present at Yorkville Public Library: Elizabeth Smith (PrairieCat), Julie Wayland (PR), Megan Gove (TF), Stephanie Nissen (RU), Ashley Huffines (FP), Kelly McCully (BD), Kimberly Brozovich (RP), Beth Ryan (JO), Michelle Krooswyk (NL), Chelsey Knippel (PrairieCat), Barbara Posinger (SA), Shelley Augustine (YK)

Present via Zoom: Carolyn Coulter (PrairieCat)

Absent: Shelby O'Hara (PrairieCat), Penny Bryant (PT), Jenna Diedrich (GA)

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

2. Introduction of visitors and public comments

Shelley Augustine introduced herself as the Director of Yorkville Public Library. There were no public comments.

3. Review agenda for addition/changes

Coulter (PrairieCat) added a discussion about the addition of another in person location for Delegates Assembly.

4. Consent agenda

- 4.1. Approve minutes for August 8, 2025, PrairieCat Administrative Council meeting
- 4.2. Approve financial report for July 2025
- 4.3. Approve check registers
- 4.4. Statistical reports

MOTION #1

Krooswyk (NL) moved and McCully (BD) 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) explained there are no new or upgrading members right now.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that one of our big projects is PUG Day which is coming up in a couple of weeks. Registration will close on September 12th, and it looks like we will have about 280 attendees. Over the next couple of weeks PrairieCat staff will be working on finalizing the details for the event.

Smith continued stating that the mobile app project is in full swing. PrairieCat has 71 member libraries who have opted in for the mobile app. Communications have been sent to those libraries regarding their individual library templates. We received the templates a little later than anticipated, so that has pushed the project timeline back from the original timeline. The libraries on the mobile app should be testing the new app to see if any configurations changes need to be made, learning the CMS and implementing those configurations changes. If libraries have questions or need help with the new mobile app they should put in a help desk ticket. PrairieCat has requested a test app for testing

purposes and to use for training. The publish date of the new mobile app in the app stores is September 29. Libraries are encouraged to promote the new app to their patrons during the month of October. On October 10, a banner will appear on the Capira app, prompting patrons to download the new app. The Capira app will be unavailable in app stores beginning October 27. PrairieCat scheduled another virtual mobile app Q&A session and there are two sessions about the mobile app that will be presented at PUG Day. We are still working on self-check configurations for 16 libraries and a few other outstanding issues that need to be worked out.

Krooswyk (NL) asked if the new app will overlap with the old app or will there be a cut off of the old app and right into the new app. Smith replied that there will be overlap. The new Innovative app will be available on September 29, and Capira will be active until October 27. After October 27, the Capira app will be static.

5.2.1. FY25 compliance Report

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.” Upon review of FY25 statistics (July 1, 2024 – June 30, 2025), two Union Listing members were out of compliance with item entry requirements. These schools had new staff start in the 24-25 school year, and they were notified of the training requirements. However, little to no progress has been made on the item entry training. It is recommended to send compliance letters and schedule additional follow up support as needed to Dakota CUSD 201 and Pecatonica CUSD 321.

5.2.2. Annual report, 2025

Smith (PrairieCat) shared the FY25 Annual Report. She encouraged the Council to share with their staff and boards to highlight the value PrairieCat provides for the



membership.

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6. Administrative issues

6.1. ACTION: Discussion and approval, revisions to the PrairieCat Employee handbook regarding Jury Duty policies

Knippel (PrairieCat) clarified the suggested changes to the Jury Duty Policy in the PrairieCat Employee Handbook. The changes to the policy are focused on the amount of paid time off an employee will receive for jury duty, not how much time off we will allow. The policy had left the paid time off open ended, after review, we suggest capping the amount of paid time off PrairieCat will provide for jury duty summons to 20 days in a twelve-month period.

MOTION #2

Ryan (JO) moved and Nissen (RU) seconded to approve the revisions to the Jury Duty Policy in the PrairieCat Employee Handbook. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

6.2. Discussion, Delegates Assembly locations

Coulter (PrairieCat) explained that Woodstock can not host the Delegates Assembly meetings on the dates scheduled. Coulter asked if there is another location the Council would like to add as an in-person meeting location for Delegates Assembly. The Council agreed to add Cherry Valley as an in-person location, with Marengo-Union and North Suburban as backups if Cherry Valley cannot accommodate the meeting dates.

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.

9. Public comments

Krooswyk (NL) asked for an update on LX Starter. Coulter (PrairieCat) explained that LX Starter, which came with the Discovery layer, has email customization capabilities similar to Patron Point. However, she raised concerns about the system's inability to recover hard-bounced emails, which could lead to blacklisting issues. Coulter is waiting for clarification from Innovative about their solution for potential blacklist situations. Additionally, she noted that creating and managing email templates across all 138 libraries is a significant challenge due to the lack of a copy function.

10. Adjournment

The meeting was adjourned 11:03 am.

11. Next meeting - Friday, October 3, 2025, at the LaSalle Public Library