



220 W. 23rd Ave.
Coal Valley, IL 61240
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support.prairiecat.info

PrairieCat Administrative Council Minutes March 6, 2026

The Council met on Friday, March 6, 2026, 10:30 am – 1:00 pm in person at the Sandwich Public Library, 925 S Main St, Sandwich, IL. The meeting was also available online via Zoom. [Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-03-06) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-03-06).

1. Call to order, welcome and introductions

Present at Sandwich Public Library: Carolyn Coulter (PrairieCat), Julie Wayland (PR), Kimberly Brozovich (RP), Chelsey Knippel (PrairieCat), Barbara Posinger (SA), Jenna Diedrich (GA), Megan Gove (TF), Lauren Offerman (TC), Kelly McCully (BD), Stephanie Nissen (RU), Penny Bryant (PT), Beth Ryan (JO),

Present via Zoom: Elizabeth Smith (PrairieCat)

Absent: Michelle Krooswyk (NL)

Gove (Chair-TF) called the meeting to order at 10:32 am.

2. Introduction of visitors and public comments

There were no visitors or public comments.

3. Review agenda for addition/changes

Coulter (PrairieCat) added a discussion about Resource Sharing Summit under the Membership Update (5.3), an action item to approve the appointment of a new Administrative Council Treasurer (6.4) and a discussion about the next Administrative Council meeting (6.8).

4. Consent agenda

- 4.1. Approve minutes for February 6, 2026, PrairieCat Administrative Council meeting
- 4.2. Approve financial report for January 2026
- 4.3. Approve check registers
- 4.4. Statistical reports

MOTION #1

Posinger (SA) moved and Nissen (RU) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that Putnam County Schools, a Fully Participating member, is working on adding their elementary school and are moving through the process quickly. They should be able to go live with the elementary school by the start of the 2026-2027 school year. Annawan-Alba, a Union List member, had requested a quote to upgrade to a circulating membership, however their Board decided not to pursue upgrading at this time. PrairieCat encouraged Annawan-Alba to consider joining RAILS Find More Illinois program.

5.2. Update on current training and engagement projects

Smith (PrairieCat) explained there are a few upcoming events. There will be a New Director's Welcome on March 10th in the morning and a Union List Members meeting in the afternoon of that same day. PrairieCat is working on scheduling a spring virtual Member Update for May. Once that date is confirmed we will send out information. We have finalized the dates for PUG Day 2026. It will be virtually on Thursday, September 24th and Friday, September 25th. Smith will be sending out an announcement of the PUG Day dates to the membership, along with the form for Program Proposals.

Smith also stated that PrairieCat met with Innovative and learned that they will be doing the upgrade to Account Portal on May 5th. We will have about two more months on My Bookshelf. This is good news for the membership since we want to ensure Innovative takes its time to get the updates in place. We continue to keep tabs on the Innovative libraries who did remain on Account Portal as they are working through a few updates between now and then.

5.3. Resource Sharing Summit

Coulter (PrairieCat) stated that May 5th has been set for this year's Resource Sharing Summit. PrairieCat staff and Brozovich (RP) met with Amanda Standerfer earlier this week. Standerfer will be the facilitator for this event. There will be a speaker from Rosecrance in the afternoon discussing dealing with patrons with mental health challenges. In the morning, our lawyer, Anne Skrodzki, will be discussing building a patron behavior policy. She will be sitting on a panel afterwards with around three to four other libraries to discuss patron behavior policies, how they were built and how they might need to be refined. We will need volunteers to sit on the panel. Rock Island Public Library has recently updated their policy, so someone from that library will be on the panel. If anyone has recently worked on their policy or if you know someone who would be a good candidate for the panel, please reach out to PrairieCat staff.

6. Administrative issues

6.1. Review FY27 pay scale

Knippel (PrairieCat) shared the FY27 pay scale. She explained that the pay scale increased by 2.2% as per HR Source's recommendation for our pay scale adjustment on 7/1/2026. The Council agreed to recommend the FY27 pay scale as presented to the Delegates Assembly for approval.

6.2. Compliance Review and Delegates Assembly attendance review

Smith (PrairieCat) explained that the PrairieCat Administrative Council biannually reviews member compliance. 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.

Smith continued, stating that In Fall 2025, two compliance letters were sent to Dakota CUSD 201 and Pecatonica CUSD 321. After several conversations about their options, Dakota CUSD 201 decided to withdraw their Union List membership from PrairieCat effective July 1, 2026. This was approved at the October Delegates Assembly meeting. The district librarian at Pecatonica CUSD 321 promptly responded to the compliance letter and explained she oversees the three school libraries and is also teaching k-12 research and literacy skills. She made a plan to prioritize finishing the Item Entry Certification training and is halfway through the coursework.

Upon review of FY26 statistics (July 1, 2025 – December 31, 2025), four Union List members are out of compliance with item entry requirements. Smith has been in contact with these members before and their reasons for adding 0-1 items include limited collection budgets and limited staff time. We recommend more outreach to these libraries in case there is any other support we can provide.

Lanark Public Library has a new librarian that needs to complete the item entry certification training by the next compliance review. We recommend a reminder and outreach. The Council agreed.

Smith explained that another component of compliance is the Delegates Assembly meeting attendance. The non-attendance fines are still in place; however, we did remove the in-person requirement. Libraries must still be represented at two of the meetings or they will be fined. Smith noted that PrairieCat changed the format of the Delegates Assembly meetings this fiscal year, holding the meeting in multiple in-person locations. There are still some libraries who only attend virtually and some who are having trouble attending at all. Gove (TG) asked how this compares to last year's in person attendance.

Smith shared the FY25 and FY26 in-person attendance comparison. The in-person attendance numbers have increased this year and the Zoom attendees for the meetings has decreased.

- 6.3. Appointment of nominating committee for upcoming Administrative Council elections
Coulter (PrairieCat) asked for two volunteers to work with her on recruiting candidates for the FY27 election which will be held in May. Gove (TF) and Nissen (RU) volunteered.

- 6.4. ACTION: Appoint new Administrative Council Treasurer

Coulter (PrairieCat) stated that with the resignation of Ryan (JO) from the Administrative Council, we will need to appoint a new Administrative Council Treasurer. Offerman (TC) offered to take the role of Treasurer.

MOTION #2

Ryan (JO) moved and Diedrich (GA) seconded to approve the appointment of Offerman (TC) as the Administrative Council Treasurer. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- 6.5. ACTION: Appoint new member of Finance Committee

Coulter (PrairieCat) explained that at the previous meeting it was discussed to appoint Jason Shirley from Byron Public Library to the Finance Committee. Coulter has reached out to Shirley and he has agreed to join the Finance Committee.

MOTION #2

Posinger (SA) moved and Nissen (RU) seconded to approve the appointment of Shirley (BY) to the Finance Committee. There was no discussion on the motion.

***Motion carried by vocal affirmation**



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Ayes: 10

Nays: 0

Abstentions: 0

6.6. ACTION: Accept legal engagement agreement with Klein, Thorpe and Jenkins

Coulter (PrairieCat) explained that many libraries have received FOIA requests for engagement letters or engagement agreements with their law firms. PrairieCat has not yet received this FOIA, but Coulter started looking back in the files for any agreement we have with Klein, Thorpe and Jenkins. She did not find anything in the PrairieCat files and when reaching out to the lawyer, she was told there was never a written agreement between their firm and PrairieCat. As a best practice, Coulter worked with Klein, Thrope and Jenkins to draw up the presented legal engagement agreement.

MOTION #4

McCully (BD) moved and Offerman (TC) seconded to accept the legal engagement agreement with Klein, Thorpe and Jenkins. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

6.7. Discussion, recent system disruptions and Innovative communications

Coulter (PrairieCat) expressed her dissatisfaction with Innovative's communications, customer support, and recent system disruptions. The Council reviewed a draft complaint letter. Coulter recommended this governing body to send the formal complaint to Innovative's Senior Vice President. The Council agreed.

6.8. Discussion, April Administrative Council meeting

Gove (TF) stated that the April Administrative Council meeting is currently scheduled for



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April 3, which is Good Friday and PLA. She asked how many people would be at this meeting and several stated they would not be able to attend. The Council agreed to reschedule the meeting for Friday, April 10th at Princeton Public Library.

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

There were no public comments.

10. Adjournment

The meeting adjourned at 11:09 am.

11. Next meeting - Friday, April 3, 2026, at the Princeton Public Library