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## **PrairieCat Administrative Council Minutes April 10, 2026**

The Council met on Friday, April 10, 2026, 10:30 am – 1:00 pm in person at the Princeton Public Library, 698 E. Peru St, Princeton, IL. The meeting will also be available online via Zoom. [Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-04-10) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-04-10).

### 1. Call to order, welcome and introductions

Present at Princeton Public Library: Carolyn Coulter (PrairieCat), Julie Wayland (PR), Kimberly Brozovich (RP), Chelsey Knippel (PrairieCat), Barbara Posinger (SA), Megan Gove (TF), Lauren Offerman (TC), Kelly McCully (BD), Stephanie Nissen (RU), Michelle Krooswyk (NL)

Present via Zoom: Elizabeth Smith (PrairieCat), Ashley Barey (Clarivate), Yoel Goldenberg (Clarivate), Dean Cooper (Clarivate)

Absent: Jenna Diedrich (GA), Penny Bryant (PT)

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

### 2. Introduction of visitors and public comments

There were no public comments. Ashley Barey introduced herself as the Vice President of Product Management at Clarivate. Yoel Goldenberg introduced himself as the Senior Vice President and General Manager of Clarivate.

### 3. Review agenda for addition/changes

Coulter (PrairieCat) rearranged the agenda items so that the meeting started with the presentation from Clarivate.

4. Consent agenda

4.1. Approve minutes for March 6, 2026, PrairieCat Administrative Council meeting

4.2. Approve financial report for February 2026

4.3. Approve check registers

4.4. Statistical reports

**MOTION #1**

**Offerman (TC) 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: 8**

**Nays: 0**

**Abstentions: 0**

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) reminded the Council that Dakota Community Unit School District will be withdrawing from PrairieCat in July. Bureau Valley Schools has requested more information on upgrading. Coulter (PrairieCat) sent the requested information, and we will wait to hear their decision on moving forward with the upgrade.

5.2. Update on current training and engagement projects

5.2.1. Public Library Representation (Tier List), FY27

Coulter (PrairieCat) discussed the FY27 Tier List, stating that Yorkville Public Library moved up to Tier 1, and Mokena Public Library moved down to Tier 2.

5.2.2. Membership Eligibility report (eligibility to move up or down)

Smith (PrairieCat) stated that the Administrative Council annually reviews Membership Levels and Eligibility as outlined in governance documents. For public

libraries, the report details the 3-year average of total operating expenditures as reported in the most recent IPLARs. The PrairieCat fees as a percentage of that is also shown. All the libraries that spend more than 5% of their operating expenditures on PrairieCat fees are eligible for a lower level of PrairieCat membership yet are choosing the higher level for the services it provides. All Fully Participating members that are required to be in that membership level spend less than 5% of their operating expenditures on PrairieCat fees, with an average of 2%. For school libraries, the report details the 3-year average of enrollment.

Smith explained that all public libraries, with one exception, are at the appropriate membership level based on their eligibility. Some libraries have chosen a higher level of membership. Polo Public Library District is a Basic Online member, the 3-year average of operating expenditures is \$206,808, which is about \$6,000 over the threshold for Basic Online membership. However, their 2025 IPLAR operating expenditures have decreased to \$196,408. The preliminary data from the 2026 IPLAR operating expenditures shows Polo at \$189,545. Since their operating expenditures seems to be trending down, the recommendation is to leave them at the Basic Online membership level. The Council agreed to leave Polo Public Library District as a Basic Online member.

#### 5.2.3. Report of percentage of budget vs. fees, FY27

Smith (PrairieCat) reviewed the Percentage of Budget vs. Fees report for FY27. This report compares the FY26 fees with the three-year average and calculating that percentage. The members with a higher percentage, 5% or above, are choosing to participate in PrairieCat at a higher level than the eligibility parameters require.

## 6. Administrative issues

### 6.1. Review and recommendation to Delegates Assembly, FY27 budget and fees

Coulter (PrairieCat) shared the draft FY27 budget and fees, explaining that this is the same budget that was reviewed by Delegates Assembly at their January meeting. This budget

includes a 3% staff salary increase (COLA) and 1% merit increase for all staff. Reserves were calculated at approximately 1% of expenditure to minimize the impact of the higher insurance costs on the overall percentage of increase for the year. Reserves were calculated at 1% of total expenditure. This reduced the overall percentage of increase across all libraries from 5.04% (at a rate of 2% of reserves) to 3.22%. Union List per library and reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual. This was calculated on the per-library fee and does not include the hosting fees that are incorporated for circulating members. A remote PUG Day is reflected, as was instructed by Administrative Council. This decision was based on feedback we have received from members via Strategic Planning surveys that reflect a desire to alternate between in-person and remote events. Increases to health insurance that we will incur in FY26 are reflected at 14.32%. We have included an additional 15% increase in the last six months of FY27, as an estimation of the following year's increase in premiums. This budget also includes short-term disability insurance. Other insurance increases are reflected based on FY25 and FY26 numbers, considering an average increase based on previous years. This budget reflects our IMRF rate for FY27, which declined to 11.16% from the FY26 rate of 11.29%. This budget also reflects the RAILS grant amount. We have been notified that our grant amount for FY27 will be \$588,629.53. Accounting services, which will be charged against this amount, will come to \$54,142.75, leaving the amount of \$534,486.78 in revenues for FY27. This budget also shows Reserves expenditure for a replacement vehicle that will be needed in FY27. Our current van is 10 years old and has over 78,000 miles on it currently. Also reflected is the sunsetting of Encore in FY27 and thus saving Encore hosting fees (approx. \$9,150.00). Aside from the cost savings in eliminating this platform, Innovative has made it clear that they are sunsetting this product and will not be developing it or making it accessible in the future.

The Council agreed to pass along the draft FY27 budget to the Delegates Assembly for approval.

6.2. Review and recommendation to Delegates Assembly, Mitinet agreement for bibliographic services

Coulter (PrairieCat) stated that last year our long-time bibliographic services vendor retired from business. Over the last 6 months, our Library Services group has investigated existing alternatives to replace these services. Our staff have tested the tools that are provided by Mitinet and found them sufficient for our needs. Our Library Services Supervisor, Magda Bonny, has negotiated a three-year agreement at level pricing, with no annual increase.

The Council agreed to pass along the presented three-year agreement to the Delegates Assembly for approval.

6.3. Workplan review

Coulter (PrairieCat) discussed PrairieCat's activity plan as part of our Strategic Plan process and implementation. We review this with the Council semi-annually to update you on where we are with the stages of each of the goals of the Strategic Plan. Coulter pointed out that as a part of the activity plan, PrairieCat will be holding Director's Open House, Ask Me Anything session via Zoom in May and June.

6.4. Discussion, investigation of ILS options available currently, possible RFI process

Coulter (PrairieCat) stated that due to the problems we have had with Innovative and their products recently, PrairieCat should do our due diligence and look into other ILS options that might be available. The Council agreed. Coulter asked for a volunteer to work with her on writing an RFI to send to possible vendors. Gove (TF) volunteered to assist.

6.5. Review of Delegates Assembly agenda for April 29, 2026

Coulter (PrairieCat) shared the proposed Delegates Assembly agenda with the Council. She noted that this meeting does not have a presentation due to staff introductions and longevity awards along with PrairieCat hosting a luncheon after the meeting. An update from the IUG Conference was added to the Delegates Assembly meeting agenda for April 29, 2026.

6.6. Zoom call with Ashley Barey, VP of Product Management, Clarivate, regarding recent support issues and disruptions (11:30).

Barey (Clarivate) gave a presentation explaining Clarivate product updates and improvements.

7. Ad Hoc Committee updates

7.1. Resource Sharing Committee – No report

7.2. Finance Committee – Report from March 19, 2026

Offerman (TC) stated that the Finance Committee discussed the previous topics of this meeting, which were FY27 Draft Budget and the Mitinet Contract. The Committee also discussed investigating insurance alternatives soon.

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 11:17am.

11. Next meeting - Friday, May 8, 2026, at the Byron Public Library District