

PrairieCat Administrative Council
Minutes
May 8, 2026

The Council met on Friday, May 8, 2026, 10:30 am – 1:00 pm in person at the Byron Public Library District, 100 S. Washington St., Byron, IL. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-05-08) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-05-08).

1. Call to order, welcome and introductions

Present at Byron Public Library District: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Julie Wayland (PR), Kimberly Brozovich (RP), Barbara Posinger (SA), Megan Gove (TF), Lauren Offerman (TC), Stephanie Nissen (RU), Jenna Diedrich (GA), Jason Shirley (BY)

Present via Zoom: Chelsey Knippel (PrairieCat), Michelle Krooswyk (NL), Michelle Bailey (WD), Shelby O’Hara (PrairieCat)

Absent: Kelly McCully (BD)

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

2. Introduction of visitors and public comments

Jason Shirley introduced himself as the Director of Byron Public Library District. Michelle Bailey introduced herself as the Director of Western District Library.

3. Review agenda for addition/changes

Coulter (PrairieCat) stated that she will be adding more to the discussion of the FY27 election slate.

4. Consent agenda

4.1. Approve minutes for April 10, 2026, PrairieCat Administrative Council meeting

- 4.2. Approve financial report for March 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: 8

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that Putnam County Schools is adding their primary school and making progress to go live this fall. Bureau Valley Community Unit School District is a current Union List member. PrairieCat has sent them a quote and met with their administrative team and answered their questions about PrairieCat services. We are waiting to hear from them. Coulter (PrairieCat) explained that there seems to be some interest at the administrative level and more interest at the high school level. We may see if the high school and middle school want to upgrade and leave the elementary school at Union Listing level. This would be the first time we have had a school district split their membership, so we will see how it goes. Smith continued, stating Raymond A. Sapp has reached out to inquire about upgrading from Union List to Basic Online. We are working with them to gather the information needed to get a quote put together.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that PrairieCat has a virtual Member Update scheduled for next week. PUG Day is scheduled for the 24th and 25th of September. This will also be a virtual

event. We have received a handful of program proposals from the membership, but we would like to get a few more. Smith is hoping to have programs finalized by June.

Smith gave a Vega update. She explained that PrairieCat was scheduled to upgrade to Vega Account Portal this week, but three days before the scheduled update we received an email stating that the update was being pushed to July. In the email they also said that if we wanted to upgrade sooner, we could put in a ticket, and they listed the known issues. PrairieCat decided to wait until the known issues have been cleared up. The known issues are relatively minor for us. Coulter (PrairieCat) said that the larger issues are affecting Polaris customers. Smith continued explaining that the Vega Reports was an upgrade that we thought we would be getting in May, but it appears that it has also been pushed and we will be getting those in June. PrairieCat has signed up to be a Vega Discover consortia preview testing partner. They will be contacting us about onboarding the testing environment in the next couple of weeks.

Bailey (WD) asked what security measures Innovative has in place to protect our patron information. Coulter said that Clarivate has the industry standard hardening of their servers and as much SolarWinds monitoring as you can do for servers. Coulter will share the links to the security that Clarivate has in place to Bailey.

6. Administrative issues

6.1. Review final election slate

Coulter (PrairieCat) presented the FY27 election slate. However, PrairieCat was informed yesterday that Penny Bryant is no longer at Pecatonica Public Library. That leaves an empty seat on Administrative Council so after the regular election ends on May 15th, we will run a special election for Bryant's (PT) seat. Posinger (SA) stated that she has accepted a new job at DeKalb Public Library and will be leaving Sandwich Public Library. She has offered to remain part-time with Sandwich to help them through the transition of finding a new Director. Coulter stated that as long as Posinger remains the Delegate for Sandwich, she can remain on Administrative Council. Once she is no longer the Delegate or alternate for

Sandwich, we will need to either run another special election or appoint someone to her seat. It all depends on when she leaves her role as Delegate of Sandwich.

6.2. ACTION: Approve meeting dates for FY27

Coulter (PrairieCat) shared the proposed meeting dates for FY27 Administrative Council.

MOTION #2

Diedrich (GA) moved and Offerman (TC) seconded to approve the FY27 meeting dates as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.3. ACTION: Approve credit card for technology/software subscription purchases

Coulter (PrairieCat) explained that PrairieCat continues to have issues covering monthly as well as annual charges for technology services and software that can only be covered by credit card remuneration. Our issue stems from the fact that, although we have three credit cards currently with a \$5,000 limit and a \$10,000 aggregate limit (the director's, Smith's, and Knippel's), those cards often do not have sufficient credit to cover expenses when needed. We have had repeated troubles paying bills when the cards have been used for other expenses such as conference charges, meeting costs, etc. We are requesting that we obtain another credit card with a \$10,000 limit under our Systems Supervisor, Jason Jensen. This amount will cover the technology expenses for any month that we need to use credit to cover charges.

MOTION #3

Posinger (SA) moved and Nissen (RU) seconded to approve the addition of a credit card for technology/software subscription purchases. There was no discussion on the

motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.4. Update on Resource Sharing Summit

Brozovich (RP) provided an update on the Resource Sharing Summit, where eight people from her library attended and received positive feedback. Her key takeaways included recommendations from an attorney about developing policies proactively rather than reactively, and the importance of including an appeal process to the board in policies. Brozovich really enjoyed Reddick's Patron Policy that included several graphics that are easily understood by both adults and children. Coulter (PrairieCat) stated that DeKalb had their policy broken out for children and teens in different languages that made it more understandable for kids.

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 10:58 pm.

11. Next meeting - Friday, June 5, 2026, at the Franklin Grove Public Library