



220 W. 23rd Ave.
Coal Valley, IL 61240
877-542-7257
support.prairiecat.info

PrairieCat Administrative Council

Agenda

June 12, 2026

The Council will meet on Friday, June 12, 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-2026-06-05) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-06-05).

1. Call to order, welcome and introductions

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

Present via Zoom: Kelly McCully (BD)

Absent: Jenna Diedrich (GA)

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

2. Introduction of visitors and public comments

Jason Shirley (BY) introduced himself as a new Administrative Council member starting in July.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

4.1. Approve minutes for May 8, 2026, PrairieCat Administrative Council meeting

4.2. Approve financial report for May 2026

4.3. Approve check registers

4.4. Statistical reports

MOTION #1

Krooswyk (NL) 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 PrairieCat has sent a quote to Raymond A. Sapp and they seem interested in upgrading to Basic Online. UnityPoint Health-Trinity Medical Library is permanently closing. The librarian is working with PrairieCat as we move forward through the closure. Because we require a notice of 180 days, they will still be required to pay their fees for FY27. Coulter (PrairieCat) Bureau Valley Schools has been given a quote for upgrading the High School and Middle School to Basic Online, but the Elementary School wants to remain a Union List member. Coulter sent a quote which included items for the elementary school and did not include patrons or circs. The other schools' patron, circ, and item counts were used. PrairieCat has not had a situation like this before where an institution requests a partial upgrade. This will likely be a scenario for this governing body to discuss in the future.

5.2. Update on current training and engagement projects

Smith (PrairieCat) said that the schedule for PUG Day 2026 has been set, with the exception of one outside presenter. Smith will send out the schedule today or next week. She has also reached out to NIU Rockford for PUG Day 2027. We will likely have a save the date for the 2027 in person event soon.

Smith stated that PrairieCat did have a Vega update and we now have access to Vega reports. Smith will be working with O'Hara (PrairieCat) will be testing the reports and working on a workflow for assigning permissions. We will work on setting up a very brief course in TalentLMS to get the approval mechanism in place.

6. Administrative issues

6.1. Review of election results

Coulter (PrairieCat) presented the results of the FY27 election for the Administrative Council, Circulation Committee, and Technical Services Committee.

6.2. Recognize departing Council members

Coulter (PrairieCat) thanked Gove (TF) and Kroosywk (NL) for their dedicated service on the Administrative Council and presented both with certificates of recognition.

6.3. ACTION: Increase credit limit for new credit card for technology purchases

Coulter (PrairieCat) explained that last month, Administrative Council approved a new credit card to cover purchases of hardware, software and services pertaining to our technology needs. The accountants have said that it needs to be made clear that Administrative Council is approving an increase in the credit limit. Currently, we have three cards with a credit limit of \$5,000 each. She requested this card have an additional credit limit of \$10,000, bringing the overall credit limit to \$25,000.

MOTION #2

Offerman (TC) moved and Posinger (SA)seconded to approve the credit limit of \$10,000 for the IT credit card, bringing the overall credit limit to \$25,000. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8



220 W. 23rd Ave.
Coal Valley, IL 61240
877-542-7257
support.prairiecat.info

Nays: 0

Abstentions: 0

6.4. ACTION: Elect Administrative Council officers for FY26

MOTION #3

Brozovich (RP) moved and Nissen (RU) seconded to approve the FY27 Administrative Council officers as Chair – Posinger (SA) Vice-Chair - Nissen (RU) Treasurer – Offerman (TC) Secretary – Brozovich (RP) . There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.5. ACTION: Approve Check signers, FY27

MOTION #

Posinger (SA) moved and Krooswyk (NL) seconded to approve Chair – Posinger (SA) Vice-Chair - Nissen (RU) Treasurer – Offerman (TC) Secretary – Brozovich (RP) as the check signers for FY27. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.6. ACTION: Appoint representative to RAILS Consortium Committee

MOTION #5

Nissen (RU) moved and Offerman (TC) seconded to appoint Shirley (BY) as the representative to the RAILS Consortium Committee. There was no discussion on the



220 W. 23rd Ave.
Coal Valley, IL 61240
877-542-7257
support.prairiecat.info

motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

- 6.7.** Vote to Adjourn to closed session pursuant to 5 ILCS 120/2: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body

MOTION #6

Brozovich (RP) moved and Gove (TF) seconded to approve adjourn to closed session.

There was no discussion on the motion.

***Motion carried by roll call**

Ayes: 8

Nays: 0

Abstentions: 0

7. Reconvene

- 7.1. ACTION:** Approve outcome of closed session discussion, including compensation decisions.

MOTION #7

Nissen (RU) moved and Posinger (SA) seconded to approve a 4% pay increase for Coulter (PrairieCat). There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8



220 W. 23rd Ave.
Coal Valley, IL 61240
877-542-7257
support.prairiecat.info

Nays: 0

Abstentions: 0

8. Ad Hoc Committee updates

8.1. Resource Sharing Committee – no report

8.2. Finance Committee – Appoint new Finance Committee Member

Coulter (PrairieCat) stated that she has been made aware that Bryon Lear (MX) will be retiring this fall and we will need to appoint a new Finance Committee member. Posinger (SA) volunteered to be on the Finance Committee after she is officially done at Sandwich and switches to her role at DeKalb, likely in September or October 2026. The Council agrees to appoint Posinger to the Finance Committee.

9. Review of meeting, what worked and what did not

The meeting went well.

10. Public comments

There were no public comments.

11. Adjournment

The meeting adjourned at 11:09pm.

12. Next meeting - Friday, July 10, 2026, at Rockford University Howard Colman Library