



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

PrairieCat Administrative Council Minutes August 7, 2026

The Council met on Friday, August 7, 2026, 10:30 am – 1:00 pm in person at the Three Rivers Public Library District, Minooka, 109 N. Wabena Ave, Minooka, IL. The meeting was also available online via Zoom.

[Meeting Documents](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-08-07) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-08-07>).

1. Call to order, welcome and introductions

Present at Three Rivers Public Library District: Carolyn Coulter (PrairieCat), Chelsey Knippel (PrairieCat), Julie Wayland (PR), Kimberly Brozovich (RP), Lauren Offerman (TC), Stephanie Nissen (RU), Jason Shirley (BY), Emily Schaub (FP), Kelly McCully (BD), Emily Faulkner (DK)

Present via Zoom:

Absent: Elizabeth Smith (PrairieCat), Jenna Diedrich (GA), Barbara Posinger (SA), Dana Fanslow (KR),

Nissen (Vice Chair-RU) 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

There were no revisions.

4. Consent agenda

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

4.2. Approve financial report for July 2026

4.3. Approve check registers

4.4. Statistical reports

MOTION #1

Offerman (TC) 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: 7

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Coulter (PrairieCat) stated that the PrairieCat staff are working through the procedures to remove Dakota CUSD and UnityPoint/Trinity Medical Library from the system. The Staff also had a call with Putnam County regarding the Magnolia location they plan to close to clarify plans. The Magnolia location will remain in Sierra to be used as a default pickup location for the 300 or so Magnolia patrons. This will signal to Putnam County staff that these are outreach requests for home delivery to those patrons. All items with a location code of UK are being moved primarily to the McNabb branch or other Putnam County branches. Putnam County School District has been adding the Elementary School into the system. The plan is for the location to go live on circulation this school year.

5.2. Update on current training and engagement projects

Coulter (PrairieCat) gave an update on training and engagement projects. She stated that PUG Day registration links are live. PrairieCat will be doing a Vega Discover Customizations cohort in the fall. This will be small group training via one hour Zoom sessions. The interest form was sent out. The monthly Vega update occurred in the early hours on August 4. The method for opting in to Reading History has changed. O'Hara (PrairieCat) has updated

much of the marketing materials and other documentation to reflect the new Account Portal changes. Account Linking has not been enabled yet. Following the steps in the Innovate documentation to enable it on the site level did not work, so we have a ticket in to Innovative on this. Coulter also stated that the RFI is live and has been sent to SirsiDynex, Civica, Bywater, Equinox, and TLC with a deadline of September 30, 2026.

5.3. Review Delegates Assembly meeting attendance

Knippel (PrairieCat) stated that the Administrative Council annually reviews Delegates Assembly attendance and administers non-attendance fines per the PrairieCat Bylaws. Upon review of attendance for FY26, five member libraries were fined for not meeting the minimum attendance requirement of attending two meetings, whether in person or virtual. In person attendance at the locations ranges from 12-24. Zoom attendance ranges from 12-25, with the January meeting having the highest online attendance. Compared with FY25 attendance, Zoom attendance is down overall in FY26 and in person attendance has increased. Knippel shared the Delegates Assembly FY26 Report with the Council.

6. Administrative issues

6.1. ACTION: Changes to retiree healthcare policy in the employee manual

Coulter (PrairieCat) explained that when reviewing our current policy in light of RSA's upcoming changes, the accounting staff at RAILS noticed that our policy still retained legacy language from the period of our transition from RAILS. At that point, PrairieCat was not a member of IMRF and thus had included some language necessary at that time. Currently, however, we are members of IMRF and thus need to remove the following sentence from our policy to adhere properly to the pension law. Our lawyer at Klien, Thorpe, and Jenkins has determined that this change would be acceptable.

MOTION #2

Schaub (FP) moved and Faulkner (DK) seconded to approve the changes to the Retiree Health Policy in the Employee Handbook as presented. There was no discussion on



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the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.2. ACTION: Adopt pay scale for director's position

Coulter (PrairieCat) shared the proposed pay scale for the PrairieCat Director. Using the information derived from our previous survey in FY25, we added the annual suggested percentage of increase and calculated the median for this scale.

MOTION #3

Wayland (PR) moved and Offerman (TC) seconded to approve the pay scale for the PrairieCat Director as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

6.3. Gather emergency numbers for Administrative Council members

Knippel (PrairieCat) gathered emergency phone numbers for members of the Administrative Council. Coulter (PrairieCat) explained that she uses these numbers to contact the Council in case a meeting needs to be cancelled or rescheduled due to imminent weather or other emergency situations.

7. Ad Hoc Committee updates

7.1. Resource Sharing Committee – no report



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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 10:51 am.

11. Next meeting - Friday, September 4, 2026, at Princeton Public Library, Princeton, IL