

PrairieCat Administrative Council Minutes

October 2, 2026

The Council met on Friday, October 2, 2026, 10:30 am – 1:00 pm in person at the Byron Public Library, 100 S. Washington St., Byron, IL. The meeting was also available online via Zoom.

[Register to attend](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-10-02) (<https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-10-02>).

1. Call to order, welcome and introductions

Present at Byron Public Library District: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Chelsey Knippel (PrairieCat), Julie Wayland (PR), Kimberly Brozovich (RP), Lauren Offerman (TC), Stephanie Nissen (RU), Jason Shirley (BY), Emily Schaub (FP), Emily Faulkner (DK), Jenna Diedrich (GA), Barbara Posinger (SA), Dana Fanslow (KR)

Present via Zoom: Elena Mendoza (RAILS), Sharon Swanson (RAILS), Michelle Krooswyk (NL), Joseph Laudont (Lauter

Absent: Kelly McCully (BD)

Posinger (Chair-SA) called the meeting to order at 10:30 am.

2. Introduction of visitors and public comments

There were no public comments. Sharon Swanson introduced herself as the Finance Director with RAILS. Elena Mendoza introduced herself as the Staff Accountant at RAILS. Michelle Krooswyk (NL) introduced herself as the Director of New Lenox Public Library District. Joseph Laudont introduced himself as the Audit Principal with Lauterbach and Amen.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

- 4.1. Approve minutes for August 7, 2026, PrairieCat Administrative Council meeting
- 4.2. Approve financial report for July and August 2026
- 4.3. Approve check registers
- 4.4. Statistical reports

MOTION #1

Offerman (TC) moved and Faulkner (DK) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by roll call affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Krooswyk (NL) stated that New Lenox will be withdrawing from PrairieCat to join Pinnacle. The decision to make the change is due to the New Lenox community's rapid growth and their proximity to Pinnacle. Pinnacle did not reach out to New Lenox and according to Michelle they are not departing due to shortcomings at PrairieCat. This was an internal decision that has been discussed within her organization for a few years.

5.2. Update on current training and engagement projects

5.2.1. FY26 Compliance Report

Smith (PrairieCat) stated that the Administrative Council biannually reviews member compliance. Upon review of FY26 statistics (July 1, 2025 – June 30, 2026), there are no member libraries out of compliance. Two Union List libraries, Lanark Public Library and Pecatonica CUSD 321 (High School) have newer staff who have received a temporary login through the item entry certification process. Smith will send reminders to them about the training requirements. Warren CUSD 205 (Jr/Sr High

School) has only added 1 item in FY26, and they expressed interest in upgrading last school year. She recommends outreach to them to see what their plans are for the school year.

5.2.2. Annual report, 2026

Smith (PrairieCat) shared the PrairieCat Annual Report for FY26 and encouraged the Council to share the document with their Board of Directors.

6. Administrative issues

6.1. ACTION: Discussion, review, and acceptance of FY26 audit (Lauterbach and Amen and Elena Mendoza, RAILS)

Laudont (Lauterbach and Amen) presented the results of the FY26 audit to the Council. PrairieCat had another clean audit.

MOTION #2

Faulkner (DK) moved and Fanslow (KR) seconded to accept the FY26 audit. There was no discussion on the motion.

***Motion carried by roll call affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

6.2. ACTION: Approve LIMRiCC IGA and Bylaws resolutions

Coulter (PrairieCat) explained that recently the board of LIMRiCC voted to merge with another health Co-op, WINS, as of January 1, 2027. According to the Chair of LIMRiCC, all members must now: approve the Resolution to Amend the Intergovernmental Agreement, approve the Resolution to Amend the Bylaws, approve the Resolution to Join LIMRiCC, sign the new Intergovernmental Agreement for LIMRiCC and return the two (2) ballots to approve the amendments to both amending the IGA and the bylaws by December 15th, 2026.

MOTION #3

Wayland (PR) moved and Nissen (RU) seconded to approve the LIMRICC IGA and Bylaws resolutions. There was no discussion on the motion.

***Motion carried by roll call affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

MOTION #4

Offerman (TC) moved and Schaub (FP) seconded to approve the resolution to join LIMRICC. There was no discussion on the motion.

***Motion carried by roll call affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

6.3. ACTION: Approve LIMRICC benefit renewals

Knippel (PrairieCat) stated that Supplemental Health Benefits through the Hartford received 0% increase. No change to plans or rates for voluntary accident, hospital indemnity, and critical illness plans. Basic and Voluntary Life/AD&D will continue to be offered through the Hartford. The Basic Life/AD&D rates are decreasing by 28%, with improvements to the benefit offering. Voluntary Life/AD&D will have no change to plan design or rates. Vision will be offered through BCBS of IL effective 1/1/2027. Rates will remain unchanged, with improved benefits. Three dental plans will be available (DHMO, DPPO 1000, and DPPO 1500). DHMO rates and plan design remain unchanged. DPPO 1000 plan design will be changing, and rates have a blended 7% decrease. Five medical plans will now be available (HMO, PPO 1000, PPO 1500, PPO 2000, and HDHP). Plan design changes and rate changes vary by plan.

MOTION #5



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Offerman (TC) moved and Shaub (FP) seconded to approve LIMRICC benefit renewals.

There was no discussion on the motion.

***Motion carried by roll call affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- 6.4. ACTION:** Approve changes to the employee manual regarding the Illinois Menopause Equity and Care Act

Knippel (PrairieCat) explained that On January 1, 2027 the Illinois Menopause Equity and Care Act will take effect. The law amends the Illinois Human Rights Act to include menopause-related conditions as a protected class under the framework already established for pregnancy and related conditions. Due to the new law, we have updated PrairieCat's Equal Employment Opportunity, Anti-Harassment, and Reasonable Accommodation policies to include menopause-related conditions.

MOTION #6

Schaub (FP) moved and Nissen (RU) seconded to approve updates to the Equal Employment Opportunity, Anti Harassment and Reasonable Accommodation policies in the PrairieCat Employee Handbook as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

- 6.5. ACTION:** Approve purchase of new PrairieCat vehicle and trade-in of old vehicle

Coulter (PrairieCat) said that in the FY27 budget, the members approved \$35,000 for the purchase of a new vehicle. This money would be taken from reserves. PrairieCat staff

worked with Landmark Ford, an approved contractor on the Illinois state blanket contract for vehicles, to find an appropriate vehicle. The final offer comes to \$46,535.00. We are asking Administrative Council to approve the additional \$11,535.00 to be taken from reserves. The existing van will be sold outright, as the trade-in offer was only \$800. The approximate Kelly Blue Book value of the van is \$5,000 (depending on condition).

MOTION #7

Faulkner (DK) moved and Diedrich (GA) seconded to approve the additional \$11,535.00 purchase of a new PrairieCat vehicle without the trade-in of the old vehicle. There was no discussion on the motion.

***Motion carried by roll call affirmation**

Ayes: 10

Nays: 0

Abstentions: 0

6.6. Discussion, Committee changes to the Resource Sharing, Training, and Technical Services Committees

Coulter (PrairieCat) stated that our committees and standing group positions have become difficult to fill, and some have been cancelled repeatedly due to lack of agenda items. Due to the changes that have occurred within PrairieCat over the last few years, it was decided that our standing group and Committee structure should be reviewed. A working group comprised of members of all the standing groups and committees plus relevant PrairieCat staff met in August and discussed this issue. These are the purposed changes.

Resource Sharing:

Given the changes that have occurred in PrairieCat, the Resource Sharing standing group (formerly a committee) has had very little business to transact in the last two years. Other than the Summit, the topics previously discussed in this group have passed on to the Circulation and Technical Services Committees. It was suggested that this group be disbanded, and their responsibilities passed on to the Circ and Technical Services

Committees, and the responsibility for the Summit be passed on to the Engagement standing group, which handles the PUG Day planning as well.

Training:

Likewise, the training group has had most of its previous duties absorbed into the UX standing group, Circ and Technical Services Committees. Most of the training is now done asynchronously via TalentLMS, and most of those materials are produced by PrairieCat staff. It is suggested that this group be dissolved and the three committees formerly take on any training issues when they arise.

Technical Services Committee:

Sandy Tedder, the chair of the Technical Services Committee, expressed that this committee has an ongoing issue with filling positions during the annual election process. This group, formerly called TSUG (Tech. Services User's Group) was previously a volunteer group attended informally by anyone who wished to attend. It was suggested that this Committee should retain the voting members but expand to allow for participation in discussion by anyone who wishes to do so. Decision making, when called for, will still reside with the voting members, but all attendees can express a voice in the process. If this restructuring moves forward as presented, the committees and standing groups will be:

Finance (appointed/board committee)

Engagement (open)

User Experience (open)

Circulation (elected)

Technical Services (elected)/TSUG (open)

The Council agreed to the proposed restructuring of the standing committees.

6.7. Discussion, staff needs for FY28

Coulter (PrairieCat) stated that we will likely have at least one retirement by the beginning of FY28. If/when this happens, we would like to rewrite some positions to a higher level.

Any new job descriptions will be brought before the Council.

6.8. Update, RFI process

Coulter (PrairieCat) gave an update on the RFI process stating that they were due September 30th. We received six responses from Bywater, Sirsi/Dynix, Innovative, TLC, Inspire and Civica. PrairieCat has put together a working group made up of volunteers from various committees to review and score the RFI's. The kickoff meeting for the working group will be on Monday, October 5th. Coulter emphasized the need to stay on Sierra for a few more years while we work through RFI and potential RFP process.

6.9. Discussion, special election process for vacant Administrative Council position

Posinger (SA) stated that her last meeting a member of the Administrative Council will be the November 6th meeting. Coulter (PrairieCat) explained that because Posinger has more than six months left in her term, we will have to hold a special election to fill her seat for a Tier 3 representative. Knippel (PrairieCat) will work on the special election.

6.10. Review of the Delegates' Assembly agenda

Coulter (PrairieCat) shared the agenda for the October 28th Delegates Assembly meeting. She highlighted the Annual Report, audit review and a presentation by Landis (PrairieCat) on the PrairieCat Dashboard. Coulter added an update on the RFI process to the agenda. Faulkner (DK) asked if Smith (PrairieCat) could give a presentation about how she created the Annual Report. Smith agreed to go into more depth when she discusses the Annual Report at the Delegates Assembly meeting.

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.



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9. Public comments

There were no public comments.

10. Adjournment

The meeting adjourned at 11:31 am.

11. Next meeting - Friday, November 6, 2026, at the Reddick Public Library