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

PrairieCat Administrative Council
Minutes
November 6, 2026

The Council met on Friday, November 6, 2026, 10:30 am – 1:00 pm in person at the Reddick Public Library District, 1010 Canal St, Ottawa, IL. The meeting was also available online via Zoom.

Register to attend (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2026-11-06).

1. Call to order, welcome and introductions

   Present at Reddick Public Library District: Elizabeth Smith (PrairieCat), Julie Wayland (PR), Lauren Offerman (TC), Jason Shirley (BY), Emily Schaub (FP), Emily Faulkner (DK), Barbara Posinger (SA), Dana Fanslow (KR), Kelly McCully (BD), Laura Youngstrum (RL)

   Present via Zoom: Carolyn Coulter (PrairieCat), Kathy Peschang (RD), Shelby O'Hara (PrairieCat)

   Absent: Chelsey Knippel (PrairieCat), Kimberly Brozovich (RP), Stephanie Nissen (RU), Jenna Diedrich (GA)

   Posinger (Chair-SA) called the meeting to order at 10:31 am.

2. Introduction of visitors and public comments

   There were no public comments. Kathy Peschang (RD), River Valley District Library Director, joined via Zoom. Laura Youngstrum, Library Director at Reddick Public Library District, attended the meeting in person.

3. Review agenda for addition/changes

   There were no revisions.

4. Consent agenda

   4.1. Approve minutes for October 2, 2026, PrairieCat Administrative Council meeting

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4.2. Approve financial report for September 2026

4.3. Approve check registers

4.4. Statistical reports

MOTION #1

McCully (BD) moved and Schaub (FP) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by roll call affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) shared that PrairieCat staff had a preliminary call with New Lenox and Pinnacle about the withdrawal of New Lenox. The target migration date is Labor Day 2027. Consortia staff, New Lenox staff, and Innovative staff will coordinate in the coming months on this project.

Shirley (BY) asked if Pinnacle had any new members or experience adding a member. Smith (PrairieCat) shared that it has only been the 6 Pinnacle libraries. Smith also shared that PrairieCat has not had a circulating library withdraw in a long time; Coulter (PrairieCat) added the last circulating library withdraw was more than 10 years ago with the departure of the Quad Cities libraires. Innovative staff will extract all of the data since it is a more complex project than withdrawing a Union Listing member.

5.2. Update on current training and engagement projects

5.2.1. Review, FY26 PUG Day

Smith (PrairieCat) shared that in the packet is the review of PUG Day 2026 including attendance numbers and survey results. There were 493 webinar attendees across 15 sessions. 8 sessions were hosted by PrairieCat member libraries and 3 sessions

hosted/co-hosted by PrairieCat staff. Two weeks after the event, there were 298 recording views. Overall, survey results were very positive.

Smith (PrairieCat) planning is underway for PUG Day 2027. The date has been announced. The Engagement Committee is also working on the Resource Sharing Summit; details to be announced.

5.2.2. Review, Strategic Planning survey results

Smith (PrairieCat) shared the survey results from the annual member survey. Overall, results were positive. Feedback was positive around staff interactions and customer service. Feedback was mixed on the software products. PrairieCat staff will more thoroughly discuss the feedback at our in-person staff meeting next week. Coulter (PrairieCat) and Smith (PrairieCat) also suggested reaching out to a few school members who responded and were willing to be contacted about services for school libraries. Wayland (PR) commended PrairieCat on the improvements they have made in communications during the past several years as well as training. The rest of the board agreed that results were great with only a few outliers.

6. Administrative issues

6.1. ACTION: Approve changes to the General Policy Manual regarding committees and standing groups

MOTION #2

Fanslow (KR) moved and Shirley (BY) seconded to approve the changes to the General Policy Manual regarding committees and standing groups as presented. There was no discussion on the motion.

***Motion carried by roll call affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

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6.2. Update, RFI process

Coulter (PrairieCat) provided a brief update on the RFI process. The working group has submitted its first round of scoring. The group will demo the top vendors then do a second round of scoring. Offerman (TC) asked if there was any notable functionality to consider; Coulter (PrairieCat) said it's too early in the process to tell. Coulter (PrairieCat) did say there are some good options out there, however it's not a direct comparison to current services, particularly with add-on services like enriched content or the mobile app. Coulter (PrairieCat) also said PrairieCat will need to renegotiate the contract with Innovative and asked for a board member to assist with this process. Shirley (BY) will as needed.

6.3. Discussion, Results of special election process for vacant Administrative Council position

Coulter (PrairieCat) shared Kathy Peschang, River Valley District Library, ran unopposed for our recent special election; the term ends June 30, 2027. Peschang has been elected for the open Tier 3 seat vacated on the Administrative Council, effective November 7. The Council thanked Posinger (SA) for her service on the Council and welcomed Kathy to the meeting.

6.4. Discussion, open seat on Finance Committee

Coulter (PrairieCat) requested a volunteer for the Finance Committee. Since Posinger (SA) will no longer be on the Administrative Council, she volunteered to serve on the Finance Committee.

7. Ad Hoc Committee updates

7.1. 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 11:20 am.

11. Next meeting - Friday, December 4, 2026, at the Sandwich Public Library District