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PrairieCat Delegates Assembly Minutes October 28, 2026

The Delegates Assembly met on Wednesday, October 28, 2026, 10:30 am – 12:00 pm in person at the New Lenox Public Library District, Freeport Public Library, Princeton Public Library, North Suburban Public Library District (NSLD/Loves Park), and the RAILS Coal Valley Service Center. The meeting will also be available online via Zoom. Delegates Assembly participation is required of all Fully Participating and Basic Online libraries and the four Union List reps. As always, please remember that only officially designated Delegates or their Alternates can vote on behalf of their library. Substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

Register to attend the meeting (https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2026-10-28).

Call to order and welcome

Present at Coal Valley: Ann Whitaker-Reid, Becky Duncan, Kim Brozovich, Jill Sullivan-Bennin, Jennifer Christiansen, Tori Dunn, Angela Campbell, Kathy Peschang, Michele Thurston, Pubali Kundu, April Hoste, Kathryn Rider, Rachel Carter, Britni Hartman, Karen Lonergan, Chelsey Knippel, Claire Crawford, Jacqy Peterson

Present at Freeport: Brittany Gaulrapp, Carolyn Miller, Danielle Bazarek, Deb Kolenko, Elizabeth Smith, Julie Voss, Laura Watson, Marie Monaco, Valerie Woodley, Jourdan Wendt, Emily Schaub

Present at New Lenox: Rylie Roubal, Lauren Offerman, Shelley Augustine, Kelly McCully, Jessica Nava, Renee Martinez, Marcy Juarez, Cathy Palmer, Michelle Krooswyk, Amy Walsh, Magda Bonny, Thomas Webb, Maria Meachum, Jamie Lockwood, Jackie Hanson

Present at North Suburban: Emily Faulkner, Sondra Terry, Stephanie Nissen, Ashley Elshoff, Mindy

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Long, Alie Stansbury, Joanna Kluever, Jason Shirley, Stephen Bero, Martha Hansen, Megan Gove, Sue Stevens, Lou Carlile, Beth Kerns, Carolyn Coulter, Nicole Johnson

Present at Princeton: Emily Kofoid, Carmela Rodriguez, Julie Wayland, Resa Mai, Melissa Badger, Marilyn Calbow, Renee Kozeal, Jennifer Shugrue, Heide Trettenero, Jill Kohlert, Tari Sangston, Yana Serdyuk, Mary Holtrop, Deanna Howard, Laura Youngstrum, Beth Wood, Lynette Heiden, Jaclyn Trujillo, Jason Jensen

Present via Zoom: Carol McSweeney, Victoria Blackmer, Jessica Parker, Bianca Sierra, Jodie DePatis, Leah Bill, Amy Runkle, Allison Beasley, Elizabeth Green, Janice May, Melissa Weidman, Pennie Miller, Paige Frechmann, Mary Cheatwood, Laura Crisp, Jennifer Barton, Sarah Flanagan, Raina Dyck, Cassidy Steinke, Barb Posinger, Julie Harte, Sarah Ehlers, Alexandra Annen

Nissen (RU-Vice-Chair) called the meeting to order at 10:30 am.

1. Introduction and welcome new delegates or alternates
   New alternates at North Suburban included Nicole Johnson from North Suburban Public Library District and Martha Hanson from Woodstock Public Library. New alternates at New Lenox Public Library included Jessica Nava from Cortland Community Library and Marcy Juarez from Manhattan-Elwood Public Library District.

2. Introduction of guests
   There were no guests.

3. Review of agenda for additions/changes
   There were no revisions.

4. Consent agenda
   4.1. Approve minutes for July 29, 2026, PrairieCat Delegates Assembly meeting
   4.2. Central Site report including financial and statistical reports

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4.3. Quarterly PrairieCat staff report

Motion #1: Gove (TF) moved and Faulkner (DK) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carries by vocal affirmation.

Ayes: 94

Nays: 0

Abstentions: 0

5. Administrative Council report

5.1. Finance Committee report – no report

6. PrairieCat membership update, training and outreach report

Smith (PrairieCat) gave the membership update stating that PrairieCat has 136 member libraries. End users have access to 1.2 million unique titles and 5 million items through the shared catalog. There are 377,000 cardholders in the PrairieCat system. There are approximately 57,000 monthly interlibrary loan transactions. This is the second meeting for the Delegates Assembly in FY27, we will have two other meetings this fiscal year. The January meeting will be held at multiple in person sites throughout the PrairieCat territory. The April meeting will be held in a one in person location at Senica's Oak Ridge Golf Club with a luncheon to follow. Smith reminded the group that Delegates Assembly attendance is required of all Fully Participating and Basic Online and the four Union Listing representatives. If a library is not represented by their Delegate or Alternate at two scheduled Delegates Assembly meeting, a fine in the amount of $150 will be assessed to that member library. Other upcoming member events this quarter are Technical Services Committee Meeting, PrairieCat Vega Web Builder and Program Vendor Demo, PrairieCat New Directors Welcome, and PrairieCat Libraries Mobile – Quarterly Check-In and Q&A. The next Vega Discover Customization Intensive is scheduled for January 14, January 21, January 28 and February 4, 2027. Please contact PrairieCat to sign up. PUG Day 2027 will be an in-person event and is scheduled for August 26, 2027, at NIU Rockford Conference Center, Rockford, IL.

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Smith (PrairieCat) discussed the recent PrairieCat Committee Restructuring. An advisory group made up of members of our committees and standing groups, and they recommended changes to the Administrative Council. The Resource Sharing Committee will be sunset, and discussions and decisions around resource sharing will be made by the Circulation, User Experience (UX) and Tech Services committees going forward. The Engagement committee, already responsible for PUG Day planning, will also be charged with the annual Summit planning. The Training Committee will be sunset, and appropriate training discussion and decisions will be made by the Circ, UX and Tech services committees.

6.1. ACTION: Approve departure from PrairieCat, New Lenox Public Library

Motion #2: Faulkner (DK) moved and Long (BL) seconded to approve the departure of New Lenox Public Library from PrairieCat. There was no discussion on the motion. Motion carries by vocal affirmation.

Ayes: 94
Nays: 0
Abstentions: 0

Coulter (PrairieCat) shared that PrairieCat was notified that the New Lenox Public Library District would be withdrawing from PrairieCat to join the Pinnacle Library Cooperative. Members said they would be sad to see New Lenox leave PrairieCat. The targeted migration date is September 2027.

7. Update, RFI process

Coulter (PrairieCat) shared the working group is reviewing the RFIs from vendors regarding ILS software. Coulter emphasized this is an information gathering process to analyze the current ILS market, and not a request for proposals.

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8. Review, Final FY26 audit

   Coulter (PrairieCat) shared Lauterbach and Amen presented the results of the FY26 audit to the Administrative Council at the October board meeting. PrairieCat had another clean audit.

9. Review, FY26 Annual report

   Smith (PrairieCat) shared the PrairieCat Annual Report and encouraged the Delegates to share the report with their boards. She discussed her design process and learning opportunities with Canva and RAILS Academy.

10. Presentation: Melissa Landis and Victoria Blackmer (Robert R. Jones Public Library District, Coal Valley), PrairieCat Data Dashboard

    The presenters shared about Using Excel to Create an Interactive Library Statistics Dashboard, a previous PUG Day 2024 presentation. Blackmer (CV) shared how she used the dashboard for her monthly board reports regarding circulation, general library statistics, and programming. After initial setup, Blackmer said the dashboard is easy to use and her board appreciates it.

    Landis (PrairieCat) showed how libraries can download the excel files, and then enter their library's data to create a customized dashboard. She showed where the documentation and recording links are so those who are interested can set up their own dashboard.

11. Public comments via previously submitted email (see above), in person or online

    There were no public comments.

12. Adjournment

    Meeting adjourned 11:21am.

13. Next regularly scheduled meeting, January 27, 2027