



**PrairieCat Administrative Council
Minutes
January 6th, 2023**

The Council met on Friday, January 6th, 2023, 10:30 am –1 pm
In person at the Talcott Free Library District, 101 E Main St, Rockton, IL
The meeting will also be available online via Zoom:

https://railslibraries.zoom.us/meeting/register/tJItcuquqjsjHdQeyaOWELi-tuB5BdBk_k9-

- I. Call to order, Welcome and Introductions
Present at Talcott Free Library: Carolyn Coulter (PrairieCat), Chelsey DeSplinter (PrairieCat), Laura Long (EM), Ashley Huffines (FP), Elizabeth Smith (PrairieCat), Emily Faulkner (DK), Beth Ryan (JO),

Present via Zoom: Laura Watson (HC), Michelle Krooswyk (NL), Kimberly Brozovich (RP), Kelly McCully (BD), Amanda Burger (HE)

Absent: Megan Gove (TF), Victoria Blackmer (CV), Penny Bryant (PT)

Faulkner (Chair-DK) called the meeting to order at 10:34 am.

- I. Introduction of Visitors and Public Comments
There were no visitors or public comments.

- II. Review Agenda for Additions/Changes
There were no revisions.

- III. Consent Agenda

- a. Approve minutes for December 2nd, 2022, and December 6th, 2022
PrairieCat Administrative Council meetings
- b. Approve financial report for November 2022
- c. Approve check registers
- d. Statistical reports

MOTION #1

Ryan (JO) moved and Huffines (FP) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by roll call.**

Ayes: 8

Nays: 0

Abstentions: 0

IV. Membership Update

- a. Update on new and upgrading members
Smith (PrairieCat) gave the membership update stating that Putnam County Schools and Rock Island Public Library are adding locations. Putnam does not have a staff member assigned to the new location, so they have pushed their "Go Live" to the end of 2023. Rock Island is moving along with the new branch. Brozovich (RP) added that the branch is not yet open. The opening will probably be the last week of January/first week of February.

Smith continued saying Mt. Carroll is upgrading from Union List to Basic Online and should be going live soon. PrairieCat staff has a meeting with the library next week to touch base on the project.

There have been ongoing issues with Byron Schools. They joined in 2018 as a Union List member but they have not progressed with their record clean up. Coulter touched base with the district librarian and received a detailed timeline of what she can get accomplished. This, again, comes down to a staffing issue.

Lostant is still making progress. They are continuing to add items and answering holds. Coulter (PrairieCat) will be attending their January board meeting to explain the importance of meeting deadlines for their RAILS grant and to make sure the whole board understands the project and what they can expect. Coulter (PrairieCat) added she did receive a list of board members and their contact info. She was able to have a conversation with their board president. They discussed the project but went in depth on the way they are structured because they are not empowering their director at all. Their director does not attend board meetings or create any agendas. She did turn in the IPLAR, but she had to get all the information from another one of the board members. Coulter explained to the board president that it is important that everyone understands the different roles a Library Board and Library Director play. They are attending a Board Training session by RAILS.

- b. Update on current training and engagement projects
Smith (PrairieCat) said PrairieCat's major focus regarding training and engagement has been the new website. We are moving away from separate pdfs and moving toward a knowledge base site. Faulkner (DK) has been conducting site visits with new directors throughout the membership and Smith thanked her for doing so. PrairieCat staff will be focusing more on in person site visits in the upcoming year.

V. Administrative Issues

- a. Discussion, changes to eRead Illinois costs for members
Coulter (PrairieCat) said that the fee structure for eRead Illinois will be

2220 W. 23rd Avenue
Coal Valley, IL 61240
(877) 542-7257
<http://support.prairiecat.info>

changing by RAILS. The biggest change will affect the schools who are members of eRead Illinois. Right now, the schools can have as many buildings included as they want under one cost. With the new fee structure, there will be a per building charge for the school districts. Currently, PrairieCat has 71 members in eRead Illinois. 63 of those are public libraries and 8 of those are schools.

Coulter continued, saying the Finance Committee discussed this at their last meeting and requested we bring this to the Administrative Council. Should we consider joining eRead Illinois as a Consortia? Coulter stated the cost for all circulating members of PrairieCat would be \$76,900 and we would receive a 10% discount off that for joining as a consortium. Faulkner (DK) asked if the cost would be split out like our PrairieCat fees? Coulter responded that it depends on how we decide to split the cost. We could split it evenly across the membership or base the fee on a library's tier. Huffines (FP) said she does not think all members will want it and therefore not want to pay for it. Ryan (JO) commented that eRead Illinois has come a long way in the last couple of years and is the best eBook program out there. Watson (HC) said as a PrairieCat member who is not in eRead Illinois, she would be interested in learning more about eRead. Huffines said it would be worth taking eRead Illinois to the Delegates Assembly. Coulter suggested bringing in eRead Illinois representatives to do a demonstration at Delegates Assembly. The Council agreed. Coulter will also get hard numbers.

b. Discussion, plan for ongoing Delegates Assembly meetings

DeSplinter (PrairieCat) stated as discussed at the October PrairieCat Delegates Assembly meeting and at the December Administrative Council meeting, PrairieCat should consider moving the Delegates Assembly meeting locations around the PrairieCat's large territory to help accommodate the membership. Here is our proposal for FY24:
July Meetings: North Suburban Public Library District, Loves Park, IL
October Meetings: Senica's Oak Ridge Golf Club, LaSalle, IL
January Meetings: New Lennox Public Library/Moline Public Library
(The plan here would be to have the January meeting at New Lennox one year and the next year's January meeting would be at Moline)
April Meetings: Senica's Oak Ridge Golf Club, LaSalle, IL
The Council agreed to move forward with the proposed Delegates Assembly meeting locations for FY24.

c. Discussion, Vega rollout plans for patrons

Coulter (PrairieCat) learned yesterday that Vega has finally released eBook integration for consortia. We are not going to auto ingest all the records; we will start out adding a few records to make sure everything works the way it is supposed to. The reason we have been holding back releasing the software to the patrons was waiting for eBook integration. Now that eBook is going to be added, should we start allowing a few volunteer libraries to give this to their patrons? The Council said yes. Coulter will send out some messaging for the libraries to give patrons

along with a brief feedback survey link.

d. Discussion and review, RAILS facilitated meeting with RSA and PrairieCat Coulter (PrairieCat) asked if the Council had any feedback about the RAILS facilitated meeting with RSA. Faulkner (DK) stated there was no proposal worth considering. She does not see any benefit for PrairieCat and its membership. Long (EM) agreed saying her impression was that RSA wants PrairieCat to be their new RAILS. Watson (HC) asked if there could be repercussions from RAILS by not absorbing RSA? Coulter does not get that impression and thinks RAILS is just trying to help thing work more efficiently. The Council agrees that, without a detailed, precise proposal, the merger with RSA does not benefit PrairieCat and should no longer be a consideration.

e. Discussion and review, PrairieCat Delegates Assembly meeting for January 25th, 2023
Coulter (PrairieCat) shared the draft agenda for the January 25, 2023 Delegates Assembly meeting. As discussed earlier in this meeting, we will be adding the eRead Illinois discussion to the agenda. Faulkner (DK) suggested bringing in presenters to these meetings, for example, IMRF or book challenges. Long (EM) said we might want to add some continuing education class after the meeting. Huffines (FP) said any classes would to be directed toward Directors and Assistant Directors and not necessarily front-line staff. Coulter suggested getting topic recommendations from the Delegates at the upcoming Delegates Assembly meeting. The Council agreed to having the eRead Illinois presentation/demonstration at the January 25, 2023 Delegates Assembly meeting.

VI. Ad Hoc Committee Updates

a. Resource Sharing Committee - Review of contract for opt-in IT services for members, approval
Coulter (PrairieCat) stated she received the Office Specialists contract for opt-in IT services back from our lawyers and the only edits were toward liability and confidentiality. Faulkner (DK) suggested having a meeting with Office Specialists for any of our members interested in the IT services. Coulter will set up a Q and A session with Office Specialists. The Council approved of the contract.

b. Finance Committee – Report from meeting Dec. 15th, 2022
Ryan (JO) said the Finance Committee discussed eRead Illinois and wanted it brought to the membership for discussion.

VII. Review of Meeting – what worked and what didn't
The meeting went well.

VIII. Public Comments
There were no public comments.

IX. Adjournment
The meeting adjourned at 11:55 am.

Next Meeting – Friday, February 3rd, 2023, DeKalb Public Library, DeKalb, IL