



PrairieCat Delegates Assembly

April 26th, 2023

10:30 a.m. – 12:00 p.m.

In person at Senica's Oak Ridge Golf Club, 658 US-6, Lasalle, IL 61301

and

Online via Zoom

Please visit L2 for in person registration or click on the link below:

<https://librarylearning.org/event/15010/register>

Please use the link below to register online via Zoom:

https://railslibraries.zoom.us/webinar/register/WN_OhFD1h0CRjeE5bgMLSyCDw

Agenda

The Delegates Assembly met on Wednesday, April 26th, 10:30 a.m. – 12:00 p.m. 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.

PUBLIC COMMENT: Public comments may be submitted via email to

Carolyn.coulter@prairiecat.info at least two hours before the beginning of the meeting.

I. Call to order and welcome

Present in Lasalle: Alaina Tuttle, Linda Schreiber, Kelly McCully, Lynette Heiden, Emma Conway, Jolene Franciskovich, Leah Bill, Jennifer Shugrue, Kristi Scherer, Emily Faulkner, Paige Frechmann, Laura Long, Stephen Bero, Ashley Huffines, Rylie Roubal, Mindy Long, Kimberly Udstrand, Ashley Hopper, Jamie Lockwood, Kimberly Martin, Sondra Terry, Jan Ambrose, Jan Ambrose, Bryon Lear, Resa Mai, Molly DeBernardi, Mary Cheatwood, Michelle Krooswyk, Lynn Sheedy, Pennie Miller, Penny Bryant, Noreen Bormet, Deanna Howard, Amy Freeman, Julie Wayland, Tari Sangston, Teri Schwenneker, Beth Wood, Angela Campbell, Andy Newgren, Barbara Posinger, Amy Fry, Brenda Weinberg, Cynthia Maxwell, Lauren Offerman, Valerie Woodley, Michelle Bailey, Beth Ryan, Rene Leyva, Shelley Augustine, Lou Carlile, Carolyn Coulter, Chelsey Knippel, Magda Bonny, Roy Arey, Jason Jensen, Elizabeth Smith

Present via Zoom: Marilyn Calbow, Beth Tepen, Sue Stevens, Alexandra Annen, Denise Tollensdorf, Laura Watson, Julie Harte, Jeannie Barry, Cynthia Cole, Amy Walsh, Janice May, Kim Brozovich, Nick Weber, Jacqy Peterson, Carol McSweeney, Emily Kofoid, Annette Davis, Cathy Palmer, Joanna Kluever, April Hoste, Laurel Reiss, Amy Runkle, Karen Lonergan, Lisa Boles, Heather Black, Jodie DePatis, Jenna Diedrich, Mary Petro, Jourdan Wendt, Megan Gove, Mary Wilkening, Carolyn Mesick, Victoria Blackmer, Janet Clark, Allison Beasley, Emily Schaub, Tori Drews, Ann Marie Jenkins, Stephanie Nissen, Nancy McKay, Julie Voss, Renee Kozeal, Melissa Landis, Karen Sutura, Claire Crawford

Libraries represented: See vote and quorum sheet.

Faulkner (Chair-DK) started the meeting at 10:31 am. Faulkner welcomed everyone.

- II. Introductions and welcome new delegates or alternates
Lynn Sheedy introduced herself as the new director at Oglesby Public Library. Kim Udstrand introduced herself as the director at Lostant Community Library.
- III. Introduction of Guests
There were no guests.
- IV. Review of agenda for additions/changes
There were no revisions.
- V. Public Comments via Zoom Meeting
There were no Public Comments.
- VI. Consent Agenda
 - a. Approve minutes for January 25, 2023, PrairieCat Delegates Assembly meeting
 - b. Central Site report including financial and statistical reports
 - c. Approve FY24 Delegates Assembly meeting dates and locations
Ryan (JO) recommended changing the October 25th date to October 18th to avoid the ILA conflict. The Delegates agree.

Motion #1: Miller (PC) moved and Sheedy (OG) seconded to approve the consent agenda with the amended October 18th, 2023 meeting date. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 90

Nays: 0

Abstentions: 0

- VII. Administrative Council Report
 - a. Finance Committee Report – Report from Finance Committee meeting, March 16th, 2023
Ryan (JO) reported that the Finance Committee reviewed the FY24 draft budget at the March 16, 2023 meeting. Some highlights of the budget are putting \$10,000 in Capital Reserves, a 4% staff increase with a 1% merit increase as instructed by the Administrative Council, an increase in the PUG Day budget because of the in-person event, an increase in insurance, a decrease in IMRF contributions. There will be a 3.5% increase in membership fees for Fully Participating. PrairieCat is keeping in the cost for Encore without Syndetics in order to help ease the transition to Vega.

Ryan continued, saying the Committee also discussed joining eRead Illinois as a consortium. The school survey results were discussed and it was surprising that the schools were going to keep eRead Illinois despite the increased cost. The Committee agreed that the 10% consortia discount was not high enough to force other libraries into eRead.
 - b. Resource Sharing Committee Report – Report from Resource Sharing meeting, January 25th, 2023.
Ryan (JO) stated the main discussion was around the age facet in Vega. Because of our cataloging, this information was inaccurate. The Committee

agreed to not remove the age facet, but narrow it down, which has been done.

- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)
Smith (PrairieCat) gave the membership update, stating that Putnam County Schools is adding their primary school. Their district librarians are working on adding items to the database. Their Go Live date has been pushed back to the end of 2023 due to staffing shortages. Mt. Carroll Public Library is upgrading from Union List to Basic Online with a projected Go Live date of summer 2023.

Smith reminded the Delegates that the PrairieCat FY24 election will run from May 8-19. Nominations for open seats will be accepted until April 28, 2023. Open seats include:

Administrative Council

3-At Large Seats

Circulation Committee

1-Tier 1 Seat

1-Tier 2 Seat

2-At Large Seats

1-Academic/Special/School Seat

Technical Services Committee

1-Tier 1 Seat

2-At Large Seats

Smith went over the previous PrairieCat events for the last quarter. PrairieCat held an IT Services Contract Q&A in February 2023 and a Union List Members Meeting in March 2023. There was a New Directors Welcome meeting scheduled in April, but due to technical issues it is being rescheduled. The spring Member Updates have been scheduled. There will be four in person sessions and one online session:

Tuesday, May 16

- 10-11:30 am | Rock Island PL, Watts-Midtown
- 1:30-3:00 pm | Sycamore PL

Wednesday, May 17

- 10-11:30 am | Freeport PL
- 1:30-3:00 pm | Manhattan Elwood PLD

Thursday, May 18

- 10-11:00am | Zoom Webinar

PUG Day 2023 will be a one day, in person event. It is scheduled for September 29, 2023, at Waubensee Community College in Sugar Grove, IL. The PrairieCat Engagement Committee is now accepting program proposals. Please fill out this form if you (or your group) would like to present at PUG Day. The form can be found on our support site at <https://support.prairiecat.info/conference>.

Smith gave an update on the new PrairieCat website project. The staff have been working hard on adding content to the new site. We have an expected launch of the new site at the end of May/beginning of June. There will be demos scheduled and recorded for member libraries. Smith thanked all member libraries who have shared pictures for the new website.

Smith stated that TalentLMS is PrairieCat's online training platform. TalentLMS offers a variety of training topics including Holds, Searching, Encore, Circulation, Advanced Circulation, Reports – Decision Center and Create Lists, ILL Module Overview, Technical Services – Acquisitions, Cataloging: Item Entry, and Serials. In the last 30 days TalentLMS

has had 11 new users, 67 logged in users, 250 log ins and 195 courses completed. PrairieCat also offers on-demand training.

- a. Review, compliance process for PrairieCat
Smith (PrairieCat) reviewed PrairieCat's compliance process. The current disaster proclamation, allowing for remote attendance to count toward quorum, will expire on May 11th. Going forward all meetings under OMA will require in person quorum. Following along with this requirement, PrairieCat will be enforcing their compliance rules for the membership. Delegates will be required to attend at least two of the Delegate Assembly meetings and one of those meetings must be attended in person. Remote attendance by individual members will still be allowed if a **quorum is physically present** and the member cannot physically attend due to personal illness/disability, employment, public body business or family/other emergency. (See [Illinois Municipal League notice](#); [OMA](#)) If you must attend remotely, registering for the Zoom webinar notifies PrairieCat of your remote attendance. When registering, you will be prompted to select the reason for your remote attendance. Per the [PrairieCat Intergovernmental Agreement](#) and as detailed in the [PrairieCat Bylaws](#):
Attendance at Delegates Assembly is required of all Fully Participating and Basic Online PrairieCat members and the four Union Listing representatives. If a member library or Union List Delegate is not represented by their Delegate or Alternate at **two of the four** scheduled Delegates Assembly meetings, a fine in the amount of \$150 will be assessed to that member library. If a member library is not represented at the Delegates Assembly by their Delegate or Alternate **in person at least once a year**, a fine in the amount of \$150 will be assessed to that member library. This requirement is waived for Union List Delegates. The Delegates / Alternates list is posted on the [support site](#). Contact Chelsey Knippel with any changes to that.

- IX. ACTION: Approval of resolution for voting procedure changes
Faulkner (DK) explained this change will allow for voice affirmation voting unless there is a dissent or specific request for a roll call.
Meachum (WL) asked if this is allowed for libraries or just for PrairieCat. Faulkner replied this can be done for libraries, but the lawyers suggested small boards continue roll call.

Motion #2: Bailey (WD) moved and Offerman (TC) seconded to approve the changes to the resolution for voting procedures. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 92

Nays: 0

Abstentions: 0

- X. ACTION: Approve FY24 PrairieCat budget and member fees
Coulter (PrairieCat) discussed the FY24 budget. A capital reserves savings of \$10K is reflected in the budget. A 4% staff salary increase for all staff is included, as well as a 1% merit increase. The merit line was requested by the Administrative Council. The 4% amount is based on information received from HR Source regarding average payroll increases in libraries. The per-library fee for both fully participating and basic online circulating members has been increased. The FY23 levels were \$3328 FP/\$2329 BO. A 3.5% increase was added to the Fully Participating member cost and the Basic

Online also adjusted, to bring the new per library charge to \$3427 Fully Participating/\$2399 Basic Online. Our inflationary percentile of the ILS contract did decrease with the new Innovative contract, but Coulter suggests we retain the 3.5% in these fees as well as the Capital reserve fees for FY24 at this time. This “evens out” the costs to smaller and larger libraries more equitably and helps absorb the double digit increases we are seeing in insurance and other costs, as well. Capital reserves costs were also adjusted up 3.5%. Hosting fees were adjusted up 5%, as the Finance Committee desires to recoup this cost in the fee formula. Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual. This budget reflects increased amounts for Delegates Assembly and Administrative Council, both of which will be held in person for FY24. An in-person PUG Day is reflected, as was instructed by Administrative Council. This was based on feedback we have received from members via the recent Strategic Planning survey that reflected a desire to return to in-person conferences. At this point, the Administrative Council would like to return to an every-other-year in person structure. Increases to insurance that we experienced in FY23 are reflected, as well as an estimate of a 10% increase in the last six months of FY24. This budget also includes short term disability insurance. This budget reflects our new IMRF rate for FY24, which will be 12.92%, a reduction from the 14.02% we had in the previous year. This budget reflects the costs for the addition of Vega Discover as our production online catalog, per our contract with Innovative. We have also included the cost for Encore hosting (aprox. \$8,600) in case we wish to keep Encore up for an extended period. This does not include, however, Syndetics Unbound (book covers, add-value content) for Encore if we do this. That cost (approximately \$41,000) seemed exorbitant to maintain for a secondary catalog interface.

Boles (OD) asked if in person meeting is so much more expensive, why not leave everything remote. Coulter responded that a survey of the membership showed there was a majority desire for an in-person PUG Day. As for the meetings, under OMA, we are required to hold these meetings in person.

Motion #3: Ryan (JO) moved and Meachum (WL) seconded to approve FY24 PrairieCat budget and member fees. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 92

Nays: 0

Abstentions: 0

- XI. ACTION: Discussion and vote, PrairieCat consortia membership in eRead Illinois
Faulkner (DK) explained joining eRead Illinois as a consortium was discussed at the last Delegates Meeting. As a reminder, there are 71 of 101 circulating members (either Basic Online or Fully Participating members) are also members of eRead Illinois. This includes 63 public libraries and all 8 circulating school districts in our consortia. Given that so many of our current circulating members are already participating in the program, we felt it would be worth the Delegates’ time to again discuss membership for all circulating consortia members. Faulkner stated that PrairieCat has surveyed the school membership and found out, while the schools do not like the new fee structure of eRead, they plan to continue their membership with eRead.

Leyva (FR) asked if this is an annual approval? Coulter (PrairieCat) replied this is up to the membership. The motion could be amended to include a 1 year, 3 year, 5 year membership. Miller (PC) asked if we get the RAILS discount every year or is this a one

time discount. Coulter responded this can be added in when negotiating the contract and she will make sure that it is an annual discount.

Tepen (UT) asked if everyone is in, are the Marc records are going to be in Sierra? Coulter answered that they will not be in Sierra. Coulter will be discussing ematerials in Vega later in this meeting.

Franciskovich (CC) said she's having a hard time charging the schools. Faulkner explained that the schools are going to see significant increases in their membership fees for eRead Illinois regardless of if PrairieCat joining. If the consortium decides to join, then the schools will at least get a small discount that they would not have otherwise.

Leyva stated he is currently a RIALS board meeting and at the board meeting on Friday they will be discussing Bill 2419. This Bill is supposed to bring \$5 million to working with ebooks and databases for the state. So, if RAILS decides to put this money toward eRead Illinois making membership fees cheaper and more affordable, would PrairieCat be stuck paying the higher rate. Long (EM) stated she was at a meeting a couple weeks ago and Greg McCormick from RAILS was at the meeting and directly addressed this potential \$5 million. McCormick said that RAILS has bookmarked this money for databases only and it will not go toward ebooks.

Kluever (JH) said, as a representative for a school library, I fully support joining eRead Illinois. It's a steal of a deal and really the only way we can afford ebooks for students.

Motion #4: Leyva (FR) moved and Wayland (PR) seconded to approve PrairieCat consortia membership in eRead Illinois. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 89

Nays: 5

Abstentions: 0

XII. Demonstration: Vega e-Material integration

Coulter (PrairieCat) gave a demonstration on how ematerials have integrated with Vega. Coulter mentioned PrairieCat will be taking volunteer libraries to have their ematerials integrated with Vega.

Smith (PrairieCat) shared and explained the Vega Help Site. Any library that would like a link to the Help site added to their Vega site should put in a help desk ticket with that request.

XIII. Public Comments via previously submitted email (see above), in person or online.
There were no public comments.

XIV. Adjournment

The meeting adjourned at 12:02pm.

Next regularly scheduled meeting, July 26, 2023, New Lenox Public Library and online via Zoom.