Resource Sharing Committee
Agenda
Wednesday, January 25th, 2022, 1:00-2:00 pm

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 go to:

https://librarylearning.org/event/15014/register

or online at:

https://railslibraries.zoom.us/meeting/register/tJYpfuiqrjssGtIL-VvRmAuNBvcVwxjqlA-A

PUBLIC COMMENT: Members of the public will be able to chat or speak during the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@prairiecat.org at least two hours before the meeting.

1. Call to order, welcome and introductions

2. Introduction of Visitors and Public Comments

3. Review agenda for additions/changes

4. Approval, minutes from 10/26/2022 and 11/29/2022 (pp. 2-6)

5. Discussion, "age" facet in Vega

6. Public comments

7. Adjournment

Next meeting: Wednesday, April 26th, 2023, 12:00-1:00 pm, Senica's Oak Ridge Golf Club or online via Zoom

Resource Sharing Committee
Minutes
Wednesday, October 26th, 2022, 12:00-1:00 pm

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 go to:

https://librarylearning.org/event/15013/register

or online at:

https://railslibraries.zoom.us/meeting/register/tJclcuqurTIrHdMIKfT78lhCZV8Vj70UYByz

PUBLIC COMMENT: Members of the public will be able to chat or speak during the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@prairiecat.org at least two hours before the meeting.

1. Call to order, welcome and introductions
   Present in Lasalle: Chelsey DeSplinter (PrairieCat), Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Beth Ryan (Chair-JO), Pennie Miller (PP), Rici Dale (RL), Devin Wood (JO)

   Present via Zoom: Debbie Griggs (TC), Dana Fine (PR), Kim Brozovich (RP), Nicole Johnson (LP), Krystal Waugamon (PT), Lynne Noffke (LI), John Slanicky (PrairieCat), Jennifer Christiansen (MX)

   Absent: Magda Bonny (PrairieCat), Melissa Landis (PrairieCat)

   Ryan (Chair-JO) called the meeting to order at 11:59 pm.

2. Introduction of Visitors and Public Comments
   Ryan (JO) introduced Devin Wood who is doing her Practicum to complete her master of library sciences degree.

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

4. Approval, minutes from 7/27/2022
   Motion #1: Dale (RL) moved and Johnson (LP) seconded <u>to approve the April 27, 2022 minutes and the May 19, 2021 minutes as presented.</u>
   There was no discussion on the motion. Motion carries by roll call.

   Ayes: 6
   Nays: 0
   Abstentions: 0
   Discussion:

5. Update, IT support RFP responses, discussion, and next steps
   Coulter (PrairieCat) began by stating last meeting she was charged with

completing a plus delta on the auto renewals but did not get it done. This is a complex topic and PrairieCat staff is very busy. Coulter suggests tabling the topic for now. The Committee agrees to put auto renewals on hold until some of the current PrairieCat staff projects are completed.

Coulter has received two responses to the IT support RFP. One from CS Office Specialists out of Galesburg, IL. The other is from Stratus out of Cary, IL. Extended until November 1, 2022. There are positives and negative to both. There is one other company Coulter has reached out to and has not gotten a response. We can extend the deadline a bit but we don't want to lose the two solid RFP's that we have now. Ryan (JO) mentioned that Stratus is their current IT support company, and they are excellent. Brozovich (RP) stated that Office Specialists was used by Rock Island Public Library some time ago and thought they might be good to reach out to. Coulter gave her opinions on the two companies. They both seem like they are technically qualified. The gentleman from Stratus said that in order to get on site support for us he would have to probably get a third-party contractor, but that would be managed by them and our membership would not have to worry about it. With that set up he believes they would be able to reach PrairieCat's entire service area. The man from Office Specialists seemed less confident they could handle our needs but did think they could manage. But Coulter thinks both companies could support what we need them to do and is leaning more toward Stratus due to their library experience. The costing is all over the place. Miller (PP) worries that the Office Specialist company offers more services outside of IT which could cause them to be less focused on the IT area. Miller will reach out to her IT Support company to gauge interest. Dale (RL) stated that some libraries might be waiting for their current IT contracts to run out before they can join. Miller agreed stating her library would not be interested until 2024 when her current IT support contract is up for renewal. Noffke (LI) said that more specific pricing examples would be very helpful, especially for smaller public libraries. Coulter agreed. The Committee agreed to send out a costing analysis for small, medium, and large libraries. This will include supporting public and staff laptops, iPads, Chromebook, firewalls, phones, Wi-Fi, etc. for libraries of each size. Coulter asked if we should request a five year or three-year contract? The Committee likes a three-year contract based on how quickly things change in IT.

6. Summit discussion, questions
Ryan (JO) stated that she, Coulter, Smith and DeSplinter met with Amanda Standerfer two weeks ago to set the agenda and work out some other details for the Summit. There will be a panel that will share their experiences and different ways they tried to encourage getting people back into their libraries. There will be individual discussions among tables as we go along. This Summit is a bit different because we aren't discussing a tangible resource but, instead, our greatest resource, which is our knowledge/experiences.

Coulter (PrairieCat) said we will be sharing the IPLAR statistics she has gathered and graphing those numbers from 2018-2021. Coulter said the passive programing numbers skyrocketed. Miller (PP) agreed that is what she's seeing as well. Her numbers for her take and make programs have been reaching large numbers of patrons. Fine (PR) said their digital collections (eBooks, eAudiobooks) are doing well with circulation. Their Storytime attendance numbers are doing well, too, which resumed in September 2022. Passive crafts for kids and separate ones for adults are also doing well. Coulter mentioned the numbers of eBook circulation is very high, but so is expenditure. Which indicates the money you put into the more you get out of those expenditures. Once eBooks is integrated with Vega, this will be a huge resource for our patrons. Another set of curves that matched were door count and programs. This suggests that our programs were really driving those door counts. Dale (RL) has seen this at her library, their programs are just not bringing in those numbers like they did pre-COVID. Noffke (LI) said their Make and Takes are going well; programming is slowly growing, but it'll be interesting to see what the colder weather brings. We had Fall Festival last

Saturday with over 80 in attendance, which was exciting! Johnson (LP) said we are holding large events at partner venues: YMCA, local museums, botanical conservatory. We are leaning into the idea of getting a ticket for attending when it is convenient for patrons and not on a specific date and time.

7. Public comments
    There were no public comments.

8. Adjournment
    The meeting adjourned at 12:53 pm.

Next meeting: Wednesday, January 25, 2023, 12:00-1:00 pm, Senica's Oak Ridge Golf Club or online via Zoom

---

Resource Sharing Committee
Minutes
November 29, 12pm-1pm, online via Zoom

Please register for the online meeting here:

https://railslibraries.zoom.us/meeting/register/tJ0oce2rrTsiGdG9-HvtpPdp6BuKAeeZ5su4

PUBLIC COMMENT: Members of the public will be able to chat or speak during the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@railslibraries.info at least two hours before the meeting.

1. Call to order, welcome and introductions
   Present via Zoom: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Beth Ryan (Chair-JO), Pennie Miller (PP), Dana Fine (PR), Kim Brozovich (RP), Nicole Johnson (LP), Debbie Griggs (TC), Lynne Noffke (LI),

   Absent: Magda Bonny (PrairieCat), Melissa Landis (PrairieCat), Chelsey DeSplinter (PrairieCat), Jennifer Christiansen (MX), John Slanicky (PrairieCat)

   Ryan (Chair-JO) called the meeting to order at 12:00 pm.

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

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

4. Discussion, RFP responses and cost proposals, recommendation to Administrative Council
   Coulter (PrairieCat) went over the RFP responses. Looking at the cost proposals for both companies and reviewed their responses. We had Stratus cost out sample libraries, one small, one medium, and one large library. Their costs were: $860 for a small library, $1230 for a medium library, and $3500 for a large library. These are per month costs. ABS/OS came in at $650 for a small library, $800 for a medium, and $1200 for a large library. ABS strongly recommends libraries install Deep Freeze on all their public computers which would cost $48 per PC. When looking over the RFPs, Stratus has library support experience which is very helpful. ABS has non-profit support experience, and they mention TechSoup which is also helpful. Stratus seems to be a bit more flexible. Both companies have five techs and seem capable of supporting PrairieCat. Coulter mentioned one note about ABS, their number one service is not tech support. Ryan (JO) gave her praises to Stratus as they have been her library's tech support for years, however their high cost is going to be a hard sell. The medium size library cost seems to be in line for the northern Illinois region. So, the cost differences might be the locations of Stratus and ABS. Miller (PP) stated the cost of $860 was shocking to her. She pays $270 per month for her IT support. Miller agrees this pricing will be hard to sell. Noffke (LI) and Fine (PR) agree the pricing is high. Noffke said they pay $225.00 for 2 hours/month for our IT services. Not all of the same bells and whistles, but it's served us well for over 10 years. Coulter mentioned that ABS did also propose a $105 per hour option we could consider. We might be able to set

up a contract that allows for a flat monthly rate or buying hours on an as needed basis. Miller agreed giving these options would make more sense. Fine said she thinks tiered/flexibility (hourly, monthly, on the fly) in pricing would help members in their decision, if they are looking for this kind of service. Remote monitoring can be hugely helpful, I agree. Noffke said members would have the "cafeteria" options to determine what would work best for them if ABS/Stratus was willing to provide the flexibility. Coulter went over Stratus's options, and they did quote an a la carte service at $135 per hour, which is still more than ABS. Coulter said we need to aske whoever we like best to come up with a contract and then present that to the libraries. Miller asked if the libraries are responsible for paying this service directly to the company or if the libraries pay through PrairieCat. Coulter will need to discuss this with accounting, but it would be best if the libraries were billed directly. Ryan stated if a contract can be written giving them membership the option to pay monthly or pay by the hour, that would be ideal. Coulter asked which company we want to choose. Johnson (LP) said with having 3 geographic locations and the better pricing, and not using sub-contractors, I think we should proceed with ABS. Fine agreed. Ryan said it make more sense to go with ABS.

Coulter will reach out to ABS and ask for a one-year contract with pricing for both monthly and hourly services. The contract will also need to include a site visit and inventory for any of the libraries signing a contract.

5. Public comments
   There were no public comments.

6. Adjournment
   The meeting adjourned at 12:30 pm.

Next meeting: Wednesday, January 25, 2023, 1:00-2:00 pm, Senica's Oak Ridge Golf Club or online via Zoom