



PrairieCat Delegates Assembly

July 26, 2023

10:30 a.m. – 12:00 p.m.

In person at the New Lenox Public Library, 120 Veterans Parkway, New

Lenox, IL

Online via Zoom

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

<https://librarylearning.org/event/18828/register>

Please use the link below to register online via Zoom:

https://prairiecat-org.zoom.us/webinar/register/WN_eCsWEF7PRJmNab8EN1YRAw#/registration

Minutes

The Delegates Assembly met on Wednesday, July 26, 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.org **at least two hours before the beginning of the meeting.**

I. Call to order and welcome

Present in New Lenox: Linda Schreiber, Kelly McCully, Jodie DePatis, Emily Porter, Lynette Heiden, Jolene Franciskovich, Jennifer Shugrue, Karen Lonergan, Heather Black, Laura Long, Deb Wunsch, Ashley Huffines, Jenna Diedrich, Claire Crawford, Mary Wilkening, Laura Watson, Rylie Roubal, Mindy Long, Beth Ryan, Jourdan Wendt, Janet Clark, Ashley Hopper, Jamie Lockwood, Sondra Terry, Jan Ambrose, Cathy Palmer, Bryon Lear, Resa Mai, Mary Cheatwood, Bryon Lear Shalyn Rodriguez, Michelle Krooswyk, Emily Schaub, Lou Carlile, Mary Petro, Stephanie Nissen, Pennie Miller, Penny Bryant, Noreen Bormet, Deanna Howard, Julie Wayland, Annette Davis, Molly DeBernardi, Elaine Chapman, Tari Sangston, Kathy Peschang, Beth Wood, Angela Campbell, Kim Brozovich, Andy Newgren, Barbara Posinger, Yana Serdyuk, Cynthia Maxwell, Megan Gove, Debbie Griggs, Beth Tepen, Michelle Bailey, Maria Meachum, Nicholas Weber, Shelley Augustine, Chelsey Knippel, Carolyn Coulter, Elizabeth Smith, Magda Bonny, Roy Arey, Rene Leyva, Jason Jensen

Present via Zoom: Kristi Scherer, Paige Frechmann, Cynthia Cole, Denise Tollensdorf, Sue Stevens, Kimberly Martin, Valerie Woodley, Meridith Layne, Amy Runkle, Jennifer Barton, Laurel Reiss, Carol McSweeney, Tori Drews, Melissa Landis, Sarah Flanagan, Karen Sutera, Julie Voss, Allison Beasley, Amy Freeman, Janice May, Brenda Weinberg, April Hoste, Marilyn Calbow, Lynne Noffke, Ann Marie Jinkins, Lynn Sheedy, Brittany Gaulrapp, Jaclyn Trujillo, Sheree Kozellaha, Brandy Marsden, Katie Schmoyer, Britni Hartman, Emily Kofoid, Kimberly Udstrand, Laura Crisp

Libraries represented: See vote and quorum sheet.

Huffines (Chair-FP) started the meeting at 10:43 am. Faulkner welcomed everyone.

- II. Introductions and welcome new delegates or alternates
Shalyn Rodriguez introduced herself as the new Alternate Delegate for New Lenox Public Library.
- III. Introduction of Guests
Huffines (FP) introduced Monica Harris, RAILS Director, Kate Hall and Kelly Durov, both from Northbrook Public Library. All will be giving presentations later in the meeting.
- 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 – Add Maria Meachum to the attendance for April.
 - a. Approve minutes for April 26, 2023, PrairieCat Delegates Assembly meeting
 - b. Central Site report including financial and statistical reports

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

Ayes: 86

Nays: 0

Abstentions: 0

- VII. Administrative Council Report
 - a. Finance Committee Report – Report from June 15, 2023
Ryan (JO) stated that the Finance Committee met at Moline Public Library on June 15th. Sharon Swanson and Elena Mendoza, our accountants from RAILS, joined the meeting to help explain and discuss our FY24 investment strategy. They presented six CD options from five different lenders: BankOrion, PMA, Black Hawk Bank and Trust, Quad City Bank and Trust and American Bank and Trust. It was explained that the interest rate projections by the Federal Reserve are not expected to increase for the remainder of the calendar year. In fact, they are projected to decrease over the next year-two years. With that in mind, Swanson and Mendoza recommend locking in a two-year CD now at the higher rates. PrairieCat would invest a total of \$500,000 between two CDs. The best rate is offered by PMA. Investing with PMA would require PrairieCat to open an iPrime account which will primarily be used for coupon interest deposits. Additionally, PMA offers two types of CDs, a traditional CD which is placed directly at the bank or a DTC which is placed at the bank through a broker. The main difference between traditional and DTC CDs is that DTCs are bought and sold like treasuries and will pay interest at intervals. The Finance Committee recommended having a PMA representative present at the Administrative Council to answer questions, which was done and was very helpful.

Ryan continued, stating that the second thing discussed and recommended was increasing the credit card limit for PrairieCat staff from \$10,000 to

\$15,000. The reason for this is due to moving our IT away from RAILS and the cost of in-person meetings and conferences.

Ryan explained another topic at the Finance Committee meeting was the discussion of adding temporary, part-time hours for a Cataloger to perform catalog clean up stemming from our move to Vega and recently adding several new libraries to the membership. This would not be a funded position and because of the timing with the budget, we will need to pull this money from the general fund. Keeping the salary for this person below \$20,000 for the year allows Administrative Council to approve the spending. It is on the agenda for August.

Finally, the Committee discussed moving future meetings to a single, central location to make it easier for all committee members to attend in person. Dekalb Public Library will be hosting us quarterly going forward. We also pushed back the start time of the meeting to 10:30 as an additional accommodation.

Gove (TF) asked if \$15,000 is a large enough increase on the credit cards. Coulter (PrairieCat) responded, yes, it will be enough because we are working on moving many of the monthly IT charges to an annual charge and we should be able to pay these by ACH at that time.

b. Resource Sharing Committee Report – No report.

VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)
Smith (PrairieCat) updated the Delegates, saying, Putnam County Schools continues to work on adding items for their primary school. Mt. Carroll went live as a Basic Online member in early June. As will be discussed later in this meeting, Winnebago Public Library would like to join PrairieCat as a fully participating member. That migration project should begin soon. Freeport Memorial Hospital's Health and Science library, a union list member, did cancel their membership with PrairieCat as of June 30, 2023.

Smith reminded the Delegates that the new PrairieCat site has launched. The login page has been updated to help reduce some confusion on how library staff can log into the site. Library staff will need to use their L2 credentials to log into the PrairieCat site. The meeting documents and registrations links are posted on the event page for each individual event. From the homepage, you can see upcoming events. You can then select the event and scroll down for the agenda, packet and minutes. If you have any issues with the website, please submit a help desk ticket. As for Vega Discover updates, PrairieCat will be scheduling some training sessions in the month of August for members. We will cover and review searching and touch upon showcases. The Vega documentation and projection information is on the PrairieCat website under policies and procedures and online catalogs. There you will find all the recent project updates, links to the innovative support, resources and project roadmap. PrairieCat is currently working with Innovative on eCommerce configuration. Once the configuration is complete, we will be able to test it on the Vega side and move forward to fully launch Vega to patrons. Homepage customization is now available. Carousels can be added to your site to showcase new releases. If you would like to add carousels to your Vega site, please submit a help desk ticket.

Smith reminded the Delegates that PUG Day 2023 registration is now open. This is a live, in person event. Sessions will not be recorded. PUG Day is scheduled for

September 29, 2023 at Waubensee Community College in Sugar Grove, IL. Library staff can register for the event on L2. There is no registration fee, so it is a great opportunity to send staff at a minimal cost to the libraries. Attendees will have to option to opt in for lunch at a cost of \$14/person. If you would like to opt in for lunch, please register for the Waubensee + lunch option under location. Libraries will be billed after the event for their staff who chose the lunch option. Please visit the PUG Day site for more details on the event.

Weber (WO) asked if the eMaterials will be integrated into the Vega kiosk sites. Coulter (PrairieCat) replied, stating, at this time, eContent will not be integrated into kiosk sites. This is because kiosk sites were set up as an interface to be used in a library for the patrons to see exactly what is in that library's stacks, in that specific building. If you want see what's on hand and your library and the eContent available for that specific library, I recommend searching the collection site and using the location facets to search a specific library. But if you would like to see eMaterials integrated into the kiosk sites, Coulter will suggest it to Innovative. Drews (SD) stated she would like to see eMaterials Sherrard's kiosk site as well. Coulter also suggested teaching patrons to lock a facet so that all future searches will use that same criteria.

Weber asked when we can expect Vega to go live. Coulter said we are waiting for eCommerce to be set up and working before we can go live. We do have eCommerce set up on our test site, so once Innovative has it working correctly, we can go live. We are hoping this will happen in August.

- IX. ACTION: Approve Winnebago Public Library IGA for Fully Participating membership in PrairieCat

Motion #2: Meachum (WL) moved and Ryan (JO) seconded to approve Winnebago Public Library IGA for Fully Participating membership in PrairieCat. There was no discussion on the motion. Motion carries on by vocal affirmation.

**Ayes: 87
Nays: 0
Abstentions: 0**

- X. ACTION: Discussion and vote, FY24 PrairieCat payscale
Huffines (FP) stated that every year, PrairieCat reviews the staff pay scale. Per recommendations from HR Source, the scale was adjusted up 2.65% for FY24 to avoid compression.

Motion #3: McCulley (BD) moved and Porter (BY) seconded to approve FY24 PrairieCat payscale. There was no discussion on the motion. Motion carries on by vocal affirmation.

**Ayes: 88
Nays: 0
Abstentions: 0**

- XI. Review, investment decision for PrairieCat funds
Coulter (PrairieCat) explained that Ryan (JO) covered the investment decision previously in the meeting and asked if there were any other questions around this decision. There were no other questions.

XII. Presentations:

- a. Monica Harris, Introduction and RAILS update
Harris (RAILS) introduced herself and gave the RAILS update.

- b. Kate Hall and Kelly Durov, Northbrook Public Library: Intellectual Freedom and First Amendment Audits
Hall (Northbrook) and Durov (Northbrook) presented on Intellectual Freedom and First Amendment Audits.

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

II. Adjournment

The meeting adjourned at 12:21pm.

III. Next regularly scheduled meeting, October 18, 2023, Senica's Oak Ridge Golf Club and online via Zoom.