



## PrairieCat Delegates Assembly

January 31, 2024

10:30 a.m. – 12:00 p.m.

**In person at North Suburban Library District, Loves Park, 6340 N. Second Street, Loves Park, IL**

**Online via Zoom**

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

[https://prairiecat-org.zoom.us/webinar/register/WN\\_eCsWEF7PRJmNab8EN1YRAw#/registration](https://prairiecat-org.zoom.us/webinar/register/WN_eCsWEF7PRJmNab8EN1YRAw#/registration)

### Minutes

The Delegates Assembly met on Wednesday, January 31, 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](mailto:carolyn.coulter@prairiecat.org) at least two hours before the beginning of the meeting.

#### I. Call to order and welcome

**Present at North Suburban LD:** Alaina Tuttle, Linda Schreiber, Emily Porter, Lynette Heiden, Jennifer Shugrue, Kristi Scherer, Emily Faulkner, Alice Groth, Deb Wunsch, Stephen Bero, Julie Voss, Rene Leyva, Ashley Huffines, Jenna Diedrich, Claire Crawford, Jennifer Barton, Denise Tollensdorf, Karen Sutera, Laura Watson, Rylie Roubal, Mindy Long, Beth Ryan, Joanna Kluever, Janet Clark, Ashley Hopper, Kimberly Martin, Kimberly Martin, Sondra Terry, Bryon Lear, Resa Mai, Mary Cheatwood, Shalyn Rodriguez, Dana Fanslow, Lou Carlile, Mary Petro, Lynn Sheedy, Elizabeth Green, Penny Bryant, Emily Schaub, Deanna Howard, Amy Freeman, Julie Wayland, Tari Sangston, Kathy Peschang, Victoria Blackmer, Beth Wood, Angela Campbell, Kim Brozovich, Andy Newgren, Barbara Posinger, Yana Serdyuk, Amy Fry, Brenda Weinberg, Jenny Hansen, Michele Thurston, Mary Holtrop, Megan Gove, Lauren Offerman, Beth Teppen, Michelle Bailey, Maria Meachum, Nicholas Weber, Roy Arey, Connie Baele, Magda Bonny, Carolyn Coulter, Molly DeBernardi, Jason Jensen, Chelsey Knippel, Emily Kofoid, Renee Kozeal, Meridith Layne, Marie Monaco, Laurel Reiss, Elizabeth Smith, Claire Smunt, Mary Wilkening, Katie Schmoyer, Jourdan Wendt

**Present via Zoom:** Marilyn Calbow, Ann Marie Jenkins, Jolene Franciskovich, Noreen Bormet, Jacqy Peterson, Kelly McCully, Paige Frechmann, Laurel Reiss, Jodie DePatis, Jamie Lockwood, Shelley Augustine, Jaclyn Trujillo, Kimberly Udstrand, Janice May, Cynthia Maxwell, Meridith Layne, April Hoste, Cathy Palmer, Tori Drews, Valerie Woodley, Julie Harte, Lynne Noffke, Marie Monaco, Amy Walsh, Karen Lonergan, Annette Davis, Amy Runkle, Brittany Gaulrapp, Laura Crisp, Brandy Marsden, Melissa Landis, Carol McSweeney, Alexandra Annen, Sheree Kozellaha, Britni Hartman, Emily Kofoid, Renee Kozeal

**Libraries represented:** See vote and quorum sheet.

Huffines (Chair-FP) started the meeting at 10:30 am. Huffines welcomed everyone.

- II. Introductions and welcome new delegates or alternates  
Dana Fanslow introduced herself as the new director from Nippersink. Jenny from Cherry Valley introduced herself as a new alternate. Katie Schmoyer introduced herself as the director of Winnebago.
- 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 Oct. 18, 2023, PrairieCat Delegates Assembly meeting.
  - b. Central Site report including financial and statistical reports.

**Motion #1: Ryan (JO) moved and Porter (BY) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 91**

**Nays: 0**

**Abstentions: 0**

- VII. Administrative Council Report
  - a. Finance Committee Report – report from 12/21/23  
Ryan (JO) stated that the Finance Committee met on December 21, 2023 and discussed the FY25 draft budget and the fee structure. The Committee had questions about why the Capital Reserves is not a separate budget on its own versus being included in the operating budget.
  - b. Resource Sharing Committee Report – No report.
- VIII. PrairieCat Membership Update, Training and Outreach report  
Smith (PrairieCat) gave the membership update. Putnam County Schools added their primary school and went live in January. Winnebago Public Library District joined PrairieCat as a fully participating member. Winnebago went live on January 24<sup>th</sup>. PrairieCat has a couple upcoming member events to take note of. The Resource Sharing Summit is being held on March 7, 2024 at the Dekalb Public Library. The agenda for the summit will be finalized soon. Details can be found on the support site or L2. On March 20, 2024 there is a New Director Welcome meeting being held via Zoom. If you are new to a director position, new to a PrairieCat library or think it would be useful to attend, you are encouraged to register. PUG Day 2024 will be a virtual event in September. A date will be announced soon. The next Delegates Assembly will be April 24, 2024. This will be the final Delegates Assembly meeting of the fiscal year. The Delegates Assembly meeting has required attendance as a part of the IGA. We do have the Zoom option available for extenuation circumstances.

Smith continued by reminding the Delegates about subscribing to the PrairieCat

eNewsletter. It provides updates, upcoming meetings, training tips and more related to PrairieCat. Talent LMS is PrairieCat's self-paced training platform. This is a great resource for our membership. On demand training is also available, just submit a help desk ticket to request this training.

- IX. ACTION: Approve eRead Illinois for consortium membership (3 year renewal)  
Coulter (PrairieCat) stated that last year when we approved consortium-wide membership for our circulating membership, we stipulated that we would approve membership in eRead Illinois for a one-year term and re-evaluate in the next year with an eye toward a multiple year approval. If the Delegates vote to continue consortium-wide eRead membership, we suggest that we approve a three-year term at this point. According to RAILS, although we do not have a formal contract, we can expect a percentage of increase yearly between 2%-4%. Fees for the coming year are released by RAILS in January. As a reminder, all fees for eRead Illinois go directly toward the purchase of materials for the collection. There is no platform or administrative fee taken from member fees. Meachum (WL) asked if RAILS membership will require an eRead Illinois membership. Coulter answered that she has not been told of or heard of such requirement.

**Motion #2: Gove (TF) moved and Campbell (RP) seconded to approve eRead Illinois membership for the consortium for 3 years. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes:92**

**Nays: 0**

**Abstentions: 0**

- X. Presentation: An overview on how PrairieCat fees are calculated (Coulter)  
Coulter (PrairieCat) gave a presentation explaining how PrairieCat fees are calculated. Sheedy (OG) asked what Oglesby would lose if they moved down to Basic Online from Fully Participating membership. Coulter responded that the biggest loss would be Create Lists and some other modules.
- XI. Review, PrairieCat draft FY25 budget and fees  
Coulter (PrairieCat) reviewed the draft FY25 budget. A 3% staff salary increase for all staff is included, as well as a 1% merit increase. The 3% amount is based on early estimations. RAILS is currently using a 3% estimate, as well. We, like RAILS, are currently benchmarking our positions and waiting for that information to come back before making a final decision, however these percentiles are a "good guess". The per-library fee for both fully participating (FP) and basic online (BO) circulating members has been increased. The FY24 levels were \$3427 FP/\$2399 BO. A 5% increase was added to the FP cost and the BO was also adjusted, to bring the new per library charge to \$3618 FP/\$2533 BO. Although we have kept this increase at 3.5% over the last few years, we were seeing an imbalance between larger and smaller library fee increases. This higher flat-fee increase is intended to "even out" the costs to smaller and larger libraries more equitably and helps absorb the doubt digit increases we are seeing in insurance and other costs, as well. Capital reserves costs were held at the FY24 level. According to our bylaws, we are required to contribute at least \$25,000. Given that we have been contributing well over that for several years, and are again contributing well over that threshold, it was felt that we could leave this number flat for FY25. This will help with the overall increase across the entire consortium. 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. A remote PUG Day is reflected, as was instructed by Administrative Council. This decision was based on feedback we have received from members via the recent Strategic Planning survey that reflected a desire to alternate between in-person and remote events. Administrative Council would like to return to an every-other-year in person structure. Increases to insurance that we experienced in FY24 are reflected, as well as an estimate of a 10% increase in the last six months of FY25. This budget also includes short term disability insurance. This budget reflects our new IMRF rate for FY24, which will be 11.9%, a reduction from the 12.92% we have had in the previous year. This budget reflects costs for the addition of the upgraded, cloud-hosted phone notification system from Innovative. I have also included the cost for Encore hosting (approx. \$8,900) as it was shown that members wish to keep Encore up for an extended period. I have not included the cost for Vega Promote in this budget. We know that we will need to implement the LX Starter notices product in FY25, and it was felt that we may not have time to also implement Promote for FY25 as well. If the membership decides to move forward with Promote, we will bring it to Delegates for a separate vote and fund through capital reserves, if needed. My assumption would be that we may begin implementation in FY25, but most likely will go live on Promote in FY26.

XII. Discussion, book recycling process among libraries

Coulter (PrairieCat) initiated the discussion stating that some smaller libraries struggle with recycling books due to lack of resources. She proposed that these libraries could partner with bigger ones for recycling. Coulter reached out to RAILS and they said they would be happy to ship books for recycling between libraries, but they do not have a do not have a centralized location available to store the books. Huffines (FP) asked who has a book recycling service they use and if so, who are you using?

The Mabley Center in Dixon, IL recycles books and they do pick up. The radius for pick up is unknown and they are not always available for pick up when you would like them to pick up. Wilmington uses Paper Retriever. They provide a cardboard dumpster and a paper dumpster. They do not require that you take the covers off of the books, but Wilmington does and puts the hard covers in the cardboard dumpster, and the rest in the paper dumpster. Paper Retriever picks up every other week for a small fee. Wilmington does open this up to the public, as well. Sycamore uses Discover Books. They cover Michigan, Indiana and Northern Illinois. They will provide bins and they do not charge to pick up the bins. They offer recycling, they do donate, and if they end up using any of your items, they will give some proceeds back to your library. Faulkner (DK) said that with Discover Books you do not have to take off the cover. Leyva (FR) noted that if you are a small library and you don't have the space for a bin or enough books to recycle to fill the bin, you can go to Google and type in "Discover book drops" there are locations that you can add your books to the bin/s and Discover will pick up from there. Tuttle (AN) stated that she is a small library looking for a service or larger library that has this service and would be able to take some of her items. She explained she is in Western Illinois and Discover Books does not service the Western Illinois area. Anyone willing to help Andalusia, please reach out to Tuttle. Ryan (JO) said if anyone is interested in Thrift Books, a book consignment service, please reach out to Johnsburg Public Library. Ida Public Library has a book sale scheduled for April and does not think they will have enough items. They will take books other members would like to get rid of once we establish the deliver parameters from RAILS.

XIII. Presentations: North Suburban Library District locker program (Kristi Fane and Josh Hancock, NSLD)

Fane (LP) and Hancock (LP) gave a presentation on North Suburban Library District's locker program.

- I. Public Comments via previously submitted email (see above), in person or online.  
There were no public comments.
- II. Adjournment  
The meeting adjourned at 11:58 am.
- III. Next regularly scheduled meeting, April 24, 2024, Senica's Oak Ridge Golf Club, LaSalle, IL and online via Zoom.