



## PrairieCat Delegates Assembly

April 24, 2024

10:30 a.m. – 12:00 p.m.

In person at Senica's Oak Ridge Gold Club, LaSalle, IL

And 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 will meet on Wednesday, April 24th, 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 in LaSalle:** Resa Mai, Emily Porter, Shelley Augustine, Emily Kofoid, Claire Crawford, Beth Wood, Alaina Tuttle, Laura Watson, Pennie Miller, Angela Campbell, Angela Campbell, Marilyn Calbow, Emily Faulkner, Bianca Sierra, Heide Trettenero, Annette Davis, Kathy Peschang, Mary Petro, Brenda Weinberg, Noreen Bormet, Barbara Posinger, Beth Ryan, Julie Wayland, Renee Kozeal, Jourdan Wendt, Kelly McCully, Paige Frechmann, Sondra Terry, Stephen Bero, Valerie Woodley, Bryon Lear, Molly DeBernardi, Marie Monaco, Kim Brozovich, Jennifer Shugrue, Jaclyn Trujillo, Beth Tepen, Jodie DePatis, Alexandra Tyle Annen, Tori Drews, Britni Hartman, Kimberly Martin, Amy Walsh, Tim Schultz, Dana Fanslow, Ashley Huffines, Heather Black, Joanna Kluever, Laurel Reiss, Melissa Badger, Lauren Offerman, Linda Schreiber, Krystal Waugamon, Kimberly Udstrand, Jennifer Barton, Melissa Landis, Jenna Diedrich, Shalyn Rodriguez, Andy Newgren, Meridith Layne, Mary Cheatwood, Maria Meachum, Jamie Lockwood, Carolyn Coulter, Elizabeth Smith, Chelsey Knippel, Magda Bonny, Roy Arey, Lou Carlile, Karen Sutera, Lynn Sheedy, Victoria Blackmer, Tari Sangston

**Present via Zoom:** Amanda Burger, Kristi Scherer, Michelle Lawruk, Elizabeth Green, Denise Tollensdorf, Julie Harte, Brandy Marsden, Jacqy Peterson, Amy Runkle, Cathy Palmer, Sarah Flanagan, April Hoste, Laura Crisp, Janice May, Jolene Franciskovich, Allison Beasley, Amy Fry, Martha Hansen, Ashley Hopper, Connie Baele, Izzy Foltz, Lynne Noffke, Julie Voss, Rylie Roubal, Michelle Krooswyk

**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

Tim Schultz from Ida Public Library introduced himself. Krystal Waugamon from Pecatonica introduced herself. Marth Hansen is online and is the alternate for Woodstock Public Library. Izzy Foltz is online and is the new director of the Mount

Carroll District 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 31, 2024, PrairieCat Delegates Assembly meeting.
- b. Central Site report including financial and statistical reports.
- c. Meeting dates FY25

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

**Ayes: 89**

**Nays: 0**

**Abstentions: 0**

VII. Administrative Council Report

a. Finance Committee Report – report from 3/21/2024  
Ryan (JO) stated that the Finance Committee met on March 21, 2024. We reviewed the FY25 draft budget and the results of the benchmarking. Two adjustments to the budget were discussed. The first is how the in-kind services provided by RAILS will be presented in the budget. The other topic was regarding salaries based on the results of the benchmarking study. It was explained that PrairieCat cannot have a separate Capital Reserves budget because they are treated as a business rather than a library in GASB accounting rules.

Ryan continued stating that PrairieCat staff met with Renee Leyva (FR) to discuss how to apply the results of the benchmarking study to the salary adjustments. The Committee agreed to bring two staff members who were at or below the minimum of their pay grade to halfway between minimum and midpoint. One staff member who is at a lower grade was adjusted up due to their extensive seniority. All other staff members were where they should be with cola adjustments and merit increases for FY25. Carolyn Coulter was not included in the benchmarking study and it was recommended that we should look at director positions with other systems to compare salaries. These decisions were approved by the Committee and sent to Administrative Council.

b. Resource Sharing Committee Report – Report from 1/31/24.  
Ryan (JO) said the Resource Sharing Committee met after the Delegates Assembly on January 31, 2024. We spent this meeting planning for the Resource Sharing Summit that was held on March 7, 2024 at Dekalb Public Library. This year's topic was Serving the Unserved and was facilitated by

Amanda Standerfer with Fast Forward Libraries.

- VIII. PrairieCat Membership Update, Training and Outreach report  
Smith (PrairieCat) gave a membership update. Mills & Petrie Memorial Library and Gymnasium is upgrading from Union List to Basic Online membership. Manhattan-Elwood Public Library District, a fully participating member, is opening a new branch location in Elwood. We will keep you updated as the project progresses.

Smith continued stating that PrairieCat has few upcoming events. In person Member Updates will be held May 7-8, 2024, at member libraries throughout the PrairieCat territory. An online Member Update will be held Friday, May 10<sup>th</sup> from 10-11am. On Wednesday, June 19<sup>th</sup> there will be a New Director Welcome online from 10-11am. The dates have been set for this year's PUG Day. This will be a virtual event on September 26-27, 2024. We are now accepting program proposals. Smith also reminded the Delegates Assembly of the upcoming FY25 election for open seats on Administrative Council, Circulation Committee and Technical Services Committee. We still need two nominees for the Technical Services Committee: One three-year term for a Tier 3 seat and one one-year term for a Tier 3 seat.

Smith reminded the Delegates about TalentLMS, PrairieCat's online training platform. You can access your basic, foundational courses on TalentLMS, such as, Holds, Searching, Circulation and Item Entry Certification. In the past 30 days we have had 20 new users and 200 courses completed. It's a resource that is widely used by the membership. On demand training is also available. Submit a helpdesk ticket to request on demand training.

Smith also mentioned that PrairieCat will be enforcing our non-attendance fine for members who do not attend at least two of the four Delegates Assembly meetings, one of which must be attended in person. Any library who does not meet these requirements will be fined \$150.

- IX. ACTION: Approve IGA for downgrade of Oglesby Public Library District from Fully Participating to Basic Online membership level.  
Coulter (PrairieCat) explained that After our Delegates Assembly meeting on 1/ 31/ 2023, Lynn Sheedy, the director of the Oglesby Public Library District, reached out to PrairieCat and inquired about downgrading their membership from Fully Participating to Basic Online level. She was informed that this downgrade would need to be approved by the Delegates Assembly. According to our bylaws, notice of downgrading should be given to PrairieCat 180 days before the end of the fiscal year. Notifying us on February 1 is only 151 days before the end of the fiscal year, however the library requests that the new IGA be considered. Miller (PC) asked why have the rule of 180 days if we are not going to enforce it. Faulkner (DK) explained that the Administrative Council discussed this and because she submitted the intent to downgrade the day after the last Delegates Assembly meeting where she learned it was an option to downgrade, it was reasonable to move forward. Ryan (JO) agreed with Faulkner stating her quick actions justify allowing the request to be sent to this governing body for approval.

**Motion #2: Faulkner (DK) moved and Meachum (WL) seconded to approve downgrade of Oglesby Public Library District from Fully Participating to Basic Online membership level. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 89**

**Nays: 0**  
**Abstentions: 0**

- X. ACTION: Approve IGA for upgrade of Mills and Petrie Memorial Library and Gymnasium from Union Listing to Basic Online membership level. Coulter (PrairieCat) stated that Kim Toole reached out to PrairieCat and inquired about upgrading their membership from Union List to Basic Online level. Her board has reviewed and approved the upgraded IGA.

**Motion #3: Porter (BY) moved and Miller (PC) seconded to approve the IGA for upgrade of Mills and Petrie Memorial and Gymnasium from Union Listing to Basic Online membership level. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 89**  
**Nays: 0**  
**Abstentions: 0**

- XI. ACTION: Approve PrairieCat FY25 budget and fees  
Coulter (PrairieCat) discussed the FY25 draft budget. This draft includes a 3% staff salary increase (COLA), 1% merit increase, a 5% increase to hosting charges, and a 5% increase to per library charges. Capital reserves for fully participating and basic online members have been held flat from FY24 with no increase. The budget includes \$568,723.14 in grant funding from RAILS, the amount we will receive in FY25. The budget also includes some adjustments to staff salaries considering the benchmarking study completed this year. Vega Promote was not included 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 reserves, if needed. My assumption would be that we may begin implementation in FY25, but most likely will go live on Promote in FY26. This budget reflects costs for the addition of the upgraded, cloud-hosted phone notification system from Innovative. The installation of this product is budgeted to be taken from reserve funds.

Meachum (WL) said she's a little concerned that the 10% increase for insurance is not enough. She's heard rumblings that LIMRiCC will be looking at a 25% rate increase next year. Coulter responded saying insurance increases are extremely difficult to predict and our best practice is to use the increases that we have seen in the past as predictors.

**Motion #4: Sheedy (OG) moved and Watson (HC) seconded to approve the PrairieCat FY25 budget and fees. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 89**  
**Nays: 0**  
**Abstentions: 0**

- XII. ACTION: Approve contract amendment to add new phone notification system  
Coulter (PrairieCat) stated that the Innovative contract amendment to add the new Innovative hosted phone notification system for inbound and outbound phone notifications is in the meeting packet. Like the current iTiva phone system, this new system will notify patrons of holds and overdue materials, as well as allow patrons to call in and check their materials and holds and renew their materials. The contract also includes a Scope of Work

and quote for implementation of this new system. Moving to this new system will allow us to decommission the old server currently in use at the RAILS datacenter. This fulfills another goal in PrairieCat's long term plan of moving completely out of the RAILS IT environment. Meachum (WL) asked if this includes text message notifications. Coulter responded this is strictly phone call notifications. Text notifications are separate and come out of Sierra.

**Motion #5: Gove (TF) moved and Ryan (JO) seconded to approve the contract amendment with Innovative Interfaces to add the new phone notification system. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 89**

**Nays: 0**

**Abstentions: 0**

- XIII. ACTION: Approve FY25 pay scale for PrairieCat staff  
Coulter (PrairieCat) explained that PrairieCat undertook a benchmarking study for our staff, performed by HR Source. The results were reviewed, and a plan was developed in cooperation with the Finance Committee and Administrative Council to adjust staff pay where necessary over the coming two years. As a part of the study, HR Source developed a new pay scale for FY25 based on their market research.

**Motion #6: Porter (BY) moved and Meachum (WL) seconded to approve the FY25 pay scale for PrairieCat Staff. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 89**

**Nays: 0**

**Abstentions: 0**

- XIV. Public Comments via previously submitted email (see above), in person or online.  
There were no public comments.
- XV. Adjournment  
The meeting adjourned at 11:06 am.
- XVI. Next regularly scheduled meeting, July 31st, 2024, Moline Public Library, and online via Zoom.