



**PrairieCat Delegates Assembly  
July 31, 2024  
10:30 a.m. – 12:00 p.m.  
In person at Moline Public Library, Moline, IL  
And Online via Zoom**

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

**<https://librarylearning.org/event/2024-07-31/prairiecat-delegates-assembly-meeting/register>**

### **Minutes**

The Delegates Assembly met on Wednesday, July 31st, 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 Moline:** Ann Whitaker-Reid, Linda Schreiber, Emily Porter, Jill Simpson, April Hoste, Karen Lonergan, Kristi Scherer, Jean Kroupe, Britta Krabill, Deb Wunsch, Laurel Reiss, Pamela Ashdown, Rene Leyva, Amy Runkle, Ashley Huffines, Jenna Diedrich, Claire Crawford, Emily Kofoid, Laura Watson, Rylie Roubal, Jourdan Wendt, Janet Clark, Kimberly Martin, Sondra Terry, Heide Trettenero, Heide Trettenero, Bryon Lear, Deborah Shippy, Mary Cheatwood, Michelle Krooswyk, Lou Carlile, Meridith Layne, Lynn Sheedy, Penny Bryant, Deanna Howard, Marie Monaco, Sandy Tedder, Shelby O'Hara, Magda Bonny, Ed Zanelli, Carolyn Coulter, Chelsey Knippel, Elizabeth Smith, Jason Jensen, Roy Arey, Julie Wayland, Molly DeBernardi, Tari Sangston, Pubali Kundu, Victoria Blackmer, Beth Wood, Kim Brozovich, Angela Campbell, Andy Newgren, Jacqueline Peterson, Britni Hartman, Jennifer Shugrue, Amy Fry, Melissa Badger, Kim Halsey, Megan Gove, Lauren Offerman, Beth Tepen, Jaclyn Trujillo, Michelle Bailey, Maria Meachum, Shelley Augustine

**Present via Zoom:** Paige Frechmann, Connie Baele, Jennifer Barton, Valerie Woodley, Amy Walsh, Kimberly Udstrand, Richard Pulfer, Mary Petro, Brandy Marsden, Martha Hansen, Beth Ryan, Noreen Bormet, Sue Stevens, Janice May, Kelly McCully, Julie Voss, Carol McSweeney, Julie Harte, Melissa Keegan, Brenda Weinberg, Mary Wilkening, Jamie Lockwood, Tori Drews, Jodie DePatis, Jolene Franciskovich, Sarah Flanagan, Ashley Hopper, Brittany Gaulrapp, Sarah Ehlers, Barbara Posinger, Abigail Sauer

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

Krooswyk (Chair-NL) started the meeting at 10:39 am. Krooswyk welcomed everyone.

**II. Introductions and welcome new delegates or alternates**

Jill Simpson introduced herself as the new director at Clinton Township Public Library.

Pam Ashdown introduced herself as the assistant librarian at the Erie Public Library. Sarah Ehlers introduced herself as the new director at Peotone Public Library.

III. Introduction of Guests

Anne Skrodzki, lawyer with Klein, Thorpe, & Jenkins, introduced herself. She will be giving a presentation 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

- a. Approve minutes for April 24th, 2024, PrairieCat Delegates Assembly meeting.
- b. Central Site report including financial and statistical reports.

**Motion #1: Gove (TF) 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: 82**

**Nays: 0**

**Abstentions: 0**

VII. Administrative Council Report

- a. Finance Committee Report – Report from 7/25/2025  
Coulter (PrairieCat) stated that the Finance Committee held a special meeting on July 25, 2024, to discuss changes to our Reserve funds for FY26 budget. The Committee went over how we account for those Reserve funds in the budget and fees and how to better define the use of those funds. These discussions are on-going at this point, but we will update you with their recommendations.
- b. Resource Sharing Committee Report – Report from 4/24/24.  
Coulter (PrairieCat) stated that the Resource Sharing Committee met after the Delegates Assembly on April 24, 2024. The discussion focused on holds placed against a local library collection by non-PrairieCat patrons. The Committee agreed to send out a survey to gauge member feedback on this topic. We review the survey results and any next steps at the October 30, 2024 meeting.

VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)  
Smith (PrairieCat) delivered the membership update, stating that Mills and Petrie Memorial Library and Gymnasium is upgrading their membership from Union List to Basic Online. They have a new director who started this summer who has completed their cataloging training. PrairieCat staff will be having more regular project meetings with the library as we continue through the upgrading process. Manhattan-Elwood Public Library District is opening a new branch location which will require some work in Sierra to get the branch set up.

Smith continued with Training and Outreach report. She reminded the Delegates of the

upcoming member events PrairieCat has scheduled. PrairieCat Back to School Session will be on Tuesday, September 10, 2024, from 1:00-3:30pm online via Zoom. This is a virtual event for our school libraries. Wednesday, September 18, 2024, is our quarterly New Director Welcome. This is also a virtual event via Zoom from 10:00-11:00am. If you are newer to a PrairieCat library, a new director, or a new director at a PrairieCat library, you will likely find the New Director Welcome full of helpful information. PrairieCat Users Group (PUG) Day is scheduled for September 26-27, 2024. This year's event is a virtual event with a series of webinar scheduled for Thursday and Friday. Registration is open and you can find the schedule of sessions and their descriptions on the PrairieCat website under the PUG Day page.

Smith reviewed statistics from Talent LMS, PrairieCat's online, self-paced training platform. There are a variety of training topics offered, Holds, Searching, Circulation, Vega Discover, Item Entry and more! In the last 30 days we have had:

\*14 new users

\*92 logged in users

\*351 log ins

\*209 courses completed

Smith reminded the Delegates that PrairieCat does offer live, one-on-one training. If you are interested in live training, submit a ticket through the PrairieCat Helpdesk.

Smith discussed PrairieCat's compliance requirement for attending the Delegates Assembly meetings. Per the IGA, Basic Online and Fully Participating members are required to attend all Delegates Assembly meetings. This is required because PrairieCat is subject to the Open Meetings Act which requires an in-person quorum to conduct the meeting. This governing body agreed to implement non-attendance fines for libraries who did not meet the minimum requirements of attending two of the four scheduled Delegates Assembly meetings in the fiscal year and not attending at least one of those meetings in person. Any library not meeting this requirement will be fined \$150.

Smith gave a brief Vega Discover update. In May 2024 PrairieCat completed integrating eRead Illinois into Vega collection sites for circulating members. Those who opted out do not have eRead Illinois integrated into their collection sites. Remember that homepage customizations are available. To request carousels / showcases be added to your library's Vega homepage, please submit a Helpdesk ticket. PrairieCat staff and the Training Committee are testing user roles and permissions as well as homepage builder. This feature is in beta testing with Innovative.

a. Report and discussion, PrairieCat Passport program

Smith (PrairieCat) introduced a pilot PrairieCat Passport Program to encourage more engagement among PrairieCat member libraries. Visiting other libraries is a great way to network with your colleagues and even pick up new ideas to bring back to your library. Smith explained, at the quarterly Delegates Assembly meetings, the hosting library will offer a library tour after the scheduled meeting. There is a list of participating libraries in the area that you can visit on your way home. You'll get your passport stamped for each library you visit as well as the chance to pick up some PrairieCat swag. This is intended to be a one-day activity while you are in the area for Delegates Assembly meetings. To participate, pick up your passport booklet at the check-in table. Stay for the Moline Library tour and get your booklet stamped. Visit any of the listed libraries: get your passport booklet stamped, participate in a library tour or self-guided tour, collect PrairieCat giveaways items. Bring

your passport booklet to each Delegates Assembly meeting and visit more area libraries. To Provide feedback on your experience, use the QR code in your passport booklet.

- IX. ACTION: Approve bylaws changes regarding standing groups, other administrative changes.

Coulter (PrairieCat) explained that there are some suggested changes we would like to make to the bylaws. The most significant change is regarding the standing committees. Given the ongoing issues we have had filling these “tiered” seats, it is felt that moving more seats to at large, and expanding the number of terms an individual can serve may help with this issue. Other changes remove the detail around member updates to create more flexibility in the future.

**Motion #2: Peterson (RY) moved and Bailey (WD) seconded to approve bylaws changes regarding standing groups and other administrative changes as presented. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 82**

**Nays: 0**

**Abstentions: 0**

- X. Employee Years of Service recognitions

Coulter (PrairieCat) explained that since PrairieCat has become independent from RAILS in 2018, we have not had a longevity award for our staff members. The Administrative Council rectified this late last year, and today we are going to acknowledge those staff members who have reached anniversaries with PrairieCat since our independence.

2019: Jason Jensen-30 years  
Sandy Tedder-25 years

2021: Carolyn Coulter-5 years  
Elizabeth Smith-5 years  
Ed Zanelli-30 years

2022: Magda Bonny-5 years  
John Slanicky-20 years

2024: Jason Jensen-35 years  
Melissa Landis-5 years  
Sandy Tedder-30 years

- XI. Presentation and Q and A, new ADA requirements for online resources in libraries (Klein Thorpe and Jenkins)  
Anne Skrodzki, lawyer with Klein, Thorpe, & Jenkins, gave a presentation and answered questions regarding the new ADA requirements for online resources in libraries.
- XII. Public Comments via previously submitted email (see above), in person or online.  
There were no public comments.
- XIII. Adjournment  
The meeting adjourned at 12:05 pm.

Next regularly scheduled meeting, October 30<sup>th</sup>, New Lenox Public Library, and online via Zoom.