



**PrairieCat Administrative Council
Minutes
November 8th, 2024**

The Council met on Friday, November 8th, 10:30 am – 1 pm
In person at the Sandwich Public Library District, 925 South Main
Street, Sandwich, IL

The meeting will also be available online via Zoom:

<https://librarylearning.org/event/2024-11-08/prairiecat-administrative-council-meeting/register>

- I. Call to order, Welcome and Introductions
Present in LaSalle: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Chelsey Knippel (PrairieCat), Kimberly Brozovich (RP), Emily Faulkner (DK), Julie Wayland (PR), Kelly McCully (BD), Barbara Posinger (SA), Ashley Huffines (FP), Beth Ryan (JO), Laura Watson (HC)

Present via Zoom: Shelby O'Hara (PrairieCat), Jenna Diedrich (GA)

Absent: Megan Gove (TF), Michelle Krooswyk (NL)

Ryan (Treasurer-JO) called the meeting to order at 10:31 am.

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

- III. Review Agenda for Additions/Changes
Coulter (PrairieCat) added the Kirkland Public Library compliance letter under Membership Update. She also corrected the agenda, stating there is no report from the Resource Sharing Committee because the meeting was cancelled.

- IV. Consent Agenda
- a. Approve minutes for October 4, 2024, PrairieCat Administrative Council meeting.
 - b. Approve financial report for September 2024
 - c. Approve check registers.
 - d. Statistical reports

MOTION #1

Watson (HC) moved and Posinger (SA) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 8

Nays: 0

Abstentions: 0

- V. Membership Update
- a. Update on new and upgrading members.

Smith (PrairieCat) stated that PrairieCat staff had a meeting with Mills and Petrie on Thursday, November 7, 2024. They hired a new library director back in July 2024 and she has been adding items. They had a lot of cataloging questions yesterday, so that's been our focus. We are still in the beginning stages of their upgrade. Smith also said that the Elwood branch of the Manhattan Elwood Library will be opening at the end of November.

b. Kirkland Public Library Letter

Smith (PrairieCat) explained that Kirkland Public Library was the one library we sent an out of compliance letter to after the semi-annual compliance review. They responded to us after receiving the letter and explained that there has been staff turnover and staff personal issues. In October they added 72 items, so they are getting back on track. Smith suggested responding to them stating that we understand their circumstances and can see that they are working on getting back on track. We will also stress the importance of keeping up with communication to PrairieCat when such circumstances arise. The Council agreed.

c. Update on current training and engagement projects

Smith (PrairieCat) gave an update on the PrairieCat Passport program. In Moline, there were 21 people who stayed and joined the library tour and 4 people visited area libraries. In New Lenox, we had 15 people participate in the hosting library tour and 3 people visit the area libraries. Smith is happy that members are participating.

Smith stated that the Vega Discover course has been reposted and updated on Talent LMS due to constant changes to the platform. The UX and Training Committees have been testing the user roles and permissions project on the Vega Staff Admin side. We are also working on the Kids Cat and there are several things the staff and Innovative need to discuss before we move forward.

VI. Administrative Issues

a. Update, Coal Valley file planning considering fire monitoring

Coulter (PrairieCat) talked with RAILS, and they are willing to store our files in Burr Ridge. We will be working on boxing up files and sending them to be stored. We are also working with RAILS IT on scanning the membership files, so we have those stored digitally as well.

b. Update, Mobile app review process

Coulter (PrairieCat) reminded the Council that PrairieCat and some members of the UX and Training Committees demoed the Innovative mobile app in September. Everyone who attends the demos is asked to fill out a survey that ranks the elements of the mobile app. There were initial concerns about the Innovative demo, however, Coulter was able to get a test user from a library currently using the Innovative app and it looks much better than the demo. We have upcoming demos with BiblioCommons and Communico and a conversation scheduled with Capira. We hope to be able to narrow down the app options to two companies and then create a list of questions for them to answer regarding their app and its functionality. From there, we hope to be able

to bring a final recommendation to the Council.

c. Update, MARCIVE record processing ending business and alternatives
Coulter (PrairieCat) updated the Council on MARCIVE. MARCIVE has been the leading provider of cataloging solutions and services to libraries across the United States. They have supplied authorities processing and MARC record enrichment for PrairieCat. However, MARCIVE has recently announced its closure at the end of December 2024. Considering this development, PrairieCat is actively seeking a new provider for these essential services. Staff are working on developing a list of our requirements and needs and are also looking into our options with existing vendors such as Backstage Library Works (<https://bslw.com>). Given that other consortia are also exploring similar options, we hope to collaborate with them with the help of RAILS to negotiate a deal with one of the potential providers, which may help alleviate costs. Once a decision is finalized, PrairieCat will promptly communicate the outcome to its membership.

d. Discussion, Exception to Delegates attendance requirements due to disability
Coulter (PrairieCat) explained that one of our libraries has requested an exception to the in-person attendance at Delegates due to a hearing disability. The Director prefers Zoom because it has closed captioning. Coulter believes this is a legitimate reason to grant a waiver of the in-person attendance requirement at Delegates Assembly. The Council agreed. Huffines (FP) asked if there was anything in the Bylaws regarding disability when it comes to in person attendance. Coulter will investigate it and, perhaps, draft an exception to be added to the Bylaws if there is not one already.

e. Discussion, strategic planning process
Coulter (PrairieCat) explained that at the in-person staff meeting last month, she conducted an exercise that rated new activity items under each of our strategic plan goals. We plan to keep the current goals and add one more that is UX for library staff. Our current goal is UX for patrons. Our strategic plan survey for the membership closed last Friday. Smith (PrairieCat) stated we will have those results for you, along with a multi-year comparison of survey results, at the December Administrative Council meeting.

Coulter continued, saying now that we have the feedback from the PrairieCat staff and the membership, we would like a couple of volunteers from the Council to help us write the plan. These meetings will be held via Zoom. Ryan (JO) and Diedrich (GA) volunteered to be a part of strategic planning process.

VII. Ad Hoc Committee Updates

- a. Resource Sharing Committee – No Report
- b. Finance Committee – No report

VIII. Review of Meeting – what worked and what didn't.
The meeting went well.

IX. Public Comments
There were no public comments.

X. Adjournment

The meeting adjourned at 11:06 am.

XI. Next Meeting – Friday, December 6, 2024, Princeton Public Library, Princeton, IL

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