



## PrairieCat Delegates Assembly

October 30th, 2024

10:30 a.m. – 12:00 p.m.

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

New Lenox, 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\\_n4UjRZRTDSs6NPtKrfh0A#/registration](https://prairiecat-org.zoom.us/webinar/register/WN_n4UjRZRTDSs6NPtKrfh0A#/registration)

### Minutes

The Delegates Assembly met on Wednesday, October 30th, 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 New Lenox:** Ann Whitaker-Reid, Beth Wood, Victoria Blackmer, Resa Mai, Amy Fry, Angela Campbell, Kelly McCully, Kim Halsey, Bianca Sierra, Jill Simpson, Elaine Chapman, Amy Walsh, Lynette Heiden, Jodie DePatis, Jen Finnerty, Stephanie Nissen, Jamie Lockwood, Laura Crisp, Kimberly Martin, Sarah Ehlers, Cathy Palmer, Melissa Badger, Joanna Kluever, Tari Sangston, Deanna Howard, Emily Schaub, Katy Wiegert, Barbara Posinger, Julie Wayland, Mindy Long, Rylie Roubal, Heather Black, Lauren Offerman, Lynn Sheedy, Jenna Diedrich, Rene Leyva, Karen Sutera, Emily Faulkner, Claire Crawford, Megan Gove, Janet Clark, Michelle Krooswyk, Shelley Augustine, Sondra Terry, Karen Lonergan, Nicholas Weber, Laura Watson, Cindy Starks, Allison Beasley, Heide Trettenero, Tori Drews, Nancy McKay, Alexandra Tyle Annen, Maria Meachum, Kathy Peschang, Beth Tepen, Penny Bryant, Ashley Hopper, Lynne Noffke, Carolyn Coulter, Elizabeth Smith, Chelsey Knippel, Matt Maturo, Magda Bonny, Sandy Tedder, Roy Arey, Julie Voss, Linda Schreiber, Kim Brozovich, Amy Freeman, Shelby O'Hara, Yana Serdyuk, Leila Heath, Maggie Thomann

**Present via Zoom:** Paige Frechmann, Marilyn Calbow, Valerie Woodley, Kristi Scherer, Elizabeth Green, Renee Kozeal, Emily Kofoid, Sue Stevens, Amy Runkle, Laurel Reiss, Carol McSweeney, Janice May, Sarah Flanagan, Lisa Boles, Mary Petro, Deborah Wunsch, Brenda Weinberg, Beth Ryan, Julie Harte, Dana Fanslow, Jason Jensen, Pennie Miller, April Hoste, Mary Wilkening, Deborah Shippy, Melissa Landis

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

Krooswyk (Chair-NL) started the meeting at 10:49 am. Krooswyk welcomed everyone.

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

Cindy Starks introduced herself as a new alternate for Coal City Public Library. Nancy McKay introduced herself as the new delegate for Byron Public Library.

- III. Introduction of Guests  
Leila Heath from RAILS introduced herself. Maggie Thomann from RAILS introduced herself.
- 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 July 31, 2024, PrairieCat Delegates Assembly meeting.
  - b. Central Site report including financial and statistical reports.

**Motion #1: Blackmer (CV) moved and Starks (CC) 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 9/19/2024.  
Coulter (PrairieCat) stated that the Finance Committee met on September 19, 2024, and went over several various draft versions of the FY26 budget. All comments from the Committee are being taken under advisement. We are still waiting on a few numbers to come in: RAILS grant, insurance costs and IMRF contribution percentage. There will be some changes in the budget for next year. We are rearranging the way we calculate our reserve fund. In the past, our reserves were shown on the budget as a part of our revenues, which was not saving us money. Going forward, we are separating out the reserves fund so that we will be saving money for the future. The Committee will be reviewing another version of the budget at their December meeting.
  - b. Resource Sharing Committee Report – No report.
- VIII. PrairieCat Membership Update, Training and Outreach report  
Smith (PrairieCat) stated that Mills and Petrie is upgrading from Union List to Basic Online. They are currenting adding items and working on cleanup. Manhattan Elwood is opening a new branch and is very close to opening. We will keep you updated on their progress.

Smith reviewed some of the previous PrairieCat events. In September there was a Back-to-School session with 18 attendees. PUG Day 2024 wrapped up at the end of September. There were 603 total webinar attendees of the two days. A total of 15 sessions were offered and five of those were hosted by PrairieCat members. Session recordings, as well as any slides, are available on the PUG Day site. We are already planning for PUG Day 2025. Once a venue is secured, we will announce that date. PrairieCat hosts quarterly New Director Welcome meetings online via Zoom. The next one scheduled is on Wednesday, December 18, 2024. If you are in a new director position, new to your library, new to PrairieCat or would like to learn more about PrairieCat, this would be a great meeting for you to attend.

Smith stated that PrairieCat is in the midst of strategic planning. The annual strategic plan evaluation survey was sent out. Please be sure to complete this survey. Your feedback is a great help when building activities and goals for the upcoming years. Please subscribe to the PrairieCat Newsletter. We share some great information in the Newsletter. Please encourage your staff to subscribe.

Smith shared a few monthly statistics from Talent LMS. Highlighting that this is a good, self-paced learning platform for the membership. She also noted that members can request live Zoom sessions or in person meetings with PrairieCat staff.

Smith reminded the Delegates about the compliance requirement for Delegate Assembly meetings. All circulating members are required to attend two of the four Delegates Assembly meetings and one of the two must be in person. There are non-attendance fines for those who do not comply. She introduced the PrairieCat Passport Program, encouraging staff to visit area libraries and participate in the program. She presented the libraries participating in the program for today and invited others to join.

- IX. ACTION: Approve Maple Park IGA (moving from Fully Participating to Basic Online level).

**Motion #2: Meachum (WL) moved and Starks (CC) seconded to approve Maple Park IGA. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 89**

**Nays: 0**

**Abstentions: 0**

- X. ACTION: Approve Innovative contract amendment, added review files for Create Lists. Coulter (PrairieCat) explained that in FY21, PrairieCat purchased additional review files for use with the Create Lists product. These are needed as we have expanded in the past few years and needed to add sufficient review files for use by our new libraries. When the contract for the ILS services was renewed in FY22, an oversight occurred, and these review files were not included. We have continued to use these files; however, we have not paid for them. During the invoicing for our Innovative services this year, the mistake was noticed. We requested from Innovative that they provide us with a contract amendment so that this service can be tracked properly.

**Motion #3: Gove (TF) moved and Starks (CC) seconded to approve the amendment to the Innovative contract. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Ayes: 89**

**Nays: 0**

**Abstentions: 0**

- XI. Review, PrairieCat Annual Report  
Smith (PrairieCat) presented the FY24 Annual Report, explaining the report highlights some projects that were completed in the last fiscal year, as well, as some basic stats about our resources sharing as a consortium. The first page is the summary highlights. The remaining pages are organized around PrairieCat's four strategic directions:

engagement, training, user experience and governance. Under each of these categories are details of projects and activities that were completed.

- XII. Review, PrairieCat annual financial audit results  
Krooswyk (NL-Chair) stated that the annual financial audit was completed and was again deemed a clean audit.
- XIII. Presentation: RAILS new CE deals and discounts for library staff and patrons  
Heath (RAILS) and Thomann (RAILS) gave a presentation describing the new Continuing Education deals and discounts for library staff and patrons offered by RAILS.
- XIV. Presentation: "Artificial Intelligence and You: An AI Primer for Library Workers",  
Stephanie Nissen, Rockford University Library  
Nissen (RU) gave a presentation titled "Artificial Intelligence and You: An AI Primer for Library Workers."
  - 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, January 29, 2025, North Suburban Public Library District, Loves Park and online via Zoom.