



220 W. 23rd Ave.
Coal Valley, IL 61240
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PrairieCat Administrative Council Minutes January 3, 2025

The Council met on Friday, January 3, 2025, 10:30 am – 1:00 pm in person at the Reddick Public Library, 1010 Canal Street, Ottawa, IL 61350-4899. The meeting will also be available online via Zoom.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-01-03) (https://support.prairiecat.info/events/prairiecat-administrative-council-meeting-2025-01-03).

1. Call to order, welcome and introductions

Present at Reddick PL: Carolyn Coulter (PrairieCat), Elizabeth Smith (PrairieCat), Kimberly Brozovich (RP), Emily Faulkner (DK), Barbara Posinger (SA), Ashley Huffines (FP), Beth Ryan (JO), Laura Watson (HC), Megan Gove (TF), Michelle Krooswyk (NL), Jenna Diedrich (GA)

Present via Zoom: Chelsey Knippel (PrairieCat), Shelby O'Hara (PrairieCat)

Absent: Kelly McCully (BD), Julie Wayland (PR)

Krooswyk (Chair-NL) called the meeting to order at 10:30 am.

2. Introduction of visitors and public comments

There were no visitors or public comments.

3. Review agenda for addition/changes

There were no revisions.

4. Consent agenda

4.1. Approve minutes for November 8, 2024, PrairieCat Administrative Council meeting

4.2. Approve financial report for October and November 2024

4.3. Approve check registers

4.4. Statistical reports

MOTION #1

Gove (TF) moved and Huffines (FP) seconded to approve the consent agenda as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 7

Nays: 0

Abstentions: 0

5. Membership update

5.1. Update on new and upgrading members

Smith (PrairieCat) stated that PrairieCat staff met with Mills and Petrie, the Union List library that is upgrading to Basic Online, in November. It was a lengthy discussion about cataloging and adding items. They did get their new computers set up, which they received from a grant.

5.2. Update on current training and engagement projects

Smith (PrairieCat) stated that PrairieCat is currently testing the website forums. Once the bugs have been worked out, the forums will be launched to the membership. We are hopeful this will be launched by the end of January. Smith continued, explaining that Cherry Hill completed the general audit of the PrairieCat website for accessibility. We asked that they only audit the public facing side of the site as a cost savings measure. There were some minor issues that PrairieCat staff fixed and some issues that Cherry Hill had to address. We are working as a staff to learn more about improving digital accessibility going forward.

Smith told the Council of the plan to enable Vega Guide soon. Vega Guide is helper text on Vega Discover that asks the user if they would like a tour of the site. This is something the

UX Committee had recommended enabling after they saw it demonstrated.

Communication to the membership will be sent out once this is ready. We continue to work on the user roles and permissions in Vega. O'Hara (PrairieCat) has been working on creating the training and information for user roles and permissions. Once these are up and running, libraries will be able to customize their own Vega homepages. We are planning for a March launch to the membership.

6. Administrative issues

6.1. Review closed session recording from June 2, 2023

Coulter (PrairieCat) reviewed the closed session recordings from the past 18 months. The only one is the June 2, 2023, recording which contains the Director's annual evaluation. The Council agreed to keep the recording closed.

6.2. Review and discussion, strategic planning progress

Smith (PrairieCat) shared a multi-year summary of the annual member evaluation of the strategic plan. We ask the same questions every year, adding a few for special projects, which allows us to see satisfaction trends over the last few years. There have been decent responses over the last few years, anywhere from 80-97 respondents. There was a dip in training satisfaction in 2023, but an increase in the following year. The website redesign had positive responses. User Experience is trending down because Vega Discover has been a challenging change for the membership. Governance has remained steady. The next steps include the PrairieCat staff writing a new activity plan and then working with Diedrich (GA) and Ryan (JO) to finalize the activity plan.

6.3. Review and discussion, Bylaws changes regarding in-person attendance at Delegates Assembly and reserves spending

Coulter (PrairieCat) shared the revisions to the Bylaws to waive the in-person attendance requirement for legitimate longstanding medical issues. The Council agreed to send the revisions to the Delegates Assembly for approval.

6.4. Review, discussion and approval of changes to the General policy Manual regarding reserves spending

Coulter (PrairieCat) explained that the Finance Committee has requested a change to the General Policy Manual regarding how PrairieCat can spend money from its Capital Reserve account. The first change is the terminology. Instead of Capital Reserves, it will just be Reserves. We also want to change what this account can be used for. These changes would allow PrairieCat to use the money in this account for anything related to the functionality of PrairieCat that the Administrative Council or Delegates Assembly approves. There were a few other terminology changes based on recommendations from the accountants. Another change from the Finance Committee is the target amount of reserves for each year. Previously it has been a targeted \$25,000, but we would like to change that to a 2-5% of annual expenditures going forward. This gives PrairieCat some wiggle room based on how the budget looks in that year. These changes have also been made to the IGA, however, changes to the IGA and Bylaws must be approved by the Delegates Assembly. The Administrative Council can approve the changes to the General Policy Manual.

MOTION #2

Posinger (SA) moved and Ryan (JO) seconded to approve the changes to the General Policy Manual as presented. There was no discussion on the motion.

***Motion carried by vocal affirmation**

Ayes: 9

Nays: 0

Abstentions: 0

6.5. Review and discussion, moving Resource Sharing Committee from a board committee to a standing group, review General Policy Manual changes needed to do so

Coulter (PrairieCat) explained that there has been a request from members of the Resource Sharing Committee to remove the in-person attendance requirement. To do so, we would have to move it from a Board Committee to a Standing Committee. The Council

agreed to move the Resource Sharing Committee to a standing committee with a volunteer membership. Coulter will edit the General Policy Manual to reflect these changes and bring it to the Council for approval next month.

6.6. Review and discussion, adding Resource Sharing committee member to replace departing member

Coulter (PrairieCat) stated that adding a committee member does not have to be done now that we will be making changes to the Committee next month.

6.7. Review of FY26 draft budget and fees

Coulter (PrairieCat) presented the FY26 draft budget and fees. She highlighted a few of the important line items. Our revenue from FY 25 to FY 26 went up 10%. There was a small increase to our RAILS Grant. Again next year our use of their accounting services will be pulled out of the awarded grant money, as is noted at the bottom of the budget. The Reserves contribution is set at a 2% of our expenditures, which comes to about \$42,285 that would go to Reserves. This budget is coming out better than originally anticipated, in part, due to our insurance broker, LIMRiCC, switching from Aetna to BlueCross BlueShield. IMRF is another savings. Our contribution rate went from 11.9% to 11.29%, saving us approximately \$6,000. A couple of expenses that are not yet reflected in the budget are our records processing fees for FY26 and the mobile app. PrairieCat has used Marcive for years to do our authority record processing and the cleanup of our MARC records. They went out of business at the end of December. We are looking into a few companies that could take on this work for us, but it's looking like our cost for this work will double in the coming year. We do have one more company to research before a decision is made. We are looking at four different vendors for the mobile app when our contract is up in October. We currently use an opt in model, but Coulter has requested a quote that would include all circulating members of PrairieCat (103 libraries) as well. Once we finish demos with all vendors and receive quotes, we will know where to budget for the mobile app. The overall aggregate percentile increase in the App A is currently 3.545%. The Union List cost is \$1,050.



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6.8. Review Delegates Assembly agenda

Couter (PrairieCat) explained that most of the topics on the upcoming Delegates Assembly agenda have been discussed earlier in this meeting. We do have Anne Slaughter from RAILS coming in to do a presentation about the Broadband Advisory Council and the State's initiative get broadband to the rural areas of Illinois. The Council agreed with the agenda as presented.

7. Ad Hoc Committee updates

7.1. Resource Sharing Committee – no report

7.2. Finance Committee – report from Dec. 19, 2024

Gove (TF) stated that the Finance Committee went over the draft FY26 budget as was discussed previously in this meeting.

8. Review of meeting, what worked and what did not

The meeting went well.

9. Public comments

There were no public comments.

10. Adjournment

The meeting adjourned at 11:20 am.

11. Next meeting - Friday, February 7th, 2025, at Seneca Public Library District