



220 W. 23rd Ave.
Coal Valley, IL 61240
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support.prairiecat.info

PrairieCat Delegates Assembly Minutes January 29, 2025

The Delegates Assembly met on Wednesday, January 29th, 10:30 a.m. – 12:00 p.m. at **North Suburban Public Library District-Loves Park, 6340 N. 2nd Street, Loves Park, IL**. 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.

[Register to attend the meeting](https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2025-01-29) (<https://support.prairiecat.info/events/prairiecat-delegates-assembly-meeting-2025-01-29>).

1. Call to order and welcome

Present at North Suburban: Ann Whitaker-Reid, Resa Mai, Dana Fanslow, Bianca Sierra, Emily Faulkner, Kim Brozovich, Kristi Scherer, Tari Sangston, Karen Sutera, Nicole Johnson, Bryon Lear, Pennie Miller, Lynette Heiden, Stephanie Nissen, Rylie Roubal, Jennifer Shugrue, Nancy McKay, Nicholas Weber, Mindy Long, Laura Watson, Megan Gove, Shelley Augustine, Deb Kolenko, Julie Wayland, Marie Monaco, Sondra Terry, Jenna Diedrich, Claire Crawford, Emily Schaub, Barbara Posinger, Jen Finnerty, Brittany Gaulrapp, Valerie Woodley, Penny Bryant, Maria Meachum, Tori Drews, Emily Gundry, Beth Ryan, Michelle Krooswyk, Karen Lonergan, Joanna Kluever, Deanna Howard, Brenda Weinberg, Sandy Tedder, Elizabeth Green, Melissa Badger, Jill Simpson, Lauren Offerman, Ashley Hopper, Kathy Peschang, Lynn Sheedy, Michelle Bailey, Jourdan Wendt, Beth Tepen, Sue Stevens, Jennifer Barton, Linda Schreiber, Magda Bonny, Carolyn Coulter, Elizabeth Smith, Chelsey Knippel, Shelby O'Hara, Roy Arey, Jason Jensen

Present via Zoom: Michele Thurston, Lisa Boles, Kelly McCully, Paige Frechmann, Julie Harte, Izzy Foltz, Janice May, Sarah Ehlers, Jolene Franciskovich, Kimberly Martin, April Hoste, Kimberly Udstrand, Elaine Chapman, Jodie DePatis, Mary Wilkening, Heide Trettenero, Carolyn Miller, Jamie Lockwood, Laura Crisp, Lynne Noffke, Marilyn Calbow, Cathy Palmer, Julie Voss, Amy Lingafelter, Amy Fry, Jacqy Peterson, Amy Freeman, Britni Hartman, Amy Runkle, Brandy



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Marsden, Kim Halsey, Mary Cheatwood, Allison Beasley, Victoria Blackmer, Jaclyn Trujillo,
Michelle Lawruk, Renee Kozeal, Emily Kofoid, Melissa Landis, Beth Wood

Libraries represented: See vote and quorum sheet.

Krooswyk (Chair-NL) started the meeting at 10:31 am. Krooswyk welcomed everyone.

2. Introduction and welcome new delegates or alternates

There were no new delegates or alternates.

3. Introduction of guests

There were no guests.

4. Review of agenda for additions/changes

There were no revisions.

5. Public comments via Zoom meeting

There were no public comments.

6. Consent agenda

6.1. Approve minutes for October 30th, 2024, PrairieCat Delegates Assembly meeting

6.2. Central site report including financial and statistical reports

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

Ayes: 96

Nays: 0

Abstentions: 0

7. Administrative Council report

7.1. Finance Committee report – Report from 12/19/2024

Ryan (JO) reported on the Finance Committee meeting from December 12, 2024. She explained that the Committee welcomed Kim Halsey from the Sycamore Public Library as a new committee member. The Committee discussed the FY26 draft budget, including changes that are being considered regarding hosting fees, the reserves structure, health and disability insurance, salary increases, anticipated hardware and software expenses, in-person PUG Day and the expected RAILS grant. There were two unknowns in the budget at the time of this meeting. One is the cost for authority control and record processing. Marcive is the company who was performing this work for PrairieCat, but they went out of business at the end of December. There are a limited number of companies who perform this type of work and whoever PrairieCat chooses to use going forward will likely be higher priced. The other unknown is the cost of the mobile app. PrairieCat is considering apps from Innovative, Bibliocommons, Communico and Capira. The User Experience Committee is working with PrairieCat staff on evaluating these options.

7.2. Resource Sharing Committee report – No report

8. PrairieCat membership update, training and outreach report

Smith (PrairieCat) reported that Mills and Petrie is upgrading from Union List to Basic Online. This project is ongoing. There will be a New Director Welcome on Wednesday, March 19, 2025, at 10am via Zoom. This meeting is great for new directors to PrairieCat or to the position. You will be able to meet PrairieCat staff and other new directors. These meetings cover PrairieCat's core services provided to the membership and any questions you would like to go over. We encourage you to attend these meetings. There is also new training available on TalentLMS. We have added Vega Discover Showcases training. After completing this course, PrairieCat Staff will create your login on Vega staff admin side so that you will be able to create showcases. PrairieCat is also offering a couple Vega Discover Showcases Q&A sessions, one on February 12th at 11am and another on February 26th at 1pm. Both sessions will be online via Zoom. We ask that you take the 15-20 minutes TalentLMS course before you join either of these sessions. Homepage builder and site admin training courses will be added in March 2025. PrairieCat is



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offering a series of IPLAR Q&A sessions. These are almost monthly sessions on Mondays via Zoom where you can join the Zoom session and ask any questions about creating Siera specific statistics to fill out your IPLAR.

Smith stated that PrairieCat staff has been working with Cherry Hill to get the member forums on the PrairieCat website. This is a space available to PrairieCat members to talk about library related topics. The forums are intended for peer-to-peer discussions and sharing information. You will have to login to the PrairieCat website to access the forums. Members will be able to sign up for notifications if you wish to be notified what comments are left on certain forums. PrairieCat has soft launched the forums to some committees to ensure the forums are working as expected.

Smith continued with a discussion about the mobile app project. She explained that the User Experience Committee is reviewing the mobile app options, as mentioned earlier in the meeting. The four vendors have all provided demos and the next steps will be formal evaluations of the functionality of each and their pricing. A recommendation will then be sent to the Administrative Council.

Smith shared the Save the Date for PUG Day 2025. PUG Day 2025 will be an in-person event. It will be held on Friday, September 26, 2025, at the Bend XPO in East Moline, IL. We will announce registration and program information once it is finalized.

Smith stated that the PrairieCat staff has also been working on strategic planning. We have gathered feedback, and the next steps will be refining the activity plan and presenting it to the Administrative Council and then to Delegates Assembly. Smith reminded the Delegates to subscribe to PrairieCat's monthly newsletter and encouraged them to share it with library staff.

Smith shared a few TalentLMS statistics from the last 30 days. There were 16 new users accounts created, 408 logins, and 245 courses completed. She also reminded everyone of the compliance requirement for Delegates Assembly meeting. Because PrairieCat is subject to

OMA, we are required to have an in-person quorum to conduct our meeting. The requirement is to attend all of the quarterly Delegates Assembly meetings, and we do have a non-attendance fine if your library does not meet the minimum requirements. Smith explained that the PrairieCat Passport Program is a new program we started this fiscal year to encourage people to attend Delegates Assembly and to visit area libraries.

9. ACTION: Approve change to PrairieCat Bylaws regarding in-person Delegate Assembly attendance and Capital reserves

Coulter (PrairieCat) explained there are two changes to the Bylaws that PrairieCat would like this governing body to approve. The first is that some of our libraries have dealt with medical issues this fiscal year that have prevented them from attending the Delegate Assembly meetings in person. Due to this, we would like to make an addition to the Bylaws that would allow the PrairieCat director to waive the in-person attendance requirement in special and rare situations.

Coulter continued, stating that on June 27, 2024, Ryan (JO), Coulter (PrairieCat), Smith (PrairieCat), and Knippel (PrairieCat) met with PrairieCat's RAILS accountant team of Elena Mendoza and Sharon Swanson. We discussed the current capital reserves and operating budget configuration, and identified key decisions that will need to be made to change "capital reserves" to a "reserves" fund and restructure the way that we currently treat these funds in our budget revenues. These changes were discussed by the Finance Committee at their July 25, 2024, meeting. These revisions also add a bit of clarification to the use of these funds. Delegates Assembly needs to approve these changes to move forward. Other changes were made to the General Policy Manual to further clarify this change, including changing our suggested annual savings in the reserves fund from a pre-determined amount of \$25,000 to a variable amount between 2%-5% of budgetary expenditures for that year.

Motion #2: Miller (PP) moved and Sangston (MA) seconded to approve changes to the PrairieCat Bylaws as presented. There was no discussion on the motion. Motion carries by vocal affirmation.

Ayes: 96

Nays: 0

Abstentions: 0

10. Review, FY26 draft budget and fees

Coulter (PrairieCat) reviewed the draft FY26 budget and fees. This draft budget includes a 3% staff salary increase for all staff is included, as well as a 1% merit increase. The 3% amount is based on estimations from HR Source on average salary increases. These increases are only applied to those staff members who did not receive a salary adjustment due to the benchmarking survey, since those adjustments are more than the 4% increases. As discussed last year, our benchmarking survey showed that we needed to adjust some staff salaries up. All those that were not at midpoint were adjusted to midpoint in this fiscal year, and one staff member who has significant years of service was placed that the top of the pay scale for their job. In this draft budget, the per-library fee for both fully participating and basic online circulating members has been increased. In addition, the hosting charge was combined with the per library charge, and both charges were adjusted up 5% in FY26. This was done to try to create equity among the different size libraries. The biggest change we made with this budget is the way we are handling Reserves. Previously the General Policy Manual said that \$25,000 should be the targeted savings, we changed that to a range of a 2-5% of expenditures of that budget year to be put in Reserves. This draft budget shows a 2% of expenditures going to Reserves. Union List per library and capital reserve fees have been recalibrated to reflect the rate of 25% of the Fully Participating rates, as detailed in the General Policy Manual. Also included are the costs associated with an in-person PUG Day. Health insurance was again estimated as a 10% increase for the second half of FY26. IMRF went down from 11.9% to 11.29%. The budget shows a Reserves expenditure for replacement laptops and associated hardware and software that will be needed in FY26.

11. Presentation: Anne Slaughter, RAILS, the DCEO Broadband Advisory Council

Anne Slaughter with RAILS and a member of the DCEO Broadband Advisory Council gave a presentation on “What’s Happening with Broadband, Digital Equity, and Libraries.



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12. Public comments via previously submitted email (see above), in person or online

Gove (TF) recommended neighboring libraries talk to each other about waiving fines between libraries and to considered going Fine Free. Ryan (JO) stated her library went Fine Free in January and it was a very smooth transition thanks to all the help of Landis (PrairieCat).

13. Adjournment

The meeting adjourned at 1:30 pm

14. Next regularly scheduled meeting, April 30, 2025, Mendota Civic Center, Mendota, IL and online via Zoom