



**PrairieCat Administrative Council
Agenda**

April 5, 2019

The Council met Friday, April 5, 2019,
10 am – 3 pm

in person at the Princeton Public Library, 698 East Peru Street, Princeton, IL
The meeting was also be available via Level 3 Conference call
at 800-747-5150, access code 6234314#

I. Call to order, Welcome and Introductions

Present: Amanda Augsburger (PrairieCat), Carolyn Coulter (PrairieCat), Laura Long (EM), Jeff Munson (Vice-Chair FG), Beatrice O'Connell (DK), Lauren Offerman (TC), Jacqueline Peterson (RY), Emily Porter (BY), Michael Skwara (HC), Julie Wayland (Chair-PR)

Present on the phone: Patti Smith (RO)

II.

Absent: Penny Bryant (PT), Elizabeth Smith (PrairieCat)

III.

Wayland (Chair-PR) called the meeting to order at 10:07 am.

IV. Introduction of Visitors and Public Comments

There were no visitors or public comments.

V. Review Agenda for Additions/Changes

There were no revisions.

VI. Consent Agenda

- a. Approve minutes for March 1, 2019 PrairieCat Administrative Council meeting.
- b. Approve financial report for February 2019
- c. Approve check register for 2/22/19 to 3/21/19
- d. Statistical reports, February 2019

MOTION #1

Munson (Vice-Chair FG) moved and Porter (BY)seconded to approve the consent agenda as presented. Porter (BY) asked what PrairieCat will do with any remaining funds. Coulter (PrairieCat) said that she has been tracking overages and that there were some things that we didn't budget for that will be paid, like car insurance that will need to be paid. Motion carried by roll call.

Ayes: 8

Nayes: 0

Abstentions: 0

Notes:

VII. Membership Update

- a. Update on upgrading libraries and potential members
Coulter (PrairieCat) explained that Lanark PL has requested a visit from Prairiecat in August to discuss upgrading their membership from Union

List. Paw Paw District Library director, Barbara Zeman has requested a visit in June to discuss either joining at Basic Online or Union List. They currently purchase a lot of PrairieCat barcodes. Coulter (PrairieCat) thinks that BO would make more sense, since the savings with becoming UL would only be about \$1000.

Augsburger (PrairieCat) and Coulter (PrairieCat) explained that Byron Schools are still in need of getting items into the database and getting training. The goal is to get them live by the Fall. Staffing issues and school closings have put them behind.

- b. Northern8 project update (Amanda Augsburger)
Augsburger (PrairieCat) N8 is still on track. The libraries are going through classes, loading data, and passing the barcode test.

VIII. Administrative Issues

- a. Review and discussion, final FY20 budget and membership fees, recommendation to Delegates Assembly
Coulter (PrairieCat) explained that when PrairieCat went independent, nothing was added to capital reserves with the intention of adding more the following FY. The Finance committee is recommending a \$50,000 contribution in FY20, to make up for no contribution in FY19. In FY21 PrairieCat will need to host the training servers and that will result in a bump in cost. Coulter (PrairieCat) didn't want to make it a large increase from FY20 to FY 21, so a larger contribution to capital reserves in FY20 should help mitigate the increase. She also said that we need to start budgeting for special projects.

PrairieCat is a lot healthier because of the newly added Northern 8 libraries, but we don't want to go into negative. New libraries often don't know how much they have. Wayland (Chair - PR) asked if there are numbers on what the impact is on a new library when they join PrairieCat? Do their circulation numbers increase? Coulter (PrairieCat) said that it is hard to measure, because many libraries overestimate their circulation numbers before joining PrairieCat.

Coulter (PrairieCat) explained this budget includes a 3% salary increase for PrairieCat staff. The recommendation from the Finance committee is to bring just the FY20 budget to Delegates Assembly for clarity.

- b. Discussion, "PrairieCat Plus" Group buying potential, and possibility of a first "group buy" for a mobile application
Coulter (PrairieCat) explained that UX saw a demo for a library app from Capira Tech, and will see another demo from Solus next week to look at their app. Coulter (PrairieCat) also thinks that we could look at some kind of calendar software. She is wondering if we need to delegates to ask for their approval? Long (EM) said that since we aren't requiring participation and it is coming from a committee rather than PrairieCat staff, she doesn't think that it needs to go to delegates for approval.

Coulter (PrairieCat) said that she will survey to see who is interested. Julie wants to know if we need a new PLUS users committee, and said that she thinks we need some rules about what it means to participate. Discussion from Long (EM), Coulter (PrairieCat), and Porter (BY) continued. Coulter (PrairieCat) thinks that it makes sense for the User

Experience committee to make rules about what it means to be a PLUS member. Long (EM) said that a 3-year contract would make sense. You can opt-in, but you cannot opt out until your contract is over. Do it contracted – 3 years or something. You can opt in, but you can't opt out until your contract is over.

- c. Discussion, Innovative contract revisions, recommendation to Delegates Assembly
Coulter (PrairieCat) said that the contract was finally finished. Innovative had explained that they needed to separate their contract services from implementation and separate out services from product. All services are the same, and the costs are all the same. We just need to sign this revision. It will need to go to delegates.
- d. Discussion, Bureau Valley School District IGA, recommendation to Delegates Assembly
Coulter (PrairieCat) explained that the IGA isn't in the packet, because they aren't going to move forward with upgrading. Their superintendent resigned and they currently have an interim superintendent, and aren't moving forward with any contracts. Coulter (PrairieCat) hopes to revisit this with the next superintendent.
- e. ACTION: Discussion and approval, purchase of Talent LMS for PrairieCat member library use
Coulter (PrairieCat) is asking to increase the users on Talent LMS from 100 monthly to 500 users, so that we can offer this as a service to member libraries to add their own training materials. The cost would go from \$2,148 per year to \$4,548 per year. Augsburger (PrairieCat) said that she would offer a training after Administrative Council for Administrative Council members who want to get trained. Porter (BY), Long (EM), Wayland (PR), O'Connell (DK), Offerman (TC), and Munson (Vice-Chair FG) are interested.

MOTION #2

Long (EM) moved and Porter (BY) seconded to purchase Talent LMS for PrairieCat member library use. There was no discussion on the motion. Motion carried by roll call.

Ayes: 9

Nays: 0

Abstentions: 0

Notes:

- f. Discussion of adding the Digital signature module for Sierra to PrairieCat
Coulter (PrairieCat) explained that there was interest expressed at the Circulation Committee meeting about purchasing the digital signature module for Sierra. It would cost \$8,200 and would enable libraries to store a patron's digital signature in the patron's record for future reference by utilizing a signature capture device that is commonly used to acknowledge credit card transactions.

Long (EM) asked if the Circulation Committee members are representative of the membership of the whole? And wondered how many libraries would actually use it? There was discussion about whether any of the libraries of Administrative Council members would use it. Porter (BY) said that she advises giving delegates a say, and do a straw poll to see if there is any need or interest. It was tabled until it can be brought to

delegates.

- g. Discussion, PrairieCat and the OMNI consortium, potential for opening a merger dialog

Coulter (PrairieCat) asked if it would benefit members in the long run if PrairieCat took over the management of the OMNI consortium. Porter (BY) said that the current administrator, Lisa Powell-Williams is doing a good job running it, but it is a large task for someone who already has a full-time job. Coulter (PrairieCat) said that about 90% (email sent to clarify that it is 86.25%) PrairieCat members that belong to OMNI.

Coulter (PrairieCat) explained that it would be Liz, Carolyn, and the accountants that would handle administration, and the committee would make decisions. The tasks would be adding new members and administrators, cleaning up after someone has left, and running meetings. Porter's (BY) concern is PrairieCat spending a lot of time dealing with non-member issues, but that since it is a small group, it shouldn't be a big deal.

- h. RSA Discussion

Coulter (PrairieCat) Dee Brennan from RAILS approached Coulter about her goal for RSA to become more independent from RAILS. Brennan (RAILS) would like Coulter and Kendal Orrison (RSA) to discuss a relationship between the two organizations. Orrison (RSA) currently working on a fee structure for RSA members, because they don't currently have one. Brennan would like to come to the next Administrative Council meeting to discuss this.

Offerman (TR) said that she is willing to hear what Brennan (RAILS) has to say about it. Wayland (Chair- PR) wonders why they wouldn't just joining PrairieCat, and what the administration would look like. Porter (BY) is concerned about the impact on PrairieCat staff. Long (EM) said to invite Brennan (RAILS) to see what she has to say.

- i. Review of Delegates' Assembly agenda, 4/24/2019

Coulter said that she will remove the Bureau Valley IGA approval.

IX. Ad Hoc Committee Updates

- a. Resource Sharing Committee – No report

- b. Finance Committee – Report from 3/21/2019

Skwara (HC) reported that the Finance committee reviewed the final budget recommended for delegates. The committee lost a member, so they'll be recruiting at delegates and will ask for volunteers.

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

XI. Public Comments

There were no public comments.

XII. Adjournment – 11:51

- XIII. Next Meeting – Friday, May 3, 2019, DeKalb Public Library, DeKalb, IL