



**PrairieCat Delegates Assembly**  
**April 24, 2019**  
**10:00 a.m. – 3:00 p.m.**  
**Kishwaukee College Conference Center**  
**21193 Malta Rd, Malta, IL**  
**Minutes**

The Delegates Assembly met on Wednesday, April 24, 2019, 10 a.m. – 3:00 p.m. at Kishwaukee College Conference Center, Malta, IL. The meeting was also available via GoTo meeting software. Delegates may also attend and vote via GoTo although we strongly encourage attendance in person if possible. According to the PrairieCat bylaws we must have a quorum of delegates in person at Malta to be able to vote on issues. Also, 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. Walk-in substitutes will not be permitted to vote, and there are no proxy votes if a delegate is not present.

**There is a link in the GoTo meeting event in L2 to register  
for the meeting to participate via GoTo.**

I. Call to order and welcome

**Present in Malta:** Andrew Allen, Anna Allison, Jan Ambrose, Richard Ashley, Amanda Augsburger (PrairieCat), Jennifer Barton, Steve Bertrand, Leah Bill, Magda Bonny (PrairieCat), Noreen Bormet, Leann Bredberg, Kim Brozovich, Penny Bryant, Ashley Bryant, Nita Burke, Angela Campbell, Mary Cheatwood, Rebekah Clark, Janet Clark, Carolyn Coulter (PrairieCat), Barb Coward, Rici Dale, Annette Davis, Molly DeBernardi, Tori Drews, Emily Faulkner, Chalyn Fornero-Green, Jolene Franciskovich, Megan Gove, Debbie Griggs, Mary Jean Hauger, Lynette Heiden, Andrew Hettinger (PrairieCat), Deanna Howard, Judy Hutchinson (PrairieCat), Kelly James, Joanna Kluever, Emily Kofoid, Sheree Kozel-La Ha, Michelle Krooswyk, Melissa Landis (PrairieCat), Bryon Lear, Jane Lenser, Jamie Lockwood, Hilaree Lombardo, Karen Lonergan, Laura Long, Laurie Mann, Brandy Marsden, Kimberly Martin, Cynthia Maxwell, Sara McCambridge, Carol McSweeney, Maria Meachum, Pennie Miller, Jeff Munson, Beatrice O'Connell, Lauren Offerman, Cathy Palmer, Jacqueline Peterson, Mary Petro, Nichole Phillips, Emily Porter, Roberta Richter, Rylie Roubal, Charm Ruhnke, Beth Ryan, Jennifer Ryder, Kristi Scherer, Linda Schreiber, Teri Schwenneker, Michael Skwara, Patricia Smith, Jeff Sullivan (PrairieCat), Cristy Stupegia, Elizabeth Swatos, Denise Tollensdorf, Julie Wayland, Nicholas Weber, Brenda Weinberg, Mary Wilkening, William Wilson (PrairieCat), Paula Wold, Valerie Woodley, Dawn Zauner.

**Present via GoToMeeting:** Sarah Alexander, Jessica Arnold, Cindy Bahr, Jeannie Barry, Victoria Blackmer, Lisa Boles, Marie Cowden, Claire Crawford, Laura Crisp, Sarah Flanagan, Amy Fry, Amy Girmscheid, Julie Harte, Britni Hartman, Ashley Hopper, April Hoste, Sharyl Iwanski, Jason Jensen (PrairieCat), Ann Marie Jenkins, Renee Kozeal, Kelly McCully, Carolyn Mesick, Laurel Reiss, Elizabeth Smith (PrairieCat), Karen Sutera, Amy Walsh

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

Wayland (Chair-PR) started the meeting at 10:05 am. Wayland welcomed everyone.

II. Introductions and welcome new delegates or alternates

Wayland (Chair-PR) welcomed Jennifer Ryder (Western District Library), Chalyn Fornero-Green (Cordova District Library), Valerie Woodley (Warren Township PL), Brandy Marsden (Warren Township PL), Hilaree Lombardo (Oregon PL), Janet Clark (Malta Township PL), Ashley Bryant (Ida PL), Laurie Mann (Ida PL), Nicholas Weber (Woodstock PL), Kelly James (Rockford University), Tori Drews (Sherrard PLD), Nita Burke (Galena PLD), Megan Gove (Talcott Free Library District), Jane Lenser (Cherry Valley PLD)

III. Introduction of Guests

Coulter (PrairieCat) shared Judy Hutchinson (PrairieCat) will be retiring in June. Coulter thanked her for her service to the PrairieCat membership.

IV. Review of agenda for additions/changes

There were no revisions.

V. Public Comments at Malta or via GoToMeeting

There were no public comments.

VI. Consent Agenda

- a. Approve minutes for November 7, 2018 PrairieCat Delegates Assembly meeting
- b. Central Site report including financial and statistical reports

**Motion #1: Ashley (FR) moved and Franciskovich (CC) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carries on a roll call.**

**Ayes: 86**

**Nays: 0**

**Abstentions: 0**

VII. Administrative Council Report

- a. Finance Committee Report – Report from March 21, 2019  
Skwara (HC) reported the committee worked to produce and approve the FY20 budget that will be presented today. Skwara also said the Committee has an open seat. The committee meets online so no travel is required. Please reach out to Skwara or Coulter (PrairieCat) if you are interested.
- b. Resource Sharing Committee Report – Report from November 7, 2018  
Ruhnke (PU) shared the Committee met last in November and discussed the list of Resource Sharing exemptions. The committee also discussed non-PrairieCat reciprocal borrowers placing holds. These would be local holds only. PrairieCat staff have been working with a few test libraries to see how that change may be implemented.

Ruhnke (PU) shared the new limit will remain at fifteen weeks. It would be helpful to remind the membership that libraries may take items off new status early, and items are not required to be put on new status. A member asked about the details of the new policy. The New and Browse Item Types and Holds on New Materials policy is on page 22 of the General Policy Manual. Library staff may select a new item type for items new to their library, which is local holds only. After 15 weeks, PrairieCat staff automatically move the items to a system wide holdable item type.

The committee also discussed the geographic grouping of holds. Coulter (PrairieCat) said that geographic grouping will occur at the time as the N8 Go Live, which should decrease the waiting time for patron holds.

- c. Introduction of new Senior Systems Specialist, William Wilson, and New Library Systems and Data Coordinator, Melissa Landis

Coulter (PrairieCat) welcomed PrairieCat staff William Wilson who is a Senior Systems Specialist and Melissa Landis who is a Systems and Database Coordinator.

- d. PrairieCat Membership Update
  - i. Update on libraries being added or moving up, Departing members, social media report (Amanda Augsburger)  
Augsburger (PrairieCat) shared Byron schools will be going live in the fall. Facebook and Twitter followers have increased. Augsburger is revamping the newsletter so there will be some new changes. If members are interested in contributing any content, please contact Augsburger.
  - ii. Northern 8 project report (Amanda Augsburger)  
Hutchinson (PrairieCat) said the N8 project is on track. PrairieCat staff added more than 200,000 bibliographic records. The materials will not be holdable until May 22. Please remind library staff.
- e. ACTION: Final FY20 budget and member fee approval

**Motion #2: Ashley (FR) moved and Franciskovich (CC) seconded to approve the FY20 budget and member fee approval as presented. There was no discussion on the motion. Motion carries on a roll call.**

**Ayes: 89  
Nays: 0  
Abstentions: 0**

Coulter (PrairieCat) shared there is a memo in the packet that details the FY20 budget. There is an aggregate 2.3% increase in member fees. Coulter explained the numbers used in the fee formula are comprised from a three year average of the library's circulation, users, and items. Coulter added this a good reminder to weed materials and purge patrons as needed.

- f. ACTION: Approve IGA for Prophetstown-Lyndon-Tampico Schools, downgrading from Fully Participating to Basic Online level

**Motion #3: Porter (BY) moved and O'Connell (DK) seconded to approve the IGA for Prophetstown-Lyndon-Tampico Schools, downgrading from Fully Participating to Basic Online level, as presented. There was no discussion on the motion. Motion carries on a roll call.**

**Ayes: 89  
Nays: 0  
Abstentions: 0**

- g. ACTION: Approve Innovative Interfaces contract revisions

**Motion #4: Munson (FG) moved and Ryder (WR) seconded to approve the Innovative Interfaces contract revisions as presented. There was no discussion on the motion. Motion carries on a roll call.**

**Ayes: 90**

**Nays: 0**

**Abstentions: 0**

Coulter (PrairieCat) explained Innovative made changes to their contract format and would like to revise the current contract with PrairieCat to reflect the changes. The contract was thoroughly reviewed by PrairieCat lawyers to ensure the costs and services are the same as in the original contract.

- h. Update, Administrative Council and Standing Committee elections  
Coulter (PrairieCat) said the nominations are closed for the elections. The election will be open in May.
- i. Update, Auto-renewal project and reciprocal borrower holds project  
Coulter (PrairieCat) shared the Circulation Committee is reviewing some issues with autorenewals. Reciprocal borrower holds is available. Please put in a help desk ticket and staff will contact you if you are interested.
- j. Update, PUG Day staff allowances  
Augsburger (PrairieCat) shared PUG Day is on September 20 in Rockford, IL. PrairieCat staff reviewed the allotments to ensure that the staff allowances were more equitable. The Tier 1 allotment was increased from 8 to 12. The Tier 2 and 3 will remain the same. The non-PrairieCat fee was increased from \$25 to \$35.
- k. Strategic Plan status update  
Coulter (PrairieCat) said the staff independence has been completed and is going well. Coulter said this year, PrairieCat is focusing on training. Coulter explained the categories came out from the strategic plan – Governance, Engagement, Training, and User Experience. Coulter said in addition to PrairieCat staff, there are Committees that work on these goals.
- l. Discussion, voluntary group buying potential  
Coulter (PrairieCat) said the User Experience Committee discussed voluntary group buying options for a mobile application. The Committee is working on an RFP to help decide which product to move forward with. This group-buying concept is new to PrairieCat. Coulter would like to get the RFP by mid-June then get it to the vendor.

The mobile application would allow patrons to place holds, search, pay fines plus other features. The application can also interface with calendar programs. Some of the applications have self-check capabilities. Coulter (PrairieCat) said the approximate cost depends on the group size. Coulter has requested group pricing in increments.

- m. Brief demo, Syndetics Unbound (now live in the catalog)  
Augsburger (PrairieCat) shared a demo of Syndetics Unbound, which is now live in the catalog. Augsburger said there is series information right in the catalog and author information as well as other enhancements. The mobile version does not

show the Syndetics enhancements so patrons would need to go to the full website version to see the Syndetics features.

- n. Demonstration, Talent LMS training system (Amanda Augsburger)  
Augsburger (PrairieCat) shared Talent LMS training system:  
<https://prairiecat.talentlms.com/>

Talent LMS is an easy to use, cloud based learning management system that allows PrairieCat members to take on-demand, self-paced PrairieCat classes from their library.

Register for Talent LMS by emailing [amanda.augsburger@railslibraries.info](mailto:amanda.augsburger@railslibraries.info) or by selecting "Create Account" at [prairiecat.talentlms.com](https://prairiecat.talentlms.com). Right now, Encore Basics is the only PrairieCat course up and ready to take, but feel free to take a look around and get familiar by taking the Talent LMS tutorials.

Angela Campbell from Rock Island PL asked about training information for per capita data. Augsburger said she hopes that will be an option in the future, but right now the PrairieCat training classes are a priority.

- o. Demonstration, Inventory processing (Emily Porter)  
Porter (BY) shared a demo on inventory processing. Access the PowerPoint presentation here under the Delegates Assembly meeting section:  
<https://support.prairiecat.info/meetings>

Porter (BY) clarified Basic Online members can use Circa for inventory but cannot use Create Lists. PrairieCat staff can run the Create Lists reports for the Basic Online members. The library staff would need to submit a help desk ticket.

Porter (BY) said volunteers reshelve items if they are out of order. Any item that is abnormal then goes to the desk for further review. Inventory is not a requirement, but it is a good practice to do at your library.

#### VIII. Review of meeting – What worked, what didn't

Wayland (Chair-PR) said as part of the User Experience Committee, the mobile apps have some great features. Talent LMS will be a great asset for PrairieCat.

#### IX. Public Comments at Malta or via phone

Meachum (WL) shared about little free hotspots.

#### X. Next regularly scheduled meeting, July 31, 2019, Kishwaukee College, Malta, IL