



## PrairieCat Delegates Assembly

October 27, 2021

10:00 a.m. – 12:00 p.m.

In person at Senica's Oak Ridge Golf Club, 658 US-6, LaSalle, IL 61301

and

Online via Zoom

Please visit L2 for in person registration or click on the link below:

<https://librarylearning.org/event/2021-10-27/prairiecat-delegates-assembly-meeting-0>

Please use the link below to register online via Zoom:

[https://railslibraries.zoom.us/webinar/register/WN\\_dzBCvMtyRiWRI1MHBBYFNq](https://railslibraries.zoom.us/webinar/register/WN_dzBCvMtyRiWRI1MHBBYFNq)

### Minutes

The Delegates Assembly met on Wednesday, October 27, 2021, 10 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@railslibraries.info](mailto:Carolyn.coulter@railslibraries.info) at least two hours before the beginning of the meeting.**

#### I. Call to order and welcome

**Present in LaSalle:** Anna Allison, Shelley Augustine, Kim Brozovich, Penny Bryant, Angela Campbell, Rici Dale, Molly DeBernari, Jodie DePatis, Emily Faulkner, Lynette Heiden, Ashley Hopper, Ashley Huffines, Kelly James, Jay Kalman, Emily Kofoid, Bryon Lear, Pennie Miller, Jeffrey Munson, Lauren Offerman, Emily Porter, Rylie Roubal, Charm Ruhnke, Beth Ryan, Julie Timm, Julie Wayland, Patti Smith, Linda Schreiber, Mary Cheatwood, Michelle Krooswyk, Karen Lonergan, Resa Mai, Carolyn Coulter, Chelsey DeSplinter, Roy Arey, Jason Jensen, Magda Bonny

**Present via Zoom:** Cynthia Cole, Brenda Weinberg, Meridith Layne, Jacqy Peterson, Sarah Flanagan, Cristy Stupegia, Karen Sutera, Britni Hartman, Jessica Dellorto, Janet Clark, Laura Crisp, Laura Long, Jamie Lockwood, Amy Walsh, Leah Bill, Lauree Zielezinski, Alex Annen, Jolene Franciskovich, Maria Meachum, Leann Bredberg, Rene Leyva, April Hoste, Mindy Long, Deanna Howard, Deborah Wunsch, Amy Fry, Ann Marie Jinkins, Noreen Bormet, Heather Black, Elizabeth Swatos, Jeannie Barry, Victoria Blackmer, Joanna Kluever, Megan Gove, Jill Shevokas, Katherine Christenson, Beth Tepen, Jane Lenser, Kimberly Martin, Annette Davis, Teri Schwenneker, Laura Watson, Valerie Woodley, Denise Tollensdorf, Brian Gomoll, Stephen Bertrand, Julie Harte, Melissa Landis, Nicholas Weber, Sondra Terry, Stephanie Nissen, Kim Scace, Julie Voss, Mary Petro, Cynthia Maxwell, Kelly McCully, Carolyn Mesick, Ellen Finrock, Heide Trettenero, Jenna Diedrich, Genoa Public Library, Shayne Phillips, Tari Sangston, Carol McSweeney, Katie Kettleison, Michelle Bailey, Cathy Palmer, Elizabeth Smith, Dean Cooper

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

Smith (Chair-RO) started the meeting at 10:00 am. Smith welcomed everyone. The Delegates Assembly met in person and virtually due to the disaster declaration.

- II. Introductions and welcome new delegates or alternates  
Heide Trettanero from Marseilles Library. Sondra Terry from Marengo-Union Library. Stephanie Nissen from Oregon Public Library. Alexandra Annen from Homer Township Library.
- III. Introduction of Guests  
There were no guests.
- 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 April 28, 2021 PrairieCat Delegates Assembly meeting
  - b. Central Site report including financial and statistical reports

**Motion #1: Munson (FG) moved and Bryant (PT) seconded to approve the consent agenda as presented. There was no discussion on the motion. Motion carries on a roll call.**

**Ayes: 85**

**Nays: 0**

**Abstentions: 0**

- VII. Administrative Council Report
  - a. Finance Committee Report – Report from September 16, 2021  
Coulter (PrairieCat) gave the Finance Committee report. The Committee discussed the FY23 worst-case scenario budget, which we will discuss today. Remember this budget is a draft. The Committee also briefly discussed the contract with Innovative.
  - b. Resource Sharing Committee Report – Report from RS summit, October 21, 2021  
Ruhnke (PU) reported on the Resource Sharing Summit stating it was very well attended and there was a lot of discussion for the Resource Sharing Committee to consider. Thank you to everyone who attended or those of you who set staff members to attend. These meetings are very helpful for the Committee to get ideas and input on where we should be going in the future with resource sharing. The Committee has its next meeting today after the Delegates Assembly.
- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)  
Smith (PrairieCat) shared statistics from PrairieCat’s PUG Day 2021 event. PUG Day offered thirteen sessions to the membership. Five of these sessions were hosted by PrairieCat member libraries. PrairieCat Staff, Innovative Staff, RAILS Staff and other library professionals from across the nation, hosted the other sessions. There were 413 attendees for the live sessions, which is about a 45% attendance rate. Of the 137 PrairieCat members, 68 members participated. Smith reminded everyone that the recordings are available for on demand viewing on the PrairieCat Website. Smith stated that the Engagement Committee is responsible for putting together PUG Day and if anyone is interested in volunteering for the Engagement Committee to please let

us know.

Smith updated the Delegates about Talent LMS. Starting November 1<sup>st</sup>, PrairieCat will be offering Create Lists classes on Talent LMS. Create Lists is a function that is available for Fully Participating members. There will be a formal announcement sent out next week with all of the details. After completing the Create Lists training you will be assigned Create Lists permissions to your Sierra login.

IX. Discussion, FY21 audit

Coulter (PrairieCat) stated that the audit in the packet is a draft audit for FY21. The draft was approved, barring any substantial changes, at the last Administrative Council meeting. It is draft at this point due to staff shortages and scheduling conflicts with the auditors. Coulter said she just received an email of the final draft and it does not contain any substantive changes and will be in the Administrative Council packet next week. FY21 was again a clean audit.

Discussion, PrairieCat draft FY23 Budget and Fees

Coulter (PrairieCat) started explaining the draft FY23 budget. RAILS had originally informed PrairieCat of their intent to charge for in-kind services (building charges, accounting services, IT services and support) in FY23. This draft budget was created based on those charges, which, as an estimate, would lower PrairieCat's grant from RAILS by \$160,000. This draft budget only shows \$400,000 from RAILS. Coulter said she did receive word last week that RAILS would not be charging for the in-kind services in FY23 and PrairieCat will receive \$564,000 grant. Now decisions need to be made about how much money to put into Capital Reserves to boost our savings. We also need to prioritize how we will be moving off of those in-kind service charges in the near future.

Coulter continued saying the Administrative Council and the Finance Committee made decisions that will carry through to the new draft budget for FY23. It includes a 2% staff salary increase, as well as the 1% merit increase requested by the Administrative Council. This reflects a 3% increase to Union List member costs, 3% increases to per library charges and capital reserves for fully participating and basic online members, and a 5% increase in hosting charges for fully participating and basic online members. It also assumes a 14.02% employer retirement contribution. Coulter also stated the plan for PUG Day 2022 is another virtual event and because we do not know what in person meetings will look like, she cut the budget for the in person meeting expenses.

Hopper (MT) asked about the 2% salary increase for PrairieCat employees. With the Social Security increase being 5.9%, isn't the 2% a little low? Coulter answered that it probably is a bit low, but this is what our budget allows. Also, this is why Administrative Council added in the 1% merit increase. That will get employees to a 3% increase next year. Coulter reiterated that an argument can be made to Administrative Council to bump up the salary increase or anyone with salary suggestions can email [carolyn.coulter@railslibraries.info](mailto:carolyn.coulter@railslibraries.info).

Long (BL) asked if our participating library fees are anticipated to go up 5.77%? Will this increase further once budget changes and unknowns are calculated? Coulter responded that the percent increase will most likely go down, hopefully below 5%. The 5.77% was based on the worst case scenario draft budget, which is no longer applicable since we know RAILS is not charging us for in-kind services. Long followed up with asking when we may know the final increase so we may plan our own budgets and tax levies? Or should we just plan on the higher number? Coulter replied it depends on when you need the final number. You, the Delegates, will approve the final budget in April so that is when that number will be approved. If you need to know before, then the 5% would be a safe number.

Meachum (WL) said the plan to prepare now for an eventual migration from services currently given to us by RAILS is the wisest fiscal decision. Especially the idea that we vacate the high priced office space. Coulter agreed stating that the office space referred to is for the Bolingbrook office, which came back at a cost of \$79,000 on its own.

I. Demo, Vega Discover

Cooper (Innovative) gave a demonstration of the Vega Discover software.

Walsh (JW) asked if Discover only works with OverDrive? Does eRead Illinois also work? Cooper answered that the current integrations are OverDrive, Hoopla and Kanopy. Innovative is working on others, but those are the current three set up.

Woodley (WR) asked if we pay for Vega and OverDrive? Coulter (PrairieCat) responded that OverDrive is a separate contract. Vega would be a replacement for Encore.

Meachum (WL) asked if this would have any effect on the PrairieCat app? Coulter said we will make sure that it does work with the app. Capira is aware that Vega is coming and we have several months to get it working.

Kluever (JH) asked if the same personalized integration is possible with library programming? She noticed on the Vega Public Library sample page that library programs were integrated to the catalog home page. Cooper stated that this is part of the long term vision with Vega. In the end, we are trying to get to a single patron view that shows, not only their lending page, but chats sessions, events they have participated in, and allowing the libraries engagement with the patron to be overarching so they are using multiple systems.

Shevokas (OG) asked if we all will be going to Vega or is this an opt in to change from Encore? Coulter said PrairieCat is proposing signing the Vega contract for implementation of Discover, when it's ready for us, and replace Encore.

Long (BL) said it sounds like it will roll out before it is fully developed. How do you anticipate this will affect our training requirements? Coulter stated that the contract for Vega Discover states PrairieCat will not Go Live with Discover until it satisfies the needs of the consortium and only once we Go Live will we be charged for the services.

DeBernardi (RL) asked if Vega Discover has gone live in any environment. Coulter stated that the consortia have not gone live yet, but several stand-alone libraries are live.

Coulter reminded the Delegates that this contract is only for the Discovery layer. The costs that will be offset if we adopt Vega Discover are: Offsets for Encore production and training server hosting, Syndetics Online (included in Vega so our independent agreement can be terminated) and the elimination of Mobile Worklists (not in use by anyone and very costly) will cover the outlay for the upgrade to Vega Discover.

Long stated she notice there is a 2% annual inflationary increase for Vega. Do we already pay an annual inflationary increase for Encore? Coulter responded, yes, we currently pay a 3.5% inflationary increase on our contractual agreements. This will save us 1.5% annually.

Miller (PP) asked if we do not approve the Discover contract today, where does that leave

us with Encore and will it still be supported? Cooper stated that Encore will continue to be maintained and will not be going away. What Innovative is proposing here is a cost savings for a new product that is suited to PrairieCat. Coulter pointed out that Innovative has zeroed out the migration and implementation so PrairieCat will get that service at no charge.

II. ACTION: Discussion and vote, new Innovative contract for Vega Discover services

**Motion #2: Porter (BY) moved and Ruhnke (PU) seconded to approve the new Innovative contract for Vega Discover. There was no discussion on the motion. Motion carries on a roll call.**

**Ayes: 87**

**Nays: 2**

**Abstentions: 1**

III. Presentation, ARSL Listening grants (Patti Smith, Robert W. Rowe Public Library) Smith (RO) said in early 2021 she was given the opportunity to apply for a grant from Rural Library and Social Wellbeing Project. She worked for six weeks with a mentor, Hope Decker, who went across the country speaking with small and rural libraries to find out how they fit in with their community and give them ideas on how they can reach out and better serve their community. It was a wonderful experience. If you would like to learn more you can go to [www.rurallibraries.org/toolkits](http://www.rurallibraries.org/toolkits).

I. Public Comments via previously submitted email (see above) or online  
There were no public comments.

II. Adjournment  
Meeting adjourned at 11:35 am.

Next regularly scheduled meeting, January 26, 2022, Senica's Oak Ridge Golf Club and online via Zoom.