



PrairieCat Delegates Assembly

April 27, 2022

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/12289/register>

Please use the link below to register online via Zoom:

https://railslibraries.zoom.us/webinar/register/WN_cAe1yQ1BRDWDymBiVijCdg

Minutes

The Delegates Assembly met on Wednesday, April 27, 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@prairiecat.info at least two hours before the beginning of the meeting.

I. Call to order and welcome

Present in Lasalle: Roy Arey, Shelley Augustine, Leah Bill, Kim Brozovich, Penny Bryant, Angela Campbell, Mary Cheatwood, Carolyn Coulter, Rici Dale, Molly DeBernardi, Chelsey DeSplinter, Emily Faulkner, Jolene Franciskovich, Lynette Heiden, Ashley Huffines, Kelly James, Jason Jensen, Emily Kofoid, Michelle Krooswyk, Laura Long, Resa Mai, Maria Meachum, Andy Newgren, Stephanie Nissen, Lauren Offerman, Emily Porter, Barbara Posinger, Linda Schreiber, Elizabeth Smith, Patricia Smith, Cristy Stuepegia, Sondra Terry, Julie Timm, Laura Watson, Beth Wood, Tari Sangston, Bryon Lear, Julie Wayland, Anna Allison, Rene Leyva

Present via Zoom: Kristi Scherer, Jeannie Barry, Denise Tollensdorf, Ann Marie Jenkins, Jenna Diedrich, Alexandra Annen, Renee Kozeal, Jane Lenser, Emma Conway, Cathy Palmer, Melissa Landis, Deanna Howard, Brenda Weinberg, Paige Frechmann, Beth Tepen, Marilyn Calbow, Cynthia Cole, Noreen Bormet, Victoria Blackmer, Rylie Roubal, Jan Ambrose, Ellen Finrock, Julie Voss, Mary Wilkening, Jenny Hansen, Mindy Long, Janice May, Tori Drews, Amy Runkle, Kim Scace, Annette Davis, Kimberly Martin, Heather Swanson, Lou Carlile, Melanie Gamlin, Jodie DePatis, Beth Ryan, Amy Fry, Vanessa Zimmerlein, Deborah Wunsch, Karen Sutera, Cynthia Maxwell, Amy Lingafelter, Ashley Hopper, April Hoste, Carol McSweeney, Roy Arey, Leann Bredberg, Jason Jensen, Jamie Lockwood, Laurel Reiss, Heather Black, Matt Maturo, Sheree Kozel-La Ha, Melissa Keegan, Teri Schwenneker, Valerie Woodley, Meridith Layne, Chalyn Fornero-Green, Magda Bonny, Joanna Kluever, Laura Crisp, Sarah Flanagan, Mary Petro

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
Beth Wood (RO) was introduced as the new alternate for Robert W. Rowe. Andy Newgren (RU) was introduced as the new alternate for Rockford University.
- 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 January 26, 2022, PrairieCat Delegates Assembly meeting
 - b. Central Site report including financial and statistical reports
 - c. Approve meeting dates, FY23

Motion #1: Stuepegia (LS) moved and Miller (PP) 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 March 17, 2022
Coulter (PrairieCat) said the Finance Committee reviewed the FY23 budget and Innovative Contract again.
 - b. Resource Sharing Committee Report – Report from Resource Sharing meeting, January 26, 2022.
Coulter (PrairieCat) stated the Resource Sharing committee decided to pursue an RFI for IT Management Services. The survey results showed this to be the largest service of interest/need among the membership for the new PrairieCat Plus. Coulter has received three RFI responses and it will be discussed at the meeting today.
- VIII. PrairieCat Membership Update, Training and Outreach report (Elizabeth Smith)
Smith (PrairieCat) gave a Membership Update stating that Lostant is currently joining as a Basic Online member and are in the process of adding items. Byron School District is a new Union List member and they are also currently adding items. Putnam County Schools is adding their primary school. If approved later in the meeting, PrairieCat will welcome North Chicago Public Library as a Fully Participating member and Mt. Carroll Public Library will upgrade from Union List to Basic Online.

Smith stated PrairieCat completed six in person Member Update meetings the week of April 18th, 2022 with more than 65 attendees. There was also about 25 attendees on Zoom Member Update meeting.

Smith reviewed the Training options for members. The core trainings, such as circulation, item entry and reporting are available on TalentLMS. During the third quarter there were more than 271 active users on TalentLMS and 670 courses were completed. PrairieCat continues to offer live, on-demand training for more advanced topics. PrairieCat Staff hosted 25 live trainings during the third quarter.

- IX. ACTION: Discussion and vote, North Chicago Public Library IGA for Fully Participating Membership and Mt. Carroll Public Library upgrade from Union List to Basic Online

Motion #2: Gove (TF) moved and Porter (BY) seconded to approve North Chicago Public Library IGA for Fully Participating Membership and Mt. Carroll Public Library upgrade from Union List to Basic Online. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 87

Nays: 0

Abstentions: 0

- X. ACTION: Discussion and vote, new Innovative Interfaces contract for ILS software and services

Coulter (PrairieCat) discussed the Innovative Interfaces contract renewal for PrairieCat's Sierra ILS system. This contract is a five-year agreement, beginning 7/1/2022. It includes all existing software associated with the Sierra system. The annual rate of increase in cost is set at 2% for the term of the contract. The contract has been reviewed by our lawyers and presented to both the Finance Committee and the Administrative Council.

Motion #3: Miller (PP) moved and Meachum (WL) seconded to approve the new Innovative Interfaces contract for ILS software and services. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 85

Nays: 1

Abstentions: 0

- XI. ACTION: Discussion and vote, PrairieCat FY23 Budget and Fees

Coulter (PrairieCat) reiterated that a new appendix A was sent out after the original packet release. There was a library that bumped up a tier which may lower some members' fees as a result. Coulter stated This budget includes a 2% staff salary increase (COLA), 1% merit increase, 3% increases 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. This budget reflects the RAILS grant for FY23 in the amount of \$564,277. This budget also reflects costs associated with the new five-year Innovative contract. The new contract terms will reduce our annual inflationary percentile of increase to 2% (currently 3.5%) in FY23 and beyond, as well as minimize costs associated with FY23 ILS costs due to co-

termining some services. Savings from co-termining is reflected in the ILS costs in this budget. The contract includes costs for Encore hosting of our production server, however this charge is not included in the budget, since I have included Vega Discovery costs in this budget. After Vega Discovery is accepted and brought live as our principal discovery solution, those hosting costs will be dropped, so the amount will be covered. This is noted in the Exhibit E. I have incorporated slight increases over the previous year to in-state and out-of-state travel, as I believe this may come back with the dissipation of COVID in the coming year. Per advice from our accountant, I have included a slight increase to interest revenue. Coulter also informed the Delegates of PrairieCat's new IMRF rate. The rate was lowered from 14.2% to 12.9%. This is effective in calendar year 2023, but the budget still reflects the 14.2% to accommodate for any unforeseen costs in FY23.

Long (BL) stated Ida Public Library does not approve of budget increases.

Motion #4: Porter (BY) moved and Gove (TF) seconded to approve PrairieCat FY23 budget and fees. There was no discussion on the motion. Motion carries on a roll call.

Ayes: 86

Nays: 1

Abstentions: 0

- XII. Presentations: PrairieCat member building projects
Byron Public Library, New Lenox Public Library District, Rock Island Public Library and East Moline Public Library presented their current building projects.
 - I. Public Comments via previously submitted email (see above), in person or online
There were no public comments.
 - II. Adjournment
The meeting adjourned at 11:14am
- III. Next regularly scheduled meeting, July 27, 2022, Senica's Oak Ridge Golf Club and online via Zoom.