



**Resource Sharing Committee  
Agenda  
Wednesday, April 27th, 2022, 1:00-2:00 pm**

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

**Please visit L2 for in person registration or go to:**

**<https://librarylearning.org/event/11636/register>**

PUBLIC COMMENT: Members of the public will be able to chat or speak during the virtual Zoom meeting during the 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 meeting.

1. Call to order, welcome and introductions
2. Introduction of Visitors and Public Comments
3. Review agenda for additions/changes
4. Approval, minutes from 1/26/2022 (pp. 2-4)
5. Update, IT support RFI (pp. 5-7)
6. Discussion, FY23 Resource sharing summit
7. ACTION: Approve FY23 meeting dates (p. 8)
8. Public comments
9. Adjournment

Next meeting: Wednesday, July 27, 2022, 1:00-2:00 pm, Senica's Oak Ridge Golf Club or online via Zoom

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220 W. 23rd Avenue  
Coal Valley, IL 61240  
(309) 799-3155  
<http://support.prairiecat.info>



**Resource Sharing Committee  
Minutes**

**Wednesday, January 26th, 2022, 1:00-2:00 pm**

**Online via Zoom**

**Please use the link below to register online via Zoom:**

<https://railslibraries.zoom.us/meeting/register/tJUocuuvrzopEtCH0uSZmV7NNr9t-tmngWgn>

The council met virtually due to the coronavirus pandemic in accordance with rules and procedures contained in section 7(e) of the OMA as (1) there is a state-issued disaster declaration related to public health concerns in place over all or part of the jurisdiction of the public body; (2) the head of the public body determines that an in-person meeting is not practical or prudent because of the disaster

**PUBLIC COMMENT:** Members of the public will be able to chat or speak during the virtual Zoom meeting during the public comment. Public comments may be submitted via email to Carolyn.Coulter@railslibraries.info at least two hours before the meeting.

1. Call to order, welcome and introductions  
Ruhnke (Chair-PU) called the meeting to order at 1:00 pm. The committee introduced themselves.

Present via Zoom: Debbie Griggs (TC), Cristy Stuepegia (LS), Carolyn Coulter (PrairieCat), Charm Ruhnke (Chair-PU), Chelsey DeSplinter (PrairieCat), Magda Bonny (PrairieCat), Kim Brozovich (RP), Dana Fine (PR), Rici Dale (RL), Lynne Noffke (LI), Elizabeth Smith (PrairieCat), Patti Smith (RO), Pennie Miller (PP), John Slanicky (PrairieCat)

Absent: Melissa Landis (PrairieCat)

2. Introduction of Visitors and Public Comments  
There were no public comments or visitors.
3. Review agenda for additions/changes  
Ruhnke (PU) added Find More Illinois to the agenda.
4. Approval, minutes from 11/12/2021 (Summit Debrief) and 1/13/2022

**Motion #1: Stuepegia (LS) moved and Dale (RL) seconded to approve the November 12, 2021 minutes and the January 13, 2021 minutes as presented. There was no discussion on the motion. Motion carries by vocal affirmation.**

**Abstentions:**

5. Discussion and recap, PrairieCat Plus prioritization and next steps  
Ruhnke (PU) reminded everyone of the meeting that was held earlier in January to sort through the ideas gathered through Basecamp.  
Coulter (PrairieCat) recapped the last meeting, stating that our focus should be on Consulting Services and Physical Materials. Physical Materials would be an easy group buy and Consulting Services seemed to be the membership's biggest need. The goal of today's meeting is to narrow down the topics in each of those categories and decide which ones to move forward with. Ruhnke asked the Committee to vote on the two categories and the topics within each. The Committee voted to begin with Consulting Services and within that category, IT Support Services was most needed followed by Human Resources and Web Design.

Coulter described the services needed from an IT Support Service: on-site and remote support, networking (firewalls, routers, switches) support, server support, desktop support. PrairieCat will request hourly rate bids based the number of member libraries participating. Ruhnke asked about the start of PrairieCat Plus and if there are multiple dates that libraries can join. Noffke (LI) said she thinks it should be a year-to-year membership for consistency. Ruhnke agreed, stating it would make sense for the membership to follow along with PrairieCat's fiscal year. Coulter commented that we will get better bids if we extend for three years. Coulter suggests doing an RFI to see the costs and terms, then gage the interest level. From there, we can put out an RFP.

Coulter mentioned HR Consulting might be an easy place to start, as well. PrairieCat uses HR Source as a consulting firm. They do a great job and it would be fairly simple to get a group quote from them. Miller (PP) asked if we should pick a consulting service that would be beneficial to the large libraries and a different service that would be more appealing to the medium/small libraries.

Coulter will create and send out a survey to decide on the top two consulting services. Once we have those results, we can move forward with those preferences. The results will be posted on Basecamp.

6. Discussion, allowing fine free libraries to add a 28-day bill notice  
Coulter (PrairieCat) stated that about 25% of PrairieCat libraries are fine free. Melissa Landis from PrairieCat conducted a survey amongst those fine free libraries and one suggestion, as a result, was to change some language in the notices and add a 28-day bill notice option. A meeting was held with the fine free libraries where they came up with new verbiage for the notices and, again, the suggestion to add the 28-day notice. These wording changes will apply to everyone, so it encompasses both fine and fine free libraries. Coulter continued, the Circulation Committee had some minor changes to the verbiage, but they were in agreement with the notice and the 28-day addition as well. We are now bringing these changes to the Resource Sharing Committee for their input.

Dale (RL) the wording works fine for Reddick patrons. However, our library would prefer the 28-day bill notice. There does not seem to be enough time between the 14-day notice and the 21-day notice, so we prefer the 28-day. Fine (PR) echoed Dale's thoughts on the 28-day notices. Noffke (LI) agreed with the 28-day notice as well.

The Committee agrees to allow the 28-day bill notice and wording changes.

7. Discussion, Find More Illinois  
Ruhnke (PU) asked the Committee to think about FMI and what that could mean for PrairieCat and the use of OCLC. Coulter (PrairieCat) mentioned that some of

the members will still want to remain in OCLC even if PrairieCat decides to drop the requirement. It might be possible to leverage MARC records from OCLC into their catalogs from member libraries and nonmembers will attach to them. The other possibility would be to use OCLC as a target, using WorldCat, in the autographic software. This could be a legal concern, but it is something to consider. We have to have a good source for bibliographic records and, right now, PrairieCat would have a hard time without OCLC. Just remember, this is very early discussion on the topic.

Smith (RO) said her library joined FMI right when it came out but had to drop it because there were so few members it was not cost effective to keep. Dale (RL) if FMI grows to encompass the state, for example, could we move Marc records away from OCLC? Coulter said if FMI grows that big, the OCLC records would almost have to be include from someone.

Miller (PP) asked if we did keep a few libraries in OCLC for the bibliographic records, would the cost be spread among the membership or fall strictly to those libraries? Coulter said if those few libraries are adding the benefits across the consortia, the consortia should cover the cost.

8. Public comments

There were no public comments.

9. Adjournment

Meeting adjourned at 1:50 pm.

Next meeting: Wednesday, April 27, 2022, 1:00-2:00 pm, Senica's Oak Ridge Golf Club and/or online via Zoom

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## **PrairieCat RFI for Information Technology Consulting and Support**

**Deadline: April 18, 2022**

The membership of PrairieCat has issued a request for information (RFI) to determine the availability and interest for information technology consulting and support to members in our service area.

### **About PrairieCat:**

One hundred thirty-seven libraries in Illinois share an integrated library automation system known as PrairieCat. By sharing the cost of central site equipment, computer and database maintenance staff, and telecommunications, libraries of all sizes (including public, academic, school and special) have found it possible to join the consortium and to realize the advantages of automated resource sharing. More information can be found at

<https://support.prairiecat.info>.

### **Purpose of this RFI:**

While PrairieCat staff support the centralized database, software, and related technologies, each individual member is responsible for their own end user devices and local telecommunication networks. Each member provides and maintains their own agreements with ISPs, and purchases and maintains their own local PCs, printers, telecommunications equipment, and all other aspects of their IT operations. It is the support of these local services that some members find hard to maintain. Many libraries have no IT support staff, and some have no qualified technicians in the area to rely on for support. It is hoped that by issuing a contract covering the needs of several interested members, we can provide a better support option for those who need it.

**Service Area:**

PrairieCat's members are distributed across approximately the northern third of Illinois, from the Chicago suburbs to the Iowa border. A map of our membership distribution can be found here: <https://www.prairiecat.info/libraries>. Our members consist of public, school, academic and special libraries in this region. Sizes of institutions vary, as does the level of technical expertise of the staff. We are requesting information from organizations that have the capacity to serve the entire region or, if not the entire area, a specific part of the region.

**Number of members participating:**

At this time, it is uncertain how many members will wish to participate in a possible contract. Initial analysis has shown that about a third of our membership expressed interest in these services, however this will vary based on price and individual needs when more information is provided to them.

**Services requested:**

- Initial site visits to all participants to ascertain configurations, inventories, and environment
- Remote support as well as onsite support/visits upon request
- Specific services requested include:
  - PC/Desktop support and consulting (Microsoft/Apple)
  - Server support and consulting (Microsoft/LINUX)
  - Network architecture support and consulting
  - Support and consulting for services such as DNS/DHCP configuration
  - Telecommunications equipment support and consulting
  - Firewall support and consulting
  - Network security consulting
  - Web server support
  - File server support
  - Email server support

### **Questions for respondents:**

1. Can your organization provide support for all aspects of services listed above? If not, which services would be excluded from your support and consultation?
2. Can you provide support across the entire PrairieCat service area, or if not what part (geographically) can you provide support?
3. What are the requirements for remote support? What remote control software is leveraged?
4. How are requests for support handled? Is there an online ticketing system? Do you support email ticketing?
5. What is the SDA on response times for both onsite and remote support?
6. How many IT techs are available for support?
7. For onsite, where are techs dispatched from?
8. What are the certifications held by support techs?
9. What are support hours and costs? Costs for weekend/holiday support?
10. Can you provide optional support and consulting for web site design and support of CMS (Drupal, Wordpress, etc)
11. What would be the minimum and maximum number of participants that you would consider if bidding on an RFP for these services?

### **Initial pricing for services:**

We would like to see initial pricing which would include per library/per site based on number of sites and be flexible to expand if new libraries join during the contract. In addition, we would like to see price adjustments over the course of the contract if new sites are onboarded.

### **Contact for responses and questions:**

Email submission of responses or questions preferred.

Carolyn Coulter, Director

PrairieCat

220 W. 23<sup>rd</sup> Ave., Coal Valley, IL 61240

[Carolyn.coulter@prairiecat.info](mailto:Carolyn.coulter@prairiecat.info)

630-734-5234



Date: 4/27/2022

To: PrairieCat Resource Sharing Committee

From: Carolyn Coulter, Director

Re: FY23 Meeting Dates

Below are the proposed meeting dates for the FY23 Resource Sharing Committee:

<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Format</b>
July 27, 2022	Senica's Oak Ridge Golf Club, La Salle, IL OR Zoom	1:00PM-3:00pm	In person or Zoom (depending on situation)
Oct 26, 2022	Senica's Oak Ridge Golf Club, La Salle, IL OR Zoom	1:00pm-3:00pm	In person or Zoom (depending on situation)
Jan 25, 2023	Senica's Oak Ridge Golf Club, La Salle, IL OR Zoom	1:00pm-3:00pm	In person or Zoom (depending on situation)
Apr 26, 2023	Senica's Oak Ridge Golf Club, La Salle, IL OR Zoom	1:00pm-3:00pm	In person or Zoom (depending on situation)