



# PrairieCat

PrairieCat  
Administrative Council  
Board Manual FY24

**PrairieCat Administrative Council  
FY2024**

<b>Seat</b>	<b>Office</b>	<b>Name</b>	<b>Email</b>	<b>Library</b>	<b>Term Expires</b>
Tier 3 Public		Victoria Blackmer	<a href="mailto:victoria.blackmer@prairiecat.info">victoria.blackmer@prairiecat.info</a>	Robert R. Jones PLD (CV)	Jun 30, 2024
Tier 3 Public		Penny Bryant	<a href="mailto:penny.bryant@prairiecat.info">penny.bryant@prairiecat.info</a>	Pecatonica PLD (PT)	Jun 30, 2024
Tier 1 Public	Chair	Ashley Huffines	<a href="mailto:ashley.huffines@prairiecat.info">ashley.huffines@prairiecat.info</a>	Freeport PL (FP)	Jun 30, 2024
Tier 2 Public	Treasurer	Beth Ryan	<a href="mailto:beth.ryan@prairiecat.info">beth.ryan@prairiecat.info</a>	Johnsburg PL(JO)	Jun 30, 2024
Tier 1 Public		Emily Faulkner	<a href="mailto:emily.faulkner@prairiecat.info">emily.faulkner@prairiecat.info</a>	DeKalb PL (DK)	Jun 30, 2025
Tier 2 Public		Kelly McCully	<a href="mailto:kelly.mccully@prairiecat.info">kelly.mccully@prairiecat.info</a>	Bourbonnais PLD (BD)	Jun 30, 2025
At Large	Secretary	Kim Brozovich	<a href="mailto:kim.brozovich@prairiecat.info">kim.brozovich@prairiecat.info</a>	Rock Island PL (RP)	Jun 30, 2025
Academic/Special /School		Laura Watson	<a href="mailto:laura.watson@prairiecat.info">laura.watson@prairiecat.info</a>	Highland Community College (HC)	Jun 30, 2025
At Large	Vice-Chair	Michelle Krooswyk	<a href="mailto:michelle.krooswyk@prairiecat.info">michelle.krooswyk@prairiecat.info</a>	New Lenox PLD (NL)	Jun 30, 2026
At Large		Julie Wayland	<a href="mailto:julie.wayland@prairiecat.info">julie.wayland@prairiecat.info</a>	Princeton PL (PR)	Jun 30, 2026
At Large		Megan Gove	<a href="mailto:megan.gove@prairiecat.info">megan.gove@prairiecat.info</a>	Talcott Free LD (TC)	Jun 30, 2026

FOIA officers: Carolyn Coulter,  
OMA officers: Carolyn Coulter,

PrairieCat Administrative Council and AdHoc Committee Members FY2023

FY2023	ADMINISTRATIVE COUNCIL - 11 admincouncil@prairiecat.simplelists.com	FINANCE COMMITTEE - 9 pcfinance@prairiecat.simplelists.com	RESOURCE SHARING COMMITTEE - 9 pcresourcesharing@prairiecat.simplelists.com	RAILS CONSORTIA COMMITTEE - 2	Email Address
Victoria Blackmer (CV)	X				victoria.blackmer@prairiecat.info
Penny Bryant (PT)	X	X			penny.bryant@prairiecat.info
Emily Faulkner (DK)	X			X	emily.faulkner@prairiecat.info
Ashley Huffines (FP)	Chair				ashley.huffines@prairiecat.info
Julie Wayland (PR)	X				<a href="mailto:julie.wayland@prairiecat.info">julie.wayland@prairiecat.info</a>
Kelly McCully (BD)	X				kelly.mccully@prairiecat.info
Megan Gove (TC)	X				megan.gove@prairiecat.info
Beth Ryan (JO)	Treasurer	Chair	Chair		beth.ryan@prairiecat.info
Kim Brozovich (RP)	Secretary		X		kim.brozovich@prairiecat.info
Laura Watson (HC)	X				laura.watson@prairiecat.info
Michelle Krooswyk (NL)	Vice-Chair				michelle.krooswyk@prairiecat.info
Michael Skwara (HC)		X			michael.skwara@highland.edu
Maria Meachum (WL)		X			mfbmeachum@wilmingtonlibrary.org
Rene Leyva (FR)		X			rleyva@fossilridge.org
Angela Campbell (RP)		X			campbell.angela@rigov.org
Bryon Lear (MX)		X			blear@molinelibrary.org
Nick Weber (WO)		X			nweber@woodstockil.info
Lauren Offerman (TC)		X			laureno@trpld.org
Lynne Noffke (LI)			X		lnoffke@limestonelibrary.org
Sondra Terry (MU)			X		sondrat@muld.org
Krystal Waugamon (PT)			X		krystal@pecatonicalibrary.com
Pennie Miller (PP)			X		pmiller@pearlcitylibrary.org
Debbie Griggs (TC)			X		debbieg@trpld.org
Dana Fine (PR)			X		dfine@princetonpl.org
Nichole Johnson (LP)			X		nicolej@northsld.org
Carolyn Coulter (PrairieCat)	X	X	X	X (Alt)	carolyn.coulter@prairiecat.org

PrairieCat Administrative Council and AdHoc Committee Members FY2023

FY2023	ADMINISTRATIVE COUNCIL - 11	FINANCE COMMITTEE - 9	RESOURCE SHARING COMMITTEE - 9	RAILS CONSORTIA COMMITTEE - 2	Email Address
	admincouncil@prairiecat.simplelists.com	pcfinance@prairiecat.simplelists.com	pcresourcesharing@prairiecat.simplelists.com		
Chelsey Knippel (PrairieCat)	X	X	X		chelsey.knippel@prairiecat.org
Melissa Landis (PrairieCat)			X		melissa.landis@prairiecat.org
John Slanicky (PrairieCat)			X		john.slanicky@prairiecat.org
Elizabeth Smith (PrairieCat)	X	X	X		elizabeth.smith@prairiecat.org

PrairieCat Delegates/Alternates  
FY24

Name of library	PrairieCat Code	Level	DA/AC Representation	Delegate Name	Delegate Email address	Alternate Name	Alternate Email Address
Andalusia TL	AN	BO	Public - Tier 3	Alaina Tuttle	and@andalusialibrary.org		
Bertolet MLD	BM	BO	Public - Tier 3	Linda Schreiber	Bertolet705@gmail.com	Raina Dyck	bertolibrdyck@gmail.com
Bourbonnais PLD	BD	FP	Public - Tier 2	Kelly McCully	kmccully@bourbonnaislibrary.org	Eric Linnell	elinnell@bourbonnaislibrary.org
Bradley PLD	BR	FP	Public - Tier 2	Jodie DePatis	jdepatis@bradleylibrary.org	Marie Cowden	marie@bradleylibrary.org
Byron PLD	BY	FP	Public - Tier 2	Emily Porter	emilyp@byronlibrary.org	Nancy McKay	nancym@byronlibrary.org
Charles B. Phillips PLD	BP	FP	Public - Tier 3	Lynette Heiden	laheiden@cbplib.us		
Cherry Valley PLD	CH	FP	Public - Tier 2	Sue Stevens	sues@cherryvalleylib.org	Jenny Hansen	jennyh@cherryvalleylib.org
Clinton Township PL	CT	FP	Public - Tier 3	Emma Conway	ctplibrarydirector@gmail.com		
Coal City PLD	CC	FP	Public - Tier 2	Jolene Franciskovich	jolene@ccpld.org	Leah Bill	leah@ccpld.org
Colona DPL	CL	FP	Public - Tier 3	April Hoste	director@colonalibrary.com	Sandra Wood	swood@colonalibrary.com
Community Unit SD #2	CF	BO	School	Jennifer Shugrue	jshugrue@unit2.net	Julie Timm	jtim@unit2.net
Cordova DL	CO	FP	Public - Tier 3	Karen Lonergan	klonergan@cordovalibrary.com	Chalyn Fornero-Green	cfornero-green@cordovalibrary.com
Cortland Community Library	CN	FP	Public - Tier 3	Heather Black	hblack@cortlandlibrary.com		
Creston-Dement PLD	CR	BO	Public - Tier 3	Kristi Scherer	directorcrestondementlibrary@gmail.com	Katie Kettleson	Katiekettleson@gmail.com
DeKalb PL	DK	FP	Public - Tier 1	Emily Faulkner	emilyf@dkpl.org	Britta Krabill	brittak@dkpl.org
Earlville PLD	EA	BO	Public - Tier 3	Paige Frechmann	earlvillelibrary@yahoo.com		
East Dubuque DL	EP	FP	Public - Tier 3	Brian Gomoll	director@edlibrary.org	Janice May	edlibraryclerk@gmail.com
East Moline PL	EM	FP	Public - Tier 2	Laura Long	longl@eastmolinelibrary.org	Tami Cox	coxt@eastmolinelibrary.org
Elizabeth TL	EL	FP	Public - Tier 3	Deb Wunsch	elizabethtownshiplibrary@gmail.com		
Ella Johnson MPLD	EJ	FP	Public - Tier 2	Steve Bero	sbero@ellajohnsonlibrary.org	Heather Swanson	hswanson@ellajohnsonlibrary.org
Erie PLD	ER	FP	Public - Tier 3	Laurel Reiss	lreissepld@gmail.com	Pam Ashdown	pashdown2468@gmail.com
Flagg-Rochelle PLD	FL	FP	Public - Tier 2	Sarah Flanagan	director@flaggrochellepubliclibrary.org	Connie Avery	conniea@flaggrochellepubliclibrary.org
Forreston Public Library	FO	UL	Union List Rep	Julie Voss	forlibjvoss@gmail.com		
Fossil Ridge PLD	FR	FP	Public - Tier 2	Rene Leyva	rleyva@fossilridge.org		
Franklin Grove PL	FG	FP	Public - Tier 3	Amy Runkle	director@franklingrovelibrary.org		
Freeport PL	FP	FP	Public - Tier 1	Ashley Huffines	ahuffines@freeportpubliclibrary.org		
Galena PLD	GA	FP	Public - Tier 3	Jenna Diedrich	diedrichj@galenalibrary.org	Rachel Lenstra	lenstrar@galenalibrary.org
Geneseo PLD	GP	FP	Public - Tier 2	Claire Crawford	ccrawford@geneseo.lib.il.us	Mary Jayne Nash	mjnash@geneseo.lib.il.us
Genoa PLD	GE	FP	Public - Tier 3	Jennifer Barton	genoalibrary1@hotmail.com		
Grant Park PL	GR	BO	Public - Tier 3	Mary Wilkening	mmwilkening@grantpark.lib.il.us		
Graves-Hume PLD (Mendota)	GV	FP	Public - Tier 3	Emily Kofoid	kofoidemily@gmail.com	Carolynn Ohlendorf	LibraryCarolynn@gmail.com
Hanover TL	HN	BO	Public - Tier 3	Denise Tollensdorf	hanovertownshiplibrary@gmail.com		
Harvard Diggins Library	HR	FP	Public - Tier 3	Karen Sutura	karens@harvard-diggins.org		
Henry C Adams ML (Prophetstown)	HE	BO	Public - Tier 3	Amanda Burger	hcadams1@yahoo.com		
Highland Community College	HC	FP	Acad/Spec	Laura Watson	laura.watson@highland.edu	Michael Skwara	michael.skwara@highland.edu
Hinckley PLD	HK	BO	Public - Tier 3	Rylie Roubal	ryliec@hinckley.lib.il.us		
Homer Township PLD	HD	FP	Public - Tier 1	Sheree Kozel-LaHa	skozel@homerlibrary.org	Alexandra Annen	alex@homerlibrary.org
Ida PL	BL	FP	Public - Tier 1	Mindy Long	mindyl@idapubliclibrary.org	Tim Schultz	tims@idapubliclibrary.org
Johnsburg PLD	JO	FP	Public - Tier 2	Beth Ryan	bryan@johnsburglibrary.org	Judy Robel	jrob@johnsburglibrary.org
Joliet Township High SD 204	JW	FP	School	Amy Walsh	awalsh@jths.org	Amy Lingafelter	alingafelter@jths.org
Julia Hull DL	JH	FP	Public - Tier 3	Joanna Kluever	jkluever@mail.meridian223.org		
Kankakee PL	KK	FP	Public - Tier 1	Steve Bertrand	sbertrand@lions-online.org		
LaSalle PL	LS	FP	Public - Tier 2	Jourdan Wendt	jwendt@lasalle.lib.il.us	Denise Hodgett	dmdhodgett@lasalle.lib.il.us
Lena CDL	LE	FP	Public - Tier 3	Brittany Gaulrapp	gaulrapp@le-win.net		
Limestone TPLD	LI	FP	Public - Tier 3	Lynne Noffke	lnoffke@limestonelibrary.org	Karyn Bowman	karynb@limestonelibrary.org
Lostant CL	LO	BO	Public - Tier 3	Carol Stoens	carolstoens@yahoo.com	Kimberly Udstrand	kimu.lostantlibrary@yahoo.com

PrairieCat Delegates/Alternates  
FY24

Name of library	PrairieCat Code	Level	DA/AC Representation	Delegate Name	Delegate Email address	Alternate Name	Alternate Email Address
Malta TPL	ML	FP	Public - Tier 3	Janet Clark	Janetc@maltalibrary.org	Melanie Gamlin	Melanieg@maltalibrary.org
Manhattan-Elwood PLD	MT	FP	Public - Tier 2	Ashley Hopper	arhopper@mpld.org	Nikki Manzella	nmanzella@mpld.org
Manteno PLD	MN	FP	Public - Tier 2	Jamie Lockwood	jlockwood@mantenolibrary.net	Courtney Posing	cposing@mantenolibrary.net
Mt. Carroll DL	MO	BO	Public - Tier 3	Pam Naples	director@mountcarrollpubliclibrary.org		
Maple Park PLD	MP	FP	Public - Tier 3	Kimberly Martin	mppl@maplepark.lib.il.us		
Marengo-Union PLD	MU	FP	Public - Tier 2	Sondra Terry	sondrat@muld.org	Jacki Einoris	jyceinoris@muld.org
Marseilles PL	MB	BO	Public - Tier 3	Jan Ambrose	jambrose155@gmail.com	Heide Trettenoro	heidetrett@mtco.com
Meridian Schools	MS	FP	School	Joanna Kluever	jkluever@mail.meridian223.org	Dana Brooks	dbrooks@mail.meridian223.org
Mokena CPLD	MK	FP	Public - Tier 1	Cathy Palmer	cpalmer@mokena.lib.il.us	Luke Surdel	lsurdel@mokena.lib.il.us
Moline HSD #40	MV	UL	Union List Rep	Carolyn Mesick	cmesick@molineschools.org		
Moline PL	MX	FP	Public - Tier 1	Bryon Lear	blear@molinelibrary.org	Deborah Shippy	dshippy@molinelibrary.org
Morris Area PLD	MR	FP	Public - Tier 2	Resa Mai	rmai@morrislibrary.com	Matt Knott	mknott@morrislibrary.com
Mt. Morris PL	MM	BO	Public - Tier 3	Mary Cheatwood	maryc@mtmorris-il.org	Mary Head	ill@mtmorris-il.org
New Lenox PLD	NL	FP	Public - Tier 1	Michelle Krooswyk	mkrooswyk@newlenoxlibrary.org	Shalyn Rodriguez	srodriguez@newlenoxlibrary.org
Nippersink PLD	KR	FP	Public - Tier 2	Cynthia Cole	cynthiac@nippersinklibrary.org	Kathy Christenson	kathyc@nippersinklibrary.org
North Chicago PL	NC	FP		Lou Carlile	louisc@ncplib.org	Jennifer Finnerty	Jenniferf@ncplib.org
North Suburban PLD	LP	FP	Public - Tier 1	Mary Petro	marype@northsld.org	Nicole Johnson	nicolej@northsld.org
Odell PL	OD	FP	Public - Tier 3	Meridith Layne	odell.library@gmail.com	Lisa Boles	lboles.odell@gmail.com
Oglesby PLD	OG	FP	Public - Tier 3	Lynn Sheedy	director@oglesbylibrary.org		
Oregon PLD	OR	FP	Public - Tier 3	Stephanie Nissen	oregonlibrary@gmail.com	Richard Pulfer	richardp@oregonpubliclibrary.com
Pearl City PLD	PP	FP	Public - Tier 3	Pennie Miller	pearlcitypubliclibrary@yahoo.com		
Pecatonica PLD	PT	FP	Public - Tier 3	Penny Bryant	director@pecatonicalibrary.com	Krystal Waugamon	krystal@pecatonicalibrary.com
Peotone PLD	PE	FP	Public - Tier 2	Noreen Bormet	nabormet@peotonelibrary.org	Rebecca Hase-Plefka	bjhase-plefka@peotonelibrary.org
Peru PL	PU	FP	Public - Tier 2	Emily Schaub	eschaub@perulibrary.org	Melissa Keegan	mkeegan@perulibrary.org
Plano CLD	PD	FP	Public - Tier 2	Deanna Howard	dhoward@planolibrary.info	Randy Struthers	rstruthers@planolibrary.info
Plano CUSD#88	PX	FP	School	Amy Freeman	afreeman@plano88.org		
Polo PLD	PO	BO	Public - Tier 3	Marie Monaco	mariem@pololibrary.org	Melanie Wyatt	melaniew@pololibrary.org
Princeton PL	PR	FP	Public - Tier 2	Julie Wayland	jwayland@princetonpl.org	Dana Fine	dfine@princetonpl.org
Princeton Twp HS	PF	BO	School	Renee Kozeal	rkozeal@phs-il.org		
Prophetstown-Lyndon-Tampico Schools	TW	BO	School	Laura Crisp	lcrisp@plt3.org		
Putnam County PLD	UE	FP	Public - Tier 3	Marilyn Calbow	mcalbow@putnamcountylibrary.org		
Putnam County Schools	UC	FP	School	Annette Davis	davisa@pcschools535.org	Debbie Thompson	thompsond@pcschools535.org
Reddick PLD (Ottawa)	RL	FP	Public - Tier 2	Molly DeBernardi	mdebernardi@reddicklibrary.org	Elaine Chapman	emchapman@reddicklibrary.org
Richard A Mautino ML	MA	BO	Public - Tier 3	Tari Sangston	mautinolibrary@yahoo.com		
River Valley DL (Port Byron)	RD	FP	Public - Tier 3	Teri Schwenneker	director@rivervalleylibrary.org	Kathy Peschang	kathy@rivervalleylibrary.org
Robert R. Jones PLD (Coal Valley)	CV	FP	Public - Tier 3	Victoria Blackmer	vblackmer@robertjoneslibrary.org		
Robert W. Rowe PLD (Sheridan)	RO	FP	Public - Tier 3	Beth Wood	bwood@rwrlibrary.org	Kelsie Wiseman	kwiseman@rwrlibrary.org
Rochelle Township High School District	RW	UL	Union List Rep	Ann Marie Jinkins	ajinkins@rthsd212.org		
Rock Island PL	RP	FP	Public - Tier 1	Angela Campbell	campbell.angela@rigov.org	Kim Brozovich	brozovich.kimberly@rigov.org
Rockford University	RU	FP	Acad/Spec	Andy Newgren	anewgren@rockford.edu		
Rockridge Schools	RY	UL	Union List Rep	Jacqueline Peterson	jpeterson@rr300.org		
Sandwich PLD	SA	FP	Public - Tier 3	Barb Posinger	Posingerb@sandwichpld.org	Lauree Zielezinski	zielezinski@sandwichpld.org
Schmaling MPLD	SC	BO	Public - Tier 3	Britni Hartman	fulplib@mchsi.com	Deborah Damhoff	ddamhoff.schmaling@gmail.com
Seneca PLD	SE	FP	Public - Tier 3	Yana Serdyuk	yana@senecalibrary.net	Anna Allison	annaa@senecalibrary.net
Sherrard PLD	SD	FP	Public - Tier 3	Tori Drews	torid@sherrardlibrary.org	Paula Graff	paular@sherrardlibrary.org
Silvis PL	SL	FP	Public - Tier 3	Amy Fry	afry@silvislibrary.org	Rachel Carter	rcarter@silvislibrary.org

PrairieCat Delegates/Alternates  
FY24

Name of library	PrairieCat Code	Level	DA/AC Representation	Delegate Name	Delegate Email address	Alternate Name	Alternate Email Address
Somonauk PLD	SN	FP	Public - Tier 2	Julie Harte Wasson	jharte@somonauklibrary.org		
South Beloit PL	SB	FP	Public - Tier 3	Brenda Weinberg	bweinberg@southbeloitlibrary.com	Melissa Weidman	mweidman@southbeloitlibrary.com
Stockton TPL	SK	BO	Public - Tier 3	Claire Smunt	claires@stocktonlibrary.org		
Streator PL	SR	FP	Public - Tier 3	Cynthia Maxwell	streatorpl@gmail.com	Melissa Badger	streatorplstaff@gmail.com
Sycamore PL	SY	FP	Public - Tier 1	Kim Halsey	kimh@sycamorelibrary.org	Jeannie Barry	jeannieb@sycamorelibrary.org
Talcott Free LD	TF	FP	Public - Tier 2	Megan Gove	megang@talcottfreelibrary.com	Jennifer Maine	jenniferm@talcottfreelibrary.com
Three Rivers PLD	TC	FP	Public - Tier 1	Lauren Offerman	laureno@trpld.org	Debbie Griggs	debbieg@trpld.org
United Township HS	UT	FP	School	Beth Tepen	btepen@uths.net	Grace Bergland	gbergland@hampton29.com
Walnut PLD	WA	BO	Public - Tier 3	Jaclyn Trujillo	director.wpld@yahoo.com		
Warren Township Public Library	WR	BO	Public - Tier 3	Valerie Woodley	warrenlibrary.childrengroups@gmail.com	Brandy Marsden	warren.township.public.library@gmail.com
Western DL (Orion)	WD	FP	Public - Tier 3	Michelle Bailey	mbailey@orionlib.org	Lesley Zwicker	lzwicker@orionlib.org
Wilmington PLD	WL	FP	Public - Tier 2	Maria Meachum	mfbmeachum@wilmingtonlibrary.org	Carolyn Healy	chealy@wilmingtonlibrary.org
Woodstock PL	WO	FP	Public - Tier 1	Nick Weber	nweber@woodstockil.info	Martha Hansen	marthah@woodstockil.info
Yorkville PL	YK	FP	Public - Tier 2	Shelley Augustine	saugustine@yorkville.lib.il.us	Sharyl Iwanski-Goist	siwanski@yorkville.lib.il.us
Multi-institution members sharing a vote:							
Hampton School District	HAMG						
United Township High School	UTSG			(voting member)			

PrairieCat Member Library Agencies FY24

**138 Members**

**Totals: 83 Fully Participating, 19 Basic Online, 36 Union List**

**Totals: 103 Publics, 4 Academic/Special, 31 School**

<b>Sierra Code</b>	<b>Description</b>	<b>Level</b>	<b>Administrative Council Representation Tier for Circulating Members</b>
AL	Alleman High School	UL	School
AN	Andalusia Township Library	BO	Tier 3 Public
AA	Annawan-Alba Township Library	UL	Public
BM	Bertolet Memorial Library District	BO	Tier 3 Public
BD	Bourbonnais Public Library District	FP	Tier 2 Public
BC	Boylan Central Catholic High School	UL	School
BR	Bradley Public Library District	FP	Tier 2 Public
BV	Bureau Valley CUSD #340	UL	School
BG	Byron CUSD #226	UL	School
BY	Byron Public Library District	FP	Tier 2 Public
CY	Chadwick/ Milledgeville CUSD #399	UL	School
CP	Charles B. Phillips Public Library District	FP	Tier 3 Public
CH	Cherry Valley Public Library District	FP	Tier 2 Public
CT	Clinton Township Public Library	FP	Tier 3 Public
CC	Coal City Public Library District	FP	Tier 2 Public
CL	Colona District Public Library	FP	Tier 3 Public
CO	Cordova District Library	FP	Tier 3 Public
CN	Cortland Community Library	FP	Tier 3 Public
CR	Creston-Dement Public Library District	BO	Tier 3 Public
DB	Dakota CUSD #201	UL	School
DK	DeKalb Public Library	FP	Tier 1 Public
EA	Earlville Public Library District	BO	Tier 3 Public
EP	East Dubuque District Library	FP	Tier 3 Public
EM	East Moline Public Library	FP	Tier 2 Public
EO	Eastland CUSD #308	UL	School
EL	Elizabeth Township Library	FP	Tier 3 Public
EJ	Ella Johnson Memorial Public Library District	FP	Tier 2 Public
ER	Erie Public Library District	FP	Tier 3 Public
FE	Freeport Memorial Hospital - Health Science Library	UL	Academic/Special
FL	Flagg-Rochelle Public Library District	FP	Tier 2 Public
FO	Forreston Public Library	UL	Public
FR	Fossil Ridge Public Library District	FP	Tier 2 Public
FG	Franklin Grove Public Library	FP	Tier 3 Public
FP	Freeport Public Library	FP	Tier 1 Public
GA	Galena Public Library District	FP	Tier 3 Public
GL	Galena USD #120	UL	School
GP	Geneseo Public Library District	FP	Tier 2 Public
GE	Genoa Public Library District	FP	Tier 3 Public
GK	Genoa-Kingston CUSD #424	UL	School
GR	Grant Park Public Library	BO	Tier 3 Public
GV	Graves-Hume Public Library District	FP	Tier 3 Public
HN	Hanover Township Library	BO	Tier 3 Public
HR	Harvard Diggins Library	FP	Tier 3 Public
HE	Henry C. Adams Memorial Library	BO	Tier 3 Public
HW	Hiawatha CUSD #426	UL	School



PrairieCat Member Library Agencies FY24

<b>Sierra Code</b>	<b>Description</b>	<b>Level</b>	<b>Administrative Council Representation Tier for Circulating Members</b>
HC	Highland Community College	FP	Academic/Special
HK	Hinckley Public Library District	FP	Tier 3 Public
HD	Homer Township Public Library District	FP	Tier 1 Public
BL	Ida Public Library	FP	Tier 1 Public
JO	Johnsburg Public Library District	FP	Tier 2 Public
JC	Joliet Township High SD #204	FP	School
JH	Julia Hull District Library	FP	Tier 3 Public
KK	Kankakee Public Library	FP	Tier 1 Public
KI	Kirkland Public Library	UL	Public
LN	Lanark Public Library	UL	Public
LS	LaSalle Public Library	FP	Tier 2 Public
LE	Lena Community District Library	FP	Tier 3 Public
LI	Limestone Library District	FP	Tier 3 Public
LO	Lostant Community Library	BO	Tier 3 Public
ML	Malta Township Public Library	FP	Tier 3 Public
MT	Manhattan-Elwood Public Library District	FP	Tier 2 Public
MN	Manteno Public Library District	FP	Tier 2 Public
MP	Maple Park Public Library District	FP	Tier 3 Public
MU	Marengo-Union Library District	FP	Tier 2 Public
MB	Marseilles Public Library	BO	Tier 1 Public
MY	Mazon-Verona-Kinsman Elementary SD #2C	UL	School
MS	Meridian CUSD #223	FP	School
MI	Mills & Petrie Memorial Library & Gymnasium	UL	Public
MG	Mineral-Gold Public Library District	UL	Public
MK	Mokena Community Public Library District	FP	Tier 1 Public
MX	Moline Public Library	FP	Tier 1 Public
MV	Moline SD #40	UL	School
HI	Moore Memorial Library District	UL	Public
MR	Morris Area Public Library District	FP	Tier 2 Public
MO	Mount Carroll District Library	BO	Tier 3 Public
MM	Mt. Morris Public Library	BO	Tier 3 Public
NL	New Lenox Public Library District	FP	Tier 1 Public
KR	Nippersink Public Library District	FP	Tier 2 Public
NC	North Chicago Public Library	FP	Tier 3 Public
LP	North Suburban Public Library District	FP	Tier 1 Public
OD	Odell Public Library	FP	Tier 3 Public
OG	Oglesby Public Library District	FP	Tier 3 Public
OR	Oregon Public Library District	FP	Tier 3 Public
PK	Pankhurst Memorial Library	UL	Public
PL	Pearl City CUSD #200	UL	School
PP	Pearl City Public Library District	FP	Tier 3 Public
PS	Pecatonica CUSD #321	UL	School
PT	Pecatonica Public Library District	FP	Tier 3 Public
PE	Peotone Public Library District	FP	Tier 2 Public
PU	Peru Public Library	FP	Tier 3 Public
PD	Plano Community Library District	FP	Tier 2 Public
PX	Plano CUSD #88	FP	School
PB	Polo CUSD #222	UL	School
PO	Polo Public Library District	BO	Tier 3 Public

PrairieCat Member Library Agencies FY24

<b>Sierra Code</b>	<b>Description</b>	<b>Level</b>	<b>Administrative Council Representation Tier for Circulating Members</b>
PR	Princeton Public Library	FP	Tier 2 Public
PF	Princeton Township High SD 500	BO	School
TW	Prophetstown-Lyndon-Tampico CUD#3	FP	School
UE	Putnam County Public Library District	FP	Tier 3 Public
UC	Putnam County SD #535	FP	School
RA	Raymond A Sapp Memorial Township Library	UL	Public
RL	Reddick Public Library District	FP	Tier 2 Public
MA	Richard A Mautino Memorial Library	BO	Tier 3 Public
RH	River Bend CUD #2	UL	School
RV	River Ridge CUSD #210	UL	School
RD	River Valley District Library	FP	Tier 3 Public
CV	Robert R. Jones Public Library District	FP	Tier 3 Public
RO	Robert W. Rowe Public Library District	FP	Tier 3 Public
RW	Rochelle Township High SD #212	UL	School
RP	Rock Island Public Library	FP	Tier 1 Public
RI	Rock Island/Milan SD #41	UL	School
RU	Rockford University	FP	Academic/Special
RY	Rockridge SD #300	UL	School
SA	Sandwich Public Library District	FP	Tier 3 Public
SM	Scales Mound CUSD #211	UL	School
SC	Schmaling Memorial Public Library District	BO	Tier 3 Public
SE	Seneca Public Library District	FP	Tier 3 Public
CF	Serena CUSD #2	BO	School
SH	Sheffield Public Library	UL	Public
SD	Sherrard Public Library District	FP	Tier 3 Public
SL	Silvis Public Library	FP	Tier 3 Public
SN	Somonauk Public Library District	FP	Tier 2 Public
SB	South Beloit Public Library	FP	Tier 3 Public
SK	Stockton Township Public Library	BO	Tier 3 Public
SR	Streator Public Library	FP	Tier 3 Public
SY	Sycamore Public Library	FP	Tier 1 Public
TF	Talcott Free Library District	FP	Tier 2 Public
TC	Three Rivers Public Library District	FP	Tier 1 Public
UT	United Township High SD #30	FP	School
TR	UnityPoint Health – Trinity	UL	Academic/Special
WA	Walnut Public Library District	BO	Tier 3 Public
WC	Warren CUSD #205	UL	School
WR	Warren Township Public Library	BO	Tier 3 Public
WD	Western District Library	FP	Tier 3 Public
WL	Wilmington Public Library District	FP	Tier 2 Public
WN	Winnebago CUSD #323	UL	School
WO	Woodstock Public Library	FP	Tier 1 Public
YT	York Township Public Library	UL	Public
YK	Yorkville Public Library	FP	Tier 2 Public



## **Administrative Council Roles and Responsibilities**

### **Council Members' Roles**

- Gather input from members through formal and informal channels, and bring input back to the Council when relevant; be alert to member concerns that can be addressed by PrairieCat's mission, objectives and programs
- Reach out to new directors in the Council member's representative group to welcome them to PrairieCat and answer questions
- Communicate information to members; support the decisions of the Council when communicating with members
- Set PrairieCat policies for implementation by the Director and staff
- Oversee fiscal operations of the consortium; draft annual budget and make recommendations on the budget and capital expenditures to the Delegates Assembly for member approval
- Oversee the consortium's long-range and strategic planning, with input from members, the Director, and staff
- Receive and approve recommendations from standing groups
- Assist in the evaluation of vendors and contractors
- Participate in hiring the Director

### **Norms for Council Effectiveness**

- Attend meetings regularly and communicate with the Chair, Director or Administrative Assistant when unable to attend; regular in-person attendance is expected to ensure quorum
- Prepare for Council meetings by reading the packet, asking for clarification in advance when possible, and bringing communications to the meeting
- The Council will set meeting ground rules for effective communication
- The Chair will be responsible for facilitating effective discussions, making sure to provide an opportunity to hear all opinions without rehashing arguments. Council members will strive to make sure their comments contribute to moving the discussion forward

**SECOND AMENDED INTERGOVERNMENTAL AGREEMENT ESTABLISHING  
PRAIRIECAT AND  
AUTHORIZING MEMBERSHIP IN PRAIRIECAT**

**\_\_\_\_\_ FULLY PARTICIPATING \_\_\_\_\_ BASIC ONLINE  
\_\_\_\_\_ UNION LISTING  
(Check appropriate participation level)**

WHEREAS, each of the entities listed on Exhibit A to this Agreement is either a local library established pursuant to the Local Library Act, 75 ILCS 5/ 1-0.1, et seq., a public library district established pursuant to the Public Library District Act, 75 ILCS 16/ 1-1 et seq., a school district established pursuant to state statute or another entity with a library organized and existing under the laws of the state of Illinois; and

WHEREAS, pursuant to Article VII, Sec. 10 of the Illinois Constitution of 1970, the Intergovernmental Agreement Act, 5 ILCS 220/ 1 et seq., and to the respective statutes pursuant to which each of the public libraries, library districts and school districts are established, the Governing Body of each of the said entities is empowered and authorized to enter into intergovernmental contracts and agreements for library services and the other entities with a library have the authority to contract for library services; and

WHEREAS, the Libraries that have signed this Agreement have determined that it is in their best interest to join together to provide the services outlined in this Agreement and have decided to create an intergovernmental entity called "PRAIRIECAT," voluntarily established by contracting Public Libraries, Library Districts and other entities with libraries to provide the services and automated library system described and set forth in this Agreement; and

WHEREAS, PRAIRIECAT was initially established in December, 2010 and it has permitted new members to join subsequent to its establishment.

NOW, THEREFORE, in consideration of the agreements hereinafter provided, and in further consideration of the execution of this Agreement by two-thirds of the libraries listed on Exhibit A, the Governing Board of the \_\_\_\_\_, (hereinafter referred to as "Library" or "Member") agree as follows:

1. Incorporation of Preambles. The above and foregoing preambles are incorporated herein and constitute a part of this Agreement.
2. Establishment of PRAIRIECAT. The Libraries that have signed this Agreement hereby establish an intergovernmental entity, as contemplated by the Intergovernmental Cooperation Act, which shall be known as the PRAIRIECAT for the purpose set forth in the next section.

3. Purpose. The purpose of PRAIRIECAT is to provide cost-effective and efficient resource discovery and acquisition for patrons of PrairieCat member libraries.

4. Definitions.

“Member” - Any library, library district or other entity with a library which has executed an agreement which is accepted by PRAIRIECAT on substantially the same terms as this Agreement.

“Integrated Library System” or “ILS” - The integrated library system used by PRAIRIECAT including all equipment and software that is used for automation of library functions.

“Fully Participating Member” - A library that has use of all existing application programs as described in Exhibit B, Functionality by Membership Level and whose users have full access to the benefits of the ILS. Fully Participating members are voting members and may hold any office.

“Basic Online Member” - A library that has limited use of existing application programs as described in Exhibit B, Functionality by Membership Level and whose users have limited access to the benefits of the ILS. Basic Online members are voting members and may hold any office.

“Union Listing Member” - A library that contributes its holdings to the database for resource sharing activities only and has limited use of existing application programs, as described in Exhibit B, Functionality by Membership Level. Patrons of the library are not included as part of the patron database of the ILS. Union listing members may not hold any office. The Union Listing standing group will select four representatives to be the group’s co-chairs. Each of the four representatives will have voting privileges at Delegates Assembly meetings. No alternates may be designated.

5. PRAIRIECAT Administrative Council. There is hereby established a board of directors which shall be called the PRAIRIECAT Administrative Council (“Council”). The Bylaws contain the details regarding membership on the Council, elections, meetings, duties, operation and voting of the Council.

6. Obligations/Duties of Members. The obligations and duties of Members are as follows:

- A. To comply with such other reasonable rules and regulations, including but not limited to the Bylaws, as amended, as may be established by PRAIRIECAT for the administration of the Agreement and ILS as well as all policies of PRAIRIECAT, as amended.

- B. To appropriate or budget annually its liabilities for participation in PRAIRIECAT and the ILS and to meet its obligations hereunder.
- C. To cooperate fully with any agent, employee, officer or independent contractor of PRAIRIECAT in any matter relating to the purpose and powers of PRAIRIECAT.
- D. To make payments promptly to PRAIRIECAT as established in the Bylaws and this Agreement.
- E. To execute any agreement or other documents with Vendors, such as a confidentiality agreement, required for operation of or participation in the ILS.
- F. To act promptly on all matters requiring approval by the Members and to not withhold such approval unreasonably or arbitrarily.
- G. To make its library materials available for interlibrary loan in accordance with the ILLINET Interlibrary Loan Code and to enter its collection into the ILS database.
- H. To take responsibility for purchasing and maintaining all equipment and telecommunications services necessary for access/connectivity to the PRAIRIECAT system. All such equipment must be compatible with PRAIRIECAT's system, as well as vendor and PRAIRIECAT guidelines.
- I. To acknowledge that the vendors of the ILS have or may have certain proprietary rights in connection with the ILS and to assume and accept responsibilities/liabilities related to any violation of said proprietary rights by its patrons or users.
- J. To take no action inconsistent with this Agreement as originally written or hereafter amended.
- K. To attend Delegates Assembly meetings (Fully Participating and Basic Online members and Union Listing representatives).

7. Powers and Duties of PRAIRIECAT. PRAIRIECAT may exercise any power, privilege, or authority, to perform and accomplish the purposes set forth in this Agreement and shall exercise such powers, privileges and authority through the PRAIRIECAT Administrative Council:

- A. To administer and supervise the ILS.
- B. To adopt Bylaws consistent with law and with this Agreement to govern its operation, which Bylaws shall include, among other things, provisions dealing with election of officers, meetings, voting,

operational services, committees, budgeting, assessment of fees and other policies.

- C. To employ or contract with agents, employees, vendors, independent contractors or other entities, including legal counsel, accountants and such other persons as may be necessary to provide any services required for the ILS or its implementation, to store any of the equipment required to carry out the services outlined in this Agreement and to accomplish the purposes of PRAIRIECAT.
- D. To purchase or lease equipment, machinery, or personal property necessary for the carrying out of the purpose of the ILS.
- E. To collect payments and assessments from Members.
- F. To procure insurance for the ILS against risks of loss or damage for an amount equal to the replacement cost of the equipment, subject to the usual conditions, stipulations and exceptions.
- G. To hold title to the ILS, except for any equipment held solely by a Member.
- H. To pass an annual budget.
- I. To carry out such other activities as are necessarily implied or required to carry out the purposes of the ILS.

8. Use of ILS. The Members will jointly determine the use of the ILS. PRAIRIECAT does not warrant or guarantee the ILS, nor shall PRAIRIECAT be liable for any damages resulting from the malfunction of the ILS.

9. LIMITATION OF LIABILITY/DAMAGES.

A. ANY SPECIFICATION, DESCRIPTION, OR OBJECTIVE IN THIS AGREEMENT CONCERNING THE OPERATION OF THE ILS IS A STATEMENT OF THE UNDERSTANDING OF THE PARTIES AS TO THE DESIGN AND SERVICE OBJECTIVES OF THE ILS, AND DOES NOT CREATE AN EXPRESS OR IMPLIED WARRANTY THAT THE ILS DOES OR WILL ALWAYS CONTINUE TO OPERATE AS DESCRIBED.

B. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, NEITHER PRAIRIECAT NOR ITS OFFICERS, ADMINISTRATIVE COUNCIL MEMBERS, EMPLOYEES OR AGENTS SHALL BE LIABLE TO OR THROUGH THE MEMBER FOR ANY DAMAGES, INCLUDING BUT NOT LIMITED TO DIRECT (WITH THE EXCEPTION OF PERSONAL INJURY AND PROPERTY DAMAGE DIRECTLY CAUSED BY WILLFUL AND WANTON CONDUCT), INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOST PROFITS, LOST REVENUES OR FAILURE TO REALIZE EXPECTED

SAVINGS) SUSTAINED OR INCURRED IN CONNECTION WITH THE PERFORMANCE OR NONPERFORMANCE OF SERVICES UNDER THIS AGREEMENT, AND ANY AMENDMENTS THERETO, OR THE PROVISION, USE OR OPERATION OF THE ILS OR SERVICES PROVIDED PURSUANT TO THIS AGREEMENT AND ANY AMENDMENTS THERETO, REGARDLESS OF THE FORM OF ACTION AND WHETHER OR NOT SUCH DAMAGES ARE FORESEEABLE.

C. NEITHER PARTY TO THIS AGREEMENT, INCLUDING THEIR OFFICERS, ADMINISTRATIVE COUNCIL MEMBERS, EMPLOYEES AND AGENTS, SHALL BE LIABLE IN ANY WAY FOR DELAYS, FAILURE IN PERFORMANCE, LOSS OR DAMAGE DUE TO FORCE MAJEURE CONDITIONS OR CAUSES BEYOND SUCH PARTY'S REASONABLE CONTROL.

D. ANY ACTION IN LAW OR IN EQUITY ARISING FROM OR IN CONNECTION WITH ANY MATTER UNDER THIS AGREEMENT MUST BE BROUGHT WITHIN TWO YEARS AFTER THE CAUSE OF ACTION HAS ACCRUED.

E. EXCEPT AS SET FORTH EXPRESSLY IN THIS AGREEMENT, NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE MADE BY PRAIRIECAT.

F. THE TERMS AND CONDITIONS IN THIS SECTION 9 SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

10. Notices. All notices of claims or any other notice required to be given pursuant to this Agreement, shall be in writing, shall be sent by certified mail and shall be addressed to or to such address or such other parties as the Parties may from time to time designate by notice as provided herein:

PRAIRIECAT  
c/o RAILS  
220 W 23<sup>rd</sup> Ave  
Coal Valley, IL 61240  
Attention: PRAIRIECAT Chair

And to:  
(Insert address and contact for Member)

Library name: \_\_\_\_\_

Address: \_\_\_\_\_

Attention: \_\_\_\_\_

11. Payments by Members – Assessments. Each Member shall pay all fees set forth on the PRAIRIECAT Annual Budget, Fee Schedule or any other costs and fees determined by the Members. Any Library joining PRAIRIECAT whose records must be migrated or entered into PRAIRIECAT must pay impact fees for joining PRAIRIECAT.



12. Rights of Members. Rights of each Member of PRAIRIECAT shall include the following:

- A. To enforce the obligations of PRAIRIECAT as set forth herein as a contractual obligation. This contract may be enforced in a court of law either by PRAIRIECAT itself or by any of its Members. The consideration for the obligations imposed herewith shall be based upon the mutual promises and agreements of the Members set forth herein.
- B. To participate on uniform and nondiscriminatory terms.

13. Amendments. The PRAIRIECAT Administrative Council may propose amendments to this Agreement at any time. The proposed amendment must be approved by a vote of at least two-thirds (2/3) of PRAIRIECAT Delegates Assembly Representatives.

14. Waiver. The waiver by any Library signing this Agreement or by PRAIRIECAT of any breach or violation of any provision of this Agreement shall not be deemed to be a waiver or a continuing waiver of any subsequent breach or violation of the same or any other provision of this Agreement.

15. Execution of Agreement. This Agreement may be executed in counterparts, each of which will be signed by one Member Library, and each separate Agreement and all such collectively constitute one original. Facsimile signatures shall be sufficient.

16. Financial Arrearages. In the event that a Member Library fails to meet any of its financial obligations, the Administrative Council may suspend participation of the Library and terminate integrated library services to the Library, including denial of access of the Library's computers to the database, until the Library makes payment. If such Member Library fails to make full payment within ninety (90) days after such termination of services, it shall be deemed to have voluntarily terminated and withdrawn from PRAIRIECAT, and shall be subject to the provisions of Section 18, with specific recognition of the continuing obligation of the Library to make payments, among any other payments due at the time of withdrawal, to the end of the PRAIRIECAT fiscal year in which the withdrawal occurs.

17. Assignment. Under no circumstances shall this Agreement be assigned by any party or be construed as one of agency, partnership, joint venture or employment between the Parties. The Parties shall each be solely responsible for the conduct of their respective officers, employees and agents in connection with the performance of their obligations under this Agreement.

18. Effective Date. Effective Date shall be the first day of the calendar month next following the month in which both the Member and the Delegates Assembly have duly approved and executed this Agreement or a substantially similar agreement. The contract shall be terminated at the end of the contract year, which is June 30.

19. Term and Termination. This contract shall be effective when signed by the Member and be in effect through June 30, 20\_\_\_. After the initial contract period, the contract shall be automatically extended for successive one-year periods. Termination of contract requires notification to the Chair of the Delegates Assembly at least 180 days in advance of the next fiscal year. If the Agreement is terminated, the Member must pay all unpaid costs incurred up to and including the time of termination. The obligation to pay all such costs survives the termination of this Agreement. If the Member terminates the Agreement, the Member shall pay all costs incurred by PRAIRIECAT due to the Member's decision to leave PRAIRIECAT, including any work performed by PRAIRIECAT employees or agents after the termination of the Agreement. The process for withdrawal from PRAIRIECAT is outlined in the Bylaws.

20. Dissolution. PRAIRIECAT may be dissolved by a two-thirds (2/3) vote of the Delegates Assembly. If PRAIRIECAT dissolves, PRAIRIECAT will first offer title to all system hardware and software to any entity that is composed of at least 2/3 of all Delegates Assembly Members that had an executed agreement with PRAIRIECAT when the vote to dissolve was passed. If there is no such entity, Members shall have the right of first refusal regarding the purchase of all equipment, property and other assets of PRAIRIECAT and shall share in the proceeds, if any, in accordance with the Member's proportionate share of capital contributions, purchases, or balance on account. Surplus funds, if any, shall be distributed in the same manner.

21. Section Headings. The section headings inserted in this Agreement are for convenience only and are not intended to and shall not be construed to limit, enlarge or affect the scope or intent of this Agreement or the meaning of any provision hereof.

22. Validity and Savings Clause. In the event that any provision of this Agreement shall be declared by a final judgment of a court of competent jurisdiction to be unlawful or unconstitutional or invalid as applied to any Member, the lawfulness, constitutionality or validity of the remainder of this Agreement shall not be deemed affected thereby.

23. Governing Law. This Agreement shall be construed in accordance with the Constitution and laws of the State of Illinois.

**IN WITNESS WHEREOF**, the Library whose signature is set forth below, acting under the authority of its Governing Body, has caused this Agreement to be executed by its duly authorized officer. This Agreement shall be executed in several counterparts, each of which shall be signed by one Member Library, and each separate Agreement shall collectively constitute one original.

Name of Member: \_\_\_\_\_

BY: \_\_\_\_\_

---

(print name and title of representative authorized to execute this Agreement)

ATTEST:

BY: \_\_\_\_\_

---

(print name and title)

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

PRAIRIECAT:

BY: \_\_\_\_\_

(PrairieCat Chair)

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_.

**Adopted by the PrairieCat Delegates Assembly on 10/6/10**  
**Revised by the PrairieCat Delegates Assembly on 1/26/2011**  
**Revised by the PrairieCat Delegates Assembly on 1/23/2013**  
**Revised by the PrairieCat Delegates Assembly on 4/17/2013**

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**B Y L A W S  
O F  
P R A I R I E C A T**

**ARTICLE I - AUTHORITY**

PRAIRIECAT is established pursuant to the intergovernmental cooperation clause as set forth in Article VII, Section 10 of the Constitution of the State of Illinois, the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* PRAIRIECAT shall not have or exercise any power which is not granted to a public library pursuant to Illinois law.

**ARTICLE II – DEFINITIONS**

Administrative Council – consists of eleven (11) elected representatives from the Delegates Assembly.

Delegates Assembly – consists of a representative from each Fully Participating and Basic Online Member as well as four Union Listing representatives Executive Committee – consists of the Chair, Vice Chair/Chair Elect, Secretary and Treasurer of the Administrative Council/Delegates Assembly.

Fully Participating Member – a library that has use of all existing application programs as described in Exhibit B to the Second Amended Intergovernmental Agreement, Functionality by Membership Level and whose users have full access to the benefits of the ILS. Fully Participating members are voting members and may hold any office.

Basic Online Member – a library that has limited use of existing application programs as described in Exhibit B to the Second Amended Intergovernmental Agreement, Functionality by Membership Level and whose users have limited access to the benefits of the ILS. Basic Online members are voting members and may hold any office.

Union Listing Member – a library that contributes its holdings to the database for resource sharing activities only and has limited use of existing application programs, as described in Exhibit B to the Second Amended Intergovernmental Agreement, Functionality by Membership Level. Patrons of the library are not included as part of the patron database of the integrated library system. Union Listing members are welcome to serve on Standing Groups.

Union Listing Representatives: The Union Listing members will select four Representatives to be the group’s Delegates at Delegates Assembly meetings. Each of the four Union Listing Representatives will have voting privileges at Delegates Assembly meetings. No alternates may be designated. Union Listing Representatives may hold the office of an At Large member of the Administrative Council.

Standing Groups – consists of four groups: Circulation, Technical Services, Technology, and the Training & Enhancements Committee.

Administrative Council Committees – permanent or ad hoc committees created by the Administrative Council to address specific charges.

**ARTICLE III - ADMINISTRATIVE COUNCIL**

**SECTION 1. GENERAL POWERS AND DUTIES.** To the extent not otherwise expressly provided in these Bylaws, the affairs of PRAIRIECAT shall be managed by its

Administrative Council. In addition, the Council shall have the following specific duties:

- To set policy and direction at an operational level;
- To receive and approve recommendations from standing groups;
- To oversee fiscal operations of the consortium;
- To make recommendations to the Delegates Assembly regarding major purchases outside the approved budget;
- To create the strategic plan for PRAIRIECAT;
- To assist in the evaluation of vendors and contractors;
- To appoint Open Meetings Act and Freedom of Information Act officers;
- To review agreements and bylaws at least every 3 years; and
- To complete other tasks as assigned by the Executive Committee or Delegates Assembly.

**SECTION 2. MEMBERS OF ADMINISTRATIVE COUNCIL.** The number of members of the PRAIRIECAT Administrative Council shall be eleven (11) elected representatives from the Delegates Assembly. Their members will include:

- Two (2) delegates representing Tier 1 public library constituencies
- Two (2) delegates representing Tier 2 public library constituencies
- Two (2) delegates representing Tier 3 public library constituencies
- One (1) delegate representing academic, school and special member libraries
- Four (4) delegates serving on an At Large basis from any library type

The public library tiers are further delineated in the PRAIRIECAT General Policy Manual.

No more than one representative from the same member library can serve as a voting member on the Administrative Council at the same time.

**SECTION 3. TERMS OF OFFICE.** Each Council member shall serve a term of three years. Council members may serve only two (2) consecutive elected terms, regardless of the length of the term. Council appointments for less than six months to cover members departing before the end of their term do not count against the consecutive term limitation. The six-year term limit applies to an individual Council member, and does not limit a library from having different individuals serve as representatives on the Administrative Council for more than two consecutive terms.

**SECTION 4. ELECTIONS.** The Administrative Council Nominating Committee, composed of at least three (3) members of the Delegates Assembly, shall be charged with developing a slate of candidates for election. The Committee shall actively recruit candidates over the course of each election year cycle. In addition to candidates recruited by the Committee, members of the Delegates Assembly may nominate themselves or other candidates. Candidates shall select the category in which they are running. Union Listing Representatives are eligible to run for At Large seats only.

Each Fully Participating and Basic Online Member will vote for its own category and for the At Large seats in each election. Union Listing Representatives are eligible to vote for At Large seats only. Elections shall be held by electronic ballot. The time of beginning and closing of the ballot and the reporting of the results shall be fixed by the Administrative Council.

**SECTION 5. MEETINGS.** The Administrative Council shall establish a schedule of regular meetings as it deems appropriate, except that the Administrative Council shall meet no less frequently than once each quarter of each fiscal year. Meetings of the Administrative Council will be held customarily at PRAIRIECAT Headquarters or a Member Library, but under special circumstances they may be held at another location convenient to the public with prior approval of the Administrative Council. Robert's Rules of Order, Newly Revised Edition, shall be applicable to the conduct and business of such meetings on all matters not covered by these Bylaws. Meetings shall be noticed, held and otherwise conducted in conformance with the Illinois Open Meetings Act. The PRAIRIECAT Chair or Director shall ensure that the packet of materials for each meeting of the Administrative Council is transmitted to each member of the Administrative Council.

**SECTION 6. SPECIAL MEETINGS.** Special meetings of the Administrative Council may be called by or at the request of the Chair, the Vice Chair, or any three (3) members of the Administrative Council. Special meetings will be held at PRAIRIECAT headquarters or a Member Library, but under special circumstances they may be held at another location convenient to the public and with the prior approval of the Administrative Council.

**SECTION 7. NOTICE.** Subject to the provisions of Section 6 above, no further notice of annual or regularly scheduled meetings of the Administrative Council need be given to the individual members of the Administrative Council.

Except as hereinafter provided, notice of any special meeting of the Administrative Council shall be given at least forty-eight (48) hours prior thereto in accordance with the Open Meetings Act.

In the event that the Chair, Vice Chair, or any three (3) members of the Administrative Council shall determine that there is a financial or other emergency to PRAIRIECAT, an emergency special meeting of the Administrative Council may be held if reasonable notice thereof is given by telephone or electronic telecommunications prior to such meeting.

Notice of any meeting of the Administrative Council may be waived by electronic telecommunications or in writing signed by the person or persons entitled to the notice either before or after the time of the meeting. The attendance of a member of the Administrative Council at any meeting shall constitute a waiver of notice of such meeting, except where a member of the Administrative Council attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The purpose of any special meeting of the Administrative Council and the business to be transacted thereat shall be specified in the notice or waiver of notice of such meeting.

**SECTION 8. QUORUM.** A majority of all members of the Administrative Council must be physically present, pursuant to Illinois law, and shall constitute a quorum of the Administrative Council for the transaction of business at any meeting of the Administrative Council, provided that if less than a quorum of the members of the Administrative Council is present at said meeting, a majority of the members of the



Administrative Council present may adjourn the meeting to another time without further notice. Regular in-person attendance by Council members is expected to ensure quorum.

**SECTION 9. VOTING.** Except as provided elsewhere in these Bylaws, a simple majority of a quorum shall be sufficient to pass on all matters. All votes will be taken at a PRAIRIECAT Administrative Council meeting. Council Members participating electronically may also vote. No substitutes or proxies shall be allowed to vote in the place of a Council Member.

Voting procedures will be reviewed annually by the PRAIRIECAT Administrative Council. Amended procedures shall become effective upon approval by Delegates Assembly following the procedures in effect prior to amendment.

**SECTION 10. COMPENSATION.** Members of the Administrative Council shall not receive any compensation for their services.

**SECTION 11. VACANCY AND REMOVAL OF COUNCIL MEMBERS.** The Council may declare a vacancy in the office of Council member when an elected or appointed Council Member has three (3) consecutive unexcused absences, if a majority votes to remove that Council Member. The Council may also declare a vacancy if a Council Member declines, fails, or is unable to serve.

If a Council Member vacates office and there are six months or more left on the term, a special election will be held from the same representative group or type. If there are fewer than six months remaining in the member's term, the Chair, or in the absence of the Chair, the Vice Chair, shall appoint a replacement from the same representative group or type to complete the term.

#### **ARTICLE IV – EXECUTIVE COMMITTEE**

**SECTION 1. EXECUTIVE COMMITTEE.** The Executive Committee of PRAIRIECAT shall be composed of the Chair, the Vice Chair (who shall be the Chair-Elect), the Secretary, and the Treasurer. The Executive Committee shall contribute agenda topics; receive and prepare information for Administrative Council review and action; act on behalf of the Administrative Council in urgent matters; schedule special meetings of the Administrative Council; and take such other action as may be directed by the Administrative Council.

The Executive Committee shall adopt rules for its own government not inconsistent with the Intergovernmental Agreement, these Bylaws or with directives established by the Administrative Council, which rules shall be in writing and shall be submitted to the Administrative Council for approval before being put into effect.

A quorum of the Executive Committee shall consist of a majority of the entire membership of the said Committee, and the affirmative vote of a simple majority of the members of the Executive Committee present at a meeting at which a quorum is present shall be the act of the Committee.

The officers shall be elected by the Administrative Council at the last general meeting before the end of PRAIRIECAT's fiscal year. They shall assume their office at the beginning of the new fiscal year in accordance with the provisions of Section 2 below. Only those persons who are members of the Administrative Council are eligible for election to the office of Chair, Vice Chair, Secretary and Treasurer.

Officers whose authority and duties are not prescribed in these Bylaws shall have the authority and perform the duties prescribed, from time to time by the Administrative Council.

**SECTION 2. ELECTION AND TERM OF OFFICE.** The term of office for each officer shall be for one (1) fiscal year of PRAIRIECAT.

The person elected as Vice Chair shall, after serving his/her term as Vice Chair, serve as Chair of PRAIRIECAT for the succeeding fiscal year.

Each officer shall hold office until his/her successor shall have been duly elected or until he/she shall resign, vacate office or shall have been removed in the same manner set forth herein. Election of an officer shall not of itself create contract rights.

**SECTION 3. VACANCIES.** In the event that the office of Chair becomes vacant, the Vice-Chair shall assume the duties of the Chair, and the Council shall elect one of its members to the office of Vice-Chair for the remainder of the term. In the event one of the other offices becomes vacant, the Council shall elect one of its other members to fill the remainder of the term at the next Council meeting.

**SECTION 4. REMOVAL.** Any officer elected or appointed by the Administrative Council may be removed by a two-thirds (2/3) vote of a quorum of Council Members whenever in its judgment the best interests of PRAIRIECAT would be served thereby.

**SECTION 5. CHAIR.** The Chair shall be the executive officer of the Council and shall have general supervision of the group. The Chair shall create agendas and preside at all meetings of the Council and Delegates Assembly. The Chair shall appoint all committees and liaisons to other groups. The Chair, with the concurrence of the Administrative Council, shall establish Standing and Ad Hoc Committees as deemed necessary to support the normal functions, special activities and purposes of PRAIRIECAT. Except in those instances which the authority to execute is expressly delegated to another officer or agent of PRAIRIECAT or a different mode of execution is expressly prescribed by the Administrative Council or these Bylaws, he/she may execute for PRAIRIECAT any contracts, deeds, mortgages, or other instruments which the Administrative Council has authorized to be executed, and he/she may accomplish such execution either individually or with the Secretary or any other officer or agent thereunto authorized by the Administrative Council, according to the requirements of the form of the instrument.

**SECTION 6. VICE CHAIR/CHAIR-ELECT.** The Vice Chair is the Chair-Elect. In the absence of the Chair or in the event of the Chair's inability or refusal to act as mandated by the Administrative Council, the Vice Chair shall perform the duties of the Chair, and when so acting shall have all the powers of and be subject to all the

restrictions upon the Chair. Except in those instances in which the authority to execute is expressly delegated to another officer or agent of PRAIRIECAT or a different mode of execution is expressly prescribed by the Administrative Council or these Bylaws, the Vice Chair may execute for PRAIRIECAT any contracts, deeds, mortgages or other instruments which the Administrative Council has authorized to be executed, and he/she may accomplish such execution either individually or with the Secretary or any other officer or agent thereunto authorized by the Administrative Council, according to the requirements of the form of the instrument.

**SECTION 7. TREASURER.** The Treasurer shall be the principal accounting and financial officer of PRAIRIECAT. In performing these duties, the Treasurer shall oversee the work of the agent, consultant or independent contractor hired to perform financial services for PRAIRIECAT. He/she shall:

- a. have charge of and be responsible for the maintenance of adequate books of account for PRAIRIECAT;
- b. have charge and custody of all funds and securities of PRAIRIECAT, and be responsible therefore, and for the receipt and disbursement thereof and, subject to the provisions of Section 4 of Article VI below, shall deposit such funds and securities in such banks as the Administrative Council shall approve from time to time;
- c. perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the Chair or by the Administrative Council; and
- d. shall give a bond for the faithful discharge of his/her duties in such sum and with such surety or sureties as the Administrative Council shall determine, which bond shall be paid for by PRAIRIECAT.
- e. the Treasurer shall serve as a member of the Finance Committee of the Administrative Council or of any other such committee created by the Administrative Council for consideration of annual budgetary matters.

**SECTION 8. SECRETARY.** The Secretary shall record the minutes of the meetings of the Administrative Council, Executive Committee and Delegates Assembly meetings. The Secretary shall also see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the official records of PRAIRIECAT; keep a register of the post office address of each member of the Administrative Council, which addresses shall be furnished to the Secretary by such member of the Administrative Council; and perform all duties incident to the office of Secretary; and such other duties as from time to time may be assigned to him/her by the Chair or by the Administrative Council. In the absence of the Secretary, the Chair shall designate another Administrative Council member as Secretary Pro Tem to keep the minutes.

## **ARTICLE V - DELEGATES ASSEMBLY**

**SECTION 1. POWERS AND DUTIES.** The Delegates Assembly shall have the following specific duties:

- To provide input to help shape Administrative Council decisions
- To receive the proposed budget at its October meeting;
- To approve the budget at its April meeting;
- To vote for open seats on the Administrative Council;
- To receive and review reports regarding PRAIRIECAT's business during the prior fiscal year;
- To approve the strategic plan; and
- To approve any purchases over \$20,000 not in the approved budget.

**SECTION 2. MEMBERS.** Each Fully Participating or Basic Online Member Library shall appoint its Chief Administrator or another staff member to act as the Fully Participating or Basic Online Member Library's representative ("Delegate") on the Delegates Assembly. The Delegate may also designate, in writing, an alternate to vote in their absence. The list of delegates and their alternates shall be provided to all Members.

Four representatives as chosen by the Union Listing members to have voting privileges at Delegates Assembly meetings. No alternates may be designated.

Each Delegate shall vote in accordance with the authority conferred by the Governing Body of the Member Library making the appointment.

For purposes of these Bylaws, the term "Governing Body" shall refer, as appropriate, to that group of persons vested with the ultimate legal and fiscal authority for the management of the affairs of the Member Library, irrespective of the name by which such group is designated by the Member Library.

**SECTION 3. MEETINGS.** Attendance at Delegates Assembly is required of all Fully Participating and Basic Online PRAIRIECAT members and the four Union Listing representatives, per the PRAIRIECAT Intergovernmental Agreement. The Delegates Assembly shall meet at least quarterly, in January, April, July and October. Annually, the Delegates Assembly shall establish dates and locations of its meetings and shall notify all Delegates of the dates and locations by July 30. Robert's Rules of Order, Newly Revised Edition, shall be applicable to the conduct and business of such meetings on all matters not covered by these Bylaws. Meetings shall be noticed, held and otherwise conducted in conformance with the Illinois Open Meetings Act. The PRAIRIECAT Chair or Director shall transmit to each member of the Delegates Assembly the packet of materials for each meeting of the Delegates Assembly.

Non-Attendance Fines:

- If a member library or Union List Delegate is not represented by their Delegate or Alternate at two of the four scheduled Delegates Assembly meetings, a fine in the amount of \$150 will be assessed to that member library.

- If a member library is not represented at the Delegates Assembly by their Delegate or Alternate **in person** at least once a year, a fine in the amount of \$150 will be assessed to that member library. This requirement is waived for Union List Delegates.

The maximum annual fine for non-attendance for each member library will be \$150.

**SECTION 4. SPECIAL MEETINGS.** Special meetings of the Delegates Assembly may be called if at least one quarter (1/4) of the Delegates request a special meeting or if the Administrative Council calls such a meeting. If the Administrative Council calls a special meeting of the Delegates Assembly, the Council will set the agenda for the meeting. Special meetings will be held at a location convenient to the public and with the prior approval of the Administrative Council.

**SECTION 5. NOTICE.** Notice of any special meeting of the Delegates Assembly shall be given at least five (5) business days prior thereto by telephone, by electronic telecommunications or by written notice to each Delegate at his/her address as shown by the records of PRAIRIECAT. If given by electronic telecommunication, such notice shall be deemed to be delivered when the electronic telecommunication is sent, provided, however, that the electronic communication must be filed with the minutes of proceedings of the Delegates Assembly. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. The purpose of any special meeting of the Delegates Assembly and the business to be transacted at the meeting shall be specified in the notice.

**SECTION 6. QUORUM.** A majority of all Delegates must be physically present, pursuant to Illinois law, and shall constitute a quorum of the Delegates Assembly for the transaction of business at any meeting of the Delegates Assembly, provided that if less than a quorum of the members of the Delegates Assembly is present at said meeting, a majority of the members of the Delegates Assembly present may adjourn the meeting to another time without further notice.

**SECTION 7. VOTING.** Except as provided elsewhere in these Bylaws, a majority vote of Delegates participating in the meeting shall be sufficient to pass on all matters. All votes will be taken at a Delegates Assembly meeting. Delegates participating electronically (via audio or video teleconference) may also vote. No substitutes or proxies shall be allowed to vote in the place of a Delegate or their designated Alternate.

A minimum of ten (10) days notice by telephone, by electronic telecommunications or by written notice shall be provided to each Delegate at his/her address as shown by the records of PRAIRIECAT to Members before the Delegates Assembly meeting at which the following items are to be voted on:

- For all matters of business brought before the Delegates Assembly not specified below in this Section 7.

A minimum of ten (10) days notice by telephone, by electronic telecommunications or by written notice shall be provided to each Delegate at his/her address as shown by the records of PRAIRIECAT to Members before the Delegates Assembly meeting at which the following items are to be voted on and these items must receive a two-thirds (2/3) vote of all Fully Participating and Basic Online libraries:

For approval of the budget, approval of bylaws changes, all contracts and any matter of capital improvements of hardware or software purchased which have an impact in excess of \$5,000.00 on any Member

A minimum of forty-five (45) days notice by telephone, by electronic telecommunications or by written notice shall be provided to each Delegate at his/her address as shown by the records of PRAIRIECAT to Members before the Delegates Assembly meeting at which the following item is to be voted on and this item must receive a two-thirds (2/3) vote of all Fully Participating and Basic Online libraries:

- For the dissolution of PRAIRIECAT.

## **ARTICLE VI - FINANCIAL MATTERS**

**SECTION 1. BUDGET.** In January of each year, the Council shall prepare and submit a proposed budget for the forthcoming fiscal year to the Delegates Assembly. In October, a draft of the working budget and fees will be posted to the PrairieCat support site to provide members with an idea of their fees for the coming year. PRAIRIECAT's fiscal year shall commence on July 1 and conclude on June 30 of the next succeeding calendar year. The fiscal year of PRAIRIECAT may be changed from time to time by written resolution of the Administrative Council.

The proposed budget shall be approved by a vote of two-thirds (2/3) of all the representatives of the Delegates Assembly at its April meeting. Line item transfers during the fiscal year may be made by the Administrative Council in accordance with the Fiscal Accountability policy. In case of an emergency when the Delegates cannot meet or attain quorum for some reason, the Administrative Council can tentatively approve moving forward with the draft budget and fee schedule, pending formal approval at the next Delegates Assembly.

Should the Administrative Council during the course of any fiscal year determine that the approved budget of PRAIRIECAT requires amendment, the Administrative Council shall prepare, tentatively approve, and submit to the Delegates Assembly for approval an amended budget in the same manner as hereinbefore required. The Delegates Assembly shall have the same period of time to pass upon any proposed amendment and shall act upon same in the same manner as hereinbefore provided.

For the purposes of these Bylaws, the term "budgeted items" shall mean:

- a. any items which are specifically described in an approved budget of PRAIRIECAT when the expenditures for any such items do not exceed the dollar appropriation therefore set forth in the approved budget.

- b. any items which are generally described in an approved budget of PRAIRIECAT when the expenditures for any such items do not exceed the dollar appropriation therefore set forth in the approved budget.

**SECTION 2. CONTRACTS AND EXPENDITURES.** The Administrative Council may authorize any officer or officers, agent or agents of PRAIRIECAT, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of PRAIRIECAT and such authority may be general or confined to specific instances. PRAIRIECAT may contract with agents, employees, vendors, independent contractors or other entities for administrative services, accounting/fiscal services, or any services necessary to carry out and accomplish the purposes of PRAIRIECAT.

Any purchase by PRAIRIECAT for services, materials, equipment or supplies, other than professional services, with a value greater than \$5,000 but less than \$20,000 shall be made, whenever feasible, on the basis of three or more competitive quotations.

**SECTION 3. CHECKS, DRAFTS, ETC.** All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of PRAIRIECAT, shall be signed by such officer or officers, agent or agents of PRAIRIECAT in accordance with the Fiscal Accountability Policy.

**SECTION 4. DEPOSITS.** All funds of PRAIRIECAT shall be deposited from time to time to the credit of PRAIRIECAT in such banks, trust companies, or other depositories as the members of the Administrative Council may approve; provided, however, that all such deposits and investments shall be in financial institutions in which monies of public libraries may be deposited or invested in, in compliance with the requirements of 30 ILCS 225/1 *et seq.* and 30 ILS 235/1 *et seq.*

**SECTION 5. GIFTS.** The Administrative Council may accept or reject on behalf of PRAIRIECAT any contribution, gift, bequest or devise for the general purposes or for any special purpose of PRAIRIECAT.

**SECTION 6. AUDITS.** An audit shall be conducted each fiscal year by an independent certified public accountant authorized to practice public accounting in Illinois, which accountant shall be designated by the Administrative Council. Such audit shall include a report to the Administrative Council and the professional opinion of the accountant as to the financial status of PRAIRIECAT and as to the accuracy of the audit.

**SECTION 7. PAYMENTS.** Each Fully Participating or Basic Online Library shall pay in full its share of the financial obligations incurred by PRAIRIECAT, such payment to be made within forty-five (45) days of the date of the invoice and received by PRAIRIECAT within sixty (60) days of the date of the invoice. If payment is not received within 60 days, a late charge of the greater of \$10.00 or 1.5% of the bill due

will be assessed. Regular billing statements will be transmitted to all Member Libraries, together with PRAIRIECAT's regular financial and budgetary reports, on a quarterly basis.

Each Union Listing Library shall pay in full its share of the financial obligations incurred by PRAIRIECAT, such payment to be made by December 1 and received by PRAIRIECAT by December 10. If payment is not received by December 10, a late charge of the greater of \$10.00 or 1.5% of the bill due will be assessed. Billing statements will be transmitted to Union Listing Libraries on an annual basis by October 1.

**SECTION 8. INTEREST.** All interest earned by PRAIRIECAT funds will be credited to shared PRAIRIECAT funds.

**SECTION 9. CAPITAL RESERVES.** Capital reserve funds are designated and intended for emergencies, planned replacements of ILS equipment and software, enhancements to the integrated library system, and other expenses as approved by PRAIRIECAT members. All expenditures from Capital Reserves require prior approval by the Delegates Assembly.

## **ARTICLE VII – STANDING GROUPS**

The following Standing Groups are established: Circulation Committee (CircC), Technical Services Committee (TechC), Technology Group (known as “Computer Keepers”), User Experience Committee, and the Training & Enhancements Committee. Membership on CircC and TechC is comprised of elected members; membership on the Technology Group, the User Experience Committee, and the Training & Enhancements Committee is open to any interested member. Other Standing Groups may be established by the Administrative Council. The Standing Groups and their subgroups are primarily attended by employees of the Members and PRAIRIECAT staff, rather than by Delegates, their alternates or members of the Administrative Council.

**SECTION 1. MEMBERS OF CircC and TechC.** The number of members of the PRAIRIECAT Circulation Committee (CircC) and the PRAIRIECAT Technical Services Committee (TechC) shall be eleven (11) elected representatives chosen through an election process by the Delegates Assembly. Their members will include:

- Two (2) members representing Tier 1 public library constituencies
- Two (2) members representing Tier 2 public library constituencies
- Two (2) members representing Tier 3 public library constituencies
- One (1) member representing academic, special, or school member libraries
- Four (4) members serving on an at large basis from any library type

Union List members are welcome to run for At Large seats. The public library tiers are further delineated in the PRAIRIECAT General Policy Manual.

No more than one representative from the same member library can serve on CircC at the same time or TechC at the same time.



**SECTION 2. TERMS OF OFFICE.** Each CircC and TechC member shall serve a term of three years. CircC and TechC members may serve only two (2) consecutive elected terms, regardless of the length of the term. CircC and TechC appointments for less than six months to cover members departing before the end of their term do not count against the consecutive term limitation. The six-year term limit applies to an individual CircC or TechC member, and does not limit a library from having different individuals serve as representatives on the CircC or TechC standing groups for more than two consecutive terms.

**SECTION 3. TECHNOLOGY GROUP, User Experience Committee AND TRAINING & ENHANCEMENTS GROUP.** Membership in the Technology, User Experience Committee, and Training & Enhancements groups is open to any interested members.

**SECTION 4. VOTING.** Except as provided elsewhere in these Bylaws, a majority vote of members participating in the meeting shall be sufficient to pass on all matters. All votes will be taken at a standing group meeting. Members participating electronically (via audio or video teleconference) may also vote.

**SECTION 5. MEETINGS.** Agendas for all Standing Group meetings will be sent electronically to all Members and will be posted on PRAIRIECAT's website. For any Standing Group or subgroup meeting where a majority of a quorum of the Delegates Assembly or Administrative Council will participate in the meeting, that meeting will be held in compliance with the Illinois Open Meetings Act and a quorum of the Standing Group or subgroup must be physically present to hold a meeting.

Each Group shall elect a Chair from amongst its members to serve annually, or opt to have a PrairieCat staff member serve in that capacity.

Details on Standing Groups and Administrative Council Committees are delineated in the General Policy Manual.

## **Article VIII – MEMBER UPDATES AND PARTICIPATION**

### **SECTION 1. PRAIRIECAT MEMBER UPDATES.**

The purpose of PrairieCat Member Updates is to summarize the work of the standing groups, to better disseminate PrairieCat information, and to provide networking opportunities for the membership. There are seven geographic-based zones within the service area. Member library staff may attend updates in any zone.

Member updates will be scheduled twice a year in each zone, and the same agenda will be used at all meetings to ensure a consistent message and information.

### **SECTION 2. MEMBER PARTICIPATION TRACKED AS PART OF COMPLIANCE WITH PRAIRIECAT POLICIES.**

The PrairieCat Administrative Council reviews member compliance with PrairieCat policies and procedures semi-annually. PrairieCat staff will track participation in PrairieCat governing bodies and standing groups, PrairieCat Member Updates, and PUG Day as part of the Council's overall review of member engagement in PrairieCat. Regular participation and engagement is expected of all PrairieCat

members.

## **ARTICLE IX – COMMITTEES AND DIRECTOR**

**SECTION 1.** The PRAIRIECAT Administrative Council shall establish committees on a permanent or ad hoc basis. The Council shall issue a charge for each committee and shall select a committee chair and committee members based on factors such as geographical distribution, library type, library size, and other such factors. Committee members cannot delegate their duties to any other individual. All such committee meetings will be conducted in conformance with the Illinois Open Meetings Act. Administrative Council Committee membership rosters will be posted on the PRAIRIECAT website.

The Administrative Council shall review the committee structure for PRAIRIECAT annually and make any needed changes or new appointments. Details on Standing Groups and Administrative Council Committees are delineated in the General Policy Manual.

**SECTION 2. DIRECTOR** The PRAIRIECAT Director shall be the Chief Operating Officer of PRAIRIECAT and shall be responsible for administering the policies adopted by the Administrative Council, supervise the total operation of PRAIRIECAT, and serve as advisor to the Administrative Council and the Delegates Assembly. The PRAIRIECAT Director shall develop the program, implement the long-range plan, make recommendations to the Administrative Council for hiring and evaluating the personnel and independent contractors, purchase materials, and undertake such other activities as may be necessary for the operation of PRAIRIECAT, subject to the policies established by the Administrative Council.

The PRAIRIECAT Director shall attend all Administrative Council and Delegates Assembly meetings. At each regular meeting of the Administrative Council the PRAIRIECAT Director shall prepare and present a listing of all bills to be paid subject to the approval of the Administrative Council. The PRAIRIECAT Director shall report directly to the Administrative Council.

## **ARTICLE X – BOOKS AND RECORDS**

PRAIRIECAT shall keep correct and complete books and records of account and shall also keep minutes of the meetings of the membership of PRAIRIECAT, and of proceedings of the Administrative Council and committees having any of the authority of the Administrative Council. PRAIRIECAT shall keep at its principal office a record giving the names and addresses of the members of the Administrative Council. All books and records of PRAIRIECAT may be inspected by any Member Library or member of the Administrative Council, or the agent or attorney thereof, for any proper purpose at any reasonable time.

## **ARTICLE XI – SERVICES TO MEMBERS**

Subject to the terms and conditions set forth in the Intergovernmental Agreement and in conformity with the provisions of these Bylaws, PRAIRIECAT shall, on a uniform and nondiscriminatory basis, provide each Member Library on active membership status in PRAIRIECAT with cooperative library application computer

services and automation services, including but not limited to software designed to meet the specific needs of the Member Libraries. The Administrative Council of PRAIRIECAT shall take all necessary and appropriate actions so as to enable PRAIRIECAT to provide such computer and automation services, including causing PRAIRIECAT to enter into one or more contracts with third parties for such services.

## **ARTICLE XII - MEMBERS AND MEMBERSHIP**

**SECTION 1. MEMBERS.** Any library that agrees to the terms and conditions of an agreement with PRAIRIECAT may be admitted to membership in PRAIRIECAT, but only upon compliance with the following conditions:

- a. The new Member Library must be a member of a regional library system and a member/subscriber of PRAIRIECAT's chosen bibliographic records provider.
- b. The addition of the new Member Library requires approval by the affirmative vote of two-thirds (2/3) of all Representatives of the Delegates Assembly.
- c. The new Member Library shall sign a copy of the Intergovernmental Agreement for the purpose of acknowledging its commitment to assume the rights and fulfill the responsibilities of membership in PRAIRIECAT, and shall transmit to the Secretary of PRAIRIECAT a certified copy of the document approved by such new Member Library providing for the execution of the Intergovernmental Agreement and the signed Intergovernmental Agreement.
- d. The active membership of such new Member Library shall become effective on the date on which its bibliographic or patron records are first loaded into the PRAIRIECAT database.
- e. If the financial impact of the new Member Library will cause a disproportionate increase in costs on existing Members, admission may be conditioned on the applicant Library bearing such increase in costs.

For purposes of these Bylaws, the members of PRAIRIECAT are referred to as "Member Libraries." The terms "Member Libraries" and "Member Library" include each new Member Library as of the effective date of its active membership in PRAIRIECAT.

**SECTION 2. LEVELS OF MEMBERSHIP.** There are the following levels of membership in PRAIRIECAT:

- A. Fully Participating Members
- B. Basic Online Members
- C. Union Listing Members

Membership levels, fee structure and eligibility shall be determined, on an annual basis, by the Administrative Council and set forth in the General Policy Manual. The Administrative Council will annually review the criteria and make recommendations to the Delegates Assembly as part of the budget approval process.

**SECTION 3. TRANSFER OF MEMBERSHIP.** Membership in PRAIRIECAT is not transferable or assignable.

**SECTION 4. RESPONSIBILITIES OF MEMBER LIBRARIES.** Each Member Library shall comply with such other reasonable rules and regulations as may be established by PRAIRIECAT for the administration of the ILS as well as all policies of PRAIRIECAT that have been established by the Delegates Assembly and/or Administrative Council. In the event that any Member Library shall fail to conform to such standards, the PRAIRIECAT Executive Committee shall investigate and shall report its findings and recommendations to the PRAIRIECAT Administrative Council for such action as the Administrative Council may determine to be appropriate pursuant to Article XIII below.

Each Member Library shall comply with the confidentiality requirements contained in any Sales Agreement and Maintenance Agreement or any other agreement entered into by PRAIRIECAT with any vendor. The compliance required of each Member Library shall include signing any confidentiality documents and observing any other requirements designated by PRAIRIECAT in writing. In addition, each Member Library shall be individually responsible for any breach or violation of the confidentiality requirements by such Member Library, whether occurring during the term of the Member Library's membership in PRAIRIECAT or thereafter.

**SECTION 5. CHANGE OF MEMBERSHIP TIER.** A Member Library may choose to participate in a different membership tier than that in which it is currently enrolled, if it is eligible to do so in accordance with the PRAIRIECAT General Policy Manual. A Member Library that seeks to change its membership tier in PRAIRIECAT must provide written notice to PRAIRIECAT at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. Additionally, the Member Library must execute a new Intergovernmental Agreement indicating its new membership tier at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. The Intergovernmental Agreement and change of membership tier must also be approved by the Delegates Assembly in accordance with Article XI and in accordance with the PRAIRIECAT General Policy Manual. Each Member Library is required to pay all outstanding financial obligations in accordance with Appendix A and Appendix B of the PRAIRIECAT General Policy Manual.

**SECTION 6. TERMINATION OF MEMBERSHIP.** A Member Library that seeks to terminate its membership in PRAIRIECAT must provide written notice to PRAIRIECAT at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. Each Member Library is required to continue to pay all outstanding financial obligations even after the termination date.

**SECTION 7. REINSTATEMENT.** A library whose status as a Member Library has terminated may be reinstated by applying for admission as a new Member Library,

as set forth in Section 1 of this Article. Such reinstated Member Library shall pay its share of the costs of new equipment and services purchased by PRAIRIECAT subsequent to the termination of such Library's membership status, said share to be determined according to the policies of PRAIRIECAT as in effect at the time of such reinstatement.

### **ARTICLE XIII - TERMINATION OF MEMBERSHIP**

**SECTION 1. OBLIGATIONS UPON TERMINATION OF MEMBERSHIP.** A Member Library terminating its membership in PRAIRIECAT, as provided in Section 5 of Article XI above and in the Intergovernmental Agreement, shall continue to be fully obligated for all payments and other duties owed by such Member Library to PRAIRIECAT.

Each terminating Member Library must comply with the then-current PRAIRIECAT protocols with respect to the terminating Member Library's data conversion and related tasks.

**SECTION 2. RIGHTS UPON TERMINATION OF MEMBERSHIP.** A Fully Participating or Basic Online Library may request, at its expense, that PRAIRIECAT copy and remove the terminating Library's patron file, circulation records, and copy and remove the Library's entries in the bibliographic database. These charges will be limited to: vendor or consultant charges, if any, and/or charges for PRAIRIECAT or its agents work. Because the bibliographic database is primarily OCLC derived, negotiations between the Library, PRAIRIECAT and its agents, and OCLC will be conducted to determine if a per record copy fee needed to be assessed.

Title to system hardware and software, except for equipment owned solely by the Library shall be held by PRAIRIECAT as long as the Intergovernmental Agreement is in effect. The individual bibliographic and patron records of the Library shall remain the property of the Library. The use of the database in the system will be subject to guidelines established by the Delegates Assembly.

### **ARTICLE XIV - ENFORCEMENT PROCEDURES**

**SECTION 1. COMPLIANCE WITH POLICIES AND PROCEDURES.** If a Library appears to be in noncompliance with PRAIRIECAT policies or procedures, a hearing shall be arranged within thirty (30) days from the time of written notice of noncompliance. At the hearing the Library shall discuss the issue with members of the Administrative Council. Hearing results shall be reported in writing to the Delegates Assembly within thirty (30) days.

The Administrative Council shall make the final determination of noncompliance and shall specify a time frame within which a non-complying Library must complete corrective action. If noncompliance has resulted in expense, the Administrative Council shall assess the non-complying Library for the amount of this expense. If the Library does not accept the Administrative Council ruling, it must request within ten (10) days after the ruling that this issue be dealt with as a "dispute" as set forth in Section 2 below.

When an Administrative Council ruling on noncompliance is undisputed or after a dispute concerning such a ruling has been resolved in favor of the Administrative Council, the ruling on noncompliance shall be binding for the non-complying Library. Failure of the Library to reach compliance within the time frame specified by the Administrative Council shall result in immediate suspension of participation in the automation project, including denial of access of the Library's logons to the database.

The failure of the Library to reach compliance within ninety (90) days after the date of suspension shall be considered voluntary withdrawal from this agreement. As specified in Article XII, contractual payments shall be required from the Library until the end of the contract year.

**SECTION 2. DISPUTES.** Disputes may arise concerning violations of PRAIRIECAT policies and procedures or concerning the terms of the Intergovernmental Agreement or these Bylaws. In the case of any dispute between the Library and PRAIRIECAT regarding payments hereunder, the Library shall pay the billing according to the terms above. These and all other disputes shall be resolved as set forth in this article. The Library's account shall be appropriately adjusted, and credited with interest, if a financial dispute is resolved in favor of the Library.

Disputes relating to violations of policies and procedures shall be subject to mediation. All procedures concerning such violations outlined in Section 1 above must be followed before such a question will be dealt with as a dispute. Disputes concerning the terms of this agreement shall be heard by the Administrative Council. After the Administrative Council has ruled on issue, the Library that does not accept the ruling may request within (10) days that the issue be presented to the Delegates Assembly.

When disputes cannot be resolved by the methods outlined above, a mediator acceptable to both parties to the dispute will be chosen. The cost of mediation, should such cost be incurred, shall be borne equally by the disputing parties. If both parties are not satisfied by the results of mediation, arbitration shall be pursued.

When mediation is not successful in resolving a dispute, the dispute shall be submitted for binding arbitration to the American Arbitration Association according to its current rules and regulations. The cost of arbitration, should such costs be incurred, shall be borne equally by the disputing parties.

Disputes concerning the terms of these Bylaws shall be heard by the Administrative Council. Rulings of the Administrative Council may be appealed to the Delegates Assembly. Decisions made by the Delegates Assembly are final.

## **ARTICLE XV – AMENDMENT OF BYLAWS**

Amendments may be proposed in writing by the Administrative Council, the Delegates Assembly, or by a group representing at least one-third of the member libraries. Any proposed amendment must be discussed at an Administrative Council meeting (and must have appeared on the agenda for the meeting) before being distributed to all Members for their consideration.

The Bylaws may be amended, altered, added to or repealed upon the affirmative vote of two-thirds (2/3) of the Delegates Assembly, at any regular or special meeting of the Delegates Assembly, provided that notice of the proposed amendment, alteration, addition or repeal is given in writing to the Member Libraries ten (10) days prior to such meeting.

#### **ARTICLE XVI – NOTICES**

All notices of claims or any other notice required to be given pursuant to these Bylaws, shall be in writing, shall be sent by certified mail and shall be addressed to or to such address or such other parties as the Parties may from time to time designate by notice as provided herein:

PRAIRIECAT  
c/o RAILS  
220 W 23<sup>rd</sup> Ave  
Coal Valley, IL 61240  
Attention: PRAIRIECAT Chair

and to:  
Member Library  
[Address of the main library building]  
Attention: Chief Administrator

#### **ARTICLE XVII – LIABILITY OF PRAIRIECAT, ITS EMPLOYEES AND PRAIRIECAT ADMINISTRATIVE COUNCIL MEMBERS**

A. The members of the PRAIRIECAT Administrative Council and employees of PRAIRIECAT shall use ordinary care and reasonable diligence in the exercise of their powers and in the performance of their duties hereunder. They shall not be liable for any mistake of judgment or other action made, taken or omitted by them in good faith; nor for any action taken or omitted by any agent, employee or independent contractor; nor for any loss incurred through investment of PRAIRIECAT funds or failure to invest. They may participate in indemnification and self insurance programs and will also purchase liability insurance for PRAIRIECAT and for its officers and directors. No Administrative Council member or employee shall be liable for any action taken or omitted by any other Administrative Council member or employee. No member of the PRAIRIECAT Administrative Council shall be required to give a bond or other security to guarantee the faithful performance of the Administrative Council member's duties hereunder, except as required by this Agreement or by law.

B. The liability of PRAIRIECAT, its employees and PRAIRIECAT Administrative Council members is limited solely to the proceeds of payments of Members and to the proceeds of any insurance purchased by PRAIRIECAT.

C. If any claim or action not covered by insurance is instituted against a PRAIRIECAT Administrative Council member or employee of PRAIRIECAT arising out of an act or omission occurring within the scope of his or her duties or authority, PRAIRIECAT shall at the request of them:

1. appear and defend against the claim or action; and

2. pay or indemnify the PRAIRIECAT Administrative Council member or employee for a judgment and court costs based on such claim or action, provided there shall be no indemnification for any portion of a judgment representing an award of punitive or exemplary damages; and
3. pay or indemnify the PRAIRIECAT Administrative Council member or employee for a compromise or settlement of such claim or action providing the settlement is approved by the PRAIRIECAT Administrative Council.

D. The term "PRAIRIECAT Administrative Council member or employee" shall include former PRAIRIECAT Administrative Council members and employees. This indemnification resolution shall not apply if the PRAIRIECAT Administrative Council finds that the claim or action is based on malicious, willful or criminal claim or action is based on malicious, willful or criminal misconduct. In such case the action to be taken by the PRAIRIECAT Administrative Council will be determined after an investigation of the facts.

Adopted: 10/6/10

Revised: 12/1/10

Revised 1/1/2012

Revised 1/23/2013

Revised 4/17/2013

Revised 1/27/2016

Revised 4/27/2016

Revised 10/26/2016

Revised 4/26/2017

Revised 4/25/2018

Revised 7/29/2020

Revised 1/25/2023



# RAILS LLSAP Support Grant Agreement

Grantor: Reaching Across Illinois Library System ("RAILS"), a body politic.

Street Address: 125 Tower Drive City/State/Zip: Burr Ridge, IL 60527

Email Address: [monica.harris@railslibraries.info](mailto:monica.harris@railslibraries.info) Attention to: Monica Harris, Interim Executive Director

Grantee: PrairieCat.

Street Address: 220 W. 23<sup>rd</sup> Ave. City/State/Zip: Coal Valley, IL 61240

Email Address: [carolyn.coulter@railslibraries.info](mailto:carolyn.coulter@railslibraries.info) Attention to: Carolyn Coulter

<b>Grant Amount: Total Allocation</b>	<b>\$565,262</b>
<b>Estimated cost of RAILS services</b>	<b>\$49,794</b>
<b>Financial support</b>	<b>\$515,468</b>

Effective Date: July 1, 2023 Termination Date: June 30, 2024

**THIS AGREEMENT** is made and entered into the above-referenced date, by and between, Grantee and RAILS.

**Whereas**, Local Library System Automation Programs (LLSAPs) are shared library management systems that are supported by RAILS and that are open to membership by all types and sizes of RAILS member libraries, and

**Whereas**, it is the desire of RAILS to strengthen resource sharing in the state of Illinois and support the activities of LLSAPs; and

**Whereas**, RAILS staff have reviewed the Application, by this reference made part of this Agreement, as Appendix F, and verified that Grantee meets the criteria for a RAILS LLSAP as set forth in Appendix B (Services Provided by Grantee); and

**Whereas**, RAILS does hereby agree to provide the Grant Amount as financial and/or in-kind support as set forth in Appendices A and C and Grantee hereby accepts the support upon the terms and conditions hereinafter provided,

**NOW, THEREFORE**, in consideration of the mutual undertakings and covenants of the parties hereto as herein set forth, and for other good and valuable considerations, the receipt and sufficiency of which are hereby mutually acknowledged, the parties hereto agree as follows:

**Article 1: Term and Termination.** Subject to the provisions for termination as hereinafter provided, this Agreement shall become effective on the Effective Date and shall be terminated on the Termination Date, unless terminated by mutual written consent of both Parties or by either Party upon one hundred twenty (120) days' written notice to the other Party. RAILS shall be responsible for in-kind services through the termination date and all payments due pursuant to this Agreement shall be prorated through the date of such termination.

**Article 2: Services and Costs.** Contingent upon state funding, RAILS and Grantee, respectively, shall provide the services set forth in Appendices A and B. The Cost and Financial Responsibility as allocated between the Parties are set forth in Appendices D and E. The Appendices are exhibits to this Agreement and are incorporated herein.

**Article 3: Funding.** If, in any fiscal year, funding to RAILS from the Illinois Secretary of State by the Illinois State Library ceases or fails to make available sufficient funds for this Agreement, RAILS may, but shall not be obligated to, terminate this Agreement upon written notice to Grantee, effective as of the date of the termination or discontinuance of such funding. All payments due pursuant to this Agreement shall be prorated through the date of such termination.

**Article 4: Reporting Requirements.** The Grantee agrees to supply RAILS with annual program progress reports until termination of this agreement. Annual reports are due on July 31, 2024. Grantee also agrees to supply RAILS with any reports and information necessary to satisfy RAILS' own reporting requirements to the Illinois State Library. The Grantee agrees to exercise good faith in the performance of this Agreement and to provide such additional information as RAILS determines is necessary and appropriate.

**Article 5: Records and Documentation.** The Grantee shall maintain, for a minimum of three years from the later date of either: (a) final payment under the Agreement or (b) the completion of the Agreement, adequate books, records, and supporting documents to verify the amounts, receipts, and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records, and supporting documents related to the Agreement shall be available for review and audit by RAILS; and the Grantee agrees to cooperate fully with any audit conducted by RAILS or agents acting on behalf of RAILS and to provide full access to all relevant materials. Failure to maintain the books, records, and supporting documents required by this Section shall establish a presumption in favor of RAILS for the recovery of any funds paid by RAILS under the Agreement for which adequate books, records, and supporting documentation are not available to support their purported disbursement.

**Article 6: Freedom of Information Act.** The Grantee and RAILS recognize and agree that this Agreement, required reports, and other information provided to RAILS are public records as defined in the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

**Article 7: Liability.**

**A. Indemnity.** The Grantee agrees that RAILS shall not be liable in relation to and does hereby hold harmless and indemnify RAILS, all RAILS officials, officers, employees, agents, representatives, consultants, and attorneys, from any and all claims that may be asserted at any time against any of them in connection with (i) RAILS' review and approval of the Project; (ii) the payment of the Grant Amount; or (iii) RAILS' assent to the terms and provisions of this Agreement and the Grantee's Project.

**B. Defense Expense.** The Grantee shall, and does hereby agree to, pay all expenses, including without limitation legal fees and administrative expenses, incurred by RAILS in defending itself with regard to any and all of the claims referenced in Article 7.A of this Agreement.

**C. Limited Liability.** RAILS does not assume any liability for acts or omissions of the Grantee and such liability rests solely with the Grantee. Without limiting the generality of the foregoing:

- (1) RAILS' review of the Application and assent to the terms and provisions of this Agreement do not, and shall not, in any way, be deemed to insure the Grantee, or any of its heirs, successors, assigns, tenants, and licensees, or any other Person, against damage or injury of any kind at any time.

- (2) Any specification, description, or objective in this agreement concerning the operation of the Integrated Library System (“ILS”) is a statement of the understanding of the parties as to the design and service objectives of the ILS, and does not create an express or implied warranty that the ILS does or will always continue to operate as described.
- (3) Notwithstanding any other provision of this agreement, neither RAILS nor its officers, board members, employees or agents shall be liable to or through the LLSAP members for any damages, including but not limited to direct, indirect, incidental or consequential damages sustained or incurred in connection with the performance or nonperformance of services under this agreement, and any amendments thereto, or the provision, use or operation of the ILS or services provided pursuant to this agreement and any amendments thereto, regardless of the form of action and whether or not such damages are foreseeable.
- (4) Neither party to this agreement, including their officers, board members, employees and agents, shall be liable in any way for delays, failure in performance, loss or damage due to force majeure conditions or causes beyond such party’s reasonable control.
- (5) Any action in law or in equity arising from or in connection with any matter under this agreement must be brought within two years after the cause of action has accrued, except claims for damages which may be covered under the Illinois Tort Immunity Act.
- (6) Except as set forth expressly in this agreement, no warranties, express or implied, including warranties of merchantability or fitness for a particular purpose are made by RAILS.
- (7) The terms and conditions in this Article 7 shall survive the termination of this agreement.

**Article 8: Applicable Law.** This Agreement shall be governed in all respects by the laws of the State of Illinois. In compliance with the United States and Illinois Constitutions, the Illinois Human Rights Act, the United States Civil Rights Act, and Section 504 of the Federal Rehabilitation Act and other applicable laws and rules, RAILS does not unlawfully discriminate in the awarding of grants or any other activity.

**Article 9: Notices.** All notices required under the terms of this Agreement shall be in writing, and delivered electronically, in person, or by certified or registered mail with return receipt to the above-referenced addresses of the parties hereto. A party may change its address by notice in the manner prescribed in this Article.

**Article 10: Breach.** Any breach of this Agreement by the Grantee will allow RAILS to terminate this Agreement without penalty, and to seek enforcement of this Agreement by suit, action, mandamus, or any other proceeding in law or in equity, including without limitation specific performance to compel the performance of this Agreement. Unless expressly provided to the contrary in this Agreement, each and every one of the rights, remedies, and benefits provided by this Agreement shall be cumulative and shall not be exclusive of any other rights, remedies, and benefits allowed by law.

**Article 11. No Third Party Beneficiaries.** No claim as a third party beneficiary under this Agreement by any person or entity shall be made, or be valid, against the RAILS or the Grantee.

**Article 12: Certification.** The Grantee does hereby ratify and adopt all assurances, statements, descriptions, representations, warranties, covenants, and agreements submitted to RAILS and referred to in this Agreement. The Grantee certifies that all information in the Agreement is true and correct to the best of the Grantee’s

knowledge, information, and belief; that the grant funds shall be used only for the services to its members as described in this Agreement; and that the award of grant funds is conditioned upon said certification.

**Article 13: Insurance**

Grantee will provide all insurance for its employees (if any) and will procure insurance that covers all equipment it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment. RAILS will provide all insurance for its employees and will procure insurance for all equipment and vehicles that it owns against risks of loss or damage for an amount equal to the replacement cost of the equipment or vehicles. Each entity will provide workers compensation for its own employees. Grantee is not covered by any RAILS cyber security insurance policy, and may decide to procure its own if it wishes.

**Article 14: Amendments; Waivers**

This Agreement and the rights created by this Agreement may not be amended, modified, or waived in any respect except by written agreement expressly referring to this Agreement and duly and validly authorized, executed, and delivered by the Parties.

**Article 15: Relationship of the Parties**

RAILS shall act as an independent contractor with respect to the provision of the services pursuant to this Agreement. Nothing in this Agreement is intended, or shall be construed or applied, to create the relationship of principal and agent, employer and employee, partners, or joint ventures between RAILS and Grantee. No employer/employee relationship shall be created by this Agreement between Grantee and any RAILS employee providing services under the terms of this Agreement.

**Article 16: Severability**

The provisions of this Agreement are severable if any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law or contrary to any rule or regulation having the force and effect of law; such decision shall not affect the remaining portions of this Agreement. However, upon the occurrence of such event, either Party may terminate this Agreement forthwith, upon the delivery of written notice of termination of the other Party.

**Article 17: Entire Agreement**

It is understood and agreed that the entire agreement of the Parties is contained herein and that this Agreement supersedes all oral agreements in negotiations between the Parties relating to the subject matter hereof.

**Article 18: Successors**

This Agreement shall be binding upon successors of the Parties.

**Article 19: Authority**

Each of the Parties to this Agreement represents and warrants that it has the full right, power, legal capacity, and authority to enter into and perform its respective obligations hereunder and that such obligations shall be binding upon such Party without the requirement of the approval or consent of any other person or entity in connection herewith.

**Article 20: Execution in Counterparts**

This Agreement may be executed in counterparts. Facsimile signatures shall be sufficient.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed as of the Execution Date.

**GRANTEE**

Signature: Carolyn Coulter

Printed Name: Carolyn Coulter

Title: Director

Date: Jan 5, 2023

**ATTEST**



Laura L. Long

Secretary

Date: Jan 5, 2023

**RAILS**

Signature: 

Printed Name: Monica Harris

Title: Interim Executive Director

## Appendix A – SERVICES PROVIDED BY RAILS

### Core Services

*All LLSAPs receive the following services from RAILS. No expenses will be deducted from cash support.*

#### *Meeting Rooms*

1. RAILS shall provide use of meeting rooms and other flexible public work and collaboration spaces at RAILS facilities to LLSAP, subject to availability and the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>. Access for advance scheduling of reservable meeting rooms and workspaces will be provided via L2.

#### *Communication and Collaboration*

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Conference calling account, upon request

#### *Grants for New Members*

1. When funds are available, and subject to the application and award decision process, requirements, and other RAILS procedures, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.

### Optional Services

*Cost-recovery expenses will be deducted from Grantee's total support allocation.*

#### *Financial Services*

1. RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts. The accounting services include, but are not limited to, the following:
  - a. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
  - b. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.
  - c. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
  - d. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
  - e. Provide banking assistance to include lock box establishment and administration.

#### *ILS Phone Notification Dialer Co-location*

## Appendix B – SERVICES PROVIDED BY GRANTEE

1. Work with RAILS and other LLSAPs to:
  - a. Ensure the ability of all LLSAPs to meet the needs of their members.
  - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
  - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
  - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. Support members whose primary service point is within the RAILS service area (Although non-RAILS members may belong to an LLSAP, they will not be included in allocation of RAILS support).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
  - a. Providing statistics to support delivery improvements
  - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
  - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

**Appendix C: FY2024 RAILS LLSAP Support Grant - Financial Support Allocations**

Money Allocation Per Metric		% of Total
Collection Expenditures Per Capita	\$750,000	33%
Annual Fee as Percentage of Library Operating Budget	\$700,000	31%
Interlibrary Loan and Reciprocal Borrowing Transactions	\$400,000	18%
Multi-type (nonpublic) Membership	\$400,000	18%
<b>Total</b>	<b>\$2,250,000</b>	<b>100%</b>

Totals Per LLSAP	CE/Pop	AF/OE	ILL/RB	Multi-type	Total	% of Total
CCS	\$29,430	\$45,722	\$134,984	\$0	\$210,135	9.3%
Pinnacle	\$9,327	\$16,625	\$31,005	\$0	\$56,957	2.5%
PrairieCat	\$221,231	\$226,038	\$57,993	\$60,000	\$565,262	25.1%
RRLC	\$26,337	\$4,397	\$956	\$40,000	\$71,690	3.2%
RSA	\$294,757	\$210,554	\$70,758	\$270,000	\$846,068	37.6%
SWAN	\$168,919	\$196,665	\$104,305	\$30,000	\$499,888	22.2%
<b>Total</b>	<b>\$750,000</b>	<b>\$700,000</b>	<b>\$400,000</b>	<b>\$400,000</b>	<b>\$2,250,000</b>	<b>100.0%</b>

Collection Expenditures Per Capita					
Quartile	1	2	3	4	
Dollars per library	\$3,093	\$2,320	\$1,546	\$773	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$300,000	\$225,000	\$150,000	\$75,000	\$750,000

CE/Pop	1	2	3	4	Total
CCS	0	2	6	20	28
Pinnacle	0	2	2	2	6
PrairieCat	32	36	16	17	101
RRLC	5	2	3	2	12
RSA	41	39	39	21	140
SWAN	19	15	31	35	100
<b>Total</b>	<b>97</b>	<b>96</b>	<b>97</b>	<b>97</b>	<b>387</b>

CE/Pop	1	2	3	4	Total
CCS	\$0	\$4,688	\$9,278	\$15,464	\$29,430
Pinnacle	\$0	\$4,688	\$3,093	\$1,546	\$9,327
PrairieCat	\$98,969	\$84,375	\$24,742	\$13,144	\$221,231
RRLC	\$15,464	\$4,688	\$4,639	\$1,546	\$26,337
RSA	\$126,804	\$91,406	\$60,309	\$16,237	\$294,757
SWAN	\$58,763	\$35,156	\$47,938	\$27,062	\$168,919
<b>Total</b>	<b>\$300,000</b>	<b>\$225,000</b>	<b>\$150,000</b>	<b>\$75,000</b>	<b>\$750,000</b>

LLSAP Annual Fee as Percentage of Library Operating Budget					
Quartile	1	2	3	4	
Dollars per library	\$3,544	\$2,658	\$1,772	\$886	
Money Allocation	1	2	3	4	Total
Percent of Total	40%	30%	20%	10%	100%
Dollar Amount	\$280,000	\$210,000	\$140,000	\$70,000	\$700,000

AF/OE	1	2	3	4	Total
CCS	0	7	10	11	28
Pinnacle	3	2	0	1	6
PrairieCat	34	26	13	18	91
RRLC	0	0	1	3	4
RSA	22	27	25	21	95
SWAN	21	18	30	26	95
<b>Total</b>	<b>80</b>	<b>80</b>	<b>79</b>	<b>80</b>	<b>319</b>

AF/OE	1	2	3	4	Total
CCS	\$0	\$18,375	\$17,722	\$9,625	\$45,722
Pinnacle	\$10,500	\$5,250	\$0	\$875	\$16,625
PrairieCat	\$119,000	\$68,250	\$23,038	\$15,750	\$226,038
RRLC	\$0	\$0	\$1,772	\$2,625	\$4,397
RSA	\$77,000	\$70,875	\$44,304	\$18,375	\$210,554
SWAN	\$73,500	\$47,250	\$53,165	\$22,750	\$196,665
<b>Total</b>	<b>\$280,000</b>	<b>\$210,000</b>	<b>\$140,000</b>	<b>\$70,000</b>	<b>\$700,000</b>

**Total Interlibrary Loan and Reciprocal Borrowing Transactions**

Money Allocation \$400,000

ILL/RB	3-year Total	% of Total
CCS	7,780,177	33.7%
Pinnacle	1,787,068	7.8%
PrairieCat	3,342,585	14.5%
RRLC	55,089	0.2%
RSA	4,078,312	17.7%
SWAN	6,011,883	26.1%
<b>Total</b>	<b>23,055,114</b>	<b>100.0%</b>

ILL/RB	Total
CCS	\$134,984
Pinnacle	\$31,005
PrairieCat	\$57,993
RRLC	\$956
RSA	\$70,758
SWAN	\$104,305
<b>Total</b>	<b>\$400,000</b>

**Multitype (Nonpublic) Membership Bonus**

Money Allocation	Academic	School	Special	Total
Percent of Total	10.3%	85.2%	4.4%	100.00%
Dollar Amount	\$41,379	\$340,887	\$17,734	\$400,000

Multi-type	Academic	School	Special	Total
CCS	0.0%	0.0%	0.0%	0.0%
Pinnacle	0.0%	0.0%	0.0%	0.0%
PrairieCat	3.0%	12.0%	0.0%	15.0%
RRLC	0.0%	10.0%	0.0%	10.0%
RSA	4.5%	61.5%	1.5%	67.5%
SWAN	3.0%	1.5%	3.0%	7.5%
<b>Total</b>	<b>10.5%</b>	<b>85.0%</b>	<b>4.5%</b>	<b>100.0%</b>

Multi-type	Academic	School	Special	Total
CCS	\$0	\$0	\$0	\$0
Pinnacle	\$0	\$0	\$0	\$0
PrairieCat	\$12,000	\$48,000	\$0	\$60,000
RRLC	\$0	\$40,000	\$0	\$40,000
RSA	\$18,000	\$246,000	\$6,000	\$270,000
SWAN	\$12,000	\$6,000	\$12,000	\$30,000
<b>Total</b>	<b>\$42,000</b>	<b>\$340,000</b>	<b>\$18,000</b>	<b>\$400,000</b>



## Appendix D – COST

<b>RAILS Service</b>	<b>RAILS Budgeted Cost</b>
Financial services	\$48,594
ILS Phone Notification Dialer Co-location	\$1,200

For the services provided by Grantee (as set forth in Appendix B), RAILS shall pay \$515,468 to Grantee in FY2024. This represents the Grantee’s total support allocation (Appendix C), less the budgeted cost of the RAILS service(s) listed above.

This amount may be adjusted by mutual written agreement between RAILS and Grantee at least ninety (90) days before the adjustment takes effect.

Payments will be made by RAILS in equal quarterly installments, on or immediately following July 1, October 1, January 1, and April 1.

Appendix E – FINANCIAL RESPONSIBILITY DETAIL

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
	<b>Expenses</b>			
5000	Salaries, Library Professional	X		
5010	Salaries, Professional	X		
5020	Salaries, Supportive	X		
5030	Social Security taxes	X		
5040	Unemployment insurance	X		
5050	Workers comp.	X		
5060	IMRF (retirement benefits)	X		
5070	Health, dental & life insurance	X		
5080	Other fringe benefits	X		
5090	Temporary help	X		
5100	Recruiting	X		
5110	Print materials	X		
5120	Nonprint materials	X		
5130	E-resources	X		
5140	Rent / Lease	X		
5150	Utilities	X		
5160	Property insurance	X	X	Grantee is responsible for procuring appropriate insurance to cover its owned assets; RAILS is responsible for procuring insurance for its owned assets.
5170	Facility repairs and maintenance	X		
5180	Janitorial services and supplies	X		
5190	Other buildings and grounds	X		
5200	Fuel	X		
5210	Vehicle repairs and maintenance	X		
5220	Vehicle insurance	X		
5230	Vehicle leasing and rent	X		
5240	Other vehicle expenses	X		
5250	In-state travel	X		Grantee is responsible for travel expenses for its own staff.
5260	Out-of-state travel	X		Grantee is responsible for travel expenses for its own staff.

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5270	Registration & other fees	X		Grantee is responsible for conference and workshop registration for its own staff.
5280	Continuing education & meetings/other	X		Grantee is responsible for paying for training not provided by RAILS staff, and related expenses, such as training provided by ILS vendor, hospitality expenses, etc.
5290	Public relations	X	X	Grantee is responsible for Grantee-specific public relations; RAILS is responsible for materials promoting LLSAP membership in general.
5300	Liability insurance/bond	X	X	Grantee is responsible for procuring appropriate insurance to cover its officers; RAILS is responsible for other liability insurance related to its operation.
5310	Computers, software, and supplies	X	X	Grantee is responsible for ILS-related technology; RAILS provides network, desktop, and staff support
5320	Office supplies	X		
5330	Postage		X	
5340	Binding	N/A	N/A	
5350	Library supplies	N/A	N/A	
5360	Delivery supplies		X	
5370	Other supplies	X		
5380	Telephone (includes data, fax, and cell phones)	X		
5390	Equipment rental	X		
5400	Equipment repair/maintenance (includes maintenance agreements)	X	X	Grantee is responsible for ILS-owned equipment repair/maintenance; RAILS is responsible for all other equipment repair/maintenance.
5410	Legal	X	X	Requesting entity is responsible for legal fees.
5420	Accounting/bank service charge	X	X	Used for audit charges. Grantee is responsible for charges related to its own annual audits; RAILS is responsible for charges related to its annual audits
5430	Consulting	X	X	Grantee is responsible for ILS-related consulting; RAILS is responsible for general IT consulting, as well as consulting for facility changes.
5435	Payroll service fees	X	X	Grantee is responsible for payroll services for Grantee employees. RAILS is responsible for payroll services for RAILS employees.

RAILS Acct Code	Description	Financial Responsibility		Notes
		LLSAP Operating Budget	RAILS General Fund	
5440	Contractual staff	X	X	Grantee is responsible for contractual staff hired for Grantee-specific projects; RAILS is responsible for contractual staff hired to provide RAILS service to Grantee.
5450	Information services costs	X		Grantee is responsible for all information services costs.
5460	Agreements with systems, members, others	X		
5470	Outside printing	X	X	Grantee is responsible for outside printing of Grantee-specific materials; RAILS is responsible for printing materials promoting LLSAP membership in general.
5480	Other contractual services	X	X	Grantee is responsible for contractual services for Grantee-specific projects; RAILS is responsible for contractual staff hired to provide RAILS service to LLSAP.
5500	Memberships	X		
5510	Miscellaneous	X	X	Used for bank service charges. Grantee is responsible for charges related to its own bank accounts; RAILS is responsible for charges related to its accounts and for lock boxes for receipt of fees paid by Grantee members.

Appendix F – FY2024 RAILS LLSAP SUPPORT GRANT APPLICATION

[attached]

# FY2024 RAILS LLSAP Support Grant Application

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Local Library System Automation Programs (LLSAPs) are invited to apply for support from RAILS via an annual grant award process. Support is provided through direct financial support and/or in-kind services. If in-kind services are provided, the cost to RAILS of providing those services will be calculated and deducted from the LLSAP's financial award. Total support to LLSAPs will not exceed the amount of the allocation as determined by the support formula.

## LLSAP Definition

LLSAP is a term used statewide and rooted in historical relationships between the regional library systems and consortia. 23 Ill. Adm. Code 3030 states: "Local Library System Automation Program means an integrated library system open to membership by full library system members of all types developed by or receiving financial or in kind support from a library system." To foster resource sharing and make a library management system affordable for any interested member library, RAILS' goal is to support shared catalog consortia in its service area. To enrich existing relationships while promoting collaborative ventures with new partners, the RAILS Board has approved this definition of LLSAPs:

*Local Library System Automation Programs are shared library management systems that are supported by RAILS and that are open to membership by all types and sizes of RAILS member libraries. All LLSAPs affiliated with RAILS:*

- 1. Support members whose primary service point is within the RAILS service area (Although non-RAILS members may belong to an LLSAP, they will not be included in allocation of RAILS support.)*
- 2. Operate in a reciprocal contractual partnership with RAILS*
- 3. Are supported by RAILS through in-kind and/or financial support*
- 4. Maintain policies that broaden resource sharing throughout RAILS' service area*
- 5. Foster cooperation to support RAILS' mission and to make library management systems affordable for every interested member library in RAILS, regardless of type or size*
- 6. Work together to ensure the ability of all LLSAPs to meet the needs of their members, to increase the use of shared online catalogs by RAILS members, and to develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed*

## Eligibility

Consortia in the RAILS service area are invited to apply for this grant according to the criteria, timeline, and procedures outlined below. Eligibility requirements are rooted in the LLSAP definition, and include:

1. Newly formed consortia will not be eligible unless RAILS agrees a new consortium is in the best interests of the communities served.
2. The consortium must demonstrate commitment to resource sharing within and beyond the consortium in a multitype library environment.
3. The consortium must be open to growing its membership.

## How to Apply

1. Complete the attached application form.
2. Assemble required documentation.
3. Submit application package via email to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)). Please combine multiple PDFs into one file, and submit spreadsheets as separate files in their original format.

## Timeline

Final timing of some steps may be subject to change based on several factors, including approval of RAILS' application for its funding via the Illinois State Library Area and Per Capita (APC) grant, RAILS Board actions that may affect LLSAP funding, and progress on the state budget. Funding is contingent on the availability of state funding.

September 15, 2022	Application package due to RAILS
September—October 2022	RAILS reviews grant applications and determines awards
October 2022	RAILS responds with award letter and grant agreement
January 31, 2023	Signed grant agreements due to RAILS
July 1, 2023	FY2024 grant payments and in-kind services begin
July 31, 2024	Annual reports due to RAILS

## Questions?

Direct questions, application materials, and other communications to Anne Slaughter, RAILS Director of Technology Services ([anne.slaughter@railslibraries.info](mailto:anne.slaughter@railslibraries.info)).

## Intent of Application

Select one checkbox to indicate what type of support your consortium wishes to receive from RAILS. All LLSAPs receive core services. Funding of all services is contingent on the availability of state funding.

Core services only (no financial support)

Financial support only

Financial support plus selected optional in-kind services as listed below

## Consortium Information

Consortium name

Consortium website URL

Primary contact

RAILS' primary contact for the application, award, and reporting process; generally the Executive Director or equivalent.

Name

Email address

Phone

Address

Other contact (optional)

An additional individual, if applicable, such as the Board President, who is in a position of leadership in the consortium and would also serve as a representative throughout the process.

Name

Email address

Phone

Address

Staff contacts

Please attach a list of staff names, titles, departments, and contact information as applicable, or provide a link to where this information is available on your website.



## Changes since September 1, 2021

Use this space to describe any changes to the following since September 1, 2021:

- Organization type (legal designation such as intergovernmental instrumentality, not-for-profit, etc.).
- Technology assessment (current state of the technology used to provide the consortium's services to its members, including description, age, & condition of hardware and network environment, any upgrade or migration plans, etc.).
- Resource sharing activities, including policies, documented practices, board decisions, etc.
- Commitment to membership growth, including procedures for soliciting, approving, and adding new members; membership criteria and requirements.
- Investigation of merger or consolidation with another consortium.
- Membership composition, including new member libraries, departing member libraries, or other changes in membership status.

## Services Provided

List services provided by your consortium, including membership levels and associated service levels (if applicable).

## Documentation

RAILS would like to review any key governance, financial, planning, and other documents your consortium may have, such as those listed below, IF THEY HAVE CHANGED SINCE SEPTEMBER 1, 2021. Include all relevant documents, if your consortium has them, as attachments to your application packet. Use the space below as needed for any comments or explanations.

- Budget from most recent fiscal year
- Bylaws and/or other governance documents
- Policies
- Strategic plan
- LLSAP Financial Sustainability Plan

## Support Grant Allocation Metrics

If applying for core services only, you may proceed to “Agreement to LLSAP Requirements” on page 13.

Each fiscal year, RAILS budgets a set amount for support grants to LLSAPs, defined as financial support and/or in-kind services, and allocates that grant funding according to a formula. LLSAPs opting to receive financial support only will receive their entire allocation disbursed in quarterly payments. If the LLSAP opts to receive any legacy in-kind services, the cost of providing those services will be deducted from its allocation, which could result in the LLSAP making cost-recovery payments to RAILS. RAILS does not place restrictions on how LLSAPs use financial support received from RAILS, provided that the LLSAP can demonstrate the benefit to the consortium or its member libraries, and that the financial sustainability of the LLSAP is enhanced.

Review the formula and instructions, and complete the form below so RAILS can determine your consortium’s grant funding allocation.

### LLSAP Support Grant Formula

Metric	Allocated	Quartile Allocations				Data Source
		Tier 1 Bottom 25%	Tier 2 25-50%	Tier 3 50-75%	Tier 4 Top 25%	
<b>Collection Expenditures</b> Collection expenditures per capita (total budget for books, periodicals, audiovisual, CDs, and electronic resources)	<b>\$750,000</b>	<b>40%</b>	<b>30%</b>	<b>20%</b>	<b>10%</b>	Public libraries: IPLAR Nonpublic libraries: collected and reported by LLSAP, as of mid-September in year of application  Three year average.
<b>Annual Fee % of Operating Budget</b> LLSAP annual fee as a percentage of library’s total annual operating budget (public libraries only)	<b>\$700,000</b>	<b>40%</b>	<b>30%</b>	<b>20%</b>	<b>10%</b>	Operating budget: IPLAR  Annual fee: reported by LLSAP in application, including OCLC
<b>ILL/RB Transactions</b> Total annual interlibrary loan and reciprocal borrowing transactions	<b>\$400,000</b>	Allocation is relative to the percent of the total transactions each LLSAP accounts for.				zILLANE reports  Three year average.
<b>Multi-type Bonus</b> Multitype membership bonus (nonpublic libraries only)	<b>\$400,000</b>	Allocation is relative to the percent of the total nonpublic member library agencies each LLSAP accounts for.				Reported by LLSAP in application. Three year average.

## Consortium Data

In order to determine your grant award, we need to collect some key data about your consortium. This data also supports our ongoing work with and understanding of RAILS LLSAPs. Some of the terms are defined below for consistency. RAILS' fiscal year is defined as July 1–June 30. Provide data for this period when possible, or use your consortium's fiscal year period. We will use data provided previously to calculate three-year averages for the formula where specified. *Completed templates must be attached to your application as separate .xlsx or other delimited format files.*

### *zILLANE Report for FY2022 - use template provided*

This report was originally commissioned by the Illinois State Library to help identify strategies for enhancing resource sharing in Illinois. In addition to providing some of the data required for the calculation of grant awards, it also contains useful information that supports RAILS work with and understanding of LLSAPs. Please ensure you complete the information requested in all tabs of the template, and that you use actual expenditures rather than budgeted amounts for the financial information.

### *Member Library Detail - use template provided*

Please use the provided spreadsheet template to supply the following information for each member library agency using the LLSAP's patron database and circulation functions (not union list members):

- Library name
- Library type (public, school, academic, special)
- Membership level, if relevant
- Most current board-approved (if relevant) annual membership fees per member library agency
- For nonpublic libraries only:
  - Annual collection budget
  - Service population

### *Supplementary Data - complete fields below*

#### OCLC

Do your annual membership fees include OCLC membership?      Yes                      No

#### FY2023 Membership Additions (if applicable)

If your LLSAP has formally approved any new members since June 30, 2022 and they are not reflected in the FY2022 zILLANE report, please note them below. Do not include Union List members.

Public	
School	
Academic	
Special	
<b>Total</b>	

## Definitions

### *Collection Budget*

All operating expenditures for print, electronic, and other materials, including: books, current serial subscriptions, print and digital government documents, any other print acquisitions, ebooks, audio and video downloadables, e-serials including journals, databases, microform, CDs, DVDs, video games, maps, and materials in new and other formats. We recognize it can be challenging to collect this data for schools. Please use the most current number they are able to provide.

### *Interlibrary Loan*

Checkouts, including renewals, resulting from the process by which a library requests material from, or supplies material to, another library, whether inside or outside the consortium. With interlibrary loan, materials move between libraries. Report on the borrowing side of the transaction.

### *Reciprocal Borrowing*

Checkouts, including renewals, resulting from the right of a person who holds a valid, in-good-standing library registration card from a full member public library to borrow materials on site from other library system full member public libraries, whether inside or outside the consortium. With reciprocal borrowing, patrons move between libraries.

### *Service Population*

- Schools - total student enrollment
- Academics - total student enrollment
- Special - Full-time equivalent (FTE) employees who have access to the collection

### *Union List*

A library that contributes its holdings to the database for resource sharing activities only. Patrons of the library are not included as part of the shared patron database, and the ILS is not used for circulation activities.

## Use of RAILS Funds

While RAILS places no specific restrictions on how LLSAPs use the funding allocated to them, we expect that use will be in keeping with the LLSAP definition (p. 1) and LLSAP Requirements (p. 13), that it enhances the financial sustainability of the LLSAP, and that the LLSAP can demonstrate the benefit to the consortium or its member libraries. Please detail how your consortium plans to use RAILS financial support.

## Services from RAILS

### Core Services

All LLSAPs receive the following services from RAILS in addition to their funding allocation.

#### *Meeting Rooms*

1. RAILS shall provide use of meeting rooms at RAILS facilities to LLSAP, subject to availability; the general guidelines posted at <https://www.railslibraries.info/about/room-guidelines>; and restrictions in access, capacity, and other factors related to the COVID-19 pandemic. Access for advance scheduling and event management is provided via L2.

#### *Communication and Collaboration*

1. Coordination of opportunities for communication and collaboration among LLSAPs
2. Use of L2 (librarylearning.org) with an elevated level of permissions to create and manage events, as well as API access for event and directory data.

#### *Grants for New Members*

1. When funds are available, and subject to the application and award decision process, prospective new LLSAP members are eligible to apply for grant funding from RAILS covering the startup costs of membership. Funds are generally awarded directly to libraries, but in the case of a group migration, funding may be applied for by and awarded to the LLSAP.



## Legacy Services

The services below are not available as new services. Some consortia will continue to receive these services in accordance with pre-existing agreements with RAILS and guided by their Financial Sustainability Plan. If your consortium currently receives any of these services, please select the services you wish to continue receiving from RAILS in FY2024.

*RAILS will deduct the costs of providing the following services from your total allocation, and will provide estimated costs when making your grant award.*

## Delivery Services to LLSAP Facility

RAILS can provide delivery service up to five days per week to LLSAP headquarters if not located in a RAILS member library, within an approximately two-hour window to be determined by RAILS. LLSAP must provide access for delivery staff, including a key and alarm code access, if delivery times are outside of LLSAP's normal business hours.

## Financial Services

RAILS shall provide accounting services (billing, accounts payable, accounts receivable, reports, and financial statements) following the RAILS chart of accounts. The accounting services include, but are not limited to, the following:

1. Billing LLSAP member libraries for fees, purchases, credits, and services provided by LLSAP to its member libraries.
2. Financial reconciliations and the provision of financial information for insurance renewals or other business purposes.
3. Audit support; providing the chosen auditor with requested documents and reports. Review of financial statements and any auditor proposed adjustments.
4. Supply information and assistance as needed for preparation of LLSAP draft and final budgets.
5. Provide banking assistance to include lock box establishment and administration.

## ILS Phone Notification Dialer Co-location

### Use of RAILS facilities for consortium staff: IT Support

RAILS shall:

1. Provide support to Grantee staff for technical issues during RAILS business hours.
2. Manage, or contract to provide, hosted IT services and/or the data facility needed for self-hosted services, including uninterrupted power services, fire suppression system, cleaning, and security.
3. Maintain Internet connectivity and the Local Area Network ("LAN"), including network security.
4. Provide and maintain email services for Grantee help desk support and LLSAP staff, including protection against spam.
5. Provide hardware and software for all staff who perform services for the ILS, including the operating system and all required office applications.
6. Provide printer and copier equipment and support.
7. Provide remote telecommuting access for staff to the RAILS network.

#### Use of RAILS facilities for consortium staff: Facility

*Please note that RAILS will contract with service providers for rent, utilities, and telecommunications for the entire facility. We will then calculate Grantee's share of these costs, and deduct that amount from the total allocation. Grantee will be responsible for procuring and paying for office supplies and postage.*

RAILS shall:

1. House the equipment and staff.
2. When needed to provide member support or technical support, allow Grantee staff access to RAILS facilities outside of normal business hours and on holidays.
3. Contract for utilities such as electricity, gas, and water.
4. Contract for and manage facility telecommunications, including but not limited to data lines, video conferencing, facility phones, phone system support contracts, and phone equipment.
5. In the event that the existing facility becomes unavailable, assume all costs associated with Grantee's relocation to a different facility selected by RAILS, including but not limited to moving, acquiring furniture, network infrastructure, space planning, and moving consultation. When possible, RAILS will provide at least 120 days written notice to Grantee prior to any relocation.

#### Consortium staffed by RAILS employees, including the use of RAILS vehicles

RAILS shall:

1. Give the LLSAP Services Manager supervisory authority for staff assigned to Grantee.
2. Give the LLSAP Services Manager the authority to develop and recommend support staffing levels, recommend new hires, and make staff assignments within the Grantee's service area.
3. Give Grantee's Board of Directors right of approval for the person selected to be the LLSAP Services Manager. If Grantee's Board of Directors determines that the performance of the LLSAP Services Manager is not satisfactory, it may request that RAILS remove him/her from the position, but RAILS will have final decision-making authority.
4. Provide adequate staffing to complete the services provided for in this Agreement and to provide prompt, efficient and responsive service to Grantee members during the hours and days determined by Grantee. RAILS will pay for all employer portions of salaries and associated taxes, retirement, health, dental, life and vision insurance.
5. Provide Human Resources support, including talent recruitment, benefits administration, employee relations, performance management, training and development, workers compensation, leave of absence administration, HRIS data management and payroll administration.
6. Provide access to system vehicles for in-state LLSAP-related travel for RAILS staff assigned to Grantee. Travel reimbursement by RAILS may be substituted when system vehicles are unavailable.

Use this space, or a separate attached document, to describe any plans you have to transition these services away from RAILS operations and provide them independently, or if your planned use of these services during FY2024 will differ significantly from the descriptions above.

## Agreement to LLSAP requirements

Use the checkbox to indicate your agreement to the LLSAP requirements. These requirements will be included in the RAILS LLSAP support grant agreement.

1. Work with RAILS and other LLSAPs to:
  - a. Ensure the ability of all LLSAPs to meet the needs of their members.
  - b. Increase the prevalence of automation and the use of shared bibliographic catalogs by RAILS members by actively participating in marketing and other efforts.
  - c. Develop services that will further resource sharing throughout RAILS by providing staff, technical expertise, and assistance when needed and working toward standardization whenever possible.
  - d. Develop streamlined, cost-effective procedures and services.
2. Provide feedback on and participate in LLSAP strategic and long-range planning with RAILS.
3. Provide feedback on RAILS decision making on issues that affect the LLSAPs.
4. Promote RAILS events and communications.
5. Comply with all RAILS and Illinois State Library reporting requirements resulting from its designation as a Local Library System Automation Program, such as annual grant reports and information for the Illinois State Library annual system report.
6. Actively participate in collaborative projects among consortia and/or with RAILS.
7. Be willing to cooperate in providing technical support that enables member library participation in eRead Illinois, Find More Illinois, Explore More Illinois, and/or other RAILS projects and group purchases that require ILS interoperability.
8. Adhere to all terms, conditions, limitations, and obligations regarding the use of data that are set forth in the L2 Privacy Policy (<https://librarylearning.org/privacy-policy>)
9. Be open to new members, and work to keep membership affordable.
10. Support members whose primary service point is within the RAILS service area (Although non-RAILS members may belong to an LLSAP, they will not be included in allocation of RAILS support).
11. Govern itself in accordance with its bylaws.
12. Develop service policies and provide operational guidance.
13. Arrange and pay for the annual audit of funds held in LLSAP's bank accounts.
14. Arrange and pay for insurance for LLSAP-owned property and digital records, and for LLSAP officers.
15. Pay for ILS and related third-party vendor costs, including but not limited to maintenance, hardware, software, subscriptions, and ILS consulting.
16. Work toward expanding access to digital content, including, but not limited to ebooks, while working within licensing and other relevant technical limitations.
17. Support in efforts to maintain the quality and efficiency of RAILS delivery services, including:
  - a. Providing statistics to support delivery improvements
  - b. Involving RAILS staff in consortium meetings where delivery is an agenda item
  - c. Where practical, investigating holds routing within the ILS to avoid interhub transfers

## Authorized Signatures

### Primary contact

Name

Title

Signature

Date

### Other contact (if applicable)

Name

Title

Signature

Date

## **Innovative Interfaces Contract Link**

The PrairieCat / Innovative Interfaces contract can be found on the PrairieCat support website under the Council/Delegates tab, Governing and Legal Documents section: <https://support.prairiecat.info/gov>

The five-year Innovative Interfaces Contract Amendment, April 2017 can be found on the PrairieCat support website under the Council/Delegates tab, Governing and Legal Documents section: <https://support.prairiecat.info/gov>

	FY21	FY22	FY23	FY24		Percentage of revenues or Expenditures
	Independence W/ 3% Increase 25K Reserves	Independence W/ 2% Increase 10K Reserves	w/2% increase 0 reserves	w / 4% Increase 10K reserves		
<b>REVENUES</b>						
						<b>Percentage of Revenues</b>
4050 Other Grants-RAILS CE Grant	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00	RAILS CE grant for PUG Day RAILS award (FY20) \$559,731.16; (FY21): \$533,080.90; (FY22)	0.11%
4051 Revenue from LISAP RAILS grant	\$533,080.90	\$559,218.00	\$564,277.00	\$565,262.00	\$559,218; (FY23) \$564,277; (FY24) \$565,262	28.08%
4062 Union List Member Revenue	\$26,562.00	\$28,960.00	\$27,602.00	\$29,995.00	from spreadsheet annual list billing to BR (add 3.5% FY24)	1.59%
<b>4063 Fully Participating &amp; Basic Online Member Revenue</b>	<b>\$1,048,834.69</b>	<b>\$1,050,175.08</b>	<b>\$1,106,558.92</b>	<b>\$1,222,316.14</b>		<b>4%</b> 57.79%
4064 ILL Barcode Revenue	\$7,000.00	\$7,000.00	\$3,000.00	\$3,000.00		0.39%
4065 Cataloging Revenue	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
4066 Continuing Education Revenue	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
4067 Fully Participating & Basic Online - CR Contribution	\$52,611.00	\$54,457.00	\$57,160.00	\$60,398.00	add 3.5% FY24	3.00%
4068 Union List - CR Contribution	\$6,688.00	\$7,280.00	\$6,919.00	\$5,495.00	add 3.5% FY24	0.40%
4070 Reimbursements	\$13,010.00	\$19,000.00	\$19,665.00	\$20,353.28	reimburse for express lane and marc report	1.05%
4071 Reimbursements - Hosting fee	\$41,520.00	\$43,890.00	\$46,960.00	\$50,368.00	5% increase	2.42%
4073 Reimbursements - PUG Day/DA Fee	\$6,000.00	\$0.00	\$0.00	\$0.00	lunch reimbursement (not used)	0.00%
4072 Reimbursements - eRead Illinois	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
4074 Reimbursements - Capria mobile app	\$35,104.00	\$39,600.00	\$34,500.00	\$34,500.00	mobile app reimbursement increased due to interest rate hikes. This assumes \$1,300.00/month, which is conservative	2.18%
4080 Investment Income	\$8,200.00	\$4,500.00	\$5,500.00	\$18,000.00	given FY23 rates of return	0.25%
4090 Other Revenue	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00		0.06%
<b>TOTAL REVENUE</b>	<b>\$1,780,610.59</b>	<b>\$1,817,080.08</b>	<b>\$1,875,141.92</b>	<b>\$2,012,687.42</b>		<b>97.31%</b>
<b>EXPENDITURES</b>						
						<b>Percentage of Expenditures</b>
5131 eResources - eRead Illinois	\$0.00	\$0.00	\$0.00	\$0.00		0.00%
5010 other professionals	\$611,872.03	\$624,109.48	\$636,470.00	\$665,713.44		4% 34.54%
5010 other professionals merit	\$0.00	\$0.00	\$6,253.00	\$6,657.13		1%
5020 support services	\$132,979.57	\$130,482.65	\$133,500.00	\$139,749.48		4% 7.22%
5020 support services merit	\$0.00	\$0.00	\$1,305.00	\$1,397.49		1%
5030 Payroll taxes, SS taxes, fringe benefits	\$56,981.15	\$57,726.30	\$58,872.00	\$61,617.91		3.19%
5030 Payroll taxes, SS taxes, fringe benefits Merit	\$0.00	\$0.00	\$578.00	\$616.18		
5040 Unemployment Insurance	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00		0.19%
5050 Worker's Compensation Insurance	\$1,442.00	\$1,581.65	\$1,629.10	\$1,720.00	adjusted up FY23 per audit	0.09%
5060 Retirement benefits	\$74,485.16	\$114,188.82	\$107,893.00	\$104,065.81	12.92% employer contribution	6.32%
5060 Retirement benefits Merit			\$1,060.00	\$1,040.66		1%
5070 Health, Dental, Life, Disability	\$134,950.72	\$138,373.52	\$157,108.92	\$170,861.58	Disability included, (disability): \$3802.98 for ST. LT included in IMRF	7.66%
5080 other fringe benefits	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	wellness plan, retirement gifts	0.06%
5083 Tuition reimbursements	\$1,000.00	\$500.00	\$500.00	\$500.00		0.03%
5084 Staff professional memberships	\$2,000.00	\$1,000.00	\$1,000.00	\$1,000.00	individual memberships to orgs	0.06%
5140 Rent/Lease				\$0.00	BR, CV all costs	
5160 Property Insurance	\$1,700.00	\$1,700.00	\$2,500.00	\$2,500.00	Inland Marine Insurance (\$1,600.00)	0.09%
5200 Fuel	\$3,000.00	\$2,000.00	\$2,000.00	\$2,000.00		0.11%
5210 Repairs and maintenance	\$3,000.00	\$3,000.00	\$2,000.00	\$2,000.00	Maintenance of vehicles, tires, replacement of vehicle parts, vehicle repairs, vehicle cleaning, and oil changes	0.17%
5220 Vehicle Insurance	\$2,500.00	\$2,500.00	\$2,500.00	\$2,000.00	auto: one car	0.14%
5230 Vehicle leasing and rent	\$1,000.00	\$500.00	\$500.00	\$500.00		0.03%
5240 Other vehicle expenses	\$750.00	\$750.00	\$750.00	\$750.00	Ipasses, driver's license checks	0.04%
5250 In-State Travel	\$6,000.00	\$5,000.00	\$5,000.00	\$5,000.00		0.28%
5260 Out-of-State Travel	\$10,000.00	\$7,000.00	\$6,000.00	\$7,000.00	ALA, ILA, IUG, ARSL	0.39%
5270 Registration & Meetings, Other fees	\$10,600.00	\$7,000.00	\$9,000.00	\$10,000.00	DA (\$4,000), AC (\$3,000), Staff Conferences (\$1,000), training registration (\$1000)	0.39%

		FY21	FY22	FY23	FY24		Percentage of revenues or Expenditures											
		Independence	Independence															
		W/ 3% Increase	W/ 2% Increase	w/2% increase	w/ 4% increase													
5280	Conferences and Continuing Education Meetings	\$25,000.00	\$5,000.00	\$5,000.00	\$15,000.00	PUG day in person, minimal (no catering aside from coffee/water)	0.28%											
5290	Public Relations	\$500.00	\$500.00	\$500.00	\$500.00		0.03%											
5300	Liability Insurance	\$6,000.00	\$6,500.00	\$7,500.00	\$11,400.00	D and O: \$3,740; Cyber: \$3100; General Liability: 4500	0.36%											
5310	Computer, Software & Supplies	\$7,000.00	\$10,000.00	\$47,000.00	\$11,500.00	LMS \$5500; zerts; \$2,000; CMS and Ibguides (\$4,000)	0.55%											
5310	Computer, Software & Supplies			\$65,000.00	\$18,986.00	IT equipment and software (NetNotify; zoom/phone/windows 365 (email, shared storage, apps)												
5320	General Office Supplies and Equipment	\$200.00	\$200.00	\$200.00	\$2,500.00	chairs, misc office supplies	0.01%											
5380	Telephone & Telecommunications	\$0.00	\$0.00	\$4,300.00	\$5,500.00	reimburse telco working from home (including ATT hotspot), \$1,200 phone dialer	0.00%											
5400	Equipment Repair & Maintenance Agreements	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	maintenance on servers, FW maintenance	0.17%											
5410	Legal	\$10,000.00	\$10,000.00	\$7,000.00	\$7,000.00	reduced due to prior years expenditures	0.55%											
5420	Accounting	\$5,200.00	\$5,000.00	\$7,000.00	\$55,600.00	Audit contract (5K), actuary for retiree benefits study (2K), Rals accounting (48,594)	0.28%											
5430	Consulting	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	RS summit (2.5K)	0.14%											
5435	Payroll services fees	\$6,020.40	\$6,249.18	\$6,500.00	\$8,000.00	FY23 cost 7.6K	0.35%											
5450	Information Service Costs	\$492,006.98	\$513,908.40	\$523,693.90	\$539,911.73	Innovative software maintenance, VEGA Discover, MARCIVE, OCLC fees (see info services spreadsheet)	28.44%											
5450	Information Service Costs	\$27,950.00	\$39,600.00	\$34,500.00	\$34,500.00	special projects-Capira mobile app (reimbursed by participants)	2.19%											
5470	Outside Printing services	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00		0.06%											
5480	Other Contractual Services	\$79,880.30	\$91,710.08	\$75,529.00	\$85,600.00	innovative hosting (78,499.58), web server hosting and maintenance (\$6,000), other contracts (1K)	5.08%											
5490	Depreciation	\$4,897.60	\$4,897.60	\$4,897.00	\$0.00	depreciation on cars	0.27%											
5500	Professional Association Membership Dues	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	IUG (\$200), WITUC (\$100), HRSource (\$1,040), ARSL (\$150), ILA (\$200)	0.11%											
5510	Miscellaneous	\$2,500.00	\$2,500.00	\$500.00	\$500.00		0.14%											
5520	Miscellaneous - E-Commerce Fees	\$7,000.00	\$5,500.00	\$5,500.00	\$5,500.00		0.30%											
	<b>TOTAL EXPENDITURES</b>	<b>\$1,741,415.91</b>	<b>\$1,811,977.68</b>	<b>\$1,945,038.92</b>	<b>\$2,002,687.41</b>													
	<b>TOTAL EXPENDITURES LESS DEPRECIATION</b>	<b>\$1,736,518.31</b>	<b>\$1,807,080.08</b>	<b>\$1,940,141.92</b>	<b>\$2,002,687.41</b>		<b>100.27%</b>											
	<b>Exclusion of Depreciation from Cash Expenditures</b>																	
	<b>Change in net position</b>	<b>\$39,194.68</b>	<b>\$5,102.40</b>	<b>-\$69,897.00</b>	<b>\$10,000.00</b>													
	<b>To Capital Reserves (Overage)</b>	<b>\$44,092.28</b>	<b>\$10,000.00</b>	<b>-\$65,000.00</b>	<b>\$10,000.00</b>													



Fully Participating & Basic Online Library Fees, July 2023 to June 2024 - 4% wage increase, 1% Merit																													
			\$1,222,316																										
CIRC FORMULA - balance divided by 3			\$297,807.05		/		4,213,708		Circs		=		\$0.07068																
USER FORMULA - balance divided by 3			\$297,807.05		/		358,720		Users		=		\$0.83019																
ITEMS FORMULA - balance divided by 3			\$297,807.05		/		4,818,195		Items		=		\$0.06181																
LIBRARY FORMULA - \$3427 for FP; \$2399 for basic			\$328,895.00		/		101		Libraries		=		\$328,895.00																
Capital Reserve: \$629 for FP; \$441 for Basic																													
Hosting fee: \$524 for FP; \$370 for Basic																													
	FY23	Per	Per	Per	Per	CR	Hosting Fee	FY24	\$	%																			
Library	total fees	Circs	Circ chg	Users	user chg	Items	item charge	library	Contribution		total fees	Inc/Dec	Inc/Dec	Actual												Difference of round up & actual			
Andalusia TL (AN)	\$4,416.00	5,442	\$384.64	395	\$327.93	12,167	\$752.03	\$2,399.00	\$441.00	\$370.00	\$4,675.00	\$259.00	5.87%	\$4,674.60	\$0.40														
Bertollet ML (BM)	\$4,695.00	10,178	\$719.31	308	\$255.98	13,702	\$846.93	\$2,399.00	\$441.00	\$370.00	\$5,032.00	\$337.00	7.18%	\$5,032.22	(\$0.22)														
Bourbonnais PL (BD)	\$17,451.00	86,309	\$6,099.93	7,742	\$6,427.09	36,492	\$2,255.51	\$3,328.00	\$629.00	\$524.00	\$19,264.00	\$1,813.00	10.39%	\$19,263.52	\$0.48														
Bradley PL (BR)	\$13,037.00	46,205	\$3,265.57	3,929	\$3,262.11	46,262	\$2,252.98	\$3,427.00	\$629.00	\$524.00	\$13,967.00	\$930.00	7.13%	\$13,967.08	(\$0.08)														
Byron PLD (BY)	\$14,038.00	55,795	\$3,943.38	3,606	\$2,993.96	60,512	\$3,740.16	\$3,427.00	\$629.00	\$524.00	\$15,257.00	\$1,219.00	8.68%	\$15,257.49	(\$0.49)														
Charles B. Phillips PL (Newark) (CP)	\$7,040.00	15,135	\$1,069.70	737	\$612.13	19,359	\$1,196.56	\$3,427.00	\$629.00	\$524.00	\$7,458.00	\$418.00	5.94%	\$7,458.39	(\$0.39)														
Cherry Valley PL (CH)	\$18,461.00	98,071	\$6,931.24	3,924	\$3,257.68	78,663	\$4,862.09	\$3,427.00	\$629.00	\$524.00	\$19,631.00	\$1,170.00	6.34%	\$19,631.01	(\$0.01)														
Clinton Township PLD (CT)	\$6,776.00	15,425	\$1,090.20	653	\$542.12	15,763	\$974.27	\$3,427.00	\$629.00	\$524.00	\$7,187.00	\$411.00	6.07%	\$7,186.59	\$0.41														
Coat City PL (CC)	\$16,492.00	79,834	\$5,642.35	4,403	\$3,655.34	71,202	\$4,400.89	\$3,427.00	\$629.00	\$524.00	\$18,279.00	\$1,787.00	10.84%	\$18,278.59	\$0.41														
Colona District Library (CL)	\$9,063.00	23,641	\$1,670.85	2,335	\$1,938.23	25,002	\$1,545.32	\$3,427.00	\$629.00	\$524.00	\$9,734.00	\$671.00	7.40%	\$9,734.40	(\$0.40)														
Cordova PL (CO)	\$6,344.00	10,029	\$708.81	411	\$341.61	16,799	\$1,038.35	\$3,427.00	\$629.00	\$524.00	\$6,668.00	\$324.00	5.11%	\$6,668.36	(\$0.36)														
Cortland PL (CN)	\$9,090.00	35,954	\$2,541.05	1,082	\$897.99	28,441	\$1,757.88	\$3,427.00	\$629.00	\$524.00	\$9,777.00	\$687.00	7.56%	\$9,776.93	\$0.07														
Creston-Dement PL (CR)	\$4,466.00	6,105	\$431.50	286	\$237.44	15,188	\$938.77	\$2,399.00	\$441.00	\$370.00	\$4,818.00	\$352.00	7.88%	\$4,817.71	\$0.29														
Dekalb PL (DK)	\$35,255.00	164,073	\$11,596.01	16,829	\$13,971.61	148,248	\$9,163.02	\$3,427.00	\$629.00	\$524.00	\$39,311.00	\$4,056.00	11.50%	\$39,310.64	\$0.36														
Earlville PL (EA)	\$5,366.00	14,135	\$999.03	762	\$632.61	17,549	\$1,084.66	\$2,399.00	\$441.00	\$370.00	\$5,926.00	\$560.00	10.44%	\$5,926.30	(\$0.30)														
East Dubuque PL (EP)	\$7,631.00	17,832	\$1,260.27	1,015	\$842.37	22,952	\$1,418.66	\$3,427.00	\$629.00	\$524.00	\$8,101.00	\$470.00	6.16%	\$8,101.29	(\$0.29)														
East Moline PL (EM)	\$16,719.00	58,973	\$4,167.99	5,810	\$4,823.43	64,576	\$3,991.39	\$3,427.00	\$629.00	\$524.00	\$17,563.00	\$844.00	5.05%	\$17,562.80	\$0.20														
Elizabeth PL (EL)	\$5,742.00	5,401	\$381.70	369	\$306.06	13,614	\$841.49	\$3,427.00	\$629.00	\$524.00	\$6,109.00	\$367.00	6.06%	\$6,109.25	(\$0.25)														
Johnston Memorial PL (EJ)	\$17,917.00	81,807	\$3,457.80	7,178	\$3,599.41	56,851	\$3,759.41	\$3,427.00	\$629.00	\$524.00	\$18,818.00	\$1,901.00	10.70%	\$18,818.12	(\$0.12)														
Erie PL (ER)	\$6,887.00	10,217	\$722.07	747	\$619.88	24,265	\$1,499.79	\$3,427.00	\$629.00	\$524.00	\$7,422.00	\$535.00	7.77%	\$7,421.74	\$0.26														
Flagg-Rochelle PLD (FL)	\$11,736.00	30,727	\$2,171.68	3,765	\$3,125.96	45,247	\$2,796.66	\$3,427.00	\$629.00	\$524.00	\$12,674.00	\$938.00	7.99%	\$12,674.30	(\$0.30)														
Fossil Ridge PL (Braidwood) (FR)	\$12,865.00	44,096	\$3,116.54	4,395	\$3,648.98	43,158	\$2,667.55	\$3,427.00	\$629.00	\$524.00	\$14,013.00	\$1,148.00	8.92%	\$14,013.07	(\$0.07)														
Franklin Grove PLD (FG)	\$6,164.00	7,732	\$546.49	405	\$336.23	17,671	\$1,092.22	\$3,427.00	\$629.00	\$524.00	\$6,555.00	\$391.00	6.34%	\$6,554.94	\$0.06														
Freeport PLD (FP)	\$23,952.00	91,214	\$6,646.64	9,550	\$7,928.63	119,546	\$7,389.02	\$3,427.00	\$629.00	\$524.00	\$26,344.00	\$2,392.00	9.99%	\$26,344.29	(\$0.29)														
Greene PLD (GA)	\$8,773.00	31,070	\$2,195.87	1,496	\$1,241.97	24,493	\$1,513.90	\$3,427.00	\$629.00	\$524.00	\$9,532.00	\$759.00	8.65%	\$9,531.75	\$0.25														
Greene PL (GP)	\$15,336.00	58,264	\$4,111.88	4,263	\$3,568.58	24,151	\$2,557.38	\$3,427.00	\$629.00	\$524.00	\$18,899.55	\$1,498.00	9.76%	\$18,899.00	\$0.55														
Genoa PL (GE)	\$8,335.00	22,316	\$1,577.22	1,490	\$1,336.99	23,238	\$1,436.31	\$3,427.00	\$629.00	\$524.00	\$8,831.00	\$496.00	5.95%	\$8,830.53	\$0.47														
Grant Park PL (GR)	\$3,956.00	3,093	\$218.60	246	\$204.50	9,492	\$586.71	\$2,399.00	\$441.00	\$370.00	\$4,220.00	\$264.00	6.27%	\$4,219.81	\$0.19														
Graves-Hume PL (Mendota) (GV)	\$9,651.00	29,538	\$2,087.60	2,095	\$1,739.53	35,875	\$2,217.39	\$3,427.00	\$629.00	\$524.00	\$10,625.00	\$974.00	10.09%	\$10,624.52	\$0.48														
Hanover TL (HN)	\$4,254.00	4,762	\$336.56	316	\$262.06	10,278	\$635.27	\$2,399.00	\$441.00	\$370.00	\$4,444.00	\$190.00	4.47%	\$4,443.89	\$0.11														
Harvard Diggins PL (HR)	\$11,797.00	29,094	\$2,056.24	3,241	\$2,690.94	50,309	\$3,109.54	\$3,427.00	\$629.00	\$524.00	\$12,437.00	\$640.00	5.43%	\$12,436.72	\$0.28														
Henry C Adams ML (HE)	\$4,658.00	4,799	\$339.15	685	\$568.96	14,152	\$874.70	\$2,399.00	\$441.00	\$370.00	\$4,993.00	\$335.00	7.19%	\$4,992.81	\$0.19														
Highland Community College (HC)	\$8,645.00	4,251	\$3,485.07	6,933	\$4,212.76	33,926	\$3,942.46	\$3,427.00	\$629.00	\$524.00	\$9,547.23	\$912.23	9.62%	\$9,547.38	(\$0.15)														
Hinckley PLD (HK)	\$7,343.00	20,444	\$1,444.92	945	\$784.26	19,816	\$1,224.78	\$3,427.00	\$629.00	\$524.00	\$8,034.00	\$691.00	9.41%	\$8,033.96	\$0.04														
Homar PL (HD)	\$26,416.00	114,876	\$8,118.95	13,872	\$11,516.17	95,272	\$5,888.67	\$3,427.00	\$629.00	\$524.00	\$30,104.00	\$3,688.00	13.96%	\$30,103.80	\$0.20														
Ida PL (Belvedere) (BL)	\$20,766.00	82,114	\$5,803.45	8,835	\$7,334.76	72,388	\$4,474.24	\$3,427.00	\$629.00	\$524.00	\$22,192.00	\$1,426.00	6.87%	\$22,192.45	(\$0.45)														
Johnsburg PL (JO)	\$12,215.00	36,231	\$2,560.65	3,519	\$2,921.73	49,949	\$3,087.31	\$3,427.00	\$629.00	\$524.00	\$13,150.00	\$935.00	7.65%	\$13,149.69	\$0.31														
Juliet Township HS (JC)	\$11,935.00	12,541	\$886.37	6,762	\$5,613.77	20,575	\$1,271.72	\$3,427.00	\$629.00	\$524.00	\$12,352.00	\$417.00	3.49%	\$12,351.86	\$0.14														
Julia Hull PL (Stillman Valley) (JH)	\$9,870.00	33,442	\$2,363.52	2,000	\$1,660.11	31,795	\$1,965.23	\$3,427.00	\$629.00	\$524.00	\$10,569.00	\$699.00	9.30%	\$10,568.86	\$0.14														
Kankakee PL (KK)	\$18,804.00	61,807	\$3,485.07	6,933	\$4,212.76	33,926	\$3,942.46	\$3,427.00	\$629.00	\$524.00	\$18,949.00	\$1,145.00	7.90%	\$18,948.38	(\$0.62)														
LaSalle PL (LS)	\$12,010.00	27,510	\$1,944.27	2,629	\$2,182.58	63,002	\$3,894.10	\$3,427.00	\$629.00	\$524.00	\$12,601.00	\$591.00	4.92%	\$12,600.95	\$0.05														
Lena CL (LE)	\$6,943.00	18,473	\$1,305.59	866	\$718.95	17,386	\$1,074.59	\$3,427.00	\$629.00	\$524.00	\$7,679.00	\$736.00	10.60%	\$7,679.13	(\$0.13)														
Limestone PL (LI)	\$7,685.00	14,382	\$1,016.46	1,454	\$1,206.83	23,855	\$1,475.47	\$3,427.00	\$629.00	\$524.00	\$8,278.00	\$593.00	7.27%	\$8,277.75	\$0.25														
Lostant Community Public	\$3,875.00	1,298	\$91.74	154	\$127.85	8,186	\$505.94	\$2,399.00	\$441.00	\$370.00	\$3,936.00	\$61.00	1.57%	\$3,935.52	\$0.48														
Malta Township PL (ML)	\$6,010.00	7,160	\$506.06	527	\$437.51	13,515	\$835.37	\$3,427.00	\$629.00	\$524.00	\$6,359.00	\$349.00	5.81%	\$6,358.94	\$0.06														
Manhattan PL (MT)	\$15,679.00	75,962	\$5,368.65	5,988	\$4,896.48																								

Sandwich PLD (SA)	\$10,488.00	28,895	\$2,042.18	2,876	\$2,387.36	38,340	\$2,369.77	\$3,427.00	\$629.00	\$524.00	\$11,379.00	\$891.00	8.50%	\$11,379.31	(\$0.31)
Schmaling ML (SC)	\$6,199.00	17,244	\$1,218.71	915	\$759.90	25,247	\$1,560.49	\$2,399.00	\$441.00	\$370.00	\$6,749.00	\$550.00	8.87%	\$6,749.10	(\$0.10)
Seneca PL (SE)	\$10,454.00	15,308	\$1,081.93	1,602	\$1,329.97	68,581	\$4,238.89	\$3,427.00	\$629.00	\$524.00	\$11,231.00	\$777.00	7.43%	\$11,230.79	\$0.21
Serena Schools (CF)	\$4,978.00	9,001	\$636.13	690	\$572.56	16,666	\$1,030.11	\$2,399.00	\$441.00	\$370.00	\$5,449.00	\$471.00	9.46%	\$5,448.79	\$0.21
Sherard PL (SD)	\$8,893.00	30,431	\$2,150.71	1,490	\$1,237.27	29,304	\$1,811.27	\$3,427.00	\$629.00	\$524.00	\$9,779.00	\$886.00	9.96%	\$9,779.24	(\$0.24)
Silvis PL (SL)	\$9,660.00	28,042	\$1,981.91	2,955	\$2,453.22	20,040	\$1,238.65	\$3,427.00	\$629.00	\$524.00	\$10,254.00	\$594.00	6.15%	\$10,253.79	\$0.21
Somonauk PL (SN)	\$12,074.00	42,442	\$2,999.62	3,361	\$2,790.01	45,260	\$2,797.47	\$3,427.00	\$629.00	\$524.00	\$13,167.00	\$1,093.00	9.05%	\$13,167.09	(\$0.09)
South Beloit PLD (SB)	\$7,724.00	17,569	\$1,241.73	1,460	\$1,212.36	18,727	\$1,157.47	\$3,427.00	\$629.00	\$524.00	\$8,192.00	\$468.00	6.06%	\$8,191.56	\$0.44
Stockton TL (SK)	\$5,227.00	11,065	\$782.05	552	\$458.54	19,274	\$1,191.28	\$2,399.00	\$441.00	\$370.00	\$5,642.00	\$415.00	7.94%	\$5,641.88	\$0.12
Streator PL (SR)	\$10,166.00	23,694	\$1,674.59	2,496	\$2,072.44	40,510	\$2,503.90	\$3,427.00	\$629.00	\$524.00	\$10,831.00	\$665.00	6.54%	\$10,830.93	\$0.07
Sycamore PL (SY)	\$22,116.00	135,749	\$9,594.19	6,436	\$5,343.41	85,487	\$5,283.83	\$3,427.00	\$629.00	\$524.00	\$24,801.00	\$2,685.00	12.14%	\$24,801.43	(\$0.43)
Talcott Free PL (TF)	\$13,021.00	49,104	\$3,470.49	3,483	\$2,891.57	53,250	\$3,291.30	\$3,427.00	\$629.00	\$524.00	\$14,233.00	\$1,212.00	9.31%	\$14,233.35	(\$0.35)
Three Rivers PL (Channahon/Minooka) (TC)	\$22,399.00	106,617	\$7,535.22	9,127	\$7,576.90	83,070	\$5,134.48	\$3,427.00	\$629.00	\$524.00	\$24,827.00	\$2,428.00	10.84%	\$24,826.60	\$0.40
United Township HS (E. Moline) (UT)	\$9,035.00	15,343	\$1,084.35	2,624	\$2,178.15	35,680	\$2,205.34	\$3,427.00	\$629.00	\$524.00	\$10,048.00	\$1,013.00	11.21%	\$10,047.85	\$0.15
Walnut PLD (WA)	\$4,764.00	6,126	\$432.96	418	\$347.30	15,898	\$982.64	\$2,399.00	\$441.00	\$370.00	\$4,973.00	\$209.00	4.39%	\$4,972.89	\$0.11
Warren Township PL (WR)	\$4,533.00	8,545	\$603.95	406	\$337.34	12,589	\$778.11	\$2,399.00	\$441.00	\$370.00	\$4,929.00	\$396.00	8.74%	\$4,929.40	(\$0.40)
Western Dist PL (Orion) (WD)	\$7,463.00	17,698	\$1,250.84	1,372	\$1,139.03	16,309	\$1,008.04	\$3,427.00	\$629.00	\$524.00	\$7,978.00	\$515.00	6.90%	\$7,977.91	\$0.09
Wilmington PL (WL)	\$12,890.00	52,509	\$3,711.09	3,576	\$2,969.05	48,145	\$2,975.79	\$3,427.00	\$629.00	\$524.00	\$14,236.00	\$1,346.00	10.44%	\$14,236.83	\$0.83
Woodstock PL (WO)	\$34,125.00	160,596	\$11,350.25	13,162	\$10,926.74	166,783	\$10,308.64	\$3,427.00	\$629.00	\$524.00	\$37,166.00	\$3,041.00	8.91%	\$37,165.63	\$0.37
Yorkville PL (YK)	\$17,418.00	73,012	\$5,160.18	6,736	\$5,592.46	76,706	\$4,741.13	\$3,427.00	\$629.00	\$524.00	\$20,074.00	\$2,656.00	15.25%	\$20,073.77	\$0.23
<b>TOTALS</b>	<b>\$1,227,257.00</b>	<b>4,213,708</b>	<b>\$297,807.05</b>	<b>358,720</b>	<b>\$297,807.05</b>	<b>4,818,195</b>	<b>\$297,807.05</b>	<b>\$328,895.00</b>	<b>\$60,398.00</b>	<b>\$50,368.00</b>	<b>\$1,333,082.00</b>	<b>\$105,825.00</b>	<b>8.13%</b>	<b>\$1,333,082.14</b>	<b>(\$0.14)</b>
<b>*Actual amount to be billed to library</b>															
<b>65%/35% split</b>		<b>Circs</b>		<b>Users</b>		<b>Items</b>		<b>Per library</b>	<b>Reserves</b>	<b>Hosting</b>					
Hampton School District		4,077	\$288.15	361	\$299.70	13,763	\$850.68	\$1,199.45	\$220.15	\$183.40	\$3,041.52				
United Township HS		11,266	\$796.23	2,262	\$1,877.90	21,917	\$1,354.66	\$2,227.55	\$408.85	\$340.60	\$7,005.80				
		15,343	\$1,084.38	2,623	\$2,177.60	35,680	\$2,205.34	\$3,427.00	\$629.00	\$524.00	\$10,047.32				

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## **Administrative Council Committees and Standing Groups of PRAIRIECAT**

The Administrative Council shall review the committee structure for PRAIRIECAT annually and make any needed changes or new appointments to Administrative Council Committees.

### **Administrative Council Committees:**

The Resource Sharing Committee recommends policy and procedures for resource sharing between libraries, striving to ensure fair and equitable practices that follow agreed PRAIRIECAT resource sharing philosophies.

The Finance Committee makes recommendations to the Administrative Council on membership and budget issues to ensure the sustainability of PRAIRIECAT.

### **Standing Groups:**

The Circulation Committee shall consider issues related to, circulation and interlibrary loan in PRAIRIECAT and make appropriate recommendations to the Administrative Council.

The Technical Services Committee shall consider issues related to cataloging, serials, acquisitions and data entry in PRAIRIECAT and make appropriate recommendations to the Administrative Council.

The Tech Users Group (referred to as "Computer Keepers") shall consider issues of hardware, software, telecommunications and other related matters and make appropriate recommendations to the Administrative Council.

The User Experience Committee investigates and advises on matters concerning public-facing aspects of PrairieCat software and related services. This includes matters pertaining to the OPAC (online catalog interface).

The Training & Enhancement Committee develops staff training tools and documentation, end-user brochures, and will assist with managing vendor enhancement requests.

The Engagement Committee works to actively engage members at all levels, to create connections and advance the organization through activities like PrairieCat's annual conference PUG Day, peer networking opportunities, and more.

**Revised by the Administrative Council, 3/2/2018,**

**4/2/2021**

## **Cafeteria Options for Member Services**

If fewer than 33% of fully participating members are using a service then it is considered a cafeteria option and not included in the full PRAIRIECAT budget unless the service benefits PRAIRIECAT as a whole. (i.e. Acquisitions)

FY16 PRAIRIECAT Cafeteria Options: Express Lane

**Approved by the Delegates Assembly, 1/25/2012**

## **Developing Collections**

PRAIRIECAT libraries are permitted to add a new type of collection to their library and restrict that collection to local holds only for a period up to one year, to be opened up to the whole consortium for holds after that point. It must be a "new to the library" type of material. The maximum of one year is applicable if at least 25% of member libraries purchase that type of material. If fewer than 25% of libraries purchase that type of material, owning libraries may keep the materials as a developing collection until 25% of libraries have it.

**Approved by the Delegates Assembly on 10/26/2011**

## **Ecommerce Payment & Refund Policy**

These Payment Terms apply to payments you make to PRAIRIECAT.

By using PRAIRIECAT Ecommerce services, you agree to pay all charges in effect at that time for the fees or services you buy, along with all applicable taxes and other fees. You authorize PRAIRIECAT to charge your Payment Method for your initial transaction, as well as any future transaction.

If we are unable to charge your Payment Method (for example, because your credit card has expired), you are still responsible for paying us. All ECommerce fees are non-refundable. All amounts are to be paid in US Dollars.

### **Refunds of Ecommerce Payments**

PRAIRIECAT will not issue refunds for any payments made through Ecommerce. Any user who believes they are entitled to a refund should contact their home library to discuss the issue.

**Approved by the Administrative Council on 10/4/2013**

## **Resolution Establishing The Process For Participation By Electronic Means In Meetings**

**WHEREAS**, the Open Meetings Act, 5 ILCS 120/1 *et seq.*, allows for participation of members of a public body in a meeting via electronic means in certain circumstances; and

**WHEREAS**, electronic participation, which includes video or audio conference, is allowed if a quorum of the members of the public body is physically present at the location of an open or closed meeting; and

**WHEREAS**, in order to permit electronic attendance at meetings, the public body must pass rules regarding when electronic participation is permitted; and

**WHEREAS**, the Administrative Council desires to allow for electronic attendance in certain circumstances and in accordance with state law.

**NOW, THEREFORE, BE IT RESOLVED** by the Chair and Administrative Council of PRAIRIECAT, as follows:

**SECTION 1:** That the recitals set forth above are incorporated as Section 1 of this Resolution.

**SECTION 2:** Notices of meetings to be conducted in which an Administrative Council member, Delegates Assembly member, Executive Committee member or Standing Group member participates by electronic means shall be given in accordance with the Open Meetings Act. Minutes of such meetings shall reflect which member(s) attended via electronic means.

**SECTION 3:** A quorum of each body (Administrative Council, Delegates Assembly, Executive Committee and Standing Group) must be physically present at the location of its meeting.

**SECTION 4:** The following rules shall apply for the conduct of any meeting at which any such member participates via video or audio conference:

A. Except where it is not practicable, the member who cannot be physically present at a meeting for one of the reasons described below and who wishes to attend via electronic means shall give notice to the Chair not less than forty-eight (48) hours before the meeting date.

B. Members may participate in a meeting via electronic means if the members are prevented from physically attending for any of the following reasons:

1. Personal illness or disability;
2. Employment purposes;
3. Absence due to PRAIRIECAT business; or
4. Family or other emergency



C. The member, if participating via audio conference, must, each time he/she wishes to speak, identify himself/herself by name and be recognized by the presiding officer before speaking.

D. The member participating electronically and other members of the Administrative Council, Delegates Assembly, Executive Committee and Standing Group must be able to communicate effectively, and any members of the audience at the meeting in question must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, PRAIRIECAT shall provide electronic communication equipment adequate to accomplish this objective at the meeting site.

**SECTION 5:** That the Chair is authorized and directed to sign and the Secretary is authorized and directed to attest to this Resolution.

**SECTION 6:** This Resolution shall be in full force and effect immediately upon its passage.

**ADOPTED by PRAIRIECAT this \_6th\_\_\_\_\_day of \_\_\_\_October\_\_\_\_\_, 2010.**

**REVISED: April 7<sup>th</sup>, 2023**

## **Email for Administrative Council Members**

Administrative Council members will be assigned PRAIRIECAT-issued email addresses for the duration of their terms. Member libraries will use the PRAIRIECAT-issued email addresses to contact Administrative Council members, and vice versa. Official PRAIRIECAT communications will be conducted using the PRAIRIECAT-issued email addresses. Under no circumstances will Administrative Council members use any electronic communications method, including but not limited to, PRAIRIECAT-issued email addresses, personal or local library-issued email addresses, and texting via personal or local library-issued devices, to conduct business in a manner that would violate the Illinois Open Meetings Act [5 ILCS 120/].

**Approved by the Administrative Council on 1/4/2013**

## Equipment Disposal

Equipment owned by PRAIRIECAT that, in the judgment of the PRAIRIECAT Director and/or the PRAIRIECAT Administrative Council, is no longer necessary or useful for operational purposes may be disposed of in the following manner:

1. Equipment of any value may be donated or sold to any PRAIRIECAT library, or any tax-supported library, library consortium, or Illinois regional library system under such terms or conditions as the PRAIRIECAT Administrative Council may determine. PRAIRIECAT member libraries will be given preference.
2. Equipment having a unit value of less than \$1,000 may be disposed of as the Director or designated staff may determine.
3. For property over \$1,000, the PRAIRIECAT Administrative Council shall publish notice of the availability and location of the real or personal property, the date and terms of the proposed sale, giving such notice once each week for 2 successive weeks. The notice shall be published in one or more newspapers published within the boundaries of RAILS and also posted on PRAIRIECAT's website.
4. On the day of the sale, the PRAIRIECAT Administrative Council may sell such property for a price determined by the Administrative Council, or to the highest bidder. Where the Administrative Council deems the bids inadequate, it may reject such bids and re-advertise the sale.

Adapted from Illinois Compiled Statutes, Chapter 75 (Illinois Library System Act), Section 16

**Approved by the Administrative Council on 1/4/2013**

# **Fiscal Accountability**

## **I. Purpose**

The purpose of the PRAIRIECAT Fiscal Accountability Policy is to provide a framework for the fiscal operations of the consortium, to assure sound fiscal management and to outline responsibilities for management of the consortium's shared funds.

## **II. Scope of Policy**

This Fiscal Accountability Policy applies to the financial and investment activities of all funds under the direction of PRAIRIECAT. This Fiscal Accountability Policy will also apply to any new funds or temporary funds placed under the direction of PRAIRIECAT. In the event that this Policy is inconsistent with the PRAIRIECAT Bylaws, Illinois Compiled Statutes or the Illinois Administrative Regulations, the Bylaws, statutes and regulations shall take precedent.

## **III. General**

- A. PRAIRIECAT's financial policies and procedures will be in accordance with the requirements and intents as outlined in Illinois law, rule and regulation.
- B. All PRAIRIECAT investment activities shall use a "prudent person" standard of care. PRAIRIECAT will annually purchase liability insurance for PRAIRIECAT and for its officers and directors.
- C. The current and past seven years' financial records of PRAIRIECAT shall be maintained and kept at PRAIRIECAT headquarters, except in cases when the temporary removal of such records is required by law or by auditing procedures. PRAIRIECAT will maintain records at least as long as and in accordance with conditions required by the Local Records Act (50 ILCS 205).
- D. PRAIRIECAT will maintain an inventory of all equipment purchased as required by State Administrative Rule 23 IL ADC 3030.26.
- E. Roll call action will be taken by the PRAIRIECAT Administrative Council on all financial matters. Directors with economic conflicts of interest shall abstain from voting, in accordance with the Public Officer Prohibited Activities Act (50 ILCS 105) or any other applicable state statute, rule or regulation.
- F. The total budget will be approved by the PRAIRIECAT Delegates Assembly.
- G. Line item transfers during the fiscal year may be made by the Administrative Council In accordance with the Fiscal Accountability Policy.

## **IV. Deposits**

- A. All income received by PRAIRIECAT will be deposited to appropriate accounts at least monthly or whenever the amount of receipts totals more than \$500, in accordance with appropriate internal control procedures.

- B. Deposits in any one institution may not exceed the FDIC or NCUA insured amount, without a signed collateralization agreement with the institution and with assets of the agreement to be held by a third party in PRAIRIECAT's name.

#### **V. Expenditures and Other Financial Transactions**

- A. Authorized signatories are by title the PRAIRIECAT Chair, Vice-Chair, Secretary, and Treasurer.
- B. All financial transactions by check require two signatures with at least one in-person signature. All financial transactions will be reported to the PRAIRIECAT Administrative Council at its regularly scheduled meetings.
- C. The PRAIRIECAT Director shall be required to file statements of economic interest with the appropriate county clerk or state authorities. RAILS will provide the Illinois State Library with the names of all staff who have filed a Statement of Economic Interest within seven days after the deadline for filing.

#### **VI. Investments**

- A. The objective is to invest all funds under PRAIRIECAT's control in a manner that will provide the highest investment return using authorized instruments, while meeting the consortium's daily cash flow demands and in conformance with the Illinois Public Funds Investment Act (30 ILCS 235/2.5). In selecting financial institutions and investment instruments to be used, the following general objectives should be considered:
  1. **Safety:** Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
  2. **Maintenance of sufficient liquidity to meet current obligations:** In general, investments should be managed to meet liquidity needs for the current month plus one month (based on forecasted needs).
  3. **Return on investment:** Within the constraints of Illinois law and this policy, every effort should be made to maximize return on investments made. All available funds will be placed in investments or kept in interest-bearing deposit accounts at all times.
  4. **Simplicity of management:** The time required by staff to manage investments shall be kept to a minimum.
- B. The PRAIRIECAT Director is responsible for recommending to the Administrative Council financial institutions that will be the depositories for PRAIRIECAT. The Administrative Council will select financial institutions. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for PRAIRIECAT funds. PRAIRIECAT will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the client relations involvement of the financial institution when choosing depositories.

- C. Management and administrative responsibility for the investment program is delegated to the PRAIRIECAT Director. The PRAIRIECAT Director is responsible for establishing internal controls and written operational procedures designed to prevent loss, theft or misuse of funds.
- D. Reporting: investments and the status of such accounts will be reported at each regularly scheduled meeting of the Administrative Council and include interest earned as of the report date.
- E. Ethics and Conflicts of Interest: Officers and employees involved in the investment process shall refrain from personal business activities that might conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions, or that could give the appearance of impropriety. Such individuals shall disclose any material financial interests in financial institutions with which PRAIRIECAT conducts business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio.

## **VII. Funds and Net Position**

PRAIRIECAT's financial accounting shall consist of one general fund which shall operate on a July 1st through June 30<sup>th</sup> fiscal year. The General Fund is detailed in the annual budget. A report of the General Fund's year-to-date and previous-month activities shall be presented to the Administrative Council at each month's meeting. The assets within that fund are divided into designated and undesignated assets:

- A. Undesignated funds - the purpose is to provide the fiscal structure required to conduct the day-to-day operations of PRAIRIECAT. Monies in the undesignated funds are to be maintained in a checking account in such amount as is required to meet expenditure demands. Additional funds may be deposited in an interest-bearing account in such manner as to gain the maximum possible financial benefit while maintaining emergency access to those funds. Investment income shall be reinvested. The undesignated funds will not exceed 12 months of projected operating expenses; any amounts in excess of 12 months operating expenses will be designated for future capital expenditures by the Administrative Council.
- B. Capital Reserves) –the purpose is to maintain and grow funds that may be necessary for future major repairs of or replacements to hardware and software used by PRAIRIECAT. In order to grow the reserves and prepare to meet future needs, it is a goal of PRAIRIECAT to include at least a \$25,000 allocation into designated future capital expenditures as part of each annual budget. A portion of each PRAIRIECAT member's annual fees are specifically earmarked as designated for future capital expenditure contributions. In addition, each new PRAIRIECAT member is required to make an initial contribution designated for future capital expenditures, as specified in Appendix A of this manual.
- C. Net Position - it is the goal of PRAIRIECAT to maintain a fund balance, or reserve, in an amount of no less than 25% of annual General Fund expenditures at all times. Any fiscal-year-end funds budgeted but not expended shall remain in the General Fund as part of fund balance or shall be allocated to expenditures in the following fiscal year.

### **VIII. Grant Contracts**

- A. The PRAIRIECAT Director is authorized to sign contracts for receipt of funds for grants that have been awarded.
- B. Occasionally PRAIRIECAT may be granted funds upon which no interest may be earned due to Federal government regulation. In such a case, the PRAIRIECAT Director is authorized to establish an additional account for grant funds at a financial institution with which PRAIRIECAT has a working relationship.

### **IX. Purchasing/Sale of Goods and Services**

- A. All purchases for goods and services for PRAIRIECAT shall be authorized by the PRAIRIECAT Director through established procedures. PRAIRIECAT may utilize educational and special discounts that benefit PRAIRIECAT.
- B. Purchases of \$20,000 or More
  - 1. All contracts for supplies, materials or work involving an expenditure of \$20,000 or more, other than professional services, shall be awarded to the lowest responsible bidder after due advertisement at least once in a newspaper or newspapers of general circulation within the area of the consortium not less than 14 days before the bid date.
  - 2. All competitive bids for contracts involving an expenditure of \$20,000 or more must be sealed by the bidder and must be opened by an Administrative Council member or the PRAIRIECAT Director at a public bid opening at which the contents of the bids must be announced. Each bidder must receive at least three days notice of the time and place of the bid opening.
  - 3. The PRAIRIECAT Administrative Council may reject any and all bids and re-advertise. The consortium shall not be required to accept a bid that does not meet the consortium's established terms of delivery, quality and serviceability requirements.
  - 4. In the event purchases are made through a joint purchasing program of the State of Illinois, or other intergovernmental cooperative purchasing activity, which awards its purchases on the basis of competitive bids in accordance with the Governmental Joint Purchasing Act (30 ILCS 525), the requirements above are waived.
  - 5. Competitive bidding is not required in the following cases: salaries and wages of employees; library materials; purchases and contracts for the use, purchase, delivery, movement or installation of automation equipment, software or services and telecommunications equipment software and services; contracts for utility services such as water, light and heat; where services are required for legal counsel, professional engineering and architectural services, provided that procurement of such engineering or architectural services complies with the Local Government Professional Services Selection Act (50 ILCS 510); for artistic skills or for professional services pursuant to a written contract; and maintenance or service contracts for

equipment or software where the work will best be performed by the manufacturer or installer, or by the authorized agent for the manufacturer or installer.

6. Any unbudgeted expenditure of more than \$20,000 must be approved by the PRAIRIECAT Delegates Assembly.

C. Purchases of More than \$5,000 but Less than \$20,000

1. Any purchase by PRAIRIECAT for services, materials, equipment or supplies, other than professional services, with a value greater than \$5,000 but less than \$20,000 shall be made, whenever feasible, on the basis of three or more competitive quotations. Approval of unbudgeted amounts less than \$5,000 may be made by the Director of PrairieCat. Purchases of more than \$5,000 but less than \$20,000 must be approved by the Administrative Council.

2. Any unbudgeted expenditure of more than \$20,000 must be approved by the PRAIRIECAT Delegates Assembly.

D. Credit Cards/Accounts

PRAIRIECAT will maintain credit card accounts for use by the PRAIRIECAT Director and the Member Services Supervisor in conducting PRAIRIECAT business. All expenditures must be documented with receipts to support all purchases.

**X. Donations**

A. Donations of money, real property, library books or other materials, equipment, or services to PRAIRIECAT may be accepted when such a gift or its acceptance:

1. Contributes to the achievement of the PRAIRIECAT Long Range Plan.
2. Does not conflict with PRAIRIECAT policies.
3. Does not impose any restriction on PRAIRIECAT as a condition of the donation, unless such restriction is formally accepted by PRAIRIECAT Administrative Council action.
4. Is not likely to be perceived as an endorsement of an individual, a product, or a service.
5. May be used or disposed of at the discretion of PRAIRIECAT, unless otherwise mutually agreed to by the donor and the PRAIRIECAT Administrative Council at the time of the donation.

**XI. Budget**

A. PRAIRIECAT's fiscal year shall be July 1 through June 30.

B. In October of each year, the Council shall prepare and submit a proposed budget for the forthcoming fiscal year to the Delegates Assembly.

The proposed budget shall be approved by a vote of two-thirds (2/3) of all the



Representatives of the Delegates Assembly at its April meeting. Line item transfers during the fiscal year may be made by the Administrative Council.

**XII. Audit**

- A. An outside audit of all PRAIRIECAT and grant accounts will be conducted annually and reviewed by the PRAIRIECAT Administrative Council. The auditor will give an annual presentation of the audit to the PRAIRIECAT Administrative Council.
- B. The PRAIRIECAT Director will, at least once every 5 years, solicit bids from at least three auditing firms based on recommendations of the Committee.

**XIII. Room Fees**

PRAIRIECAT shall abide by the room policy of the hosting location. PRAIRIECAT will alternate meeting locations as needed and practical, making prudent decisions following the overall meeting budget.

**Approved by the Administrative Council, 8/5/2016,  
3/2/2018, 12/7/2018, 9/1/2021**

**Approved by the Delegates Assembly, 10/26/2016**

## Freedom of Information Act (FOIA)

I. A brief description of our public body is as follows:

- A. A consortium of libraries that share an integrated library system.
- B. An organizational chart is below.
- C. The total amount of our operating budget for FY 2012/2013 is: \$798,629. Funding sources are membership fees and service charges.
- D. The office is located at this address: 220 W. 23rd Avenue, Coal Valley, IL 61240.
- E. We have approximately the following number of persons employed:
  - 1. Full-time 0
  - 2. Part-time 0

PRAIRIECAT contracts for services from the Reaching Across Illinois Library System. The RAILS employees assigned to the PRAIRIECAT contract are delineated in the organizational chart below.

- F. The following organization exercises control over our policies and procedures: *The PRAIRIECAT Administrative Council*, which meets monthly on the 1<sup>st</sup> Friday of each month at 9:30 AM at various member library buildings
- G. We are required to report and be answerable for our operations to the PRAIRIECAT Delegates Assembly.

II. You may request the information and the records available to the public in the following manner:

- A. Submit a written request. You may use the attached request form.
- B. Your request should be directed to the following individual: Judy Hutchinson, FOIA Officer.
- C. You must indicate whether you have a "commercial purpose" in your request.
- D. You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records be certified, you must specify which ones.
- E. To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:
  - i. There is a \$1.00 charge for each certification of records.
  - ii. There is no charge for the first fifty (50) pages of black and white text either letter or legal size;
  - iii. There is a \$.15 per page charge for copied records in excess of 50 pages;
  - iv. The actual copying cost of color copies and other sized copies will be charged.
  - v. There is a charge of \$10.00 per hour for each hour of searching and retrieval in excess of eight hours.
  - vi. The actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage

company under contract with the library will be charged for commercial purpose requests.

- F. If the records are kept in electronic format, you may request a specific format and *if feasible* they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.
- G. The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.
- H. Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.
- I. You have a right to appeal the denial of your request to the Public Access Counselor ("PAC") at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to: Sarah Pratt, Acting Public Access Counselor, Office of the Attorney General, 500 South 2nd Street, Springfield, Illinois 62706, E-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us). You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11. The place and times where the records will be available are as follows:

9:00 A.M. to 5:00 P.M. Monday through Friday

Coal Valley Service Center, Reaching Across Illinois Library System

III. Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control:

- A. Monthly Financial Statements
- C. Operating Budgets
- D. Annual Audits
- E. Minutes of the Administrative Council and Delegates Assembly
- F. Policies
- H. Adopted Resolutions of the Administrative Council

IV. Please see the included PRAIRIECAT/RAILS Organizational Chart.

**Approved by the Administrative Council on 4/5/2013**

## Freedom Of Information Request

Requestor's Name (or business name, if applicable) \_\_\_\_\_

Date of Request \_\_\_\_\_

Phone number \_\_\_\_\_

Street Address \_\_\_\_\_

\_\_\_\_\_

Certification requested: \_\_\_\_\_ Yes \_\_\_\_\_ No

Description of Records Requested:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the reason for this request a "commercial purpose" as defined in the Act? \_\_\_\_Yes \_\_\_\_No

\_\_\_\_\_

PRAIRIECAT Response (Requestor does not fill in below this line)

\_\_\_\_\_

A ( ) The documents requested are enclosed.

P ( ) You may inspect the records at \_\_\_\_\_ P  
on the date of \_\_\_\_\_ R ( )

The documents will be made available upon payment of copying

O costs of \$ \_\_\_\_\_

V ( ) For "commercial requests" only: the estimated time of when the  
E documents will be available is \_\_\_\_\_, at the prepaid  
D costs stated above.

D ( ) The request creates an undue burden on the public body in  
E accordance with Section 3(g) of the Freedom of Information Act,  
N and we are unable to negotiate a more reasonable request.

I ( ) The materials requested are exempt under Section 7 \_\_\_\_\_ of the  
E Freedom of Information Act for the following reasons:  
D Individual(s) that determined request to be denied and title:

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In the event of a denial, you have the right to seek review by the Public Access Counselor at (217) 558-0486 or 500 S. Second St., Springfield, IL 62705

Or you have the right to judicial review under section 11 of FOIA.

( ) Request delayed, for the following reasons (in accordance with 3(e) of the FOIA):  
\_\_\_\_\_ . You will be notified by the date of

\_\_\_\_\_ as to the action taken on your request.

FOIA Officer \_\_\_\_\_

Date of Reply \_\_\_\_\_

## **ILL Barcode**

Effective July 1, 2013, the PRAIRIECAT ILL barcode will be sold in blocks of 100 holds for \$100, as many blocks as requested. No refunds or discounts will be permitted. Participants must be a RAILS member library, and not a member of a consortium that allow for direct requests by other RAILS member libraries.

**Approved by the Administrative Council on 6/7/2013 and re-confirmed on 6/5, 2015.**

**Revised by the Administrative Council, 6/3/2022**

## **Membership Levels, Fee Structure, and Eligibility**

PRAIRIECAT will have a multi-leveled membership structure as outlined in the Intergovernmental Agreement and the Bylaws. The Administrative Council will annually review the criteria to qualify for each membership level, including but not limited to annual operating budget and school housing counts. The Council will annually review the membership fee structure and each level's contribution to the PRAIRIECAT Capital Reserves and make recommendation to the Delegates Assembly as part of the budget approval process. The membership criteria and membership fee structure will be incorporated into the General Policy Manual as Appendix A. Appendix B will outline the policies and procedures for changing from one membership level to another.

Appeals for special consideration regarding membership eligibility must be made in writing to the Administrative Council. The appeal will be considered at the next Administrative Council meeting in compliance with the Illinois Open Meetings Act. A representative from the member library requesting special consideration must be present at that Administrative Council meeting. Administrative Council rulings will be considered on a case-by-case basis. After the Administrative Council has ruled on the issue, the library that does not accept the ruling may request within (10) days in writing that the issue be presented to the Delegates Assembly. Decisions made by the Delegates Assembly are final.

**Approved by the Administrative Council on 4/5/2013,  
3/2/2018**

## **New and Browse Item Types and Holds on New Materials**

### **Use of “New” Item Types**

The following item types with **local holds only** may be used by all PRAIRIECAT libraries for items new to their library and will be automatically moved after 15 weeks to a system wide holdable item type. All other items must be moved manually.

- AUDIO BOOK ON CD, NEW (will be moved to AUDIO BOOK)
- BOOK, LARGE PRINT, NEW (will be moved to BOOK, LARGE PRINT)
- BOOK, NEW (will be moved to BOOK)
- DVD, NEW (library decides which DVD item type items are moved to)
- DVD, OTHER LOAN PERIOD, NEW (library decides which DVD item type items are moved to)
- KIT, BOOK CLUB, NEW (will be moved to KIT, BOOK CLUB)
- MUSIC CD, NEW (will be moved to MUSIC CD)
- MAGAZINE/PERIODICAL, NEW (NOT AUTOMAGIC)
- SELF-PLAYING PRELOADED BOOK, NEW (will be moved to SELF-PLAYING PRELOADED BOOK)
- VIDEOGAME-NEW (will be moved to VIDEOGAME)

It is permissible for PRAIRIECAT libraries to use a 3 day loan rule as one of their 3 “regular” loan rules for items with a “new” item type that do not circulate to other libraries.

### **Use of Browse-NH**

Any items that are new to your library may be put in a Browse- NH (no holds) item type for three months. After 15 weeks, they will be moved automatically to a system wide holdable item type.

### **Browse-LH clarification:**

Browse-LH (local hold) is for an older collection of items that need to be holdable locally for a period not to exceed 4 months. This may not be piggybacked with “NEW”. These items will not be moved automatically. PC contract staff will run a report quarterly to make sure libraries are following the rule.

### **Approved by the Delegates Assembly on 12/15/2011**

Approved by the Administrative Council on 5/4/2018



## Options For Copying / Extracting / Deleting Records For Withdrawing Libraries

Section 19 of the PRAIRIECAT Intergovernmental Agreement provides, "If the Member terminates the Agreement, the Member shall pay all costs incurred by PRAIRIECAT due to the Member's decision to leave PRAIRIECAT, including all work performed by PRAIRIECAT employees or agents after the termination of the Agreement."

Options and costs for withdrawal will vary library by library, depending on the extent and complexity of your usage of PRAIRIECAT modules, the total number of records, including but not limited to user, bibliographic, item, circulation, serials control and on order records your library has, and which information you request to port to a new system. Any library beginning their planning to withdraw from PRAIRIECAT should contact staff to discuss viable options and obtain cost estimates.

There may be costs by the current ILS vendor to copy, extract or delete information outside the scope of PRAIRIECAT contract staff expertise or control.

PRAIRIECAT reserves the right to refuse to perform the copy / extraction / deletion when the vendor prohibits it, PRAIRIECAT does not have sufficient staff to do the work, or it is outside the expertise of staff.

For copying / extraction / deleting records by a third party vendor including the current ILS vendor, the vendor must work closely with PRAIRIECAT contract staff. All vendor costs including any collateral damage due to vendor access to PRAIRIECAT will be paid by the withdrawing library.

100% of the estimated fees will be due and paid before copying / extraction / deletion begins. A refund will be made by PRAIRIECAT if actual fees are less than the estimate.

The following questions will begin to determine the extent of the information to be copied / extracted:

Does the library need bibliographic records?	_____ yes	_____ no
Does the library need item records?	_____ yes	_____ no
Does the library need user records?	_____ yes	_____ no
Does the library need circulation data?	_____ yes	_____ no
Does the library need bill information?	_____ yes	_____ no
Does the library need acquisitions data?	_____ yes	_____ no
Does the library need serials control data?	_____ yes	_____ no
Does the library need authority records?	_____ yes	_____ no
Does the library need outreach records?	_____ yes	_____ no
Does the library need booking records?	_____ yes	_____ no

Contact Judy Hutchinson at [judy.hutchinson@railslibraries.info](mailto:judy.hutchinson@railslibraries.info), or John Slanicky at [john.slanicky@railslibraries.info](mailto:john.slanicky@railslibraries.info) or at 877-542-7257 to begin the conversation about your library's withdrawal.

**Approved by the Delegates Assembly on 10/26/2011**

# Privacy Policy

## General

At PRAIRIECAT, we respect your need for online privacy and protect any personal information that you may share with us, in an appropriate manner. Our practice as regards use of your personal information is as set forth below in this Privacy Policy. As a condition to use of PRAIRIECAT services, you consent to the terms of the Privacy Policy as it may be updated from time to time. In the event of a material change, we shall notify you by means of a prominent notice on the PRAIRIECAT website.

## Library Records

PRAIRIECAT protects its users' privacy by keeping information about materials they check out and information they access confidential, as required by the Illinois Library Records Confidentiality Act, 75 ILCS 70/1 *et seq.*

75 ILCS 70/1 Registration and circulation records; statistical reports

1 (a) The registration and circulation records of a library are confidential information. No person shall publish or make any information contained in such records available to the public unless:

- (1) Required to do so under a court order; or
- (2) The information is requested by a sworn law enforcement officer who represents that it is impractical to secure a court order as a result of an emergency where the law enforcement officer has probable cause to believe that there is an imminent danger of physical harm. The information requested must be limited to identifying a suspect, witness, or victim of a crime. The information requested without a court order may not include the disclosure of registration or circulation records that would indicate materials borrowed, resources reviewed, or services used at the library. If requested to do so by the library, the requesting law enforcement officer must sign a form acknowledging the receipt of the information. A library providing the information may seek subsequent judicial review to assess compliance with this section.

This subsection shall not alter any right to challenge the use or dissemination of patron information that is otherwise permitted by law.

(b) This section does not prevent a library from publishing or making available to the public reasonable statistical reports regarding library registration and book circulation where those reports are presented so that no individual is identified therein.

(b-5) Nothing in this Section shall be construed as a privacy violation or a breach of confidentiality if a library provides information to a law enforcement officer under item (2) of subsection (a).

(c) For the purpose of this Section, i "library" means any public library or library of an educational, historical or eleemosynary institution, organization of society; (ii) "registration records" includes any information a library requires a person to provide in order for that person to become eligible to borrow books and other materials and (iii) "circulation records" includes all information identifying the individual borrowing particular books or materials. (Source: P.A. 95-40, eff. 1-1-08.)

### **III. Information Recorded and Used:**

#### **Personal Information**

We request a user's library patron barcode and PIN to log into My Account on the PRAIRIECAT online catalog. You also have the option to choose a unique alias or username, which will be used solely for the purpose of providing access to your user account. Individuals may choose to submit their email addresses or telephone numbers in order to receive library services such as phone, email or text notifications. Library accounts also include name and postal address. PRAIRIECAT does not sell, rent or otherwise distribute information to outside companies or organizations unless legally required to do so.

#### **Third Party Partners**

PRAIRIECAT has teamed up with reputable third-party partners to provide certain online services. The information you submit to PRAIRIECAT may be provided to those third parties on a confidential basis so they can assist us in providing these services. In cases where users leave the PRAIRIECAT website to visit one of its partners' websites, they are encouraged to learn about the privacy policies of the websites they visit.

#### **Contents of your User Account**

We store and maintain files, lists, emails and other data stored in your user account. In order to prevent loss of data due to errors or system failures, we also keep backup copies of data including the contents of your user account. Hence, your files and data may remain on our servers even after deletion or termination of your user account. We assure you that the contents of your user account will not be disclosed to anyone except in circumstances specifically mentioned in this Privacy Policy. We also do not process the contents of your user account for serving targeted advertisements.

#### **Financial Information**

In case of services requiring payment, we request credit card or other payment account information, which will be used solely for processing payments. Your financial information will not be stored by us except for the name and address of the cardholder, the expiry date and the last four digits of the Credit Card number. Subject to your prior consent and where necessary for processing future payments, your financial information will be stored in encrypted form on secure servers of our Payment Gateway Service Provider who is required to treat your Personal Information in accordance with this Privacy Policy.

#### **Visitor Details**

We use the Internet Protocol address, browser type, browser language, referring URL, files accessed, errors generated, time zone, operating system and other visitor details collected in our log files to analyze the trends, administer the website, track visitor's movements and to improve our website.

#### **Cookies**

Cookies are commonly used to provide useful features to website users. A cookie is a small text file that is sent to your browser from a website and stored on your computer's hard drive. Cookies cannot read data from your hard disk or read cookie files that were created

by other websites – the website that creates a cookie is the only one that a browser will permit to access it. The cookie itself does not contain any personally identifiable information, but may be used to tell when your computer has accessed PRAIRIECAT’s website. Examples of ways in which PRAIRIECAT might use cookies include customizing content areas or analyzing site activity. Some electronic services offered by PRAIRIECAT such as the online catalog place temporary cookies for current sessions.

If you are concerned about the use of cookies, we suggest that you set your browser’s options to notify you whenever a cookie is set or to disallow cookies altogether. You should be aware, however, that prohibiting the use of cookies may restrict your access to certain types of content or features on PRAIRIECAT’s website.

We may from time to time employ the services of a third party agent to analyze statistical and aggregate data about our website content and user base. This aggregated information is not personally identifiable and is employed in improving website functionality and offerings. To this end, these third parties may employ the use of cookies and, or pixel tags in providing their services. While these third party cookies are not tied to your Personal Information, PRAIRIECAT does not have access to these cookies nor are we responsible for them.

### **Children’s Privacy**

We are in compliance with the requirements of COPPA (Children’s Online Privacy Protection Act). We do not request or knowingly collect any personally identifiable contact information from anyone under 13 years of age.

### **Security**

PRAIRIECAT has taken reasonable steps to safeguard the integrity of its data and prevent unauthorized access to information it maintains, including but not limited to authentication, monitoring and auditing. Security measures have been integrated into the design, implementation and day-to-day practices of the entire operating environment as part of its continuing commitment to risk management. These measures are intended to prevent corruption of data, block unknown or unauthorized access to our systems and information, and to provide reasonable protection of private information in our possession. Any page on the PRAIRIECAT website that asks for personal information will show a lock icon in the status bar. Look for this icon on any web page that asks for your personal information.

**Approved by the Administrative Council on 10/3/2013**

## **Public Comment at Administrative Council and Delegates Assembly and Petitions to the Council or Assembly**

At each regular and special open meeting, representatives from PRAIRIECAT member library or members of the public may comment on or ask questions of the Council or Assembly, subject to reasonable constraints.

The individuals appearing before the Council or Assembly are expected to follow these guidelines:

1. Address the Council or Assembly only at the appropriate times as indicated on the agenda and when recognized by the PRAIRIECAT Chair.
2. Identify oneself by full name and address. Ordinarily, such comments shall be limited to 5 minutes. The Council or Assembly may also deny the opportunity to speak to a person who has previously addressed the Council or Assembly on the same subject within the past 2 months.
3. No more than 20 minutes shall be allowed to each subject under discussion, except with unanimous consent of the Council or Assembly.
4. The PRAIRIECAT Chair shall have the authority to determine procedural matters regarding public participation not otherwise defined in Council or Assembly policy.

Petitions or written correspondence to the Council or Assembly shall be presented to the Council or Assembly at the next regularly scheduled Council or Assembly meeting.

**Approved by the Administrative Council on 4/5/2013**

## **Representation on Administrative Council**

**MEMBERS OF ADMINISTRATIVE COUNCIL.** The number of members of the PRAIRIECAT Administrative Council shall be eleven (11) elected representatives from the Delegates Assembly. Their members will include:

Two (2) delegates representing Tier 1 public library constituencies  
Two (2) delegates representing Tier 2 public library constituencies  
Two (2) delegates representing Tier 3 public library constituencies  
One (1) delegate representing academic, school and special member libraries

Four (4) delegates serving on an at large basis from any library type

Six (6) delegates shall be elected to the PRAIRIECAT Administrative Council to represent public library constituencies. This representation will be based on the amount of the annual payment for PRAIRIECAT services. The total amount of public library payments will be divided into thirds to determine the categories.

The FY18 public library constituencies are:

Tier 1 - \$15,000+ (12 members) – 2 representatives  
Tier 2 - \$8,500 - \$14,999 (22 members) – 2 representatives  
Tier 3 - \$0 - \$8,499 (45 members) – 2 representatives

**Approved by the Administrative Council on 3/6/2015, 3/2/2018**

## **Resource Sharing Vision**

It is the responsibility of individual libraries to provide sufficient materials for their patron *needs*, and contribute to a well-rounded collection for patron *wants* in our consortium.

**Approved by the Delegates Assembly on 12/15/2011**

## PrairieCat Resource Sharing Exemptions

PrairieCat member libraries are encouraged to loan materials to other PrairieCat libraries as freely as possible. However, there are some materials that may need to exempt from loaning due to various factors. The following list is provided to guide member libraries and PrairieCat staff in judging if material can be exempt from sharing. This list will be reviewed as needed by the PrairieCat Resource Sharing Committee. A library can choose to loan materials that otherwise might fit one of these criteria. If your library has material that you cannot share that meets one of these criteria, the loan rules for your library **MUST** be set in PrairieCat to disallow systemwide holds, so that patrons are not able to place holds when the material is not actually going to be loaned.

Criteria for gauging what is exempt from PrairieCat loan rules for system borrowing:

### **1. Non-circulating locally**

Examples: Reference materials, local history materials, journals

### **2. Higher than usual replacement value**

Examples: projectors, laptops, other technological equipment, artwork

### **3. Rarity**

Examples: signed editions, genealogy, cake pans

### **4. Fragile, heavy or hard to transport via delivery (more than 40 pounds is the RAILS delivery limit)**

Examples: fishing poles, sewing machines, dolls, microscopes

### **5. Complexity/number of "pieces"**

Examples: STEM Kits, general kits, games

### **6. Subscription or special use policies in place**

Examples: Hotspots, museum passes

### **7. Fits Developing Collections policy (under 25% adoption across consortium of new material type)\***

\*If the 25% adoption rate is surpassed, analysis of material type with the rest of the criteria should be considered in order to ascertain exemption from loan rules.

**Approved by the Administrative Council, 5/3/3019**



## **Steps for Union List Member to Upgrade to Basic Online or Fully Participating Membership or for a New Basic Online or Fully Participating Member to Join**

- (1) New member submits a Basic Online or Fully Participating member intergovernmental agreement approved by their governing body.
- (2) Membership is approved by Administrative Council, then Delegates Assembly.
- (3) PRAIRIECAT contract staff meets with the library to review the scope of project and develop estimated timeline. Target Go Live is set.
- (4) New member is billed for respective contribution to the Capital Reserves. A new or upgrading member can elect to pay that contribution in three equal payments over three years.
- (5) If library is a brand new member, and their migration will take more than a year, they are charged Union List fees during the fiscal year when they are entering information into the system.
- (6) New member completes process to add/upgrade bibliographic and item holdings, add user records. This process must be completed within two years of membership approval. If, after two years, the new member has not made sufficient progress, the Administrative Council can vote to censure or reject the member and rescind their membership.
- (7) New member receives holds training and begins borrowing and lending via holds after 25% of collection is added to database.
- (8) Circulation rules are added for new member and member receives circulation training. Go Live Date is set.
- (9) New member goes live for circulation.
- (10) New member is billed for Basic Online or Fully Participating member fees beginning the quarter that they Go Live for circulation. Any Union List membership fees already paid for the fiscal year will be credited on a pro rata basis towards the first full membership quarterly fee.
- (11) New member is eligible to vote at Delegates Assembly and run for seats on Administrative Council the quarter they begin paying Basic Online or Fully Participating member fees / Go Live.
- (12) New member is added to the budget Appendix A for the first full year after they Go Live.

**Approved by the Administrative Council, 1/8/2016,  
9/1/2021**

## Sexual Harassment

1. "Sexual harassment" consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when made by any employee to another employee when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
- b. Submission to or rejection of such conduct is used as the basis for any employment decisions affecting such individual; or
- c. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

2. Sexual harassment, as defined above, may include, but is not limited to:

- a. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
  - b. Graphic or suggestive comments about an individual's dress or body;
  - c. Displaying sexually explicit objects, photographs or drawings;
  - d. Unwelcome touching, such as patting, pinching or constant brushing against another's body; or
  - e. Suggesting or demanding sexual involvement of another employee whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's employment status or similar personal concerns.
  - f. Even if two or more employees are engaging in consensual conduct, such conduct could constitute harassment of or discrimination against another employee who witnesses or overhears the conduct.
3. An employee who believes that he or she has been subjected to sexual harassment or who has witnessed harassment or discrimination should immediately submit a complaint to the Director. The complaint may also be submitted to the Chair of the PRAIRIECAT Administrative Council if the alleged harasser is the Director. If a manager or supervisor receives a complaint of harassment or discrimination directly from an employee, or becomes aware of such conduct, the complaint or conduct shall be immediately reported to the Director. All complaints shall be investigated in accordance with the procedures contained herein.
4. PRAIRIECAT shall promptly and thoroughly investigate all complaints and make all reasonable efforts to resolve the matter informally. These efforts may include, but are not limited to, convening conferences with the complainant and/or the accused

harasser/discriminator to discuss the complaint and the results of the investigation. If the complainant or the accused is not satisfied with the disposition of the investigation, he or she may submit in writing an appeal to the Chair of the PRAIRIECAT Administrative Council or his/her designee, who will review the investigation report and make a final decision. At the Chair's option, he/she or his/her designee may conduct further investigation, if necessary.

5. Staff reporting incidents of harassment are protected by the Whistleblower's Act and the Illinois Human Rights Act. Reporting harassment or discrimination or participating in an investigation will not reflect adversely upon an individual's status or affect future employment. Any employee who retaliates against another for exercising their rights under this policy shall be subject to discipline up to and including discharge. The rights to confidentiality, both of the complainant and of the accused, will be respected consistent with PRAIRIECAT's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
6. A substantiated charge against an employee will subject the employee to disciplinary action up to and including discharge. Likewise, an employee who knowingly and in bad faith makes a false report of sexual harassment will be subject to disciplinary action up to and including discharge.
7. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every complaint and incident so that problems can be identified and remedied internally. However, all Library employees have the right to contact the Illinois Department of Human Rights (IDHR)/ Illinois Human Rights Commission (IDHC) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within 180 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days. For further information, any such employee may call or write to the Illinois Department of Human Rights, 100 W. Randolph Street, Room 10-100, Chicago, Illinois 60601, (312) 814-6200, or the Illinois Human Rights Commission, 100 W. Randolph Street, Room 5-100, Chicago, Illinois 60601 (312) 814-6269 or United States Equal Employment Opportunity Commission (EEOC), 500 West Madison Street, Suite 2800, Phone 1-800-669-4000.

**Approved by the Administrative Council, 12/1/2017**

## **Appendix A: Membership Tiers, Fee Structure and Eligibility**

### **Fully Participating Membership**

- Fully Participating members will have the ILS functionality detailed in Exhibit B of the PRAIRIECAT Intergovernmental Agreement.
- Fully Participating members will be assessed an annual fee based on a formula including a per library fee, per patron fee, per circulation fee and per item fee, each weighted approximately 25%.
- Fully Participating members will contribute annually to the PRAIRIECAT Capital Reserves in an amount determined by the budgeting process and approved by the Delegates Assembly.
- New Fully Participating members will make a one-time contribution of \$5000 to the PRAIRIECAT Capital Reserves.
- Should a Fully Participating member move to a lower tier and then elect to become a Fully Participating member again, they will not need to make an additional one-time contribution to the Capital Reserves.
- All libraries are invited to participate as Fully Participating members if they so choose and it is economically feasible.

### **Basic Online Membership**

- Basic Online members will have the ILS functionality detailed in Exhibit B of the PRAIRIECAT Intergovernmental Agreement.
- Basic Online members will be assessed approximately 70% of the per library fee that is charged to the Fully Participating libraries. Then, their patrons, circulation, and items will be added to the fee formula to determine their full Basic Online membership fee.
- Qualifying Fully Participating members of PRAIRIECAT as of January 23, 2013 will have the opportunity in FY14 to give notice to drop to Basic Online membership if desired beginning with FY15.
- Basic Online members will contribute annually to the PRAIRIECAT Capital Reserves in an amount determined by the budgeting process and approved by the Delegates Assembly. This amount will be assessed approximately 70% of the Fully Participating Capital Reserve contribution.
- New Basic Online members will make a one-time contribution of \$3500 to the PRAIRIECAT Capital Reserves. If they later move up to Fully Participating, they will make an additional \$1500 one time contribution to the PRAIRIECAT Capital Reserves. If they have previously made a \$5,000 contribution as a Fully Participating member, no additional contribution is due to move down to Basic Online. If they have previously made a \$1250 as a Union List membership, their contribution due will be \$2250 to become Basic Online.

### **Union List Membership**

- Union List members will have the ILS functionality detailed in Exhibit B of the PRAIRIECAT Intergovernmental Agreement.
- Union List members will be assessed approximately 25% of the per library fee charged to the Fully Participating libraries each year.

- Union Listing members will contribute annually to the PRAIRIECAT Capital Reserves in an amount determined by the budgeting process and approved by the Delegates Assembly. This amount will be assessed approximately 25% of the Fully Participating Capital Reserve contribution.
- New Union Listing members will make a one-time contribution of \$1250 to the PRAIRIECAT Capital Reserves. If a member subsequently moves up to Basic Online membership, the member will make an additional \$2250 one-time contribution to the PRAIRIECAT Capital Reserves. If a member subsequently moves up to Fully Participating membership, the member will make an additional \$3750 one-time contribution to the PRAIRIECAT Capital Reserves. Union List members as of January 23, 2013 that continue as Union List members are grandfathered in and not required to make this contribution, but those members will be required to make the full contribution of \$3500 if they move up to Basic Online or \$5000 if they move up to Fully Participating.

### **Membership Tier Eligibility by Type of Library**

- Public library annual operating budgets will be determined by their most recent Illinois Public Library Annual Report using the figure found in the “total operating expenditures” column of the IPLAR. School library housing counts will be determined by the most recent information provided on the Illinois State Board of Education website. Only buildings participating in PRAIRIECAT membership will be included in the housing count.
- Public libraries with an annual budget of \$200,000 or more are only eligible for Fully Participating membership.
- Public libraries with an annual budget of \$100,000 to \$199,999 are eligible for Basic Online membership or Fully Participating membership.
- Public libraries with an annual budget under \$100,000 are eligible for Union Listing, Basic Online or Fully Participating membership.
- School libraries with a housing count (students) of 1400 or more are eligible for Basic Online or Fully Participating membership.
- School libraries with a housing count (students) of 1399 or fewer are eligible for Union Listing membership, Basic Online or Fully Participating membership.
- If a school district consists of multiple member schools and is already using a shared circulation system, admission to PrairieCat at union list level is allowed despite student body size.
- Due to the unique nature of academic and special libraries and the percentage of the PRAIRIECAT membership that they represent, they are welcome to choose their membership level.

### **Phase-in of New Membership Tiers:**

Members Required to Move Up in Membership Tier Due to Eligibility: PRAIRIECAT Union List members as of January 23, 2013, have until PRAIRIECAT’s FY17 to move up to the appropriate membership tier if required.

**Approved by the Administrative Council, 10/7/2016,  
3/2/2018, 5/8/2020**

## **Appendix B: Policies and Procedures for Changing Membership Tiers**

### **SECTION 1- TO MOVE UP TO A NEW TIER:**

From UL to Basic

- Have until PRAIRIECAT's FY17 to move to this tier if required; otherwise can move according to guidelines below
- Required to pay \$3500 one-time contribution to Capital Reserves if no prior Capital Reserve contribution has been made. If member previously paid \$1250 toward Capital Reserves, member will be required to pay a \$2250 one-time contribution for a grand total contribution of \$3500 for the Capital Reserves.
  - An upgrading member can elect to pay that contribution in three equal payments over three years.

From UL to Full

- Have until PRAIRIECAT's FY17 to move to this tier if required; otherwise can move according to guidelines below
- Required to pay \$5000 one-time contribution to Capital Reserves if no prior Capital Reserve contribution has been made. If member previously paid \$1250 toward Capital Reserves for Union List membership, member will be required to pay a \$3750 one-time contribution for a grand total contribution of \$5000 for the Capital Reserves. If member previously paid \$3500 toward Capital Reserves for Basic Online membership, member will be required to pay a \$1500 one-time contribution for a grand total of \$5000 for the Capital Reserves.
  - An upgrading member can elect to pay that contribution in three equal payments over three years.

From Basic to Full

- Members can choose to move up to Fully Participating membership in accordance with the guidelines below
- Required to pay \$5000 one-time contribution to Capital Reserves if no prior Capital Reserve contribution has been made. If member previously paid \$3500 toward Capital Reserves, member will be required to pay a \$1500 one-time contribution for a grand total contribution of \$5000 for the Capital Reserves.
  - An upgrading member can elect to pay that contribution in three equal payments over three years.

### **SECTION 2- TO MOVE DOWN TO A NEW TIER:**

From Full to Basic

- Follow the guidelines below
- No Capital Reserves contributions due; no reimbursement for prior Capital Reserve contributions

- If a Full member moves to a lower tier, then elects to move up again, no additional contributions to the Capital Reserves are required (other than those due as part of annual membership fees)
- From Full to UL
- Follow the guidelines below
- No Capital Reserves contributions due; no reimbursement for prior Capital Reserve contributions
- If a Full member moves to a lower tier, then elects to move up again, no additional contributions to the Capital Reserves are required (other than those due as part of annual membership fees)
- From Basic to UL
- Follow the guidelines below
- No Capital Reserves contributions due; no reimbursement for prior Capital Reserve contributions
- If a Basic member moves to a lower tier, then elects to move up to Basic again, no additional contributions to the Capital Reserves are required (other than those due as part of annual membership fees). If a Basic member moves to a lower tier, then elects to move to Full membership, the member library will be required to pay a one-time contribution to the Capital Reserves as outlined in Section 1.

### **SECTION 3- PROCEDURES FOR MOVING UP**

A member who wishes to move up to a new membership tier will submit a written notice of intent to change membership tier to the PRAIRIECAT Chair, along with a newly executed Intergovernmental Agreement, at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. The new IGA will be approved at the next Delegates Assembly.

### **SECTION 4- PROCEDURES FOR MOVING DOWN**

A member who wishes to move down to a new membership tier will submit a written notice of intent to change membership tier to the PRAIRIECAT Chair, along with a newly executed Intergovernmental Agreement, at least 180 days in advance of the next fiscal year in accordance with the Intergovernmental Agreement. The new IGA will be approved at the next Delegates Assembly.

**Approved by the Administrative Council, 4/1/2016**

## ADMINISTRATIVE COUNCIL

This governing body consists of 11 elected representatives from the Delegates Assembly. The group sets policy, receives and approves recommendations from the Ad Hoc and Standing Committees, and approves recommendations to go to the Delegates Assembly including new members, contracts, the budget and major purchases outside the budget.

**FY2024 Officers:**

Chair: Ashley Huffines (FP)

Vice-Chair: Michelle Krooswyk (NL)

Secretary: Kim Brozovich (RP)

Treasurer: Beth Ryan (JO)

Monthly meetings on 1st Fridays (\*2nd Fridays if Holiday or when Delegates Assembly is the same week). All meetings are In person and held from 10:00am-1:00pm. Rotating locations of council members' libraries. Participation also available via conference call.

PC Host: Carolyn Coulter Alternate Host: Chelsey DeSplinter, Elizabeth Smith

**Who should attend:** members of the Council and any other interested parties

Date	Location	Time	Format
Jul 7, 2023	Freeport PL	10:30am-1:00pm	In person
Aug 4, 2023	Princeton PL	10:30am-1:00pm	In person
Sep 1, 2023	Rock Island PL Downtown	10:30am-1:00pm	In person
Oct 6, 2023	Talcott Free LD	10:30am-1:00pm	In person
Nov 3, 2023	Dekalb PL	10:30am-1:00pm	In person
Dec 1, 2023	Lasalle PL	10:30am-1:00pm	In person
Jan 5, 2024	Reddick PLD	10:30am-1:00pm	In person
Feb 9, 2024	Dekalb PL	10:30am-1:00pm	In person
Mar 1, 2024	Lasalle PL	10:30am-1:00pm	In person
Apr 5, 2024	Reddick PLD	10:30am-1:00pm	In person
May 3, 2024	Sandwich PL	10:30am-1:00pm	In person
Jun 7, 2024	Dekalb PL	10:30am-1:00pm	In person



## PrairieCat Meeting Calendar FY2024

<b>DELEGATES ASSEMBLY</b>			
This body approves the budget, contracts, new members and other major decisions for PrairieCat. Consists of a representative from each Fully Participating and Basic Online member as well as four Union Listing representatives.			
FY2024 Officers: Chair: Ashley Huffines (FP) Vice-Chair: Michelle Krooswyk (NL)		Secretary: Kim Brozovich (RP) Treasurer: Beth Ryan (JO)	
Quarterly meetings in months of January, April (budget approved), July, and October (budget presented). Last Wednesday of the month. All meetings are in person and held from 10:00am-12:00 pm. Lunch is served at the April meeting. Participation also available via Zoom.			
PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith Panelists: Chair, others as needed			
<b>Who should attend:</b> participation in Delegates Assembly is required for Delegates or Alternates from each Fully Participating or Basic Online member of PrairieCat, and the four Union List reps.			
Date	Location	Time	Format
July 26, 2023	New Lennox Public Library	10:30am-12:00pm	In person
Oct 18, 2023	Senica's Oak Ridge Golf Club, La Salle, IL / Zoom	10:30am-12:00pm	In person
Jan 31, 2024	North Suburban Public Library	10:30am-12:00pm	In person
Apr 24, 2024	Senica's Oak Ridge Golf Club, La Salle, IL / Zoom (Luncheon)	10:30am-12:00pm	In person

<b>ADMINISTRATIVE COUNCIL</b>			
This governing body consists of 11 elected representatives from the Delegates Assembly. The group sets policy, receives and approves recommendations from the Ad Hoc and Standing Committees, and approves recommendations to go to the Delegates Assembly including new members, contracts, the budget and major purchases outside the budget.			
FY2024 Officers: Chair: Ashley Huffines (FP) Vice-Chair: Michelle Krooswyk (NL)		Secretary: Kim Brozovich (RP) Treasurer: Beth Ryan (JO)	
Monthly meetings on 1st Fridays (*2nd Fridays if Holiday or when Delegates Assembly is the same week). All meetings are In person and held from 10:00am-1:00pm. Rotating locations of council members' libraries. Participation also available via conference call.			
PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith			
<b>Who should attend:</b> members of the Council and any other interested parties			
Date	Location	Time	Format
Jul 7, 2023	Freeport PL	10:30am-1:00pm	In person
Aug 4, 2023	Princeton PL	10:30am-1:00pm	In person
Sep 1, 2023	Rock Island PL Downtown	10:30am-1:00pm	In person
Oct 6, 2023	Talcott Free LD	10:30am-1:00pm	In person
Nov 3, 2023	Bourbonnais PL	10:30am-1:00pm	In person
Dec 1, 2023	Pecatonica PL	10:30am-1:00pm	In person
Jan 5, 2024	New Lenox PL	10:30am-1:00pm	In person
Feb 9, 2024	Dekalb PL	10:30am-1:00pm	In person
Mar 1, 2024	RAILS Coal Valley	10:30am-1:00pm	In person
Apr 5, 2024	Highland Community College	10:30am-1:00pm	In person
May 3, 2024	Sandwich PL	10:30am-1:00pm	In person
Jun 7, 2024	Rock Island PL Watts-Midtown	10:30am-1:00pm	In person

# PrairieCat Meeting Calendar FY2024

## AD HOC SUBCOMMITTEES OF THE ADMINISTRATIVE COUNCIL:

<b>RESOURCE SHARING COMMITTEE (AC subcommittee)</b>			
This Committee recommends policy and procedures for resource sharing between libraries, striving to ensure fair and equitable practices that follow agreed PrairieCat resource sharing philosophies.			
Chair: Beth Ryan (JO)			
Quarterly meetings in months of January, April, July, and October. Last Wednesday of the month from 1:00 PM-3:00 PM. Additional meetings scheduled as needed.			
PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith			
<b>Who should attend:</b> members of the Committee and any other interested parties			
Date	Location	Time	Format
July 26, 2023	New Lennox Public Library	1:00pm-3:00pm	In person
Oct 25, 2023	Senica's Oak Ridge Golf Club, La Salle, IL / Zoom	1:00pm-3:00pm	In person
Jan 31, 2024	North Suburban Public Library	1:00pm-3:00pm	In person
Apr 24, 2024	Senica's Oak Ridge Golf Club, La Salle, IL / Zoom	1:00pm-3:00pm	In person

<b>FINANCE COMMITTEE (AC subcommittee)</b>			
This Committee makes recommendations to the Administrative Council on membership and budget issues to ensure the sustainability of PrairieCat.			
Chair: Beth Ryan (JO)			
Usually meets the third Thursday in September, December, March, and June. Additional meetings scheduled as needed.			
PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith			
<b>Who should attend:</b> members of the Committee and any other interested parties			
Date	Location	Time	Format
Sep 21, 2023	Dekalb PL	10:00am-12:00pm	In person
Dec 21, 2023	Dekalb PL	10:00am-12:00pm	In person
Mar 21, 2024	Dekalb PL	10:00am-12:00pm	In person
June 20, 2024	Dekalb PL	10:00am-12:00pm	In person

# PrairieCat Meeting Calendar FY2024

## PRAIRIECAT STANDING COMMITTEES & SUBCOMMITTEES:

<b>TRAINING &amp; ENHANCEMENTS COMMITTEE (Standing Group)</b>			
This committee creates training resources for staff and patrons, reviews and recommends potential enhancements suggested by the PrairieCat staff and members for submission to Innovative, and reviews and recommends approved Innovative enhancements for voting by PrairieCat.			
Chair: Dana Fine (PR)			
Quarterly meetings: August, November, February, May. 1st Tuesdays of the meeting month at 2:00 pm. Zoom is the preferred medium. At least 1 meeting per fiscal year will be in-person.			
Host: Elizabeth Smith Alternate: Melissa Landis			
<b>Who should attend:</b> members of the Committee and any other interested parties			
Aug 1, 2023	Zoom	2:00 - 3:00pm	Zoom / Phone
Nov 7, 2023	Zoom	2:00 - 3:00pm	Zoom / Phone
Feb 6, 2024	Zoom	2:00 - 3:00pm	Zoom / Phone
May 7, 2024	Zoom	2:00 - 3:00pm	Zoom / Phone

<b>CIRCULATION COMMITTEE (CircC)</b>			
This 11 member elected standing group discusses circulation and OPAC topics. It is empowered to make decisions on procedure and some policy decisions, and to make recommendations to Administrative Council for higher level policy decisions. It also reviews circulation procedures and works together to resolve circulation issues.			
Bi-monthly meetings in even-numbered months. August, October, <del>December</del> , February, April, June. 4 <sup>th</sup> Tuesdays at 1pm. Webinar the preferred medium.			
Host: Melissa Landis Alternate Host: John Slanicky, Magda Bonny			
<b>Who should attend:</b> members of the Committee and any other interested parties			
Aug 22, 2023	Zoom	1:00 pm - 3:00 pm	Zoom / Phone
Oct 24, 2023	Zoom (in person TBD)	1:00 pm - 3:00 pm	Zoom / Phone
Feb 27, 2024	Zoom	1:00 pm - 3:00 pm	Zoom / Phone
April 23, 2024	Zoom	1:00 pm - 3:00 pm	Zoom / Phone
June 25, 2024	Zoom	1:00 pm - 3:00 pm	Zoom / Phone

<b>TECHNICAL SERVICES COMMITTEE (TechC)</b>			
This 11 member elected standing group discusses technical services topics. It is empowered to make decisions on procedure and some policy decisions, and to make recommendations to Administrative Council for higher level policy decisions. It also reviews technical services procedures and works together to resolve technical services issues.			
FY2024 Officers: Chair: Lora Totton-Schwarz (WO) Vice-Chair/ Chair-Elect:			
Bi-monthly meetings in even-numbered months. August, October, <del>December</del> , February, April, June. 2nd Thursdays at 9:30 am. Conference call the preferred medium.			
Host: Sandy Tedder; Alternate Host: Magda Bonny			
<b>Who should attend:</b> members of the Committee and any other interested parties			
Aug 10, 2023	Zoom	9:30 am-11:00 am	Zoom / Phone
Oct 12, 2023	Zoom	9:30 am-11:00 am	Zoom / Phone
Feb 8, 2024	Zoom	9:30 am-11:00 am	Zoom / Phone
April 11, 2024	Zoom	9:30 am-11:00 am	Zoom / Phone
June 13, 2024	Zoom (in person TBD)	9:30 am-11:00 am	Zoom / Phone

## PrairieCat Meeting Calendar FY2024

<b>MARC / MARC TRAINEES CATALOGERS MEETING</b>			
Meetings of the PrairieCat member certified MARC and MARC Trainees catalogers held as needed after TechC meetings.			
Bi-monthly meetings in even-numbered months. August, October, <del>December</del> , February, April, June. 2nd Thursdays at 11 am. Conference call the preferred medium.			
Host: Sandy Tedder; Alternate Host: Magda Bonny			
<b>Who should attend:</b> MARC / MARC Trainees Catalogers			
Aug 10, 2023	Zoom	11:00 am-12:00 pm	Zoom / Phone
Oct 12, 2023	Zoom	11:00 am-12:00 pm	Zoom / Phone
Feb 8, 2024	Zoom	11:00 am-12:00 pm	Zoom / Phone
April 11, 2024	Zoom	11:00 am-12:00 pm	Zoom / Phone
June 6, 2024	Zoom	11:00 am-12:00 pm	Zoom / Phone

<b>USER EXPERIENCE COMMITTEE</b>		
In order to better serve both patron and staff end users, the User Experience Committee will discuss and recommend to the Administrative Council services and configurations in order to optimize usability.		
Meets quarterly. Sept, Dec, March, June 1st Thursday at 1 pm. Zoom is the preferred medium.		
Host: Carolyn Coulter Host: Chelsey Knippel		
<b>Who should attend:</b> members of the Committee and any other interested parties		
Sept 7, 2023	Zoom	1:00 pm – 2:00 pm
Dec 7, 2023	Zoom	1:00 pm – 2:00 pm
Mar 7, 2024	Zoom	1:00 pm – 2:00 pm
June 6, 2024	Zoom	1:00 pm – 2:00 pm

<b>ENGAGEMENT COMMITTEE</b>		
The Engagement Committee works to actively engage members at all levels, to create connections and advance the organization through activities like PrairieCat's annual conference PUG Day, peer networking opportunities, and more.		
Bi-monthly meetings in even-numbered months. August, October, February, April, June. 2 <sup>nd</sup> Wednesday at 2:00 pm. Zoom is the preferred medium.		
Host: Elizabeth Smith Alternate Host: Chelsey Knippel		
<b>Who should attend:</b> members of the Committee and any other interested parties		
Aug 9, 2023	Zoom	2:00pm – 3:00pm
Oct 11, 2023	Zoom	2:00pm – 3:00pm
Feb 14, 2024	Zoom	2:00pm – 3:00pm
April 10, 2024	Zoom	2:00pm – 3:00pm
June 12, 2024	Zoom	2:00pm – 3:00pm

# PrairieCat Meeting Calendar FY2024

<b>UNION LIST REPRESENTATIVES</b>			
The four Union List representatives meet semi-annually (or as needed) to review UL member concerns.			
FY2023 UL Reps: Jacquie Peterson (RY), Carolyn Mesick (MV), Ann Marie Jenkins (RW), Julie Voss (FO)			
Semi-annual meetings in October and March. Conference call the preferred medium.			
Host: Liz Smith Alternate Host: John Slanicky, Melissa Landis			
<b>Who should attend:</b> The four Union List representatives			
Oct 10, 2023	Zoom	2:00pm – 3:00pm	Zoom
March 12, 2024	Zoom	2:00pm – 3:00pm	Zoom

<b>MEMBER UPDATES – Times and Locations TBD</b>			
Meetings in Fall (October) and Spring (Mach/April) throughout service area. In person meetings.			
Host: Carolyn Coulter Alternate Host: Elizabeth Smith			
<b>Who should attend:</b> members of PrairieCat libraries			
Scheduled virtually as needed.			

<b>PrairieCat Staff Meetings (In-Person)</b>			
PrairieCat staff meet on the 2 <sup>nd</sup> Tuesday of every month via Zoom.			
In-person staff meetings are once a quarter Quarterly meetings in months of January, April, July, and October.			
<b>Who should attend:</b> All PrairieCat staff			
TBD			



**PrairieCat Administrative Council  
Annual Workplan**

July	Welcome new members Review Orientation Manual Designate OMA and FOIA officers/Training Certifications Review committee assignments Review annual work plan Delegates Assembly agenda
August	Review compliance issues Send Administrative Assistant OMA Certifications Finalize committee assignments Review RAILS grant for funding
September	Review Delegates Assembly attendance Review staffing and RAILS services
October	Approve draft membership fees and capital reserve contribution for next fiscal year Approve first draft budget for next fiscal year Approve audit Delegates Assembly agenda
November	Review governance documents
December	
January	Review progress on annual work plan Delegates Assembly agenda
February	Review compliance issues
March	Appoint nominating committee Approve Public Library representation for next fiscal year Review staffing and RAILS services
April	Approve final budget Delegates Assembly agenda Representatives file SEI forms by May 1
May	Finalize election slate
June	Elect officers for next fiscal year Approve check signers for next fiscal year Review ILL Barcode policy Recognize departing Council members Give Administrative Assistant SEI Receipts



# PrairieCat

STRATEGIC PLAN  
FY2022 - FY2024

**Vision:** To satisfy individual and library needs through equitably shared resources.

**Mission:** We engage members in sharing resources effectively and equitably, expanding the quality and quantity of information accessible to our library users.



## ENGAGEMENT

Members are actively engaged at all levels, which creates connections and advances the organization.

### GOALS

- Members feel informed and connected through targeted communications.
- Members have strong relationships through personal connections and peer networks.
- Members are empowered, feel valued, and actively participate.



## GOVERNANCE

Leadership is transparent, responsive, innovative, and accountable.

### GOALS

- PrairieCat is sustainable and continues to pursue organizational growth and independence.
- PrairieCat has a learning culture supported by continuous improvement.
- PrairieCat is innovative and creates an inspiring vision for members.



## TRAINING

Learning opportunities equip members to provide excellent service to end users.

### GOALS

- Training opportunities are well advertised and materials are easily accessible.
- A mix of training and continuing education is provided to enhance member knowledge.
- Training content and materials are regularly evaluated to ensure their quality and effectiveness.



## END USER EXPERIENCE

Members are supported in their efforts to provide exceptional service to end users.

### GOALS

- Services are focused on meeting user needs and improving user engagement.
- PrairieCat seeks opportunities to enhance services to further meet the needs of diverse users.
- PrairieCat pursues vendor relationships to offer expanded services to end users.



**Strategic Plan  
FY22-FY24**



## Introduction & Background

PrairieCat is an integrated library automation system serving 136 multi-type library members of the Reaching Across Illinois Library System (RAILS) across 21 counties in northern Illinois. Founded in 2010 as a legal entity, PrairieCat contracts with RAILS libraries to provide automation of resource sharing through a shared catalog. This online catalog contains records for over 1 million library materials and provides seamless access to member libraries and their patrons for circulation of items, inventory and holds management, and access to patron accounts. Three PrairieCat membership levels are provided to accommodate RAILS libraries of all types and sizes: Fully Participating, Basic Online, and Union List. PrairieCat currently has 12 full time staff that support member libraries.

This plan represents the overall strategy for PrairieCat over the next three years and is presented to the Delegates Assembly for approval in January 2021. Upon approval, PrairieCat staff will finalize an activity plan to support the overall strategy and evolve while working toward goals. Staff will regularly review progress toward meeting plan goals using an evaluation framework and report to the Administrative Council on a regular basis.

The planning process was inclusive and affirmed that PrairieCat is on the right path with this refreshed strategic plan. PrairieCat remains committed to their membership and their core services and is excited about the focus this plan will bring through 2023. We hope this plan inspires growth and innovation over the next three plus years that lead to increased member connectivity and growth.

PrairieCat engaged in a strategic planning process with assistance from consultant Amanda E. Standerfer from [Fast Forward Libraries](#). The Planning Team included:

- Carolyn Coulter, PrairieCat
- Chelsey DeSplinter, PrairieCat
- Emily Faulkner, DeKalb Public Library
- Elizabeth Smith, PrairieCat
- Julie Wayland, Princeton Public Library

The Planning Team met several times during the strategic planning process starting in September 2020 to ensure momentum and give input on various aspects of the process. The Planning Team and the Administrative Council both played a vital role in developing the final plan documents.

## Planning Process & Data Highlights

In order to create a cohesive, actionable plan, the Planning Team reviewed the progress towards previous plan goals, conducted a survey of member libraries, held three listening sessions with members, and conducted member interviews.<sup>1</sup> The survey was key for understanding current member training needs, thoughts about PrairieCat leadership, governance, and culture, and overall member experience.

The survey was completed by 75 consortium members. 80% of participants represented public library members, and 84% represented libraries that are full participants in PrairieCat's services. A total of 24 people attended listening sessions or participated in an interview. Feedback indicated that member participants are generally very satisfied with PrairieCat's efforts at member engagement, governance, and end user experience goals over the past 3 years. Survey ratings for training goals were just slightly lower at moderately to very satisfied.

At the November Administrative Council retreat, we reviewed process learning and the updated strategic directions and goals. Staff focused on possible activities to achieve the plan goals and presented the draft activity plan at the December Administrative Council retreat. The session brought cohesion to the developing plan and allowed for the plan's design to emerge. Final plan documents were prepared for approval at the January 2021 Delegates Assembly meeting. In addition, the Planning Team also discussed plan evaluation and reporting as part of the implementation process.

## Vision

***To satisfy individual and library needs through equitably shared resources.***

Our vision remains unchanged and states our commitment to resource sharing through our members.

## Mission

***We engage members in sharing resources effectively and equitably, expanding the quality and quantity of information accessible to our library users.***

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<sup>1</sup> See full *Learning Report* in Appendix.

Our mission is how we carry out our work to achieve our vision. The vision and mission statements work in tandem to reinforce our core message and strategic directions. Our mission simplifies our work to communicate the focus of our operations.

## Strategic Directions

This plan is divided into four strategic directions:

### ***Engagement | Governance | Training | End User Experience***

During member listening sessions, the discussion focused on the key ways PrairieCat should move forward to prioritize and improve member engagement, overall governance, training for members, and the user experiences of both libraries and their end users. Key learning from these discussions include:

- Creating meaningful connections between PrairieCat and member libraries as well as between members themselves is a continued priority.
- Deepening the understanding of the services PrairieCat offers all stakeholders both virtually and in-person will help the organization grow, while transparency and responsiveness of leadership will guide the organization to more sustainable and independent operations.
- Expanded training opportunities for members will provide library staff with skills that improve their patrons' end user experiences both within the library and virtually through web and mobile interfaces.

## Goals, Activities, Measures

The following graphic summarizes the strategic plan, followed by additional detail for each strategic direction, including potential activities for each goal and possible metrics. Consortium staff will draft the activity plan that will serve as an implementation guide. Regular activity updates will be presented at future Administrative Council and Delegates Assembly meetings.

## ENGAGEMENT

*Members are actively engaged at all levels, which creates connections and advances the organization.*

PrairieCat’s members want to feel that they matter to our organization and bring value to the overall consortium. Increased participation at all levels of membership is possible when we focus on inclusive communication, personal connections, and networking between members. Flexibility and relationship building are priorities while we seek to expand membership and improve services at all levels.

Goals	Possible Activities
1) Members feel informed and connected through targeted communications.	<ul style="list-style-type: none"> <li>• Continue PrairieCat PING</li> <li>• Continue social media presence</li> </ul>
2) Members have strong relationships through personal connections and peer networks.	<ul style="list-style-type: none"> <li>• Peer forums, mentoring, and virtual networking</li> <li>• Special interest groups</li> <li>• Online forum participation</li> </ul>
3) Members are empowered, feel valued, and actively participate.	<ul style="list-style-type: none"> <li>• Recruiting</li> <li>• Onboarding plan includes mentoring</li> </ul>

### Potential Measures of Success

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Member surveys indicate increased overall satisfaction with PC communications</li> <li>• Member feedback indicates increase in those feeling valued and empowered</li> </ul> | <ul style="list-style-type: none"> <li>• Increased level of participation in networking, mentoring, forums</li> <li>• Increased social media post engagement</li> </ul> |
|---|---|

## GOVERNANCE

*Leadership is transparent, responsive, innovative, and accountable.*

Our organization seeks to provide easy access to information for all levels of membership in a responsive and professional manner. We aim to balance sustainability and growth with an eye to transparency and improvement. Innovation for members, development for staff, and continued communication with RAILS are all objectives for this strategic direction.

Goals	Possible Activities
1) PrairieCat is sustainable and continues to pursue organizational growth and independence.	<ul style="list-style-type: none"> <li>Form ad hoc Task Force to engage in discussions with RSA about collaboration and recommendations for possible merger or other cooperative agreement</li> <li>Continue to work with RAILS on aspects of independence</li> </ul>
2) PrairieCat has a learning culture supported by continuous improvement.	<ul style="list-style-type: none"> <li>Staff professional development</li> <li>Report to members key takeaways from trainings/workshops</li> </ul>
3) PrairieCat is innovative and creates an inspiring vision for members.	<ul style="list-style-type: none"> <li>Occasional messages/updates to members about interesting info</li> <li>Innovation section of peer forum</li> </ul>

### Potential Measures of Success

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>Increased membership numbers</li> <li>Increased overall member satisfaction</li> <li>Staff surveys indicate high satisfaction and increased access to professional development opportunities</li> </ul> | <ul style="list-style-type: none"> <li>RSA collaboration investigated and potential collaboration undertaken</li> <li>Increased independence from RAILS as appropriate</li> </ul> |
|--|---|

## TRAINING

*Learning opportunities equip members to provide excellent service to end users.*

Through a lens of continuous improvement, PrairieCat provides accessible training with a variety of virtual and in-person offerings. We will regularly survey members to ascertain the most needed topics for training and continuing education while offering opportunities for member-driven sharing around best practices. Regular evaluation of trainings will ensure we provide the most helpful offerings to the various library types we serve.

Goals	Possible Activities
1) Training opportunities are well advertised and materials are easily accessible.	<ul style="list-style-type: none"><li>• Enhance Talent LMS offerings</li><li>• Post-training evaluations</li></ul>
2) A mix of training and continuing education is provided to enhance member knowledge.	<ul style="list-style-type: none"><li>• Annual continuing education survey drives calendar</li><li>• Continue PUG Day</li></ul>
3) Training content and materials are regularly evaluated to ensure their quality and effectiveness.	<ul style="list-style-type: none"><li>• Core competencies checklist developed</li><li>• Learning objectives evaluation</li></ul>

### Potential Measures of Success

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Members report high satisfaction with training topics, formats, and quality</li><li>• Increased number of members attend trainings and continuing education</li></ul> | <ul style="list-style-type: none"><li>• Members report increased knowledge and comfort level with new topics learned through trainings and continuing education</li></ul> |
|---|---|

## END USER EXPERIENCE

*Members are supported in their efforts to provide exceptional service to end users.*

Each goal and activity PrairieCat undertakes has the end user's experience in mind, however some goals are more specific to end users than others. Ease of end user engagement with the catalog interface is a top priority for our library members. Finding new ways for all users to learn about the ILS and continually providing up-to-date functionality and services for users are among our most important objectives.

Goals	Possible Activities
1) Services are focused on meeting user needs and improving user engagement.	<ul style="list-style-type: none"><li>• End user and library staff surveys or interviews to learn about needs</li></ul>
2) PrairieCat seeks opportunities to enhance services to further meet the needs of diverse users.	<ul style="list-style-type: none"><li>• How-to videos to help end users learn how to best utilize the ILS</li></ul>
3) PrairieCat pursues vendor relationships to offer expanded services to end users.	<ul style="list-style-type: none"><li>• Seek out innovative ILS enhancements that improve the experience of end users</li><li>• Investigate new discovery layer</li><li>• Refine and add functionality to the app</li></ul>

### Potential Measures of Success

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• End user and library staff feedback is positive for ease of access through various ILS features</li></ul> | <ul style="list-style-type: none"><li>• End users utilize how-to videos (video view counts) and report increased understanding of the ILS</li></ul> |
|---|---|

## Next Steps

After this plan is adopted by the Administrative Council, staff will complete the activity plan to guide implementation. Implementation is a continual process, as the timing of certain activities will be determined by priority. Review and adjustment of the activity plan will happen on a regular basis.

Evaluation of the plan will be ongoing once the plan implementation is underway. Measurements for each goal will vary, and some activities will be best evaluated by collecting data through member surveys. Other activities will be evaluated based on information collected in-house such as training attendance and evaluation. Continued reporting of successes and challenges will ensure that PrairieCat is transparent about progress and open to input.

PrairieCat commits to a comprehensive review and update of this plan at its completion. This plan will move our organization significantly forward in guiding next steps on plans for continued growth, independence, and improved member services. This plan is an investment in the future of PrairieCat as a valued asset of the library community.





**PrairieCat**  
**Activity Plan**  
 FY2022-2024

**ENGAGEMENT**

**Goal 1:** Members feel informed and connected through targeted communications.

<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
Track PrairieCat PING open rates	Liz	Ongoing	
Track social media engagement	Liz	Ongoing	
Create social media voice/style that encourages member sharing (member takeovers, sharing peer news, etc.)	Liz	Ongoing	
Develop infographic/FAQs about different levels of membership to increase member/prospect knowledge	Liz/Carolyn	FY22	
Consider developing special eNewsletters targeted to specific groups (supervisors, schools, etc.)	Liz/Carolyn/Chelsey	FY23-24	
Develop and implement external Communications and Marketing Plan	Liz/Carolyn/Chelsey	FY22	

**Goal 2:** Members have strong relationships through personal connections and peer networks.

<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
Develop online peer forums	Liz/Carolyn	FY22-23	
Engage members through weekly questions in forums	Liz/Carolyn	FY23-24	
Create ad hoc committee to research and recommend mentoring program structure	Training Committee	FY22	
Implement mentoring program and accepted recommendations	Training Committee	FY23-24	

Continue regional networking/member groups (try virtual?)	All PrCat staff	Ongoing	
Develop special interest groups based on member recommendations	All PrCat staff	FY22-23	
Keep list of networking groups in PrairieCat to give to new members	Chelsey/Liz	Ongoing	
Conduct annual member satisfaction survey	Chelsey/Liz	ongoing	

**Goal 3: Members are empowered, feel valued, and actively participate.**

<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
Create leadership pipeline through mentoring program	Training Committee/Liz	FY23-24	
Report on member recruitment pipeline at Delegates	Carolyn	FY23-24	
Assign members to potential members for peer networking	Training Committee/Liz	FY23-24	
New member on-boarding includes several networking “touches” to encourage participation	All PrCat staff, coordinated by Liz	FY22 and ongoing	
PrairieCat staff meet with school administrators / school boards (as invited)	Carolyn/Liz	ongoing	
Re-configure PUG Day committee to member engagement committee	Liz and PUG Day committee	FY22	

## GOVERNANCE

**Goal 1: PrairieCat is sustainable and continues to pursue organizational growth and independence.**

<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
Form ad hoc Task Force to engage in discussions with RSA about potential collaboration and present recommendations	Carolyn	FY22	

Continue to work with RAILS on independence measures, including increased technical independence	Carolyn/All PrCat staff (tech: Andrew/Systems staff/Carolyn)	ongoing	
Develop FAQ or infographic about PC/RAILS relationship to promote better understanding	Carolyn/Liz	FY22	
Review funding formula every other year	Carolyn	ongoing	
Create member dashboard to show statistics / Review internal statistics tracking / Explore CRM options	Liz, Carolyn, tech staff	FY23	

**Goal 2: PrairieCat has a learning culture supported by continuous improvement.**

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Staff members have individual professional development plans	Carolyn/Magda/Andrew	FY22	
Staff members report in PING about key takeaways from trainings attended	All PrCat staff	FY22 and ongoing	
Track FAQs from members/tickets and include responses in PrairieCat PING	Andrew/Systems staff; Magda/staff	FY22 and ongoing	

**Goal 3: PrairieCat is innovative and creates an inspiring vision for members.**

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Create innovation sharing section of member forum	Carolyn/Andrew/Magda	FY23-24	
Staff and members share innovation ideas in PrairieCat PING	All PrCat staff	FY22 and ongoing	

## TRAINING

**Goal 1:** Training opportunities are well advertised and materials are easily accessible.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Continue to enhance Talent LMS	Magda/staff, Liz; Training committee	Ongoing	
Create one-on-one virtual training opportunities	Magda/staff, Liz; Training Committee	FY22	
Continue to offer in-person training sessions for complex or higher-level topics	Staff/Liz, training committee	Ongoing	
Leverage peer training volunteers to enhance training opportunities for members	Training committee, coordinated by Liz	FY23-24	
Develop new staff orientation and ongoing refresher programs for existing staff	Magda/Staff, training committee	FY22 and ongoing	

**Goal 2:** A mix of training and continuing education is provided to enhance member knowledge.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Annually survey members about training and CE needs/interests	Liz/Chelsey	FY22 and ongoing	
Continue to develop PUG Day as networking/peer learning event	Liz/Carolyn/Chelsey/PUG day committee	Ongoing	
Revise Training Plan to include new strategic goals/activities	Liz and PrCat staff	FY22-FY23	

**Goal 3:** Training content and materials are regularly evaluated to ensure their quality and effectiveness.

<u>Activity</u>	<u>Person/Group Responsible</u>	<u>Timeline</u>	<u>Update</u>
Create learning objectives / core competencies checklists for each training class	Training Committee	FY22	
Annually evaluate training content and materials and create plan for updating on a regular basis	Training Committee	ongoing	

Increase PrCat staff training for Drupal and other useful applications/functions	Andrew/Systems staff	FY22 and ongoing	

## END USER EXPERIENCE

**Goal 1:** Services are focused on meeting user needs and improving user engagement.

<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
Explore group purchases for online training content (Niche Academy)	Carolyn/Liz/UX committee	FY23	
Continue to explore group purchasing for other products or services beneficial to membership	Carolyn/UX committee	ongoing	

**Goal 2:** PrairieCat seeks opportunities to enhance services to further meet the needs of diverse users.

<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
Create brief “how to” videos on using the ILS and other PC services for members to use with their community	Training Committee/PrCat staff	FY23-24	

**Goal 3:** PrairieCat pursues vendor relationships to offer expanded services to end users.

<b>Activity</b>	<b>Person/Group Responsible</b>	<b>Timeline</b>	<b>Update</b>
Seek out ILS enhancements to offer members	PrCat staff	ongoing	
Continue to add app functionality	Carolyn/PrCat staff/UX committee	ongoing	
Enhance security on member connectivity	Andrew/Systems staff	FY22 and ongoing	