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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.

### **Chargeback of Ecommerce Payments**

Chargebacks occur when a cardholder asks their bank to reverse a transaction. PRAIRIECAT will not dispute chargebacks of Ecommerce payments. PrairieCat will accept the chargeback, notify the member library, and direct the member library to discuss the issue with the cardholder. PrairieCat will deduct the chargeback from the ecommerce pay-out in which the chargeback occurred.

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

**Revised: 4/7/2023**

## **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

5. Unexpected childcare obligation

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; 9/1/2023**

## **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 fund which shall operate on a July 1st through June 30th fiscal year. This fund is detailed in the annual budget. A report of this 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. Undesignated funds are to be maintained in a checking account in such amount as is required to meet expenditure demands. 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. Any amounts in excess of 12 months operating expenses will be designated for the general fund. This amount may be re-designated for other purposes at the discretion of the governing board.
- B. Reserves – the purpose is to maintain and grow funds that may be necessary for emergencies, planned replacements of ILS equipment and software, enhancements to the Integrated Library System and related services and other expenses as determined by the Administrative Council and approved by the Delegates Assembly. In order to grow the reserves and prepare to meet future needs, it is a goal of PRAIRIECAT to include an allocation of approximately 2%-5% of annual expenditures designated as future reserves as part of each annual budget. A portion of each PRAIRIECAT member's annual fees are specifically earmarked as designated for future reserve expenditure contributions. In addition, each new PRAIRIECAT member is required to make an initial contribution designated for future reserves expenditures, as specified in Appendix A of this manual.
- C. Net Position - it is the goal of PRAIRIECAT to maintain an operating fund in an amount of no less than 25% of annual General Fund operating expenditures at all times. Any fiscal-

year-end funds budgeted but not expended above the amount of budgeted reserves shall be added to the balance of undesignated funds to be used for future operating expenses.

**Approved by the Administrative Council on 1/3/2025**

**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 other staff that, in the Director's judgement, are necessary to conduct PRAIRIECAT business. Administrative Council will determine credit limits available to these cards. 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 January 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; 9/1/2023**

**Approved by the Delegates Assembly, 10/26/2016;  
10/26/2022; 7/26/2023**



## 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. Our audited finances and budget can be found online at <https://support.prairiecat.info/budget-finance>. 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 12
  - 2. Part-time 0

PRAIRIECAT contracts for services from the Reaching Across Illinois Library System.

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.

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.
- 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: 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 Organizational Chart.

**Approved by the Administrative Council on 4/5/2013;  
2/9/2024**

## 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, 5/3/2019**

## **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**

## Member Forum Policy

Please review rules and guidelines before using the Member Forum. By using the forums, you are agreeing to abide by the policies. Failure to abide by the policies may result in removal of posting and/or forum privileges. If you have any questions or concerns related to the PrairieCat Member Forum please contact [Shelby.ohara@prairiecat.org](mailto:Shelby.ohara@prairiecat.org), User Experience Specialist.

### Rules and policies:

#### 1. No Hate Speech or Bullying

- a. This is a safe and fun environment to discuss topics related to our careers in Libraries. Bullying of any kind is not acceptable, degrading comments related to race, religion, culture, ability, age, sexual orientation, gender or identity will not be tolerated.

#### 2. Respect Everyone's Privacy

- a. Authentic, expressive discussions make forums valuable resources, but may also contain sensitive information. What's shared in the forums should remain in the forums.
- b. We are all part of PrairieCat and thus have access to Member Library information, but please refrain from posting or asking for contact information in forum posts or comments. Use the Member Directory to find the main phone line for each location and ask to be transferred to a specific person.
- c. Patron privacy extends to this forum. Avoid revealing any information about circulation records or registration records in all circumstances. Avoid using names or other identifying information if discussing patrons on social media.

#### 3. This is a Professional Space and Resource

- a. While different opinions are welcome and appreciated, please remember to maintain a professional standard. Also remember that this and all library related social media is apolitical with library-related exemptions granted. As libraries we are not neutral but remain non-partisan. For more information regarding this topic please visit the ALA Advocacy & Issues page (<https://www.ala.org/advocacy>).
- b. Use professional language. Inappropriate use of vulgar and/or aggressive language may result in your post/comment being removed and access restricted.

### Posting guidelines:

#### 1. Be Descriptive in your Subject Name

- a. Give a short summary of your topic or question in the subject. Be specific with keywords, this helps others looking for similar topics easily navigate to your post.

#### 2. Do Not Cross Post Questions or Discussion Topics

- a. Refrain from posting the same question or topic in several forums. This keeps all relevant forum interaction in one area.
- b. Search previous forum posts to check if your topic or question has already been discussed. As libraries, we have similar needs and challenges. It's possible that there is already a forum post on your topic.

### **3. No Promotions or Spam**

- a. Self-promotion, spam, and irrelevant links are not allowed.
- b. Do not solicit monetary donations for yourself or another member within the Member Forum.

### **4. Keep Images Relevant**

- a. Feel free to upload images to further describe your post or comment but keep it relevant and professional.

**Approved by the Administrative Council, 8/9/24**

# Social Media Policy

## Philosophy & Purpose

PrairieCat wishes to encourage dialogue and new learning opportunities with the membership it serves using various web tools. PrairieCat has established social media sites to inform members and other interested parties about PrairieCat events, member events and concerns, and items of general interest to membership and the library profession. By doing so, we hope to encourage dialogue and the exchange of information and knowledge between members and PrairieCat staff. PrairieCat's social media sites may also be used to notify the public of consortium or library system (RAILS) employment opportunities or other system-wide or consortium-wide announcements.

PrairieCat's social media sites are not intended to be traditional public forums for the general exchange of ideas and viewpoints, but instead a limited forum for discussing event and other topics of relevance to PrairieCat membership. The Supreme Court of the United States has defined a "designated public forum" as a forum set aside by government for expressive activities.

Courts have recognized that libraries are limited public forums and as such are only obligated to allow the public to exercise rights that fit with the purposes of the library. All postings related to library programs, events and materials are permitted, except as otherwise stated in this policy.

This policy governs the use of social media in three areas:

- 1) Public Use**
- 2) Employee Use**
- 3) Publication of Comments on Social Media**

For the purposes of this policy, professional use constitutes an employee who has been given the authority to use the official PrairieCat social media accounts to post content and/or comments using the PrairieCat name and logo. Social media means any forum for online publication and commentary, including blogs, wikis, and social networking sites such as Facebook, X (formerly Twitter), YouTube, etc.

### **I. Public use**

The consortium is not responsible for or liable for the content of postings by third parties on any consortium sponsored social media site and all postings unless specifically designated otherwise do not reflect opinions or positions of PrairieCat, its employees, or members.

By posting on PrairieCat's social media sites, users grant permission to use their name, profile picture, and the content of any postings or comment they make without any compensation to the individual who made the post or liability on the part of the consortium. This permission only ends if the user who made the post deletes their post.

### **II. Employee use**

Employees who engage in social networking sites such as Facebook, X (formerly Twitter), blogs, or wikis for personal use must do so on their own time. If an employee is speaking about a PrairieCat related issue on their personal social networking site, the employee must identify that they are speaking as an individual and not on behalf of PrairieCat. Employees may be subject to discipline if their comments are determined to be inappropriate by PrairieCat administration, as allowed by law.

The library recognizes that the First Amendment protects a public employee's right, in some circumstances. However, keep in mind that when a public employee makes a statement on a

social media site, the employee may not be speaking about a matter protected by the First Amendment. In some cases, it may be difficult to distinguish between protected and unprotected speech, so each situation must be evaluated on a case-by-case basis.

Employees may participate in social media sites while on work time if they have an authorized business need and it is approved by the PrairieCat Director or designee. Employees must be aware that information they display or comments they make on PrairieCat social media sites may be viewed by other users as representing official PrairieCat sponsored information or comments.

Patron privacy extends to social media. Avoid revealing any information about circulation records or registration records in all circumstances. Avoid using names or other identifying information if discussing patrons on social media.

Be advised that content or posts on PrairieCat social networking sites that relate to PrairieCat business may be a public record subject to disclosure under the Freedom of Information Act and retention under state records retention laws.

### **Authority to Post using PrairieCat Name and Logo**

PrairieCat's Director and designees can directly publish or comment via social media using the PrairieCat name and logo. Any other employee must obtain the permission of the Director and their supervisor before engaging in work related social media. Only with permission of the Director or designee can other staff publish or comment using the PrairieCat name and logo.

### **III. Comments on social media**

Publication and commentary on social media carry similar obligations to any other kind of publication or commentary. PrairieCat wishes to encourage dialogue with our community and will allow any comment that is appropriate. However, we do reserve the right to delete comments from any user at any time, within its discretion. PrairieCat also reserves the right to ban or block users who have posted in violation of this policy. This would only be done in good faith to protect our readers from comments that include, but are not limited to, the following:

- Advertisements
- Spam
- Postings which contain obscene matter
- Postings which are disparaging, harassing, abusive, profane or offensive
- Hateful, threatening, or pornographic postings which contain graphic or gratuitous violence
- Potentially libelous or defamatory postings
- Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, PrairieCat or PrairieCat members or partners
- Postings which violate or potentially violate local, state or federal laws, including, without limitation, intellectual property and copyright laws.
- Postings which discriminate based on race, color, religion, national origin, sex, gender identity, handicap, age, sexual orientation, creed, or ancestry.
- Postings which are sexually harassing including, without limitation, epithets, slurs, negative stereotyping, sexual rumors that show hostility towards individuals based on gender, derogatory comments about individuals' body or appearance, unwelcome sexual complements, innuendos, suggestions or jokes.
- Postings that contain any imminent or true threats against PrairieCat, staff, or other users such as member libraries

- Postings that contain content in support of or opposition to political campaigns or ballot measures

As appropriate, comments will be professionally, respectfully and promptly addressed by the Director or designee. If the Director or designee is unable to provide an independent answer, the necessary parties will be consulted as soon as possible to aid in providing an accurate and timely answer.

**Approved by the Administrative Council, 8/9/24**

## **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 or 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, 6/2/2023**

## **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**