PrairieCat

# PrairieCat
# Administrative Council
# Board Manual FY27

**PrairieCat Administrative Council**
**Annual Workplan**

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

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

**PrairieCat Administrative Council**
**FY2027**

| Seat | Office | Name | Email | Library | Term Expires |
|---|---|---|---|---|---|
| Tier 3 Public | | Jenna Diedrich | jenna.diedrich@prairiecat.info | Galena PL (GA) | Jun 30, 2027 |
| Tier 1 Public | Treasurer | Lauren Offerman | lauren.offerman@prairiecat.info | Three Rivers PLD (TC) | Jun 30, 2027 |
| Tier 3 Public | Chair | Barbara Posinger | Barbara.posinger@prairiecat.info | Sandwich PLD (SA) | Jun 30, 2027 |
| Tier 2 Public | | Dana Fanslow | Dana.fanslow@prairiecat.info | Nippersink PLD (KR) | Jun 30, 2027 |
| Tier 1 Public | Secretary | Kim Brozovich | kim.brozovich@prairiecat.info | Rock Island PL (RP) | Jun 30, 2028 |
| At Large | | Emily Schaub | eschaub@prairiecat.info | Freeport PL (FP) | Jun 30, 2028 |
| Tier 2 Public | | Kelly McCully | kelly.mccully@prairiecat.info | Bourbonnais PLD (BD) | Jun 30, 2028 |
| Academic/Special /School | Vice-Chair | Stephanie Nisson | Stephanie.nisson@prairiecat.info | Rockford University (RU) | Jun 30, 2028 |
| At Large | | Emily Faulkner | Emily.faulkner@prairiecat.info | DeKalb PL (DK) | Jun 30, 2029 |
| At Large | | Jason Shirley | Jason.shirley@prairiecat.info | Byron PLD (BY) | Jun 30, 2029 |
| At Large | | Julie Wayland | julie.wayland@prairiecat.info | Princeton PL (PR) | Jun 30, 2029 |

FOIA officers: Carolyn Coulter, Lauren Offerman
OMA officers: Carolyn Coulter, Lauren Offerman

**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

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## PrairieCat Administrative Council and ADHoc Committee Members FY2027

| FY2027 | Administrative Council-11<br>admincouncil@prairiecat.simplelists.com | Finance Committee-9<br>pcfinaince@prairiecat.simplelists.com | RAILS Consortia Committee-2 | Email Address |
|---|---|---|---|---|
| Jenna Diedrich (GA) | X | | | jenna.diedrich@prairiecat.info |
| Barbara Posinger (SA) | Chair | | | barbara.posinger@prairiecat.info |
| Emily Schaub (FP) | X | | | eschaub@prairiecat.info |
| Dana Fanslow (KR) | X | | | dana.fanslow@prairiecat.info |
| Julie Wayland (PR) | X | | | julie.wayland@prairiecat.info |
| Kelly McCully (BD) | X | | | kelly.mccully@prairiecat.info |
| Lauren Offerman (TC) | Treasurer | Chair | | megan.gove@prairiecat.info |
| Emily Faulkner (DK) | X | | | emily.faulkner@prairiecat.info |
| Kim Brozovich (RP) | Secretary | | | kim.brozovich@prairiecat.info |
| Stephanie Nisson (RU) | Vice-Chair | | | stephanie.nisson@prairiecat.info |
| Jason Shirley (BY) | X | X | X | jason.shirley@prairiecat.info |
| Kim Halsey (SY) | | X | | kimh@sycamorelibrary.org |
| Michael Skwara (HC) | | X | | michael.skwara@highland.edu |
| Maria Meachum (WL) | | X | | mfbmeachum@wilmingtonlibrary.org |
| Angela Campbell (RP) | | X | | campbell.angela@rigov.org |
| Bryon Lear (MX) | | X | | blear@molinelibrary.org |
| Nick Weber (WO) | | X | | nweber@woodstockil.info |
| Megan Gove (TC) | | X | | laureno@trpld.org |
| Carolyn Coulter (PrairieCat) | X | X | X (Alt) | carolyn.coulter@prairiecat.org |
| Chelsey Knippel (PrairieCat) | X | X | | chelsey.knippel@prairiecat.org |
| Elizabeth Smith (PrairieCat) | X | X | | elizabeth.smith@prairiecat.org |

| **ADMINISTRATIVE COUNCIL**<br>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. | | | |
|---|---|---|---|
| FY2027 Officers:<br>Chair: Barbara Posing (SA)<br>Vice-Chair: Stephanie Nissen (RU) | | Secretary: Kim Brozovich (RP)<br>Treasurer: Lauren Offerman (TC) | |
| 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 member libraries. Participation also available via Zoom. | | | |
| PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith | | | |
| **Who should attend:** members of the Council and any other interested parties | | | |
| **Date** | **Location** | **Time** | **Format** |
| Jul 10, 2026 | Rockford University Map Room | 10:30am-1:00pm | In person |
| Aug 7, 2026 | Three Rivers PLD Minooka | 10:30am-1:00pm | In person |
| Sep 4, 2026 | Princeton | 10:30am-1:00pm | In person |
| Oct 2, 2026 | Byron | 10:30am-1:00pm | In person |
| Nov 6, 2026 | Reddick | 10:30am-1:00pm | In person |
| Dec 4, 2026 | Sandwich | 10:30am-1:00pm | In person |
| Jan 8, 2027 | Dekalb | 10:30am-1:00pm | In person |
| Feb 5, 2027 | Yorkville | 10:30am-1:00pm | In person |
| Mar 5, 2027 | Peru | 10:30am-1:00pm | In person |
| Apr 9, 2027 | Byron | 10:30am-1:00pm | In person |
| May 7, 2027 | Freeport | 10:30am-1:00pm | In person |
| Jun 4, 2027 | Princeton | 10:30am-1:00pm | In person |

| Fully Participating & Basic Online Library Fees, July 2026 to June 2027 | | | $1,491,686 | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| CIRC FORMULA - balance divided by 3 | | | $348,554.16 | / | 4,637,215 | Circs | = | $0.07516 | | | | | | | |
| USER FORMULA - balance divided by 3 | | | $348,554.16 | / | 334,715 | Users | = | $1.04135 | | | | | | | |
| ITEMS FORMULA - balance divided by 3 | | | $348,554.16 | / | 4,766,058 | Items | = | $0.07313 | | | | | | | |
| LIBRARY FORMULA - $3913 for FP; $2740 for basic (hosting 680/477) | | | $446,024.00 | / | 104 | Libraries | | $446,024.00 | | | | | | | |
| Reserve: $208 for FP; $146 for Basic | | | | | | | | | | | | | | | |
| Hosting fee: incorporated into library fee | FY26 | | Per | | Per | | Per | Per | Reserves | Hosting Fee | FY27 | $ | % | | |
| Library | total fees | Circs | Circ chg | Users | user chg | Items | item charge | library (3% increase)+hosting (3%) | Contribution (1% of operating expenses) | 0% increase | total fees | Inc/Dec | Inc/Dec | Actual | Difference of round up & actual |
| Andalusia TL (AN) | $5,116.00 | 7,919 | $595.23 | 380 | $395.71 | 11,918 | $871.57 | $3,217.00 | $146.00 | $0.00 | $5,226.00 | $110.00 | 2.15% | $5,225.51 | $0.49 |
| Bertolet ML (BM) | $5,376.00 | 10,491 | $788.55 | 277 | $288.80 | 13,920 | $1,018.03 | $3,217.00 | $146.00 | $0.00 | $5,458.00 | $82.00 | 1.53% | $5,458.38 | ($0.38) |
| Bourbonnais PL (BD) | $21,088.00 | 93,801 | $7,050.48 | 7,337 | $7,640.36 | 37,630 | $2,752.00 | $4,593.00 | $208.00 | $0.00 | $22,244.00 | $1,156.00 | 5.48% | $22,243.85 | $0.15 |
| Bradley PL (BR) | $14,469.00 | 45,301 | $3,405.03 | 3,353 | $3,491.64 | 44,630 | $3,263.88 | $4,593.00 | $208.00 | $0.00 | $14,962.00 | $493.00 | 3.41% | $14,961.55 | $0.45 |
| Byron PLD (BY) | $16,131.00 | 57,825 | $4,346.41 | 3,161 | $3,291.35 | 56,183 | $4,108.78 | $4,593.00 | $208.00 | $0.00 | $16,548.00 | $417.00 | 2.59% | $16,547.55 | $0.45 |
| Charles B. Phillips PL (Newark) (CP) | $7,987.00 | 14,979 | $1,125.89 | 698 | $726.86 | 20,468 | $1,496.88 | $4,593.00 | $208.00 | $0.00 | $8,151.00 | $164.00 | 2.05% | $8,150.63 | $0.37 |
| Cherry Valley PL (CH) | $21,125.00 | 93,362 | $7,017.51 | 4,446 | $4,630.18 | 78,608 | $5,748.83 | $4,593.00 | $208.00 | $0.00 | $22,198.00 | $1,073.00 | 5.08% | $22,197.52 | $0.48 |
| Clinton Township PLD (CT) | $7,275.00 | 12,666 | $952.03 | 489 | $509.57 | 13,225 | $967.15 | $4,593.00 | $208.00 | $0.00 | $7,230.00 | -$45.00 | -0.62% | $7,229.75 | $0.25 |
| Coal City PL (CC) | $19,967.00 | 85,684 | $6,440.42 | 4,356 | $4,536.11 | 70,572 | $5,161.09 | $4,593.00 | $208.00 | $0.00 | $20,939.00 | $972.00 | 4.87% | $20,938.62 | $0.38 |
| Colona District Library (CL) | $10,502.00 | 27,237 | $2,047.23 | 2,067 | $2,152.46 | 25,854 | $1,890.79 | $4,593.00 | $208.00 | $0.00 | $10,891.00 | $389.00 | 3.70% | $10,891.49 | ($0.49) |
| Cordova PL (CO) | $6,990.00 | 9,849 | $740.30 | 429 | $446.74 | 13,878 | $1,014.93 | $4,593.00 | $208.00 | $0.00 | $7,003.00 | $13.00 | 0.19% | $7,002.97 | $0.03 |
| Cortland PL (CN) | $9,971.00 | 29,634 | $2,227.45 | 1,004 | $1,045.17 | 26,546 | $1,941.35 | $4,593.00 | $208.00 | $0.00 | $10,015.00 | $44.00 | 0.44% | $10,014.97 | $0.03 |
| Creston-Dement PL (CR) | $5,098.00 | 4,196 | $315.39 | 262 | $272.83 | 15,629 | $1,142.96 | $3,217.00 | $146.00 | $0.00 | $5,094.00 | -$4.00 | -0.08% | $5,094.19 | ($0.19) |
| DeKalb PL (DK) | $42,430.00 | 173,614 | $13,049.64 | 14,844 | $15,457.76 | 156,044 | $11,411.90 | $4,593.00 | $208.00 | $0.00 | $44,720.00 | $2,290.00 | 5.40% | $44,720.30 | ($0.30) |
| Earlville PL (EA) | $6,469.00 | 13,178 | $990.52 | 564 | $586.97 | 22,941 | $1,677.73 | $3,217.00 | $146.00 | $0.00 | $6,618.00 | $149.00 | 2.30% | $6,618.23 | ($0.23) |
| East Dubuque PL (EP) | $8,604.00 | 15,506 | $1,165.48 | 990 | $1,031.28 | 24,069 | $1,760.23 | $4,593.00 | $208.00 | $0.00 | $8,758.00 | $154.00 | 1.79% | $8,757.99 | $0.01 |
| East Moline PL (EM) | $19,092.00 | 69,561 | $5,228.55 | 5,626 | $5,858.97 | 59,657 | $4,362.89 | $4,593.00 | $208.00 | $0.00 | $20,251.00 | $1,159.00 | 6.07% | $20,251.41 | ($0.41) |
| Elizabeth TL (EL) | $6,575.00 | 6,327 | $475.54 | 338 | $351.98 | 13,126 | $959.96 | $4,593.00 | $208.00 | $0.00 | $6,588.00 | $13.00 | 0.20% | $6,588.48 | ($0.48) |
| Ella Johnson Memorial PL (EJ) | $22,382.00 | 90,858 | $6,829.32 | 7,993 | $8,323.14 | 59,133 | $4,324.52 | $4,593.00 | $208.00 | $0.00 | $24,278.00 | $1,896.00 | 8.47% | $24,277.99 | $0.01 |
| Erie PL (ER) | $8,117.00 | 12,231 | $919.36 | 761 | $792.81 | 24,530 | $1,793.97 | $4,593.00 | $208.00 | $0.00 | $8,307.00 | $190.00 | 2.34% | $8,307.14 | ($0.14) |
| Flagg-Rochelle PLD (FL) | $13,780.00 | 35,355 | $2,657.42 | 3,423 | $3,564.18 | 45,912 | $3,357.64 | $4,593.00 | $208.00 | $0.00 | $14,380.00 | $600.00 | 4.35% | $14,380.24 | ($0.24) |
| Fossil Ridge PL (Braidwood) (FR) | $14,950.00 | 50,788 | $3,817.46 | 3,803 | $3,959.90 | 41,919 | $3,065.67 | $4,593.00 | $208.00 | $0.00 | $15,644.00 | $694.00 | 4.64% | $15,644.02 | ($0.02) |
| Franklin Grove PLD (FG) | $7,127.00 | 8,731 | $656.24 | 344 | $358.22 | 20,144 | $1,473.16 | $4,593.00 | $208.00 | $0.00 | $7,289.00 | $162.00 | 2.27% | $7,288.62 | $0.38 |
| Freeport PLD (FP) | $26,621.00 | 100,048 | $7,520.04 | 6,089 | $6,341.11 | 108,018 | $7,899.64 | $4,593.00 | $208.00 | $0.00 | $26,562.00 | -$59.00 | -0.22% | $26,561.78 | $0.22 |
| Galena PLD (GA) | $10,348.00 | 32,275 | $2,425.94 | 1,435 | $1,494.33 | 26,821 | $1,961.46 | $4,593.00 | $208.00 | $0.00 | $10,683.00 | $335.00 | 3.24% | $10,682.73 | $0.27 |
| Geneseo PL (GP) | $17,277.00 | 58,423 | $4,391.34 | 3,668 | $3,819.31 | 62,452 | $4,567.30 | $4,593.00 | $208.00 | $0.00 | $17,579.00 | $302.00 | 1.75% | $17,578.95 | $0.05 |
| Genoa PL (GE) | $9,457.00 | 24,078 | $1,809.84 | 1,279 | $1,332.23 | 24,203 | $1,770.03 | $4,593.00 | $208.00 | $0.00 | $9,713.00 | $256.00 | 2.71% | $9,713.09 | ($0.09) |
| Grant Park PL (GR) | $4,523.00 | 4,579 | $344.18 | 231 | $240.20 | 8,871 | $648.78 | $3,217.00 | $146.00 | $0.00 | $4,596.00 | $73.00 | 1.61% | $4,596.17 | ($0.17) |
| Graves-Hume PL (Mendota) (GV) | $11,301.00 | 29,422 | $2,211.47 | 1,891 | $1,969.53 | 34,893 | $2,551.84 | $4,593.00 | $208.00 | $0.00 | $11,534.00 | $233.00 | 2.06% | $11,533.84 | $0.16 |
| Hanover TL (HN) | $4,613.00 | 3,681 | $276.71 | 242 | $252.35 | 9,514 | $695.81 | $3,217.00 | $146.00 | $0.00 | $4,588.00 | -$25.00 | -0.54% | $4,587.87 | $0.13 |
| Harvard Diggins PL (HR) | $13,043.00 | 29,789 | $2,239.10 | 2,580 | $2,687.02 | 51,956 | $3,799.70 | $4,593.00 | $208.00 | $0.00 | $13,527.00 | $484.00 | 3.71% | $13,526.83 | $0.17 |
| Henry C Adams ML (HE) | $5,446.00 | 7,307 | $549.25 | 573 | $596.69 | 15,542 | $1,136.63 | $3,217.00 | $146.00 | $0.00 | $5,646.00 | $200.00 | 3.67% | $5,645.57 | $0.43 |
| Highland Community College (HC) | $9,543.00 | 4,053 | $304.64 | 781 | $813.64 | 51,198 | $3,744.27 | $4,593.00 | $208.00 | $0.00 | $9,664.00 | $121.00 | 1.27% | $9,663.55 | $0.45 |
| Hinckley PLD (HK) | $8,456.00 | 18,220 | $1,369.52 | 842 | $877.16 | 20,552 | $1,503.05 | $4,593.00 | $208.00 | $0.00 | $8,551.00 | $95.00 | 1.12% | $8,550.73 | $0.27 |
| Homer PL (HD) | $36,475.00 | 149,384 | $11,228.38 | 16,321 | $16,996.17 | 99,272 | $7,259.99 | $4,593.00 | $208.00 | $0.00 | $40,286.00 | $3,811.00 | 10.45% | $40,285.55 | $0.45 |
| Ida PL (Belvedere) (BL) | $25,229.00 | 91,858 | $6,904.44 | 9,124 | $9,501.25 | 75,169 | $5,497.28 | $4,593.00 | $208.00 | $0.00 | $26,704.00 | $1,475.00 | 5.85% | $26,703.97 | $0.03 |
| Johnsburg PL (JO) | $14,040.00 | 41,362 | $3,108.98 | 3,301 | $3,437.83 | 45,743 | $3,345.30 | $4,593.00 | $208.00 | $0.00 | $14,693.00 | $653.00 | 4.65% | $14,693.12 | ($0.12) |
| Joliet Township HS (JC) | $13,628.00 | 13,637 | $1,025.02 | 7,182 | $7,478.61 | 18,645 | $1,363.56 | $4,593.00 | $208.00 | $0.00 | $14,668.00 | $1,040.00 | 7.63% | $14,668.18 | ($0.18) |
| Julia Hull PL (Stillman Valley) (JH) | $11,641.00 | 43,167 | $3,244.63 | 1,682 | $1,751.20 | 32,667 | $2,389.02 | $4,593.00 | $208.00 | $0.00 | $12,186.00 | $545.00 | 4.68% | $12,185.85 | $0.15 |
| Kankakee PL (KK) | $18,430.00 | 48,056 | $3,612.08 | 4,735 | $4,930.78 | 80,835 | $5,911.67 | $4,593.00 | $208.00 | $0.00 | $19,256.00 | $826.00 | 4.48% | $19,255.53 | $0.47 |
| LaSalle PL (LS) | $12,870.00 | 23,047 | $1,732.29 | 2,268 | $2,362.12 | 55,987 | $4,094.45 | $4,593.00 | $208.00 | $0.00 | $12,990.00 | $120.00 | 0.93% | $12,989.86 | $0.14 |
| Lena CL (LE) | $8,618.00 | 23,412 | $1,759.78 | 768 | $799.75 | 17,999 | $1,316.34 | $4,593.00 | $208.00 | $0.00 | $8,677.00 | $59.00 | 0.68% | $8,676.87 | $0.13 |
| Limestone PL (LI) | $9,228.00 | 16,392 | $1,232.07 | 1,770 | $1,843.53 | 24,178 | $1,768.20 | $4,593.00 | $208.00 | $0.00 | $9,645.00 | $417.00 | 4.52% | $9,644.80 | $0.20 |
| Lostant Community Public | $4,072.00 | 1,427 | $107.26 | 81 | $84.35 | 8,375 | $612.49 | $3,217.00 | $146.00 | $0.00 | $4,167.00 | $95.00 | 2.33% | $4,167.09 | ($0.09) |
| Malta Township PL (ML) | $6,767.00 | 8,070 | $606.60 | 444 | $462.71 | 12,909 | $944.09 | $4,593.00 | $208.00 | $0.00 | $6,814.00 | $47.00 | 0.69% | $6,814.40 | ($0.40) |
| Manhattan PL (MT) | $21,494.00 | 98,526 | $7,405.64 | 7,017 | $7,307.48 | 49,898 | $3,649.17 | $4,593.00 | $208.00 | $0.00 | $23,163.00 | $1,669.00 | 7.76% | $23,163.29 | ($0.29) |
| Manteno PL (MN) | $15,174.00 | 52,808 | $3,969.26 | 3,493 | $3,637.43 | 58,538 | $4,281.06 | $4,593.00 | $208.00 | $0.00 | $16,689.00 | $1,515.00 | 9.98% | $16,688.75 | $0.25 |
| Maple Park PL (MP) | $4,884.00 | 4,396 | $330.42 | 407 | $423.83 | 11,260 | $823.45 | $3,217.00 | $146.00 | $0.00 | $4,941.00 | $57.00 | 1.17% | $4,940.70 | $0.30 |
| Marengo-Union PL (MU) | $16,414.00 | 49,962 | $3,755.40 | 3,509 | $3,653.74 | 63,945 | $4,676.49 | $4,593.00 | $208.00 | $0.00 | $16,887.00 | $473.00 | 2.88% | $16,886.62 | $0.38 |
| Marseilles PL (MB) | $6,754.00 | 13,980 | $1,050.78 | 682 | $710.55 | 25,148 | $1,839.14 | $3,217.00 | $146.00 | $0.00 | $6,963.00 | $209.00 | 3.09% | $6,963.46 | ($0.46) |
| Meridian Schools (Stillman Valley) (MS) | $11,703.00 | 34,982 | $2,629.38 | 1,729 | $1,800.84 | 38,009 | $2,779.67 | $4,593.00 | $208.00 | $0.00 | $12,011.00 | $308.00 | 2.63% | $12,010.89 | $0.11 |
| Mills and Petrie (MI) | $5,121.00 | 1,610 | $121.01 | 99 | $103.09 | 17,669 | $1,292.18 | $3,217.00 | $146.00 | $0.00 | $4,879.00 | -$242.00 | -4.73% | $4,879.29 | ($0.29) |
| Mokena PL (MK) | $23,284.00 | 84,539 | $6,354.31 | 6,577 | $6,849.29 | 77,557 | $5,671.92 | $4,593.00 | $208.00 | $0.00 | $23,677.00 | $393.00 | 1.69% | $23,676.52 | $0.48 |
| Moline PL (MX) | $45,386.00 | 198,928 | $14,952.33 | 13,954 | $14,530.61 | 187,123 | $13,684.76 | $4,593.00 | $208.00 | $0.00 | $47,969.00 | $2,583.00 | 5.69% | $47,968.71 | $0.29 |
| Morris Area PL (MR) | $18,671.00 | 72,952 | $5,483.38 | 5,260 | $5,477.83 | 47,106 | $3,444.98 | $4,593.00 | $208.00 | $0.00 | $19,207.00 | $536.00 | 2.87% | $19,207.19 | ($0.19) |
| Mt. Carroll (MO) | $5,485.00 | 6,362 | $478.20 | 847 | $882.37 | 13,559 | $991.58 | $3,217.00 | $146.00 | $0.00 | $5,715.00 | $230.00 | 4.19% | $5,715.15 | ($0.15) |
| Mt. Morris PL (MM) | $6,809.00 | 11,903 | $894.71 | 747 | $778.23 | 25,676 | $1,877.78 | $3,217.00 | $146.00 | $0.00 | $6,914.00 | $105.00 | 1.54% | $6,913.72 | $0.28 |
| New Lenox PL (NL) | $41,206.00 | 196,885 | $14,798.80 | 12,934 | $13,469.13 | 151,166 | $11,055.14 | $4,593.00 | $208.00 | $0.00 | $44,124.00 | $2,918.00 | 7.08% | $44,124.06 | ($0.06) |
| Nippersink PL (KR) | $14,810.00 | 51,944 | $3,904.32 | 2,894 | $3,013.31 | 48,869 | $3,573.94 | $4,593.00 | $208.00 | $0.00 | $15,293.00 | $483.00 | 3.26% | $15,292.57 | $0.43 |
| North Chicago (NC) | $12,132.00 | 8,015 | $602.44 | 3,421 | $3,562.80 | 52,415 | $3,833.27 | $4,593.00 | $208.00 | $0.00 | $12,800.00 | $668.00 | 5.51% | $12,799.51 | $0.49 |
| North Suburban LD (LP) | $62,043.00 | 288,827 | $21,709.57 | 18,357 | $19,116.36 | 275,135 | $20,121.31 | $4,593.00 | $208.00 | $0.00 | $65,748.00 | $3,705.00 | 5.97% | $65,748.24 | ($0.24) |
| Odell PL (OD) | $10,158.00 | 24,465 | $1,838.90 | 1,436 | $1,495.03 | 30,099 | $2,201.22 | $4,593.00 | $208.00 | $0.00 | $10,336.00 | $178.00 | 1.75% | $10,336.15 | ($0.15) |
| Oglesby PL (OG) | $6,728.00 | 15,707 | $1,180.63 | 986 | $1,027.12 | 16,804 | $1,228.92 | $3,217.00 | $146.00 | $0.00 | $6,800.00 | $72.00 | 1.07% | $6,799.67 | $0.33 |
| Oregon PLD (OR) | $10,125.00 | 32,450 | $2,439.06 | 1,762 | $1,834.51 | 18,479 | $1,351.44 | $4,593.00 | $208.00 | $0.00 | $10,426.00 | $301.00 | 2.97% | $10,426.01 | ($0.01) |
| Pearl City PLD (PP) | $6,606.00 | 6,724 | $505.38 | 375 | $390.16 | 13,837 | $1,011.94 | $4,593.00 | $208.00 | $0.00 | $6,708.00 | $102.00 | 1.54% | $6,708.47 | ($0.47) |
| Pecatonica PL (PT) | $8,964.00 | 26,861 | $2,019.02 | 1,262 | $1,313.83 | 17,594 | $1,286.69 | $4,593.00 | $208.00 | $0.00 | $9,421.00 | $457.00 | 5.10% | $9,420.55 | $0.45 |
| Peotone PL (PE) | $15,790.00 | 49,029 | $3,685.24 | 3,403 | $3,544.05 | 57,717 | $4,220.99 | $4,593.00 | $208.00 | $0.00 | $16,251.00 | $461.00 | 2.92% | $16,251.29 | ($0.29) |
| Peru PL (PU) | $13,431.00 | 48,118 | $3,616.77 | 2,664 | $2,774.50 | 34,865 | $2,549.77 | $4,593.00 | $208.00 | $0.00 | $13,742.00 | $311.00 | 2.32% | $13,742.03 | ($0.03) |
| Plano Community PL (PD) | $17,908.00 | 66,947 | $5,032.04 | 4,627 | $4,818.66 | 60,531 | $4,426.76 | $4,593.00 | $208.00 | $0.00 | $19,078.00 | $1,170.00 | 6.53% | $19,078.46 | ($0.46) |
| Plano CUSD (PX) | $12,222.00 | 32,256 | $2,424.53 | 3,315 | $3,451.72 | 26,827 | $1,961.95 | $4,593.00 | $208.00 | $0.00 | $12,639.00 | $417.00 | 3.41% | $12,639.20 | ($0.20) |
| Polo PLD (PO) | $6,541.00 | 14,887 | $1,118.95 | 1,109 | $1,154.51 | 15,047 | $1,100.40 | $3,217.00 | $146.00 | $0.00 | $6,737.00 | $196.00 | 3.00% | $6,736.86 | $0.14 |
| Princeton PL (PR) | $15,858.00 | 47,080 | $3,538.72 | 2,393 | $2,491.94 | 75,140 | $5,495.18 | $4,593.00 | $208.00 | $0.00 | $16,327.00 | $469.00 | 2.96% | $16,326.85 | $0.15 |
| Princeton Township HS (PF) | $4,626.00 | 2,558 | $192.25 | 638 | $664.73 | 6,349 | $464.29 | $3,217.00 | $146.00 | $0.00 | $4,684.00 | $58.00 | 1.25% | $4,684.27 | ($0.27) |
| Prophetstown-Lyndon-Tampico Schools (TW) | $7,188.00 | 19,974 | $1,501.36 | 946 | $985.46 | 18,206 | $1,331.45 | $3,217.00 | $146.00 | $0.00 | $7,181.00 | -$7.00 | -0.10% | $7,181.27 | ($0.27) |
| Putnam County Schools (UC) | $6,657.00 | 6,618 | $497.46 | 590 | $614.05 | 15,381 | $1,124.85 | $4,593.00 | $208.00 | $0.00 | $7,037.00 | $380.00 | 5.71% | $7,037.36 | ($0.36) |
| Putnam County PL (UE) | $10,209.00 | 32,208 | $2,420.92 | 1,284 | $1,337.44 | 28,722 | $2,100.51 | $4,593.00 | $208.00 | $0.00 | $10,660.00 | $451.00 | 4.42% | $10,659.88 | $0.12 |
| Reddick PL (Ottawa) (RL) | $21,825.00 | 114,570 | $8,611.63 | 5,136 | $5,348.36 | 65,703 | $4,805.05 | $4,593.00 | $208.00 | $0.00 | $23,566.00 | $1,741.00 | 7.98% | $23,566.04 | ($0.04) |
| Richard A Mautino PL (MA) | $7,805.00 | 14,147 | $1,063.38 | 1,087 | $1,131.60 | 33,117 | $2,421.96 | $3,217.00 | $146.00 | $0.00 | $7,980.00 | $175.00 | 2.24% | $7,979.93 | $0.07 |
| River Valley DL (RD) | $12,148.00 | 40,249 | $3,025.27 | 1,541 | $1,605.06 | 36,605 | $2,676.99 | $4,593.00 | $208.00 | $0.00 | $12,108.00 | -$40.00 | -0.33% | $12,108.33 | ($0.33) |
| Robert R Jones DL (CV) | $11,482.00 | 26,910 | $2,022.70 | 2,178 | $2,268.40 | 40,702 | $2,976.67 | $4,593.00 | $208.00 | $0.00 | $12,069.00 | $587.00 | 5.11% | $12,068.77 | $0.23 |
| Robert Rowe PL (Sheridan) (RO) | $7,785.00 | 12,696 | $954.26 | 759 | $790.73 | 18,857 | $1,379.06 | $4,593.00 | $208.00 | $0.00 | $7,925.00 | $140.00 | 1.80% | $7,925.05 | ($0.05) |
| Rock Island PL (RP) | $36,087.00 | 138,284 | $10,394.05 | 12,503 | $13,019.62 | 134,723 | $9,852.62 | $4,593.00 | $208.00 | $0.00 | $38,067.00 | $1,980.00 | 5.49% | $38,067.29 | ($0.29) |
| Rockford University (RU) | $15,303.00 | 1,614 | $121.29 | 1,034 | $1,076.41 | 134,508 | $9,836.89 | $4,593.00 | $208.00 | $0.00 | $15,836.00 | $533.00 | 3.48% | $15,835.59 | $0.41 |
| Sandwich PLD (SA) | $12,036.00 | 27,429 | $2,061.66 | 2,349 | $2,446.12 | 40,966 | $2,995.97 | $4,593.00 | $208.00 | $0.00 | $12,305.00 | $269.00 | 2.23% | $12,304.76 | $0.24 |
| Schmaling ML (SC) | $7,568.00 | 24,343 | $1,829.76 | 825 | $859.11 | 26,232 | $1,918.44 | $3,217.00 | $146.00 | $0.00 | $7,970.00 | $402.00 | 5.31% | $7,970.31 | ($0.31) |
| Seneca PL (SE) | $12,355.00 | 21,265 | $1,598.35 | 1,582 | $1,647.06 | 69,202 | $5,060.95 | $4,593.00 | $208.00 | $0.00 | $13,107.00 | $752.00 | 6.09% | $13,107.36 | ($0.36) |

| | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Serena Schools (CF) | $6,024.00 | 10,460 | $786.22 | 680 | $707.77 | 16,980 | $1,241.79 | $3,217.00 | $146.00 | $0.00 | $6,099.00 | $75.00 | 1.25% | $6,098.78 | $0.22 |
| Sherrard PL (SD) | $10,656.00 | 30,074 | $2,260.52 | 1,422 | $1,481.14 | 31,956 | $2,337.02 | $4,593.00 | $208.00 | $0.00 | $10,880.00 | $224.00 | 2.10% | $10,879.69 | $0.31 |
| Silvis PL (SL) | $10,733.00 | 31,578 | $2,373.57 | 2,759 | $2,872.73 | 14,885 | $1,088.60 | $4,593.00 | $208.00 | $0.00 | $11,136.00 | $403.00 | 3.75% | $11,135.90 | $0.10 |
| Somonauk PL (SN) | $13,772.00 | 40,995 | $3,081.35 | 2,811 | $2,927.57 | 45,665 | $3,339.62 | $4,593.00 | $208.00 | $0.00 | $14,150.00 | $378.00 | 2.74% | $14,149.54 | $0.46 |
| South Beloit PLD (SB) | $8,806.00 | 21,057 | $1,582.76 | 1,248 | $1,299.60 | 19,211 | $1,404.95 | $4,593.00 | $208.00 | $0.00 | $9,088.00 | $282.00 | 3.20% | $9,088.32 | ($0.32) |
| Stockton TL (SK) | $5,890.00 | 10,747 | $807.77 | 455 | $473.47 | 16,145 | $1,180.70 | $3,217.00 | $146.00 | $0.00 | $5,825.00 | -$65.00 | -1.10% | $5,824.94 | $0.06 |
| Streator PL (SR) | $11,700.00 | 23,651 | $1,777.74 | 2,427 | $2,527.00 | 42,688 | $3,121.86 | $4,593.00 | $208.00 | $0.00 | $12,228.00 | $528.00 | 4.51% | $12,227.60 | $0.40 |
| Sycamore PL (SY) | $26,780.00 | 142,798 | $10,733.32 | 6,362 | $6,625.05 | 81,429 | $5,955.11 | $4,593.00 | $208.00 | $0.00 | $28,114.00 | $1,334.00 | 4.98% | $28,114.48 | ($0.48) |
| Talcott Free PL (TF) | $15,502.00 | 57,715 | $4,338.10 | 3,324 | $3,461.78 | 48,455 | $3,543.64 | $4,593.00 | $208.00 | $0.00 | $16,145.00 | $643.00 | 4.15% | $16,144.52 | $0.48 |
| Three Rivers PL (Channahon/Minooka) (TC) | $26,867.00 | 110,500 | $8,305.66 | 8,988 | $9,359.63 | 78,307 | $5,726.79 | $4,593.00 | $208.00 | $0.00 | $28,193.00 | $1,326.00 | 4.94% | $28,193.08 | ($0.08) |
| United Township HS (E. Moline) (UT) | $11,401.00 | 21,376 | $1,606.74 | 2,811 | $2,927.57 | 31,728 | $2,320.35 | $4,593.00 | $208.00 | $0.00 | $11,656.00 | $255.00 | 2.24% | $11,655.67 | $0.33 |
| Walnut PLD (WA) | $5,314.00 | 8,816 | $662.63 | 498 | $518.59 | 13,527 | $989.26 | $3,217.00 | $146.00 | $0.00 | $5,533.00 | $219.00 | 4.12% | $5,533.48 | ($0.48) |
| Warren Township PL (WR) | $5,368.00 | 7,930 | $596.03 | 453 | $471.73 | 13,957 | $1,020.74 | $3,217.00 | $146.00 | $0.00 | $5,451.00 | $83.00 | 1.55% | $5,451.50 | ($0.50) |
| Western Dist PL (Orion) (WD) | $8,505.00 | 20,983 | $1,577.18 | 1,239 | $1,290.58 | 13,493 | $986.75 | $4,593.00 | $208.00 | $0.00 | $8,656.00 | $151.00 | 1.78% | $8,655.51 | $0.49 |
| Wilmington PL (WL) | $15,146.00 | 52,947 | $3,979.74 | 3,240 | $3,374.31 | 46,210 | $3,379.46 | $4,593.00 | $208.00 | $0.00 | $15,535.00 | $389.00 | 2.57% | $15,534.51 | $0.49 |
| Winnebago PL (WP) | $13,433.00 | 23,709 | $1,782.08 | 3,236 | $3,369.80 | 47,643 | $3,484.28 | $4,593.00 | $208.00 | $0.00 | $13,437.00 | $4.00 | 0.03% | $13,437.16 | ($0.16) |
| Woodstock PL (WO) | $41,021.00 | 169,628 | $12,750.01 | 13,272 | $13,821.11 | 163,051 | $11,924.37 | $4,593.00 | $208.00 | $0.00 | $43,296.00 | $2,275.00 | 5.55% | $43,296.48 | ($0.48) |
| Yorkville PL (YK) | $23,093.00 | 87,464 | $6,574.19 | 7,541 | $7,852.80 | 79,106 | $5,785.20 | $4,593.00 | $208.00 | $0.00 | $25,013.00 | $1,920.00 | 8.31% | $25,013.19 | ($0.19) |
| **TOTALS** | **$1,451,033.00** | **4,637,215** | **$348,554.16** | **334,715** | **$348,554.16** | **4,766,058** | **$348,554.16** | **$446,024.00** | **$20,206.00** | **$0.00** | **$1,511,892.00** | **$60,859.00** | **3.24%** | **$1,511,892.47** | **($0.47)** |
| | | | | | | | | **$1,491,686.47** | | | | | | | |
| | | | | | | | | | | | | | | | |
| ***Actual amount to be billed to library** | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | |
| **65%/35% split** | | **Circs** | | **Users** | | **Items** | | **Per library** | **Reserves** | **Hosting** | | | | | |
| Hampton School District | | 7,482 | $562.36 | 984 | $1,024.65 | 11,105 | $812.12 | $1,607.55 | $72.80 | $0.00 | $4,079.48 | | | | |
| United Township HS | | 13,895 | $1,044.38 | 1,827 | $1,902.92 | 20,623 | $1,508.23 | $2,985.45 | $135.20 | $0.00 | $7,576.18 | | | | |
| | | 21,376 | $1,606.74 | 2,811 | $2,927.57 | 31,728 | $2,320.35 | $4,593.00 | $208.00 | $0.00 | $11,655.67 | | | | |

# PrairieCat General Policy Manual

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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 Committee:**

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

**Standing Groups:**

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 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 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, 2/7/2025**

# 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: 4/7/2023, 9/1/2023, 2/7/2025**

# 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 bedesignated 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 1st 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. 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)

_____

APPROVED ( ) The documents requested are enclosed.

( ) You may inspect the records at _____ on the date of _____. _____

( ) The documents will be made available upon payment of copying costs of $_____

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

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

( ) The materials requested are exempt under Section 7 _____ of the Freedom of Information Act for the following reasons:

Individual(s) that determined request to be denied and title:

_____

_____

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, or John Slanicky at 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) The New or upgrading member is billed for Basic Online or Fully Participating member fees beginning the quarter that they Go Live for circulation, prorated from the date that the library goes live on the system. Any unused Union List or unused membership fees already paid for the fiscal year will be credited from the date that the library goes live on the system against their 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, 7/11/2025**

# 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, 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 thePRAIRIECAT 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**

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# B Y L A W S
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# PRAIRIECAT

## 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 – Administrative Council may establish Standing Groups as needed.

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 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 or attendance at approved remote meeting locations 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. 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 Administrative Council shall establish a schedule of regular meetings for the Delegates Assembly as it deems appropriate, except that the Delegates Assembly shall meet no less frequently than twice each fiscal year. Scheduled meetings of the Delegates Assembly may be cancelled due to emergency situations or lack of business when deemed appropriate by the Administrative Council. 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 scheduled Delegates Assembly meetings, a fine in the amount of $150 will be assessed to that member library.

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 at one of the approved meeting locations, 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 PRAIRECAT 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. RESERVES.** Reserve funds are designated and intended for emergencies, planned replacements of ILS equipment and software, enhancements to the integrated library system and related expenses, and other expenses as approved by PRAIRIECAT members. All expenditures from Reserves require prior approval by the Delegates Assembly.

## ARTICLE VII – STANDING GROUPS

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:

One (1) member representing Tier 1 public library constituencies
One (1) member representing Tier 2 public library constituencies
One (1) member representing Tier 3 public library constituencies
One (1) member representing academic, special, or school member libraries
Seven (7) 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. In cases where we have no nominees to fill a seat, the size of the committee shall be adjusted until the next election cycle.

**SECTION 2. TERMS OF OFFICE.** Each CircC and TechC member shall serve a term of three years. CircC and TechC members may serve only three (3) consecutive elected terms. Interim appointments may be made to fill vacant seats until the next regularly scheduled election. CircC and TechC appointments to cover members departing before the end of their term do not count against the consecutive term limitation.

**SECTION 3. 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 4. MEETINGS.** Agendas for all Standing Group meetings 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.

**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 23rd 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
Revised 10/18/2023
Revised 7/31/2024
Revised 1/29/2025

**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 23rd 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**

| | | FY26 | FY27 | |
|---|---|---|---|---|
| | | 3% increase/staff realignment, 2% reserves | 3%/1% 1% reserves | |
| | **REVENUES** | | | |
| 4050 | Other Grants-RAILS CE Grant | $2,000.00 | $2,000.00 | RAILS CE grant for PUG Day |
| 4051 | Revenue from LLSAP RAILS grant | $527,062.00 | $534,486.78 | RAILS award (FY20) $559,731.16; (FY21): $533,080.90; (FY22) $559,218; (FY23) $564,277; (FY24) $565,262; (FY25) $568,723, (accounting services: 51,721.76 and phone dialer 1764.00); (FY26) $580,140, (accounting services $53,078); (FY27) $588,629.53 (accounting services $54,142.75) |
| 4062 | Union List Member Revenue | $32,292.00 | $32,282.00 | 3% increase per annual % of increase FY26-27 (reflects loss of Dakota CUSD) |
| **4063** | **Fully Participating & Basic Online Member Revenue** | **$1,412,098.67** | **$1,491,686.47** | |
| 4064 | ILL Barcode Revenue | $3,000.00 | $3,000.00 | |
| 4065 | Cataloging Revenue | $0.00 | $0.00 | |
| 4066 | Continuing Education Revenue | $0.00 | $0.00 | |
| 4067 | Fully Participating & Basic Online - Reserves Contribution | **38,937.10** | **20,206.00** | |
| 4068 | Union List - CR Contribution | **3,409.00** | **1,716.00** | |
| 4070 | Reimbursements | $21,803.00 | $22,566.11 | reimburse for express lane and marc report |
| 4071 | Reimbursements - Hosting fee | $0.00 | $0.00 | rolled into per library fee |
| 4073 | Reimbursements - PUG Day/DA Fee | $3,750 | $0 | lunch reimbursement (not used) |
| 4072 | Reimbursements - eRead Illinois | $0.00 | $0.00 | |
| 4074 | Reimbursements - mobile app | $31,725.00 | $35,000.00 | mobile app reimbursement (71 libraries plus test template) |
| 4080 | Investment Income | $35,000.00 | $32,000.00 | based on FY25 numbers |
| 4090 | Other Revenue | $1,000.00 | $1,000.00 | |
| | **TOTAL REVENUE** | **$2,112,076.77** | **$2,175,943.36** | |
| | **EXPENDITURES** | | | |
| 5131 | eResources - eRead Illinois | $0.00 | $0.00 | |
| 5010 | other professionals | $778,041.76 | $800,993.28 | 3% |
| 5010 | other professionals merit | $3,313.94 | $7,776.63 | 1% |
| 5010 | other professionals longevity | $600.00 | $618.00 | |
| 5020 | support services | $117,520.00 | $121,045.60 | 3% |
| 5020 | support services merit | $0.00 | $1,175.07 | 1% |
| 5020 | support services longevity | $900.00 | $927.00 | |
| 5030 | Payroll taxes, SS taxes, fringe benefits | $68,510.47 | $70,534.95 | . |

| | | | | |
|---|---|---|---|---|
| 5030 | Payroll taxes, SS taxes, fringe benefits Merit | $253.52 | $684.81 | |
| 5040 | Unemployment Insurance | $3,500.00 | $3,500.00 | |
| 5050 | Worker's Compensation insurance | $2,020.00 | $2,100.00 | adjusted up FY25 costs |
| 5060 | Retirement benefits | $101,108.92 | $102,898.04 | 11.16% employer contribution |
| 5060 | Retirement benefits Merit | $374.14 | $999.01 | |
| 5070 | Health, Dental, Life, Disability | $154,141.00 | $196,121.64 | 15% increase FY27, Disability included, (disability: $4,503 (FY25) for ST. LT included in IMRF) |
| 5080 | other fringe benefits | $1,000.00 | $1,000.00 | wellness plan, retirement gifts |
| 5083 | Tuition reimbursements | $500.00 | $500.00 | |

| | | | | |
|---|---|---|---|---|
| 5084 | Staff professional memberships | $1,000.00 | $500.00 | individual memberships to orgs |
| 5140 | Rent/Lease | $0.00 | $0.00 | BR, CV all costs |
| 5160 | Property Insurance | $3,200.00 | $3,360.00 | Inland Marine Insurance |
| 5200 | Fuel | $1,000.00 | $1,000.00 | |
| 5210 | Repairs and maintenance | $1,000.00 | $1,000.00 | Maintenance of vehicles, tires, replacement of vehicle parts, vehicle repairs, vehicle cleaning, and oil changes |
| 5220 | Vehicle Insurance | $1,500.00 | $1,500.00 | auto: one car |
| 5230 | Vehicle leasing and rent | $500.00 | $500.00 | |
| 5240 | Other vehicle expenses | $350.00 | $350.00 | Ipasses, driver's license checks |
| 5240 | Other vehicle expenses | $0.00 | $35,000.00 | replace van, from reserves |
| 5250 | In-State Travel | $8,000.00 | $9,000.00 | ILA, WIILUG |
| 5260 | Out-of-State Travel | $0.00 | $6,000.00 | ALA, IUG, ARSL |
| 5270 | Registration & Meetings, Other fees | $10,400.00 | $10,000.00 | DA ($4,000), AC ($3,000), Staff Conferences ($1,000), training registration ($1000) |
| 5280 | Conferences and Continuing Education Meetings | $20,000.00 | $3,500.00 | PUG day virtual |
| 5290 | Public Relations | $2,000.00 | $2,000.00 | PrairieCat branded items |
| 5300 | Liability Insurance | $8,000.00 | $8,400.00 | D and O, Cyber; General Liability |
| 5310 | Computer, Software & Supplies | $13,000.00 | $10,000.00 | LMS, certs; CMS and libguides |
| 5310 | Computer, Software & Supplies | $14,155.80 | $0.00 | From reserves for laptops |
| 5310 | Computer, Software & Supplies | $13,000.00 | $13,000.00 | IT equipment and software (NetNotify; windows 365 (email, shared storage, apps), other software |
| 5320 | General Office Supplies and Equipment | $1,500.00 | $1,500.00 | chairs, misc office supplies |
| 5380 | Telephone & Telecommunications | $11,000.00 | $11,000.00 | reimburse telco working from home (including ATT hotspot), Zoom costs |
| 5400 | Equipment Repair & Maintenance Agreements | $1,500.00 | $1,500.00 | maintenance on servers, FW maintenance |
| 5410 | Legal | $3,000.00 | $3,000.00 | reduced due to prior years expenditures |
| 5420 | Accounting | $7,000.00 | $7,500.00 | Audit contract (5K), actuary for retiree benefits study (2K). |
| 5430 | Consulting | $15,000.00 | $15,000.00 | RS summit (2.5K), web server support and enhancements ($9360) , misc consulting |
| 5435 | Payroll services fees | $8,000.00 | $8,500.00 | |
| 5450 | Information Service Costs | $577,604.92 | $600,859.09 | Innovative software maintenance, VEGA Discover, MARCIVE, OCLC fees (see info services spreadsheet), IPA |
| 5450 | Information Service Costs | $31,725.00 | $35,000.00 | special projects- mobile app |
| 5450 | Information Service Costs | $15,000.00 | $0.00 | from reserves installation for mobile app |
| 5470 | Outside Printing services | $2,000.00 | $500.00 | |
| 5480 | Other Contractual Services | $87,667.00 | $80,678.24 | innovative hosting (74178.24) NO ENCORE, web server hosting and maintenance ($6,500) |
| 5490 | Depreciation | $0.00 | $0.00 | depreciation on cars |
| 5500 | Professional Association Membership Dues | $2,000.00 | $2,000.00 | IUG ($200), WIIUG ($100), HRSource ($1,040), ARSL ($150), ILA ($200) |
| 5510 | Miscellaneous | $1,500.00 | $1,500.00 | |

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|---|---|---|---|---|
| 5520 | Miscellaneous - E-Commerce Fees | $5,500.00 | $4,500.00 | |
| | **TOTAL EXPENDITURES** | **$2,098,886.47** | **$2,189,021.36** | |
| | **TOTAL EXPENDITURES LESS DEPRECIATION** | **$2,098,886.47** | **$2,189,021.36** | |
| | **Exclusion of Depreciation from Cash Expenditures** | | | |
| | | | | |
| | | | | |
| | **Change in net position** | **$13,190.30** | **-$13,078.00** | |
| | | | | |
| | **To Reserves (Overage)** | **$13,190.30** | **-$13,078.00** | |
| | | | | |
| | **From Reserves** | | **$35,000.00** | van replacement |
| | | | | |
| | **In Kind from RAIL Grant for Accounting** | **$53,078.00** | **$54,142.75** | |
| | **In Kind from RAiLS Grant for Phone dialer** | **$0.00** | **$0.00** | |

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|---|---|---|---|---|---|---|---|
| **Percentage of revenues or Expenditures** | | | | | | | |
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| | | | | | | | |
| **Percentage of Revenues** | | | | | | | |
| 0.09% | | | | | | | |
| 24.56% | | | | | | | |
| 1.48% | | | | | | | |
| 68.55% | | | | | | | |
| 0.14% | | | | | | | |
| 0.00% | | | | | | | |
| 0.00% | | | | | | | |
| 0.93% | | | | | | | |
| 0.08% | | | | | | | |
| 1.04% | | | | | | | |
| 0.00% | | | | | | | |
| 0.00% | | | | | | | |
| 0.00% | | | | | | | |
| 1.61% | | | | | | | |
| 1.47% | | | | | | | |
| 0.05% | | | | | | | |
| 0.00% | | | | | | | |
| | | | | | | | |
| **100.00%** | | | | | | | |
| | | | | | | | |
| **Percentage of Expenditures** | | | | | | | |
| 0.00% | | | | | | | |
| 36.59% | changes to alignment of staff due to accounting rules | | | | | | |
| 0.36% | changes to alignment of staff due to accounting rules | | | | | | |
| 0.03% | | | | | | | |
| 5.53% | changes to alignment of staff due to accounting rules | | | | | | |
| 0.05% | changes to alignment of staff due to accounting rules | | | | | | |
| 0.04% | | | | | | | |
| 3.22% | | | | | | | |

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|---|---|---|---|---|---|---|---|
| 0.03% | | | | | | | |
| 0.16% | | | | | | | |
| 0.10% | | | | | | | |
| 4.70% | | | | | | | |
| 0.05% | | | | | | | |
| 8.96% | | | | | | | |
| 0.05% | | | | | | | |
| 0.02% | | | | | | | |

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|---|---|---|---|---|---|---|---|
| 0.02% | | | | | | | |
| 0.00% | | | | | | | |
| 0.15% | | | | | | | |
| 0.07% | | | | | | | |
| 0.05% | | | | | | | |
| 0.07% | | | | | | | |
| 0.02% | | | | | | | |
| 0.02% | | | | | | | |
| 1.60% | | | | | | | |
| 0.41% | | | | | | | |
| 0.27% | | | | | | | |
| 0.46% | | | | | | | |
| 0.16% | | | | | | | |
| 0.09% | | | | | | | |
| 0.38% | | | | | | | |
| 0.46% | | | | | | | |
| 0.00% | | | | | | | |
| 0.59% | | | | | | | |
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| 27.45% | | | | | | | |
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| 0.21% | | | | | | | |
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**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/governance

The five-year Innovative Interfaces Contract Amendment, July 1, 2022, can be found on the PrairieCat support website under the About tab, Governance and Governing and Legal Documents section: https://support.prairiecat.info/governance

# Open Meetings Act
# Elected and Appointed Members

OMA Electronic Training

**Effective January 1, 2012, elected or appointed members of a public body subject to OMA must complete the electronic training once during their term of election or appointmen**t as follows:

- Any person who is an elected or appointed member of a public body subject to the Act **on** January 1, 2012, must complete the electronic training between January 1, 2012, and January 1, 2013.
- Any person who becomes an elected or appointed member of a public body subject to the Act **after** January 1, 2012, must complete the electronic training no later than the 90th day after taking the oath of office or, if not required to take an oath of office, after otherwise assuming responsibilities as a member of the public body.

Elected or appointed members need not complete the electronic training on an annual basis thereafter unless they are also designated to receive training on compliance with the Open Meetings Act.

The Public Access Counselor's Office's OMA electronic training is available free of charge at: http://foia.ilattorneygeneral.net/electronic_foia_training.aspx.

PrairieCat

## Delegates/Alternates
## FY2027

| PrairieCat Code | Library Name | Representation Level | Representation Tier | Delegate Name | Alternate Name |
|---|---|---|---|---|---|
| AN | Andalusia Township Library | BO | Public - Tier 3 | Ann Whitaker-Reid | |
| AA | Annawan-Alba Township Library | UL | Union List Rep | Michele Thurston | |
| BM | Bertolet Memorial Library District | BO | Public - Tier 3 | Linda Schreiber | Raina Dyck |
| BD | Bourbonnais Public Library District | FP | Public - Tier 2 | Kelly McCully | Stacey Van Kley |
| BR | Bradley Public Library District | FP | Public - Tier 2 | Jodie DePatis | Marie Cowden |
| BY | Byron Public Library District | FP | Public - Tier 2 | Jason Shirley | Nancy McKay |
| BP | Charles B. Phillips Public Library District | FP | Public - Tier 3 | Lynette Heiden | |
| CH | Cherry Valley Public Library District | FP | Public - Tier 2 | Sue Stevens | Jenny Hansen |
| CT | Clinton Township Public Library | FP | Public - Tier 3 | Jill Simpson | |
| CC | Coal City Public Library District | FP | Public - Tier 2 | Leah Bill | Cindy Stark |
| CL | Colona District Public Library | FP | Public - Tier 3 | April Hoste | Hannah Lawrence |
| CO | Cordova District Library | FP | Public - Tier 3 | Karen Lonergan | Chalyn Fornero-Green |
| CN | Cortland Community Library | FP | Public - Tier 3 | Heather Black | |
| CR | Creston-Dement Public Library District | BO | Public - Tier 3 | Ashley Elshoff | |
| DK | DeKalb Public Library | FP | Public - Tier 1 | Emily Faulkner | Britta Krabill |
| EA | Earlville Public Library District | BO | Public - Tier 3 | Paige Frechmann | |
| EP | East Dubuque District Library | FP | Public - Tier 3 | Brian Gomoll | Janice May |
| EM | East Moline Public Library | FP | Public - Tier 2 | Bianca Sierra | Abigail Sauer |
| EL | Elizabeth Township Public Library | FP | Public - Tier 3 | Deb Kolenko | |
| EJ | Ella Johnson Memorial Public Library District | FP | Public - Tier 2 | Steve Bero | Heather Swanson |
| ER | Erie Public Library District | FP | Public - Tier 3 | Becky Duncan | |
| FL | Flagg-Rochelle Public Library District | FP | Public - Tier 2 | Sarah Flanagan | Connie Avery |
| FO | Forreston Public Library | UL | Union List Rep | Julie Voss | |
| FR | Fossil Ridge Public Library District | FP | Public - Tier 2 | Rene Leyva | |
| FG | Franklin Grove Public Library | FP | Public - Tier 3 | Amy Runkle | Michelle Bartlett |
| FP | Freeport Public Library | FP | Public - Tier 1 | Emily Schaub | Katy Wiegert |
| GA | Galena Public Library District | FP | Public - Tier 3 | Jenna Diedrich | Rachel Lenstra |
| GP | Geneseo Public Library District | FP | Public - Tier 2 | Claire Crawford | Mary Jayne Nash |
| GE | Genoa Public Library District | FP | Public - Tier 3 | Jennifer Barton | |
| GR | Grant Park Public Library | BO | Public - Tier 3 | Renee Martinez | Karen Peterson |
| GV | Graves-Hume Public Library District | FP | Public - Tier 3 | Emily Kofoid | Carolynn Ohlendorf |
| HN | Hanover Township Library | BO | Public - Tier 3 | Carolyn Miller | |
| HR | Harvard Diggins Library | FP | Public - Tier 3 | Beth Kerns | |
| HE | Henry C. Adams Memorial Library | BO | Public - Tier 3 | Amanda Burger | |
| HC | Highland Community College | FP | Acad/Spec | Laura Watson | Michael Skwara |
| HK | Hinckley Public Library District | BO | Public - Tier 3 | Rylie Roubal | |
| HD | Homer Township Public Library District | FP | Public - Tier 1 | Alex Annen | Thomas Webb |
| BL | Ida Public Library | FP | Public - Tier 1 | Mindy Long | Daisy Mechler |
| JO | Johnsburg Public Library District | FP | Public - Tier 2 | Alie Stansbury | Pam Miskoci |
| JW | Joliet Township High SD #204 (Joliet Central High School) | FP | School | Amy Walsh | Amy Lingafelter |
| JH | Julia Hull District Library | FP | Public - Tier 3 | Joanna Kluever | |
| KK | Kankakee Public Library | FP | Public - Tier 1 | Allison Beasley | |
| LS | LaSalle Public Library | FP | Public - Tier 2 | Jourdan Wendt | Rober Malerk |
| LE | Lena Community District Library | FP | Public - Tier 3 | Brittany Gaulrapp | |
| LI | Limestone Township Library District | FP | Public - Tier 3 | Cassidy Steinke | |
| LO | Lostant Community Library | BO | Public - Tier 3 | Carol Stoens | Kimberly Udstrand |
| ML | Malta Township Public Library | FP | Public - Tier 3 | Janet Clark | Melanie Gamlin |
| MT | Manhattan-Elwood Public Library District | FP | Public - Tier 2 | Ashley Hopper | Nikki Manzella |
| MN | Manteno Public Library District | FP | Public - Tier 2 | Jamie Lockwood | Courtney Posing |
| MP | Maple Park Public Library District | BO | Public - Tier 3 | Kimberly Martin | |
| MU | Marengo-Union Public Library District | FP | Public - Tier 2 | Sondra Terry | Dennis Latimer |
| MB | Marseilles Public Library | BO | Public - Tier 3 | Heide Trettenero | |

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|---|---|---|---|---|---|---|
| MS | Meridian CUSD #223 (Stillman Valley High School) | FP | School | Michele McDevitt | Dana Brooks | |
| MI | Mills & Petrie Memorial Library and Gymnasium | BO | Public - Tier 3 | Jill Kohlert | | |
| MG | Mineral-Gold Public Library District | UL | Union List Rep | Connie Baele | | |
| MK | Mokena Community Public Library District | FP | Public - Tier 1 | Cathy Palmer | Luke Surdel | |
| MX | Moline Public Library | FP | Public - Tier 1 | Bryon Lear | Deborah Shippy | |
| MR | Morris Area Public Library District | FP | Public - Tier 2 | Jacqueline Hanson | Megan Murray | |
| MO | Mount Carroll District Library | BO | Public - Tier 3 | Heather Meador | | |
| MM | Mount Morris Public Library | BO | Public - Tier 3 | Mary Cheatwood | Mary Head | |
| NL | New Lenox Public Library District | FP | Public - Tier 1 | Michelle Krooswyk | Shalyn Rodriguez | |
| KR | Nippersink Public Library District | FP | Public - Tier 2 | Dana Fanslow | Kristine Ozyuk | |
| NC | North Chicago Public Library | FP | Public - Tier 3 | Lou Carlile | Jennifer Finnerty | |
| LP | North Suburban Public Library District | FP | Public - Tier 1 | Jon Mark Bolthouse | Nicole Johnson | |
| OD | Odell Public Library | FP | Public - Tier 3 | Katie Rider | Lisa Boles | Interim Co- |
| OG | Oglesby Public Library District | BO | Public - Tier 3 | Anna Allison | | |
| OR | Oregon Public Library District | FP | Public - Tier 3 | Elizabeth Green | Richard Pulfer | |
| PP | Pearl City Public Library District | FP | Public - Tier 3 | Pennie Miller | | |
| PT | Pecatonica Public Library District | FP | Public - Tier 3 | Danielle Bazarek | | |
| PE | Peotone Public Library District | FP | Public - Tier 2 | Sarah Ehlers | Rebecca Hase-Plefka | |
| PU | Peru Public Library | FP | Public - Tier 2 | Resa Mai | Melissa Keegan | |
| PD | Plano Community Library District | FP | Public - Tier 2 | Deanna Howard | Randy Struthers | |
| PX | Plano CUSD 88 (Plano High School) | FP | School | Stephanie Blazina | Jessica Parker | |
| PO | Polo Public Library District | BO | Public - Tier 3 | Marie Monaco | Melanie Wyatt | |
| PR | Princeton Public Library | FP | Public - Tier 2 | Julie Wayland | Dana Fine | |
| PF | Princeton Township High SD 500 | BO | School | Renee Kozeal | | |
| TW | Prophetstown-Lyndon-Tampico CUD 3 (6-12 Campus) | BO | School | Laura Crisp | | |
| UE | Putnam County Public Library District | FP | Public - Tier 3 | Marilyn Calbow | | |
| UC | Putnam County SD 535 (Putnam County High School) | FP | School | Carmela Rodriguez | Debbie Thompson | |
| RL | Reddick Public Library District | FP | Public - Tier 2 | Laura Youngstrom | Elaine Chapman | |
| MA | Richard A. Mautino Memorial Library | BO | Public - Tier 3 | Betsy Sobin | | |
| RD | River Valley District Library | FP | Public - Tier 3 | Kathy Peschang | Pubali Kundu | |
| CV | Robert R. Jones Public Library District | FP | Public - Tier 3 | Victoria Blackmer | | |
| RO | Robert W. Rowe Public Library District | FP | Public - Tier 3 | Beth Wood | Leslie Johnson | |
| RP | Rock Island Public Library | FP | Public - Tier 1 | Angela Campbell | Kim Brozovich | |
| RU | Rockford University | FP | Acad/Spec | Stephanie Nissen | Trix Welch | |
| RY | Rockridge Community Unit School District #300 | UL | Union List Rep | Jacqueline Peterson | | |
| SA | Sandwich Public Library District | FP | Public - Tier 3 | Barb Posinger | Lauree Zielezinski | |
| SC | Schmaling Memorial Public Library District | BO | Public - Tier 3 | Britni Hartman | Katie Overstreet | |
| SE | Seneca Public Library District | FP | Public - Tier 3 | Yana Serdyuk | Michelle Lawruk | |
| CF | Serena Community Unit School District #2 (Serena High School) | BO | School | Jennifer Shugrue | Julie Timm | |
| DS | Sherrard Public Library District | FP | Public - Tier 3 | Tori Drews | Paula Graff | |
| SL | Silvis Public Library | FP | Public - Tier 3 | Amy Fry | Rachel Carter | |
| SN | Somonauk Public Library District | FP | Public - Tier 2 | Julie Harte Wasson | | |
| SB | South Beloit Public Library | FP | Public - Tier 3 | Brenda Weinberg | Melissa Weidman | |
| SK | Stockton Township Public Library | BO | Public - Tier 3 | Claire Smunt | | |
| SR | Streator Public Library | FP | Public - Tier 3 | Melissa Badger | Tiffany Webster | |
| SY | Sycamore Public Library | FP | Public - Tier 1 | Kim Halsey | Jeannie Barry | |
| TF | Talcott Free Library District | FP | Public - Tier 2 | Megan Gove | Jennifer Maine | |
| TC | Three Rivers Public Library District | FP | Public - Tier 1 | Lauren Offerman | Debbie Griggs | |
| UT | United Township High School District #30 | FP | School | Jill Sullivan-Bennin | Bailey Thompson | |
| WA | Walnut Public Library District | BO | Public - Tier 3 | Jaclyn Trujillo | | |
| WR | Warren Township Public Library | BO | Public - Tier 3 | Valerie Woodley | Brandy Marsden | |
| WD | Western District Library | FP | Public - Tier 3 | Michelle Bailey | Julie Abbott | |
| WL | Wilmington Public Library District | FP | Public - Tier 2 | Maria Meachum | Carolyn Healy | |
| WP | Winnebago Public Library District | FP | Public - Tier 2 | Emily Gundry | Timothy Kilbreath | |
| WO | Woodstock Public Library | FP | Public - Tier 1 | Nick Weber | Martha Hansen | |
| YK | Yorkville Public Library | FP | Public - Tier 2 | Shelley Augustine | Sharyl Iwanski-Goist | |

# PrairieCat Meeting Calendar FY2027

| **DELEGATES ASSEMBLY**<br>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. | | | |
|---|---|---|---|
| FY2027 Officers:<br>Chair: Barbara Posing (SA)<br>Vice-Chair: Stephanie Nissen (RU) | | Secretary: Kim Brozovich (RP)<br>Treasurer: Lauren Offerman (TC) | |
| 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<br>Panelists: Chair, others as needed | | | |
| **Who should attend:** 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 29, 2026 | Freeport PL, New Lenox PL, Princeton PL, RAILS Coal Valley Service Center, Ida PL | 10:30am-12:00pm | In person |
| Oct 28, 2026 | Freeport PL, New Lenox PL, Princeton PL, RAILS Coal Valley Service Center, North Suburban PLD | 10:30am-12:00pm | In person |
| Jan 27, 2027 | Freeport PL, New Lenox PL, Princeton PL, RAILS Coal Valley Service Center, North Suburban PLD | 10:30am-12:00pm | In person |
| Apr 28, 2027 | Senica's Oak Ridge Golf Club, LaSalle, IL (Luncheon) | 10:30am-12:00pm | In person |

| **ADMINISTRATIVE COUNCIL**<br>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. | | | |
|---|---|---|---|
| FY2027 Officers:<br>Chair: Barbara Posing (SA)<br>Vice-Chair: Stephanie Nissen (RU) | | Secretary: Kim Brozovich (RP)<br>Treasurer: Lauren Offerman (TC) | |
| 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 member libraries. Participation also available via Zoom. | | | |
| PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith | | | |
| **Who should attend:** members of the Council and any other interested parties | | | |
| **Date** | **Location** | **Time** | **Format** |
| Jul 10, 2026 | Rockford University Map Room | 10:30am-1:00pm | In person |
| Aug 7, 2026 | Three Rivers PLD Minooka | 10:30am-1:00pm | In person |
| Sep 4, 2026 | Princeton | 10:30am-1:00pm | In person |
| Oct 2, 2026 | Byron | 10:30am-1:00pm | In person |
| Nov 6, 2026 | Reddick | 10:30am-1:00pm | In person |
| Dec 4, 2026 | Sandwich | 10:30am-1:00pm | In person |
| Jan 8, 2027 | Dekalb | 10:30am-1:00pm | In person |
| Feb 5, 2027 | Yorkville | 10:30am-1:00pm | In person |
| Mar 5, 2027 | Peru | 10:30am-1:00pm | In person |
| Apr 9, 2027 | Byron | 10:30am-1:00pm | In person |
| May 7, 2027 | Freeport | 10:30am-1:00pm | In person |
| Jun 4, 2027 | Princeton | 10:30am-1:00pm | In person |

# PrairieCat Meeting Calendar FY2027

## AD HOC SUBCOMMITTEE OF THE ADMINISTRATIVE COUNCIL:

| **FINANCE COMMITTEE (AC subcommittee)**<br>This Committee makes recommendations to the Administrative Council on membership and budget issues to ensure the sustainability of PrairieCat. | | | |
|---|---|---|---|
| Chair: Lauren Offerman (TC) | | | |
| 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 | | | |
| **Who should attend:** members of the Committee and any other interested parties | | | |
| **Date** | **Location** | **Time** | **Format** |
| Sep 17, 2026 | Sycamore PL, RAILS Coal Valley | 10:30am-12:00pm | In person |
| Dec 17, 2026 | Sycamore PL, RAILS Coal Valley | 10:30am-12:00pm | In person |
| Mar 18, 2027 | Sycamore PL, RAILS Coal Valley | 10:30am-12:00pm | In person |
| June 17, 2027 | Sycamore PL, RAILS Coal Valley | 10:30am-12:00pm | In person |

# PrairieCat Meeting Calendar FY2027

## PRAIRIECAT STANDING COMMITTEES & SUBCOMMITTEES:

| **RESOURCE SHARING COMMITTEE (AC subcommittee)**<br>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: Kim Brozovich (RP) | | | |
| Quarterly meetings in months of January, April, July, and October. Wednesday before Delegates Assembly 10:00 AM-11:00 AM. Additional meetings scheduled as needed. | | | |
| PC Host: Carolyn Coulter Alternate Host: Chelsey Knippel, Elizabeth Smith | | | |
| **Who should attend:** members of the Committee and any other interested parties | | | |
| **Date** | **Location** | **Time** | **Format** |
| Jul 22, 2026 | Zoom | 10:00am-11:00am | Zoom |
| Oct 21, 2026 | Zoom | 10:00am-11:00am | Zoom |
| Jan 20, 2027 | Zoom | 10:00am-11:00am | Zoom |
| Apr 21, 2027 | Zoom | 10:00am-11:00am | Zoom |

| **TRAINING & ENHANCEMENTS COMMITTEE (Standing Group)**<br>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 10:00 am. Zoom is the preferred medium. At least 1 meeting per fiscal year will be in-person. | | | |
| Host: Elizabeth Smith Alternate: Melissa Landis | | | |
| **Who should attend:** members of the Committee and any other interested parties | | | |
| Aug 4, 2026 | Zoom | 10:00 - 11:00am | Zoom |
| Nov 3, 2026 | Zoom | 10:00 - 11:00am | Zoom |
| Feb 2, 2027 | Zoom | 10:00 - 11:00am | Zoom |
| May 4, 2027 | Zoom | 10:00 - 11:00am | Zoom |

| **CIRCULATION COMMITTEE (CircC)**<br>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. | | | |
|---|---|---|---|
| Chair: Melissa Landis (PrairieCat) | | | |
| Bi-monthly meetings in even-numbered months. August, October, ~~December,~~ February, April, June. 4th Tuesdays at 1pm. Webinar the preferred medium. | | | |
| Host: Melissa Landis Alternate Host: John Slanicky, Magda Bonny | | | |
| **Who should attend:** members of the Committee and any other interested parties | | | |
| Aug 25, 2026 | Zoom | 1:00 pm - 3:00 pm | Zoom |
| Oct 27, 2026 | Zoom | 1:00 pm - 3:00 pm | Zoom |
| Feb 23, 2027 | Zoom | 1:00 pm - 3:00 pm | Zoom |
| Apr 27, 2027 | Zoom | 1:00 pm - 3:00 pm | Zoom |
| Jun 22, 2027 | Zoom | 1:00 pm - 3:00 pm | Zoom |

# PrairieCat Meeting Calendar FY2027

| **TECHNICAL SERVICES COMMITTEE (TechC)**<br>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. | | | |
|---|---|---|---|
| Chair: Sandy Tedder (PrairieCat) | | | |
| Bi-monthly meetings in even-numbered months. August, October, ~~December,~~ February, April, June.<br>2nd Thursdays at 9:30 am. Conference call the preferred medium. | | | |
| Host: Sandy Tedder; Alternate Host: Magda Bonny | | | |
| **Who should attend:** members of the Committee and any other interested parties | | | |
| Aug 13, 2026 | Zoom | 9:30 am-11:00 am | Zoom |
| Oct 8, 2026 | Zoom | 9:30 am-11:00 am | Zoom |
| Feb 11, 2027 | Zoom | 9:30 am-11:00 am | Zoom |
| Apr 8, 2027 | Zoom | 9:30 am-11:00 am | Zoom |
| Jun 10, 2027 | Zoom | 9:30 am-11:00 am | Zoom |

| **MARC / MARC TRAINEES CATALOGERS MEETING**<br>Meetings of the PrairieCat member certified MARC and MARC Trainees catalogers held as needed after TechC meetings. | | | |
|---|---|---|---|
| Chair: Sandy Tedder (PrairieCat) | | | |
| Bi-monthly meetings in even-numbered months. August, October, ~~December,~~ February, April, June.<br>2nd Thursdays at 11 am. Conference call the preferred medium. | | | |
| Host: Sandy Tedder; Alternate Host: Magda Bonny | | | |
| **Who should attend:** MARC / MARC Trainees Catalogers | | | |
| Aug 13, 2026 | Zoom | 11:00 am-12:00 pm | Zoom |
| Oct 8, 2026 | Zoom | 11:00 am-12:00 pm | Zoom |
| Feb 11, 2027 | Zoom | 11:00 am-12:00 pm | Zoom |
| Apr 8, 2027 | Zoom | 11:00 am-12:00 pm | Zoom |
| Jun 10, 2027 | Zoom | 11:00 am-12:00 pm | Zoom |

| **USER EXPERIENCE COMMITTEE**<br>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. | | |
|---|---|---|
| Chair: Shelby O'Hara (PrairieCat) | | |
| Meets quarterly. Sept, Dec, March, June<br>1st Thursday at 1 pm. Zoom is the preferred medium. | | |
| Host: Shelby O'Hara Host: Elizabeth Smith, Chelsey Knippel | | |
| **Who should attend:** members of the Committee and any other interested parties | | |
| Sept 3, 2026 | Zoom | 1:00 pm – 2:00 pm |
| Dec 3, 2026 | Zoom | 1:00 pm – 2:00 pm |
| Mar 4, 2027 | Zoom | 1:00 pm – 2:00 pm |
| Jun 3, 2027 | Zoom | 1:00 pm – 2:00 pm |

# PrairieCat Meeting Calendar FY2027

| **ENGAGEMENT COMMITTEE**<br>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. | | |
|---|---|---|
| Chair: Elizabeth Smith (PrairieCat) | | |
| Bi-monthly meetings in even-numbered months. August, October, February, April, June.<br>3rd Thursdays at 10 am. Zoom is the preferred medium. | | |
| Host: Elizabeth Smith Alternate Host: Chelsey Knippel | | |
| **Who should attend:** members of the Committee and any other interested parties | | |
| Aug 20, 2026 | Zoom | 10:00am – 11:00am |
| Oct 15, 2026 | Zoom | 10:00am – 11:00am |
| Feb 18, 2027 | Zoom | 10:00am – 11:00am |
| Apr 15, 2027 | Zoom | 10:00am – 11:00am |
| Jun 15, 2027* | Zoom | 10:00am – 11:00am |
| *Tuesday rather than Thursday due to conflict with Finance Committee meeting. | | |

| **UNION LIST REPRESENTATIVES**<br>The four Union List representatives meet semi-annually (or as needed) to review UL member concerns. | | | |
|---|---|---|---|
| FY2026 UL Reps:<br>Jacquie Peterson (RY), Carolyn Mesick (MV), Ann Marie Jinkins (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 | | | |
| **Who should attend:** The four Union List representatives | | | |
| Oct 13, 2026 | Zoom – UL Reps | 1:00pm – 2:00pm | Zoom |
| March 9, 2027 | Zoom – All UL Members | 1:00pm – 2:00pm | Zoom |

| **NEW DIRECTORS WELCOME** | | | |
|---|---|---|---|
| Scheduled quarterly to meet on the 2nd Tuesday in September, December, March and June. | | | |
| **Who should attend:** New Library Directors of any Directors that would like a refresher/update | | | |
| | | | |
| Sept 8, 2026 | Zoom | 10:00am-11:00am | Zoom |
| Dec 8, 2026 | Zoom | 10:00am-11:00am | Zoom |
| Mar 9, 2027 | Zoom | 10:00am-11:00am | Zoom |
| Jun 8, 2027 | Zoom | 10:00am-11:00am | Zoom |

PrairieCat

# Strategic Plan
# FY25-FY27

## Introduction & Background

PrairieCat is an integrated library automation system serving 138 multi-type library members of the Reaching Across Illinois Library System (RAILS) across 22 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 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 April, 2025. 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. PrairieCat is excited about the focus this plan will bring through 2027. We hope this plan inspires growth and innovation during the next three years that lead to increased member connectivity and growth.

The Planning Team included:

- Carolyn Coulter, PrairieCat
- Chelsey Knippel, PrairieCat
- Beth Ryan, Johnsburg Public Library
- Elizabeth Smith, PrairieCat
- Jenna Diedrich, Galena Public Library

The Planning Team met during the strategic planning 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

To create a cohesive, actionable plan, the Planning Team reviewed the progress towards previous plan goals, conducted a survey of member libraries, surveyed our standing groups and committees, and held a planning session with staff. The survey was key for understanding current member training needs, thoughts about PrairieCat leadership, governance, and culture, and overall member satisfaction.

The survey was completed by 80 consortium members. 87.5% of participants represented public library members, and 82.5% represented libraries that are full participants in PrairieCat's services. 51.25% of respondents were directors, the remainder of respondents being from various positions within the libraries.

At the September in-person staff meeting, staff reviewed the current strategic directions and goals. Staff focused on possible revised activities to achieve the plan goals, and the most popular ideas were compiled. Using these activity ideas, members of PrairieCat committees were surveyed to rank suggestions, as well as suggest new activities for goals that they had.

Results from the staff and committee surveys were combined with the results from the member survey. Ideas/activities were then ranked, and a new strategic plan was formulated. The Strategic Planning team then reviewed the new plan and passed it on to Administrative Council for approval.

## 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.***

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 all information gathering regardless of format, the emphasis has been on 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. PrairieCat 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 engagement and improve services at all levels.

| Goals | Possible Activities |
|---|---|
| 1) Members feel informed and connected through targeted communications. | • Continue to develop website/newsletter/meeting reminders<br>• Send email to all staff instead of just directors (send newsletter to PrairieCat ILL email addresses)<br>• Targeted newsletters to targeted groups<br>• Solicit input from schools for newsletter/find someone to write for newsletter from schools<br>• Public facing communications and platforms are designed to meet digital accessibility standards |
| 2) Members have strong relationships through personal connections and peer networks. | • "Meetups" among staff groups: children's, youth, reference, technical services, etc.<br>• Promote/use forums on website<br>• "Buddy system"/mentoring with new members and staff<br>• Encourage regional meetings |
| 3) Members are empowered, feel valued, and actively participate. | • Scheduled site visits, prioritizing new directors and noncompliant libraries (those libraries who are not compliant with PrairieCat requirements)<br>• Keep "library spotlight" in newsletter, expand participation<br>• Target nonmember libraries, invite to meetings |

| | |
|---|---|
| | • Encourage PUG Day/member presentation<br>• Survey new members after implementation of new services or software: what went well, what didn't?<br>• Meetings and lists for nondirectors<br>• Improve engagement with small libraries, libraries with a small number of staff or solo librarians |

**Potential Measures of Success**

| | |
|---|---|
| • Member surveys indicate increased overall satisfaction with PrairieCat communications<br>• Member survey feedback indicates increase in those feeling valued and empowered | • Increased level of participation in networking, mentoring, forums<br>• Increased social media post engagement, use of forums |

# 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. | • Formalize succession planning and documentation reviews<br>• Re-evaluate fee structure<br>• Keep up multi-year budget forecasting<br>• Review membership levels (FP/BO/UL) and what each level is entitled to (what each "gets")<br>• Review UL participation and encourage potential upgrades or movement toward Find More Illinois if reasonable and prudent for them<br>• Review “barcode” participating libraries and encourage movement to Find More Illinois if reasonable and prudent for them<br>• Welcome new membership, encourage upgrades from Union List level<br>• Create a task force to investigate ILS options for the consortium<br>• Evaluate staffing levels considering increased workloads due to software changes and implementations |
| 2) PrairieCat has a learning culture supported by continuous improvement. | • Keep up training funding, invest in Udemy, others |

| | |
|---|---|
| | • "Suggestion box" form on website for anonymous comments and suggestions<br>• Cross training for staff (inter-departmental)<br>• Staff is surveyed annually for workplace satisfaction |
| 3) PrairieCat is innovative and creates an inspiring vision for members. | • Create easy-to-follow workflow with as little disruption as possible (when rolling out new software/services)<br>• Staff should keep up with library innovations, pass on information to members, focus on being "influencers"<br>• Create and promote "innovation" forum topic on website<br>• Staff should welcome new innovations and be prepared for the changes<br>• Director hosts open office sessions to take member feedback regarding organizational direction |

## Potential Measures of Success

- Annual satisfaction survey reflects Increased overall member satisfaction
- Stable staff turnover
- Staff surveys indicate high satisfaction
- Increased access to professional development opportunities

# 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. | • Include training changes in newsletter<br>• Foster "refreshers" in LMS (develop refresher courses)<br>• Feature training module in each newsletter<br>• Review participation after 1 month registration in LMS<br>• Keep up newsletter/email notices/websites |
| 2) A mix of training and continuing education is provided to enhance member knowledge. | • Expand circulation training targeting supervisors<br>• Staff keep virtual "office hours" concentrating on popular topics<br>• Use Cataloging Maintenance Center training/cross promote RAILS trainings more |
| 3) Training content and materials are regularly evaluated to ensure their quality and effectiveness. | • Peer review/committee review of training before release<br>• Review by training committee every 2 years (for each class)<br>• Review 1 module on a rotating schedule after publication<br>• Create training for mobile app/documentation<br>• Add LMS questions to annual survey so we don't miss needs |

| Potential Measures of Success | |
|---|---|
| • Members report high satisfaction with training topics, formats, and quality<br>• Increased number of members attend trainings and continuing education | • Members report increased knowledge and comfort level with new topics learned through trainings and continuing education |

## END USER EXPERIENCE: PATRON

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

Each goal and activity PrairieCat undertakes has the patron end user's experience in mind. Ease of end user engagement with the catalog interface is a top priority for our library members. Finding improved ways for all users to discover and access materials are among our most important objectives.

| Goals | Possible Activities |
|---|---|
| 1) Services are focused on meeting user needs and improving user engagement. | • Develop ILS tips/topics members can use on their social media<br>• Continue to advocate for catalog enhancements important to PrairieCat<br>• Produce patron-facing training videos<br>• Survey patrons regarding ease of catalog use, access and performance<br>• Implement user roles in the catalog for improved user experience and branding |
| 2) PrairieCat seeks opportunities to enhance services to further meet the needs of diverse users. | • Update/enhance authorities with Diversity, Equity, and Inclusion in mind<br>• Seek patron feedback regarding accessibility<br>• Provide an expanded number of foreign language interfaces to the catalog, communicate their availability to members |
| 1) PrairieCat pursues vendor relationships to offer expanded services to end users. | • Provide mobile app for all circulating libraries (provided we can fund) |

| | |
|---|---|
| | • Perform more vendor demos for new software<br>• Keep up with beta involvement to ensure we have a "voice" in future development<br>• Provide more vendor feedback in online forums and enhancement tools, encourage libraries to participate more |

### Potential Measures of Success

- End user and library staff feedback is positive for ease of access through various catalog features
- Reduced helpdesk requests for catalog and UX refinements

## END USER EXPERIENCE: MEMBER STAFF

***PrairieCat provides exceptional service to member staff end users.***

Ease of staff member engagement with the ILS interface is a top priority for PrairieCat. Finding new ways for all staff member to learn about the ILS and continually providing up-to-date functionality and services for library users are among our most important objectives.

| Goals | Possible Activities |
|---|---|
| 1) Services are focused on meeting staff user needs and creating more efficient processes for day-to-day operations of the ILS | • Keep up with ILS updates<br>• Survey for roadblocks caused by ILS configurations, address those that can be remedied<br>• Create advanced-level training, offer certifications<br>• Improve communication to members regarding ILS changes and enhancements |
| 2) Staff users can easily access support resources, including helpdesk services. Helpdesk services respond in a timely and thorough fashion to submitted tickets. | • Monitor timeliness of helpdesk ticket responses and address any outstanding issues.<br>• Provide feedback on ongoing issues to keep members “in the loop”. |

| | |
|---|---|
| | • Maintain “known issues” on support website and keep up to date with presented information |
| 3) Staff are provided with statistics and reports that they need to best operate. | • Survey for reporting needs and ascertain annually if needs are being met.<br>• Staff continues to provide IPLAR support, including “office hour” support for member libraries |

### Potential Measures of Success

- Helpdesk tickets decrease and response times improves
- Indicators on member satisfaction surveys show improvement in areas of concern

## 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.