

PrairieCat Meeting Calendar FY2024

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

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

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AD HOC SUBCOMMITTEES OF THE ADMINISTRATIVE COUNCIL:

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

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

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PRAIRIECAT STANDING COMMITTEES & SUBCOMMITTEES:

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

CIRCULATION COMMITTEE (CircC)			
This 11 member elected standing group discusses circulation and OPAC topics. It is empowered to make decisions on procedure and some policy decisions, and to make recommendations to Administrative Council for higher level policy decisions. It also reviews circulation procedures and works together to resolve circulation issues.			
Bi-monthly meetings in even-numbered months. August, October, December , February, April, June. 4 th 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 22, 2023	Zoom	1:00 pm - 3:00 pm	Zoom / Phone
Oct 24, 2023	Zoom (in person TBD)	1:00 pm - 3:00 pm	Zoom / Phone
Feb 27, 2024	Zoom	1:00 pm - 3:00 pm	Zoom / Phone
April 23, 2024	Zoom	1:00 pm - 3:00 pm	Zoom / Phone
June 25, 2024	Zoom	1:00 pm - 3:00 pm	Zoom / Phone

TECHNICAL SERVICES COMMITTEE (TechC)			
This 11 member elected standing group discusses technical services topics. It is empowered to make decisions on procedure and some policy decisions, and to make recommendations to Administrative Council for higher level policy decisions. It also reviews technical services procedures and works together to resolve technical services issues.			
FY2024 Officers: Chair: Lora Totton-Schwarz (WO) Vice-Chair/ Chair-Elect:			
Bi-monthly meetings in even-numbered months. August, October, December , February, April, June. 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 10, 2023	Zoom	9:30 am-11:00 am	Zoom / Phone
Oct 12, 2023	Zoom	9:30 am-11:00 am	Zoom / Phone
Feb 8, 2024	Zoom	9:30 am-11:00 am	Zoom / Phone
April 11, 2024	Zoom	9:30 am-11:00 am	Zoom / Phone
June 13, 2024	Zoom (in person TBD)	9:30 am-11:00 am	Zoom / Phone

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MARC / MARC TRAINEES CATALOGERS MEETING			
Meetings of the PrairieCat member certified MARC and MARC Trainees catalogers held as needed after TechC meetings.			
Bi-monthly meetings in even-numbered months. August, October, December , February, April, June. 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 10, 2023	Zoom	11:00 am-12:00 pm	Zoom / Phone
Oct 12, 2023	Zoom	11:00 am-12:00 pm	Zoom / Phone
Feb 8, 2024	Zoom	11:00 am-12:00 pm	Zoom / Phone
April 11, 2024	Zoom	11:00 am-12:00 pm	Zoom / Phone
June 6, 2024	Zoom	11:00 am-12:00 pm	Zoom / Phone

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

ENGAGEMENT COMMITTEE		
The Engagement Committee works to actively engage members at all levels, to create connections and advance the organization through activities like PrairieCat's annual conference PUG Day, peer networking opportunities, and more.		
Bi-monthly meetings in even-numbered months. August, October, February, April, June. 2 nd Wednesday at 2:00 pm. 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 9, 2023	Zoom	2:00pm – 3:00pm
Oct 11, 2023	Zoom	2:00pm – 3:00pm
Feb 14, 2024	Zoom	2:00pm – 3:00pm
April 10, 2024	Zoom	2:00pm – 3:00pm
June 12, 2024	Zoom	2:00pm – 3:00pm

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

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

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

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To Do:

1. ~~Add correct dates for the meetings. (ignore Member Updates and PC Staff Meetings)~~
2. (Schedule meeting location for in person meetings)
3. Schedule meetings in Zoom (verify templates have correct settings – automatically record in the cloud, automatically approve registrants, include library name, make sure all names start with PC etc.)
4. Add in the PC calendar
 - a. Include the staff names and meeting name
 - b. Include Zoom meeting link
 - c. Invite Staff
5. Add in L2
 - a. Include Zoom meeting link