

PrairieCat Meeting Calendar FY2025

| 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. | | | |
| FY2025 Officers: Chair: Michelle Krooswyk (NL) Vice-Chair: Megan Gove | | 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 31, 2024 | Moline Public Library | 10:30am-12:00pm | In person |
| Oct 30, 2024 | New Lenox PL | 10:30am-12:00pm | In person |
| Jan 29, 2025 | North Suburban Public Library | 10:30am-12:00pm | In person |
| Apr 30, 2025 | Mendota Civic Center, Mendota, IL (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. | | | |
| FY2025 Officers: Chair: Michelle Krooswyk (NL) Vice-Chair: Megan Gove | | 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 12, 2024 | Princeton PL | 10:30am-1:00pm | In person |
| Aug 9, 2024 | Reddick PL | 10:30am-1:00pm | In person |
| Sep 6, 2024 | Franklin Grove PL | 10:30am-1:00pm | In person |
| Oct 4, 2024 | LaSalle PL | 10:30am-1:00pm | In person |
| Nov 8, 2024 | Sandwich PLD | 10:30am-1:00pm | In person |
| Dec 6, 2024 | Princeton PL | 10:30am-1:00pm | In person |
| Jan 3, 2025 | Reddick PL | 10:30am-1:00pm | In person |
| Feb 7, 2025 | Seneca PL | 10:30am-1:00pm | In person |
| Mar 7, 2025 | LaSalle PL | 10:30am-1:00pm | In person |
| Apr 4, 2025 | Dekalb PL | 10:30am-1:00pm | In person |
| May 9, 2025 | Princeton PL | 10:30am-1:00pm | In person |
| Jun 6, 2025 | Peru PL | 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 31, 2024 | Moline Public Library | 12:30pm-1:30pm | In person |
| Oct 30, 2024 | New Lenox PL | 12:30pm-1:30pm | In person |
| Jan 29, 2025 | North Suburban Public Library | 12:30pm-1:30pm | In person |
| Apr 30, 2025 | Mendota Civic Center, Mendota, IL | 1:00pm-2:00pm | 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 19, 2024 | Sycamore PL | 10:30am-12:00pm | In person |
| Dec 19, 2024 | Dekalb PL | 10:30am-12:00pm | In person |
| Mar 20, 2025 | Dekalb PL | 10:30am-12:00pm | In person |
| June 19, 2025 | Dekalb PL | 10:30am-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 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 | | | |
| Jul 30, 2024 | Zoom | 10:00 - 11:00am | Zoom |
| Nov 5, 2024 | Zoom | 10:00 - 11:00am | Zoom |
| Feb 4, 2025 | Zoom | 10:00 - 11:00am | Zoom |
| May 6, 2025 | Zoom | 10:00 - 11:00am | Zoom |

| 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 27, 2024 | Zoom | 1:00 pm - 3:00 pm | Zoom |
| Oct 22, 2024 | Zoom (in person TBD) | 1:00 pm - 3:00 pm | Zoom |
| Feb 25, 2025 | Zoom | 1:00 pm - 3:00 pm | Zoom |
| April 22, 2025 | Zoom | 1:00 pm - 3:00 pm | Zoom |
| June 24, 2025 | Zoom | 1:00 pm - 3:00 pm | Zoom |

| 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 8, 2024 | Zoom | 9:30 am-11:00 am | Zoom |
| Oct 10, 2024 | Zoom | 9:30 am-11:00 am | Zoom |
| Feb 13, 2025 | Zoom | 9:30 am-11:00 am | Zoom |
| April 10, 2025 | Zoom | 9:30 am-11:00 am | Zoom |
| June 12, 2025 | Zoom (in person TBD) | 9:30 am-11:00 am | Zoom |

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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 8, 2024 | Zoom | 11:00 am-12:00 pm | Zoom |
| Oct 10, 2024 | Zoom | 11:00 am-12:00 pm | Zoom |
| Feb 13, 2025 | Zoom | 11:00 am-12:00 pm | Zoom |
| April 10, 2025 | Zoom | 11:00 am-12:00 pm | Zoom |
| June 12, 2025 | Zoom | 11:00 am-12:00 pm | Zoom |

| 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 5, 2024 | Zoom | 1:00 pm – 2:00 pm | |
| Dec 5, 2024 | Zoom | 1:00 pm – 2:00 pm | |
| Mar 6, 2025 | Zoom | 1:00 pm – 2:00 pm | |
| June 5, 2025 | 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. 3 rd 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 15, 2024 | Zoom | 10:00am – 11:00am | |
| Oct 17, 2024 | Zoom | 10:00am – 11:00am | |
| Feb 20, 2025 | Zoom | 10:00am – 11:00am | |
| April 17, 2025 | Zoom | 10:00am – 11:00am | |
| June 19, 2025 | Zoom | 10:00am – 11:00am | |

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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 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 8, 2024 | Zoom | 2:00pm – 3:00pm | Zoom |
| March 11, 2025 | 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 | | | |
| | | | |

| NEW DIRECTORS WELCOM | | | |
|--|------|-----------------|------|
| Scheduled quarterly to meet on the 3 rd Wednesday in September, December, March and June. | | | |
| Who should attend: New Library Directors of any Directors that would like a refresher/update | | | |
| Sept 18, 2024 | Zoom | 10:00am-11:00am | Zoom |
| Dec 18, 2024 | Zoom | 10:00am-11:00am | Zoom |
| Mar 19, 2025 | Zoom | 10:00am-11:00am | Zoom |
| Jun 18, 2025 | Zoom | 10:00am-11:00am | Zoom |

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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