

PrairieCat Governing Bodies, Committees and Meetings for FY2018

DELEGATES ASSEMBLY			
<p>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 acting as co-chairs of the Union Listing standing group. 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. No substitutes or proxies shall be allowed to vote in the place of a Delegate or their designated Alternate.</p>			
FY2018 Officers: Chair: Emily Porter (BY) Vice-Chair: Emily Klonicki (EJ)		Secretary: Susanna 'Susi' Ludwig (GA) Treasurer: Michael Skwara (HC)	
Quarterly meetings in months of January, April (budget approved), July, and October (budget presented). Last Wednesday of the month. All meetings are face-to-face and held from 10:00am-3:00pm.			
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.			
July 26, 2017	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face
Oct 25, 2017	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face
Jan 31, 2018	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face
Apr 25, 2018	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face

ADMINISTRATIVE COUNCIL			
<p>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.</p>			
FY2018 Officers: Chair: Emily Porter (BY) Vice-Chair: Emily Klonicki (EJ)		Secretary: Susanna 'Susi' Ludwig (GA) Treasurer: Michael Skwara (HC)	
Monthly meetings on 1 st or 2 nd Fridays. All meetings are face-to-face and held from 10:00am-3:00pm. Rotating locations of council members' libraries. Participation also available via conference call.			
Who should attend: members of the Council and any other interested parties			
Jul 7, 2017	Franklin Grove PL	10:00am-3:00pm	Face-to-Face
Aug 4, 2017	Three Rivers Library Minooka Branch	10:00am-3:00pm	Face-to-Face
Sep 1, 2017	Byron PLD	10:00am-3:00pm	Face-to-Face
Oct 6, 2017	Princeton PL	10:00am-3:00pm	Face-to-Face
Nov 3, 2017	DeKalb PL	10:00am-3:00pm	Face-to-Face
Dec 1, 2017	East Moline PL	10:00am-3:00pm	Face-to-Face
Jan 5, 2018	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face
Feb 9, 2018	Franklin Grove PL	10:00am-3:00pm	Face-to-Face
Mar 2, 2018	Byron PLD	10:00am-3:00pm	Face-to-Face
Apr 6, 2018	Princeton PL	10:00am-3:00pm	Face-to-Face
May 4, 2018	DeKalb PL	10:00am-3:00pm	Face-to-Face
Jun 1, 2018	LaSalle PL	10:00am-3:00pm	Face-to-Face

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AD HOC SUBCOMMITTEES OF THE ADMINISTRATIVE COUNCIL:

SUSTAINABILITY COMMITTEE (Adhoc committee)
This Committee makes recommendations to the Administrative Council on longevity, independence, partnerships, and sustainability of the PrairieCat organization
Chair: Emily Porter (BY)
GoToTraining is the preferred meeting method, if GoToTraining is not available GoToMeeting will be used.
Meetings scheduled as needed.
Who should attend: members of the Committee and any other interested parties

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: Charm Ruhnke (PU)			
Meetings will occur after Delegates Assembly unless there is no agenda to discuss.			
Who should attend: members of the Committee and any other interested parties			
July 26, 2017	Kishwaukee College, Malta, IL	2:00 pm-4:00pm	Face-to-Face/Phone
Oct 25, 2017	Kishwaukee College, Malta, IL	2:00 pm-4:00pm	Face-to-Face/Phone
Jan 31, 2018	Kishwaukee College, Malta, IL	2:00 pm-4:00pm	Face-to-Face/Phone
Apr 25, 2018	Kishwaukee College, Malta, IL	2:00 pm-4:00pm	Face-to-Face/Phone
Additional meetings scheduled as needed.			

FINANCE COMMITTEE (AC subcommittee)			
This Committee makes recommendations to the Administrative Council on membership and budget issues to ensure the sustainability of PrairieCat.			
Chair: Emily Porter (BY)			
GoToTraining is the preferred medium. At least 1 meeting per fiscal year will be in-person. Usually meets the third Thursday in August, September, and February.			
Who should attend: members of the Committee and any other interested parties			
Aug 2, 2017	GoToTraining	2:00 – 4:00pm	GoToTraining
Sep 14, 2017	LaSalle PL	10:00 – 3:00pm	Face-to-Face/Phone
Feb 15, 2018	GoToTraining	2:00 – 4:00pm	GoToTraining
Additional meetings scheduled as needed.			

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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: Melissa Landis (Kankakee PL)			
Quarterly meetings: August, November, February, May. 1st Tuesdays of the meeting month at 2:00 pm. GoToTraining is the preferred medium. At least 1 meeting per fiscal year will be in-person.			
Who should attend: members of the Committee and any other interested parties; Member Services Supervisor			
Aug 1, 2017	GoToTraining	2:00 - 3:00pm	GoToTraining
Nov 14, 2017	Reddick PLD	10:00 - 3:00pm	Face-to-Face
Feb 6, 2018	GoToTraining	2:00 - 3:00pm	GoToTraining
May 1, 2018	GoToTraining	2:00 - 3:00pm	GoToTraining

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.			
FY2018 Officers: Chair: Jennifer Christiansen, Moline Public Library Vice-Chair/Chair-Elect: Patti Smith, Robert W. Rowe Public Library District			
Bi-monthly meetings in even-numbered months. August, October, December (if needed), February, April, June. 4 th Tuesdays at 1pm. Webinar the preferred medium.			
Who should attend: members of the Committee and any other interested parties; Member Services Supervisor and team			
Aug 22, 2017	Reddick PLD	10:00 - 3:00pm	Face-to-Face
Oct 24, 2017	GoToTraining	1:00 pm - 3:00 pm	Webinar/ Phone
Feb 27, 2018	GoToTraining	1:00 pm - 3:00 pm	Webinar/ Phone
April 24, 2018	GoToTraining	1:00 pm - 3:00 pm	Webinar/ Phone
June 26, 2018	GoToTraining	1:00 pm - 3:00 pm	Webinar/ 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.			
FY2018 Officers: Chair: Dana Fine (PR) Vice-Chair/ Chair-Elect: Laura Berkeley (PE)			
Bi-monthly meetings in even-numbered months. August, October, December , February, April, June. 2nd Thursdays at 9:30am. Conference call the preferred medium.			
Who should attend: members of the Committee and any other interested parties; Cataloging and Database Supervisor and team			
Aug 10, 2017	GoToTraining	9:30 am-11:00 am	Webinar/ Phone
Oct 12, 2017	GoToTraining	9:30 am-11:00 am	Webinar/ Phone
Feb 8, 2018	GoToTraining	9:30 am-11:00 am	Webinar/ Phone
April 12, 2018	GoToTraining	9:30 am-11:00 am	Webinar/ Phone
June 14, 2018	GoToTraining	9:30 am-11:00 am	Webinar/ Phone

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MARC / MARC-LITE CATALOGERS MEETING			
Meetings of the PrairieCat member certified MARC and MARC-Lite catalogers held as needed after TSUG meetings.			
Bi-monthly meetings in odd-numbered months. August, October, December, February, April, June. 2 nd Thursdays at 11:00am with video conference the preferred medium.			
Who should attend: MARC / MARC-Lite Catalogers; Cataloging and Database Supervisor and team			
VC Sites: Bolingbrook Service Center, Coal Valley Service Center, Kankakee PL, LaSalle PL, New Lenox PL, Rockford Service Center, Sterling PL, Sycamore PL			
Aug 10, 2017	GoToTraining	11:00 am-12:00 pm	Webinar/ Phone
Oct 12, 2017	GoToTraining	11:00 am-12:00 pm	Webinar/ Phone
Feb 8, 2018	GoToTraining	11:00 am-12:00 pm	Webinar/ Phone
April 12, 2018	GoToTraining	11:00 am-12:00 pm	Webinar/ Phone
June 14, 2018	GoToTraining	11:00 am-12:00 pm	Webinar/ Phone

COMPUTER KEEPERS		
Charge		
Meets quarterly. July, October, January, April. 3rd Thursday at 9:30 am. GoToTraining is the preferred medium.		
Who should attend: members of the Committee and any other interested parties; System Supervisor and team		
July 27, 2017	GoToTraining	9:30am – 11:00am
Oct 19, 2017	GoToTraining	9:30am – 11:00am
Jan 18, 2018	GoToTraining	9:30am – 11:00am
Apr 19, 2018	GoToTraining	9:30am – 11:00am

UNION LIST REPRESENTATIVES			
The four Union List representatives meet semi-annually (or as needed) to review UL member concerns.			
FY2018 UL Reps: Cindy Bahr (FO), Jacquie Peterson (RY), Carolyn Mesick (MV), Ann Marie Jenkins (RW)			
Semi-annual meetings in September and March. Conference call the preferred medium.			
Who should attend: The four Union List representatives; Member Services Supervisor			
Sept 12, 2017	Ready Access conference call	2:00pm – 3:00pm	Phone
March 13, 2018	Ready Access conference call	2:00pm – 3:00pm	Phone

MEMBER UPDATES			
Meetings in November and April in each of the 7 zones. Face-to-Face meetings.			
Who should attend: members of PrairieCat libraries			
Nov 6, 2017	Coal Valley Service Center	1:30 – 3:30 pm	Face-to-Face
Nov 7, 2017	DeKalb Public Library	9:30 – 11:30 am	Face-to-Face
Nov 7, 2017	LaSalle Public Library	9:30 – 11:30 am	Face-to-Face
Nov 8, 2017	Morris Area Public Library District	9:30 – 11:30 am	Face-to-Face
Nov 8, 2017	Peotone Public Library District	1:30 – 3:30 pm	Face-to-Face
Nov 9, 2017	Galena City Hall	9:30 – 11:30 am	Face-to-Face
Nov 9, 2017	Freeport Public Library	1:30 – 3:30 pm	Face-to-Face
April, 2018			Face-to-Face
April, 2018			Face-to-Face
April, 2018			Face-to-Face
April, 2018			Face-to-Face
April, 2018			Face-to-Face
April, 2018			Face-to-Face
April, 2018			Face-to-Face

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PrairieCat Staff Meetings (In-Person)			
PrairieCat staff meet on the 2 nd Tuesday of every month via GoToTraining. In-person staff meetings are once a quarter Quarterly meetings in months of January, April, July, and October.			
Who should attend: The four Union List representatives; Member Services Supervisor			
July 20, 2017	RAILS Event, Starved Rock	10:00am – 3:00pm	Face-to-Face
Oct 20, 2017	Morris Area PL	10:00am – 3:00pm	Face-to-Face
Jan 9, 2018	LaSalle PL	10:00am – 3:00pm	Face-to-Face
April 10, 2018	Princeton PL	10:00am – 3:00pm	Face-to-Face