

## PrairieCat Governing Bodies, Committees and Meetings for FY2019

<b>DELEGATES ASSEMBLY</b>			
<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>			
FY2019 Officers: Chair: Emily Klonicki (FP) Vice-Chair: Julie Wayland (PR)		Secretary: Laura Long (EM) 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. Participation also available via GoToTraining.			
<b>Who should attend:</b> 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 25, 2018	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face
Nov 7, 2018	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face
Jan 30, 2019	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face
Apr 24, 2019	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face

<b>ADMINISTRATIVE COUNCIL</b>			
<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>			
FY2019 Officers: Chair: Emily Klonicki (FP) Vice-Chair: Julie Wayland (PR)		Secretary: Laura Long (EM) Treasurer: Michael Skwara (HC)	
Monthly meetings on 1st Fridays (*2nd Fridays when Delegates Assembly is the same week). 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.			
<b>Who should attend:</b> members of the Council and any other interested parties			
Jul 6, 2018	Freeport PLD	10:00am-3:00pm	Face-to-Face
Aug 3, 2018	DeKalb PL	10:00am-3:00pm	Face-to-Face
Sep 7, 2018	Byron PLD	10:00am-3:00pm	Face-to-Face
Oct 3, 2018*	Princeton PL	10:00am-3:00pm	Face-to-Face
Nov 2, 2018	East Moline PL	10:00am-3:00pm	Face-to-Face
Dec 7, 2018	Franklin Grove PL	10:00am-3:00pm	Face-to-Face
Jan 4, 2019	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face
Feb 8, 2019*	Freeport PLD	10:00am-3:00pm	Face-to-Face
Mar 1, 2019	Byron PLD	10:00am-3:00pm	Face-to-Face
Apr 5, 2019	Princeton PL	10:00am-3:00pm	Face-to-Face
May 3, 2019	DeKalb PL	10:00am-3:00pm	Face-to-Face
Jun 7, 2019	Franklin Grove PL	10:00am-3:00pm	Face-to-Face

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### AD HOC SUBCOMMITTEES OF THE ADMINISTRATIVE COUNCIL:

<b>RESOURCE SHARING COMMITTEE (AC subcommittee)</b>			
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.			
<b>Who should attend:</b> members of the Committee and any other interested parties			
July 25, 2018	Kishwaukee College, Malta, IL	1:00 pm-3:00pm	Face-to-Face/Phone
Nov 7, 2018	Kishwaukee College, Malta, IL	1:00 pm-3:00pm	Face-to-Face/Phone
Jan 30, 2019	Kishwaukee College, Malta, IL	1:00 pm-3:00pm	Face-to-Face/Phone
Apr 24, 2019	Kishwaukee College, Malta, IL	1:00 pm-3:00pm	Face-to-Face/Phone
Additional meetings scheduled as needed.			

<b>FINANCE COMMITTEE (AC subcommittee)</b>			
This Committee makes recommendations to the Administrative Council on membership and budget issues to ensure the sustainability of PrairieCat.			
Chair: Michael Skwara (HC)			
GoToTraining is the preferred medium. Usually meets the third Thursday in March, June, September, and December.			
<b>Who should attend:</b> members of the Committee and any other interested parties			
Sep 20, 2018	GoToTraining	3:00 – 5:00pm	GoToTraining
Dec 13, 2018	GoToTraining	2:00 – 4:00pm	GoToTraining
Mar 21, 2019	GoToTraining	3:00 – 5:00pm	GoToTraining
June 20, 2019	GoToTraining	2:00 – 4:00pm	GoToTraining
Additional meetings scheduled as needed.			

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## PRAIRIECAT STANDING COMMITTEES & SUBCOMMITTEES:

<b>TRAINING &amp; ENHANCEMENTS COMMITTEE (Standing Group)</b>			
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.			
<b>Who should attend:</b> members of the Committee and any other interested parties; Member Services Supervisor			
Aug 7, 2018	New Lenox PLD (lunch at 11:30 am)	1:00 - 4:00pm	Face-to-Face/Phone
Oct 2, 2018*	GoToTraining	2:00 - 3:00pm	GoToTraining
Feb 5, 2019	GoToTraining	2:00 - 3:00pm	GoToTraining
April 30, 2019*	GoToTraining	2:00 - 3:00pm	GoToTraining

<b>CIRCULATION COMMITTEE (CircC)</b>			
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.			
FY19 Officers: Chair: Patti Smith, (RO) Vice-Chair/Chair-Elect:			
Bi-monthly meetings in even-numbered months. August, October, December (if needed), February, April, June. 4 <sup>th</sup> Tuesdays at 1pm. Webinar the preferred medium.			
<b>Who should attend:</b> members of the Committee and any other interested parties; Member Services Supervisor and team			
Aug 28, 2018	Reddick PLD	10:00 - 3:00pm	Face-to-Face
Oct 23, 2018	GoToTraining	1:00 pm - 3:00 pm	Webinar/ Phone
Feb 26, 2019	GoToTraining	1:00 pm - 3:00 pm	Webinar/ Phone
April 23, 2019	GoToTraining	1:00 pm - 3:00 pm	Webinar/ Phone
June 25, 2019	GoToTraining	1:00 pm - 3:00 pm	Webinar/ Phone

<b>TECHNICAL SERVICES COMMITTEE (TechC)</b>			
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.			
FY19 Officers: Chair: Dana Fine (PR) Vice-Chair/ Chair-Elect: Laura Berkeley (PE)			
Bi-monthly meetings in even-numbered months. August, October, <del>December</del> , February, April, June. 2nd Thursdays at 9:30 am. Conference call the preferred medium.			
<b>Who should attend:</b> members of the Committee and any other interested parties; Cataloging and Database Supervisor and team			
Aug 9, 2018	GoToTraining	9:30 am-11:00 am	Webinar/ Phone
Oct 11, 2018	GoToTraining	9:30 am-11:00 am	Webinar/ Phone
Feb 14, 2019	GoToTraining	9:30 am-11:00 am	Webinar/ Phone
April 11, 2019	GoToTraining	9:30 am-11:00 am	Webinar/ Phone
June 13, 2019	GoToTraining	9:30 am-11:00 am	Webinar/ Phone

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<b>MARC / MARC-LITE CATALOGERS MEETING</b>			
Meetings of the PrairieCat member certified MARC and MARC-Lite catalogers held as needed after TSUG meetings.			
Bi-monthly meetings in even-numbered months. August, October, <del>December</del> , February, April, June. 2nd Thursdays at 11 am. Conference call the preferred medium.			
<b>Who should attend:</b> MARC / MARC-Lite Catalogers; Cataloging and Database Supervisor and team			
Aug 9, 2018	GoToTraining	11:00 am-12:00 pm	Webinar/ Phone
Oct 11, 2018	GoToTraining	11:00 am-12:00 pm	Webinar/ Phone
Feb 14, 2019	GoToTraining	11:00 am-12:00 pm	Webinar/ Phone
April 11, 2019	GoToTraining	11:00 am-12:00 pm	Webinar/ Phone
June 13, 2019	GoToTraining	11:00 am-12:00 pm	Webinar/ Phone

<b>COMPUTER KEEPERS</b>	
A forum for networking with other tech members do discuss any trends, problems, issues, policies with computers and computer systems within the Sierra environment and individual libraries computer structure.	
Meets as needed GoToTraining is the preferred medium.	
<b>Who should attend:</b> members of the Committee and any other interested parties; System Supervisor and team	

<b>USER EXPERIENCE COMMITTEE</b>		
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. GoToTraining is the preferred medium.		
<b>Who should attend:</b> members of the Committee and any other interested parties; Director and assigned PrairieCat staff		
Sept 6, 2018	Reddick PLD	1:00 pm – 3:00 pm
Dec 6, 2018	GoToTraining	1:00 pm – 2:00 pm
Mar 7, 2019	GoToTraining	1:00 pm – 2:00 pm
June 6, 2019	GoToTraining	1:00 pm – 2:00 pm

<b>PUG DAY PLANNING TEAM</b>		
The PUG Day Planning Team works together to finalize the venue, speakers, and schedule for PrairieCat's annual staff development day. The team strives to ensure the content is balanced, relevant, and useful for PrairieCat library staff, being responsive to member needs and input.		
Meets monthly as needed. 2 <sup>nd</sup> Wednesday at 2:00 pm. GoToTraining is the preferred medium.		
<b>Who should attend:</b> members of the Committee and any other interested parties; Member Services Supervisor and assigned PrairieCat staff		
July 11, 2018	GoToTraining	2:00pm – 3:00pm
Aug 8, 2018	GoToTraining	2:00pm – 3:00pm
Sept 12, 2018	GoToTraining	2:00pm – 3:00pm
Oct 17, 2018*	GoToTraining	2:00pm – 3:00pm
Nov 14, 2018	GoToTraining	2:00pm – 3:00pm
Dec 12, 2018	GoToTraining	2:00pm – 3:00pm
Jan 9, 2019	GoToTraining	2:00pm – 3:00pm
Feb 13, 2019	GoToTraining	2:00pm – 3:00pm
Mar 13, 2019	GoToTraining	2:00pm – 3:00pm
Apr 10, 2019	GoToTraining	2:00pm – 3:00pm
May 8, 2019	GoToTraining	2:00pm – 3:00pm
June 12, 2019	GoToTraining	2:00pm – 3:00pm

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<b>UNION LIST REPRESENTATIVES</b>			
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 Jinkins (RW)			
Semi-annual meetings in September and March. Conference call the preferred medium.			
<b>Who should attend:</b> The four Union List representatives; Member Services Supervisor			
Sept 11, 2018	Ready Access conference call	2:00pm – 3:00pm	Phone
March 12, 2019	Ready Access conference call	2:00pm – 3:00pm	Phone

<b>MEMBER UPDATES – Times and Locations TBD</b>			
Meetings in November and April in each of the 7 zones. Face-to-Face meetings.			
<b>Who should attend:</b> members of PrairieCat libraries			
Week of Oct 29 – Nov 2			
Oct 29, 2018	Galena City Hall		Face-to-Face
Oct 29, 2018	Freeport Public Library		Face-to-Face
Oct 29, 2018	DeKalb Public Library		Face-to-Face
Oct 30, 2018	Morris Area Public Library District		Face-to-Face
Oct 30, 2018	Peotone Public Library District		Face-to-Face
Nov 1, 2018	LaSalle Public Library		Face-to-Face
Nov 1, 2018	Coal Valley Service Center		Face-to-Face
Week of March 25-29			
March , 2019	Stockton PL		Face-to-Face
March , 2019	Cherry Valley PL		Face-to-Face
March , 2019	Byron PLD		Face-to-Face
March , 2019			Face-to-Face
March , 2019	Moline PL		Face-to-Face
March , 2019	LaSalle PL		Face-to-Face
March , 2019	New Lenox PLD		Face-to-Face

<b>PrairieCat Staff Meetings (In-Person)</b>			
PrairieCat staff meet on the 2 <sup>nd</sup> Tuesday of every month via GoToTraining.			
In-person staff meetings are once a quarter Quarterly meetings in months of January, April, July, and October.			
<b>Who should attend:</b> All PrairieCat staff			
August 31, 2018	LaSalle PL	10:00am – 3:00pm	Face-to-Face
Oct 16, 2018	Franklin Grove PL	10:00am – 3:00pm	Face-to-Face
Jan 8, 2019	LaSalle PL	10:00am – 3:00pm	Face-to-Face
April 9, 2019	TBD	10:00am – 3:00pm	Face-to-Face