

PrairieCat Governing Bodies, Committees and Meetings for FY2020

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>			
FY2020 Officers: Chair: Jeff Munson (FG) Vice-Chair: Penny Bryant (PT)		Secretary: Laura Long (EM) 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 face-to-face and held from 10:00am-3:00pm. Participation also available via Zoom.			
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 31, 2019	Kishwaukee College, Malta, IL – room booked	10:00am-3:00pm	Face-to-Face
Oct 30, 2019	Kishwaukee College, Malta, IL – room booked	10:00am-3:00pm	Face-to-Face
Jan 29, 2020	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face
Apr 29, 2020	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>			
FY2020 Officers: Chair: Jeff Munson (FG) Vice-Chair: Penny Bryant (PT)		Secretary: Laura Long (EM) Treasurer: Lauren Offerman (TC)	
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.			
Who should attend: members of the Council and any other interested parties			
Jul 12, 2019*	Pecatonica PL	10:00am-3:00pm	Face-to-Face
Aug 9, 2019*	Byron PL	10:00am-3:00pm	Face-to-Face
Sep 6, 2019	Princeton PLD	10:00am-3:00pm	Face-to-Face
Oct 4, 2019	Franklin Grove PL	10:00am-3:00pm	Face-to-Face
Nov 8, 2019*	East Moline PL	10:00am-3:00pm	Face-to-Face
Dec 6, 2019	Pecatonica PL	10:00am-3:00pm	Face-to-Face
Jan 3, 2020	Kishwaukee College, Malta, IL	10:00am-3:00pm	Face-to-Face
Feb 7, 2020	Princeton PL	10:00am-3:00pm	Face-to-Face
Mar 6, 2020	DeKalb PL	10:00am-3:00pm	Face-to-Face
Apr 3, 2020	Three Rivers PLD	10:00am-3:00pm	Face-to-Face
May 8, 2020*	Robert W. Rowe PL	10:00am-3:00pm	Face-to-Face
Jun 5, 2020	Byron PL	10:00am-3:00pm	Face-to-Face

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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: 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 31, 2019	Kishwaukee College, Malta, IL	1:00 pm-3:00pm	Face-to-Face/Phone
Oct 30, 2019	Kishwaukee College, Malta, IL	1:00 pm-3:00pm	Face-to-Face/Phone
Jan 29, 2020	Kishwaukee College, Malta, IL	1:00 pm-3:00pm	Face-to-Face/Phone
Apr 29, 2020	Kishwaukee College, Malta, IL	1:00 pm-3:00pm	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: Lauren Offerman (TC)			
Zoom is the preferred medium. Usually meets the third Thursday in March, June, September, and December.			
Who should attend: members of the Committee and any other interested parties			
Sep 12, 2019*	Zoom	3:00 – 5:00pm	Zoom
Dec 19, 2019	Zoom	2:00 – 4:00pm	Zoom
Mar 19, 2020	Zoom	3:00 – 5:00pm	Zoom
June 18, 2020	Zoom	2:00 – 4:00pm	Zoom
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: 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.			
Who should attend: members of the Committee and any other interested parties			
Aug 6, 2019	Reddick PL	1:00 - 4:00pm	Face-to-Face/Phone
Nov 5, 2019	Zoom	2:00 - 3:00pm	Zoom
Feb 4, 2020	Zoom	2:00 - 3:00pm	Zoom
April 7, 2020	Zoom	2:00 - 3:00pm	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.			
FY20 Officers: Chair: Vice-Chair/Chair-Elect:			
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			
Aug 27, 2019	Zoom (in person if requested)	1:00 pm - 3:00 pm	Webinar/ Phone
Oct 15, 2019* ILA	Zoom	1:00 pm - 3:00 pm	Webinar/ Phone
Feb 25, 2020	Zoom	1:00 pm - 3:00 pm	Webinar/ Phone
April 28, 2020	Zoom	1:00 pm - 3:00 pm	Webinar/ Phone
June 23, 2020	Zoom	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.			
FY20 Officers: Chair: 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.			
Who should attend: members of the Committee and any other interested parties			
Aug 8, 2019	Zoom	9:30 am-11:00 am	Webinar/ Phone
Oct 10, 2019	Reddick PL	10:00 am-3:00 pm	Face-to-Face
Feb 13, 2020	Zoom	9:30 am-11:00 am	Webinar/ Phone
April 9, 2020	Zoom	9:30 am-11:00 am	Webinar/ Phone
June 11, 2020	Zoom	9:30 am-11:00 am	Webinar/ 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.			
Who should attend: MARC / MARC Trainees Catalogers			
Aug 8, 2019	Zoom	11:00 am-12:00 pm	Webinar/ Phone
Oct 10, 2019	Zoom	11:00 am-12:00 pm	Webinar/ Phone
Feb 13, 2020	Zoom	11:00 am-12:00 pm	Webinar/ Phone
April 9, 2020	Zoom	11:00 am-12:00 pm	Webinar/ Phone
June 11, 2020	Zoom	11:00 am-12:00 pm	Webinar/ Phone

COMPUTER KEEPERS	
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 Zoom is the preferred medium.	
Who should attend: members of the Committee and any other interested parties; System Supervisor and team	

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.	
Who should attend: members of the Committee and any other interested parties	
Sept 5, 2019	Zoom 1:00 pm – 2:00 pm
Dec 5, 2019	Zoom 1:00 pm – 2:00 pm
Mar 5, 2020	Zoom 1:00 pm – 2:00 pm
June 4, 2020	Zoom 1:00 pm – 2:00 pm

PUG DAY PLANNING TEAM	
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 nd Wednesday at 2:00 pm. Zoom is the preferred medium.	
Who should attend: members of the Committee and any other interested parties	
July 10, 2019	Zoom 2:00pm – 3:00pm
Aug 14, 2019	Zoom 2:00pm – 3:00pm
Sept 11, 2019	Zoom 2:00pm – 3:00pm
Oct 9, 2019	Zoom 2:00pm – 3:00pm
Nov 13, 2019	Zoom 2:00pm – 3:00pm
Dec 11, 2019	Zoom 2:00pm – 3:00pm
Jan 8, 2020	Zoom 2:00pm – 3:00pm
Feb 12, 2020	Zoom 2:00pm – 3:00pm
Mar 11, 2020	Zoom 2:00pm – 3:00pm
Apr 8, 2020	Zoom 2:00pm – 3:00pm
May 13, 2020	Zoom 2:00pm – 3:00pm
June 10, 2020	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.			
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.			
Who should attend: The four Union List representatives			
Sept 12, 2019	Ready Access conference call	2:00pm – 3:00pm	Phone
March 12, 2020	Ready Access conference call	2:00pm – 3:00pm	Phone

MEMBER UPDATES – Times and Locations TBD			
Meetings in November and April in each of the 7 zones. Face-to-Face meetings.			
Who should attend: members of PrairieCat libraries			
Week of Spring – March 23-27			
March , 2020			Face-to-Face

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			
June 14, 2019	LaSalle PL	10:00am – 3:00pm	Face-to-Face
Oct 18, 2019	Princeton PL	10:00am – 3:00pm	Face-to-Face
Jan 17, 2020	LaSalle PL	10:00am – 3:00pm	Face-to-Face
April 17, 2020	Robert W. Rowe PL	10:00am – 3:00pm	Face-to-Face