

PrairieCat Meeting Calendar FY2021

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.			
FY2021 Officers: Chair: Penny Bryant (PT) Vice-Chair: Michele Arms (CH)		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 In person and held from 10:00am-12:00 pm. Lunch is served at the April meeting. 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.			
Date	Location	Time	Format
July 29, 2020	Zoom	10:00am-12:00pm	Zoom
Oct 28, 2020	TBD	10:00am-12:00pm	In person/Zoom
Jan 27, 2021	Kishwaukee College, Malta, IL	10:00am-12:00pm	In person/Zoom
Apr 28, 2021	Kishwaukee College, Malta, IL (Luncheon)	10:00am-3:00pm	In person/Zoom

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.			
FY2021 Officers: Chair: Penny Bryant (PT) Vice-Chair: Michele Arms (CH)		Secretary: Laura Long (EM) Treasurer: Lauren Offerman (TC)	
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-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			
Date	Location	Time	Format
Jul 10, 2020*	RAILS Coal Valley Service Center	10:00am-3:00pm	In person/Zoom
Aug 7, 2020	RAILS Coal Valley Service Center	10:00am-3:00pm	In person/Zoom
Sep 4, 2020	TBD - RAILS Coal Valley Service Center	10:00am-3:00pm	In person/Phone
Oct 2, 2020	TBD - Princeton PL	10:00am-3:00pm	In person/Phone
Nov 6, 2020	TBD - Byron PL	10:00am-3:00pm	In person/Phone
Dec 4, 2020	TBD - Pecatonica PL	10:00am-3:00pm	In person/Phone
Jan 8, 2021*	TBD - DeKalb PL	10:00am-3:00pm	In person/Phone
Feb 5, 2021	TBD - Highland Community College	10:00am-3:00pm	In person/Phone
Mar 5, 2021	TBD - East Moline PL	10:00am-3:00pm	In person/Phone
Apr 2, 2021	TBD - Three Rivers PLD	10:00am-3:00pm	In person/Phone
May 7, 2021	TBD - Robert W. Rowe PL	10:00am-3:00pm	In person/Phone
Jun 4, 2021	TBD - Cherry Valley PL	10:00am-3:00pm	In person/Phone

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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. Additional meetings scheduled as needed.			
Who should attend: members of the Committee and any other interested parties			
Date	Location	Time	Format
July 29, 2020	Zoom	1:00pm-3:00pm	Zoom
Oct 28, 2020	TBD	1:00pm-3:00pm	In person/Phone
Jan 27, 2021	Kishwaukee College, Malta, IL	1:00pm-3:00pm	In person/Phone
Apr 28, 2021	Kishwaukee College, Malta, IL	1:00pm-3:00pm	In person/Phone

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 September, December, March, and June. Additional meetings scheduled as needed.			
Who should attend: members of the Committee and any other interested parties			
Date	Location	Time	Format
Sep 17, 2020	Zoom	2:00 – 4:00pm	Zoom
Dec 17, 2020	Zoom	2:00 – 4:00pm	Zoom
Mar 18, 2021	Zoom	2:00 – 4:00pm	Zoom
June 17, 2021	Zoom	2:00 – 4:00pm	Zoom

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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 4, 2020	Zoom	2:00 - 3:00pm	Zoom / Phone
Nov 3, 2020	Zoom	2:00 - 3:00pm	Zoom / Phone
Feb 2, 2021	Zoom	2:00 - 3:00pm	Zoom / Phone
May 4, 2021	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.			
FY2021 Officers:			
Chair:			
Vice-Chair/Chair-Elect:			
Bi-monthly meetings in even-numbered months. August, October, December , 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 25, 2020	Zoom	1:00 pm - 3:00 pm	Zoom / Phone
Oct 27, 2020	Zoom (in person TBD)	1:00 pm - 3:00 pm	Zoom / Phone
Feb 23, 2021	Zoom	1:00 pm - 3:00 pm	Zoom / Phone
April 27, 2021	Zoom	1:00 pm - 3:00 pm	Zoom / Phone
June 22, 2021	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.			
FY2021 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 13, 2020	Zoom	9:30 am-11:00 am	Zoom / Phone
Oct 8, 2020	Zoom	9:30 am-11:00 am	Zoom / Phone
Feb 11, 2021	Zoom	9:30 am-11:00 am	Zoom / Phone
April 8, 2021	Zoom	9:30 am-11:00 am	Zoom / Phone
June 10, 2021	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.			
Who should attend: MARC / MARC Trainees Catalogers			
Aug 13, 2020	Zoom	11:00 am-12:00 pm	Zoom / Phone
Oct 8, 2020	Zoom	11:00 am-12:00 pm	Zoom / Phone
Feb 11, 2021	Zoom	11:00 am-12:00 pm	Zoom / Phone
April 8, 2021	Zoom	11:00 am-12:00 pm	Zoom / Phone
June 10, 2021	Zoom	11:00 am-12:00 pm	Zoom / 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 3, 2020	Zoom	1:00 pm – 2:00 pm
Dec 3, 2020	Zoom	1:00 pm – 2:00 pm
Mar 4, 2021	Zoom	1:00 pm – 2:00 pm
June 3, 2021	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 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 8, 2020	Zoom	2:00pm – 3:00pm
Aug 12, 2020	Zoom	2:00pm – 3:00pm
Sept 9, 2020	Zoom	2:00pm – 3:00pm
Oct 14, 2020	Zoom	2:00pm – 3:00pm
Jan 13, 2021	Zoom	2:00pm – 3:00pm
Mar 10, 2021	Zoom	2:00pm – 3:00pm
May 12, 2021	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.			
FY2021 UL Reps: 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 15, 2020	Zoom	2:00pm – 3:00pm	Zoom
March 9, 2021	Zoom	2:00pm – 3:00pm	Zoom

MEMBER UPDATES – Times and Locations TBD			
Meetings in Fall and Spring throughout service area. In person meetings.			
Who should attend: members of PrairieCat libraries			
Week of Spring – March 22-26			
March , 2021	TBD		In person

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 9, 2020	Cancelled	10:00am – 3:00pm	In person
Oct 13, 2020	TBD	10:00am – 3:00pm	In person
Jan 12, 2021	TBD	10:00am – 3:00pm	In person
April 13, 2021	TBD	10:00am – 3:00pm	In person