

**Users Group Meeting - FY24, Q1
9 August 2023, Wednesday, 10 AM - Noon
Zoom Only**

Minutes

Governance:

Users Group Chair: Beth Duttlinger
Users Group Vice Chair: Richard Young
RSA Executive Director: Kendal Orrison
Minutes: Patty Kweram
RSA Member Libraries

1. Welcome and Call to Order (Chair)

- Review and Adoption of agenda
Motion by Laura Keyes Seconded by Lexie Walsh
Motion carried by unanimous vote.
- Review and Approval of minutes of previous meeting
Motion by Lexie Walsh Seconded by Rebecca Seaborn
Motion carried by unanimous vote.

2. Committee Notes: Questions & Important Discussions (Committee Heads) [2:35](#)

- Database, Circulation, Reports, RSACat, and RSA Day Committees
 - KO: Notes are included in the package for information purposes only
- RSA Day Committee meets 18 Aug 2023.
 - Email Alissa Williams with ideas for sessions alissaw@mortonlibrary.org.
 - Next RSA Dat is 20 March 2024 at Five Points Washington.
 - Meeting is on **17 August**.

3. Board of Directors Report (Board Vice President) (J. Sevier for A. Williams) [4:17](#)

- Officer election results
 - President: Alissa Williams
 - Vice President: Jenny Sevier
 - Secretary/Treasurer: Genna Buhr
- RSA board had discussion with RAILS Exec Director Monica and Anne Slaughter about RAILS help with communication on independence project.
- Updated Vision Statement
 - “Engaged, effective, and efficient resource sharing to empower member libraries.”
 - New RSA logo being designed

4. RSA Administration Updates (RSA ED) [6:22](#)

- Farmer City Public Library upgrading from Union List to Basic
 - Finished Cataloging
 - Entering patrons
 - Circ training soon
- Note on barcodes: when ordering new, send us proof sheets and we can make sure they fit the MOD-10 formula.
- ROWVA Elementary School membership on hold
- Peoria Notre Dame High School membership is frozen – they changed administration and decided to unfund the library. Kendal will check with RAILS; they may lose system membership since they aren't staffed.
- When you want to add something that connects to Workflows, (like authenticate patrons, do self-checkouts), please talk to RSA before it's being installed. Don't reuse SIP port.

- **ADML / eRead IL [11:41](#)**
 - How to stay informed on collection changes / upgrades / recommend titles?
 - Sign up for ADML listserv by emailing RSA: help@rsanfp.org
 - eRead IL has a website: <https://ereadillinois.com/>
 - Acquisition and title selections: <https://ereadillinois.com/acq-suggestion>
 - Title counts for IPLAR: https://lookerstudio.google.com/u/0/reporting/94ec364f-291d-4c47-ab00-751c1272990f/page/p_y9w0fcf31c
 - Both platforms have administrative sites to access reports.
 - RSA Support site [monthly statistics page](#) for circulation stats.
 - email RSA help desk for circulation and title counts.

- **Key Dates for RSA's Independence [13:19](#)**
 - See document in Users Group package or on website.
 - Independence: RSA will be completely independent from RAILS.
 - **1 July 2024** – 501c3 to Ill conversion.
 - Ill ensures staffing and LLSAP Grant money.
 - Libraries must sign new intragovernmental agreements w/ RSA or out of RSA.
 - Signing agreement signifies agreement w/ new fee structure starting **1 July 2025** and approval of bylaws.
 - **1 July 2025** – Direct Hire Staff.
 - RAILS staff supporting RSA convert to RSA employment, benefits, HR, payroll.
 - New fee structure goes into effect. Any increases will be indexed/phased in over 5-ish years.
 - **1 July 2026** – Moved off RAILS infrastructure.
 - Computers, email, software, phones, remote meeting software, vehicles, IT support, shared printer, etc.
 - Special Bonus Date! **Fall 2026 & 2027**
 - Library automation system review, examination, selection, migration.
 - 2027 marks 20 years on Symphony/Workflows

- Partial document timeline
 - **Nov 2023** Users Group will have draft documents: structure, bylaws, IGA.
 - **Feb 2024** Final drafts plus fee structure.
 - **March 2024** signing of IGA starts
 - **May 2024** starting to phone/visit to get non-signers.
- RSA will probably have limited office space in the current RAILS East Peoria office.
- Will RSA be creating new positions? Some will be farmed out.
- Beth: Please come to meetings! We need member input. Users Group will be no more with the new structure.

5. **Member Services Department Update (Deter) [30:52](#)**

- Restarted in-person visits.
- AD will be meeting with networking groups.
- Visit request form is updated on website to include in-person or zoom visits.
- L2 outside reservations: will allow non-RAILS groups to reserve RAILS facility rooms. East Peoria conference room, for groups up to about 12 attendees. See RAILS Weekly E-News.
- Circulation Policy Subcommittee has openings. Next meeting is 8/24/2023.
- **Action Item** - Updated Retention Schedule for Expired Patron Cards review/vote (Naslund)

Rebecca S.: asked about state records retention, digital and physical. Antony: per the State Records retention representative: the paper application is the original record and should be on retention schedule. Once the digital record is entered, that is a copy and not subject to record retention. If no paper application, then the digital record is the original and is subject to record retention and should be on your schedule. He did confirm that 6 months after expiry date the digital record can be deleted. Please contact your rep for guidance.

Motion to approve Policy by Jenny Jackson
Seconded by Laura Keyes
Motion carried by unanimous vote.

- **Discussion Item** – RSA Membership Engagement plan discussion (OM) [44:44](#)
 - ✓ What you can expect from RSA
 - ✓ What RSA expects from you
 - ✓ What you can expect from other membersExample: Adherence to standards and policies that have been agreed upon.
- We would like to have listening sessions, with libraries volunteering to host sessions. Will send survey for host volunteers.

6. **Cataloging Department Update (Laughlin) [50:36](#)**

- **Action Item** - System Edits to remove 'Foreign' from Patron Displays (Laughlin, Giffey)

- These Fields appear in RSACat to our patrons. We propose removing “Foreign” and use more inclusive language. It’s a standards change, not a policy change.

Motion to approve by Jenny Jackson
Seconded by Rebecca Seaborn
Motion carried by unanimous vote

- We will get descriptions edited by end of September. No items will need to be edited.
- Important Operational Notes
 - Working with CMS and RAILS IT for best way to get CMC access to backlog
 - Over 1000 records have been upgraded by cataloging team.
 - Cataloging documents have been updated.
 - New font “diacritic” displays world language better.
 - Unchecking circulation box: patron has no way to know that it was unchecked. Please use an item type that doesn’t circ or hold, so it’s not a dead-end for patron. We can send report for those items with unchecked circ boxes. We can help you establish item type/hold/circ rules.
 - Still 50k items that are marked as noncirc.
 - Contact RSA helpdesk for incorrect item cataloged, don’t contact owning library.
 - April 2024 OCLC Connexion through browser is going away.

7. Systems Department Update (Campbell) [1:10:07](#)

- BLUECloud Analytics Updates - New Reports - Reports Committee
 - Moved to our own BCA server.
 - Allows us to monitor and make changes.
 - Better user management, Better PII blocking abilities.
 - Better report time scheduling management.
 - Upcoming Reports Committee to discuss interactive reports dashboards 10 am 8/31/23. Please attend and give input.
- Last Symphony emailed EOM reports replaced with BCA emailed reports. All EOM reports are now in BCA and out of Symphony.
 - ILL requested report is “fake” because it really is only if it’s a COPY hold or if your library is only owning library. State Library knows that ILS can’t give accurate data on this. We have a note on the tab that says to add 10% to the number.
 - Reports page on new website, live by the end of the month.
 - Website also has monthly stats page – archival monthly data.
 - Workflows reports will be listed on the website.
- New RSA support website – old website will have link to new website for pages that have been moved.
 - Still taking suggestions on new site – contact Tony.

- If you are down because you can't connect to Workflows, it's usually because of a changed IP address, please CALL RSA instead of sending an email. Use the after hours number after 5 and on weekends.
- Hold map and circ map rules are by item type, not home location.

8. **Discussion Item** – Governance (OMA) and Non-Governance (non-OMA) Groups, Roles, and Responsibilities for RSA as an III [1:28:16](#)

- Once we are III, we are subject to OMA. We can't do Users Group as a governance body as 74 libraries would have to be in person for quorum.
- The Board will be sole governing body and will need to be in-person.
- Would like to make RSA into regions, and have a board member from each region, plus board member seats based on library population size.
- We can use regions for meetings and trainings.
- Maybe by county? NSEW and central/Peoria area?
- Laura Keys suggestion:
 - Region 1 - Scott, Morgan, Sangamon, Cass, Mason, Fulton?, McDonough, Hancock, Schuyler, Brown, Adam, Pike.
 - Region 2 - Henderson, Warren, Knox, Mercer, Henry, Bureau, Stark, Marshall
 - Region 3 - Peoria, Tazewell, Woodford
 - Region 4 - Livingston, McLean, Logan
- Post-III RSA Board of Directors Governance body draft
- Will run things using Committee of the whole (if we don't write subcommittees into bylaws).
- Thinking of a board committee – director's advisory committee, would be subject to OMA, including 2 board members, 6 directors to make quorum, but visitors can attend.
- RSA staff will be liaisons from membership groups.
- Decision-making breakout – see slide [1:44:27](#)
- "Fragility of ideas"
 - Doesn't survive a zoom session
 - Need to facilitate ideas via discussion
- Non-governance (non-OMA) groups
 - "Membership groups" no quorum needed. Not called "board" or "committee".
 - They need to be via zoom meetings and/or listserv posts.
 - These groups can suggest and draft policies.
 - Suggested groups:
 - Cataloging/tech serv
 - RSA Day
 - Circ
 - Reports
 - UI/interface
 - Schools
 - Small libraries
 - Middle managers
 - Frontline staff
 - Laura: will there be a procedure for membership group to be recognized by the governing body?
 - RSA staff member will be a liaison for each group.

- We can do survey on these groups before November Users Group meeting.

9. Beginning of School Year Dates and Operations (RSA Staff) [2:02:18](#)

- Announcement of dates – delivery restarts 21 Aug. – Holds restart 14 Aug.
- Beginning of year student loading/modification and item automation.
- Items older than 1 May 2023 have been denewed to standard item types.

10. Other Business, Discussions, Adjournment (Chair) [2:03:33](#)

- Bobbi: Can we have a Sharing listserv, like RAILS free/wanted?

Upcoming Users Group Meeting Dates:

- 9 Nov 2023 (2nd Thursday) – 1 PM – Zoom
- 8 Feb 2024 (2nd Thursday) – 1 PM – Zoom
- 9 May 2024 (2nd Thursday) – 1 PM – Zoom – last Users Group meeting
- August 2024 we will have the 1st RSA Membership Update

11. Adjournment (Chair)

- 12:08 pm Adjourned by Chair B. Duttlinger.

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.