RSA Users Group FY24 Q2

9 November 2023

Agenda

- ▶ Call to Order / Committee Notes / Board Report
- ▶ RAILS Delivery Update w/ Mark Hatch
- ▶ Review & Discussion: RSA Independence Docs
- ▶ Regional In-person Meetings reminder
- ▶ Member Services Updates
- ▶ Cataloging Updates
- ▶ Administration Updates & FY25 Fee Increase
- ▶ Chair's Time & Closing

Call To Order

▶ Review & Adopt Agenda

▶ Review & Approve Minutes
  ▶ 9 August 2023

Committee Notes – Questions or Discussion?

▶ Reports – 31 Aug (No notes), Next 18 Jan

▶ RSAcat – 12 Sep, Next 12 Dec

▶ Database – 21 Sep, Next 26 Jan

▶ Circ Policy Sub-Comm – 19 Oct, Next 7 Dec

▶ RSA Day – 28 Sep & 2 Nov, Next 14 Dec

  ▶ 20 March at Five Points in Washington, 10 am – 4:15 pm

▶ Notes provided to updated & inform Directors, Managers, and Supervisors

Board of Directors Report

- ▶ Alissa Williams, RSA Board President
  - ▶ FY23 Audit Complete – Clean report
  - ▶ Draft FY25 Budget Reviewed
    - ▶ FY25 fees set: Greater of $150 or 3%
  - ▶ FY25 RAILS LLSAP Grant - $836K (up $10K)
  - ▶ Board & Exec Committee working full time on Independence
    - ▶ Project On Track

RAILS Delivery Updates & Importance of Quarterly Counts

Mark Hatch, Delivery & Facilities Director

Introduction

Mark Hatch, Facilities & Delivery Director

- Mark.hatch@railslibraries.org

Delivery Hubs

Bolingbrook

Coal Valley

East Peoria

Rockford

Delivery Stats FY2023

Stops 117,400

Mileage 1,000,000 miles driven annually

Items processed 7.6 million (in-house and outsourced)

Coverage area - 27,000 square miles

Staff of 40 drivers/sorters and 4 managers

Annual delivery budget of $3.5 million

Avg. cost per item of $0.46

Delivery Volume

	Bolingbrook*		Coal Valley		East Peoria		Elmhurst (CTL)*		Rockford		Grand total	
FY	Items	Bins	Items	Bins	Items	Bins	Items	Bins	Items	Bins	Items	Bins
2015	2,284,151	89,076	764,738	26,238	947,363	38,975	4,262,175	151,100	1,161,888	37,963	9,420,315	343,352
2016	2,202,926	90,826	689,650	23,950	956,800	36,825	4,504,438	135,363	947,038	31,550	9,300,852	318,514
2017	2,184,463	82,450	773,188	26,188	913,300	33,213	4,681,988	133,138	913,163	32,738	9,466,102	307,727
2018	2,159,338	78,826	826,975	27,263	936,275	41,025	4,614,738	131,588	942,213	37,075	9,479,539	315,777
2019	2,236,613	79,650	601,600	21,025	907,788	32,875	4,570,776	130,513	716,688	29,213	9,033,465	293,276
2020 **	1,656,481	59,633	275,107	15,454	712,558	27,222	3,552,460	103,036	576,972	23,325	6,773,578	228,670
2021 **	-	-	-	-	-	-	-	-	-	-	0	0
2022	1,902,013	72,590	272,800	15,263	839,563	35,713	4,019,213	141,113	595,938	26,600	7,629,527	291,239
2023	1,886,288	71,963	297,400	12,350	873,838	31,113	4,007,363	122,976	608,238	26,500	7,673,127	264,902
Grand total	16,512,273	624,974	4,501,458	167,731	7,087,485	276,961	34,213,151	1,048,827	6,462,138	244,964	68,776,505	2,363,457

Delivery Hub / Items / Bins

*The delivery volume for Geneva and Shorewood hubs is consolidated in Bolingbrook, and the Burr Ridge and Wheeling hubs are consolidated in Elmhurst (CTL).

** Delivery services were halted for a period of time during 2020 and 2021 due to the ongoing COVID-19 pandemic. 2021 does not have estimates because only one delivery count was completed.

Delivery Volume
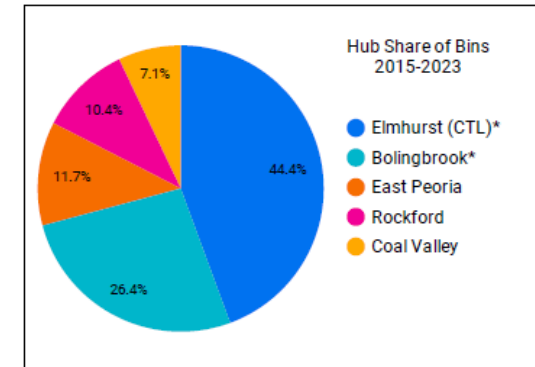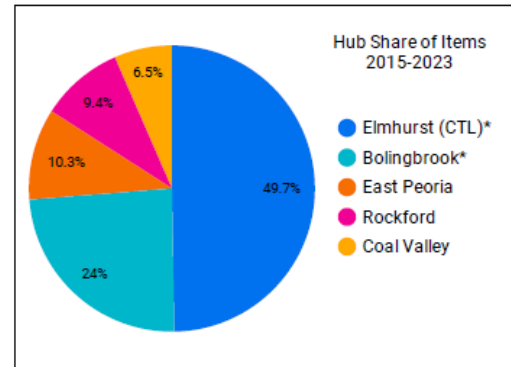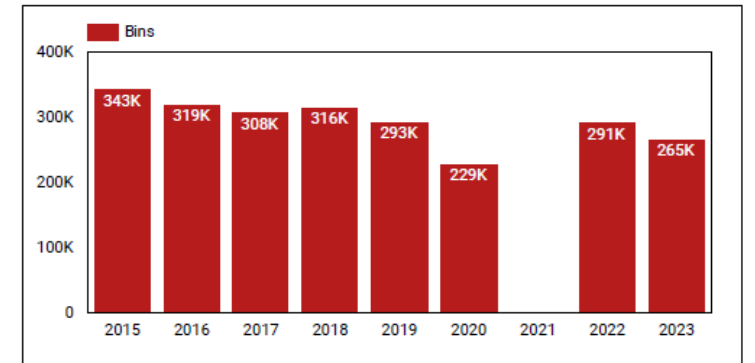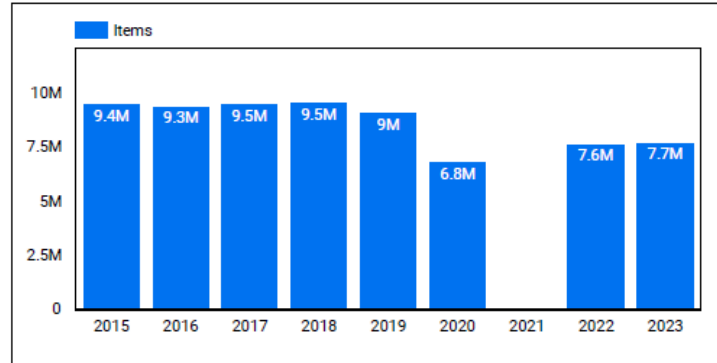
Delivery Volume

FY	Bolingbrook*	Coal Valley	East Peoria	Elmhurst (CTL...	Rockford	Grand total
					Delivery Hub / Avg. Items/Bin	
2015	25.6	29.1	24.3	28.1	30.6	**27.4**
2016	24.5	28.8	26.0	33.1	30.0	**28.6**
2017	26.4	29.5	27.5	35.3	27.9	**29.8**
2018	27.7	30.3	22.8	35.2	25.4	**29.2**
2019	28.1	28.6	27.6	35.0	24.5	**28.8**
2020	27.8	17.8	26.2	34.5	24.7	**26.2**
2021	-	-	-	-	-	**0.0**
2022	27.7	17.9	23.5	29.5	22.4	**25.5**
2023	26.9	24.1	28.1	32.7	23.0	**27.7**
Grand total	**26.7**	**25.8**	**25.7**	**32.7**	**26.1**	**27.9**

Automation

Drivers use iPads to collect delivery data
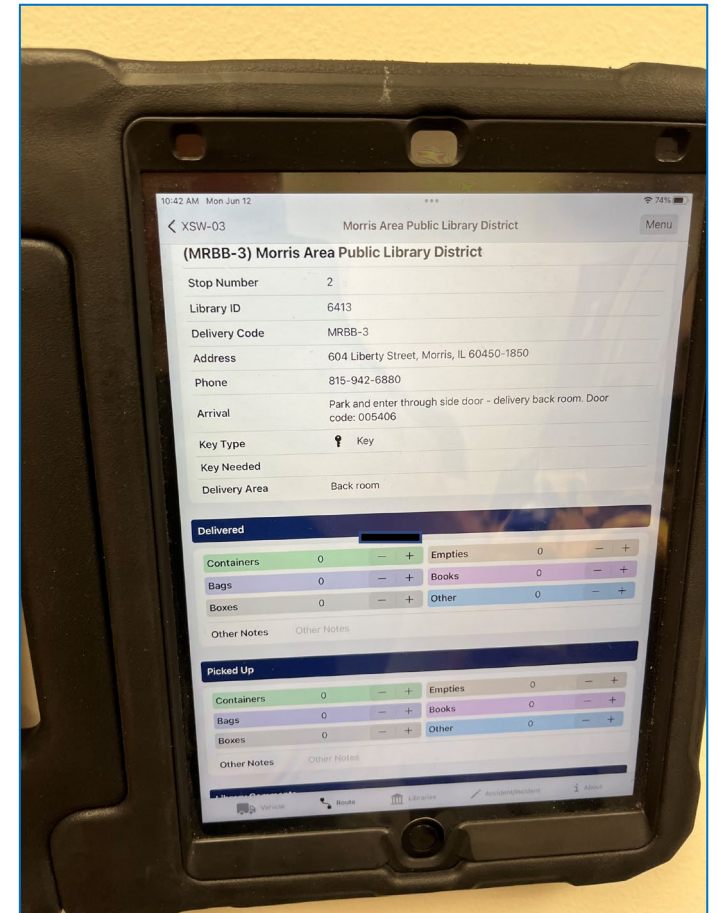
Library Requirement

Delivery Count

- Required by the ISL four times per year

- <u>Physical</u> hand count

- Start counting # of items and # of bins after the last pickup on the <u>Friday</u> before the count starts.

- Enter <u>daily</u> counts using the online form on the RAILS website

- Count *outgoing items* and *outgoing bins* for the day. (Outgoing = picked up by driver on that day)

- Important not to use totals from your ILS

- Accuracy matters! Counts are audited to ensure accuracy.

Delivery Web Page

Video Training Series

RAILS Delivery Training

Reaching Across Illinois Library System - 1 / 5

RAILS Delivery Training Series: Preparing Materials for Delivery
2:39
Reaching Across Illinois Library Syst...

2 **RAILS Delivery Training Series: Delivery Support**
1:39
Reaching Across Illinois Library Syst...

3 **RAILS Delivery Training Series: Member Lookup**
1:53
Reaching Across Illinois Library Syst...

4 **RAILS Delivery Training Series: Ordering Labels**
2:47
Reaching Across Illinois Library Syst...

5 **RAILS Delivery Training Series: Labeling**
4:00
Reaching Across Illinois Library Syst...

Importance of Correct Labeling

Many, many mislabeled items!
    Lots of School-Public swaps
    Lots of sending to the library above/below actual library in list

RSA's list is a courtesy, official method is L2 lookup.

If you receive a mislabeled item:
    1. Take a picture of label
    2. Note sending library
    3. Check item status in Workflows to find out where is should have been sent.
    3. Open Delivery Help Desk ticket (railsdelivery@railslibraries.org)
    4. Include items 1, 2, and 3 above
    5. Relabel item to correct item and put in outgoing blue bin.

Thank you!

Questions?

RSA Independence Project (RIP)

Draft Governance Documents Review

RSA Independence Page

https://support.librariesofrsa.org/independence-project

1 July 2024 Milestone

➤ **Nov UG – Draft Docs**
- ➤ **Gov Structure, Bylaws, Agreement**

➤ Feb UG – Final Drafts
- ➤ Above + Fee Structure

➤ March 24 – Signing Starts

➤ May UG – Phone/in-person to non-signers

Draft Intergovernmental Agreement (IGA) Between RSA Members

- Document that converts RSA
  - 501c3 to IL Intergov Instrumentality
    - Article VII, Sec. 10 of IL Constitution
    - Intergovernmental Agreement Act, 5 ILCS 220/1
  - Mostly the same as PC/SWAN/CCS
- Signing IGA approves Bylaws & Fees

Draft RSA Bylaws

- ▶ Governing Document of RSA

- ▶ Aligns RSA with PC/SWAN/CCS

- ▶ Defines Board Duties

- ▶ Governance & Financial topics

- ▶ Enforcement & Disputes

5 Minute Break

Draft Governance Decision-Making Breakout

▶ Guide to who does what

▶ Governance: OMA in-person quorums

    ▶ Board

        ▶ Directors Advisory Comm

    ▶ Executive Director

▶ Non-Governmental: Membership Groups

    ▶ Zoom, In person networking, email groups

Final RSA Membership Regions Map

- ▶ Regions for Board Representation
  - ▶ As equally representative as possible
- ▶ Board Meeting Locations
  - ▶ Required for in-person quorums
- ▶ To spread in-person training out
- ▶ For regional events & meetings

Final RSA Membership Regions Map

RSA Membership Regions as of 1 July 2024

County	Number of libraries	Total Pop	Region
Tazewell	17	120,839	Central
Woodford	6	36,629	Central
Mason	4	12,441	Central
Livingston	9	27,018	Eastern
De Witt	1	1,828	Eastern
Logan	1	2,238	Eastern
McLean	14	80,100	Eastern
Sangamon	2	1,210	Eastern
Menard	0	0	Eastern
Bureau	2	2,075	Northern
Fulton	11	9,144	Northern
Marshall	3	4,666	Northern
Peoria	12	182,176	Northern
Stark	5	6,465	Northern
Adams	10	56,659	Southern
Brown	1	6,238	Southern
Cass	6	16,412	Southern
Hancock	4	10,949	Southern
McDonough	5	22,484	Southern
Morgan	2	18,986	Southern
Pike	2	6,405	Southern
Schuyler	2	3,005	Southern
Scott	2	2,123	Southern
Henderson	2	7,069	Western
Henry	10	27,138	Western
Knox	10	42,546	Western
Mercer	4	9,014	Western
Warren	1	16,831	Western

Region	Number of libraries	Population
Northern	33	204526
Central	27	169909
Eastern	27	112394
Southern	34	143261
Western	27	102598
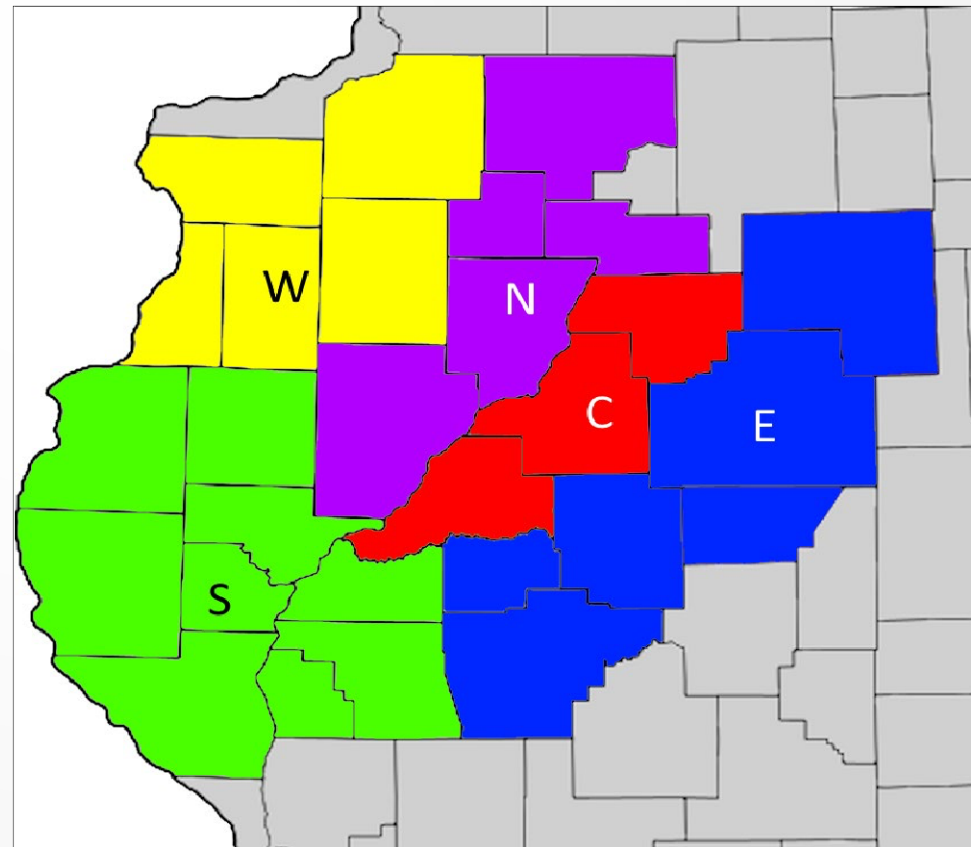
Draft Board of Directors Makeup

- Still 12 Members
  - 2 At Large (any member)
  - 5 Regional (any member in region)
  - 5 By Membership Category
    - School/Acad/Spc, PL under 2K, PL 2 – 4K, PL 4 – 10K, PL 10+K

Draft Board of Directors Makeup

- 4-year terms, max 9 years in a row
  - Directors, Supervisors w/ Director nomination, Sch/Aca/Spec librarians
  - 3 positions elected each year
- 4 officers: Pres, Vice Pres, Treas, Sec
- $1,000 fee rebate for each year on Board?
- June 2024 Election – need legal guidance!
  - All seats, some seats, no seats?

Independence In-Person Events

14, 15, 16, 20, 21 November - 10 AM

Independence Q&A's, Round 1

- These are for you! Grill us.
- In-depth discussion & questions
  - Focused on draft UG documents
  - About anything you wish after!
- Board Rep, Kendal/Antony, Guest Star
- Snacks & networking
- Rounds 2, 3, etc. next year

Member Services & Systems Update

Updates & Important Info for Directors and Managers

Mbr Serv & Systems Updates

- Q&A about written report?
- User Maintenance Project Update
  - 2+ years with no fines on Sep 18: 53,599
  - 3+ years with <$25 fines on Sep 18: 4,551
  - Batch Deletes as of 6 Nov: 34,313
    - Expired Users above remining on 6 Nov: 23,837
  - Out Now: Group 4 – Users Expired 5+ years
    - Can provide list of Staff Notes & User ID's if needed

Mbr Serv & Systems Updates

- ▶ Visits! Reach out and let us know!
  - ▶ We'll also be reaching out
  - ▶ Goal: Visit all members ever 2 years
- ▶ RSAcat Update on 21 Oct
- ▶ Workflows Update in Dec/Jan

Cataloging Department

Updates & Important Info for Directors and Managers

Cataloging Updates

➤ Discussion & Q&A: in written report

➤ Operational Notes 'to note'

➤ Backlog Update

➤ Annual magazine title records

➤ TV Series cataloging: Pipe Z (|z)

Administrivia

Updates & Important Info for Directors and Managers

Staffing Updates

- **Staff Anniversaries**
  - Kendal Orrison – 18 years in Sep
  - Rhonda Bierman – 11 years in Oct
  - Doug King – 7 years in Sep

Membership Updates

➤ Farmer City PL – Upgrading
   ➤ Live and Filling Holds
   ➤ Project complete!
➤ Peoria Notre Dame HS
   ➤ Pulled out of RAILS & RSA (in Oct)
➤ Southeastern CUSD HS & Jr HS
   ➤ Pulled out of RSA (as of 1 July)

Draft FY25 Budget Notes

- ▶ All figures subject to change!
  - ▶ RAILS $ not full set until Jun/July 24
  - ▶ New accounting standards not included yet & Grant $ NOT SHOWN
- ▶ RSA's Budget as III is a public doc
- ▶ Full draft public budget next slide

FY25 Budget - Public Draft

Budget SUMMARY	FY25 Projected
Total Income	$ 1,040,014
Total Expenses	$ 1,309,905
Net Total - Under / (Over)	**$ (269,891)**

INCOME

	FY25 Projected
Membership Income from Libraries	
GL 4060 - Full Online Libraries	$ 764,884
GL 4060 - Basic Online Libraries	$ 129,078
GL 4060 - RSA Member Libraries (Formerly Union List)	$ 6,000
GL 4062 - Associate Memberships (Non-RSA ADML Libraries)	$ 150
GL 4063 - Non-OCLC Member Fees	$ 4,701
	$ -
	$ -
Subtotal:	**$ 904,813**
Other Income	
GL 4070 - ADML Membership Fees (not including non-RSA member $25 Admin charge)	$ 91,476
GL 4070 - eRC syncs for OverDrive Advantage - Listed on Additional Invoices Page	$ 104
GL 4071 - EnvisionWare Group Purchase	$ 3,362
GL 4071 - eRC syncs for Hoopla - Listed on Additional Invoices Page	$ 1,581
GL 4071 - BLUEcloud Mobile Templates - Listed on Additional Invoices Page	$ 1,578
GL 4072 - eRead IL 30% Rebate (on $77,000 estimated cost)	$ 23,100
GL 4080 - Interest (Morton Community Bank)	$ 14,000
	$ -
	$ -
	$ -
Subtotal:	**$ 135,201**

Total RSA Income	**$ 1,040,014**

EXPENSES

	FY25 Projected
RSA Organizational & Contractual Expenses	
GL 5110 - Print Materials	$ 500
GL 5120 - Nonprint Materials	$ 500
GL 5130 - ADML	$ 95,000
GL 5131 - eRead IL (slightly estimate)	$ 78,000
GL 5135 - E-Resources	$ 2,000
GL 5250 - In-State Travel (Not covered by RAILS)	$ 8,760
GL 5260 - Out-of-State Travel	$ 18,370
GL 5270 - Registration and Meetings, Other Fees	$ 30,000
GL 5280 - Conferences and Continuing Education Meetings	$ 16,450
GL 5290 - Public Relations	$ 11,500
GL 5300 - Liability Insurance	$ 8,700
GL 5310 - Computers, Software & Supplies	$ 21,950
GL 5320 - General Office Supplies and Equipment	$ 5,000
GL 5330 - Postage	$ 1,125
GL 5400 - Equipment Repair and Maintenance Agreements	$ -
GL 5410 - Legal	$ 25,285
GL 5420 - Accounting (Audit) Fees	$ 10,500
GL 5430 - Consulting	$ 135,000
GL 5460 - Contractual Agreements w/ Systems for expenses over grant	$ 392,630
GL 5480 - Other Contractual Services	$ 440,190
GL 5490 - Depreciation Expense (non-monetary)	$ -
GL 5500 - Professional Association Membership Dues	$ 2,800
GL 5510 - Misc Expenses	$ 5,645
	$ -
	$ -
	$ -
Subtotal:	**$ 1,309,905**

Total RSA Expenses	**$ 1,309,905**

FY25 RSA Fee Increase

➤Fees going up by:
- ➤Greater of 3% or $150
  - ➤Basic Online: $1,900
  - ➤Basic Online w/ Branch: $2,513
  - ➤Full Online Minimum: $3,080
- ➤Non-OCLC libraries add 10%

➤Email help@rsanfp.org for your fee

Do you have issues in your library, or in others, that RSA could Solve?

Group Discussion Topic – If time is still available.

Chairs' Time

- Other Business?
- Scheduled Meetings:
  - 8 Feb 2024 – 1 PM (Thu)
  - 9 May 2024 – 1 PM (Thu)
    - Last formal Users Group meeting
  - July/Aug 2024 – Membership Update

Goodbye

See you next time