

**Users Group Meeting - FY24, Q3**  
**Thursday, 8 February 2024, 1 – 3 PM**

**Zoom Registration Link:** [https://railslibraries.zoom.us/meeting/register/TJUofumvpjkoHtAeXSfK\\_sWBzIIaE77LEUw](https://railslibraries.zoom.us/meeting/register/TJUofumvpjkoHtAeXSfK_sWBzIIaE77LEUw)

**AGENDA**

**Governance:**

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

**Agenda:**

1. Welcome and Call to Order (Chair)
  - 1.1 Review, **MOTION & APPROVE** agenda
  - 1.2 Review, **MOTION & APPROVE** minutes from 9 Nov 2023
2. Committee Notes: Questions & Important Discussions (Committee Heads / ED)
3. Board of Directors Report (Board President)
4. RSA Full Board Election; New Board Starts 1 July 2024 (Chair / ED)
  - 4.1 Nominating Committee Building Slate of Candidates
  - 4.2 Filling all 12 Board positions
    - 4.2.1 \$1,000 rebate on RSA fees each year following a year on the Board
  - 4.3 Board slate finalized by 24 May – Election runs 3 - 14 June
  - 4.4 **MOTION & APPROVE** *“Authorize RSA NFP to conduct an election to fill all Board of Directors positions prior to 1 July 2024 for the converted RSA Intergovernmental Instrumentality Board. Authorize the ratification of election results prior to 1 July 2024 with the newly elected board members starting on 1 July 2024.”*
5. Review and Discuss Final Draft RSA Independence Documents (Chair / ED)
  - 5.1 Intergovernmental Agreement between members to Establish RSA
  - 5.2 RSA Bylaws
  - 5.3 RSA Board Makeup and Election Cycle & RSA Regions Map docs
  - 5.4 Board Code of Ethics & Board Roles and Responsibilities docs
  - 5.5 RSA Governance Decision-Making Breakout
6. Review and Discuss Draft Communications Package for Directors and School Librarians (Chair /ED)
  - 6.1 What, Why, and History of the RSA Independence Project
  - 6.2 A General History of RSA
  - 6.3 Executive Overview of Current and Future RSA
  - 6.4 Comparison of RAILS vs RSA organization and services
  - 6.5 Value of RSA Membership
  - 6.6 Full RSA Services Listing w/ Basic Online services available in 2007 and in 2023
  - 6.7 Comparison of Member Libraries by type and size/usage
  - 6.8 What to do if you think you may withdraw from RSA
  - 6.9 Anything you feel is missing or would be helpful to you, your Board, or Administration?

**\*\* 5 minute break around the 1 hour point \*\***

7. New Fee Structures for Public and Non-Public Libraries for FY26 – FY29 (Chair / ED)
  - 7.1 History of RSA Fees 2005 – 2025
  - 7.2 RSA Rebate to Members FY25 – FY29
  - 7.3 Methodology for Public and Non-Public Fee Structures – FY26 - FY29
  - 7.4 Public Library Fee Structure (detailed and basic views)
  - 7.5 Non-Public Library Fee Structure (detailed and basic views)
8. Upcoming regional in-person Fee Structure and Independence Updates (Chair / ED)
  - 8.1 Meetings in each of the five regions – 3 in-person, 2 hybrid
9. Member Services & Systems Department Updates (Deter / Campbell)
  - 9.1 Information & questions about Members Services report?
    - 9.1.1 RSA Document Index Project
  - 9.2 Annual Theme Update: User Maintenance Project
  - 9.3 Policies and Procedures
    - 9.3.1 Review, **Motion & Approve** Renewal & Hold Shelf Limits Policy
    - 9.3.2 Review & Discuss Renewal & Hold Shelf Limits Procedure
    - 9.3.3 Review & Discuss Children of Multi Households Procedure
  - 9.4 Firewall Replacement – Tuesday 13 Feb, Downtime 7 – 9 AM
  - 9.5 System downtime – starting 11:30 PM 13 Feb – Symphony Web Services Update
10. Cataloging Department Update (Laughlin)
  - 10.1 Information & questions about Cataloging report
  - 10.2 Important Operational Notes
  - 10.3 Discussion Topics: 2024 Annual Cataloging Theme, Cataloging Site Visits, OCLC Connexion Browser
11. RSA Administration Updates (RSA ED)
  - 11.1 Staffing and Membership Updates
  - 11.2 FY25 Approved Budget - Quick Overview
  - 11.3 RAILS/IL Broadband project reminder
  - 11.4 RSA Membership Groups & Email Lists
  - 11.5 Discuss Last Users Group on 9 May: In person in the new Galesburg Library?
12. Other Business, Discussions, Adjournment (Chair)

**Upcoming Users Group Meeting Dates:**

- 9 May 2024 (2<sup>nd</sup> Thursday) – 1 PM – In-person? & Zoom – Final Users Group

Note: in July 2024 we start Membership Updates with an Overall RSA Update

*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.*