

RSA NFP Users Group FY24 Q4 - End of Era 3 Galesburg PL & Zoom

9 May2024

Agenda

- Call to Order / Committee Notes / Board Report
- Board Election 2024!
- Independence Project Update & IGA Signing Count
- Recognition of Member Library Staff Longevity
- Cataloging Updates
- Misc. Notes
- Operations Updates
- Administration Updates
- Chair's Time & Closing

Call To Order

- Review & Adopt Agenda

- Review & Approve Minutes
 - 8 February 2024

Committee Notes – Questions or Discussion?

- Database Committee
- RSAcat Committee
- RSA Day Committee (continues on)
- **Other Committees become email groups**
 - Meetings scheduled in group as needed
 - Zoom RSA Membership Chats ~monthly

Board of Directors Report

➤ Alissa Williams, RSA Board President

New RSA Board of Directors Starting 1 July 2024

A new RSA = A new Board

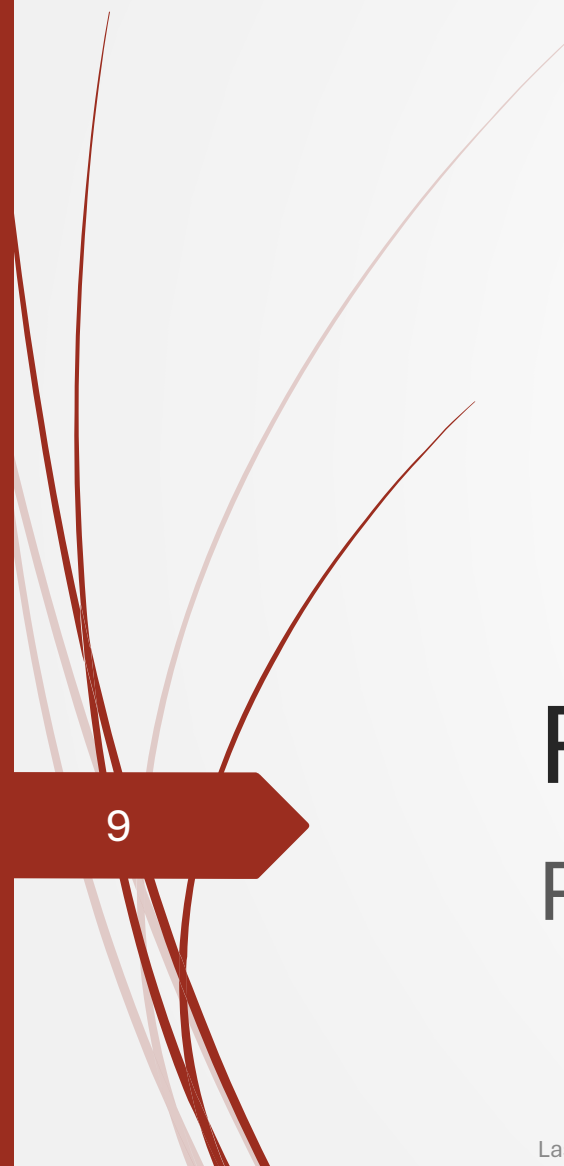
6

Nominating Committee Working...

- Members:
 - John Fischer – Normal PL
 - Mary Aylmer – Chillicothe PL
 - Kathleen Helsabeck – Quincy PL
- Building slate of candidates
- 19 volunteers so far –reaching out to to get more where needed

New Board Timeline

- ~~➤ Volunteer to run 9 Feb – 30 April~~
- Board Slate finalized - 24 May
- Online Election 3 – 14 June
- New Board Starts 1 July 2024



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RSA Independence Project (RIP)

Phone calls, emails, contacts galore

The Eras Tour (not Taylor's version)

- 4 Eras of RSA
 - 1980s – 1999: RSA NFP (Founders)
 - 1999 – 2011: RSA, merged into Alliance Library System (Expansion / Mentoring)
 - 2011 – 2024: RSA NFP, return of the NFP (Changing leadership / Cable Company)
 - 2024 +: RSA, as III (Renew / Reinvigorate / Reinvent / Regrow member Involvement)

Fourth Era – RSA as an III

- Approved with 72nd returned IGA (of 143)
- As of 6 May: 109 Members Signed IGA's
 - Publics: 76 of 96
 - Schools: 28 of 42
 - Academics: 3 of 3
 - Specials: 2 of 2
- Members confirmed withdrawing: 3 schools
- Full list on Independence Project page

1 July 2024 Milestone - Governance

- ~~➤ Nov UG – Draft Governance Docs~~
- ~~➤ Feb UG – Final Drafts + Fee Structure~~
- ~~➤ 1 March – ALL FINAL DOCS POSTED~~
- ~~➤ 1 March – Member IGA signing starts~~
- Mar-Jun – Phone & in-person visits

Next Steps for Members

- Everybody can access Everything
 - Assuming you are trained and need it
- Former Basic and Union Listers will see additional modules
- Working up training for IGE, BCA, BC Circ, and more for later this year

Next Steps for Members, pt 2

- RSAcat online bill pay
- New RSAcat carousel options
- Director's Advisory Committee (quarterly) – All invited as guests
- RSA Board Meetings - 8 – 10 a year
- System cleanup & refresh projects

Next Steps for Non-Members

- IGA required for RSA Service
- 1 July – ‘turn off’ access to system
- 1 July – ‘turn off’ RSAcat profile
- Remove items & users in Oct/Nov
 - Allow non-signers back in

1 July 2025 Milestone – Hire Staff

- Jul-Dec: work up staffing policies
 - Pay, benefits, job descriptions, etc.
 - IMRF biggest challenge
- Jan-Feb: review, refine, reflect
 - Employee policies finished
 - Pay and Benefits finished
- Mar: Offer positions / hire staff
- Apr-Jun: Fill openings if needed (buffer time)

RSA ≠ RAILS Building Our Community

- Revised RSA Logo
- Revised email signature block



	<p>Kendal Orrison Executive Director Resource Sharing Alliance (RSA)</p> <p>office: 866.940.4083 email: Kendal.Orrison@railslibraries.org web: support.librariesofrsa.org address: 715 Sabrina Drive, East Peoria, IL 61611</p> <p>Help Desk: help@rsanfp.org</p>
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- RSA only email groups

Recognizing Library Staff Longevity! Or the wedding dance for couple's thing

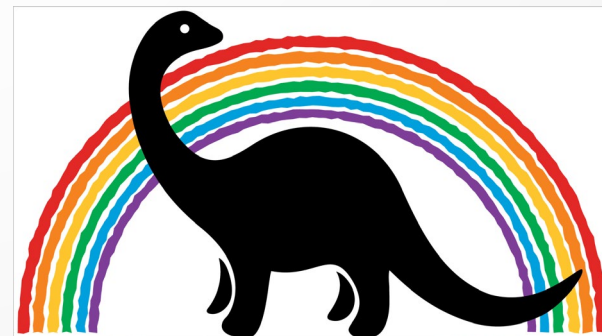
- Please stand if you've worked in RSA libraries for 2 or more years
- Keep standing if worked 5 or more
- 10
- 15, 20, 25, 30, 35?
- Winner gets cake!

Cataloging Department Update

Updates & Important Info for Directors and Managers

Cataloging Updates

- Questions about written report?
- Item Cats 6 – 10
 - Workflows is becoming a crazy cat...
- Pre-release Items
- Homosaurus



Administrivia

Random Information Delivered to You

Did you know...

- RAILS allows items to be returned to any library and delivered back home
- Preferably RSA items returned to other RSA libraries
 - It gets checked in: helps overdues/lost
- OK to inform patrons about this!

- CHECK EACH ITEM LIBRARY – ideas to solve?
 - WFIELD-230 is a school They are getting lots for...
 - WLMFLD-PLD is a public

RCIP User Profiles – Soon to be gone

- RCIP-A / A-10, RCIP-J, RCIP-SR, RCIP-STDNT, RCIP-YA
- Reciprocal Patron from a non-automated **RSA library**
- Only Mason Memorial qualifies now
 - They are getting automated
 - When they do, RCIP profiles go away
- NRES-A (etc.) for card purchasing patrons
- NON-RSA-A (etc.) for non-RSA patrons / reciprocals
- NP_BLOOM-A (etc.) for Bloomington patrons (Normal)
- Cleanup ongoing

Old RSA was sometimes Bad RSA



- ➔ We are not the library police
- ➔ Make the system work FOR you
- ➔ Deconflict inter-library beefs
- ➔ Gentle nudges to follow the rules
- ➔ No hammer; Just happy to help

What do you get when you merge the
Member Services and Systems
Departments?

The Operations Department Update
Updates & Important Info for Directors and Managers

Operations Updates

- RSA Documentation Index Update
 - Updated w/ new docs, after UG v4
 - Your first stop for RSA documents
 - All inclusive for docs and videos

Operations Updates – Policies!

- Review, Motion, Approve
- **Fine Block Limit Policy** update

Fine Block Limit Policy - revision

11 April 2024

Subject: Fine Block Limits Policy

Since the purpose of fines is to “facilitate the free flow of information” and not as a punitive measure or source of income, all RSA libraries shall agree to a standard cumulative fine block limit of no more than \$20.00 for all borrower types, except those that are excluded from blocks.

RSA has provided specific user profiles to facilitate this with fine block limits of \$5, \$10, \$15 or \$20. Each library may choose which limit they wish to use.

If a library has questions about how to handle the payment of lost, damaged or replacement items, please see the [Notification and Billing Policy for Transited RSA Member Library Items](#).

Approved by RSA NFP Users Group 7 March 2013

Revision Approved by RSA NFP Users Group 3 November 2016

Operations Updates – Policies!

- Review, Motion, Approve
- **Reciprocity Policy** update

RSA Reciprocity Policy

Revision approved May 13, 2022

- RSA recommends that member libraries share all circulating item types.
- Communication is key to successful reciprocity. Please contact the item owning library for any checkouts outside the normal patron checkout rules. Examples of times when a library should be contacted are checking items out to a school (via IGA) or a teacher for a semester, checking items out to an internal use card for something other than a book club, etc.
- RSA member libraries have Hold Rules that govern which item types will be shared with other member libraries to fulfill holds. The Hold Rules that are set up for each library should accurately reflect which Item Types the library is willing to send to fulfill holds at other member libraries.
- If a library has a Hold Rule that excludes a certain item type or a Circ Rule that prevents the checkout of that item type, then patron-initiated holds in RSAcat should not allow the hold to be placed. Workflows may allow library staff to place holds on items they don't lend; however, **it is the responsibility of member libraries to ensure that library staff are trained in how to place holds on materials on which they have restrictions.**
- Libraries with restrictions should inform their patrons of these limits.
- If you receive an item in delivery to fulfill a hold, even if Workflows should have prevented the hold, you are permitted to circulate the item to your patron.
- **Do not modify item due dates to get around checkout and hold limits.**
- Please be considerate when dealing with another library's items. A library may extend the due dates on their own items as long as they don't have holds on them.
- For more information, see the [Item Renewal and Hold Shelf Limits Procedure](#).

Operations Updates

- Operations Manual Updates
 - Working Group doing great work
 - Released around...
- A Guide to getting through your day at an RSA member library
- Not library specific, useful to all

Operations Updates

- Parameters Party Plus!
 - Cake optional; available today only
- Why? At least 20% of members had incorrect system settings for fine free
- (Covid + new Directors/staff) - library visits = system not working with you

RSA Support Site (no longer new)

<https://support.librariesofrsa.org>

- Do not use old site: stripped & ugly to remind
- Can't redirect from old to new automatically
- rsanfp.org/com redirects to new site
- alsrsa.org redirects to new site

- “Single Source of RSA Truth”
 - Let us know if it isn't
- More changes in June for III transition

Administration Updates

Updates & Important Info for Directors and Managers

Staffing Updates

- Staff Anniversaries
 - Erica Laughlin – 15 years in March
 - Erin Roberts – 2 years in February

- Staff Departures
 - Doug King left RSA on 28 February
 - Reports work moved to Ops & Kendal

Want new hardware or software?

Reminder to check with RSA

- Hardware & Software that talk to RSA's system needs pre-approval
- Consortia setting means may not work as vendor expects
- Security concerns
- System setup takes time

RSA Email Groups: so many groups

- Committees → email groups (discuss, setup Zooms or in person meetings, policy work, etc.)
- Specific Duties, library types, regions, etc.
- Can create more if you need
- All have group archive for members
- Mailchimp moving → RSA Announcements :mandatory
- RSA staff monitor & comment if needed
- Sign up form on 'Get in Touch' menu
- List of current email groups in package & on form

RSACat Carousels

New options in July

- Replace existing
- One, two, many
- Server NY Times Lists
- Can be any search in RSACat as Carousel
- Staff Curated Lists

➤ https://alsi.sdp.sirsi.net/client/en_US/PeoriaNotreDameOLD/

The screenshot displays several carousel options in the RSACat interface:

- New Materials:** A carousel with five items: WILLIAM CARE, SHADOWLAND, AMERICAN VAMPIRE 1976, CANDLE IN THE DARK (DVD), and IDEAL OF CULTURE: ESSAYS.
- New Children's and Teen Materials:** A carousel with six items: Bulldozers, Concrete Mixers, USA SPACE FORCE, Dump Trucks, and Graders.
- New York Times Adult Best Seller Lists:** A carousel with six items: FUNNY STORY, KRISTIN HANNAH THE WOMEN, DAVID BALDACCI CALAMITY OF SOULS, The Covenant of Water, FOURTH WING, and IRON FLAME.
- New York Times Children's and Teen Best Seller Lists:** A carousel with six items: a cartoon character, ALAN GRATZ HEROES, MAGNOLIA WOODS, THE EYES OF THE IMPOSSIBLE, LOIS LOWRY, and CC CO YOU.
- Staff Picks:** A section titled "Let's explore the Prairie State!" with a carousel of items including Trails to Illinois heritage, Chicago, and Illinois Trails & Traces.

Chairs' Time

- Other thoughts on Users Group
- Other Business?
- Adjourning of last Users Group
- Please eat more cake! No leftovers.



Goodbye