

**Users Group Meeting - FY24, Q4**  
**Thursday, 9 May 2024, 1 – 3 PM – Galesburg PL New Building & Zoom**

**MINUTES**

**Governance:**

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

**1. Welcome and Call to Order (Chair)**

- Meeting called to order at 1:02.
  - In-person attendee introductions.
- Review and Adoption of agenda.

**Motion by Alissa Williams Seconded by Richard Young**  
***Motion carried by unanimous vote.***
- Review and Approval of minutes from 8 Feb 2024

**Motion by Alissa Williams Seconded by Jenny Jackson**  
***Motion carried by unanimous vote.***

**2. Committee Notes: Questions & Important Discussions (Committee Heads / ED) [6:11](#)**

- RSA DAY Committee stays as a committee.
- All other committees will be through email groups, which doesn't mean they can't have meetings also.

**3. Board of Directors Report (Board President) [6:55](#)**

- Reviewed libraries missing returned IGA.
- Discussed use of building after independence.

**4. RSA New Board Election Update (Chair / ED) [7:44](#)**

- Committee is building a slate of candidates; currently 19 candidates.
- Full new board must be elected.
- \$1k annual RSA rebate for board service.
- Board will need to meet in person.

**5. RSA Independence Project Update (Chair / ED) [9:44](#)**

- Governance change approved with 72<sup>nd</sup> returned IGA.
- RSA Eras Tour (not Taylor's Version) discussion, 4 Eras:
  - 1980's – 1999: RSA NFP – Founders in charge
  - 1999 – 2011: RSA merged into ALS – Expansion & Mentoring
  - 2011 – 2024: Return of the NFP – Changing library leadership, Retirements, RSA becomes the cable company
  - 2024+: RSA as an Independent entity – Renew, Reinvigorate, Reinvent, and Regrow Member Involvement

- 110/143 signed IGAs.
  - 3 schools confirmed withdrawing.
- Next steps for Members
  - Every RSA member is a full member with full access to features. New features may need training. In late June you may see new modules if you had been a basic member.
  - Users Group ends - Replaced by Directors Advisory Committee. Will discuss ideas, concerns, future plans, and some policies before they go to the board.
  - 8-10 RSA board meetings per year. All will be posted online to comply with OMA.
  - Continued system cleanup and refresh projects – stay tuned.
- If you haven't signed the IGA we can't serve you come 7/1/2024.
  - Can libraries rejoin if they don't sign now? Yes.
  - We will remove access to your RSACat profile and will stop access to WF.
  - We will not remove users or items until Sept/Oct 2024.
  - No penalty to rejoin after 7/1/24, assuming we haven't deleted your data
- Next steps for RSA Board & RSA Staff.
  - Hiring staff – hopefully employment package will be set by Feb 2025.
  - Revised logo without NFP (Eventually the new board will work on a new logo).
  - RSA-only email groups
  - We have RAILS emails because we are RAILS employees until 7/1/25 and RAILS is FOIA-able.

#### **6. Recognition of time worked by member library staff (Chair) [28:39](#)**

- Congratulations to Amy Gee – Carthage PL – 32 years at an RSA Library!

#### **7. Cataloging Department Update (Laughlin) [31:50](#)**

- Item CATs 6-10 from the Workflows 4.1 upgrade aren't being used. Will be changed to UNDEFINED. Will possibly be used for special projects in the future.
- Prerelease items: a few items started checking out and filling holds before release date. Check them out to an internal use account so they don't circulate before release date.
- Homosaurus headings (controlled vocab for genre headings for LGBTQ headings) will start being used. Discussion at next Database Committee meeting.

#### **8. Did you know: RAILS reminder about delivery and returning items (ED) [35:35](#)**

- It is OK for a patron can return an item to **any** public Illinois library. Note that if it's not an RSA library (like Bloomington) it may not get checked in and may go to lost status until it returns to its owning library. This isn't advertised, but it is something that can happen.
- **Please** check delivery codes/Workflows codes when filling out RAILS delivery slips. (WFIELD-230 school getting items for WLMFLD-PLD).
- Do you have ideas for labeling? Did you get an incorrectly labeled item? Send a picture of your idea or the incorrect label to Robert Morgan.

#### **9. RCIP user profiles being retired soon! (ED) [42:49](#)**

- Cleanup project to update RCIP users. RCIP users are ONLY patrons from Union List (non-automated) library, of which Mason Memorial is the only remaining Union List library. We can batch change RCIP patrons.
- NRES cards are for patrons that live in an unserved area and purchase cards.

- NON-RSA profiles are for patrons that have library privileges in an Illinois library outside of RSA.
- NP-BLOOM – Bloomington patrons using RSA libraries (Normal, Hudson, Towanda).

10. **Operations Department Updates (Deter / Campbell) 1:04:07**

- RSA is not the library police.
- We want to help you make the system work for you. Ex: if you're fine free and you have to fine-free discharge to remove fees, let us know.
- We can help "deconflict" interlibrary issues.
- RSA Document Index 2.0!
  - Easy way to find documents by ctrl-F search. Download as pdf and links are clickable.
  - Pay attention to "last updated" date on document.
  - Topics on website are reflected in the index.
- Policy Updates! (Naslund)

Review, **Motion & Approve** "Fine Block Limit Policy"

**Motion by Alissa Williams Seconded by Jenny Sevier**  
***Motion carried by unanimous vote.***

Review, **Motion & Approve** "Reciprocity Policy"

**Motion by Jenny Jackson Seconded by Laura Keyes**  
***Motion carried by unanimous vote.***

- Operations Manual Update
  - The Working Group is building manual. The goal is a manual for front-line staff. Beta version available in early July 2024. We encourage feedback at that time. Working group will work through those recommendations.
- Parameters Party Plus! Cake optional.
  - Why? At least 20% of members had incorrect settings for fine free circulation.
  - We will interview each library point-of-contact starting with the Eastern Region in July 2024 for circulation and hold rules, notices, and other parameters (not cataloging). These interviews are mandatory.
  - It was requested that RSA provides an overview of current parameters and recommendation of standards for circulation and hold rules for RSA libraries.
  - The Director can designate POC(s) for the Parameters appointment.
  - We will send the parameters review questions soon.
  - Cataloging is doing cataloging site visits in which they review cataloging parameters.
  - You should know what your circulation and hold rules are, and we will make sure that Workflows uses those rules.
- RSA Support Site: your 'single source of RSA truth'
  - Contains Documentation Index and Operations Manual.
  - The old support website is no longer searchable.
  - We will have to recreate the governance section.

**11. RSA Administration Updates (RSA ED) [1:45:31](#)**

- Staffing and Membership Updates
  - Erica – 15 years
  - Erin – 2 years
  - Doug left in February and the position will not be filled at this time. Member Services now handles most report requests. Kendal handles custom requests.
- Reminder about 3<sup>rd</sup> party hardware/software purchases.
  - Please tell us before you buy. Things that work on stand-alone systems can be complicated in a consortium.
  - Hardware and software that talk to RSA’s system needs pre-approval.
- RSA email groups launching
  - You can start signing up now. Check the website “Get in Touch”.
- New RSACat carousels; initial roll out in July. Will work library-by-library.
  - Any RSACat search can be a carousel (like Staff Curated list).
  - Any facet search can be made into a list from the url list.
  - Can your list be used by other libraries? Yes, if you get the url from the “All RSA Libraries” tab.
  - Online bill pay turned on in July for public members who don’t currently have it.

**12. Other Business, Discussions, Adjournment of final Users Group meeting (Chair) [1:58:09](#)**

- Beth D. brought posters for the St. Jude 5k fundraiser next month.
- Antony brought the last of the RSANFP swag, Boundless posters, and other items.
- Laura K. invited group to her Historical presentation at Dunlap PL on Thursday 5/16/2024.
- Noelle T.: Thanks to RSA and local libraries for their support while they moved.

**Meeting adjourned by B. Duttlinger at 3:00pm**

*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.*