

# **Executive Director Report for 11 December 2024**

Membership Updates: Ongoing Topics & One-Offs

Red text denotes new information from previous reports.

#### Withdrawing Members for FY26

- ROWVA CUSD & East Peoria High School both have given formal notice of withdrawal
- A-C Central, Quincy Notre Dame, and Stark County Schools none have given notice, this is our hunch based on conversations

#### **New Member Inquiries**

We are also tracking and in touch with several potential new RSA member libraries.

- Creve Coeur Parkview Junior High School is interested in joining RSA.
- Hamilton Public Library Might have applied for RAILS Automation grant on 1 Nov
- Camp Point Public Library is interested in joining RSA.
- Other public libraries are interested, but none have moved forward yet.

#### **Other Notable Membership Activity**

Mason Memorial (former Union List) - cataloging to prepare to become automated

- Has been cataloging collection already
- Provided patron entry and some circulation training in September. Ordering patron barcodes to start entering their patrons. Will go live without the entire collection cataloged. They'll make temp records for items not in system, then enter them on return.

Bushnell-Prairie City CUSD #170 (former Union List) - Not automated in RSA

• We have spoken with the school librarian. They are consulting with their Superintendent to see what they want to do with RSA. They circulate via a standalone Follett system.

Henry-Senachwine CUSD #5 (Grade/Jr High & High Schools) – has maintained a frozen membership for years due to lack of staff, started working on updating their collection last year.

• They have also asked about getting up and running in eRead IL which will require them to provide barcodes to their students so they can be authenticated by our system.

# In early November, we removed all the bills, patrons, and items for the 7 members who withdrew this summer.

#### **RIP Updates: Ongoing Topics & One-Offs**

RSA's Administration and Supervisor staff are working with RAILS and HR Fit, a local Peoria company, to work through all the transition issues. RSA needs to setup everything required to directly employ staff. A short list of the major independence work includes:

- IMRF (Illinois Municipal Retirement Fund)
- LIMRiCC
- Mission Square
- Payroll & Pay Scales

- Other Required Benefits
- Ongoing HR Support via HR Fit post direct hiring
- Staff Handbook & Other Staff Policies
- Job Description Rework
  - Existing need reworked
  - At least 1 totally new, Office Manager position created
  - Additional descriptions to give us 3 levels of responsibility in Cataloging and Operations departments below the Supervisor. Not all positions will be filled, but this gives us hiring and promotion flexibility.
- All Computers, Software, and IT Infrastructure used by RSA staff day to day outside of the SirsiDynix automation system.

## System Updates, Projects, Issues: Ongoing Topics & One-Offs

These are the major projects which patrons see, will see, or are affected by directly.

#### The Expectations Project:

This is a topic for the Board, the DAC, RSA's Directors, and the RSA Staff. The Board started with a productive discussion at their October and November meetings.

RSA's old expectations document, from 2016 or so, is horribly outdated and not useful. There are a few member expectations outlined in the bylaws but these are quite general in nature.

We're still in the brainstorming and outlining portion of the project. Ultimately the Board will adopt a set of expectations that applies to, and is enforced with gentle nudges, RSA members. For the membership, we will also develop a set of expectations that apply to RSA as an organization that will serve as kind of a service level agreement for our interactions and support.

There are two documents and a cover sheet included in the package to use as a jumping off point for discussion at the December meeting.

#### **RSAcat Mobile 2**

We are working with SirsiDynix to set up a testing instance of RSAcat Mobile 2 (SirsiDynix's BLUEcloud Mobile 2). The new app is up and running for Apple iOS devices via Test Flight. RSA Staff have begone to review the capabilities of the new app to determine when we feel it's ready to start a more serious review. We'll need to customize the app for each library prior to release.

On the Google Android side of the house, we're having all kinds of issues trying to get them to approve our developer account. We're not alone, many libraries and consortia have reported the same issues. Once we get that development account finalized, SirsiDynix will be able to start uploading the new app for Android testing.

#### **Automatic Renewals of Materials**

Symphony can auto-renewal items with available renews that aren't needed to fill a hold and have renewals remaining. The system can be setup to do this automatically on the item's due date. During Parameters Parties we've found this to be a super popular item to enable for members. To enable this feature, libraries need to use standardized checkout periods of 2 weeks with 1-2

renewals or 3 weeks with 1 renewal, or shorter periods, to keep the overall checkout and auto renewal periods set to a reasonable 6-week max. This is in keeping with reciprocity standards.

We have enabled 38 libraries to use automatic renewals. There are 9 others awaiting go-live or in the process of considering enabling it.

#### Website Accessibility Checkups

Awaiting RAILS guidance on this. We have also been in contact with SirsiDynix to get copies of their written conformance with the guidelines. SirsiDynix has made many updates to Enterprise, the product that RSAcat runs on, to meet Federal guidelines. The new catalog SirsiDynix is working on, which will replace RSA's current catalog, initial roll-out in 2025, includes full accessibility support.

#### Staff Updates Since the Previous Meeting

#### **Staff Anniversaries**

Rhonda Bierman – 12 years in October Jennifer Choate – 5 years in December

#### The Expectations Project, RSA Staff Edition

We have started a longer-term discussion revolving around our internal expectations. Part of this will be a focus on getting ideas to incorporate into a revision of the RSA Staff Culture document. Parts may also end up in the new staff handbook. We also want to set our expectations for services and our relationship with our member libraries. This is another long-term project that will be finished when it's done.

## Administrative Updates Since the Previous Meeting

#### **RAILS LLSAP Grant Paperwork**

• We received the RAILS LLSAP Grant package paperwork on Thursday the 31<sup>st</sup> of Oct. For FY26, RSA's grant amount is \$816,441. Our grant is down slightly from FY25's \$835,828 which was expected from our membership count lowering while some other consortia membership went up slightly. The FY26 grant assumes RSA staff independence on 1 July but contains a fallback for a 1 Jan 2026 start date should things not be ready for July.

## **Outreach Campaigns**

- The Cataloging Department's Halloween themed 'Bug Us' materials were ordered, printed, packed up, and sent via email and delivery to member libraries in October. They also included one or more of the 'Bug Us' sticky note pads. We'll be sending those out with future campaigns through RSA Day where we hope to give them all away.
- The Board's 'Bug Us' business cards were completed, ordered, and were handed at the November meeting.
- The Operations Department is working on their January campaign right now.
- We have a Bug Us campaign for Reports scheduled for April. This will be the last individual campaign for FY25. We intend to keep this as a reoccurring campaign with updates delivered about once a quarter.
- The team has begin working on a 'Bug Us' page and updates for the RSA Support Site.

- The 'Bug Us' Team is working somewhat independently creating these great products. The team is currently made up of (alphabetically): Rhonda Bierman, Jennifer Choate, Tony Hahn, Erin Roberts, and Lisa Schemensky. A big "thank you" to the team for putting these fun reminders together. They're the ones responsible for concept and design for most of this.
- 'Focus on the Forums' is a new email campaign to introduce individual email forums and their general subject matter to our members. We've now sent out emails to several of the forums. Eventually, we'll work through them all.

## School Handbook

The first version of the new School Handbook has been posted to the Support Site. Several schools provided feedback, and we continue to encourage all schools to share their thoughts on the handbook to make future revisions even more useful.

## **BLUEcloud Analytics (BCA) Interactive Reports**

We've started a discussion about what types of reports Director's need to help their Board or Administration better understand their library, and their place in RSA. We'll turn those suggestions into additional interactive or prompted reports, assuming if we can make them work with the data we have in the system.

Currently there are interactive reports live and linked via the BCA page of the Support Site for:

- Holds Placed and Filled
- Checkouts and Renewals
- Transit Counts To and From My Library

We also have two newly developed reports not yet posted to the Support Site but available from within BCA. These are:

- Reciprocal Borrows
- Checkouts and Renewals Over Time

Examples of these reports are included in the emailed package.

We have worked up a report to show the number of holds filled by items outside the patron's library. We can show it per library, but for now I'd included a document in the email package showing it broken out by library type and overall size. Bottom line, 66.5% of all holds filled in RSA come from and outside library!

Finally, we're working with map data at the zip code level to show things on the map. Right now, we have a report of who is checking your stuff out plotted on the map by zip code. It's super interesting to see the reach some of our members have! Currently the report system only has map data for patron's zip codes. RSA staff will need to create and upload zip code coordinates that we can tie to other location-based things. One goal for a map showing where your items checked out in the system. We think showing items from the Mississippi bordering counties checking out all over central Illinois will be quite effective.

As always with reports, if you have suggestions for reports for your library, please let us know! We'll add it to our Todo list.

# **Completed RSA Events: Training & Visits**

Training sessions or member visits can be either in-person, virtual, or in some cases both.

September Events:		
Location	Campaign Name	Campaign Type
LaHarpe Carnegie PLD	FY25 Parameter Party	Member Services
Eureka Middle School	FY25 New Director visit	Member Services
Eureka High School	FY25 New Director visit	Member Services
	September Board	
Danvers Township Library	Meeting	Governance
Fondulac PL and Zoom	DAC - Fall 24	Governance
M-C River Valley Public Library District	FY25 Parameter Party	Member Services
Zoom Training Session	Basic Circulation Workshop	Member Services
Illinois Prairie DPL	Basic Patron Registration Workshop	Member Services
Four Star PLD	FY25 New Director Visit	Member Services
Viola Public Library District	Cataloging Site Visit	Cataloging
Atkinson PLD	FY25 Parameters party	Member Services
	Online Basic WorkFlows	
Zoom Training Session	Cataloging Workshop	Cataloging
Clover Lib District	FY25 Parameters party	Member Services
Galesburg via Zoom	FY25 Parameters Party	Member Services
Fondulac Public Library District	Cataloging Site Visit	Cataloging
Beardstown Houston MPL	FY25 Parameters Party	Member Services
Viola PLD	FY25 Parameter Party	Member Services
Ransom Memorial Public Library	FY25 Parameter Party	Member Services
Salem Public Library	FY25 Parameter Party	Member Services
Carthage PLD.	Cataloging Site Visit	Cataloging
Galva PL via Zoom	FY25 Parameters Party	Member Services
Warren County PL via Zoom	FY25 Parameter Party	Member Services
Williamsfield	FY25 Parameter Party	Member Services

#### **October Events:**

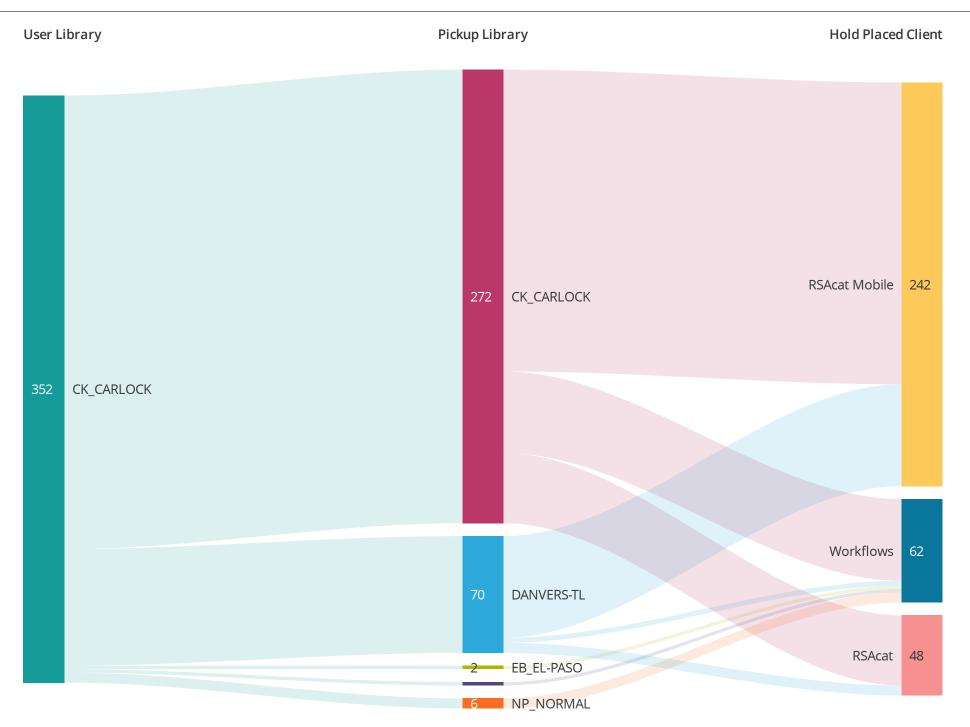
Location	Campaign Name	Campaign Type
Zoom / E0_EURK-HS (Congerville-Eureka- Goodfield CUSD #140 - High School).	Cataloging Virtual Site Visit	Cataloging
Zoom / Kewanee PLD	FY25 Parameter Party	Member Services
Edwards River PLD	Parameter Party	Member Services
Atlanta PLD	FY25 New Director	Member Services

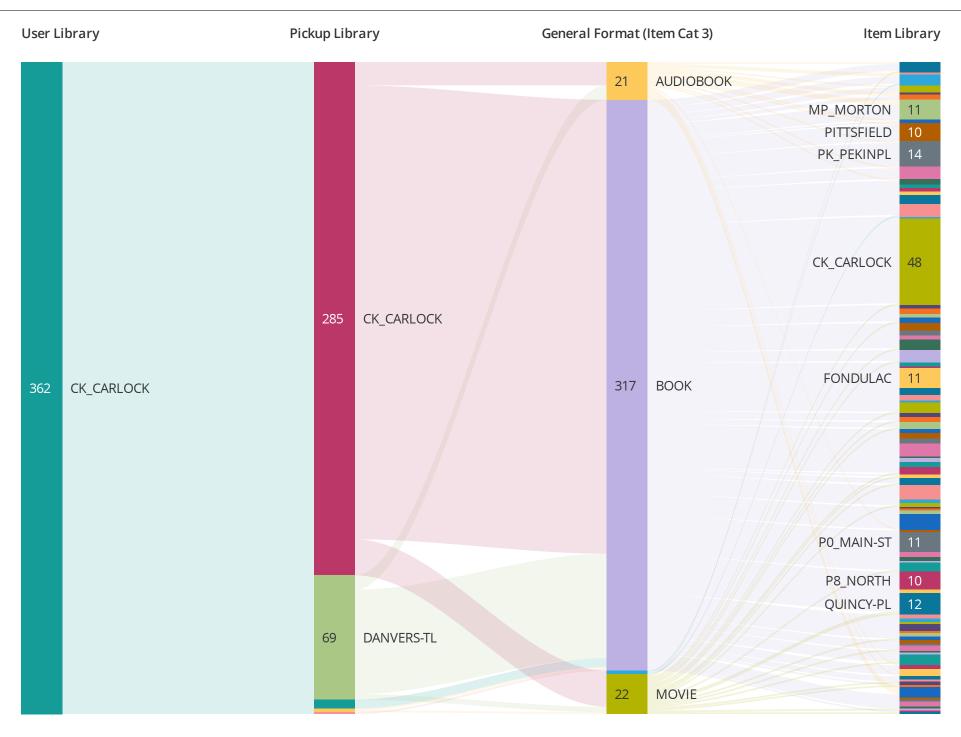
Zoom / New Windsor PL	FY25 Parameter Party	Member Services
Morrison and Mary Wiley	Parameter Party	Member Services
Zoom / Knoxville PL	FY25 Parameter Party	Member Services
Zoom / Greig Memorial Library	FY25 Parameter Party	Member Services
Kewanee PLD	Cataloging Site Visit	Cataloging
Wyoming PLD	FY25 Parameter Party	Member Services
Zoom / Clayton PLD	FY25 Parameter Party	Member Services
Cambridge Elementary	FY25 New Director	Member Services
Greater West Central PL - at Augusta Branch, but catalogers from all the GWC branches met	Cataloging Site Visit	Cataloging
Mason Memorial DL	FY25 Parameter Party	Member Services
Dunlap PLD	FY25 Parameter Party	Member Services
Zoom	RSA Bibload Workshop	Cataloging
Zoom / Peoria PL	FY25 Parameter Party	Member Services
Zoom / Lillie M Evans LD	FY25 Parameter Party	Member Services
Zoom / Astoria PLD	FY25 Parameters Party	Member Services
Zoom / Brimfield PLD	FY25 Parameters Party	Member Services
Zoom	Online Basic WorkFlows Cataloging Workshop	Cataloging
Zoom / Henry PL	FY25 Parameter Party	Member Services
Zoom / Valley DL	FY25 Parameter Party	Member Services
Zoom / Spoon River LD	FY25 Parameter Party	Member Services
Zoom / Farmington Area PLD	FY25 Parameter Party	Member Services
Zoom / Bradford PLD	FY25 Parameter Party	Member Services

#### **November Events:**

Location	Campaign Name	Campaign Type
Zoom / Peoria Heights	FY25 Parameters Party	Member Services
Zoom / Clayton Public Library	FY25 Parameters Party	Member Services
Avon PL	FY25 Parameters Party	Member Services
Zoom / Neponset	FY25 Parameters Party	Member Services
Lacon PL	FY25 Parameters Party	Member Services
Eureka Public Library	Basic Patron Registration Workshop	Member Services
	November 2025 Board	
Dunlap PLD	Meeting	Governance
Alpha Park PLD	FY25 Parameters Party	Other

Chillicothe Public Library District	Cataloging Site Visit	Cataloging
Ayer PLD	FY25 Parameters Party	Member Services
Zoom	FY25 Parameters Party	Member Services
Prairie Creek Public Library District	Cataloging Site Visit	Cataloging
	Atlanta Basic Circulation	
Atlanta PL	Training	Member Services
Fondulac PLD	FY25 Parameters Party	Member Services
Zoom / Forman Valley	FY25 Parameters Party	Member Services
Zoom / Creve Coeur	FY25 Parameters Party	Member Services
Zoom / Illinois Prairie DPL	FY25 Parameters Party	Member Services
Zoom / Washington DL	FY25 Parameters Party	Member Services
Zoom	Online Basic WorkFlows Cataloging Workshop	Cataloging
Fondulac District Library	RSA Day Working Group	Other
Zoom / Quincy PL	Quincy PP Follow up	Member Services
Zoom / Filger PL	Parameter Party Filger	Member Services
Beardstown Gard Elementary School	FY25 New director visit	Member Services
Zoom / Pekin PL	FY25 Parameters Party	Member Services



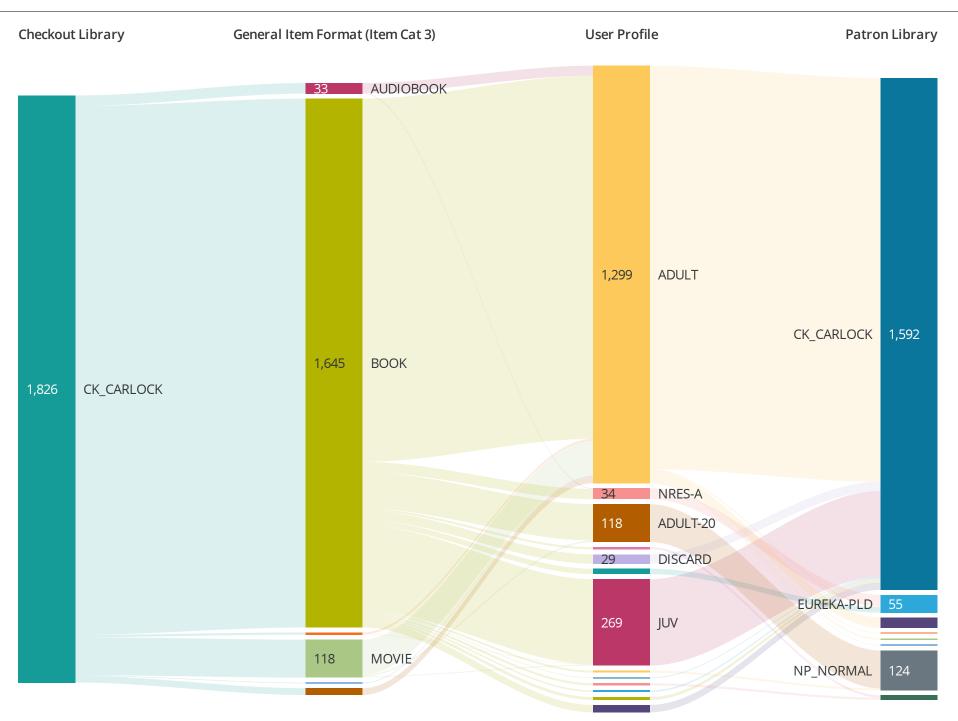


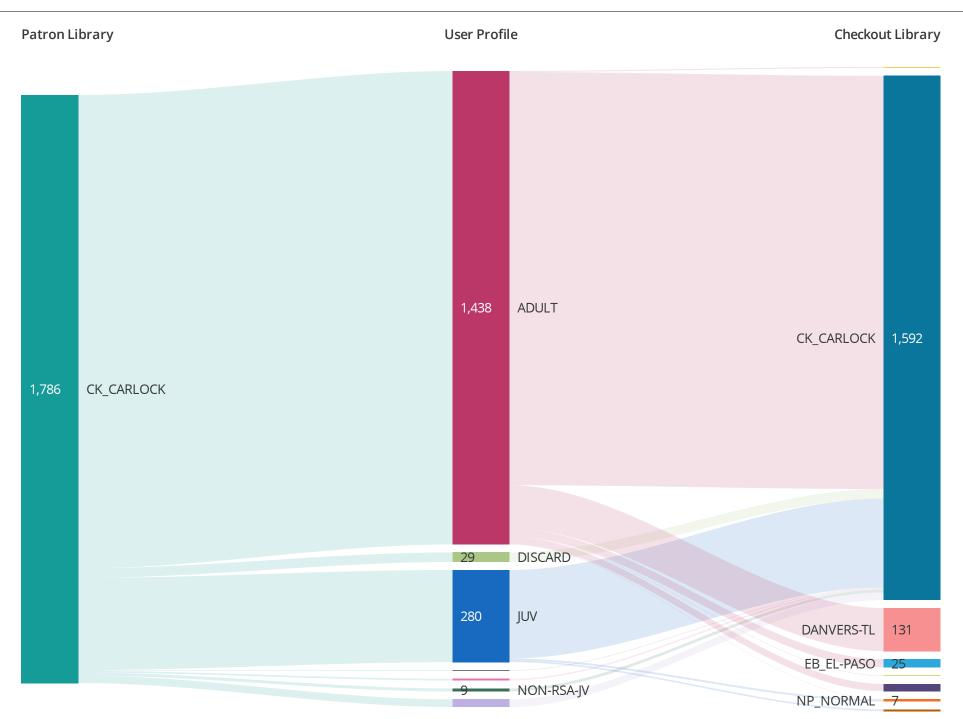
1,826	CK_CARLOCK	1,592	ADULT CK_CARLOCK	1,299
			DISCARD	
		124	DANVERS-TL NP_NORMAL ADULT-20	

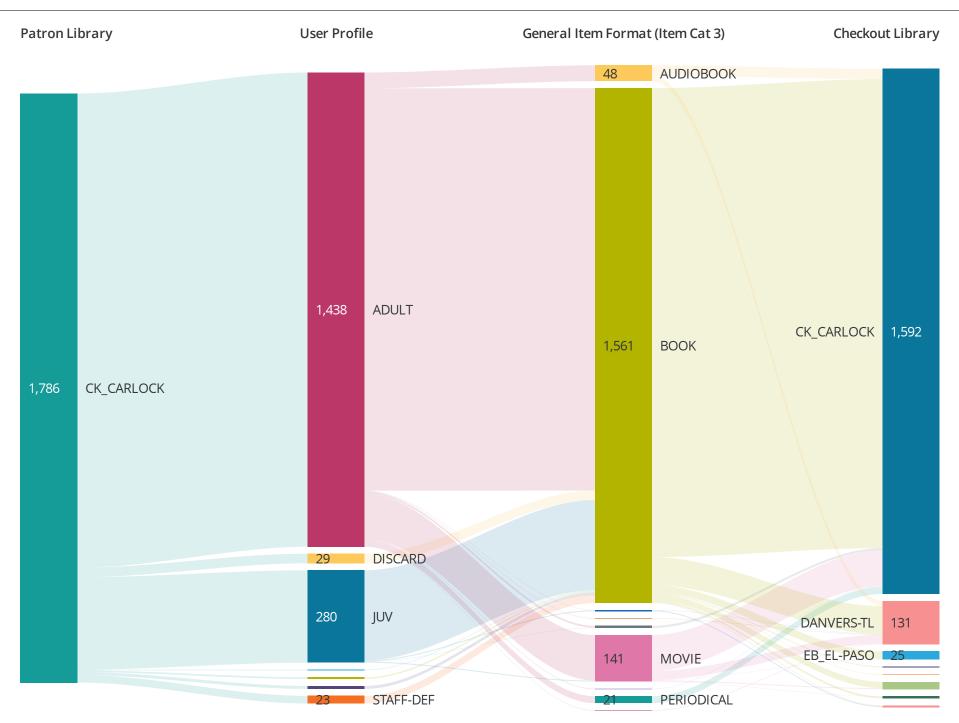
Patron Library

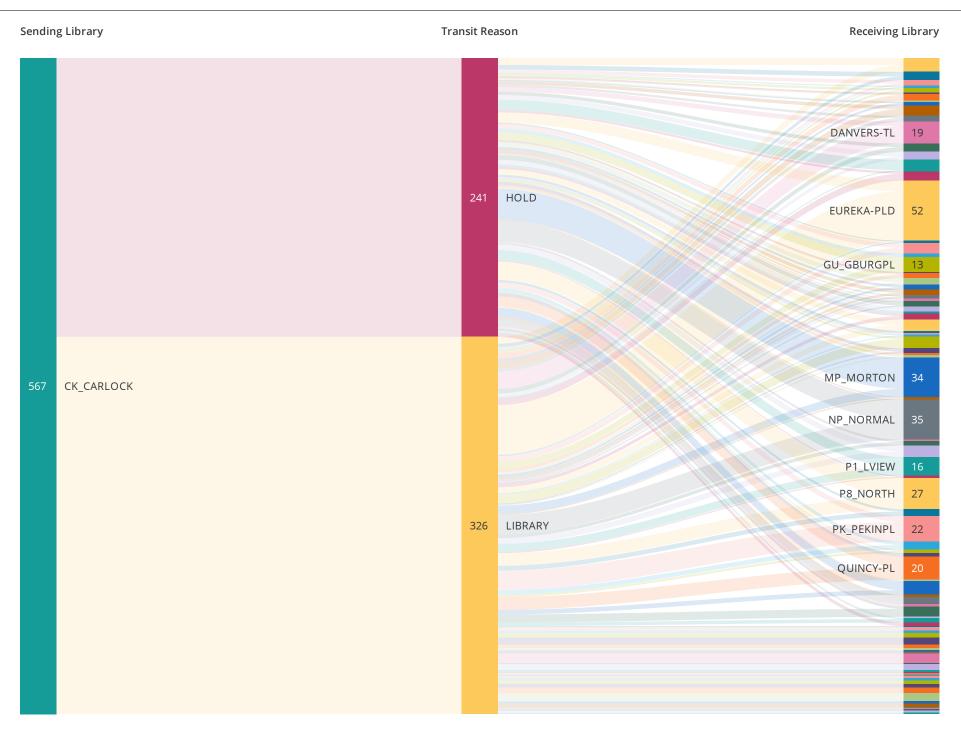
**Checkout Library** 

User Profile









Sending Library				Coun
	Receiving Library	HOLD	LIBRARY	Tota
CK_CARLOCK	AASTOR-PLD		1	
	AP_ALPHAPK	6	6	1
	ATLANTA-PL		3	
	AYER-PLD	4	3	
	B0_BROWN-C	3	2	
	BLAND-HIRE	1	1	
	BMFIELDPLD	2	2	
	C5_CAMB-HS	1		
	CARTHAGEPL	1	5	
	CHENOA-PL		2	
	CLCHESTER	1		
	CMBRIDGE	1	2	
	CPCHILLIPL	3	6	
	CREVEC-PLD	2	3	
	CWORTH-PL		4	
	DANVERS-TL	4	15	
	DOMINY-ML	3	4	
	DR_CREEKPL	4	3	
	DUNLAP-PLD	9	1	
	EB_EL-PASO	2	6	
	EUREKA-PLD	9	43	
	FARM-A-PLD		6	
	FILGER-PL	1	1	
	FLANAGN-PL		3	
	FONDULAC	4	5	
	FP_FORREST	3		
	FSTAR-PLD		2	
	FV_FORMVAL		1	
	G0_GWC-AUG		1	
	G4_GWC-PLY		1	
	GALVA-PLD		8	

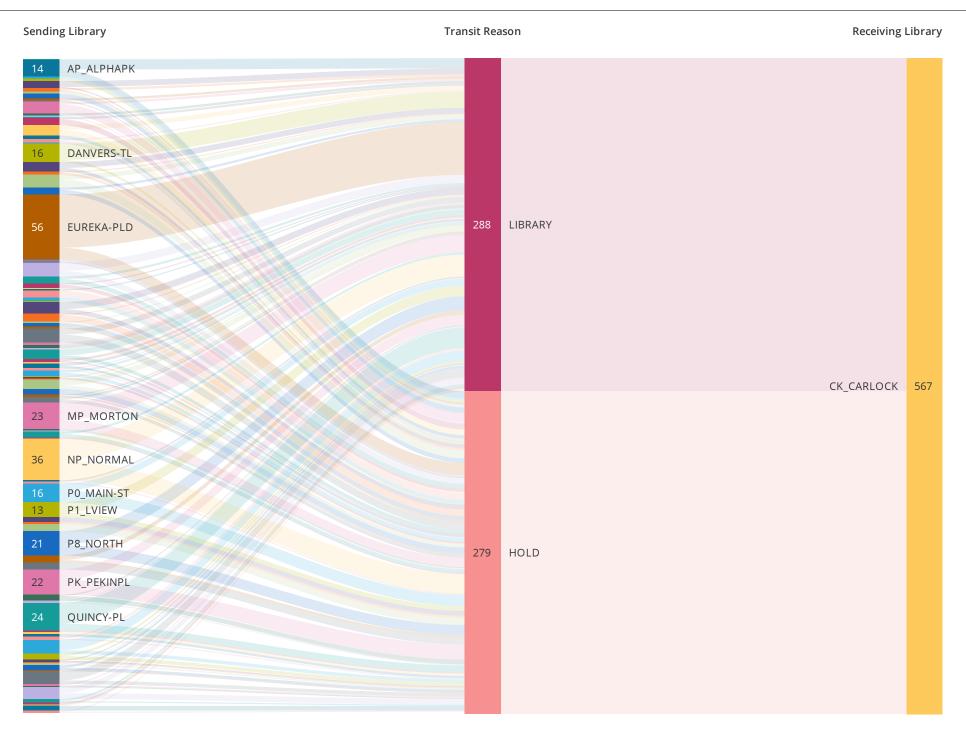
_ibrary					
	Receiving Library	HOLD	LIBRARY	Total	
	GD_GRIDLEY		1	1	
	GI_GRIGVIL		5	5	
	GU_GBURGPL	7	6	13	
	GU2_LOCK-1	1		1	
	HAVANA-PLD	1	3	4	
	HC_HENDRSN	4	2	6	
	HEYWORTHPL	2	2	4	
	HN_HAPEINE	3	2	5	
	HP_HUDSON	1	2	3	
	HY_HENRY	1	1	2	
	IO_IP-MET	4	1	5	
	I2_IP-GTH	4		4	
	I3_IP-ROAN	2		2	
	I5_IP-WASH		2	2	
	IVC-HS		1	1	
	JACKSONVIL	2	3	5	
	JOHNMOSSER		1	1	
	KEWANEE-PL	5	5	10	
	KNOXVIL-PL	2		2	
	LAHARP-CAR	1		1	
	LILLIE-M-E	1	1	2	
	MACOMB-PLD	2	8	10	
	MERCER-CAR	3	1	4	
	MF_MHFGPLD	2		2	
	MKINAW-DPL	1	1	2	
	MP_MORTON	27	7	34	
	MQUETTE-HT	1	1	2	
	MR_MC-RIV		1	1	
	MT_MARTIN		2	2	
	MU_MAQUON		2	2	
	MW_MOR-M-W		3	3	

ng Library			C	
	Receiving Library	HOLD	LIBRARY	Total
	NP_NORMAL	18	17	35
	NW_WINDSOR	1		1
	ODELL-PL	1	3	4
	P0_MAIN-ST	5	5	10
	P1_LVIEW	9	7	16
	P2_LINCOLN		3	3
	P3_MCLURE	1	1	2
	P7_OUT		5	5
	P8_NORTH	16	11	27
	PHEIGHTS	2	4	6
	PITTSFIELD		7	7
	PK_PEKINPL	5	17	22
	PONTIAC-PL	3	4	7
	PRAIRIE-CR	1	2	3
	QU2_OUTRCH	3		3
	QUINCY-PL	9	11	20
	RANSOM-MEM		2	2
	RUSHVIL-PL		3	3
	S5_SCOT-HS	1		1
	TD_TREMONT	8	4	12
	TOULON-PLD		1	1
	TWANDA-DL	2		2
	VA_AVON-PL		1	1
	VIOLA-PLD		1	1
	VRGINIA-PL		2	2
	VS_VERG-HS		1	1
	W0_WASH-PL	6		6
	W1_WASHSUN	2		2
	WARREN-CO	2	7	9
	WNCHESTER	1		1
	WYOMING-PL	1	3	4

Sending Library				Count
	Receiving Library	HOLD	LIBRARY	Total
	Z1_PPLAINS	3		3
	Total	241	326	567
Total		241	326	567



Transit Counts To and From My Library Interact...

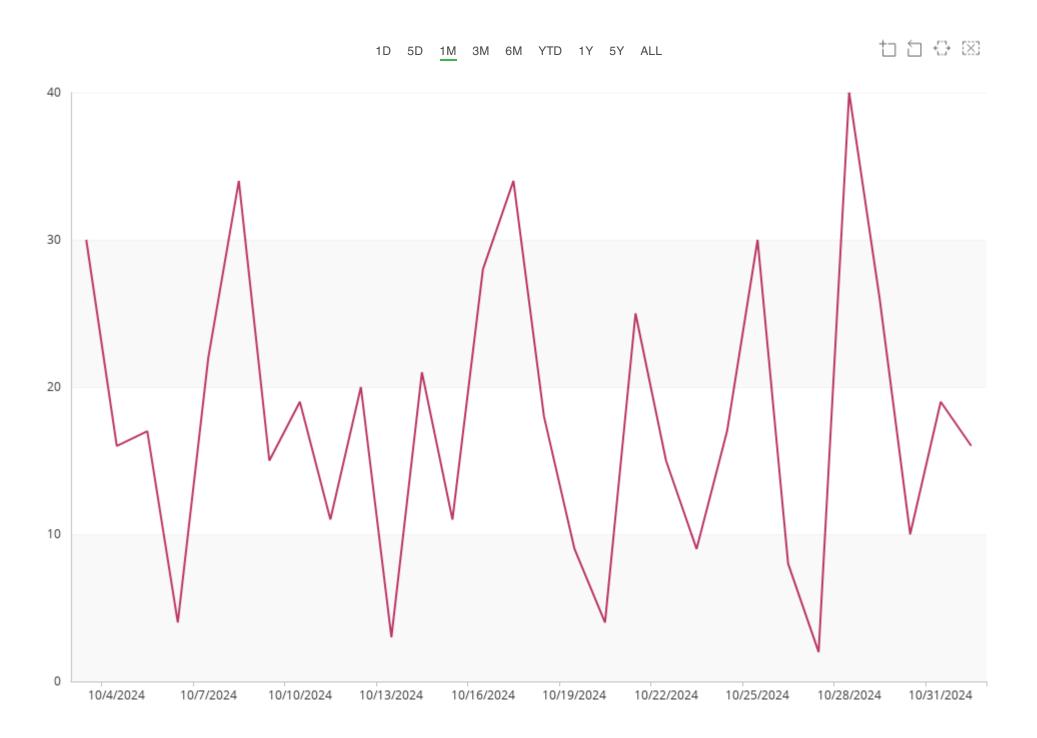


Receiving Library				Coun
	Sending Library	HOLD	LIBRARY	Tota
CK_CARLOCK	AASTOR-PLD		1	
	AP_ALPHAPK	6	8	14
	ATLANTA-PL	2		
	AYER-PLD	2		
	B0_BROWN-C	1	5	
	BDFORD-PLD	1	2	
	BEARD-H-ML	2		
	BLAND-HIRE	4		
	BMFIELDPLD		2	
	BUSHNEL-PL	1		
	CARTHAGEPL	8	2	
	CENTRAL-HS		2	
	CHENOA-PL	1		
	CLCHESTER		1	
	CMBRIDGE	5	1	
	CPCHILLIPL	5	4	
	CREVEC-PLD	3		
	CV_CLOVER	2	1	
	CWORTH-PL	1		
	DANVERS-TL	2	14	
	DOMINY-ML	3	5	
	DR_CREEKPL	2	1	
	DUNLAP-PLD	7	4	
	EB_EL-PASO	4	2	
	EUREKA-PLD	10	46	
	FARM-A-PLD	1		
	FILGER-PL	1		
	FLANAGN-PL	1		
	FONDULAC	5	7	
	FP_FORREST	4	2	
	FSTAR-PLD	3	1	

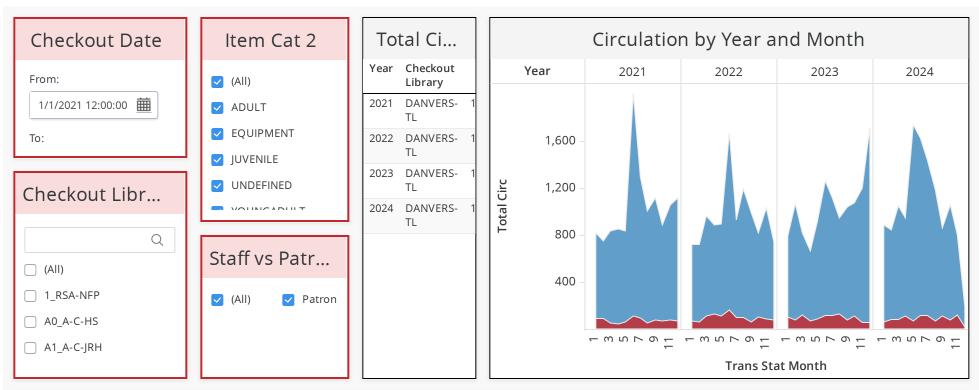
ing Library				Count
	Sending Library	HOLD	LIBRARY	Total
	FV_FORMVAL	1		1
	G2_GWC-GLD		1	1
	GALVA-PLD	6		6
	GD_GRIDLEY	3		3
	GI_GRIGVIL	1		1
	GU_GBURGPL	4	6	10
	HAVANA-PLD	6	1	7
	HC_HENDRSN		1	1
	HEYWORTHPL	3		3
	HN_HAPEINE	2		2
	HP_HUDSON	7	5	12
	HY_HENRY		2	2
	I0_IP-MET		3	3
	I1_IP-BEN		1	1
	I2_IP-GTH	3	5	8
	I3_IP-ROAN	1	2	3
	I4_IP-SBAY		1	1
	JACKSONVIL	2	2	4
	JOHNMOSSER	1	1	2
	KEWANEE-PL	3	2	5
	KNOXVIL-PL		1	1
	LAHARP-CAR	1		1
	LC_LACON	1		1
	LILLIE-M-E	3	5	8
	MACOMB-PLD	5		5
	MERCER-CAR	1	1	2
	MKINAW-DPL	3	2	5
	MP_MORTON	8	15	23
	MQUETTE-HT	1		1
	MR_MC-RIV	1		1
	MW_MOR-M-W	3	2	5

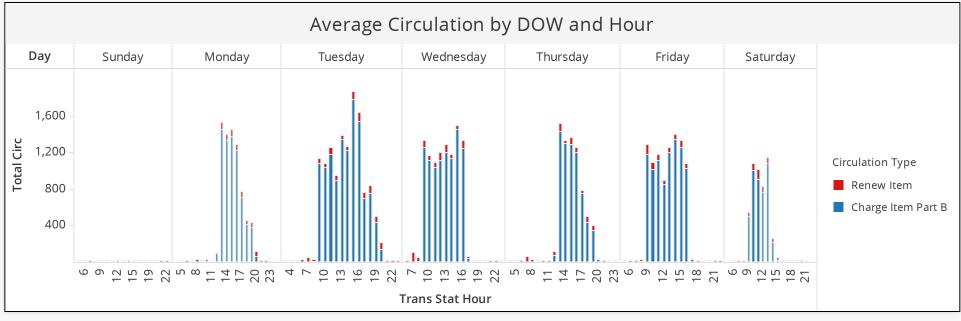
<i>v</i> ing Library				Count
	Sending Library	HOLD	LIBRARY	Total
	NAUVOO-PL	1		1
	NP_NORMAL	17	19	36
	NW_WINDSOR		1	1
	ODELL-PL	1	1	2
	P0_MAIN-ST	10	6	16
	P1_LVIEW	4	9	13
	P2_LINCOLN	4		4
	P3_MCLURE	2		2
	P7_OUT	6		6
	P8_NORTH	9	12	21
	PHEIGHTS	2	4	6
	PITTSFIELD	6		6
	PK_PEKINPL	13	9	22
	PONTIAC-PL	4	1	5
	PRAIRIE-CR	1	1	2
	QUINCY-PL	6	18	24
	RANSOM-MEM	1		1
	RUSHVIL-PL	2		2
	SALEM-TL	2		2
	SPOON-RIVR	1	2	3
	TD_TREMONT	3	9	12
	TOULON-PLD	3	2	5
	TWANDA-DL	1	1	2
	VA_AVON-PL	1		1
	VIOLA-PLD	1	1	2
	VRGINIA-PL	2	2	4
	VS_VERG-HS	1		1
	W0_WASH-PL	3	8	11
	W1_WASHSUN	1	1	2
	WA2_ALXS	1		1
	WARREN-CO	5	5	10

Receiving Library						
	Sending Library	HOLD	LIBRARY	Total		
	WLMFLD-PLD	1	2	3		
	WNCHESTER		2	2		
	WYOMING-PL		1	1		
	Z0_PRSKIES	4		4		
	Z1_PPLAINS	1	1	2		
		2		2		
	Total	279	288	567		
Total		279	288	567		



Circ Dates	Circs by Other Library's U		ary's U	Circs by Other Library's Users - Heatmap		
From:	Checkout Library	User Library	Circ Count (checkouts &	CK_CARLOCK		
10/1/2024 🏢	Library		renewals)	NP_NORMAL	DANVERS-TL	
10/1/2024	Total		192	124	32	
То:	CK_CARLOCK	DANVERS-TL	32			
10/31/202 🏛		DR_CREEKPL	2			
		EUREKA-PLD	21			
		MP_MORTON	4		EUREKA-PLD	
		NP_NORMAL	124		21	
		SYSTEM-LIB	7			
		TWANDA-DL	2		SYSTEM-LIB	
					7	
Select Ch	. Circs by Reciprical Borrow		Borrow	Circs by Reciprical Borrowers - Heatmap		
	Checkout Library	Reciprocal Circ Count User Profiles (checkouts &		CK_CARLOC	к	
Q	Listary		renewals)	NRES-A	NON-RSA-JV	
(All)	Total		55	34	9	
1_RSA-NFP	CK_CARLOCK	D1500-ALSP	7			
□ A0_A-C-HS		NON-RSA-A	5			
-		NON-RSA-JV	9			
A1_A-C-JRH		NRES-A	34			
A5_ALWD-HS					D1500-ALSP 7	
A6_ALWD-ES						
AASTOR-PLD						
AB2NGDN						
ABINGDN-HS					NON-RSA-A 5	
AC_ALDO-SD						





Hold Pickup Library Category4	Library Filled #	ILL Filled #	Total Filled Holds	% ILL Filled
Total	195,986	390,200	586,186	66.57%
NP 1-200	23	1,731	1,754	98.69%
NP 1K+	12	298	310	96.13%
NP 201-500	119	2,465	2,584	95.39%
NP 501-1K	91	1,482	1,573	94.21%
P 1-2K	3,397	30,380	33,777	89.94%
P 10K+	162,259	228,719	390,978	58.50%
Р 2К-4К	8,062	46,252	54,314	85.16%
P 4K-10K	22,020	74,730	96,750	77.24%
SYSTEM-LIB	3	4,117	4,120	99.93%
TEST		26	26	100.00%

