Executive Director Report for 12 March 2025

Membership Updates: Ongoing Topics & One-Offs

Withdrawing Members for FY26 (have given formal notice of withdrawal)
- ROWVA CUSD
- East Peoria High School
- Stark County Schools – both branches
- Congerville-Eureka-Goodfield CUSD #140 – both branches

Potentially Withdrawing Members for FY26 (have NOT given notice)
- *A-C Central, and Quincy Notre Dame. They are listed based on previous conversations. Notice by schools is required 90 days prior to end of FY (by April 1st). Public library notice requirements are 180 days prior (by January 1st).*

New Members
Both these libraries membership to RSA was approved by the RSA Board on 6 March.
- Hamilton Public Library – Applying for RAILS Automation Grant in April
- Camp Point Public Library - Applying in RAILS Automation Grant in April

Other Notable Membership Activity
- Mason Memorial (former Union List) – continues to cataloging in preparation for full automation
- Bushnell-Prairie City CUSD #170 (former Union List) – will remain non-automated for FY26 which transition year to see if district decides to keep the library and library staff

RIP Updates: Ongoing Topics & One-Offs

Staffing Transition Date has been moved from 1 July 2025 to 1 January 2026. RSA's EIN may be changing which became too much of an unknown for finishing all the tax and employment accounts setup. RAILS and RSA are now reworking budgets and services to fit the new dates.

RSA's Administration and Supervisor staff are working with RAILS and HR Fit, a local Peoria company, to work through all the transition issues. Since RSA hasn't had directly hired staff since the 1990's we need to set up everything required to do so. Unfortunately, the lack of clarity around our EIN has slowed many, but not all things down until that is decided by the IRS. Here is a short list of major work areas which are all ongoing.
- Transition Timeline & Punch List
- Illinois Municipal Retirement Fund (IMRF)
- LIMRiCC (health insurance and unemployment insurance)
- Mission Square (voluntary retirement accounts)
- Other Insurance (renters insurance, vehicle insurance, Cyber insurance, etc.)
- RAILS/RSA IGA, property disentanglement, Etc.
- Payroll, Other Benefits & Mandated Personnel Programs
- Staff Handbook & Staff Policies

- Staff Pay Scale
  - We created a 7 level pay scale with relatively wide pay bands. This is based on the RAILS pay scale which was just benchmarked and adjusted in 2024.
- Job Descriptions
  - We have created 3 levels of responsibility per main job function and 2 levels of responsibility for more specifically targeted positions verses the current 1 level. This provides a level to hire new staff at, then a level to train them to (the current level), and a top end promotion level for those that wish more responsibilities inside RSA.

Computers, Software, IT Infrastructure

- RSA Support Staff can't migrate off RAILS provided systems until the staff cutover date due to RAILS FOIA requirements.
- RSA cannot price out Office 365 licensing due to our EIN not being clear. Microsoft and other vendors use your EIN status to determine what type of license (and price) to offer.
- Procured and configured a new, low cost, Gmail replacement. We will provide one email per library to replace the RSA Gmail accounts. RSA Gmail accounts will be released to member libraries to do with as they please on or about 1 May. These accounts will be in the domain "@members.librariesofrsa.org."
- We will move staff email accounts to RSA's email domain "@librariesofrsa.org" on staffing go-live date.
- We will put the update help desk email live as soon as we can get the Office 365 system setup. Until then, we will continue to use the help@rsanfp.org email.
- Replacements for Zoom, telephones, laptops, printers, and everything else RSA Staff use to do their job will be moved to RSA owned accounts as it makes sense to do so. We can continue to utilize some RAILS IT infrastructure through June 2026.
- RSA will need to procure new laptops, monitors, and supporting hardware as RAILS needs them back for use elsewhere. We have budgeted for this in FY26.

Consulting & Contracts

- HR Fit will continue as the HR department post staffing transition.
  - The Office and Marketing Coordinator will serve as the internal HR Point of Contact
- SirsiDynix: New contract is for 2 years, with a 5-year extension should we decide not to migrate. Saves around $65K a year or 19% off the previous contract.
  - Spent 12 months working on this contract renewal; ensured it continued fixed annual pricing and low annual contract increases
  - All current services remain in the new contract

501(c)(3) Conversion to Illinois Intergovernmental Instrumentality Cleanup

- We continue to work on making the name change with our vendors, on our contracts, and in all the other places it appears. This will be a multi-year odyssey.
- The lawyers filed EIN paperwork with the IRS and sent a package of paperwork to the IL SOS office in late January. We await the vagaries of the IRS and their potential internal staffing issues to decide. We are stuck in a few areas until we hear back from them.

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

A running list of major projects *which patrons see, will see, or are affected by directly*. Other projects are reported in Departmental reports or the Administrative section later.

RSAcat Mobile 2
We are still working with SirsiDynix to set up a testing instance of RSAcat Mobile 2 (SirsiDynix's BLUEcloud Mobile 2). This new app will allow us to give each library a more personalized header and possibly local links and more. This app is being written from the ground up in conjunction with RSA, other consortia, and main larger SirsiDynix customers. We are currently testing the initial release version, but only internally as we don't feel it's feature rich enough to replace the current mobile app.

RSAcat Header Name/Logo Updates
As part of the RSAcat Mobile 2 setup, we intend to also rework the RSAcat on the web headers if your library would like us to. When we are ready, we will be reaching out to members to check and update their RSAcat profile header name, logo, and colors. We will use those requests to match, as well as we are able, the RSAcat Mobile 2 'skin' for each library. We need to get a better handle on exactly what we'll be able to tweak in the new mobile app to press forward on this. On hold until later in the year.

RSAcat Online Payments
RSAcat and RSAcat Mobile both can allow online bill pay. RSAcat currently has 24 online bill pay libraries, all those who requested it. This was previously a Full Online only feature. RSAcat Mobile is a shared on/off setting and has been available to all members for years. We will be working through all the other Public profiles over the summer enable this. School libraries can optionally enable it in their RSAcat profile.

Staff Updates Since the Previous Meeting

Staff Anniversaries
- Erin Roberts – 3 years in February
- Erica Laughlin – 16 years in March

Staff Departure
- Rhonda Bierman is no longer with RSA as of 17 February. We are not filling this position. It was converted into the new Office and Marketing Coordinator position (January start date).

Administrative Projects and Updates Since the Previous Meeting

A running list of major projects not involving patrons directly or other updates from Administration.

DAC Survey Results Collation and Digest
Question by question breakouts from both surveys will be presented at this meeting. We expect this to lead to additional investigation and potential new programs by the DAC and maybe the Board. There is a lot to dig through and look at, this will be a multiple meeting project!

The Expectations Project
On hold due to independence work.

Outreach Campaigns
- Bug Us Campaign
  - The DAC's requested 'Bug Us' business cards are ready for review at the March 12th meeting.
  - Reports will have a Bug Us campaign in April. This is the last campaign of FY25.
- 'Focus on the Forums' email campaign to introduce individual email forums and their general subject matter is ongoing and will continue with other forums in February.
- RSA Day 2025. RSA will have staff available for drop-in or scheduled Q&A all day. We will have at least one Cataloger and one Operations Department staff available to chat with attendees. Emails with a link to a signup form continue to be sent via the email forums.

BLUEcloud Central Backend Refresh and Cleaning
Working with SirsiDynix staff to cleanup, correct, and update the BLUEcloud online system databases. BC Central sits between our Symphony server and RSAcat, RSAcat Mobile, many products integrated into those like online payments and eBooks, and more. It is also what hosts the online Circulation, Cataloging, and Acquisitions modules. Turns out we have LOTS of cruft that needs to be removed, reconfigured, etc. SirsiDynix is going to set up several example members for us. We can then use them to create fully featured setups as we slowly help members start using the browser-based client. Workflows will still be required for more in-depth functionality and cataloging.

We'd like to roll out online Circulation in the summer with one or two publics, then add a couple test schools this fall. This will require a conversion to individual Workflows logins as well for all non-cataloging functions. That requires a complete rethink of just about every RSA internal process.

RSA Operations and Administrative staff members have been and continue to attend Zoom training to better understand how to administer and support this.

Completed RSA Events: Training & Visits

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

December / January / February Events:

Location	Campaign Name	Campaign Type
Zoom / Tremont	Parameters Party	Member Services
Morton PLD	Parameters Party	Member Services
Eureka PLD	Parameters Party	Member Services
Marquette Heights PL	Parameters Party	Member Services
Zoom / Havana PLD	Parameters Party	Member Services
Zoom / Toulon PLD	Parameters Party	Member Services
HA Peine	Parameters Party	Member Services
Wyoming Public Library District	Cataloging Site Visit	Cataloging

Heyworth Public Library District	Cataloging Site Visit	Cataloging
Chenoa Public Library	Cataloging Site Visit	Cataloging
Kewanee PL and Zoom	DAC - Winter 24	Governance
Zoom / Beardstown Elementary	Cataloging Site Visit	Cataloging
Zoom	Online Basic WorkFlows Cataloging Workshop	Cataloging
Dunlap PLD	Consultation Visit	Administration
RSA Office	January 2025 Board Meeting	Governance
Chillicothe PLD	New Director Visit	Member Services
Bradford CUSD	Parameters Party	Member Services
Zoom	Online Basic WorkFlows Cataloging Workshop	Cataloging
Zoom	RSA Basic Circulation Workshop	Member Services
Midwest Central Schools	Parameters Party	Member Services
Zoom	FY25 Holds Workshop	Member Services
Blandinsville-Hire Library District	Cataloging Site Visit	Cataloging
Mt. Hope Funks Grove Townships Public Library District	Cataloging Site Visit	Cataloging
IVC HS	Parameters Party	Member Services
Zoom	BCA Zoom Training 2025-01-23	Reports
IVC South Elem	Parameters Party	Member Services
Fulton County Schools	Parameters Party	Member Services
IVC Mossville	Parameters Party	Member Services
IVC CEC	Parameters Party	Member Services
Zoom	Policy Brainstorm	Member Services
Dee-Mac HS	Parameters Party	Member Services
Zoom	RSA Cataloging Chat	Cataloging
Astoria HS	Parameters Party	Member Services
Flanagan Cornell CUSD	Parameters Party	Member Services
Zoom / Stark County	Parameters Party	Member Services
Warren County Main Branch / Zoom	February 6 Board meeting	Governance
Zoom / A-C Central	Parameters Party	Member Services
Clayton Public Library District	Cataloging Site Visit	Cataloging
North Pike Library District (GI)	Cataloging Site Visit	Cataloging
Illinois Prairie District Public Library - Metamora Branch	Item Group Editor Training	Cataloging
Zoom	Holds Workshop	Member Services
Zoom	Parameters Party	Member Services

Washington District Library	Basic Circulation Workshop	Member Services
Cambridge GS	Parameters Party	Member Services
Cambridge jr/Sr hs	Parameters Party	Member Services
Jacksonville Public Library	Cataloging Site Visit	Cataloging
Zoom	RSA Bibload Workshop	Cataloging
Quincy Notre Dame	Parameters Party	Member Services
Quincy PL	Drop in Visit Quincy PL	Member Services
Beardstown Houston Mem Lib	FY25 Library Visit	Member Services
Beardstown Jr./Sr. High	Parameters Party	Member Services