Executive Director Report for 14 May 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

New Members Joining RSA
- Hamilton Public Library – Received RAILS Automation Grant
- Camp Point Public Library - Received RAILS Automation Grant

Other Notable Membership Activity
- Mason Memorial (former Union List) – continues to cataloging in preparation for full automation
  - Continuing to catalog; getting training for their new staff member who will be doing much of the remaining cataloging.
- North Pike Library District is adding a new branch in Perry. They have received a RAILS Automation Grant to help with some costs of automating the new branch in RSA.

RIP Updates: Ongoing Topics & One-Offs

Staffing Transition Date has been moved from 1 July 2025 to 1 January 2026.

RSA's EIN application is in processing by the IRS. We have just received word that they have started processing the form. According to the lawyers, they usually run 6 – 8 weeks to process things, this is twice that amount of time. The IRSA is in the midst of many changes and behind.

Staffing Transition Punchlist: Major Item Updates
- Illinois Municipal Retirement Fund (IMRF) – has returned the check for $1,026 we sent them to do the staffing actuarial study. Since we're all in IMRF already, they already have all of that figured out! Great news and it hopefully means we'll be good to go by the end of the year.
- LIMRiCC (health insurance and unemployment insurance) – awaiting fall open enrollment
- Mission Square (voluntary retirement accounts) – setup and ready to go
- Other Insurance (renters insurance, vehicle insurance, Cyber insurance, etc.) - ongoing
- RAILS/RSA IGA, property disentanglement, Etc. - ongoing
- Payroll, Other Benefits & Mandated Personnel Programs – researching HR/Payroll software
- Staff Handbook & Staff Policies – Handbook will be in lawyers hands for review mid-May, plan to send to RSA Board for approval at 5 June meeting
- Staff Pay Scale & Job Descriptions
  - We created a 7 level pay scale with relatively wide pay bands based on the RAILS pay scale.

- o We have reworked all existing job descriptions, created addition levels of responsibility above and below existing positions. Final review is 9 May.
  - o Job Descriptions and the Pay Scale will be benchmarked by HR Source soon. We have a meeting scheduled to set that study up.
- Hiring process to fill all 12 RSA FTE positions will start in September. We know we need to fill 2 currently empty slots, the Office and Marketing Coordinator, and the Library Systems and Data Analyst position. Other positions may open up in the process as well, if so, we'll hire in at the newly created Specialist level for any other non-management opening.

Computers, Software, IT Infrastructure
- RSA Support Staff can't migrate off RAILS provided systems until the staff cutover date to comply with RAILS FOIA requirements.
- RSA can't price out Office 365 licensing due to our EIN not being clear.
- We will move staff email to the domain "@librariesofrsa.org" on staffing go-live date.
- RSA's Help Desk email with also change late in the year. Until then, use help@rsanfp.org.
- Replacements for Zoom, telephones, laptops, printers, and everything else RSA Staff use to do their job need to be procured, setup, configured, and trained to be ready for January 2026 if possible.

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
SirsiDynix is working to complete the testing instance of RSAcat Mobile 2 (SirsiDynix's BLUEcloud Mobile 2) for Google Android devices. We also needed to create a Privacy Policy to comply with App Store rules. RSA staff have access to the new app on Apple devices via TestFlight. We are also exploring how administrative management of things like default search limits and library branding customizations.

RSAcat on the Web – Updates coming in the next couple months: Responsive Theme, Header & Logo Updates
Our RSAcat web catalog will be receiving a server update at some point this year to move it to the newest version of the software. We are also working on an responsive design update to make it work better on mobile phones. These two changes will result in a slightly more modern look and fee. In addition, as part of the setup process for RSAcat Mobile 2, we'll be working with members to update the look of their headers and logos if needed. Finally, we'll be rolling out online bill pay to all public libraries around this same time. Online bill pay has been live for patrons for years via the current RSAcat Mobile app and the 24 Member Library's who requested it in their RSAcat online profile.

Staff Updates Since the Previous Meeting

Staff Anniversaries
- Antony Deter – 2 years in June

Administrative Projects and Updates Since the Previous Meeting

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

Outreach Campaigns
- Bug Us Campaign
  - The Reports Bug Us campaign went out in April. This is the last campaign of FY25.
- The 'Focus on the Forums' email campaign turned into the 'Reduction of the Forums' campaign based on Board, DAC, and general library staff comments. We have greatly reduced the number of email forums, making them more generalized in hopes for getting more use. The Library-to-Library forum is the general 'catch all' category now.
- RSA Day 2025 is finished. Overall the day got good marks on survey results. There were about 125 Member Library staff in attendance, with 152 or so total including vendors, the State Library, RAILS, and RSA Staff.
  - We are looking for a new location to host the 2026 RSA Day.

Preparing the Way: BLUEcloud Central Backend Refresh and Individual User Account Management
We are just about finished with our work, along with SirsiDynix staff, to cleanup, correct, and update the BLUEcloud (BC) Circulation module. BC Central in the overall system that sits between our Symphony server and RSAcat, RSAcat Mobile, many products integrated into those like online payments and eBooks, and more.

We'd like to roll out BC Circulation, which is a web browser based Circulation module that will replace Workflows Circulation wizards for the most used daily tasks. We hope to roll this out over the summer with one or two publics, then add a couple test schools this fall. This will require a conversion to individual Workflows circulation logins too since they are tied together. That requires a complete rethink of just about every RSA internal process.

RSA currently has just under 1,100 individual cataloger, BC Analytics, and Circulation accounts already. These have been tracked individually by departments, but now that we are looking to add a couple thousand more, we need to rethink our entire individual account process. Bottom line, we need to combine all the existing tracking spreadsheets into a centralized database, then update our helpdesk accounts for each RSA library staff member so that we know what accounts each person has been issued. The is a huge project that is currently underway.

Library Directors will be our Point of Contact for all the individual account setup and removals for all staff at their library. We are working to create the easiest possible process for a library director to request or turn off an individual's access into our system. The most important part is removing accounts for staff that leave to limit access to patron PII. More to come on this over the next couple months!

Completed RSA Events: Training, Visits, & Events

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

March/ April / May RSA Training, Visits, and Events:

Location	Campaign Name	Campaign Type
Bushnell Prararie CUSD	FY25 Parameters Party	Member Services
Galva Jr. Sr. High	FY25 Parameters Party	Member Services
Brown County Public Library (in person and Zoom)	RSA Board Meeting	Governance
Mercer County CUSD	FY25 Parameters Party	Member Services
Brown County Public Library	Cataloging Site Visit	Cataloging
Peoria Main Branch (in person and Zoom)	FY25 March 12 DAC meeting	Governance
Spoon River Valley CUSD (Zoom)	FY25 Parameters Party	Member Services
Greater West Central (Zoom)	FY25 Parameters Party	Member Services
Avon Middle Elementary	FY25 Parameters Party	Member Services
Abingdon-Avon HS	FY25 Parameters Party	Member Services
Bushnell Public Library	Circulation Training and New Director Visit	Member Services
Zoom	Online Basic WorkFlows Cataloging Workshop	Cataloging
Knoxville Public Library	Cataloging Site Visit	Cataloging
Delavan Public Schools (Zoom)	FY25 Parameters Party	Member Services
Abingdon-Avon CUSD Hedding GS	FY25 training and new director	Member Services
Morrison and Mary Wiley Public Library	Item Group Editor Training	Cataloging
Hudson Area Public Library District	Item Group Editor Training	Cataloging
Winchester ES (Zoom)	FY25 Parameters Party	Member Services
Five Points, Washington IL	RSA Day 2025	Other
Havana High School	FY25 Parameters Party	Member Services
Heyworth Public Library District	Item Group Editor Training	Cataloging
Central CUSD #3 (Zoom)	FY25 Parameters Party	Member Services
Chillicothe Public Library District	Item Group Editor Training	Cataloging
Unity SD (Zoom)	FY25 Parameters Party	Member Services
Winchester HS	FY25 Library Visit	Member Services
Winchester PL	FY25 Library Visit	Member Services

Dunlap Public Library District	RSA Bibload Workshop	Cataloging
Filger Public Library	Cataloging Site Visit	Cataloging
Zoom	Online Basic WorkFlows Cataloging Workshop	Cataloging
Alpha Park PLD	Cataloging Site Visit	Cataloging
Zoom	April 2025 Reports Membership Chat	Reports
Havana Jr High (Zoom)	FY25 Parameters Party	Member Services
LaHarpe Carnegie Public Library District	Cataloging Site Visit	Cataloging
Morrison & Mary Wiley Public Library	Cataloging Site Visit	Cataloging
Martin Township Public Library	Cataloging Site Visit	Cataloging
Clayton Public Library District	Cataloging Site Visit	Cataloging