RSA Report for 8 October 2025

Membership Updates: Ongoing Topics & One-Offs

Notable Membership Activity

Mason Memorial (former Union List) – cataloging to prepare to become automated
- Continuing to catalog items
- Patron barcodes have arrived. They have received patron registration training

Hamilton Public Library – Just received RAILS Automation Grant
- System library name: **HMILTON-PL**
- Initial cataloging parameters call completed
- Basic cataloging training has also happened

Camp Point Public Library – Just received RAILS Automation Grant
- System library name: **CO_CAMP-PT**
- Initial Cataloging Parameters call completed
- Basic Cataloging training has also happened

North Pike Library District is adding and new branch in Perry – Just received RAILS Automation grant
- System library name: **GI2_PERRY**
- Will schedule cataloging parameters call for branch specific settings soon
- They are still finishing work on the building which is consuming all of their time

RIP Updates: Ongoing Topics & One-Offs

List of major staff related RSA Independence Project (RIP) to-do's that need completion in FY26.

EIN Change w/ IRS – Reason for delayed direct staff employment now scheduled for 1 Jan 26
- EIN has now been received.

Timeline & Punch List Major Items
- IMRF has accepted our application. RSA will be a full member effective January 1, 2026. Onboarding will happen shortly after that date.
- We are using the same LIMRiCC health insurance package as RAILS currently offers. We have submitted plan information to them and will await Open Enrolment information. Plan price increase in the 13% range. We are on track for 1 Jan 26 staff start date.
- Registration with the State of Illinois for payroll taxes will be completed in October.
- Mission Square will host our voluntary retirement accounts. Ready to go now.
- We have settled on Paylocity. Less expensive than Paycom and has local representatives. Entity creation will start in early October.
- Bank Accounts, Check Signers, Check Deposit Machine, and Certificates of Deposit: Bank decided that new accounts were not necessary even with the new EIN. Paperwork to update their records has been provided to them.

- We continue to work with our insurance agents to ensure we have all the correct coverages required for vehicles and other potential liabilities. We will begin an exploration of local health care options. This is a longer-term item for possible changes in upcoming years.
- We believe the RSA Board will need to approve an IGA between RAILS and RSA whenever RAILS has that ready.
- The FY27 RAILS Automation Grant has been submitted. The Grant paperwork will cover RSA's use of RAILS finance and the East Peoria facility.
- RSA's new Staff Handbook was approved by the RSA Board at their August meeting following review by our attorneys.
- RSA has revised all our existing job descriptions and created many more to cover all expected hiring and promotional opportunities for the next several years. RAILS is paying for a review by HR Source and a positional benchmark using the Peoria Area as the market rather than the Burr Ridge and Suburbs market. That review is still pending. We do not need this to hire staff but would prefer it to be completed prior.
- One staff member announced her retirement effective September 2, so we will have 3 positions to fill. All other current staff have announced their intention to remain with RSA. We are currently working on preparing materials ready for advertising the three open positions soon. Staff new to RSA would be expected to start in early January.

Staffing
- We are working with HR Fit to develop all the various HR, Personnel, Benefits, Evaluations, etc. forms. We started with the existing set of RAILS documents, added HR Fit's knowledge of other business's forms, eliminated some things, and are settling on what we feel is the best of everything.
- Kendal and Antony have spent some time working to document our thoughts on 'new RSA' and how to explain and measure those thought for existing and new staff. We've developed a Staff Traits document which will be folded into everything we do from initial expectations, evaluations, and will be part of the promotion path. We've tried to lay them out in easy-to-understand chunks with measures, or at least defined outcomes. This will be refined over time as we move forward.
- We've also created a guide that covers how RSA's new Core Principles document passed by the Board in June, effect what staff do and how we support our members.
- The departments will be renamed starting in January to better reflect the full nature of RSA's support. Cataloging becomes Bibliographic Services Department while the Circulation/Ops team becomes the Library Services Department. These names are also reflected in the new job titles.
- RSA will be hiring new staff to fill 25% of our organization. This, along with the freedom to change our focus away from the RAILS methods, is driving much of our vision, expectations, and new methodologies work.

Computers, Software, IT Infrastructure
- RSA Support Staff can't migrate off RAILS provided systems until the staff cutover. Since we're RAILS staff right now, we need to be in RAILS system for FOIA request purposes.
- We have obtained Microsoft Office 365 licenses. This was waiting on receipt of the EIN as Microsoft and other vendors use your EIN status to determine what type of license (and price) to offer. We intend to cut over to RSA's email domain on 1 January 2026 for all staff and help desk email.

- Zoom, telephones, laptops, 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. Staff have started exploring options for purchasing this hardware.

Patron Facing 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 further down.

RSAcat Mobile 2
SirsiDynix is testing RSAcat Mobile 2 (SirsiDynix's BLUEcloud Mobile 2) for both Apple and Google Android devices. We are also exploring how administrative management of things like default search limits and library branding customizations. The beta versions of the apps work nicely far many things but are not as fully featured as the existing RSAcat Mobile app yet. When we feel we are close to a full release, we'll request staff members in our libraries to review the app at that time.

RSAcat on the Web – Updates coming in the next couple months: Responsive Theme, Header & Logo Updates, Online Payments for all Public Libraries
RSAcat will be receiving a server update at some point this fall to move it to the newest version of the software. We are also working on a responsive design update to make it work better on mobile phones. These two changes will result in a slightly more modern look and feel. 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 Libraries who requested it in their RSAcat online profile.

Staff Updates Since the Previous Meeting

Staff Anniversaries
- Lisa Schemensky, 8 years in July
- James Campbell, 14 years in August
- Patty Kweram, 7 years in August
- Sara Naslund, 6 years in August
- Kendal Orrison, 20 years in September

Misc Staffing Notes
- We continue to add and update various member data points in our "SPOT" database. This is RSA's 'Single Point of Truth' (SPOT) for everything outside of Help Desk cases. We have, and may continue, to email all of you with questions about various issues as we seek to build and verify as much data as we think we may possibly need for RSA operations.
- SPOT has accurate data about our members outside of the Help Desk, which we call "Guru," contains all our support cases and support history. Between these two things, we have just about everything we need to know about RSA, our member libraries, and the staff

in those member libraries who interact with RSA or have individual accounts in our various products. Over the past year, we've eliminated the need for untold numbers of Excel spreadsheets and Word documents previously used to store this information in an ad hock manor. We thank each member library and all RSA staff for their efforts to ensure our data is as accurate and up to date as possible.

Administrative and System Level Projects and Updates

A running list of major system level projects not directly visible to patrons or other updates from Administration.

Documentation Rework
The completed documentation index is proving valuable in many ways. Outside of giving members a single place to look for documents, it's also allowing us to see the places where we need to enhance, update, or remove our written guidance.

RSA staff are reviewing our mass of documentation to see where we have overlap, many documents related to the same subject, or documentation holes. We're selecting the areas with the most bang-for-the-buck to work on first. Holds documentation was completely revised with 32 documents being reduced to 21. Staff are now working on a similar project for documentation regarding Library Users. We started with 45 documents and are currently at 33 with some further combinations being worked on.

BLUEcloud (BC) Central Backend Refresh and Cleaning
SirsiDynix has completed their cleanup work on our BLUEcloud backend. This removed or reworked about 12 years of alpha and beta testing we've done on various things during that time. SirsiDynix created several different example library setups: a school, a school with branches, a small public, a large public, a public with branches. RSA staff will use those as references for rolling out BLUEcloud Circulation for testing and eventual production work.

Fondulac, Henry PL, And Astoria High School have agreed to be test locations. We've one or two more schools keen to test it. Documentation on using BLUEcloud Circulation has been added to the support site and staff will be meeting with Sirsi staff in early October to review issues we have discovered so far. While not a full WorkFlows replacement, the online Circulation module should be all that's needed for typical Circ desk tasks. This access will require the issuing of Individual WorkFlows Circulation and BC Circulation accounts.

Individual User Accounts
Like BLUEcloud Analytics, the BC Circulation online module requires individual login accounts. These systems are accessible from any web browser in the word and do not sit behind RSA's firewall. As such, they need much greater access control, individual accounts, and long and complex passwords.

RSA already has over 1,000 individual WorkFlows Cataloger/Circulation and BCA accounts. Once we enable the online Circulation module RSA-wide, we'll be adding several thousand more. As we slowly roll this out, each staff member at a library could have one or more individual accounts. For some large libraries with branches, Washington PL and Warren County for example, some staff

may need additional per-branch circ accounts as well. As of right now, RSA has individual accounts for WorkFlows Catalogers, WorkFlows Circulation staff, BLUEcloud Circulation, and BC Analytics accounts. As you can imagine, being able to quickly and easily track, create and remove these accounts is very important with only a couple of RSA Support Staff members doing the work.

We've updated our SPOT and Guru setups to help track individual accounts at each member library. We've updated forms to allow library Directors and School librarians to inform us of staffing changes and devised a system to notify Directors after we set up or remove individual staff accounts. We need to build a culture of notification between our members and RSA to ensure we can quickly remove staff accounts for departing members to limit access to the system for those who no longer require it.

RSA Help Desk, a.k.a. Guru
Salesforce is depreciating 2 of their 3 sets of automation methods. Unfortunately, we use both automation methods being depreciated in December. Kendal has been working with a third-party vendor to help us work through the necessary changes.

FY25 Audit Ongoing
The FY25 RSA Audit is currently in progress. This is our first audit as an Illinois Intergovernmental Instrumentality which has substantially different rules and standards than a not-for-profit organization audit. The November Board meeting will include the finished audit and a live report by the auditors.

Library Holds for Hamilton PL and Camp Point PL
Both these new members are paying full RSA membership fees during their cataloging periods. As full members, they are eligible to place system level holds. RSA staff have updated the training handouts we provided to Union Listing libraries. We'll soon provide the documents and a quick training session for both new members. The RSAcat Union List holds page has been updated to include these new members in the selection of hold pickup libraries.

RSAcat and RSAcat App Online Payment Checks Sent
All the online payments for January – June, plus any library who didn't have $10 in payments from July – December have been reconciled. I have a pile of checks ready for signing. Those will go out, along with a listing of all online payments and a cover letter, a day or so after the Board meeting.

Completed RSA Events July through September 2025 : Training & Visits

Training sessions or member visits can be either in-person, virtual, or in some cases both. There were 64 sessions lasting 127 hours with 155 total attendees in the first quarter of FY26.

Location	Campaign Name	Campaign Type
Zoom	Camp Point PL Introductory Cataloging Meeting	Cataloging
Flanagan PLD	FY26 New Director Visit	Member Services
Zoom	FY26 Holds Workshop	Member Services
Kewanee Public Library & Zoom	July 9, 2025, DAC meeting	Governance

Zoom	Basic Circulation Workshop	Member Services
Tremont DL	FY26 New Director Visit	Member Services
Zoom	Online Basic WorkFlows Cataloging Workshop	Cataloging
Pittsfield PLD (PI)	Cataloging Site Visit	Cataloging
Zoom	Hamilton PL Introductory Cataloging Meeting	Cataloging
Henry Public Library	Cataloging Site Visit	Cataloging
Peoria Public Library	PPL routine visit	Member Services
Zoom / Flanagan and Cambridge	Basic Patron Registration Workshop	Member Services
Camp Point Public Library	Basic WorkFlows Cataloging Workshop	Cataloging
Tremont DL (TD)	Cataloging Site Visit	Cataloging
Spoon River Public Library	Cataloging Site Visit	Cataloging
Illini Bluffs HS	Illini Bluffs New Director visit	Member Services
Odell Public Library	Routine Site Visit	Member Services
Fondulac	Fondulac August 6 BCC meeting	Member Services
Zoom	Basic WorkFlows Cataloging Workshop	Cataloging
Midwest Central High School	August 7th RSA Board meeting	Governance
Zoom / Illinois Prairie DPL	Basic Patron Registration Workshop	Member Services
Beardstown Houston ML	FY26 New Director Visit	Member Services
Zoom	Basic Circulation Workshop	Member Services
Edwards River Public Library District	Cataloging Site Visit	Cataloging
Zoom	FY26 Holds Workshop	Member Services
Cambridge PLD (CM)	Cataloging Site Visit	Cataloging
Pontiac Public Library	Cataloging Site Visit	Cataloging
Astoria Public Library	Routine Site Visit	Member Services
Flanagan-Cornell Grade School	FY26 New Director Visit	Member Services
Carlock PL	August 14, 2025, Carlock Drop In	Administration
Zoom	Winchester CUSD FY26 General Ops visit	Member Services
Galva Public Library District	Cataloging Site Visit	Cataloging
M-C River Valley PL	FY26 General Ops Visit	Member Services
Forrest	Forrest Ops Site Visit	Member Services
Henry PL	Henry August 21 BCC meeting	Member Services
Valley District Library	Cataloging Site Visit	Cataloging

Farmington Area Public Library District	Cataloging Drop-In	Cataloging
Dominy ML	Dom Mem Ops Site Visit	Member Services
Normal PL	Drop In Visit w/ NPL	Member Services
John Mosser PLD	FY26 General Ops visit	Member Services
Atkinson PL	FY26 General Ops visit	Member Services
Washington DL (W0)	Item Group Editor Training	Cataloging
Colchester District Library	Routine Site Visit	Member Services
New Windsor PLD	Cataloging Site Visit	Cataloging
Flanagan Public Library	Routine Site Visit	Member Services
Henderson County PL	September 4, 2025, Board Meeting	Governance
Washington Community HS	FY26 General Ops Visit	Member Services
Zoom	Online Basic WorkFlows Cataloging Workshop	Cataloging
Mason Memorial District Library	Basic Patron Registration Workshop	Member Services
Zoom	FY26 Holds Workshop	Member Services
Lexington PLD	FY26 General Ops Visit	Member Services
Pekin PL	Pekin PL Ops Site Visit	Member Services
Bushnell PLD (BU)	Cataloging Site Visit	Cataloging
Farmer City PL	Farmer City Ops Site Visit	Member Services
Farmington Area Public Library District	Cataloging Site Visit	Cataloging
Zoom	Basic Circ Workshop	Member Services
El Paso Public Library	Routine Site Visit	Member Services
Gridley Public Library District	Cataloging Site Visit	Cataloging
Gridley Public Library District	Item Group Editor Training	Cataloging
Williamsfield PLD (WL)	Cataloging Site Visit	Cataloging
Maquon PL	Maquon Ops Site Visit	Member Services
Abingdon-Avon HS	FY26 new Director Visit	Member Services
Zoom	RSA Cataloging Chat	Cataloging
Dunlap PLD	FY26 New Director Visit	Member Services