

Administrative Department Report for 5 February 2026

Membership Updates: Ongoing Topics & One-Offs

Notable Membership Activity

Hamilton Public Library – Received RAILS Automation Grant in May

- Lisa provided on-site cataloging training in summer 2025; staffing issues delayed their start
- Lisa and Zac provided a supplemental on-site Cataloging visit on 30 Jan

Camp Point Public Library - Received RAILS Automation Grant in May

- They are cataloging their collection.

North Pike LD – Adding Perry Branch – Received RAILS Automation Grant in June

- They continue to work to complete their new branch buildout. They've run into a series of unexpected delays.
- When they are ready, we will have a cataloging parameters call for branch specific settings

Illini Bluffs Unit District #327

- Has stopped using the system to transition over to their local system
- Pulling out at the end of FY

Fulton County CUSD #3

- Indicated they'll be withdrawing from RSA at the end of this FY.
- We await their confirmation by 31 March
- They do a good number of ILLs each year, 73 filled holds in the previous 12 months. They also do other requests a borrows for classroom bulk reading assignments. They are OCLC members so they'll need to figure that out.

Spoon River Valley CUSD #4

- We learned their Grade School, which is not in the High School Building, was attached to the HS account
- They are making the decision to either upgrade with a new branch, remove the GS items and patrons, or withdraw from RSA
- 18 filled holds in the previous 12 months
- They do use eRead IL at all levels in the district which is how we learned about this

RIP Clean Up(dates)

Year one of what may be a multi-year cleanup...

Finished Since Last Meeting:

- O365 Data migration. We've completed the data migration from the RAILS system to RSA's system.
- All Staff are out-processed from RAILS. We should be finished with just about everything short of returning our laptops and monitors.

- 866 toll free number port from RAILS to RSA is complete. We're paying less than a cent per minute for incoming calls on this line. All the phone stuff is complete now.
- After-hours cell phone, a RAILS phone and number, has been decommissioned.
- IMRF has been setup and is good to go.
- Completed new work schedule agreements that ensure standard phone coverage from 8 AM – 5 PM and establish the one work from home day for those non-management staff who are up to speed. Work from home day is either Monday or Friday depending on department. Work from home days are intended to allow staff to focus on project work, creating videos, or other things where noise and interruptions need to be minimized.

Mostly Finished:

- Vehicles. The RAILS Board approved the transfer of the two 2013 Fusions to RSA. We have a good quote for car insurance and are getting that setup. The credit cards for gas/travel emergencies are ready. We'll have the signed titles, but need to get them transferred to us and plates ordered prior to driving them.
- Various new software packages as we figure out how best to do daily work. The latest is an O365 backup solution up and running.
- Payroll – We've run 2 successful payrolls now. We're working with MissionSquare to get their integration working so we can start the employee 457Bs and IRA again.

In Progress:

- Additional insurance for things like theft coverage and other things most businesses need that we didn't need before.
- Migrating everything that 'assumes' RSA is actually RAILS and is messed up for billing, emails, mailing addresses, and more.
- RSA specific policies & procedures to supplement the handbook
- Creating, updating forms and other documentation on RSA internal letterhead
 - HR Fit helped us create pr rework all our internal documents best focus on RSA's needs
- New monitors and webcams have been ordered and we are awaiting their arrival. This is the last of the RAILS technology we use daily that we needed to move off of.

ToDo:

- Additional software to do specific things as we run across them
- Log into every account on every website, product, vendor, etc. to change from RAILS to RSA email address
 - All staff members need to do this for all their accounts
- Transfer 2 mobile data SIMs from RAILS account to a new RSA account
- Everything we didn't know we needed to do. We're still running into these almost daily. Mostly it's the super minor things you don't think about but once in a blue moon.
- Get iPass accounts for each car

Patron Visible System Updates, Projects, Issues

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.

RSAcac Mobile 2

SirsiDynix has updated our beta instance of RSAcac Mobile 2 (SirsiDynix's BLUEcloud Mobile 2) for both Apple and Google Android devices. RSA staff are testing this and working to learn the new administrative interface. We've added the Hamilton, Camp Point, and North Pike Perry branches. This product is not ready for RSA to migrate to. We continue to monitor SirsiDynix's development progress. (last update until progress is made)

RSAcac Header Name/Logo Updates

As part of the RSAcac Mobile 2 setup, we are also looking at the existing RSAcac headers. When the new mobile app is ready for us to start building it out for deployment, we'll be reaching out to members to check and update their RSAcac profile header name, logo, and colors. Awaiting movement on the Mobile 2 product to do this. (last update until progress is made)

RSAcac Online Payments

RSAcac and RSAcac Mobile both can allow online bill pay. RSAcac currently has 24 online bill pay libraries, all those who requested it. This was previously a Full Online only feature. RSAcac 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 next couple of months to enable this. School libraries can optionally enable it in their RSAcac profile. Patrons LOVE online bill pay in the RSAcac Mobile app which accounts for over half of all online payments made.

With Tony's exit from RSA, this goes on the back burner until we have someone who can do the work.

Hoopla RSAcac Integrations

We are working with member libraries who have Hoopla but do not have Hoopla visible in RSAcac. We have bulk pricing (around \$100 a year) for this now. Awaiting a chunk of time to work with libraries to move forward.

eRead Illinois Changes

The Palace Project is live for all Public libraries. We're not fully updated on the status of schools.

Palace Project does not have an integration into RSAcac. We are looking to see if there is an alternative way to do a metadata import to at least make the titles visible.

Please watch the RAILS website for the most up-to-date information.

Other System Updates, Projects, Issues

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

BLUEcloud (BC) Central Circulation Roll-out

BC Circ is now 'good enough' for general circ desk tasks. It is not intended to be a full Workflows replacement. Various minor annoyances and functionality bits will come in future updates. See the Library Services Department Report for details.

Individual User Accounts

We continue to tweak out account issuing and deletion processes as various edge cases are discovered. With so many members it doesn't take long to find a new way to break a process! None-the-less, we're in a good place with these processes to issue, track, manage, and delete individual system accounts.

RSA Help Desk, a.k.a. Guru

Mostly invisible to you work continues to happen by our 3rd party Salesforce expert consultants to update the backend and add a few minor features for staff.

Symphony 4.2 Update – Overnight Sunday March 15th to early Monday Morning

SirsiDynix released 4.2 at the end of October. They've patched the few issues found by newly upgraded sights. We'll be upgraded to the most recent patch version starting at 9 PM Sunday evening, March 15th.

We've got the Test server being updated in February so we can play around and figure out some of the new features. We already know there will be a lot of work to enable some of the new multi-owner report features.

Staff Updates Since the Previous Meeting

Staff Anniversaries

- None since last meeting

Misc Staffing Notes

- Tony Hahn has moved to a new position outside of libraries. We wish him luck. He's done a lot of Support Site how-to documentation for us so we should be OK.
- The now open User Experience and Library Services Coordinator position is open on Indeed
- We have a lot of training to do for the three new staff members. I'm spending a lot of time with Mason and some with Laura. Antony is helping train up Laura. Erica is spending lots of time with Zac.
- Existing staff also continue to learn how to navigate all the new RSA technology.
- We'll be doing our first round of 30 day reviews for all staff. Everyone is in the introductory period as new RSA staff members. We're using the 30 and 60 day reviews to familiarize managers and staff with RSA's new staff traits based evaluation system.

Completed RSA Events: Training & Visits

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

August Events:

Location	Campaign Name	Campaign Type
Marquette Heights Public Library	January 2026 Board Meeting	Governance

Cambridge CUSD #227 - High School	Cataloging Site Visit	Cataloging
Cambridge CUSD #227 - Grade School	Cataloging Site Visit	Cataloging
Mason Memorial LD	Supplemental Cat Visit	Cataloging
Deer Creek - Mackinaw CUSD #701 - Junior High School	Cataloging Site Visit	Cataloging
Astoria CUSD #1 - High School	Cataloging Site Visit	Cataloging
Peoria Heights Public Library	BCCirc Training	Member Services
Fulton County CUSD Elementary (Cuba Elementary)	FY26 Routine Visit	Member Services
Online (Teams)	Basic WorkFlows Cataloging Workshop	Cataloging
Towanda District Library	BCCirc Training	Member Services
McLean County Museum of History	FY26 Routine Site Visit	Member Services
Hamilton Public Library	Cataloging Site Visit	Cataloging
Havana High School	FY26 Routine Visit	Member Services

Bibliographic Services Department Report for 5 February 2026

Brief Record Upgrades

The Bibliographic Services Department upgraded 32 brief records to OCLC records with full bibliographic description since the January Board meeting. The department is currently upgrading brief records entered as far back as March 2023.

The number of upgrades is lower than usual, coming after the holiday lull, and much of January was busy with the independence transition. Routine, in-person site visits, along with the database maintenance conducted after them, also continue to be a primary focus for the Bibliographic Services Department.

Cataloging Site Visits

Routine, in-person site visits for schools began last month and will finish by mid-May.

Lisa visited Cambridge High School, Cambridge Grade School, Astoria CUSD, and Deer Creek-Mackinaw Junior High School. Combined, these visits reached 4 staff for a total of 5.75 contact hours.

Jennifer is in the process of scheduling visits to her assigned schools. Jennifer and Zac visited Mason Memorial Library on January 19th for a supplemental cataloging site visit. The purpose of the visit was to discuss reworking Mason Memorial's collection to use more specific home location codes, rather than STACKS, which will make items easier to find for both staff and patrons, as well as yield more accurate collection statistics. Jennifer has begun batch editing the collection to use more specific home locations.

Cataloging Progress for New RSA Libraries

Since completing basic cataloging training in late July, Camp Point Public Library has cataloged 2,102 items in WorkFlows, 500 of which were cataloged since the January Board meeting.

As mentioned in the January Board report, Hamilton Public Library completed basic cataloging training in early October, but they have not started cataloging yet due to unforeseen roadblocks. Lisa and Zac visited Hamilton on January 30th for refresher cataloging training now that the staff are ready to get started.

The new Perry Branch at the North Pike Public Library District continues to be under construction. RSA is waiting to schedule the introductory cataloging meeting until construction is mostly complete, and North Pike staff are ready to begin cataloging.

Cataloging Training

Lisa taught the Basic WorkFlows Cataloging Workshop online in Microsoft Teams on January 29th for four participants. Zac shadowed this workshop.

No Item Group Editor training or Bibload Workshops were conducted during January.

The Bibliographic Services Department participated in webinars on cataloging games, professional development opportunities for catalogers, and Library of Congress headings. Zac began participating in an ALA Fundamentals of Cataloging asynchronous course that lasts until early March. The Bibliographic Services department is looking forward to attending the SirsiDynix COSUGI virtual conference in April, which they recently registered for.

Other Cataloging Projects

- The Bibliographic Services Department was thrilled to have Zac join us as the new Bibliographic Services Specialist in early January! Jennifer, Lisa, and Erica have been working together to get Zac up to speed while also adjusting to new laptops, Microsoft Teams, the Bookings module, and more. Zac has been busy learning database maintenance, working on incoming Help Desk cases, updating internal documentation, learning the brief record upgrade process, and shadowing RSA site visits and training.
- With the start of the New Year, many newly cataloged magazines are attached to the 2025 records rather than the 2026 records. Not all magazines have annual records, only those with large numbers of items attached. Please remember to use the 2026 records for these titles: *Better Homes and Gardens*, *Consumer Reports*, *Good Housekeeping*, *National Geographic*, *The New Yorker*, *People*, and *Time*. Zac will reach out to your library with a friendly reminder to use the 2026 records if he notices you are regularly using the 2025 records.
- Erica is revising the Bibliographic Database Standards to take internal feedback into account. The plan continues to be for the standards to be shared during the Cataloging Chat in February, the DAC in March, and the Board in April.
- At the April meeting, the Board will be asked to rescind the [Core Competencies for Cataloging Staff at RSA Member Libraries](#) because the relevant content from that document has been incorporated into the revised Bibliographic Database Standards.
- The Bibliographic Services department has been busy creating and revising documentation, both for internal operations and the membership. The documentation for members will be available on the support site in the coming weeks, after final review.
- OCLC Holdings Manager (OHM), the process that the SWAN consortium runs monthly for RSA to add and remove library holdings for OCLC interlibrary loan requests, has resumed. OHM processing had been paused since last August due to SWAN staffing issues.
- To follow up on the Remove Orphaned Serial Controls report mentioned in the January Board report, RSA ran this report in WorkFlows in early January. It removed 148 serial controls where the library that entered the control no longer has any items attached to the record. As mentioned in the January report, in many instances, removing the serial control will allow the discarded last item, owned by a library other than the serial control library, to be removed from WorkFlows. This report is ready to be scheduled to run automatically each month.
- The first RSA Cataloging Chat of 2026 will be Wednesday, February 25th from 1:00 to 3:00 pm on Microsoft Teams. Registration is available [here](#). A “save the date” will be shared on the RSA Cataloging forum soon. This Chat will be a wonderful opportunity to meet the new RSA staff and discuss the revised Bibliographic Database Standards.

Library Services Department Report for February 5, 2026

General Updates

The team is going through some changes with us greeting Mason as the new Library Systems and Data Analyst and saying farewell to Tony. Sara has folded Tony's slate of workshops into her own until Tony's replacement is on board, and Patty and Sara divided the school and BLUEcloud visits that Tony would have completed between them. I am grateful to Sara and Patty for taking on this extra load.

A lot of Antony's time over the last 10 weeks has been taken up building the new payroll system, working with our Insurance provider, and with IMRF. I am pleased to report that we have now completed two successful payrolls.

We are also in the process of changing reporting structures so that the team reports directly to James rather than to Antony. This transition is gradual at first but will be completed shortly.

Routine Visits

The Operations Team completed their routine in-person visits with the first round of 24 public libraries. School libraries have been allocated to the team, and those visits will start later in January. The newly renamed Library Services Team have started on their visit schedule focusing on school libraries.

As a reminder, the new schedule of routine visits means each library will be visited in person every 18 months and will have a Bibliographic Services and Library Services team visit every 3 years. Libraries have been organized into visit groups based broadly on the length of time since their last in-person visit.

These charts show the most recent in-person visit to each member library branch by month that we had documented. Some visit dates have been lost in the ether. Most recent visits are to the left.

End of August



