## Administration Desk Update and Lookback to 2025

### A busy year & RSA's Independence Project is *Finished (mostly)

As we draw the RSA Independence Project (RIP) to a close, we wanted to look back at what has been accomplished over the past few years. We've intentionally tried to reduce the impact on you, our member libraries, from the process of becoming fully independent from RAILS. Internally, this transition has been one of the greatest time and resources drain we've ever had to deal with in RSA, on par with a full library automation system migration.

RAILS formally requested that RSA become fully independent from RAILS in November 2020 and set 30 June 2026 as the deadline to be finished. This request was due to RSA being the last remaining consortia still being embedded inside RAILS. SWAN, MAGIC, and PrairieCat were also embedded in RAILS at the time of the system merger in 2011, and have since either dissolved or became fully independent from RAILS.

RSA's Board of Directors began to research several ways to accomplish this goal. The Board explored and rejected options including merging with another consortia, partnering with a consortia for staffing services, contracting for staffing service from an RSA member library, and even considered an offer to move RSA staff into the SirsiDynix corporation. In the end, the best option was to remain an independent organization but to convert our governance structure from a 501c3 Not for Profit entity into an Illinois Intergovernmental Instrumentality (III), a unit of municipal government. By making this conversion, RSA's structure now matches the other automation consortia governance. We will continue to receive ongoing grant funding support from RAILS. Now that the transition to full independence is *complete, RSA will continue to contract with RAILS for financial services and continues to pay rent for the portion of the RAILS East Peoria office space we use.

# Project Milestones

· Late 2020 – early 2023, reviewed various options for achieving independence from RAILS. Learned we'd need to continue to be IMRF eligible if we wanted to retain current staff.

· Between July 2023 and March 2024, RSA's Board and Administration developed a new fee structure draft, an intergovernmental agreement draft, new draft RSA Bylaws, communications plans, and more.

· Between March – June 2024 the RSA membership voted to approve all the above items to form the 'new' RSA.

· On 1 July 2024 RSA converted our legal governance from a 501c3 to an Illinois Intergovernmental Instrumentality.

· Starting 1 July 2024, which was the start of RSA's FY2025, we transitioned to a new fee structure for membership, with a 5-year phase in period. We're currently in year 2 of the 5-year phase-in.

· Between August 2024 and March 2025, RSA's Board and Administration worked to develop everything required to directly employ staff. We worked with IMRF to get RSA added as a new member, we worked with our bank, insurance brokers, LIMRiCC for health insurance, RAILS for many, many things including the transfer of two vehicles to RSA ownership, lawyers, Illinois State government, and the IRS. All in pursuit of making the staffing transition from RAILS to RSA happen on 1 July 2025. In the end, this plan was scuttled due to the IRS not issuing RSA a new EIN number.

· July 2025, after many frustrating dealings with the IRS, we were finally issued a new EIN. Now we could start the staffing transition process anew by setting everything up to directly employ people.

· August – December 2025, RSA Administrative Staff acquired and implemented: a payroll system, updated bank accounts, updated governmental filings, finished and had the Board approve a new employee Handbook, created many new forms and procedures for staff, and discovered about a million little things that need to be done when you set up a new business.

· November – December 2025, RSA hires three new staff members to start in January, and offered positions to the nine RAILS employed staff members supporting RSA operations. We entered and mostly completed all the paperwork, accounts, health insurances, payroll things, etc. to employ those staff as of 1 January 2026.

· November 2025 – January 2026, we purchased and rolled out new laptops, staff email systems, all new software packages, new telephone systems, new video conferencing, an intra-team chat system, and more. This wasn't ideal, but with the staffing starting date being pushed back, we needed to do both new staffing and all new IT infrastructure at the same time. We do not recommend you attempt this.

· January – February 2026, began training new and existing staff on all the new ways that RSA will operate moving forward. Some changes are small, some are larger, but all are focused on providing better direct support to our members. We started the long on-the-job training process for our three new staff members. Finally, we hired a new staff member to replace Tony, who found a great new job closer to home.

Eagle eyed readers noticed the * in front of "finished" above. That's because we still have a couple of minor things to do to be totally finished with the independence project. Item 1 is new monitors which are on order. We need to return the monitors being used by RSA staff to RAILS. Item 2 is replacing our firewall, and removing the rack of equipment in the Springfield governmental hosting site. We are working on a plan to remove all RSA equipment from Springfield by the end of June. A happy byproduct of that work will be a live backup firewall running here in the East Peoria office in case of any future firewall shenanigans.

Part of the system upgrade instructions will be a new Workflows config screen IP address for you to connect to that will future proof you against the upcoming firewall replacement. RSA staff are already working with members and vendors using SIP connections to convert those connections and to doublecheck the security and patron entry rules for many shared products.

We would like to thank all member libraries for putting up with some slowness to respond to questions and cases as we worked through the independence project. Some of us have huge backlogs of cases and questions to work through now that we're getting some time to work on non-independence issues. We're also grateful for all the great feedback we've been getting during our on-site visits to you! We love getting out of the office to visit all of you and hope you enjoy your time with us too.

## Special Announcement: March System Upgrade!

We'll be upgrading the Symphony server, and Workflows, overnight Sunday, March 15th – Monday March 16th. Now that we're starting to return to a more regular operating cadence, we're looking to resume system feature rollouts and upgrades. We're starting with an upgrade to our Symphony server and the associated update for Workflows. More to come on this upgrade soon.

# McLean County Museum of History



## Workshops and Meetings in L2

Upcoming workshops presented by RSA through May are listed below. Click on the workshop link to register.

## March

[RSA Basic Workflows Holds Workshop](#)                Monday, Mar 16, 2026 3:00 pm - 4:30 pm

[RSA Basic Workflows Circulation Workshop](#)*                Thursday, March 19, 2026 12:30 pm - 1:30 pm                <span style="color:red">This workshop will now include components of the Basic Workflows Patron Registration Workshop originally scheduled for Monday, March 9th.</span>

[RSA Online Basic WorkFlows Cataloging Workshop](#)                Tuesday, March 24, 2026 9:00 am - 1:00 pm

## April

[RSA Day 2026 – Spoon River College Outreach Center](#)                Wednesday, April 8, 2026 9:30 am - 3:00 pm

## May

[RSA Online Bibload Workshop](#)                Wednesday, May 13, 2026 9:30 am – 12:00 pm

## RSA Board News

Please welcome **Lauren Heck** of Galva Public Library to the RSA Board of Directors! Lauren will serve as a representative of the Western Region through June 2026.

## Galva Public Library

# New or Updated Documents in the Index

| Title | Type | Last Updated |
|---|---|---|
| Database Records Deletion | Policy | 1/8/2026 |
| Database Records Deletion | Policy | 1/8/2026 |
| New Material Item Types | Policy | 1/8/2026 |
| Prohibited Items | Policy | 1/8/2026 |
| New Materials Item Types | Standard | 1/8/2026 |
| WorkFlows Notices | Standard | 1/12/2026 |
| Bibliographic Database Standards | Standard | 2/23/2026 |
| Bibload | Procedure | 1/26/2026 |
| Cooperative (Co-op) Collection | Procedure | 2/12/2026 |
| Upgrading the WorkFlows Staff Client for Symphony 4.2.0.0 | Procedure | 3/5/2026 |
| RSA Policy Overview | Guide | 12/22/2025 |
| WorkFlows Notices | Guide | 1/12/2026 |
| Cataloging Content on the RSA Support Site | Guide | 2/17/2026 |
| Answering Illinois Public Policy Library Annual Report Questions | Guide | 2/23/2026 |
| Cataloging Magazines in WorkFlows | Guide | 2/23/2026 |
| Processing Holds in BLUEcloud Circulation | Guide | 2/27/2026 |
| WorkFlows_Cataloging Coder Display in the RSAcat | Cheat Sheet | 2/4/2026 |
| Updating the WorkFlows IP Address Configuration | Cheat Sheet | 2/23/2026 |
| Item Category 5 list | Parameter | 2/19/2026 |
| Item Category 6 list | Parameter | 2/19/2026 |
| Bill Reasons* - updated first of every month | Parameter | 3/2/2026 |
| Default Prices and Processing Fees* - updated first of every month | Parameter | 3/2/2026 |
| Expanded Circ Map* - updated first of every month | Parameter | 3/2/2026 |
| Hold Map* - updated first of every month | Parameter | 3/2/2026 |
| User Profiles* - updated first of every month | Parameter | 3/2/2026 |
| Item Category 4 list | Parameter | 3/5/2026 |
| Please Bug Us – Help Desk Contact Info Changes | Miscellaneous | 12/22/2025 |
| New Director Powerpoint | Miscellaneous | 12/22/2025 |
| Cataloging KIT Flyer | Miscellaneous | 2/17/2026 |

**Pontiac Public Library**



**Deer-Creek Mackinaw CUSD #701**



## Cataloging Corner

## New & Revised Bibliographic Standards, Plus Updated Magazine Cataloging Guidance

**By Zac Montgomery**

In June of 2025, the RSA Board of Directors approved the Bibliographic Database Policy. Per the policy, RSA Member libraries must adhere to the RSA Bibliographic Database Standards (or Bib Standards,) which are a set of standards set to facilitate a high-quality bibliographic database for the RSA membership and the users they serve. The affirmed Bibliographic Standards can be found on the RSA Support Site, included in the Cataloging Handbook page, under "Cataloging Policies." Or, follow this link: https://support.librariesofrsa.org/project/bibliographic-database-policy/

The Bib Standards will be a living document that is updated as necessary and will serve as a central point of reference for all RSA cataloging standards. It contains information taken from the 2018 Cataloging Best Practices for RSA Member Libraries, as well as the Core Competencies for Cataloging Staff at RSA Member Libraries. The core elements of these previous documents have been combined and updated into the Bib Standards to reflect the current cataloging environment and best practices. It was crucial for RSA to revise the Bib Standards as they will serve as a roadmap for bibliographic data during a potential future migration, whether that migration be to a completely different database or an in-place migration to a fresh instance of WorkFlows. Any updates to the Bib Standards will be shared on the Cataloging Policies email forum. It's important to look over that document and note any changes as they are made available, as they may need to be incorporated into your library's cataloging procedures to ensure the database maintains the core principles of convenience, discoverability, and reciprocity.

One of the new standards outlined we would like to highlight is a new call number convention for magazines. Magazines can be tricky! Specific issues can be hard for both patrons and library staff to find and place on hold, especially with the wide variety of magazine call number entry conventions currently utilized by member libraries. This new call number convention will help sort the call numbers chronologically, making them easier to identify in WorkFlows and the RSAcat, ensuring the correct issue is received. The new call number convention for magazines involves the inclusion of the prefix MAG, followed by a |Z analytic, and then the issue date for the magazine you are cataloging. The |Z is critical because it will allow patrons to place a hold on a specific magazine issue in RSAcat. If the |Z is not used in the call number, the patron will only be able to place a title-level hold on the magazine they want. The first available magazine issue will fill the hold, and the patron will likely not receive their desired issue. The initial MAG prefix is also an important addition, as the |Z analytic in a call number should always be used with a preceding prefix, per SirsiDynix.

It can be hard to visualize and understand what this new convention may look like in the database. Here are some examples on which you can model your own magazine call numbers:

· The call number for the January 2026 issue of a magazine would be **MAG|Z2026/01**.

· An issue that combines multiple months, like a January/February 2026 issue, would be **MAG|Z2026/01-02**.

· An issue that just lists a season rather than a date, like Summer 2026, would be **MAG|Z2026/SUMMER**.
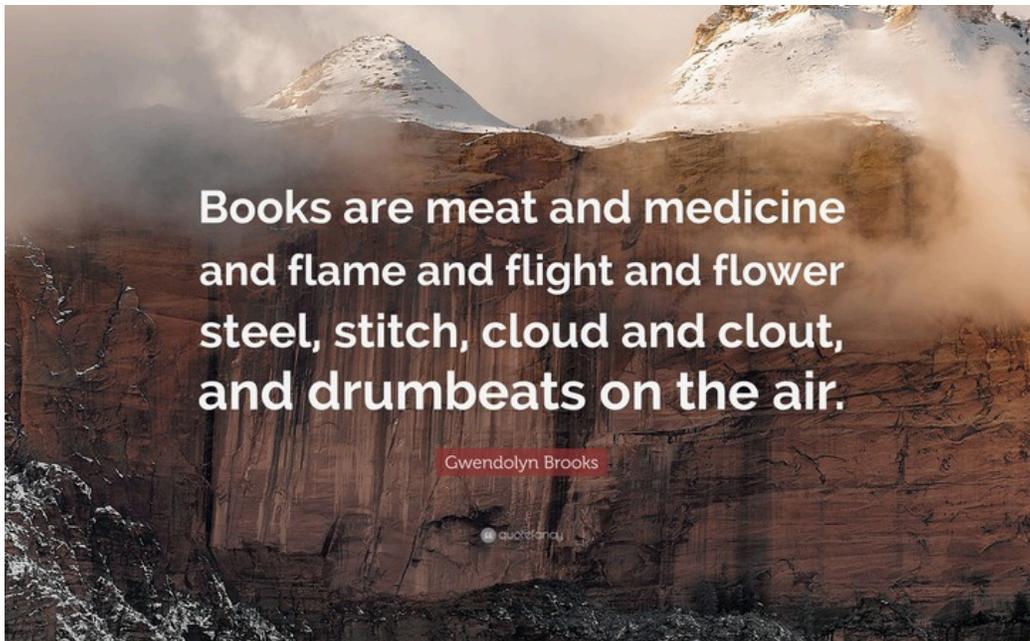
This new convention may take some getting used to, and that's okay! The good news is that it is not too different from the convention that RSA previously recommended. The previously recommended call number convention was |ZYYYY/MM/DD, so adding the MAG prefix is not too drastic of a change for those libraries who were already utilizing that call number convention. RSA would also like to stress that it is not necessary to go back and edit previously cataloged magazines to follow this new convention. We do, however, want to strongly encourage member libraries to incorporate it when cataloging new magazines. More information on cataloging magazines and magazine call numbers can be found in the Cataloging Magazines in WorkFlows Guide that is available on the RSA Support Site: https://support.librariesofrsa.org/project/guidelines-for-cataloging-magazines-in-workflows/

Please don't hesitate to reach out to the Help Desk with questions or comments about any of the content in the RSA Bibliographic Standards, or any questions about cataloging magazines. Also, please reach out if you have any ideas for topics that can be included in future Cataloging Corner articles! We love getting input from member libraries, and a good opportunity to speak with us is at the upcoming RSA Day!

Be sure to join us on RSA Day on April 8, 2026, at the Spoon River College Outreach Center in Macomb, IL. The RSA Bibliographic Services department will once again be hosting a Crafty Catalogers session. This time is for you to discuss all things cataloging with other catalogers in RSA, while creating origami art as you chat. Don't want to fold an origami papercraft? That's fine too! Come for the snacks, networking, and to discover some of the astute cataloging choices your fellow crafty catalogers have

made at their libraries. We will conclude the session by inviting catalogers to share takeaways from their networking discussions with the larger group.



**Books are meat and medicine and flame and flight and flower steel, stitch, cloud and clout, and drumbeats on the air.**

Gwendolyn Brooks

**Nauvoo Public Library**                    **Brimfield Public Library**





**Site Visits by the Member Services Team**

| | |
|---|---|
| Marquette Heights Public Library | 2026-01-08 |
| Fulton CUSD #3 - Elementary School | 2026-01-26 |
| Peoria Heights Public Library | 2026-01-26 |
| Havana Public Library District | 2026-01-30 |
| McLean County Museum of History | 2026-01-30 |
| Towanda District Library | 2026-01-30 |
| Spoon River College | 2026-02-02 |
| Filger Public Library | 2026-02-04 |
| Flanagan Public Library District | 2026-02-04 |
| Lillie M. Evans Library District | 2026-02-05 |
| Washington CHSD #308 - High School | 2026-02-05 |
| Midwest Central CUSD #191 - Middle School | 2026-02-06 |
| Midwest Central CUSD #191 - Primary School | 2026-02-06 |
| Flanagan-Cornell Unit 74 - High School | 2026-02-10 |
| Flanagan-Cornell Unit 74 - Grade School | 2026-02-10 |
| Wethersfield CUSD #230 | 2026-02-11 |
| Havana CUSD #126 - High School | 2026-02-12 |
| Pekin Public Library | 2026-02-12 |
| Spoon River Valley CUSD #4 | 2026-02-12 |
| Hudson Area Public Library District | 2026-02-18 |
| Illinois Prairie District Public Library - Metamora Branch | 2026-02-19 |
| Pontiac Township HSD #90 - High School | 2026-02-19 |
| Fondulac Public Library District | 2026-02-20 |
| A-C Central CUSD #262 - Middle/High School | 2026-02-23 |
| Kewanee Public Library District | 2026-02-24 |
| Washington District Library - Main Branch | 2026-02-25 |

# Site Visits by the Cataloging Team

| | |
|---|---|
| Cambridge CUSD #227 - High School | 2026-01-16 |
| Cambridge CUSD #227 - Grade School | 2026-01-16 |
| Mason Memorial Library District | 2026-01-19 |
| Astoria CUSD #1 - High School | 2026-01-21 |
| Deer Creek - Mackinaw CUSD #701 - Junior High School | 2026-01-21 |
| Hamilton Public Library | 2026-01-30 |
| Abingdon-Avon CUSD #276 - Hedding Grade School | 2026-02-09 |
| Abingdon-Avon CUSD #276 - Middle Elementary School | 2026-02-09 |
| Deer Creek - Mackinaw CUSD #701 - Intermediate School | 2026-02-10 |
| Deer Creek - Mackinaw CUSD #701 - High School | 2026-02-10 |
| Illinois Veterans Home | 2026-02-11 |
| AlWood CUSD #225 - Middle-High School | 2026-02-20 |
| AlWood CUSD #225 - Elementary School | 2026-02-20 |
| Clover Public Library District | 2026-02-20 |

## Getting to Know an RSA Staff Member: Kendal

1. He is the RSA Executive Director and has been with the agency for over 20 years!
2. When asked what RSA's mission means to him, Kendal offered this: "It's rare when you can provide a service that positively impacts hundreds of thousands of people's lives. Supporting our members is what has kept me in this job all these years. I'm proud of what we do and what that allows our members to do for the public."
3. He shared he has not had a lot of great advice because he feels he is really good at learning from the example of others before needing it. He says, "If you look for both the good and bad others do, a young person can absorb a lot of 'advice' pain free. The most memorable advice was from my choir director father who told me, 'Son, don't join the choir; stick with the band.' Sage advice for someone who can't hold a tune!"
4. Kendal's dream vacation is to be somewhere warm for 30 days, on a hill overlooking a quiet beach with NOTHING to do but relax. The location would be private to Kendal and his wife, except for a masseuse and an excellent chef to cook delicious food for them.
5. Kendal's desert island book would be the entire Game of Thrones series, even though it is not finished and likely never will be.

**Normal Public Library**


**Ransom Memorial Public Lib.**

## What RSA Staff Are Enjoying Now

**Kendal:** reading Neal Stephenson's Anathem and watching A Knight of Seven Kingdoms on HBO

**Antony:** reading Sight Unseen by Robert Goddard and watching Ludwig on Britbox

**Laura:** reading A Rebellion of Care by David Gate and watching Shrinking on AppleTV

**James:** watching The Last Frontier on AppleTV

**Erica:** watching A Place to Call Home on Amazon Prime

**Lisa:** reading King Sorrow by Joe Hill and finished watching Stranger Things

**Zac:** reading The Volcano Daughters by Gina Maria Balibrera, and Horizontal Vertigo: A City Called Mexico by Juan Villoro

**Patty:** watching the West Wing on Netflix and integrating a new cat into her current cat pod

**Sara:** listening to Susan Casey's audio book versions of The Devil's Teeth: A True Story of Survival and Obsession Among America's Great White Sharks, and The Underworld:

Journeys to the Depths of the Ocean. Sara also enjoyed watching the winter Olympics

**Astoria High School**



**Macomb Public Library Dist.**



**Illinois Veterans Home**



**Kewanee Public Library**

# Cataloging Knowledge Check:

*Question:* Two Parter! How long may an item be assigned to a New Item Type? What happens after the set time-period?

*Answer:* For Public, Special, and Academic libraries, items can be assigned to a New Item Type for one year. For School libraries, they can be assigned to a New Item Type for the current school year. After that set time-period lapses, RSA batch edits the items to an Item Type code that is no longer New. Please note that libraries are welcome to edit No-Longer-New items sooner than the RSA batch edits, as it depends on how long each library considers their items to be New.

More information on New Item Types and retention criteria can be found in the New Materials Item Types Policy and accompanying New Materials Item Types Standards on the RSA Support Site: https://support.librariesofrsa.org/project/new-materials-item-types/

Feel free to reach out to the Help Desk at help@librariesofrsa.org or 866-940-4083 with any questions regarding New Materials Item Types.

## Systems: New Home Locations and Item Categories Added Since 1/02/2026

### NEW HOME LOCATIONS

| | | |
|---|---|---|
| 2/3/2026 | **J-LOCLIND** | Juvenile Local Indie Collection |
| 2/3/2026 | **SPICY** | Spicy Collection |

### ITEMCAT4 GENRE

| | | |
|---|---|---|
| 1/8/2026 | **IDITAROD** | Iditarod |
| 1/20/2026 | **LIT-CRIT** | Literary Criticism |
| 1/20/2026 | **EQUALITY** | Equality |
| 1/20/2026 | **SOCIALJUST** | Social Justice |
| 1/20/2026 | **M_KPOP** | Music - K-pop |
| 1/20/2026 | **PRISONREF** | Prison Reform |
| 1/20/2026 | **WESTROM** | Western Romance |
| 1/20/2026 | **SOUTHGOTH** | Southern Gothic |
| 1/20/2026 | **SPECUFIC** | Speculative Fiction |
| 1/20/2026 | **SMALLTOWN** | Small Town |
| 1/20/2026 | **CHRONICILL** | Chronic Illness |

### ITEMCAT5 SUB-GENRE

| | | |
|---|---|---|
| 1/8/2026 | **IDITAROD** | Iditarod |

| | | |
|---|---|---|
| 1/8/2026 | **IDITAROD** | Iditarod |
| 1/19/2026 | **WMNHISTMO** | Women's History Month |
| 1/20/2026 | **WRITING** | Writing |
| 1/20/2026 | **MURDER** | Murder |
| 1/20/2026 | **TRUECRIME** | True Crime |
| 1/20/2026 | **ANTHOLOGY** | Anthology |
| 1/20/2026 | **SCI-FI-FAN** | Science Fiction/Fantasy |
| 1/20/2026 | **COWBOY** | Cowboy |
| 1/20/2026 | **CUL-S-US** | Culture - Southern United States |
| 1/20/2026 | **SP-DANCE** | Sports - Dance |
| 1/20/2026 | **CUL-SW-US** | Culture - Southwest U.S. |
| 1/20/2026 | **CUL-NE-US** | Culture - New England U.S. |
| 1/20/2026 | **CUL-MW-US** | Culture - Midwest United States |
| 1/20/2026 | **CL-PNW-US** | Culture - Pacific Northwest U.S. |
| 1/20/2026 | **REG-S-US** | Region - Southern United States |
| 1/20/2026 | **REG-NE-US** | Region - New England U.S. |
| 1/20/2026 | **REG-MW-US** | Region - Midwest United States |
| 1/20/2026 | **REG-PNW-US** | Region - Pacific Northwest U.S. |
| 1/20/2026 | **REG-SW-US** | Region - Southwest United States |
| 1/20/2026 | **EMANCIPAT** | Emancipation |
| 1/20/2026 | **FAIRY-RET** | Fairy Tales - Retelling |
| 1/20/2026 | **CLASS-RET** | Classics - Retelling |
| 2/19/2026 | **ELECTIONS** | Elections |
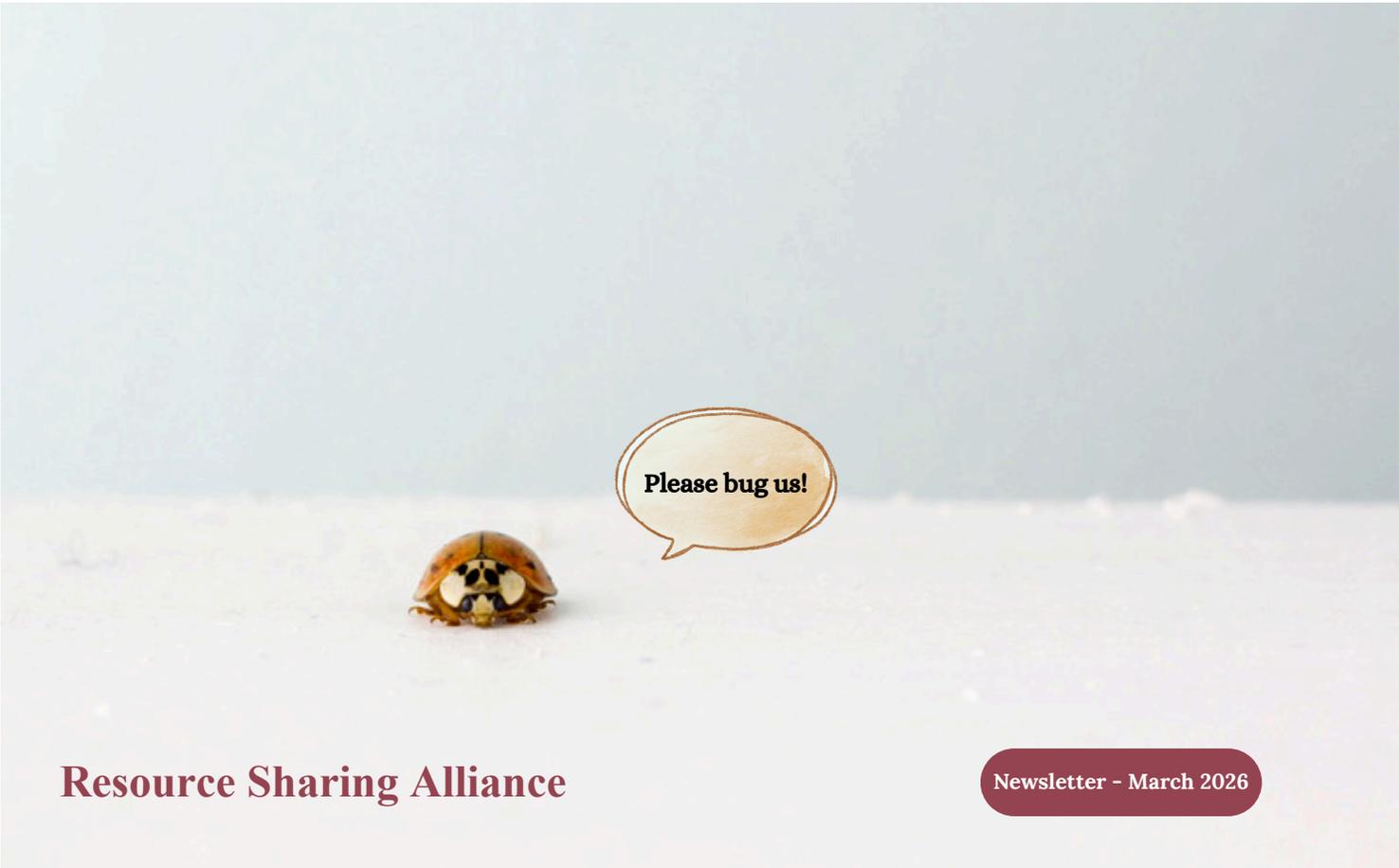
Please bug us!

# Resource Sharing Alliance