

**RESOURCE SHARING ALLIANCE
CASH REPORT
FOR THE PERIOD ENDING March 31, 2026**

Beginning Cash Balance	\$ 2,545,269.33
Cash Received	
Payments from Member Libraries, RAILS, etc.	11,980.82
Transfer from ProPay for eCommerce Pay-Outs	-
Interest - Morton Bank Insured Cash Sweep Account	2,667.73
Credit Card Cash Back Rewards	-
Total Cash Received	14,648.55
Expenses Paid	
Checks and Vendor ACH Payments	28,842.86
Payroll and Retirement Contributions	72,139.87
Investment Transfer to Set-Up CDARS	-
Total Disbursements	100,982.73
Ending Cash Balance	\$ 2,458,935.15

PROPAY FUNDS DETAIL:

ProPay Account Balance	\$6,356.28
ProPay Funds Receivable	\$39.54
eCommerce Receipts Payable to Members	\$6,295.82
RSA PROPAY BALANCE	\$100.00

CASH DETAILS:

Member Library Pre-Payments	\$ -
Working Cash (Ending Cash Balance + RSA ProPay Balance - Member Pre-Payments)	2,459,035.15

TOTAL CASH

\$ 2,459,035.15

CDARS INVESTMENT DETAILS:

2 Year CD @ 3.44% Interest 5/15/2025 - 5/13/2027	\$337,583.77
2 Year CD @ 3.44% Interest 5/15/2025 - 5/13/2027	\$337,583.77
2 Year CD @ 3.22% Interest 11/13/2025 - 11/12/2027	\$334,804.49
2 Year CD @ 3.22% Interest 11/13/2025 - 11/12/2027	\$341,310.77
2 Year CD @ 4.15% Interest 4/18/2024 - 4/16/2026	\$355,658.92
2 Year CD @ 4.15% Interest 4/18/2024 - 4/16/2026	\$353,590.05
2 Year CD @ 4.15% Interest 5/9/2024 - 5/7/2026	\$359,476.43
2 Year CD @ 4.15% Interest 5/9/2024 - 5/7/2026	\$362,697.10
2 Year CD @ 3.22% Interest 2/26/2026 - 2/24/2028	\$359,624.24
2 Year CD @ 3.22% Interest 2/26/2026 - 2/24/2028	\$359,588.31

TOTAL CD INVESTMENT VALUE

\$3,501,917.85

Invested in Capital Assets Balance as of March 2026	\$12,357.88
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of March 2026	\$24,614.19
Unrestricted Net Assets as of March 2026	\$5,830,881.90

FY26 Budgeted Operating Expenses Excluding Reimbursements: \$ 1,377,811.50

Working Cash Coverage of FY26 Budgeted Operating Expenses (Months): 21.4

CD Coverage of FY26 Budgeted Operating Expenses (Months): 30.5

RSA
Balance Sheet
As of 3/31/2026

	Balance End of Month
Assets	
Cash and cash equivalents	2,458,935.15
ProPay funds	6,356.28
Investments	3,501,917.85
ProPay funds receivable	39.54
Other receivables	513.13
Accounts receivables	1,483.95
Prepaid expenses	104,716.55
Capital assets, net	
Computers	939,305.29
Vehicles	12,784.00
Subscription Based IT Arrangements	1,877,940.00
Accumulated Depreciation	(939,731.41)
Accumulated Amortization - Subscription Based IT Arrangement	(201,207.78)
Total Capital assets, net	<u>1,689,090.10</u>
Total Assets	<u>7,763,052.55</u>
Liabilities	
eCommerce receipts payable	6,295.82
Payroll	
Pension Payable	<u>6,664.64</u>
Total Payroll	6,664.64
Deferred revenue	230,120.09
Other long-term obligations	
Subscription Based IT Arrangements Payable	<u>1,652,118.03</u>
Total Other long-term obligations	<u>1,652,118.03</u>
Total Liabilities	<u>1,895,198.58</u>
Net Assets	
Beginning fund balance	5,422,945.69
Current YTD net income	
Reimbursements-ADML	91,597.73
Reimbursements-eRead Illinois	16,931.25
E-Resources-ADML	(90,901.42)
E-Resources-eRead Illinois	(56,437.47)
Other	<u>483,718.19</u>
Total Current YTD net income	<u>444,908.28</u>
Total Net Assets	<u>5,867,853.97</u>
Total Liabilities and Net Assets	<u>7,763,052.55</u>

RSA
Statement of Revenues and Expenses
From 3/1/2026 Through 3/31/2026

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Other Grants	0.00	0.00	750.00	0.00%	1,000.00	0.00%
Fees for Services and Materials						
Fees For Services And Materials	81,061.13	729,550.07	722,904.39	100.91%	963,872.52	75.68%
Associate Member Fees	10.42	93.78	112.50	83.36%	150.00	62.52%
Non-OCLC Member Fees	346.91	3,122.19	2,861.01	109.12%	3,814.71	81.84%
Total Fees for Services and Materials	81,418.46	732,766.04	725,877.90	100.95%	967,837.23	75.71%
Reimbursements-General	4,092.07	6,264.07	5,172.30	121.10%	6,896.43	90.83%
Reimbursements-ADML	8,933.17	91,597.73	92,010.06	99.55%	122,680.07	74.66%
Reimbursements-eRead Illinois	1,881.25	16,931.25	17,500.00	96.47%	23,400.00	72.35%
Investment Income	13,484.05	123,704.55	93,750.00	131.95%	125,000.00	98.96%
Other Revenue						
Other Revenue	0.00	13,303.40	150.00	8,868.93%	200.00	6,651.70%
RAILS Financial Support Grant	18,726.09	168,534.75	168,534.99	99.99%	224,713.37	74.99%
Total Other Revenue	18,726.09	181,838.15	168,684.99	107.80%	224,913.37	80.85%
Total REVENUES	128,535.09	1,153,101.79	1,103,795.25	104.47%	1,471,727.10	78.35%
EXPENSES						
Personnel						
Library Professionals	15,604.06	51,471.57	101,328.00	50.79%	219,545.00	23.44%
Other Professionals	17,517.28	55,501.18	84,195.00	65.91%	182,425.00	30.42%
Support Services	29,358.99	85,562.20	13,539.00	631.96%	29,334.00	291.68%
Social Security Taxes	4,630.71	14,333.55	15,228.00	94.12%	32,993.00	43.44%
Unemployment Insurance	1,172.55	5,203.73	1,000.00	520.37%	2,000.00	260.18%
Worker's Compensation	141.18	423.54	539.00	78.57%	1,078.00	39.28%
Retirement Benefits	3,386.42	10,435.37	29,997.00	34.78%	64,996.00	16.05%
Health, Dental And Life Insurance	7,756.90	21,675.99	33,186.00	65.31%	66,372.00	32.65%
Other Fringe Benefits	75.00	225.00	41.00	548.78%	82.00	274.39%
Staff Professional Memberships	0.00	0.00	750.00	0.00%	1,500.00	0.00%
Recruiting	0.00	0.00	1,500.00	0.00%	2,000.00	0.00%
Total Personnel	79,643.09	244,832.13	281,303.00	87.04%	602,325.00	40.65%
Library Materials						
Print Materials	0.00	0.00	375.00	0.00%	500.00	0.00%
Nonprint Materials	0.00	0.00	375.00	0.00%	500.00	0.00%
E-Resources-ADML	9,092.79	90,901.42	91,929.06	98.88%	122,572.07	74.16%
E-Resources-eRead Illinois	6,270.83	56,437.47	58,500.00	96.47%	78,000.00	72.35%
E-Resources-General	0.00	0.00	1,500.00	0.00%	2,000.00	0.00%
Total Library Materials	15,363.62	147,338.89	152,679.06	96.50%	203,572.07	72.38%
Vehicles						
Fuel	151.42	151.42	2,500.00	6.05%	5,000.00	3.02%
Repairs and Maintenance	89.28	89.28	2,500.00	3.57%	5,000.00	1.78%
Vehicle Insurance	374.16	374.16	3,500.00	10.69%	7,000.00	5.34%
Other Vehicle Expenses	94.34	450.34	750.00	60.04%	1,500.00	30.02%
Total Vehicles	709.20	1,065.20	9,250.00	11.52%	18,500.00	5.76%

RSA

Statement of Revenues and Expenses

From 3/1/2026 Through 3/31/2026

	<u>Current Month</u>	<u>YTD Actual</u>	<u>YTD Budget - Original</u>	<u>Percent of YTD Budget</u>	<u>Total Budget - Original</u>	<u>Percent of Annual Budget</u>
Travel and Continuing Education						
In-State Travel	0.00	910.25	7,410.00	12.28%	9,880.00	9.21%
Out-Of-State Travel	0.00	668.89	10,518.75	6.35%	14,025.00	4.76%
Registrations And Meeting, Other Fees	218.93	5,040.57	27,375.00	18.41%	36,500.00	13.80%
Conferences And Continuing Education Meetings	309.00	587.00	11,663.00	5.03%	15,550.00	3.77%
Total Travel and Continuing Education	<u>527.93</u>	<u>7,206.71</u>	<u>56,966.75</u>	<u>12.65%</u>	<u>75,955.00</u>	<u>9.49%</u>
Public Relations	360.00	425.10	4,875.00	8.72%	6,500.00	6.54%
Commercial Insurance	321.00	2,721.25	11,325.00	24.02%	15,100.00	18.02%
Supplies, Postage and Printing						
Computers, Software And Supplies	165.75	25,190.00	38,156.00	66.01%	50,875.00	49.51%
General Office Supplies And Equipment	0.00	696.17	4,125.00	16.87%	5,500.00	12.65%
Postage	<u>126.00</u>	<u>137.98</u>	<u>843.75</u>	<u>16.35%</u>	<u>1,125.00</u>	<u>12.26%</u>
Total Supplies, Postage and Printing	<u>291.75</u>	<u>26,024.15</u>	<u>43,124.75</u>	<u>60.35%</u>	<u>57,500.00</u>	<u>45.26%</u>
Telephone and Telecommunications	50.00	70.00	3,408.75	2.05%	4,545.00	1.54%
Equipment Rental, Repair and Maintenance						
Equipment Rental	<u>0.00</u>	<u>0.00</u>	<u>2,250.00</u>	<u>0.00%</u>	<u>3,000.00</u>	<u>0.00%</u>
Total Equipment Rental, Repair and Maintenance	0.00	0.00	2,250.00	0.00%	3,000.00	0.00%
Professional Services						
Legal	0.00	6,570.50	11,438.00	57.44%	15,250.00	43.08%
Accounting	0.00	23,625.00	7,875.00	300.00%	10,500.00	225.00%
Consulting	2,383.75	45,433.13	82,500.00	55.07%	110,000.00	41.30%
Payroll Service Fees	341.08	2,112.06	6,666.00	31.68%	10,000.00	21.12%
Contractual Staff	<u>0.00</u>	<u>0.00</u>	<u>7,500.00</u>	<u>0.00%</u>	<u>10,000.00</u>	<u>0.00%</u>
Total Professional Services	<u>2,724.83</u>	<u>77,740.69</u>	<u>115,979.00</u>	<u>67.03%</u>	<u>155,750.00</u>	<u>49.91%</u>
Contractual Services						
Other Contractual Services	3,465.57	(904.66)	289,534.50	(0.31)%	386,045.93	(0.23)%
Amortization - Subscription Based IT Arrangements	<u>22,356.42</u>	<u>201,207.78</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>	<u>0.00%</u>
Total Contractual Services	<u>25,821.99</u>	<u>200,303.12</u>	<u>289,534.50</u>	<u>69.18%</u>	<u>386,045.93</u>	<u>51.89%</u>
Depreciation						
Depreciation	<u>213.06</u>	<u>426.12</u>	<u>0.00</u>	<u>0.00%</u>	<u>0.00</u>	<u>0.00%</u>
Total Depreciation	213.06	426.12	0.00	0.00%	0.00	0.00%
Professional Association Membership Dues	0.00	0.00	1,012.50	0.00%	1,350.00	0.00%
Miscellaneous	<u>0.00</u>	<u>40.15</u>	<u>483.75</u>	<u>8.29%</u>	<u>645.00</u>	<u>6.22%</u>
Total EXPENSES	<u>126,026.47</u>	<u>708,193.51</u>	<u>972,192.06</u>	<u>72.85%</u>	<u>1,530,788.00</u>	<u>46.26%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>2,508.62</u>	<u>444,908.28</u>	<u>131,603.19</u>	<u>338.06%</u>	<u>(59,060.90)</u>	<u>(753.30)%</u>

RSA

Check/Voucher Register - Board - RSA Register

1003 - Cash - Morton Bank - Checking - 5661

From 3/1/2026 Through 3/31/2026

<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
MISSIONSQUARE	3/2/2026	1,359.00
Overdrive Inc	3/3/2026	8,426.13
HEART TECHNOLOGIES, INC	3/4/2026	500.00
Morton Community Bank	3/4/2026	7,180.80
LIMRICC	3/6/2026	9,832.18
USA EMBROIDERY	3/11/2026	360.00
IMRF	3/11/2026	7,492.95
PAYLOCITY	3/12/2026	20,346.60
PAYLOCITY	3/12/2026	8,649.84
MISSIONSQUARE	3/17/2026	1,359.00
CONSOCIATE INC	3/19/2026	75.00
PAYLOCITY	3/20/2026	341.08
HR FIT,LLC	3/25/2026	1,758.75
T & D WINDSHIELD REPAIR	3/25/2026	60.00
PAYLOCITY	3/26/2026	22,050.24
PAYLOCITY	3/26/2026	9,182.16
MISSIONSQUARE	3/30/2026	1,359.00
RENEE GRASSI	3/31/2026	<u>650.00</u>
Report Total		<u><u>100,982.73</u></u>

Administrative Department Report for 7 May 2026

Membership Updates: Ongoing Topics & One-Offs

Notable Membership Activity

Hamilton Public Library – Received RAILS Automation Grant in May

- Cataloging ongoing, averaging about 650 per month

Camp Point Public Library - Received RAILS Automation Grant in May

- Cataloging ongoing, averaging about 540 per month

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

- They continue to work to complete their new branch buildout.
- When they are ready, we will have a cataloging parameters call for branch specific settings

A-C Central SD #262

- Dropping their Grade School branch at end of FY26
- RSA staff will clean out items and decommission branch
- Fees reduced to account for changes

Spoon River Valley CUSD #4

- Adding 2nd branch for the Grade School
- GS collection was included as part of JR/HS collection but in different building
- Has applied for RAILS LLSAP Automation Grant April round
- Easy upgrade: SirsiDynix creates a branch, RSA staff complete branch set up and many associated setups in all our various products, RSA Cataloging Staff help move items
- Fees increased to account for changes

Withdrawals at end of FY27

- Illini Bluffs Unit District #327 – moved to local automation
- Bushnell-Prairie City CUSD #170
 - The last former Union Lister member – locally automated

RIP Complete (99.9%) – Final.Final.noreallyFinal Update

We expect to continue to find things to cleanup, convert, or update for some time.

The .1%: VERIZON!

- Verizon has created an account for RSA which we can't get into to finish registration
- Two mobile data SIMs for off-site and after-hours internet support via iPads were setup and ready to go on Verizon's end, but expired because we can't get into the account.
- Working with the one person in the entire company, apparently, who can help get us into the admin account.

Important Ongoing Issues & Staff Workplan Updates

Updates to the RSA Staff Workplan and various other important Issues. Note, to keep the length of this report in check, we're report updates and changes only in future updates.

The entire Workplan was part of the 7 May 2027 Board package and is available on request.

Important Ongoing Issues or Short-Term Projects:

- In depth library automation system review – watching a sister consortia's RFP proposals for several system vendors.
 - Several Dates in Mid-May

Staff Workplan – Patron Visible Items:

- RSAcat (Enterprise/Portfolio server) on the web upgrade.
 - Our Enterprise/Portfolio server, the backend of RSAcat, will be updated from version 5.2.1.2 to 5.2.1.7 over night 31 May to 1 June. This is a bug fix update for the most part and shouldn't cause many issues or be all that noticeable. We'll be going over it with a fine-tooth comb Monday, June 1st looking for issues to correct.
- RSAcat online catalog – online payments for all public libraries.
 - Will start working with Maria in May to roll this out to all public library members. We'll check with the schools next fall to see if they want it or not. Maria will be reaching out to each member to fine-tune the wording on RSAcat displayed to the patron.
- Hoopla RSAcat Integrations – Will work after online payments has been completed.

Staff Workplan – Other Items:

- In person visits – showing the RSA flag in all corners of RSA.
- Firewall swap to the new, online firewall.
 - All libraries are connecting to WorkFlows through the new firewall now. Everything seems to be working smoothly. All Sip port connections are also connecting through new firewall also. We are monitoring the old firewall and notice a few Workflows installations are still pointed at the old firewall instead of at 'workflows.librariesofrsa.org'. We are working to track the traffic back to a library, then we contact the library to have them look for the computer. In most cases, we've found these are due to part time staff with their own Windows logins who didn't know they needed to upgrade WorkFlows and change the connections IP address.
 - We are in the process of adding additional IP addresses to the RAILS East Peoria internet connection so we can host a backup firewall here in the office. We'll be able to route traffic through the backup in case of emergency. This will also be the path to the Test and Training Symphony servers.
- No Transit Item Types – new feature of Symphony/WorkFlows 4.2.
- Shared ownership of reports – new feature of Symphony/WorkFlows 4.2.
- Database cleanup project – working with SirsiDynix to automagically fix some stuff.
- BLUEcloud Circulation – slowly coming to a library near you.
- RSA Day – Frontline staff focused
- RSA Directors Day – Directors Only, discuss amongst yourselves

- Reports – Reworking End of Month reports and cooking up new Dashboards.
- BLUEcloud Circulation – matching and attaching via your browser.
- Review, update, replace, remove – the lifecycle of documentation continues.
- Library Automation System Environmental Scan – let’s see where the library world is in late 2026.
- Standardization – After 20 years, this is no longer a bad word in RSA.
- New Executive Director and transition process – knowledge sharing already started.
- Additional RSA Staff in calendar 2027 – 2 new positions in planning, +1 for the ED position.
- Strategic Plan 2027 – Independence is ours, what’s our plan for the future?
- Under Construction – library automation system revamp / replacement

Staff Updates Since the Previous Meeting

Staff Anniversaries

- No April staff anniversaries

Misc. Staffing Notes

- We continue to train new staff. With the end of independence work, Kendal has been cleaning his inbox and is scheduling time blocks with Mason and Maria to train various items.
- Kendal has presented two Symphony U courses to the entire RSA Staff. We’ve covered Library Policies, which are quite a bit more involved than just a line saying P8_NORTH. Item policies, item types, item categories, etc. was the second course. We’re working on the User policies next which are very complicated.
- Kendal has ‘formally’ revised his retirement date to Friday 28 May 2027 because the 31st is a holiday.

Completed RSA Events: Training & Visits

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

Training Events, Meetings, and More: April

Location	Campaign Name	Campaign Type
Havana Jr HS (also Havana HS with Amy)	FY26 Routine visit	Member Services
Mason Memorial LD	Supplemental Cat Visit	Cataloging
Spoon River College Outreach Center in Macomb IL	RSA Day 2026	Other
Illinois Valley Central UD #321 - Jr High and Elementary Center	Cataloging Site Visit	Cataloging
Teams	Basic Circ Workshop	Member Services
Mt. Hope-Funks Grove PL	Visit with MHFG	Member Services

Teams	FY26 Holds Workshop	Member Services
Teams	FY26 Holds Workshop	Member Services
Illinois Valley Central UD #321 - High School	Cataloging Site Visit	Cataloging
Illinois Valley Central UD #321 - South School	Cataloging Site Visit	Cataloging
Heyworth PLD	BCC Training Heyworth	Member Services
Abingdon-Avon HS	FY26 New Director Visit	Member Services
Kewanee HS	FY 26 Routine Visit	Member Services
Graham Hospital School of Nursing	Routine Visit Graham Hospital	Member Services
IVC UD #321 - Mossville Junior High and Elementary Center	Cataloging Site Visit	Cataloging
Odell PLD	Basic WorkFlows Cataloging Workshop	Cataloging
Central HS Camp Point	FY26 Routine Visit	Member Services

Bibliographic Services Department Report for 7 May 2026

Brief Record Upgrades

The Bibliographic Services Department upgraded 92 brief records to OCLC records with full bibliographic description since the April Board meeting. The department is currently upgrading brief records entered as far back as June 2023. Zac continues to make good progress learning the brief record upgrade process, most recently for audiobooks and Playaways.

Cataloging Site Visits

The Bibliographic Services Department finished conducting the second round of routine, in-person site visits. Lisa completed her visits in March, and Jennifer finished hers in April.

Jennifer visited four schools in the Illinois Valley Central (IVC) school district: IVC High School, IVC Chillicothe Junior High and Elementary Center (CEC), IVC Mossville Junior High and Elementary Center, and IVC South Elementary School. Laura accompanied Jennifer on the IVC CEC visit. Maria and Mason went with Jennifer on the IVC South and High School visits. Combined, these visits reached 5 library staff for a total of 7.75 contact hours.

Cataloging Progress for New RSA Libraries

Camp Point Public Library has cataloged 3,666 items in WorkFlows, 151 of which were cataloged since the April Board meeting. Camp Point began cataloging in July 2025.

Hamilton Public Library has cataloged 1,993 items in WorkFlows, 487 of which were cataloged since the April Board meeting. Hamilton started cataloging this past January.

Construction continues at the North Pike Public Library District's new Perry Branch. RSA will schedule the introductory cataloging meeting closer to when cataloging is ready to begin for the Perry collection.

Cataloging Training

In late April, the Basic WorkFlows Cataloging Workshop was taught by Jennifer in-person at the Odell Public Library District for one participant. Zac and Maria audited this workshop.

No Bibload Workshops or Item Group Editor training were conducted since the April Board meeting.

The Bibliographic Services Department participated in a few webinars in April, including Dublin Core basics, an update on the Resource Description and Access (RDA) cataloging rules, tips for improved digital accessibility, and an ALA Preservation Week webinar. The Bibliographic Services Department participated in BLUEcloud Circulation training provided by Sara and Patty, as well as attended the SirsiDynix COSUGI virtual conference. Lisa was part of a panel presentation at the Reaching Forward South conference in O'Fallon, Illinois. Zac began participating in the Cataloging Maintenance Center's six-week Cataloging Basics online course.

Other Cataloging Projects

- The Bibliographic Services Department is pleased with the turnout at their Crafty Catalogers networking session at RSA Day. Participants enjoyed discussing various cataloging-related topics and creating origami cats, dogs, miniature boxes, and more.
- The Bibliographic Services Department continues to update documentation on the RSA support site. The goal is for all the cataloging documentation that was created or revised before 2025 to be updated by this Fall. Since the April Board meeting, three documents were updated: [Creating a Brief Record Guide](#), [Changing the Owning Library for an Item Cataloged in WorkFlows Procedure](#), and the [Asterisked Display of Cataloging Codes Cheat Sheet](#).
- Antony and Erica developed a plan for working with libraries to correct items assigned home locations that should only be used as current locations in WorkFlows. Antony will pilot the cleanup project with one public library before we roll it out to the wider membership. The Asterisked Display of Cataloging Codes Cheat Sheet was recently updated in preparation for codes such as MISSING, LOST, and DISCARD being removed from libraries' WorkFlows menus to avoid their accidental use.
- Kendal is in the process of approving the quotes for the requests that Erica submitted to SirsiDynix last month asking for their help developing custom server scripts and WorkFlows reports that would routinely clean up brief records. The cleanup will involve updating 10-digit ISBNs to the 13-digit equivalents on brief records, merging duplicate brief records into a single record, and transferring brief items onto matching OCLC records in WorkFlows. There will also be a one-time project that updates OCLC records with only 10-digit ISBNs to include the 13-digit equivalents, which will ideally improve the success rate of brief records matching OCLC records during the cleanup. As mentioned in last month's report, this cleanup will supplement the Bibliographic Services Department's brief record upgrade process and improve discoverability in WorkFlows, the RSACat, and OCLC WorldCat.
- This month and next, the Bibliographic Services Department will begin working on two projects helpful for the Board to know about:
 - Jennifer, Lisa, and Zac will be reaching out to 24 public libraries that still have their WorkFlows TECH accounts enabled. The Bibliographic Services Department will ensure each staff member who catalogs at those libraries is assigned an individual cataloger account (ICA). Then Bib Services will work with Kendal to disable TECH. This Fall, the same approach will be taken for the remaining schools with TECH accounts. This project will complete the overall transition away from TECH to ICAs, and more importantly, ensure all libraries are using individual accounts prior to migration next year.
 - Zac will be contacting libraries to ask their help reviewing reports of brief items that migrated into WorkFlows from the previous Carl database on 11/26/2007. The brief items on the report will have either never checked out or not checked out in the past ten years. If libraries no longer want to keep these items, Zac will ask James's help with a special batch discard. This project will ideally reduce the overall number of records to be considered during the mass brief record cleanup, as well as tidy up WorkFlows ahead of next year's migration.

Library Services Department Report for May 7, 2026

RSA Directors Day

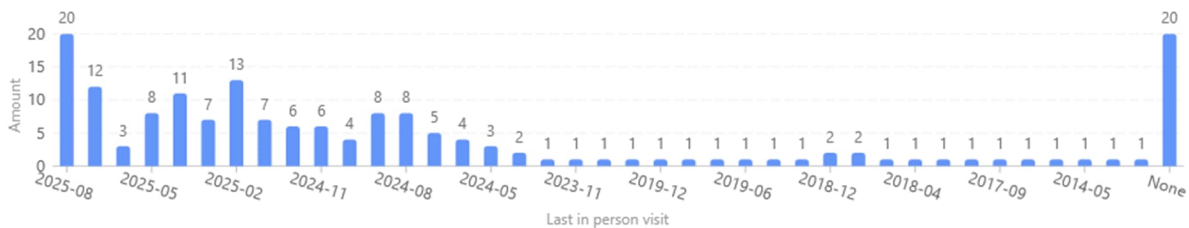
Following on from previous discussions and the survey we have discussed previously, we have set a date for Directors Day on September 30th. Noelle has confirmed that she has booked three rooms for us for that day. We intend to order lunches from Hy-Vee. Laura Keyes has confirmed she is willing to present on the IPLAR and Beth Duttlinger is willing to present on the budgeting process. We are looking for someone from a municipal library to work with her on that because of the different challenges they have. It is likely Kendal and Mason will present on reporting, and Antony is up for something on migration. Antony also thinks a low-key networking time would be useful.

Routine Visits

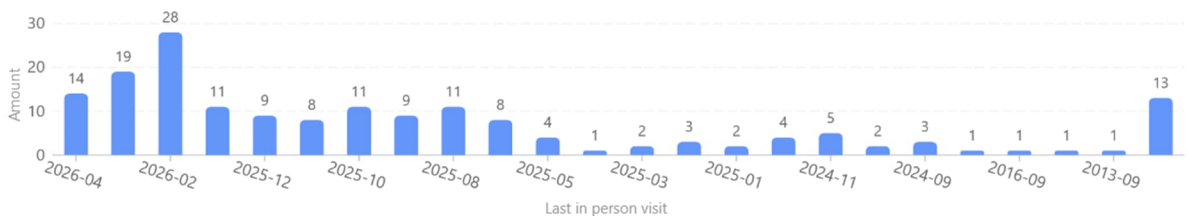
The Library Services team has now completed all but 2 of their visits to non-public libraries since the beginning of January. One of these has been scheduled for the end of May at the school's request and one will be delayed until next school year as the current librarian is retiring and wanted to leave things clear for her successor. 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. Most recent visits are to the left. You will see that a lot of progress has been made shortening the "tail" representing libraries visited longest ago. There are now only 20 libraries which have not been visited in the last 20 months.

End of August 2025



End of April 2026



Policy Review

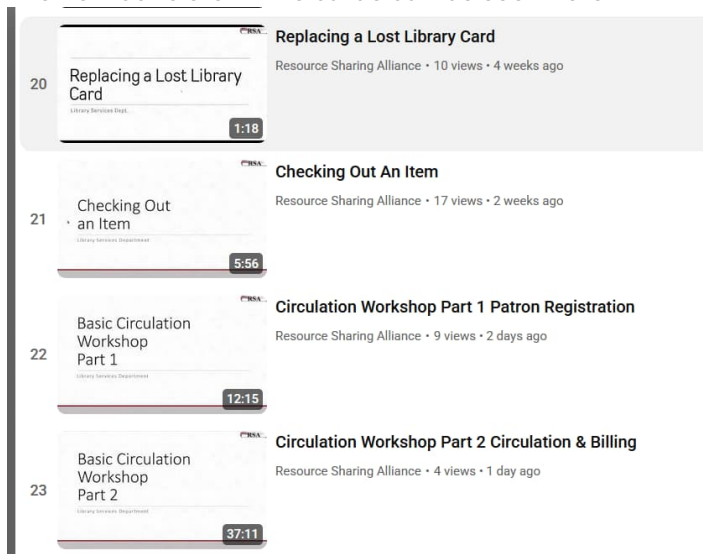
Antony provided a possible schedule for reviewing policies for consideration on this month's agenda. The idea is that each policy should be considered on a 3-year cycle with two exceptions. The employee handbook and FOIA policies should be reviewed annually.

Documentation Index

The 22nd version of the Documentation Index was posted to the RSA support site on April 17. It reflects a lot of revised documents including new videos from Lib and Bib Services departments. The average age of the documents is now under 2 years for the first time.

Library Services staff have already released the first four new videos as part of the project to revise all of their support videos on the RSA YouTube channel. There are almost 30 of these videos so this project will take a while to complete. Many of the existing videos were created during COVID and are in need of updating. There will be consistent title cards at the beginning of each video. RSA's YouTube channel can be found here: <https://www.youtube.com/@ResourceSharingAlliance> and the Library Services videos can be found here: https://www.youtube.com/playlist?list=PLt2wA_EbLSx8bH2aO0VNe4Oq5F7yXvCw.

The new consistent title cards can be seen here:



BLUEcloud Circulation testing and roll out

The following libraries have been using BLUEcloud Circulation to some extent or have received training:

1. Fondulac Public
2. Henry Public
3. Astoria High School
4. Flanagan Public
5. Henderson County Public (Outreach)
6. Quincy Public (Outreach)

7. Normal Public (Outreach)
8. Unity High School
9. Towanda Public
10. Midwest Central High School
11. Chenoa Public
12. Pekin Public
13. Peoria Heights
14. Brown County Public
15. Illinois Prairie – Washburn branch

We are continuing to work through the other libraries who have lined up for rollout. There are now approximately 11 more libraries who have expressed interest.

There is a new page on the Support Site for BLUEcloud Circulation where we are building out a collection of guides and cheat sheets to support this roll out:
<https://support.librariesofrsa.org/project/bluecloud-circulation/>. So far there are four guides and a cheat sheet on how to get started, but we will be adding another shortly.

FY2027 RSA Board of Directors Meeting Calendar

Approved by RSA Board of Directors: XX YYY 2026

RSA Board meetings are scheduled for dates below, starting at 11:30 AM unless otherwise noted. Lunch for Board members is generally served 30 minutes prior to the meeting start time.

FY2027 Meeting Dates

Date	Day	Time	Location	Notes
6 Aug 2026	Thursday	11:30 – 2 PM	Midwest Central CUSD Library	
3 Sep 2026	Thursday	11:30 – 2 PM	TBD	
5 Nov 2026	Thursday	11:30 – 2 PM	Farmington Area Public Library	Voluntold?
14 Jan 2027	Thursday	11:30 – 2 PM	Four Star Public Library District	2 nd Thursday
4 Feb 2027	Thursday	11:30 – 2 PM	Marquette Heights Public Library	
1 Apr 2027	Thursday	11:30 – 2 PM	Brown County Public Library	
6 May 2027	Thursday	11:30 – 2 PM	Fondulac Public Library District	
3 Jun 2027	Thursday	11:30 – 2 PM	Carlock Public Library District	Voluntold



RSA Policy Review Schedule

Last updated: DRAFT

Policy Title	Topic	Last Updated	Review Schedule	#
RSA Employee Handbook	Employment	2/5/2026	Annual Feb	0
RSA Freedom of Information	Governance	8/7/2025	Annual Aug	0
Fine Block Limits	Billing	5/9/2024	Year 1 Sep	1
RSA Bylaws	Governance	7/1/2024	Year 1 Nov	2
RSA Intergovernmental Agreement	Governance	7/1/2024	Year 1 Jan	3
Board Electronic Attendance	Governance	7/17/2024	Year 1 Feb	4
Public Comments at Meetings	Governance	7/17/2024	Year 1 Apr	5
Homosaurus Cataloging	Cataloging Handbook	8/1/2024	Year 1 May	6
Ensuring Compliance by Member Libraries	Governance	3/6/2025	Year 2 Sep	7
Damaged Materials	Lost, Missing & Damaged	4/3/2025	Year 2 Nov	8
Bibliographic Database	Cataloging Handbook	6/5/2025	Year 2 Jan	9
RSACat Mobile Catalog App Privacy	Legal Compliance	6/5/2025	Year 2 Feb	10
Lost Materials	Lost, Missing & Damaged	6/5/2025	Year 2 Apr	11
RSA Expectations & Responsibilities	Governance	6/5/2025	Year 2 May	12
Sharing and Holds	Sharing and Holds	8/7/2025	Year 3 Sep	13
Personally Identifiable Information	PII	9/4/2025	Year 3 Nov	14
User Accounts	Users	11/6/2025	Year 3 Jan	15
Prohibited Items	Cataloging Handbook	1/8/2026	Year 3 Feb	16
New Material Item Types	Cataloging Handbook	1/8/2026	Year 3 Apr	17
Database Records Deletion	Database Records Deletion	1/8/2026	Year 3 May	18

Year 1: FY 2027 (July 2026-June 2027)

Year 2: FY 2028

Year 3: FY 2029

30 April 2026

Subject: RSA Staff Workplan through end of calendar 2027

This is not an all-inclusive list. This is the major stuff we know we want or need to do, or are in planning now for future projects. Additional things will pop-up as we move forward, but we think most will be smaller projects we do as one-offs.

Projects, Plans, and Must-Dos, in roughly chronological order:

- In person visits – showing the RSA flag in all corners of RSA.
 - RSA staff continue to visit all members and branches once every 18 months. By the end of 2026, we will complete the first round of visits to each RSA location. We're start over for 2027 with Bibliographic Services and Library Services staff swapping the libraries they visit for the next 18 months.
- Firewall swap to the new, online firewall.
 - We are about 90% complete with this now. James has been hunting down connections to the old firewall and calling the member libraries to help them update their settings. He's discovered a few Workflows installations that are as much as 10 years out of date. The old firewall will be decommissioned most likely in the middle of May and we'll remove all our old equipment from the Springfield hosting location by early June.
- RSAcat (Enterprise/Portfolio server) on the web upgrade.
 - Scheduled for a minor upgrade overnight 31 May – 1 June. Nothing major changes, it's mostly minor tweaks and bug fixes.
- No Transit Item Types – new feature of Symphony/WorkFlows 4.2.
 - We are currently developing processes and procedures to roll out new item types for non-transitable items. A survey will be going out shortly to poll members to see what types of things they don't want to transit. We'll develop standardized item types to cover these.
- Shared ownership of reports – new feature of Symphony/WorkFlows 4.2.
 - We're testing this feature now on a limited scale. To start, small libraries where staff have individual cataloger accounts typically use those for everything and only need their shared CIRC account (ATLANTA-PLCIRC) for looking at finished reports. We can create a group of user accounts that all share access to the reports belonging to the library. This means those libraries no longer need their shared CIRC account. Eventually this will allow the phase-out of all shared CIRC accounts. FYI, we have

disabled most of the shared TECH accounts now in favor of individual cataloger accounts.

- In depth library automation system review – watching a sister consortia’s RFP proposals for several system vendors.
 - For several days in mid-May, RSA management staff will be attending Request for Proposal presentations for a large, out of state, consortia we frequently exchange ideas with. This will give us great insight at what’s currently available in the library world for large, complex consortia like RSA. This will provide us with deep and detailed information prior to RSA’s less intensive Environmental Scan late this year.
- Database cleanup project – working with SirsiDynix to automagically fix some stuff.
 - We are currently working with SirsiDynix to design and develop automated processes for database cleanup. Some of these processes, once refined, will run periodically to comb through new Brief record additions. Part 1 may require a few days of no-cataloging to accomplish, the other parts should work independently without a database freeze. We’re spending some consulting money leftover in the FY26 budget for this work.
 - Part 1: Update existing fuller catalog records containing only 10-digit ISBNs to add the equivalent 13-digit ISBNs. This may require the database freeze.
 - Part 2: Update Brief catalog records to 13-digit ISBNs if they only have the 10-digit equivalent.
 - Part 3: Examine all Brief records to determine those that can be merged together via matching ISBN, ISSN, or UPCs and other cataloging magic.
 - Part 4: Compare all Brief records with full records and transfer Brief record items onto matching full records based on ISBN, ISSN, UPC and more cataloging magic.
- BLUEcloud Circulation – slowly coming to a library near you.
 - We continue to roll out BLUEcloud Circulation accounts to libraries who we feel would directly benefit from them right now. Over time we’ll roll individual Circ accounts out to all libraries and disable the shared CIRC accounts.
- RSA DAYS (RSA Day and RSA Directors Day) – If one is good, two should be twice as good!
 - RSA Day 2026 in Macomb was well attended. We’ve just started digging through the feedback from the survey. We had the highest turnout since our pre-COVID era RSA Days. Each year’s attendance has gotten a little higher.
 - RSA Director’s Day #1 will be held at the Galesburg Public Library on 30 September 2026. We already have a full day if we keep it to one session at a time. The question is, does it make sense to hold multiple tracks? We will email the Directors email

forum for ideas and feedback on this question and more as we work to create the best day for Directors we can. HyVee in Galesburg will likely be our lunch provider.

- Reports – Reworking End of Month reports and cooking up new Dashboards.
 - We'll soon be spinning up a Reports Working Group to help guide our work over the next year. We are currently reworking the existing emailed End of Month reports into Dashboards to get more practice doing that work which is quite different from standard grid-based reports. We'll lean heavily on the Working Group to help with the creation of dashboards and reports to help Directors and their Boards/Administration better understand how they library works and its place withing the greater RSA.
- RSAcat pages on the web – online payments for all public libraries.
 - Something in the hopper for quite some time is adding ProPay to all public library RSAcat pages that don't have it. Right now we have 24 libraries with online payments in their My Account pages. We'll be working with those public library who don't have it to add it there. The RSAcat Mobile app includes online payments for all member libraries and over 50% of all payments are made via the app. FYI, SirsiDynix will be changing vendors for their online payment at some point in the future. The change will better align with more modern mobile app payment processes. They are planning to add in Apple/Google pay options as well.
- BLUEcloud Circulation – matching and attaching via your browser.
 - We're going to start a small beta test with a few libraries who are using BLUEcloud Circulation and only do copy cataloging. These libraries may find doing their match and attach copy cataloging easier in BLUEcloud Cataloging. We have a lot of security and configuration to work through as well as documenting the newer process. If we can make this work, we'll look at a wider roll-out to replace WorkFlows cataloging for those with light cataloging needs.
- Review, update, replace, remove – the lifecycle of documentation continues.
 - Review and refresh RSA's large collection of YouTube training videos.
 - Review and refresh RSA's large collection of written documentation.
- Library Automation System Environmental Scan – let's see where the library world is in late 2026.
 - Background, RSA's current contract is a 2 +5 year contract. We have the option to decline the last 5 years of the contract. Should we decided to do that, we would need to be fully migrated and live by 30 June 2027. While that's a possibility, I would be shocked if any vendor could match the pricing we have with SirsiDynix at the moment.

- The year 2 inflection point was designed to provide us a chance to accomplish a Library Automation System Environmental Scan. This is not a full RFP process, rather, this is a change for the Board and DAC to learn how other vendors would approach supporting our large, complex consortia. Should a vendor blow our socks off, we would then start a price conversation to see if we could both afford a new system and be migrated by the end of June 2027.
- The pace of coding improvements enabled by AI is accelerating; SirsiDynix reports up to 100% more production per programmer using AI. That means there is the potential for the library software world to dramatically change in the next 3 to 5 years. The best use of our time for now is reviewing the market as it stands, then making a full RFP process the capstone event in the next Strategic Plan.
- Standardization – After 20 years, this is no longer a bad word in RSA.
 - There are ways make the system work better for staff and patrons if we can get members to agree on them. No matter what happens in the Environmental Scan, we are focusing our efforts on areas where we can standardize things for any automation system. If it's something we can use now, great, if not, we'll likely need it in 2027. Over the past couple of years we've been doing stealth standardization with all the new features we've rolled out. Those members using the new features have agreed to use default standardized rules. We will continue this trend with future new feature rollouts.
 - We are also working on library system agnostic methods to standardize the various policies and naming conventions any library system would use. We've already created simplified, more understandable Library Profile names, a group of commonly used circulation rules library should consider using, and created a list of simplified Item Types to simplify cataloging while exposing the holds nature of an item and increasing reciprocity. In addition, we are developing new internal naming conventions for all the things that RSA support staff touch in a library automation system. Having an understandable, simple, standardized naming convention for hundreds of disparate system policies and parameters is a good 33% of the setup of a library system.
- New Executive Director and transition process – knowledge sharing already started.
 - Kendal's official last workday / retirement is 28 May 2027.
 - The Board will need to decide on a process to replace me with a current or new staff member by fall. Antony has taken ownership of many of the new staffing related processes to ensure continuity there. But the sooner we know the Board's will for the next Executive Director, the better.

- Additional RSA Staff in calendar 2027 – 2 new positions in planning, +1 for the ED position. This will put our staff count at 14 FTE which is right about what it should be for our size and member needs.
 - We'll begin the process to hire 2 new staff in Sep/Oct 2026 with start dates of early January 2027.
 - Position 1: a Cataloger, level and exact duties to be determined in the fall.
 - Position 2: a Library Services Manager
 - Depending on the outcome of the Executive Director fill process, there may be an opening created by departure. That would allow RSA's Board and Management Team to determine what the most pressing need for staff in our organization and then design a position to fill it.
- Strategic Plan 2027 – Independence is ours, what's our plan for the future?
 - We've set aside the money to create a new strategic plan in 2027. Step one, find a consultant to help, step 2, the Board and Antony run the process. This will be one of the first projects for the new Board to consider in FY27.
- Under Construction – library automation system revamp / replacement
 - Option 1: If the Board decides a new vendor is in order, the migration needs to start ASAP in 2027. This would required an all hands on deck type effort with lot's of member library feedback, meetings, a quick agreements of many standardized things.
 - Option 2: Continue with SirsiDynix contract. We would strongly recommend an in place system migration take place in the 2nd half of 2027. This would to clean up 20 years of junk in the system, implement many more standardized rules and practices, and make the system work in the best way it can for the remaining 5 years of the contract.