

Agenda 4.2 & 4.3
RESOURCE SHARING ALLIANCE
CASH REPORT
FOR THE PERIOD ENDING April 30, 2026

Beginning Cash Balance	\$ 2,458,935.15
Cash Received	
Payments from Member Libraries, RAILS, etc.	59,771.25
Transfer from ProPay for eCommerce Pay-Outs	-
Interest - Morton Bank Insured Cash Sweep Account	2,501.51
Credit Card Cash Back Rewards	250.87
Total Cash Received	62,523.63
Expenses Paid	
Checks and Vendor ACH Payments	39,558.69
Payroll and Retirement Contributions	70,697.26
Investment Transfer to Set-Up CDARS	-
Total Disbursements	110,255.95
Ending Cash Balance	\$ 2,411,202.83

PROPAY FUNDS DETAIL:

ProPay Account Balance	\$8,591.03
ProPay Funds Receivable	\$827.90
eCommerce Receipts Payable to Members	\$9,318.93
RSA PROPAY BALANCE	\$100.00

CASH DETAILS:

Member Library Pre-Payments	\$ -
Working Cash (Ending Cash Balance + RSA ProPay Balance - Member Pre-Payments)	2,411,302.83
TOTAL CASH	\$ 2,411,302.83

CDARS INVESTMENT DETAILS:

2 Year CD @ 3.44% Interest 5/15/2025 - 5/13/2027	\$338,539.56
2 Year CD @ 3.44% Interest 5/15/2025 - 5/13/2027	\$338,539.57
2 Year CD @ 3.22% Interest 11/13/2025 - 11/12/2027	\$335,691.71
2 Year CD @ 3.22% Interest 11/13/2025 - 11/12/2027	\$342,215.23
2 Year CD @ 4.15% Interest 5/9/2024 - 5/7/2026	\$360,704.62
2 Year CD @ 4.15% Interest 5/9/2024 - 5/7/2026	\$363,936.29
2 Year CD @ 3.22% Interest 2/26/2026 - 2/24/2028	\$360,577.23
2 Year CD @ 3.22% Interest 2/26/2026 - 2/24/2028	\$360,541.20
2 Year CD @ 3.26% Interest 4/16/2026 - 4/13/2028	\$356,743.57
2 Year CD @ 3.26% Interest 4/16/2026 - 4/13/2028	\$354,668.40
TOTAL CD INVESTMENT VALUE	\$3,512,157.38

Invested in Capital Assets Balance as of April 2026	\$12,144.82
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of April 2026	\$27,349.10
Unrestricted Net Assets as of April 2026	\$5,815,721.61

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

Working Cash Coverage of FY26 Budgeted Operating Expenses (Months): 21.0

CD Coverage of FY26 Budgeted Operating Expenses (Months): 30.6

RSA
Balance Sheet
As of 4/30/2026

	Balance End of Month
Assets	
Cash and cash equivalents	2,411,202.83
ProPay funds	8,591.03
Investments	3,512,157.38
ProPay funds receivable	827.90
Other receivables	533.68
Accounts receivables	44,314.90
Prepaid expenses	76,131.87
Capital assets, net	
Computers	939,305.29
Vehicles	12,784.00
Subscription Based IT Arrangements	1,877,940.00
Accumulated Depreciation	(939,944.47)
Accumulated Amortization - Subscription Based IT Arrangement	(223,564.20)
Total Capital assets, net	1,666,520.62
Total Assets	7,720,280.21
Liabilities	
eCommerce receipts payable	9,318.93
Payroll	
Pension Payable	6,880.96
Total Payroll	6,880.96
Deferred revenue	221,838.09
Other long-term obligations	
Subscription Based IT Arrangements Payable	1,627,026.70
Total Other long-term obligations	1,627,026.70
Total Liabilities	1,865,064.68
Net Assets	
Beginning fund balance	5,422,945.69
Current YTD net income	
Reimbursements-ADML	100,530.90
Reimbursements-eRead Illinois	18,812.50
E-Resources-ADML	(101,340.51)
E-Resources-eRead Illinois	(62,708.30)
Other	476,975.25
Total Current YTD net income	432,269.84
Total Net Assets	5,855,215.53
Total Liabilities and Net Assets	7,720,280.21

RSA
Statement of Revenues and Expenses
From 4/1/2026 Through 4/30/2026

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Other Grants	1,535.00	1,535.00	833.00	184.27%	1,000.00	153.50%
Fees for Services and Materials						
Fees For Services And Materials	81,061.12	810,611.19	803,227.10	100.91%	963,872.52	84.09%
Associate Member Fees	10.42	104.20	125.00	83.36%	150.00	69.46%
Non-OCLC Member Fees	346.91	3,469.10	3,178.90	109.12%	3,814.71	90.94%
Total Fees for Services and Materials	81,418.45	814,184.49	806,531.00	100.95%	967,837.23	84.12%
Reimbursements-General	271.50	6,535.57	5,747.00	113.72%	6,896.43	94.76%
Reimbursements-ADML	8,933.17	100,530.90	102,233.40	98.33%	122,680.07	81.94%
Reimbursements-eRead Illinois	1,881.25	18,812.50	19,500.00	96.47%	23,400.00	80.39%
Investment Income	12,741.04	136,445.59	104,167.00	130.98%	125,000.00	109.15%
Other Revenue						
Other Revenue	250.87	13,554.27	167.00	8,116.32%	200.00	6,777.13%
RAILS Financial Support Grant	18,726.08	187,260.83	187,261.10	99.99%	224,713.37	83.33%
Total Other Revenue	18,976.95	200,815.10	187,428.10	107.14%	224,913.37	89.29%
Total REVENUES	125,757.36	1,278,859.15	1,226,439.50	104.27%	1,471,727.10	86.90%
EXPENSES						
Personnel						
Library Professionals	15,604.06	67,075.63	135,104.00	49.64%	219,545.00	30.55%
Other Professionals	17,517.28	73,018.46	112,260.00	65.04%	182,425.00	40.02%
Support Services	31,539.48	117,101.68	18,052.00	648.69%	29,334.00	399.20%
Social Security Taxes	4,741.18	19,074.73	20,304.00	93.94%	32,993.00	57.81%
Unemployment Insurance	457.25	5,660.98	1,333.00	424.67%	2,000.00	283.04%
Worker's Compensation	141.18	564.72	719.00	78.54%	1,078.00	52.38%
Retirement Benefits	3,504.60	13,939.97	39,996.00	34.85%	64,996.00	21.44%
Health, Dental And Life Insurance	9,485.29	31,161.28	44,248.00	70.42%	66,372.00	46.94%
Other Fringe Benefits	75.00	300.00	55.00	545.45%	82.00	365.85%
Staff Professional Memberships	0.00	0.00	1,000.00	0.00%	1,500.00	0.00%
Recruiting	0.00	0.00	1,667.00	0.00%	2,000.00	0.00%
Total Personnel	83,065.32	327,897.45	374,738.00	87.50%	602,325.00	54.44%
Library Materials						
Print Materials	0.00	0.00	417.00	0.00%	500.00	0.00%
Nonprint Materials	0.00	0.00	417.00	0.00%	500.00	0.00%
E-Resources-ADML	10,439.09	101,340.51	102,143.40	99.21%	122,572.07	82.67%
E-Resources-eRead Illinois	6,270.83	62,708.30	65,000.00	96.47%	78,000.00	80.39%
E-Resources-General	0.00	0.00	1,667.00	0.00%	2,000.00	0.00%
Total Library Materials	16,709.92	164,048.81	169,644.40	96.70%	203,572.07	80.59%
Vehicles						
Fuel	193.54	344.96	3,333.00	10.34%	5,000.00	6.89%
Repairs and Maintenance	0.00	89.28	3,333.00	2.67%	5,000.00	1.78%
Vehicle Insurance	260.58	634.74	4,667.00	13.60%	7,000.00	9.06%
Other Vehicle Expenses	0.00	450.34	1,000.00	45.03%	1,500.00	30.02%
Total Vehicles	454.12	1,519.32	12,333.00	12.32%	18,500.00	8.21%

RSA
Statement of Revenues and Expenses
From 4/1/2026 Through 4/30/2026

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Travel and Continuing Education						
In-State Travel	377.57	1,287.82	8,233.00	15.64%	9,880.00	13.03%
Out-Of-State Travel	0.00	668.89	11,687.50	5.72%	14,025.00	4.76%
Registrations And Meeting, Other Fees	1,694.47	6,735.04	30,417.00	22.14%	36,500.00	18.45%
Conferences And Continuing Education Meetings	2,159.00	2,746.00	12,959.00	21.18%	15,550.00	17.65%
Total Travel and Continuing Education	<u>4,231.04</u>	<u>11,437.75</u>	<u>63,296.50</u>	<u>18.07%</u>	<u>75,955.00</u>	<u>15.06%</u>
Public Relations	0.00	425.10	5,417.00	7.84%	6,500.00	6.54%
Commercial Insurance	611.25	3,332.50	12,583.00	26.48%	15,100.00	22.06%
Supplies, Postage and Printing						
Computers, Software And Supplies	8,139.59	33,329.59	42,395.00	78.61%	50,875.00	65.51%
General Office Supplies And Equipment	156.15	852.32	4,583.00	18.59%	5,500.00	15.49%
Postage	234.00	371.98	937.50	39.67%	1,125.00	33.06%
Total Supplies, Postage and Printing	<u>8,529.74</u>	<u>34,553.89</u>	<u>47,915.50</u>	<u>72.11%</u>	<u>57,500.00</u>	<u>60.09%</u>
Telephone and Telecommunications	152.40	222.40	3,787.50	5.87%	4,545.00	4.89%
Equipment Rental, Repair and Maintenance						
Equipment Rental	0.00	0.00	2,500.00	0.00%	3,000.00	0.00%
Total Equipment Rental, Repair and Maintenance	0.00	0.00	2,500.00	0.00%	3,000.00	0.00%
Professional Services						
Legal	0.00	6,570.50	12,709.00	51.69%	15,250.00	43.08%
Accounting	0.00	23,625.00	8,750.00	270.00%	10,500.00	225.00%
Consulting	2,178.75	47,611.88	91,667.00	51.94%	110,000.00	43.28%
Payroll Service Fees	341.08	2,453.14	7,777.00	31.54%	10,000.00	24.53%
Contractual Staff	0.00	0.00	8,333.00	0.00%	10,000.00	0.00%
Total Professional Services	<u>2,519.83</u>	<u>80,260.52</u>	<u>129,236.00</u>	<u>62.10%</u>	<u>155,750.00</u>	<u>51.53%</u>
Contractual Services						
Other Contractual Services	(597.30)	(1,501.96)	321,705.00	(0.46)%	386,045.93	(0.38)%
Amortization - Subscription Based IT Arrangements	22,356.42	223,564.20	0.00	0.00%	0.00	0.00%
Total Contractual Services	<u>21,759.12</u>	<u>222,062.24</u>	<u>321,705.00</u>	<u>69.03%</u>	<u>386,045.93</u>	<u>57.52%</u>
Depreciation						
Depreciation	213.06	639.18	0.00	0.00%	0.00	0.00%
Total Depreciation	213.06	639.18	0.00	0.00%	0.00	0.00%
Professional Association Membership Dues	150.00	150.00	1,125.00	13.33%	1,350.00	11.11%
Miscellaneous	0.00	40.15	537.50	7.46%	645.00	6.22%
Total EXPENSES	<u>138,395.80</u>	<u>846,589.31</u>	<u>1,144,818.40</u>	<u>73.95%</u>	<u>1,530,788.00</u>	<u>55.30%</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>(12,638.44)</u>	<u>432,269.84</u>	<u>81,621.10</u>	<u>529.60%</u>	<u>(59,060.90)</u>	<u>(731.90)%</u>

RSA

Check/Voucher Register - Board - RSA Register

1003 - Cash - Morton Bank - Checking - 5661

From 4/1/2026 Through 4/30/2026

<u>Vendor Name</u>	<u>Effective Date</u>	<u>Check Amount</u>
Overdrive Inc	4/3/2026	11,772.42
IMRF	4/6/2026	6,664.62
LIMRiCC	4/8/2026	12,297.19
Morton Community Bank	4/8/2026	12,876.29
PAYLOCITY	4/9/2026	21,765.18
PAYLOCITY	4/9/2026	8,933.83
MISSIONSQUARE	4/14/2026	1,359.00
GENNA BUHR	4/15/2026	45.54
JENNY JACKSON	4/15/2026	129.63
Kendal Orrison	4/15/2026	246.52
KRISTEN TORTAT	4/15/2026	9.43
AMY HARRIS	4/15/2026	4.72
BETH DUTTLINGER	4/15/2026	150.80
ROBERTA MOCK	4/15/2026	159.50
RACHEL BALLENGER	4/15/2026	75.40
PAYLOCITY	4/20/2026	341.08
CONSOCIATE INC	4/21/2026	75.00
PAYLOCITY	4/23/2026	21,765.18
PAYLOCITY	4/23/2026	8,669.13
MISSIONSQUARE	4/28/2026	1,359.00
HR FIT,LLC	4/29/2026	1,716.25
Report Total		110,415.71

Administrative Department Report for 4 June 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

- Received RAILS LLSAP Automation Grant to cover setup of new branch
- Added 2nd branch for the Grade School
- Staff are configuring system for new branch
- Will work with member to batch move items from Jr/Sr HS to Grade school
- Fees increased to account for changes

Withdrawals at end of FY27

- Illini Bluffs Unit District #327 – moved to local automation system
- Bushnell-Prairie City CUSD #170 – already using local automation system

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'll only report on updates and changes.

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.
 - June 2 – 4 for 3 vendor presentation

Staff Workplan – Patron Visible Items:

- RSACat (Enterprise/Portfolio server) on the web upgrade.

- Our Enterprise/Portfolio server which runs RSAcat on the web, was updated to the latest version overnight May 31st. At time of writing, SirsiDynix is working to determine and correct issues with slowness and a few broken features.
- RSAcat online catalog – online payments for all public libraries.
 - We are working to enable online payments for all public library members. We're contacting libraries to ensure their contact info is correct, updating various settings, then running a test payment prior to making it live. We follow up with email about how to find if payments were made online and what payment type to look for.
- 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.
 - COMPLETE.
 - In addition, all equipment formerly housed in the Springfield CMS hosting facility has been removed, had their hard drives wiped then shredded, and all leftover computer bits were recycled. This was equipment from our 2007 go-live and 2012 server refresh and had to resale value.
- 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.
 - We've signed consulting quotes to have 3 separate, but intertwined, projects done by SirsiDynix.
 - Used consulting and project money budgeted in FY26
 - After these are finished, we'll continue to run brief record review and merger operations moving forward
- BLUEcloud Circulation – slowly coming to a library near you.
 - BC Circ was updated overnight May 28th. Should have fixed the patron search box to search both the user name or ID without swapping settings.
- RSA Day – Frontline staff focused
- RSA Directors Day – Directors Only
 - Already 25 registrations as of Monday the 1st.
- Reports – Reworking End of Month reports and cooking up new Dashboards.
 - First batch of testing reports will go out in June to the Reports Working Group. We've created short videos and are working on updated Support Site report index pages with short descriptions.
- BLUEcloud Cataloging – 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.
 - June Board meeting planning discussion
- 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?
 - Strat Plan Proposal on June Board agenda
- Under Construction – library automation system revamp / replacement

Staff Updates Since the Previous Meeting

Staff Anniversaries

- Antony Deter – 3 years in June

Misc. Staffing Notes

- We continue to train our four new staff members. Great progress for everyone.
- Kendal continues to schedule time blocks with Mason and Maria to train various items. Blocking out time appears to be the best solution to busy schedules.
- 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.

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: May

Location	Campaign Name	Campaign Type
Fondulac District Library, Kolb Memorial Conference Room	RSA Day Committee Meeting	Governance
Marquette Hts. PL	BCCirc Training	Member Services
Online via Teams	Basic Circulation Workshop	Member Services
Microsoft Teams	RSA Bibload Workshop	Cataloging
Online via Teams	Holds Workshop	Member Services
Chillicothe PLD	Cataloging Site Visit	Cataloging
Online via Teams	Modify Title Training	Cataloging
Online via Teams	Basic WorkFlows Cataloging Workshop	Cataloging
Henry-Senachwine CUSD #5 Grade School	Routine Visit	Member Services
Camp Point Public Library	Patron Entry Training	Member Services
Online via Teams	Modify Title Training	Cataloging

Bibliographic Services Department Report for 4 June 2026

Brief Record Upgrades

The Bibliographic Services Department upgraded 23 brief records to OCLC records with full bibliographic description since the May Board meeting. The department has been very busy working on cataloging site visit follow-up and documentation revisions, which has resulted in fewer brief record upgrades. Zac continues to learn the brief record upgrade process for non-print formats, most recently for books on CD and music CDs.

Cataloging Site Visits

Jennifer and Lisa have finished most of the follow-up from the second round of routine, in-person site visits. A total of 27 school libraries were visited during this second round since the beginning of January. Once RAILS delivery resumes in the fall, a few of the school libraries will be contacted to assist RSA with cleanup of items in their collections that are cataloging on the wrong records.

Lisa conducted a supplemental cataloging site visit at Chillicothe Public Library District on May 19th for two staff who are somewhat new to cataloging. Maria and Zac went along on the visit.

Cataloging Progress for New RSA Libraries

Camp Point Public Library has cataloged 3,767 items in WorkFlows, 73 of which were cataloged since the May Board meeting. Camp Point began cataloging in July 2025.

Hamilton Public Library has cataloged 2,511 items in WorkFlows, 341 of which were cataloged since the May Board meeting. Hamilton started cataloging this past January.

As reported last month, the North Pike Public Library District continues construction on the new Perry Branch. The RSA introductory cataloging meeting will be scheduled closer to when cataloging is ready to begin for the Perry collection.

Cataloging Training

In late May, Lisa taught the Basic WorkFlows Cataloging Workshop online for one participant.

Erica taught the Bibload Workshop online in mid-May for five participants. This workshop was the first in a long time where registration closed early because the registration limit was reached.

No Item Group Editor training was conducted since the May Board meeting. This training is currently paused while RSA reworks the firewall configuration for the training WorkFlows server. This server is used during training because it allows a library to safely practice Item Group Editor procedures without affecting their live collection. RSA is targeting July for Item Group Editor training to resume. Please watch the Cataloging forum for an announcement.

RSA has begun offering training how to use the WorkFlows Modify Title wizard on a case-by-case basis to assist libraries with ongoing database maintenance projects, particularly editing the bibliographic description on brief records and overlaying brief records with matching OCLC records. In late May Lisa provided this training for one Galesburg Public Library staff member, and

Jennifer trained one Illinois Prairie District Public Library staff member. Zac shadowed both trainings. A few RSA libraries already had access to the Modify Title wizard before RSA started providing formal training, so RSA will offer this training to those libraries as well.

The Bibliographic Services Department participated in a couple webinars in May, including a recorded RAILS webinar on generative AI in the library collection and a Cataloging Maintenance Center (CMC) webinar on cataloging music formats. Jennifer and Erica attended a SirsiDynix webinar on BLUEcloud development progress.

Zac completed the CMC's six-week Cataloging Basics online course. He also attended the LACONI workshop on cataloging Library of Things items at the Plainfield Area Public Library.

Lisa, along with a panel of Champaign Public Library, CARLI, and CMC staff, will be presenting the session "Peek Behind the Technical Services Curtain: Cataloging for Non-catalogers" at the 2026 Illinois Library Association (ILA) conference in Peoria. This session was also presented at the 2025 ILA conference in Rosemont and the 2026 Reaching Forward South Conference in O'Fallon, Illinois.

Other Cataloging Projects

- The RSA Cataloging Chat was held on May 29th in-person at Chenoa Public Library District. This Chat was supposed to also be conducted online in Microsoft Teams but was unable to be due to technical issues. The Bibliographic Services Department, along with Maria, still conducted the Chat for three in-person attendees at Chenoa. This Chat will be offered again virtually in June for those who tried to attend virtually on the 29th. RSA will evaluate hosting future Chats in-person based on the low in-person attendance. The in-person attendance option was offered because the results of last fall's Cataloging Chat survey indicated quite a bit of interest in a hybrid meeting hosted both in-person and online.
- The Bibliographic Services Department continues to update documentation on the RSA support site. As mentioned in last month's report, the goal is for all the cataloging documentation that was created or revised before 2025 to be updated by this Fall. Jennifer, Lisa, and Zac each reviewed three documents in May, which are awaiting final review by Erica before being uploaded to the RSA support site and included in the Documentation Index.
- The [Bibliographic Database Standards](#) were recently revised in response to a couple questions from member libraries. The standards also now include additional topics since the February revision. Recent revisions include the following:
 - Page 9 – addition of a section regarding vendor records
 - Page 10 – addition of mention of J MAG and YA MAG call number prefixes for magazines
 - Page 12 – addition of a section regarding shadowing items
 - Page 14 – addition of section regarding collection batch editsThe revised Bibliographic Database Standards will be announced on the Cataloging Policy forum.
- New cataloging content created for the RSA support site since the May Board meeting includes:

- A [Cataloging Magazines in WorkFlows video](#), which is now available on the RSA Youtube to supplement the guide of the same name. Libraries are encouraged to contact RSA if they are interesting in scheduling magazine cataloging training. RSA is conducting this training virtually on a library-by-library basis.
 - The [Search, Match, Attach Flyer](#) is another new document. It provides an overview of the WorkFlows copy cataloging process: search the database for a matching record, compare your item to the record to ensure it matches, and attach your item to that record.
- The Bibliographic Services Department has begun reaching out to the 24 public libraries that still have WorkFlows TECH accounts enabled. Bibliographic Services will ensure each staff member who catalogs at those libraries is assigned an individual cataloger account and then schedule a date for the TECH account to be turned off. Disabling the TECH accounts will complete a project that has been ongoing for over ten years and will put RSA in a good position with all staff using individual cataloger accounts before a system migration in 2027, whether to a fresh WorkFlows or a completely different database from a different vendor.
- Erica is working with Zac to finalize details for a cleanup project that will be conducted this summer. Libraries will be contacted to ask for their help searching the shelves for older brief items and considering them for deletion. The scope of this project has changed somewhat. Rather than only looking at brief records that migrated into WorkFlows in 2007 and have not checked out in the past ten years, Zac will look for any brief items that have not checked out in that timeframe, not just those from the 2007 migration. Please look for an email from Zac if your library has any brief items that meet these criteria. RSA will ask your help deciding if you will keep the items and if not, collaborating with you on a special batch removal. As mentioned in last month's report, the goal of this project is to reduce the overall number of records considered during the upcoming mass brief record cleanup, as well as tidy up WorkFlows ahead of next year's migration.
- RSA is in the process of working with SirsiDynix to schedule the first phase of cataloging cleanup, which will involve a one-time project that updates OCLC records with only 10-digit ISBNs to include the 13-digit equivalents. The addition of the 13-digit ISBNs will ideally improve the success rate of brief records matching OCLC records during the cleanup. After the one-time ISBN update is complete, SirsiDynix will develop custom processing that runs monthly to convert 10-digit ISBNs to the 13-digit equivalents on brief records, merges duplicate brief records together into a single record, and transfers brief items onto matching OCLC records in WorkFlows. The first run of this process will ideally occur this summer with updates on the project will be shared on the Cataloging forum. The goal of this cleanup is to improve not only the quality of our bibliographic records but discoverability in WorkFlows and the RSAcat. Discoverability is an RSA core principle outlined in the [RSA Expectations & Responsibilities](#).

Library Services Department Report for June 4, 2026

RSA Directors Day

Invitations to register for Directors Day have been sent out, and we also asked for input on topics to cover on the day. A reminder to register and provide ideas will be sent out in early June. We already have 23 people registered. 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. More details on sessions and schedule for the day will be ready after July 8th's DAC meeting.

Routine Visits

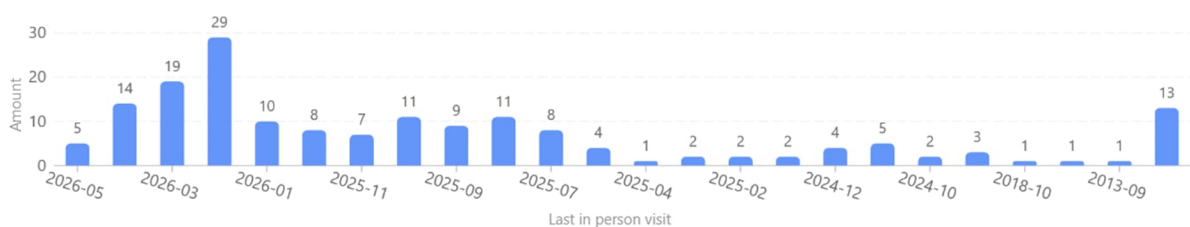
The Library Services team has now completed their visits to 25 non-public libraries since the beginning of January. As a reminder, the new schedule of routine visits means each library will be visited in person every 18 months and will have a Bibliographic Services and Library Services team visit every 3 years. Libraries have been organized into visit groups based broadly on the length of time since their last in-person visit. The next group of public libraries are set to be visited beginning in July.

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.

End of August 2025



End of May 2026



Policy Review

The next policy for review will be at the August meeting and it will be the Freedom of Information policy. It can be found here if you're interested in looking ahead:

<https://support.librariesofrsa.org/wp-content/uploads/2025/08/RSA-Freedom-of-Information-Policy-2025-26-2025-08-06.pdf>.

Documentation Index

The 23rd version of the Documentation Index was posted to the RSA support site on May 26. It reflects a lot of revised documents including new videos from Lib and Bib Services departments. The average age of the documents remains under 2 years.

BLUEcloud Circulation testing and roll out

SirsiDynix sent this notification out on May 29 regarding the latest release of BLUEcloud Circulation.

The **BLUEcloud Central 26.02.00** upgrade has been completed. This release includes new and enhanced features, user-inspired features, and fixes to reported defects for **BLUEcloud Central and BLUEcloud Circulation**.

BLUEcloud Circulation

- Patron search has a new option, called ID/Name. This option will appear at the top of the list of search fields. The new search option will first perform a lookup against the Patron ID. If no exact match is found, the search will fall back to a name search. This restores the functionality where the staff user could scan a barcode or type a name to find a patron without changing the search option.
- The staff user can now start typing in the search field box to quickly select a different search field.

Just as a reminder, there is a 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.



FY2027 RSA Day Committee Meeting Calendar

Adopted by RSA Day Committee: 5 May 2026

Approved by RSA Board of Directors: 4 June 2026

RSA Day Committee meetings are generally scheduled for the 3rd Tuesday of the Month, starting at 9:15 AM unless otherwise noted.

FY2027 Meeting Dates

Date	Day	Time	Location	Notes
18 Aug 2026	Tuesday	9:15 – 11:15 AM	Fondulac Public Library District, Kolb Memorial Conference Room	
15 Sep 2026	Tuesday	9:15 – 11:15 AM	Fondulac Public Library District, Kolb Memorial Conference Room	
20 Oct 2026	Tuesday	9:15 – 11:15 AM	Fondulac Public Library District, Kolb Memorial Conference Room	
17 Nov 2026	Tuesday	9:15 – 11:15 AM	Fondulac Public Library District, Kolb Memorial Conference Room	
15 Dec 2026	Tuesday	9:15 – 11:15 AM	Fondulac Public Library District, Kolb Memorial Conference Room	
16 Feb 2027	Tuesday	9:15 – 11:15 AM	Fondulac Public Library District, Kolb Memorial Conference Room	
16 Mar 2027	Tuesday	9:15 – 11:15 AM	Fondulac Public Library District, Kolb Memorial Conference Room	
20 Apr 2027	Tuesday	9:15 – 11:15 AM	Fondulac Public Library District, Kolb Memorial Conference Room	
18 May 2027	Tuesday	9:15 – 11:15 AM	Fondulac Public Library District, Kolb Memorial Conference Room	

STRATEGIC PLANNING PROPOSAL

May 18, 2026

For:

Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611

Submitted by:

Fast Forward Libraries
1203 W. John Street
Champaign, IL 61821
fastforwardlibraries.com

FAST FORWARD
LIBRARIES



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Cover Letter

I am pleased to submit this proposal to the Resource Sharing Alliance (RSA) for strategic planning process facilitation and consulting. I am the founder and lead consultant for [Fast Forward Libraries LLC](#), a small consulting group specializing in assisting libraries, member organizations, and nonprofits. Over the past 22 years we have provided focused, flexible planning processes to our clients to increase their performance and impact. Besides strategic planning, we assist organizations with fundraising and development planning, capacity building and organizational development, staff training and team building, data collection and analysis, as well as grant writing.

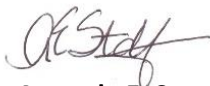
Fast Forward Libraries is distinct because we know libraries. Of the four consultants prepared to take on this project, three hold a master's degree in library science, three have served as library Trustees, and all four have worked in libraries. This sets our team apart as we are positioned to approach strategic library projects with a lived appreciation of the perspectives and experiences of library staff and Trustees, as well as the community. We pair our organizational development knowledge and expertise with a deep understanding of the operations, outreach, internal culture, and member engagement that are unique to libraries and the organizations that support library work.

This proposal details a grounded-research planning process that will result in a focused, actionable three-year strategic plan for RSA. We strive to be a neutral facilitator and partner throughout the process to maximize stakeholder input, reflection, learning, and plan operationalization. Our strategic planning model ensures that the process centers on your organization's why and that all of the elements of the strategic plan will fit together to be compelling, responsive, achievable, and focused.

We are passionate about helping organizations build on their strengths and grow as learning organizations because it is imperative for libraries and the organizations that support them to evolve to meet member needs in holistic ways that reflect the complexities of our time. We'll help RSA adopt learning organization practices during the planning process that will strengthen RSA's ability to remain flexible, nimble, and essential for decades to come.

I think you will find that our proposal closely aligns with your needs. Please do not hesitate to email or call with any questions.

I look forward to hearing from you!



Amanda E. Standerfer
Founder & Lead Consultant
Fast Forward Libraries LLC
amanda@standerferconsulting.com
(217) 821-2880

Fast Forward Libraries' Strategic Planning Model



Executive Summary

The Resource Sharing Alliance (RSA) seeks to engage in a collaborative, participatory planning process that will result in a comprehensive three-year strategic plan building on the progress of their previous plan. Now is the right time to celebrate success, assess what is working, deepen member connections, and set a course for the future.

Using an organized and collaborative strategic planning process, RSA can consider what opportunities exist and how to evolve to increase impact for their members. Our learning-focused strategic planning process will address existing conditions and present a vision for the future with a clear, adaptive, and evergreen plan that will focus on meeting your member’s current and future needs.

In our approach, we use:

- [Systems thinking](#) — considering individual aspects of the organization, how they interrelate, and what this means for overall dynamics and potential levers for change.
- [Design thinking](#) — putting humans as the core of the organization’s work.
- [Diversity, equity, and inclusion](#) — DEI is a critical foundational lens that is applied throughout the process to ensure inclusion and representation.

The strategic planning process is organized into three phases: **Learn, Dream, and Do**. We begin by collecting qualitative and quantitative data from your members and important stakeholders. We then pair that data with lived experiences during an in-person Summit with your members, staff, and Board — feedback from the Summit will contribute to the development of a plan outline. Then, in the last phase, we put the finishing touches on the strategic plan and provide a variety of documents to make the plan come alive and ensure it is implemented effectively across the organization.

Deliverables

Deliverable	Description
Learning Report	Comprehensive report of all qualitative and quantitative data gathered during the initial phase of the planning process. The Learning Report provides analysis and findings that help the staff and Board build strategic plan elements.
One-Page Graphical Plan	This high-level graphical version of the strategic plan is a quick reference for all elements of the plan.
Strategic Plan Document	This is the expanded, more traditional strategic planning document for Board approval. It provides additional context and detail about the planning process and other plan components.
Implementation Guide	The Implementation Guide includes an activity plan, evaluation framework, and reporting timeline.

**A complete table with full details on deliverables is available on page 11.*

Project Budget Summary

Phase I: Learn	Phase II: Dream	Phase III: Do	Project Total
\$9,000	\$7,700	\$3,300	\$20,000

** The proposal’s full budget can be found in the Budget and Timeline section (page 12).*



Key Personnel

We are thrilled with the knowledgeable and experienced team we have assembled for this project. Fast Forward Libraries is comprised of the founder and lead consultant, Amanda Standerfer, and two staff members, Laura Huddleston and Kirstin Gebhart. For this project, we are looking forward to working with Cindy Fesemyer, with whom we have worked extensively.



Amanda E. Standerfer, MA, MLIS

Amanda's passion is helping libraries and nonprofit organizations advance so they can create meaningful impact in their communities. Since 2002, Amanda has served as a consultant and facilitator, working with libraries, nonprofits, and small businesses on strategic planning, fundraising, organizational development, and capacity building (operating as a sole proprietor until formalizing as Fast Forward Libraries LLC in early 2022).

Amanda was most recently the director of member engagement for [The Urbana Free Library \(IL\)](#). She has spent about half of her career working in philanthropy (as program officer for [The Lumpkin Family Foundation](#) based in Mattoon, IL and as program director with the [Southeastern Illinois Community Foundation](#), serving Effingham and Mattoon, IL) and the other half in libraries (as head of the Adult Division at the [Decatur Public Library \(IL\)](#) and as director of the [Effingham Public Library \(IL\)](#)).

Amanda has twice been elected to the Board of the [Illinois Library Association](#) (ILA), most recently completing a three-year term in 2016. Amanda was also selected as a member of the first class of *Synergy: The Illinois Library Leadership Initiative* and one of only two librarians ever selected for participation in *Leadership Illinois*.

Amanda holds a Bachelor of Arts and a Master of Arts in history from [Eastern Illinois University](#), as well as a Master of Science in library and information science from the [University of Illinois at Urbana-Champaign](#). Learn more about Amanda on [LinkedIn](#).

Amanda is the lead consultant for this project and project manager. She will manage all aspects of the process except for the focus groups and interviews.





Cindy Fesemyer, MA, MLIS

Helping organizations see the big picture as they help their communities reach their aspirations is Cindy Fesemyer's passion as the principal of [Fesemyer Consulting, LLC](#). Community engagement, qualitative assessment, strategic planning, engaged leadership, director coaching, and staff and trustee trainings are her areas of expertise. She also teaches continuing education courses for the [UW-Madison iSchool](#) and sits on various committees of the [Public Library Association](#).

Previously she was employed at the Wisconsin State Library as the adult and community services consultant and served for seven years as director of the [Columbus Public Library \(WI\)](#) which was named [a finalist for Library Journal's 2017 Best Small Library in America](#). She served eight years as a Trustee for the [Madison Public Library](#).

After 14 years managing nonprofits, Cindy earned her MLIS from UW-Madison in 2012. She also earned dual master's in English literature and teaching writing from Humboldt State University.

Cindy is the lead consultant for focus groups and interviews.



Laura Huddleston, MLIS

Laura Huddleston is an associate consultant with Fast Forward Libraries. She has a special interest in the “how” of public libraries and loves to learn about ways they can thrive to benefit patrons and communities.

For ten years, Laura led the children's department at the [Mattoon Public Library](#). She helped design and launch MPL's inaugural Book Buggy mobile library to reach underserved youth and piloted the First Grade, First Card program to bring library cards to local first-graders. Laura served on the [AISLE Monarch Award Committee](#) and received a 20 Under 40 Award from the *Mattoon Journal Gazette*.

Laura recently served as program officer for community engagement and organizational learning at the [Lumpkin Family Foundation](#) where she led new efforts in trust-based philanthropy, impact evaluation, and internal learning including a facilitated EDI process for Board and staff.

Laura currently serves as a trustee of the [Mattoon Public Library](#) and as an advisor for the [Coles County Peace and Justice Fund](#). She holds a bachelor's degree in Spanish and secondary education from Eastern Illinois University and an MLIS from Indiana University.

Laura provides research and logistical support, supports member input elements, and manages the development of the Learning Report and other plan deliverables.





Kirstin Gebhart, MA

Kirstin Gebhart is an assistant consultant with Fast Forward Libraries. She is a communications and development professional who has coordinated fundraising and communications campaigns for a variety of industries, from higher education to nonprofits and libraries.

She honed her communications skills during her time as the senior director of communications and member services at the [National Field Hockey Coaches Association](#). Her fundraising skills were developed as an engagement communications specialist at [Penn State University](#) during their [most recent multi-year campaign](#) which generated over \$2.2 billion. Kirstin served as the development and communications manager for [The Urbana Free Library \(IL\)](#) and recently she graduated from SUNY Brockport with her master's degree in American history.

Kirstin provides research and project management support.



Work Plan

Phase I: Learn

The first phase of the strategic planning process is the longest and the most important. During this phase, we will spend time gathering data internally and externally to inform the strategic planning process.

Form the Planning Team

First, we will establish the Planning Team (four to five Board and staff members) to work with us to guide and manage the planning process. The team meets regularly throughout the process (as a group and via email) to give input about various aspects of the process and to edit and refine process and plan documents. To get started, we will hold a kick-off meeting to finalize the timeline, get some initial input, and start planning the stakeholder feedback survey.

Stakeholder Feedback Survey

We will gather member and stakeholder feedback via a survey. The stakeholder survey is key to gaining a broad understanding of RSA's current state, strengths, and potential future direction from members who care about the future of RSA. Amanda and Laura will develop the stakeholder survey (edited and approved by the Planning Team) to get qualitative and quantitative input on:

1. **Awareness of Services** – How aware are respondents of the various RSA services? Where do they learn about what's going on with RSA? *
2. **Value, Satisfaction, & Engagement** – What aspects of RSA's work do respondents value the most? Are they satisfied with RSA's work? What would make them further engage with RSA's services or learning/networking opportunities? *
3. **Member Needs** – What are top stakeholder needs? How might RSA address these needs?
4. **Future Focus** – What's important going forward? What are RSA's strengths? How should RSA measure success?

**This data can be benchmarked for future evaluations.*

Stakeholder Focus Groups and Interviews

It is key to reach out to members and stakeholders to learn more about perceptions and strengths, future needs, levels of engagement, and possible innovations to consider for the future. In these focus groups and interviews with Cindy, select participants will give vital input into the process related to overarching stakeholder concerns that need to be considered during the planning process.

Learning Report

At the end of the Learn phase, Amanda and Laura will gather all learning information into a comprehensive **Learning Report**. The Report will identify organization strengths and provide findings that will ground the Stakeholder Summit in the next phase.

Phase I Deliverables	» Finalized planning process timeline with meeting dates. » Learning Report that includes analysis and findings from all information gathered. » Regular check-ins with director and Planning Team.
Timeframe	July – October 2026



Phase II: Dream

In this phase, RSA will dream about the future through a series of meetings and a Stakeholder Summit. Staff and Board members will review what has been gathered in Phase I through the Learning Report and collaboratively build the strategic plan elements.

Planning Team Meeting

This phase starts with a meeting to review the Learning Report and plan for the Stakeholder Summit.

Stakeholder Summit

RSA members (as many as possible), along with Board members and staff, will be invited to engage in a one-day in-person Summit to develop RSA's future direction. The Summit will begin with a review of our learning so far (the Learning Report) which will include summarized data, analysis, and findings. Amanda will then lead an adaptive, guided conversation using appreciative inquiry to identify organizational assets as related to the key themes. Ultimately, the conversation will lead us to considering outcomes. *How will we know that we are successful? What is our impact?* We will use our time to critically think about what is most important and allow the future direction to become clear.

Planning Team Debrief Meeting

The final piece of this phase is another Planning Team meeting to debrief on the Summit and finalize the strategic plan outline.

Phase II Deliverables	» Stakeholder Summit » Strategic Plan Outline » Regular check-ins with director and Planning Team.
Timeframe	November - December 2026



Phase III: Do

Here, the strategic plan will take shape and be finalized, and an implementation plan developed.

Document Development

In this phase, we will draft and revise the various plan documents. Amanda and Laura will prepare **drafts of the graphical and written versions of the plan** and the activity plan. The Planning Team will review and edit the drafts. In addition, we will share the drafts with key staff and stakeholders for feedback.

Board Meeting

After Planning Team review, we will present the draft plan documents to the Board for final comment and revisions. Amanda will make revisions and present **final plan documents** for approval.

Implementation Guide and Leadership Team Meeting

Next, we will collaboratively develop an **Implementation Guide** that informs three key elements of operationalizing the strategic plan: the activity plan, evaluation framework, and reporting timeline.

We will hold a leadership team meeting with select RSA staff to review and refine draft documents that will be used during the life of the plan. The discussion will also help staff identify priorities by creating a decision-making matrix for ongoing or new initiatives related to the strategic plan, and sort possible activities into “core, strategic, or culture” areas that are all vital for overall strategic plan success.

Phase III Deliverables	» All draft plan documents approximately one month after the Planning Workshops. » Final Plan Documents » Implementation Guide » Regular check-ins with director and Planning Team.
Timeframe	January – March 2027

Exclusions or Exceptions

Fast Forward Libraries excludes any cost related to the printing and/or mailing of the stakeholder survey. A print-ready version of the survey will be provided upon survey launch and the organization can print and distribute this version if they deem it necessary. While a mailed survey is not recommended, the organization may choose to print and mail the survey at their own expense. The organization may want to consider a postcard mailing to their members to inform them about the online survey (this type of mailing is less costly and has been effective in other projects). Fast Forward Libraries would advise the organization during this process but not be responsible for any cost associated with the final product. In addition, the organization is responsible for entering all printed surveys into SurveyMonkey.



Summary of Deliverables

Deliverable	Description	Purpose
Learning Report	<ul style="list-style-type: none"> Comprehensive report of all external qualitative and quantitative data gathered during the initial phase of the planning process. Provides analysis and findings that help the staff and Board build strategic plan elements. 	<ul style="list-style-type: none"> Key tool for informing strategic planning process. Summary to provide members and stakeholders as support for strategic plan elements.
One-Page Graphical Plan	<ul style="list-style-type: none"> High-level graphical version of the strategic plan. Quick reference for vision, mission, strategic directions, and goals. 	<ul style="list-style-type: none"> For communication about strategic direction. For use in facilities, on website, in publications and in reports as a reminder of high-level strategy.
Strategic Plan Document	<ul style="list-style-type: none"> This is the expanded, more traditional strategic planning document for Board approval. It provides additional context and detail about the planning process and other plan components. 	<ul style="list-style-type: none"> Use on your website as the “full plan” for stakeholders to review. Staff should have access to this document so they can understand their role in implementation.
Implementation Guide: Activity Plan, Evaluation Framework, and Reporting Timeline	<ul style="list-style-type: none"> The activity plan is an internal document used when planning annual activities to meet strategic plan goals. The plan outlines timeline, staff, and updates for each activity. The activity plan changes and is updated annually by staff. The evaluation framework shows goal metrics. The reporting timeline details how, when, and what will be reported to various stakeholders and how data will be used for continuous improvement over the life of the plan. 	<ul style="list-style-type: none"> Staff use the activity plan to detail annual activities and accomplishments. The activity plan can also be used to set individual performance goals. The activity plan can be used to develop progress reporting using template. Evaluation framework, aligned with goals, helps stakeholders understand metrics that show strategic plan success. Reporting timeline guides development of communication to stakeholders related to the plan.



Budget and Timeline

Phase I: LEARN			
What	Who	When	Cost
Planning Team Kick-Off Meeting Review process and timeline, discuss information gathering needs, and design stakeholder survey.	FFL Team, Planning Team	July 2026 - 2 hours: preparation - 90-minute meeting (via Zoom) - 1 hour: follow-up	\$500
Stakeholder Feedback			
Stakeholder Survey: Development and Administration Develop survey instrument and refine with Planning Team. Administer and monitor survey with Planning Team assistance with link distribution. <i>*Print version of the survey available for distribution. **Staff enter print survey responses. ***Mailed survey not recommended. Mailing cost not included.</i>	Amanda, Laura, Planning Team assistance	July – August 2026 - 10 hours: survey development - 5 hours: survey administration/monitoring - 10 hours: analysis and reporting - Email/phone meeting(s) as needed	\$2,500
Focus Groups and Interviews Facilitation of virtual focus groups and interviews to learn more about stakeholder concerns and aspirations. Staff will invite focus group and interview participants.	Cindy, Planning Team assistance	August – September 2026 - 2 hours: meeting with Planning Team (via Zoom) - 4 hours: registration and preparation - Up to two (2) , one-hour focus groups (via Zoom) - Up to six (6) interviews, up to 30 minutes each (via Zoom or phone) - 8 hours: notes, reporting	\$3,000
Reporting			
Learning Report Develop report that analyzes and synthesizes all external information gathered. Deliverable: Learning Report	FFL Team, Planning Team assistance (editing)	October 2026 - 30 hours	\$3,000
Phase I Total (inclusive of supplies)			\$9,000



Phase II: DREAM			
What	Who	When	Cost
Planning Team Meeting Review Learning Report and prepare for Stakeholder Summit.	Amanda, Planning Team	November 2026 - 2 hours: preparation - 1-hour meeting (via Zoom) - 3 hours: follow-up	\$600
Member Summit In-person Member Summit with stakeholders (including members, Board, and staff) to review the Learning Report, identify possible strategic directions and goals, and brainstorm activities and measures of success.	Amanda	November 2026 - 10 hours preparation - In-Person Summit (up to 5 hours TBD) - 10 hours follow-up - 1 day on-site	\$6,500
Planning Team Debrief Meeting Check-in with Planning Team to review strategic plan outline document. Deliverable: Strategic plan outline.	Amanda, Planning Team	December 2026 - 2 hours: preparation - 90-minute meeting (via Zoom) - 2 hours: follow-up	\$600
Phase II Total (inclusive of supplies and travel)			\$7,700

Phase III: DO			
What	Who	When	Cost
Document Development Develop graphical and written plan for review by Board. Deliverable: Draft plan documents for review.	Amanda, Laura	January 2027 - 20 hours	\$2,000
Board Meeting Meeting with Board to review all plan documents and make final revisions. Deliverable: Final plan documents.	Amanda	February 2027 - 2 hours: preparation and follow-up - 1-hour meeting with Board	\$300
Implementation Guide Develop draft documents for review by Leadership Team to launch plan implementation. Deliverable: Draft Implementation Guide	Amanda, Laura	January 2027 - 5 hours: document development	\$500
Leadership Team Meeting: Plan Implementation Review and refine Implementation Guide to assist in operationalizing plan.	Amanda, Leadership Team	January 2027 - 3 hours: preparation and follow-up - 1-hour meeting with Leadership Team (via Zoom)	\$500
Phase III Total (inclusive of supplies)			\$3,300

Project TOTAL (inclusive of supplies and travel)	\$20,000
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References

Mr. Brian Shepard

Executive Director

Indian Trails Public District Library (Wheeling, IL)

847-279-2202

bshepard@indiantrailslibrary.org

Facilitated comprehensive strategic planning process for public library serving 67,000 residents.

Ms. Carolyn Coulter

LLSAP Services Manager / Director

PrairieCat (IL)

309-623-4176

carolyn.coulter@prairiecat.info

Provided strategic planning facilitation for multi-type library automation consortium.

Ms. Donna Richards

Board President

Pollard Memorial Library (Lowell, MA)

978-502-7373

Donna.S.Richards@gmail.com

Provided facilitation for strategic planning process for public library serving 111,306 residents.

Mr. Joel Horwedel

Executive Director

Lincoln Memorial Garden and Nature Center (Springfield, IL)

217-529-1111

joel@linconmemorialgarden.org

Provided strategic planning facilitation for regional nature center that included community engagement and a Board retreat.

We are happy to provide contact information for any organization that appears on our [Client List](#) – just ask!



Client List

Our clients range in size and are geographically dispersed across the country. From the Orange County Library System in Florida, which serves over 1.4 million residents, to the Harnett County Public Library in North Carolina, with just over 140,000 residents, to Morton Public Library District in Illinois, serving about 17,000 residents, we adapt our process to meet each library where they are and address their community's unique needs.

In all of our projects, Fast Forward Libraries aims to be a neutral process facilitator and partner to maximize community and stakeholder input, reflection, learning. This approach is essential to fully understand each library and each community with whom we work.

We're proud to have worked with libraries, nonprofits, and library-support organizations all over the country. You can explore our client map [online](https://fastforwardlibraries.com/about/#client-map) (<https://fastforwardlibraries.com/about/#client-map>).



Fast Forward Libraries

Library Strategic Planning

- Allegan District Library (MI)
- Antioch Public Library District (IL)
- Appleton Public Library (WI)
- Athens Regional Library System (GA)
- Auburn Hills Public Library (MI)
- Batavia Public Library (IL)
- Bayport Public Library (MN)
- Bellwood Public Library (IL)
- Bensenville Community Public Library (IL)
- Black River Falls Public Library (WI)
- Bloomfield Township Library (MI)
- Bloomington Public Library (IL)
- Blue Island Public Library (IL)
- Brimfield Public Library District (IL)
- Carlock Public Library District (IL)
- Carmel Clay Public Library (IN)
- Cary Area Public Library District (IL)
- Chillicothe Public Library District (IL)
- Cheltenham Township Library System (PA)
- Chesterfield Township Library (MI)
- Clarkston Independence District Library (MI)
- Commerce Township Community Library (MI)
- Concord Free Public Library (MA)
- Crete Public Library District (IL)
- Crystal Lake Public Library (IL)
- Des Plaines Public Library (IL) – department-level
- Dickinson County Library (MI)
- Duluth Public Library (MN)
- Dunlap Public Library District (IL)
- Elk Grove Village Public Library (IL)
- El Paso District Library (IL)
- Farmington Community Library (MI)
- Fondulac District Library (IL)
- Fossil Ridge Public Library District (IL)
- Fountaindale Public Library District (IL)
- Franklin County Library System (NC)
- Franklin Public Library (MI)
- Galesburg Public Library (IL)
- Genesee District Library (MI)
- Glenview Public Library (IL)
- Green Hills Public Library District (IL)
- Harnett County Library System (NC)
- Helen Plum Library (Lombard, IL)
- Highland Park Public Library (IL)
- Hollis Social Library (NH)
- Holly Township Public Library (MI)
- Howell Carnegie District Library (MI)
- Indian Prairie District Public Library (IL)
- Indian Trails Public Library District (IL)
- Iosco-Arenac District Library (MI)
- Kewanee Public Library (IL)
- La Grange Public Library (IL)
- Lake Villa District Library (IL)
- Lapeer District Library (MI)
- Lincoln Library (IL)
- Liverpool Public Library (NY)
- Lyons Regional District Library (CO)
- Milford Public Library (MI)
- Morton Public Library District (IL)
- Nashua Public Library (NH)
- Niles-Maine District Library (IL)
- Norfolk Public Library (NE)
- Northbrook Public Library (IL)
- Orange County Library System (FL)
- Orion Township Public Library (MI)
- Oswego Public Library (MI)
- Otsego District Public Library (MI)
- Palatine Public Library District (IL)
- Patrick Heath Public Library (TX)
- Paw Paw District Library (MI)
- Peoria Public Library (IL)
- Peter White Public Library (MI)
- Plainfield Public Library District (IL)
- Pollard Memorial Library (MA)
- Polk County Public Libraries (NC)
- Portage District Library (MI)
- Prospect Heights Public Library District (IL)
- Public Libraries of Saginaw (MI)
- Reddick Public Library District (IL)
- Resource Sharing Alliance NFP (IL)
- Richland Community Library (MI)
- River Forest Public Library (IL)
- River Valley Public Library District (IL)
- Round Lake Area Public Library District (IL)
- Royal Oak Public Library (MI)
- Schaumburg Township District Library (IL)
- Scott County Public Library (KY)
- Spring Lake District Library (MI)
- Talcott Free Library District (IL)
- Three Rivers Public Library District (IL)



Library Strategic Planning (continued)	
<ul style="list-style-type: none"> • Tippecanoe County Public Library (IN) • The Urbana Free Library (IL) 	<ul style="list-style-type: none"> • Westfield Washington Public Library (IN) • Yorktown Public Library (IL)
LSTA 5-year Evaluation Projects	
<ul style="list-style-type: none"> • Idaho Commission for Libraries (2021) 	
Library Organizational Capacity Building	
<ul style="list-style-type: none"> • Addison Public Library (IL) – culture code • Broadview Public Library District (IL) – community survey • Elmhurst College (IL) – staff retreat • Glenview Public Library (IL) – strategic capacity assessment • Grayslake Area Public Library District (IL) – unified service desk reorganization • Grayslake Area Public Library District Foundation (IL) – capacity building 	<ul style="list-style-type: none"> • Helen Plum Library (Lombard, IL) – culture code • Indian Prairie Public Library (IL) – Board and Staff retreat facilitation • Indian Trails Public Library District Foundation (IL) – fundraising planning • Lillie M. Evans Public Library District (IL) – focus groups • Mahomet Public Library (IL) – fundraising planning • Palatine Public Library District (IL) – culture code
Library Training, Workshop, Webinar, or Coaching	
<ul style="list-style-type: none"> • Alaska State Library DirLead – director’s retreat • Bloomington Public Library (IL) – fundraising capacity building • Chicago Public Library (IL) – facilitation training • Fast Forward Library Leadership Cohort – leadership development program • Herrick District Library (MI) – facilitation training • Illinois Heartland Library System – webinars • Illinois Library Association – Trustee Day programs 	<ul style="list-style-type: none"> • InfoPeople – webinars • LACONI consortium in Northern IL – strategic planning workshop • Next Level Library Leadership Institute (FL) – coaching • Northeast Ohio Regional Library System – leadership workshops • Reaching Across Illinois Library System – webinars • United for Libraries – webinars
Nonprofits (strategic planning facilitation unless otherwise noted)	
<ul style="list-style-type: none"> • Champaign County Design and Conservation Foundation (IL) • Coles County Habitat for Humanity (Charleston, IL) – Board retreat • Coles County United Way (Mattoon, IL) – Board reorganization and strategic planning • Effingham County Museum (IL) • Family Service of Lake County (IL) • Fit-2-Serve (Mattoon, IL) • Galesburg Public Library Foundation (IL) • Illinois Environmental Council / Education Fund 	<ul style="list-style-type: none"> • Illinois Stewardship Alliance (Springfield, IL) • The James Project (Springfield, IL) • Kidzeum (Springfield, IL) • Lincoln Memorial Garden (Springfield, IL) • Mid Illinois Big Brothers Big Sisters (Effingham, IL division) • Springfield Area Arts Council (IL) • Springfield Art Association (IL) • Sugar Grove Nature Center (IL) • Sullivan Chamber and Economic Development (IL) – Board retreat and strategic planning

