

Administrative Department Report for 6 August 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

- Dropped their Grade School branch at end of FY26
- RSA staff have cleaned out items and decommissioned 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 FY26

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

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 2026 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. Kendal, James, Erica, and Antony attended these

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. This project hit a snag with only certain libraries being able to have this set up currently. We are working with Sirsi to get past this snag.
- Hoopla RSAcat Integrations – Will work on after online payments has been completed.

Staff Workplan – Other Items:

- In person visits – showing the RSA flag in all corners of RSA. The next phase started on July 1st with the second half of the public libraries being visited.
- Firewall swap to the new, online firewall.
 - COMPLETE.
 - Old equipment removed from Springfield and scrapped.
- No Transit Item Types – new feature of Symphony/WorkFlows 4.2 – Kendal and Erica have worked up a plan for implementation, item types to be created, test libraries will be contacted shortly.
- Shared ownership of reports – new feature of Symphony/WorkFlows 4.2.
- Database cleanup project – working with SirsiDynix – Erica has reported in more detail on this.
 - 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
 - BC Central update 26.03 will be available end of August or beginning of September. We'll share what's in it as detailed are released by Sirsi
- RSA Day – Frontline staff focused
- RSA Directors Day – Directors Only
 - Already 43 registrations as of July 31st. Will be releasing the schedule for the day very soon
- 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.
 - **Update at August board meeting**
- 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 was on June Board agenda. Work to start early September**
- Under Construction – library automation system revamp / replacement

Staff Updates Since the Previous Meeting

Staff Anniversaries

- James Campbell – 15 years in August
- Patty Kweram – 8 years in August
- Sara Naslund – 7 years in August
- Lisa Schemensky – 9 years in July

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. In June and July 20 of these were completed reaching 47 people and lasting a total of 34 hours.

Training Events, Meetings, and More: June and July

Location	Campaign Name	Campaign Type	Event Type
Microsoft Teams	Modify Title Training	Cataloging	Training
Graham Hospital School of Nursing	Supplemental Cat Visit	Cataloging	Training
Teams	RSA Cataloging Chat (Online)	Cataloging	Other
Microsoft Teams	Cataloging Training	Cataloging	Training
Teams	Basic WF Workshop	Member Services	Training
Teams	FY26 Holds Workshop	Member Services	Training
Microsoft Teams	Basic WorkFlows Cataloging Workshop	Cataloging	Training
Peoria North	FY26 BCCirc Training	Member Services	Training
Kewanee Public Library District	Routine Site Visit Kewanee PLD	Member Services	Routine Visit
Viola Public Library District	Routine Site Visit Viola PLD	Member Services	Routine Visit

Towanda District Library	Routine Site Visit Towanda	Member Services	Routine Visit
Teams	Basic Circulation Workshop	Member Services	Training
Atlanta PL	FY27 New Director visit	Member Services	New Director Visit
Teams	FY27 Holds Workshop	Member Services	Training
Village of Avon PL	Cataloging Site Visit	Cataloging	Routine Visit
Online (Teams)	Basic WorkFlows Cataloging Workshop	Cataloging	Training
H.A. Peine District Library	Cataloging Site Visit	Cataloging	Routine Visit
Creve Coeur PL	FY27 BCC Training	Member Services	Training
Illinois Prairie DL Metamora, Benson, Germantown Hills, Roanoke, Spring Bay and Washburn	Routine Site Visit IPDPL	Member Services	Routine Visit
Atkinson Public Library District	Cataloging Site Visit	Cataloging	Routine Visit

Bibliographic Services Department Report for 6 August 2026

Brief Record Upgrades

The Bibliographic Services Department upgraded 382 brief records to OCLC records with full bibliographic description since the June Board meeting. Bibliographic Services focused more on cataloging due to the lull between the second and third round of routine site visits. Zac continues to learn the brief record upgrade process for non-print formats, most recently for DVDs and Blu-rays.

Cataloging Site Visits

Jennifer conducted a supplemental cataloging site visit at Graham Hospital School of Nursing on June 10th. Zac went along on the visit.

As of July 1st, the third round of routine, in-person site visits began. A total of 31 public libraries and their associated branches will be visited during this round that lasts through the end of this year. So far, Jennifer has visited the Village of Avon Public Library, H.A. Peine District Library, and Atkinson Public Library District. Zac accompanied Jennifer on the H.A. Peine and Atkinson visits. Lisa plans to start her routine visits in August once she returns from vacation.

To gain a basic familiarity with the topics discussed during routine Library Services and new Director visits, the Bibliographic Services Department will shadow some of these visits. In early July, Lisa shadowed Sara's routine Library Services visit to Towanda District Library and Patty's new Director visit to Atlanta Public Library District. In early August, Zac shadowed Sara's visit to Morrison & Mary Wiley Library.

Cataloging Progress for New RSA Libraries

Camp Point Public Library has cataloged 4,037 items in WorkFlows, 126 of which have been cataloged since the June Board meeting. Camp Point began cataloging in July 2025.

Hamilton Public Library has cataloged 3,702 items in WorkFlows, 1,051 of which have been cataloged since the June Board meeting. Hamilton started cataloging in January 2026.

As previously reported, 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

Jennifer taught the Basic WorkFlows Cataloging Workshop online in June for one participant. Lisa taught this workshop online in July for five participants.

In early June Lisa provided WorkFlows Modify Title wizard training for one Normal Public Library staff member, and Zac shadowed.

No Bibload Workshops or Item Group Editor training were conducted since the June Board meeting. Item Group Editor training resumed in early July after the firewall reconfiguration for the

training server was completed. An announcement about the resumption of Item Group Editor training was shared on the RSA Cataloging forum.

The Bibliographic Services Department participated in several webinars over the past couple months. Topics included official RDA, the RDA countdown clock, cataloging streaming videos, Blu-rays, and DVDs, and digital collection management. Zac continued to watch recorded LACONI webinars on various cataloging topics. Erica attended webinars on leading with authority and empathy, setting boundaries in the workplace, and process management in libraries and archives.

Other Cataloging Projects

- In early June, Zac and Erica worked together to complete the cataloging configuration for new RSA member library Spoon River Valley Grade School. Individual cataloger accounts were set up for the school staff, the WorkFlows home location and item type menus were customized to include the codes the school will use for its collection, and 9,535 items were batch edited from Spoon River Valley High School to the grade school.
- The “re-do” of the May 29th RSA Cataloging Chat was held virtually on June 11th with eleven library staff participating. The May 29th Chat was unable to be conducted online due to technical issues at the host library.
- A new video [Matching an OCLC Record to Your Book](#) is available on the RSA Youtube and linked in the [Cataloging Handbook](#) on the RSA support site. This video explains the fields to examine when comparing an OCLC record to a book to determine if the record is a match and should be used to catalog the book.
- The Bibliographic Services Department finished reaching out to the 24 public libraries that still had WorkFlows TECH accounts enabled. Bibliographic Services ensured that each staff member who catalogs at those libraries is assigned an individual cataloger account and then scheduled a date for the TECH account to be turned off. This fall Bibliographic Services will begin working with school libraries that still have TECH accounts enabled.
- The Bibliographic Services Department completed their review of the Cataloging Handbook documentation on the RSA support site. As mentioned in the May 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 reviewed 15 documents in June and July, which are awaiting final review by Erica before being uploaded to the RSA support site and included in the Documentation Index.
- With a few exceptions, Zac reached out to all RSA public libraries and their associated branches to ask for their help searching the shelves for older brief items and considering them for deletion. The brief items in question for this cleanup project have either never checked out (excluding newer items cataloged in the past 13 months) or not checked out in the past ten years. As mentioned in May’s Board report, the goal of this project is to reduce the overall number of records considered during the SirsiDynix cleanup, as well as tidy up WorkFlows ahead of next year’s migration. So far, 370 brief items have been removed -- or are in the process of being removed -- from WorkFlows because of this cleanup.

- In mid-July, SirsiDynix completed the first phase of cataloging cleanup, which involved a one-time project to update 240,690 OCLC records with only 10-digit ISBNs to include the 13-digit equivalent ISBNs. SirsiDynix plans to conduct the second phase of cleanup in the test WorkFlows during the first week of August. The second phase involves the creation of a custom script that runs monthly to convert 10-digit ISBNs to the 13-digit equivalents on brief records. Once RSA ensures phase 2 went smoothly in the test WorkFlows, a date will be scheduled for SirsiDynix to do the initial run of the script in the production WorkFlows. As mentioned in June's Board report, the goal of this cleanup is to improve not only the quality of our bibliographic records but discoverability in WorkFlows and the RSACat. Watch the RSA Cataloging forum for updates as this cleanup project continues.

Library Services Department Report for August 6, 2026

RSA Directors Day

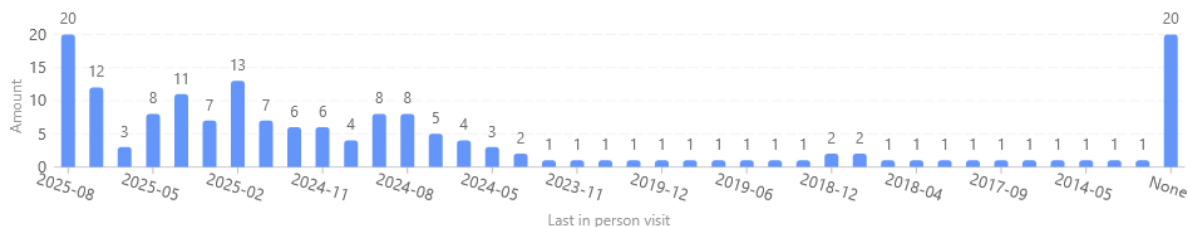
Invitations to register for Directors Day have been sent out, and we also asked for input on topics to cover on the day. 41 people have registered so far and the finalized schedule for the day will be release soon. Laura Keyes has confirmed she is willing to present on the IPLAR and Beth Duttlinger is willing to present on the budgeting process and Jeff Brooks will bring a city library perspective to that. It is likely Kendal and Mason will present on reporting, and Antony is up for something on migration.

Routine Visits

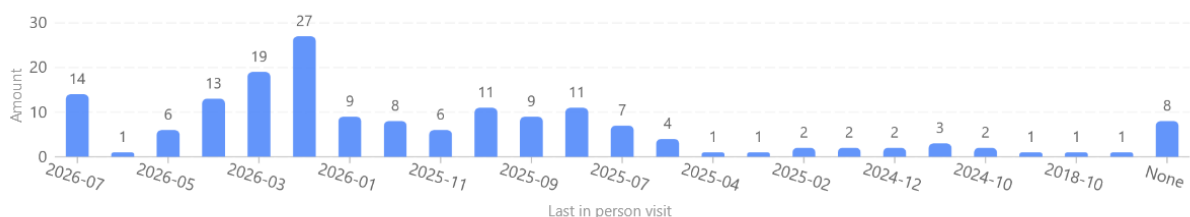
The Library Services team have started up their next round of visits. Along with Bib Services they will be visiting the second half of the public libraries. Library Services will be visiting 22 libraries and their additional nine branches between now and December. As a reminder, the new schedule of routine 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 July 2026



Policy Review

The next policy for review will be at the September meeting and it will be the Fine Block Limits policy. It can be found here if you're interested in looking ahead:

<https://support.librariesofrsa.org/wp-content/uploads/2024/05/Fine-Block-Limit-Policy-2024-05-09.pdf>. It is the last remaining policy passed by the NFP.

Documentation Index

The 24th version of the Documentation Index was posted to the RSA support site on July 7. 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

Library Services staff provided BLUEcloud Circulation training at Peoria Public Library most recently.

SirsiDynix announced on July 29 that there will be a release 26.03 to BLUEcloud Central coming at the end of August or beginning of September. We will pass on details of what this included once we have them.

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.