



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083 & 309-315-9123

RSA BOARD MINUTES
Thursday, 6 August 2026 | 11:30 AM
Midwest Central High School Library – 910 S. Washington St., Manito, IL 61546

1. Welcome and Call to Order – President

G Buhr, Board President, called the meeting to order at 11:33 AM on Thursday, 6 August 2026, at Midwest Central High School Library.

1.1 Roll call of RSA Board Members at meeting location - Note Taker

Amy Harris - present
Lauren Heck - present
David Eckert - present
Jenny Jackson - present
Amanda Shaffer - present
Rebecca Seaborn – present
Christie Lau - present
Bobbi Mock - present
Valerie Simmons - present
Genna Buhr – present
Richard Young – absent
Samantha Freed - absent

2. Recognition of guests, public comments, and announcements – President

2.1 In person:

Kendal Orrison (RSA), Antony Deter (RSA), Laura Spires (RSA)

2.2 Teams Locations: None

The board recognizes Jenny for receiving the 2026 ILA Crosman Memorial Award for New Library Workers.

3. Agenda adoption (action requested) – President

Motion by B. Mock, seconded by R. Seaborn

THE MEETING AGENDA BE APPROVED

Voice vote called: **Motion carried by unanimous vote**

4. Board Business – President

4.1 Elections for Vice President and Treasurer position elected in odd FYs (action requested)

- Richard is the current VP. The Treasurer position is open. The VP runs Board meetings in the absence of the Board President. The Treasurer is not assigned to bank account but would have visibility of RSA financial documents. The Treasurer would not be required to compile reports.
- Nomination for VP: Amy Harris volunteered. The nomination is seconded by Christie Lau.
- Nomination for treasurer: Valerie Simmons volunteered. Rebecca Seaborn seconds the nomination
- Nominations for each position accepted by unanimous voice vote.

4.2 Ensure all Board members have current OMA training certificates (discussion) – AED

- We are required to collect OMA certificates from all board members.
- Antony will follow up with anyone who has not submitted theirs. This is required only once; not annually.

4.3 Approve updated RSA Board Governance Policy (discussion and possible action) – AED

- Just over two years ago, the Board adopted two documents to govern how the board would operate outside of the bylaws.
- The two documents were combined into one, overall, Board policy document. If adopted, it will be added to the Boards three-year review cycle of all RSA policies.
- Roles and responsibilities are generally laid out in the bylaws. The bylaws were written to be generic; with specific policies were needed for clarity.

Motion by B. Mock, seconded by C. Lau

TO APPROVE UPDATED RSA BOARD GOVERNANCE POLICY
BE APPROVED

Voice vote called: **Motion carried by unanimous vote**

4.4 Remove Beth Duttlinger from check signers list and appoint fourth check signer (action requested) – ED

- Kendal will take the minutes for this meeting to the bank to have Amy added as a check signer and remove Beth.

Motion by J. Jackson, seconded by A. Shaffer

THE REMOVAL OF BETH DUTTLINGER AS CHECK SIGNER AND THE NEW APPOINTMENT OF AMY HARRIS AS FOURTH CHECK SIGNER BE APPROVED

Voice vote called: **Motion carried by unanimous vote**

4.5 Review and refresh organizational goals for FY27 (discussion and possible action) – President

- RSA is ready for a new strategic plan, Antony will run the process.
- RSA management have begun work to hire another Cataloging Specialist and an Library Services manager with a start date of January 2027. This will finish up the staffing goals from the 2019 Strategic Plan.
- RSA will continue to develop new ideas for supporting our libraries.
- The marketing role of the Business and Marketing Coordinator is being expanded now, this is envisioned to be approximately half of the position's work.
- Antony and Kendal have been doing succession training for over 3 years to ensure management coverage of all tasks regardless of who the new ED is.
- Begin initial planning for an automated library system RFP and potential migration to an entirely new system. The RFP should be issued at the end of 2029.
- Staff are back in the office four days per week. The anticipated new hires present a challenge with workspace. Two managers will likely share office space. If Antony is named as the new Executive Director, RSA should take time to examine RSA operations to identify capability holes, then design a position around those weaknesses and use that to fill the 14th staff member.
- Former Board Treasurer, Beth Duttlinger, suggested future Board members take a look at the real estate market.
- RSA is not committed to being located at the delivery hub, but gets a good deal on the current space they share with RAILS.

Motion by B. Mock, seconded by A. Harris

THE FY27 ORGANIZATIONAL GOALS BE APPROVED

Voice vote called: **Motion carried by unanimous vote**

4.6 Review Board's relationship with member libraries (discussion and possible action) – President

- Earlier this year, Antony and Laura randomly assigned Board members a list of member libraries for the purpose of providing another POC to members.
- David and Amy have been assigned lists for Board members whose terms expired in June 2026.
- Genna sent an email to her assigned members which she has said can be used as a template. Antony will send a copy of the language to the Board members.

5. Consent agenda (action requested) – President

5.1 Approve Board meeting minutes: 4 June 2026

5.2 Accept Financial Reports May 2026 and June 2026

5.3 Accept Check Register of \$97,259.43 for May 2026 and \$110,071.68 for June 2026

5.4 RSA's Bank Accounts Overview (discussion) – ED

- RSA has three accounts at Morton Community Bank: checking, insured cash sweep, and CDARS.
- The checking account and insured cash sweep work together to ensure the checking account maintains a \$10k daily balance. The sweep account is broken up between 3rd party banks to ensure the entire balance is subject to FDIC insurance.
- RSA has 10 CDARS accounts which range from 3 month to 2 year CDs. The balance on the CDARS is just over \$3.5M. The CDs belong to different banks but managed through MCB. The CDRS statement shows which banks the CDs belong to.
- We interchange the terms CDARS and savings as there are no restrictions on how these funds are used.
- RSA is in a good financial position to meet organizational needs.
- Re: ProPay, at time of meeting, Kendal has accomplished 95% of the work needed to normalize and assign payments from January to June. All Member libraries patrons have access to online payments with ProPay via RSACat mobile app and some RSACat online catalog profiles have ProPay as well.
- Kendal noted if patrons are removed from the system the same day they pay a bill online they cannot be counted in reports. This will be a topic for standardization.

Motion by A. Harris, seconded by C. Lau

THE CONSENT AGENDA, MEETING MINUTES, and CHECK REGISTER OF \$97,259.43 FOR MAY 2026 AND \$110,071.68 FOR JUNE 2026
BE APPROVED

Voice vote called: **Motion carried by unanimous vote**

6. Reports and member library inputs (discussion and possible action)

6.1 Departmental Reports - RSA Staff

- Kendal noted the following staff anniversaries:
 - o James Campbell – 15 years in August
 - o Lisa Schemensky – 9 years in July
 - o Patty Kweram – 8 years in August
 - o Sara Naslund – 7 years in August

- Antony called attention to Erica's work on the data processes and dealing with the backlog of the database cleanup. We are working with SirsiDynix on a process to automate the cleanup of Brief titles to bring down the backlog and allow catalogers to focus on tasks that must be handled manually and to maintain their site visits.
- 28k records were entered into the system with no ISBNs at all and, therefore, have no match point. James is assisting with this. Some items do not have an ISBN because they are old and were imported from our previous CARL system in 2007.
- For the records that are left without a match, Erica discovered a tool from Boston Public Library that might do a mass interrogation of OCLC and create a report.

6.2 Directors Advisory Committee (DAC) – President / Committee Chair

- Genna provided an update on the July DAC meeting. Standardization was discussed as well as the forthcoming process of reviewing other systems.
- Genna encouraged the Board members present at today's meeting to also attend DAC meetings.

6.2.1 Appoint Final Committee Member for FY27 – update

- There is still an opening on the DAC for a school representative. Valerie offered to reach out to the Unity school librarian. Bobbi volunteered to reach out to the librarian for Camp Point. RSA will email the school forums.

6.3 RSA Day Committee – R. Seaborn / Committee Chair

- No committee meeting was held in July.
- There is some internal succession planning. Alissa and Alyce will be co-chairs for a year.

6.4 Submitted Discussion Topics from Members (discussion) – Board / RSA Staff

- Nothing to report at this time

7. Unfinished Business

7.1 Strategic Plan Preparation w/ timeline update (discussion and possible action) – President

- Antony recommended creating a working group for this process. He suggested the working group be comprised of at least one Board member plus staff from member libraries and staff from RSA. We are not looking for people with experience in strategic planning.
- Working group meetings would be in person as well as online to cut down on travel costs.
- Kendal noted that Amanda wants to begin this process in September. He said Amanda is good at setting deadlines and keeping people on task. The work shouldn't be overwhelming, but there will be a time commitment.

7.1.1 Establishing a working group

- David and Amy have volunteered to be part of the working group.

7.2 Approve Leadership Transition Plan Recommendation from FY26 Board (discussion and possible action) – President/ED

- The previous Board provided a written recommendation to the new Board regarding their thoughts on succession planning. That recommendation provided several exit ramps in the event the FY27 Board does not agree with the FY26 Board's recommendation to strongly consider promoting the EAD.
- Genna noted that the succession plan has been discussed for quite a while. There are not a lot of qualified candidates for the position. She pointed out that Antony has basically been interviewing for the Executive Director position for the past three years. There will be an open interview process to provide an opportunity to express concerns, but so far there have been no concerns.
- The actual asking of questions during the interview will remain with the Board.

Motion by D. Eckert, seconded by A. Harris

THE LEADERSHIP TRANSITION PLAN BE APPROVED

Roll call vote called: **Motion carried by unanimous vote**

Amy – Aye
David – Aye
Jenny – Aye
Lauren – Aye
Amanda – Aye
Genna – Aye
Bobbi – Aye
Christie – Aye
Valerie – Aye
Rebecca - Aye

7.3 Environmental Scan Updates (discussion only) – ED

- Kendal and RSA managers observed the RFP process for a consortium in Ohio. PrairieCat is doing an RFI, and SWAN is getting ready to do an RFP.
- Kendal is looking for information beyond the sales pitch. Specifically, he wants to know more about the current state of their discovery products and if they are compatible with Symphony, more about where the back-end operation will be in three years, and how vendors would support a large consortium like ours.
- PrairieCat, SWAN, and RSA continue to communicating about potential new vendors in the ILS market.
- Our current system has been in place for nearly 20 years; there is a lot of garbage in there. RSA is also looking to standardize to make things easier for members. Most of

the back-end processes work well, but patron and staff interfaces have changed over time.

- Moving to an entirely different system will, at this time, result in significantly worse report capabilities. Our members are used to in-depth reporting.
- SIRSI has been investing in BLUEcloud Circulation improvements and in their new, not yet released, discovery product.

8. New Business

8.1 Infographics – Review and Comment on DAC Example (discussion and possible action) – ED / AED

- The #1 request from libraries in 2019 was marketing material.
- Laura will work on simple graphics before moving into video content.
- Requests will be sent out for input on marketing collateral. RSAcat materials were requested at today's meeting. It was noted by several Board members that there has been a high level of patron interest in the mobile app.

8.2 RAILS Consortia Committee Alternate (discussion and possible action) – President

- RAILS has a consortia committee. Antony is the current representative for RSA.
- A backup representative is needed to cover RSA when Antony cannot attend a meeting.
- Jenny volunteered to be the RAILS Consortia Committee Alternate.

8.3 Review and approve updated Freedom of Information Policy for 2026/27 (discussion and possible action) – AED

- This is an update of the previous document. The new Board Treasurer will be added to the document. The DAC Chair information will also be updated.

Motion by C. Lau, seconded by A. Harris

**THE APPROVAL OF THE UPDATED FREEDOM OF INFORMATION POLICY FOR 2026/27
BE APPROVED**

Voice vote called: **Motion carried by unanimous vote**

9. Board & Member Library Development – President

9.1 Board Member Comments or Projects in your library (discussion only)

- Amy is receiving a security grant. She will be adding security gates and more cameras at her library.
- Genna reported her library is going to referendum. They are paying off bonds five years early. She currently needs more staff, but cannot add them. She is going to ask the bond rate be added to their operating rate. Between now and election day, she will be focused on this discussion with the public.

- Rebecca reported her library has added a pavilion to increase community space. The pavilion will be open on 8/22/2026. She was able to go to their TIF district for additional funding.
- Lauren has ordered a new book drop for her library.
- Valerie recently toured the new Carthage PL building. She reported it was a beautiful space and encouraged others present at the meeting to visit it.

10. President's Time, Additional Public Comments, and Agenda Building for the 3 September 2026 meeting at the Illinois Veterans Home Classroom (discussion only)

- Genna had no additional comments.
- Bobbi confirmed the next Board meeting will be held at the Veteran's Home classroom. She said she would be happy to provide a tour of their library at the next meeting.

11. Closed Session Minutes Review – President

Closed Session Minutes from 01/08/2026 and 02/05/2026 review.

- Genna asked if anyone wished to discuss the closed session minutes. She explained the closed session minutes usually remained closed, and that was her recommendation at this time.
- Kendal also recommended leaving the closed session minutes closed if they are related to personnel. They can be release after the personnel leave RSA employment.
- No discussion was required and the Board did not enter closed session.

Motion by B. Mock seconded by D. Eckert

TO KEEP THE CLOSED MINUTES CLOSED

Roll call vote called: **Motion carried by unanimous vote**

Amy Harris - Aye
David Eckert – Aye
Amanda Shaffer - Aye
Jenny Jackson - Aye
Rebecca Seaborn - Aye
Christie Lau - Aye
Valerie Simmons – Aye
Lauren Heck - Aye
Genna Buhr – Aye
Bobbi Mock– Aye

13. Adjourn (action requested) – President

Motion by L. Heck, seconded A. Harris

THE MEETING BE ADJOURNED

Voice vote called: **Motion carried by unanimous vote**

Meeting adjourned at **2:24** pm

Minutes compiled by: Laura Spires, RSA Business and Marketing Coordinator

Minutes approved by: Board of Directors on



Notes for the Board Financials for 3 September 2026

Notes from RAILS Finance about the Statement of Revenues and Expenses:

RSA has now entered its second year under the Sirsi Dynix agreement, which commenced on July 1, 2025. RSA has been following the Governmental Accounting Standards Board (GASB) guidance since transitioning to an Illinois Intergovernmental Instrumentality on July 1, 2024. Under this guidance, RSA is subject to GASB Statement No. 96 for Subscription-Based Information Technology Arrangements (SBITAs). The goal of this statement is to recognize that the signing of information technology agreements constitutes a purchase of the right to use the underlying asset/software over the period of time in the agreement. Under this statement, RSA capitalized the present value of the total payments over the agreement term and records monthly amortization expense of this total (similar to depreciation for capital assets). Since the Sirsi Dynix contract is paid in annual increments over the term of the agreement, the assets are accounted for as though they are being purchased under a financing arrangement with an interest expense component. RSA made its second payment under the agreement term and will begin recording interest expense for this SBITA beginning with FY2027. The Statement of Revenues and Expenses reflects the monthly SBITA interest expense of \$5,295.58.

Note about the Check/Voucher Registers for February:

Additionally, you will note that there are two payments for Liberty Mutual Insurance of \$2,173 and one void for (\$2,173) in the Check/Voucher Register. This was because the initial payment was recorded on 07/24/26 and then voided after it failed to process. On 07/30/26, the payment was processed successfully.

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

Beginning Cash Balance	\$ 2,298,493.43
Cash Received	
Payments from Member Libraries, RAILS, etc.	759,617.49
Transfer from ProPay for eCommerce Pay-Outs	-
Interest - Morton Bank Insured Cash Sweep Account	2,299.25
Credit Card Cash Back Rewards	-
Total Cash Received	<u>761,916.74</u>
Expenses Paid	
Checks and Vendor ACH Payments	316,949.60
Payroll and Retirement Contributions	105,451.18
Investment Transfer to Set-Up CDARS	-
Total Disbursements	<u>422,400.78</u>
Ending Cash Balance	<u><u>\$ 2,638,009.39</u></u>

PROPAY FUNDS DETAIL:

ProPay Account Balance	\$15,940.31
ProPay Funds Receivable	\$451.11
eCommerce Receipts Payable to Members	\$16,291.42
RSA PROPAY BALANCE	<u><u>\$100.00</u></u>

CASH DETAILS:

Member Library Pre-Payments	\$ -
Working Cash (Ending Cash Balance + RSA ProPay Balance - Member Pre-Payments)	2,638,109.39
TOTAL CASH	<u><u>\$ 2,638,109.39</u></u>

CDARS INVESTMENT DETAILS:

2 Year CD @ 3.44% Interest 5/15/2025 - 5/13/2027	\$341,487.57
2 Year CD @ 3.44% Interest 5/15/2025 - 5/13/2027	\$341,487.57
2 Year CD @ 3.22% Interest 11/13/2025 - 11/12/2027	\$338,427.20
2 Year CD @ 3.22% Interest 11/13/2025 - 11/12/2027	\$345,003.88
2 Year CD @ 3.22% Interest 2/26/2026 - 2/24/2028	\$363,515.51
2 Year CD @ 3.22% Interest 2/26/2026 - 2/24/2028	\$363,479.18
2 Year CD @ 3.26% Interest 4/16/2026 - 4/13/2028	\$359,686.87
2 Year CD @ 3.26% Interest 4/16/2026 - 4/13/2028	\$357,594.57
2 Year CD @ 3.26% Interest 5/7/2026 - 5/4/2028	\$363,733.80
2 Year CD @ 3.26% Interest 5/7/2026 - 5/4/2028	\$366,992.61

TOTAL CD INVESTMENT VALUE	<u><u>\$3,541,408.76</u></u>
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Invested in Capital Assets Balance as of July 2026	\$11,505.64
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of July 2026	\$30,258.33
Unrestricted Net Assets as of July 2026	\$5,740,288.45

FY27 Budgeted Operating Expenses Excluding Reimbursements:	\$ 2,443,010.57
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Working Cash Coverage of FY27 Budgeted Operating Expenses (Months):	13.0
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CD Coverage of FY27 Budgeted Operating Expenses (Months):	17.4
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RSA
Balance Sheet
As of 7/31/2026

	Balance End of Month
Assets	
Cash and cash equivalents	2,638,009.39
ProPay funds	15,940.31
Investments	3,541,408.76
ProPay funds receivable	451.11
Other receivables	10,494.61
Accounts receivables	238,307.74
Prepaid expenses	275,574.71
Other assets	
Deferred Outflows - Pension	20,949.16
Deferred Outflows - OPEB	266.00
Total Other assets	<u>21,215.16</u>
Capital assets, net	
Computers	685,002.00
Vehicles	12,784.00
Subscription Based IT Arrangements	1,877,940.00
Accumulated Depreciation	(686,280.36)
Accumulated Amortization - Subscription Based IT Arrangement	(290,633.42)
Total Capital assets, net	<u>1,598,812.22</u>
Total Assets	<u>8,340,214.01</u>
Liabilities	
Accrued liabilities	40.04
eCommerce receipts payable	16,291.42
Payroll	
Pension Payable	11,652.36
Retirement Payable	<u>1,359.00</u>
Total Payroll	13,011.36
Deferred revenue	884,406.23
Compensated absences	39,010.29
Post-employment benefits	48,354.00
Other long-term obligations	
Subscription Based IT Arrangements Payable	<u>1,557,048.25</u>
Total Other long-term obligations	<u>1,557,048.25</u>
Total Liabilities	<u>2,558,161.59</u>
Net Assets	
Beginning fund balance	5,737,176.40
Current YTD net income	
Reimbursements-ADML	8,936.09
E-Resources-ADML	(666.67)
Other	<u>36,606.60</u>
Total Current YTD net income	<u>44,876.02</u>
Total Net Assets	<u>5,782,052.42</u>
Total Liabilities and Net Assets	<u><u>8,340,214.01</u></u>

RSA
Statement of Revenues and Expenses
From 7/1/2026 Through 7/31/2026

	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	166.67	0.00%	2,000.00	0.00%
Fees for Services and Materials						
Fees For Services And Materials	76,935.30	76,935.30	88,600.01	86.83%	1,063,200.13	7.23%
Associate Member Fees	10.42	10.42	10.42	100.00%	125.00	8.33%
Non-OCCLC Member Fees	293.51	293.51	416.93	70.39%	5,003.13	5.86%
Total Fees for Services and Materials	77,239.23	77,239.23	89,027.36	86.76%	1,068,328.26	7.23%
Reimbursements-General	271.50	271.50	589.88	46.02%	7,078.57	3.83%
Reimbursments-ADML	8,936.09	8,936.09	10,603.93	84.27%	127,247.20	7.02%
Reimbursements-eRead Illinois	0.00	0.00	1,950.00	0.00%	23,400.00	0.00%
Investment Income	12,146.89	12,146.89	8,750.00	138.82%	105,000.00	11.56%
Other Revenue						
Other Revenue	0.00	0.00	41.67	0.00%	500.00	0.00%
RAILS Financial Support Grant	58,509.82	58,509.82	58,509.82	100.00%	702,117.84	8.33%
Total Other Revenue	58,509.82	58,509.82	58,551.49	99.93%	702,617.84	8.33%
Total REVENUES	157,103.53	157,103.53	169,639.33	92.61%	2,035,671.87	7.72%
EXPENSES						
Personnel						
Library Professionals	14,691.92	14,691.92	19,546.00	75.16%	254,102.80	5.78%
Other Professionals	16,396.18	16,396.18	18,218.00	89.99%	236,833.63	6.92%
Support Services	29,520.94	29,520.94	35,104.00	84.09%	456,350.70	6.46%
Social Security Taxes	4,554.43	4,554.43	5,574.00	81.70%	72,467.47	6.28%
Unemployment Insurance	0.00	0.00	1,113.89	0.00%	6,683.32	0.00%
Worker's Compensation	141.18	141.18	142.00	99.42%	1,704.00	8.28%
Retirement Benefits	3,285.02	3,285.02	3,976.00	82.62%	51,692.00	6.35%
Health, Dental And Life Insurance	10,891.24	10,891.24	13,106.46	83.09%	157,277.48	6.92%
Other Fringe Benefits	75.00	75.00	2,333.33	3.21%	28,000.00	0.26%
Staff Professional Memberships	0.00	0.00	125.00	0.00%	1,500.00	0.00%
Recruiting	0.00	0.00	83.33	0.00%	1,000.00	0.00%
Total Personnel	79,555.91	79,555.91	99,322.01	80.10%	1,267,611.40	6.28%
Library Materials						
Print Materials	0.00	0.00	41.67	0.00%	500.00	0.00%
Nonprint Materials	0.00	0.00	41.67	0.00%	500.00	0.00%
E-Resources-ADML	666.67	666.67	10,594.93	6.29%	127,139.20	0.52%
E-Resources-eRead Illinois	0.00	0.00	6,500.00	0.00%	78,000.00	0.00%
E-Resources-General	0.00	0.00	166.67	0.00%	2,000.00	0.00%
Total Library Materials	666.67	666.67	17,344.94	3.84%	208,139.20	0.32%
Vehicles						
Fuel	0.00	0.00	333.33	0.00%	4,000.00	0.00%
Repairs and Maintenance	0.00	0.00	416.67	0.00%	5,000.00	0.00%
Vehicle Insurance	211.58	211.58	416.67	50.77%	5,000.00	4.23%
Other Vehicle Expenses	0.00	0.00	50.00	0.00%	600.00	0.00%
Total Vehicles	211.58	211.58	1,216.67	17.39%	14,600.00	1.45%

RSA
Statement of Revenues and Expenses
From 7/1/2026 Through 7/31/2026

	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	0.00	0.00	948.33	0.00%	11,380.00	0.00%
Out-Of-State Travel	0.00	0.00	925.83	0.00%	11,110.00	0.00%
Registrations And Meeting, Other Fees	217.07	217.07	3,375.00	6.43%	40,500.00	0.53%
Conferences And Continuing Education Meetings	0.00	0.00	1,170.83	0.00%	14,050.00	0.00%
Total Travel and Continuing Education	217.07	217.07	6,419.99	3.38%	77,040.00	0.28%
Public Relations	0.00	0.00	541.67	0.00%	6,500.00	0.00%
Commercial Insurance	446.09	446.09	1,066.67	41.82%	12,800.00	3.48%
Supplies, Postage and Printing						
Computers, Software And Supplies	569.63	569.63	1,075.00	52.98%	12,900.00	4.41%
General Office Supplies And Equipment	0.00	0.00	958.33	0.00%	11,500.00	0.00%
Postage	0.00	0.00	54.17	0.00%	650.00	0.00%
Total Supplies, Postage and Printing	569.63	569.63	2,087.50	27.29%	25,050.00	2.27%
Telephone and Telecommunications	81.34	81.34	450.00	18.07%	5,400.00	1.50%
Professional Services						
Legal	0.00	0.00	333.33	0.00%	4,000.00	0.00%
Accounting	1,900.00	1,900.00	1,006.67	188.74%	12,080.00	15.72%
Consulting	125.00	125.00	47,599.58	0.26%	571,195.00	0.02%
Payroll Service Fees	341.08	341.08	458.33	74.41%	5,500.00	6.20%
Total Professional Services	2,366.08	2,366.08	49,397.91	4.79%	592,775.00	0.40%
Contractual Services						
Other Contractual Services	98.13	98.13	32,005.75	0.30%	384,069.02	0.02%
Amortization - Subscription Based IT Arrangements	22,356.42	22,356.42	0.00	0.00%	0.00	0.00%
Total Contractual Services	22,454.55	22,454.55	32,005.75	70.16%	384,069.02	5.85%
Depreciation						
Depreciation	213.06	213.06	213.06	100.00%	2,556.72	8.33%
Total Depreciation	213.06	213.06	213.06	100.00%	2,556.72	8.33%
Professional Association Membership Dues	110.00	110.00	237.50	46.31%	2,850.00	3.85%
Interest						
Subscription Based IT Arrangements Interest	5,295.58	5,295.58	0.00	0.00%	0.00	0.00%
Total Interest	5,295.58	5,295.58	0.00	0.00%	0.00	0.00%
Miscellaneous	39.95	39.95	112.08	35.64%	1,345.00	2.97%
Total EXPENSES	112,227.51	112,227.51	210,415.75	53.34%	2,600,736.34	4.32%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	44,876.02	44,876.02	(40,776.42)	(110.05)%	(565,064.47)	(7.94)%

RSA

Check/Voucher Register - Board - RSA Register

1003 - Cash - Morton Bank - Checking - 5661

From 7/1/2026 Through 7/31/2026

Vendor Name	Effective Date	Check Amount
DAVIS & CAMPBELL LLC	7/1/2026	1,175.00
Erica Laughlin	7/1/2026	200.00
Sirsi Corporation	7/1/2026	283,468.49
Sirsi Corporation	7/1/2026	840.00
PAYLOCITY	7/1/2026	22,425.82
PAYLOCITY	7/1/2026	8,935.07
MISSIONSQUARE	7/6/2026	1,359.00
Overdrive Inc	7/7/2026	11,110.11
Morton Community Bank	7/8/2026	830.14
RAILS	7/8/2026	174.87
LIMRiCC	7/8/2026	12,297.19
Overdrive Inc	7/8/2026	2,000.00
IMRF	7/14/2026	6,880.93
ROBERTA MOCK	7/16/2026	133.40
United States Treasury	7/16/2026	34.56
NOELLE THOMPSON	7/16/2026	69.17
RAILS	7/16/2026	385.00
PAYLOCITY	7/16/2026	22,425.87
PAYLOCITY	7/16/2026	8,894.96
MISSIONSQUARE	7/20/2026	1,359.00
PAYLOCITY	7/20/2026	341.08
ALISSA WILLIAMS	7/22/2026	83.67
CONSOCIATE INC	7/22/2026	75.00
Liberty Mutual Insurance	7/24/2026	2,173.00
Liberty Mutual Insurance	7/24/2026	(2,173.00)
MENARD CONSULTING	7/29/2026	1,900.00
Liberty Mutual Insurance	7/30/2026	2,173.00
PAYLOCITY	7/30/2026	23,474.98
PAYLOCITY	7/30/2026	9,354.47
Report Total		422,400.78

Administrative Department Report for 3 September 2026

Membership Updates: Ongoing Topics & One-Offs

Notable Membership Activity

Hamilton Public Library – Received RAILS Automation Grant

- Cataloging ongoing
- Working to get patrons wanting eRead IL access entered into system

Camp Point Public Library - Received RAILS Automation Grant

- Cataloging ongoing
- Working to get patrons wanting eRead IL access entered into system

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

- 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

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:

- RSA's FY26 Audit is in-progress. Seems to be going very well
- Work commenced on the FY28 budget draft.
- EnvisionWare offered RSA a good deal on CloudNine PC Reservation for all public libraries. Right now RSA has a group purchase for 7 members, and was working to add 2 additional libraries. EnvisionWare would like to move everyone off the old PC Reservation product so they can retire it; CloudNine is the newest version and doesn't require a server in library. Still working on all the details of their offer and how it will effect the other products outside of PC Reservation in our group purchase.

Staff Workplan – Patron Visible Items:

- RSACat online catalog – online payments for all public libraries.
 - o Maria is adding online bill pay to as many libraries RSACat on the web profiles as the system will let her. Some are erroring on setup and we're awaiting SirsiDynix's fix for these errors. At the same time she's checking the address, phone, email and hours listed on the profile to ensure they are still accurate.
- Hoopla RSACat Integrations – Will work on after online payments has been completed.

Staff Workplan – Other Items:

- In person visits – Visits continue and are being well received by almost all participants. We are finding and fixing many cataloging or operational issues during these visits and ensuring our members know we are here to help them. They are quite time consuming between the

prep work, visit itself, and cleanup work over the 2 weeks post-visit, but they are about the most important thing we can be doing right now.

- No Transit Item Types – 16 item types have been added to Symphony and RSACat. The cataloging team has finish their cataloging document and sent it out to a few testing libraries to begin the process of testing everything we need to implement. This includes a new brief record format for these items (BRIEF-NT), new/updated circ and hold rules, and individual title records per branch. The Library Services team is on draft 3 of their operational usage guide for no-transit items. We've done extensive testing and everything appears to be working as expected for this new feature.
- 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. The first project is finished.
 - We're in process with SirsiDynix for project two, which is the creation and running of a script to convert 10 digit ISBN's to their 13 digit equivalent. The script has been run once for testing, we're fixing some issues it found with some records in preparation for the next test run.
- BLUEcloud Circulation – slowly coming to a library near you.
 - The next BC Central update was released Friday, 28 Aug. This release contains several new features and bug fixes we've yet to look into. At first glance, it appears several RSA Member complaints may have been addressed.
- RSA Day – The frontline staff focused day
- RSA Directors Day – The Directors only day
 - The tentative schedule, a registration reminder, and the lunch options survey went out on 25 Aug. We're currently at 44 registrations.
- Reports – Reworking End of Month reports and cooking up new Dashboards.
 - First batch of testing reports went out to the Reports Working Group in the summer. We've updating the reports based on that feedback. We're also working on some short videos and a new, easier to understand reports page layout for the Support Site.
- BLUEcloud Cataloging – matching and attaching via your browser. When we get time to implement and play with it.
- Review, update, replace, remove – the lifecycle of documentation continues.
- Library Automation System Environmental Scan – Working on Environmental Scan wording and gathering a list of potential vendors to send the request to.
- Standardization – After 20 years, this is no longer a bad word in RSA. Background work and ideation continues.
- New Executive Director and transition process – knowledge sharing already started.
 - Working on Member Library questions survey for November Board meeting open interview.
- Additional RSA Staff in calendar 2027 – 2 new positions in planning, +1 for the ED position.
 - Bibliographic Services Specialist (to grow another full cataloger)
 - Library Services Manager (to co-manage the Library Services Department with James)
 - Targeting 11 Jan 2027 as the start date for both. Working backwards from there to figure out the timeline.

- Strategic Plan 2027 – Independence is ours, what’s our plan for the future?
 - Strat Plan work starts in September. Final members of initial Planning Team being found now.
- Under Construction – library automation system revamp / replacement
 - Will be asking specifically about patron facing web and mobile catalogs in Environmental Scan with an eye on potential implementation in Fall 2027. Assuming something is much better and affordable. Could swap mobile app separately from the desktop web client catalog as well.

Staff Updates Since the Previous Meeting

Staff Anniversaries

- Kendal Orrison – 21 years in September

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’s Symphony U courses to the entire RSA Staff will continue when his schedule slows down. User policies will be next and they are very complicated.

Office Space (not the movie)

- We’ve reconfigured the RAILS conference room in East Peoria to a rectangular setup rather than classroom setup that’s been there since 2021
- We’ve also reconfigured the large Collab room with 2 smaller computer desks/monitors, then added in a larger conference table in the center of the room to allow 6 people meetings
- The large collab room has a 75” TV now for shared presentations which is really nice in that room
- We have begun looking into new desks, chairs, monitors, and more for the 2 new staff members. The Workroom space limits desk size and we believe we’ll need to purchase a desk to fit there. The Manager will share an office with James and we’re working with RAILS to see if any of the space desks in other RAILS offices might fit in our space.
- The search for a red Swingline stapler continues

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
Morrison & Mary Wiley	Library Services Site Visit	Member Services	Routine Visit
Chillicothe PL	Library Services Site Visit	Member Services	Routine Visit

Blandinsville-Hire PL	Library Services Site Visit	Member Services	Routine Visit
Teams Online	Holds Workshop	Member Services	Training
Fondulac DL	Library Services Site Visit	Member Services	Routine Visit
Teams Online	Basic Circulation Workshop	Member Services	Training
IVC CUSD Mossville	Back to School Circ Refresher	Member Services	Training
Fulton County CUSD Elementary School	New Director Visit	Member Services	New Director Visit
RAILS East Peoria Service Center	Bibload Workshop	Cataloging	Training
Hudson Area Public Library District	Library Services Site Visit	Member Services	Routine Visit
IVC CUSD Mossville	Holds Training	Member Services	Training
Heyworth Public Library District	Library Services Site Visit	Member Services	Routine Visit
Winchester ES	New Director Visit	Member Services	New Director Visit
Clover PLD (CV_CLOVER)	Cataloging Site Visit	Cataloging	Other
Teams Online	Basic WorkFlows Cataloging Workshop	Cataloging	Training

Bibliographic Services Department Report for 3 September 2026

Brief Record Upgrades

The Bibliographic Services Department upgraded 37 brief records to OCLC records with full bibliographic description since the August Board meeting. Bibliographic Services has shifted focus from brief record upgrades to routine visits now that those have started up again as of July 1st. Zac continues to learn the brief record upgrade process for non-print formats, currently working on games, kits, and videogames with Jennifer.

Cataloging Site Visits

Jennifer and Lisa continue conducting routine cataloging site visits now that the latest round of visits has started. Jennifer had planned to visit Mason Memorial Library and Clayton Public Library District in August, but those visits needed to be postponed to later this fall due to unforeseen circumstances. Jennifer did visit Wyoming Public Library District, and Maria went along to shadow. Lisa visited Clover Public Library District and Lacon Public Library District.

Cataloging Progress for New RSA Libraries

Camp Point Public Library has cataloged 4,344 items in WorkFlows, 293 of which have been cataloged since the August Board meeting. Camp Point began cataloging in July 2025.

Hamilton Public Library has cataloged 4,291 items in WorkFlows, 474 of which have been cataloged since the August 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 for three participants.

Erica taught the Bibload Workshop in-person at the RAILS East Peoria Service Center for four participants, and Zac shadowed. After the workshop all four participants enjoyed the delivery hub tour with Delivery Services Manager Robert Morgan. There was strong interest from participants in RSA hosting more in-person workshops at RAILS East Peoria. This will be taken into consideration when scheduling next year's Bibload and Basic WorkFlows Cataloging Workshops.

No WorkFlows Modify Title wizard or Item Group Editor training were conducted since the August Board meeting.

The Bibliographic Services Department participated in several webinars over the past month. Topics included customer service, identifying AI-generated slop, prioritization, series authority records, BLUEcloud cataloging, the SirsiDynix Support Center, BLUEcloud Discovery, and the MARC 3XX fields. Zac finished watching the recorded LACONI webinars on various cataloging topics and began to watch some of the recorded Online with the CMC webinars.

Other Cataloging Projects

- This fall the Bibliographic Services Department will begin refreshing seven existing cataloging videos on the RSA Youtube, as well as creating two new videos on the Global Item Modification Wizard and Matching an OCLC Record to Your Blu-ray.
- Also this fall Bibliographic Services will be reaching out to twelve schools to transition them to individual cataloger accounts and disable their WorkFlows TECH accounts. No member libraries will still have TECH accounts enabled once this project is complete.
- Bibliographic Services has begun brainstorming topics for the September Cataloging Chat, which will be a recording only announced on the RSA Cataloging forum toward the end of the month. Based on the results of a survey conducted last fall, there is interest in having a recorded Cataloging Chat without a live attendance option.
- Bibliographic Services has also started to brainstorm ideas for a joint Cataloging Maintenance Center/RSA cataloging session at RSA Day 2027. The RSA Day Committee suggested we work together on a joint session.
- A new video [Matching an OCLC Record to Your DVD](#) 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 DVD to determine if the record is a match and should be used to catalog the DVD.
- Recent cataloging site visits have revealed that Global Item Modification is one WorkFlows wizard that member libraries may not know about. It is a helpful timesaver when making changes, such as item type or home location, to a group of items. The Global Item Modification wizard will be the topic of the Cataloging Corner article in the September RSA e-newsletter. The [Global Item Modification Wizard Guide](#) was also recently updated.
- Bibliographic Services staff worked together to write the [Cataloging No-Transit Items Guide](#), which was then shared with five member libraries to test the procedure and share feedback. The testing period ends September 11th, after which the procedure will be revised, if necessary, based on the testers' feedback and then announced to the RSA membership as ready to start using. Zac will be monitoring several BLUEcloud Analytics reports each week to ensure members correctly catalog no-transit items in WorkFlows.
- Antony has begun testing a new Standard Number Addition Project with four member libraries. Reports of brief records without standard numbers (i.e., ISBNs, ISSNs, and UPCs) were shared with each library. They were asked to pull each item on the report from the shelf, scan or type the standard number for that item into the report and email it back to Antony once they worked through the rest of the report. James will then use a SirsiDynix tool called Data Control to add the standard numbers to the brief records so those records can be considered during the automated brief record cleanup.
- SirsiDynix ran step 2 of the automated brief record cleanup project in the test WorkFlows on August 28th. During the test run, step 2 converted 4,213 10-digit ISBNs on brief records to

the 13-digit equivalent. 574 brief records with auto-generated title control numbers had their title control numbers corrected to use the lowercase i followed by the ISBN. The converted ISBNs and corrected title control numbers will allow the brief records to be considered during the next steps of the cleanup project, which involve merging duplicate brief records and transferring brief items to matching OCLC records. SirsiDynix will ideally run step 2 in the live WorkFlows the week of August 31st. As mentioned in previous Board reports, 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 September 3, 2026

RSA Directors Day

Reminders to register for Directors Day have been sent out, and we also asked for input on topics to cover on the day. 44 people have registered.

Registrants have also been asked to complete their lunch requests.

The full schedule has been completed and is now available on the Support Site at:

<https://support.librariesofrsa.org/directors-day/>.

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 have visited 11 of their 22 libraries so far, including our first visits to all of Illinois Prairie's branches.

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



Policy Review

The next policy for review is the Fine Block Limits policy. It is the last remaining policy passed by the NFP. It is included on the agenda for this meeting.

Documentation Index

Another new edition version of the Documentation Index was posted to the RSA support site on August 14th. This update features another large selection of revised documents from both the Lib and Bib Services departments. The average age of the documents is now down to 20 months. As a reminder, the Documentation Index can be found here:

<https://support.librariesofrsa.org/project/documentation-index/>.

BLUEcloud Circulation testing and roll out

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. This release was posted as I was writing this report on August 28. They announced the following updates and bug fixes to BLUEcloud Circulation.

Circulation Enhancements

- Limit catalog searches to titles held by a selected library or library group before running the search – this is absolutely the biggie.
- Extend the pickup-by date for an available hold (with appropriate privileges).
- See an alert when a patron has previously checked out the same title.
- Click any line in a patron's checkout list to view item and circulation transaction details.
- View additional circulation transaction details within a bill's details.
- See a broader list of potential duplicate patrons, aligning with Symphony.
- Symphony sites: BLUEcloud Circulation now respects the global setting to show or hide the ID of the last patron to check out an item.
- RFID checkout and checkin buttons now receive focus, so staff can press Enter to trigger them.
- The Close button on the patron alert modal is now styled to show focus, indicating that Enter will dismiss the alert.

Circulation Bug fixes

- Circulation profiles now save when "Usable by" is set to an Institution Group.
- Academic Reserve items circulate correctly.
- Due dates of NEVER display correctly.
- Bill reasons reflect Symphony custom policy lists.
- Patron searches against very large library groups now succeed.
- Copying a patron no longer copies active and inactive IDs from User Extended Info fields.

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.

No-Transit Items

The Library Service team are working up documentation to support staff at member libraries who are going to use No-Transit item types. This documentation will be available soon. This guide will also complement the guide.

New Circulation and Holds rules form

James, Erica and I worked on replacing the Circulation and Holds rules Excel sheet because we had received quite a lot of feedback they were confusing to use. We had previously tried to revise them, but the revised version was still reported to be difficult to use. Instead, we went with replacing both with a form we built in Microsoft Forms. This has been tested internally, and we are fairly confident that the form logic works but we're open to revising it once it's been used by member libraries. Anyway, the form can be found here:

<https://forms.cloud.microsoft/pages/responsepage.aspx?id=iHhXR4rER0aEV1xd1T1oyPLqqmmD63hAgFZB8DljrZIUMEFBSzVZTkkxWDVFOEJNV00xS0MxUIBRQiQIQCN0PWcu&route=shorturl>.



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083 & 309-315-9123

Cataloging No-Transit Items Guide

Last updated: August 21, 2026

The WorkFlows upgrade in March 2026 to version 4.2.0.0.1335 enabled a new category of item types for no-transit items. Items cataloged with no-transit item types allow libraries to limit checkouts and returns to only the library that owns the item. No-transit item types, however, are not intended to keep your new materials in your library. Please continue to use a local or no holds rule for that purpose.

No-transit item types are especially helpful for items that your library does not want to send through RAILS delivery due to their size, value, fragility, or difficulty transiting them. Examples of items include (but are not limited to): Rokus, tabletop games, jigsaw puzzles, fishing poles, Tonie boxes, STEAM kits, wi-fi hotspots, and yard games.

Items cataloged with no-transit item types will not be transited by WorkFlows, not even between branches of the same library. In other words, if a no-transit item is owned by the Peoria Public Library North Branch, it can only be checked out and returned at the North Branch, not Main, Lakeview, etc.

Cataloging no-transit items correctly in WorkFlows is critical for two reasons:

- When a hold is placed on a no-transit item in WorkFlows, staff will understand why the pickup library drop-down menu changes to only include the owning library.
- When a hold is placed in the RSAcat, patrons will understand why the item must only be checked out and returned at the owning library. The RSAcat will not allow the patron to place the hold until they select the correct pickup library.

This guide provides guidance on cataloging parameters for no-transit items, instructions for how to catalog a no-transit item not already in WorkFlows, shows examples of a no-transit brief record and its attached item, advises on next steps if the no-transit item is already cataloged in WorkFlows, and explains what to do if another library is attached to your no-transit brief record.

Please contact the RSA Help Desk at help@librariesofrsa.org or 1-866-940-4083 if you have questions about cataloging no-transit items.

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Set up parameters before you begin cataloging no-transit items

Home location:

Assign a home location that indicates where the no-transit item is shelved in your collection. Email the RSA Help Desk at help@librariesofrsa.org if you need to add a home location to your WorkFlows drop-down menu or if you have a suggestion for a new home location. Refer to this list to see all available home locations:

<https://alsi.sdp.sirsi.net/custom/web/RSAweb/SystemInfo/Parameters/Home%20Location%20Codes.xls>.

If you want to allow holds on the no-transit item, make sure it is not assigned a non-holdable home location. Non-holdable home locations are highlighted in yellow in the list linked above.

Item categories:

Assigning item categories 1, 2, and 3 is required.

Assigning item category 4 is recommended, and item category 5 is optional. Email the RSA Help Desk at help@librariesofrsa.org if you need to add an item category 4 or 5 to your WorkFlows drop-down menu or if you have a suggestion for a new item category 4 or 5. Refer to these lists to see all available codes:

Item category 4: <https://alsi.sdp.sirsi.net/client/search/asset/3862/0>

Item category 5: <https://alsi.sdp.sirsi.net/client/search/asset/3863>

Assigning the OCLC EXCLUDE item category 6 is required. It will allow no-transit records to be excluded from RSA's ongoing brief record cleanup and the monthly process to batch update OCLC holdings.

Item categories 7-10 can be left as UNDEFINED because RSA does not currently use them.

Item type:

Email the RSA Help Desk at help@librariesofrsa.org for assistance getting started with a no-transit item type the first time you are cataloging one of these items.

RSA will work with you to set up circulation and hold rules for the no-transit item type, configure it in your library's overdue, bill, and courtesy notices, and add the no-transit item type to your WorkFlows drop-down menu.

All no-transit item type codes begin with NT- for easy identification when cataloging and placing holds in WorkFlows. Refer to the next page for a chart of the no-transit item types along with their corresponding item category 3.

Item Type	RSAcat Description	Item Category 3
NT-AV-EQ-1	AV & Media Electronics	EQUIPMENT
NT-AV-EQ-2	AV & Media Electronics	EQUIPMENT
NT-COMP-1	Laptops & Network Equipment	EQUIPMENT
NT-COMP-2	Laptops & Network Equipment	EQUIPMENT
NT-GM-PZ-1	Games & Puzzles	REALIA
NT-GM-PZ-2	Games & Puzzles	REALIA
NT-J-TOY-1	JUV / Youth Electronics & Toys	EQUIPMENT
NT-J-TOY-2	JUV / Youth Electronics & Toys	EQUIPMENT
NT-KIT-ED1	Educational / Sensory & Theme Kits	KIT
NT-KIT-ED2	Educational / Sensory & Theme Kits	KIT
NT-LIBOT-1	Library of Things & Specialty Tools	REALIA
NT-LIBOT-2	Library of Things & Specialty Tools	REALIA
NT-OUTSD-1	Outdoor Recreation & Sports	REALIA
NT-OUTSD-2	Outdoor Recreation & Sports	REALIA
NT-REFSP-1	Reference / Special Collections & Oversized	BOOK
NT-REFSP-2	Reference / Special Collections & Oversized	BOOK

Examples for each no-transit item type are listed below. These examples are not intended to be an exhaustive list. Email the RSA Help Desk at help@librariesofrsa.org if you need assistance determining the appropriate item type for your no-transit item.

Item Type	Example Items
NT-AV-EQ-1 NT-AV-EQ-2	Projectors, Tripods, Rokus, GoPros, Blu-ray players, External disc drives, CD Walkmans, Microphones, Webcams, Ring lights, Headphones, Bluetooth adapters/transmitters, Audio cables, Outdoor movie kits
NT-COMP-1 NT-COMP-2	Laptops, Chromebooks, Wi-Fi hotspots, Laptop/hotspot bundles
NT-GM-PZ-1 NT-GM-PZ-2	Board games, Jigsaw puzzles, Nintendo Switch consoles, Joy-Cons
NT-J-TOY-1 NT-J-TOY-2	Tonie boxes, Tonie figurines, Yoto mini players, Playaway Launchpads, American Girl dolls, STEM toys, Remote control robots, and cars
NT-KIT-ED1 NT-KIT-ED2	STEM and STEAM kits, Osmo kits, Early literacy kits, Storytime boxes, Phonics kits, Memory kits, Dementia kits, Stay Sharp kits, Sensory kits, Citizen Science kits, CPR kits

NT-LIBOT-1 NT-LIBOT-2	Cake pans, Metal detectors, Radon detectors, Appliance load testers, Medical devices (e.g., blood pressure and oxygen monitors, crutches), Bike repair kits, Museum and zoo passes
NT-OUTSD-1 NT-OUTSD-2	Fishing poles, Disc golf sets, Yard games, Bird watching kits, Telescopes, Ghost hunting kits
NT-REFSP-1 NT-REFSP-2	Local history, Genealogy, Antique books, Fragile or expensive items, Oversized or coffee table books, Other bulky or heavy items that may be difficult to send in delivery

Cataloging procedure if the no-transit item is not already cataloged in WorkFlows

1. Log into WorkFlows using your individual cataloger account.
2. Click on the Cataloging module at the top of the screen.
3. From the Titles group on the left side of the screen, open the Add Title wizard. If a pop-up box appears, warning you that call number information cannot be modified for your library, try the steps below (you should only need to do these steps once):
 - a. Close the pop-up box with the warning.
 - b. Put your mouse cursor over the Add Title wizard and *right* click.
 - c. Select Properties.
 - d. Once the properties box opens, check the entries template menu to ensure TEMPLATE is selected.
 - e. Click OK to close the Properties box.
 - f. *Left* click to reopen the Add Title wizard. The pop-up box with the warning should not appear.
4. On the Bibliographic tab, fill in the following information under “Contents”:
 - a. ISBN (020): Enter the 13-digit ISBN if the item has one. If the item only has a 10-digit ISBN, enter it. Do not use hyphens or spaces. If the item does not have an ISBN, leave this field blank.

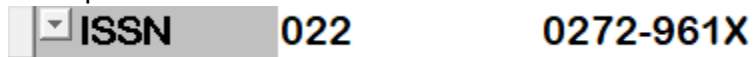
If the item is a book, book on CD, Playaway, Vox, or Wonderbook, and both an ISBN and UPC appear on the item, prefer the ISBN. Enter the ISBN in the 020 field. No need to enter the UPC in the 024 field.

Example:

 ISBN 020 9780355398754

- b. ISSN (022): Enter the 8-digit ISSN if the item has one. Use a hyphen between the fourth and fifth digits. If an item does not have an ISSN, leave this field blank.

Example:

 ISSN 022 0272-961X

- c. UPC (024): Enter the 12-digit UPC if the item has one. Do not use hyphens or spaces. If an item does not have a UPC, leave this field blank.

If the item is a Blu-ray, DVD, or music CD, and both an ISBN and UPC appear on the item, prefer the UPC. Enter the UPC in the 024 field. No need to enter the ISBN in the 020 field.

If the item is a purchased binge box with a single UPC, but an ISBN also appears on the item, prefer the UPC. Enter the UPC in the 024 field. No need to enter the ISBN in the 020 field.

Example:

☐ **Standard identifier# 024** **826150208925**

- d. Author (100): Enter the author's name in ALL CAPS in the LASTNAME, FIRSTNAME format. If an item does not have an author, leave this field blank.

Example:

☐ **Personal Author** **100** **1** **LE GUEN, SANDRA**

If UNAUTHORIZED automatically appears after the author's name in the 100 field, there is no authority record in WorkFlows to control that name to the authorized form found in the Library of Congress authority file. No need to report the unauthorized heading to the RSA Help Desk. The unauthorized name will continue to be searchable in WorkFlows and the RSACat.

- e. Title (245): ***Required*** for all no-transit brief records.

To ensure the title is fully searchable in WorkFlows and the RSACat, enter the first and second indicator values. These values are entered under the "Ind." column next to the 245, shown below.

Festschr	0	Indx
Lang	eng	Mod Rec
▼		
Label	Tag	Ind. Contents
ISBN	020	
ISSN	022	
UPC	024	1
Personal Author	100	1
Title	245	

No-transit brief records will most likely use the indicators 00. The 00 means there is no author in the 100 field and no initial article *a*, *an*, *the* at the beginning of the title. Refer to the [Creating a Brief Record Guide](#) for more information about indicator values if your item has an author and/or a title with an initial article.

To ensure staff and patrons understand the item is no-transit, the title must include the name of the checkout and return library (or branch if applicable).

Backspace to remove the auto-generated ****REQUIRED FIELD**** text in the title field. In ALL CAPS, type the item that will not transit, followed by FOR CHECKOUT AND RETURN ONLY AT ****YOUR LIBRARY NAME.**** No need to enter the asterisks before and after your library name.

Example for a library without a branch:

245 00 TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE.

Example for a library with a branch:

245 00 TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE QUINCY BRANCH.

- f. General Note (500): This field is optional but recommended for no-transit items. Use it to enter information about the item that is helpful for the patron to know, such as a short description of the item and any accompanying pieces that check out with it. No need to enter the general note in ALL CAPS.

Example:

500 This Gysker Astronomical Refracting Telescope for beginners checks out with a carrying bag, phone adapter, and wireless remote.

- g. Cataloger Email (592): Backspace the auto-generated ****Required Field**** text. Type “leave as brief” into the 592 field (but without quotation marks). “Leave as brief” will tell RSA to leave the item as-is on the brief record and not place a copy-level hold to upgrade it to an OCLC record. No-transit brief records will not be upgraded to OCLC records.
 - h. Held by (596): Leave this field blank. Your library’s WorkFlows code will automatically be entered into this field as the record is indexed.
5. On the Control tab, leave the SirsiDynix auto-generated title control number as-is that begins with an ‘a’ (e.g., a2251125) even if your item has an ISBN, ISSN, or UPC. Leaving the title control number as-is will prevent the brief record from being overlaid with a matching OCLC record. As mentioned above, no-transit items will not be cataloged on OCLC records.

Example:

Title control number: a2251125

6. On the Call Number/Item tab, enter your item's information, including its call number, item ID, item type, home location, item categories, and price. Use the circ note to remind staff not only to check for accompanying pieces, but also to remind them that the item must be checked out and returned only to that library.
7. Click the Save button at the bottom after you enter the call number and item information.
8. Go to the Control tab. Change the record format to BRIEF-NT. Assigning this format is important. Like the OCLCEXCLUD item category 6, the BRIEF-NT record format will allow these records to be excluded from RSA's ongoing brief record cleanup and the monthly process to batch update OCLC holdings.

Important:

- Always use the close button at the bottom of the screen to shut the brief record.
 - After a brief record is saved, and the brief record screen is closed, you are unable to edit the brief record's ISBN, ISSN, UPC, author, title, general note, cataloger email address, title control number, or record format. Please report mistakes on no-transit brief records to help@librariesofrsa.org.
9. Ensure each no-transit item has a clearly visible label directly on the item itself or on its container, or library staff apply a note to the physical item at the time of check out. The label should clearly explain that this item must only be returned to the checkout library. This note has several benefits:
 - It will help patrons remember that the item must be returned to the checkout library.
 - The note may help other libraries determine when a no-transit item is returned to them that should not be.
 - The note will be especially helpful for libraries with multiple branches where the item is expected to be returned to the specific branch where it checked out.

Example brief record for a no-transit item

Call Number and Item Maintenance

TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE

Control Bibliographic Call Number/Item Bound-with

Shadow title: N

Rec_Type	a	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
Desc		Entrd	260624	Dat_Tp	n	Date1	
Date2		Ctry		Illus		Audience	
Repr		Cont		GovtPub		ConfPub	0
Festschr	0	Indx	0	Fiction	0	Biog	
Lang	eng	Mod_Rec		Source	u		

Label	Tag	Ind.	Contents
Title	245	00	TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE.
General Note	500		This Gysker Astronomical Refracting Telescope for beginners checks out with a carrying bag, phone adapter, and wireless remote.
Cataloger Email	592		Leave as brief.
Held by	596		AG_ALS-PDC

TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE

Control Bibliographic MARC Holdings Call Number/Item Bound-with

Basic title information

Title control number: a2466429

Catalog key: 2466429

Record format: BRIEF-NT

Number of volumes: 1

Title creation

Created by: ADMIN

Date cataloged: NEVER

Date created: 6/24/2026

Title modification

Modified by: ADMIN

Date modified: 6/24/2026

Previously modified by: ADMIN

Example call number and item information for a no-transit item

Call number information			
Call number:	TELESCOPE #11	Class scheme:	DEWEY
Call library:	AG_ALS-PDC		
Shadow call number	N		
Item information			
Item ID:	A12568711239	Copy number:	1
Type:	NT-LIBOT-1	Item library:	AG_ALS-PDC
Home location:	LIBTHINGS	Current location:	LIBTHINGS
Item cat1:	EQUIPMENT	Item cat2:	EQUIPMENT
Item cat3:	REALIA	Item cat4:	LIBTHINGS
Item cat5:	UNDEFINED	Item cat6:	OCLCEXCLUD
Item cat7:	UNDEFINED	Item cat8:	UNDEFINED
Item cat9:	UNDEFINED	Item cat10:	UNDEFINED
Media desk:		Number of pieces:	4
Total charges:	0	Price:	\$97.00
Permanent	Y	Circulate	Y
Shadow item	N		
Extended information			
Tag	Contents		
CIRCNOTE	This item can only be checked out and returned at RSA. Check for carrying bag, phone adapter, and wireless remote.		
PUBLIC			
STAFF			

If you want the no-transit item cataloged on a brief record with enhanced bibliographic description beyond the title and general note

Email the RSA Help Desk at help@librariesofrsa.org. RSA Bibliographic Services staff will ask you to send the item through RAILS delivery to the RAILS East Peoria Service Center. Having the item in hand ensures accurate, quality bibliographic description is entered on the brief record.

If sending the item in delivery is not feasible, email the RSA Help Desk digital photos of the item and the link to its online product description if available, such as Amazon. RSA Bibliographic Services staff will use the photos and product description to enhance the bibliographic description on the brief record.

If more than ten no-transit items need to be cataloged on enhanced brief records, reach out to the RSA Help Desk. Depending on the items' complexity and the amount of time necessary to enhance the brief records, RSA Bibliographic Services staff will provide guidance on how many items to send through delivery or to submit as digital photos at one time.

If the no-transit item is already cataloged in WorkFlows on a brief record, and you are the only library attached

Email the RSA Help Desk at help@librariesofrsa.org. RSA Bibliographic Services staff will edit the record format to BRIEF-NT, change the title control number to prevent overlay with a matching OCLC record, modify the title to include FOR CHECKOUT AND RETURN ONLY AT **YOUR LIBRARY NAME**, and if necessary, help you get started using a no-transit item type.

If the no-transit item is already cataloged in WorkFlows on a brief record, and there are other libraries attached

Email the RSA Help Desk at help@librariesofrsa.org. RSA Bibliographic Services staff will create a no-transit brief record for only your item and transfer it to that newly created record. Checkout and inventory statistics will transfer with your item to the no-transit record. If necessary, RSA will also help you get started using a no-transit item type.

If the no-transit item is already cataloged in WorkFlows on an OCLC record, whether only your library or other libraries are attached

Email the RSA Help Desk at help@librariesofrsa.org. RSA Bibliographic Services staff will create a no-transit brief record for only your item and transfer it to that newly created record. Checkout and inventory statistics will transfer with your item to the no-transit record. If necessary, RSA will help you get started using a no-transit item type.

If you notice another library's item is attached to your no-transit record

Email the RSA Help Desk at help@librariesofrsa.org. If it is a no-transit item, RSA Bibliographic Services staff will work with the library to move the item to its own no-transit record. If it is a regular item, RSA Bibliographic Services staff will place a copy-level hold on the item to have it in hand to transfer it to a matching OCLC record.



25 August 2026

Subject: Non-Transitable Item Types Guide

With the March 2026 WorkFlows 4.2 update, a new group of item types has been made available. These items are holdable, but non-transitable.

What is the difference between Non-transitable vs Local Holds?

Non-transitable: *Pick-up at your library only, by any library's patron.*

Any patron can place a hold on the item, but they must pick up the item at the specific library. For example, a board game is marked as non-transitable by Fondulac District Library. A Morton patron can place a hold, but they can only check it out and return it at FDL.

Local Holds: *For your patrons only, available to pick up anywhere.*

Only the item-owning library's patron can place a hold on the item, but if they choose, it can be picked up at any library. For example, a board game is marked as local holds by Fondulac District Library. A Morton patron **could not** place a hold, BUT a FDL patron could have it sent to Morton PL for pick up.

What happens if a patron returns a non-transitable item to a different library?

If a patron returns a non-transitable item to a different library, WorkFlows will not allow it to be discharged. If you cancel from this screen, the item will stay on the patron account.

If a non-transitable item is returned at the incorrect library, staff should contact the patron and tell them they need to come get the item and return it to the correct library.

If a patron does not return to pick up the item, staff should contact the item-owning library to let them know and RSA to release the item for transit.

Non-transitable Item Override

Non-transitable item cannot be discharged at a library that is not its item library.

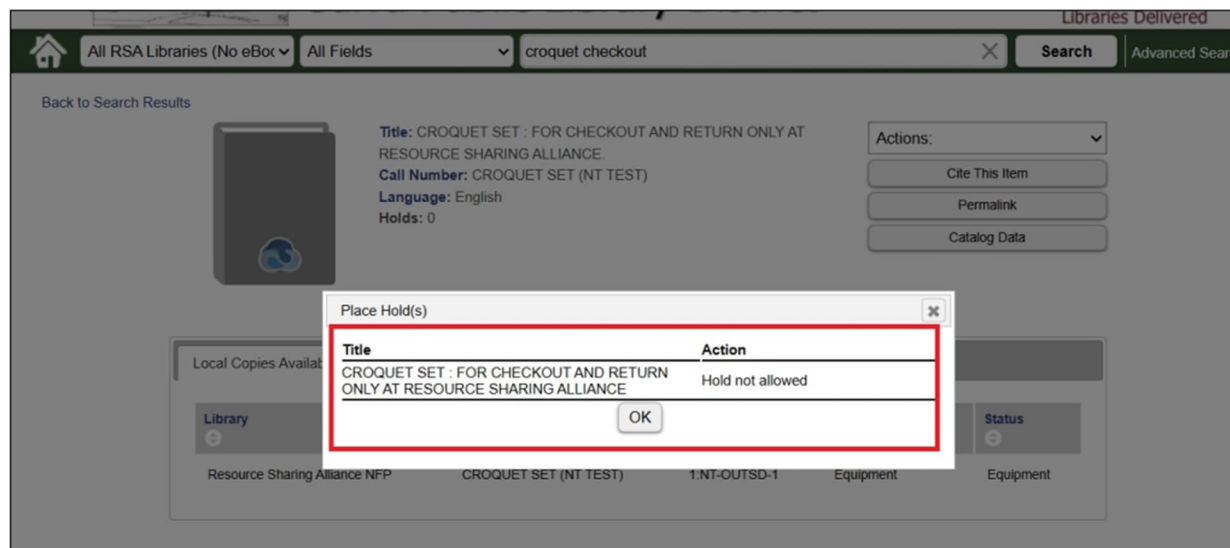
CROQUET SET (NT TEST) Copy: 1
2472591-1001
CROQUET SET : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING AL

Item library: AG_ALS-PDC

Transit Not Allowed Override

Put Item In Transit Cancel

If a patron attempts to change the pickup location when placing a hold online, they will receive an error message:



When staff place a hold for a non-transitable item in WorkFlows, **the pickup library will change to the item-owning library**, even though the pickup library will show as your library in the Place Holds wizard.

User ID:

Identify item

Item ID:

Hold Info

Pickup at:

Expires:

Comments:

Date suspended:

Date unsuspended:

Level/Range

Level: ☐ Copy ☒ Title

Range: ☐ Library ☐ Group ☒ System

When viewing the user hold, it shows the owning library as the pickup library.

Identify user

User ID:

Summary

Addresses

Extended Info

Bills

Checkouts

Holds

Routings

Suspension

Charge History

User Groups

Total holds:1

Title	Item ID	...	St...	Placed	Pickup at
TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE	2466429-9001	...	(u...	8/27/...	AG_ALS-PDC

For more information about cataloging No-Transit items, see the [Cataloging No-Transit Items Guide](#).



25 August 2026

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If a patron returns a non-transitable item to a different library, WorkFlows will not allow it to be discharged. If you cancel from this screen, the item will stay on the patron account.

If a non-transitable item is returned at the incorrect library, staff should contact the patron and tell them they need to come get the item and return it to the correct library.

If a patron does not return to pick up the item, staff should contact the item-owning library to let them know and RSA to release the item for transit.

Non-transitable Item Override

Non-transitable item cannot be discharged at a library that is not its item library.

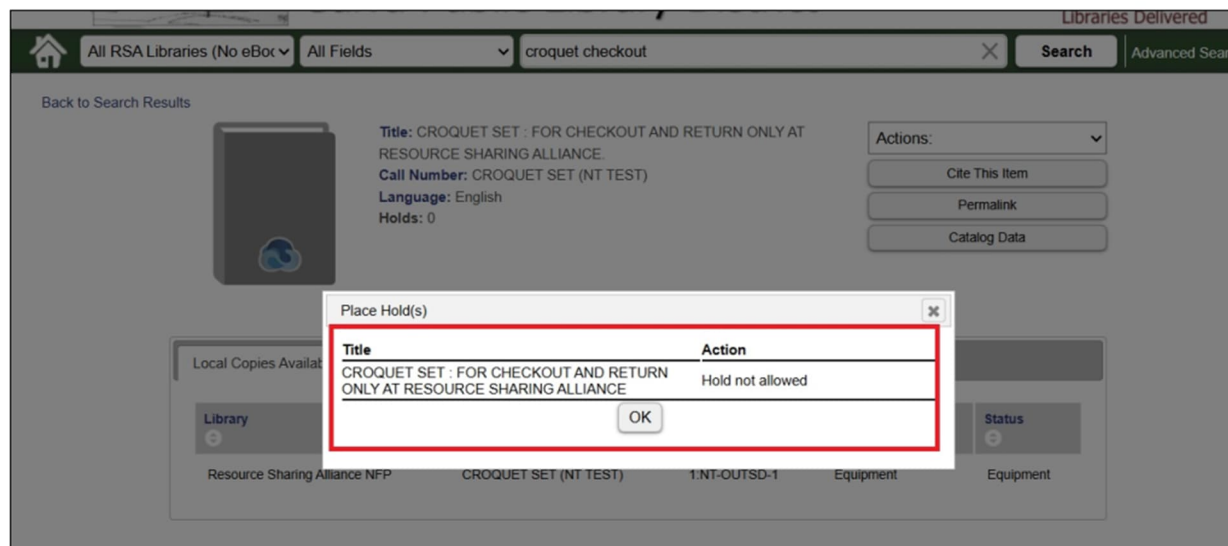
CROQUET SET (NT TEST) Copy: 1
2472591-1001
CROQUET SET : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING AL

Item library: AG_ALS-PDC

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User ID:

Identify item

Item ID:

Hold Info

Pickup at:

Expires:

Comments:

Date suspended:

Date unsuspended:

Level/Range

Level: ☐ Copy ☒ Title

Range: ☐ Library ☐ Group ☒ System

When viewing the user hold, it shows the owning library as the pickup library.

Identify user

User ID:

Summary

Addresses

Extended Info

Bills

Checkouts

Holds

Routings

Suspension

Charge History

User Groups

Total holds:1

Title	Item ID	...	St...	Placed	Pickup at
TELESCOPE : FOR CHECKOUT AND RETURN ONLY AT RESOURCE SHARING ALLIANCE	2466429-9001	...	(u...	8/27/...	AG_ALS-PDC

For more information about cataloging No-Transit items, see the [Cataloging No-Transit Items Guide](#).



Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083 & 309-315-9123

Fine Block Limits Policy

Last updated: DRAFT

Since the purpose of fines is to “facilitate the free flow of information” and not as a punitive measure or source of income, all RSA libraries shall agree to a standard cumulative fine block limit of no more than \$20.00 for all borrower types, except those that are excluded from blocks.

RSA has provided specific user profiles to facilitate this with fine block limits of \$5, \$10, \$15 or \$20. Each library may choose which limit they wish to use.

If a library has questions about how to handle the payment of damaged, lost or replacement items, please see the [Damaged Materials Policy](#) or the [Lost Materials Policy](#).
~~[Notification and Billing Policy for Transited RSA Member Library Items.](#)~~

Revised and approved by the RSA Board of Directors:

Revision Approved by RSA NFP Users Group May 9, 2024

Revision Approved by RSA NFP Users Group November 3, 2016

Approved by RSA NFP Users Group March 7, 2013

INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES

THIS INTERGOVERNMENTAL AGREEMENT FOR LIBRARY SERVICES (“Agreement”) is made and entered into this _____ day of _____, 2026 (the “**Effective Date**”), by and between Normal Public Library, a local library organized and operating pursuant to the Local Library Act, 75 ILCS 5/1-1, et seq. (the “**NPL**”), Bloomington Public Library, a local library organized and operating pursuant to the Local Library Act, 75 ILCS 5/1-1, et seq. (the “**BPL**”), and the Resource Sharing Alliance, a library consortium operating as an Illinois Intergovernmental Instrumentality (municipal instrumentality) (the “**RSA**”). May be referred to individually as “**Party**” or jointly as “**Parties**” throughout this Agreement.

RECITALS

WHEREAS, Article VII, Section 10 of the 1970 Constitution of the State of Illinois provides that units of local government may contract among themselves to obtain or share services and to exercise, combine, or transfer any power or function of Government in any manner not prohibited by law or ordinance; and

WHEREAS, Section 5 of the Intergovernmental Cooperation Act, 5 ILCS 220/5, authorizes units of local government to contract with other local governments to perform any governmental service, activity, or undertaking or to combine, transfer, or exercise any powers, functions, privileges, or authority which any of the agencies entering into the contract is authorized by law to perform; and

WHEREAS, Section 4-7(8) of the Local Library Act, 75 ILCS 5/4-7(8) authorizes the Parties to contract with any public or private entity for the purpose of providing or receiving library services; and

WHEREAS, the Parties are willing to cooperate to furnish economical, efficient, and comprehensive library services as described herein; and

WHEREAS, the Parties believe that the provision of library services by the Parties will provide benefits to the Parties and the general public, and therefore the Parties hereto believe it is in their best interests to enter into this Agreement.

NOW, THEREFORE, in consideration of the mutual promises herein stated and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

Section 1. Library Services. Subject to the terms and conditions of this Agreement, the Parties will provide library services including materials to the other Party (the “**Library Services**”). The Library Services will be provided in accordance with the Library’s policies and procedures, which all Parties acknowledge will apply throughout the term of this Agreement. The Parties reserve the right to reduce or alter any Library Services provided during the term of this Agreement. The Library Services include, but are not limited to:

1. NPL and BPL would each create library accounts for those patrons residing in the other library taxing district following the policies and procedures of the residing library.
2. NPL and BPL would update each other on new library card policies or procedures.
3. NPL and BPL would communicate to residing patrons the option to decline this otherwise automatic service.
4. RSA serves as the administrator of the integrated library system data sharing and upload on behalf of NPL.

Notwithstanding any other provision of this Agreement, the Library Services provided according to this Agreement do not include the following:

- a. [INSERT EXCLUDED SERVICES IF DESIRED]

Section 2. Hours of Operation. The Parties will provide Library Services to the other Party during the regular hours of operation for all Parties.

Section 3. Library Users. Patrons, residents, and cardholders of the Parties will have unaltered access to Library facilities and Library Services for the term of this Agreement.

Section 4. Publicity. Any statements or materials published related to the Library Services provided under this Agreement will be made jointly by the Parties, and is subject to the approval of all Parties. Each Party agrees to review, and approve or reject, any statements or materials within fourteen (14) days of receipt from the other Party. The failure to approve or reject materials within the timeframe set forth herein will be construed to be a rejection of the statement of materials. Neither Party will unreasonably withhold its approval of any such statements or materials.

Section 5. Term; Termination.

- a. Term. The term of this Agreement will commence on the Effective Date and shall continue of a period of one year (the “**Term**”), with the Term expiring on _____, 2027 unless earlier terminated under Section 8(b) or 8(c) of this Agreement.
- b. Term Renewal. This Agreement automatically renews for consecutive one-year terms unless, at least 30 days before the expiration of the term, either party notifies the other that it will not renew the Agreement.
- c. Termination for Convenience. Either Party may terminate this Agreement without cause and for convenience by providing at least thirty (30) days’ prior written notice of the effective date of termination.

Section 6. Indemnification. To the fullest extent permitted by law, the Parties will indemnify, defend, and hold harmless the other Party and its Trustees, Officers, Employees, and Agents from losses, injuries, damages, or claims (including reasonable attorneys’ fees and court costs) arising out of or relating to the Services provided under the terms of this Agreement. The indemnification obligations set forth in this Section 7 will survive expiration or termination of this Agreement.

Section 7. Additional Terms and Conditions.

- a. Relationship of the Parties. Nothing in this Agreement will be construed to create the relationship of principal and agent, employer and employee, partners, or joint venturers between the Parties, or their respective Elected Trustees, Appointed Trustees, Officers, Employees, or Agents.
- b. Notice. Any notice or communication required or permitted to be given under this Agreement must be in writing and delivered (i) personally, (ii) by a reputable overnight courier, (iii), by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid to the following:

If to NPL:

Normal Public Library
206 W College Ave
Normal, Illinois 61761
Attn: Library Director

If to BPL:

Bloomington Public Library
205 E Olive St
Bloomington, Illinois 61701
Attn: Library Director

If to RSA:

Resource Sharing Alliance
715 Sabrina Drive
East Peoria, Illinois, 61611
Attention: Executive Director

- c. No Third-Party Beneficiaries. No claim as a third-party beneficiary under this Agreement by any person, firm, or corporation other than the Parties will be made or valid against the other Party.
- d. Amendment. No amendment or modification to this Agreement will be effective until reduced to writing and approved and executed by all Parties.
- e. Non-Waiver. No Party is under any obligation to exercise any of the rights granted to it in this Agreement. The failure of either Party to exercise at any time any right granted to such Party will not be deemed or construed to be a waiver of that right, nor will the failure void or affect the Party's right to enforce that right or any other right.
- f. Governing Law; Venue. This Agreement is governed by, and enforced in accordance with the laws of the State of Illinois. Venue for any dispute arising out of this Agreement will be in the Circuit Court of McLean County, Illinois.
- g. Entire Agreement. This Agreement constitutes the entire agreement between the Parties and supersedes any and all prior agreements and negotiations between the Parties, whether written or oral, relating to the subject matter of this Agreement.

- h. Authority to Execute. Each Party to this Agreement hereby warrants and represents to the other Party that the persons executing this Agreement on its behalf have been properly authorized to do so by the governing authority of such Party.

IN WITNESS THEREOF, the Parties have executed this Agreement on the day and date appearing before their respective signatures.

NORMAL PUBLIC LIBRARY

By: _____

Title: _____

Attest: _____

Date: _____

BLOOMINGTON PUBLIC LIBRARY

By: _____

Title: _____

Attest: _____

Date: _____

RESOURCE SHARING ALLIANCE

By: _____

Title: _____

Attest: _____

Date: _____

Report Run Date: 8/20/2026

Report Run Date: 8/21/2026

Bills in System - Paid by Year Paid

Bill Paid In Full	False	True	Total
Bill Payment Year	Count (Bill Id)	Count (Bill Id)	Count (Bill Id)
2008	7	1	8
2009	11		11
2010	14		14
2011	31	3	34
2012	16	7	23
2013	31	18	49
2014	38	7	45
2015	41	8	49
2016	108	11	119
2017	69	7	76
2018	67	13	80
2019	158	22	180
2020	82	427,968	428,050
2021	71	263,099	263,170
2022	56	234,955	235,011
2023	83	268,125	268,208
2024	96	228,527	228,623
2025	108	184,075	184,183
2026	210	121,832	122,042
	126,896	1	126,897
Total	128,159	1,726,714	1,854,873

Bills in System - Paid by Year Paid

Bill Paid In Full	False	True	Total
Bill Payment Year	Count (Bill Id)	Count (Bill Id)	Count (Bill Id)
2008	7		7
2009	11		11
2010	14		14
2011	31		31
2012	16		16
2013	31		31
2014	38		38
2015	41		41
2016	108		108
2017	69		69
2018	67		67
2019	158		158
2020	82		82
2021	71	132,729	132,800
2022	56	234,813	234,869
2023	83	268,043	268,126
2024	96	228,412	228,508
2025	108	184,023	184,131
2026	210	122,152	122,362
	127,084	1	127,085
Total	128,347	1,169,109	1,297,456

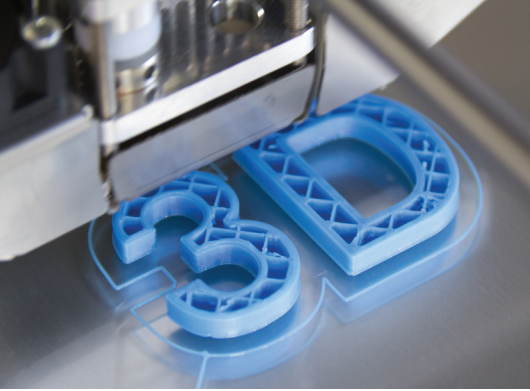
Withdrawing Members / Branches

A1_A-C-JRH - Removed 6,022 Items

BS_BPCCUSD - Removed 17,397 Items

B5_IBUD-HS - Removed 5,713 Items & 1,004 Users

Total Removed: 557,417



Reservation Service

Now you can offer patrons a complete reservation system, including computers, study room bookings, 3D printer time, game console use and almost any other device or facility location with minimal installation time systemwide and virtually zero maintenance. Built on EnvisionWare's revolutionary CloudNine® platform, a multi-tenant cloud service, the new Reservation Service is web-based and available as a hosted service.

The Service includes all of the features you know and trust with PC Reservation®, our industry-leading computer management software, combined with exciting new capabilities and a completely new product architecture.

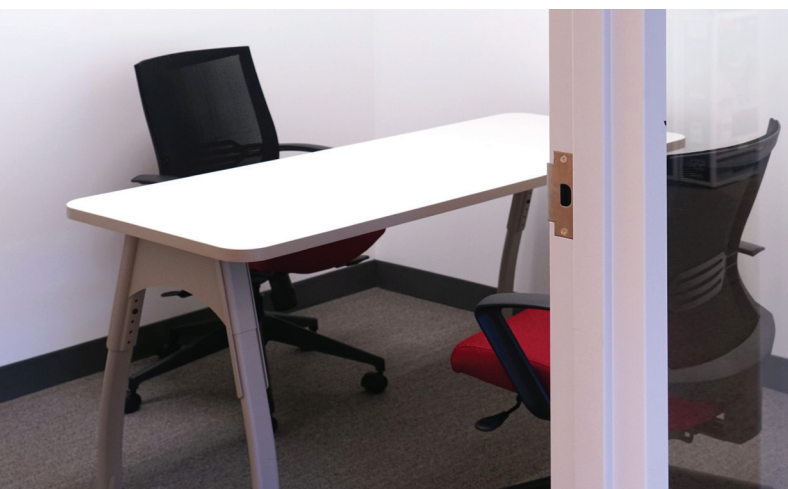
RESERVE VIRTUALLY ANYTHING. ANY TIME.

With the Reservation Service, you can manage virtually any by-the-minute or by-the-hour resource. The Reservation Service is designed to manage study room bookings, 3D printer time, game console and tablet use, as well as public computers. The administrator can create an unlimited number of unique resources and set unique use parameters for each device type.



- Offer Next Available Reservation, Advance Reservation.
- Configure how study room reservations will start – auto start or staff start.
- Manage session time to the minute.
- Establish unique session lengths by resource type.
- Support printed receipts, email and text notifications.
- Deliver a unified patron/guest login.
- Responsive design adapts easily to different devices.

The Reservation Service includes patron accessibility controls for font size, high contrast and screen height. Patron privacy is assured by use of an encrypted communication channel, destroying patron information nightly (administrator preference) and by storing data in the library's country.



COMPUTER RESERVATIONS WITHOUT THE GUESSWORK.

The Reservation Service leverages all the flexibility and features of our leading library computer reservation product, PC Reservation®, plus exciting new features and functionality. The Service is designed with input from our customers and incorporates leading-edge technology. The result is a revolutionary new product with features libraries want and their patrons need.

Patrons can login to make computer reservations in a variety of ways, using a public computer, a mobile device, or a reservation kiosk. Staff can offer patrons special long-length sessions, and users and staff can select a computer based on location. Additionally, when a patron enters their credentials, the system automatically determines whether a reservation already exists, or the user is making a new sign-up, removing any need for guesswork.

- Multiple options for booking, from Next Available, or scheduled reservations.
- Ability to meet diverse library policies.
- Multiple groups per branch with granular access and filtering policies.
- Robust menu options provide for font size changes, and other patron controls, as well as time remaining shown on screen.
- Alerts display to warn users when the session is about to end.
- Options to extend a session when others are not waiting.
- Works with Windows.



The Reservation Service is integrated with LPT:One™ for print management and our MobilePrint Service™ solution.



EASY INSTALLATION. VIRTUALLY ZERO MAINTENANCE.

The Reservation Service, built on *CloudNine*, is designed to completely remove the burden of updating from customers, from a single branch library to a complex consortium. Our revolutionary ZeroClient™ is an innovative, 'never update' approach. The ZeroClient will download all of the needed components when it starts and, as things change, downloads the new components automatically. The server is updated as needed by the Quality Assurance team. When EnvisionWare pushes out an update to the Service, every customer immediately has that update. This includes everything from small updates and patches to a major new release, ensuring that libraries are always running the latest update.

Customer service and support is also a breeze. With our *CloudNine* architecture, logs are written to the cloud service. EnvisionWare Support has immediate and comprehensive data about the behavior of every device in a customer's reservation system.

Set-up takes a few hours and is easy to implement. When purchased as a cloud service, there's no host application to install or update.

- **Browser-Based Administration:** Administration occurs in a web console that operates in any browser.
- **Assign Roles and Users:** A library, consortium or library system can define permissions down to granular control at multiple levels and settings are replicated at every level.
- **Built on API's:** The Service is unique in that all its application programming interfaces (APIs) were written first and then used to develop the application. That means that the API could be used by anyone to exercise any of the functionality provided in *CloudNine*. Third parties could use the API to develop an interface to custom applications and devices.
- **Java-less:** Instead of using Java, *CloudNine* delivers clients created in each native operating system language so clients are lightweight and guaranteed compatible.
- **Client Customization:** Supports custom colors, client backgrounds, and library logos, as well as a range of screen layouts and customization settings.
- **Electronic Documentation:** Offers a new online 'manual' featuring a comprehensive series of searchable articles.

SIMPLIFIED LICENSING. ALL-INCLUSIVE SUBSCRIPTION.

Reservation Service licenses are based upon service population as an all-inclusive subscription service that includes the software and maintenance. This offers existing customers a simplified quoting and billing model and a lower up-front cost for new customers. Under this model, small libraries can offer the same technology as the largest consortia, at a fraction of the cost of a perpetual license. Existing PC Reservation customers under maintenance receive credit toward the migration to the *CloudNine* Reservation Service. Other than a nominal consultation fee, all other costs are built into the ongoing subscription.

*Specifications and screen designs are subject to change without notice. Features are delivered in a series of product releases. Local premise installations will require the addition of a server.

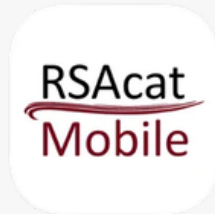
Maybe broccoli doesn't like you, either.



You have a lot on your plate now that school is back in session. Your library card gives you access to an impressive selection of cooking resources from over 100 libraries in central Illinois. We've got you covered from soup to nuts. It's all available for **free** with your public library card.

Ad-free resources from over 100 libraries at your freshly washed fingertips.

No time to visit the library? Use your library card to access the library anytime, anywhere through the following apps:



<http://LIBRARY WEBSITE ADDRESS>

National Library Card Sign Up Month
September 1 - 30, 2026

Your library logo here



ACT NOW!



**NATIONAL
LIBRARY CARD
SIGN UP MONTH
SEPTEMBER
1 - 30, 2026**

FOR ADULT CARDS

- Must live in the city of **YOUR CITY**
- Must show a photo I.D.
- Must show something with your current address

FOR KID'S CARDS

- Must live in the city of **YOUR CITY**
- Parent must show photo I.D.
- Parent must show something with current address
- Child must be accompanied by a parent



RSACat
Mobile

<http://LIBRARY WEBSITE ADDRESS>





Get lost in an audio book

National Library Card Sign Up Month

September 1st - 30th

INSERT YOUR LIBRARY
LOGO IN THIS SPACE

<http://LIBRARY WEBSITE ADDRESS>

Borrow ebooks
& audiobooks.



RSACat
Mobile

INSERT YOUR LIBRARY
LOGO IN THIS SPACE

LIBRARY WEBSITE ADDRESS



Welcome September!

National Library Card Sign Up Month
September 1st - 30th

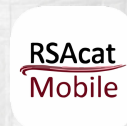
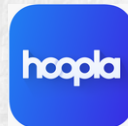
FOR ADULT CARDS

- Must live in the city of **INSERT YOUR CITY**
- Must show a photo I.D.
- Must show something with your current address

FOR KID'S CARDS

- Must live in the city of **INSERT YOUR CITY**
- Parent must show photo I.D.
- Parent must show something with current address
- Child must be accompanied by a parent

**Your library logo
and website here**



New Year, New You Bundling Promo*

Through 12/31/2027



Use your library to find your favorite exercise pairing. The selection is amazing thanks to resource sharing within our library network. Downloads available through the Libby, Hoopla, and Palace Project apps.

***Free with your
library card**