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

RSA BOARD MEETING AGENDA

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

2. Recognition of guests, public comments, and announcements - President
   2.1 In person:
   2.2 Teams Locations: None

3. Agenda adoption (action requested) – President

4. Board Business – President
   4.1 Elections for Vice President and Treasurer positions elected in odd FYs (action requested)
   4.2 Ensure all Board members have current OMA training certificates (discussion) – AED
   4.3 Approve updated RSA Board Governance Policy (discussion and possible action) – AED
   4.4 Remove Beth Duttlinger from check signers list and appoint fourth check signer (action requested) – ED
   4.5 Review and Refresh organizational Goals for FY27 (discussion and possible action) – President
   4.6 Review Board's relationship with member libraries (discussion and possible action) – President

5. Consent agenda (action requested) – President
   5.1 Approve Board meeting minutes: 4 June 2026
   5.2 Accept Financial Report for 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

6. Reports and Member Library Inputs (discussion and possible action)
   6.1 Departmental Reports - RSA Staff
   6.2 Directors Advisory Committee (DAC) – President / Committee Chair
      6.2.1 Appoint Final Committee Member for FY27 – update
   6.3 RSA Day Committee – R. Seaborn / Committee Chair
   6.4 Submitted Discussion Topics from Members (discussion) – Board / RSA Staff

7. Unfinished Business
   7.1 Strategic Plan Preparation w/ timeline update (discussion and possible action) – President
      7.1.1 Establish a working group
   7.2 Approve Leadership Transition Plan Recommendation from FY26 Board (discussion and possible action) – President/ED
   7.3 Environmental Scan Updates (discussion only) – ED

8. New Business
    8.1 Infographics – Review and Comment on DAC Example (discussion and possible action) – ED / AED
        8.1.1 – What infographics should RSA start to create for the membership?
    8.2 RAILS Consortia Committee Alternate (discussion and possible action) – President
    8.3 Review and approve updated Freedom of Information Policy for 2026/27 (discussion and possible action) – AED

9. Board & Member Library Development - President
    9.1 Board Member Comments or Projects in your library (discussion only)

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

11. Closed Session – President

(5 ILCS 120/2) (from Ch. 102, par. 42) Sec.2

(c) (21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

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

12. Actions in follow-up to closed session (possible action requested) – President – *Roll Call Vote*

13. Adjourn (action requested) – President

FINAL VOTE OR ACTION MAY BE TAKEN AT THE MEETING ON ANY AGENDA ITEM SUBJECT MATTER LISTED ABOVE, UNLESS THE AGENDA LINE ITEM SPECIFICALLY STATES OTHERWISE.

Future FY27 Meeting Dates:

3 Sep 2026	*Illinois Veterans Home, Class Room*
5 Nov 2026	*Farmington Area Public Library*
14 Jan 2027	*Four Star Public Library District (2nd Thursday)*
4 Feb 2027	*Marquette Heights Public Library*
1 Apr 2027	*Brown County Public Library*
6 May 2027	*Fondulac Public Library District*
3 Jun 2027	*Carlock Public Library District*

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RSA Board of Directors Governance Policy

Last updated: DRAFT

RSA Board of Directors Roles and Responsibilities

- Attend board meetings; regular in-person attendance is expected to ensure quorum.
- Communicate with the Board President and Executive Director when unable to attend or on occasions where in-person attendance is not possible.
- Gather input from members and bring input to the Board when relevant; be alert to member concerns that can be addressed by RSA's mission, objectives, and programs.
- Reach out to new directors and welcome them to RSA and answer questions.
- Communicate information to members; support the decisions of the Board when communicating with members.
- Set RSA policies for implementation by Executive Director and staff.
- Oversee fiscal operations of the consortium; review annual budget and make recommendations on the budget and capital expenditures to Executive Director.
- Assist in the evaluation of vendors, contractors, and products.
- Create and oversee the consortium's long range and strategic planning with input from members, the Executive Director, and staff.
- Receive and approve recommendations from the Directors Advisory Committee and Membership Groups.
- Participate in hiring, evaluation, and setting salary for the Executive Director.
- Complete Open Meetings Act training and submit certificate to RSA Administration.

Time Commitment

- Board terms are four years in length. Initial 2024 election terms may be shorter.
- The Board will meet not less than 8 times per year. Meetings are conducted in person for a quorum required by the Open Meetings Act. Meetings last approximately two hours and do not include the time required to travel to different meeting locations. Meetings are held on a rotating basis in each of the five RSA member regions.
- Prepare for meetings by reading the packet, asking for clarification in advance when possible, and bringing communications to the meeting.

Compensation

- Board members will receive mileage reimbursement for travel to and from their library for attending Board Meetings.
- Board members will receive lunch when meetings fall during lunchtime.

- There is an annual rebate for Board service for those libraries with staff serving on the RSA Board. These libraries will receive a $1,000 rebate check at the end of each service year to cover the other expenses required to allow service on the RSA Board.

RSA Board of Directors Makeup

Starting 1 July 2024, the RSA Board of Directors will consist of twelve seats apportioned as outlined below. Candidates for the Board must be the Director of a Member Library or hold a supervisor level position and be nominated by their Library Director, or be a School, Academic, or Special Librarian. The Board shall appoint a 3-person nominating committee to actively recruit a slate of candidates starting in February of each year. The full election slate will be released prior to the voting.

Each Member Library has one vote and votes for all open seats in each election. Elections shall be held by electronic ballot.

All Board Members serve a 4-year elected term with a maximum continuous total of 9 years' service on the Board. The years of service start accruing as of 1 July 2024. Annual elections take place in May/June each year. Board members with more than 9 years of maximum continuous service on the Board must take one year off prior to serving again. Newly elected Board Members begin their term effective July 1st, except in the case where there is an appointment to fill an open term. Any open position with more than 9 months remaining will result in a special election with the elected member being seated immediately after the results are tabulated and released.

The initial Board of Directors election for the new Illinois Intergovernmental Instrumentality RSA will take place in June 2024. All twelve positions on the Board will be filled in this election to serve a partial or full term as outlined below.

The Board has four elected positions: President, Vice President, Treasurer, Secretary. Any Board member may fill any of these elected roles. President and Secretary positions are filled by a Board vote at the July meeting in even numbered Fiscal Years. Vice President and Treasurer positions are filled by a Board vote the July meeting in odd numbered Fiscal Years except for the July 2024 meeting where all four positions will be filled.

All Board of Directors meetings require an in-person quorum. Meetings will rotate between the 5 RSA regions. Board members will be reimbursed for gas and provided food at each meeting. Libraries with staff serving on the Board will receive a $1,000 rebate check to cover the time and expenses required to serve on the RSA Board of Directors. The rebate check will be issued following each year of service. The rebate will be pro-rated for libraries who have staff join or leave the Board for any reason mid-term.

RSA Governance Decision-Making Breakout

	Board of Directors	**Directors Advisory Committee**	**Executive Director**	**Membership Groups via Staff Liaisons**
Executive Director's Supervision, Employment, Compensation	**Approves**		Suggests	
RSA Staff Supervision, Employment, Compensation	Informed (where appropriate)		**Approves**	
Strategic Planning	**Approves**	Recommends	Recommends	Recommends
Membership: Changes, Withdrawals, New Members	**Approves**		Recommends	Informed
Resolve Member Disputes	**Reviews/ Adjudicates**		Reviews / Recommends	
Review, Modify, Rescind Bylaws	**Approves**	Recommends	Recommends	Informed
Create, Modify, or Rescind Policies	**Approves**	Recommends	Recommends	Recommends
Create, Modify, or Rescind Standards, Procedures, Cheat Sheets, Guides	Recommends	Recommends	**Approves**	Recommends
Financial Review, Approval, Check Signing	**Approves**		Recommends	
Develop Annual Budget	**Approves**	Informed	Recommends	
Budgeted Spending & Contract Renewals	Informed		**Approves**	
Budget Line-Item Transfers, Non-Budgeted Spending or New Contracts				
$0 - $10,000	Informed of new contracts		**Approves**	
$10,001+	**Approves**		Recommends	

Ethics and behavior expected of RSA Board Directors

1. We provide the highest level of service to all RSA library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We protect each RSA library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.
3. We believe that the values of diversity, equity, and inclusion form the foundation of the library profession, our professional associations, and our interactions with each other and our members.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of RSA library users, colleagues, or our employing institutions.
7. We shall not engage in financial transactions using nonpublic Library information or allow the improper use of such information to further any private interest.
8. We are entrusted with fiscal responsibility as described in the Bylaws of the Resource Sharing Alliance and are responsible for setting a tone within their functional area of responsibility for ethical conduct and integrity.
9. We exercise prudence and integrity in the management of funds in our custody and in all fiscal transactions in which we participate.

Approved by the RSA Board of Directors July 17, 2024
Amended and approved by the RSA Board of Directors August 6, 2026

Resource Sharing Alliance
715 Sabrina Drive
East Peoria, IL 61611
866-940-4083

August 6, 2026

Subject: RSA Organizational Goals for FY27

RSA's annual goals have been self-evident for the past couple of years as we completed the RIP project. As that is now complete it's good to record them moving forward.

Here are proposed goals for FY27:

1) Hire new Executive Director to be in post May 31st, 2027.
2) Complete new strategic plan.
3) Fill two additional positions (1 cataloger and 1 Operations Manager [details tbd]} to full 14 FTE staff level.
4) Continue to develop and set guidance and expectations for staff efforts supporting our members for both existing and new employees.
5) Continue to train the Office & Marketing Coordinator to take over most administrative and HR POC work. Start rolling marketing efforts to this person.
6) Continue to train the new Library Systems & Data Analyst with as much BCA information as exists in Kendal's head.
7) Continue succession planning from Kendal to Antony. Document an overall plan for future succession planning at the administrative level.
8) Issue a Library Systems Environmental Scan in the first half of FY27.

RSA Internal Use

RSA BOARD MINUTES
Thursday, 4 June 2026 | 11:30 AM
Carlock Public Library, 202 E. Washington St., Carlock, IL 61725

1. Welcome and Call to Order – President
G Buhr, Board President, called the meeting to order at **11:31** AM on Thursday, 4 June 2026, at Carlock Public Library.

1.1 Roll call of RSA Board Members at meeting location - Note Taker
Amanda Shaffer – **present**
Beth Duttlinger – **present**
Bobbi Mock - **present**
Christie Lau – **present**
Genna Buhr - **present**
Jenny Jackson - **present**
Larisa Good - **present**
Lauren Heck – **present**
Rebecca Seaborn – **present**
Richard Young – **present**
Samantha Freed - **absent**

1.2 In-person quorum: adopt motion allowing members to participate via Teams if they meet OMA rules preventing physical attendance (action requested) – President

Motion by B. Duttlinger, seconded by R. Young

TO ALLOW MEMBERS TO PARTICIPATE VIA TEAMS BE APPROVED

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

Teams participation sites:

- **Valerie Simmons, 213 N. Fair St., Mendon, IL 62351**

1.3 Roll call of RSA Board Members participating via Teams - Note Taker
Valeria Simmons – absent at roll call, but joined about 10 minutes into the meeting.

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

2.1 In person:
Kendal Orrison (RSA), Laura Spires (RSA)

2.2 Teams Location:
Amy Harris (Alpha Park Public Library)

3. Agenda adoption (action requested) – President

<u>Motion by J. Jackson, seconded by R. Seaborn</u>

<u>THE MEETING AGENDA BE APPROVED</u>

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

4. Consent agenda (action requested) – President

4.1 Approve Board meeting minutes: 7 May 2026

4.2 Accept Financial Reports April 2026

4.3 Accept Check Register of $110,415.71 for April 2026

<u>Motion by B. Mock, seconded by J. Jackson</u>

<u>THE CONSENT AGENDA, MEETING MINUTES, and CHECK REGISTER OF $110,415.71 for April 2026 BE APPROVED</u>

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

5. Reports (discussion and possible action)

5.1 Departmental Reports - RSA Staff

- Updates: Enterprise/Portfolio RSAcat server upgrade occurred over the weekend. It is giving weird time out errors. Kendal opened a strongly worded case with Sirsi.
- Maria is working on implementing online payments in RSAcat. We have added new libraries, set up the backend, confirm contact information with each library, and run a test payment which Kendal immediately voids. There is an issue with some libraries are able to be set up and some are not. We are working on figuring that out. The overall setup and implementation takes time to implement out because we must reach out to each library to verify contact information prior to them going live.
- The firewall stuff is all done! There is nothing left in Springfield.
- We have a phone call scheduled with Sirsi next week re: database cleanup project. This is step one. There are 270k records with 10-digit isbns.
    - Step two is looking at only brief cataloging records and seeing if any can be merged.
    - Step three is to take the remaining brief records to see if they can be matched to a full record. We are spending consulting money to get that done.
- We have 32 directors already registered for Director's Day.
- Antony has been with us for 3 years.
- Kendal is less than a year away from retirement.
- There are new bits in BLUEcloud Circ that were updated last week. The default search reverted to name or ID. Antony and Kendal have concerns about setup issues on the backend and scheduled a phone call with the head of dev with Sirsi and the head of BLUEcloud regarding them.

5.2 Directors Advisory Committee (DAC) – President

• DAC has not met since last board meeting.

5.2.1 Committee membership appointments for FY27 – update

•Terms are ending for Bobbi, Randall, and Noelle, but they have decided to continue serving on the committee.

• Kristen Tortat is departing the DAC. Amy Harris has been elected to the Board and needed to be replaced on the DAC.

• Alissa Williams will be stepping into the DAC seat formerly held by Amy.

5.2.2 Expand member involvement by electing Committee Chair from appointed members

• We are starting to see more DAC participation.

•At the next DAC meeting, Genna will propose the committee select their own chairperson from their own members who are not Board members. Genna believes that it would be good to have separate leadership for each. The position of DAC chair would be an annual election at the first meeting of the FY.

• Antony continues as the RSA liaison to the DAC and will work with the Committee Chair to create the meeting agenda.

• Reiterated that the DAC's role is basically identical to the former User's Group: provide opinions on what RSA should do.

• Kendal suggests either a verbal or written report should be provided by the DAC Chair at the next Board meeting after a DAC meeting. The DAC chair could attend board meetings online.

• Larisa would like to know if a DAC meeting should be held at the Director's Day event, or if marketing collateral should be available at Director's Day to feature information and promote DAC.

5.3 RSA Day Committee – President/L Good

•Committee has not met yet.

5.3.1 Approve Committee meeting dates for FY27 (action requested)

•Proposed schedule is in the meeting packet.

Motion by L. Good, seconded by B. Mock

THE MOTION TO APPROVE THE RSA DAY COMMITTEE CALENDAR FOR FY27 BE APPROVED.

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

5.3.2 Appointed Committee Members for FY27 - update

• Alyce Jackson and Kim Lichtsinn have agreed to stay on.

• Alissa may stay on as committee chair.

• Larisa is leaving the Board and will be replaced with a new board liaison to this committee.

• Rebecca Seaborn volunteered as board liaison for this committee.

5.4 FY27 Board Election Update – ED

• Election results are provided. There were no duplicate votes and no votes in error.

• All candidates have been emailed with the election results. Genna thanks Larisa and Beth for their service on the board. This is their last board meeting.

6. Unfinished Business

6.1 Strategic Plan Proposal from Fast Forward Libraries (discussion and possible action) – President

• We have a proposal from Fast Forward Libraries. This is basically the same procedure we used to create the 2019 Strategic Plan. Total is $20k and is included in the FY27 budget.
• Amanda Standefer has worked with RSA previously. She will be working primarily with Antony. The Board and Kendal were very happy with her previous work on the 2019 Strat Plan.
•There were no questions about the information provided in the proposal.

<u>Motion by R. Young, seconded by J. Jackson</u>

<u>THE STRATEGIC PLAN PROPOSAL FROM FAST FORWARD LIBRARIES BE ACCEPTED</u>

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

6.2 Leadership Transition Background and Options (discussion only) – President/ED

• Kendal, based on a question raised at the May Board meeting, contacted our lawyers for clarification about the legal requirements and process of hiring a new Executive Director. The lawyer relates that there are no specific Federal/State requirements, but that RSA's Bylaws/IGA/internal policies may have wording about the process. These documents only state that the Board is responsible for hiring the Executive Director and are silent on the process.
• Kendal also asked his peers at CCS, SWAN and PrairieCat. None have hired in the past 10-ish years but their previous process was a full hiring process and none had an Assistant Director at the time. Their emergency process to fill a suddenly open Executive Director position would be to again run a full process.
• When RSA created and filled the AED position in 2023 it was the assumption that person hired would be on a multi-year interview to fill the ED role when Kendal retires.
• Almost all of the new work that came with full independence is pure administrative and management work, not technical. Kendal's skill set is primarily technical while Antony's is primarily on the administrative and management side. Much of the transition work assumed the AED would transition to the ED role or at least remain on staff. The division of labor between ED and AED will continue regardless of what the board chooses to do since it's best of RSA long term for someone with a longer time frame manages some processes.
• The board reviewed several options to fill the ED role in 2027:
  • Opt. 1 is to post/advertise the position and run the full process.
  • Opt. 2 is to hire a consulting firm to do the work.
  • Opt. 3 is to have the board sit down for a formal interview with the Assistant ED. Then regroup if they fell it's necessary
• Beth's philosophy is that Antony was hired with the idea that he would eventually fill this position. She isn't sure we should commit resources to go through a full process when those resources should be used to rework and fill Antony's current position.
• Jenny asked if there are any concerns about any potential coverage gaps when Kendal retires that should be addressed immediately? Most are gaps in long term RSA history, system setup, and reporting knowledge. SirsiDynix can fill most of the system related gaps and would happily do so. A

better question will be, what gaps appear in daily working after Kendal's retirement? They may be technical in nature, or organizational, or maybe a new area of concern emerges.
• Kendal notes that system knowledge changes all the time, especially if RSA migrates to another automation system. The new ED should have a more administrative focus to run RSA. We do need to ensure someone on staff is keeping an eye on our technical vision/future products, but this is a difficult thing to train from scratch.
• Genna also recommends going with opt. 3. The full board agreed. A recommendation from the FY26 Board for the FY27 Board's consideration will be on the August agenda.

6.3 Environmental Scan Updates (discussion only) – ED
• James, Antony, Erica, and Kendal have been attending the RFP presentations of a sister organization in Ohio. Their organization is very similar to RSA in same size and type. James has a monthly call with their tech staff to share tips and tricks.
• SirsiDynix (current vendor), Bywater Solutions Koha, and Innovative Polaris were selected for presentations. RSA is attending the public-facing sales presentations, but not the private, more in-depth system administration sessions.
• Attending these sessions has helped to focus in on what we will ask vendors to present during RSA's library automation systems environmental scan this fall.

7. New Business
7.1 Review Board Workplan for FY27 (discussion only) – ED
• Kendal created a guess at a board work plan for the new RSA staring in 2025. We used it for two years and took notes. The new workplan was presented to give the board an idea as to what types of scheduled or repeatable events to expect at each board meeting.

8. Board & Member Library Development – President
8.1 Board Member comments or projects in your library (discussion only)
• Beth just got her bar code duplicator and has started applying barcodes close to the spine. She has the information on her website.
• Genna mentioned partial funding came through from the north central grant.

9. President's Time, Additional Public Comments, and Agenda Building for the 6 August meeting at Midwest Central CUSD, High School Library (discussion only)
• Beth offered her thanks to the board members.

10. Adjourn (action requested) – President

Motion by B. Duttlinger, seconded by L. Good

THE MEETING BE ADJOURNED

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

Meeting adjourned at **12:55** pm
Minutes compiled by: Laura Spires, RSA Business and Marketing Coordinator
Minutes approved by: Board of Directors on

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

Beginning Cash Balance	$ 2,411,202.83
Cash Received	
Payments from Member Libraries, RAILS, etc.	30,706.37
Transfer from ProPay for eCommerce Pay-Outs	-
Interest - Morton Bank Insured Cash Sweep Account	2,528.09
Credit Card Cash Back Rewards	-
Total Cash Received	33,234.46
Expenses Paid	
Checks and Vendor ACH Payments	26,682.84
Payroll and Retirement Contributions	70,576.59
Investment Transfer to Set-Up CDARS	-
Total Disbursements	97,259.43
Ending Cash Balance	$ 2,347,177.86

PROPAY FUNDS DETAIL:	
ProPay Account Balance	$10,983.09
ProPay Funds Receivable	$234.29
eCommerce Receipts Payable to Members	$11,117.38
RSA PROPAY BALANCE	$100.00
CASH DETAILS:	
Member Library Pre-Payments	$ -
Working Cash (Ending Cash Balance + RSA ProPay Balance - Member Pre-Payments)	2,347,277.86
TOTAL CASH	$ 2,347,277.86
CDARS INVESTMENT DETAILS:	
2 Year CD @ 3.44% Interest 5/15/2025 - 5/13/2027	$339,530.06
2 Year CD @ 3.44% Interest 5/15/2025 - 5/13/2027	$339,530.07
2 Year CD @ 3.22% Interest 11/13/2025 - 11/12/2027	$336,610.98
2 Year CD @ 3.22% Interest 11/13/2025 - 11/12/2027	$343,152.36
2 Year CD @ 3.22% Interest 2/26/2026 - 2/24/2028	$361,564.64
2 Year CD @ 3.22% Interest 2/26/2026 - 2/24/2028	$361,528.51
2 Year CD @ 3.26% Interest 4/16/2026 - 4/13/2028	$357,732.63
2 Year CD @ 3.26% Interest 4/16/2026 - 4/13/2028	$355,651.71
2 Year CD @ 3.26% Interest 5/7/2026 - 5/4/2028	$361,757.58
2 Year CD @ 3.26% Interest 5/7/2026 - 5/4/2028	$364,998.68
TOTAL CD INVESTMENT VALUE	$3,522,057.22
Invested in Capital Assets Balance as of May 2026	$11,931.76
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of May 2026	$30,084.01
Unrestricted Net Assets as of May 2026	$5,775,157.18
FY26 Budgeted Operating Expenses Excluding Reimbursements:	$ 1,377,811.50
Working Cash Coverage of FY26 Budgeted Operating Expenses (Months):	20.4
CD Coverage of FY26 Budgeted Operating Expenses (Months):	30.7

RSA

Balance Sheet

As of 5/31/2026

	Balance End of Month
Assets	
Cash and cash equivalents	2,347,177.86
ProPay funds	10,983.09
Investments	3,522,057.22
ProPay funds receivable	234.29
Other receivables	542.62
Accounts receivables	14,108.53
Prepaid expenses	45,648.91
Capital assets, net	
Computers	685,002.00
Vehicles	12,784.00
Subscription Based IT Arrangements	1,877,940.00
Accumulated Depreciation	(685,854.24)
Accumulated Amortization - Subscription Based IT Arrangement	(245,920.62)
Total Capital assets, net	1,643,951.14
Total Assets	7,584,703.66
Liabilities	
eCommerce receipts payable	11,117.38
Payroll	
Salaries Payable	21,765.25
PR Tax Withheld Payable	6,112.08
Pension Payable	10,321.44
Retirement Payable	1,359.00
PR Tax Expense Payable	2,431.30
Total Payroll	41,989.07
Deferred revenue	112,488.89
Other long-term obligations	
Subscription Based IT Arrangements Payable	1,601,935.37
Total Other long-term obligations	1,601,935.37
Total Liabilities	1,767,530.71
Net Assets	
Beginning fund balance	5,422,945.69
Current YTD net income	
Reimbursements-ADML	109,964.07
Reimbursements-eRead Illinois	20,693.75
E-Resources-ADML	(111,700.55)
E-Resources-eRead Illinois	(68,979.13)
Other	444,249.12
Total Current YTD net income	394,227.26
Total Net Assets	5,817,172.95
Total Liabilities and Net Assets	7,584,703.66

RSA
Statement of Revenues and Expenses
From 5/1/2026 Through 5/31/2026

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Other Grants	0.00	1,535.00	916.00	167.57%	1,000.00	153.50%
Fees for Services and Materials						
Fees For Services And Materials	81,061.12	891,672.31	883,549.81	100.91%	963,872.52	92.50%
Associate Member Fees	10.42	114.62	137.50	83.36%	150.00	76.41%
Non-OCLC Member Fees	346.91	3,816.01	3,496.79	109.12%	3,814.71	100.03%
Total Fees for Services and Materials	81,418.45	895,602.94	887,184.10	100.95%	967,837.23	92.54%
Reimbursements-General	271.50	6,807.07	6,321.70	107.67%	6,896.43	98.70%
Reimbursments-ADML	9,433.17	109,964.07	112,456.74	97.78%	122,680.07	89.63%
Reimbursements-eRead Illinois	1,881.25	20,693.75	21,450.00	96.47%	23,400.00	88.43%
Investment Income	12,427.93	148,873.52	114,584.00	129.92%	125,000.00	119.09%
Other Revenue						
Other Revenue	0.00	13,554.27	184.00	7,366.45%	200.00	6,777.13%
RAILS Financial Support Grant	18,726.08	205,986.91	205,987.21	99.99%	224,713.37	91.66%
Total Other Revenue	18,726.08	219,541.18	206,171.21	106.48%	224,913.37	97.61%
Total REVENUES	124,158.38	1,403,017.53	1,349,083.75	104.00%	1,471,727.10	95.33%
EXPENSES						
Personnel						
Library Professionals	23,406.09	90,481.72	185,769.00	48.70%	219,545.00	41.21%
Other Professionals	26,275.92	99,294.38	154,360.00	64.32%	182,425.00	54.43%
Support Services	47,309.27	164,410.95	24,821.00	662.38%	29,334.00	560.47%
Social Security Taxes	7,111.76	26,186.49	27,917.00	93.80%	32,993.00	79.36%
Unemployment Insurance	192.59	5,853.57	1,666.00	351.35%	2,000.00	292.67%
Worker's Compensation	141.18	705.90	899.00	78.52%	1,078.00	65.48%
Retirement Benefits	5,256.90	19,196.87	54,997.00	34.90%	64,996.00	29.53%
Health, Dental And Life Insurance	8,079.34	39,240.62	55,310.00	70.94%	66,372.00	59.12%
Other Fringe Benefits	75.00	375.00	69.00	543.47%	82.00	457.31%
Staff Professional Memberships	0.00	0.00	1,250.00	0.00%	1,500.00	0.00%
Recruiting	0.00	0.00	1,834.00	0.00%	2,000.00	0.00%
Total Personnel	117,848.05	445,745.50	508,892.00	87.59%	602,325.00	74.00%
Library Materials						
Print Materials	0.00	0.00	459.00	0.00%	500.00	0.00%
Nonprint Materials	0.00	0.00	459.00	0.00%	500.00	0.00%
E-Resources-ADML	10,360.04	111,700.55	112,357.74	99.41%	122,572.07	91.13%
E-Resources-eRead Illinois	6,270.83	68,979.13	71,500.00	96.47%	78,000.00	88.43%
E-Resources-General	0.00	0.00	1,834.00	0.00%	2,000.00	0.00%
Total Library Materials	16,630.87	180,679.68	186,609.74	96.82%	203,572.07	88.75%
Vehicles						
Fuel	227.83	572.79	4,166.00	13.74%	5,000.00	11.45%
Repairs and Maintenance	0.00	89.28	4,166.00	2.14%	5,000.00	1.78%
Vehicle Insurance	211.58	846.32	5,834.00	14.50%	7,000.00	12.09%
Other Vehicle Expenses	20.00	470.34	1,250.00	37.62%	1,500.00	31.35%
Total Vehicles	459.41	1,978.73	15,416.00	12.84%	18,500.00	10.70%

RSA
Statement of Revenues and Expenses
From 5/1/2026 Through 5/31/2026

	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	1,287.82	9,056.00	14.22%	9,880.00	13.03%
Out-Of-State Travel	0.00	668.89	12,856.25	5.20%	14,025.00	4.76%
Registrations And Meeting, Other Fees	3,830.68	10,565.72	33,459.00	31.57%	36,500.00	28.94%
Conferences And Continuing Education Meetings	0.00	2,746.00	14,255.00	19.26%	15,550.00	17.65%
Total Travel and Continuing Education	3,830.68	15,268.43	69,626.25	21.93%	75,955.00	20.10%
Public Relations	0.00	425.10	5,959.00	7.13%	6,500.00	6.54%
Commercial Insurance	446.08	3,778.58	13,841.00	27.29%	15,100.00	25.02%
Supplies, Postage and Printing						
Computers, Software And Supplies	302.34	33,631.93	46,635.00	72.11%	50,875.00	66.10%
General Office Supplies And Equipment	52.12	904.44	5,041.00	17.94%	5,500.00	16.44%
Postage	0.00	371.98	1,031.25	36.07%	1,125.00	33.06%
Total Supplies, Postage and Printing	354.46	34,908.35	52,707.25	66.23%	57,500.00	60.71%
Telephone and Telecommunications	152.40	374.80	4,166.25	8.99%	4,545.00	8.24%
Equipment Rental, Repair and Maintenance						
Equipment Rental	0.00	0.00	2,750.00	0.00%	3,000.00	0.00%
Total Equipment Rental, Repair and Maintenance	0.00	0.00	2,750.00	0.00%	3,000.00	0.00%
Professional Services						
Legal	0.00	6,570.50	13,980.00	46.99%	15,250.00	43.08%
Accounting	0.00	23,625.00	9,625.00	245.45%	10,500.00	225.00%
Consulting	125.00	47,736.88	100,834.00	47.34%	110,000.00	43.39%
Payroll Service Fees	341.08	2,794.22	8,888.00	31.43%	10,000.00	27.94%
Contractual Staff	0.00	0.00	9,166.00	0.00%	10,000.00	0.00%
Total Professional Services	466.08	80,726.60	142,493.00	56.65%	155,750.00	51.83%
Contractual Services						
Other Contractual Services	(556.55)	(2,058.51)	353,875.50	(0.58)%	386,045.93	(0.53)%
Amortization - Subscription Based IT Arrangements	22,356.42	245,920.62	0.00	0.00%	0.00	0.00%
Total Contractual Services	21,799.87	243,862.11	353,875.50	68.91%	386,045.93	63.17%
Depreciation						
Depreciation	213.06	852.24	0.00	0.00%	0.00	0.00%
Total Depreciation	213.06	852.24	0.00	0.00%	0.00	0.00%
Professional Association Membership Dues	0.00	150.00	1,237.50	12.12%	1,350.00	11.11%
Miscellaneous	0.00	40.15	591.25	6.79%	645.00	6.22%
Total EXPENSES	162,200.96	1,008,790.27	1,358,164.74	74.28%	1,530,788.00	65.90%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(38,042.58)	394,227.26	(9,080.99)	(4,341.23)%	(59,060.90)	(667.49)%

5-3 Check Register for May 2026

RSA

Check/Voucher Register - Board - RSA Register
1003 - Cash - Morton Bank - Checking - 5661
From 5/1/2026 Through 5/31/2026

Vendor Name	Effective Date	Check Amount
Overdrive Inc	5/4/2026	9,693.37
Morton Community Bank	5/6/2026	3,743.89
PAYLOCITY	5/7/2026	21,765.20
PAYLOCITY	5/7/2026	8,562.81
LIMRiCC	5/11/2026	12,297.19
MISSIONSQUARE	5/11/2026	1,359.00
BETH DUTTLINGER	5/13/2026	81.20
GENNA BUHR	5/13/2026	155.45
JENNY JACKSON	5/13/2026	104.40
REBECCA SEABORN	5/13/2026	72.50
VALERIE SIMMONS	5/13/2026	50.76
IMRF	5/13/2026	6,880.93
CONSOCIATE INC	5/19/2026	75.00
ROBERTA MOCK	5/20/2026	110.20
GENNA BUHR	5/20/2026	101.50
RICHARD YOUNG	5/20/2026	112.38
PAYLOCITY	5/20/2026	341.08
PAYLOCITY	5/21/2026	21,765.13
PAYLOCITY	5/21/2026	8,543.44
Liberty Mutual Insurance	5/21/2026	85.00
MISSIONSQUARE	5/26/2026	1,359.00
Report Total		97,259.43

Preliminary and Unaudited

RESOURCE SHARING ALLIANCE
CASH REPORT
FOR THE PERIOD ENDING June 30, 2026

Beginning Cash Balance	$ 2,347,177.86
Cash Received	
Payments from Member Libraries, RAILS, etc.	59,024.22
Transfer from ProPay for eCommerce Pay-Outs	-
Interest - Morton Bank Insured Cash Sweep Account	2,363.03
Credit Card Cash Back Rewards	-
Total Cash Received	61,387.25
Expenses Paid	
Checks and Vendor ACH Payments	39,514.44
Payroll and Retirement Contributions	70,557.24
Investment Transfer to Set-Up CDARS	-
Total Disbursements	110,071.68
Ending Cash Balance	$ 2,298,493.43

PROPAY FUNDS DETAIL:

ProPay Account Balance	$12,985.57
ProPay Funds Receivable	$786.96
eCommerce Receipts Payable to Members	$13,672.53
RSA PROPAY BALANCE	$100.00

CASH DETAILS:

Member Library Pre-Payments	$ -
Working Cash (Ending Cash Balance + RSA ProPay Balance - Member Pre-Payments)	2,298,593.43
TOTAL CASH	$ 2,298,593.43

CDARS INVESTMENT DETAILS:

2 Year CD @ 3.44% Interest 5/15/2025 - 5/13/2027	$340,491.36
2 Year CD @ 3.44% Interest 5/15/2025 - 5/13/2027	$340,491.37
2 Year CD @ 3.22% Interest 11/13/2025 - 11/12/2027	$337,502.98
2 Year CD @ 3.22% Interest 11/13/2025 - 11/12/2027	$344,061.70
2 Year CD @ 3.22% Interest 2/26/2026 - 2/24/2028	$362,522.78
2 Year CD @ 3.22% Interest 2/26/2026 - 2/24/2028	$362,486.55
2 Year CD @ 3.26% Interest 4/16/2026 - 4/13/2028	$358,692.40
2 Year CD @ 3.26% Interest 4/16/2026 - 4/13/2028	$356,605.89
2 Year CD @ 3.26% Interest 5/7/2026 - 5/4/2028	$362,728.15
2 Year CD @ 3.26% Interest 5/7/2026 - 5/4/2028	$365,977.94
TOTAL CD INVESTMENT VALUE	$3,531,561.12

Invested in Capital Assets Balance as of June 2026	$11,718.70
Invested Subscription IT Arrangement Capital Assets Balance Net of Related Debt as of June 2026	$32,819.00
Unrestricted Net Assets as of June 2026	$5,692,608.28
FY27 Budgeted Operating Expenses Excluding Reimbursements:	$ 2,443,010.57
Working Cash Coverage of FY27 Budgeted Operating Expenses (Months):	11.3
CD Coverage of FY27 Budgeted Operating Expenses (Months):	17.3

Preliminary and Unaudited

RSA

Balance Sheet

As of 6/30/2026

	Balance End of Month
Assets	
Cash and cash equivalents	2,298,493.43
ProPay funds	12,985.57
Investments	3,531,561.12
ProPay funds receivable	786.96
Other receivables	10,432.17
Accounts receivables	840.00
Prepaid expenses	15,080.96
Other assets	
Deferred Outflows - Pension	20,949.16
Deferred Outflows - OPEB	266.00
Total Other assets	21,215.16
Capital assets, net	
Computers	685,002.00
Vehicles	12,784.00
Subscription Based IT Arrangements	1,877,940.00
Accumulated Depreciation	(686,067.30)
Accumulated Amortization - Subscription Based IT Arrangement	(268,277.00)
Total Capital assets, net	1,621,381.70
Total Assets	7,512,777.07
Liabilities	
Accounts payable	2,703.73
Accrued liabilities	11,681.96
eCommerce receipts payable	13,672.53
Payroll	
Salaries Payable	27,192.18
PR Tax Withheld Payable	7,706.17
Pension Payable	11,541.87
Retirement Payable	1,630.80
PR Tax Expense Payable	3,015.92
Total Payroll	51,086.94
Deferred revenue	32,277.64
Compensated absences	39,010.29
Post-employment benefits	48,354.00
Other long-term obligations	
Subscription Based IT Arrangements Payable	1,576,844.00
Total Other long-term obligations	1,576,844.00
Total Liabilities	1,775,631.09
Net Assets	
Beginning fund balance	5,422,945.69
Current YTD net income	
Reimbursements-ADML	128,786.75
Reimbursements-eRead Illinois	22,575.00
E-Resources-ADML	(135,756.10)
E-Resources-eRead Illinois	(75,250.00)
Other	373,844.64
Total Current YTD net income	314,200.29
Total Net Assets	5,737,145.98
Total Liabilities and Net Assets	7,512,777.07

Preliminary and Unaudited

RSA
Statement of Revenues and Expenses
From 6/1/2026 Through 6/30/2026

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
REVENUES						
Other Grants	(385.00)	1,150.00	1,000.00	115.00%	1,000.00	115.00%
Fees for Services and Materials						
Fees For Services And Materials	81,060.99	972,733.30	963,872.52	100.91%	963,872.52	100.91%
Associate Member Fees	10.38	125.00	150.00	83.33%	150.00	83.33%
Non-OCLC Member Fees	346.80	4,162.81	3,814.71	109.12%	3,814.71	109.12%
Total Fees for Services and Materials	81,418.17	977,021.11	967,837.23	100.95%	967,837.23	100.95%
Reimbursements-General	1,111.50	7,918.57	6,896.43	114.82%	6,896.43	114.82%
Reimbursments-ADML	18,822.68	128,786.75	122,680.07	104.97%	122,680.07	104.97%
Reimbursements-eRead Illinois	1,881.25	22,575.00	23,400.00	96.47%	23,400.00	96.47%
Investment Income	11,866.93	160,740.45	125,000.00	128.59%	125,000.00	128.59%
Other Revenue						
Other Revenue	0.00	13,554.27	200.00	6,777.13%	200.00	6,777.13%
RAILS Financial Support Grant	34,504.14	240,491.05	224,713.37	107.02%	224,713.37	107.02%
Net Pension Income	20,949.16	20,949.16	0.00	0.00%	0.00	0.00%
Total Other Revenue	55,453.30	274,994.48	224,913.37	122.27%	224,913.37	122.27%
Total REVENUES	170,168.83	1,573,186.36	1,471,727.10	106.89%	1,471,727.10	106.89%
EXPENSES						
Personnel						
Library Professionals	17,596.65	108,078.37	219,545.00	49.22%	219,545.00	49.22%
Other Professionals	19,689.43	118,983.81	182,425.00	65.22%	182,425.00	65.22%
Support Services	35,450.37	199,861.32	29,334.00	681.32%	29,334.00	681.32%
Compensated Absences	39,010.29	39,010.29	0.00	0.00%	0.00	0.00%
Social Security Taxes	5,338.41	31,524.90	32,993.00	95.55%	32,993.00	95.55%
Unemployment Insurance	108.81	5,962.38	2,000.00	298.11%	2,000.00	298.11%
Worker's Compensation	141.18	847.08	1,078.00	78.57%	1,078.00	78.57%
Retirement Benefits	3,942.26	23,139.13	64,996.00	35.60%	64,996.00	35.60%
Health, Dental And Life Insurance	9,519.85	48,760.47	66,372.00	73.46%	66,372.00	73.46%
Other Post-Employment Benefits	48,088.00	48,088.00	0.00	0.00%	0.00	0.00%
Other Fringe Benefits	75.00	450.00	82.00	548.78%	82.00	548.78%
Staff Professional Memberships	650.00	650.00	1,500.00	43.33%	1,500.00	43.33%
Recruiting	0.00	0.00	2,000.00	0.00%	2,000.00	0.00%
Total Personnel	179,610.25	625,355.75	602,325.00	103.82%	602,325.00	103.82%
Library Materials						
Print Materials	0.00	0.00	500.00	0.00%	500.00	0.00%
Nonprint Materials	0.00	0.00	500.00	0.00%	500.00	0.00%
E-Resources-ADML	24,055.55	135,756.10	122,572.07	110.75%	122,572.07	110.75%
E-Resources-eRead Illinois	6,270.87	75,250.00	78,000.00	96.47%	78,000.00	96.47%
E-Resources-General	0.00	0.00	2,000.00	0.00%	2,000.00	0.00%
Total Library Materials	30,326.42	211,006.10	203,572.07	103.65%	203,572.07	103.65%
Vehicles						
Fuel	204.00	776.79	5,000.00	15.53%	5,000.00	15.53%
Repairs and Maintenance	0.00	89.28	5,000.00	1.78%	5,000.00	1.78%
Vehicle Insurance	211.58	1,057.90	7,000.00	15.11%	7,000.00	15.11%
Other Vehicle Expenses	0.00	470.34	1,500.00	31.35%	1,500.00	31.35%

Preliminary and Unaudited

RSA
Statement of Revenues and Expenses
From 6/1/2026 Through 6/30/2026

	Current Month	YTD Actual	YTD Budget - Original	Percent of YTD Budget	Total Budget - Original	Percent of Annual Budget
Total Vehicles	415.58	2,394.31	18,500.00	12.94%	18,500.00	12.94%
Travel and Continuing Education						
In-State Travel	0.00	1,287.82	9,880.00	13.03%	9,880.00	13.03%
Out-Of-State Travel	0.00	668.89	14,025.00	4.76%	14,025.00	4.76%
Registrations And Meeting, Other Fees	12,665.20	23,230.92	36,500.00	63.64%	36,500.00	63.64%
Conferences And Continuing Education Meetings	0.00	2,746.00	15,550.00	17.65%	15,550.00	17.65%
Total Travel and Continuing Education	12,665.20	27,933.63	75,955.00	36.78%	75,955.00	36.78%
Public Relations	0.00	425.10	6,500.00	6.54%	6,500.00	6.54%
Commercial Insurance	446.08	4,224.66	15,100.00	27.97%	15,100.00	27.97%
Supplies, Postage and Printing						
Computers, Software And Supplies	856.28	34,488.21	50,875.00	67.79%	50,875.00	67.79%
General Office Supplies And Equipment	168.75	1,073.19	5,500.00	19.51%	5,500.00	19.51%
Postage	0.00	371.98	1,125.00	33.06%	1,125.00	33.06%
Total Supplies, Postage and Printing	1,025.03	35,933.38	57,500.00	62.49%	57,500.00	62.49%
Telephone and Telecommunications	323.41	698.21	4,545.00	15.36%	4,545.00	15.36%
Equipment Rental, Repair and Maintenance						
Equipment Rental	0.00	0.00	3,000.00	0.00%	3,000.00	0.00%
Total Equipment Rental, Repair and Maintenance	0.00	0.00	3,000.00	0.00%	3,000.00	0.00%
Professional Services						
Legal	1,965.00	8,535.50	15,250.00	55.97%	15,250.00	55.97%
Accounting	0.00	23,625.00	10,500.00	225.00%	10,500.00	225.00%
Consulting	125.00	47,861.88	110,000.00	43.51%	110,000.00	43.51%
Payroll Service Fees	341.08	3,135.30	10,000.00	31.35%	10,000.00	31.35%
Contractual Staff	0.00	0.00	10,000.00	0.00%	10,000.00	0.00%
Total Professional Services	2,431.08	83,157.68	155,750.00	53.39%	155,750.00	53.39%
Contractual Services						
Other Contractual Services	383.31	(1,675.20)	386,045.93	(0.43)%	386,045.93	(0.43)%
Amortization - Subscription Based IT Arrangements	22,356.38	268,277.00	0.00	0.00%	0.00	0.00%
Total Contractual Services	22,739.69	266,601.80	386,045.93	69.06%	386,045.93	69.06%
Depreciation						
Depreciation	213.06	1,065.30	0.00	0.00%	0.00	0.00%
Total Depreciation	213.06	1,065.30	0.00	0.00%	0.00	0.00%
Professional Association Membership Dues	0.00	150.00	1,350.00	11.11%	1,350.00	11.11%
Miscellaneous	0.00	40.15	645.00	6.22%	645.00	6.22%
Total EXPENSES	250,195.80	1,258,986.07	1,530,788.00	82.24%	1,530,788.00	82.24%
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(80,026.97)	314,200.29	(59,060.90)	(531.99)%	(59,060.90)	(531.99)%

5-3 Check Register for June 2026

RSA

Check/Voucher Register - Board - RSA Register
1003 - Cash - Morton Bank - Checking - 5661
From 6/1/2026 Through 6/30/2026

Preliminary and Unaudited

Vendor Name	Effective Date	Check Amount
Overdrive Inc	6/2/2026	12,278.78
PAYLOCITY	6/4/2026	21,765.25
PAYLOCITY	6/4/2026	8,543.38
MISSIONSQUARE	6/8/2026	1,359.00
IMRF	6/9/2026	6,880.93
LIMRiCC	6/9/2026	12,297.19
BETH DUTTLINGER	6/10/2026	73.96
ROBERTA MOCK	6/10/2026	42.78
DAVIS & CAMPBELL LLC	6/10/2026	790.00
JENNY JACKSON	6/10/2026	40.60
Morton Community Bank	6/10/2026	1,374.62
Patty Kweram	6/10/2026	150.00
REBECCA SEABORN	6/10/2026	72.50
ROBERTA MOCK	6/17/2026	184.15
RICHARD YOUNG	6/17/2026	168.20
PAYLOCITY	6/17/2026	21,765.23
PAYLOCITY	6/17/2026	8,543.37
CONSOCIATE INC	6/22/2026	75.00
PAYLOCITY	6/22/2026	341.08
MISSIONSQUARE	6/23/2026	1,359.00
Brown County Public Library District	6/24/2026	1,000.00
Carlock Public Library District	6/24/2026	1,000.00
Clayton Public Library District	6/24/2026	1,000.00
Farmington Area Public Library District	6/24/2026	1,000.00
Fondulac Public Library District	6/24/2026	1,000.00
Four Star Public Library District	6/24/2026	750.00
Galva Public Library District	6/24/2026	500.00
Henderson County Public Library District	6/24/2026	416.66
ILLINOIS VETERANS HOME	6/24/2026	1,000.00
Lillie M. Evans Library District	6/24/2026	1,000.00
MARIA FORD	6/24/2026	150.00
Marquette Heights Public Library	6/24/2026	1,000.00
Midwest Central CUSD #191	6/24/2026	1,000.00
SARA NASLUND	6/24/2026	150.00
Warren County Public Library - Main Branch	6/24/2026	1,000.00
Report Total		110,071.68

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

Some items to note regarding RSA's Board Financials for June 2026

- Balance Sheet:
  - Assets:
    - Other Receivables of $10,432.17 are made up of:
      a) ADML circ charges of 1,000 or more during the period of January 2026 to June 2026 of $9,889.55
      b) Federal Unemployment Tax Act (FUTA) of $542.62. FUTA is a federal payroll tax that employers pay to fund state unemployment benefits and state unemployment agencies. Because RSA is a government entity, RSA believes it is exempt from FUTA. This amount has been recorded as a receivable rather than an operating expense, with the expectation that it will be refunded once the exemption is confirmed.

    - Deferred Outflows – Pension of $20,949.16:
      a) This balance represents a required accounting adjustment under Governmental Accounting Standards Board (GASB) Statement No. 68, Accounting and Financial Reporting for Pensions. GASB 68 requires governments that participate in defined benefit pension plans, such as IMRF, to record pension costs that will be recognized as expenses in future years as deferred outflows of resources. These amounts are based on the annual employer actuarial valuation published by IMRF and are recorded as annual adjustments in June. Because these amounts can fluctuate significantly from year to year and do not represent current operating expenses, they are not included in RSA's annual operating budget. The same amount is recorded in the Statement of Revenues and Expenses under the Other Revenue category as net pension income.

    - Deferred Outflows – OPEB of $266.00:
      a) This balance represents a required accounting adjustment under Governmental Accounting Standards Board (GASB) Statement No. 75, Accounting and Financial Reporting for Other Post-Employment Benefits (OPEB). OPEB represent the additional costs of providing health insurance, dental, vision, life insurance, and other similar benefits to retired staff. Like GASB 68, GASB 75 requires certain OPEB-related amounts to be recorded as deferred outflows of resources and recognized

as expenses in future years. These annual adjustments are also based on actuarial valuations with assumptions that may fluctuate significantly from year to year. Because they do not represent current operating costs and are highly unpredictable, they are not included in RSA's annual operating budget.

- Liabilities:
  - Accrued Liabilities of $11,681.96 are made up of:
    a) FY2026 credit card expenses of $571.85
    b) Overdrive/ADML June 2026 content purchases of $11,110.11

  - Compensated Absences of $39,010.29:
    a) This balance represents a required accounting adjustment under Governmental Accounting Standards Board (GASB) Statement No. 101, Compensated Absences. GASB 101 requires governments to recognize a liability and related expense for staff leave that has been earned but not yet taken. As of June 30, the recorded expense represents staff members' accrued but unused vacation and Paid Leave for All Workers Act (PLAWA) leave balances. This is also not a budgeted expense, as it can vary significantly year over year, and will most likely be used by staff during their employment with RSA. The offset is recorded in the Statement of Revenues and Expenses under the Personnel category.

  - Post-Employment Benefits of $48,354.00:
    a) This balance represents the required accounting adjustment under Governmental Accounting Standards Board (GASB) Statement No. 75, discussed above. It represents RSA's net OPEB liability, which is the actuarial present value of other post-employment benefits earned by current and retired employees as of June 30. This liability is determined through an actuarial valuation that uses assumptions such as healthcare cost trends, life expectancy, and discount rates. Because these assumptions can change from year to year, this liability can fluctuate significantly. The difference between this liability and the OPEB asset discussed above is recorded in the Statement of Revenues and Expenses under the personnel expense category. Due to the unpredictability in the assumptions and actual participation, this expense is not included in RSA's annual operating budget.

In addition, due to a clerical error made by Antony, the FY27 COLA pay raise of 4% was awarded on June 14th instead of July 1st. When Antony was completing data entry for the pay rises the effective date entered was July 1st, but Paylocity automatically populated the pay date as July 2nd, meaning that it was made effective at the beginning of the pay period which was paid on the 2nd, i.e. June 4th. This automatically populated date overrode the manually entered effective date of July 1st. The error was not spotted until after the relevant pay date. Elena has provided the total additional costs incurred by this as follows:

Cash Impact for June 14 - June 30*				
Work Period	**Type**	**FY26 Pay Rates**	**FY27 Pay Rates**	**Difference**
6/14/26 - 6/27/26	Direct Deposit - Net Salaries	21,765.23	22,425.82	660.59
6/14/26 - 6/27/26	Taxes and Unemployment Insurance - Employer	2,431.30	2,513.26	81.96
6/14/26 - 6/27/26	IMRF - Employer	1,752.30	1,825.01	72.71
6/29/26 - 6/30/26	Direct Deposit - Net Salaries	4,353.05	4,485.16	132.11
6/29/26 - 6/30/26	Taxes and Unemployment Insurance - Employer	486.26	502.65	16.39
6/29/26 - 6/30/26	IMRF - Employer	350.46	365.00	14.54
	Totals	**31,138.60**	**32,116.90**	**978.30**

*There was a total of 12 working days with FY27 pay rates.
- June 14 - June 27 (10 working days)
- June 29 - June 30 (2 working days)

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RSA Banking and Online Payment Vendor Accounts Summary

As of July 29, 2026

Morton Community Bank

- Combined Checking & ICS (Insured Cash Sweep) accounts which function as a single account:
  - Account 1, the checking account, automatically resets to a $10,000 balance each morning.
  - Account 2, the insured cash sweep account, spreads the rest of RSA's working cash balance across several banks to maintain full FDIC coverage. The overall account acts as one single account with a single balance.
  - The accounts work together to ensure the checking account balance is $10,000 at the end of the day by moving any money over or under that level between accounts.
- CDARS (Certificate of Deposit Account Registry Service) accounts: Each account was opened with a balance of $300,000. These are renewed for the entire balance and interest due at maturity unless the Board decides to reclaim the funds to the working cash account. Depending on interest rate trends, we renew them for investment periods ranging from 3 months to 2 years. These CDs are laddered to ensure adequate short-term liquidity and favorable interest rates. All accounts are at Morton Bank, a network of banks that provides $250,000 in insurance per banking institution (FDIC coverage), spreading deposits across that network. The CDs are also split between banks to ensure that each balance, after interest accruals, does not exceed the $250,000 maximum of standard FDIC insurance coverage. This is RSA's long-term savings. RSA currently has 10 separate accounts.
- Credit Cards: RSA has a single combined credit card account with 4 staff cards issued to supervisors (Kendal, Erica, James, and Antony). The full balance is paid each month, and the account pays RSA a small amount of cash quarterly which is deposited into the checking account. Two additional credit cards have been acquired to pay for gas and maintenance for each of the RSA fleet vehicles.

ProPay

- RSAcat and RSAcat Mobile Online payments are via ProPay's credit card processing system. RSA has a single ProPay merchant account to collect all online payments. RSA staff process online payments twice a year, in January and July. In the January processing, checks are sent to libraries with $10 or more in accumulated cash. The July processing pays all libraries any funds remaining for the July – June period regardless of amount. RSA staff break the online payments out the same way circ desks are supposed to. Checks are generally ready to send to members in August and February.

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Administrative Department Report for 6 August 2026

Membership Updates: Ongoing Topics & One-Offs

Notable Membership Activity

Hamilton Public Library – Received RAILS Automation Grant in May

- Cataloging ongoing, averaging about 650 per month

Camp Point Public Library - Received RAILS Automation Grant in May

- Cataloging ongoing, averaging about 540 per month

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

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

A-C Central SD #262

- Dropped their Grade School branch at end of FY26
- RSA staff have cleaned out items and decommissioned branch
- Fees reduced to account for changes

Spoon River Valley CUSD #4

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

Withdrawals at end of FY26

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

Important Ongoing Issues & Staff Workplan Updates

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

The entire Workplan was part of the 7 May 2026 Board package and is available on request.

Important Ongoing Issues or Short-Term Projects:

- In depth library automation system review – watching a sister consortia's RFP proposals for several system vendors.
    - June 2 – 4 for 3 vendor presentation. Kendal, James, Erica, and Antony attended these

Staff Workplan – Patron Visible Items:

- RSAcat (Enterprise/Portfolio server) on the web upgrade.
  - Our Enterprise/Portfolio server which runs RSAcat on the web, was updated to the latest version overnight May 31st. At time of writing, SirsiDynix is working to determine and correct issues with slowness and a few broken features.
- RSAcat online catalog – online payments for all public libraries.
  - We are working to enable online payments for all public library members. We're contacting libraries to ensure their contact info is correct, updating various settings, then running a test payment prior to making it live. This project hit a snag with only certain libraries being able to have this set up currently. We are working with Sirsi to get past this snag.
- Hoopla RSAcat Integrations – Will work on after online payments has been completed.

Staff Workplan – Other Items:

- In person visits – showing the RSA flag in all corners of RSA. The next phase started on July 1st with the second half of the public libraries being visited.
- Firewall swap to the new, online firewall.
  - COMPLETE.
  - Old equipment removed from Springfield and scrapped.
- No Transit Item Types – new feature of Symphony/WorkFlows 4.2 – Kendal and Erica have worked up a plan for implementation, item types to be created, test libraries will be contacted shortly.
- Shared ownership of reports – new feature of Symphony/WorkFlows 4.2.
- Database cleanup project – working with SirsiDynix – Erica has reported in more detail on this.
  - We've signed consulting quotes to have 3 separate, but intertwined, projects done by SirsiDynix.
  - Used consulting and project money budgeted in FY26
  - After these are finished, we'll continue to run brief record review and merger operations moving forward
- BLUEcloud Circulation – slowly coming to a library near you.
  - BC Circ was updated overnight May 28th. Should have fixed the patron search box to search both the user name or ID without swapping settings
  - BC Central update 26.03 will be available end of August ot beginning of September. We'll share what's in it as detailed are released by Sirsi
- RSA Day – Frontline staff focused
- RSA Directors Day – Directors Only
  - Already 43 registrations as of July 31st. Will be releasing the schedule for the day very soon
- Reports – Reworking End of Month reports and cooking up new Dashboards.
  - First batch of testing reports will go out in June to the Reports Working Group. We've created short videos and are working on updated Support Site report index pages with short descriptions.
- BLUEcloud Cataloging – matching and attaching via your browser.
- Review, update, replace, remove – the lifecycle of documentation continues.
- Library Automation System Environmental Scan – let's see where the library world is in late 2026.

- Standardization – After 20 years, this is no longer a bad word in RSA.
- New Executive Director and transition process – knowledge sharing already started.
    - Update at August board meeting
- Additional RSA Staff in calendar 2027 – 2 new positions in planning, +1 for the ED position.
- Strategic Plan 2027 – Independence is ours, what's our plan for the future?
    - Strat Plan Proposal was on June Board agenda. Work to start early September
- Under Construction – library automation system revamp / replacement

Staff Updates Since the Previous Meeting

Staff Anniversaries

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

Misc. Staffing Notes

- We continue to train our four new staff members. Great progress for everyone.
- Kendal continues to schedule time blocks with Mason and Maria to train various items. Blocking out time appears to be the best solution to busy schedules.
- Kendal has presented two Symphony U courses to the entire RSA Staff. We've covered Library Policies, which are quite a bit more involved than just a line saying P8_NORTH. Item policies, item types, item categories, etc. was the second course. We're working on the User policies next which are very complicated.

Completed RSA Events: Training & Visits

Training sessions or member visits can be either in-person, virtual, or in some cases both. In June and July 20 of these were completed reaching 47 people and lasting a total of 34 hours.

Training Events, Meetings, and More: June and July

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

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

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Bibliographic Services Department Report for 6 August 2026

Brief Record Upgrades

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

Cataloging Site Visits

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

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

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

Cataloging Progress for New RSA Libraries

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

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

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

Cataloging Training

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

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

No Bibload Workshops or Item Group Editor training were conducted since the June Board meeting. Item Group Editor training resumed in early July after the firewall reconfiguration for the training server was completed. An announcement about the resumption of Item Group Editor training was shared on the RSA Cataloging forum.

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

Other Cataloging Projects

- In early June, Zac and Erica worked together to complete the cataloging configuration for new RSA member library Spoon River Valley Grade School. Individual cataloger accounts were set up for the school staff, the WorkFlows home location and item type menus were customized to include the codes the school will use for its collection, and 9,535 items were batch edited from Spoon River Valley High School to the grade school.

- The “re-do” of the May 29th RSA Cataloging Chat was held virtually on June 11th with eleven library staff participating. The May 29th Chat was unable to be conducted online due to technical issues at the host library.

- A new video [Matching an OCLC Record to Your Book] is available on the RSA Youtube and linked in the [Cataloging Handbook] on the RSA support site. This video explains the fields to examine when comparing an OCLC record to a book to determine if the record is a match and should be used to catalog the book.

- The Bibliographic Services Department finished reaching out to the 24 public libraries that still had WorkFlows TECH accounts enabled. Bibliographic Services ensured that each staff member who catalogs at those libraries is assigned an individual cataloger account and then scheduled a date for the TECH account to be turned off. This fall Bibliographic Services will begin working with school libraries that still have TECH accounts enabled.

- The Bibliographic Services Department completed their review of the Cataloging Handbook documentation on the RSA support site. As mentioned in the May report, the goal is for all the cataloging documentation that was created or revised before 2025 to be updated by this Fall. Jennifer, Lisa, and Zac reviewed 15 documents in June and July, which are awaiting final review by Erica before being uploaded to the RSA support site and included in the Documentation Index.

- With a few exceptions, Zac reached out to all RSA public libraries and their associated branches to ask for their help searching the shelves for older brief items and considering them for deletion. The brief items in question for this cleanup project have either never checked out (excluding newer items cataloged in the past 13 months) or not checked out in the past ten years. As mentioned in May’s Board report, the goal of this project is to reduce the overall number of records considered during the SirsiDynix cleanup, as well as tidy up WorkFlows ahead of next year’s migration. So far, 370 brief items have been removed -- or are in the process of being removed -- from WorkFlows because of this cleanup.

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

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Library Services Department Report for August 6, 2026

RSA Directors Day

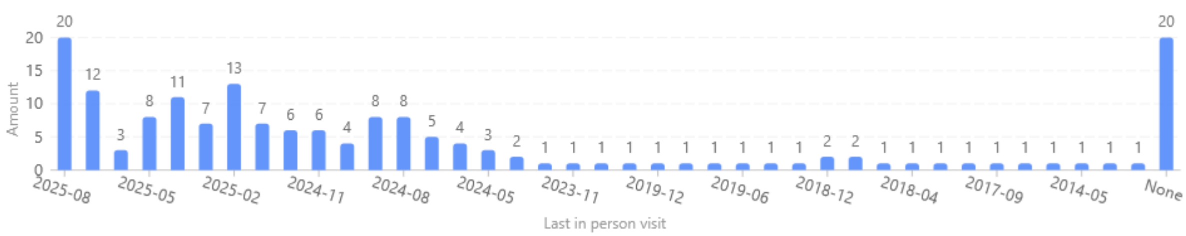
Invitations to register for Directors Day have been sent out, and we also asked for input on topics to cover on the day. 41 people have registered so far and the finalized schedule for the day will be release soon. Laura Keyes has confirmed she is willing to present on the IPLAR and Beth Duttlinger is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

Routine Visits

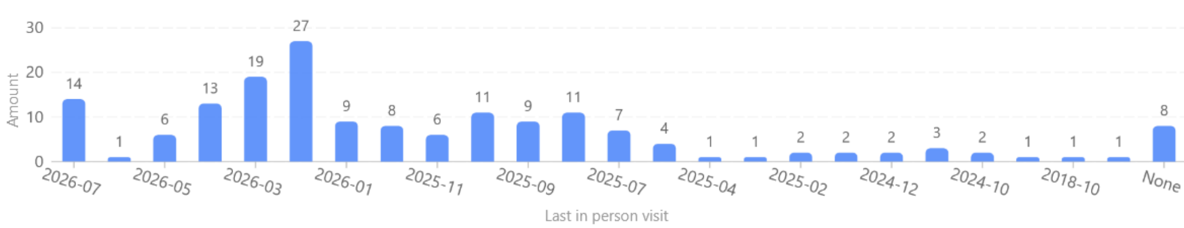
The Library Services team have started up their next round of visits. Along with Bib Services they will be visiting the second half of the public libraries. Library Services wil be visiting 22 libraries and their additional nine branches between now and December. As a reminder, the new schedule of routine visits means each library will be visited in person every 18 months and will have a Bibliographic Services and Library Services team visit every 3 years. Libraries have been organized into visit groups based broadly on the length of time since their last in-person visit. The next group of public libraries are set to be visited beginning in July.

These charts show the most recent in-person visit to each member library branch by month that we had documented. Most recent visits are to the left. You will see that a lot of progress has been made shortening the “tail” representing libraries visited longest ago.

End of August 2025



End of July 2026



Policy Review

The next policy for review will be at the September meeting and it will be the Fine Block Limits policy. It can be found here if you're interested in looking ahead: https://support.librariesofrsa.org/wp-content/uploads/2024/05/Fine-Block-Limit-Policy-2024-05-09.pdf. It is the last remaining policy passed by the NFP.

Documentation Index

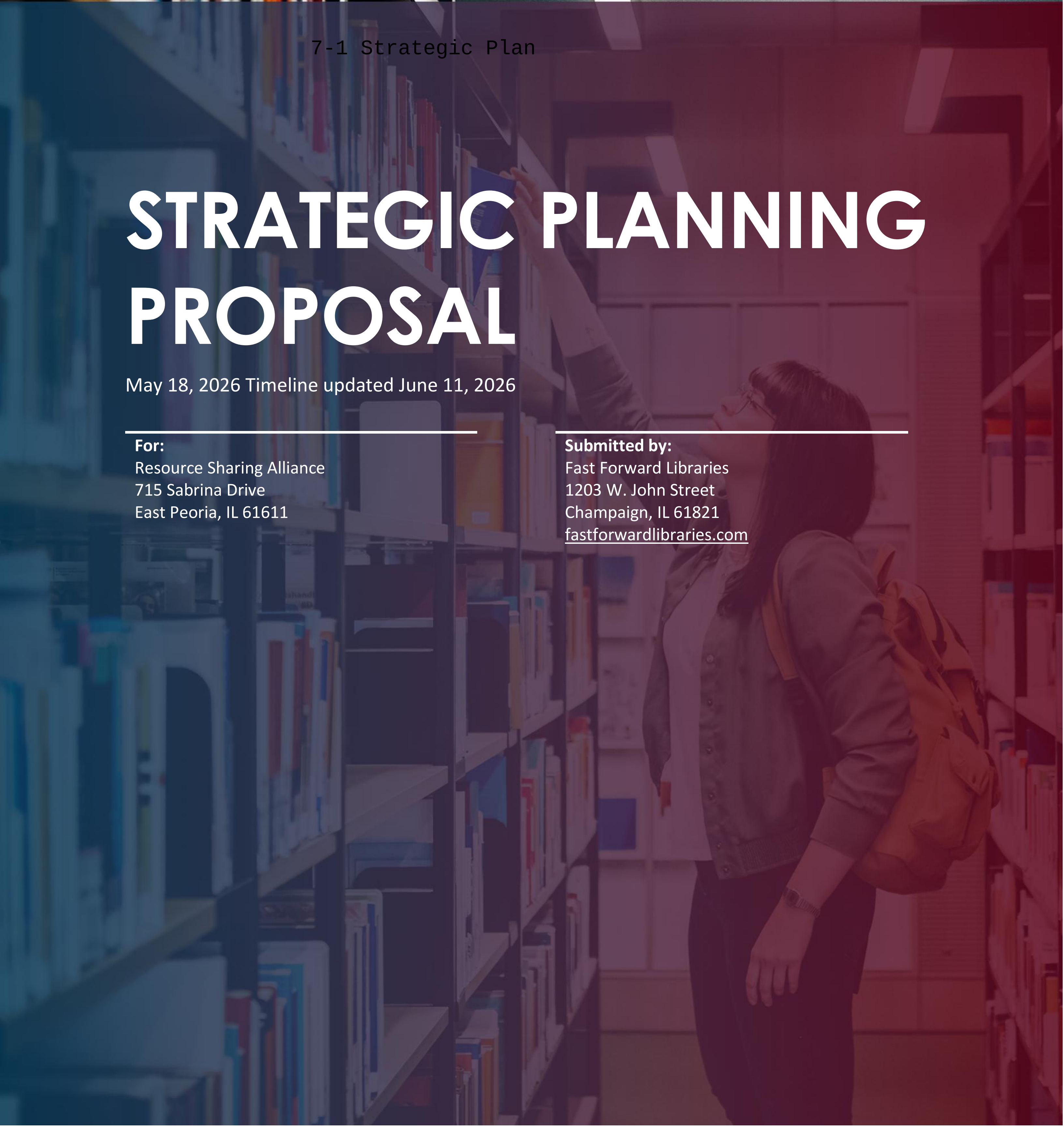
The 24th version of the Documentation Index was posted to the RSA support site on July 7. It reflects a lot of revised documents including new videos from Lib and Bib Services departments. The average age of the documents remains under 2 years.

BLUEcloud Circulation testing and roll out

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

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

Just as a reminder, there is a page on the Support Site for BLUEcloud Circulation where we are building out a collection of guides and cheat sheets to support this roll out: https://support.librariesofrsa.org/project/bluecloud-circulation/. So far there are four guides and a cheat sheet on how to get started.



STRATEGIC PLANNING PROPOSAL

May 18, 2026 Timeline updated June 11, 2026

For:
Resource Sharing Alliance
715 Sabrina Drive
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Submitted by:
Fast Forward Libraries
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FAST FORWARD LIBRARIES

Work Plan

Phase I: Learn

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

Form the Planning Team

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

Stakeholder Feedback Survey

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

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

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

Stakeholder Focus Groups and Interviews

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

Learning Report

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

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

Phase II: Dream

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

Planning Team Meeting

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

Stakeholder Summit

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

Planning Team Debrief Meeting

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

Phase II Deliverables	» Stakeholder Summit » **Strategic Plan Outline** » Regular check-ins with director and Planning Team.
Timeframe	November 2026 – February 2027

Phase III: Do

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

Document Development

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

Board Meeting

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

Implementation Guide and Leadership Team Meeting

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

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

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

Exclusions or Exceptions

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

Summary of Deliverables

Deliverable	Description	Purpose
Learning Report	• Comprehensive report of all external qualitative and quantitative data gathered during the initial phase of the planning process. • Provides analysis and findings that help the staff and Board build strategic plan elements.	• Key tool for informing strategic planning process. • Summary to provide members and stakeholders as support for strategic plan elements.
One-Page Graphical Plan	• High-level graphical version of the strategic plan. • Quick reference for vision, mission, strategic directions, and goals.	• For communication about strategic direction. • For use in facilities, on website, in publications and in reports as a reminder of high-level strategy.
Strategic Plan Document	• This is the expanded, more traditional strategic planning document for Board approval. • It provides additional context and detail about the planning process and other plan components.	• Use on your website as the "full plan" for stakeholders to review. • Staff should have access to this document so they can understand their role in implementation.
Implementation Guide: Activity Plan, Evaluation Framework, and Reporting Timeline	• The **activity plan** is an internal document used when planning annual activities to meet strategic plan goals. The plan outlines timeline, staff, and updates for each activity. The activity plan changes and is updated annually by staff. • The **evaluation framework** shows goal metrics. • The **reporting timeline** details how, when, and what will be reported to various stakeholders and how data will be used for continuous improvement over the life of the plan.	• Staff use the activity plan to detail annual activities and accomplishments. • The activity plan can also be used to set individual performance goals. • The activity plan can be used to develop progress reporting using template. • Evaluation framework, aligned with goals, helps stakeholders understand metrics that show strategic plan success. • Reporting timeline guides development of communication to stakeholders related to the plan.

Budget and Timeline

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

Phase II: DREAM			
What	**Who**	**When**	**Cost**
Planning Team Meeting Review Learning Report and prepare for Stakeholder Summit.	Amanda, Planning Team	December 2026 - 2 hours: preparation - 1-hour meeting (via Zoom) - 3 hours: follow-up	$600
Member Summit In-person Member Summit with stakeholders (including members, Board, and staff) to review the Learning Report, identify possible strategic directions and goals, and brainstorm activities and measures of success.	Amanda	December 2026 or January 2027 - 10 hours preparation - In-Person Summit (up to 5 hours TBD) - 10 hours follow-up - 1 day on-site	$6,500
Planning Team Debrief Meeting Check-in with Planning Team to review strategic plan outline document. **Deliverable:** Strategic plan outline.	Amanda, Planning Team	January or February 2027 - 2 hours: preparation - 90-minute meeting (via Zoom) - 2 hours: follow-up	$600
Phase II Total (inclusive of supplies and travel)			**$7,700**

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

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

Signature Page

By signing below, both parties agree to carry out the process described in this proposal.

Service Recipient: Resource Sharing Alliance

By: ______________________ Date: 12 June 2026

Name: Kendal Orrison
Title: Executive Director

Service Provider: Fast Forward Libraries LLC

By: ______________________ Date: _____June 11, 2026________

Amanda E. Standerfer
Founder and Lead Consultant
Fast Forward Libraries LLC

7-2 Leadership Transition Plan Recommendation

August 3, 2026

To: RSA Board of Directors serving in FY2027

From: Genna M. Buhr, President, on behalf of the RSA Board of Directors serving in FY2026

RE: RSA Succession Planning and Recommendation

As you are aware, Kendal Orrison's upcoming retirement requires the Resource Sharing Alliance Board of Directors to complete the succession planning and hiring processes necessary to successfully employ a new Executive Director effective June 1, 2027.

The members of the FY2026 Board determined it should provide written documentation to the members of the Board serving in FY2027 regarding its recommendation on next steps. While a majority of the Board members serving in FY2027 served in FY2026, any final hiring decisions will be made by the Board serving in FY2027, which includes two members that did not serve previously in FY2026.

During FY2026, the Board met in closed session multiple times to discuss these processes. In the course of discussion and prior to making a recommendation, the Board considered pursuing an internal candidate, Assistant Executive Director Antony Deter, or conducting a broader recruitment strategy. The Board confirmed with its counsel that an internal promotion is legally acceptable, and no legal requirement exists for the position to be posted either internally or externally. The Board also reviewed the job description and the unique combination of skills and expertise necessary for anticipated success in the position and considered these requirements when gauging the probability of qualified unknown candidates available in the market.

Therefore, the consensus of the Board is to decline pursuing a full search committee recruitment process. Rather, the Board recommends conducting a confirmation interview with the intent of promoting the current Assistant Executive Director, Antony Deter, to the Executive Director role.

Deter was hired to a newly created Assistant Executive Director role in 2023. The role was created as part of a potential succession plan with the knowledge that the Executive Director would be retiring in the next five years. Since Deter's hiring in 2023, he has played an integral role in the administration of RSA, successfully completed many vital projects related to policy, governance, staff oversight, and membership structure, and was crucial to the transition from not-for-profit entity to intergovernmental instrumentality. Deter has led and continues to spearhead many projects related to the current management and future operations of RSA. RSA leadership has noted and many members have reported positive interactions with Deter. As a Board, we appreciate his input and value his experience and commitment.

In evaluation of Deter's qualifications, in addition to the current and anticipated needs of RSA and a probable limited pool of candidates with LLSAP leadership experience, we have concluded Deter's knowledge of our organization, leadership experience (both within RSA and Illinois libraries), and performance since joining RSA make him an ideal candidate to engage.

As such, the Board respectfully recommends the following succession planning timeline moving forward:

- August 7, 2026, Board meeting
    - Open session
        - Review and discuss the succession planning and timeline recommendation outlined in this memo
        - Board votes to determine whether to follow the recommended timeline below or develop a new timeline for a broader search process (roll call vote)

- September-October
    - Board members submit interview questions for consideration to Board President by October 1
    - Membership is notified the interview will be conducted in open session as part of the November 5, 2026, Board meeting and that Directors may submit interview questions for consideration to Board President by October 1
    - Board President and Vice President review and assemble questions and structure interview, providing outline to Board (via Orrison, per OMA requirements) mid-October
- November 5, 2026, Board meeting
    - Teams link for remote viewing
    - Open session
        - Board interviews Deter
    - Executive session in compliance with 5 ILCS 120/2(c)(1)
            - Determine whether to extend an offer to Deter or develop a new timeline for a broader search process
    - Open session
        - Board vote on next steps
            - Two action items will be included on the agenda so as to cover either outcome of the executive session. (The Board can move, second, and vote on the one that corresponds to the determination made in executive session. When the other is called, no one needs to make a motion, and the item will not be discussed.)
                - Motion to grant authority to Board President to negotiate terms of employment, including compensation (roll call vote)
                - Motion to pursue a broader search process and develop a new timeline (roll call vote)
- November-December
    - Board President presents Deter with pay scale and benefits before offer or discussion of compensation
    - Board President develops and negotiates offer/terms of employment with consultation from HR consulting firm and Orrison (for budgetary questions)
    - Board President makes offer and serves as contact for discussion or negotiations
- January 14, 2027, Board meeting
    - Executive session in compliance with 5 ILCS 120/2(c)(1)
        - Board President presents results of negotiations of terms of employment, including proposed compensation
        - Board discusses terms of employment, including proposed compensation
        - Deter may be invited by Board to enter session if needed for final agreement or to discuss consensus before open session vote
    - Open session
        - Board vote to confirm hiring of Deter as Executive Director effective June 1, 2027 (roll call vote)
- January 15, 2027
    - Board President officially informs staff of Board vote and next steps
    - Board President officially informs membership of Board vote and next steps
- Starting January 18, 2027
    - Assistant Executive Director position would not be refilled if vacated by Deter upon Orrison's retirement
    - RSA Administration and Board begin further transition planning, including pursuing creation of a position for Operations

RSA

DIRECTORS ADVISORY COMMITTEE

*Additional information and DAC meeting schedule on side two.

OVERVIEW

The primary purpose of the Directors Advisory Committee is to gather feedback, present plans, policy updates, share and gather strategic plan ideas, and generally comment on the operations of RSA. This Committee is the primary feedback mechanism for Directors to share directly with the Board.

STRUCTURE

The committee is made up of:

- five (5) appointed library directors
- the RSA Board President
- an RSA Board Member

Appointed members serve two (2) year terms. This is an official Board committee and is subject to the Open Meetings Act. One of the five non-Board Directors Chairs this Committee.

CURRENT INITIATIVES

We need your inputs, help, and guidance for our 2026/2027 initiatives including:

- providing inputs to help develop the 2027 RSA Strategic Plan
- providing inputs and guidance on automation system standardization
- suggestions for new policies and help updating current policies
- participate in member-to-member networking and mentorship
- increasing member engagement

Important DAC Dates

The DAC meets four (4) times per year. All member directors are encouraged to advocate for member libraries through DAC meeting attendance and participation, through email forum participation, and through periodical surveys.

All meetings begin at 1:00 p.m. unless otherwise noted.

- July 8, 2026 @ Galesburg Public Library, 264 W. Main St., Galesburg, IL 61401
- Oct. 14, 2026 @ Alpha Park Public Library, S. Airport Rd., Peoria, IL 61607
- Dec. 9, 2026 @ Kewanee Public Library, 102 S. Tremont St., Kewanee, IL 61443
- Mar. 10, 2027 @ Washington District. Library, 380 N. Wilmor Rd., Washington, IL 61571

Participation in the DAC is as easy as pulling up a chair at the next meeting. A quorum of appointed DAC representatives must be present for each meeting to commence. Member directors not appointed to a DAC seat may attend in-person or through MS Teams.

This committee follows all RSA Board of Directors policies and procedures. For additional information, please visit: https://support.librariesofrsa.org/about/board-of-directors .

Additional information about the Director's Advisory Committee may be found in the RSA Bylaws: https://support.librariesofrsa.org/wp-content/uploads/2024/06/RSA-Bylaws-Established-1-July-2024.pdf

Resource Sharing Alliance

RSA Executive Director: Kendal Orrison
Assistant Executive Director: Antony Deter
Business & Marketing Coordinator: Laura Spires

Office phone: 309-315-9123

https://support.librariesofrsa.org/about/

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

RSA Freedom of Information Policy

Posted in compliance with 5 ILCS 140/4

Last updated: Draft

Contents Page

About RSA

Resource Sharing Alliance (RSA) is a consortium formed in the early 1980's by libraries in central and west central Illinois that share a common library automation system. RSA facilitates sharing of materials among its member libraries providing patrons with access to materials from almost two hundred different library branches. RSA covers over 13,500 square miles of Illinois. RSA partners with Reaching Across Illinois Library System (RAILS) to provide a support staff of twelve full-time professionals. On July 1, 2024, RSA became an Illinois Intergovernmental Instrumentality and became subject to Illinois FOIA and OMA laws. RSA only has responsive documents from July 1, 2024, onwards.

We are required to report to and answer to the Illinois State Library, Springfield, Illinois. Its members are State Librarian Alexi Giannoulias, the Director of the State Library, and various other staff.

RSA Office

The RSA's administrative office is located at 715 Sabrina Drive, East Peoria, IL, 61611.

RSA's Website

https://support.librariesofrsa.org/

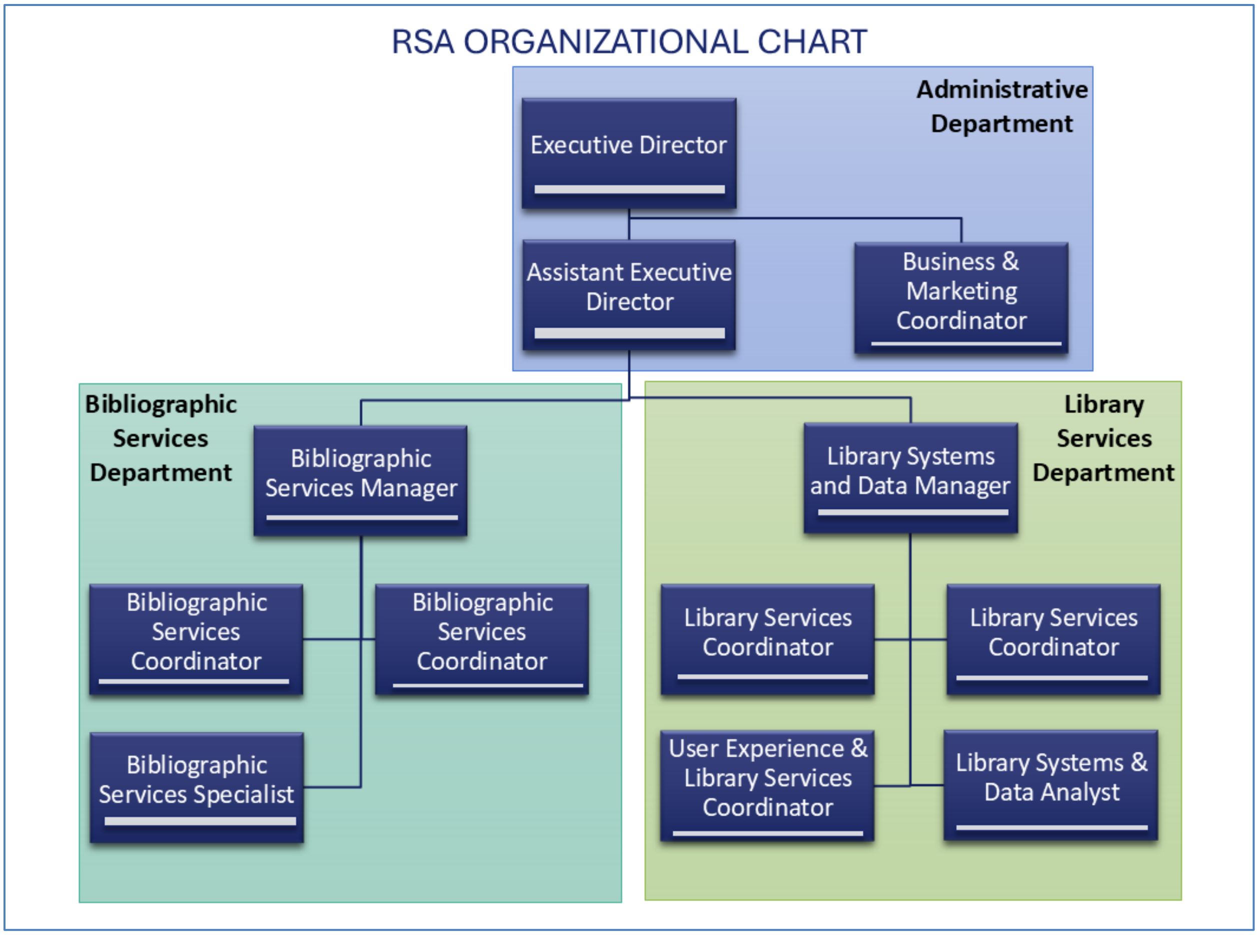
Operating Budget

The 2026-2027 fiscal year budget is $2,698,558.65.

Budget and other financial documents are available on the organization's website at: https://support.librariesofrsa.org/about/financial-documents/.

Staff and Organizational Structure

When fully staffed, RSA employs 12 FTE employees. The current organizational chart below lists these staff. There are no unfilled positions as of July 1, 2026.



RSA Board of Directors

The following organization exercises control over our policies and procedures: The Resource Sharing Alliance Board of Directors, which meets most months at various locations. Board members are listed at https://support.librariesofrsa.org/about/board-of-directors/. An elected, unpaid, twelve-member Board of Directors governs the organization. Members are elected for four-year staggered terms. Current Board Members and their terms are included below.

Board Members may be contacted at 866-940-4083, rsaboard@railslibraries.org, or at RSA's general mailing address.

Seat	**Name**	**Library**	**Term Expires**
Northern Region	Rebecca Seaborn	Farmington Area Public Library District	30 June 2028
Public Library (4K – 10K Pop Served)	***Vice President*** Richard Young	Brown County Public Library District	30 June 2028
At Large #1	***Secretary*** Amanda Shaffer	Midwest Central CUSD #191	30 June 2028
Southern Region	Valerie Simmons	Four Star Public Library	30 June 2029
Central Region	***President*** Genna Buhr	Fondulac Public Library District	30 June 2029
Public Library (under 2K Pop Served)	Samantha Freed	Clayton Public Library	30 June 2029
Western Region	Lauren Heck	Galva Public Library District	30 June 2030
Public Library (10K+ Pop Served)	David Eckert	Kewanee Public Library District	30 June 2030
At Large #2	Amy Harris	Alpha Park Public Library District	30 June 2030
Eastern Region	Christie Lau	Carlock Public Library District	30 June 2027
Public Library (2K – 4K Pop Served)	Jenny Jackson	Marquette Heights Public Library	30 June 2027
School, Academic, or Special Library	Bobbi Mock	Illinois Veterans Home	30 June 2027

RSA’s Board holds its Open meetings on the first Thursday of the month at 11:30 A.M. Meetings are held each month except March, July, October, and December at various locations. The agenda and location will be posted for at least 48 hours at RSA’s office, on its website, and at the meeting location.

Standing Committees

The organization has two standing committees: the Directors Advisory Committee (DAC) and the RSA Day Committee.

Directors Advisory Committee

More information can be found on the DAC here: https://support.librariesofrsa.org/about/directors-advisory-committee/. The members of the DAC as of July 1, 2026, are:

Position	Name	Library	Term Expires
Board President	Genna Buhr	Fondulac Public Library	30 June 2027
Board Member	Bobbi Mock	Illinois Veterans Home	30 June 2027
Appointed 1	Rachel Ballenger	Towanda District Library	30 June 2027
Appointed 2	***Committee Chair*** Alissa Williams	Morton Public Library District	30 June 2027
Appointed 3	Noelle Thompson	Galesburg Public Library	30 June 2028
Appointed 4	TBD		30 June 2028
Appointed 5	Randall Yelverton	Peoria Public Library	30 June 2028

RSA Day Committee

More information on the RSA Day Committee can be found here: https://support.librariesofrsa.org/about/rsa-day-committee/. The members of the RSA Day Committee as of July 1, 2026, are:

Position	Name	Library and Role	Term Expires
RSA Board Liaison	Rebecca Seaborn	Farmington Area Public Library District	July 1, 2026-June 30, 2028

Position	Name	Library and Role	Term Expires
Committee Chair	Alissa Williams	Morton Public Library Director	July 1, 2025 – June 30, 2027
Member	Laura Warren	Fondulac Public Library Adult Services	July 1, 2025 – June 30, 2027
Member	Michael Baumann	Toulon Public Library Director	July 1, 2025 – June 30, 2027
Member	Jenny Sevier	Peoria Public Library Reference Services	July 1, 2025 – June 30, 2027
Member	Alyce Jackson	Chillicothe Public Library Director	July 1, 2026- June 30, 2028
Member	Kim Lichtsinn	Brown County Library, Circulation	July 1, 2026- June 30, 2028

Freedom of Information Act

RSA adheres to the Freedom of Information Act, 5 ILCS 140/1 et seq., the principal Illinois statute governing the inspection of public records. The Act requires that public bodies make all public records available for inspection or copying to any person, with limited exceptions.

FOIA Officers

Executive Director: Kendal Orrison (kendal.orrison@librariesofrsa.org)

Assistant Executive Director: Antony Deter (antony.deter@librariesofrsa.org)

Filing a FOIA Request

A request for records must be made in writing and can be submitted to the attention of the FOIA officer.

- Mail
  Attn: FOIA Officer
  RSA
  715 Sabrina Drive
  East Peoria, IL 61611

- Email
  rsafoia@railslibraries.org

- Personal delivery
  During regular business hours of the RSA

You may request the information and the records available to the public in the following manner:

Your request should be directed to the following individuals: Kendal Orrison or Antony Deter, FOIA Officers.

You must indicate whether you have a "commercial purpose" in your request.

You must specify the records requested to be disclosed for inspection or to be copied. If you desire that any records are to be certified, you must specify which ones.

If the records are kept in electronic format you may request a specific format and if feasible, they will be so provided, but if not, they will be provided either in the electronic format in which they are kept (and you would be required to pay the actual cost of the medium only, i.e. disc, diskette, tape, etc.) or in paper as you select.

The office will respond to a written request within five (5) working days or sooner if possible. An extension of an additional five (5) working days may be necessary to properly respond.

Records may be inspected or copied. If inspected, an employee must be present throughout the inspection.

The location and times where the records will be available are as follows:
8:00 AM until 5:00 PM at the Resource Sharing Alliance office at 715 Sabrina Dr., East Peoria, IL, 61611.

Certain types of information maintained by us are exempt from inspection and copying. However, the following types or categories of records are maintained under our control effective July 1, 2024:

A. Monthly Financial Statements

B. Annual Receipts and Disbursements Reports

C. Budget

D. Annual Audits

E. Minutes of the Board of Directors

F. System Policies and Bylaws

G. Adopted Ordinances and Resolutions of the Board

H. Annual Reports and the Area and Per Capita Grant Application to the Illinois State Library

Fees

Digital copies shareable via electronic means will be provided free of charge.

To reimburse us our actual costs for reproducing and certifying (if requested) the records, you will be charged the following fees:

1. First 50 pages of black and white, letter size: Free
2. 10 cents per page for black and white, letter size, after 50 pages
3. 50 cents per page for color or oversized copies
4. Reproduction saved to other media: actual cost of the recording media to which the information will be saved

Responses To Non-Commercial FOIA Requests

Responses to non-commercial FOIA requests will be provided within five business days of receipt of a request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

Responses To Commercial FOIA Requests

Responses to commercial FOIA requests will be provided within twenty-one business days of receipt of a request. If an extension is required, a FOIA officer from the library will reach out to the requestor.

Procedure for Appealing a Denial

If your request for information is denied, or denied in part, you have the right to have your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You may file your Request for Review with the PAC by writing to:

Leah Bartelt, Public Access Counselor
Office of the Illinois Attorney General
500 South 2nd Street
Springfield, IL 62701
public.access@ilag.gov or 877-299-3642

You also have the right to seek judicial review of your denial by filing a lawsuit in the Illinois Circuit Court. 5 ILCS 140/11. If you choose to file a Request for Review with the PAC, you must do so within sixty calendar days of the date of the denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and the denial letter when filing a Request for Review with the PAC.

Further information can be found here: https://www.illinoisattorneygeneral.gov/open-and-honest-government/pac/.

Records Immediately Available Upon Request

The records listed below are available immediately on our website.

- Open meeting agendas and minutes, July 2024-present
- Annual financial report, most recent
- Salary and benefit information (PA 97-0609), current fiscal year
- Budget and appropriation, current fiscal year
- RSA policies, current

Record Retention Schedule

RSA adheres to the guidance for retaining business records set out by the Local Records Commission through the State of Illinois.

A complete list of all RSA document types and retention times will be available once it has been drawn up by the Local Records Commission.

Policy History

Adopted by the RSA Board of Directors, July 17, 2024.

Amended and approved by the RSA Board of Directors, August 7, 2025.

Amended and approved by the RSA Board of Directors, August 6, 2026.