



RiverShare Mission Statement:

The mission of the RiverShare Libraries is to provide optimum access to member libraries through resource sharing, including an ILS (integrated library system), delivery, and governance.

RiverShare Assembly of the Whole Committee Minutes

Bettendorf Public Library

January 21, 2016

2:00 p.m.

Minutes by Lisa Powell Williams, MPL, AOW Secretary

1. Roll Call (Lisa)

Present: Bettendorf Public Library (Sue Mannix); Clinton Community College Library (Sally Myers); Clinton Public Library (Brad Wiles); Davenport Public Library (Amy Groskopf); East Moline Public Library (Laura Long); Kaplan University Library (Marlene Metzger); LeClaire Community Library (Jillian Aschliman); Moline Public Library (Bryon Lear); Muscatine Community College Library (Nancy Luikart); Musser Public Library (Bobby Fiedler); River Valley (Kim Riley); Robert R. Jones (Jeff Stafford); St. Ambrose University Library (Mary Heinzman); Scott County Library (Tricia Kane); Sherrard Public Library District (Bobbi Jackson); Silvis Public Library (Nancy Ashbrook)

Guests: Carina Mulcrone, (Bettendorf Public Library); Susan Green (Bettendorf Public Library); Deborah Shippy (Moline Public Library)

2. Approval of Minutes

Approved, as amended.

3. Financials (Tricia)

RiverShare has a balance of \$45,683.93; Motion to approve by Amy, seconded by Jillian; approved.

4. Committee Reports

A. ILS Committee

Amy sent out login instructions for new Polaris staff remote desktop interface. DPL has had some issues; work out issues now, don't let wait. RS goal to be done by Feb. 1st. Amy has asked that Polaris not turn off the old server then.

B. Tech Services Committee

No report.

C. Circulation Committee

No report.

D. PAC Committee

Nancy A. reported that there is a scheduled OPAC customization training at Davenport Eastern Feb. 23rd at 2 p.m. Please RSVP by the 18th to both Maria BPL and Val at DPL. Maria will send a reminder to the membership.

E. IT Committee

No report.

F. PR Committee

No report.

G. Other

None.

5. New Business

A. Outstanding item recovery and patron information retention post-separation

Sue asked if there has been any discussion regarding what we're going to do for patron item and registration records post separation. After the separation, we'll still have the records, even with purge at some point.

Sue shared concern about patrons who owe money and have items out. Amy noted this past fall that was recommended that patrons who owed less than \$25 in fines on RS account be purged. For lost items, keep patron and item record. In response to as to the oversight of this process, Amy noted that IL libraries have a grant to pay for data cleanup for RS as part of withdrawing. RS is controlling data cleanup as per contract with Polaris. It's up to Iowa libraries to determine what will be done with that data and when will it will be gotten rid of. Circulation committee has questions about the timeline for this and is willing to be tasked with this and/or work with ILS Admin.

Nancy A. inquired about Illinois libraries having Iowa patrons who owe money. Amy noted that the practice would continue to send payments for lost items to owning library.

Carina noted the Circulation committee is concerned that there is "bleed" into other committees' areas such as Tech Services and AOW. It may be beneficial for Iowa to form an Ad Hoc committee from Circ, TS and ILS Admin committees to work out the timelines with all the players and understanding the greater implications.

Brad referenced the timeline Amy sent out, noting on:

- **April 15** - hold queues separated between IA/IL libraries; after this date IL libraries place items on IL libraries and vice versa IA; patrons/staff will see a lot of error messages due to this. Remind library staff not to override.
- **May 15** - Last day cross borrowing between IA/IL 2 days prior to go live for PC for IL libraries

SAU noted they would need earlier dates, as they are going live in May with their new catalog. Targets for SAU of hold queue stopping in March; April to stop cross borrowing.

Test data load from RiverShare to PrairieCat should be able to review in the next couple of weeks as per Deborah. 5000 records per Illinois library were loaded for the test. What reports will be needed out of Polaris are not known yet regarding a timeline transferring to PrairieCat. If there custom reports needed for everyone in the group, could contract with Polaris to do this as per Amy.

Sierra mentioned yesterday that if we can give an example of Iowa patrons with \$25 or more they can pull into PC. Permissions needed as per Deborah.

An ad hoc committee was appointed by Brad to address these issues consisting of Corinna, Amy, Michelle, and Christine at Scott County.

B. Partnerships and collaboration post-separation

It is anticipated that Illinois and Iowa libraries will continue to partner and collaborate post separation. There will be need for messaging and communication even beyond July 1st and for answering questions and information post separation and will need cooperation.

Several groups, including, YALE, CLOUT, Adult programming and the area history group, which are non-consortium related, will continue to meet and work together.

Amy proposed that it may be helpful to have the directors of the IA/IL libraries to meet as a group after the separation to review information for another three or so months post transition. Amy talked about collaborating with outreach events and card sign ups.

Sue expressed concern about statutory authority for such a group after July 1st. Amy noted that IL libraries could attend as guests.

Laura expressed an interest in an informal bi-monthly or quarterly directors' meeting for IA/IL libraries to share information. A need for set meeting and time was expressed.

C. Other

Sue had questions about DPL's fine free card. Amy noted that it is designed to allow those card holders to only check out up to four books at DPL. DPL Read card profile is available only to juveniles 17 and under for fine free checkout for print items. No holds allowed. Only five cards issued at this point. Apparently, it is not working correctly, yet; help ticket was put in yesterday. Carina noted that this serves as a good test model regarding reciprocal borrowing going forward. Bryon shared re our WIU cards that have to have a blocking note in the record.

6. Old Business

A. OverDrive verification issue follow up

Maria noted that RiverShare is not in compliance with our Overdrive contract, as all users can access Overdrive –technically a violation for our Overdrive license. Regarding authorized and non -authorized users, the best way to limit users would be to have Overdrive look at the patron codes, which is complicated as not much consistency in how patron codes are used. This was referred to Circ committee to come up with a standardized list of how patron codes would be used. Before the change is sent to Overdrive, libraries will be notified so can tell patrons why it won't work if they ask. Maria will follow up with the Circ committee regarding a projected date that RiverShare would be in compliance.

B. RiverShare separation timeline follow up

Please see New Business discussion of timeline.

C. RiverShare leadership follow up: AOW Vice President

Sue expressed interest and noted an interest in a simpler organizational structure for Iowa RiverShare going forward.

D. Kaplan withdrawal letter

Brad received Kaplan's withdrawal letter on behalf of AOW.

E. Other

Nancy A. asked to revisit the MALA agreement for the month of July 2016. Concern was expressed that this MALA delivery was vetoed at the Iowa RiverShare libraries meeting. Sue noted that they did not see the financial benefit in doing this due to Iowa increases that the Iowa libraries will incur going forward. Sally spoke and noted that an official vote was not taken and not all Iowa libraries concurred. Nancy noted that Illinois libraries have contributed to RiverShare and inquired regarding the substantial funds that Illinois libraries have contributed to this reserve over the years. Nancy asked if a portion of this fund to aid in working out potential problems for that month between Iowa and Illinois.

Sally inquired that if the holds queue is separated in April that maybe that there isn't another month (July) needed. Sue noted that Iowa RiverShare libraries are banking on reserves to pay for

the assuming the remaining two years of contracts. Sue noted that BPL will incur a \$5,000 increase in Polaris costs for the next two years.

Nancy L. wondered if we should push back hold date to March.

Amy noted that Iowa libraries are considering switching delivery courier contracts as of July 1st, so an additional month of MALA service in July may be moot. Amy noted that there will be a creative informal way to get Iowa items to Illinois libraries and vice versa.

Deborah noted that by cut off dates on the PrairieCat transfer should work and does not think that holds should be moved sooner than April. Items should be back to libraries by end of May beginning of June.

Bryon asked that renewals be added to the timeline in terms of items not being able to be renewed between by a patron from one state on an item from another state.

Nancy L. noted that it would be helpful to keep one of the RiverShare email lists viable to help facilitate item return after the separation.

There is a need for PR and patron education regarding returns that are not finalized until back to home library in the other state.

8. Other

Reciprocal borrowing meeting for all interested libraries is Feb. 4th at 2 p.m. at the Davenport Public Library Eastern Branch, rather than East Moline. Amy will send email with the new details.

9. Adjourn

Meeting adjourned at 3:07 p.m. on a motion by Nancy L. and seconded by Nancy A.

The next AOW Meeting is 2:00 p.m. on February 18, 2016 at Robert R. Jones Public Library in Coal Valley.