



**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**

**Davenport Public Library – Eastern Branch**

**January 16, 2014**

**2:00 p.m.**

1. Roll Call
2. Review of Minutes
3. Executive Committee
  - a. Delinquent Membership Procedure
  - b. Financials
  - c. Establishment of a Reserve Fund
  - d. Report on By-laws
  - e. Strategic Plan Updates from all Committees
  - f. Other
4. ILS Admin Committee
  - a. Recommendation for Purging Deleted Bibliographic Records
  - b. LEAP Early Adaptor pricing
  - c. Polaris Upgrade
  - d. Other
5. Tech Services □□
6. Circulation Committee
7. PAC Committee
8. IT Committee
9. PR/Web page Committee
  - a. Bald Eagle Days report
  - b. New web site demo/discussion
10. Other

1. Roll Call

In attendance: Sue Mannix (BPL), Beth Mosher (CPL), KennethWayne Thompson (DPL), Cynthia Coe (EMPL), Jillian Aschliman (KUL and LCL), Lee Ann Fisher (MPL), Nancy Luikart (MCC), Bobby Fiedler (MUS), Shelli Fehr (RVL), Angela Campbell (RIPL), Mary Heinzman (SAU), Michelle Bailey (SCC), Paul Seelau (SCL). Attending via GoToMeeting: Jeff Stafford (CVPL), Dodie Wessel (SPLD)

Also in attendance: Carol Anne Chouteau, Susan Green, Eric Arnold, Stephanie Schulte, Bryon Lear, Teri Blake, Amy Groskopf, Kelly Kerns, Mary Bertrand

2. Review of Minutes

Paul Seelau moved to approve with no changes. Cynthia Coe seconded. No discussion. All in favor.

3. Executive Committee
  - a. Delinquent Membership Procedure

The following steps which will help clarify the fiscal responsibilities and outline how to deal with fiscally delinquent libraries were recommended to the Assembly of the Whole by the Executive Committee:

Publish a calendar indicating when payments are due.

Invoices are sent via email according to published schedule.

If payment is not received within 30 days from due date of invoice, a phone call is placed to director of delinquent library by the RiverShare treasurer.

If payment has not been received two weeks after phone call, a certified letter is sent to president of the board of the delinquent library informing the board of the delinquency.

If payment has not been received two weeks after the receipt of certified letter, the delinquent library's staff access will be denied.

The question was raised as to whether 30 days would be a long enough time frame for academic libraries; it was determined it would be. Discussion ensued as to whether extenuating circumstances should mandate library to contact treasurer, instead of vice versa.

Paul Seelau moved to accept the outlined steps, Lee Ann Fisher seconded. All in favor.

#### b. Financials

\$42,859 in bank for the rest of fiscal year; the most expense RiverShare will incur through the rest of the fiscal year is about \$4000, leaving approx. \$38,000 in reserve.

Nancy Luikart moved to accept the financial report; Cynthia Coe seconded. No Discussion. All in favor.

#### c. Establishment of a Reserve Fund 变1

The Executive Committee is recommending that RiverShare establish a separate reserve fund, starting with \$10,000. Paul Seelau says Scott County can establish a new line for that fund. Discussion occurred as to whether there needed to be a resolution that establishes for what the reserve fund could be used.

Lee Ann Fisher made a motion to establish a reserve fund of at least \$10,000 dollars per year for emergencies and for the possible migration to a new ILS or upgrade of current ILS; Paul Seelau seconded. All in favor.

#### d. Report on By-laws

Executive committee is suggesting that we make no bylaw changes for a year, tracking instances throughout the year as to situations where the by-laws may need changing. Annual review could take place in July with change of administration. Suggestions for bylaw changes should be sent to Mary Heinzman.

#### e. Strategic Plan Updates from all Committees

Michelle Bailey reported that the PR Committee formed a subcommittee to talk about the strategic plan, and are also working with IT/web page committee to prepare copy for web page.

Eric Arnold reported that the Tech Committee will have a report soon.

Teri Blake reported that the Technical Services Committee addressed the strategic plan at a previous Executive Committee meeting, and will address training at the next committee meeting.

Carol Anne Chouteau reported that the Circulation Committee developed some documentation.

Nancy Luikart reported that the OPAC Committee discussed strategic report at the last meeting but had no report.

Maria Levetzow reported that ILS Admin Committee's documentation is complete.

Documentation should be sent to Mary Heinzman.

f. Other

No report.

4. ILS Admin Committee

a. Recommendation for Purging Deleted Bibliographic Records

The ILS Admin Committee recommends purging records with no items attached after two years, in order to clear records from the database and pac. Clearing bib records also deletes associated circ statistics. The Tech Services committee will put on their agenda to work out the procedure, whether based on fiscal or calendar year.

Cynthia Coe moved to delete bibliographic records with no items attached after two years, with the Technical Services Committee working out procedural details; Paul Seelau seconded. All in favor.

b. LEAP Early Adaptor pricing

Early adapter pricing for LEAP is \$25,213, which includes maintenance of \$4,125. This gets RiverShare all the functionality that is originally available, plus additional technical services features as they add them. Polaris will invoice 25% initially with the balance due after installation. ILS Admin Committee will verify annual costs and what is encompassed in total.

c. Polaris Upgrade

The next release of R2 has been pushed back to March, probably end of month. ILS Admin Committee is continuing working on Overdrive information. We're stuck waiting for R2 until we implement MuseGlobal.

In order to do an after-hours upgrade to R2, there is a \$2200. Polaris won't bill until installation. Sue Mannix moved to approve spending \$2200 for an after-hours upgrade to R2; Paul Seelau seconded. All in favor.

d. Other

Batch load is complete. It was done with separate oclc code in rivershare oclc account, there are credits due to oclc importing of new records and deletes of records for three Iowa oclc member libraries. ILS Admin Committee recommended that the credits be divided 60% to Davneport, 30% to Bettendorf, 10% to Scott County. Paul Seelau moved to accept that division of credits, Sue Mannix seconded. All in favor.

Overdrive integration is being developed by Polaris. With WILBOR, NEIBORS and OMNI, Polaris can't cope with three different consortia. To use this, we would have to leave our existing consortia and develop a RS consortia. Current quote is for \$18,000: \$6,000 is maintenance of platform, \$12,000 is for purchasing titles. Currently consortium costs for libraries that have reported is \$39,000 and Advantage titles are an additional \$30,000.

Amy will work with Shelli Fehr and Beth Mosher to get statistics on usage of different titles. Supposedly Overdrive integration will be available at next version of R2, which is the version we are waiting for.

5. Tech Services

No report.

6. Circulation Committee

No report

7. PAC Committee

Next meeting is February 5, working on documentation and cleaning up web site.

8. IT Committee

No report

9. PR/Web page Committee

c. Bald Eagle Days report

Pretty successful. Handed out bookmarks. Constant people coming through. Educated people about ability to use cards at other libraries.

Librarians Gone Wild potluck, more info to come

d. New web site demo/discussion

Eric Arnold, Bryon Lear and Bobby Fielder have put in a lot of effort to build building a new Joomla-based web site. Email was sent to directors and committee chairs asking them to make a list of the documentation that already exists that needs to be on the new web site. Another letter will be sent in the next few weeks, and Eric is willing to attend committee meetings. Next phase will be to take information and put it up. Working on how to index all information, not just piles of documents.

Events calendar could include events at all libraries, listings with member web sites; access for the public. Log in gives access to more info; all committees are available to user. Search capability will be built into this layer of the site; looking for and evaluation search capability. Developing web site with least amount of financial outlay possible.

Subcommittee will eventually go away, possibly committee chairs will be responsible for keeping their documentation updated. No decisions have been made, but they are on the list to be discussed. Currently focusing on content, hierarchy. Basic structure is there and now the job at hand is getting the content there in the right format.

Questions arose as to visually differentiating between public and staff side, what needs to be password protected and what doesn't.

Eric needs a list of what documents need to be transferred to the new web page. Send him the list; do not send him the documents. Due date: February 28. New director's manual has already been sent to Eric.

10. Other

Bryon Lear used to run GoToMeeting, but cannot do it anymore. Eric Arnold volunteered.

Director's orientation manual: Mary will resend document to directors and ask for volunteers to gather some information.

Request for statistical summary: Amy ran report, results were sent to Paul to plug into formula. Amy will send scan of statistical summary to all directors.

Adjourn: Sue Mannix moved to adjourn, Angela Campbell seconded. All in favor.

Next meeting is Thursday, March 20, 2014, at Coal Valley.