



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
Coal Valley Public Library
March 20, 2014
2:00 p.m.**

1. Roll Call
2. Review of Minutes
3. Executive Committee
 - a. Financials
 - b. Delivery Report
 - c. Nominating Committee
 - d. Strategic Plan update
 - e. Vote on LEAP recommendation
4. Ad Hoc Budget Committee report
5. ILS Admin Committee
 - a. RiverShare OverDrive information
 - b. Polaris Upgrade
 - c. Other
6. Tech Service Committee
7. Circulation Committee
8. PAC Committee
9. IT Committee
10. PR committee
11. Other

1. Roll Call

In attendance: Flora Lowe (Ashford), Sue Mannix (Bettendorf), Sally Myers (Clinton Community College), Amy Birtell (Clinton Public), Jeff Stafford (Robert R. Jones), KennethWayne Thompson (Davenport), Cynthia Coe (East Moline), Jillian Aschliman (Kaplan and LeClaire), Lee Ann Fisher (Moline), Nancy Luikart (Muscatine Community College), Shelli Fehr (River Valley), Angela Campbell (Rock Island), Mary Heinzman (St. Ambrose), Michelle Bailey (Scott Community College), Sarah Carlin (Scott County), Laura Long (Silvis).

Attending via GoToMeeting: Dodie Wessel (Sherrard)

Absent: Henry C. Adams, Musser Public Library

2. Review of Minutes

Moved to accept: Sue Mannix

Seconded: Cynthia Coe

Discussion: none

All in favor.

3. Executive Committee

a. Financials

Current balance of \$42,243.87 was reported. Question was made as to what is encumbered for the rest of fiscal year which would result in the future balance indicated on the report of \$35,801.16. Encumbered items include Vonage costs, after hours upgrade, and the GoToMeeting computer system. Request to treasurer to clarify account balance as of March.

A budget proposal for FY 15 was presented, at a total cost of \$163,381.94. The question was raised about \$10,000 reserve fund being established. The intent is to continue adding ten thousand each year that will go in a separate fund, to be used for items such as upgrades, migrating, etc.

Moved to accept financial report: Lee Ann Fisher

Seconded: Amy Birtell.

No discussion.

All in favor.

b. Delivery Report

RiverShare has been approached by RAILS inquiring as to whether Iowa libraries would like to have delivery via RAILS. Information has been provided to RAILS, and a quote is being worked on. If we decide to change, we need to give MALA 90 days notice before contract expires June 30. Dee Brennan from RAILS was in attendance to answer questions.

Currently libraries are required to have 5 day delivery with MALA, the question was posed as to whether or not libraries could have less than 5 days a week delivery. Dee indicated she was sure we could work something out. Information as to what current delivery schedule is, what we want it to be and approximate volume has been sent to RAILS.

Question was posed as to what has changed that would result in RAILS being amenable to delivering to Iowa libraries. It's a result of changes in the financial situation in Illinois. When change was initially made, people in Springfield were in crisis mode. The Illinois State Library knows that this is being pursued and they are happy with that; it has been made clear that no Illinois tax dollars are being used to subsidize Iowa functions; it will still be a cost recovery situation.

Dee indicated that she did not think the situation would change again in the future. Angela Campbell said that discussions she has been party to through the state library indicate that this is not the case. A community drop has been suggested (one site in a community would get 5 day a week delivery, and then libraries within that community are responsible for getting their own materials). That is one recommendation; there will be a lot of feedback about that. There's not as much money as there used to be, but it still has to make sense.

Has there been assessment of how the new arrangement will work? There is just discussion now. Has the state library determined time line? There is one from the state library, RAILS is thinking potentially that this could start July 1. Dee indicated that info will be available as soon as possible.

Illinois libraries will only be affected by not having to pay for share of MALA delivery, regular delivery schedule will not be affected.

Outsourcing delivery is still being considered by RAILS. Burr Ridge is outsourcing and that is working for them, including night delivery even on Fridays. Burr Ridge is geographically smaller.

A year or so ago, the state library did a request for state-wide delivery and got no response. Brenda Roman talked about community drops being used in very rural communities and for situations like school libraries, which have very limited access. Angela Campbell said they were trying to make a one-size-fits-all model as a recommendation.

The size of the RAILS region would preclude outsourcing. Dodie indicated that they are looking for comments on the proposal, and encourage Illinois librarians to take advantage of that, and will email information on that recommendation to all directors.

Local materials would travel only through local region, not throughout all of RAILS.

c. Nominating Committee

Sue Mannix and Paul Seelau were appointed to nominating committee at last Exec committee. Sue has been making calls, and has 6 RiverShare directors who are amenable to running for Executive committee. Of those six, Sue will see if any are willing to run for Vice-Chair. New people must be elected by June, according to by-laws and they take office July 1.

d. Strategic Plan update

At Executive committee, assignments were made as to assembling information for the director's manual. Committees are supposed to be documenting procedures and setting up training.

The new website is on target for end of second quarter release date. Committees are supposed to be looking at documents on current web site and letting Eric know what will be put on new web site. Web page group will be training committee chairs on how to update web page, and then conduct trainings for rest of staff on accessing web page. Web page group will recommend that, for the first year, the group will continue to offer support.

e. Vote on LEAP recommendation

Executive committee is recommending that RiverShare adopts LEAP.

Executive committee is bring forward the recommendation that RiverShare become an early adopter of LEAP at a maximum cost of \$29,338 (\$25,213 plus \$4125 prorated). Availability is projected to be September and October. To be paid from current balance.

Seconded by Lee Ann Fisher.

Discussion:

Question was raised as to why if bill isn't being paid until next year, whether it should come from next year's budget. 25% of software invoice will be due immediately. Remainder will be paid at time of installation.

Question was raised as to whether there would be any other future additions from Polaris? OverDrive integration is coming, and that is revenue-favorable for any library with existing OverDrive account.

Question was raised as to whether or not other improvements are coming from Polaris; we know of nothing at this time.

We have received a 5-year quote from MuseGlobal, but have not committed to full five years. Muse Global has not been implemented because we chose to wait for the R2 build that will have a receipt printer bug worked out.

SCC sees no advantage to having LEAP; she sees no practical use of LEAP for them. Advantage of web client will avoid receipt printer problems, any satellite usage can be done without needing to get ISP white listed, eventually will include other modules, such as some cataloging. SCC would prefer to opt out, but does not want to stop others from using it. We won't be paying \$22,000 annually, but will be paying \$4,125.

Concern was stated about staying static in terms of upgrades and services that are available, and we'll end up back where we were. Individual libraries may not need each feature, but as a consortium, do we want to keep abreast of improvements and upgrades.

Voting results were as follows:

Ashford University Library (Flora Lowe/Deb Duhr)-AUL	yes
Bettendorf Public Library (Sue Mannix/Maria Levetzow)-BPL	yes
Clinton Community College Library (Sally Myers/Michelle Bailey or Nancy Luikart)-CCC	yes
Clinton Public Library (AmyBirtell/Beth Mosher)-CPL	yes
Robert R Jones Public Library District (Jeff Stafford/East Moline Library) - CVP	yes
Davenport Public Library (KennethWayne Thompson/Amy Groskopf) - DPL	yes
East Moline Public Library (Cynthia Coe/Tami Cox) - EMPL	yes
Henry C Adams Library (Susan Miniell/Deb Schrader) - HCA	na
Kaplan University Library (Jillian Aschliman) - KUL	yes
LeClaire Community Library (Jillian Aschliman /Carina Mulcrone) - LCL	yes
Moline Public Library (Lee Ann Fisher/Bryon Lear/Deborah Shippy) - MPL	yes

Muscatine Community College Library (Nancy Bird Luikart/Sally Myers) - MCC	yes
Musser Public Library (Pam Collins/Bobby Fiedler) - MUS	absent
River Valley Library (Shelli Fehr/Teri Blake) - RVL	yes
Rock Island Public Library (Angela Campbell/Amy Penry) - RIPL	yes
St Ambrose University Library (Mary Heinzman/Julia Dickinson) - SAU	yes
Scott Community College Library (Michelle Bailey/Sally Myers or Nancy Luikart) - SCC	abstain
Scott County Library (Paul Seelau/Sarah Carlin or Connie Owings) - SCL	yes
Sherrard Public Library District (Dodie Wessel/Paula Graff) - SPLD	absent
Silvis Public Library (Laura Long/Cynthia Coe) - SVP	yes

Motion is passed.

4. Ad Hoc Budget Committee report

Ad Hoc Budget Committee presented proposed budget at March 4 Executive Committee meeting, with a total budget amount of \$163,381.94.

\$20,000 for contract services was included for potential to hire for some jobs. There are no definite plans to spend that amount, and if it is not expended at end of fiscal year, it will go into reserve fund.

LEAP costs will be paid from reserve from FY14.

Total is a 20% increase over last year.

Polaris maintenance is billed in September, due in October. We're trying to avoid two invoices; current budget plan calls for all known expenditures.

If RiverShare would disband, remaining funds would be disbursed back to libraries according to formula.

Request that invoice is itemized with Polaris separate from other RiverShare invoices.

Angela Campbell moved to accept budget for FY15.

Michelle Bailey seconded.

Question was raised as to how contracting services funding would be used. AoW would decide based on recommendations from Executive Committee.

Ashford University Library (Flora Lowe/Deb Duhr)-AUL	yes
Bettendorf Public Library (Sue Mannix/Maria Levetzow)-BPL	yes
Clinton Community College Library (Sally Myers/Michelle Bailey or Nancy Luikart)-CCC	yes
Clinton Public Library (AmyBirtell/Beth Mosher)-CPL	yes
Robert R Jones Public Library District (Jeff Stafford/East Moline Library) - CVP	yes
Davenport Public Library (KennethWayne Thompson/Amy Groskopf) - DPL	yes
East Moline Public Library (Cynthia Coe/Tami Cox) - EMPL	yes
Henry C Adams Library (Susan Miniell/Deb Schrader) - HCA	absent

Kaplan University Library (Jillian Aschliman) - KUL	yes
LeClaire Community Library (Jillian Aschliman /Carina Mulcrone) - LCL	yes
Moline Public Library (Lee Ann Fisher/Bryon Lear/Deborah Shippy) - MPL	yes
Muscatine Community College Library (Nancy Bird Luikart/Sally Myers) - MCC	yes
Musser Public Library (Pam Collins/Bobby Fiedler) - MUS	absent
River Valley Library (Shelli Fehr/Teri Blake) - RVL	yes
Rock Island Public Library (Angela Campbell/Amy Penry) - RIPL	yes
St Ambrose University Library (Mary Heinzman/Julia Dickinson) - SAU	yes
Scott Community College Library (Michelle Bailey/Sally Myers or Nancy Luikart) - SCC	yes
Scott County Library (Paul Seelau/Sarah Carlin or Connie Owings) - SCL	yes
Sherrard Public Library District (Dodie Wessel/Paula Graff) - SPLD	yes
Silvis Public Library (Laura Long/Cynthia Coe) - SVP	yes

- 5. ILS Admin Committee
 - d. RiverShare OverDrive information

The OverDrive integraton with Polaris was viewed by some members at PLA to great satisfaction. Amy Groskopf passed out summary of OverDrive integration and costs.

Licensing restrictions do not allow academic titles to be placed on public library platform and vice versa. The costs that Amy submitted include \$2,000 for academic platform and \$4,000 for content. Polaris will allow patron reciprocation between academic and public library platforms, so it will be seamless for patrons. Overlap in titles may be confusing, necessitating coordination of purchasing. If a title is on both platforms, there will be two separate records in pac. If a library buys Advantage titles, those traditionally have been titles that are available only to cardholders of that library. Once patrons are logged in, they'll be able to see those titles that are available to them. Our understanding is that if only one library owns an Advantage title, it will only be show in the that library's version of the pac.

Our current Advantage titles will make the core collection of the RiverShare collection, and will no longer be Advantage titles.

Currently, all libraries with OverDrive accounts pay a total of \$46,330. In a RiverShare OverDrive consortium, the total would be \$28,750.

Cost breakdown assumes all libraries will participate, and uses same formula as Polaris invoicing.

Opening day collection will consist of 5,000 currently existing Advantage titles and additional content purchased with \$16,000 allotted for that purpose.

Omni has each library purchase titles for consortium. WILBOR calls for volunteer selectors.

We should be able to get better statistical reports, with the addition of pulling stats from Polaris.

After hours upgrade is currently scheduled for Monday, April 21, at 9:00 p.m. We believe they will upgrade training server prior to that. Muse Global will be implemented as soon as possible after R2 upgrade.

3M ebooks needs Polaris API, is that available on a per library basis? Don't know. Currently, API is not needed for OverDrive, but that's not guaranteed to be continued.

Iowa libraries need to notify by May 15. Amy Groskopf was told that OMNI will let libraries prorate.

OverDrive will eventually offer streaming audio and video, available to Roku.

Michelle Bailey moves that RiverShare pay for OverDrive costs for FY 15 for Polaris integration.

Amy Birtell seconded.

Discussion:

Comment made that OverDrive integration will require separate invoice from annual budget invoice.

Friendly amendment; motion is contingent upon satisfactory implementation of R2 upgrade.

Ashford University Library (Flora Lowe/Deb Duhr)-AUL	abstain
Bettendorf Public Library (Sue Mannix/Maria Levetzow)-BPL	yes
Clinton Community College Library (Sally Myers/Michelle Bailey or Nancy Luikart)-CCC	yes
Clinton Public Library (AmyBirtell/Beth Mosher)-CPL	yes
Robert R Jones Public Library District (Jeff Stafford/East Moline Library) - CVP	yes
Davenport Public Library (KennethWayne Thompson/Amy Groskopf) - DPL	yes
East Moline Public Library (Cynthia Coe/Tami Cox) - EMPL	yes
Henry C Adams Library (Susan Miniell/Deb Schrader) - HCA	absent
Kaplan University Library (Jillian Aschliman) - KUL	yes
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St Ambrose University Library (Mary Heinzman/Julia Dickinson) - SAU	yes
Scott Community College Library (Michelle Bailey/Sally Myers or Nancy Luikart) - SCC	yes
Scott County Library (Paul Seelau/Sarah Carlin or Connie Owings) - SCL	yes
Sherrard Public Library District (Dodie Wessel/Paula Graff) - SPLD	no
Silvis Public Library (Laura Long/Cynthia Coe) - SVP	yes

Question arose as to who will be in charge of creating committee. Amy Groskopf will let Polaris and OverDrive know that integration has been approved, and find out how the transfer will occur. Laura Long will contact OMNI to see if refunds are available.

e. Polaris Upgrade

See above.

f. Other

Amy Birtell announced that due to budget cuts, Clinton will be closing Lyons Branch. Clinton Public Library purchased Scott County Library's book mobile which is being renovated and will run in the summer months. Lyons collection, in part, will go into book mobile. Implementation date is March 29.

Lyons branch has been turned off as a pickup branch in Polaris, and taken out of holds queue. Polaris transferred all titles with active holds that have pickup points of Lyons branch to Clinton main library. Still need to know how to transfer patrons.

Discussion ensued as to whether or not it was addressed in the By-Laws whether or not a library could remove a substantial part of a collection. It is not.

6. Tech Service Committee

No report.

7. Circulation Committee

No report.

8. PAC Committee

No report; reference to minutes.

9. IT Committee

No report.

10. PR committee

Recommendation for tag line for RiverShare libraries. RiverShare Libraries: So Much More.

Will be made available for libraries to use. Will be on web site.

Angela Campbell moved to adopt.

Amy Birtell seconded.

All in favor.

11. Other

With the impending retirement of Paul Seelau, the question arose as to how RiverShare will handle treasurer position during interim. Sarah Carlin shared that Paul intends to stay until new director is in place. If Paul does not stay and Scott County appoints interim, interim would be treasurer.

Calendar for upcoming fiscal year will be presented at next meeting.

Verbal confirmation that Neil Gaiman is coming in September at Augustana, after party for donors and committee members is at St. Ambrose. Friday April 4 at Midwest Writing center is next QCReads meeting.

World Book Night is coming up, Clinton Public Library has most givers in the country picking up at the Library.

Cynthia Coe is retiring. East Moline's web site has job listing and requirements.

Sue moved to adjourn.

Shelli Fehr seconded.

All in favor.

Next meeting : Thursday, April 17, at 2:00 p.m., at Moline