



**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  
Bettendorf Public Library  
May 15, 2014  
2:00 p.m.**

Lee Ann Fisher called the meeting to order.

1. Roll Call

In attendance:

Flora Lowe (Ashford), Sue Mannix (Bettendorf), Sally Myers (Clinton Community College), Amy Birtell (Clinton Public), Amy Groskopf (Davenport), Cynthia Coe (East Moline), Marlene Metzgar (Kaplan), Jillian Aschliman (LeClaire), Lee Ann Fisher (Moline), Nancy Luikart (Muscatine Community College), Pam Collins (Musser), Shelli Fehr (River Valley), Angela Campbell (Rock Island), Mary Heinzman (St. Ambrose), Michelle Bailey (Scott County Community College), Sarah Carlin (Scott County), Laura Long (Silvis)

Attending via GoToMeeting: Jeff Stafford (Robert R. Jones), Dodie Wessel (Sherrard)

2. Review of Minutes

Minutes from April 17, 2014 meeting amended to reflect Dodie Wessel's attendance via GoToMeeting.

Motion to approve as amended: Cynthia Coe

Second: Shelli Fehr.

No discussion.

All in favor.

3. Executive Committee

a. Financials

Reports were submitted by Paul Seelau. The Vonage bill was encumbered and GoToMeeting equipment encumbered. Final balance \$35,348.97, which matches Scott County Ledger.

Motion to accept financial report: Nancy Luikart

Second: Cynthia Coe

No discussion.

All in favor.

#### b. Delivery Report Update

Mary had more communication from Mark Hatch from RAILS. Quote has been adjusted slightly, after receiving more information from libraries. Cost would be \$23.12 per stop; \$115.60 per week for 5 day delivery, \$6,011.20 per year for 5 day delivery. Stops at branches would be separate charge from main library. Cost is on a recovery basis. Self-adhesive delivery labels would be an option. Computer generated labels could be downloaded from their web site at no cost. Self-adhesive labels could be purchased at cost. RiverShare members in Illinois will continue to receive their deliveries from funds from State Library. Low volume libraries would not receive delivery, but could share delivery with another library, and share costs.

Jane Plass, associate director of RAILS, and Mark Hatch will be at a meeting in Coal Valley on May 21 in case anyone would like to discuss this with them. Time TBA. Mary Heinzman will send out time.

RAILS is willing to start delivery at any time. MALA requires 90 days' notice of cancellation. Paid funds will be refunded on a prorated basis if needed. MALA is also working on developing a new quote.

Question was raised as to satisfaction of Illinois libraries with RAILS delivery. It was indicated by several libraries that quality of delivery from RAILS has not diminished in the past several years. It is still high quality consistently.

There was a request for time frame in which a decision would be required.

If we stay with MALA, is there a possibility for smaller libraries to reduce number of deliveries from 5? Mary Heinzman will inquire. Currently, MALA bases quote on volume, but everybody has 5 days. MALA is hoping to get new bids out by July 1.

Information will be gathered, and discussion will occur at August 21 meeting.

#### c. Results of Election

Survey was sent out for votes, as of today, only 16 libraries had voted. Mary will keep vote open, and then results will be sent.

Kaplan is not expected to vote, as Marlene was not on staff at the time the vote was sent out. Welcome, Marlene!

#### d. Discussion of hiring a staff person

Sue Mannix requested to have this on the agenda. Since RiverShare was formed, there's been discussion as to what kind of paid staffer would eventually be put into place. Member libraries decided at origination that libraries would work together to get things off the ground, with all members pitching in and doing what's possible. Then discussion came up as to what specific duties of paid staff member would be. Strategic plan was developed to determine what those duties might be. Three years in, and some members are of the opinion that staff from several libraries are doing a lot of the work. A request for an earnest discussion of hiring a paid staff member was made.

Pinnacle Library Systems does have a paid sys admin. Sue has the job description of the Pinnacle sys admin, and would like to request that the Assembly of the Whole seriously consider hiring a professional sys admin, cost to be shared by all libraries.

\$20,000 has been budgeted in FY15 for staff.

Pinnacle's person is an employee of one library, paid from all libraries. Pinnacle is not a hosted solution.

Pam Collins likes the idea, indicated that they feel there is an extreme need for clerical support. Question was raised as to whether or not that would be a sys admin responsibility. We could make it what we feel it needs to be for our organization. Question was raised as to whether or not a sys admin position would be responsible for maintaining web site and OverDrive.

Question was raised as to whether RiverShare's strategic plan answered the question of whether we need someone and what they would do. There were communication needs within RiverShare and with Polaris, web site maintenance, training issues.

Question was raised as to how many hours a week are needed. Eric indicated that web site prep varies, but when preparing for training, it can be quite a bit.

Currently, those libraries whose staff members are covering the bulk of the work are, ipso facto, covering the cost of implementing new programs. Hiring a person would spread that cost across all libraries.

Amy Groskopf indicated that what the organization is missing by not having a paid staffer is that there is no one person that sees the entire picture, that has all the pieces. There is no continuity. Vendors could use one contact, as well. Using OverDrive as the example, we are still lacking in the information we need to know from some libraries. So some libraries are not fulfilling their responsibilities.

An earlier mentality of "the big libraries are handling these things" needs to be passed on. It was never intended to be a sustainable model. Concern was expressed that RiverShare duties have been absorbed by existing staff.

Suggestion was made to form an ad hoc committee to look to Pinnacle job description and develop view of hours expended currently on RiverShare duties.

Nancy Luikart moved to form ad hoc committee to explore possibility of hiring professional sys admin.

Michelle Bailey seconded.

Question was posed to Sue Mannix as to how she would see the procedure would move forward. She indicated that the exploratory committee would be a good way to move forward.

Question was raised as to when this could be enacted. Budget for FY15 has already been approved.

All in favor.

Sue Mannix, Michelle Bailey, Angela Campbell, and Eric Arnold volunteered to be on committee. Report will be made to Executive Committee. Charge was made to committee to keep in mind what has already been budgeted, with the knowledge that we probably cannot assess additional expenses. Update to be made at June 10 Executive Meeting in LeClaire.

4. ILS Admin Committee
  - a. Polaris Upgrade

Upgrade is now scheduled for June 2 for the training server during the day, June 9 starting 9 p.m. for production server.

- b. Overdrive Implementation Questions & Answers, Collection Development policy

Report from committee. Still planning on going live on June 1. IF you haven't received a welcome email from OverDrive, let Amy know.

5. Tech Services Committee

Shelli Fehr reported that the Tech Services and the OPAC committees held a joint meeting. The audience field in the marc record was discussed, and it was decided to use broader categories of adult, adolescent and juvenile.

Tech Services approved submission for strategic plan.

6. Circulation Committee

No report

7. PAC Committee

No report

8. IT Committee

Eric Arnold reported that strategic plan from IT was approved. Other committees need to contact Eric Arnold or Bobby Fiedler to get training on how to put items on web site.

9. PR committee

Shelli Fehr reported. Party was a lot of fun. Committee is researching the possibility of offering training on marketing library in August or September with CEU.

#### 10. Other

Mary Heinzman attended national legislative day in Washington, DC, as a representative of Iowa libraries. She had a briefing with ALA first and then met with representatives and senators. Iowa's sessions went really well; met with senator and representatives, not aides. Explained concern of approval for LSTA funding for libraries, asked them to vote for that. Asked them to put teacher-librarians into new education bill. Talked about fair access to research that is funded with public tax dollars. Currently, universities that do research with tax-funded grants can sell results to journals, and taxpayers do not have access to it without subscription. Requesting that research results be made public after 6 months. ILMS funding not in danger. Early literacy efforts- Innovation in Literacy program is available, provided \$25 million to schools and public libraries to provide early literacy programs; plan was to cut that, so request was made to include it.

Cynthia Coe announced that new East Moline director will be Laura Long. She will start June 9. Cynthia's retirement party is June 13 from 1-4 at East Moline Library.

Cynthia Coe also City Finance asked how many books she has. East Moline has a lot of unavailable items. Deleted items are purged after two years, because circ stats will be deleted once the record is deleted. MARC libraries are the ones who will be doing the purge; the final process is still being determined.

Lee Ann Fisher asked if anyone has had problems with Libertarian Party soliciting for signatures to get on the ballot at Moline. Moline has a no solicitation policy, and police assistance was required.

Assembly of the Whole meetings for FY15 are scheduled as follows:

August 21  
October 16  
January 15  
March 19  
April 16  
May 21

Lee Ann Fisher moved to adjourn.

Cynthia Coe seconded.

Meeting adjourned at 3:23.