EVERGREEN INDIANA
OPEN SOURCE INTEGRATED LIBRARY SYSTEM

Circulation Committee

June 19, 2012
Greenwood Public Library, 10:00 a.m.

Agenda - DRAFT

I.   Call Meeting to Order
II. Approval of Agenda
III. Approval of the Minutes from March 20, 2012
IV. Indiana State Library Reports
    a. Follow-up items from March meeting
V.   Old Business
    a. Bookmobile working group
    b. Bankruptcy FAQ
    c. Adding payment pilot statement to circulation policy – Appendix A
    d. Updating canned reports if a discrepancy is found – Appendix B
VI. New Business
    a. Minimum patron information – Jill Scarbrough
    b. Redefine "In Good Standing" with regards to updating expired accounts – Rose Bryan
    c. Adding patron photos to patron database – Rose Bryan
    d. Address verification for patrons who have moved but are still within your library district – Shawn Heaton
    e. Step-parents registering step-children – Shawn Heaton
    f. Emailing checkout receipts – Chase Martin
VII. Announcements
    a. Migrating libraries
        i. June 26, 2012 – Shelby County – Morristown branch going live
            1. Catalog freeze June 21 AM – June 26 AM
    b. Next meeting: Tuesday, September 18, 2012

Appendix A

Regarding the Evergreen Indiana payment program, Evergreen Indiana libraries will collect patron fines and fees on behalf of one another. The Indiana State Library will invoice libraries quarterly throughout the year to collect all payments accepted on behalf of other libraries and will provide each library with the payments that were accepted on their behalf. If the balance due is less than $5 at the end of the quarter, the funds will be held without interest, until the funds equal $5 or more and will be disbursed with the next set of Evergreen payments, except for the 4th quarter which will be paid out regardless of total fine.

Appendix B

If a discrepancy in a report is identified, the Evergreen Indiana system administrators will make an announcement on the evergreen_reports@lists.in.gov listserv and will give staff members two weeks before the old report is deleted and the new report shared.