Minutes
Evergreen Indiana Executive Committee Meeting
August 8, 2011

The August 8, 2011 Executive Committee Meeting, held at the Indiana State Library, was called to order by acting chair Mary Reed at 1:00 pm.

Present at the meeting were the following voting members:
Kelly Ehinger (Adams Public Library)
Krista Ledbetter (Morgan County Public Library)
Marsha Lynn (Odon Winkelpleck Public Library)
Montie Manning (Alexandria-Monroe Public Library
Mary Reed (Jackson County Public Library)
Nick Schenkel (West Lafayette Public Library)

Non-voting members present:
Shauna Borger (Indiana State Library)
Jim Corridan (Indiana State Library)

Guests present:
Jason Boyer (Jackson County Public Library)
Connie Bruder (Lebanon Public Library)
Shawn Heaton (Alexandria-Monroe Public Library)
*Judy Hill (Plainfield-Guifford Public Library)
Niles Ingalls (Hussey-Mayfield Memorial Public Library)
Wendy Knapp (Indiana State Library)
Sherri May (Brownstown Public Library)
Mike Peters (Indiana State Library)

Members not present:
Andrea Ingmire (Greensburg-Decatur County Contractual Public Library)
Karen Niemeyer (Thorntown Public Library)
Mary Rueff (Hussey-Mayfield Memorial Public Library)

The agenda was approved on a motion by Mr. Schenkel and second by Ms. Ledbetter. All in favor.

The minutes of the June 14, 2011 were approved on a motion by Ms. Ledbetter and second by Ms. Lynn. All in favor.

State Library Report – Ms. Borger & Mr. Corridan
- De-duplication Project: a total of 1.2 million records were merged in the de-duplication project. To date, it is reported that 738 titles (less than 0.1%) were merged incorrectly. The catalogers are finding that the ones that were incorrectly merged in most cases had ISBNs listed for the wrong format (large print edition in a regular print record). Overall the project has been extremely successful.

- Overdrive: a press release regarding the LSTA grant to grow the e-book and e-audio collection has been distributed to each of the Overdrive member libraries. Libraries are asked to personalize the release and submit it to their respective local media.
- Payment Pilot: in July, Jackson, Jennings, and Brownstown participated in a pilot to determine the accuracy of reporting of paid fines and fees among the patrons of the three libraries. The reports are deemed accurate and accepted by the State Board of Accounts. Boone County libraries will pilot the credit card module in September. It was suggested that the participants of the payment pilot write a letter to the boards of the 23 libraries which have not yet submitted their Resolution Authorizing Evergreen Indiana Libraries (Including the Indiana State Library) To Accept Payments for Fees & Fines on Behalf of the Library. The payment procedure cannot be implemented system-wide until all libraries have submitted a resolution.
- Acquisitions: The acquisitions pilot began in August and involves West Lafayette, Andrews-Dallas, and Mitchell Community Public Libraries. They started by using documentation created by King County Library System in Washington State. That documentation is very bare bones and oriented more toward non-print acquisitions. All libraries expressed a desire to have EDI set-up with at least Baker and Taylor. Because of this ISL reached out to Baker and Taylor to get our own account set up with EDI for Baker and Taylor. EDI was set up on the Baker and Taylor side at the end of June. We began attempting to place an order using Baker and Taylor EDI mid-July and immediately ran into issues. The purchase orders wouldn't activate, etc. So we reached out to Bibliomation who notified us that there was system side set-up to this that we had previously been unaware of. Mike Peters worked with Bibliomation and Baker and Taylor to set-up all of the system side items and we successfully placed an EDI order. Mike Peters also organized permissions for acquisitions log-ins. Moving forward, one of the pilot libraries is focusing on using the acquisitions module for non-print materials and without using EDI. Documentation for each library in setting up their software for using acquisitions.
- Ms. Borger will create a survey to send out to the membership to ask what libraries will want to use acquisitions. ISL will develop a self-paced tutorial in September so that libraries with no acquisitions experience can see the module in practice.
- OPAC changes: results were mixed from the survey regarding the color and spacing of the OPAC display. Color changes were made based on visual accessibility. The Executive Committee discussed whether call numbers should be added to the display and agreed by consent to leave them off the display.

Committee Reports:
- Overdrive Committee – Connie Bruder: Ms. Bruder reported on the $63,325.26 LSTA grant awarded to the Lebanon Public Library on behalf of the Overdrive consortium. The order is ready for submission. The additional e-Books will nearly triple the size of the collection. The order includes about 2/3 e-Books and 1/3 e-audio. Currently 39 libraries participate in the Overdrive consortium.

  Ms. Bruder also reported on her attendance at the Digipalooza conference. Overdrive/Kindle accessibility will likely be launched in September. Ms. Bruder reported that the Overdrive search capabilities will be enhanced to allow better

searching of genres. Also coming are options for patrons to suggest purchases and also the ability for patrons to connect directly to e-Book vendors for immediate personal purchase of items not available (checked out). It was reported that libraries may benefit from this by netting a percentage of the income of these sales.

The Executive Committee discussed whether to allow PLAC cardholders the use of the Overdrive collection. Currently PLAC use is allowed. No changes were made in this policy.

- Cataloging Committee – Judy Hill: The Cataloging Committee is currently revising the Cataloging Policy and will bring recommendations for changes to the Executive Committee at its next meeting. In particular, two items will be addressed – advanced reader copies (ARCs) and street dates. The procedures are also being revised at this time coordinated by Hussey-Mayfield Memorial Public Library cataloger Sarah Childs.

  Cat1 certification issues: The Cataloging Committee would like direction on what to do with an Evergreen library which does not have a Cat1 cataloger. One member library has participated in the cat1 training, but does not have the skills to do original cataloging even with additional training offered by the cataloging committee trainers. Although this is one case, the Executive Committee should have procedures in place for any situation in which a library does not have the capability and skill level needed for original cataloging. An alternative was discussed – that participating Evergreen libraries have varying requirements based on the size of the library such as A & B libraries must have a cat1 cataloger and C libraries must either have a cat1 or enter into contract with an Evergreen library with a cat1 to provide the original cataloging service. The Executive Committee asked the Cataloging Committee to offer a recommendation on policy regarding this type of situation.

  Diacritics: Mr. Schenkel asked whether diacritics were available in Evergreen. Ms. Hill responded that diacritics can be used if, on import, the fields with diacritics are stripped out. After importing the record, then it is possible to cut and paste the fields with diacritics and the diacritics remain and display in the catalog.

- Circulation Committee – Mr. Heaton: The Circulation Committee would like to increase its membership from nine to fifteen because of the size of the consortium. This will require a change in the circulation committee guidelines.
  Other issues that the Committee brought to the Executive Committee:
  o Holds – the automated calls are sometimes being made to people when their requested item is placed in transit and not yet in house. [This has been resolved.]
  o Check-in issues – some libraries have experienced items not checking in properly even when the titles appear at the check-in screen. [This is a known issue that is due to staff error. If a staff member scans an item and scans the next item before the first is not properly checked in and appears on the check-

in screen, nothing beyond that checks in properly. It is very important to wait for the title to appear on the screen and not simply to listen for the beep.]

- IT / Technology Committee – Mr. Peters: Mr. Peters reported that the Evergreen 2.1 release will be sometime this fall. The release does not include major changes.

- Conference Planning – Ms. Borger: Ms. Borger reported that the program committee will send out a program survey to the ILS community to solicit input on program ideas for the 2012 Evergreen International conference. Other committee work will begin in the fall. If interested in volunteering for any committee, contact Ms. Borger.

New Business:
- Reciprocal cards: On a motion by Ms. Ledbetter and second by Mr. Schenkel, the blue reciprocal cards will be issued to each library for use for their Reciprocal cardholders effective January 1, 2012. Ms. Borger will compile a list of all Evergreen libraries with a need for reciprocal cards for order. The reciprocal cards will use the same library indicator that is used for each library with a 5 added in the sixth digit.
- Election of new officers: Mr. Schenkel and Ms. Ledbetter will serve on the Nominating Committee with Ms. Borger. Election of officers will be held at the October meeting.
- z39.50 connection information: Bookwhere / Webclarity has asked for use of the Evergreen catalog records. After discussion, the Executive Committee on a motion by Ms. Lynn and second by Ms. Ehinger approved use of any Evergreen system of our z39.50 connection upon request. The request by Bookwhere was denied. However, it was suggested that Evergreen Indiana might negotiate some deal with Bookwhere for cataloging records.
- Deleting patrons: It has been found that stripping inactive patrons from the database will require software enhancement at the approximate cost of $15,000. In 2.0 it is possible to delete patrons, but the functionality is hidden. The Executive Committee discussed the length of time an inactive record should remain in the database and the precipitating issue that involved dealing with (and offending) a relative of a deceased patron with an inactive card. The ISL staff will explore security protocols and develop a procedure for record deletion.
- Merging patrons: Mr. Manning requested a simpler way to prompt other libraries to check on patrons' records which may need to be merged. Some have experienced delays on patron record merging because the second library involved has not followed up on the possible merger. It was reported that to pursue development on an automated check such as an email prompt to each library concerned might cost $20,000.
- "Contact Library" Item status: on a motion by Ms. Ehinger and second by Ms. Ledbetter, the Executive Committee approved the addition of "Contact Library" as an item status. This will be used for items that may circulate based on the need for the item, such as some special collections. The Cataloging Committee was asked to incorporate this item status in its procedures manual.

- Sticky Due Date (setting a due date for a check-out session): the ability to set a due date for a check out session will be available with release 2.1 this fall. This will be especially helpful for those with bookmobiles.
- Unique Management issues: Ms. Ledbetter reported on some concerns she has with Unique and its comprehension of Evergreen practices with respect to transitting and fines for overdues/lost item fees. Ms. Borger will meet with Unique representatives before the October meeting. This item will be added to the October agenda.

Announcements – upcoming migrations:
- August 23: Tell City-Perry County Public Library, Cannelton Public Library, Osgood Public Library, Greentown Public Library
- September 27: Dublin Public Library
- November 22: Newton County Public Library

Acting chair Ms. Reed adjourned the meeting at 3:00 pm.
The next meeting of the Executive Committee will be on Tuesday, October 11, 2011 at 1:00 pm at the Indiana State Library.

Respectfully submitted,
Kelly A. Ehinger