

Minutes
Evergreen Indiana Executive Committee Meeting
August 27, 2008

The August 27, 2008 Executive Committee of Evergreen Indiana was called to order at 1:00 pm at the Indiana State Library, 140 N. Senate Avenue, Indianapolis, IN 46204.

Present at the meeting were the following voting members:

Kelly Ehinger (Adams Public Library)
Judy Hemmerling (Colfax-Perry Public Library System)
Diane Huerkamp (Mooresville Public Library)
Mary Hougland (Jennings County Public Library)
Kay Martin (Lebanon Public Library)
Sherri L. May (Brownstown Public Library)
Mary Reed (Jackson County Public Library)
Mary Rueff (Hussey-Mayfield Memorial Public Library)
Edra Waterman (Plainfield-Guilford Township Public Library)

Present at the meeting were the following non-voting members:

Jim Corridan (Indiana State Library)
Catherine Lemmer (Indiana State Library)
Wendy Phillips (ADOLPLI)

Present at the meeting were the following guests:

Adam Bowling (Indiana State Library)
Rick Deuschle (Hussey-Mayfield Memorial Public Library)
Mike Peters (Indiana State Library)
Jake Speer (Indiana State Library)

The minutes of the August 19, 2008 meeting were accepted as amended on a motion by Mary Reed and second by Mary Rueff. (all in favor)

Update on the Hussey-Mayfield Migration

Mr. Rick Deuschle gave an update on the migration of Hussey-Mayfield which went live on Monday, August 25, 2008. The library went online at approximately 5:30 Sunday afternoon and opened on time on Monday. In the migration, some technical issues were found – for instance, 26 holds from 2002 which had been suppressed in their migration to Sirsi were transferred. The email server was not turned on, so that implemented function did not work until the server was on. Mr. Deuschle reported that the system performed well, but was down for eight minutes on August 26 at approximately 5:05 pm and down later in the evening for 20 minutes to make a minor transfiguration for the permanent fix.

Mr. Deuschle reported that as requested by the Executive Committee at the last meeting, the limits on the number of DVDs and videos allowed to be checked out has already been put in place. Finally, circulation staff will soon be able to do some training by using some test data pulled from the Evergreen Indiana catalog.

Next Ms. Rueff talked about the importance of getting information to the public about upcoming changes. She created buttons for staff that said, “Evergreen Indiana – Ask Me” and encouraged everyone to put out publications, guides, buttons, and press releases to prepare the public for the changes. Ms. Rueff stated that she wished the staff had more time for training, but having the tech support so responsive was great.

The State Library will provide Evergreen Indiana logos online and some PR for use by the pilots. Mr. Corridan suggested that all libraries begin notifying patrons of upcoming changes. Ms. Lemmer is working on a task list for pilot and future libraries to make transition easier.

Barcodes / Patron Cards

Ms. Lemmer reported that Edie Huffman of the Library Development Office sent a survey to all directors asking for patron and item barcode ranges. A list will be created in order to avoid giving any library a designator that is already being used by another Indiana Library.

As per Ms. Lemmer, libraries with other than 14 or 15 digit will need to rebarcode. The State Library has purchased a number of barcode machines which will be lent to the libraries which need to rebarcode. The barcode machines will add a designator and additional zeros to the existing barcode number and generate a new barcode for each scanned item. Ms. Lemmer is working on developing a schema for barcode designators for each library not already using them.

The State Library is currently waiting on competing bids for patron cards.

Reciprocal Borrowing / PLAC Committee

Ms. Lemmer reported on the results of the reciprocal agreement survey sent out to pilot libraries. It was clear from the responses that every library does this differently and that many reciprocal borrowing agreements exist between the libraries.

Ms. Waterman asked the Committee whether this issue needed to be addressed at this time. After a brief discussion, the Executive Committee agreed that some temporary measure needed to be in place until the issue could be dealt with permanently.

Some discussion took place about issuing library cards for specific services – for instance to use the library computers. The Committee asked Mr. Deuschle if libraries could use a patron type of “reciprocal” to limit the reciprocal borrowers to a specific library. Discussion ensued on the ramifications of issuing more than one reciprocal card to the same individual. For instance, if a Patron X is a resident of Library A and she also uses Libraries B and C (all Evergreen libraries), it would be better for database maintenance and maintenance of fines, fees, and limits if that patron had only one card from her home library. Also, if Patron Y is a patron of Library E (not an Evergreen Library), but Library E reciprocates with Library D (an Evergreen Library), how does Library D handle the registration of that patron? Mr. Deuschle reported that the system can limit borrowers to a specific home library to handle cases such as Patron Y with the use of a reciprocal patron type specific for each library. This would increase the number of patron types, but would provide a quick fix for the issue at this time.

Mr. Corridan suggested that an Evergreen Indiana card of a different color could be used for reciprocal cards. The Executive Committee agreed to use a different color by consensus.

It was discussed that non-residents would receive a green Evergreen Indiana card.

The definition of “Professional Non-Resident” was clarified as a teacher who teaches in the library district, but lives outside of the district or in another library district.

The Committee recommended that this issue be brought to a separate committee. Ms. Waterman will appoint members, but is looking for suggestions for membership and volunteers.

State Library Report

Mr. Corridan offered a report from the State Library covering several topics.

1. The State Library has contracted with Syndectic Solutions to provide and display dust jacket covers, tables of contents, and reviews for items in the catalog. This will appear soon.
2. The State Library has been asked by Hussey-Mayfield to put in code for self-check. The coding is already done and functioning. This feature will allow Evergreen libraries to use regular computers as self check stations.
3. SAMS presentation: Ms. Lemmer, Mr. Peters, and Mr. Deuschle presented Evergreen Indiana at the SAMS conference held last week. Ms. Martin remarked that Mr. Deuschle “presented it perfectly.” There were positive comments from attendees and the presentation has generated some interest on the part of other potential participating libraries.

Evergreen Circulation Matrix

By consensus the Executive Committee agreed to change some wording in the circulation matrix. Changes made: from “normal” to “default,” from “short duration” to “option 1,” and from “long duration” to “option 2.”

The Committee discussed ways in which to keep the matrix simple and standard. As an example, some circ modifiers from PINES had a renewal of 0, 1, or 2. The Committee discussed how difficult it would be for patrons to understand and remember how many times an item could be renewed if some were 1 and some were 2. Therefore, the Committee decided to have a renewal count of 0 or 1 only.

At issue also was the renewal of new books. The Committee was reminded that Evergreen has a built in age protector which is set at six months. Any item added has a six month period in which no one from a library other than the home library can place a hold on that library’s holdings.

Mr. Deuschle explained that when data is migrated, the create date of the holdings record will transfer.

The Committee also discussed that each library may input temporary records or pre-records to enable holds on a pre-release item, but those records would not show to the public.

Other discussions/reminders:

- Genealogy & Archival materials – use the circ modifier of “reference” unless the library wishes to circulate them; standards of creating records for these materials will be addressed by the Cataloging Committee.
- Rental periods – if a library wished to assess a fee for the use of equipment, do so manually outside of the circulation module.
- The Grace Period will be one day starting with the migration of Adams Public Library on October 6. It is currently one week in order to allow the Hussey-Mayfield patrons to grow accustomed to the idea of fines.

The Committee thanked the Circulation Committee for all its hard work on the Circulation Matrix.

With much discussion, and on a recommendation by Ms. Ehinger and second by Mary Houglund, the Executive Committee approved the following circulation matrix:

EVERGREEN CIRCULATION MATRIX

Circ Modifier	Default Duration	Renewal Count	Option 1	Option 2
art	3 months	1	3 months	3 months
audiobook (includes playaway)	21 days	1	7 days	14 days
bestseller	7 days	0	14 days	21 days
bestseller no hold	7 days	0	14 days	21 days
book	21 days	1	7 days	14 days
book new	14 days	1	7 days	21 days
cd-music	14 days	1	7 days	21 days
dvd new	7 days	0	3 days	14 days
dvd	7 days	1	14 days	21 days
equipment	7 days	1	1 day	3 days
kit	21 days	1	7 days	14 days
magazine	7 days	1	14 days	21 days
media (filmstrip, film, record, tapes, LPs, slides, microfilm, etc.)	21 days	1	7 days	14 days
music (sheet)	21 days	1	7 days	14 days
realia (toys, puppets, models, cake pans, etc.)	21 days	1	7 days	14 days
reference	0	0	0	0
software	7 days	1	14 days	21 days
video new	7 days	0	3 days	14 days
video	7 days	1	14 days	21 days

Fines & Fees

A brief discussion ensued about the recommendation of the Circulation Committee that DVDs and videos should have a \$1.00 / day fine. The Executive Committee agreed at its last meeting by vote to assess fines for all items at 25 cents / item / day. As this was a compromise for all libraries – those which fined more and those which did not fine at all – the Committee did not change its vote of a 25 cent fine / day for all items.

Holds for DVDs

At the recommendation of the Circulation Committee, the Executive Committee addressed whether we should allow holds on DVDs. The primary reasons for not allowing holds

on these items include: the transit time (if an item has a 3 day check out, it would not be acceptable for the item to be in transit for seven days), and damage in transit.

On a recommendation by Ms. Reed and second by Ms. May, the Executive Committee agreed to not allow holds on any AV item by patrons other than their own. However, this would not prevent a patron of Library A from going to Library B and checking out a DVD. The patron would then be allowed to return the DVD to Library A for Library A to transit to Library B.

A library system with more than one location may choose to allow holds on these items between branches for their own patrons, however.

Age Protector Length

On a motion by Ms. Rueff and second by Ms. Martin, the Executive Committee agreed to a six (6) month age protector for new materials.

Copy Status Holdability

On a recommendation by Ms. Huerkamp and second by Ms. Ehinger, the Committee voted to accept the copy status holdability list from PINES Evergreen. The list is below:

Available – holdable	Long Overdue – unholdable
Bindery – unholdable	Lost – unholdable
Cataloging – unholdable	Missing – unholdable
Checked-out – holdable	On Holds Shelf – holdable
Damaged – unholdable	On Order – holdable
Discard/Week – unholdable	Reserves – unholdable
ILL – unholdable	Reshelving – holdable
In Process – holdable	Temporarily Unavailable – unholdable
In Transit -- holdable	

REMINDER – if an item is holdable for home patrons, it is holdable by Evergreen patrons. There is an exception for AV and “bestseller no holds.” There is the further limit on holds called “age protection.” An age protection of 6 months means no patron, other than the home library’s patrons, may place a hold on the item for six months.

Overdue Notices

Mr. Deuschle gave a report on what Unique would charge the consortium to send notices. Unique would charge at the most \$.567 for each overdue *item*. Unique suggested ways to bring the cost down such as having a single type of notice for all Evergreen libraries. Mr. Deuschle also suggested that since Indiana patrons’ circulation is far greater than Georgia’s, we may produce more overdue notices which would drive down the price per item.

The Executive Committee discussed how PINES sent out notices – email or print at 7 and 14 days with a print at 28. The coding is already built in the system to email notices at 3 days prior to the due date and on the due date for any patron who has an email in his record.

On the recommendation of Ms. Hougland and a second by Ms. Hemmerling, the Executive Committee agreed to send the following notices:

- 3 day pre-notification via email
- notification on date due via email

14 day email or print notice
28 day print notice
45 days, if the library chooses to send its overdues to collections.

Lists of Borrower Types

On a recommendation by Ms. May and second by Ms. Ehinger, the Executive Committee agreed to add "Reciprocal" as a patron type with the same limits as non-residents.

A lengthy discussion was started about whether to allow children to check out DVDs and videos. Some libraries limit children to the type of videos that may be checked out based on the videos' ratings. Some libraries do not allow juvenile patrons to check out videos/DVDs and some libraries cannot monitor this with the heavy use of self-check and therefore only issue adult cards.

On a recommendation by Ms. Huerkamp and a second by Ms. Houglund, the Executive Committee agreed to add four additional patron types – Resident Juvenile, Non-resident Juvenile, PLAC Juvenile, and Reciprocal Juvenile.

This issue will be discussed further at the next Executive Committee meeting. Ms. Lemmer will send out a survey to all pilot libraries regarding how each library handles juvenile cards / circulates or limits the circulation of DVDs/videos.

Collection of Fines

A question was raised about the collection of fines, especially if the fine is for an item from another library. Ms. Lemmer will check with the State Board of Accounts on whether this should be done and, if so, the correct way this should be handled.

Mr. Deuschle reported that fines may be paid by credit card by the end of September. The Committee briefly discussed how this would affect libraries which do not currently have this set up. The State Library will look into how this can be handled.

Other

Ms. Martin reported that she has created a list of ways in which Evergreen will save her library and the amount of savings, \$150,000. Mr. Corridan asked that all Evergreen Indiana libraries track ways in which EI helps cut costs and report that back to the State Library. Examples include: time management, maintenance contracts with catalog vendors, what it would cost to add a module that the library does not have which is already available in Evergreen.

The Cataloging Committee is asked to address authority work.

Next Meeting

On the agenda for the next Executive Committee meeting to be held on September 9, 2008 at 1:00 pm at the Indiana State Library:

- Juvenile cards – circulation of DVDs/videos
- Results of surveys
- What forms of patron identification will be allowed and tracked
- Update on Evergreen Indiana patron cards
- Cost and vendor for collections
- A report from the Cataloging Committee

The meeting was adjourned by Ms. Waterman at 4:50 pm.

Respectfully submitted,
Kelly A. Ehinger