

Minutes
Evergreen Indiana Executive Committee Meeting
September 9, 2008

The September 9, 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)

The agenda was approved on a motion by Ms. Rueff and seconds by Ms. Huerkamp.

Ms. Martin of Lebanon requested that the August 27, 2008 meeting minutes be amended to reflect her comment that “both” Jeff Humphrey, INCOLSA, and Rick Deuschle, Hussey-Mayfield, did a “perfect” job of presenting the open source options available to Indiana libraries as a matter of choice at the SAMS meeting.

The minutes of the August 27, 2008 meeting were accepted as amended on a motion by Ms. Reed (Ms. Rueff).

State Library Report

- A. New Members: Mr. Corridan announced that we have many libraries interested in joining Evergreen Indiana and requested that the Executive Committee authorize the State Library to accept applications with a November 1 deadline for early 2009 data loads. Those applying before November 1 and accepted by the Executive Committee will be added to the catalog in early 2009 as Phase II. On a motion by Ms. Huerkamp (Ms. Ehinger), the Executive Committee agreed to introducing this opportunity to begin Phase II.
- B. Patron Billing: Each Committee member received an outline of Unique Management’s services and fees. The printing of a standard notice costs 56.7 cents per notice or 61.7 for a notice that is washed through a national database to confirm addresses. This includes the cost of the stamp. Unique will provide printing/mailing of standard notices with some personalization for each library (address/name) and collections. It is the decision of each library whether to use Unique for notices and collections. Examples of PINES

overdue notices and Evergreen Indiana notices as used by Hussey-Mayfield were also distributed.

- C. OCLC: The Executive Committee discussed briefly who would pay for the initial OCLC record. Georgia has a statewide contract while Michigan encourages its libraries to use Cat-Express. The Committee requested that the Cataloging Committee come up with a recommendation on this.
- D. Juvenile Card Survey: Following up on discussion at the last Executive Committee meeting, Ms. Lemmer sent a survey on juvenile cards to each pilot library. The results of the survey indicate that several libraries limit patrons' use of video/dvd collections. The Committee discussed at length the possibility of limiting videos/dvds by providing a separate patron type, using the audience codes in the bibliographic record, or limiting borrowing by circ modifier. Some points of discussion:
- Georgia puts the rating in the audience field, but it is not consistently done and when done, not consistently accurate. Since we are using Georgia records, it would not work to use the audience field as a check.
 - Ms. Rueff pointed out that having an additional patron type to limit borrowing would not work for libraries which use self-check.
 - Ms. May relayed that her library recently allowed juveniles to check out videos and that the library's circulation increased 19%.
 - Either decision – to limit or not to limit – would require libraries to communicate with parents. In general, this could be a positive opportunity, but one each library would need to address.
 - Because of system parameters, either patrons have access to all videos/dvds or patrons have no access. Ms. Lemmer will look into whether the limit could be by collection/location so that, for instance, an R-rated dvd/video collection could be created by a library with limits on that collection.
 - If the system does allow limits, the State will enable them.
- E. Patron Card Update: Ms. Lemmer reported that bids have been requested and they should be in within two weeks. Cards will not be ready in time for the October groups.
- F. Re-Barcoding: Ms. Lemmer stated that all the equipment has been ordered and everything is on schedule for the first library, Colfax-Perry. The process of re-barcoding is very manageable with the printer set-up.
- G. Survey Information: tabled

Approval of New Members

On a motion by Ms. Reed (Ms. May), the following members were approved:

Adams Public Library System
Brazil Public Library
Brownstown Public Library
Butler Public Library
Colfax-Perry Township Public Library
Franklin County Public Library District
Fulton County Public Library
Greenwood Public Library
Hamilton North Public Library
Hussey Mayfield Memorial Public Library

Indiana State Library
Jackson County Public Library
Jennings County Public Library
Lebanon Public Library
Melton Public Library
Mooresville Public Library
North Webster Community Public Library
Odon Winkelpleck Public Library
Plainfield-Guilford Township Public Library
Union County Public Library

Committee Reports

- A. Circulation Committee: no meeting
- B. Cataloging Committee: This committee met on August 28, 2008 at the Indiana State Library. Addressed at the meeting:
- Standards – the Committee has a November 1 target date for the first draft.
 - All catalogers who will be adding original bibliographic records must attend training given by a member of or designee of the Cataloging Committee. This will help to ensure standards are kept to maintain a clean database.
 - A listserv has been developed with at least one member of each cataloging department. This will be used to communicate questions or suggestions for record maintenance.
 - Ms. Ehinger brought the recommendation of the Cataloging Committee to the Executive Committee that Evergreen Indiana must have authority maintenance to maintain a clean working database. The Cataloging Committee suggested using LTI or another service perhaps quarterly or semi-annually. Ms. Phillips stated that this would be requested by the larger libraries. Mr. Corridan stated that the State Library would look into the cost and agreed that authority maintenance is necessary.
- C. IT/Technology Committee: no meeting
- D. OPAC Committee: no meeting
- E. Serials / Acquisitions Committee:
- This module is still in development but should be released by spring 2009.
 - The Committee has only two volunteers and needs input from those who use this module now. The Executive Committee asked Ms. Phillips to seek volunteers from larger libraries to serve on this Committee.
 - Mr. Corridan reported that at a recent meeting with the State librarians of Michigan, Ohio, Illinois, Indiana, Wisconsin, Minnesota and Pennsylvania, among others, Ohio announced that it is seeking funding to help pay Equinox to further develop the Serials & Acquisition module. He also reported that Equinox is developing a state-wide resource module for inter-library loan. The module will bring inter-library loan costs down as it does not use OCLC. In addition, SOLINE allows all Solinet members to borrow at no cost from other states that are Solinet members. This is a good thing for Indiana because it is actually a net borrower.

Old Business

- A. Reciprocal Borrower: Ms. Lemmer reported that we are still waiting to see whether the system can limit patrons to using one library. It is believed that this can be done with a separate reciprocal patron type for each library's reciprocal agreements.
- B. Patron Types (Computer card and Student card): On a motion by Ms. Martin (Ms. Huerkamp), the Executive Committee voted to allow a separate patron type for "Computer card" to be used for computer reservations with no borrowing privileges and a patron type for Student use (non-residents who attend a public school within the district).
- C. Expiration Dates for patron types: On a motion by Ms. Huerkamp (Ms. Rueff), the Executive Committee determined the length of cards for each patron type below:
 - Resident – 2 years
 - Limited Access – 2 years
 - Non-resident – 1 year
 - PLAC – 1 year
 - Student – 1 year
 - Reciprocal – 1 year
 - Computer – 1 year
 - Non-resident Professional – 1 year
 - Temporary – 1 year
- D. Ms. Rueff asked which libraries can be listed as participants in the Evergreen Indiana project. Ms. Lemmer will provide a list of member libraries with the draft press releases.
- E. Printing of Notices Reminders, Discussion, & Other Issues:
 - The system will generate and send email notifications 3 days prior to due date, the date due, and at 14 days and 28 days overdue.
 - Each library may also print its own overdues at 14 and 28 days or have it handled by Unique.
 - Questions asked by the Executive Committee: how is a patron identified -- by the library from which she borrowed materials or by her home library? How will Unique determine which library to bill? If some libraries send overdues to collections but not all libraries, would that create problems? Who would pay for collections if: Patron A from Library A checks out and does not return an item from Library B and Library C? What if Library A does not send overdues to collections? Would Library B and Library C be able to collect?
 - Ms. Rueff brought up the wording of the 28 day notice and the Executive Committee decided on the following: *This is your final notice of overdue library materials. Please return the above items to avoid additional fines and fees. If the items are not returned, additional penalties beyond what is listed in your account may be levied, up to and possibly including referral to a collection agency. Please contact your library for more information.*
 - Does the Executive Committee need to address the timing of sending overdues to collections? Some libraries use 45 days and some 60.
 - Ms. Lemmer agreed to contact Unique to discuss specific questions in a consortium setting.
- F. Standards to enter patron records:

- Mr. Corridan stated that all patron records should be entered in conformance with the United States Postal Service standards – all in capital letters, street should be ST, etc.
 - When patron records are loaded, they will be checked and reformatted if necessary.
 - Phone numbers need to be entered as XXX-XXX-XXXX. Numbers without area codes will be corrected in the patron load.
 - Mr. Corridan also said the State Library will have the database checked against National Change of Address database regularly. This will change addresses when someone moves. A list of changed addresses can be generated for libraries to check resident status.
- G. Syndetics – Mr. Corridan announced that the contract with Syndetic Solutions is being reviewed by attorneys for Syndetic Solutions. It is anticipated that the contract will be finalized this week. The contract provides the book covers, reviews and other information for the OPAC.

Circulation Policy

On a recommendation of Ms. Reed (Ms. Ehinger), the Executive Committee agreed to the following:

- # of unfilled holds at any given time = 10
- Replacement card cost = \$2.00
- Circulation Committee to develop a uniform application form

Executive Committee Terms

On a motion by Ms. May (Ms. Huerkamp), the terms of board members were approved. (attached)

Other

- Pick-up time for holds and amount of time for a hold before it expires – the Executive Committee recommends that these issues be addressed by the Circulation Committee
- PR -- logos, press releases, etc – is coming this week.
- It was asked whether libraries need to close during migration. Ms. Rueff suggests it would be prudent to close Friday, Saturday and Sunday. It is, however, not necessary. Adams PL will close to do staff training and plans to reopen on time on Monday, October 6. Those libraries that wish to remain open may use Evergreen's offline module.

Next Meeting: September 23, 2008 at 1:00 pm at the Indiana State Library.

The meeting was adjourned at 3:18 pm.

Respectfully submitted,
Kelly A. Ehinger