

Minutes
Evergreen Indiana Executive Committee Meeting
March 10, 2009

The March 10, 2009 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)
Diane Huerkamp (Mooresville Public Library)
Mary Houglan (Jennings County Public Library)
Kay Martin (Lebanon Public Library)
Sherri May (Brownstown Public Library)
Karen Niemeyer (Thorntown 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:

Jason Boyer (Jackson County Public Library)
Rick Deuschle (Hussey-Mayfield Memorial Public Library)
Mike Peters (Indiana State Library)
Jacob Speer (Indiana State Library)

The agenda was approved on a motion by Ms. Huerkamp and a second by Ms. May.

The minutes of the January 13, 2009 meeting were accepted on a motion by Ms. Martin and a second by Ms. Rueff.

Issues for Referral to Committees:

The following list of issues/questions from the member libraries was discussed by the Executive Committee:

- Renewals: ability to scan the book to renew rather than bringing up the patron's record first [referred to Technology Committee]
- Printing receipts: can the system print only the items renewed (not the entire list of items out) [referred to Technology Committee]
- Receipts: can the receipt be printed as items are checked out [solution: this is just a setting and can be individually changed at each work station]
- Syndetics information: can the summaries and series information also display? [This is in progress and should be in place on March 11.]

- Bestseller Lists: can these be created and linked to the catalog? [referred to OPAC & Technology Committees]
- Holds lists: patrons are requesting the ability to see where they are in the list of holds [referred to Technology Committee]
- Other:
 - Searchable Copy Records: can notes in holdings records be searchable? [not practical]
 - Call numbers to display on browse screen [referred to Technology Committee]
 - Shuffling holds queue [referred to Technology Committee]
 - System generated barcodes [referred to Technology Committee]
 - Ability to place holds within a series [referred to Technology Committee]
 - Display an estimate of the number of days before an item will be returned [referred to Technology Committee]
 - Linking of bookbags to OPAC and printing of bookbags [referred to Technology Committee]

At the end of the discussion, it was determined that the Technology Committee should review and evaluate the importance of the listed issues/questions from the member libraries. The Technology Committee was asked to prioritize the various issues/questions to enable the State Library to discuss software development options with Equinox. Ms. Lemmer agreed to distribute the information to the Technology Committee.

State Library Report: Mr. Corridan:

1. NetLibrary electronic books – records for the 2,500+ e-books included in the NetLibrary collection will be added to EI database with appropriate 856 fields. Library patrons will be able to access the collection directly through the Evergreen OPAC at the library. If accessed from outside the library, the patron will be redirected from the Evergreen catalog to Inspire to download the resource.
2. The Equinox contract was signed with a much lower negotiated price for development.
3. Standards for public libraries are currently being revised. New standards will include the requirement of a library web site and an integrated library system. It is estimated that approximately forty libraries in Indiana would not currently meet this standard and the State Library is currently investigating options to assist libraries to create websites.
4. School pilots: Seven schools will be added as pilots sometime in 2009. A pilot group meeting will be held in April to work out issues particular to school libraries.
5. The State Library will go live on Evergreen in late 2009.
6. An announcement will be posted regarding the opportunity to join Evergreen Indiana with membership applications due by the annual meeting in May.

State Library Report: Ms. Lemmer:

1. As of Monday, March 9, twenty-four of the forty member libraries are live on Evergreen.
2. Current database stats:
 - a. 196,782 registered borrowers
 - b. 1,469,636 bibliographic records
 - c. Serving 295,329 Indiana residents (The forty libraries represent 433,403 residents.)

3. Upcoming migrations
 - a. April 23: Carnegie Public Library of Steuben County, Switzerland County Public Library
 - b. May 10: Greenwood Public Library
 - c. June 11: Huntingburg Public Library
 - d. June 25: Alexandria-Monroe Public Library, Waterloo Grant Public Library, Pike County Public Library
 - e. September 10: Bloomfield Eastern Greene County Public Library
4. Unique Management, Inc. Status: The QPA has been finalized and those libraries who indicated an interest in using Unique's notice and collection services will be contacted. Unique has offered to do a presentation at the annual members meeting to fully explain their services.

Committee Reports

- A. Circulation Committee: The Committee met on February 6, 2009 and recommended the following changes:
 - To transit audio books: After discussion about the number of requests for audio books to transit and the ways in which to best protect the audio books, the Executive Committee voted to allow transits of audio books on a motion by Ms. Hoagland and second by Ms. Ehinger. (7 in favor, 1 abstention)
 - Permitting holds on non-transiting items: on a motion by Ms. Reed and second by Ms. Rueff, the Executive Committee voted to allow holds to be placed on non-transiting items.
 - These changes will be made by the Indiana release of Version 1.4.
- B. Cataloging Committee:
 - The Cataloging Committee met most recently on March 9, 2009 at the Indiana State Library. This Committee has been devoting a considerable amount of time and effort into creating and updating the procedures manual as well as training catalogers participating in Evergreen Indiana. In December, two sessions of Evergreen Indiana basic cataloging were given to a total of 31 catalogers. In February, an additional basic session was given to 9 catalogers. Also in February, two sessions of advanced EI cataloging were given to a total of 25 attendees.

Upcoming classes include two more introduction classes with 28 pre-registered and two sessions of advanced with 19 pre-registered.

The time devoted by the Committee members has been freely given to educate EI member library staff how to work in a consortial catalog, what decisions regarding cataloging standards have been made, and, in many cases, teaching rudimentary cataloging skills. Because the need for these types of classes (including basic Marc format) will continue as more libraries join, the Cataloging Committee asks the Executive Committee to recommend to the State Library that Introduction to Marc records and Introduction to EI cataloging be offered by (or through) the State Library at this time and continuing forward.

After discussion about the time involved in training and maintenance of the procedures manual, the State Library committed to providing introductory cataloging training for Evergreen libraries as well as other libraries across the state.

- The Cataloging Committee also asked for an update on the progress of working with OCLC for a consortial subscription and authority control. The State Library is still working with OCLC on the logistics of such a subscription, but costs may be prohibitive.
- C. Nominating Committee: Ms. May and Ms. Hoagland were appointed to the Nominating Committee to solicit a minimum of six candidates for the three positions open in May.
- D. IT/Technology Committee: Mr. Peters gave a demo on the Evergreen Indiana release 1.4 and covered some new functions such as batch records uploading and the new staff front end. Other new functionality of note:
- Ability to charge for equipment check-out
 - Organization Unit Settings has some new capabilities
 - Hussey Mayfield Memorial Public Library staff are working on credit cards and telephony
- Other items:
- The Programmer position at the State Library is currently still open.
 - Migrations have been moved from the weekend to the middle of the week.
- E. OPAC Committee – no meeting
- F. Serials / Acquisitions Committee– no meeting

Old Business:

- A. Evergreen Indiana Patron Record Confidentiality Policy: on a recommendation from Ms. Ehinger and second by Ms. May, the Evergreen Indiana Patron Record Confidentiality Policy was unanimously adopted.
- B. Circulation Policy: The Committee discussed the definition of “barred” and “blocked.” After discussion, the Committee asked the State Library to revise the language of the policy before adoption.

New Business:

- A. New Members: On a motion by Ms. Martin and second by Ms. Huerkamp, the following members were approved:
- B. Consortium Pricing: the Indiana State Library is pursuing consortial subscription information for HeritageQuest and Ancestry Library Edition. Costs per library would be \$675 for HeritageQuest and \$995 for Ancestry for a total of \$1,670 (\$1474 for libraries serving a population less than 2,000). If all libraries currently members of Evergreen Indiana chose to subscribe, the consortial agreement would provide a savings of \$42,000.
- C. Internet & Wireless Statistical Reporting Package: the State Library is working to develop a package to track wireless use and PC reservations for public libraries in an

effort to provide better statistics on the value of library services provided by Indiana public libraries.

D. Annual Meeting:

- The Committee decided by consent that the officers would act as the Planning Committee
- The meeting must be held in May according to the bylaws of Evergreen Indiana
- The meeting will include a business meeting in which officers and members for the Executive Committee up for election will be selected.
- Other possible events at the annual meeting include roundtables, vendor announcements, vendor demonstrations, workshops.

E. Other

- The Acquisitions module will be available in a very basic model by May 1.
- Serials module will be coming soon.
- Discussion on collecting money for lost materials and overdue fines – this matter is still being reviewed by the State Board of Accounts and the State Library.

F. Next Meeting: May 12, 2009 at 1:00 pm at the Indiana State Library.

The meeting was adjourned at 3:30 pm.

Respectfully submitted,
Kelly A. Ehinger, Secretary

New Members List for Approval

Alexandria Monroe Public Library

Bloomfield-Eastern Greene County Public Library

Monticello-Union Township Public Library

Roachdale-Franklin Township Public Library

Shoals Public Library