Missouri Evergreen
Welcome Guide

58 Libraries
5.2 Million FY2019 Circulation
3.9 Million Items

www.moevergreenlibraries.org
Missouri Evergreen

Mission

The Missouri Evergreen Consortium (ME) brings together Missouri Public Libraries to strengthen and promote excellent library services to our member libraries and Missouri citizens. The Consortium helps realize the potential of member libraries through cost-effective resource sharing, cost savings, and member collaboration.

Four libraries founded Missouri Evergreen in the spring of 2012. In the 10 years since that time, the consortium has grown to include 58 libraries. Member libraries share a cloud-hosted integrated library system (ILS) called Evergreen, which is open source software. This allows patrons and staff at member libraries to request books from other member libraries as though they are two branches of the same library system. The Missouri State Library uses LSTA funding via a contract with Equinox to provide technical support for this system.

www.moevergreenlibraries.org

By the Numbers

Missouri Evergreen
1.5 million bibliographic records
3.5 million items
776,780 patrons

Registered Borrowers

<table>
<thead>
<tr>
<th>Library</th>
<th>Patrons</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missouri Evergreen</td>
<td>776,780</td>
</tr>
<tr>
<td>St. Louis County Library</td>
<td>650,497*</td>
</tr>
<tr>
<td>Mid-Continent Public Library</td>
<td>490,323*</td>
</tr>
<tr>
<td>Kansas City Public Library</td>
<td>160,786*</td>
</tr>
</tbody>
</table>

Total Collection

<table>
<thead>
<tr>
<th>Library</th>
<th>Collection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missouri Evergreen</td>
<td>3,460,767</td>
</tr>
<tr>
<td>St. Louis Public Library</td>
<td>2,774,276*</td>
</tr>
<tr>
<td>Mid-Continent Public Library</td>
<td>2,599,130*</td>
</tr>
<tr>
<td>Saint Louis County Library</td>
<td>1,260,900*</td>
</tr>
</tbody>
</table>

Missouri Evergreen demonstrates that patron-initiated requests via the Evergreen system can serve a larger population than traditional interlibrary loan.

*FY2018
Resource Sharing
Be Prepared for Growth!

Planning Tips
● Consider visiting a ME Library near you to see Resource Sharing in action.
● Watch the Resource Sharing Setup Video for tips and tricks for preparing your workspace to manage the expected growth in Resource Sharing
● Begin collecting materials and supplies and preparing your Resource Sharing workspace prior to your Go Live Date
● Plan for staffing to manage this expected growth
● See Quick Facts for numbers to use in your planning

Quick Facts
● On average, resource sharing for new members totals approximately 4-8% of their annual circulation.
  If your library has an annual circulation of 50,000, projections indicate that your library will process 4,000 items through resource sharing in a year, or roughly 15 items per day.
● Some members have increased Courier Delivery Days to accommodate this growth
● Resource Sharing is delayed between 2 and 4 weeks to allow new libraries time to acclimate.

MALA Courier Service & Labels
www.malalibraries.org/courier-service

Missouri Evergreen Transit Codes
moevergreenlibraries.org/libraries

Resource Sharing Setup Video
https://drive.google.com/drive/folders/1AwEEpMWFD5JKu-c_ux9U00sQ1B8WDQ

Henry Courier Hubs

www.moevergreenlibraries.org
Board of Directors

Missouri Evergreen is governed by a 9-member Board of Directors.

Shannon Midyett, Past President
Poplar Bluff Municipal Library
shannon@poplarbluff.org

Sue Lightfoot-Horine, President
Livingston County Library
director@livingstoncountylibrary.org

Ron Eifert, Vice President
Sikeston Public Library
reifert@sikeston.lib.mo.us

Rebecca Payne, Secretary
Stone County Library
rpayne@scl.lib.mo.us

Jeff Trinkle, Treasurer
Riverside Regional Library
jtrinkle@rrlmo.org

Steve Campbell, Member-at-Large
Scenic Regional Library
swcampbell@scenicregional.org

Carrie Cline, Member-at-Large
Neosho Newton County Library
carrie@neosho.lib.mo.us

AnMarie Gibson, Member-at-Large
Marshall Public Library
agibson@marshallmolibrary.org

Kate Coleman, Member-at-Large
(Cataloging Committee Chair)
Jefferson County Library
kcoleman@jeffcolib.org

Rhonda Busse, Ex-Officio
(Circulation Committee Chair)
Cass County Library
busser@casscolibrary.org

Tony Miller, Ex-Officio
(Reports Committee Chair)
Poplar Bluff Municipal Library
tony@poplarbluff.org

Get Involved!
As a consortium governed and supported by members, we encourage member libraries to participate fully on governance committees, at conferences and meetings, and on our email discussion listservs.

www.moevergreenlibraries.org
Standing Committees

Cataloging Committee

Kate Coleman, Chair
Jefferson County Library
636-677-8689
kcoleman@jeffcolib.org

Ron Eifert
Sikeston Public Library
reifert@sikeston.lib.mo.us

Josh Lamb
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Circulation Committee

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Cass County Library
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Meredith McCarthy
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mmccarthy@jeffcolib.org

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Scenic Regional Library
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Janice Butcher
De Soto Public Library
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Teresa Tidwell
Caruthersville Public Library
ttidwell@cville.lib.mo.us

Lee Ann Santee
Barry Lawrence Regional Library
leeann@blrlibrary.org

Reports Committee

Tony Miller, Chair
Poplar Bluff Municipal Library
tony@poplarbluff.org

Kate Coleman
Jefferson County Library
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Beth Smith
Mountain View Library
bsmithmtnviewlibrary@gmail.com

Lori Mangan
North Kansas City Public Library
lmangan@nkcpl.org

Onboarding Committee

Lee Ann Santee, Chair
Barry Lawrence Regional Library
leeann@blrlibrary.org

Kate Coleman
Jefferson County Library
kcoleman@jeffcolib.org

Shannon Midyett
Poplar Bluff Municipal Library
shannon@poplarbluff.org

Karen Jones
Jefferson County Library
kjones@jeffcolib.org

www.moevergreenlibraries.org
Missouri Evergreen has 6 email listservs to keep membership updated about new developments and to collaborate on issues.

Missouri Evergreen Discussion Lists

- ME Circulation (mecirc@lists.more.net)
- ME Catalogers (mecatalogers@lists.more.net)
- ME Reports (mereports@lists.more.net)
- ME Opac (meopac@lists.more.net)
- ME General Membership (moevergreen@lists.more.net)
- ME Directors (medirectors@lists.more.net)

Subscribe

moevergreenlibraries.org/listservs

www.moevergreenlibraries.org/listservs
Tips for Migrating

Preparing for Migration

- Now is a great time to purge old data. Delete lost and missing items. Remove long expired patrons. The cleaner your database before migrating, the more smooth your transition into ME will be.
- Determine if you need to rebarcode. Rebarcoding is a great volunteer project!
- Check to be sure your hardware is compatible
  
  Rebarcoding How To Video

Migration Timeline

- 6 months out
  Agree to and Sign the Membership Agreement Packet
- 5 months out
  Rebarcode (if needed) Complete the Pre-Migration Technology Survey
- 2 months out
  ME Cataloging Committee evaluates and approves migrating catalog
- 6 weeks out
  Access to ME Test Server for practice
- 6 weeks out
  Decision on closing versus offline circulation during migration
- 2 months out
  Visit a comparable ME Library
- 6-8 weeks out
  Equinox Remote Virtual Training
- 2-3 weeks out
  On Site Training with ME Training Team
- 2 weeks out
  Cataloging FREEZE
- 3 days out
  Circulation FREEZE
- GO LIVE DAY
  ME Migration Team On Site
- 4 weeks after
  Complete Post-Migration Survey

www.moevergreenlibraries.org
Missouri Evergreen Training Materials

Circulation
www.moevergreenlibraries.org/circulation-training-materials

Cataloging
www.moevergreenlibraries.org/cataloging-resources

Reports
www.moevergreenlibraries.org/reports-resources

ME YouTube Channel
Watch Membership and Committee Meetings On Demand. Find relevant, up to date, video tutorials for your staff.

YouTube Channel & Training Materials

www.moevergreenlibraries.org

www.youtube.com/channel/UCKfCxE3ULRGU5DnP6lg
Your patrons have access to our Missouri Evergreen Mobile App!

Available on Android and Apple Video Tutorials

www.moevergreenlibraries.org
Reimagine library service and remain responsive to your patrons with our new Curbside Pickup Video Tutorials.

www.moevergreenlibraries.org
SIP Settings
Server: sip.missourievergreen.org
67.220.127.201
Port: 6001
Institution: mobius

Submit a Help Desk Ticket to Equinox to receive SIP login credentials specific to your library.

Vendors Compatible with Evergreen ILS
- Librarica’s Cassie
- Comprise Smart Access Manager
- Envisionware
- Bibliotheca
- Overdrive/Libby
- Hoopla
- Unique Collections
- Unique Telephonic Notifications

Firewall Settings
Server: sip.missourievergreen.org
67.220.127.201
Ports:
80, 443, 210, 6001, 7680, 7682

Credit Card Processors
- PayPal
- Authorize.net
- Stripe
- Payflow Pro

INSTRUCTIONS
➔ Setup → PayPal Settings
➔ Accept Credit Card Payments

www.moevergreenlibraries.org
Receipt Printers:

1. Receipt printers: EPSON TM-T88V (plain thermal paper)

2. STICKY Receipt Printers:
   - Epson Sticky Receipt Printer TM-L90
   - Sticky Receipt Paper (Bayscan)

3. DYMO Label Writer 450 Printer for Spine Labels

Scanners:

- Penwand Scanners
- Hands Free Scanners

Any "1D" barcode scanner should be compatible.

List from Evergreen International Community:

If you are experiencing problems, please don’t hesitate to contact Equinox’s help desk.

support@equinoxinitiative.org

1-877-673-6457

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