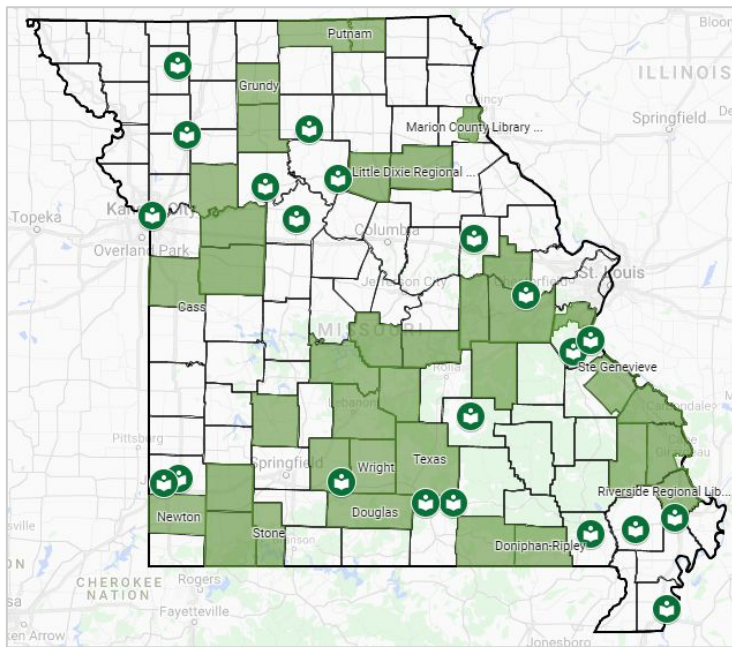


# Missouri Evergreen

## Welcome Guide



**58**  
Libraries

**3.9**  
Million  
Items

**5.2**  
Million  
FY2019  
Circulation

[www.moevergreenlibraries.org](http://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](http://www.moevergreenlibraries.org)



### *By the Numbers*

#### **Missouri Evergreen**

1.5 million bibliographic records  
3.5 million items  
776,780 patrons

#### **Registered Borrowers**

<b>Missouri Evergreen</b>	<b>776,780</b>
St. Louis County Library	650,497*
Mid-Continent Public Library	490,323*
Kansas City Public Library	160,786*

#### **Total Collection**

<b>Missouri Evergreen</b>	<b>3,460,767</b>
St. Louis Public Library	2,774,276*
Mid-Continent Public Library	2,599,130*
Saint Louis County Library	1,260,900*

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](http://www.malalibraries.org/courier-service)

## Missouri Evergreen Transit Codes

[moevergreenlibraries.org/libraries](http://moevergreenlibraries.org/libraries)

## Resource Sharing Setup Video

<https://drive.google.com/drive/folders/1AwEEpMWFD5JKu-cuXr9U00s0tTBhWDQ>

## Henry Courier Hubs

[moevergreenlibraries.org/wp-content/uploads/2020/01/Henry-Courier-Hubs-January-2020.pdf](http://moevergreenlibraries.org/wp-content/uploads/2020/01/Henry-Courier-Hubs-January-2020.pdf)



[www.moevergreenlibraries.org](http://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](mailto:shannon@poplarbluff.org)

Sue Lightfoot-Horine, President  
Livingston County Library  
[director@livingstoncountylibrary.org](mailto:director@livingstoncountylibrary.org)

Ron Eifert, Vice President  
Sikeston Public Library  
[reifert@sikeston.lib.mo.us](mailto:reifert@sikeston.lib.mo.us)

Rebecca Payne, Secretary  
Stone County Library  
[rpayne@scl.lib.mo.us](mailto:rpayne@scl.lib.mo.us)

Jeff Trinkle, Treasurer  
Riverside Regional Library  
[jtrinkle@rrimo.org](mailto:jtrinkle@rrimo.org)

Steve Campbell, Member-at-Large  
Scenic Regional Library  
[swcampbell@scenicregional.org](mailto:swcampbell@scenicregional.org)

Carrie Cline, Member-at-Large  
Neosho Newton County Library  
[carrie@neosho.lib.mo.us](mailto:carrie@neosho.lib.mo.us)

AnMarie Gibson, Member-at-Large  
Marshall Public Library  
[agibson@marshallmolibrary.org](mailto:agibson@marshallmolibrary.org)

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

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

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

[Bylaws](#)

[Memorandum of Understanding](#)

[Circulation Policy](#)

[Cataloging Policy](#)

[www.moevergreenlibraries.org](http://www.moevergreenlibraries.org)



# Standing Committees

## Cataloging Committee

**Kate Coleman, Chair**  
Jefferson County Library  
636-677-8689  
[kcoleman@jeffcolib.org](mailto:kcoleman@jeffcolib.org)

**Ron Eifert**  
Sikeston Public Library  
[reifert@sikeston.lib.mo.us](mailto:reifert@sikeston.lib.mo.us)

**Josh Lamb**  
Poplar Bluff Municipal Library  
[joshua@poplarbluff.org](mailto:joshua@poplarbluff.org)

**Ruth Lord**  
Scenic Regional Library  
[rlord@scenicregional.org](mailto:rlord@scenicregional.org)

**Allyson Harkins**  
Cass County Library  
[harkinsa@casscolibrary.org](mailto:harkinsa@casscolibrary.org)

**Quincy Young**  
Polk County Library  
[qyoung@polkcolibrary.org](mailto:qyoung@polkcolibrary.org)

**Ben Campbell**  
Cedar County Library  
[childs@cedarcountylibrary.org](mailto:childs@cedarcountylibrary.org)

## Circulation Committee

**Rhonda Busse, Chair**  
Cass County Library  
[busser@casscolibrary.org](mailto:busser@casscolibrary.org)

**Meredith McCarthy**  
Jefferson County Library  
636-296-2204  
[mmccarthy@jeffcolib.org](mailto:mmccarthy@jeffcolib.org)

**Diane Disbro**  
Scenic Regional Library  
[ddisbro@scenicregional.org](mailto:ddisbro@scenicregional.org)

**Janice Butcher**  
De Soto Public Library  
[jjbdspl1935@gmail.com](mailto:jjbdspl1935@gmail.com)

**Teresa Tidwell**  
Caruthersville Public Library  
[ttidwell@cville.lib.mo.us](mailto:ttidwell@cville.lib.mo.us)

**Lee Ann Santee**  
Barry Lawrence Regional Library  
[leeann@blrlibrary.org](mailto:leeann@blrlibrary.org)

## Reports Committee

**Tony Miller, Chair**  
Poplar Bluff Municipal Library  
[tony@poplarbluff.org](mailto:tony@poplarbluff.org)

**Kate Coleman**  
Jefferson County Library  
[kcoleman@jeffcolib.org](mailto:kcoleman@jeffcolib.org)

**Beth Smith**  
Mountain View Library  
[bsmithmtnviewlibrary@gmail.com](mailto:bsmithmtnviewlibrary@gmail.com)

**Lori Mangan**  
North Kansas City Public Library  
[lmangan@nkcp.org](mailto:lmangan@nkcp.org)

## Onboarding Committee

**Lee Ann Santee, Chair**  
Barry Lawrence Regional Library  
[leeann@blrlibrary.org](mailto:leeann@blrlibrary.org)

**Kate Coleman**  
Jefferson County Library  
[kcoleman@jeffcolib.org](mailto:kcoleman@jeffcolib.org)

**Shannon Midyett**  
Poplar Bluff Municipal Library  
[shannon@poplarbluff.org](mailto:shannon@poplarbluff.org)

**Karen Jones**  
Jefferson County Library  
[kjones@jeffcolib.org](mailto:kjones@jeffcolib.org)

# Discussion Lists

*Reach Out For Member Support & Collaboration.*

## 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)

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

*Subscribe*

[moevergreenlibraries.org/listservs](http://moevergreenlibraries.org/listservs)



[www.moevergreenlibraries.org/listservs](http://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



# YouTube Channel & Training Materials

## Missouri Evergreen Training Materials

**Circulation**

[www.moevergreenlibraries.org/  
circulation-training-materials](http://www.moevergreenlibraries.org/circulation-training-materials)

**Cataloging**

[www.moevergreenlibraries.org/  
cataloging-resources](http://www.moevergreenlibraries.org/cataloging-resources)

**Reports**

[www.moevergreenlibraries.org/  
reports-resources](http://www.moevergreenlibraries.org/reports-resources)

**EVERGREEN  
MANUALS  
Ver 3.6**

## ME YouTube Channel

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

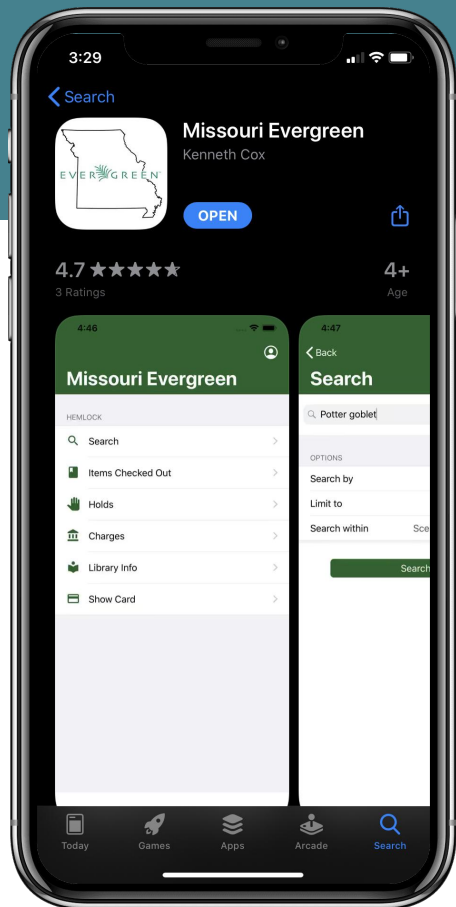


[www.moevergreenlibraries.org](http://www.moevergreenlibraries.org)

[www.youtube.com/channel/UCKfCxSVjE3ULRGU5DnPD6lg](http://www.youtube.com/channel/UCKfCxSVjE3ULRGU5DnPD6lg)



# Missouri Evergreen Mobile App



**Your patrons have  
access to our  
*Mobile App!***

Available on  
[Android](#) and [Apple](#)

[Video Tutorials](#)



[www.moevergreenlibraries.org](http://www.moevergreenlibraries.org)

# Curbside Pickup

Curbside Pickup

now available



**Reimagine library service and  
remain responsive to your  
patrons with our new**

*Curbside Pickup*

[Video Tutorials](#)



[www.moevergreenlibraries.org](http://www.moevergreenlibraries.org)

# Authentication & Integration

## SIP Settings

Server:

[sip.missourievergreen.org](http://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](http://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](#)



# Receipts & Printers

## 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:

[https://wiki.evergreen-ils.org/doku.php?id=faqs:evergreen\\_compatible\\_products\\_results\\_survey\\_2017](https://wiki.evergreen-ils.org/doku.php?id=faqs:evergreen_compatible_products_results_survey_2017)



# Equinox Support Desk

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

[support@equinoxinitiative.org](mailto:support@equinoxinitiative.org)

1-877-673-6457



[www.moevergreenlibraries.org](http://www.moevergreenlibraries.org)