

**Evergreen Membership Meeting
December 5, 2013
Inn at the Grand Glaize - 9:00 AM**

Attendance: Steve Campbell, Cathy Dame, Eva Dunn, Jessie Edwards, Sue Lightfoot, Debbie Luchenbill, Barbara Reading (State Librarian), Sue Stostak, Becky Wilcox, Carl Wingo (State Library),

In the absence of President David Doennig and Vice-President Terri York, Secretary Karen Hayden opened the meeting.

Reports

Debbie gave the MO Evergreen report.

- Blake Graham-Henderson has been hired as the programmer for MO Evergreen
- Scenic Regional and Washington Public Libraries are scheduled to "go-live: in January
- Debbie, Justin and Blake have been working to clean-up the "help desk" tickets.
- Donna was not able to attend the membership meeting because of illness.
- The staff is working with Keith at Ozark Regional to get their collection automated in preparation for going live. Previous to MO Evergreen, Ozark had not been automated.
- Debbie will be conducting several trainings during the next two weeks.
- Bollinger Library is the newest library to go live (November).
- Debbie received an email from Peggy Northcraft of Marion County Library, Subdistrict #1 stating that she has gotten permission from her board to proceed with joining MO Evergreen
- Sue Lightfoot reported that she will be happy to share knowledge learned concerning barcoding collections.
- Ozark Regional Library has hired a project manager who will help with their implementation and training. Ozark plans to bring up one branch at a time.
- Schuyler County will need to barcode prior to getting on the schedule to go live.
- Schedule for upcoming migration is: Scenic Regional and Washington - Jan., Caruthersville - Feb., Sullivan Public - April, Sikeston - June, Marion - Aug.
- The MOBIUS staff will be attending the Evergreen conference in March in Boston.

Debbie was asked if the MOBIUS staff had any idea as to when they would need additional staff. She reported that it depended on the size of the libraries joining. If the libraries were small, MO Evergreen possibly wouldn't need more staff for awhile. At 40 libraries, they would probably have to consider additional staff. The next staff person to be hired would be a person with library and IT experience.

Barbara Reading had comments concerning the MO Evergreen question about writing a grant for a BookWhere subscription.

- Are the records from BookWhere good?
- Have other vendors with product similar to BookWhere been investigated? (Look at Cat Express as an alternative)

Barbara thought that we needed to do some market research prior to writing the grant.

Babara reported that since OCLC does not do batch loading for public libraries holding any longer, the State Library has been in communication with OCLC and has received a quote for the state to have holding request services only with OCLC. They have also discussed consortial agreements. Barbara stated that uploading records to "Show Me The World" is important to the State Library and believes that resource sharing is important for all libraries.

The members then looked at the "Missouri Evergreen Priorities" point by point and offered the following suggestions and opinions.

Exploration of a Cataloging Resource

- Change first bullet to read: Encourage the use of a recognized cataloging utility

Training Program Development

Suggestions to accomplish:

- Look at language of agreements with “teeth” requiring catalog training.
- Need to have the executive board write the “teeth” in the documents
- Create cataloging rules
- Form a task force to deal with cataloging rules and policies - making sure that libraries are following through with rules
- Membership needs to participate in meetings and discussions
- Look at ways to encourage participation of all members in meetings - do they need to be in-person or online.
- Do a poll of what type of meeting works for the majority of members.
- Idaho State Library has free training for basic first level cataloging (ABLE and SABLE) - Cathy also has their policies for cataloging and likes it.
- Create standards for catalogers.
- Eva, Sue S. and Cathy will meet to working on catalog training and plans schedule.
- Create a “go-to” group for cataloging questions.
- Create templates for cataloging.
- Create a policy for Executive Board to approve concerning cataloging..
- Amigos has tier II level cataloging training available that we could take advantage of.
- Debbie suggested regional trainings and meetings to ensure more participation.

Problem Resolution Procedures

- Carl suggested that the Executive Committee sets policies and to have all members look at them before finalizing policies.
- Becky asked who should receive comments and concerns about cataloging.
- New libraries would clean up records using BackStage prior to migration.
- Reports -
 - Contact Debbie if you need a specific report created. She can create a template that will be available to all for others in the future.
 - Debbie will announce new reports that are in templates and shared folders.
 - Create a FAQ section of the MO Evergreen webpage.
 - Debbie is working with King County to learn how they use the acquisition module.
 - Carl suggested that we develop a fee schedule for future needs, possibly based on collections & circulation numbers.
 - Debbie reminded the members to use the 800# to report problems or concerns. All members of the team receive 800# questions and they can be best cleared up by using the help desk number or email.
 - Executive Committee should give a courtesy call to new migrating member to see how the migration is going.

Recruitment and Membership Development

- Develop a survey to target potential libraries - similar to one created in the beginning of the process.
- Create a strategic growth plan.
- Cannot depend on LSTA funding.
- Consortium must do own PR.
- Create a brochure of MO Evergreen benefits.
- Carl can help develop stats of public library numbers.
- Form a PR/Membership committee.

Committee volunteers: Sue L (Chairperson)

Steve

Eva

Any others interested in serving on this committee - contact Sue L.

- Form a Financial Strategic Plan Committee.

Any members interested in working on this committee please let David know. The State Library could be help with this.

This should be a priority for our next meeting.

Respectfully submitted,

Karen Hayden, Secretary

MO Evergreen Membership Meeting October 10, 2013

Attendance via teleconference:

Debbie Luchenbill, Justin Hopkins, & Blake Henderson - MOBIUS & MO EVERgreen
David Doennig - Stone County Public Library
Sue Szostak - Poplar Bluff Library
Ron Eifert - Sikeston Public Library
Chris Kloeppel - Howard County Library
Mark Smith - Sullivan Public Library
Wicky Sleight - Marshall Public Library
Cathy Dane - Lebanon-Laclede Library
Keith Housewright - Ozark Regional Library
Steve Campbell - Scenic Regional Library
Jackie Hawes – Washington Public Library
Karen Hayden - Little Dixie Regional Libraries

David called the meeting to order at 9:00, October 10, 2013

David welcomed the new members in attendance.

David updated the members concerning some of the recent catalog enhancements. The Syndetics product has been added to the catalog. We are receiving book jackets, summaries, and table of contents with the records. Series information was not included in the Syndetics product but Justin reported that we may be able to include this using a pop-up link. Justin will send a link to all to demonstrate the pop-up. David would like the group to respond to the pop-up and report if we think that it would be a helpful addition to our catalog. You may contact Debbie with your opinion on this.

Blake Henderson has been hired as Missouri Evergreen programmer. He previously was working with MOBIUS. We are very excited to have him as part of the MO Evergreen team.

The Executive Committee met at the State Library on August 28, 2013 with Carl Wingo and Debbie Musselman to discuss goals and creating a strategic plan.

There was considerable discussion at the Executive Committee meeting concerning maintaining and retaining a quality catalog records. Debbie contacted BookWhere to ask for a quote for their product. For a 24 library plan the first year cost will be \$16,248 with an annual maintenance fee of \$4,540. Carl and Debbie reported that we could write an out-of-cycle grant to purchase the first year startup fees.

Cathy reported that the product has worked very well for them and she would highly recommend the product for all libraries in the consortium. Steve asked what we saw as the advantage to the product and Cathy reported that the records are very good and David was very happy with the cost. It was stated that how to pay for the continuing years and

how or if libraries would continue adding records to WorldCat are considerations that would have to worked out. It may be that libraries would make that decision based on their individual needs.

Debbie will contact the BookWhere representative to give a demonstration webinar to the membership.

Cathy and Steve will work on writing the out-of-cycle grant. Cathy will contact Debbie M. about the process. Hopefully, we could have BookWhere up at the beginning of the new year.

Debbie reported that she was at MLA with the MOBIUS booth and also presented a "Table Talk" to interested librarians. She said that she saw a lot of interest. Jefferson County and Marion County both have expressed interest. She will also be working with Schuyler County. Schuyler County, at this point is not automated.

Webb City Library came up on October 1 and Bollinger County will come up in November. On the schedule to come up in the future are: Sullivan Public Library, Sikeston Public Library, and Ozark Regional.

Debbie has completed the new training manuals.

Blake and Debbie have been working to clean up old "help desk" tickets.

Debbie will be getting a quote for "Backstage", a product to clean up the catalog, authority control, and subject headings.

Justin reported that he is working on the MO Evergreen webpage and it should be ready on a couple of weeks. He will be including the training manuals and a listing of the MO Evergreen libraries.

Blake reported that he is getting his "feet wet" and excited to be working with MO Evergreen.

David asked if there were any other concerns from the group, hearing none, the meeting was adjourned.

The next meeting will be Thursday morning on December 5th at the MPLD meeting site.

Respectfully submitted,
Karen Hayden, Secretary

**Missouri Evergreen Consortium
Member Meeting
August 1, 2013**

Attendance: Donna Bacon, Mary Bays, Cathy Dame, David Doennig, Howard County, Justin Hopkins, Ruth Lord, Debbie Luchenbill, Nell Redhage, Christy Schink, Wicky Sleight, Sue Szostak, Terri York and Karen Hayden

David called the teleconference Missouri Evergreen Membership meeting to order at 9:00 AM.

David announce that the executive committee appointed the following officers:

David Doennig - Chair
Terri York - Vice Chair
Karen Hayden - Secretary
Cathy Dame - Chair - Cataloging Committee

Syndetics and Missouri Evergreen - Following up on the June meeting discussion, the survey of enhanced cataloging "wants" and cost, David presented the following quote from Syndetics. The top five elements desired are: Awards, Cover Images (Most Popular), First Chapters, Series Lists (Most Popular) and Summaries and Annotations. The quote for the five services is \$2,736.58. David proposed financing of the elements would be on top of yearly maintenance fees. The cost is based on circulation numbers. For those libraries with a 50,000 or less circulation total the cost would be \$60 and the top level would be \$660 for the libraries with circulation over 500,000. Scale would have eleven tiers with each tier increasing rates by \$60.

Terri made the motion to accept David's proposal for Syndetic Services and to start the service as soon as it can be implemented by MO Evergreen Staff.

Cathy seconded the motion.

Christy suggested that Donna prepare a pro-rated scale for libraries joining throughout the year since the Syndetic Services would be paid at the start-up date and at that it would come due at same time in upcoming years.

The motion was approved with no nays.

Cataloging Committee - BookWhere Discussion

A quote was received from WebClarity concerning our request for a consortium cataloging software. The cost for a 24 consortium library system would be \$16,248 for the first year of service and the renewable upcoming years would be \$4,540. Several member were able to participate in a WebClarity webinar to introduce the product on July 23rd.

Cathy reported that Lebanon-Laclede has used BookWhere for 15 years and she is very happy with the product. It is easy to use, the records are great and MARC records are available from public, academic, and special libraries. BookWhere is good for those titles that need original cataloging. She highly recommends the product.

Other discussion concerning BookWhere:

A question - What about libraries who wish to continue sending records to OCLC and filling interlibrary loan requests with OCLC?

David commented that to him the dollar savings of using BookWhere for cataloging is more important than adding records to OCLC. He is planning to drop Cat Express.

Terri reported that she does not use "Cat Express" and only pays the monthly bill to OCLC. She is questioning the value of why we are doing that.

An opinion was expressed that if we all use the same product, doing so would improve the quality of records and we would not have many of the issues that the de-duping process exposed.

It was suggested that we contact Carl Wingo at the State Library and see if the State Library would fund the first year of the service through a grant request. David will talk with Carl about this. Our justification for grant funding would be to create a standardized and clean catalog.

David will speak with Carl concerning our OCLC questions and Interlibrary Loan lending.

Cathy and Terri will work on a survey for consortium members to see what they think about a consortia BookWhere purchase.

Other discussion:

Terri asked if any libraries had looked at the cataloging courses offered by Webjunction? Terri and her cataloger are planning to take some of the classes. It was suggested that all catalogers using MO Evergreen should be required to take cataloging classes to brush up on skills to make sure that the catalog is clean and of high quality.

The cataloging committee is reminded of the cataloger's list serve and committee members may join at: <http://lists.mobiusconsortium.org/mailman/listinfo/mecatalogers>.

Debbie announced that Webb City Library is our newest member and they will be going live in September. They were inserted in the scheduled timeline because of server issues. Carthage will "go live" in August. Mark Smith at Sullivan Public Library will be finalizing the Sullivan Public Library MOU with his library board.

Terri reminded everyone to use the list (evergreen@lists.mobiusconsortium.org) to share ideas, ask questions, and help others.

David clarified the consortium decision for reducing rate for smaller libraries. It was decided at a previous meeting that those libraries with less than 50,00 circ level, would be discounted the \$1,000 add-on fee but they would pay the MOBIUS fee. This is a three year program.

An inventory module was discussed. Debbie reported that in the Evergreen community there are libraries raising money to create that module. Debbie stated that she will send out instructions on how to do an inventory with the current system.

Debbie reported that Carthage was not able to join the meeting because of staffing issues.

Terri asked Debbie to send out a list of current libraries and directors.

Terri reported that Carl Wingo replied to an inquiry concerning annual stats and how to record books shared between consortium libraries. He reported that we are to count shared books as an interlibrary loan transaction.

Respectfully submitted,

Karen Hayden

MISSOURI EVERGREEN
Business Meeting June 6, 2013
Holiday Inn, Joplin, MO

Called to order at 9:08 am by David Doennig. Members present David Doennig-Stone County, Terri York-Webster County, Sue Lightfoot- Carrollton, Sue Szostak-Poplar Bluff, Theresa Hunsaker-Grundy County, Nell Redhage-Washington, and Becky Wilcox-Donipan-Ripley. Also present were Donna Bacon and Debbie Luchenbill of MOBIUS.

A quorum for voting was not met by the number of members present.

The proposed Bylaws change met with no discussion or objections. Chair Doennig will send out an email for vote by the membership.

The group discussed options for discounting libraries with limited budgets. The Executive Committee will develop a discount or tiered introductory pricing application and procedures to present for vote by the membership. The members present agree with waiving or discounting only the \$1000 support fee. The base MOBIUS fee would remain. Libraries applying for the discount would have to do so every 3 years.

Evergreen Consortium Card – Of those present, no member was in favor of changing the current borrowing rules for the Evergreen Consortium. It was suggested that Evergreen libraries should consider adding the statement “A member of Missouri Evergreen” to new plastic cards when purchased. This would allow for more branding of the Consortium.

Karen Hayden was appointed by the Executive Committee to fill the unexpired term of Amy Crump. Karen Hayden needs to be elected for a 3 year term. Chair Doennig will send out an email for vote on this item. After the vote, the Executive Committee will elect officers among its members and establish staggered term limits.

MOBIUS Report by Debbie Luchenbill

- The de-dup process is almost ready to be run. Justin will send an email to each member for them to review the accuracy of which records were chosen in the process. After he receives feedback the process will be run for the current member libraries and each time a new member is brought on the Consortium.
- The student permission group issue has been resolved.
- A new listserv or blog will be used for issues and news affecting all Evergreen members.
- Each library will need to designate a staff person to check the “cataloging error bucket” for their library. The bucket will include items believed to have a cataloging problem.
- Debbie will send out instructions for adding local notes to records. Those would include donated by, in memory of, etc. For the item to be searchable in the OPAC certain steps need to be followed.
- MOBIUS will send out instructions for adding e-book records.
- Debbie will send out an updated member list with contact information.

Other Business –

New Member Recruitment – There are 18 libraries now signed up for the Consortium taking the implementation schedule through April 2014. More libraries need to be signing up for the grant funds

available in 2014. Each member is asked to contact libraries around them to introduce them to Evergreen.

Terri York mentioned that she had info that a member was unhappy with the service they were receiving via Evergreen. She asked if those present were happy with the current state of Evergreen and if they felt the service time on tickets was prompt. All present were happy with the support and problem resolution from MOBIUS. She implored them to share any issues as they cannot be fixed if no one knows of them. Members are encouraged to air their issues at our meetings and not with non-member libraries.

Sue Szostak asked that Consortium holds be changed from 5 to 10 per patron. Those present were in agreement. Chair Doennig will send out an email for vote on the matter.

Donna Bacon was asked to check costs for Enriched Content to be added to Evergreen.

Meeting adjourned at 11:45 am.

Terri York, Vice Chair

ME Conference Call
April 4, 2013

Present: Terri York, David Doenig, Cathy Dame, Justin Hopkins, Karen Hayden, Mary Bays, Steve Campbell, Wicky Sleight, Ginny Ray, Erin Rigsby, Darcy Wood, Chris Kloeppel, Debbie Luchenbill and Donna Bacon.

Minutes: Karen moved and Wicky seconded that the minutes be approved. Motion carried.

Evergreen Staff reports:

Migration: Debbie reported that she has cleaned up the permission groups. She also reported that Howard County went live and that Neosho-Newton County will go live in May.

Upgrade to version 2.3.5: Justin reported that the upgrade should take place in the next week.

Discussion Items:

Ozark Regional membership: David reported that Ozark Regional is not currently automated. Basically it will be the cataloging of the nearly 150,000 items straight onto Evergreen instead of a migration. Although they are not migrated or automated, they will still be using the help desk and consulting Evergreen staff. As a result, they will begin paying fees as the conversion begins. Because they have never automated, the State Library will help with the costs.

Kimberling Area Library: David was contacted by Kimberling City about ME. Kimberling City is a non-tax supported library with an ILS that is not working well and not supported. Steve questioned whether they would be able to afford the system. Donna has talked with the State Library and there is a question of the re-imbursement of servers purchased by the State Library. Non-tax libraries would also have to reimburse for staff and equipment. Cathy suggested that the bylaws be revised to include language about membership for public libraries as defined by the State Library for the receipt of grants, State Aid, etc. Karen moved and Terri seconded that the bylaws be revised to reflect language as advised by the State Librarian for membership of public libraries into the Missouri Evergreen consortium. Motion carried. David will consult with the State Librarian and email the revised bylaws to the membership. A vote will be taken at the next meeting on June 6th at 9 am during the MPLD meeting in Joplin.

Consortium card for patrons: Wicky suggested that the consortium membership consider adopting a consortium patron card that could be used at all member libraries without the courier. Debbie responded that the borrowing rules would be based on local rules. Justin will do some testing but he believes it is possible. Terri recommended that each member talk with their boards about the pros and cons. The item will be added to the next agenda. Donna asked that David email information to the ME membership so that members who were not able to attend the conference call can talk with their boards and be ready to discuss at the next meeting.

Recruitment and potential members:

Debbie has visited with Sikeston and they are showing some interest. Other libraries that have shown some interest are: Barton County, Montgomery City, Dexter, Delaney Public, Van Buren and Salisbury. Terri asked that an information sheet be produced to be used for prospective members. The cost of membership is much less than what had been discussed with libraries earlier. Personal contacts still need to be made.

Other Business:

Cataloging committee: Justin reported that he is experimenting with a deduping process. The Cataloging committee has been asked to help with deduping by creating a record bucket for items that need attention. The current deduping process is pulling out about 25%, which is good.

Terri also mentioned that she is seeing a lot of problems with the cataloging of multi-part items, magazines, for example. Cathy will have her cataloger write out some instructions and post them on the list serv.

Data extraction: Ginny asked about how the data extraction was coming for Neosho-Newton. Justin indicated that it is a slow process and there may be some fees.

David adjourned the meeting.

ME Conference Call
February 7, 2013

Present: Debbie Luchenbill, Justin Hopkins, Donna Bacon, David Doenig, Terri York, Sue Lightfoot, Jennifer Seaton, Steven Campbell, Karen Hayden, Erin Rigsby, Jenny Ellis, Becky Wilcox and Cathy Dame.

Evergreen update

Patron Permission Groups: It was suggested that Debbie look at the patron permission groups. Terri York moved and Jennifer seconded and the motion carried.

Deduping of records: The issue is getting the MoLib2Go records into the system. Debbie is running a report that lists bibs with no items to pull out the e-books.

Prospective members: Debbie visited with Caruthersville. The issue will be voted on today. Ozark Regional is also considering joining. They are eight branches in 4 counties. However, they are not currently automated. Steve reported that he has talked with Patrick Wahl. Patrick notified Steve that University City and its consortium has renewed their contract with Sirsi/Dynix.

Upgrade: The update should cover several small fixes. The correct staff client needs to be used for searches.

Other: Following a question regarding Book Clubs, Debbie has set up a circ modifier. Terri commented that we need to use the listserv to communicate problems and solutions.

Cataloging Committee updates: Cathy reported that until the deduping process is worked out, there is not much that can be done. Ruth Lord from Scenic Regional has volunteered, as well as, Shon Griffin and Shannon Mangrum from Poplar Bluff and Wicky Sleight from Marshall.

Circulation Committee updates: Karen Hayden reported that the committee has been working on an overdue report. Justin commented that all overdues are system generated. The printed notices are from the system but email notices can be unique.

Terri mentioned that there are still issues with the 14-day overdue notices. She would also like to see the ability to generate a bill notice. Karen and the Circ committee will look into it.

Unfilled Evergreen position: Justin reported that the position has proved to be difficult to fill. The position has been posted on the MU website and on both the MLA and ALA sites. Terri asked that the job description be sent out the ME members so that it can be posted with local schools and universities. Steve Campbell suggested that the job description be re-worked to focus more on development rather than system administration. Donna commented that the re-working of a job description involves going thru the MU Human Resources Department.

OCLC WorldCat Mess: David talked with Carl Wingo about his concern regarding the adding of records to World Cat. OCLC has changed its policy. Libraries with CatExpress used to be able to do batch uploads. Debbie has notified us that no library can do batch uploads unless they are full members with cataloging privileges. Carl has talked with Margaret Conroy and Barbara Reading and they will talk with OCLC. OCLC wants us to add our records but is not asking us to pay for it. Many expressed that their budgets will not allow for the purchase of full cataloging memberships. Terri suggested that we look at

our ILL and determine how many are going outside the ME consortium. Carl told David that the State Library has not paid for record upload except as part of retrospective conversions. Carl would like to hear from everyone on the subject. Terri asked David to draft a letter from the ME consortium to Carl with our concerns.

Mobile Apps: Steve Campbell reported that he has been approached by Tangle about developing an app for free. Steve has concerns about Evergreen being open source and that there could be some “blow back”. Justin expressed some concerns, as well. He has worked with them in the past. It is his suggestion that we not integrate a third party product. There could be patron confidentiality issues.

David closed the meeting.

Next meeting is scheduled for April 4, 2013 by conference call.

Missouri Evergreen Meeting

MPLD – Lake of the Ozarks, December 6, 2012

Present: David Doennig, Terri York, Cathy Dame, Karen Hayden, Ginny Ray, Steve Campbell, Jackie Thomas, Margaret Conroy, Donna Bacon, Debbie Luchenbill, Sue Lightfoot, Roger Lembke, Becky Wilcox, Jenny Ellis, Theresa Hunsaker and Jennifer Seaton.

Book Club loan periods – A Book club permission group will be set up for anyone to use.

Meeting frequency – Terri York moved and Sue Lightfoot seconded that Mobius will provide a monthly update via email/listserv. The consortium will meet at both the June and December MPLD meetings and GotoMeeting sessions every other month. The GotoMeeting sessions will be the first Thursday of even numbered months (February, April, June, August, October and December) at 9 am. Motion carried.

Frequency of deliveries – There had been a suggestion that the members be required to have more than twice a week courier service. Although Margaret encouraged everyone to consider increasing the number of days of courier service, only twice weekly is required to be a consortium member.

Mobius Update – Donna Bacon and Debbie Luchenbill reported that with the addition of Bollinger County, Washington and Scenic Regional, the consortium now has 16 members. The next library to migrate is Doniphan-Ripley on January 21. There are discussions with St. Louis Municipal libraries (9 members), Ozark Regional, Caruthersville, Montgomery City, Dixon, Cape Girardeau, Salisbury and Joplin to consider Evergreen membership. Donna also reported that Mobius is struggling to hire a Systems Administrator for Evergreen.

Permission Groups – Debbie will email a list of the current and recommended permission groups to David to be discussed by the Executive Committee.

Deduping and Manual Cleanup – The system pulls out duplicate bibliographic records. This process needs to be completed before the Doniphan-Ripley migration. It was agreed that deduping will become a part of the migration process with each additional library. Because the MoLib2Go records do not have an item attached, the system is currently pulling them out. Mobius is working on finding a fix.

Cataloging Policy – Some of the issues to be considered are deduping issues, authority control and additional cataloging training. Debbie reminded us that MARC records should not contain any local information. Cathy will contact Ruth Lord at Scenic Regional about joining the Cataloging Committee. OCLC batch loading was discussed. Interlibrary loan is based on loadings in OCLC. It was suggested that Mobius do uploads for the consortium monthly and add the cost to the membership fee. However, it is free to do the annual batch upload (adds and deletions). Options will be discussed. The acquisitions and serials modules for Evergreen have been improved. There will need to be training for the libraries interested in using these modules.

Notice Options – Currently, print notices are downloaded daily. The circulation committee (Karen Hayden, Sue Lightfoot, Ginny Ray and Erin Rigby (Poplar Bluff) need to discuss additional training for notices, specific language needed in the notices and bills ('may be sent to collections'). Fines thresholds may need to be dealt with locally.

Membership fees – Maintenance fees are billed after the library's go-live date. Staff and hardware is being paid by the State Library for a minimum of 5 years. As libraries continue to join the consortium there may be a need to set up a tiered fee structure.

The meeting was adjourned by President, David Doennig.

Missouri Evergreen Executive Committee
July 26, 2012
Conference Call Minutes

Present: Justin Hopkins (MOBIUS), Donna Bacon (MOBIUS), Terri York (Webster County), Amy Crump (Marshall Public), David Doennig (Stone County), Sue Lightfoot (Carrollton Public) and Cathy Dame (Lebanon-Laclede County).

Agenda:

Grundy County migration: Donna reported that Grundy County has gone live. The process took longer than expected. There were issues with getting the data ready for migration. Poplar Bluff Public, who already used Evergreen, has gone live on the Missouri Evergreen server.

Marshall and Carrollton County migrations: Donna reported that Marshall Public will go live on August 6. Carrollton Public will go live on August 28th.

Training procedures: Based on the experience from Grundy County, Donna recommends that the Circulation and Cataloging training will be split into separate training sessions. Because Reports training will be more complicated, it will not take place until the library has been live for a while.

Cataloging Deduping: Donna and Justin explained that a procedure to deal with duplicate cataloging records has been created. The process finds duplicate records and scores each record by looking at each tag to determine which of the records is the most thorough and correct. This process was conducted with the Poplar Bluff and Grundy County migrations. Following much discussion, it was decided that the deduping process will take place following each migration. At an appointed time in the future the database will be sent off for an authority check.

There was also a question of unique tags in bibliographic records. Currently, the unique tags are being moved to a note field. The note field, however, is not searchable. In order to get the information, a Report would have to be run. By the end of the discussion, Justin believed that he may have come up with a way to search the note fields containing the unique tag information.

As migrations continue for other libraries there will be other cataloging issues. Donna suggested that the Cataloging committee look at procedures. Cathy Dame will make some contacts with other catalogers to put together a committee.

Next libraries to migrate: Donna has completed the contract with the State Library for September 1, 2012 through August 31, 2013. The State Library does not need to know which libraries are migrating during that time period but how many.

Donna has grouped the libraries that are waiting to migrate by Automation System and by the date that their current automation contracts end. Stone, Webster and Laclede Counties have extended their contracts with ILL until December 31, 2012. They will be the next to migrate in October/November. Donna will contact the other libraries to better determine when they will migrate.

Additional member libraries: Donna has been contacted by other libraries with an interest in the Missouri Evergreen consortium. Donna will be visiting Bollinger County the week of July 30th to discuss their interest. There has also been some interest expressed by other libraries that Donna is exploring and providing information.

Evergreen Coordinator: Donna reported that Deborah Luchendill has been selected as the Evergreen Coordinator. She has a background in public libraries and state wide groups. Her basic duties will be to coordinate additional migrations, training and be the contact person for member libraries.

Donna also mentioned that on September 1, 2012 the advertising will begin for the hiring of an Evergreen Systems Administrator.

Respectfully submitted,

Cathy Dame, Secretary

Missouri Evergreen (ME)

February 3, 2012
Lebanon-Laclede County Library
Minutes

Attending: Terri York, Sue Lightfoot, Karen Hayden, Cathy Dame, Ginny Ray, Jennifer Seaton, David Doennig, Jackie Thomas, Becky Wilcox, Amy Crump, Theresa Hunsaker, Roger Lembke, Carl Wingo, Donna Bacon and Justin Hopkins.

In order to move forward with bylaws and policies an Executive Board was assembled with: David Doennig (Stone County) – Chairman, Terri York (Webster County) – Vice Chairman, Cathy Dame (Lebanon-Laclede County) – Secretary, Amy Crump (Marshall Public) – Member at Large, Sue Lightfoot (Carrollton Public) – Member at Large

Prior to the appointing of an Executive Board, David Doennig led a review of the draft MOU. Pending revisions, the MOU was accepted. The group also discussed a name for the consortium. Following the model of Indiana, we chose to include Evergreen in the consortium name. The majority agreed to Missouri Evergreen or ME.

Discussion points:

Jackie Thomas questioned how much autonomy each member library would have. Specifically, she is interested in the look of the webpac and the scope for each library. The group discussed that there may be some enhancements that will be expanded based on what is needed and best for most.

Terri York requested a “canned” presentation of Evergreen. Particularly she would like to see reports. Justin Hopkins said that he would produce a video of reports to be shared.

Donna Bacon and Mobius staff visited Evergreen Indiana (EI) in Indianapolis to talk with them about hosting issues. Indiana started with 13-15 members. Their platform is very similar to what Missouri is proposing. Indiana purchased hardware which was paid for by the Indiana State Library. They also have a state-wide card that can be used at all member libraries.

If ME purchases its own hardware it is estimated to cost \$36,000 and should last 3-4 years. This would run 30-40 libraries with a limit based on the number of bibliographic records.

At the meeting in Jefferson City in January, the cost of hosting was estimated to be about \$52,000. However, following some adjustments, Justin was able to lower this cost to \$12,840 that will be shared by all members. The State Library will pay the hosting costs for the first year. Following, based on the number of interested libraries, the cost would be approximately \$ 988 per library. **Terri York moved**

and Karen Hayden seconded that each library pay \$1,000 for hosting. The excess paid would be put into an account to purchase future hardware upgrades, hosting and bandwidth. Motion carried.

Donna reported that the \$12,840 collected for hosting will be paid directly to ISG (University of Missouri data storage). Mobius will not be making any money from the hosting. The Mobius Board has voted that the money from hosting and migration will be placed in an account and not added to the Mobius budget.

While in Indianapolis, Justin attended training on migration. Mobius will not be using Equinox for the migration. It is estimated that it will cost each library \$8,000 (regardless of the size of library) for migration, training and implementation. The State Library will cover this cost. The extraction of transactions will be the responsibility of each individual library.

As the Consortium works with the State Library, there are timing issues. The State Library has money that must be expended by August 31. In the meantime, Mobius will be ordering hardware and hiring two staff persons for the project. Mobius will revise their Service Level Agreement. In reality, the first round may not begin before April 1. Donna suggested that interested libraries be aggressively weeding their collections, purging patron records and doing any needed data clean up. She suggested that as part of the policy writing of the consortium that we should include weeding, purging and data clean up as part of the requirements before migration of any new member libraries.

David Doennig asked that all present review the Bylaws from Evergreen Indiana. The Executive Board will create a draft and disseminate by email. The next meeting will be conducted using GoToMeeting.

A committee of Terri York, Cathy Dame and David Doennig will comprise the Cataloging committee. Anyone who is interested is welcome to join the discussion and make suggestions. Donna recommended that we consult the Cataloging policies that EI has in place. The Cataloging policies will need to be followed by the establishing of procedures. The discussion of authority control using a vendor like Backstage may be needed. Donna noted that EI does not do authority.

A committee of Sue Lightfoot, Karen Hayden and Amy Crump will work on Circulation policies. Justin reported that there are currently 3 different circulation models built into Evergreen. Discussion regarding item holds, lending/borrowing rules, etc. will need to be set. EI also has circulation policies that can be reviewed. Anyone interested in Circulation policies is welcome to take part.

Terri York moved and Jennifer Seaton seconded that the fiscal year be set as July 1- June 30. And that occurring members be billed July 1 (due in 30 days) and new members pay within 30 days of going live. Motion carried.

There was a great deal of discussion about the order of the groups being loaded into Evergreen. Decisions will have to be made in regards to the money from the State Library that has to be spent by August 31 and how many libraries that money will cover. There are also priorities given to library's who contracts with current vendors expire this year. There are 2 libraries already using Evergreen and a group of 3 libraries who are currently being hosted together.

Donna will send survey information out with migration questions. The results of the surveys will be used by the committees.

Cathy Dame, Secretary

Missouri Evergreen (ME)

April 11, 2012

Minutes – Conference Call

Attending: Terri York, Sue Lightfoot, Cathy Dame, Jerry Parker, Jennifer Seaton, David Doennig, Jackie Thomas, Becky Wilcox, Amy Crump, Theresa Hunsaker, Roger Lembke, Donna Bacon, Justin Hopkins and Carl Wingo.

Bylaws: Jackie Thomas moved and Amy Crump seconded that the revised bylaws proposed at the February 3, 2012 meeting in Lebanon be approved. Motion carried with a unanimous vote.

President, David Doennig reminded everyone that a signed copy of the Resource Sharing Agreement or Memorandum of Understanding needs to be returned to David. Currently, only Carthage, Stone County and Webster County have returned a signed copy. Technically, no library is a member of the consortium until they have returned the paperwork.

Circulation Policy: Amy Crump moved and Sue Lightfoot seconded that the policy be approved as amended. Motion carried with a unanimous vote. Discussion: The holds flow chart prepared by Justin and Donna was discussed. Donna recommended that the borrowing library's circulation policy should dictate the rules of the resource sharing. Other discussion included procedures for the generating of bills and overdue notices, changes in definitions used in the circulation policy and borrowing policies.

Cataloging Policy Discussion: It was agreed that a committee would be created that would bridge the director and the cataloging levels. Justin will add a cataloging listserv for discussion. The committee will be drawn from the listserv participants. The example cataloging policy includes many levels of cataloging access based on training and cataloging background.

Implementation: Donna reported that Grundy County is the first priority. Theresa Hunsaker reported that barcoding of the collection is well underway. She hopes to be completed by Monday, April 16th. She estimates that over 500 man hours have been dedicated to the project. Carrollton, Marshall and Poplar Bluff will be loaded in the next round.

Other discussion: Donna reported that she and her staff will be attending the Evergreen conference in Indianapolis on April 2-6.

There was no date or time set for next meeting.

Cathy Dame, Secretary

